



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**POLICY COMMITTEE MEETING AGENDA**  
**ROGERS, CHAIR; MARTIN AND WELLS**  
**THURSDAY, MARCH 9, 2017**  
**7:50 PM**

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- I. Recommendation to accept the first reading of Board Policy 504.00, Credit Hour Definition

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- II. Recommendation to accept the second reading of and adopt Board Policy 111.01, Reimbursement of Travel, Meal, and Lodging Expenses for the Board of Trustees
- III. Recommendation to accept the second reading of and adopt Board Policy 405.03, Reimbursement of Travel, Meal, and Lodging Expenses for South Suburban College employees
- IV. Recommendation to adopt a resolution approving Board Policies for the reimbursement of travel, meal and lodging expenses
- V. Recommendation to accept the second reading of and adopt revised Board Policy 101.02, Equal Educational and Employment Opportunity



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, MARCH 9, 2017**  
**8:00 PM**

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**I. CALL TO ORDER/ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

**IV. PRESENTATIONS/REPORTS**

- A. Nursing Program (M. Anthony)
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**V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

- A. Policy Committee Meeting held February 9, 2017  
B. Regular Board Meeting held February 9, 2017

**VI. NEW BUSINESS**

- A. Monthly Financial Report (T. Pollert)  
B. Approval of the payment of bills for March, 2017 (T. Pollert)  
C. Approval to accept the first reading of Board Policy 504.00, Credit Hour Definition (J. Rogers)  
D. Approval to accept the second reading of and adopt Board Policy 111.01, Reimbursement of Travel, Meal, and Lodging Expenses for the Board of Trustees (J. Rogers)  
E. Approval to accept the second reading of and adopt Board Policy 405.03, Reimbursement of Travel, Meal, and Lodging Expenses for South Suburban College employees (J. Rogers)  
F. Approval to adopt a resolution approving Board Policies for the reimbursement of travel, meal and lodging expenses (J. Rogers)  
G. Approval to accept the second reading of and adopt revised Board Policy 101.02, Equal Educational and Employment Opportunity (J. Rogers)  
H. Approval to enter into a five-year contract with Hometown Vending and Foodservices for the provision of dining and vending service at the main campus and Oak Forest campus (A. DeFilippo)

**VII. PERSONNEL RECOMMENDATIONS**

- A. Retirements/Resignations/Terminations  
B. Appointments  
C. Approval to create and advertise  
D. Approval to 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**

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**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE POLICY COMMITTEE**  
**THURSDAY, FEBRUARY 9, 2017**

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Trustee Janet M. Rogers called the Policy Committee meeting to order at 8:11 p.m.

Committee members present: Trustees Janet M. Rogers and Jacqueline Martin

Committee members absent: Trustee Terry Wells

Other Board members in attendance: Trustee John Daly, Joseph Whittington and Student Trustee Ronnell Tatum. Trustee Frank M. Zuccarelli arrived at 8:16pm.

Other Board members absent: Trustee Anthony DeFilippo

Administration present: Don Manning, President; Lynette Stokes-Wilson, 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 Daniel Cannon

Agenda:

I. Recommendation to accept the first reading of Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees

Trustee Janet M. Rogers recommended the Board accept the first reading of Board Policy 111.01 Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees at the regular Board of Trustees meeting.

II. Recommendation to accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for South Suburban College Employees

Trustee Janet M. Rogers recommended the Board accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for South Suburban College employees at the regular Board of Trustees meeting.

III. Recommendation to accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity

Trustee Janet M. Rogers recommended the Board accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity at the Regular Board of Trustees meeting.

IV. Recommendation to accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy

Trustee Janet M. Rogers recommended the Board accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy, as presented at the regular Board of Trustees meeting.

The meeting was 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, FEBRUARY 9, 2017

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**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, Jacqueline Martin, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum.

*Absent:* Trustees Anthony DeFilippo and Terry Wells.

*Also present:* Donald Manning, President; Songie Adebisi, 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**

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. REPORTS/PRESENTATIONS**

Ms. Shelly Fickau and Ms. Leticia Carrillo delivered a presentation on the Latino Outreach Initiative to the Board of Trustees.

**V. PREVIOUS MEETING MINUTES**

**A. Policy Committee Meeting held January 12, 2017**

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Policy Committee meeting held January 12, 2017. On roll call, John Daly, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Trustees Jacqueline Martin and Frank M. Zuccarelli passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**B. Finance Committee Meeting held January 12, 2017**

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held January 12, 2017. On roll call, John Daly, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Jacqueline Martin passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**C. Regular Board of Trustees Meeting held January 12, 2017**

Trustee Rogers moved and Trustee Whittington seconded to approve the minutes of the Regular Board of Trustees meeting held on January 12, 2017. On roll call, John Daly, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Jacqueline Martin passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**D. Closed Session Meeting held January 12, 2017**

Trustee Whittington moved and Student Trustee Tatum seconded to approve the minutes of the Closed Session meeting held on January 12, 2017. On roll call, John Daly, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Jacqueline Martin passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

**B. Bills Payable for January, 2017**

Trustee Rogers moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for January, 2017 in the amount of \$3,367,419.22. On roll call John Daly, Jacqueline Martin, Janet Rogers, 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 Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees**

Trustee Rogers moved and Trustee Martin seconded to accept the first reading of Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**D. Approval to accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for South Suburban College employees**

Trustee Rogers moved and Trustee Martin seconded to accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for South Suburban College employees. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**E. Approval to accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity**

Trustee Rogers moved and Student Trustee Tatum seconded to accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**F. Approval to accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy**

Trustee Rogers moved and Trustee Martin seconded to accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy. On roll call John Daly, Jacqueline Martin, Janet Rogers, 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 retirement of Jan Green, Executive Assistant to the Vice President of Student Development, effective May 31, 2017, and grant permission to advertise to fill the vacated position. On roll call John Daly, Jacqueline Martin, Janet Rogers, 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 Martin seconded to approve the following appointments:

1. Appointment of Erin Murphey as Administrative Assistant I in Allied Health and Career Programs, effective February 13, 2017, and grant permission to advertise to fill the vacated position.

2. Appointment of Melinda Hill as a full-time, grant-funded Academic Assistant for HPOG Step-Up in the Allied Health and Careers Program, effective February 13, 2017

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

### **C. Approval to Advertise**

Trustee Daly moved and Trustee Martin seconded to grant permission to advertise to fill the grant-funded position of Highway Construction Careers Training Program (HCCTP) Program Assistant.

### **D. Approval of the College President's Contract**

Trustee Daly moved and Trustee Martin seconded to approve the College President's employment contract. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

### **E. Approval to reappoint Administrative Staff for fiscal year 2018**

Trustee Rogers moved and Trustee Daly seconded to reappoint Administrative Staff, as listed, for fiscal year 2018. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

### **F. Approval to reappoint Technical Professional Exempt Staff for fiscal year 2018**

Trustee Daly moved and Student Trustee Tatum seconded to reappoint Technical Professional Exempt Staff, as listed, for fiscal year 2018. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

### **G. Approval to reappoint Grant-Funded Staff for fiscal year 2018**

Trustee Daly moved and Trustee Whittington seconded to reappoint Grant-Funded Staff, as listed, for fiscal year 2018. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

### **H. SSCFA Contract**

Trustee Daly moved and Trustee Whittington seconded to table the motion to approve the three (3) year South Suburban College Faculty Association Contract, 2017-2020 until further notice. On roll call John Daly, Jacqueline Martin, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.







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

For Board Information in March, 2017.

For Board Action in March, 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 January 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**

*Tom Tolbert* 3/2/17  
Controller/Treasurer

*Mark Foreau* 3/2/17  
Vice-President

*Don* 3/2/17  
President

**SOUTH SUBURBAN COLLEGE**  
 South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: March 2, 2017  
 Subject: Financial Report For The Period Ending January 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>
\$2,355,338.15	\$17,473,800.85
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,658,471.59	\$17,807,283.57

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>
\$3,985,185.91	\$31,633,007.70
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,640,236.11	\$32,642,025.26
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$655,050.20)	(\$1,009,017.56)

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>
\$19,304,223.54	2.37%	1

**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	\$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			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$15,172,104.95	\$2,301,695.90	\$17,473,800.85

	<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	\$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			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$15,487,313.39	\$2,319,970.18	\$17,807,283.57

**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	\$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			
March			
April			
May			
June			
YTD	\$31,633,007.70	\$32,642,025.26	(\$1,009,017.56)

	<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	\$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			
March			
April			
May			
June			



SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET

Description	Date	Fund 4	Fund 5	Fund 6	Fund 7
		Bond & Int.	Auxillary	Restricted	Working Cash
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	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		0.00	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		0.00	0.00	1,431,585.28	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	1/1	0.00	0.00	1,431,585.28	0.00
<b>Transactions:</b>					
Illinois Comptroller to Illinois Funds MM	1/6				
Illinois Comptroller to Illinois Funds MM	1/17				
Illinois Comptroller to Illinois Funds MM	1/25				
Transfer from MB MM to Cash	1/25				
0.00	0.00				
0.00	0.00				
0.00	0.00				
		0.00	0.00	1,431,585.28	0.00
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	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		0.00	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		0.00	0.00	1,431,585.28	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	1/31	0.00	0.00	1,431,585.28	0.00





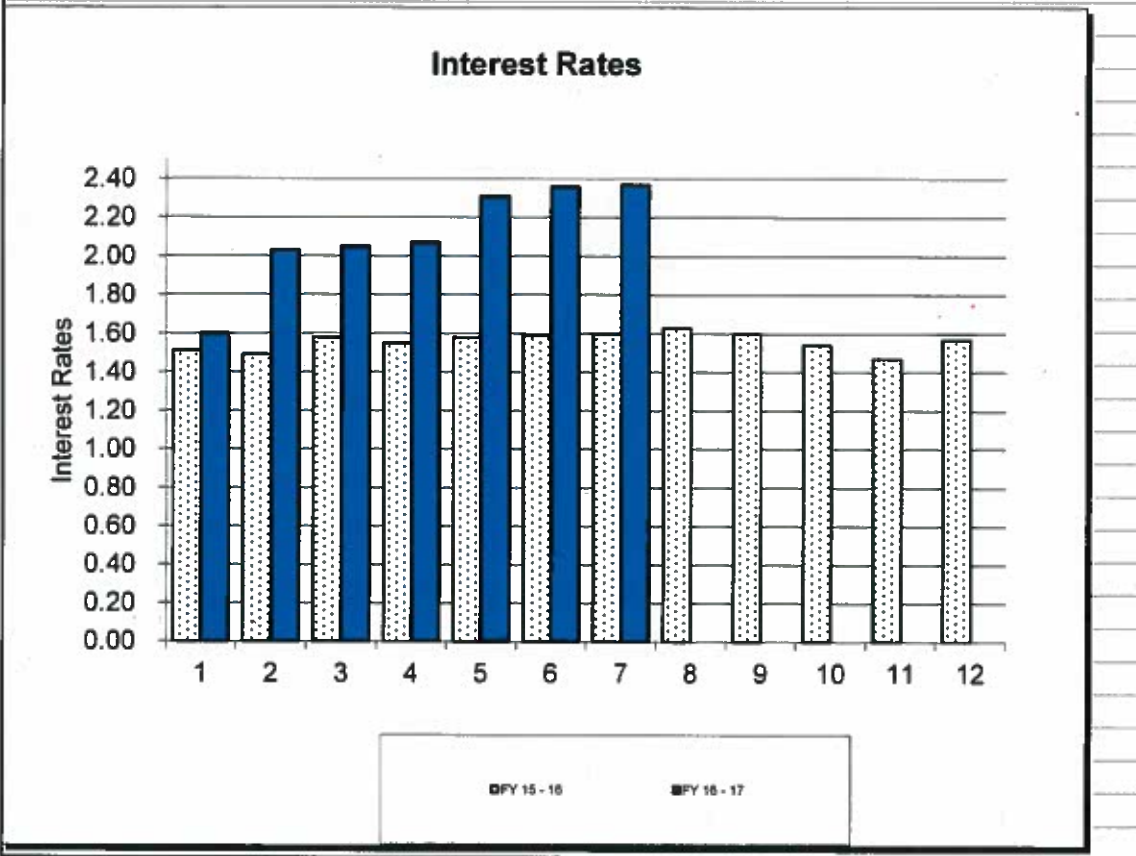


SOUTH SUBURBAN COLLEGE

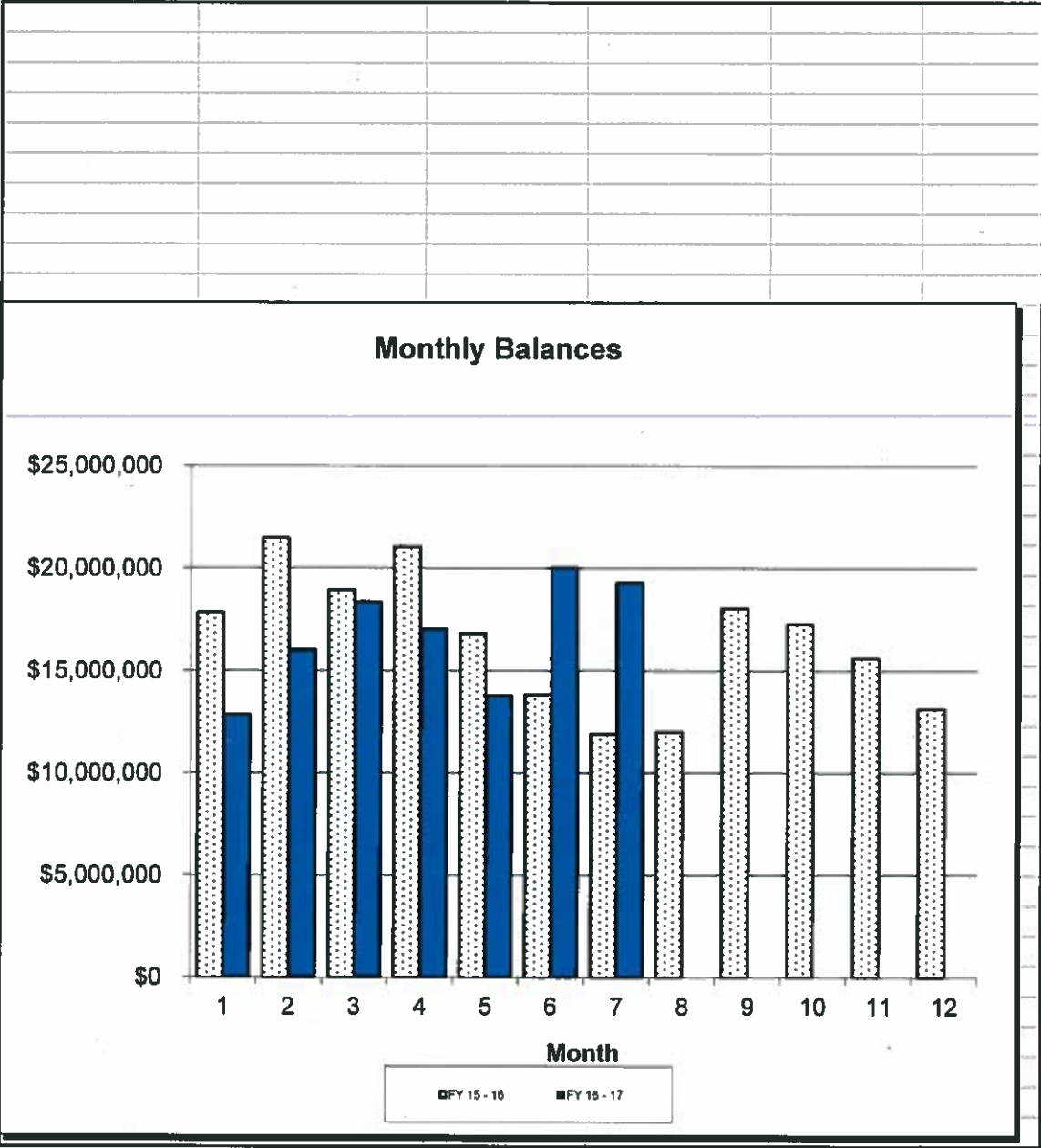
	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	10%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,725,219.14	0.00	2,725,219.14	14%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	14,593,901.50	0.00	14,593,901.50	76%
	Total	19,304,223.54	0.00	<u>19,304,223.54</u>	100%
	Average %	<u>2.37</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	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		
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 March, 2017.

For Board Action in March, 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**

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	\$2,022,379.30
Operation & Maintenance Fund	339,410.62
Auxiliary Enterprise Fund	130,041.10
Restricted Funds	245,064.90
Special Levies Fund	63,523.30
Flex Plan Fund	<u>4,578.00</u>
<b>Total</b>	<b>\$2,804,997.22</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] 3/2/17  
Controller/Treasurer

[Signature] 3/2/17  
Vice-President

[Signature] 3/2/17  
President



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VI.C

Board Meeting Date: March 9, 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 accepts its first reading of Board Policy 504.00, Credit Hour Definition Policy.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

This action will assist in providing credit hour 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 accepts its first reading of Board Policy, 504.00, Credit Hour Definition 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)

*[Signature]* 3-1-17  
 Originator Date

*[Signature]* 3/2/17  
 V.P. of Academic Services Date

*[Signature]* 3/2/17  
 V.P. of Administration Date

*[Signature]* 3-2-17  
 President Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**504.00      Credit Hour Definition**

South Suburban College will comply with the policies and guidelines of the Higher Learning Commission and the Administrative Rules of the Illinois Community College Board in allocating credit hours to courses. The ICCB rules meet federal compliance requirements.

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**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY17-VI.D**

Board Meeting Date: **March 9, 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 the second reading of and adopt Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees accept the second reading of and adopt Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees.

- \* 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:**

Appropriate Vice President

3/2/17  
Date

President

3/2/17  
Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**111.01 Reimbursement of Travel, Meal and Lodging Expenses**

The Illinois General Assembly recently enacted Public Act 99-604, known as the "Local Government Travel Expense Control Act". As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all College Board members travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official South Suburban College business travel by Board members involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the Board member submits said expenses on the Reimbursement Request Form, which is attached to this Policy 111.01. All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any Board member for any entertainment expense unless such expense is ancillary to the purpose of the program or event and is consistent with the requirements of P.A. 99-604.
5. **Board Approval of Certain Reimbursable Expenses.** All expenses for Board members shall only be approved by a roll call vote at an open meeting of the Board of Trustees of the College.
6. **Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.



## **EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS Standard Mileage Rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

### **Maximum Reimbursable Rates for Meals**

Most current per diem reimbursement rates as established by the  
Illinois Department of Central Management

<https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>

### **Maximum Reimbursable Rates for Lodging**

Most current nightly reimbursement rates as established by the  
Illinois Department of Central Management

<https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY17-VI.E**

Board Meeting Date: **March 9, 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 accept the second reading of and adopt Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for SSC Employees

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees accept the second reading of and adopt Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for SSC Employees

- \* 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:**

  
 \_\_\_\_\_  
 Appropriate Vice President

3/2/17  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 President

3/2/17  
 \_\_\_\_\_  
 Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**405.3 Reimbursement of Travel, Meal and Lodging Expenses**

**REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES**

The Illinois General Assembly recently enacted Public Act 99-604, known as the "Local Government Travel Expense Control Act". As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all South Suburban College administrator and employee travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official South Suburban College business travel by administrators, officers or employees of South Suburban College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the administrator, officer or employee submits said expenses on the College's Reimbursement Request Form, which is included in the South Suburban College "Travel Policies and Procedures". All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event and consistent with P.A. 99-604 and the "Travel Policies and Procedures".
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:
  - a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.

- b. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
6. **Compliance with Act.** South Suburban College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS Standard Mileage Rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<p><b>Maximum Reimbursable Rates for Meals</b></p> <p>Most current per diem reimbursement rates as established by the Illinois Department of Central Management <a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p>
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<p><b>Maximum Reimbursable Rates for Lodging</b></p> <p>Most current nightly reimbursement rates as established by the Illinois Department of Central Management <a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p>
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All travel must also follow the South Suburban College "Travel Policies and Procedures" manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act, or the College's Board Policy for Reimbursement of Travel, Meal, and Lodging Expenses, it will be superseded by the Act or applicable Board policy.

Expenses that shall not be considered for reimbursement are set forth in the "Travel Policies and Procedures."

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**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY17-VI.F**

Board Meeting Date: **March 9, 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 adopt a resolution approving two Board Policies for the Reimbursement of Travel, Meal and Lodging Expenses for Board of Trustees and SSC Employees.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees adopt a resolution approving two Board Policies for the Reimbursement of Travel, Meal and Lodging Expenses for Board of Trustees and SSC Employees.

- \* 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:**

Appropriate Vice President

3/2/17  
Date

President

3/2/17  
Date

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 510  
SOUTH SUBURBAN COLLEGE**

**RESOLUTION APPROVING BOARD POLICY FOR REIMBURSEMENT OF  
TRAVEL, MEAL AND LODGING EXPENSES**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government, including community college districts, are required to establish regulations with respect to allowable travel expenses.

NOW, THEREFORE, be it resolved by the Board of Trustees of Community College District No. 510, commonly known as South Suburban College, as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Board of Trustees has prepared Board Policy No. 111.01 which regulates the reimbursement of all travel, meal, and lodging expenses of Board members and Board Policy No. 405.3 which regulates the reimbursement of all travel, meal, and lodging expenses of administrators and employees. A copy of Board Policy No. 111.01 and Board Policy No. 405.3, each with its applicable exhibits, is attached hereto as Exhibits to this Resolution.

Section 3. The Board of Trustees hereby resolves to adopt Board Policy No. 111.01 and Board Policy No. 405.03.

Section 4. Any Board policy, prior resolution or internal policy or procedure that conflicts with the provisions of this Resolution shall be and is hereby repealed or superseded to the extent of such conflict.

Section 5. This Resolution shall be in full force and effect upon its passage.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2017.

AYES:

NAYS:

ABSENT:

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Frank M. Zuccarelli  
Chairman, South Suburban Board of  
Trustees

\_\_\_\_\_  
Secretary to the Board

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**111.01 Reimbursement of Travel, Meal and Lodging Expenses**

The Illinois General Assembly recently enacted Public Act 99-604, known as the "Local Government Travel Expense Control Act". As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all College Board members travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official South Suburban College business travel by Board members involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the Board member submits said expenses on the Reimbursement Request Form, which is attached to this Policy 111.01. All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any Board member for any entertainment expense unless such expense is ancillary to the purpose of the program or event and is consistent with the requirements of P.A. 99-604.
5. **Board Approval of Certain Reimbursable Expenses.** All expenses for Board members shall only be approved by a roll call vote at an open meeting of the Board of Trustees of the College.
6. **Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.



## **EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS Standard Mileage Rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

### **Maximum Reimbursable Rates for Meals**

Most current per diem reimbursement rates as established by the  
Illinois Department of Central Management

<https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>

### **Maximum Reimbursable Rates for Lodging**

Most current nightly reimbursement rates as established by the  
Illinois Department of Central Management

<https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>

## EXHIBIT B - TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under College Policy No. 111.01, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the College:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official College business for which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official College business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

\_\_\_\_\_  
Description of nature of event

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) detailed vendor receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Trustees in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Trustees with respect to the reimbursement request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

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**405.3 Reimbursement of Travel, Meal and Lodging Expenses**

**REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES**

The Illinois General Assembly recently enacted Public Act 99-604, known as the "Local Government Travel Expense Control Act". As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all South Suburban College administrator and employee travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official South Suburban College business travel by administrators, officers or employees of South Suburban College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the administrator, officer or employee submits said expenses on the College's Reimbursement Request Form, which is included in the South Suburban College "Travel Policies and Procedures". All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event and consistent with P.A. 99-604 and the "Travel Policies and Procedures".
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:
  - a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.

- b. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
6. **Compliance with Act.** South Suburban College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS Standard Mileage Rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<p><b>Maximum Reimbursable Rates for Meals</b></p> <p>Most current per diem reimbursement rates as established by the Illinois Department of Central Management</p> <p><a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p>
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<p><b>Maximum Reimbursable Rates for Lodging</b></p> <p>Most current nightly reimbursement rates as established by the Illinois Department of Central Management</p> <p><a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p>
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All travel must also follow the South Suburban College "Travel Policies and Procedures" manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act, or the College's Board Policy for Reimbursement of Travel, Meal, and Lodging Expenses, it will be superseded by the Act or applicable Board policy.

Expenses that shall not be considered for reimbursement are set forth in the "Travel Policies and Procedures."

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**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: ~~FY17-VI.G~~  
FY17-VI.G

Board Meeting Date: March 9, 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 the second reading of and adopt revised Board Policy 101.02, Equal Educational and Employment Opportunity.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees accept the second reading of and adopt revised Board Policy 101.02, Equal Educational and Employment Opportunity.

- \* 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:**

Appropriate Vice President

3/2/17  
Date

President

3/2/17  
Date

## **SSC BOARD POLICY #101.02**

### **Equal Educational and Employment Opportunity ~~Affirmative Action Policy~~**

South Suburban College embraces the concept of nondiscrimination in all areas of educational and employment relations. Equal opportunity in recruitment, employment, and advancement is guaranteed to students, potential students, applicants for employment, and all college personnel regardless of race, religion, national origin, age, sex, ~~veteran status~~, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, genetic information, disability, ancestry, marital status, military status, unfavorable discharge from military service, citizenship status or any other classification prohibited under federal, state or local law, rule or regulation.

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South Suburban College will provide reasonable accommodations for students and employees needs based on federal and state statutes.

South Suburban will protect all individuals from retaliation arising from discrimination investigations, complaints or findings associated with a discrimination investigation or lawsuit.

~~The College is committed to act affirmatively and to increase its efforts to create opportunities, provide guidance, and encourage growth for all employees as expressed in the South Suburban College Affirmative Action Plan, which is incorporated herein by reference.~~

Questions in regard to the EEO shall be made to the Title IX Coordinator (for students) or the Affirmative Action Officer (for employees).

- Adopted: September 26, 1974
- Revised: April 8, 1999
- Reviewed: July 12, 2007
- Revised: XXX X, 2016



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VI.H

Board Meeting Date: March 9, 2017

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

To enter into a five year contract for the provision of food and vending services.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

To continue to provide dining and vending services to our students, faculty and staff, in accordance with our core value of service. "We serve our students, partners and the community."

**MOTION**

To enter into a contract with Hometown Vending and Foodservice, Alsip, Illinois for the provision of dining and vending service at the main campus and UCC.

- \* 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)

Approvals:

  
 Appropriate Dean/Vice President      2/28/17  
 Date

  
 President      2/29/17  
 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: February 24, 2017

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Subject: Cafeteria and Food Vending Services

On January 30, 2017 we mailed requests for proposal for the provision of cafeteria and food vending services to twenty-four (24). Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune* and *The South Suburban Standard*. We had three (3) responses, one (1) no response and a public acknowledgement was held on February 21, 2017 at 10:00 AM.

The College has checked the references of the successful vendor and found all references to be satisfactory. We therefore, recommend acceptance of the proposal from Hometown Vending and Foodservice, Alsip, Illinois for the provision of cafeteria and food vending services.



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: March 9, 2017**

**BOARD COMMITTEE**

**FUNDING**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees appoint Cortez Maxwell as a Campus Police Officer, evening shift, effective March 13, 2017, pending successful completion of the 80-hour transition course.

**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 Patrick Guider, 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 Cortez Maxwell as a Campus Police Officer, evening shift, effective March 13, 2017, pending successful completion of the 80-hour transition course.

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

	3/01/17
Originator	Date
	3/2/17
Director of Human Resources	Date
	3/2/17
Appropriate Vice President	Date
	3/2/17
President	Date

**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item  
FY17-VII.B.2

For Board Information in March 2017

For Board Action in March 2017 Date: March 9 2017

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Audit

**FUNDING:**

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

**PROPOSAL SUMMARY**

Request that the board approve the appointment of Cathy E. Davis as Financial Aid Manager effective March 13, 2017

**ESTIMATED COST OF BENEFIT**

\$43,000

**JUSTIFICATION OF ACTION**

To fill the vacant Financial Aid Manager position created by the termination of Mr. Note Umpai. Replacement of the position is necessary to provide Student success and Completion strategic objective 2.1

**MOTION**

Move that the Board of Trustees approve the appointment of Cathy E, Davis as Financial Aid Manager

**APPROVALS**

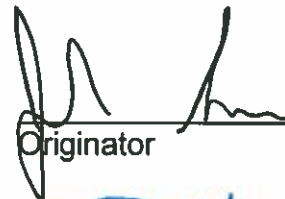
\* Are funds available in the budget?  YES  NO

\* Is this related to any previous Board action?

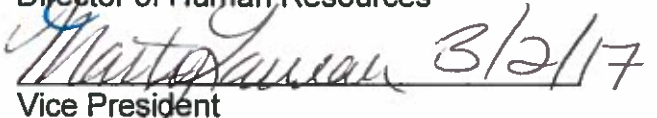
\* Specify above if matching funds are required.

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

\* Attach supplemental information as necessary

 3/2/17  
Originator

 3/2/17  
Director of Human Resources

 3/2/17  
Vice President

 3/2/17  
President



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in **FY17-VII.B.3**

### BOARD COMMITTEE:

Policy  
 Finance  
 Architectural  
 Other

### FUNDING:

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

### PROPOSAL SUMMARY

Move the Board of Trustees approve the hiring of Loral Monson, Highway Construction Careers Training Program Assistant, effective March 13, 2017.

### ESTIMATED COST OR BENEFIT

This is a full-time 100% grant funded position; 40 hours per week; 52 weeks per year. The annual salary is \$28,000, plus benefits.

### JUSTIFICATION OF ACTION

Due to the promotion of Alex Smith, an additional staff person is needed to coordinate the training, supplies and other aspects of delivering the training for the HCCTP grant funded program. Strategic Direction #2 (Student Success and Completion) SSC 2.3, SSC 2.7

### MOTION

Move the Board of Trustees approve the hiring of Loral Monson, Highway Construction Careers Training Program Assistant, effective March 13, 2017.

- \* Are funds available in the budget? \_\_\_\_\_
- \* Is this related to any previous Board action? \_\_\_\_\_

### APPROVALS

*Prarcia* 2/27/17

Originator

*Kim Papatik* 3/2/17

Director of Human Resources

*Stokes* 3/2/17

Appropriate Vice President

*Don Manning* 3/2/17

President



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VII.C.1

Board Meeting Date: March 9, 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 grant permission to create and advertise to fill the Full-time HPOG Step Up Grant Temporary Outreach Specialist Position with the Allied Health & Career Programs Department.

### ESTIMATED COST OR BENEFIT

This is a full time, grant-funded position with an annual salary of \$23,300. This position requires 30 hours per week, 26 weeks per year, occasional weekend hours, and travel. Continued employment is contingent upon receipt of grant funds.

### JUSTIFICATION OF ACTION



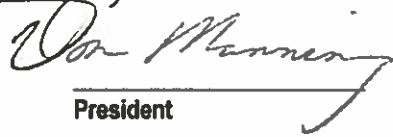
The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2.

### MOTION

Move that the Board of Trustees grant permission to create and advertise to fill the Full-time HPOG Step Up Grant Temporary Outreach Specialist Position with the Allied Health & Career Programs Department.

#### 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	<u>3/1/17</u> Date
 Appropriate Vice President	<u>3/2/17</u> Date
 President	<u>3/2/17</u> Date



## SOUTH SUBURBAN COLLEGE Job Description

**POSITION:** Full-time HPOG Step Up Temporary Outreach Specialist  
**DEPARTMENT:** Allied Health and Career Programs, Health Professional Opportunity Grant (HPOG) Step-Up Program  
**CLASSIFICATION:** Grant-Funded

### **SUMMARY:**

The Temporary Outreach Specialist will be responsible for recruitment of potential HPOG participants. The Temporary Outreach Specialist will serve as a liaison between Chicago State University and Community Partners. HPOG is a Federal Grant that assists participants with Allied Health training and job placement.

### **RESPONSIBILITIES:**

- Responsible for identifying and recruiting potential HPOG program participants.
- Recruitment of prospective participants for HPOG programming by identifying and visiting various agencies and community organizations.
- Facilitates recruitment orientations for the HPOG Research program.
- Tracks participants in the HPOG program toward college enrollment.
- Input data-entry and the maintenance of a database that contains participant data

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree. Masters preferred.
- Excellent written, oral, and interpersonal communications skills including public speaking.
- Represent the college and the programs to a diverse population of prospective students in a positive way.
- Demonstrated ability to maintain confidentiality and exercise discretion in sensitive communications.
- Ability to organize, prioritize, problem-solve, collaborate and work independently
- Familiarity with MS Office and SSC Allied Health products

### **PREFERRED QUALIFICATIONS:**

- Master's degree
- General experience in academic advisement or a related area.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree
- Experience in academic advisement
- Team Player
- Detailed Oriented/Computer Literate

### **ADDITIONAL INFORMATION:**

This is a full-time, grant-funded position with an annual salary of \$23,300. This position requires 40 hours per week, 26 weeks per year, occasional weekend hours, and travel. Continued employment is contingent upon receipt of grant funds.



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.D.1

For Board Action in March, 2017  
Board Meeting Date:

**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 advertise a vacated full-time tenure track position, Librarian. This position will commence Fall 2017.

**ESTIMATED COST OR BENEFIT**

Based upon placement on the faculty salary schedule.

**JUSTIFICATION OF ACTION**

Fulfillment of this position supports Strategic Plan Direction 2.4; Provide student orientation (library) and create opportunities for students to develop skills for college success. The fulfillment of this position is in direct alignment with Strategic Direction #2—Student Success and Completion, Goal 2.1.

**MOTION**

Move that the Board of Trustees grant permission to advertise to fill a vacant full-time tenure track faculty position, Librarian. This position will commence Fall 2017.

**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)

*Catherine Burton* 3/1/17  
 Originator Date

*Sonye Adelen* 3/1/17  
 Appropriate Dean/Vice President Date

*ISP* 3/2/17  
 Director of Human Resources Date

*Van Manning* 3/2/17  
 President Date