

# SOUTH SUBURBAN COLLEGE



June 12, 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 REED, AND WILLIAMS**

**THURSDAY, JUNE 12, 2025**

**5:40 PM**

- 
- I. Recommendation to accept the first reading of new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02, Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security.



**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, JUNE 12, 2025**

**5:50 PM**

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- I. Recommendation to approve the Resource Allocation Management Plan (RAMP), as presented.
  - II. Recommendation to accept the bids of School Health, \$530.80; Lansing Sports, \$58,196.00; BSN Sports, \$33,030.80; and Pro-Am Team Sports, \$6,833.02 for the purchase of athletic uniforms and supplies.



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, JUNE 12, 2025**  
**6:00 PM**

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- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
  - A. Early Childhood Education Program (Dr. Anna Helwig/Dr. Samantha Murray)
  - B. Village of South Holland Red Tulip Education Award (Village of South Holland/Raylynn Stokes)
  - C. Illinois Secretary of State Tutor Spotlight Award (Raylynn Stokes)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Finance Committee Meeting held May 8, 2025
  - B. Regular Board of Trustees Meeting held May 8, 2025
  - C. Closed Session Meeting held May 8, 2025
  - D. Special Board of Trustees Retreat held June 5, 2025
  - E. Closed Session Meeting held June 5, 2025
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (Thomas Agnew)
  - B. Approval of the payment of bills for May, 2025 (Thomas Agnew)
  - C. Approval to accept the first reading of new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02, Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security (Janet Rogers)
  - D. Approval of the Resource Allocation Management Plan (RAMP), as presented (Tyhani Hill)
  - E. Approval to accept the bids of School Health, \$530.80; Lansing Sports, \$58,196.00; BSN Sports, \$33,030.80; and Pro-Am Team Sports, \$6,833.02 for the purchase of athletic uniforms and supplies. (Tyhani Hill)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Permission to Create and Advertise
  - D. Approval of Fiscal Year 2026 Compensation Packages for Administrators
  - E. Approval of Fiscal Year 2026 Compensation Packages for Technical Professional Exempt (TPE) Employees
  - F. Approval of Fiscal Year 2026 Compensation Packages for Grant-funded Employees

**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 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, MAY 8, 2025

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Trustee Tyhani Hill called the meeting of the Finance Committee to order at 6:03 p.m.

Committee members present: Trustees Tyhani Hill, Kevin Daly and Anthony Williams.

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells and Trustees Sherelene A. Harris, Janet Rogers and Student Trustee Grace Ojo.

Other Board members absent: Trustee Prince Reed.

*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 Brian Bare.

Agenda:

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

Trustee Hill recommended the Board of Trustees accept the bid of Chicago Heights Construction Company in the amount of \$574,810.00 which includes the base bid and alternates two (2) and three (3), for the Atrium Project, utilizing Department of Economic Opportunity (DCEO) grant funds, at the regular Board of Trustees meeting.

The meeting adjourned at 6:09 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, MAY 8, 2025

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

At 6:10 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, Vice Chairperson Kevin L. Daly, Secretary Sherelene A. Harris and Trustees Tyhani Hill, Janet Rogers, Anthony Williams and Student Trustee Grace Ojo.

*Absent:* Trustee Prince Reed.

*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 Brian Bare.

### **II. PLEDGE OF ALLEGIANCE**

Chairman Terry Wells led the Pledge of Allegiance.

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

Ms. LaSharon Carter addressed the Board of Trustee regarding class offerings and modalities.

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

#### **A. 2025 Student Art Purchase Awards**

The Board of Trustees purchased student artwork to add the college's permanent collection.

#### **B. 2025 President's Leadership Awards**

The Board of Trustees formally recognized the winners of the 2025 Presidential Excellence & Leadership Awards.

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

#### **A. Special Board of Trustees Meeting held April 29, 2025**

Trustee Rogers moved and Trustee Williams seconded to approve the Special Board of Trustees meeting held April 29, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **VI. NEW BUSINESS**

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

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

**B. Bills Payable for April, 2025**

Trustee Harris moved and Trustee Hill seconded to approve the monthly payment of bills in the amount of \$3,227,263.04. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

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

Trustee Hill moved and Trustee Daly seconded to accept the bid of Chicago Heights Construction in the amount of \$574,810.00, which includes the base bid and alternates two (2) and three (3), for the Atrium Project, utilizing Department of Commerce and Economic Opportunity (DCEO) grant funds. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Trustee Rogers moved and Trustee Harris seconded to approve the resignation of Keith Sankey, Jr. as a full-time Police Officer in the Campus Police Department, effective July 7, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

**B. Appointments**

1. Trustee Daly moved and Trustee Rogers seconded to approve the appointment of Chiquita Jones-McKenzie as a full-time Police Officer in the Campus Police Department, effective July 7, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

2. Trustee Hill moved and Trustee Harris seconded to approve the appointment of Jacques Rivera as a full-time Police Officer in the Campus Police Department, effective July 7, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

3. Trustee Harris moved and Trustee Rogers seconded to approve the appointment of Justin Sorrell as a full-time Human Resources Manager in the Human Resources Department, effective May 19, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

**C. Approval to Return to Previous Position**

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

**D. Grant Permission to Create and Advertise**

1. Trustee Daly moved and Trustee Williams seconded to create and advertise the full-time position of Nursing Laboratory and Simulation Manager. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

2. Trustee Rogers moved and Trustee Hill seconded to advertise the position of Switchboard Operator. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **VIII. CLOSED SESSION**

At 7:00 p.m., the Board entered into Closed Session on a motion made by Trustee Rogers and seconded by Trustee Williams to discuss 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, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

At 7:42 p.m., the Board of Trustees resumed Open Session on a based on a consensus vote.

### **IX. MISCELLANEOUS**

The Board of Trustees observed a moment of silence in honor of the late Eleanor Radford.

### **X. ADJOURNMENT**

At 7:44 p.m., Trustee Williams moved and Trustee Hill seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

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**Chairman of the Board**

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**Secretary of the Board**

# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

INFINITE EVENT SUITE

1820 RIDGE ROAD, SUITE 104

HOMewood, ILLINOIS, 60430

SPECIAL BOARD OF TRUSTEES RETREAT MINUTES

THURSDAY, JUNE 5, 2025

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

At 10:15 a.m., Chairman Terry Wells called the Special Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held at Infinite Event Suite in Homewood, Illinois.

*Present:* Chairman Terry Wells, Vice Chairperson Kevin L. Daly, Secretary Sherelene A. Harris and Trustees Tyhani Hill, Janet Rogers and Anthony Williams.

*Absent:* Trustee Prince Reed and Student Trustee Grace Ojo.

*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; J.D. Chavez, Executive Director of Accreditation & Institutional Effectiveness; Thomas Agnew, Chief Financial Officer; Kellie Martin, Executive Director of Public Relations and Resource Development; and James Martin, Executive Director of Information Technology. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA), arrived at 12:35 p.m.

## **II. PUBLIC PARTICIPATION:**

There was none.

## **III. PRESENTATIONS AND REPORTS**

### **A. Welcome and Overview of Retreat Activities**

Chairman Terry Wells and President Lynette D. Stokes delivered a welcome address and provided attendees with a general overview on the Board of Trustees Retreat agenda. No vote was taken.

### **B. Capital Improvement Projects**

Vice President of Administration Patrick Rush provided the Board of Trustees with an overview of capital improvement projects completed and in development from 2019-2026. No vote was taken.

### **C. Information Technology Policy & Cyber Security**

Executive Director of Information Technology James Martin provided the Board of Trustees with an overview on information technology policy and cyber security measures. No vote was taken.

### **D. State Funding and Budget**

Chief Financial Officer Thomas Agnew provided the Board of Trustees with an overview on State funding and budgetary planning and its impact on South Suburban College. No vote was taken.

#### **E. Strategic Plan**

Executive Director of Accreditation & Institutional Effectiveness Dr. J.D. Chavez provided the Board of Trustees with an overview on the close-out of the college's current Strategic Plan, the framework of the 2025-2030 Strategic Plan based on feedback from key stakeholders, and the visions and plans for the Department of Institutional Research. No vote was taken.

#### **F. Public Relations and Resource Development**

Executive Director of Public Relations and Resource Development Dr. Kellie Martin provided the Board of Trustees with a two-year review of the SSC Foundation and provided fundraising updates. No vote was taken.

#### **G. Illinois Community College Trustees Association (ICCTA) Updates**

Executive Director of the Illinois Community College Trustees Association (ICCTA) Jim Reed provided the Board of Trustees with Legislative Updates, delivered a presentation on Board Governance and Ethics, and administered a Board Self-Evaluation exercise. No vote was taken.

#### **H. Closing Remarks**

Dr. Lynette D. Stokes concluded the presentations and delivered closing remarks to the Board of Trustees. No vote was taken.

#### **IV. CLOSED SESSION**

At 2:40 p.m., the Board entered into Closed Session based on a consensus vote to discuss 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, Tyhani Hill, Sherelene A. Harris, Janet Rogers Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

At 4:01 p.m. the Board resumed Open Session based on a consensus vote.

#### **IV. ADJOURNMENT**

At 4:02 p.m. Chairman Terry Wells adjourned the Special Board of Trustees Retreat.

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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: June 12, 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 April 30, 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

5/28/25  
Date

*Batoul Boud*  
Appropriate Vice President

5/28/25  
Date

*[Signature]*  
President

5/28/25  
Date

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees

From: CFO - Thomas Agnew

Date: June 12, 2025

Subject: Financial Report For The Period Ending April 30, 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>
\$1,876,386.54	\$23,997,301.04
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,199,582.18	\$26,202,353.18

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,820,003.18	\$42,167,295.35
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,932,749.02	\$39,751,524.35
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$1,887,254.16	\$2,415,771.00

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>
\$11,333,006.46	3.14%	(23)

**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	\$973,699.52	\$477,701.58	\$1,451,401.10
April	1,722,942.79	\$153,443.75	\$1,876,386.54
May			\$0.00
June			\$0.00
YTD	\$21,362,796.64	\$2,634,504.40	\$23,997,301.04

	<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	\$1,672,926.87	\$406,401.75	\$2,079,328.62
April	\$1,794,885.45	\$404,696.73	\$2,199,582.18
May			\$0.00
June			\$0.00
YTD	\$22,452,906.41	\$3,749,446.77	\$26,202,353.18

**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	\$3,576,288.25	\$3,266,784.85	\$309,503.40
April	\$4,820,003.18	\$2,932,749.02	\$1,887,254.16
May			\$0.00
June			\$0.00
YTD	\$42,167,295.35	\$39,751,524.35	\$2,415,771.00

	<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	\$10,511,246.20	3.37%	(12)
April	\$11,333,006.46	3.14%	(23)
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		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	3/31/2025	9,705,270.01	0.00	798,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	4/2/25	7,217.40			
Illinois Fund MM deposit from Comptroller	4/3/25	259,053.27			
Illinois Fund MM deposit from Comptroller	4/4/25	47,774.21			
Illinois Fund MM deposit from Comptroller	4/4/25	4,166.67			
Illinois Fund MM deposit from Comptroller	4/4/25	116,774.66			
Illinois Fund MM deposit from Comptroller	4/8/25	31,253.35			
Illinois Fund MM deposit from Comptroller	4/14/25	120,000.00			
Illinois Fund MM deposit from Comptroller	4/14/25	16,710.05			
Illinois Fund MM deposit from Comptroller	4/16/25	883.20			
Illinois Fund MM deposit from Comptroller	4/21/25	1,324.80			
Illinois Fund MM deposit from Comptroller	4/22/25	5,520.00			
Illinois Fund MM deposit from Comptroller	4/23/25	103,839.58			
Illinois Fund MM deposit from Comptroller	4/24/25	8,995.26			
Illinois Fund MM deposit from Comptroller	4/30/25	23,600.00			
Illinois Fund MM deposit from Comptroller	4/30/25	43,562.95			
Interest on Illinois Funds MM	4/30/25	5,832.08			
Interest on 53 MM	4/30/25	16,306.93			
PFM Interest	4/30/25	8,945.78			
Ending Balance:		10,527,030.20	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		1,860,494.68	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,524,197.57	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		6,142,337.95	0.00	798,819.25	0.00
Totals	4/30/2025	10,527,030.20	0.00	798,819.25	0.00

## SOUTH SUBURBAN COLLEGE

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## SOUTH SUBURBAN COLLEGE

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# SOUTH SUBURBAN COLLEGE

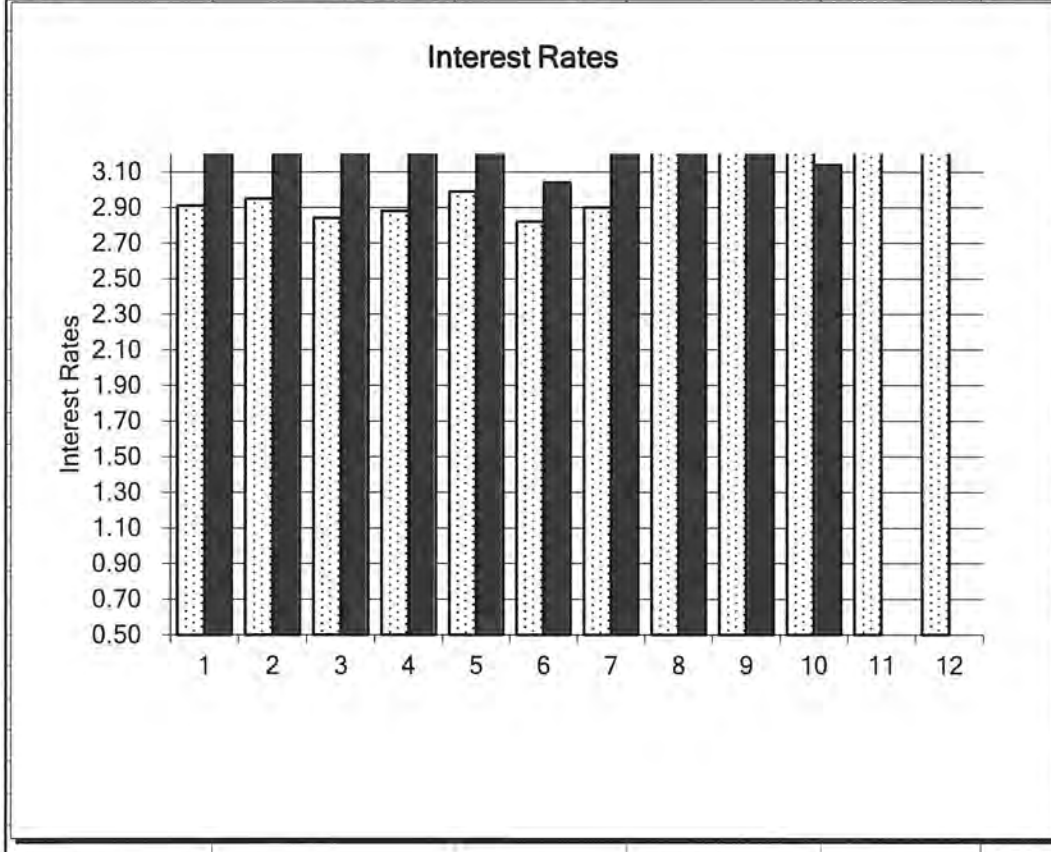
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## SOUTH SUBURBAN COLLEGE

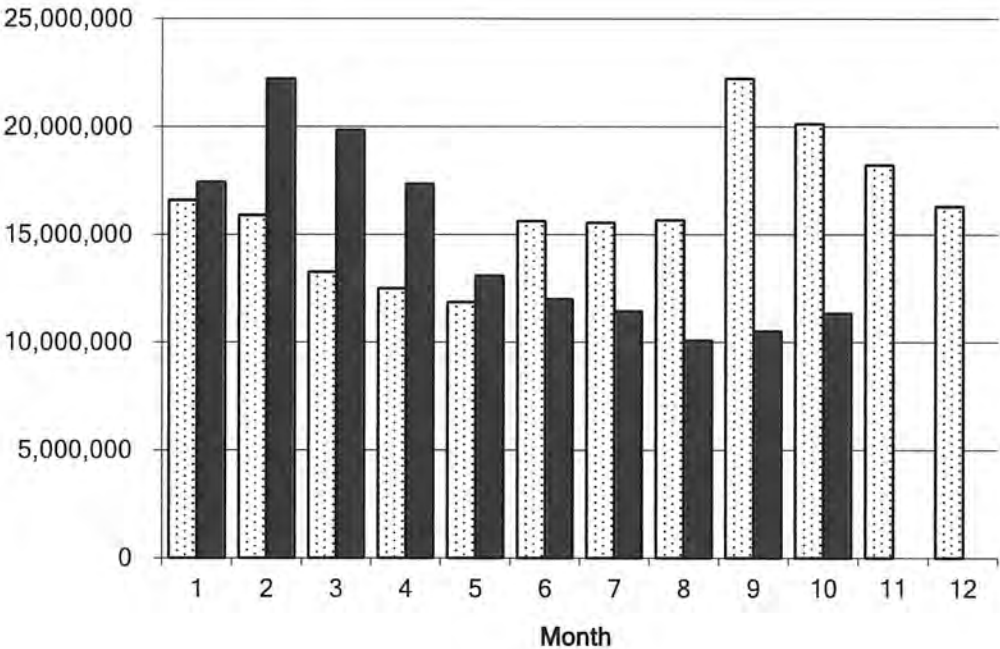
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# South Suburban College

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	11,333,006	3.14
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: June 12, 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

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### 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.
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### MOTION

Hereby authorize the Treasurer to pay the following list of bills:
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Education Fund	\$2,617,654.15
Operations & Maintenance Fund	\$474,098.68
Operations & Maintenance Fund Restricted	\$58,336.12
Auxiliary Enterprise Fund	\$308,798.77
Restricted Fund	\$967,092.32
Flex Plan Fund	\$2,658.06
Audit Fund	\$11,550.00
Special Levies Fund	\$64,675.63
Total	\$4,504,863.73

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

6/3/25  
Date

*Patricia Quely*  
Appropriate Vice President

6/3/25  
Date

*Stokes*  
President

6/3/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: June 12, 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 to accept the first reading of new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02, Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

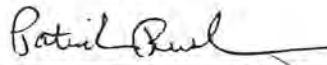
This action aligns with Strategic Direction 5.4; Improve operational efficiencies of all internal structures and processes.

### MOTION

Move that the Board of Trustees to accept the first reading of new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02, Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security.

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

5/28/25  
Date

  
President

5/28/25  
Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**204.03          Filming and Photography on Campus**

**1. Scope**

To provide guidance for external organizations requesting to film and/or take photos on South Suburban College property for marketing, news and other promotional purposes. *Please note, this policy does not apply to photography and videography used for academic purposes.*

**2. On-Campus Filming or Photography by External Organizations**

SSC's expressed, written permission from the Office of Public Relations is required for any filming or photography on its campuses by professional or commercial photographers and filmmakers, and campus visitors, faculty, staff or students taking pictures or filming for commercial purposes.

Notification of filming and photography by news professionals is requested to be coordinated with the Office of Public Relations.

Personal photos may be taken by students, parents, faculty, staff, alumni and other campus visitors so long as: 1) they are used exclusively for personal, non-commercial purposes; 2) they do not interfere with the ongoing operations of the college; and 3) they do not interfere with the planning, set-up or implementation of activities or events at the college.

Notwithstanding the foregoing, SSC reserves the right to prohibit any filming or photography on its campus for any reason, including if the filming or photography creates the potential for: 1) disruption of academic, research, business or student activities; 2) damage to or alteration of college property; 3) inappropriate use of South Suburban College's name, marks or image; 4) disruption of traffic, parking or pedestrian pathways; 5) other safety hazards; or 6) violations of the college's privacy policies.

**3. Videography Produced for Marketing and Promotion**

In order to better steward SSC resources and to maintain branding standards, video and photographic production projects for the purposes of marketing and promotion are coordinated through the Office of Public Relations, which provides oversight to ensure quality and efficient use of limited resources.

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**Reviewed:     June 12, 2025**

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**207.01 Use of College Facilities**

The Board shall designate one or more administrators of the College who may grant permission for use of College premises to recognized public and/or private citizens' organizations and the community at large, under the following conditions:

1. the use does not interfere with or conflict with the normal operation or educational programs of the College;
2. the use is consistent with College policies and federal, state and local laws and ordinances;
3. the use conforms to the general procedures and conditions governing the use of facilities of the College as provided to the requesting organization or individual;
4. a request is submitted in writing to the Vice President of Administration no later than fifteen (15) days prior to the date of the event for which the facility has been requested;
5. a fee, established by the College, is paid in full by the close of business at least 48 hours prior to the event. The request for a waiver of fees shall be made by the individual or organization at the time the request. The request for a fee waiver shall be reviewed by the President and Vice President of Administration, while considering the costs and benefits to the College and the greater community in determining whether to grant or deny the fee waiver request. Waivers will not be granted for political events and activities.
6. a certificate of insurance in a form and in amounts specified by the Vice President of Administration is supplied at least 48 hours prior to the start of the event.

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**Revised: April 8, 1999**  
**Revised: April 8, 2004**  
**Reviewed: May 10, 2007**  
**Revised: February 13, 2014**  
**Reviewed: June 12, 2025**

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**207.02        Smoking/Non-Smoking Regulations**

As of July 1, 2015, under Illinois state law, South Suburban College became a smoke-free campus. All College property is smoke-free. Effective January 1, 2024, an amendment to the Smoke Free Illinois Act banned the use of electronic smoking devices such as vape pens and electronic cigarettes inside public spaces. This means vapers and smokers must be outside and at least 15 feet away from the doors of any public entrance.

“College property” means any property owned, leased, occupied, operated or otherwise controlled by South Suburban College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, parking lots, driveways, loading docks, College-owned streets, sidewalks and walkways.

“Smoke” or “smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, e-cigarette, vape pen, hookah, weed, herbs, incense, oil, candles or other materials which create smoke on campus property.

The South Suburban College website shall indicate that all Campus property is smoke free. All organizations utilizing Campus Property shall be informed of the Smoke Free Campus Policy and shall be responsible for informing attendees and enforcing the Policy.

For students, violation of the smoke-free law will result in a referral to the Dean of Student Development and discipline in accordance with the *Student Code of Conduct*.

For employees, violation of the smoke-free law will result in referral to the appropriate Department Chair, Dean or area Vice President. Discipline for those employees who are included in a bargaining unit shall be progressive in accordance with the applicable Collective Bargaining Agreement. Discipline for administrators and technical professional exempt (TPE) employees shall be in accordance with the applicable Board Policy.

Bargaining unit employees may appeal any such disciplinary decision through the grievance procedures established by the Collective Bargaining Agreement. Administrative and Technical/Professional/Exempt employee appeals shall be in compliance with *Board Policy 455.09, Grievance Procedure for Administrators and Technical/Professional/Exempt Staff*.

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**Reviewed:    June 12, 2025**

**South Suburban College**  
**South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**211.02        Campus Crime and Security**

The Board of Trustees recognizes the importance of maintaining a safe and secure campus environment and affirms its commitment to compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Crime Awareness and Campus Security Act of 1990), as well as subsequent amendments, including those under the Violence Against Women Act (VAWA).

Accordingly, the Administration, through the South Suburban College Police Department and in collaboration with college leadership, shall develop, implement, and maintain regulations, procedures, and programs that reflect both the letter and spirit of these federal mandates. These shall include, but are not limited to, the following areas:

**1.    Reporting of Criminal Activity**

- Clear and accessible procedures shall be established for students, employees, and campus visitors to report criminal offenses, suspicious activities, or safety concerns.
- Reports may be made confidentially or anonymously in accordance with legal provisions.
- Mandatory reporting protocols for campus security authorities (CSAs) shall be maintained.

**2.    Campus Facility Security**

- Security measures for college facilities shall include controlled access, appropriate lighting, surveillance technologies, and regular patrols.
- Procedures will outline hours of operation, visitor access, and emergency lockdown protocols.

**3.    Campus Police and Security Authority**

- The South Suburban College Police Department, comprised of sworn officers and security personnel, holds the authority to enforce laws, make arrests, and investigate incidents occurring on campus property.
- Mutual aid and cooperative agreements with local law enforcement agencies shall be maintained.

**4.    Crime Prevention and Safety Education**

- Ongoing programs shall be provided to inform students and employees about crime prevention, personal safety, bystander intervention, alcohol and drug awareness, sexual violence prevention, and emergency preparedness.
- Training shall include annual Clery Act and Title IX-related workshops.

**5.    Crime Data Collection and Coordination**

- The College shall coordinate with local and state law enforcement to ensure accurate recording and classification of campus-related crimes.
- This includes crimes occurring on campus property, public property adjacent to campus, and non-campus buildings controlled by recognized student organizations.

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**6. Alcohol, Cannabis, and Drug Use Policies**

- Policies concerning the possession, use, and distribution of alcohol, cannabis, and controlled substances will comply with federal, state, and institutional guidelines.
- The College maintains a Drug-Free Schools and Communities Act compliance program with preventative education and referral services.

**7. Sexual Misconduct and Gender-Based Violence**

- Policies shall be in place to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking.
- Victims shall be provided with clear options for reporting, resources for support, and fair, prompt, and impartial grievance procedures.
- Procedures will align with Title IX and VAWA guidance.

**Crime Log and Public Records**

- A publicly accessible daily crime log shall be maintained by the South Suburban College Police Department.
- The log shall include the nature, date, time, and general location of each crime reported, as well as the disposition, if known.
- Information may be withheld temporarily if its release would compromise an ongoing investigation or the privacy of a victim.

**Annual Security Report and Notifications**

- The Administration shall prepare, publish, and distribute an Annual Security Report (ASR) in accordance with the Clery Act.
- The report will include three years of campus crime statistics, safety and security policies, procedures for emergency response and evacuation, and policies regarding sexual violence.
- The ASR shall be made available to current and prospective students and employees via electronic distribution and posted on the College's website.

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**Adopted: April 8, 1999**  
**Revised: July 12, 2007**  
**Reviewed: June 12, 2025**



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.D

Board Meeting Date: June 12, 2025

### BOARD COMMITTEE

☐ Policy  
☒ Finance  
☐ Architectural  
☐ Other

☒ Operating  
☐ College Capital  
☐ Protection, Health and  
Safety

### FUNDING

☐ Grant Funded  
☐ Student Life  
☐ Special Levies

### PROPOSAL SUMMARY

Annually we are required to submit the College Capital Resource Allocation Management Plan (RAMP) for capital requests for ICCB funding.

### ESTIMATED COST OR BENEFIT

The possible benefit to the College is \$14,101,000. The College is required to match 25% of the total cost of the projects in the amount of \$3,525,250.

### JUSTIFICATION OF ACTION

The ICCB requires the Board of Trustees to approve the College's capital RAMP requests for State funding. This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

### MOTION

Move that the Board of Trustees approve the Resource Allocation Management Plan (RAMP), as presented.

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

5/28/25  
Date

Appropriate Vice President

5/28/25  
Date

President

5/28/25  
Date

**District and College**

510/South Suburban College, 51001

**Ranking**

1

**Identifier**

510-01R2022-1

**Type of Space**

(A) Lab Space

**Title**

Renovate Labs

**Board approval date**

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**Funding information**

Bldgs Addition, and/or Structures >> Amount	
Land >> Amount	
Equipment >> Amount	
Utilities >> Amount	
Remodeling & Rehabilitation >> Amount	\$5,000,000.00
Site Improvements >> Amount	
Planning >> Amount	
Other >> Amount	
Estimated Local Funds (25% min.) >> Amount	\$1,250,000.00
Estimated State Funds >> Amount	\$3,750,000.00
Estimated Total Funds >> Amount	\$5,000,000.00

**Scope**

The general scope of work entails the renovation of two biology labs and two physics labs. The current labs are outdated and have equipment that is over 20 years old. Their current layout and equipment do not meet today's high-tech standards for learning environments.

**Demolition:**

Remove existing ceilings, floor finishes, casework, lighting fixtures, workstations, loose furniture, plumbing fixtures, wall mounted boards as required to leave a clean room with just four walls.

### **New Construction:**

The new learning environment in each lab shall consist of 4 chair student workstations with center isles for circulation. The new spaces will serve a dual function for lecturing and lab work. New ceilings with new dimmable LED lighting appropriate for the working environment. Walls will be repaired and painted along with a new chemical resistant epoxy floor system will be installed. New electrical power will be provided as required along with new plumbing, air and gas as needed for new student work stations. An ADA work station will be a part of the new student workstations. The existing HVAC system and temperature controls will be upgraded as required to provide comfort in the space. New fixed equipment such as base and wall cabinets with glass doors will be installed. A new teacher work station with the flexibility to lecture and instruct during lab sessions will also be installed. New markerboard(s) and a new smart board will be installed. Existing emergency shower and fume hoods will be upgraded or replaced.

### **Justification**

The success of a student is not only related to the amount of time spent studying outside the classroom but the quality and functionality of the learning environment they spend time in. Having hi-tech instructional environments not only benefits the student's prospects of succeeding, but allows them to be up to par with other learning institutions who invest in their facilities.

The current biology and physics labs have started to show wear and tear after 20+ years of use. Water, gas and air supply to existing workstations no longer work or are in need of replacement. Repairs can be costly and therefore overlooked. The teaching environment is outdated with the layout of the student work stations restricting one-on- one interaction with the instructor. Today's learning environment requires one-on-one interaction between the student and the instructor.

The lighting in the classrooms is less than ideal. Teachers are not able to dim the existing lights when presenting on smartboards or whiteboards using their laptops. The existing light fixtures are not energy efficient and are not LED and require maintenance. Dimmable light fixtures would solve the above problems.

The existing floor is vinyl composition tile and is not chemical resistant. Replacing the existing floor with epoxy flooring provide the chemical resistance should a student drop anything hazardous.

The existing workstations as mentioned are lined up in continuous rows and spaced close together limiting quick interaction with students and instructors. Egress is also hindered by the existing layout.

Some services to existing workstations are no longer operational and costly to fix. But the most important factor is that the exact conditions of piping that is not visible is unknown and can pose a hazard.

Casework is showing it's age with the amount of use it gets. In house repairs have to be made due to hardware being difficult to obtain. Surfaces are worn and cannot be refinished. Casework was constructed to fit antiquated equipment and in some cases newer equipment will not fit in existing cabinets.

In order to attract new students and excite existing students, updated labs are a must. Many students base their college attendance on how up to date instructional facilities are. It is very easy for a prospective student to go to another local college just because their facilities are more modern. Updated facilities can also aid in obtaining top notch professors.

**District and College**

510/South Suburban College, 51001

**Ranking**

2

**Identifier**

510-01-DF2024-2

**Type of Space**

Building Envelope

**Title**

Exterior Painting and Caulking-Entire Building-Main Campus

**Board approval date****Funding information**

Bldgs Addition, and/or Structures >> Amount	
Land >> Amount	
Equipment >> Amount	
Utilities >> Amount	
Remodeling & Rehabilitation >> Amount	\$2,900,000.00
Site Improvements >> Amount	
Planning >> Amount	
Other >> Amount	
Estimated Local Funds (25% min.) >> Amount	\$ 725,000.00
Estimated State Funds >> Amount	\$2,175,000.00
Estimated Total Funds >> Amount	\$2,900,000.00

**Scope**

EXTERIOR COATING WORK:

- POWER WASH ALL EXTERIOR WALL SURFACES AND EXTERIOR SOFFIT CEILING AREAS.
- SPOT PRIME STAINED WALLS.
- SPOT PRIME ANY NEW PATCHES.
- BRUSH AND ROLL APPLY TWO (2) COATS OF ELASTOMERIC ACRYLIC COATING WITH SELF CLEANING ABILITY AND 10 YEAR WARRANTY.

- APPLY TWO (2) COATS OF PAINT ON HOLLOW METAL DOORS AND FRAMES, PAINTED HANDRAILINGS, WALL LOUVERS NOT PREFINISHED.

EXTERIOR CAULKING - 100%:

- CLEANOUT ALL VERTICAL AND HORIZONTAL CAULK JOINTS BETWEEN PANELS.

- PREPARE JOINTS.

- BACK AND RE-CAULK JOINTS.

- SEAL ALL CRACKS NOT ABLE TO BE BRIDGED BY COATING.

- CLEAN OUT AND RE-CAULK ALL WINDOW AND DOOR CAULKING INCLUDING CLERESTORY WINDOWS AND WINDOWWALLS.

- PATCH AND MATCH ANY SPALLED CONCRETE AND CLEAN AND PROTECT.

### **Justification**

The exterior integrity of a building is only as good as its ability to prevent air and water infiltration.

South Suburban College has been providing a bandage to the exterior of its Main Campus Building for many years. The existing exterior panels have endured years of weathering, causing the paint to spall and fade over the years giving the building a worn-out appearance. The caulk between the exterior panels has either fallen out, dried up and lost its movement ability. Most of all the old caulk between panels makes the building susceptible to water infiltration.

Re-painting and re-caulking will beautify the appearance of the building and also provide cost saving measures when it comes to energy efficiency. Leaving the exterior of the building in current conditions can create bigger underlying problems in the near future making repairs more costly.

**District and College**

510/South Suburban College, 51001

**Ranking**

3

**Identifier**

510-01-DF2024-3

**Type of Space**

Building Envelope

**Title**

Exterior Exterior Windows and Doors-Main Campus

**Board approval date****Funding information**

Bldgs Addition, and/or Structures >> Amount	
Land >> Amount	
Equipment >> Amount	
Utilities >> Amount	
Remodeling & Rehabilitation >> Amount	\$6,201,000.00
Site Improvements >> Amount	
Planning >> Amount	
Other >> Amount	
Estimated Local Funds (25% min.) >> Amount	\$1,550,250.00
Estimated State Funds >> Amount	\$4,650,750.00
Estimated Total Funds >> Amount	\$6,201,000.00

**Scope**

EXTERIOR WINDOW AND DOOR REPLACEMENT:

- REMOVE EXISTING EXTERIOR WINDOWS
- REPAIR EXISTING CONCRETE OPENINGS
- INSTALL NEW INSULATED ENERGY EFFICIENT WINDOW SYSTEM
- SEAL PERIMETER OF OPENINGS WITH CAULK
- REMOVE EXISTING EXTERIOR DOOR SYSTEMS

- REPAIR EXISTING CONCRETE OPENINGS
- INSTALL NEW INSULATED ENERGY EFFICIENT DOORS
- INSTALL NEW DOOR THRESHOLDS AND HARDWARE
- INSTALL NEW AUTOMATIC DOOR OPERATORS WHERE NECESSARY
- SEAL PERIMETER OF OPENINGS WITH CAULK

### **Justification**

The exterior integrity of the building is affected by deteriorated windows and doors.

The exterior windows are original from when the building was built in the 1970's. There have been areas where window anchoring has broken due to rust causing windows to move laterally by strong winds. The windows leak air from deteriorated glazing gaskets, are not energy efficient and pose a Health Life Safety risk if they are blown in or out of the opening. New insulated, energy efficient windows will reduce heat and cooling costs and eliminate the Health Life Safety risk.

The exterior entry doors and hardware are deteriorated and do not function properly. Door frames and door anchors are rusted causing doors to sag and difficult to operate or close properly without continued maintenance and repair.

New windows and doors will eliminate air and water intrusion, eliminate maintenance repair costs, protect the structural integrity of the building envelope as well as reduce heat and cooling costs for years to come.



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.E

Board Meeting Date: June 12, 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 accept the bids of School Health, \$530.80; Lansing Sports, \$58,196.00; BSN Sports, \$33,030.80; and Pro-Am Team Sports, \$6,833.02 for the purchase of athletic uniforms and supplies.

### ESTIMATED COST OR BENEFIT

\$98,590.62.

### 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 School Health, \$530.80; Lansing Sports, \$58,196.00; BSN Sports, \$33,030.80; and Pro-Am Team Sports, \$6,833.02 for the purchase of athletic uniforms and supplies.

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

*Batell Buel*

Appropriate Vice President

President

6/1/25

Date

6/1/25

Date



## SOUTH SUBURBAN COLLEGE

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

### Board of Trustees

Terry R. Wells,  
**Chairman**

Kevin L. Daly,  
*Vice Chairman*

Dr. Sherelene A. Harris,  
*Secretary*

Tyhani Hill

Prince Reed

Janet M. Rogers

Anthony W. Williams

Dr. Lynette D. Stokes,  
*College President*

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

ssc.edu

# MEMO

To: Dr. Lynette Stokes, President and Board of Trustees  
From: Patrick Rush, Vice President of Administration  
Date: June 3, 2025

**Re: Athletic Uniforms and Supplies**

On May 20, 2025, SSC Purchasing broadcast a Request for Proposal for the procurement of Athletic Uniforms and Supplies via Demand Star and Beacon Bid to 71 vendors. Our legal requirement to advertise was satisfied through notices placed in *The Daily Southtown*, *Taylor Media*, and the aforementioned online purchasing platforms. A public bid opening was held at SSC on May 20, 2025, at 10:00 a.m., with the results being read aloud. A detailed breakdown of the bid results is enclosed.

The College has done business with all four of the successful vendors and found all experiences to be satisfactory, and we have received the requested references. I recommend the acceptance of the bids in the total amount of \$98,590.62 as follows:

- \$530.80 - School Health, Rolling Meadows, IL
- \$58,196.00 - Lansing Sports, Lansing, IL
- \$33,030.80 - BSN Sports, Dallas, TX
- \$6,833.02 - Pro-Am Team Sports Evanston, IL

Athletic Uniform and Supply  
May 20, 2025

	QTY	BASEBALL ITEM	SCHOOL HEALTH	Pro-Am	LANSING SPORT	BSN		
1	40 Dz	Baseballs			\$ 4,800.00 L			
2	1	Aluminum Bat			\$ 350.00	\$ 256.38 L		
3	48	Baseball Hats			\$ 1,056.00 L	\$ 1,248.00		
4	48	Baseball hats			\$ 1,056.00 L	\$ 1,248.00		
5	42	Knit Hats			\$ 714.00	\$ 462.00 L		
6	2	Catchers Equipment			\$ 640.00 L			
7	2	Catchers masks			\$ 260.00 L			
8	1	Bat Bag			\$ 145.00 L			
9	42	Belts		\$ 121.18	\$ 346.50	\$ 86.94 L		
10	1	Equipment Bag			\$ 115.00 L			
11	16	Travel Bags			\$ 880.00 L	\$ 1,088.00		
12	8	Coaches Golf Shirts		\$ 303.04	\$ 272.00 L	\$ 296.00		
13	42	Fleeces			\$ 2,016.00	\$ 1,890.00 L		
14	14	Alleson Pants		\$ 910.00 L	\$ 1,120.00			
15	24	Alleson Pants		\$ 1,560.00 L	\$ 1,920.00			
17	8	Coaches Jackets			\$ 456.00 L	\$ 640.00		
18	8	Coaches Sweats			\$ 600.00	\$ 328.00 L		
19	42	Batting Practice tops			\$ 2,310.00	\$ 2,142.00 L		
20	18	Tag custom pinstripe pants			\$ 1,566.00 L			
21	24	Tag TSLA Gray Pants			\$ 1,728.00 L			
22	36	Tag TSLA White Pants			\$ 2,592.00 L			
23	36	Gym Shorts		\$ 923.76 L	\$ 1,080.00	\$ 1,260.00		

Athletic Uniform and Supply Bid

24	36	Gym Shorts				\$	923.76	L	\$	1,080.00	\$	1,260.00			
25	168	Gym shorts/Drifit Long/Short sleeve							\$	3,400.00	L	\$	4,386.00		
26	20 r	Batting gloves							\$	600.00		\$	519.40	L	
27	18	Book bags							\$	1,170.00	L				
28	36 pr	Solid Sock							\$	216.00	L				
29	18	Batting Helmets							\$	900.00	L				
30	1	Wooden Nail Drag													
31	1	Base Screen							\$	195.00	L	\$	546.83		
32	1	Set Stickers with SSC Logo							\$	115.00	L				
32	1pallet	Chalk Mark Field-White										\$	1,192.97	L	
33	1pallet/40 bags	Mound Clay													
34	1	Screen										\$	371.52	L	
					\$	0	\$	4,741.74	4	\$	33,698.50	19	\$	19,222.04	9
							</								

Athletic Uniform and Supply Bid

44	12	Hats						\$	240.00	L				
45	4	Balls												
46	2	Bat 2026 Ghost OG Softball Bat				\$	777.60	L						
47	1	Bat 2026 gost Unlimited Softball Bat				\$	385.30	L						
48	1	Bat LS LXT Softball Bat												
49	1	Bat 2026 LS Meta												
50	24	Stirrups							\$	240.00	L			
51	16	Replacement Pant/Jersey							\$	630.00	L			
52	24	Ear Warmers				\$	289.20	L		\$	360.00		\$	312.00
53	24	Winter Hat				\$	316.35			\$	360.00		\$	312.00
54	24	Warm Up Pant							\$	1,080.00		\$	720.00	L
55	24	Jackets							\$	1,200.00	L	\$	1,632.00	
56	6	Winter Jackets				\$	419.10			\$	390.00	L	\$	408.00
57	24	Hooded Sweatshirts							\$	960.00	L	\$	960.00	
58	72	Socks							\$	342.00		\$	225.08	L
59	1	Scoresheet												
60	8	Coaches Polo							\$	320.00		\$	296.00	L
61	4	Coaches Shoes										\$	240.00	L
62	3	Bucket for Balls							\$	75.00		\$	58.26	L
63	24	Book Bags							\$	1,656.00	L			
64	1	Field Drag							\$	775.00		\$	166.26	L
65	1	Bow Net							\$	275.00	L			
66	1	Screen										\$	814.22	L
67	2 Dozen	Balls Juggs Softie Softballs										\$	258.44	L
68	3	Home Plate							\$	75.00		\$	53.76	L

## Athletic Uniform and Supply Bid

[illegible]

## Athletic Uniform and Supply Bid

[illegible]

## Athletic Uniform and Supply Bid

[illegible]

## Athletic Uniform and Supply Bid

[illegible]

## Athletic Uniform and Supply Bid

[illegible]

## Athletic Uniform and Supply Bid

[illegible]





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: June 12, 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 Dr. Linda Brown-Aldridge as the full-time Dean of Nursing, effective October 31, 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 retirement of Dr. Linda Brown-Aldridge as the full-time Dean of Nursing, effective October 31, 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

Tasha S. Williams  
Originator

5/28/25  
Date

Charlotte Guyton  
Director of Human Resources

5/28/25  
Date

Tasha S. Williams  
Appropriate Vice President

5/28/25  
Date

[Signature]  
President

6/3/25  
Date

Linda Brown-Aldridge, DNP, RN

20085 Inverness Court Olympia Fields, IL 60461

708-903-4180

aldridgelr@msn.com

May 1, 2025

Dear Vice President Williams,

It is with a mix of gratitude and bittersweet emotions that I'm writing to formally announce my retirement as Dean of Nursing at South Suburban College with my last day being October 31, 2025. This decision wasn't made lightly, but I believe it is time for me to focus on new challenges and pursue different endeavors.

Working at South Suburban College has been an invaluable experience, and I am grateful for the support and guidance that have contributed to my work during my tenure here. The collaborative spirit and dedication to excellence are aspects of the college I have deeply admired. I have formed many new relationships and enjoyed the time working with the outstanding leadership of the college and contributing to the success of the students.

To facilitate a smooth transition, I am prepared to assist with transferring my duties and responsibilities to a successor. I'm committed to sharing my knowledge and ensuring that the nursing department and its programs are seamlessly handed over. Please let me know how I can best help with this process over the next few months.

I appreciated the opportunity to be part of the SSC team and will think of the wonderful people here often. Thank you for the positive experiences and for fostering an environment that encouraged my learning and growth.

Sincerely,



Dr. Linda Brown-Aldridge, DNP, RN

CC: Dr. Lynette Stokes

Board of Trustees, President T. Wells.





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.2

Board Meeting Date: June 12, 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 separation of employment of the following grant-funded positions, pending non-renewal of Workforce Innovation Opportunity Act (WIOA) grant funds effective June 30, 2025:

Gladys Middleton, Business Service Representative  
Maria Pittman, Youth Career Coach  
Brianna Wells, Manager of Workforce Development

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

This action is pending the non-renewal of Workforce Innovation Opportunity Act (WIOA) grant funds as of June 30, 2025.

### MOTION

Move that the Board of Trustees approve the separation of employment of the following grant-funded positions, pending non-renewal of Workforce Innovation Opportunity Act (WIOA) grant funds effective June 30, 2025:

Gladys Middleton, Business Service Representative  
Maria Pittman, Youth Career Coach  
Brianna Wells, Manager of Workforce Development

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

*Kenneth Cohn*  
Originator

6/3/25  
Date

*Charlotte Guyton*  
Director of Human Resources

6/3/25  
Date

*Tasha S. Williams*  
Appropriate Vice President

6/3/25  
Date

*[Signature]*  
President

6/3/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: June 12, 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 Kyle Hallberg as a full-time Trades III Engineer in the Plant Operations Department, effective July 1, 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 Kyle Hallberg as a full-time Trades III Engineer in the Plant Operations Department, effective July 1, 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

5/28/25  
Date

*Charlotte Guyton*  
Director of Human Resources

5/28/25  
Date

*Patricia Buel*  
Appropriate Vice President

5/28/25  
Date

*[Signature]*  
President

5/28/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.2

Board Meeting Date: June 12, 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 Elizabeth Menig as a full-time Faculty in the Biology Department, effective August 11, 2025, pending successful completion of a criminal background investigation.

### ESTIMATED COST OR BENEFIT

As placed on the Faculty Salary Schedule.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the appointment of Elizabeth Menig as a full-time Faculty in the Biology Department, effective August 11, 2025, pending successful completion of a criminal background investigation.

Approvals:

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

*Anna M. Helwig*

Originator

6/3/25  
Date

*Josha J. Williams*

Appropriate Vice President

6/3/25  
Date

*Charlotte Guyton*  
Director of Human Resources

6/3/25  
Date

*[Signature]*  
President

6/3/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.3

Board Meeting Date: June 12, 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 Joanna Tassin as a full-time Switchboard Operator in the Academic Computing and Telecommunications Department, effective July 1, 2025, and grant permission to advertise to fill the vacated grant-funded position.

### 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 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

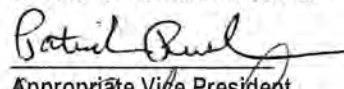
Move that the Board of Trustees approve the appointment of Joanna Tassin as a full-time Switchboard Operator in the Academic Computing and Telecommunications Department, effective July 1, 2025, and grant permission to advertise to fill the vacated grant-funded position.

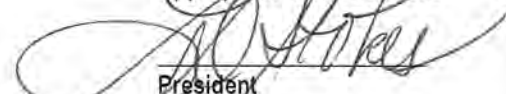
#### Approvals:

- \* 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 6/9/25  
Date

  
Director of Human Resources 6/9/25  
Date

  
Appropriate Vice President 6/9/25  
Date

  
President 6/9/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: June 12, 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 permission to create and advertise the full-time position of Cyber Security Analyst.

### 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 \$63,000 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 permission to create and advertise the full-time position of Cyber Security Analyst.

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

*James D. Martin Jr.*

Originator

6/2/25  
Date

*Charlotte Guyton*  
Director of Human Resources

6/2/25  
Date

*Patricia Ruhl*  
Appropriate Vice President

6/2/25  
Date

*[Signature]*  
President

6/2/25  
Date



**SOUTH SUBURBAN COLLEGE**  
**Job Description**

**Job Title:** Cyber Security Analyst  
**Division:** Administrative Services  
**Department:** Information Technology  
**Reports To:** Executive Director  
**Salary Level:** \$63,000.00  
**FLSA Status:** Exempt  
**DATE:** June 12, 2025

**SUMMARY**

The Cyber Security Analyst (CSA) is a Technical Professional Exempt (TPE) role responsible for securing South Suburban College's information systems by proactively identifying and mitigating threats. Reporting to the Executive Director of Information Technology, the CSA plays a key role in monitoring, analyzing, configuring, and securing networks, systems, and applications. This role involves close collaboration with teams across Network Systems Academic Computing and Information Technology to ensure that systems are not only securely designed, developed, and deployed but also properly configured and managed to maintain strong security and risk management controls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Monitor institutional systems and networks to proactively detect and mitigate cyber threats.
- Collaborate with the Security Operations Center (SOC) to resolve security incidents efficiently.
- Coordinate with Academic Computing and Network Systems teams on critical software and firmware updates beyond the regular patch cycle.
- Manage account lifecycle and security settings within Azure AD and on-premises Microsoft Active Directory Infrastructure.
- Provide security expertise and consultation to internal technical and non-technical teams.
- Investigate and respond to real-time alerts and suspicious activity.
- Analyze security reports for policy violations or compliance issues.
- Track emerging cybersecurity threats and recommend risk mitigation strategies.
- Conduct and manage vulnerability assessments across systems and networks.
- Oversee annual cybersecurity assessments and penetration testing.
- Evaluate new security technologies for potential enterprise implementation.

- Configure and manage the institution's security systems and policies, to ensure protection of campus-wide IT infrastructure.
- Ensures compliance with state and federal law regarding information security.
- Periodically review and update institutional information security policies. Create new security policy and procedure documents as necessary.
- Develop and deliver regular group training sessions for staff on cybersecurity awareness, safe computing practices, and emerging threats.

Other duties may be assigned.

**QUALIFICATIONS:**

- Bachelor's degree in Information Technology or a related field, or equivalent industry training and certifications.
- 3–5 years of experience in a cybersecurity or IT-related role.
- Solid understanding of enterprise-class technologies (firewalls, routers, switches, wireless access points, VPNs).
- In-depth knowledge of Microsoft technologies: Azure, Active Directory, SQL Server, Office 365, Windows Server and Desktop OS.
- Proficiency in PowerShell scripting.
- Experience with: Microsoft Defender, Microsoft Intune, Microsoft Purview, SentinelOne Singularity XDR, SolarWinds Orion, Cisco Umbrella.
- Strong written and verbal communication skills, with the ability to convey security concepts to both technical and non-technical audiences.
- Familiarity with security and compliance frameworks: NIST, ISACA COBIT, ISO.
- Self-driven problem-solver with the ability to work independently.
- Strong interpersonal and collaboration skills, with the ability to work effectively across departments and with stakeholders at all levels.
- Must successfully pass a criminal background check.

**Preferred Qualifications:**

- One or more of the following certifications: CompTIA Network+, CompTIA Security+, CEH, CISM, CISSP, GSEC.
- Experience managing and securing on-premises and cloud-hosted systems.
- Experience with application and database security best practices.



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.2

Board Meeting Date: June 12, 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 permission to advertise the full-time position of Financial Aid Advisor.

### ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, classified Grade IX on the Support Staff Salary Schedule, with a beginning annual salary of \$45,555 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 permission to advertise the full-time position of Financial Aid Advisor.

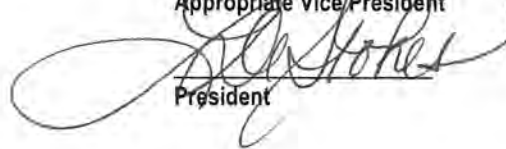
### Approvals:

- \* 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 5/28/25  
Date

  
Director of Human Resources 5/28/25  
Date

  
Appropriate Vice/President 5/28/25  
Date

  
President 5/28/25  
Date



## **SOUTH SUBURBAN COLLEGE**

### **Job Description**

**Job Title:** Financial Aid Advisor  
**Job Code:** Grade IX  
**Division:** Financial Aid  
**Department:** Student & Enrollment Services  
**Reports To:** Director of Financial Aid  
**Salary Level:** 346 points  
**FLSA Status:** Non-exempt  
**DATE:** May 16, 2025

#### **SUMMARY**

Under the supervision of the Director of Financial Aid, the Financial Aid Advisor will provide assistance, determine eligibility and process approved Federal Financial Aid, State of Illinois Monetary Awards and other financial assistance programs for students and handle the special needs of Veterans.

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

Reviews admission and academic records before approving any tuition and/or educational benefits.

Distributes necessary documentation to students for the GI Bill, Illinois Veterans Grant, Veterans Vocational Rehabilitation and the Illinois National Guard.

Certifies enrollment forms for students participating in the Montgomery GI Bill.

Also completes annual school calendar and course update form and submits form along with other requested documents to state approval agency for veterans.

Conducts credential review of all veterans in cooperation with the Office of Admissions.

Conducts an annual audit of the VA files and reports the findings in writing to the Director of Financial Aid.

Monitors weekly for adds and drops to be reported to the Veterans Administration.

Answers general inquiries regarding federal and state aid, private scholarships, veterans' benefits, and student employment.

Assists students in filling out financial aid applications.

Refers unusual problems and circumstances to the Financial Aid Manager.

Approves all financial aid including Pell, ISAC, Veterans, private scholarships and any other financial assistance when proper documentation is received.

Processes and packages Pell Grants for students.

Reviews all forms for completion and acquires proper signatures.

Sets appointments for Dependent Overrides and special conditions.

Completes, mails, and verifies payment vouchers.

Processes all financial aid transcripts (incoming and outgoing), Board of Trustees scholarships, Public Aid and General Assistance forms, all book vouchers, Consortium agreements, athletic waivers, and SEOG grants.

Accepts CWS applications, sets up interviews and posts on-campus job openings as they become available.

Maintains College work-study files, including personal data sheets and job order requests.

Coordinates student workers' duties.

Reviews and processes timesheets.

Reviews on-campus eligibility, confirmation of employment, W-4's, and termination forms for College work-study and SSC student employment.

Assists in the maintenance of permanent student financial aid files.

Updates VA benefits brochures and maintains an adequate supply for distribution.

Maintains adequate financial literature of Financial Aid table.

Sends appeal letter responses.

Posts and updates scholarship board.

Maintains active and non-active files for state and federal auditors.

Assists Business and Accounting Services with updates for the IVG and National Guard Scholarships.

Assists at registration.

Assists the Business and Accounting Office in reconciling student accounts.

Monitor the progress of financial aid packaging for assigned and collaboratively develop strategies for timely completion with Financial Aid Manager.

Proactively identify students needing to be repackaged for future financial aid awards, determine readiness for packaging and provide appropriate notification to Financial Aid Director and Financial Aid Manager about files lacking readiness.

Verify accuracy of documents and consistency of data collected, federal tax returns, transcripts, verification documents and student information to coordinate with Financial Aid Director and Financial Aid Manager, to identify patterns of incorrect document submission to ensure administration of appropriate training at campus level to reduce future processing errors.

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. Performs other related duties as required.

**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**

### **MINIMUM QUALIFICATIONS**

Associate's Degree from an accredited two-year college or technical school  
Three months Financial Aid experience  
Knowledge of various federal, state, local and private scholarship rules and regulations regarding eligibility of students.  
Successful completion of a Basic Microsoft Test (Word, Excel, and Outlook)  
Understanding of a Financial Aid database system  
Successfully pass a criminal background check

### **PREFERRED QUALIFICATIONS**

Bachelor's degree  
Three or more years of experience desirable.  
Fluency in both the English and Spanish language  
Three or more years of Financial Aid experience  
Knowledge of and experience with the Ellucian/Colleague system



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.D

Board Meeting Date: June 12, 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 fiscal year 2026 compensation package for Administrators.

### ESTIMATED COST OR BENEFIT

Administrators will receive a \_\_\_\_% base salary increase and \$15,200 in flex dollars, with a total cost to the College of \$\_\_\_\_\_.

### 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 fiscal year 2026 compensation package for Administrators.

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

  
President

6/2/25  
Date

## Administrators

Name	Position	FY25 Salary
Thomas Agnew*	Chief Financial Officer	\$120,000.00
Linda Brown-Aldridge	Dean of Nursing	\$114,243.00
Matthew Beasland	Associate Dean of Career & Technical Education	\$105,993.00
John Bollweg*	Director of Institutional Research	\$80,000.00
Jack D. Chavez	Executive Director of Accreditation & Institutional Effectiveness	\$93,150.00
Kenneth Cohn	Executive Director of Extension Services & Workforce Development	\$90,000.00
Yolanda Freemon	Director of Financial Aid	\$80,000.00
Charlotte Guyton	Director of Human Resources	\$103,500.00
Anna Helwig	Dean of Liberal Arts & Sciences	\$117,030.00
Marcus Hilliard	Director of Student Activities	\$60,000.00
Megan Hughes	Dean of Allied Health Career Programs	\$111,936.00
Anissa Jones	Dean of Student Development	\$100,825.00
Tiffane Jones	Executive Director of Enrollment Management	\$91,598.00
James Martin	Executive Director of Information Technology	\$138,587.00
Kellie Martin	Executive Director of Public Relations & Resource Development	\$93,150.00
Lisa McMillion-Miller	Director of Teaching, Learning & Distance Education	\$103,897.00
Justin Papp	Director of Physical Plant	\$88,186.00
T-Unna Perkins*	Director of Registration & Records	\$80,000.00
Devon Powell	Vice President of Student & Enrollment Services	\$124,200.00
Patrick Rush	Vice President of Administrative Services	\$134,403.00
Steve Ruzich	Director of Athletics	\$96,296.00
Lisa Santoro	Director of Information Technology	\$104,473.00
Michael Smarjesse	Director of Echocardiography Program	\$75,000.00
Ramonde Williams	Chief of Campus Police	\$93,823.00
Tasha Williams	Vice President of Academic Services	\$154,620.00

**All salaries for FY26 are pending Board approval of compensation increases.**

*\*Eligible for pending increase after six-month probationary period*



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.E

Board Meeting Date: June 12, 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 fiscal year 2026 compensation package for Technical Professional Exempt (TPE) employees.

### ESTIMATED COST OR BENEFIT

Technical Professional Exempt (TPE) staff will receive a \_\_\_% base salary increase and \$15,600 in flex dollars, with a total cost to the College of \$\_\_\_.

### 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 fiscal year 2026 compensation package for Technical Professional Exempt (TPE) employees.

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

  
President

6/2/25  
Date

**Technical Professional  
Exempt (TPE) Employees**

<b>Name</b>	<b>Position</b>	<b>FY25 Salary</b>
Jamie Ackley	Manager of Instructional Design	\$71,026.00
Peggy Bette	Manager of Business & Accounting	\$107,769.00
Jocelyn Betts*	Manager of Clinical Coordination & Basic Nursing Assistant Training Program	\$65,000.00
Donna Bradford	C3 Database & Program Compliance Coordinator	\$43,709.00
Odell Braziel	Database & Program Compliance Coordinator	\$74,624.00
Michelle Brown	Academic & Career Advisor	\$67,275.00
Desmond Campbell	Manager of the SouthWorks Maker Lab	\$66,261.00
Davina Davis	Manager of Services for Students with Disabilities Office	\$58,067.00
Gervaise Edwards	Manager of Continuing, Corporate & Community Education	\$58,461.00
Leslie Glenn	Manager of Salon	\$63,963.00
Corrie Gray	Executive Assistant to the Vice President of Student & Enrollment Services	\$55,890.00
LeToy Hannah	Human Resources Generalist	\$64,170.00
Kevin Hickey	Manager of Maintenance & Engineering	\$77,865.00
Samuel Hinkle	Academic & Career Advisor	\$70,380.00
Marrion Jackson	Grant Assistant	\$43,709.00
Latrice Jones	Manager of Registration & Records	\$45,618.00
Joseph Marjan	Manager of Plant Operations, Nighttime Operations	\$63,963.00
Donna Martin	Manager of Network Systems	\$95,499.00
Sarah McAley	Academic & Career Advisor	\$74,520.00
Qeana McDonald	Executive Assistant to the Vice President of Academic Services & Executive Director of Accreditation & Institutional Effectiveness	\$61,693.00
Judy McDowell	Benefits Specialist	\$58,000.00
Christin Miller	Executive Assistant to the President	\$73,567.00
Dianalyn Newman	Manager of Nursing Remediation Education	\$67,748.00
Ramona Orellana	Executive Assistant to the Vice President of Administrative Services	\$59,007.00
George Pettit	Manager of Communication Services	\$88,977.00
Corrie Philips	Manager of Public Relations & Resource Development	\$57,150.00
John Pigatti	Manager of Athletic Recruitment, Retention & Transfer	\$61,141.00
Williams Radtke	Manager of the Academic Assistance Center	\$46,774.00

**Technical Professional  
Exempt (TPE) Employees**

Robert Reynolds	Manager of Microcomputers & Help Desk	\$76,912.00
Justin Sorrell*	Manager of Human Resources	\$70,000.00
Raymond Vogel	Manager of Plant Operations, Daytime Operations	\$63,963.00
Danielle Whitted	Manager of Student Programming	\$47,827.00
Shaunta Williams	Academic & Career Advisor	\$67,275.00
Lilli Willingham	Manager of Financial Aid	\$56,925.00
Jason Wroda	Manager of Internal Controls & Compliance	\$72,592.00

**All salaries for FY26 are pending Board approval of compensation increases.**

*\*Eligible for pending increase after six-month probationary period*



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.F

Board Meeting Date: June 12, 2025

### BOARD COMMITTEE

☐ Policy  
☐ Finance  
☐ Architectural  
☐ Other

### FUNDING

<input type="checkbox"/> Operating	<input checked="" type="checkbox"/> Grant Funded
<input type="checkbox"/> College Capital	<input type="checkbox"/> Student Life
<input type="checkbox"/> Protection, Health and Safety	<input type="checkbox"/> Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the fiscal year 2026 compensation package for grant-funded employees.

### ESTIMATED COST OR BENEFIT

Grant-funded staff will receive a \_\_\_% base salary increase and \$15,600 in flex dollars, with a total cost to grant funds of \$\_\_\_\_\_.

### 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 fiscal year 2026 compensation package for grant-funded employees.

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

  
President

6/2/25  
Date

## Grant-funded Employees

Name	Position
Tyrone Bailey***	Highway Construction Careers Training Program (HCCTP) Assistant
Lakesha Baker	Early College Programs Coordinator
Anita Barnett-Clemons	Project Manager (WEI)
Destinee Carter	Student Success Advisor (MHEAC)
Adilene Castillo	Manager of Adult Education
Shawnell Conyers	ABE/ASE/ESL Assessment Secretary
Luke Fikejs	Sustainability Manager
Rebecca Garcia	Manager of Highway Construction Careers Training Program (HCCTP)
Tangela Griffin	Student Success Advisor (PATH)
Maria Diana Gutierrez	ESL Manager
*Camille Johnson	Lead ABE/ASE Instructor
Anthony Kyte	Adult Literacy Grants Coach
Mary McCaskey-Thompson	Adult Education Secretary
Ashley McCray	Project Coordinator, PATH/WEI
Gladys Middleton	Business Service Representative
Jillane Newsom	Student Success Advisor, Workforce Equity Initiative Grant (WEI)
Maria Pittman	Youth Career Coach
Venese Regan	ELA Paraprofessional
Dena High-Rogers**/****	Director of the Multicultural Wellness Center
Raylynn Stokes**	Director of Adult Education
Joanna Tassin	Sustainability Program Specialist
Dawn Foster-Taylor	Transitions Advisor, Adult Education
Brianna Wells	Manager of Workforce Development

**All salaries for FY26 are pending Board approval of compensation increases.**

*\*10-month salary*

*\*\*Grant-funded Administrator*

*\*\*\*Eligible for pending increase after six-month probationary period*

## Grant-funded Employees

### FY25 Salary

\$41,600.00

\$45,841.00

\$72,447.00

\$48,645.00

\$62,100.00

\$28,876.00

\$67,275.00

\$61,693.00

\$48,645.00

\$66,890.00

\$36,975.00

\$46,000.00

\$42,016.00

\$58,633.00

\$42,642.00

\$48,645.00

\$47,700.00

\$36,975.00

\$65,000.00

\$80,730.00

\$62,100.00

\$50,957.00

\$58,460.00