

SOUTH SUBURBAN COLLEGE



February 12, 2026

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
REGULAR BOARD MEETING AGENDA
THURSDAY, FEBRUARY 12, 2026
6:00 PM

- I. CALL TO ORDER/ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC PARTICIPATION
- IV. PRESENTATIONS/REPORTS
 - A. Cook County Board Presidential Address – MLK Business Brunch
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. Audit Committee Meeting held January 8, 2026
 - B. Regular Board Meeting held January 8, 2026
- VI. NEW BUSINESS
 - A. Monthly Financial Report (Thomas Agnew)
 - B. Approval of the payment of bills for January, 2026 (Thomas Agnew)
- VII. PERSONNEL RECOMMENDATIONS
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval to Grant Tenure
 - D. Approval to Reappoint Non-tenured Faculty for 2026/2027 Academic Year
 - E. Approval of Non-renewal
 - F. Reappointment of Administrative Staff for Fiscal Year 2027
 - G. Reappointment of Technical Professional Exempt (TPE) Staff for Fiscal Year 2027
 - H. Reappointment of Grant-funded Staff for Fiscal Year 2027
 - I. Approval of the South Suburban College Adjunct Faculty Association Contract, effective 2025-2029
- 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 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE AUDIT COMMITTEE

THURSDAY, JANUARY 8, 2026

Trustee Sherelene A. Harris called the meeting of the Audit Committee to order at 5:55 p.m.

Committee members present: Trustees Sherelene A. Harris, Tyhani Hill and Prince Reed.

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Vice Chairman Kevin L. Daly, and Trustees Janet Rogers, Anthony Williams and Student Trustee Grace Ojo.

Other Board members absent: Trustee Anthony Williams (arrived at 6:06 p.m.)

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

I. Recommendation to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114), as presented by Crowe LLP., for the fiscal year ended June 30, 2025

Trustee Harris recommended that the Board accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114), as presented by Crowe LLP., for the fiscal year ended June 30, 2025 at the Regular Board of Trustees meeting.

II. Recommendation to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2025, as presented by Crowe LLP., at the Regular Board of Trustees meeting

Trustee Harris recommended the Board accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2025, as presented by Crowe LLP., at the Regular Board of Trustees meeting.

III. Recommendation to appoint the firm Crowe LLP. to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2026.

Trustee Harris recommended the Board appoint the firm Crowe LLP. to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2026 at the Regular Board of Trustees meeting.

The meeting adjourned at 6:05 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, JANUARY 8, 2026

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 Chairman Kevin L. Daly, Secretary Sherelene A. Harris and Trustees Tyhani Hill, Janet Rogers, Prince Reed and Student Trustee Grace Ojo. Trustee Anthony Williams arrived at 6:06 p.m.

Absent: None.

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

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance during the Public Hearing.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Audit Committee – Notice to Postpone

Chairman Wells noted the announcement to postpone the meeting of the Audit Committee made on December 11, 2025. No vote was taken.

B. Finance Committee Meeting held December 11, 2025

Trustee Hill moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held December 11, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

C. Regular Board of Trustees Meeting held December 11, 2025

Trustee Harris moved and Trustee Daly seconded to approve the minutes of the regular Board of Trustees meeting held December 11, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

D. Closed Session Meeting held December 11, 2025

Trustee Harris moved and Trustee Rogers seconded to approve the minutes of the Closed Session meeting held December 11, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for December, 2025

Trustee Rogers moved and Trustee Reed seconded to approve the monthly payment of bills in the amount of \$3,093,037.35. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2025, as presented

Trustee Harris moved and Trustee Rogers seconded to approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

D. Approval to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2025, as presented

Trustee Harris moved and Trustee Reed seconded to approve the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

E. Approval to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2026

Trustee Harris moved and Trustee Rogers seconded to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2026. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

F. Approval to release Closed Session minutes and destroy of Closed Session audio recordings in accordance with the Illinois Open Meetings Act.

Trustee Reed moved and Trustee Hill seconded to approve the release of Closed Session minutes destroy Closed Session audio recordings in accordance with the Illinois Open Meetings Act. The written minutes of May 8, 2025, October 9, 2025 and December 11, 2025 shall be retained. The audio recordings of November 9, 2023, December 14, 2023, January 11, 2024, February 9, 2024, February 29, 2024, March 14, 2024, May

9, 2024 and June 13, 2024 shall be retained. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Reed moved and Trustee Rogers seconded to approve the resignation of Shaunice DePont as a full-time Communications Dispatcher in the Campus Police Department, effective January 7, 2026, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

B. Appointments

Student Trustee Ojo moved and Trustee Reed seconded to approve the appointment of Dr. Jocelyn Betts as a full-time Dean of Nursing, effective January 12, 2026, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

C. Memorandum of Agreement – Academic and Career Advisors

Trustee Rogers moved and Trustee Harris seconded to approve the Memorandum of Agreement between South Suburban Community College District No. 510 and the South Suburban College Faculty Association concerning the Academic and Career Advisors. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

IX. MISCELLANEOUS

None.

X. ADJOURNMENT

At 6:22 p.m., Trustee Rogers moved and Trustee Reed seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Trustee Reed abstained. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.A

Board Meeting Date: February 12, 2026

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and
 Safety

Grant Funded
 Student Life
 Special Levies

FUNDING

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, 2025. This action aligns with Strategic Priority #3; SSC will invest in the MISSION CRITICAL Human, Financial, and Physical Resources.

MOTION

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

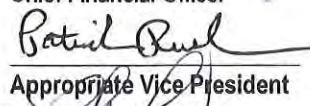
Approvals:

- * 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


02/02/26

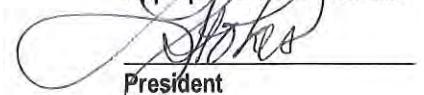
Chief Financial Officer

Date


02/02/26

Appropriate Vice President

Date


02/02/26

President

Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
From: CFO - Thomas Agnew
Date: February 12, 2026
Subject: Financial Report For The Period Ending December 31, 2025

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,875,823.28	\$14,214,930.39
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,541,804.70	\$18,557,578.42

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>
\$6,144,756.69	\$27,241,566.87
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,094,033.69	\$27,945,781.94
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$3,050,723.00	(\$704,215.07)

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

Total Investments	Average Rate of Return	Basis Point Change from Last Month
\$5,539,859.00	2.06%	(91)

SOUTH SUBURBAN COLLEGE

South Holland, Illinois

	Revenue Educational	Revenue O&M	Revenue Auxiliary	Monthly Total
July	\$3,897,889.77	\$139,126.18	\$288,621.07	\$4,325,637.02
August	\$3,100,569.88	\$79,075.91	\$281,694.39	\$3,461,340.18
September	\$484,627.74	\$67,658.54	\$254,194.54	\$806,480.82
October	\$1,346,110.18	\$207,345.19	\$71,823.25	\$1,625,278.62
November	\$991,046.51	\$67,658.54	\$61,665.42	\$1,120,370.47
December	\$2,313,813.50	\$446,778.72	\$115,231.06	\$2,875,823.28
January				
February				
March				
April				
May				
June				
YTD	\$12,134,057.58	\$1,007,643.08	\$1,073,229.73	\$14,214,930.39
	Expenditures Educational	Expenditures O&M	Expenditures Auxiliary	Monthly Total
July	\$3,206,342.08	\$351,208.62	\$78,810.64	\$3,636,361.34
August	\$2,966,803.76	\$403,659.55	\$49,570.47	\$3,420,033.78
September	\$2,474,277.98	\$418,698.62	\$584,355.10	\$3,477,331.70
October	\$2,565,512.10	\$516,322.32	\$151,082.02	\$3,232,916.44
November	\$2,026,430.30	\$374,115.86	-\$151,415.70	\$2,249,130.46
December	\$2,108,994.13	\$365,732.88	\$67,077.69	\$2,541,804.70
January				
February				
March				
April				
May				
June				
YTD	\$15,348,360.35	\$2,429,737.85	\$779,480.22	\$18,557,578.42

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$4,458,960.60	\$4,399,700.60	\$59,260.00
August	\$7,539,191.57	\$4,112,364.43	\$3,426,827.14
September	\$3,505,632.87	\$6,840,028.78	-\$3,334,395.91
October	\$2,260,147.55	\$4,337,596.71	-\$2,077,449.16
November	\$3,332,877.59	\$5,162,057.73	-\$1,829,180.14
December	\$6,144,756.69	\$3,094,033.69	\$3,050,723.00
January			
February			
March			
April			
May			
June			
YTD	\$27,241,566.87	\$27,945,781.94	(\$704,215.07)
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$11,575,563.30	2.70%	(34)
August	\$8,573,668.26	1.89%	(81)
September	\$8,108,434.66	1.59%	(30)
October	\$8,395,720.00	3.37%	178
November	\$7,159,392.25	2.97%	(40)
December	\$5,539,859.00	2.06%	(91)
January			
February			
March			
April			
May			
June			

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		1,221,500.60	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,587,230.52	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	3,343,504.12	0.00
Totals	11/30/2025	3,808,731.12	0.00	3,343,504.12	0.00
Transactions:					
Illinois Fund MM trasnferred to 5/3	12/1/25	(1,200,000.00)			
Illinois Fund MM deposit from Comptroller	12/4/25	108,048.76			
Illinois Fund MM deposit from Comptroller	12/10/25	135,317.07			
Illinois Fund MM deposit from Comptroller	12/10/25	130,890.83			
Illinois Fund MM deposit from Comptroller	12/10/25	71,078.40			
Illinois Fund MM deposit from Comptroller	12/10/25	6,451.20			
Illinois Fund MM deposit from Comptroller	12/10/25	22,742.40			
Illinois Fund MM deposit from Comptroller	12/15/25	481,058.00			
Illinois Fund MM deposit from Comptroller	12/15/25	89,531.00			
Illinois Fund MM deposit from Comptroller	12/15/25	1,000,000.00			
Illinois Fund MM deposit from Comptroller	,12/18/25	20,356.80			
Interest on Illinois Funds MM	,12/31/25	4,260.18			
5/3 transfer from Investments to Cash	12/1/25			(2,000,000.00)	
5/3 transfer from Investments to Cash	12/24/25			(500,000.00)	
Interest on 53 MM	12/31/25	2,299.85			
PFM Interest	12/31/25	8,431.91			
Ending Balance:		4,689,197.52	0.00	843,504.12	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		2,091,235.24	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,595,662.43	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		2,299.85	0.00	843,504.12	0.00
Totals	12/31/25	4,689,197.52	0.00	843,504.12	0.00

SOUTH SUBURBAN COLLEGE

		INVESTMENT WORKSHEET					
Description		Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash	
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			0.00	0.00	0.00	0.00	
53 Contributory Trust			0.00	0.00	0.00	0.00	
PFM Asset Management			0.00	0.00	0.00	0.00	
IIIT Money Market/UMB			0.00	0.00	0.00	0.00	
53 Financial Money Market			0.00	0.00	0.00	0.00	
Totals		11/30/2025	0.00	0.00	0.00	0.00	
Transactions:							
Illinois Fund MM deposit from Comptroller		12/1/25					
Illinois Fund MM deposit from Comptroller		12/4/25					
Illinois Fund MM deposit from Comptroller		12/10/25					
Illinois Fund MM deposit from Comptroller		12/10/25					
Illinois Fund MM deposit from Comptroller		12/10/25					
Illinois Fund MM deposit from Comptroller		12/10/25					
Illinois Fund MM deposit from Comptroller		12/15/25					
Illinois Fund MM deposit from Comptroller		12/15/25					
Illinois Fund MM deposit from Comptroller		12/15/25					
Illinois Fund MM deposit from Comptroller		12/15/25					
Illinois Fund MM deposit from Comptroller		,12/18/25					
Interest on Illinois Funds MM		,12/31/25					
5/3 transfer from Investments to Cash		12/1/25					
5/3 transfer from Investments to Cash		12/24/25					
Interest on Illinois Funds MM		12/31/25					
PFM transfer from Investment		12/31/25					
			0.00	0.00	0.00	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			0.00	0.00	0.00	0.00	
53 Contributory Trust			0.00	0.00	0.00	0.00	
PFM Asset Management			0.00	0.00	0.00	0.00	
IIIT Money Market/UMB			0.00	0.00	0.00	0.00	
53 Financial Money Market			0.00	0.00	0.00	0.00	
Totals		12/31/25	0.00	0.00	0.00	0.00	

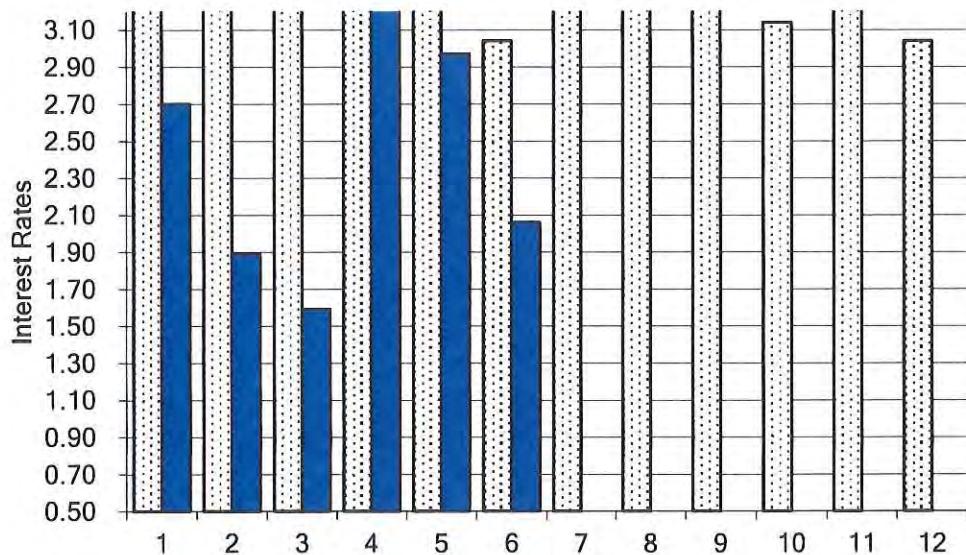
SOUTH SUBURBAN COLLEGE

	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
10	U. S. Government Securities	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
90	Other	852,960.98	0.00	852,960.98	8%

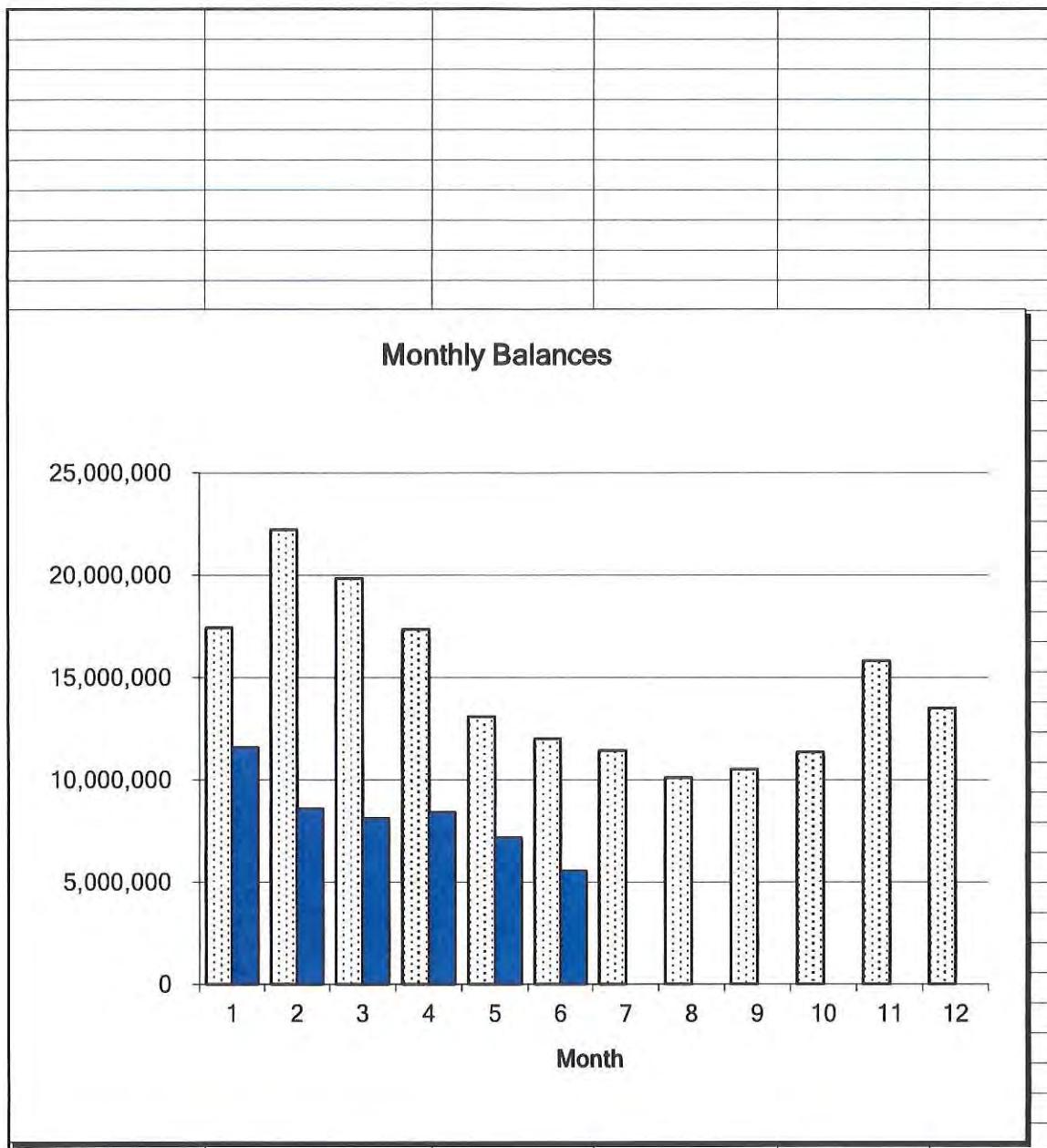
South Suburban College

Month	Investment Summary			
	F Y 2024 - 2025		F Y 2025 - 2026	
	Month End	Percent	Month End	Percent
Month	Balance	Return	Balance	Return
July	17,431,731	3.72	11,575,563	2.70
August	22,214,870	3.77	8,573,668	1.89
September	19,828,080	3.87	8,108,435	1.59
October	17,337,162	3.84	8,395,720	3.37
November	13,084,456	3.68	7,159,392	2.97
December	11,994,138	3.04	5,539,859	2.06
January	11,420,635	3.67		
February	10,089,356	3.49		
March	10,511,246	3.37		
April	11,333,006	3.14		
May	15,807,933	3.27		
June	13,498,105	3.04		

Interest Rates



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VI.B

Board Meeting Date: February 12, 2026

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and
 Safety

Grant Funded
 Student Life
 Special Levies

FUNDING

PROPOSAL SUMMARY

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #3; SSC will invest in the MISSION CRITICAL Human, Financial, and Physical Resources.

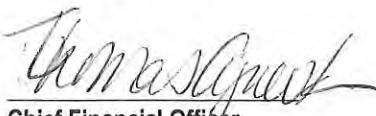
MOTION

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

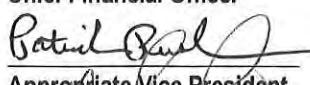
Education Fund	\$1,880,242.69
Operations & Maintenance Fund	\$436,697.93
Operations & Maintenance Fund Restricted	\$18,750.00
Auxiliary Enterprise Fund	\$296,436.40
Restricted Fund	\$536,080.17
Flex Plan Fund	\$2,038.40
Audit Fund	\$124,425.00
Special Levies Fund	\$31,236.12
Total	\$3,325,906.71

Approvals:

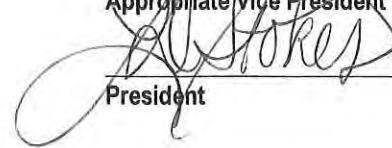
* Are funds available in the budget? Yes
* Is this related to any previous Board action? No
* Is this part of a large project requiring additional funds? (Explain) No


Chief Financial Officer

02/03/26
Date


Appropriate Vice President

02/03/26
Date


President

02/03/26
Date

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.A.1

Board Meeting Date: February 12, 2026

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 termination of Tiffany Washington as a full-time, non-tenured Cosmetology Career Training Instructor in the Cosmetology Program, effective February 13, 2026, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees approve the termination of Tiffany Washington as a full-time, non-tenured Cosmetology Career Training Instructor in the Cosmetology Program, effective February 13, 2026, and grant permission to advertise to fill the vacated position.

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

Charlotte Guyton
Originator

02/03/26
Date

Charlotte Guyton
Director of Human Resources

02/03/26
Date

Patricia Ruel
Appropriate Vice President

02/03/26
Date

John Stokes
President

02/03/26
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.A.2

Board Meeting Date: February 12, 2026

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 termination of Joseph Jeter as a full-time Admissions Assistant in the Admissions Department, effective February 13, 2026, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees approve the termination of Joseph Jeter as a full-time Admissions Assistant in the Admissions Department, effective February 13, 2026, and grant permission to advertise to fill the vacated position.

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

Tiffane Jones
Originator

02/03/26
Date

Charlotte Guyton
Director of Human Resources

02/03/26
Date

Appropriate Vice President

02/03/26
Date

President

02/03/26
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.B.1

Board Meeting Date: February 12, 2026

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and
 Safety

Grant Funded
 Student Life
 Special Levies

FUNDING

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Jillane Newsom as a full-time, grant funded Workforce Employment & Training Coordinator for the Workforce Empowerment Initiative Grant, effective February 17, 2026, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees approve the appointment of Jillane Newsom as a full-time, grant funded Workforce Employment & Training Coordinator for the Workforce Empowerment Initiative Grant, effective February 17, 2026, and grant permission to advertise to fill the vacated position.

Approvals:

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

Anita Clamons
Originator

02/03/26
Date

Charlotte Guyton
Director of Human Resources

02/03/26
Date

Appropriate Vice President

02/03/26
Date

President

02/03/26
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.C.1

Board Meeting Date: February 12, 2026

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 2026-2027 academic year: **Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design)**.

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: **Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design)**. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees grant tenure to non-tenured faculty for the 2026-2027 academic year: **Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design)**.

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

Tasha S. Williams
Originator

02/03/26
Date

Charlotte Guyton
Director of Human Resources

02/03/26
Date

Tasha S. Williams
Appropriate Vice President

02/03/26
Date

J. O. Stokes
President

02/03/26
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 28, 2026
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 2026 -2027. The committee has met in accordance with contractual obligations outlined in Section 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the final 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 continued to offer the interactive, virtual, Prior Learning Assessment for the program under local control. 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 granted tenure for the 2026-2027 academic year.

Matthew Beasland - Associate Dean

Keith E Collett II (Jan 29, 2026 14:24:29 CST)

Keith Collett

Ona' Johnson (Jan 29, 2026 14:35:17 CST)

Ona' Johnson

Becky H. Walters, J.D. (Jan 29, 2026 15:41:10 CST)

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

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INTEROFFICE MEMORANDUM

To: Vice President of Academic Services-Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 29, 2026
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 granted tenure. The committee has met in accordance with contractual obligations outlined in Section 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the final year of the three-year process for Mr. Reed.

Over the course of three years, the tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and instructional materials. Committee members made classroom visits, submitted written evaluations and discussed their observations with Mr. Reed. He readily incorporates any suggestions each year. The tenure evaluation committee also reviewed his teaching portfolio on an annual basis. He has successfully completed all aspects of the evaluation process as outlined in the faculty contract. Mr. Reed has gone above and beyond in his tenure projects and overall service to his department, the students and the larger college community.

It is our recommendation that Mr. Todd Reed be granted tenure beginning with the 2026-2027 academic year.

Anna M. Helwig;Dean-LAS

Godwin Chou

Godwin Chou (Jan 29, 2026 13:41:32 CST)

Godwin Chou; Co-Chair-Hum/Fine Arts

Eric Tucker; Co-Chair-Hum/Fine Arts

Pamela Planera

Pamela Planera (Jan 29, 2026 13:43:43 CST)

Pam Planera; Instructor-Art & Design

c.c. Tenure Evaluation Committee Members
Todd Reed
Jamie Welling
Human Resources file



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.D.1

Board Meeting Date: February 12, 2026

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 2026-2027 academic year: **Dr. Nicholas Lino (Nursing), Elizabeth Menig (Biology) and Jai Rodriguez (Barbering)**.

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. Nicholas Lino (Nursing), Elizabeth Menig (Biology) and Jai Rodriguez (Barbering)**. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees reappoint the following non-tenured faculty for the 2026-2027 academic year: **Dr. Nicholas Lino (Nursing), Elizabeth Menig (Biology) and Jai Rodriguez (Barbering)**.

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

Tasha S. Williams

Originator

02/03/26

Date

Charlotte Guyton

Director of Human Resources

02/03/26

Date

Tasha S. Williams

Appropriate Vice President

02/03/26

Date

John H. Hokes

President

02/03/26

Date



South Suburban College Office of the Dean of Nursing

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

INTEROFFICE MEMORANDUM

To: Vice President Dr. Tasha Williams
From: Jocelyn D. Betts
Date: January 28, 2026
Subject: Tenure Process Recommendation-Dr. Nicholas Lino

The Tenure Evaluation Committee, consisting of Dr. Jocelyn Betts, Dr. Ginah Haynes, Dr. Sandra Karim, Naomi West, recommends that Dr. Nicholas Lino be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.6, 9.7 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This will be the second year of the three-year tenure process for Dr. Nicholas. Lino.

The Tenure Evaluation Committee reviewed his teaching portfolio, student evaluations, self-evaluation materials, course syllabi, and instructional materials. Committee members conducted classroom and clinical visits, submitted written evaluations, and discussed observations with Dr. Lino. Dr. Lino demonstrated a reflective and professional approach to teaching.

Dr. Lino has been a positive addition to South Suburban College and the Nursing Department. He is a committed and student-centered faculty member who demonstrates dedication to student learning and program outcomes. Dr. Lino works collaboratively with colleagues and has shown engagement within the department and the broader college community.

It is our recommendation that Dr. Lino is rehired for 2026-2027 academic year.

Dr. Jocelyn Betts

Jocelyn D. Betts Dean of Nursing

Ginah Haynes

Ginah Haynes (Jan 30, 2026 12:40:21 CST)

Ginah Haynes

Sandra Karim

sandra karim (Feb 2, 2026 11:33:18 CST)

Sandra Karim

Naomi West

Naomi West (Jan 30, 2026 13:33:43 CST)

Naomi West

c.c. Tenure Evaluation Committee Members

Nicholas Lino

Jamie Welling



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

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INTEROFFICE MEMORANDUM

To: Vice President of Academic Services; Tasha Williams

From: Anna M. Helwig Ph.D.

Date: January 29, 2026

Subject: Tenure Process Recommendation-Elizabeth Menig

The tenure evaluation committee for Ms. Elizabeth Menig (consisting of Anna Helwig, Eric Myers, Christine Calhoun and Jamie Welling) recommends Ms. Menig be rehired for the 2026-27 academic year. The committee has met in accordance with contractual obligations outlined in Section 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 Ms. Menig.

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 Ms. Menig. The tenure evaluation committee also reviewed the teaching portfolio she submitted. She has successfully completed all aspects of the evaluation process as outlined in the faculty contract. She has demonstrated a focus on student-centered teaching and a commitment to improving the curriculum in her courses through the development of new materials and incorporation of examples from her previous experience. She has successfully completed the New Faculty Orientation program and is already looking for additional professional development opportunities as well as ways to contribute to the larger college community.

It is our recommendation that Ms. Elizabeth Menig be rehired for the 2026-2027 academic year.

Anna M. Helwig; Dean-LAS

Christine Calhoun (Jan 29, 2026 13:46:22 CST)
Christine Calhoun; Instructor-Life Science

Eric R. Myers (Jan 28, 2026 20:11:18 CST)

Eric Myers; Chair-Life Science

Jamie Welling (Jan 30, 2026 16:54:14 CST)
Jamie Welling; Instructor-Life Science

c.c. Tenure Evaluation Committee Members
Elizabeth Menig
Human Resources file



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

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INTEROFFICE MEMORANDUM

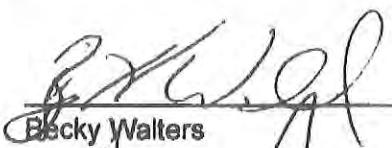
To: Vice President Tasha Williams
From: Matthew Beasland, Ed.D.
Date: January 29, 2026
Subject: Tenure Process Recommendation-Jai Rodriguez

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 2026-2027. 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 Jai.

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. Areas for growth were identified and discussed. Jai's work inside and outside of the classroom demonstrates his commitment to SSC's values. 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.

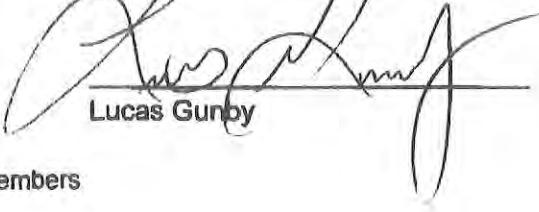

Matthew Beasland - Associate Dean


Becky Walters


Ona Johnson

Ona Johnson (Jan 29, 2026 14:36:47 CST)

Oná Johnson


Lucas Gunby

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



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.E.1

Board Meeting Date: February 12, 2026

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 non-renewal of the faculty contract for Dr. Muriel Lee as a non-tenured Nursing Instructor at the completion of the spring 2026 semester, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #5; SSC will foster a performance-based culture to inform and ensure continual MISSION success.

MOTION

Move that the Board of Trustees approve the non-renewal of the faculty contract for Dr. Muriel Lee as a non-tenured Nursing Instructor at the completion of the spring 2026 semester, and grant permission to advertise to fill the vacated position.

Approvals:

* Are funds available in the budget? Yes

* Is this related to any previous Board action? No

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

Tasha S. Williams
Originator

02/03/26
Date

Charlotte Guyton
Director of Human Resources

02/03/26
Date

Tasha S. Williams
Appropriate Vice President

02/03/26
Date

Appropriate Vice President

Mark Stokes
President

02/03/26
Date



South Suburban College Office of the Dean of Nursing

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

INTEROFFICE MEMORANDUM

To: Dr. Tasha S. Williams, Vice President of Academic Services

From: Dr. Jocelyn D. Betts, Dean of Nursing

Date: January 29, 2026

Subject: Tenure Process Recommendation-Muriel Lee

The Tenure Evaluation Committee for Dr. Muriel Lee, consisting of Dr. Jocelyn Betts, Dr. Sandra Karim, Naomi West, and Dr. Ginah Haynes, met to conduct the second-year tenure review and does not recommend retention for the 2026–2027 academic year.

The committee has met in accordance with contractual obligations outlined in Section 9.6, 9.7 and 9.10, and 9.14 of the agreement with South Suburban College and South Suburban College Faculty Association.

Upon review, the committee determined that Dr. Lee did not meet the expectations outlined for Year Two of the tenure process. The committee’s evaluation was based on items contained in the faculty member’s official evaluation and reappointment file, including administrative evaluations, documented observations, and other required materials.

While some strengths were noted, the committee identified ongoing concerns related to instructional effectiveness, professional responsibility, adherence to college policies, reliability, and professional conduct. These concerns did not demonstrate sufficient improvement consistent with Year Two tenure expectations.

For these reasons, the committee cannot recommend retention of Dr. Muriel Lee beyond the current academic year.

Dr. Jocelyn Betts

Jocelyn D. Betts Dean of Nursing

Ginah Haynes

Ginah Haynes (Feb 2, 2026 04:57:28 CST)

Ginah Haynes

c.c. Tenure Evaluation Committee Members

Muriel Lee

Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.F.1

Board Meeting Date: February 12, 2026

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and
 Safety

FUNDING

Grant Funded
 Student Life
 Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees grant approval to reappoint Administrators for fiscal year 2027, as presented.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees grant approval to reappoint Administrators for fiscal year 2027, as presented.

Approvals:

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



02/03/26
President Date

Administrative Staff

<u>Name</u>	<u>Position</u>
Thomas Agnew	Chief Financial Officer
Matthew Beasland	Associate Dean of Career & Technical Education (CTE)
***Jocelyn Betts	Dean of Nursing
John Bollweg	Director of Institutional Research
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 & Sciences
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
***Delorah Mims	Director of Student Activities
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

****Probationary Employee*



ADMINISTRATOR AGREEMENT
VICE-PRESIDENT/TREASURER

THIS AGREEMENT, made this 1st day of July, 2026, 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, 2026.

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, 2026 to June 30, 2027, 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, 2027.
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, 2026. 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

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.

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 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.

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. 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 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: _____

**TERRY R. WELLS
CHAIRMAN**

Date: _____

Date: _____

WITNESS:

ATTEST:

**DR. SHERELENE A. HARRIS
SECRETARY OF THE BOARD**

Date: _____

Date: _____



ADMINISTRATOR AGREEMENT **ACADEMIC DEANS/DIRECTORS**

THIS AGREEMENT, made this 1st day of July, 2026, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRTICT 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, 2026.

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, 2026, to June 30, 2027, 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, 2027.
- 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, 2026. 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

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.

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 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: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.G.1

Board Meeting Date: February 12, 2026

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and
 Safety

Grant Funded
 Student Life
 Special Levies

FUNDING

PROPOSAL SUMMARY

Move that the Board of Trustees grant approval to reappoint Technical Professional Exempt (TPE) staff for fiscal year 2027, as presented.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

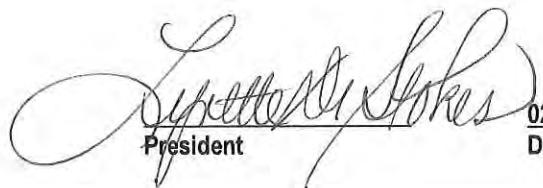
This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees grant approval to reappoint Technical Professional Exempt (TPE) staff for fiscal year 2027, as presented.

Approvals:

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


President 02/03/26
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	Manager of Information Technology
Desmond Campbell	Manager of the SouthWorks 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
Brian Hiskes	Cyber Security Analyst
Marrion Jackson	Grant Assistant
Latrice Jones	Manager of Registration & Records
***Kirsten Mahone	Manager of Human Resources
Joseph Marjan	Manager of Plant Operations (Night)
Donna Martin	Manager of Network Specialists
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
Ramona Orellana	Executive Assistant to the Vice President of Administration
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

<u>Name</u>	<u>Position</u>
Danielle Whitted	Manager of Student Programming
Lilli Willingham	Manager of Financial Aid
Jason Wroda	Manager of Internal Controls & Compliance

****Probationary Employee*



TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT

THIS AGREEMENT, made this 1st day of July 2026, 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, 2026.

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, 2026, to June 30, 2027, 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, 2027.
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, 2026. 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,

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.

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 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: FY26-VII.H.1

Board Meeting Date: February 12, 2026

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and
 Safety

Grant Funded
 Student Life
 Special Levies

FUNDING

PROPOSAL SUMMARY

Move that the Board of Trustees grant approval to reappoint Grant-funded staff for fiscal year 2027, as presented.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

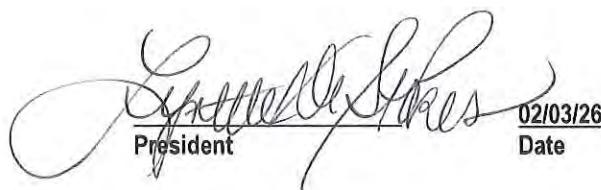
This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees grant approval to reappoint Grant-funded staff for fiscal year 2027, as presented.

Approvals:

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



President 02/03/26
Date

Grant Funded Staff

<u>Name</u>	<u>Position</u>	<u>Hours</u>
Tyrone Bailey	Highway Construction Careers Training Program Assistant	40
Lakesha Baker	Early College Programs Coordinator	40
Anita Barnett-Clemons	Project Manager, Workforce Empowerment Initiative Grant (WEI)	40
Destinee Carter	Student Success Advisor	40
***Shawnell Conyers	Adult Education & Literacy Data Secretary	40
/Luke Fikejs	Director of the Center for Hard to Recycle Materials (CHaRM)	40
Rebecca Garcia	Manager of the Highway Construction Careers Training Program	40
Tangela Griffin	Coordinator, Allied Health & Career Programs	40
***Maria Diana Gutierrez	Adult Education & Literacy Manager	40
Dena High-Rogers	Director of the Multi-Cultural Wellness Center	40
***Michael Krainas	Center for Hard to Recycle Materials (CHaRM) Warehouse Manager	40
Anthony Kyte	Coach Adult Literacy Grant	40
Ashley McCray	Manager of Allied Health & Career Programs	40
Gladys Middleton	Business Service Representative	40
***Jillane Newsom	Workforce Employment & Training Coordinator, Workforce Empowerment Initiative Grant (WEI)	40
Maria Pittman	Youth Career Coach	40
Brittany Sims	Sustainability Program Specialist	40
**Raylynn Stokes	Director, Adult Education	40
Dawn Foster-Taylor	Transitions Advisor Adult Education	40
Brianna Wells	Manager of Workforce Development	40

***Grant Funded Administrator*

****Probationary Employee*



GRANT-FUNDED EMPLOYEES AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2026, 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, 2026.

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, 2026 to June 30, 2027, 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, 2026. 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 **\$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, 2027. 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: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY26-VII.I.1

Board Meeting Date: February 12, 2026

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 South Suburban College Adjunct Faculty Contract, effective 2025-2029.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

This action aligns with Strategic Priority #3; SSC will invest in MISSION CRITICAL Human, Financial and Physical Resources.

MOTION

Move that the Board of Trustees approve the South Suburban College Adjunct Faculty Contract, effective 2025-2029.

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



Lysette W. Stokes
President

02/04/26
Date