



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, AUGUST 11, 2016
8:00 PM

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

IV. PRESENTATIONS/REPORTS

A. High School Equivalency for English Language Acquisition (M. Gutierrez)

V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A. Finance Committee meeting held July 14, 2016

B. Regular Board of Trustees meeting held July 14, 2016

VI. NEW BUSINESS

A. Monthly Financial Report (T. Pollert)

B. Approval of the payment of bills for August, 2016 (T. Pollert)

VII. PERSONNEL RECOMMENDATIONS –

A. Retirements/Resignations/Terminations

B. Approval to Create and Advertise

VIII. CLOSED SESSION

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, 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

**OAK FOREST CAMPUS
16333 S. KILBOURN AVENUE
OAK FOREST, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, JULY 14, 2016**

The meeting was called to order by Anthony DeFilippo at 8:11 p.m.

Committee members present: Trustees Anthony DeFilippo and Janet Rogers

Committee members absent: Trustee John Daly

Other Board members in attendance: Trustees Jacqueline Martin, Terry Wells, Joseph Whittington, and Frank M. Zuccarelli.

Other Board members absent: Student Trustee Ronnell Tatum

Administration present: Donald Manning, President; Lynette Stokes, Vice President of Academic Services, Songie Adebiji, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley Daniel Cannon.

Agenda:

I. Recommendation to approve the tentative budget for fiscal year 2017.

The Board of Trustees directed the Administration to review the tentative budget, and adjust expenditures to reflect the current number of students we serve. The necessary adjustments must be submitted before the final budget is approved in September, 2016. Trustee DeFilippo recommended the Board approve the tentative budget for fiscal year 2017 at the regular Board of Trustees meeting.

II. Recommendation to approve the bids of Able Paper, \$9,474.00; Central Poly, \$756.00; Chemcraft Industries, \$1,644.00; Expert Chemical, \$2,980.00; Unipack, \$3,990.00; and Valdes, \$9,500.00 for the purchase of custodial paper products and supplies.

Trustee DeFilippo recommended the Board approve the bids of Able Paper, \$9,474.00; Central Poly, \$756.00; Chemcraft Industries, \$1,644.00; Expert Chemical, \$2,980.00; Unipack, \$3,990.00; and Valdes, \$9,500.00 for the purchase of custodial paper products and supplies.

III. Recommendation to approve the bids of Precise Printing, \$40,373.00; and Proforma, \$18,450.00 for the printing of College publications.

Trustee DeFilippo recommended the Board approve the bids of Precise Printing, \$40,373.00; and Proforma, \$18,450.00 for the printing of College publications.

The Meeting adjourned at 8:22 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

OAK FOREST CAMPUS
16333 S. KILBOURN AVENUE
OAK FOREST, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, JULY 14, 2016

I. CALL TO ORDER & ROLL CALL:

At 8:22 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Board Room of the Oak Forest Campus.

Present: Trustees Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington, and Frank M. Zuccarelli.

Absent: Trustee John Daly and Student Trustee Ronnell Tatum,

Also present: Donald Manning, President; Songie Adebiyi, Vice President of Student Development; Lynette Stokes, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Daniel Cannon.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Frank M. Zuccarelli.

III. PUBLIC PARTICIPATION

There was none.

IV. REPORTS/PRESENTATIONS

A. Manufacturing Program

Anna Helwig delivered a presentation on the Manufacturing Lab and Maker Lab before the Board of Trustees.

V. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held June 9, 2016

Trustee DeFilippo moved and Trustee Wells seconded to approve the minutes of the Finance Committee meeting held June 9, 2016. On roll call Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Trustee Jacqueline Martin passed. Nays: None. Motion carried.

B. Regular Board Meeting held June 9, 2016

Trustee Wells moved and Trustee Whittington seconded to approve the minutes of the Regular Board meeting held June 9, 2016. On roll call Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Trustee Jacqueline Martin passed. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Rogers moved and Trustee Whittington seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Bills Payable for July, 2016

Trustee DeFilippo moved and Trustee Martin seconded to authorize the Treasurer to pay the list of bills payable for July, 2016, in the amount of \$3,558,711.29. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Approval of the tentative budget for fiscal year 2017

Trustee DeFilippo moved and Trustee Rogers seconded to approve the tentative budget for fiscal year 2017. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Approval to accept the bids of Able Paper, \$9,474.00; Central Poly, \$756.00; Chemcraft Industries, \$1,644.00; Expert Chemical, \$2,980.00; Unipack, \$3,990.00; and Valdes, \$9,500.00 for the purchase of custodial paper products and supplies

Trustee DeFilippo moved and Trustee Whittington seconded to accept the bids of bids of Able Paper, \$9,474.00; Central Poly, \$756.00; Chemcraft Industries, \$1,644.00; Expert Chemical, \$2,980.00; Unipack, \$3,990.00; and Valdes, \$9,500.00 for the purchase of custodial paper products and supplies. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

E. Approval to accept the bids of Precise Printing, \$40,373.00; and Proforma, \$18,450.00 for the printing of College publications

Trustee DeFilippo moved and Trustee Rogers seconded to accept the bids of Precise Printing, \$40,373.00; and Proforma, \$18,450.00 for the printing of College publications. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

F. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act

Trustee Martin moved and Trustee Wells seconded to release the written minutes of September 10, 2015, and January 14, 2016. The audio recording of August 14, 2014 is authorized to be destroyed. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Rogers moved and Trustee Whittington seconded to approve the retirement of Rebecca Admave Eberhart, Dean of Extension Services, effective December 31, 2016. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells and Joseph Whittington voted aye. Nays: Frank M. Zuccarelli. Motion carried.

Trustee Martin moved and Trustee Rogers seconded to approve the retirement of Maryland Eggleston, Coordinator of Career Development and Job Placement, effective September 30, 2016. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Trustee Whittington moved and Trustee Wells seconded to approve the resignation of Mary Frey, Custodian in the Physical Plant Department, effective June 30, 2016. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Appointment

Trustee Wells moved and Trustee Martin seconded to approve the appointment of Alex G. Smith as a full-time, grant-funded Highway Construction Careers Training Program Training and Student Coordinator, effective July 18, 2016. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Memorandum of Understanding (Extra Overload)

Trustee DeFilippo moved and Trustee Wells seconded to approve the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District 510 to allow Faculty to teach an additional extra overload class for the fall semester of 2016. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Closed Session:

There was none.

ADJOURNMENT

At 9:12 p.m., Trustee Whittington moved and Trustee Wells seconded that the Board Meeting be adjourned. On roll call, Anthony DeFilippo, Jacqueline Martin, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Martin Lareau, Board Secretary

Frank M. Zuccarelli, Chairman of the Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY17-VI.A

For Board Information in August, 2016.

For Board Action in August, 2016.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

- College Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending June 30, 2016. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Move to accept the Financial Report as presented.

- *Are funds available in the budget? _____
- *Is this related to any previous Board action? _____
- *Specify above if matching funds are required.
- *Is this part of a large project requiring additional funds? (Explain) _____
- *Attach supplemental information as necessary

Approvals

Jim Robert 8/4/16
Controller/Treasurer

Mark Bureau 8/4/16
Vice-President

Don Marmy 8/4/16
President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: August 4, 2016
 Subject: Financial Report For The Period Ending June 30, 2016

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,520,539.74	\$27,927,627.57
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,124,149.52	\$33,562,863.47

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>
\$5,247,007.70	\$48,154,539.60
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,499,705.62	\$53,896,782.00
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$747,302.08	(\$5,742,242.40)

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

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$13,123,618.51	1.57%	10

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,358,158.18	\$0.00	\$2,358,158.18
August	\$2,559,000.20	\$99,158.18	\$2,658,158.38
September	\$1,643,068.43	\$70,440.08	\$1,713,508.51
October	\$1,755,322.46	\$71,742.78	\$1,827,065.24
November	\$1,518,224.07	\$0.00	\$1,518,224.07
December	\$2,475,354.50	\$427,602.83	\$2,902,957.33
January	\$1,001,842.85	\$60,128.84	\$1,061,971.69
February	\$2,693,745.36	\$233,964.11	\$2,927,709.47
March	\$3,003,840.77	\$594,473.66	\$3,598,314.43
April	\$299,117.23	\$193,642.24	\$492,759.47
May	\$3,922,075.04	\$426,186.02	\$4,348,261.06
June	\$1,313,728.37	\$1,206,811.37	\$2,520,539.74
YTD	\$24,543,477.46	\$3,384,150.11	\$27,927,627.57

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,697,029.85	\$308,155.58	\$3,005,185.43
August	\$2,499,535.93	\$315,849.25	\$2,815,385.18
September	\$2,079,781.59	\$264,975.94	\$2,344,757.53
October	\$2,581,338.05	\$930,749.09	\$3,512,087.14
November	\$2,100,784.23	\$314,065.92	\$2,414,850.15
December	\$2,370,296.06	\$723,405.41	\$3,093,701.47
January	\$2,021,261.11	\$337,014.91	\$2,358,276.02
February	\$1,965,127.96	\$385,960.29	\$2,351,088.25
March	\$1,868,407.95	\$410,599.55	\$2,279,007.50
April	\$2,700,220.94	\$368,664.20	\$3,068,885.14
May	\$2,431,653.21	\$763,836.93	\$3,195,490.14
June	\$2,578,393.01	\$545,756.51	\$3,124,149.52
YTD	\$27,893,829.89	\$5,669,033.58	\$33,562,863.47

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,189,195.42	\$3,871,893.44	(\$682,698.02)
August	\$3,015,385.18	\$3,158,185.97	(\$142,800.79)
September	\$5,150,224.94	\$6,665,638.08	(\$1,515,413.14)
October	\$4,276,800.93	\$6,184,403.12	(\$1,907,602.19)
November	\$1,887,940.23	\$4,373,956.93	(\$2,486,016.70)
December	\$5,386,975.34	\$6,687,944.42	(\$1,300,969.08)
January	\$2,061,025.25	\$3,249,824.70	(\$1,188,799.45)
February	\$6,880,531.18	\$4,744,914.09	\$2,135,617.09
March	\$4,640,437.67	\$2,471,538.89	\$2,168,898.78
April	\$792,158.13	\$3,871,717.49	(\$3,079,559.36)
May	\$5,626,857.63	\$4,117,059.25	\$1,509,798.38
June	\$5,247,007.70	\$4,499,705.62	\$747,302.08
YTD	\$48,154,539.60	\$53,896,782.00	(\$5,742,242.40)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$17,832,655.73	1.51%	(6)
August	\$21,459,058.20	1.49%	(2)
September	\$18,954,395.22	1.58%	9
October	\$21,048,836.73	1.55%	(3)
November	\$16,820,149.29	1.58%	3
December	\$13,844,349.50	1.59%	1
January	\$11,923,718.22	1.60%	1
February	\$12,013,711.04	1.63%	3
March	\$18,046,570.59	1.60%	(3)
April	\$17,282,157.00	1.54%	(6)
May	\$15,613,457.27	1.47%	(7)
June	\$13,123,618.51	1.57%	10

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		4,585,505.68	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		278,521.72	814,934.78	0.00	0.00
MB Contributory Trust		395,883.98	0.00	0.00	0.00
IIIT Money Market		4,250,730.58	0.00	0.00	0.00
MB Financial Money Market		4,739,329.58	0.00	0.00	0.00
Totals	6/1	14,250,004.33	814,934.78	0.00	0.00

Transactions:

Illinois Comptroller to Illinois Funds MM	6/16				
Transfer from MB MM to MB Cash	6/30	(2,700,000.00)			
Illinois Comptroller to Illinois Funds MM	6/30	3,000.00	3,000.00		
Interest on IL Funds MM	6/30	1,079.32			
Interest on IIIT accounts	6/30	18,392.77			
Interest on MB MM account	6/30	15,447.50			
Interest on MB Investment accounts	6/30	168,772.61			

		11,756,696.53	817,934.78	0.00	0.00
Ending Balance:					
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		4,754,494.64	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		1,649,523.02	0.00	0.00	0.00
MB Contributory Trust		395,667.63	0.00	0.00	0.00
IIIT Money Market		4,269,123.35	0.00	0.00	0.00
MB Financial Money Market		2,054,777.08	0.00	0.00	0.00
Totals	6/30	13,123,618.51	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	548,518.16	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	6/1	0.00	0.00	548,518.16	0.00
 Transactions:					
Illinois Comptroller to Illinois Funds MM	6/16			469.04	
Transfer from MB MM to MB Cash	6/30				
Illinois Comptroller to Illinois Funds MM	6/30				
Interest on IL Funds MM	6/30				
Interest on IIIT accounts	6/30				
Interest on MB MM account	6/30				
Interest on MB Investment accounts	6/30				
		0.00	0.00	548,987.20	0.00
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	6/30	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

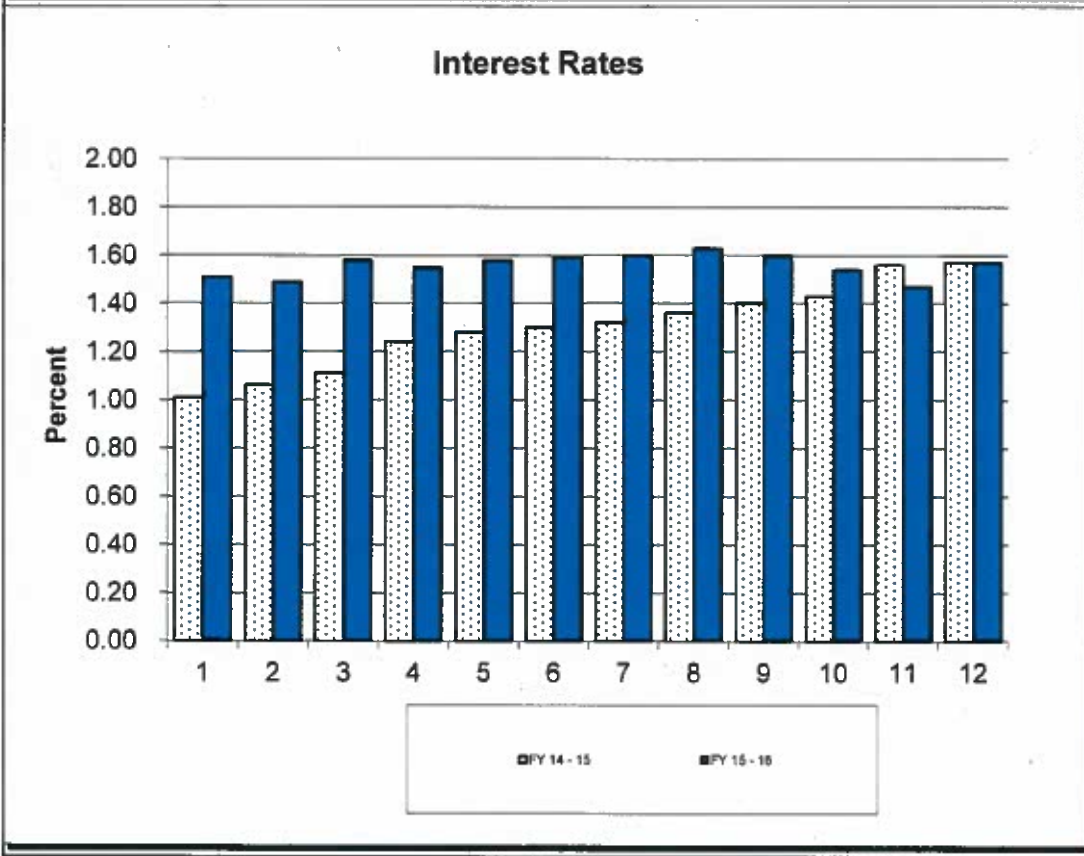
INVESTMENT WORKSHEET					
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,585,505.68
PMA/I S D L A F + = Daily Account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISD MAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	1,641,974.66
MB Contributory Trust		0.00	0.00	0.00	395,883.98
IIIT Money Market		0.00	0.00	0.00	4,250,730.58
MB Financial Money Market		0.00	0.00	0.00	4,739,329.58
Totals	6/1	0.00	0.00	0.00	15,613,457.27
Transactions:					
Illinois Comptroller to Illinois Funds MM	6/16				469.04
Transfer from MB MM to MB Cash	6/30				(2,700,000.00)
Illinois Comptroller to Illinois Funds MM	6/30				6,000.00
Interest on IL Funds MM	6/30				1,079.32
Interest on IIIT accounts	6/30				18,392.77
Interest on MB MM account	6/30				15,447.50
Interest on MB Investment accounts	6/30				168,772.61
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		0.00	0.00	0.00	13,123,618.51
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,754,494.64
PMA/I S D L A F + = Daily Account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISD MAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	1,649,523.02
MB Contributory Trust		0.00	0.00	0.00	395,667.63
IIIT Money Market		0.00	0.00	0.00	4,269,123.35
MB Financial Money Market		0.00	0.00	0.00	2,054,777.08
Totals	6/30	0.00	0.00	0.00	13,123,618.51
					0.00

SOUTH SUBURBAN COLLEGE

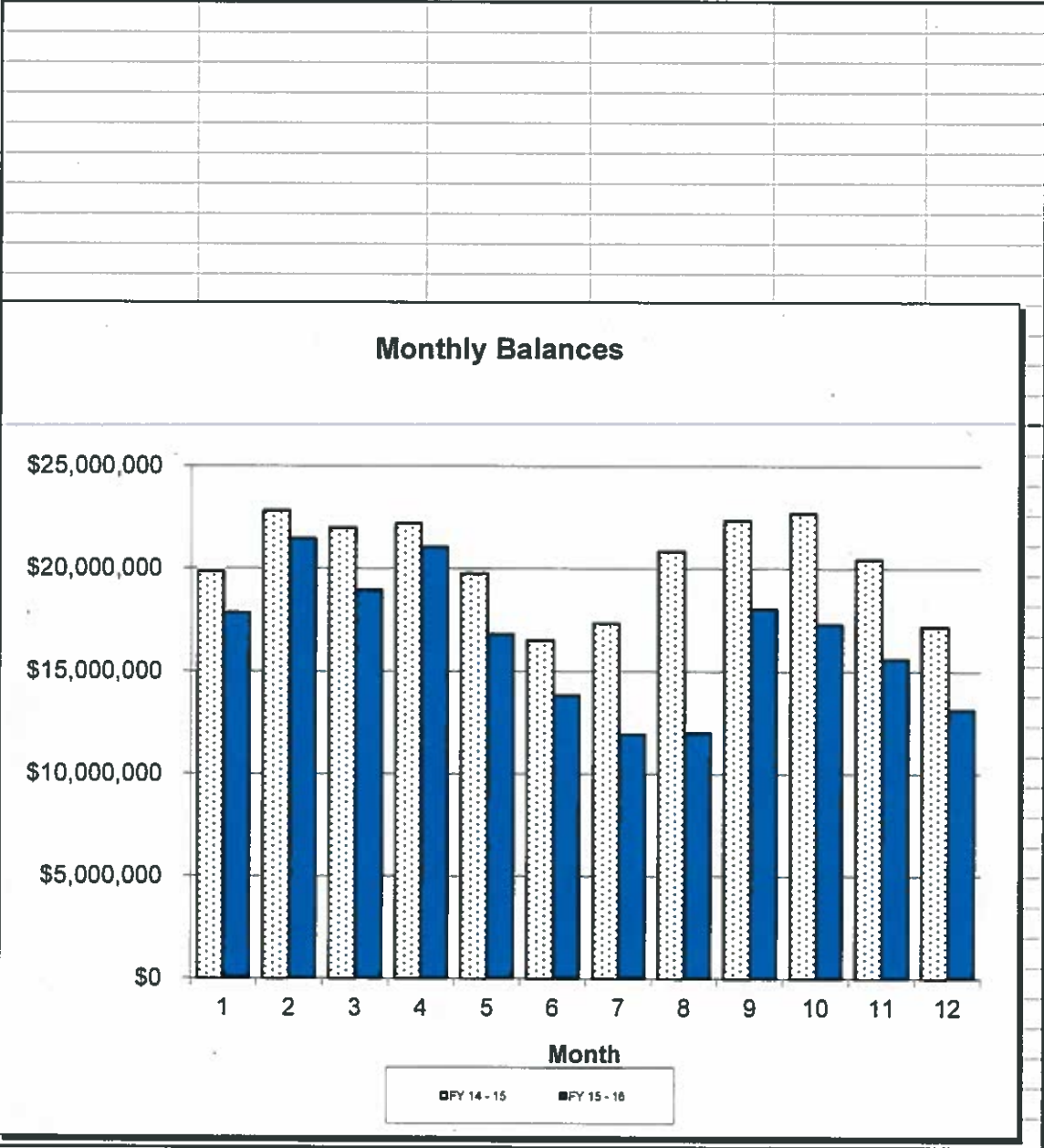
	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	15%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,933,543.47	0.00	3,933,543.47	30%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	7,204,972.14	0.00	7,204,972.14	55%
	Total	13,123,618.51	0.00	<u>13,123,618.51</u>	100%
	Average %	<u>1.57</u>			

South Suburban College

Investment Summary				
	F Y 2014 - 2015		F Y 2015 - 2016	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$19,870,281	1.01	\$17,832,656	1.51
August	22,814,724	1.06	21,459,058	1.49
September	21,988,188	1.11	18,954,395	1.58
October	22,205,322	1.24	21,048,837	1.55
November	19,770,485	1.28	16,820,149	1.58
December	16,509,247	1.30	13,844,350	1.59
January	17,345,367	1.32	11,923,718	1.60
February	20,858,698	1.36	12,013,711	1.63
March	22,368,287	1.40	18,046,571	1.60
April	22,711,104	1.43	17,282,157	1.54
May	20,443,085	1.56	15,613,457	1.47
June	17,185,459	1.57	13,123,619	1.57



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY17-VI.B

For Board Information in August, 2016.

For Board Action in August, 2016.

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Paying the bills supports (Vision Statement Strategic Direction 2, SSC.2.17) to continue to provide an efficient, transparent, and financially secure institution.

MOTION

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

Education Fund	\$2,696,881.34
Operation & Maintenance Fund	253,026.74
Auxiliary Enterprise Fund	435,126.38
Restricted Funds	282,762.44
Audit Fund	43,750.00
Special Levies Fund	334,978.78
Flex Plan Fund	<u>4,449.17</u>
Total	\$4,050,974.85

- * Are funds available in the budget? yes
- * Is this related to any previous Board action?
- * Specify above if matching funds are required.
- * Is this part of a large project requiring additional funds? (Explain) No
- * Attach supplemental information as necessary

APPROVALS

Jim Kollert 8/4/16
 Controller/Treasurer

Mark Lareau 8/4/16
 Vice-President

Don Manning 8/4/16
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY17-VII.A.1**

Board Meeting Date: **August 11, 2016**

BOARD COMMITTEE

- ___ Policy
- ___ Finance
- ___ Architectural
- ___ Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the retirement of Mary Ann Larsen, full-time faculty in the Counseling Center, effective August 31, 2016, pursuant to the terms and provisions of the Memorandum of Understanding between Community College District #510, and the South Suburban College Faculty Association (a chapter of Local 1600 AFT).

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION



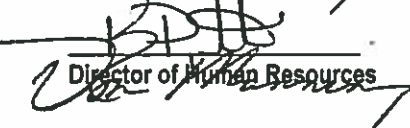
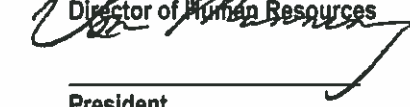
This action supports the SSC Core Values. Please see the attached retirement letter from Mary Ann Larsen.

MOTION

Move that the Board of Trustees approve the retirement of Mary Ann Larsen, full-time faculty in the Counseling Center, effective August 31, 2016, pursuant to the terms and provisions of the Memorandum of Understanding between Community College District #510, and the South Suburban College Faculty Association (a chapter of Local 1600 AFT).

Approvals:

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


 Originator 8/3/16
Date

 Appropriate Vice President 8/3/16
Date

 Director of Human Resources 8/4/16
Date

 President 8/4/16
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in August 11, 2016

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Brian Fenderson, Electronics Engineer I, Communication Services, effective August 5, 2016.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Please see the attached letter from Mr. Fenderson.

MOTION

Move that the Board of Trustees accept the resignation of Brian Fenderson, Electronics Engineer I, Communication Services, effective August 5, 2016.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? _____
- * Specify above if matching funds are required.
- * Is this part of a large project requiring additional funds? (Explain) _____
- * Attach supplemental information as necessary

APPROVALS

2: Miller 8/3/16
Originator

[Signature] 8/4/16
Director of Human Resources

[Signature] 7/25/16
Appropriate Vice President

[Signature] 8/26/16
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action on **August 11, 2016**

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Request that the Board of Trustees grant permission to create and advertise the position of Associate Dean of Academic Services, pursuant to the realignment proposal for Academic Services.

ESTIMATED COST OR BENEFIT

This is a full-time position; 40 hours per week; 52 weeks per year. The annual salary is \$58,000, plus benefits.

JUSTIFICATION OF ACTION

The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2. Please see the attached job description.

MOTION

Move that the Board of Trustees grant permission to create and advertise the position of Associate Dean of Academic Services, pursuant to the realignment proposal for Academic Services.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Specify above if matching funds are required.

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

APPROVALS:

Stokes-Wilson 8/3/16
Originator

EPH 8/4/16
Director of Human Resources

Stokes-Wilson 8/3/16
Appropriate Vice President

Don Manning 8/3/16
President

SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Associate Dean of Academic Services
Department: Academic Services
Reports To: Assistant Vice President of Academic Services
DATE: August 2016
Salary: \$58,000.00

SUMMARY

The Associate Dean of Academic Services assists the Assistant Vice President of Academic Services with the administrative oversight and instructional leadership of college credit programs as well as coordination of services for in-direct academic support initiatives including strategic planning efforts and grant writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates part-time faculty to ensure continuity of quality classroom instruction. Conducts evaluations for full-time faculty under the direction of the AVP of AS.
- Develops a comprehensive orientation program and professional development for adjuncts.
- Prepares budgets the programs under position purview
- Monitors all purchasing practices to ensure compliance with SSC procurement guidelines.
- Develops academic schedules that are in alignment with the enrollment trend for the college.
- Handles student complaints and engages in effective conflict resolution strategies
- Coordinates the Dual Credit high school articulation meetings in collaboration with Enrollment Services.
- Coordinates all in-direct instructional supports including but not limited to Service Learning, Student Learning Assistant (SLA), Internship Placement; Outcomes Assessment monitoring and clinical site agreements for Allied Health programs.
- Works with the Office of Research and Job Training to identify, plan and write grant proposals.
- Works in collaboration with Grant Manager as the principal investigator for the career and technical education grants.
- Coordinates the review and implementation of innovative curriculum additions and revisions, the use of technology in the classroom, and monitoring of syllabi that reflect the rigor of the course.
- Prepares ICCB reports and analyses of program completion, retention rates and persistence.
- Serves on College-wide committees; serve as evening administrator; attends monthly board meeting.
- Collaborates with the Assistant Vice President in providing leadership and oversight of strategic planning initiatives.
- Works effectively with internal and external constituents to cultivate new and nurture existing partnerships which result in improved student educational opportunities.
- Performs other duties as assigned by Assistant Vice President and Vice President for Academic services and the President

QUALIFICATIONS: To perform this job successfully, an individual must be a computer literate, have the ability to multitask; demonstrate effective communication skills and be able to motivate others to optimize their work performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Master's Degree required; Doctorate preferred in one of the disciplines of the area
- Five years of college-level teaching experience required.
- Previous leadership experience as Department Chair, Coordinator, Associate Dean or related leadership role is required



South Suburban College
Office of the Vice President of Academic Services

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

INTEROFFICE MEMORANDUM

TO: Don Manning
President

FROM: Lynette D. Stokes-Wilson
Vice President Academic Services

RE: Realignment Proposal for Academic Services

DATE: August 1, 2016

PROPOSAL:

In an ongoing effort to identify program alignments that strengthen credit and non-credit academic offerings at SSC, it is recommended that the following realignment of management leadership be considered in light of the pending retirement of the Dean of Extension Services assigned to the Oak Forest Center. The objectives of the realignment plan are as follows:

1. To realign the academic programs/disciplines in such a way as to increase efficiency and streamline operations; to that end, credit programs will be supervised by an academic dean who has credentials that mirror the credential expectations of teaching professionals as recommended by HLC and non-credit programs will be supervised by a director level position,
2. To create a more transparent and fluid pathway for SSC to emerge from a period of enrollment down trend and to become academically and financially stronger by having clearly delineated division of non-credit (corporate training, renewed focus on economic development, aggressive sales growth) and credit leadership oversight,
3. To continue to engage in cost savings measures that consider the ongoing financial health of the institution,
4. To create a leadership model that engages in succession planning as required by HLC.

STRATEGY TO ACHIEVE PROPOSAL & SUPPORT FUNDING PLAN:

- Abolish Dean of Extension Services position at an annual salary of \$102,765.00
- Will not fill the Electronic Engineer I position vacancy under Academic Services at an annual salary of \$37,525.00
- Create a Director of Business & Career Institute at an annual salary of \$50,000.00 (25% of salary will be grant funded; actual expense to the college will be \$37,500.00)
- Create Associate Dean of Academic Services position at an annual salary of \$57,000.00

EXPECTED OUTCOMES:

1. A strategic leadership alignment that generates absolute clarity in purpose and promotes leadership styles that are laser focused on what is important as an administrator in higher education,
2. Strengthening of a team that leads with a common purpose,
3. Total annual savings to the college under the division of Academic Services will be \$45,790.00 while still maintaining quality programs.

The job duties of the Dean of Extension Services as currently structured includes administrative oversight and instructional leadership over non-credit AND credit programs that include Building Construction, Manufacturing, Welding, and Building Code Enforcement. If the above proposal is approved, the credit programs currently assigned to the Dean of Extension Services will be realigned to the Associate Dean of Academic Services.

The Associate Dean of Academic Services will fill the void of providing instructional leadership and oversight of the part-time faculty as well as provide administrative oversight of in-direct academic support initiatives that have been temporarily reassigned to other deans as a result of the abolishment of the Dean of Liberal Arts position. More detailed information has been provided in the job descriptions for the two new proposed positions.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action on **August 11, 2016**

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

- College Operating
- College Capital
- Protection, Health, and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees grant permission to create and advertise the grant-funded position of Director of Business & Career Institute, pursuant to the realignment proposal for Academic Services.

ESTIMATED COST OR BENEFIT

This is a full-time position; 40 hours per week; 52 weeks per year. The annual salary is \$50,000, plus benefits.

JUSTIFICATION OF ACTION

The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2. Please see the attached job description.

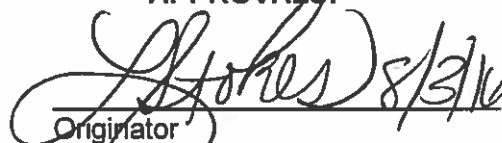
MOTION

Move that the Board of Trustees grant permission to create and advertise the grant-funded position of Director of Business & Career Institute, pursuant to the realignment proposal for Academic Services.


- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Specify above if matching funds are required.

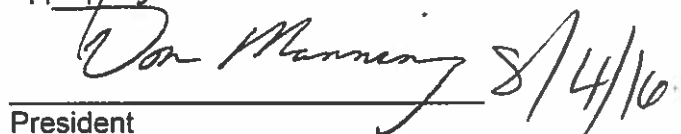
- * Is this part of a large project requiring additional funds? (Explain) No

APPROVALS:

 8/3/16
Originator

 8/4/16
Director of Human Resources

 8/3/16
Appropriate Vice President

 8/4/16
President

SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Director of Business & Career Institute
Department: Academic Services
Reports to: Vice President of Academic Services
Date: August 2016
Salary: \$50,000.00 (grant funded)

SUMMARY

The Director of Business & Career Institute is responsible for providing effective administrative leadership and coordination of the activities associated with non-credit programs such as corporate and business -training, the testing center, economic development and career training grants; and oversight of the day-to-day operations the Oak Forest Center (OFC) extension site of South Suburban College.

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

- Provide effective management, leadership and coordination through supervision of staff members.
- Monitor spending practices and compliance with meeting objectives of grants under BCI and extension services. Submit timely grant reports and/or invoices as required.
- Assist in the generation of sales leads, client development, and sales and delivery of contract training; supervise ongoing training programs.
- Provide effective planning and evaluation of departmental initiatives by developing and achieving annual goals and objectives consistent with those adopted by the Board of Trustees and senior management.
- Work in collaboration with deans, department chairpersons and other personnel in developing and implementing programs and credit and non-credit classes at OFC.
- Create non-credit course schedule in collaboration with Vice President of Academic Services; monitor timely submission of attendance and grade reports.
- Ensure effective and efficient utilization of OFC for internal and external users.
- Prepare and manage budgets for areas of responsibility; engage in sound fiscal management practices.
- Maintain an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages;
- Research new technologies and methodologies in workplace learning and presenting this research.
- Available to work a flexible schedule that may include evenings and weekends to attend monthly Board meetings and other college events and public relations activities.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Business Management, Organizational Leadership or related field of study.
- Four years of experience in higher education; community college experience preferred.
- Strong organizational and interpersonal skills and the ability to develop staff members.
- Ability to work effectively with faculty, staff, community agencies and other educational institutions.



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Office of the Vice President of Academic Services

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INTEROFFICE MEMORANDUM

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Vice President Academic Services

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DATE: August 1, 2016

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SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action on **August 11, 2016**

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Request that the Board of Trustees grant permission to create and advertise the grant-funded position of Literacy Coach in the Adult Education Department.

ESTIMATED COST OR BENEFIT

The annual salary is \$26,000, plus benefits.

JUSTIFICATION OF ACTION

The creation of this position is necessary to continue to increase success in adult education courses. (Strategic Direction 1 – College Readiness, Goal: CR 1.4). Please see attached job description.

MOTION

Move that the Board of Trustees grant permission to create and advertise the grant-funded position of Literacy Coach in the Adult Education Department.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Specify above if matching funds are required.

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

APPROVALS

[Signature] 8/3/16
Originator

[Signature] 8/4/16
Director of Human Resources

[Signature] 8/3/16
Appropriate Vice President

[Signature] 8/4/16
President

ADULT EDUCATION

POSITION: LITERACY COACH
DEPARTMENT: ADULT EDUCATION

SUMMARY: The Literacy Coach is responsible for recruiting and training volunteer tutors to assist with the educational success of the adult population of District #510. The Literacy Coach will work with various library sites throughout the District and maintain community partnerships. The Literacy Coach reports to the Dean, establishing the accomplishment of the goals set forth by the -Illinois Secretary of State's Literacy Grants, the Illinois Community College Board, as well as, those of the Adult Education Department of South Suburban College.

RESPONSIBILITIES:

- Candidate must possess or acquire Basic Literacy Trainer Certification.
- Recruit volunteer tutors for the Adult Volunteer Literacy Program of South Suburban College, coordinating marketing and recruitment efforts with outside agencies.
- Possess knowledge of adult learning theory, learning styles and strategies, creating a minimum of twelve hours of new training modules per year to train volunteer tutors.
- Works with local libraries to develop and maintain a good working relationship and works to establish new literacy partnerships in the community.
- Implements goals and procedural directives of the Adult Education Department, specifically implementing the directives of the yearly grant proposal.
- Recruits potential participants who test below a 9.0 reading level on the Test of Adult Basic Education (TABE).
- Monitors student attendance and identifies patterns of non-attendance and assists in the development of retention strategies.
- Submits required grant reports.
- Works with tutors to evaluate students' abilities and pre and post-test assessments.
- Meets with students to discuss progress, as necessary.
- Attends staff developmental workshops and conferences as relates to training and knowledge of position.
- Assists in grant writing for Secretary of State's Literacy grants.
- Other duties as assigned by the Dean of Adult Education.

MINIMUM QUALIFICATIONS:

Associate's Degree in Education, Associate's Degree in Education +30 college credit hours preferred.
Must have experience in event planning/coordination.
Process excellent interpersonal and communication skills, with a strong background in English.
Must be highly organized with a history of record keeping.
Experience in fundraising preferred
Supervisory experience required.

STATUS/SALARY:

This is a regular full-time grant-funded position for 25 hours a week, 52 weeks a year. The annual salary is \$26,000. Continued employment will be contingent upon receipt of grant funds.

BEGINNING DATE: September 12, 2016
APPLICATION DEADLINE: August 19, 2016

APPLICATION PROCEDURE: Submit letter of application and resume to:
Office of Human Resources
Room 1245

7/6/2016