

SOUTH SUBURBAN COLLEGE



February 13, 2025

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
POLICY COMMITTEE MEETING AGENDA
ROGERS, CHAIR; TRUSTEES PAYNE, AND WILLIAMS
THURSDAY, FEBRUARY 13, 2025
5:50 PM

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



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, FEBRUARY 13, 2025
6:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Regular Board Meeting held January 9, 2025
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (P. Rush)
 - B. Approval of the payment of bills for January, 2025 (P. Rush)
 - C. Approval to accept the first reading of revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings (J. Rogers)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval to Grant Tenure
 - D. Approval to Reappoint Non-tenured Faculty for 2025/2026 Academic Year
 - E. Approval to Advertise Grant-funded Position
 - F. Reappointment of Administrative Staff for Fiscal Year 2026
 - G. Reappointment of Technical Professional Exempt (TPE) Staff for Fiscal Year 2026
 - H. Reappointment of Grant-funded Staff for Fiscal Year 2026
- VIII. CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. MISCELLANEOUS**
- X. ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, JANUARY 9, 2025

I. CALL TO ORDER & ROLL CALL:

At 6:05 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 Vivian Payne, Secretary Janet Rogers and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris and Student Trustee Lizbeth Atenco. Trustee Anthony Williams arrived at 6:17 p.m.

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.

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Audit Committee meeting held December 12, 2024

Trustee Harris moved and Trustee Payne seconded to approve the minutes of the Audit Committee meeting held December 12, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

B. Finance Committee meeting held December 12, 2024

Trustee Daly moved and Trustee Harris seconded to approve the revised minutes of the Finance Committee meeting held December 12, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

C. Regular Board of Trustees meeting held December 12, 2024

Trustee Payne moved and Trustee Daly seconded to approve the revised minutes of the Regular Board of Trustees meeting held December 12, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian

1 | January 9, 2025

Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for December, 2024

Trustee Payne moved and Trustee Daly seconded to approve the bills payable for December, 2024 in the amount of \$2,806,374.09. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Approval to ratify the results of the phone poll conducted on December 13, 2024, approving the Decennial Committee Report provided by the South Suburban College Decennial Committee

Trustee Rogers moved and Trustee Payne seconded to ratify the results of the phone poll conducted on December 13, 2024, approving the Decennial Committee Report provided by the South Suburban College Decennial Committee. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

D. Approval to release Closed Session minutes and destroy the Closed Session audio recordings in accordance with the Illinois Open Meetings Act. The written minutes of October 17, 2024 and November 14, 2024 shall be released. The audio recordings of February 9, 2023, May 11, 2023, June 8, 2023 and July 13, 2023 are authorized to be destroyed.

Trustee Rogers moved and Trustee DeFilippo seconded to release the Closed Session minutes and destroy the Closed Session audio recordings in accordance with the Illinois Open Meetings Act. The written minutes of October 17, 2024 and November 14, 2024 shall be released. The audio recordings of February 9, 2023, May 11, 2023, June 8, 2023 and July 13, 2023 are authorized to be destroyed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

1. Trustee DeFilippo moved and Trustee Rogers seconded to approve the retirement of Alisia P. Hill as a full-time Basic Nursing Assistant Training Manager in the Nursing Department, effective May 1, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

2. Trustee Rogers moved and Trustee DeFilippo seconded to approve the resignation of Richard Carrillo as a full-time Police Officer in the Campus Police Department, effective January 16, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee DeFilippo moved and Trustee Daly seconded to approve the appointment of Tyrone Bailey as a full-time, grant-funded High Construction Careers Training Program (HCCTP) Assistant, effective January 13, 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
2. Trustee DeFilippo moved and Trustee Harris second to approve the appointment of Patrick Rush as the Interim Treasurer, effective immediately. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

Trustee Anthony Williams arrived at 6:17 p.m. At 6:18 p.m., Trustee Rogers moved and Trustee Williams seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco 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: February 13, 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

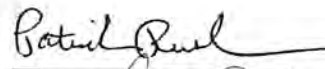
Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending December 31, 2024. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

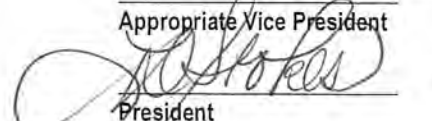
MOTION

Move that the Board of Trustees approve the Financial Report as presented.

Approvals:

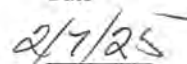
- * Are funds available in the budget? NA
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No


Appropriate Vice President


President

1/29/25

Date


Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees

From: Vice President Pat Rush

Date: January 29, 2025

Subject: Financial Report For The Period Ending December 31, 2024

Following is a Financial Summary Sheet and a set of Investment Reports for the above mentioned period. The first page is a Consolidated Statement of Revenues, Expenditures and Fund Balances for all funds. In the Operating Funds, a combination of the Educational and the Operations and Maintenance Funds, the following occurred:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,971,967.13	\$14,867,958.80
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,054,884.62	\$16,160,814.46

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>
\$3,471,967.13	\$24,667,160.45
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,709,936.71	\$23,908,584.27
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$762,030.42	\$758,576.18

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>
\$11,994,138.23	3.04%	(64)

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			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$13,366,986.15	\$1,500,972.65	\$14,867,958.80

	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			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$14,002,552.76	\$2,158,261.70	\$16,160,814.46

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			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$24,667,160.45	\$23,908,584.27	\$758,576.18

	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			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

		Fund 1	Fund 2	Fund 3	Fund 3
Description	Date	Educational	Opr. & Maint.	O&M Rst(300)	PH&S(379)
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		448,785.66	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,478,567.04	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		9,351,126.91	0.00	798,819.25	0.00
Totals	12/1/2024	12,278,479.61	0.00	798,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	12/5/24	46,034.30			
Illinois Fund MM deposit from Comptroller	12/6/24	36,466.50			
Illinois Fund MM deposit from Comptroller	12/10/24	750,000.00			
Illinois Fund MM deposit from Comptroller	12/10/24	476,263.00			
Illinois Fund MM deposit from Comptroller	12/10/24	98,965.00			
Illinois Fund MM deposit from Comptroller	12/10/24	123,472.99			
Illinois Fund MM deposit from Comptroller	12/10/24	4,166.67			
Illinois Fund MM deposit from Comptroller	12/10/24	53,861.20			
Illinois Fund MM deposit from Comptroller	12/13/24	66,662.15			
Illinois Fund MM deposit from Comptroller	12/16/24	35,640.00			
Illinois Fund MM deposit from Comptroller	12/16/24	27,972.75			
Illinois Fund MM deposit from Comptroller	12/18/24	50,000.00			
Illinois Fund MM deposit from Comptroller	12/18/24	26,420.00			
Illinois Fund MM deposit from Comptroller	12/26/24	59,785.00			
Illinois Fund MM deposit from Comptroller	12/26/24	14,317.00			
Interest on Illinois Funds MM	12/31/24	6,667.20			
5/3 transfer from Investments to Cash	12/31/24	(3,000,000.00)			
Interest on 53 MM	12/31/24	23,291.37			
PFM Interest	12/31/24	9,697.23			
Ending Balance:		11,188,161.97	0.00	798,819.25	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		2,325,479.42	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,488,264.27	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		6,374,418.28	0.00	798,819.25	0.00
Totals	12/31/2024	11,188,161.97	0.00	798,819.25	0.00

SOUTH SUBURBAN COLLEGE

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SOUTH SUBURBAN COLLEGE

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SOUTH SUBURBAN COLLEGE

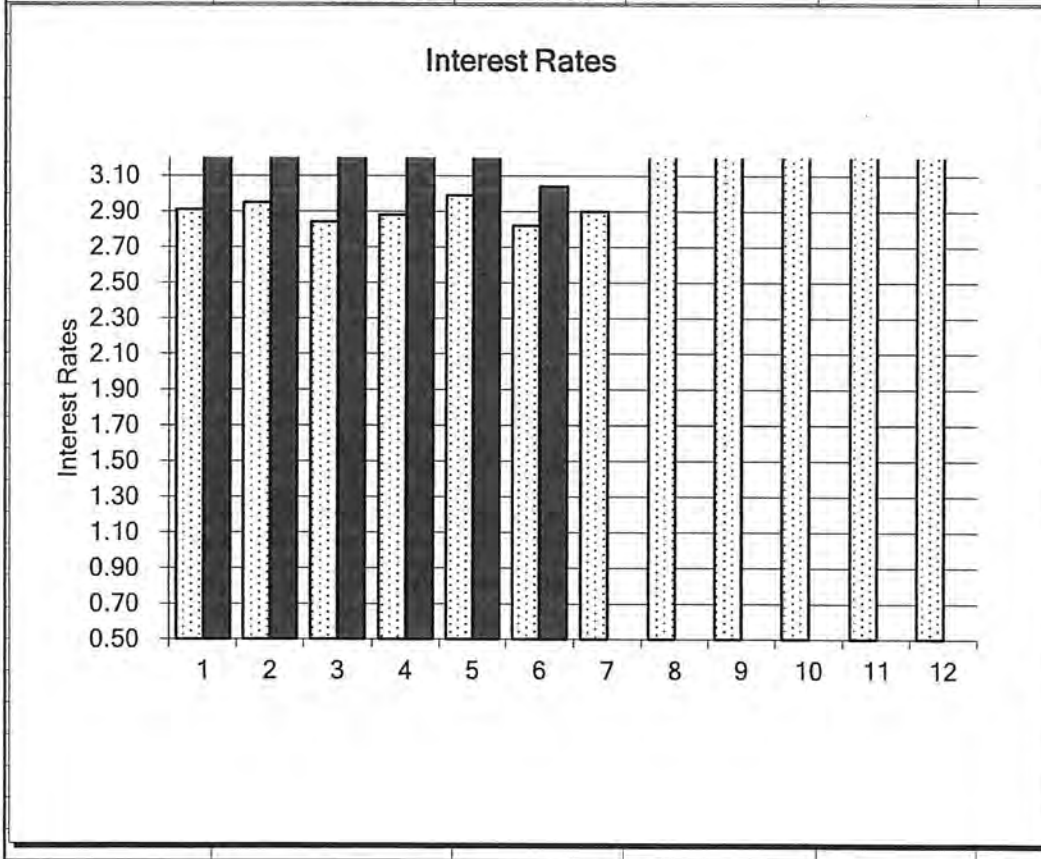
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SOUTH SUBURBAN COLLEGE

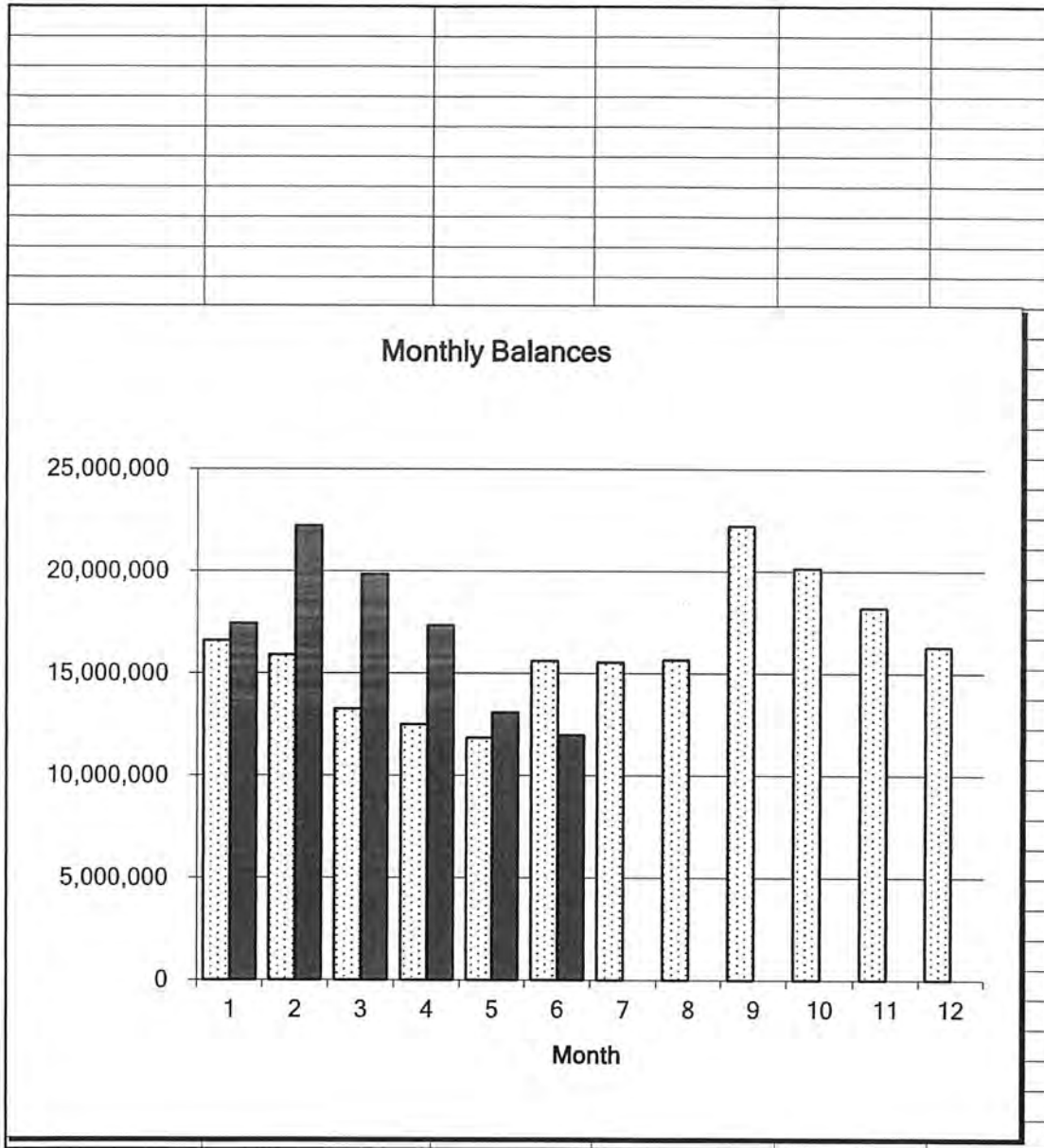
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South Suburban College

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



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.B

Board Meeting Date: February 13, 2025

BOARD COMMITTEE

☐ Policy
☐ Finance
☐ Architectural
☐ Other

☒ Operating
☒ College Capital
☒ Protection, Health and
Safety

FUNDING

☒ Grant Funded
☒ Student Life
☒ Special Levies

PROPOSAL SUMMARY

--

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.

MOTION

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

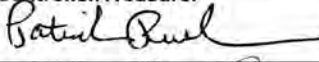
Education Fund	\$1,989,999.74
Operations & Maintenance Fund	\$398,204.58
Operation and Maintenance Fund Restricted	\$18,750.00
Auxiliary Enterprise Fund	\$122,035.13
Restricted Fund	\$501,406.55
Audit Fund	\$5,250.00
Special Levies Fund	\$34,746.53
Flex Plan Fund	\$5,213.44
Total	\$3,075,605.97

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

 2/5/25

Controller/Treasurer Date

 2/5/25

Appropriate Vice President Date

 2/5/25

President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: February 13, 2025

BOARD COMMITTEE

☒ Policy
☐ Finance
☐ Architectural
☐ Other

FUNDING

☐ Operating
☐ College Capital
☐ Protection, Health and Safety
☐ Grant Funded
☐ Student Life
☐ Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees to accept the first reading of revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees accept the first reading of revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings

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 2/3/25
Date


President 2/3/25
Date

Board of Trustees Policy and Procedure Manual

102.03 Duties and Responsibilities of the Secretary of the Board

The Secretary of the Board will:

1. Notify or cause proper notification to be given to all members of the Board of all Board meetings.
2. Attend all Board meetings.
3. Record or cause the recording of accurate minutes of all meetings of the Board and cause a copy of all minutes to be transmitted to each Board member before each ensuing meeting.
4. Properly maintain and store all records, proceedings and documents of the Board.
5. Process all financial reports and statements, and execute documents as required by law.
6. Perform Oath of Office for new Board members.
7. Serve as local election official.
8. Designate a Recording Secretary to perform the following duties:
 - Fulfill all election-related duties imposed by law or policy;
 - Perform roll call at Board meetings and Closed sessions, and ensure electronic recordings are produced and destroyed in accordance with Board policies;
 - Administer Board Polls necessary for Board action requests outside of Regular Board Meetings.
9. Perform any and all other duties as required by law.

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

Board of Trustees Policy and Procedure Manual

102.04 Duties and Responsibilities to the Clerk of the Board

The Board shall appoint a Clerk to the Board to serve at its pleasure. The Board shall fix the salary of the Clerk to perform such duties as may be assigned by the Chair of the Board and the President of the College.

The Clerk to the Board will:

1. Notify all administrators at least three (3) weeks before each Board meeting to submit items requested to be placed on the agenda.
2. Prepare draft copies of the agenda and Board packet for review by the College President and Recording Secretary.
3. Schedule the Agenda Prep meeting at least one (1) week before each ensuing meeting to review items submitted with members of the President's Council.
4. Make necessary additions, deletions, and modifications to the agenda and Board packet at the direction of the President.
5. Schedule agenda prep meeting with the College President, Chair of the Board, and Staff Attorney to review information slated for Board action.
6. Prepare, type and transmit monthly meeting agenda and Board packet to the Trustees at least six (6) days before each meeting.
7. Perform other related duties as assigned:
 - a. Attend all Board meetings.
 - b. Record minutes and take attendance of all Board members, citizens and other guests present at the meeting.
 - c. Distribute Board packet and other pertinent information.
 - d. Properly maintain and store all records, proceedings, and documents of the Board.
 - e. Make travel arrangements and other accommodations for Trustees when the need to travel is related to College business.

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

Board of Trustees Policy and Procedure Manual

103.04 Public Inspection of Records

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1. Generally: In accordance with the provisions of the Local Records Act and the Freedom of Information Act (5ILCS 140/1 et. seq.), public records of the College shall be made available for inspection and copying. Other records will be available for inspection as required by law. The Vice President of Administration is designated as the Freedom of Information Act officer and is authorized to provide those records.
2. Limitations and exemptions from Inspection: Public records shall be exempt from inspection and copying as specified by law. For all records, whether prepared or received before, on, or after July 1, 1984, the exemption from inspection and copying established by any state or federal law shall apply. The inspection and copying of other records may be denied consistent with the law.
3. Procedures: Requests and other procedures applicable to the inspection and copying of public records shall be provided by law. Additionally, the President is authorized to promulgate additional rules and regulations pertaining to the availability, inspection, and copying of records and the procedures to be followed. Unless otherwise specified by the President by designation of another custodian, all records shall be requested from the Vice President of Administration or the Vice President's designee or designees.
4. List of Records: The Vice President of Administration shall prepare or cause to be prepared, from time to time, a reasonably detailed list of records as required by the FOIA (5ILCS 140/5).
5. Fees: Copies of public records will be provided at a reasonable cost, according to state statute. The Vice President of Administration or the Vice President's designee may furnish reproductions and certification without charge or at a reduced charge when it is determined that a waiver or reduction of the fee is in the public interest because furnishing the information is considered as, primarily, benefiting the general public.
6. Other records: Any records that are not required by law to be made available for public inspection or which are not, in fact, public records need not be made available for public inspection or copying, unless approved by a vote of the Board, the Vice President of Administration or a designee of either.

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedure Manual

103.04 Public Inspection of Records

Page 2 of 2

In addition to such rules and regulations as promulgated by the President, the following shall apply:

1. Records inspection requests shall be made in accordance with established Board policy and FOIA upon written or electronic request to the Vice President of Administration directly, or at FOIA@ssc.edu.
2. Records shall be redacted in accordance with state and federal privacy laws.
3. Records will be provided by electronic delivery, or for public inspection upon request.
4. Records to be inspected shall be inspected at the official place of business of the Board and the District, that being the office of the Vice President of Administration and the Board, or as the Vice President of Administration or the Vice President's designee shall otherwise apply.
5. At the discretion of the Vice President of Administration or the Vice President's designee, such records may be inspected only in the presence of an appropriate employee of the Board and the District.
6. On-site records shall be made available upon request for public inspection only during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 4:00 p.m. each day the College's offices are open.
7. Records may not be inspected on any one (1) occasion for more than one (1) hour.
8. The Board shall make available to the Collective Bargaining Associations upon their request, those public records which are relevant to negotiations or the enforcement of the Agreements.

Adopted: September 13, 1984
Reviewed: April 8, 1999
Amended: July 12, 2001
Revised: July 12, 2007
Revised: February 13, 2025

Board of Trustees Policy and Procedure Manual

106.01 Citizen Participation at Open Board Meetings

1. Any person who requests to address the Board on an agenda item for that Board meeting shall register on the Public Participation Request Form that is provided one hour before the commencement of the Board meeting and specify the agenda item they wish to address. The form must be submitted prior to the commencement of the meeting.
2. Persons who request to address the Board on issues not on the agenda of that particular Board meeting must submit a written request at least 72 hours in advance of the commencement of that Board meeting. The request must be submitted to the Board Secretary. The request must contain the issue to be addressed and the name and telephone number of the person wishing to address the Board.
3. Each person addressing the Board during public participation shall be limited to three (3) minutes. The total time allotted for public participation is thirty (30) minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. The Chairman of the Board reserves the right to refuse or terminate recognition to persons who attempt to discuss issues which are beyond the Board's authority, issues that are repetitive, issues pertaining to ongoing litigation and personnel matters, issues containing allegations of a personal nature directed towards Board members or College employees, and issues which will disrupt the conduct of the Board meeting. Limits on public participation will not be imposed in a discriminatory or unlawful manner.

Adopted: March 11, 1987
Revised: April 8, 1999
Revised: March 11, 2004
Reviewed: July 12, 2007
Revised: February 13, 2025



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: February 13, 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 John Casella as a Trades III Engineer in the Plant Operations Department, effective March 31, 2025, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a regular, full-time position, classified Grade XI on the Support Staff Salary Schedule; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$49,158.00 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 John Casella as a Trades III Engineer in the Plant Operations Department, effective March 31, 2025, and grant permission to advertise to fill the vacated position.

Approvals:

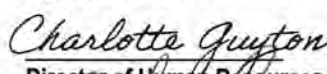
- * Are funds available in the budget? N/A
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No


Originator

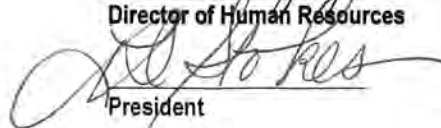
1/13/25
Date


Appropriate Vice President

1/13/25
Date


Director of Human Resources

1/13/25
Date


President

1/13/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.2

Board Meeting Date: February 13, 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 Genesis Barlow as a full-time Admissions Assistant in the Admissions Department, effective February 18, 2025.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, classified Grade VII on the Support Staff Salary Schedule, with a beginning annual salary of \$40,895 plus benefits.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the appointment of Genesis Barlow as a full-time Admissions Assistant in the Admissions Department, effective February 18, 2025.

Approvals:

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


Originator


2/3/25
Date


Appropriate Vice President

2/3/25
Date


Charlotte Guyton
Director of Human Resources

2/3/25
Date


President

2/3/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.3

Board Meeting Date: February 13, 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 Thomas Agnew as Chief Financial Officer in the Administrative Services Department, effective March 3, 2025, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$120,000 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 approve the appointment of Thomas Agnew as Chief Financial Officer in the Administrative Services Department, effective March 3, 2025, pending successful completion of a criminal background investigation.


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

Approvals:

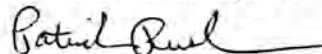


Originator

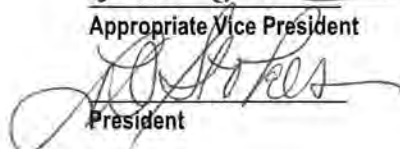
2/7/25
Date


Director of Human Resources

2/7/25
Date


Appropriate Vice President

2/7/25
Date


President

2/7/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: February 13, 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 tenure to non-tenured faculty for the 2025-2026 academic year: **Antoinett Lane (Sociology)**, and **Ian Sharping (Legal Studies)**.

ESTIMATED COST OR BENEFIT

Based upon the continuing placement on the Faculty Salary Schedule.

JUSTIFICATION OF ACTION


The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are being recommended for tenure: **Antoinett Lane (Sociology)**, and **Ian Sharping (Legal Studies)**. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees grant tenure to non-tenured faculty for the 2025-2026 academic year: **Antoinett Lane (Sociology)**, and **Ian Sharping (Legal Studies)**.

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



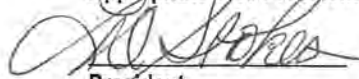
Originator 2/3/25
Date



Director of Human Resources 2/3/25
Date



Appropriate Vice President 2/3/25
Date



President 2/3/25
Date



South Suburban College
Office of the Dean of Liberal Arts and Sciences

"Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning."

INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2025
Subject: Tenure Process Recommendation-Antoinett Lane

The tenure evaluation committee for Antoinett Lane (consisting of Anna Helwig, Lakesha Jefferson, Suha Mohammed, Megan Tabag) recommends Ms. Lane be granted tenure with the start of next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the third year of the three-year tenure process for Ms. Lane.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Ms. Lane. The tenure evaluation committee also reviewed her teaching portfolio. She has embraced the use of technology and multiple teaching delivery modalities and has demonstrated high levels of student engagement in all of her courses. Ms. Lane has also participated in several opportunities of service to the college and the larger community. The committee made one recommendation for continued improvement to communication.

It is our recommendation that Antoinett Lane be granted tenure effective with the start of the 2025-26 academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Lakesha Jefferson

Lakesha Jefferson

Suha Mohammed

Suha Mohammed

Megan Tabag

Megan Tabag

c.c. Tenure Evaluation Committee Members
Antoinett Lane
Jamie Welling



South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2024
Subject: Tenure Process Recommendation-Ian Sharping

The tenure evaluation committee for Ian Sharping (consisting of Anna Helwig, Becky Walters, Ona Johnson, Jamie Welling) recommends Mr. Sharping be granted tenure with the start of next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the third year of the three-year tenure process for Mr. Sharping.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Mr. Sharping. The tenure evaluation committee also reviewed his teaching portfolio. He continues to recognize his own opportunities for improvement and develop plans to address. He has taken committee recommendations into account and completed steps to incorporate into his teaching. Over the last three years he has made considerable contributions to the college outside of his department as well as completed significant professional development activities. In addition, Mr. Sharping is involved in numerous opportunities to serve the community at large as well as his professional community. He utilizes these connections to develop opportunities for his students and the Legal Studies programs.

It is our recommendation that Ian Sharping be granted tenure effective with the start of the 2025-26 academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Ona Johnson

Ona Johnson

Becky Walters

Becky Walters

Jamie Welling

Jamie Welling

c.c. Tenure Evaluation Committee Members
Ian Sharping
Matt Beasland
Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.1

Board Meeting Date: February 13, 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 reappoint the following non-tenured faculty for the 2025-2026 academic year: **Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design), Dr. Muriel Lee (Nursing), Dr. Nicholas Lino (Nursing), Jai Rodriguez (Barbering) and Tiffany Washington (Cosmetology).**

ESTIMATED COST OR BENEFIT

Based upon the continuing placement on the Faculty Salary Schedule.

JUSTIFICATION OF ACTION

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are being recommended for reappointment: **Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design), Dr. Muriel Lee (Nursing), Dr. Nicholas Lino (Nursing), Jai Rodriguez (Barbering) and Tiffany Washington (Cosmetology).** This action will assist in providing credit courses and associate degree programs for an academically prepared student body. This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees reappoint the following non-tenured faculty for the 2025-2026 academic year: **Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design), Dr. Muriel Lee (Nursing), Dr. Nicholas Lino (Nursing), Jai Rodriguez (Barbering) and Tiffany Washington (Cosmetology).**

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

2/3/25
Date

Director of Human Resources

2/3/25
Date

Appropriate Vice President

2/3/25
Date

President

2/3/25
Date



South Suburban College
Office of the Associate Dean of Career & Technical
Education

"Our Mission is to Serve our Students and the Community through lifelong learning."

INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Matthew Beasland, Ed.D.
Date: January 24, 2025
Subject: Tenure Process Recommendation-Samantha Murray

The tenure evaluation committee for Dr. Samantha Murray (consisting of Matthew Beasland, Keith Collett, Ona Johnson, Becky Walters) recommends Dr. Murray be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the second year of the three-year tenure process for Samantha.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Dr. Murray. The tenure evaluation committee also reviewed her teaching portfolio. She has successfully created four additional online courses and has done significant amounts of outreach to boost her program's enrollment. Additionally, this year she has added an interactive, virtual, Prior Learning Assessment to the program. She has demonstrated a commitment to the Early Childhood program and the overall college community through her representation of SSC through the Early Childhood Access Consortium for Equity.

It is our recommendation that Dr. Samantha Murray be rehired for the 2025-2026 academic year.

Matthew Beasland - Associate Dean

Keith Collett

Ona Johnson

Becky Walters

c.c. Tenure Evaluation Committee Members
Samantha Murray
Jamie Welling
Anna Helwig



South Suburban College
Office of the Dean of Liberal Arts and Sciences

"Our Mission is to Serve our Students and the Community through Lifelong Learning."

INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2025
Subject: Tenure Process Recommendation-Todd Reed

The tenure evaluation committee for Mr. Todd Reed (consisting of Anna Helwig, Godwin Chou, Eric Tucker, Pam Planera) recommends Mr. Reed be rehired for the 2025-26 academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the second year of the three-year tenure process for Mr. Reed.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation, course syllabi and instructional materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Mr. Reed. The tenure evaluation committee also reviewed his teaching portfolio. He has successfully completed all aspects of the evaluation process as outlined in the contract. He has demonstrated a focus on student-centered teaching and a commitment to his department along with service to the overall college community through participation and representation for his department on several committees. He has also continued his professional development and obtained the Master of Online Teaching (MOT) certificate and is continuing on to become a Quality Matters Reviewer for the institution. He has made significant updates to courses in his department and is looking to further develop alternate delivery modalities in Art & Design.

It is our recommendation that Mr. Todd Reed be rehired for the 2025-2026 academic year.

Anna M. Helwig, Dean-LAS

Godwin Chou, Co-Chair-Hum/Fine Arts

Eric Tucker, Co-Chair-Hum/Fine Arts

Pam Planera, Instructor-Art & Design

c.c. Tenure Evaluation Committee Members
Todd Reed
Jamie Welling



South Suburban College
Department of Nursing

INTEROFFICE MEMORANDUM

To: Tasha S. Williams, Ed.D.
From: Linda Brown-Aldridge, DNP, RN.
Date: January 24, 2025
Subject: Faculty Rehire- Dr. Muriel Lee

The following represents the first-year faculty member evaluation for Dr. Muriel Lee. This is based on information compiled from professional classroom observation, student feedback, and other relevant data submitted.

Dr. Lee is a dedicated educator who works to keep students engaged. She uses multiple teaching strategies, flipped classroom techniques and technology in her class. Feedback from students express that they are challenged in her class and require much preparation.

Dr. Lee makes herself available to the students during office hours and via technology to provide resources for their success. She maintains office hours, and she also has allowed students to use technology to facilitate meetings with students. Dr. Lee shares her passion and enthusiasm for health and wellness with faculty and students.

Dr. Lee attends the faculty meetings and contributes to the discussion. Dr. Lee has participated in community activities with some students and represented the nursing profession in a high school career fair. Dr. Lee is organizing and developing her tenure project focusing on health and wellness resources for nursing students and faculty.

I am pleased with her progress and agree that she is an asset to the nursing department. Therefore, it is recommended that Dr. Muriel Lee be rehired for the 2025-2026 academic year.

Dr. Karim

Naomi West

Tenure committee

Tenure committee

Linda Brown-Aldridge, DNP, RN

Linda Brown-Aldridge, DNP, RN.
Dean of Nursing

Naomi West
Tenure committee



South Suburban College
Department of Nursing

INTEROFFICE MEMORANDUM

To: Tasha S. Williams, Ed.D.
From: Linda Brown-Aldridge, DNP, RN.
Date: January 24, 2025
Subject: Faculty Rehire-Dr. Nicholas Lino

The following represents the first-year faculty member evaluation for Dr. Nicholas Lino. This is based on information compiled from professional classroom observation, student feedback, and other relevant data submitted.

Dr. Lino is a dedicated educator who works to keep the students engaged. He uses many teaching strategies, modern classroom techniques and technology to facilitate the student learning. Feedback from students has been favorable and express that they are challenged in his classroom presentations lab sessions and clinical practicums.

Dr. Lino makes himself available to the students and is involved in providing resources for their success. He maintains office hours, and he also has allowed students to use technology to facilitate meetings with students and provide remediation for the students who request further assistance. Dr. Lino has volunteered to work with the Million Degree initiative and begin gather information on the Men in Nursing organization. Dr. Lino has participated in the new faculty orientation program and has one class outstanding to complete this semester.

Dr. Lino attends the faculty meetings and contributes to the discussion. Dr. Lino is developing and researching his tenure project focus to begin a Men in Nursing group for South Suburban College.

I am pleased with his progress and agree that he is an asset to the nursing department. Therefore, it is recommended that Dr. Nicholas be rehired for the 2025-2026 academic year.

Dr. Karim

Naomi West

Tenure committee

Tenure committee

Linda Brown-Aldridge, DNP, RN

Linda Brown-Aldridge, DNP, RN.
Dean of Nursing

Naomi West

Tenure committee

lbrown@ssc.edu
708-225-5840



South Suburban College
Office of the Associate Dean of Career & Technical
Education

"Our Mission is to Serve our Students and the Community through lifelong learning."

INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Matthew Beasland, Ed.D.
Date: January 24, 2025
Subject: Tenure Process Recommendation-Jai Rodriguez

The tenure evaluation committee for Jai Rodriguez (consisting of Matthew Beasland, Becky Walters, Ona Johnson, Lucas Gunby) recommends Mr. Rodriguez be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the first year of the three-year tenure process for Tiffany.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Mr. Rodriguez. The tenure evaluation committee also reviewed his teaching portfolio. Jai's work inside and outside of the classroom demonstrates his commitment to SSC's values. Jai provides engaging lessons and incorporates modern teaching techniques with one of the oldest professions in the world. He has a strong understanding of our classroom technology and utilizes those skills to create fun, engaging lessons for the barbering students. Additionally, outside of SSC Mr. Rodriguez partners with Brave Space Alliance in Chicago to provide a safe space for non-cisgender individuals to receive hair care and beauty treatments in a comfortable and accepting atmosphere.

It is our recommendation that Jai Rodriguez be rehired for the 2025-2026 academic year.

Matthew Beasland - Associate Dean

Becky Walters

Ona Johnson

Lucas Gunby

c.c. Tenure Evaluation Committee Members
Jai Rodriguez
Jamie Welling
Anna Helwig



South Suburban College
Office of the Associate Dean of Career & Technical
Education

"Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning."

INTEROFFICE MEMORANDUM

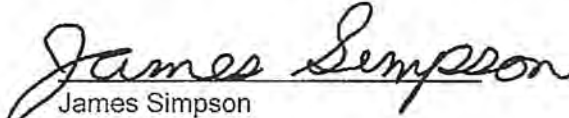
To: Vice President Tasha Williams
From: Matthew Beasland, Ed.D.
Date: January 24, 2025
Subject: Tenure Process Recommendation-Tiffany Washington

The tenure evaluation committee for Tiffany Washington (consisting of Matthew Beasland, James Simpson, Ona Johnson, Lucas Gunby) recommends Ms. Washington be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the first year of the three-year tenure process for Tiffany.


The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Ms. Washington. The tenure evaluation committee also reviewed her teaching portfolio. She has successfully started our first cohort of Cosmetology students, and her tenure project embodies SSC's mission statement, "Serve our Students and Community through lifelong learning". This is demonstrated in her proposal where she will be taking our students into the community to schools, senior living communities, homeless shelters, and community centers. This provides our students with practical educational opportunities, and it provides hard to access community members with service.

It is our recommendation that Tiffany Washington be rehired for the 2025-2026 academic year.


Matthew Beasland - Associate Dean


James Simpson


Ona Johnson


Lucas Gunby

c.c. Tenure Evaluation Committee Members
Tiffany Washington
Jamie Welling
Anna Helwig



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.E.1

Board Meeting Date: February 13, 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 grant permission to advertise the grant-funded position of Program Director of the Multicultural Wellness Center for the Mental Health Early Action on Campus Grant (MHEAC).

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position, with an annual salary of \$65,000 plus benefits.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant permission to advertise the grant-funded position of Program Director of the Multicultural Wellness Center for the Mental Health Early Action on Campus Grant (MHEAC).

Approvals:

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

AD Jones
Originator 2/3/25
Date

Charlotte Guyton
Director of Human Resources 2/3/25
Date

[Signature]
Appropriate Vice President 2/3/25
Date

[Signature]
President 2/3/25
Date



SOUTH SUBURBAN COLLEGE
Job Description

GRANT FUNDED

Position Title: Program Director, Multicultural Wellness Center
Reports To: Dean of Student Development
Category: Full-Time, Grant Funded
Date: January 28, 2025
FSLA: Exempt
Salary: \$65,000

SUMMARY

The Program Director of the Multicultural Wellness Center, will supervise all operations and activities facilitated through center and ensure compliance with all aspects of the Mental Health Early Action on Campus State legislation. Specific responsibilities include intake, assessment, time-limited individual counseling, outreach, consultation, case management, and crisis intervention in the areas of social, emotional, mental health and wellness. The Director serves as a member of the Student and Enrollment Services team and provides consultation to the university faculty and staff, and ensures compliance with regulatory requirements.

This is a grant funded position. Funding is available through December 31, 2025 and may be extended contingent on additional program funding. The pay for this position is \$65,000 annually.

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

Supervise and manage the daily operations, personnel, and budget of the Multicultural Wellness Center

Create and coordinate outreach, programming and services to enhance students' academic, social, emotional and mental health functioning;

Provide intake assessment and crisis intervention services, initial intake assessment to support referrals to resources as needed

Facilitate mental health, wellness and awareness workshops and training for students and employees. Provide ongoing in-service training and educational outreach on mental health to the university faculty on issues affecting all students and specific student subpopulations, as well as training for peer mentors and other student leaders;

Evaluate and assessment programming, services and caseload management practices to ensure compliance with college policies, mandates, regulations, grant requirements, etc.

Maintain confidentiality of all records (intake forms, client rights, release of information, case notes, and clinical notes, etc.) according to state protocols, federal guidelines (FERPA) and professional social work standards. Completes and maintains all records

Collect and analyze student data and service delivery statistics to identify appropriate programming, services, resources

Interpret, implement and monitor compliance with all local, state, and federal regulations pertaining to social work delivery system; prepare annual reports and other internal/external documents;

Serve as the chair and/or participate on college committees related to mental health, wellness, basic needs, etc. as resource and consultant to the campus community and others as appropriate, on student issues;

Collaborate with community stakeholders and campus departments for training, development, outreach and awareness to recognize mental health issues, stress management and wellness resources.

Participate in professional development opportunities related to responsibilities of the role

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:

Minimum Qualifications

Master's degree in counseling, psychology, social work, mental health counseling, or related field.

Licensed Clinical Professional Counselor (LCPC), Licensed Clinical Social Worker (LCSW), or Psychologist in Illinois.

Two years or more experience in mental health counseling and case management, behavioral/mental health and wellness intervention activities

Experience with crisis intervention, including suicide risk and substance abuse assessment.

Ability to provide counseling services to college students within a short-term model. Two years or more of progressively responsible grant management, social work and administrative experience.

Commitment and understanding of the needs of students from diverse academic, socioeconomic, and cultural backgrounds.

Must successfully pass a criminal background check.

Preferred Qualifications

Bilingual in Spanish



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.F.1

Board Meeting Date: February 13, 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 reappoint the attached list of Administrators for fiscal year 2026.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

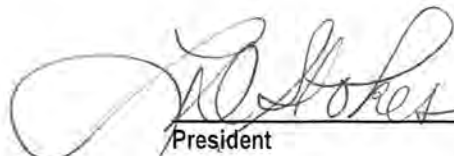
Each year the Board of Trustees considers reappointments of Administrators. This action aligns with Strategic Direction 2.5; provide improved student experiences across all areas of the college.

MOTION

Move that the Board of Trustees reappoint the attached list of Administrators for fiscal year 2026.

Approvals:

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


President

2/3/25
Date

Administrative Staff

Name

Position

Linda Brown-Aldridge	Dean of Nursing
Matthew Beasland	Associate Dean of Career & Technical Education (CTE)
Jack D. Chavez	Executive Director of Accreditation & Institutional Effectiveness
Kenneth Cohn	Executive Director, Extension Services & Workforce Development
Yolanda Freemon	Director of Financial Aid
Charlotte Guyton	Director of Human Resources
Anna Helwig	Dean of Liberal Arts of Sciences
Marcus Hilliard	Director of Student Activities
Megan Hughes	Dean of Allied Health & Career Programs
Anissa Jones	Dean of Student Development
Tiffane Jones	Executive Director of Enrollment Management
James Martin	Executive Director of Information Technology
Kellie Martin	Executive Director of Public Relations & Resource Development
Lisa McMillion-Miller	Director of Teaching, Learning & Distance Education
Justin Papp	Director of Physical Plant
T-Unna Perkins	Director of Registration & Records
Devon Powell	Vice President of Student & Enrollment Services
Patrick Rush	Vice President of Administrative Services
Steve Ruzich	Athletic Director
Lisa Santoro	Director of Information Technology
Michael Smarjesse	Director of Echocardiography Program, Allied Health
Ramonde Williams	Chief of Campus Police
Tasha Williams	Vice President of Academic Services



ADMINISTRATOR AGREEMENT **ACADEMIC DEANS/DIRECTORS**

THIS AGREEMENT, made this 1st day of July, 2025, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held MONTH XX, 2025.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of ADMINISTRATOR, in the position of «Title», or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2025, to June 30, 2026, both dates inclusive, unless sooner terminated as provided herein in section 15. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2026.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.
3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period,

any wage increases approved by the Board of Trustees shall not be applied to ADMINISTRATOR salary. Upon completion of the six (6) month probationary period, the previously approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply for both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – ADMINISTRATOR shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs, and other Administrators to develop program goals In order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD.

5. **COMPENSATION** – ADMINISTRATOR’S annual salary is \$«Salary» effective July 1, 2025. In consideration of the above-mentioned annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor, and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

6. **EVALUATION** – Prior to January 15th of each year, ADMINISTRATOR'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR'S performance in writing and meet with ADMINISTRATOR to discuss the same.
7. **TERMINATION** – This employment contract may be terminated prior to its expiration by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Death;
 - d. Retirement; or,
 - e. Cause.

The BOARD may terminate this contract for reasons of permanent disability or incapacity at any time after ADMINISTRATOR has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that ADMINISTRATOR is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that ADMINISTRATOR is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, ADMINISTRATOR shall be subject to discharge for cause.

8. **VACATION DAYS** – ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE)/twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in two-hour increments, and in no event may the ADMINISTRATOR take less than a two-hour increment of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by

January 15th are forfeited. In the event that ADMINISTRATOR provides a letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to \$Flexible Benefit dollars ((\$Flexible Benefit Dollars) per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$Flexible Benefit dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$Flexible Benefit dollars, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.
13. **OTHER BENEFITS AND LEAVE** – ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- d. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

14. TUITION WAIVERS AND REIMBURSEMENT – As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse and ADMINISTRATOR'S un-emancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Five Hundred Dollars (\$2,500.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

15. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months' notice of that intent or shall remain employed by the COLLEGE, until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.
- Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1st for retirement at the conclusion of the academic year OR by July 15th for retirement at the conclusion of the calendar year. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Lynette D. Stokes, Ed.D., President
SOUTH SUBURBAN COLLEGE DISTRICT #510
15800 South State Street
South Holland, Illinois 60473

Cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200
Oak Brook, Illinois 60523

If to ADMINISTRATOR:

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

or to the last address of ADMINISTRATOR contained in official Business Office records.

18. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.
19. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.
20. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

On behalf of SOUTH SUBURBAN COLLEGE

Dr. Lynette Stokes, President

Date: _____

Date: _____



ADMINISTRATOR AGREEMENT **VICE-PRESIDENT/TREASURER**

THIS AGREEMENT, made this 1st day of July, 2025, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held MONTH XX, 2025.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of ADMINISTRATOR, in the position of «Title», or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2025 to June 30, 2026, both dates inclusive, unless sooner terminated as provided herein in section 16. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2026.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.
3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period,

any wage increases approved by the Board of Trustees shall not be applied to ADMINISTRATOR salary.

Upon completion of the six (6) month probationary period, the previously approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply to both new hires to the College and new positions into which previously employed College employees are placed.

4. POWERS AND DUTIES – ADMINISTRATOR shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs and other Administrators to develop program goals In order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD.

5. COMPENSATION – ADMINISTRATOR'S annual salary is \$«Salary» effective July 1, 2025. In consideration of the above-mentioned annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR'S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR'S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

6. **EVALUATION** – Prior to January 15th of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.
7. **TERMINATION** – This employment contract may be terminated prior to its expiration by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Death;
 - d. Retirement; or,
 - e. Cause.

The BOARD may terminate this contract for reasons of permanent disability or incapacity at any time after ADMINISTRATOR has exhausted the accumulated medical leave days or presents to the BOARD a physician’s statement certifying that ADMINISTRATOR is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that ADMINISTRATOR is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, ADMINISTRATOR shall be subject to discharge for cause.

8. **VACATION DAYS** – ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE)/twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by

January 15th are forfeited. In the event that ADMINISTRATOR provides a letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

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10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to \$Flexible Benefit dollars ((\$Flexible Benefit Dollars) per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$Flexible Benefit dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$Flexible Benefit dollars, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.
13. **OTHER BENEFITS AND LEAVE** – ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- d. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

14. TUITION WAIVERS AND REIMBURSEMENT – As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse and ADMINISTRATOR'S un-emancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Five Hundred Dollars (\$2,500.00) per year reimbursement for undergraduate and graduate classes completed with a grade of "C" or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

15. **STATE UNIVERSITIES RETIREMENT SYSTEM** – ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1st for retirement at the conclusion of the academic year **OR** by July 15th for retirement at the conclusion of the calendar year. The BOARD shall pay all required contributions to SURS for the VICE PRESIDENTS and TREASURER of the COLLEGE, limited however to the base salary. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
16. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months' notice of that intent or shall remain employed by the COLLEGE, until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.
17. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class main, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Lynette D. Stokes, Ed.D., President
SOUTH SUBURBAN COLLEGE DISTRICT #510
15800 South State Street
South Holland, Illinois 60473

cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200
Oak Brook, Illinois 60523

If to ADMINISTRATOR:

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

or to the last address of ADMINISTRATOR contained in official Business Office records.

18. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.
19. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.
20. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

TERRY R. WELLS
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET M. ROGERS
SECRETARY

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.G.1

Board Meeting Date: February 13, 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 reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2026.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Each year the Board of Trustees considers reappointments of Technical Professional Exempt (TPE) staff. 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 reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2026.

Approvals:

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


President

2/3/25
Date

Technical-Professional-Exempt Staff

<u>Name</u>	<u>Position</u>
Jamie Ackley	Manager of Instructional Design
Peggy Bette	Manager of Business & Accounting
Donna Bradford	C3 Database and Program Compliance Coordinator
Odell Braziel	Database & Program Compliance Coordinator
Michelle Brown	Academic Advisor
Desmond Campbell	Manager of the South Works Maker Lab
Davina Davis	Manager of Services for Students with Disabilities Office
Gervaise Edwards	Manager Continuing, Corporate & Community Education (C3)
Leslie Glenn	Manager of Salon
Corrie Gray	Executive Assistant to the Vice President of Student & Enrollment Services
LeToy Hannah	Human Resources Generalist
Kevin Hickey	Manager of Maintenance & Engineering
Samuel Hinkle	Academic Advisor
Latrice Jones	Manager of Registration & Records
Joseph Marjan	Manager of Plant Operations (Night)
Donna Martin	Manager of Network Specialists
Sarah McAley	Academic Advisor
Qeauna McDonald	Executive Assistant to the Vice President of Academic Services
Judy McDowell	Benefit Specialist
Christin Miller	Executive Assistant to the President
Dianalyn Newman	Manager of Nursing Remediation Education
George Pettit	Manager of Communication Services
Corrie Phillips	Manager of Public Relations and Resource Development
John Pigatti	Manager of Athletic Recruitment, Retention & Transfer
William Radtke	Manager of the Academic Assistance Center
Robert Reynolds	Manager of Microcomputers and Help Desk
Raymond Vogel	Manager of Plant Operations (Day)

Technical-Professional-Exempt Staff

Name

Position

Danielle Whitted

Manager of Student Programming

Shaunta Williams

Academic Advisor

Lilli Willingham

Manager of Financial Aid

Jason Wroda

Manager of Internal Controls & Compliance



TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT

THIS AGREEMENT, made this 1st day of July 2025, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter the “TPE”), has been approved by an action taken at the meeting of the BOARD held on MONTH XX, 2025.

WITNESSETH:

WHEREAS, the BOARD agrees to retain the services of the TPE, in the position of «Title», or in any other position as the BOARD may so assign, and the TPE desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and the TPE as follows:

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2025, to June 30, 2026, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance nor a presumption by TPE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2026.
2. **QUALIFICATIONS** – The TPE has represented that TPE is qualified to hold the position of TPE, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by TPE, have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that TPE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.
3. **PROBATIONARY PERIOD** – All new TPE shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period, any

wage increases approved by the Board of Trustees shall not be applied to TPE salary. Upon completion of the six (6) month probationary period, the previously approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply to both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – The TPE shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the TPE, or as determined by the BOARD;
 - c. Meeting regularly with teachers, department chairs, other administrators, or any other individuals with whom it is necessary to develop program goals to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The TPE's annual salary is \$«Salary» effective July 1, 2025. In consideration of the above-mentioned annual base salary, it is expected that TPE will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor, and attention to the tasks assigned or those tasks that may become necessary in the course of TPE'S duties during the term of this Agreement, to faithfully perform the duties of TPE'S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.

6. **EVALUATION** – Prior to January 15th of each year, TPE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate TPE’S performance in writing and meet with TPE to discuss the same.
7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Death;
 - d. Retirement; or,
 - e. Cause.

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after TPE has exhausted the accumulated medical leave days or presents to the BOARD a physician’s statement certifying that TPE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity.

The BOARD reserves the right to require TPE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that TPE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, TPE shall be subject to discharge for cause.

8. **VACATION DAYS** – TPE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays, provided that TPE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by TPE only in two-hour increments, and in no event may TPE take less than a two-hour increment of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated more than thirty (30) days that are not taken by January 15th are forfeited. In the event that TPE provides a letter of intent to the COLLEGE’S Office of Human Resources stating

an intent to retire under SURS within the next five years, TPE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE only in two-hour increments, and in no event may TPE take less than a two-hour increment of a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in two-hour increments, and in no event may TPE take less than a two-hour increment of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – TPE is entitled to \$Flexible Benefit dollars (\$Flexible Benefit Dollars) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$Flexible Benefit dollars shall be paid by TPE. If TPE does not use the entire \$Flexible Benefit dollars the remaining balance will be paid to TPE by direct payment no later than June 30 of the agreement year.
13. **OTHER BENEFITS AND LEAVE** – TPE shall be additionally entitled to the following benefits and/or leaves:
 - a. Up to five (5) days paid bereavement leave for the death of a spouse, a biological, adopted, foster, or stepchild, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match, or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts

pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days of unpaid leave may be taken according to the Family Bereavement Leave Act.

- b.** Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days of unpaid leave may be taken according to the Family Bereavement Leave Act.
- c.** Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the TPE'S current supervisor;
- d.** Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities upon receipt of approval from TPE'S current supervisor and the BOARD.

14. TUITION WAIVERS – As a full-time TPE, TPE is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to TPE, TPE'S spouse, and TPE'S un-emancipated children under the age of 26. All TPE staff shall receive a book waiver for required non-consumable textbook(s) for their classes at the COLLEGE. The waiver will be used for textbooks only and the textbooks shall be returned to the bookstore by the last day of the exam schedule. If the TPE does not return the textbooks, the full cost shall be deducted from the employee's paycheck.

15. TUITION REIMBURSEMENT – Upon completion of one (1) year of employment with the COLLEGE, TPE will be entitled to up to Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate or graduate classes completed with a grade "C" or better that are job related and that have been pre-approved by TPE'S current supervisor and the COLLEGE President. Reimbursement will not be provided for courses that are repeated. TPE shall submit a

copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If TPE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of the tuition reimbursement will be deducted from the employee's last paycheck.

16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – TPE may be eligible for SURS retirement benefits if TPE meets the minimum requirements established by the State Universities Retirement System (SURS). TPE shall be entitled to all retirement benefits as stated in Article XXIII of the Agreement between the BOARD and the South Suburban College Support Staff Association. As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of TPE, TPE shall receive at least five (5) months' notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge TPE for cause. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.
18. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Lynette D. Stokes, Ed.D., President
SOUTH SUBURBAN COLLEGE DISTRICT #510
15800 South State Street
South Holland, Illinois 60473

cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200

Oak Brook, Illinois 60523

If to TPE:

«First_Name» «Last_Name»

«Address»

«City», «State» «Zip»

or to the last address of TPE contained in official Business Office records.

19. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and TPE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

20. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

21. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and TPE and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE
DISTRICT #510**

BY: _____

BY: _____

On behalf of SOUTH SUBURBAN COLLEGE

Dr. Lynette Stokes, President

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.H.1

Board Meeting Date: February 13, 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 reappoint the attached list of grant-funded staff for fiscal year 2026.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Each year the Board of Trustees considers reappointments of grant-funded staff. 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 reappoint the attached list of grant-funded staff for fiscal year 2026.

Approvals:

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


President

2/3/25
Date

Grant Funded Staff

<u>Name</u>	<u>Position</u>	<u>Hours</u>
***Tyrone Bailey	Assistant, Highway Construction HCCTP	40
Lakesha Baker	Early College Programs Coordinator	40
Anita Barnett-Clemons	Project Manager, Workforce Equity Initiative Grant (WEI)	40
Destinee Carter	Student Success Advisor	40
Adilene Castillo	Manager of Adult Education	40
Shawnell Conyers	ABE/ASE/ESL Assessment Secretary	40
Luke Fikejs	Sustainability Manager	40
Rebecca Garcia	Manager of the Highway Construction Careers Training Program	40
Tangela Griffin	Student Success Advisor (PATH)	40
Maria Diana Gutierrez	ESL Manager	40
Marrion Jackson	Grant Assistant	40
*Camille Johnson	Lead ABE/ASE Instructor	40
Anthony Kyte	Coach Adult Literacy Grant	40
Ashley McCray	Project Coordinator, PATH/WEI	40
Gladys Middleton	Business Service Representative	40
Jilliane Newsom	Student Success Advisor, Workforce Equity Initiative Grant (WEI)	40
Maria Pittman	Youth Career Coach	40
Venese Regan	ELA Paraprofessional	40
**Raylynn Stokes	Director, Adult Education	40
Joanna Tassin	Sustainability Program Specialist	40
Dawn Foster-Taylor	Transitions Advisor Adult Education	40
Mary McCaskey-Thompson	Adult Education Secretary	40
Brianna Wells	Manager of Workforce Development	40

*10-month salary

**Grant Funded Administrator

***Probationary Employee



GRANT-FUNDED EMPLOYEES AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2025, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and **«First Name Last Name»** (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held MONTH XX, 2025.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of the GRANT-FUNDED EMPLOYEE, in the position of **«Title»**, and GRANT-FUNDED EMPLOYEE desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and the GRANT-FUNDED EMPLOYEE as follows:

1. **TERM OF AGREEMENT** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT-FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2025 to June 30, 2026, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2026.
2. **QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a

material basis for the formation of this Agreement. In the event it is discovered that GRANT-FUNDED EMPLOYEE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period, any wage increases approved by the Board of Trustees shall not be applied to TPE salary. Upon completion of the six (6) month probationary period, the previously approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply to both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:
- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
 - c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The GRANT-FUNDED EMPLOYEE’S annual salary is \$«Salary» effective July 1, 2025. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE¹ during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE'S position.

Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law.

The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.

6. **EVALUATION** – Prior to January 15th of each year, GRANT-FUNDED EMPLOYEE'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE'S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.
7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Death;
 - d. Retirement;
 - e. Cause; or,
 - f. Grant Funds are discontinued.

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after the GRANT-FUNDED EMPLOYEE has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that the GRANT-FUNDED EMPLOYEE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require the GRANT-FUNDED EMPLOYEE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that the GRANT-FUNDED EMPLOYEE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed

upon by the parties shall perform such examination. Throughout the term of this Agreement, GRANT-FUNDED EMPLOYEE shall be subject to discharge for cause.

8. **VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE only in two-hour increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a two-hour increment of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15th are forfeited. In the event that GRANT-FUNDED EMPLOYEE provides a letter of intent to the COLLEGE’S Office of Human Resources stating an intent to retire under SURS within the next five years, GRANT-FUNDED EMPLOYEE may accrue fifty-six (56) days of vacation.
9. **PERSONAL DAYS** – All [full-time] GRANT-FUNDED EMPLOYEES shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in two-hour increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a two-hour increment of a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, Presidents’ Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in two-hour increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a two-hour increment of medical leave. After completion of one (1) year of

employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).

12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to to **\$Flexible Benefit** dollars (\$Flexible Benefit Dollars) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit** dollars shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire **\$Flexible Benefit** dollars the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.

13. **OTHER BENEFITS AND LEAVE** – GRANT-FUNDED EMPLOYEE shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness, upon the presentation of proper documentation to the GRANT-FUNDED EMPLOYEE'S current supervisor;
- d. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** – GRANT-FUNDED EMPLOYEE is eligible for waivers of all tuition for only classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE’S spouse and the GRANT-FUNDED EMPLOYEE’S unemancipated children under the age of 26.
15. **TUITION REIMBURSEMENT** – Upon completion of one (1) year of employment with the COLLEGE, GRANT-FUNDED EMPLOYEE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes, to the extent allowed and funded by the grant funding source. In order to be eligible for reimbursement, these courses must be job related and have been approved by the GRANT-FUNDED EMPLOYEE’S immediate supervisor and the COLLEGE President. Reimbursement will be limited to classes where a grade of “C” or better is earned. Reimbursement will not be provided for courses that are repeated. GRANT-FUNDED EMPLOYEE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If GRANT-FUNDED EMPLOYEE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee’s last paycheck.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – GRANT-FUNDED EMPLOYEE may be eligible for SURS retirement benefits, if GRANT-FUNDED EMPLOYEE meets the minimum requirements established by the State Universities Retirement System (“SURS”). As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE shall receive at least 30 days’ notice of that intent or shall remain employed by the COLLEGE, until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge GRANT-FUNDED EMPLOYEE for cause.

Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.

18. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Lynette D. Stokes, Ed.D., President
SOUTH SUBURBAN COLLEGE DISTRICT #510
15800 South State Street
South Holland, Illinois 60473

cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200
Oak Brook, Illinois 60523

If to GRANT-FUNDED EMPLOYEE:

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

or to the last address of GRANT-FUNDED EMPLOYEE contained in official Business Office records.

19. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and GRANT-FUNDED EMPLOYEE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

20. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

21. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and GRANT-FUNDED EMPLOYEE and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

on behalf of SOUTH SUBURBAN COLLEGE

Dr. Lynette Stokes, President

Date: _____

Date: _____