

# SOUTH SUBURBAN COLLEGE



August 14, 2025

Regular Meeting of the  
Board of Trustees



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**POLICY COMMITTEE MEETING AGENDA**  
**ROGERS, CHAIR; TRUSTEES REED, AND WILLIAMS**  
**THURSDAY, AUGUST 14, 2025**  
**5:40 PM**

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- I. Recommendation to accept the first reading of revised Board Policies 500.00, Equal Educational Opportunity; 500.01, Degree and Certificate Requirements; 500.02, Midterm Attendance and Grades; 500.03, Recording and Submission of Grades; 502.01, Credit by Examination; 502.02, Tuition Chargeback; and 503.01, Presence in Classrooms



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**FINANCE COMMITTEE MEETING AGENDA**  
**HILL, CHAIR; TRUSTEES DALY AND WILLIAMS**  
**THURSDAY, AUGUST 14, 2025**  
**5:50 PM**

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- I. Recommendation to accept the proposal of Proven IT for the SSC Printer/Copier Fleet contract



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, AUGUST 14, 2025**  
**6:00 PM**

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- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Policy Committee Meeting held July 10, 2025
  - B. Finance Committee Meeting held July 10, 2025
  - C. Regular Board of Trustees Meeting held July 10, 2025
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (Thomas Agnew)
  - B. Approval of the payment of bills for July, 2025 (Thomas Agnew)
  - C. Approval to accept the first reading of revised Board Policies 500.00, Equal Educational Opportunity; 500.01, Degree and Certificate Requirements; 500.02, Midterm Attendance and Grades; 500.03, Recording and Submission of Grades; 502.01, Credit by Examination; 502.02, Tuition Chargeback; and 503.01, Presence in Classrooms (Janet Rogers)
  - D. Approval to accept the proposal of Proven IT for the SSC Printer/Copier Fleet contract (Tyhani Hill)
  - E. Approval to grant naming rights for Ruzich Stadium, and to waive the terms of Board Policy 208.01-2 requiring a minimum of sixty (60) days between the date of the request for naming an area and the date of Board action (Devon Powell)
  - F. Approval to ratify results of phone poll conducted between July 17-22, 2025 by Patrick Rush, Vice President of Administration, to grant permission to advertise to fill the vacated position of Grant Specialist in the Business & Accounting Department (Patrick Rush)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Restructuring of the Adult Education Department
  - D. Approval to Create and Advertise a Grant-funded Position
  - E. Memorandum of Agreement – Academic & Career Advisors
- VIII. CLOSED SESSION**
  - A. The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.



IX. MISCELLANEOUS

X. ADJOURNMENT

# Minutes

# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

MINUTES OF THE POLICY COMMITTEE

THURSDAY, JULY 10, 2025

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Trustee Janet Rogers called the meeting of the Policy Committee to order at 5:53 p.m.

Committee members present: Trustees Janet Rogers and Anthony Williams.

Committee members absent: Trustee Prince Reed (Trustee Reed joined remotely after the adjournment of the Policy Committee).

Other Board members in attendance: Chairman Terry Wells, Vice Chairman Kevin L. Daly, Trustee Tyhani Hill and Student Trustee Grace Ojo.

Other Board members absent: Secretary Sherelene A. Harris (Trustee Harris arrived after the adjournment of the Policy Committee).

*Also present:* Dr. Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Brian Bare.

Agenda:

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

Trustee Rogers recommended the Board of Trustees accept the second reading of and adopt new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02 Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security at the regular Board of Trustees meeting.

The meeting adjourned at 5:55 p.m.

# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, JULY 10, 2025

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Trustee Tyhani Hill called the meeting of the Finance Committee to order at 5:55 p.m.

Committee members present: Vice Chairman Kevin L. Daly and Trustee Anthony Williams.

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Trustee Janet Rogers and Student Trustee Grace Ojo. Secretary Sherelene A. Harris arrived at 5:57 p.m., and Trustee Prince Reed joined remotely at 6:00 p.m.

Other Board members absent: None.

*Also present:* Dr. Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Brian Bare.

Agenda:

**I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2026.**

Trustee Hill recommended the Board approve the tentative operating and non-operating budgets for fiscal year 2026, as presented, at the regular Board of Trustees meeting.

**II. Recommendation to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor**

Trustee Hill recommended the Board approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor at the regular Board of Trustees meeting.

The meeting adjourned at 6:05 p.m.

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

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

## **REGULAR BOARD MEETING MINUTES**

THURSDAY, JULY 10, 2025

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### **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 John D. Daly Conference Room at the Oak Forest Center.

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

*Absent:* None.

*Also present:* Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board of Trustees and College Attorney Brian Bare.

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

### **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. Policy Committee Meeting held June 12, 2025**

Trustee Rogers moved and Trustee Hill seconded to approve the minute of the Policy Committee meeting held June 12, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

#### **B. Finance Committee Meeting held June 12, 2025**

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Finance Committee meeting held June 12, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

#### **C. Regular Board of Trustees Meeting held June 12, 2025**

Trustee Williams moved and Trustee Rogers seconded to approve the minutes of the regular Board of Trustees meeting held June 12, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

## **VI. NEW BUSINESS**

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

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

### **B. Bills Payable for June, 2025**

Trustee Reed moved and Trustee Harris seconded to approve the monthly payment of bills in the amount of \$3,549,803.64. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **C. Approval to accept the second reading of and adopt new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02, Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security**

Trustee Rogers moved and Student Trustee Ojo seconded to accept the second reading of and adopt new Board Policy 204.03, Filming and Photography on Campus; and revised Board Policies 207.01, Use of College Facilities; 207.02, Smoking/Non-Smoking Regulations; and 211.02, Campus Crime and Security. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **D. Approval of the tentative operating and non-operating budgets for fiscal year 2026**

Trustee Hill moved and Trustee Williams seconded to approve the tentative operating and non-operating budgets for fiscal year 2026. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **E. Approval to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor**

Trustee Hill moved and Trustee Daly seconded to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **F. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of February 13, 2025, March 13, 2025 and June 5, 2025 shall be released. The written minutes of May 8, 2025 shall be retained. The audio recordings of August 7, 2023 and July 13, 2023 are authorized to be destroyed. The audio recording of November 9, 2023 and December 14, 2023 shall be retained**

Trustee Harris moved and Trustee Rogers seconded to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of February 13, 2025, March 13, 2025 and June 5, 2025 shall be released. The written minutes of May 8, 2025 shall be retained. The audio recordings of August 7, 2023 and July 13, 2023 are authorized to be destroyed. The audio recording of November 9, 2023 and December 14, 2023 shall be retained. On roll call, Trustees Kevin L. Daly,

Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

## **VII. PERSONNEL RECOMMENDATIONS**

### **A. Retirements/Resignations/Terminations**

1. Trustee Hill moved and Trustee Rogers seconded to approve the resignation of Marcus Hilliard as a full-time Director of Student Activities in the Student and Enrollment Services Department, effective July 3, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

2. Trustee Rogers moved and Trustee Harris seconded to approve the resignation of Samantha Garcia as a full-time Accountant I in the Business & Accounting Department, and grant permission to fill the vacated position. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

3. Trustee Harris moved and Trustee Hill seconded to approve the resignation of Ian Sharping as a full-time Faculty in the Legal Studies Department, effective August 1, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

### **B. Appointments**

1. Trustee Rogers moved and Trustee Hill seconded to approve the appointment of Nancy Mastny-Skimerhorn as a full-time Administrative Assistant II in the Publications Department, effective August 4, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

2. Trustee Rogers moved and Williams seconded to approve the appointment of Stephanie Nguyen as a full-time Research Analyst in the Institutional Research Department, effective July 14, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

3. Trustee Williams moved and Trustee Daly seconded to approve the appointment of Brian Hiskes as a Cyber Security Analyst in the Information Technology Department, effective July 14, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

4. Trustee Rogers moved and Trustee Williams seconded to approve the appointment of Brittany Sims as a full-time, grant-funded Sustainability Program Specialist in the Plant Operations Department, effective July 14, 2025. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

## **VIII. CLOSED SESSION**

There was none.

## **IX. MISCELLANEOUS**

The Board of Trustees approved the separation of employment for impacted employees pending the non-renewal of Workforce Innovation Opportunity Act (WIOA) grant funds. Chairman Wells noted that grant funds have since been received in full, and as such, the separation of employment will not be implemented.

#### **X. ADJOURNMENT**

At 6:27 p.m., Trustee Williams moved and Trustee Hill seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Tyhani Hill, Sherelene A. Harris, Prince Reed, Janet Rogers Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

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**Chairman of the Board**

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**Secretary of the Board**



## New Business



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.A

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

☐ Policy  
☐ Finance  
☐ Architectural  
☐ Other

### FUNDING

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

### PROPOSAL SUMMARY

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

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION


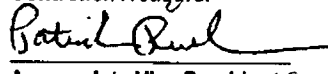

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending June 30, 2025. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

### MOTION

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

Approvals:

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

  
Controller/Treasurer  
7/2/25  
Date  
  
Appropriate Vice President  
7/2/25  
Date  
  
President  
7/2/25  
Date

# SOUTH SUBURBAN COLLEGE

## South Holland, Illinois

To: Board of Trustees

From: CFO - Thomas Agnew

Date: August 14, 2025

Subject: Financial Report For The Period Ending June 30, 2025

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,693,781.49	\$31,990,161.76
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,169,499.97	\$32,461,076.15

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,953,524.97	\$51,899,060.11
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,936,039.27	\$49,293,331.39
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$17,485.70	\$2,605,728.72

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>
\$13,498,104.91	3.04%	(23)

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$2,549,779.69	\$129,531.63	\$2,679,311.32
August	\$3,238,020.04	\$79,730.61	\$3,317,750.65
September	\$2,367,699.13	\$511,776.54	\$2,879,475.67
October	\$1,477,239.53	\$353,097.76	\$1,830,337.29
November	\$1,127,110.25	\$62,006.49	\$1,189,116.74
December	\$2,607,137.51	\$364,829.62	\$2,971,967.13
January	\$3,084,974.17	\$190,649.92	\$3,275,624.09
February	\$2,214,194.01	\$311,736.50	\$2,525,930.51
March	\$973,699.52	\$477,701.58	\$1,451,401.10
April	\$1,722,942.79	\$153,443.75	\$1,876,386.54
May	\$3,894,360.33	\$1,404,718.90	\$5,299,079.23
June	\$2,148,945.43	\$544,836.06	\$2,693,781.49
YTD	\$27,406,102.40	\$4,584,059.36	\$31,990,161.76

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$1,922,473.93	\$353,426.86	\$2,275,900.79
August	\$3,492,544.05	\$355,448.95	\$3,847,993.00
September	\$2,189,058.97	\$348,203.07	\$2,537,262.04
October	\$1,749,373.15	\$328,282.97	\$2,077,656.12
November	\$2,907,519.27	\$459,598.62	\$3,367,117.89
December	\$1,741,583.39	\$313,301.23	\$2,054,884.62
January	\$1,939,833.32	\$394,109.06	\$2,333,942.38
February	\$3,042,708.01	\$385,977.53	\$3,428,685.54
March	\$1,672,926.87	\$406,401.75	\$2,079,328.62
April	\$1,794,885.45	\$404,696.73	\$2,199,582.18
May	\$2,627,955.21	\$461,267.79	\$3,089,223.00
June	\$2,672,237.14	\$497,262.83	\$3,169,499.97
YTD	\$27,753,098.76	\$4,707,977.39	\$32,461,076.15

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$3,130,326.40	\$2,914,309.40	\$216,017.00
August	\$5,946,801.41	\$6,349,833.75	(\$403,032.34)
September	\$5,007,101.35	\$4,767,593.99	\$239,507.36
October	\$3,418,854.29	\$2,890,552.61	\$528,301.68
November	\$3,692,109.87	\$4,276,357.81	(\$584,247.94)
December	\$3,471,967.13	\$2,709,936.71	\$762,030.42
January	\$3,883,304.20	\$4,610,568.66	(\$727,264.46)
February	\$5,220,539.27	\$5,032,837.55	\$187,701.72
March	\$3,576,288.25	\$3,266,784.85	\$309,503.40
April	\$4,820,003.18	\$2,932,749.02	\$1,887,254.16
May	\$4,778,239.79	\$4,605,767.77	\$172,472.02
June	\$4,953,524.97	\$4,936,039.27	\$17,485.70
YTD	\$51,899,060.11	\$49,293,331.39	\$2,605,728.72

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$17,431,730.87	3.72%	(12)
August	\$22,214,869.69	3.77%	5
September	\$19,828,080.07	3.87%	10
October	\$17,337,161.92	3.84%	(3)
November	\$13,084,455.87	3.68%	(16)
December	\$11,994,138.23	3.04%	(64)
January	\$11,420,635.00	3.67%	63
February	\$10,089,356.23	3.49%	(18)
March	\$10,511,246.20	3.37%	(12)
April	\$11,333,006.46	3.14%	(23)
May	\$15,807,933.35	3.27%	13
June	\$13,498,104.91	3.04%	(23)

## SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 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		2,299,607.07	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,533,397.59	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		10,168,952.43	0.00	798,819.25	0.00
Totals	5/31/2025	15,001,957.09	0.00	798,819.25	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	6/10/25	4,166.63			
Illinois Fund MM deposit from Comptroller	6/11/25	61,385.25			
Illinois Fund MM deposit from Comptroller	6/11/25	10,018.80			
Illinois Fund MM deposit from Comptroller	6/12/25	123,472.99			
Illinois Fund MM deposit from Comptroller	6/25/25	150,000.00			
Illinois Fund MM deposit from Comptroller	6/30/25	993.60			
Interest on Illinois Funds MM	6/30/25	8,950.62			
5/3 transfer from Investments to Cash	6/3/25	(500,000.00)			
5/3 transfer from Investments to Cash	6/11/25	(1,200,000.00)			
5/3 transfer from Investments to Cash	6/24/25	(1,000,000.00)			
Interest on 53 MM	6/30/25	22,290.25			
PFM Interest	6/30/25	8,893.42			
Ending Balance:		12,692,128.65	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		2,658,594.96	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,542,291.01	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		7,491,242.68	0.00	798,819.25	0.00
Totals	6/30/2025	12,692,128.65	0.00	798,819.25	0.00

## SOUTH SUBURBAN COLLEGE

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## SOUTH SUBURBAN COLLEGE

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# SOUTH SUBURBAN COLLEGE

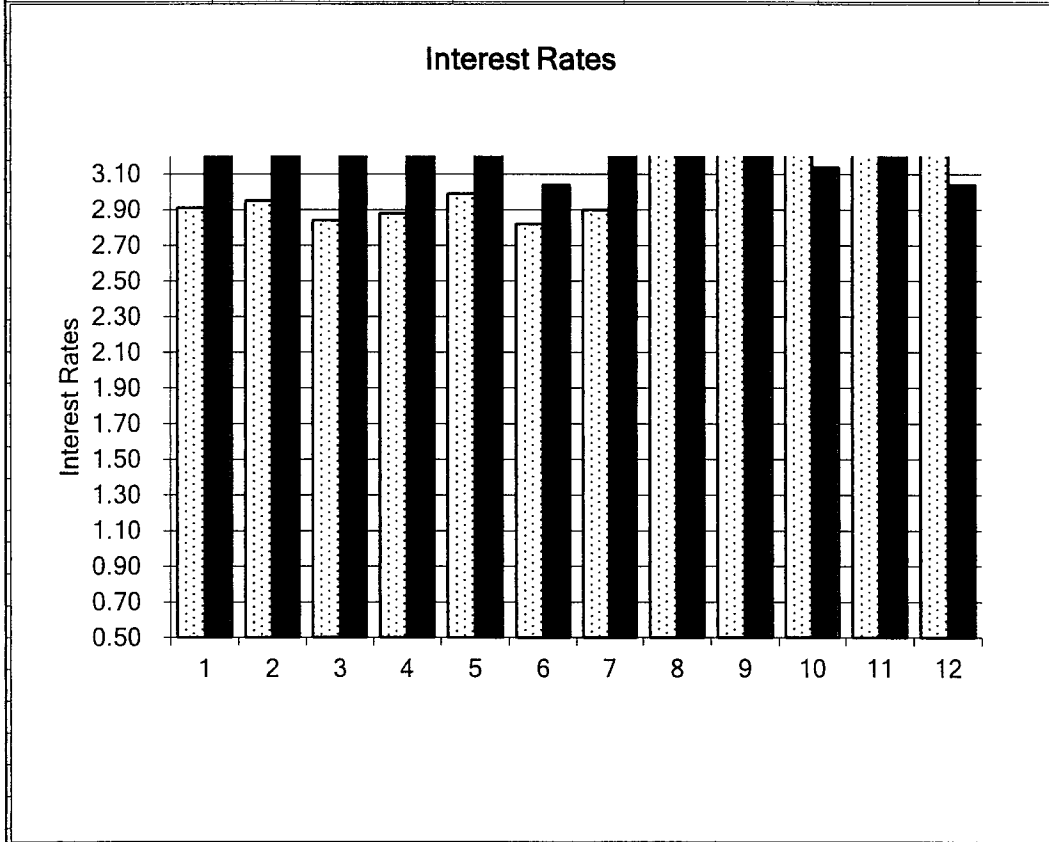
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## SOUTH SUBURBAN COLLEGE

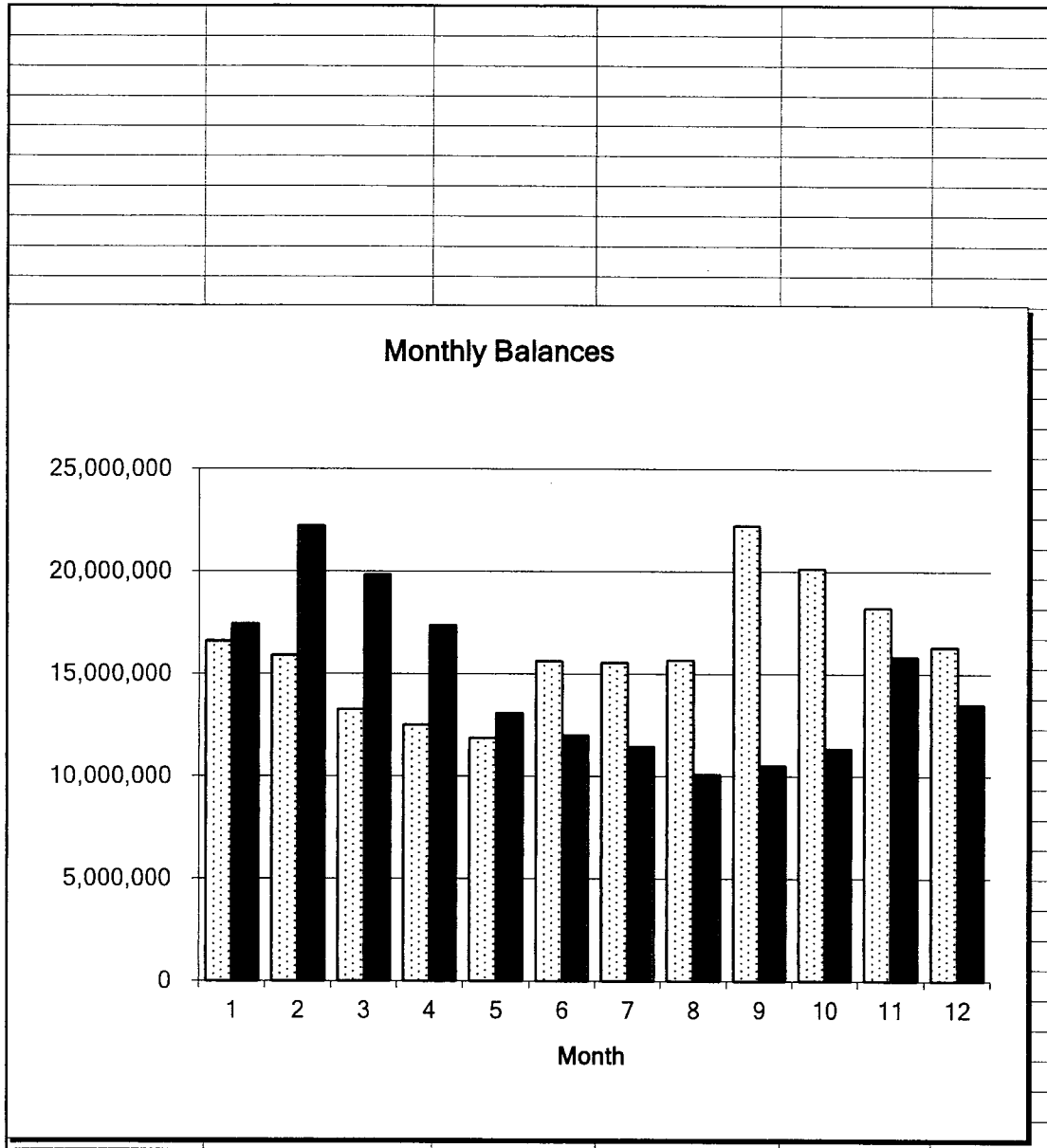
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# South Suburban College

		Investment Summary			
	F Y 2023 - 2024		F Y 2024 - 2025		
Month	Month End Balance	Percent Return	Month End Balance	Percent Return	
July	16,593,643	2.91	17,431,731	3.72	
August	15,893,722	2.95	22,214,870	3.77	
September	13,262,893	2.84	19,828,080	3.87	
October	12,504,572	2.88	17,337,162	3.84	
November	11,856,861	2.99	13,084,456	3.68	
December	15,616,406	2.82	11,994,138	3.04	
January	15,546,623	2.90	11,420,635	3.67	
February	15,663,399	3.84	10,089,356	3.49	
March	22,218,501	3.86	10,511,246	3.37	
April	20,125,775	3.71	11,333,006	3.14	
May	18,205,599	3.76	15,807,933	3.27	
June	16,286,762	3.84	13,498,105	3.04	



# South Suburban College





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26.VI-B

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

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

  x    
  x    
  x  

Operating  
College Capital  
Protection, Health and  
Safety

  x    
  x    
  x  

Grant Funded  
Student Life  
Special Levies

### FUNDING

### PROPOSAL SUMMARY

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

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


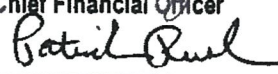
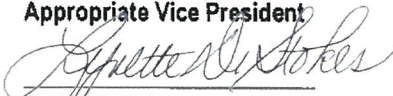
### MOTION

Hereby authorize the Chief Financial Officer to pay the following list of bills:

Education Fund	\$3,302,643.86
Operations & Maintenance Fund	\$346,407.56
Auxiliary Enterprise Fund	\$124,689.91
Restricted Fund	\$519,447.87
Flex Plan Fund	\$8,687.17
Special Levies Fund	\$185,906.62
Total	\$4,487,782.99

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

	8/6/25
Chief Financial Officer	Date
	8/6/25
Appropriate Vice President	Date
	8/6/25
President	Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.C

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

☒ Policy  
☐ Finance  
☐ Architectural  
☐ Other

### FUNDING

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

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the first reading of revised Board Policies 500.00, Equal Educational Opportunity; 500.01, Degree and Certificate Requirements; 500.02, Midterm Attendance and Grades; 500.03, Recording and Submission of Grades; 502.01, Credit by Examination; 502.02, Tuition Chargeback; and 503.01 Presence in Classrooms.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the first reading of revised Board Policies 500.00, Equal Educational Opportunity; 500.01, Degree and Certificate Requirements; 500.02, Midterm Attendance and Grades; 500.03, Recording and Submission of Grades; 502.01, Credit by Examination; 502.02, Tuition Chargeback; and 503.01 Presence in Classrooms.

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

7/30/25  
Date

  
President

7/30/25  
Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**EDUCATIONAL PROGRAM**

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**500.00          Equal Educational Opportunity**

The College must ensure that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or persons with disabilities. Consistent with this commitment, the College assures that no person shall be excluded from or denied the benefits of any program or activity on the basis of sex, age, color, race, creed, religion, national or regional origin. Title IX of the Education Amendments of 1972 prohibits South Suburban College from discriminating on the basis of sex in any educational program or activity it operates. South Suburban College does not discriminate on the basis of sex in admissions, employment or in the operation of any educational programs or activities.

Further, in facilitating this commitment, the College values educational opportunities for students to interact with positive staff role models from diverse racial, ethnic, and gender groups. In addition, no otherwise qualified persons with disabilities shall be excluded from or denied the benefits of any program or activity in a manner inconsistent with applicable Federal and State Statutes and Regulations. The College, through its policies and programs, has implemented programs that enhance and encourage educational opportunity for students. -

The Title IX Amendment in 2024, modified language to mandate non-discrimination based on pregnancy or related conditions, and parental, family or marital status which clarifies prohibitions on sex discrimination for students, employees, and applicants for admission or employment.

**Adopted:        November 10, 1994**  
**Revised:        April 8, 1999**  
**Reviewed:      May 10, 2007**  
**Revised:        November 10, 2011**  
**Revised:        May 10, 2012**  
**Reviewed:      November 20, 2024**



**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**500.01          Degree and Certificate Requirements**

The Associates in Arts, Associates in Fine Arts, Associates in Engineering Science, Associates in Science, Associate of Applied Science, **and the Associates in General Studies** degrees may be granted to students successfully completing the prescribed courses of study and having earned not less than sixty (60) semester hours of credit.

To be eligible for more than one associate degree, a student must obtain an additional fifteen (15) semester hours at South Suburban College after completing the requirements for the first degree. All the requirements for each degree sought must be fulfilled.

Certificates **of Completion** in various subject-matter areas and for work completed in connection with the **Non-Credit** Programs may be given to individuals upon the successful completion of the course(s) prescribed.

Candidates for graduation will receive a **notification** from the Office of **Registration & Records** concerning their eligibility. All candidates are expected to return the appropriate paperwork to the Office of Records to process said degrees and certificates prior to the published deadlines.

The administration and faculty of the College shall prescribe the terms, conditions, and standards which define successful completion.

---

**Revised:**      February 12, 1976  
                 April 8, 1999  
                 July 12, 2007  
**Reviewed:**   November 20, 2024



**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**500.02            Mid –Term Attendance and Grades**

Pursuant to the Illinois Community College Board mandates, College faculty members are responsible for mid-term **certification of students enrolled in courses, when applicable. Mid-term grades are also required to be submitted at that time. Mid-term attendance and grade reports are to be submitted to the Office of Registration & Records.**

The Board shall adhere to the guidelines set forth in the faculty collective bargaining agreement.

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**Adopted:        April 8, 1999**  
**Revised:        July 12, 2007**

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**500.03          Recording and Submissions of Grades**

All instructors at the College are required to give final grades to all students enrolled in each class. Final grades will be recorded and submitted to the Office of Registration & Records by the deadline determined each semester by the Calendar Committee.

---

**Adopted:      April 8, 1999**  
**Revised:      July 12, 2007**

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**502.01          Credit by Examination/Alternate Credit**

College credit for certain courses may be given to any student enrolled at the College who successfully completes an examination designed to test his knowledge, understanding and/or competence.

Standards, administration, and reporting of credit by examination shall be set by the College.

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**Reviewed:    April 8, 1999**  
**Revised:     July 12, 2007**  
**Reviewed:    November 20, 2024**

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**502.02          Tuition Chargeback**

In accordance with Illinois Compiled Statutes, Chapter 110, Section 805/6-2, South Suburban College recognizes its obligation and agrees to provide funds for the partial support of tuition for a resident of District 510 to attend another Community College district for the pursuit of an educational program. Approval will be made based upon the judgment of the College President and/or his designated representative in accordance with the following guidelines.

1.     Programs to be taken at other community colleges must be ones that are not available at South Suburban College. The President of the College, or his designee, shall have the right to exercise judgment in determining whether or not programs offered by other community colleges, under a title different from those of South Suburban College, are, in essence, programs that lead to the same educational goal.
2.     The pursuit of individual courses, even though not offered by the College, will not normally be considered for partial tuition support. In instances where the receiving community college is willing to waive the out-of-district tuition charge to allow a District 510 resident to take individual courses without enrolling in an associate degree or certificate program, District 510 has no obligation and will not be involved in the approval process.
3.     Requests for partial support must be submitted to South Suburban College on a "Notification of Intent to Attend a Recognized Public Community College in Illinois" form a minimum of thirty (30) days prior to the beginning of the semester or quarter at the College wherein enrollment is sought.
4.     Payment to other community college districts shall be made upon receipt of a billing from that district identifying the individual for which payment is requested as well as the courses and major for each individual. This verification must come in the form of a statement signed by an appropriate administrative officer at the college requesting payment.

The provisions of this policy shall be alterable only by the action of the Board to update this policy statement or through the means of cooperative agreements with various community colleges, duly approved by the Boards of both institutions.

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

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**503.01            Presence in Classrooms**

In recognition of the rights of all regularly enrolled students of the College and of the fact that the College is an institution of higher learning, individuals of any age who are not enrolled in a course as a South Suburban College student may not attend class.

Further, it is expected that the children of enrolled students of the College shall not be permitted to loiter, create disturbances within or outside the classroom, or to engage in any behavior which may impede the learning process and thereby impose upon the rights of South Suburban College students. No unsupervised children shall be permitted to remain in the facility.

In those instances where an instructor wishes to use the assistance of children in the teaching of a lesson, the instructor shall notify the appropriate Dean for the division. The Dean shall then approve or disapprove the request in writing and shall so advise the instructor.

---

<b>Adopted:</b>	<b>July 7, 1988</b>
<b>Revised:</b>	<b>April 8, 1999</b>
<b>Revised:</b>	<b>July 12, 2007</b>
<b>Reviewed</b>	<b>November 20, 2024</b>



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.D

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

☐ Policy  
☒ Finance  
☐ Architectural  
☐ Other

### FUNDING

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

### PROPOSAL SUMMARY

Move that the Board of Trustees accept the proposal of Proven IT for the SSC Printer/Copier Fleet contract.

### ESTIMATED COST OR BENEFIT

\$27,190.24.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees accept the proposal of Proven IT for the SSC Printer/Copier Fleet contract.

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

7/28/25  
Date

  
President

7/28/25  
Date



## SOUTH SUBURBAN COLLEGE

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

### Board of Trustees

Terry R. Wells,  
**Chairman**

Kevin L. Daly,  
*Vice Chairman*

Dr. Sherelene A. Harris,  
*Secretary*

Tyhani Hill

Prince Reed

Janet M. Rogers

Anthony W. Williams

Dr. Lynette D. Stokes,  
*College President*

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

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

# MEMO

To: Dr. Lynette Stokes, President and Board of Trustees  
From: Patrick Rush, Vice President of Administration  
Date: July 22, 2025

Re: **Printer/Copier Fleet RFP**

On June 8, 2025, the South Suburban College Purchasing Department requested proposals for replacement of 47 printers/copiers via the online purchasing platforms Demand Star and Beacon. Our legal requirement to advertise was also satisfied through notices placed in The Daily Southtown and Taylor Media.

There were eight responses and an acknowledgement/proposal opening was held on June 24, 2025, at 11:00 a.m. We are seeking permission to move forward with the low-bid proposal from Proven IT. The College has checked the references and we have worked with this vendor previously. We therefore, recommend acceptance of the proposal from Proven IT, of Tinley Park IL, for the SSC Printer/Copier Fleet contract.

<u>Company</u>	<u>Machines</u>	<u>Total Per Month \$</u>	<u>Mono Click Rate</u>	<u>Color Click Rate</u>	<u>Papercut</u>	<u>Special Notes</u>
Pulse Technology	22	\$ 3,418.80	0.004	0.04	n/a	Disqualified did not meet required amount of Copiers.
Xerox Direct	47	\$ 2,517.43	0.003/0.007	0.03	yes	Papercut done with outside company.
Cannon Direct	47	\$ 3,026.16	0.003/0.007	0.03	yes	Papercut done with outside company.
Marco	24	N/A	0.0032/0.005	0.035	n/a	Disqualified did not meet required amount of Copiers
Toshiba	47	\$ 2,881.72	0.039/0.00484	0.039	yes	Direct relationship with Papercut; echnicians trained.
Sharp	47	\$ 2,975.95	0.019/0.007	0.038	yes	Did not specify is papercut is in house or outside company.
CDS	47	\$ 5,150.60	0.007/0.004	0.03	yes	Amount included 52 licenses.
Elite	47	\$ 2,141.08	0.005	0.0325	no	Cost of the supplies for 31 machines would cost SSC more money.
<b>Proven</b>	<b>47</b>	<b>\$ 2,471.84</b>	<b>0.011/0.0289</b>	<b>0.0289</b>	<b>yes</b>	Technicians are trained for papercut.



**Proven IT**

RFP#	Quantity	Max Size	Speed	Finisher	Color	Reccomended Device	Price per Unit	Monthly Unit	Monthly Rate	Mono Rate	Color Rate
1	16	8.5"x14"	55ppm	no	no	Xerox B415	\$1,117.00	\$22.45	\$359.23	0.011	
2	6	11 3/4" x 17"	45ppm	external	no	Xerox B8245	\$5,717.00	\$114.91	\$689.47	0.00289	
3	2	12" x 17"	60ppm	external	no	Xerox B8255	\$6,191.00	\$124.44	\$248.88	0.00289	
4	4	12" x 17"	26ppm	no	yes	Xerox C8235	\$5,781.00	\$116.20	\$464.79	0.00289	0.0289
5	18	8.5"x14"	55ppm	no	no	Xerox B415	\$1,617.00	\$32.50	\$585.03	0.011	
6	1	8.5"x14"	55ppm	yes	no	Xerox B8255	\$6,191.00	\$124.44	\$124.44	0.00289	

47

**\$2,471.84**



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.E

Board Meeting Date: August 14, 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 naming rights for Ruzich Stadium, and to waive the terms of Board Policy 208.01-2 requiring a minimum of sixty (60) days between the date of the request for naming an area and the date of Board action.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees grant naming rights for Ruzich Stadium, and to waive the terms of Board Policy 208.01-2 requiring a minimum of sixty (60) days between the date of the request for naming an area and the date of Board action.

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

8/7/25  
Date

  
\_\_\_\_\_  
President

8/7/25  
Date



## SOUTH SUBURBAN COLLEGE

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

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Terry R. Wells,  
**Chairman**

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*Vice Chairman*

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*Secretary*

Tyhani Hill

Prince Reed

Janet M. Rogers

Anthony W. Williams

Dr. Lynette D. Stokes,  
*College President*

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

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# MEMO

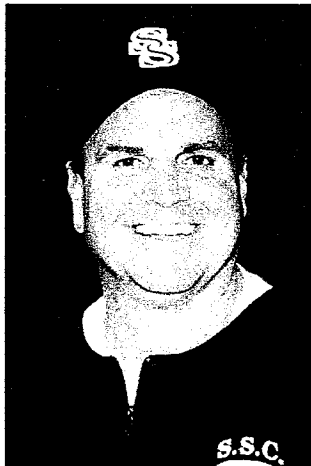
To: Dr. Lynette Stokes, President and Board of Trustees  
From: Devon Powell, Vice President of Student & Enrollment Services  
Date: July 28, 2025

**Re: Baseball Field Name Dedication - Ruzich Stadium**

Pursuant to Board Policy 208.01—Naming of Physical Properties of the College—South Suburban College Administration is seeking your approval to name the baseball field in honor of Athletic Director, Steve Ruzich, and his long-standing support and dedication to SSC Athletics.

As you may know, Coach Ruzich has recently been inducted into the American Baseball Coaches Association (ABCA) Hall of Fame—the highest honor bestowed by the ABCA. This distinguished recognition places Ruzich among the most elite coaches in collegiate baseball history. Coach Ruzich has been a fixture at SSC for four decades, dedicating his life to building one of the most successful programs in NJCAA baseball history.

Attached is the press release regarding Coach Ruzich's ABCA induction, along with biography, statistics, and accolades highlighting his impeccable career as Head Baseball Coach at SSC.



## **Steve Ruzich**

**SSC Athletics Director and  
Head Baseball Coach**

### **Biography:**

Coach Steve Ruzich was an All-American catcher at the College of St. Francis. He graduated in 1985 and was drafted that summer by the Chicago White Sox. In 1987, Steve was named Head Baseball Coach at South Suburban College.

Steve Ruzich enters his 40th season with 1385 wins and 817 losses. Included in his tenure have been fifteen regional titles, two appearances at the JUCO World Series and nine regional runner-up finishes. In 2005, under the guidance of Coach Ruzich, the Bulldogs set a school record for most wins and winning percentage in a season going 51-11 (.823).

On May 23, 2014, Coach Ruzich was officially be inducted into the NJCAA Baseball Coaches Hall of Fame in an opening ceremony for the 2014 World Series in Grand Junction, Colorado—annual home of the NJCAA Division I World Series—where Ruzich's Bulldogs have made two past appearances. This recognition is a rare accomplishment—the NJCAA Hall of Fame began in 1982 and the Selection Committee has only chosen 89 members since that time. In 2007, he was inducted into Rich Central High School Hall of Fame. In June 2025, Steve travelled to Charlotte, NC to accept the Coaches Legacy Award presented by the NJCAA. He will also be inducted into the American Baseball Coaches Association (ABCA) Hall of Fame— the highest honor bestowed by the ABCA, this upcoming January of 2026.

His coaching awards have included N4C Coach of the Year, Region 4 Coach of the Year (fifteen times), College Coach of the Year from the Pitch and Hit Club of Chicago (twice), Great Lakes District Coach of the Year and Diamond District Coach of the Year.

Steve's student athletes' graduation rate is 75%. Steve has coached twenty All-Americans. "Coach Ru" also has had 24 players drafted by major league teams including six players that have reached the big leagues. 340 players have continued on to four-year college programs. As a player himself, Steve was named second team All-American Catcher, All-District Catcher and All-Area Catcher.

Coach Steve Ruzich resides in Joliet, Illinois with his wife, Patti and dog Mya. Proud Grandfather of 6 grandchildren.

## **Coach Ruzich's Accomplishments Over the Years**

**Current Record:** 1385 wins, 817 losses, .630

15 Region 4 Championships

2 Midwest Championships

**Region 4 Coach of the Year:** 15 times

**Midwest Coach of the Year:** 2 times

**Pitch and Hit Club Coach of the Year:** 2 times

**World Series Appearances:** 1991,2006

**Region 4 Hall of Fame:** 2010

**NJCAA Baseball Hall of Fame:** 2014

**NJCAA Coaches Legacy Award:** June 2025

**ABCA Hall of Fame:** January 2026

# SOUTH SUBURBAN COLLEGE

July 14, 2025 - For Immediate Release

Contact: Kellie Martin, [kmartin@ssc.edu](mailto:kmartin@ssc.edu), 708-225-5846

[www.ssc.edu/category/news](http://www.ssc.edu/category/news)



*South Suburban College's Head Baseball Coach Steve Ruzich*

## **South Suburban College's Steve Ruzich Inducted into ABCA Hall of Fame**

### **Longtime Bulldogs Coach Honored with Nation's Highest Collegiate Baseball Coaching Distinction**

South Holland, IL – South Suburban College (SSC) is proud to announce that longtime Head Baseball Coach Steve Ruzich has been inducted into the American Baseball Coaches Association (ABCA) Hall of Fame— the highest honor bestowed by the ABCA. This distinguished recognition places Ruzich among the most elite coaches in collegiate baseball history.

Coach Ruzich has been a fixture at SSC for four decades, dedicating his life to building one of the most successful programs in NJCAA baseball history. With a remarkable career record of 1,385-817 (.629) through the 2025 season, he ranks fifth all-time in wins among NJCAA coaches.

Under his leadership, the SSC Bulldogs have captured 15 regional championships, made two NJCAA World Series appearances, and secured nine regional runner-up finishes. The program's most impressive campaign came in 2005 with a school-record 51 wins and a staggering .823 winning percentage.

Ruzich's accolades include 14 NJCAA Region IV Coach of the Year honors, and he has mentored countless student-athletes, including six who advanced to Major League Baseball—most notably Tony Cingrani and Rob Mackowiak.

In addition to his ABCA Hall of Fame induction, Ruzich was previously inducted into the NJCAA Baseball Coaches Hall of Fame in 2014 and was honored with the inaugural NJCAA Coaches Legacy Award in June 2025, recognizing the all-time winningest coaches in NJCAA history.

"Coach Ruzich's impact on South Suburban College, on the lives of his student-athletes, and on the game of baseball is immeasurable," said SSC President Dr. Lynette Stokes. "His legacy extends well beyond the field, and we are thrilled to see him receive the national recognition he so deeply deserves."

Coach Ruzich's ABCA Hall of Fame induction celebrates not only his winning record but his enduring commitment to the game and to developing generations of student-athletes on and off the field.

For more information about South Suburban College Athletics, please visit [www.ssc.edu](http://www.ssc.edu).

###

# From catching to coaching: Steve Ruzich's leaves his baseball legacy at South Suburban College

by: Patrick Elwood, Larry Hawley

Posted: May 11, 2023 / 06:05 PM CDT

Updated: May 11, 2023 / 06:42 PM CDT

SOUTH HOLLAND, Ill. — He's been a Hall of Famer for almost a decade, but a baseball coach in the south suburbs is hardly slowing down.

For 37 years, Steve Ruzich been in the dugout at South Suburban College, a junior college program in South Holland that has experienced plenty of success during his tenure. He's collected over 1,300 wins for the Bulldogs, who play in the National Junior College Athletic Association's Division I with a host of championships collected.

"It's never been about me," said Ruzich of his time at SSC. "It's always been about giving something back to the game."

Initially he'd hoped that would be through his play as a catcher on the field when he was a standout at the College of St. Francis (now University of St. Francis) in Joliet. He was drafted by the White Sox in the 30th round of the 1985 MLB Draft and played in six games with the club's Gulf Coast League team.

But that would be it for Ruzich's pro baseball career, and at 24, he was on the search for a way to stay in the game.

"I get drafted, I got to play baseball, but then when it's over with, what are you gonna do," said Ruzich – but his next job wasn't far away from the game.

He'd take over with SSC soon after the end of his on-field career and has been in the dugout with the Bulldogs ever since. During that time, he's built the program into a consistent winner, capturing 11 regional titles while making two appearances in the NJCAA Division I World Series in 1991 and 2006.

During that time, he's coached 320 players who've gone onto play at four-year school along with 15 NJCAA Division 1 All-Americans. There are 24 players in the SSC program who've been selected in the MLB Draft with five seeing time in majors.

- **Tim Brydak** – Royals (1998-2000), Orioles (2005-2006), Tigers (2007), Astros (2008-2010), Mets (2011-2013)
- **Ron Mahay** – Red Sox (1995, 1997-1998), Athletics (1999-2000), Marlins (2000), Cubs (2001-2002), Rangers (2003-2007), Braves (2007), Royals (2008-2009), Twins (2009-2010)
- **Rob Mackowiak** – Pirates (2001-2005), White Sox (2006-2007), Padres (2007), Nationals (2008)
- **Julis Matos** – Padres (2002), Royals (2003)
- **Tony Cingrani** – Reds (2012-2017), Dodgers (2017-2018)

Ruzich has kept that success going in 2023 as the program is currently 40-19, defeating Triton College 20-10 on Thursday in the semifinals Division Region IV tournament.

"Dedication and hard work," said Ruzich when talking about the program's success. "Nobody puts in more hard work than we do, our staff and our players."

His 37 years in baseball in the dugout have certainly shown that.





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.F

Board Meeting Date: August 14, 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 ratify the results of the phone poll conducted between July 17-22, 2025 by Patrick Rush, Vice President of Administration, to grant permission to advertise to fill the vacated, grant-funded position of Grant Specialist in the Business & Accounting Department.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees ratify the results of the phone poll conducted between July 17-22, 2025 by Patrick Rush, Vice President of Administration, to grant permission to advertise to fill the vacated, grant-funded position of Grant Specialist in the Business & Accounting Department.

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

7/28/25  
Date

  
President

7/28/25  
Date



## SOUTH SUBURBAN COLLEGE

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

### Board of Trustees

Terry R. Wells,  
**Chairman**

Kevin L. Daly,  
**Vice Chairman**

Dr. Sherlene A. Harris,  
**Secretary**

Tyhani Hill

Prince Reed

Janet M. Rogers

Anthony W. Williams

Dr. Lynette D. Stokes,  
**College President**

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

ssc.edu

# MEMO

To: Dr. Lynette Stokes, President and Board of Trustees  
From: Patrick Rush, Vice President of Administration  
Date: July 21, 2025

A phone poll was conducted between July 17-22, 2025, in order to receive the Board's permission to advertise to fill the recently vacated position of Grant Specialist in Business & Accounting. The position was included in the Fiscal Year 2026 Tentative Budget and we hope to fill with a qualified candidate as soon as possible.

### Do you grant permission to advertise the Grant Specialist position?

<u>Board Members</u>	<u>Date and Time Contacted</u>	<u>Response</u>
Terry Wells, Chairman	July 17, 2025, 4:11 p.m.	Yes
Kevin Daly, Vice-Chair	July 17, 2025, 4:13 p.m.	Yes
Dr. Sherlene Harris, Secretary	July 21, 2025, 11:35 a.m.	Yes
Janet Rogers	July 17, 2025, 4:15 p.m.	Yes
Tyhani Hill	July 17, 2025, 4:19 p.m.	Yes
Anthony Williams	July 17, 2025, 4:20 p.m.	Yes
Prince Reed	July 21, 2025, 2:00 p.m.	Yes
Grace Ojo, Student Trustee	July 17, 2025, 6:00 p.m.	Yes

## Personnel



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.B.1

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

☐ Policy  
☐ Finance  
☐ Architectural  
☐ Other

☒ Operating  
☐ College Capital  
☐ Protection, Health and  
Safety

### FUNDING

☐ Grant Funded  
☐ Student Life  
☐ Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Elizabeth Marazas as a full-time Administrative Assistant II in the Allied Health Department, effective August 18, 2025.

### ESTIMATED COST OR BENEFIT

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

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the appointment of Elizabeth Marazas as a full-time Administrative Assistant II in the Allied Health Department, effective August 18, 2025.

Approvals:

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

Megan Hughes  
Originator

7/28/25  
Date

Charlotte Guyton  
Director of Human Resources

7/28/25  
Date

Tasha S. Williams  
Appropriate Vice President

7/28/25  
Date

Lyette Stokes  
President

7/28/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.B.2

Board Meeting Date: August 14, 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 Delorah Mims as a full-time Director of Student Activities in the Student & Enrollment Services Department, effective September 2, 2025.

### 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 \$62,700 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 Delorah Mims as a full-time Director of Student Activities in the Student & Enrollment Services Department, effective September 2, 2025.

Approvals:

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

*Tiffane Jones*  
Originator

7/30/25  
Date

*Charlotte Guyton*  
Director of Human Resources

7/30/25  
Date

*[Signature]*  
Appropriate Vice President

7/30/25  
Date

*[Signature]*  
President

7/30/25  
Date





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.B.3

Board Meeting Date: August 14, 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 Gregory Mitchell as a full-time Faculty in the Legal Studies Department, effective January 12, 2026.

### ESTIMATED COST OR BENEFIT

As placed on the Faculty Salary Schedule.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the appointment of Gregory Mitchell as a full-time Faculty in the Legal Studies Department, effective January 12, 2026.

Approvals:

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

Originator

7/30/25  
Date

Tasha S. Williams  
Appropriate Vice President

7/30/25  
Date

Charlotte Guyton  
Director of Human Resources

7/30/25  
Date

Spette Stokes  
President

7/30/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.B.4

Board Meeting Date: August 14, 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 Jonathan Lantiegne as a full-time Financial Aid Advisor in the Financial Aid Department, effective August 18, 2025.

### ESTIMATED COST OR BENEFIT

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

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the appointment of Jonathan Lantiegne as a full-time Financial Aid Advisor in the Financial Aid Department, effective August 18, 2025.

Approvals:

\* Are funds available in the budget? Yes

\* Is this related to any previous Board action? No

\* Is this part of a large project requiring additional funds? (Explain) No

Golanda Freeman  
Originator

7/30/25  
Date

Charlotte Guyton  
Director of Human Resources

7/30/25  
Date

[Signature]  
Appropriate Vice President

7/30/25  
Date

[Signature]  
President

7/30/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.B.5

Board Meeting Date: August 14, 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 Michael Love as a full-time Grant Specialist in the Business & Accounting Department, effective August 18, 2025.

### ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, classified Grade X on the Support Staff Salary Schedule, with a beginning annual salary of \$47,884 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 Michael Love as a full-time Grant Specialist in the Business & Accounting Department, effective August 18, 2025.

### Approvals:

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

*Jason W. Smith*  
Originator

8/6/25  
Date

*Charlotte Guyton*  
Director of Human Resources

8/6/25  
Date

*Patricia Ruel*  
Appropriate Vice President

8/6/25  
Date

*Spencer D. Stokes*  
President

8/6/25  
Date





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.C.1

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

☐ Policy  
☐ Finance  
☐ Architectural  
☐ Other

### FUNDING

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

### PROPOSAL SUMMARY

Move that the Board of Trustees approval restructuring of the Adult Education Department.

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approval restructuring of the Adult Education Department.

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

Kenneth Cohn

Originator

8/5/25

Date

Charlotte Guyton

Director of Human Resources

8/5/25

Date

Tasha S. Williams

Appropriate Vice President

8/5/25

Date

Spencer Stokes

President

8/5/25

Date



**South Suburban College**  
**Office of the Vice President of Academic Services**

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

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**MEMORANDUM**

TO: Dr. Lynette D. Stokes, President

FROM: Dr. Tasha S. Williams, Vice President of Academic Services *TSW*

Cc: Charlotte Guyton, Director of Human Services

RE: Adult Education – Personnel Restructuring Plan

DATE: July 30, 2025

---

South Suburban College's Adult Education Program is undergoing a comprehensive restructuring to ensure the continuation of essential educational services. This restructuring plan is designed to enhance operational efficiency, optimize staff utilization, reduce duplicative administrative costs, and operate solely within the state funding allocation.

In an ongoing effort to maximize efficiency and productivity from the Adult Education staff and better align areas and functions of the department, the following restructuring across the department is proposed to meet primary goals:

1. To restructure areas across the department in such a way as to increase efficiency and streamline operations,
2. To create targeted workflow pathways that continue to support positive outcomes for student success, retention and completion.

In addressing these goals, consideration was given to the long-term financial stability of the department as well as the development of a more sustainable and streamlined program model. The following restructuring proposal is considered an investment for the benefit of future enrollment growth and continuous improvement of services to student in the Adult Education Department:

**ADULT EDUCATION RESTRUCTURING PLAN:**

- **Motion to eliminate the following full-time positions:**
  1. English Second Language (ESL) Manager
  2. Adult Education Manager
  3. Adult Education Secretary
  4. Adult Basic Education/ESL Assessment Secretary
  5. Lead Adult Basic Education/Adult Secondary Education Instructor
  6. English Language Arts Paraprofessional

- **Motion to create and advertise the following full-time positions:**

1. Adult Education and Literacy Manager
2. Adult Education and Literacy Data Secretary

**Adult Education and Literacy Manager:** This new restructured position combines the job responsibilities and functions of both the ESL and Adult Education Manager and will oversee both programs. The new position streamlines the leadership responsibilities and provides broader oversight and reduces redundancies. **See attached job description**

**Annual Salary:** \$75,000 + \$15,600 benefits

**Adult Education and Literacy Data Secretary:** This new restructured position combines the job responsibilities and functions of both the Adult Education Secretary and ABE/ESL Assessment Secretary and will provide data entry and clerical support to both programs. **See attached job description.**

**Annual Salary:** \$45,000 + \$15,600 benefits

To monitor the effectiveness of this restructuring model, the Director of Adult Education will evaluate productivity and performance outcomes on a quarterly basis and recommend modifications to business processes as deemed necessary.



## **SOUTH SUBURBAN COLLEGE**

### **Job Description**

**Job Title:** Adult Education and Literacy Manager  
**Department:** Adult Education  
**Reports To:** Director of Adult Education  
**FLSA Status:** Exempt  
**Position Type:** Full-Time  
**Benefits:** Yes  
**Work Schedule:** 40 hours/week, 52 weeks/year  
**Annual Salary:** \$75,000  
**DATE:** 07/30/2025

### **SUMMARY**

The Adult Education Manager serves as the primary administrator overseeing both the GED and ESL programs. This role combines duties formerly held by two separate managerial positions. The manager ensures instructional quality, compliance with grant requirements, supervision of part-time faculty, and coordination of academic schedules across all locations (main campus, offsite locations, and virtual platforms).

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

- Develop, implement, and evaluate GED and ESL program structures, goals, and schedules.
- Supervise, coach, and evaluate part-time GED and ESL instructors and support staff.
- Coordinate testing schedules, classroom placement, and student transitions.
- Maintain compliance with ICCB guidelines, DAISI reporting, and grant objectives.
- Collaborate with community partners and internal departments for student referrals, transitions, and wraparound services.
- Manage instructional materials and resources, including textbooks and technology platforms.
- Support curriculum development and implementation aligned to College and Career Readiness Standards.
- Monitor attendance, outcomes, and student retention data; respond with interventions.
- Lead orientation sessions and professional development initiatives.

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

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

**EDUCATION and/or EXPERIENCE:**

**Minimum Qualifications:**

- Bachelor's Degree and five years of work experience in Adult Education.
- Excellent interpersonal and communication skills.
- Must have a valid driver's license.
- CASAS trained in administering and evaluating standardized assessments to determine student placement, monitor progress, and document measurable skill gains (MSGs).
- Certified through the Institute to Credential Resource Specialists for Special Learning Needs.
- Certified Instructor and Certified Evidence-Based Reading Instructor (EBRI).
- Knowledgeable in federal and state assessment protocols with proven accuracy in test administration, scoring, and adherence to post-testing timelines.
- Proficient in the Career Coach module.
- Strong working knowledge of Microsoft Office Suite
- Ability to work with ABE/ASE instructors and other Adult Education staff.
- Ability to supervise, and able to take direction from the Director of Adult Education.
- Posses initiative and willingness to accept responsibility.
- Must successfully pass a criminal background check.

**STATUS/BENEFITS:**

This is a regular full-time Grant Staff position for 40 hours a week, 52 weeks a year. The work hours are Monday-Friday, 9:00am-5:00pm. The annual salary is in addition to the following employee benefits: • \$15,600 Annual Flexible Health Benefit: • 10 Vacation, 12 Medical and 3 Personal Days Earned within First Year of Employment • 16 Holidays, 5 Winter break days, 4-Day Summer Workweek.



## **SOUTH SUBURBAN COLLEGE**

### **Job Description**

**Job Title:** Adult Education & Literacy Data Secretary  
**Department:** Adult Education  
**Reports To:** Director of Adult Education  
**FLSA Status:** Exempt  
**Position Type:** Full-Time  
**Benefits:** Yes  
**Work Schedule:** 40 hours/week, 52 weeks/year  
**Annual Salary:** \$45,000  
**DATE:** 07/30/2025

### **SUMMARY**

This position is responsible for managing all data-related processes including intake, attendance, testing, and state-required submissions, while also providing high-level clerical support for the Adult Education department.

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

- Enter and maintain accurate student data in DAISI and college-wide systems.
- Coordinate student intake, registration, and CASAS testing schedules.
- Provide office support: correspondence, filing, attendance tracking, and materials ordering.
- Monitor and submit performance data for reporting deadlines.
- Assist instructors with student rosters, forms, and supplies.
- Serve as liaison with institutional research, IT, and registrar offices for data needs.
- Schedule and confirm appointments for student services and testing.
- Support orientation sessions and graduation planning logistics.

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

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions:

**EDUCATION and/or EXPERIENCE:**

**Minimum Qualifications:**

- High school diploma or its equivalent
- Excellent organizational skills
- Ability to communicate effectively with all levels of staff and leadership
- Must successfully pass a criminal background check
- Proficiency in DAISI (Data and Information System Illinois), student data entry, monitoring, and reporting.
- Strong working knowledge of Microsoft Outlook and Microsoft Office Suite.

**STATUS/BENEFITS:**

This is a regular full-time Grant Staff position for 40 hours a week, 52 weeks a year. The work hours are Monday-Friday, 9:00am-5:00pm. The annual salary is in addition to the following employee benefits: • \$15,600 Annual Flexible Health Benefit: • 10 Vacation, 12 Medical and 3 Personal Days Earned within First Year of Employment • 16 Holidays, 5 Winter break days, 4-Day Summer Workweek.





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.D.1

Board Meeting Date: August 14, 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 grant permission to create and advertise the full-time, grant-funded position of Director of Household Hazardous Waste.

### ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$75,000 plus benefits.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees grant permission to create and advertise full-time, grant-funded position of Director of Household Hazardous Waste.

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

*Charlotte Guyton*  
Director of Human Resources

8/5/25  
Date

*Patricia Buel*  
Appropriate Vice President

8/5/25  
Date

*Spencer Stokes*  
President

8/5/25  
Date





## SOUTH SUBURBAN COLLEGE

### Job Description

**Job Title:** Director of Household Hazardous Waste (HHW)  
**Department:** Environmental Services/Sustainability  
**Reports To:** Vice President of Administrative Services  
**FLSA Status:** Exempt  
**Position Type:** Full-Time  
**Benefits:** Yes  
**Work Schedule:** 40 hours/week, 52 weeks/year  
**Annual Salary:** \$75,000  
**DATE:** 8/6/25

#### SUMMARY

Oversees the day-to-day operations, long-term planning, compliance, and strategic direction of the Household Hazardous Waste (HHW) and Center for Hard to Recycle Materials, and composting programs. This position ensures the safe collection, handling, storage, and disposal of hazardous and hard-to-recycle materials by federal, state, and local regulations. The Director also leads community outreach, education, and sustainability initiatives tied to waste reduction and environmental stewardship.

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

- Manage all operations of the HHW, CHaRM and composting facilities, including staff supervision, scheduling and training.
- Ensure full compliance with all EPA, OSHA, DOT, and state environmental regulations governing hazardous and recyclable materials.
- Develop and implement strategic plans to improve collective efficiency, increase participation, and reduce environmental impact.
- Oversee budgets, contracts, and vendor relationships for HHW, CHaRM and composting services.
- Maintain accurate records and prepare regulatory reports related to hazardous waste handling and disposal.
- Develop and lead public education campaigns and community outreach programs regarding hazardous waste safety, recycling, and sustainability.
- Collaborate with local, regional and state agencies on joint initiatives and best practices.
- Coordinate special collection events, mobile collections, and recycling programs.
- Monitor material volumes, trends, and reporting data to make program improvements.
- Ensure staff are properly certified and trained in hazardous waste operations and emergency response.

- Prepares and packs all trucks designated for shipment to our downstream partners and sample collectors.
- Conducts routine checks of support equipment and any machinery within the HHW facility.
- Maintains a clean and organized work area, ensuring the facility is ready for use.
- Travels to other facilities beyond the HHW offices to ensure they are operating at optimal performance.
- Performs other duties as required or assigned that fall within the scope of responsibilities.
- As directed, follows new testing procedures for the analysis of environmental samples.
- Conducts maintenance and calibration of equipment, including meters and probes utilized for analyses.
- Performs other duties as required or assigned that are reasonably within the scope of duties.

**Minimum Qualifications:**

- Bachelor's degree in Environmental Science, Public Administration, Sustainability, or a related field.
- 5+ years of experience managing environmental, waste management, or sustainability programs; 2+ years in a leadership or supervisory role.
- Knowledge of hazardous materials handling, recycling protocols, and relevant laws/regulations (e.g., RCRA, OSHA, DOT).
- OSHA compliance training.
- Strong leadership, project management, and communication skills.
- Ability to engage the public and lead educational initiatives.
- Valid driver's license and ability to pass required background and safety checks.
- Environmental Management System ISO certification (14001 and 9001)
- HAZWOPER certification or willingness to obtain within 6 months of hire.
- Information Technology Security and Administration Certificate.

**Preferred Qualifications:**

- Experience in operating or managing a recycling facility.
- Experience with municipal or county government operations.

**STATUS/BENEFITS:**

This is a regular full-time Grant Staff position for 40 hours a week, 52 weeks a year. The work hours are Monday-Friday, 9:00am-5:00pm. The annual salary is in addition to the following employee benefits: • \$15,600 Annual Flexible Health Benefit: • 10 Vacation, 12 Medical and 3 Personal Days Earned within First Year of Employment • 16 Holidays, 5 Winter break days, 4-Day Summer Workweek.



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.E.1

Board Meeting Date: August 14, 2025

### BOARD COMMITTEE

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

### FUNDING

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

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the Memorandum of Agreement between the South Suburban College Faculty Association and Community College District No. 510 concerning the Academic and Career Advisors.

### ESTIMATED COST OR BENEFIT

N/A.

### 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 Memorandum of Agreement between the South Suburban College Faculty Association and Community College District No. 510 concerning the Academic and Career Advisors.

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

*Charlotte Guyton*  
Director of Human Resources

8/8/25  
Date

*Shirley Stokes*  
President

8/8/25  
Date