



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, OCTOBER 12, 2017
8:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
 - A. Perkins Grant Presentation (R. McClinton)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Public Hearing held September 14, 2017
 - B. Finance Committee meeting held September 14, 2017
 - C. Regular Board of Trustees meeting held September 14, 2017
 - D. Closed Session meeting held September 14, 2017
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for October, 2017 (T. Pollert)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval of the three (3) year South Suburban College Support Staff Association Collective Bargaining Agreement, effective July 1st, 2017 – June 30th, 2020
- VIII. CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. MISCELLANEOUS**
- X. ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE PUBLIC HEARING
THURSDAY, SEPTEMBER 14, 2017

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

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

Absent: Trustees Jacqueline Martin and Frank M. Zuccarelli

Administration present: 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

Agenda:

- I. Operating and non-operating budgets for fiscal year 2017/2018, for Community College District No. 510

Trustee DeFilippo stated that the budget for fiscal year 2017/2018 has been reviewed and posted for the mandatory 30 days. The total operating fund expenditures are \$30,662,663 and the non-operating fund expenditures are \$20,122,457.

There being no public response for public input, the public hearing adjourned at 8:07 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, SEPTEMBER 14, 2017

The Finance Committee meeting was called to order by Trustee Anthony DeFilippo at 8:07 p.m.

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

Absent: Trustees Jacqueline Martin and Frank M. Zuccarelli

Administration present: 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; College Attorney Stanley Kusper. College President Don Manning arrived at 8:10 p.m.

Agenda:

I. Recommendation to approve the proposed tuition adjustment, effective in the fall semester of 2018

Trustee DeFilippo recommended the Board approve the proposed tuition adjustment, effective in the fall semester of 2018, at the regular Board of Trustees meeting.

II. Recommendation to adopt the resolution approving the operating and non-operating budgets for fiscal year 2017/2018 for Community College District No. 510.

Trustee DeFilippo recommended the Board adopt the resolution approving the operating and non-operating budgets for fiscal year 2017/2018 for Community College District No. 510 at the regular Board of Trustees meeting.

III. Recommendation to accept the bids of Blue Island Newspaper, in the amount of \$9,490.00, and Precise Printing, in the amount of \$18,320.00 for the printing of College publications.

The Meeting adjourned at 8:12 p.m.

'BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2017

I. CALL TO ORDER & ROLL CALL:

At 8:16 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Board Room of the College, Room 2248.

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

Absent: Trustee Jacqueline Martin

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

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

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A. ICCTA Training for Board of Trustees

Mr. Michael Monaghan, Executive Director of the ICCTA, delivered a presentation on state mandated training requirements to the Board of Trustees.

B. HLC Re-accreditation

Dr. Ron Kawanna, Assistant Vice President of Academic Services and Institutional Effectiveness, delivered a presentation on the Higher Learning Commission site visit to the Board of Trustees.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held August 10, 2017

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held on August 10, 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Terry Wells and Frank M. Zuccarelli passed. Motion carried.

B. Regular Board of Trustees meeting held August 10, 2017

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held on August 10, 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Terry Wells and Frank M. Zuccarelli passed. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for September, 2017

Trustee Wells moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for September, 2017, in the amount of \$3,273,363.25. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval of the proposed tuition adjustment, effective in the fall semester of 2018.

Trustee DeFilippo moved and Trustee Rogers seconded to approve the proposed tuition adjustment, effective in the fall semester of 2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval to adopt the resolution approving the operating and non-operating budgets for fiscal year 2017/2018

Trustee DeFilippo moved and Trustee Wells seconded to adopt the resolution approving the operating and non-operating budgets for fiscal year 2017/2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Approval to accept the bids of Blue Island Newspaper in the amount of \$9,490.00, and Precise Printing in the amount of \$18,320.00 for the printing of College Publications

Trustee DeFilippo moved and Student Trustee Tatum seconded to accept the bids of Blue Island Newspaper in the amount of \$9,490.00, and Precise Printing in the amount of \$18,320.00 for the printing of College Publications. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Student Trustee Tatum moved and Trustee Rogers seconded to approve the following resignations:

1. Resignation of Janaya Shaw, full-time instructor in the Reading Department, effective August 16, 2017, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Amy Veldboom, full-time Spanish instructor in the Communications and Humanities Department, effective August 13, 2017, and grant permission to advertise to fill the vacated position, as needed.

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

VIII. Closed Session:

At 8:58 p.m., the Board entered into 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 on a motion made by Trustee Daly and seconded by Trustee DeFilippo. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

The Board resumed open session at 9:21 p.m. on a motion made by Trustee Rogers and seconded by Trustee DeFilippo. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

ADJOURNMENT

At 9:22 p.m., Trustee Rogers moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Martin Lareau, Secretary to the Board

Frank M. Zuccarelli, Chairman of the Board



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

For Board Information in October, 2017.

For Board Action in October, 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

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending August 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

Zim Kollet 10/4/17

Controller/Treasurer

Mark Searan 10/5/17

Vice-President

Don Manning 10/5/17

President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: September 7, 2017
 Subject: Financial Report For The Period Ending July 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>
\$3,215,285.15	\$3,215,285.15
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,524,597.06	\$5,541,148.58

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$6,799,812.50	\$10,451,998.07
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$6,765,747.72	\$10,528,444.53
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$34,064.78	(\$76,446.46)

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

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$16,227,947.39	2.09%	-1

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$3,160,162.14	\$55,123.01	\$3,215,285.15
August	\$2,315,853.48	\$45,859.15	\$2,361,712.63
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$5,476,015.62	\$100,982.16	\$5,576,997.78

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,729,720.02	\$286,831.50	\$3,016,551.52
August	\$2,211,546.62	\$313,050.44	\$2,524,597.06
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$4,941,266.64	\$599,881.94	\$5,541,148.58

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,652,185.57	\$3,762,696.81	(\$110,511.24)
August	\$6,799,812.50	\$6,765,747.72	\$34,064.78
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$10,451,998.07	\$10,528,444.53	(\$76,446.46)

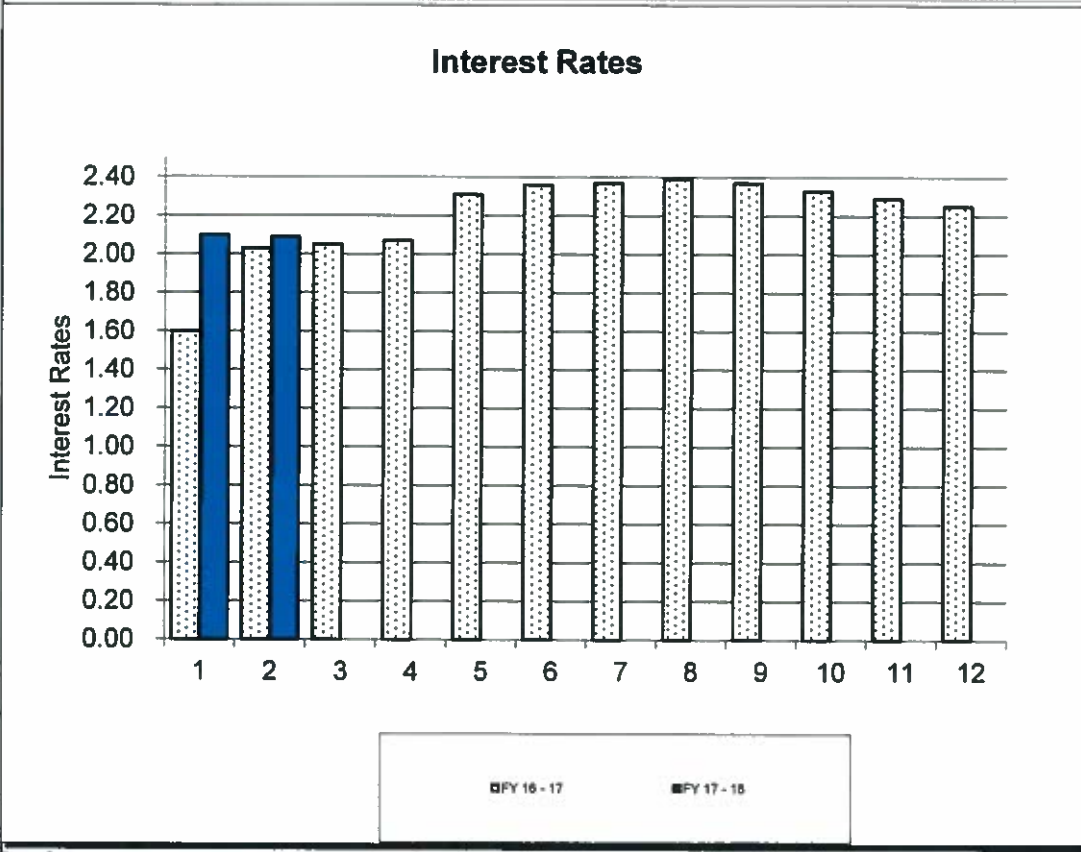
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$13,317,248.51	2.10%	(15)
August	\$16,227,947.39	2.09%	(1)
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

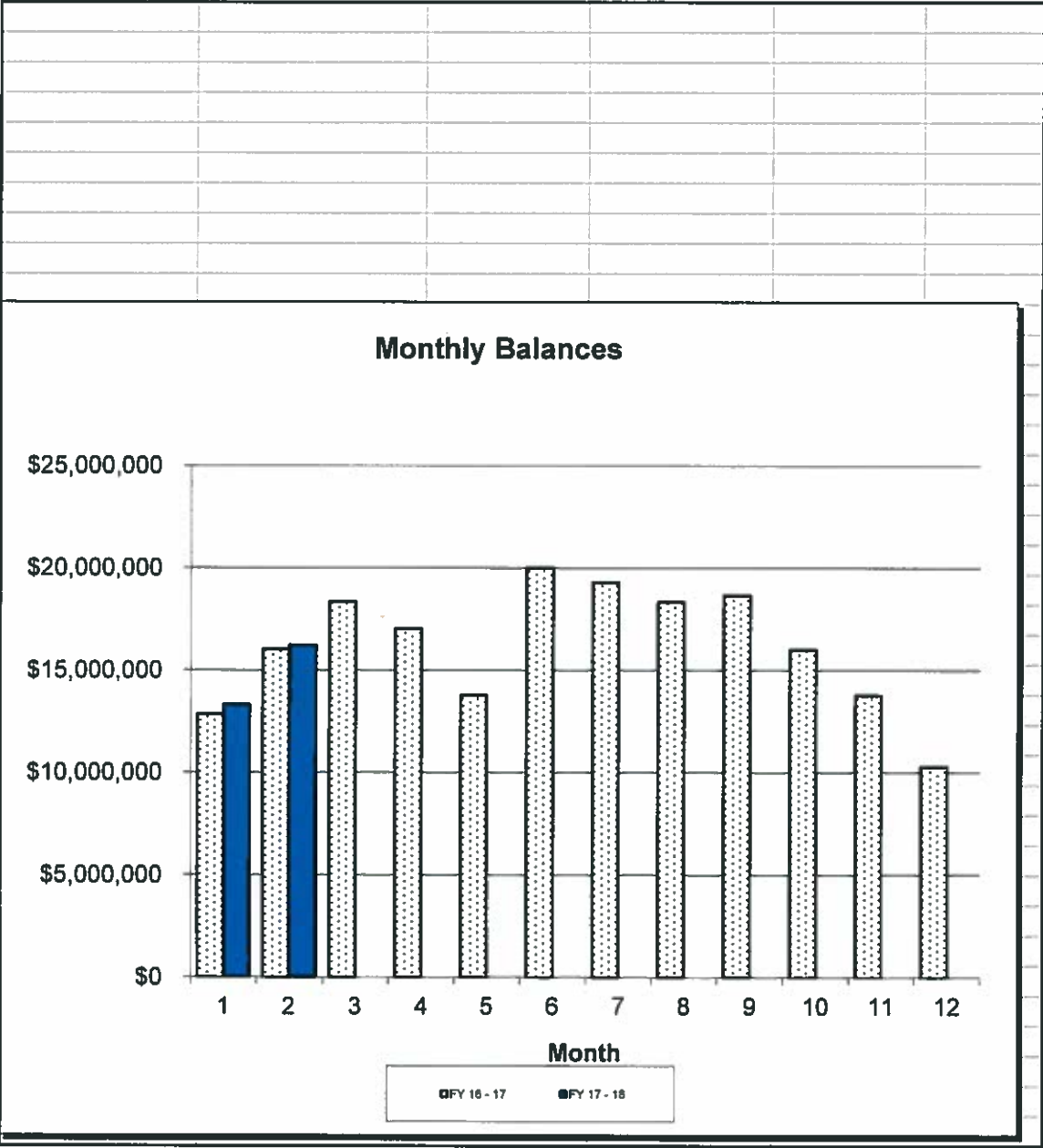
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	12%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	6,464,063.05	0.00	6,464,063.05	40%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	7,778,781.44	0.00	7,778,781.44	48%
	Total	16,227,947.39	0.00	16,227,947.39	100%
	Average %	2.09			

South Suburban College

Investment Summary				
F Y 2016 - 2017			F Y 2017 - 2018	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$12,857,745	1.60	\$13,317,249	2.10
August	16,019,990	2.03	16,227,947	2.09
September	18,366,749	2.05		
October	17,018,830	2.07		
November	13,780,694	2.31		
December	20,017,795	2.36		
January	19,304,224	2.37		
February	18,331,621	2.39		
March	18,664,543	2.37		
April	16,006,391	2.33		
May	13,765,935	2.29		
June	10,285,748	2.25		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY18-VI.B

For Board Information in October, 2017.

For Board Action in October, 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	\$2,102,690.90
Operation & Maintenance Fund	370,475.78
Operation & Maintenance Restricted Fund	46,146.65
Auxiliary Enterprise Fund	158,846.61
Restricted Funds	400,186.65
Special Levies Fund	226,057.35
Audit Fund	47,225.00
Flex Plan Fund	<u>6,404.20</u>
Total	\$3,358,033.14

- * 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

Zimollet 10/4/17
Controller/Treasurer

Meredith Loran 10/4/17
Vice-President

Don Manning 10/5/17
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.1

Board Meeting Date: October 12, 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 retirement of Carol Weber, full-time instructor in the Department of Art & Design, effective May 31, 2018, and grant permission to advertise to fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION



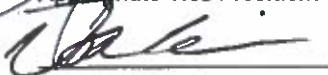
Please see the attached letter from Ms. Weber. Replacement of this position will assist in continuing to provide credit courses and associate degree programs for an academically prepared student body. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

MOTION

Move that the Board of Trustees accept the retirement of Carol Weber, full-time instructor in the Department of Art & Design, effective May 31, 2018, and grant permission to advertise to fill the vacated position as needed.

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 No additional funds? (Explain)

 _____ Director of Human Resources	10/5/17 _____ Date
 _____ Appropriate Vice President	10/3/17 _____ Date
 _____ President	10/4/17 _____ Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.B.1

Board Meeting Date: **October 12, 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 appoint Ms. Tina Johnson as a full-time, grant funded academic assistant of the Health Profession Opportunity Grant (HPOG), Step-Up Program in the Allied Health and Careers Program, effective October 16, 2017.

ESTIMATED COST OR BENEFIT

This is a full-time, grant funded position with an annual salary of \$30,000. This position requires 40 hours per week, 52 weeks per year, and 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 - SSC 2.1)

MOTION

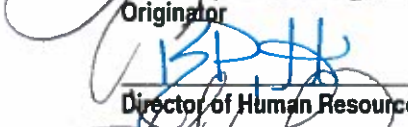
Move that the Board of Trustees appoint Ms. Tina Johnson as a full-time, grant funded academic assistant of the Health Profession Opportunity Grant (HPOG), Step-Up Program in the Allied Health and Careers Program, effective October 16, 2017.

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 No additional funds? (Explain)




 Originator



 Director of Human Resources



 Appropriate Vice President



 President

10/4/17
 Date

10/5/17
 Date

10/4/17
 Date

10/4/17
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.B.2

For Board Information in October 2017

Board Meeting Date: October 12, 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 Noah Nowicki as Academic Technology Specialist (formally titled Distance Learning Specialist) in Communication Services, effective October 16, 2017.

ESTIMATED COST OR BENEFIT

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

JUSTIFICATION OF ACTION

To fill the vacancy created by the promotion of Eric Gossler. This action supports Strategic Directions SSC 2.20 by providing technology support systems that advance student learning.

MOTION

Move that the Board of Trustees appoint Noah Nowicki as Academic Technology Specialist (formally titled Distance Learning Specialist) in Communication Services, effective October 16, 2017.

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

APPROVALS

Di Miller 9-26-17
 Originator

[Signature] 10/5/17
 Director of Human Resources

[Signature] 9/26/17
 Appropriate Vice President

[Signature] 9/26/17
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.C.1

Board Meeting Date: October 12, 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 approve the three (3) year South Suburban College Support Staff Association Collective Bargaining Agreement, effective July 1st, 2017 – June 30th, 2020. *Information will be sent under separate cover.*

ESTIMATED COST OR BENEFIT

Information will be sent under separate cover.

JUSTIFICATION OF ACTION

This action is needed in order to maintain College operations.

MOTION

Request that the Board of Trustees approve the three (3) year South Suburban College Support Staff Association Collective Bargaining Agreement, effective July 1st, 2017 – June 30th, 2020.

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

Don Manning

President

10/5/17

Date