



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
OAK FOREST CAMPUS, 16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
REGULAR BOARD MEETING AGENDA
THURSDAY, JULY 13, 2017
8:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
 - A. Chemistry Lab & Technology Presentation (A. Helwig)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Policy Committee meeting held June 8, 2017
 - B. Finance Committee meeting held June 8, 2017
 - C. Regular Board of Trustees meeting held June 8, 2017
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for July, 2017 (T. Pollert)
 - C. Approval to accept the second reading of and adopt revised Board Policy 500.01, Degree and Certificate Requirements (J. Rogers)
 - D. Approval to accept the bids of Chemcraft Industries, \$5,612.00; Expert Chemical, \$12,596.00; HP Products, \$2,558.22; Unipak, \$2,126.00; and Valdes, \$5,140.00 for the purchase of custodial paper products and supplies (A. DeFilippo)
 - E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meeting Act. The written minutes of January 12, 2017, April 13, 2017, and May 11, 2017 are authorized to be released. The audio recordings of August 13, 2015, September 10, 2015, October 8, 2015, November 12, 2015, December 10, 2015, and January 14, 2016 are authorized to be destroyed (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Memorandum of Understanding (additional extra overload)
- 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 POLICY COMMITTEE
THURSDAY, JUNE 8, 2017

Trustee Terry Wells called the Policy Committee meeting to order at 8:10 p.m.

Committee members present: Trustee Terry Wells

Committee members absent: Trustees Jacqueline Martin and Janet Rogers

Other Board members in attendance: Trustees John Daly, Anthony DeFilippo, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum

Other Board members absent: None

Administration present: Don Manning, President; Lynette Stokes, Vice President of Academic Services; Songie Adebiyi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser

Agenda:

I. Recommendation to accept the first reading of revised Board Policy 500.01, Degree and Certificate Requirements

Trustee Wells recommended the Board accept the first reading of revised Board Policy 500.01, Degree and Certificate Requirements at the regular Board of Trustees meeting.

The meeting 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, JUNE 8, 2017

Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:12 p.m.

Committee members present: Trustees John Daly and Anthony DeFilippo

Committee members absent: Trustee Janet Rogers

Other Board members in attendance: Trustees Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Ronnell Tatum

Other Board members absent: Trustee Jacqueline Martin

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

Agenda:

I. Recommendation to accept the bids of BSN Sports, \$24,867.62; Lansing Sports, \$43,962.72; Riddell, \$230.83; for the purchase of athletic uniforms and supplies

Trustee DeFilippo recommended the Board accept the bids of BSN Sports, \$24,867.62; Lansing Sports, \$43,962.72; Riddell, \$230.83; for the purchase of athletic uniforms and supplies at the regular Board of Trustees meeting.

II. Recommendation to dispose of obsolete and/or broken equipment by selling it to the highest bidder

Trustee DeFilippo recommended the Board authorize the disposal of obsolete and/or broken equipment by selling it to the highest bidder at the regular Board of Trustees meeting.

III. Recommendation to approve the RAMP Proposal (Resource Allocation Management Plan)

Trustee DeFilippo recommended the Board approve the RAMP Proposal (Resource Allocation Management Plan) at the regular Board of Trustees meeting.

IV. Recommendation to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor

Trustee DeFilippo recommended the Board adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor at the regular Board of Trustees meeting.

The meeting adjourned at 8:19 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, JUNE 8, 2017

I. CALL TO ORDER & ROLL CALL:

At 8:19 p.m., Chairman Frank M. Zuccarelli 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 of the College, Room 2248.

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

Absent: Trustees Jacqueline Martin and Janet Rogers

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

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A. Faculty Development Committee

Natalie Page and Joan Rosen delivered a presentation to the Board of Trustees on behalf of the Faculty Development Committee.

B. Secretary of State Spotlight on Service Award

Matthew Beasland delivered a presentation to the Board of Trustees on the Secretary of State Spotlight on Service Award.

V. PREVIOUS MEETING MINUTES

A. Architectural Committee meeting held May 11, 2017

Trustee Wells moved and Trustee Whittington seconded to approve the minutes of the Architectural Committee meeting held May 11, 2017. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Finance Committee meeting held May 11, 2017

Trustee Whittington moved and Student Trustee Tatum seconded to approve the minutes of the Finance Committee meeting held May 11, 2017. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Regular Board of Trustees meeting held May 11, 2017

Trustee DeFilippo moved and Student Trustee Tatum seconded to approve the minutes of the regular Board meeting held May 11, 2017. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Closed Session meeting held May 11, 2017

Student Trustee Tatum moved and Trustee Whittington seconded to approve the minutes of the Closed Session meeting held May 11, 2017. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Closed Session meeting held April 13, 2017

Student Trustee Tatum moved and Trustee Whittington seconded to approve the minutes of the Closed Session meeting held April 13, 2017. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for June, 2017

Student Trustee Tatum moved and Trustee Wells seconded to authorize the Treasurer to pay the list of bills payable for June, 2017 in the amount of \$2,890,509.75. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval to accept the first reading of revised Board Policy 500.01, Degree and Certificate Requirements

Trustee Wells moved and Trustee Daly seconded to accept the first reading of revised Board Policy 500.01, Degree and Certificate Requirements. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval to accept the bids of BSN Sports, \$24,867.62; Lansing Sports, \$43,962.72; and Riddell, \$230.83 for the purchase of athletic uniforms and supplies

Trustee DeFilippo moved and Trustee Daly seconded to accept the bids of BSN Sports, \$24,867.62; Lansing Sports, \$43,962.72; and Riddell, \$230.83 for the purchase of athletic uniforms and supplies. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Approval to dispose of obsolete and/or broken equipment by selling it to the highest bidder

Trustee DeFilippo moved and Trustee Whittington seconded to authorize Administration to dispose of obsolete and/or broken equipment by selling it to the highest bidder. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

F. Approval of the RAMP Proposal (Resource Allocation Management Plan)

Trustee DeFilippo moved and Trustee Daly seconded to approve the RAMP Proposal (Resource Allocation Management Plan). On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

G. Approval to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor

Trustee DeFilippo moved and Student Trustee Tatum seconded to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor. On roll call, John Daly, Anthony DeFilippo, 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 Wells seconded to approve the retirement of Susan Cline, full-time Instructor in the Reading Department, effective December 30, 2017, and grant permission to advertise to fill the vacated position as needed. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Appointments

Student Trustee Tatum moved and Trustee Daly seconded to approve the appointment of Jason Wroda as Manager of Internal Controls and Compliance, effective June 12, 2017, pending successful completion of a criminal background check, and grant permission to advertise to fill the vacated position as needed. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VIII. Closed Session:

There was none.

ADJOURNMENT

The regular Board of Trustees meeting adjourned at 9:07 p.m. on a motion made by Trustee Whittington and seconded by Trustee Wells. On roll call, John Daly, Anthony DeFilippo, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Martin Lareau, Secretary to the Board of Trustees

Frank M. Zuccarelli, Chairman of the Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY18-VI.A

For Board Information in July, 2017.

For Board Action in July, 2017.

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 May 31, 2017. 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

Tim Pollett 7/6/17
Controller/Treasurer

Mary Bureau 7/6/17
Vice-President

Don Manning 7/6/17
President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: June 1, 2017
 Subject: Financial Report For The Period Ending May 31, 2017

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>
\$2,596,946.64	\$25,050,054.68
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,398,828.56	\$27,140,293.20

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>
\$2,741,190.66	\$42,299,387.37
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,108,459.49	\$45,131,993.63
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$367,268.83)	(\$2,832,606.26)

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>
\$13,765,934.89	2.29%	-4

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
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	\$1,600,083.07	\$571,387.00	\$2,171,470.07
October	\$1,128,150.22	\$45,291.33	\$1,173,441.55
November	\$2,356,189.81	\$117,529.50	\$2,473,719.31
December	\$1,576,428.06	\$1,131,846.88	\$2,708,274.94
January	\$1,975,819.28	\$379,518.87	\$2,355,338.15
February	\$1,836,185.55	\$281,423.88	\$2,117,609.43
March	\$2,003,232.35	\$122,830.58	\$2,126,062.93
April	\$625,781.25	\$109,853.58	\$735,634.83
May	\$2,495,417.06	\$101,529.58	\$2,596,946.64
June			\$0.00
YTD	\$22,132,721.16	\$2,917,333.52	\$25,050,054.68

	Expenditures Educational	Expenditures O&M	Monthly Total
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	\$2,672,688.14	\$440,482.15	\$3,113,170.29
October	\$1,517,192.76	\$297,017.02	\$1,814,209.78
November	\$1,920,285.77	\$350,274.67	\$2,270,560.44
December	\$2,071,724.67	\$325,800.67	\$2,397,525.34
January	\$2,351,957.86	\$306,513.73	\$2,658,471.59
February	\$1,775,521.05	\$339,454.18	\$2,114,975.23
March	\$2,406,291.00	\$385,735.45	\$2,792,026.45
April	\$1,738,272.48	\$288,906.91	\$2,027,179.39
May	\$2,044,640.28	\$354,188.28	\$2,398,828.56
June			\$0.00
YTD	\$23,452,038.20	\$3,688,255.00	\$27,140,293.20

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
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	\$7,394,846.16	\$7,478,781.34	(\$83,935.18)
October	\$1,613,238.09	\$2,332,436.38	(\$719,198.29)
November	\$3,929,354.69	\$4,127,116.28	(\$197,761.59)
December	\$6,854,080.60	\$5,971,430.07	\$882,650.53
January	\$3,985,185.91	\$4,640,236.11	(\$655,050.20)
February	\$2,485,215.85	\$2,598,087.05	(\$112,871.20)
March	\$3,978,755.06	\$4,288,677.72	(\$309,922.66)
April	\$1,461,218.10	\$2,494,744.11	(\$1,033,526.01)
May	\$2,741,190.66	\$3,108,459.49	(\$367,268.83)
June			
YTD	\$42,299,387.37	\$45,131,993.63	(\$2,832,606.26)

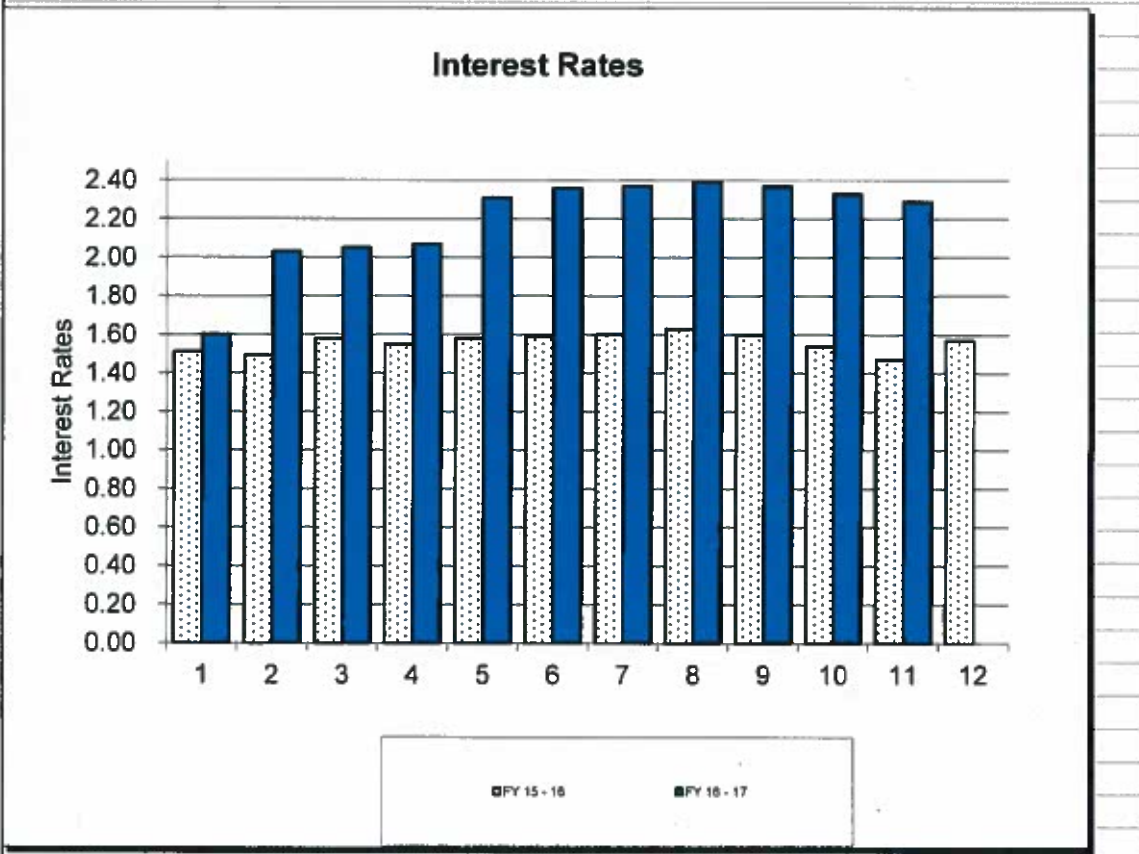
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$12,857,744.83	1.60%	3
August	\$16,019,990.38	2.03%	43
September	\$18,366,748.79	2.05%	2
October	\$17,018,829.57	2.07%	2
November	\$13,780,693.67	2.31%	24
December	\$20,017,795.27	2.36%	5
January	\$19,304,223.54	2.37%	1
February	\$18,331,621.06	2.39%	2
March	\$18,664,543.36	2.37%	(2)
April	\$16,006,390.57	2.33%	(4)
May	\$13,765,934.89	2.29%	(4)
June			

SOUTH SUBURBAN COLLEGE

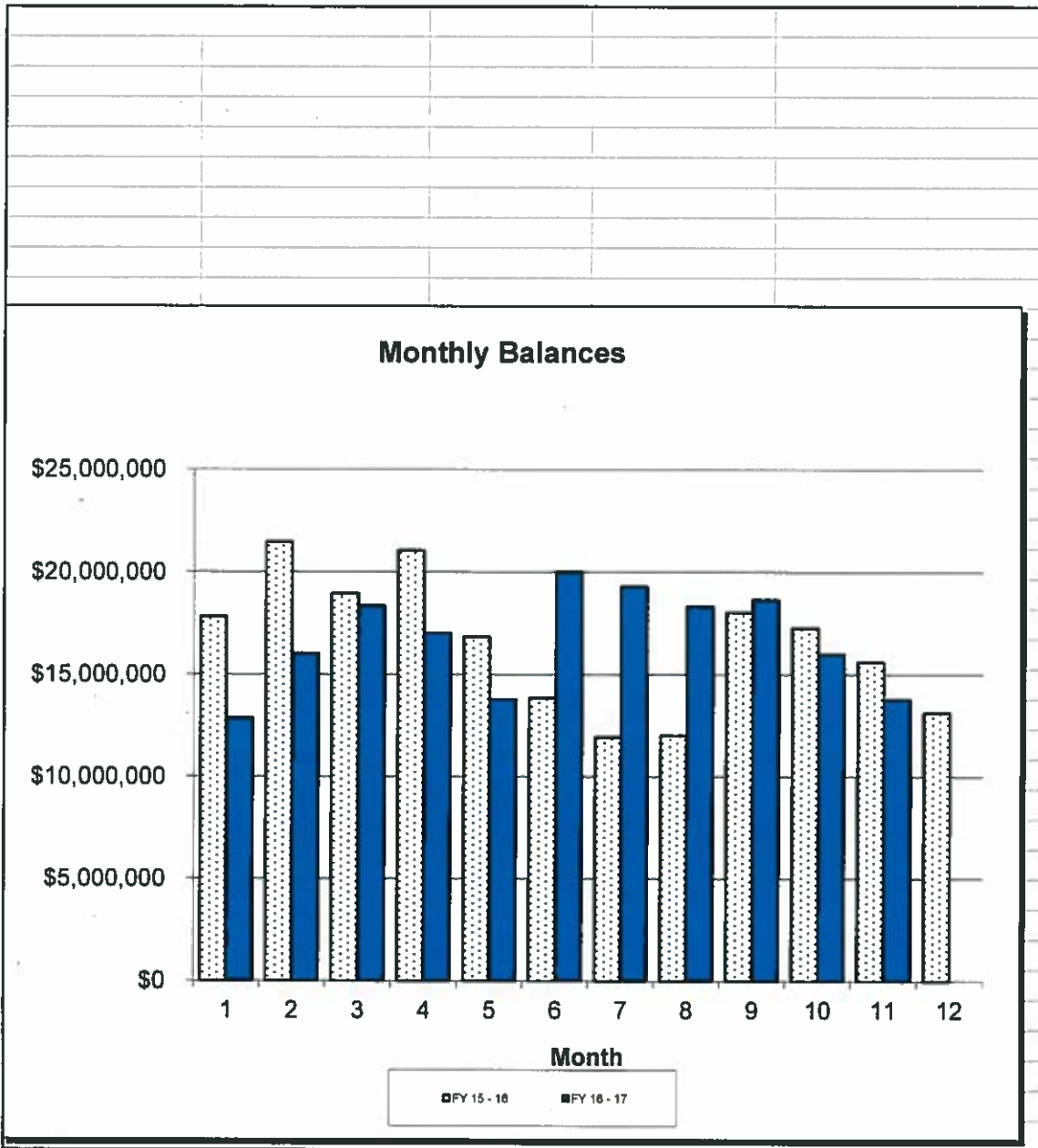
Investment	Page 4	Page 6	Total	Percent to Total
10 U. S. Government Securities	0.00	0.00	0.00	0%
20 Time Deposits	1,985,102.90	0.00	1,985,102.90	14%
30 Commercial Paper	0.00	0.00	0.00	0%
40 Mutual Funds	0.00	0.00	0.00	0%
50 Illinois Funds	3,582,598.12	0.00	3,582,598.12	26%
60 Repurchase Agreements	0.00	0.00	0.00	0%
90 Other	8,198,233.87	0.00	8,198,233.87	60%
Total	13,765,934.89	0.00	13,765,934.89	100%
Average %	<u>2.29</u>			

South Suburban College

Investment Summary				
	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	18,366,749	2.05
October	21,048,837	1.55	17,018,830	2.07
November	16,820,149	1.58	13,780,694	2.31
December	13,844,350	1.59	20,017,795	2.36
January	11,923,718	1.60	19,304,224	2.37
February	12,013,711	1.63	18,331,621	2.39
March	18,046,571	1.60	18,664,543	2.37
April	17,282,157	1.54	16,006,391	2.33
May	15,613,457	1.47	13,765,935	2.29
June	13,123,619	1.57		



South Suburban College



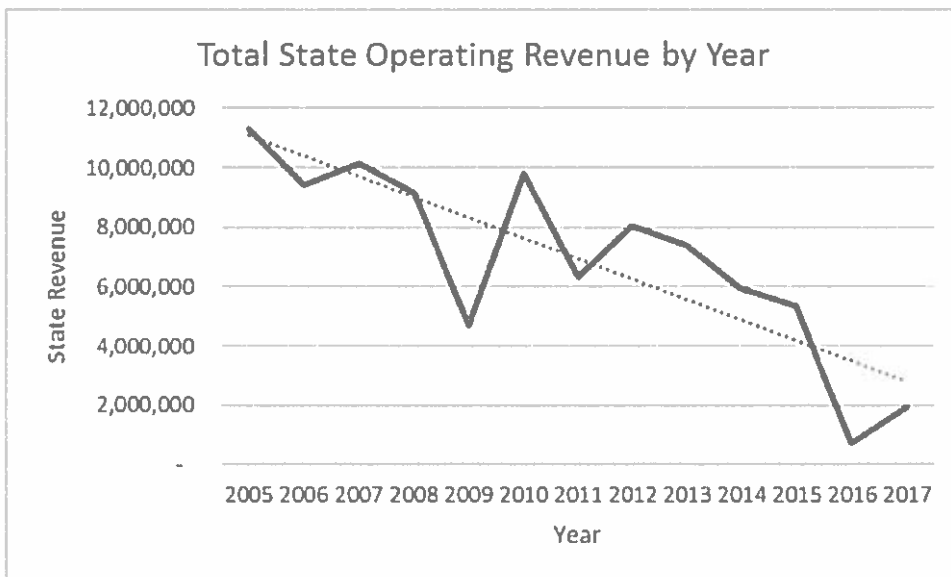
Office of the Treasurer



To: Board of Trustees
From: Tim Pollert
Date: June 15, 2017
Subject: Executive Summary – State Funding

On September 8, 2016, an Operating budget for fiscal year 2017 was approved in the amount of \$32,725,639 in expenditures and \$30,329,068 in revenue with a projected deficit of \$2,396,571.

The College received notification that we would be receiving \$1.9 million in Base Operating grants for the first six months with the likelihood of receiving the same amount for the second half of the fiscal year. The budget was then constructed with that assumption, however, the lack of a second half State budget has put that assumption in jeopardy. Below is a 13 year trend on the amount of funding the College has received from the State for Operating purposes.



Base Operating is not the only place where the State has failed to fund mandated programs. The following is a list of other unfunded State mandates that the College has had to absorb to date:

National Guard	\$35,755
MIA/POW	\$30,725
IVG	\$96,322

The College has closely monitored the developments in Springfield and made significant cost cutting measures during the fiscal year. I would project total Operating expenditures to be around \$30 million at the end of the fiscal year. However, I would still project the final Operating deficit to be in the neighborhood of \$2.5 to \$3 million.

Further updates on the State funding impact to the College will be provided at regular intervals to the Board.

Base Operating is not the only place where the State has failed to properly fund mandated programs.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY18-VI.B

For Board Information in July, 2017.

For Board Action in July, 2017.

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

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	\$2,657,960.32
Operation & Maintenance Fund	407,219.46
Operation & Maintenance Restricted Fund	5,468.23
Auxiliary Enterprise Fund	99,760.67
Restricted Funds	444,935.65
Audit Fund	2,000.00
Special Levies Fund	56,218.38
Flex Plan Fund	<u>8,798.70</u>
Total	\$3,682,361.41

- * 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

 7/6/17
 Controller/Treasurer

 7/6/17
 Vice President

 7/6/17
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.C

Board Meeting Date: July 13, 2017

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 accept its second reading to revise Board Policy 500.01, Degrees and Certificate Requirements Policy.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action will assist in providing credit hour courses and associate degree programs for the academically prepared student body. (Strategic Direction #2- Student Success and Completion, Goal- SSC 2.1)

MOTION

Move that the Board of Trustees accept its second reading to revise Board Policy, 501.01, Degrees and Certificate Requirements Policy.

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)

Originator

Date

Appropriate Vice President

Date

President

Date

[Signature] 7-13-17
[Signature] 6/19/17
[Signature] 6/28/17

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedure Manual

500.01 Degree and Certificate Requirements

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

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

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

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

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

- Revised: February 12, 1976
- April 8, 1999
- July 12, 2007



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.D

Board Meeting Date: July 13, 2017

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

To accept the bids of the lowest responsible vendors for the annual purchase of paper products and supplies for our custodial department.

ESTIMATED COST OR BENEFIT

\$28,032.22

JUSTIFICATION OF ACTION

To provide our custodial staff with the necessary paper products and supplies. (Strategic Direction, 2 SSC2.21) This contract is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students.

MOTION

To accept the bids of Chemcraft Industries, Chicago, Illinois, \$5,612.00; Expert Chemical, Hazel Crest, Illinois, \$12,596.00; HP Products, Alsip, Illinois, \$2,558.22; Unipack, Brooklyn, New Jersey, \$2,126.00; and Valdes, Northbrook, Illinois, \$5,140.00 for the purchase of custodial paper products and supplies.

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)

	6/21/17
Originator	Date
	7/3/17
Appropriate Dean/Vice President	Date
	6/22/17
President	Date



South Suburban College

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

MEMORANDUM

To: Don Manning
From: Marty Lareau
Date: June 21, 2017
Subject: Custodial Supplies

On May 31, 2017 we mailed requests for bids for the purchase of custodial supplies to forty (40) vendors. Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune* and *The South Suburban Standard*. We had nineteen (19) responses and a public bid opening was held on June 14, 2017 at 10:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids in the amount of \$28,032.22 for the purchase of custodial supplies.

Item	Able Paper	All American Poly	American Pride	Buckey Cleaning Center	Central Poly "A"	Central Poly "B"	Chemcraft Industries	Expert Chemical	HP Products
Poly-liner 40x46	\$ 3,172.50	\$ 1,903.50	N	\$ 3,339.00	S \$ 1,860.00	S \$ 2,220.00	S \$ 2,550.00	L \$ 2,587.50	
Poly-liner 33x39	\$ 1,794.00	\$ 1,388.00	N	\$ 2,112.00	\$ 1,720.00	S \$ 1,720.00	S \$ 1,810.00	\$ 1,698.00	
Poly-liner 24x32	\$ 4,700.00	\$ 4,144.00		\$ 2,890.00	S \$ 1,680.00	S \$ 2,160.00	S \$ 2,030.00	L \$ 2,770.00	
Poly-liner 42x46	\$ 1,774.00	\$ 1,066.80		\$ 1,972.00	S \$ 672.00	S \$ 672.00	S \$ 872.00		
Toilet tissue	\$ 10,300.00		\$ 5,896.00	N \$ 7,596.00	\$ 9,400.00	S \$ 9,400.00	S \$ 8,000.00	\$ 6,740.00	L \$ 7,504.00
Roll towels 800'	\$ 5,760.00		\$ 4,494.00	\$ 5,640.00	\$ 6,798.00	\$ 6,798.00	\$ 4,545.00	\$ 4,230.00	\$ 5,028.00
Multi fold towels	\$ 1,240.00		\$ 1,038.40	\$ 1,182.00	\$ 1,453.60	\$ 1,453.60	\$ 1,076.00	\$ 1,048.00	\$ 1,028.80
Marvalosa Multi Purpose Cleaner	\$ 1,107.00						\$ 981.60	\$ 966.00	L \$ 1,061.94
Neo Clean floor cleaner				\$ 1,197.00	S		\$ 837.00		\$ 702.21
Proline Micro-Tech floor finish				\$ 1,947.00	S		\$ 1,515.00	S	\$ 1,856.01
Antibacterial hand soap	\$ 1,009.50						\$ 915.00	\$ 840.00	L \$ 842.46
Urinal Screens							\$ 1,032.00	L \$ 1,200.00	\$ 1,540.80
Ice Melt	\$ 4,350.00							\$ 4,050.00	L
Vendor Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,612.00	\$ 12,596.00	\$ 2,558.22

L = Low vendor meeting specifications
 S = Did not meet specifications
 N = No sample provided
 NP = Item not purchased

Item	Interboro Packing "A"	Interboro Packing "B"	Interboro Packing "C"	Interboro Packing "D"	Interboro Packing "E"	North American	Industrial Supply (S&J)	Standard Companies	Unipack	Valdes
Poly-liner 40x46	\$ 2,547.00	\$ 2,247.00	\$ 1,851.00	\$ 1,722.00	\$ 1,302.00	\$ 3,736.50		\$ 3,093.00	\$ 1,912.50	\$ 2,700.00
Poly-liner 33x39	\$ 1,748.00	\$ 1,464.00	\$ 1,236.00	\$ 1,036.00	\$ 864.00	\$ 1,838.48		\$ 2,324.00	\$ 1,378.00	
Poly-liner 24x32	\$ 2,196.00	\$ 1,968.00	\$ 1,648.00	\$ 1,648.00	\$ 1,648.00	\$ 2,555.00		\$ 2,398.00	\$ 2,250.00	\$ 4,200.00
Poly-liner 42x46	\$ 1,672.80	\$ 1,419.20	\$ 1,239.20	\$ 1,132.80	\$ 729.60	\$ 1,640.00		\$ 2,057.20	\$ 748.00	
Toilet tissue						\$ 7,460.00	\$ 7,308.00	\$ 8,320.00		\$ 6,500.00
Roll towels 800'						\$ 4,578.00	\$ 5,736.00	\$ 6,198.00		\$ 4,200.00
Multi fold towels						\$ 1,024.80	\$ 1,275.20	\$ 1,296.00		\$ 940.00
Marvalosa Multi Purpose Cleaner						\$ 832.32		\$ 1,302.00		\$ 1,125.00
Neo Clean floor cleaner						\$ 726.00				
Proline Micro-Tech floor finish						\$ 1,545.51		\$ 1,911.00		
Antibacterial hand soap							\$ 1,155.00	\$ 1,203.00		
Urinal Screens						\$ 1,516.80		\$ 1,494.40		
Ice Melt						\$ 4,293.00		\$ 4,836.00		
Vendor Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,126.00	\$ 5,140.00

L = Low vendor meeting specifications
 S = Did not meet specifications
 N = No sample provided
 NP = Item not purchased



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.E

Board Meeting Date: July 13, 2017

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Closed Session Minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of January 12, 2017, April 13, 2017, and May 11, 2017 are authorized to be released. The audio recordings of August 13, 2015, September 10, 2015, October 8, 2015, November 12, 2015, December 10, 2015, and January 14, 2016 are authorized to be destroyed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

The Illinois Open Meetings Act requires closed session minutes be reviewed every six months and released to public review, if advised by legal counsel. The Act also authorizes the destruction of audio tapes of Closed Session Minutes 18 months prior. This action fosters transparency per the SSC Vision Statement.

MOTION

Move that the Board of Trustees release the written minutes of January 12, 2017, April 13, 2017, and May 11, 2017. The audio recordings of August 13, 2015, September 10, 2015, October 8, 2015, November 12, 2015, December 10, 2015, and January 14, 2016 are authorized to be destroyed

- * 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

Approvals:

Secretary to the Board

7/3/17
Date

President

6/23/17
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.1

Board Meeting Date: July 13, 2017

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 accept the resignation of Yvonne Dantzler-Randolph, full-time instructor in the Nursing Program, effective July 31, 2017, and grant permission to advertise to fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

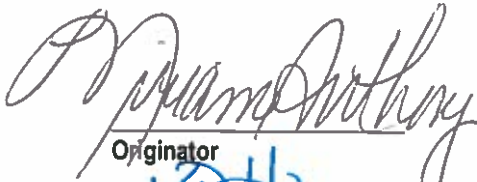

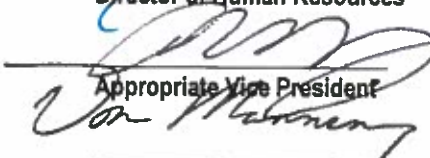
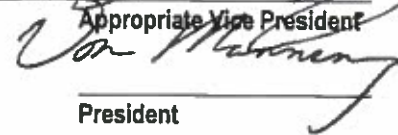
Please see the attached letter from Ms. Dantzler-Randolph. Replacement of this position will assist in continuing to provide credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees accept the resignation of Yvonne Dantzler-Randolph, full-time instructor in the Nursing Program, effective July 31, 2017, and grant permission to advertise to fill the vacated position as needed.

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

Approvals:


 Originator 6/28/2017
 Date 7/3/17

 Director of Human Resources 6-28-2017
 Date 7/6/17

 Appropriate Vice President

 President 7/6/17
 Date



FY18-VII.B.1

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in July, 2017

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 appoint Denita R. Williams as the Nursing Lab Supervisor in the Nursing Department, effective August 14, 2017.

ESTIMATED COST OR BENEFIT

This is a regular full-time support staff position for 35 hours a week, 52 weeks a year classified Grade XIV on the Support Staff Salary Schedule. The beginning annual salary is \$45,839.00.

JUSTIFICATION OF ACTION

To fill the vacant Nursing Lab Supervisor position created by the resignation of Susan Jordan. Replacement of this position is necessary to provide Student Success and Completion; Strategic Direction 2 Goal 1.2.

MOTION

Move that the Board of Trustees approve the appointment of Denita R. Williams as the Nursing Lab Supervisor in the Nursing Department, effective August 14, 2017.

APPROVALS

- * Are funds available in the budget? YES
- * Is this related to any previous Board action? YES
- * Specify above if matching funds are required.

* Is this part of a large project requiring additional funds? (Explain) _____

* Attach supplemental information as necessary

Marianne Anthony 6/22/17
 Originator

Stokes 7/3/17
 Director of Human Resources

Stokes 6/22/17
 Appropriate Vice President

Don Murray 6/22/17
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY18-VII.B.2**

Board Meeting Date: July 13, 2017

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 appoint Oscar A. Galarza as a Campus Police Officer, effective July 17, 2017.

ESTIMATED COST OR BENEFIT

The position is Grade XI on the Support Staff salary schedule; 35 hours per week, 52 weeks per year with an annual salary of \$39,740 plus shift differential.

JUSTIFICATION OF ACTION

This action is to fill the vacancy created by the resignation of Eric Stanley, and supports Strategic Direction SSC 2.21; Provide an attractive, safe, healthy and welcoming learning environment for all students.

MOTION

Move that the Board of Trustees appoint Oscar A. Galarza as a Campus Police Officer, effective July 17, 2017.

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

[Signature]
Originator

7/3/17
Date

[Signature]
Director of Human Resources

7/3/17
Date

[Signature]
Appropriate Vice President

7/3/17
Date

[Signature]
President

7/3/17
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

Board Meeting Date: July 13, 2017

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 appoint Eric Gossler as Media Specialist in Communication Services, effective July 17, 2017 and grant permission to advertise to fill his vacated position as needed.

ESTIMATED COST OR BENEFIT

Support Staff position; grade XII, pro-rated to 35 hours per week.

JUSTIFICATION OF ACTION

To fill the vacancy created by the resignation of Kimberly LaBarge. This action supports Strategic Directions SSC 2.21 and PD 4.1 by providing a welcoming environment and community engagement.

MOTION

Move that the Board of Trustees appoint Eric Gossler as Media Specialist in Communication Services effective July 17, 2017 and grant permission to advertise to fill his vacated position as needed.

- * 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

J. Miller 6-22-17

 Originator

[Signature] 6/27/17

 Director of Human Resources

[Signature] 6-22-17

 Appropriate Vice President

[Signature] 6/22/17

 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.C.1

Board Meeting Date: July 13, 2017

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2017 semester.

ESTIMATED COST OR BENEFIT

Full-time faculty who elect to be part of this program will be paid according to the contractual agreement for overload pay.

JUSTIFICATION OF ACTION

In this Memorandum of Understanding, the parties agree that full-time faculty in specific departments shall be allowed to teach an additional extra overload class for overload pay during the fall 2017 semester, in accordance with the rotation plans of their respective departments. Guidelines for this additional extra overload work are outlined in the attached Memorandum of Understanding. This action will assist SSC in providing credit courses and associate degree programs for an academically prepared student body. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

MOTION

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2017 semester.

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

	6/15/17
Originator	Date
	6/27/17
Director of Human Resources	Date
	6/15/17
Appropriate Vice President	Date
	6/29/17
President	Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SUBURBAN COLLEGE
AND
SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION**

This Memorandum of Understanding ("MOU") is entered into on July 13, 2017 by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and South Suburban College Faculty Association (hereafter "SSCFA").

Whereas, certain classes are in high demand by students of the COLLEGE;

Whereas, certain Department Chairs and Deans have been unable to maintain qualified adjunct instructors to teach additional sections being offered by the College;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed between the COLLEGE and the SSCFA as follows:

1. **ADDITIONAL EXTRA OVERLOAD** - Full-time faculty in approved Departments or for specific courses for which there is high demand, as agreed to by and between the COLLEGE and the SSCFA, shall be allowed to teach one (1) additional extra overload class for overload pay during the Fall 2017 Semester in accordance with the rotation plans of their respective departments. The availability of one (1) additional overload course referenced in this MOU shall be in addition to, and not in replacement of, the maximum overload class assignments of nine (9) CHEs as specified in the Agreement. Approval shall be granted following consultation between the COLLEGE and the SSCFA.
2. **WAIVER** - By executing this MOU, the COLLEGE and the SSCFA agree not to grieve any of the terms and conditions stated herein.
3. **JURISDICTION** - This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of law provision. All disputes arising out of this MOU, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
4. **NOTICE** - Any notice or communication permitted or required under this MOU 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: Mr. Don Manning, President
South Suburban Community College District #510
15800 South State Street
South Holland, IL 60473

If to the SSCFA, to: Mr. G.A. Griffith
South Suburban Community College
15800 South State Street
South Holland, IL 60473

5. **NO PRECEDENT** - This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to specific Departments or courses selected for the Fall 2017 Semester in need of overload assignments, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
6. **EFFECTIVE DATE** - This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.
7. **ENTIRE AGREEMENT** - This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.
8. **AMENDMENTS** - This MOU may not be modified except by writing approved by the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____