



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; DALY AND ROGERS**  
**THURSDAY, OCTOBER 13, 2016**  
**7:50 PM**

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- I. Recommendation to accept the bid of Sentinel Imaging Group, Inc. for the purchase of two (2) echocardiograph machines, utilizing Perkins grant funds.



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, OCTOBER 13, 2016**  
**8:00 PM**

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- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
  - A. Strategic Plan Update (R. Kawanna)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Public Hearing held September 8, 2016
  - B. Finance Committee meeting held September 8, 2016
  - C. Regular Board of Trustees meeting held September 8, 2016
  - D. Closed Session meeting held September 8, 2016
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for October, 2016 (T. Pollert)
  - C. Approval to accept the bid of Sentinel Imaging Group, Inc. for the purchase of two (2) echocardiograph machines, utilizing Perkins grant funds.
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Approval to create and advertise
  - B. Discrimination and sexual harassment policy appeal
  - C. Retirements/Resignations/Terminations
- 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**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE PUBLIC HEARING**  
**THURSDAY, SEPTEMBER 8, 2016**

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The public hearing was called to order by Trustee Anthony DeFilippo at 8:04 p.m.

Attendance: Trustees John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Student Trustee Ronnell Tatum.

Absent: Trustee Frank M. Zuccarelli

Administration present: Don Manning, President; Lynette Stokes, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Daniel Cannon.

Agenda:

- I. Operating and non-operating budgets for fiscal year 2016/2017, for Community College District No. 510.

Trustee DeFilippo stated that the budget for fiscal year 2016/2017 has been reviewed and posted for the mandatory 30 days. The total operating fund expenditures are \$35,725,639 and the non-operating fund expenditures are \$21,256,536.

There being no public response for public input, the public hearing adjourned at 8:12 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**

**MINUTES OF THE FINANCE COMMITTEE**

**THURSDAY, SEPTEMBER 8, 2016**

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The Finance Committee meeting was called to order by Trustee Anthony DeFilippo at 8:14 p.m.

Attendance: Trustees John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Student Trustee Ronnell Tatum. Trustee Frank M. Zuccarelli arrived at 8:17 p.m.

Absent: None.

Administration present: Don Manning, President; Lynette Stokes, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Daniel Cannon.

Agenda:

I. Recommendation to adopt the resolution approving the operating and non-operating budgets for fiscal year 2016/2017 for Community College District No. 510.

Trustee DeFilippo recommended the Board adopt the resolution approving the operating and non-operating budgets for fiscal year 2016/2017 for Community College District No. 510 at the regular Board of Trustees meeting.

The Meeting adjourned at 8:18 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, SEPTEMBER 8, 2016**

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

At 8:19 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 College, Room 2248.

*Present:* Trustees John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Ronnell Tatum.

*Absent:* None.

*Also present:* Donald Manning, President; 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. Presentation on High School Initiatives**

A presentation on the College's High School Initiatives was delivered before the Board of Trustees by Mrs. Robin Rihacek.

**V. PREVIOUS MEETING MINUTES**

**A. Regular Board Meeting held August 11, 2016**

Trustee Martin moved and Trustee Rogers seconded to approve the minutes of the Regular Board meeting held August 11, 2016. On roll call, John Daly, Jacqueline Martin, Janet M. Rogers and Frank M. Zuccarelli voted aye. Nays: None. Trustees Anthony DeFilippo, Terry Wells and Joseph Whittington passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

**B. Bills Payable for September, 2016**

Trustee Whittington moved and Student Trustee Tatum seconded to authorize the Treasurer to pay the list of bills payable for September, 2016, in the amount of \$3,419,158.69. On roll call, John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**C. Approval to adopt the resolution approving the operating and non-operating budgets for fiscal year 2016/2017 for Community College District No. 510.**

Trustee DeFilippo moved and Trustee Rogers seconded to adopt the resolution approving the operating and non-operating budgets for fiscal year 2016/2017 for Community College District No. 510. On roll call, John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VIII. CLOSED SESSION**

At 8:50 p.m., a motion was made by Trustee Daly and seconded by Trustee Martin that the Board of Trustees enter into closed session to discuss the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable and imminent litigation. On roll call, John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

At 11:54 p.m., the Board of Trustees resumed open session on a motion made by Trustee Rogers and seconded by Trustee Whittington. On roll call, John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee Whittington seconded to approve the termination of Snitphan Esariya-Umpai, Manager of Financial Aid, and grant permission to advertise to fill the vacated position. On roll call, John Daly, Anthony DeFilippo, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: Trustee Jacqueline Martin. Student Trustee Ronnell Tatum voted aye. Motion carried.

Trustee Daly moved and Trustee Rogers seconded to table the termination of Michael Jennings, full-time Coordinator of the Health Professions Opportunity Grant (HPOG) Program, pending further investigation. On roll call, John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**B. Appointments**

Trustee Daly moved and Trustee Wells seconded to approve the following appointments:

1. Appointment of Raylynn Stokes as a grant-funded Literacy Coach in the Adult Education Department, effective September 12, 2016.
2. Appointment of Desmond Campbell as a grant-funded ASE/HSE Bridge Instructor in the Adult Education Department, effective September 12, 2016.
3. Appointment of Rebecca Garcia as Director of Business and Career Institute was withdrawn from the agenda by Chairman Zuccarelli.

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On roll call, John Daly, Anthony DeFilippo, Jacqueline Martin, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**ADJOURNMENT**

At 11:59 p.m., Trustee Daly moved and Student Trustee Tatum seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Terry Harris voted aye. Motion carried.

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**Martin Lareau, Board Secretary**

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**Frank M. Zuccarelli, Board Chairman**



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

For Board Information in October, 2016.

For Board Action in October, 2016.

**Board Committee:**

- Policy
- Finance
- Architectural
- Other

**Funding:**

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

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

**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 August 31, 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**

*Zim Follett* 10/4/16  
Controller/Treasurer

*Mark Larcum* 10/6/16  
Vice-President

*Bob Manning* 10/5/16  
President



**SOUTH SUBURBAN COLLEGE**  
 South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: October 4, 2016  
 Subject: Financial Report For The Period Ending August 31, 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>
\$3,178,392.29	\$6,591,556.83
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,875,556.31	\$5,553,346.13

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,175,979.81	\$7,856,302.25
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,111,586.48	\$8,092,025.08
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$1,064,393.33	(\$235,722.83)

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>
\$16,019,990.38	2.03%	43

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$3,363,572.17	\$49,592.37	\$3,413,164.54
August	\$3,171,862.34	\$6,529.95	\$3,178,392.29
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$6,535,434.51	\$56,122.32	\$6,591,556.83

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$2,428,682.14	\$249,107.68	\$2,677,789.82
August	\$2,524,782.05	\$350,774.26	\$2,875,556.31
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$4,953,464.19	\$599,881.94	\$5,553,346.13

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$3,680,322.44	\$4,980,438.60	(\$1,300,116.16)
August	\$4,175,979.81	\$3,111,586.48	\$1,064,393.33
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$7,856,302.25	\$8,092,025.08	(\$235,722.83)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$12,857,744.83	1.60%	3
August	\$16,019,990.38	2.03%	43
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

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		4,754,494.64	0.00	0.00	0.00
PMA/I S D L A F + = Daily Account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		699,010.39	49,487.37	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
<b>Totals</b>	<b>8/1</b>	<b>12,173,105.88</b>	<b>49,487.37</b>	<b>0.00</b>	<b>0.00</b>
<b>Transactions:</b>					
Illinois Comptroller to Illinois Funds MM	8/10	5,761.04	5,761.05		
Transfer from MB Cash to MB MM	8/15	3,000,000.00			
Illinois Comptroller to Illinois Funds MM	8/16	7,012.64			
Illinois Comptroller to Illinois Funds MM	8/18				
Illinois Comptroller to Illinois Funds MM	8/18				
Illinois Comptroller to Illinois Funds MM	8/22				
		<b>15,185,879.56</b>	<b>55,248.42</b>	<b>0.00</b>	<b>0.00</b>
<b>Ending Balance:</b>					
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		4,754,494.64	0.00	0.00	0.00
PMA/I S D L A F + = Daily Account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		1,711,784.07	55,248.42	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		4,054,777.08	0.00	0.00	0.00
<b>Totals</b>	<b>8/31</b>	<b>15,185,879.56</b>	<b>55,248.42</b>	<b>0.00</b>	<b>0.00</b>



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	4,754,494.64
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	1,383,649.34
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
<b>Totals</b>	<b>8/1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,857,744.83</b>
<b>Transactions:</b>					
Illinois Comptroller to Illinois Funds MM	8/10				11,522.09
Transfer from MB Cash to MB MM	8/15				3,000,000.00
Illinois Comptroller to Illinois Funds MM	8/16				7,012.64
Illinois Comptroller to Illinois Funds MM	8/18				9,003.98
Illinois Comptroller to Illinois Funds MM	8/18				13,625.80
Illinois Comptroller to Illinois Funds MM	8/22				121,081.04
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		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,019,990.38</b>
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	2,545,894.89
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	4,054,777.08
<b>Totals</b>	<b>8/31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,019,990.38</b>
					0.00



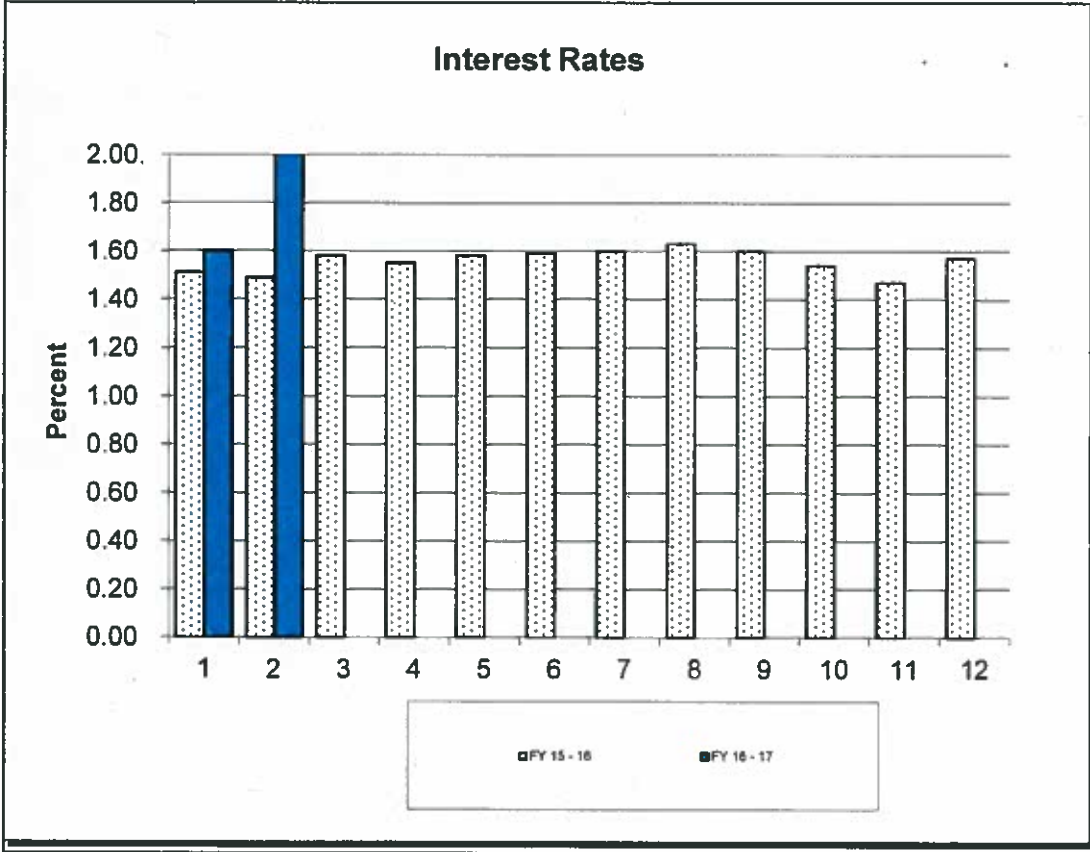
SOUTH SUBURBAN COLLEGE

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	12%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,829,915.34	0.00	4,829,915.34	30%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,204,972.14	0.00	9,204,972.14	57%
	<b>Total</b>	<b>16,019,990.38</b>	<b>0.00</b>	<b>16,019,990.38</b>	<b>100%</b>
	Average %	<u>2.03</u>			

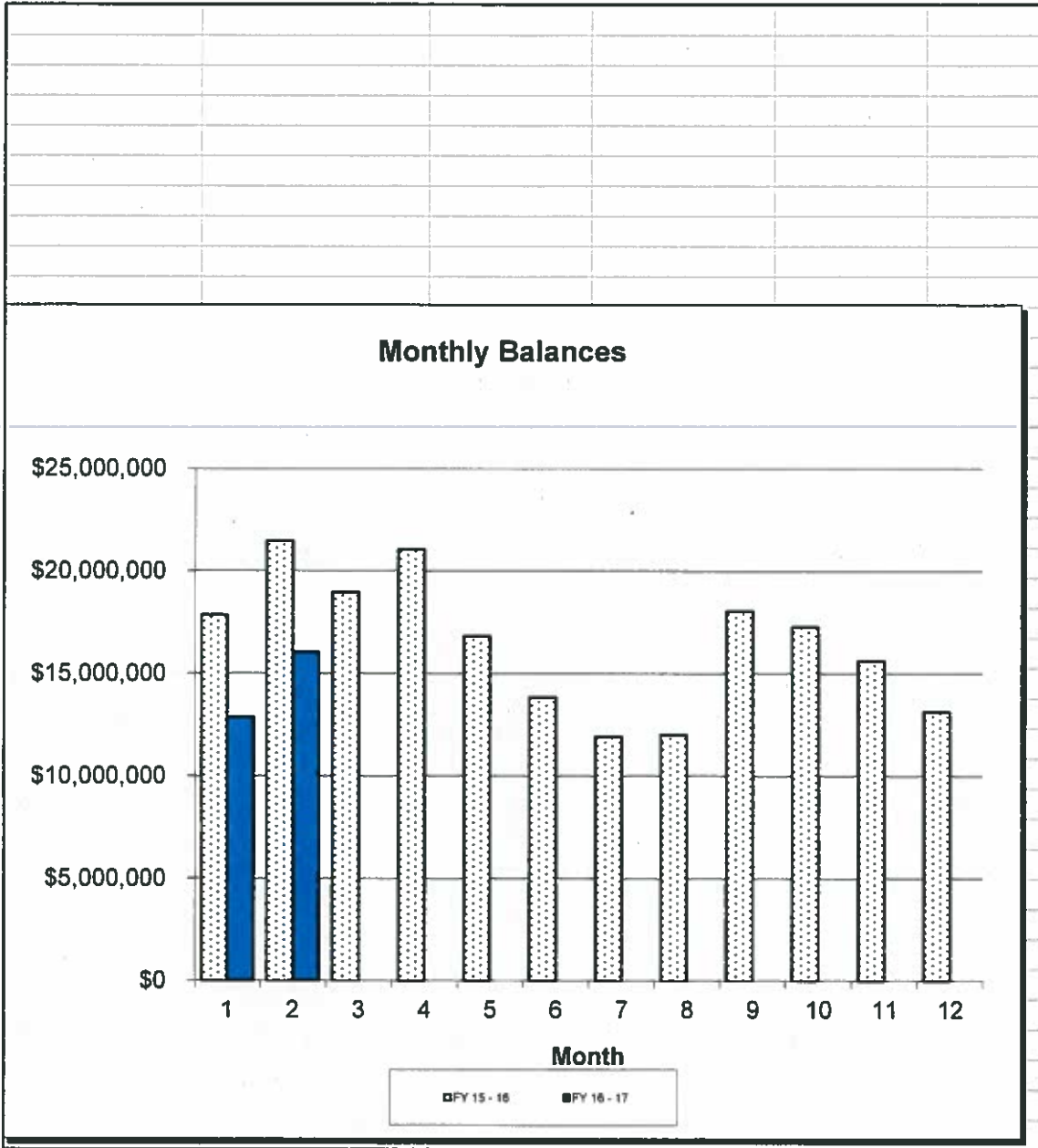


**South Suburban College**

<b>Investment Summary</b>				
	F Y 2015 - 2016		F Y 2016 - 2017	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$17,832,656	1.51	\$12,857,745	1.60
August	21,459,058	1.49	16,019,990	2.03
September	18,954,395	1.58		
October	21,048,837	1.55		
November	16,820,149	1.58		
December	13,844,350	1.59		
January	11,923,718	1.60		
February	12,013,711	1.63		
March	18,046,571	1.60		
April	17,282,157	1.54		
May	15,613,457	1.47		
June	13,123,619	1.57		



South Suburban College





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY17-VI.B

For Board Information in October, 2016.

For Board Action in October, 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	\$2,306,288.36
Operation & Maintenance Fund	357,520.88
Auxiliary Enterprise Fund	203,362.12
Restricted Funds	388,313.01
Audit Fund	34,450.00
Special Levies Fund	106,807.90
Flex Plan Fund	<u>6,606.69</u>
<b>Total</b>	<b>\$3,403,348.96</b>

- \* 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**

*[Signature]* 10/4/16  
Controller/Treasurer

*[Signature]* 10/6/16  
Vice-President

*[Signature]* 10/5/16  
President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VI.C

Board Meeting Date: October 13, 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 accepts the bid of the lowest vendor, The Sentinel Imaging Group Inc. of Clarks Summit, PA, for the purchase of two (2) echocardiograph machines, utilizing Perkins Grant funds.

**ESTIMATED COST OR BENEFIT**

\$44,475.00

**JUSTIFICATION OF ACTION**

This purchase is necessary to improve the quality of our Echocardiography AAS program through hands-on learning. This action will allow SSC to continue to modernize the lab that is utilized by students and supports Strategic Direction 2, Student Success and Completion, Goal 2.10. (Please see enclosed.)

**MOTION**

Request that the Board of Trustees accepts the bid of the Sentinel Imaging Group, Inc. of Clarks Summit, PA, for the purchase of two (2) echocardiograph machines, utilizing Perkins Grant funds.

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

**APPROVALS**

*[Signature]* 10/5/16  
Originator

*[Signature]* 9/27/16  
Appropriate Vice President

*[Signature]* 10/3/16  
President



## South Suburban College

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

### MEMORANDUM

To: Don Manning  
From: Marty Lareau  
Date: September 22, 2016

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Subject: Echocardiograph Machines

On September 2, 2016 we mailed requests for bids for echocardiograph machines to ten (10) vendors. Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune* and *The South Suburban Standard*. We had two (2) responses and a public opening was held on September 21, 2016 at 9:30 AM with the results being read aloud. A breakdown of the bids follows.

The College has done business with the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the bid from Sentinel Imaging Group, Inc., Clarks Summit, Pennsylvania in the amount of \$44,475.00 for the purchase of echocardiograph machines utilizing Perkins funds.

Vendor	Total Bid
Redstone Health Care Lake Forest, Illinois	\$45,025.00
Sentinel Imaging Group Clarks Summit, Pennsylvania	\$44,475.00 L

L= low vendor meeting specifications



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action on **October 13, 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 full-time Program Manager for the Predominantly Black Institution (PBI) Blast II Grant Project.

**ESTIMATED COST OR BENEFIT**

This is a regular, full-time grant-funded position for 40 hours per week, 52 weeks per year, through the duration of the grant. The annual beginning salary is \$44,000. Continued employment is contingent upon receipt of grant funds.

**JUSTIFICATION OF ACTION**

The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2 .

**MOTION**

Move that the Board of Trustees grant permission to create and advertise the position of full-time Program Manager for the Predominantly Black Institution (PBI) Blast II Grant Project.

- \* 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:**

 9-27-16  
 \_\_\_\_\_  
 Originator

 10/6/16  
 \_\_\_\_\_  
 Director of Human Resources

 9/27/16  
 \_\_\_\_\_  
 Appropriate Vice President

 10/3/16  
 \_\_\_\_\_  
 President



## **SOUTH SUBURBAN COLLEGE**

### **GRANT-FUNDED**

**Job Title: Program Manager, Predominantly Black Institution (PBI) Blast II Grant Project**

Department: Academic Services

Grant Classified: Program Manager

Prepared Date: September 23, 2016

#### **SUMMARY**

The Program Manager for the PBI Blast II Grant Project will serve as the manager of all components of the project and will be responsible for ensuring that the project realizes its goals. The position will implement and execute all proposed objectives outlined in the Blast II Grant Project and those requirements of the U.S. Department of Education, including tracking and producing reports to assess program success and set benchmarks that will allow for making necessary program adjustments. This position will report to the Assistant Vice President of Academic Services and Institutional Effectiveness. The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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

- Ensure compliance with the rules and regulations administered by the U.S. Department of Education.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submissions of grant reports, development and adjustments of associated budgets, coordination of budgeted funds, processing request for expenditures and ensuring the timely application for reimbursement from the Grantor, plan change, program evaluation, etc.
- Create and maintains appropriate spreadsheets and documentation to support grant expenses.
- Ongoing monitoring of grant budget and expenditures to ensure targets are met.
- Ongoing monitoring of grant project goals and monthly performance.
- Provide oversight of all grant project activities.
- Prepare written and statistical reports to various audiences.
- Serve as a liaison with Deans, Faculty, and staff on issues regarding the grant project.
- Perform other duties, as necessary.

#### **MINIMUM QUALIFICATIONS:**

- Master's Degree in Education or related field.
- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software to include spreadsheets and databases. Ability to interpret complex grant funding requirements, submission, and

budget projections. Ability to interpret federal, state, and local government laws and regulations.

- Ability to review the work of others to ensure conformance to grant requirements and standards. Ability to communicate effectively across a broad spectrum of staff, both orally and in writing. Minimum of four years working with high school and/or college-age students and demonstrated knowledge of academic, social, and cultural needs of disadvantaged high school students.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Successfully pass of a criminal background check.

**PREFERRED QUALIFICATIONS:**

- 
- Minimum of two years grant management experience, preferably grant experience with U. S. Department of Education.
  - Experience with and demonstrated understanding of college admissions and financial aid processes for low-income students of diverse backgrounds.
  - Experience with student support services and experience with federally-funded programs

**STATUS/SALARY:**

This is a regular full-time grant funded position for 40 hours per week, 52 weeks per year through the duration of the grant. The annual beginning salary is \$44,000.00. Continued employment contingent upon receipt of grant funds

**Beginning Date      November 14, 2016**

**APPLICATION DEADLINE:  
APPLICATION PROCEDURE**

**October 28, 2016  
Submit letter of application and resume to:  
Office of Human Services  
Room 1245**





### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action on **October 13, 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 full-time Program Assistant for the Predominantly Black Institution (PBI) Blast II Grant Project.

**ESTIMATED COST OR BENEFIT**

This is a regular, full-time grant-funded position for 40 hours per week, 52 weeks per year, through the duration of the grant. The annual beginning salary is \$30,000. Continued employment is contingent upon receipt of grant funds.

**JUSTIFICATION OF ACTION**

The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2 .

**MOTION**

Move that the Board of Trustees grant permission to create and advertise the position of full-time Program Assistant for the Predominantly Black Institution (PBI) Blast II Grant Project.

- \* 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:**

 9-27-16  
 Originator

 10/4/16  
 Director of Human Resources

 9/27/16  
 Appropriate Vice President

 10/3/16  
 President



## **SOUTH SUBURBAN COLLEGE** **GRANT-FUNDED**

**Job Title: Program Assistant, Predominantly Black Institution (PBI) Blast II Grant Project**

Department: Academic Services

Grant Classified: Program Assistant

Prepared Date: September 23, 2016

### **SUMMARY**

The Program Assistant will provide administrative support to the Predominantly Black Institution (PBI) Blast II Grant Project. This position will report to the Program Manager of this grant project. The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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

- Provides secretarial assistance in the form of clerical, technical and supportive functions.
- Attends meetings and takes minutes and distributes minutes to other as required.
- Types letters, reports, memos and other correspondence.
- Sets up filing, recording and reporting systems for required documentation. Devises required forms or methods for obtaining and tracking necessary information as required by the grant project.
- Reviews and takes actions upon matters, correspondence, inquiries, and request in consultation with the Program Manager.
- Manage the calendar of the Program Manager.
- Responsible for scheduling and preparing workshops/events.
- Records schedules and events of other personnel in accordance with the grant.
- Assist in the maintenance of all databases utilized with the grant project.
- Monitors student workers and tutors to ensure scheduling, log in, and tracking reports are managed and distributed to the Program Manager.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Associate Degree and two years related work experience
- Highly organized and detailed oriented.
- Excellent written and oral communications skills
- Proficient in Word and Excel
- Data Entry Skills-ability to perform 66-99 keystrokes per minute with minimal errors.
- Typing Skills-ability to type 50 words per minute with minimal errors.
- Successfully pass of a criminal background check.

**PREFERRED QUALIFICATIONS:**

Experience working with a grant funded project, preferably with the U.S. Department of Education

**STATUS/SALARY:**

This is a regular full-time grant funded position for 40 hours per week, 52 weeks per year through the duration of the grant. The annual beginning salary is \$30,000.00. Continued employment contingent upon receipt of grant funds

**Beginning Date      November 14, 2016**

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**APPLICATION DEADLINE:**

**October 28, 2016**

**APPLICATION PROCEDURE**

**Submit letter of application and resume to:**

Office of Human Services

Room 1245



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**AGENDA ITEM: FY17-VII.A.3**

**Board Meeting Date: October 13, 2016**

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

- 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 Extension Services, pursuant to the realignment proposal for Academic Services.

**ESTIMATED COST OR BENEFIT**

Grant-funded salary of \$46,000 per year plus benefits; 40 hours per week; 52 weeks per year.

**JUSTIFICATION OF ACTION**

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

**MOTION**

Move that the Board of Trustees grant permission to create and advertise the grant-funded position of Director of Extension Services.

- \* Are funds available in the budget? Yes
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

**Approvals:**

  
Originator

  
Date

  
Director of Human Resources

  
Date

  
Appropriate Vice President

  
Date

  
President

  
Date



# POSITION ANNOUNCEMENT

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## COLLEGE ADMINISTRATOR - (Grant Funded)

**POSITION:** Director, Extension Services  
**DEPARTMENT:** Academic Services

### **SUMMARY**

The Director of Extension Services 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 facility operations of the Oak Forest Center (OFC) extension site of South Suburban College.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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.
- Initiate 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.
- Create, develop and improve sustainability initiatives on campus.
- 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.
- Other duties may be assigned

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalency and a minimum of 30 college credits required. Associate Degree preferred.
- Two years of experience in higher education; community college experience preferred.
- Two years of experience with construction trades and other business community partners.
- Three years of experience in sustainability issues and their economic, social and environmental impact.
- 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.
- Successfully pass of a criminal background check.

**STATUS/SALARY:** \$46,000 contingent upon receipt of grant funds.

**BEGINNING DATE:**

**APPLICATION DEADLINE:**

**APPLICATION PROCEDURE:** Please submit letter of application, resume and transcripts to:  
Office of Human Resources, Room 1245

September 2016

[www.resumebank@ssc.edu](http://www.resumebank@ssc.edu)



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.B.1

Board Meeting Date: October 13, 2016

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

Employee was afforded all rights under federal and state law and College policy. The employee is appealing the decision of the College. Background information is supplied under separate cover.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

The College remains compliant with all State and Federal laws.

**MOTION**

Move to uphold the findings and recommendation of the Title IX Investigation Team and deny employee appeal.

Approvals:

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

*Dr. Mummy*  
President

10/5/16  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.C.1

Board Meeting Date: October 13, 2016

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Move that the Board of Trustees approve the resignation of Eric Stanley, Campus Police Officer, effective September 30, and grant permission to advertise to fill the vacated position.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**



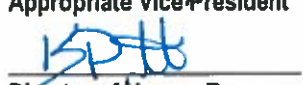
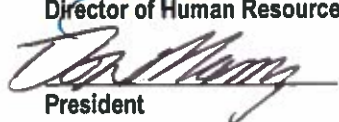
This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees approve the resignation of Eric Stanley, Campus Police Officer, effective September 30, and grant permission to advertise to fill the vacated position.

**Approvals:**

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

	10/04/16
Originator	Date
	10/6/16
Appropriate Vice President	Date
	10/4/16
Director of Human Resources	Date
	10/3/16
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.C.2

Board Meeting Date: October 13, 2016

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Move that the Board of Trustees approve the resignation of Jenna Martin, Receptionist in the Counseling Center, effective Sept 16, 2016, and grant permission to advertise to fill the vacated position.

**ESTIMATED COST OR BENEFIT**

This position is Grade V as a regular full-time support staff position for 35 hours per week, 52 weeks per year.

**JUSTIFICATION OF ACTION**

See the attached resignation letter from Jenna Martin. Replacement of position is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students. (Strategic Direction 2, SSC 2.21).

**MOTION**

Move that the Board of Trustees approve the resignation of Jenna Martin, Receptionist in the Counseling Center, effective Sept 16, 2016, and grant permission to advertise to fill the vacated position.

**Approvals:**

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

  
Originator

9/6/16  
Date

  
Appropriate Vice President

9/6/2016  
Date

  
Director of Human Resources

10/6/16  
Date

  
President

10/3/16  
Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII-C.3

Board Meeting Date: October 13, 2016

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Move the Board of Trustees approve the termination of Michael Jennings, full-time Coordinator of the Health Professions Opportunity Grant (HPOG) Program-Step Up, effective October 13, 2016, and grant permission to advertise to fill the vacated, grant-funded position.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

Replacement of this position is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students in the HPOG Program (Strategic Direction 2, SSC 2.21).

**MOTION**

Move the Board of Trustees approve the termination of Michael Jennings, full-time Coordinator of the Health Professions Opportunity Grant (HPOG) Program-Step Up, effective October 13, 2016, and grant permission to advertise to fill the vacated, grant-funded position.

**Approvals:**

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

*[Signature]*  
 Originator 10/25/16  
Date

*[Signature]*  
 Director of Human Resources 10/6/16  
Date

*[Signature]*  
 Appropriate Vice President 10/05/16  
Date

*[Signature]*  
 President 10/5/16  
Date