



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**POLICY COMMITTEE MEETING AGENDA**  
**ROGERS, CHAIR; PAYNE AND WELLS**  
**THURSDAY, FEBRUARY 8, 2018**  
**7:50 PM**

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- I. Recommendation to accept the first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program
- II. Recommendation to accept the first reading of revised Board Policy 409.03, Drug Free Workplace
- III. Recommendation to accept the first reading of revised Board Policy 409.04, Mandatory Drug Testing



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, FEBRUARY 8, 2018**  
**8:00 PM**

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- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Finance Committee Meeting held January 11, 2018
  - B. Regular Board Meeting held January 11, 2018
  - C. Approval to revise the Regular Board Minutes of August 10, 2017, to reflect the retirement of Kathryn Eberhardt
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for February, 2018 (T. Pollert)
  - C. Approval to accept the first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program (J. Rogers)
  - D. Approval to accept the first reading of revised Board Policy 409.03, Drug Free Workplace (J. Rogers)
  - E. Approval to accept the first reading of revised Board Policy 409.04, Mandatory Drug Testing (J. Rogers)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Reappointment of Administrative staff for fiscal year 2019
  - D. Reappointment of Technical Professional Exempt staff for fiscal year 2019
  - E. Reappointment of Grant-funded staff for fiscal year 2019
  - F. Approval to ratify the results of the phone poll taken on January 22, 2018, unanimously approving the Memorandum of Understanding between the South Suburban College Support Staff Association, Community College District No. 510, and Solara Nicholson
  - G. Approval to ratify the South Suburban College Adjunct Faculty Association Collective Bargaining Agreement, effective 2017-2021
- 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 FINANCE COMMITTEE**  
**THURSDAY, JANUARY 11, 2018**

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Trustee Anthony DeFilippo called the meeting to order at 8:11 p.m.

Committee members present: Trustees Anthony DeFilippo, John Daly and Janet M. Rogers.

Committee members absent: None.

Other Board members in attendance: Trustees Vivian Payne, Terry Wells, Joseph Whittington, and Student Trustee Ronnell Tatum.

Other Board members absent: Chairman Frank M. Zuccarelli.

Administration 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 Sarie Winner.

Agenda:

- I. Recommendation to continue the lease of our I.T.F.S. excess capacity by entering into a new ten (10) year contract, with two ten (10) year options, with Clearwire Spectrum Holdings III LLC.

Trustee DeFilippo recommended the Board continue the lease of our I.T.F.S. excess capacity by entering into a new ten (10) year contract, with two ten (10) year options, with Clearwire Spectrum Holdings III LLC., at the regular Board meeting.

The Meeting adjourned at 8:18 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, JANUARY 11, 2018**

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

At 8:31 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, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum.

*Absent:* None.

*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 Sarie Winner.

**II. PLEDGE OF ALLEGIANCE**

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. REPORTS/PRESENTATIONS**

Ms. Raylynn Stokes delivered a presentation on the Literacy Program and Family Reading Night.

**V. PREVIOUS MEETING MINUTES**

**A. Finance Committee meeting held December 14, 2017**

Trustee Wells moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held December 14, 2017. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington voted aye. Nays: None. Trustees Anthony DeFilippo and Frank M. Zuccarelli passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

**B. Regular Board of Trustees meeting held December 14, 2017**

Trustee Wells moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held on December 14, 2017. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustees Anthony DeFilippo passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

**C. Closed Session meeting held December 14, 2017**

Trustee Whittington moved and Student Trustee Tatum seconded to approve the minutes of the Closed Session meeting held on December 14, 2017. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Anthony DeFilippo passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

## **VI. NEW BUSINESS**

### **A. Monthly Financial Report**

Trustee Rogers moved and Trustee Whittington seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call John Daly, Anthony DeFilippo, Vivian Payne, 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 January, 2018**

Trustee Whittington moved and Student Trustee Tatum seconded to authorize the Treasurer to pay the list of bills payable for January, 2018 in the amount of \$2,851,147.86. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **C. Approval to continue the lease of our I.T.F.S. excess capacity by entering into a new ten (10) year contract with two ten (10) year options, with Clearwire Spectrum Holdings III, LLC.**

Trustee DeFilippo moved and Trustee Wells seconded to continue the lease of our I.T.F.S. excess capacity by entering into a new ten (10) year contract with two ten (10) year options, with Clearwire Spectrum Holdings III, LLC. On roll call John Daly, Anthony DeFilippo, Vivian Payne, 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 release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of September 14, 2017 and November 9, 2017 are authorized to be released. The written minutes of December 14, 2017 shall remain closed. The audio recordings of January 14, 2016 and February 11, 2016 are eligible to be destroyed.**

Trustee DeFilippo moved and Trustee Rogers seconded to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of September 14, 2017 and November 9, 2017 are authorized to be released. The written minutes of December 14, 2017 shall remain closed. The audio recordings of January 14, 2016 and February 11, 2016 are eligible to be destroyed. On roll call John Daly, Anthony DeFilippo, Vivian Payne, 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. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee Rogers seconded to approve the retirement of Don Manning, College President, effective October 1, 2018. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **B. Appointments**

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

1. Appointment of Mary Vieweg as a full-time, grant-funded ESL Instructor in the Adult Education Department, effective January 16, 2018.
2. Appointment of Maureen Moran as a full-time Instructor in the Reading Department, effective January 11, 2018 pending a satisfactory criminal background investigation.

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

Board Meeting  
January 11, 2018  
Page 3

**VIII. Closed Session:**

There was none.

**ADJOURNMENT**

At 8:52 p.m., Trustee Payne moved and Trustee DeFilippo seconded that the Board Meeting be adjourned. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

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**Martin Lareau, Secretary to the Board of Trustees**

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**Frank M. Zuccarelli, Chairman of the Board of Trustees**

# **'BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

REGULAR BOARD MEETING MINUTES

THURSDAY, AUGUST 10, 2017

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

At 8:19 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Vice Chairman John Daly. The meeting was held in the Board Room of the College, Room 2248.

*Present:* Vice Chairman John Daly, Trustees Anthony DeFilippo, Janet Rogers, Joseph Whittington and Student Trustee Ronnell Tatum

*Absent:* Chairman Frank M. Zuccarelli, Jacqueline Martin, and Terry Wells

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

## **II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice Chairman John Daly.

## **III. PUBLIC PARTICIPATION:**

There was none.

## **IV. REPORTS/PRESENTATIONS**

There were none.

## **V. PREVIOUS MEETING MINUTES**

### **A. Policy Committee meeting held July 13, 2017**

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Policy Committee meeting held on July 13, 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **B. Finance Committee meeting held July 13, 2017**

Trustee Rogers moved and Student Trustee Tatum seconded to approve the minutes of the Finance Committee meeting held on July 13, 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **C. Regular Board of Trustees meeting held July 13, 2017**

Student Trustee Tatum moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held on July 13, 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.



## **VI. NEW BUSINESS**

### **A. Monthly Financial Report**

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

### **B. Bills Payable for August, 2017**

Trustee Rogers moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for August, 2017, in the amount of \$3,762,696.81. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **C. Approval of the tentative operating and non-operating budgets for fiscal year 2017/2018**

Trustee DeFilippo moved and Student Trustee Tatum seconded to approve the tentative operating and non-operating budgets for fiscal year 2017/2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **D. Approval of the proposed course and instructional technology fee changes beginning with the fall semester of 2018, as modified per the Finance Committee**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the proposed course and instructional technology fee changes beginning with the fall semester of 2018, as modified per the Finance Committee. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington 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 DeFilippo seconded to approve the following retirement and resignation:

1. Retirement of Kathryn Eberhardt, full-time instructor in the Allied Health & Careers Program, effective January 1, 2018, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Robert Calhoon, full-time instructor in the Music Department, effective July 27, 2017, and grant permission to advertise to fill the vacated position, as needed.

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

### **B. Appointment**

Trustee DeFilippo moved and Student Trustee Tatum seconded to approve the appointment of Danielle Jones as a full-time Administrative Assistant I in the Allied Health and Careers Program, effective August 14, 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

### **C. Memorandum of Understanding (M. Durham)**

Trustee Rogers moved and Student Trustee Tatum seconded to approve the Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association, and Ms. Melynie Durham. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VIII. Closed Session:**

There was none.

**ADJOURNMENT**

At 8:31 p.m., Student Trustee Tatum moved and Trustee Rogers 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

\_\_\_\_\_  
John Daly, Vice Chairman



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

For Board Information in February, 2018.

For Board Action in February, 2018.

**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 December 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 Follett 2/2/18  
Controller/Treasurer

Mark Farian 2/2/18  
Vice President

Don Manning 2/2/18  
President

**SOUTH SUBURBAN COLLEGE**  
 South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: February 2, 2018  
 Subject: Financial Report For The Period Ending December 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>
\$1,903,202.78	\$15,010,635.10
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,077,879.76	\$15,254,395.52

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>
\$3,887,183.85	\$25,055,728.89
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,292,182.56	\$25,308,525.85
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$595,001.29	(\$252,796.96)

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>
\$11,923,377.40	2.14%	-7

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
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	\$2,638,531.62	\$899,522.81	\$3,538,054.43
October	\$1,632,158.52	\$360,582.15	\$1,992,740.67
November	\$1,936,852.48	\$62,786.96	\$1,999,639.44
December	\$1,501,620.28	\$401,582.50	\$1,903,202.78
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$13,185,178.52	\$1,825,456.58	\$15,010,635.10

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
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	\$3,106,952.27	\$450,541.43	\$3,557,493.70
October	\$1,763,955.65	\$309,693.45	\$2,073,649.10
November	\$1,683,893.90	\$320,330.48	\$2,004,224.38
December	\$1,765,156.24	\$312,723.52	\$2,077,879.76
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$13,261,224.70	\$1,993,170.82	\$15,254,395.52

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
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	\$4,575,258.04	\$4,768,838.24	(\$193,580.20)
October	\$2,948,129.37	\$2,663,977.15	\$284,152.22
November	\$3,193,159.56	\$4,055,083.37	(\$861,923.81)
December	\$3,887,183.85	\$3,292,182.56	\$595,001.29
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$25,055,728.89	\$25,308,525.85	(\$252,796.96)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$13,317,248.51	2.10%	(15)
August	\$16,227,947.39	2.09%	(1)
September	\$14,124,023.56	2.01%	(8)
October	\$14,347,403.77	2.26%	25
November	\$9,895,292.95	2.21%	(5)
December	\$11,923,377.40	2.14%	(7)
January			
February			
March			
April			
May			
June			







**SOUTH SUBURBAN COLLEGE**

<b>INVESTMENT WORKSHEET</b>					
<b>Description</b>	<b>Date</b>	<b>Fund 10 T &amp; A</b>	<b>Fund 11 Audit</b>	<b>Fund 12 Special Levies</b>	<b>Total</b>
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,711,306.86
MB Financial Bond Interest		0.00	0.00	0.00	9,005.04
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	451,039.93
MB Contributory Trust		0.00	0.00	0.00	91.88
IIIT Money Market		0.00	0.00	0.00	4,299,594.12
MB Financial Money Market		0.00	0.00	0.00	424,222.33
<b>Totals</b>	<b>12/1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,895,292.95</b>
<b>Transactions:</b>					
					0.00
					0.00
					0.00
					0.00
Illinois Funds MM Deposit from Comptroller	12/6				17,267.04
Illinois Funds MM Deposit from Comptroller	12/12				80,041.67
Illinois Funds MM Deposit from Comptroller	12/13				257,534.20
Illinois Funds MM Deposit from Comptroller	12/13				262,837.65
Illinois Funds MM Deposit from Comptroller	12/21				621,972.44
Illinois Funds MM Deposit from Comptroller	12/28				369,917.25
Illinois Funds MM Deposit from Comptroller	12/28				408,749.00
Illinois Funds MM Deposit from Comptroller	12/28				9,765.20
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		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,923,377.40</b>
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,711,306.86
MB Financial Bond Interest		0.00	0.00	0.00	9,005.04
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,479,124.38
MB Contributory Trust		0.00	0.00	0.00	91.88
IIIT Money Market		0.00	0.00	0.00	4,299,594.12
MB Financial Money Market		0.00	0.00	0.00	424,222.33
<b>Totals</b>	<b>12/31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,923,377.40</b>
					0.00

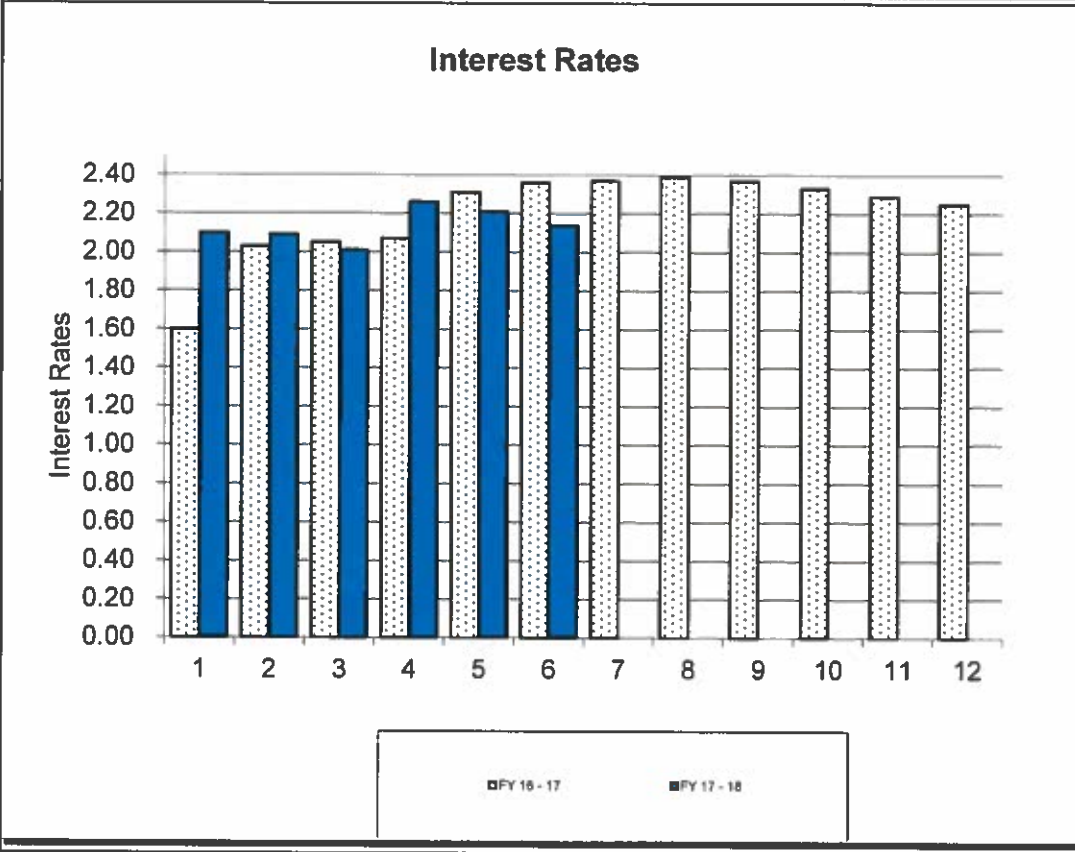


SOUTH SUBURBAN COLLEGE

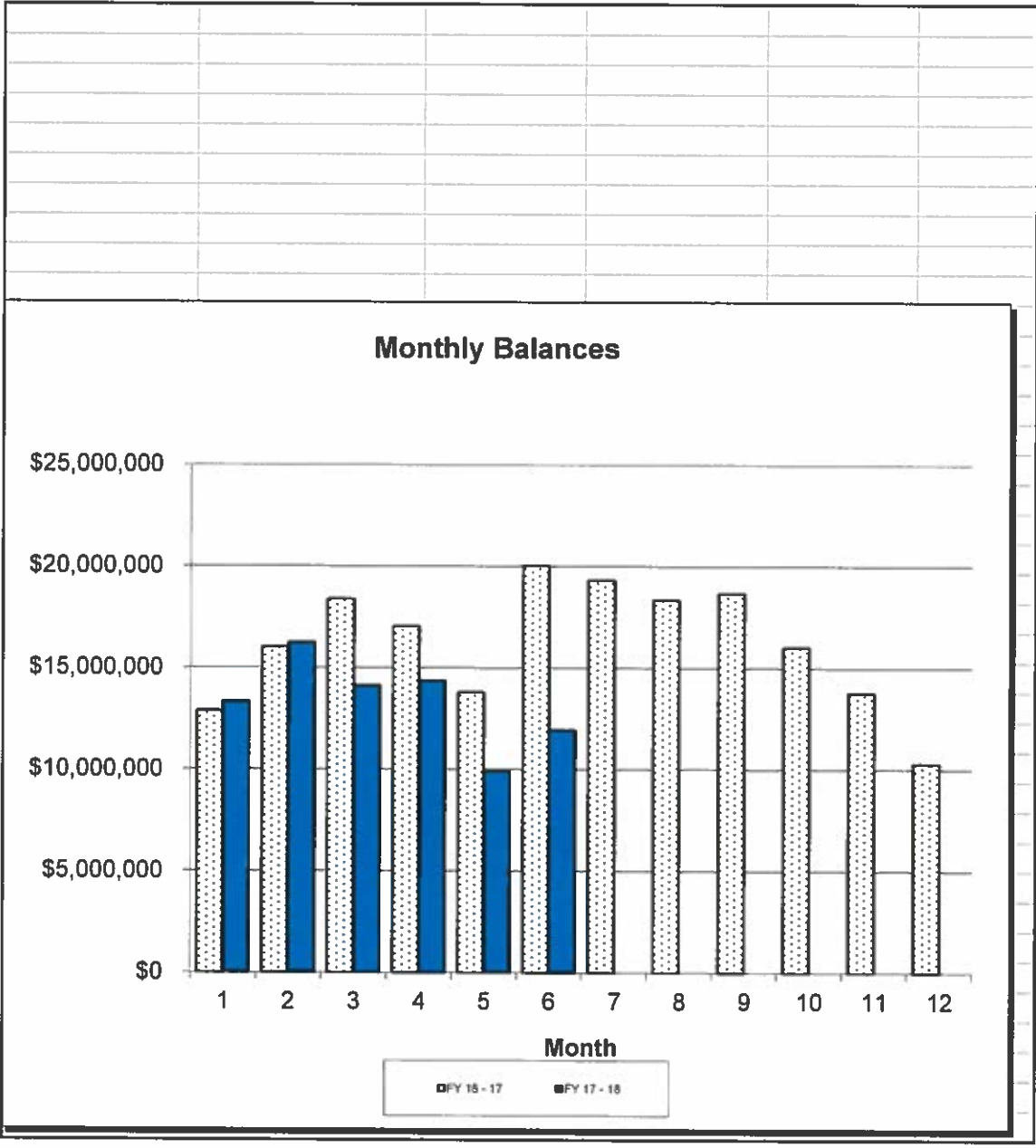
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	17%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,793,615.60	0.00	4,793,615.60	40%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,144,658.90	0.00	5,144,658.90	43%
	<b>Total</b>	<b>11,923,377.40</b>	<b>0.00</b>	<b>11,923,377.40</b>	<b>100%</b>
	<b>Average %</b>	<b>2.14</b>			

### South Suburban College

<b>Investment Summary</b>				
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	14,124,024	2.01
October	17,018,830	2.07	14,347,404	2.26
November	13,780,694	2.31	9,895,293	2.21
December	20,017,795	2.36	11,923,377	2.14
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 February, 2018.

For Board Action in February, 2018.

**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	\$2,098,603.19
Operation & Maintenance Fund	328,411.85
Auxiliary Enterprise Fund	190,574.38
Restricted Funds	404,646.37
Special Levies Fund	27,962.16
Flex Plan Fund	<u>6,768.49</u>
<b>Total</b>	<b>\$3,056,966.44</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**

*Z. Kellert* 2/2/18  
 Controller/Treasurer

*Maryl Pearson* 2/2/18  
 Vice President

*Don Manning* 2/2/18  
 President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VI.C

Board Meeting Date: Feb. 8, 2018

**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 first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program.

**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 first reading of revised Board Policy 409.02

- \* 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)

**APPROVALS**

Sonja Adely 2/2/18  
Originator

Sonja Adely 2/2/18  
Appropriate Vice President.

Don Manning 2/2/18  
President

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**409.02 Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program Page 1 of 2**

The Board is committed to complying with the Crime Awareness and Campus Security Act of 1990.

The Board recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs. The Board intends to abide by and strictly enforce all state and federal laws governing possession, use and sale of alcoholic beverages and illegal drugs, including but not limited to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989.

Although Illinois law permits the use of Medical Marijuana under specified conditions, the Federal Drug-Free School and Communities Act does not recognize the difference between medical and recreational use of marijuana. As a Title IV recipient, South Suburban College is required to comply with the Drug Free School and Communities Act. Therefore, South Suburban College prohibits the possession or use of all cannabis, cannabis products, or any substance containing THC (tetrahydrocannabinol) in any location on South Suburban College property, including parked in a personal vehicle, or at any College sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana, including by persons possessing lawfully issued medical marijuana cards.

Accordingly, the following shall apply:

1. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any College activity. An exception to the alcohol possession and use rule may be made by the direction of the President or designee in specific circumstance and designated campus areas.
2. The Human Resources and Campus Police Departments shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, sale and possession of alcohol and illegal drugs on and at College activities off campus, and prepare educational programs on alcohol or drug abuse.
3. Students who violate state or federal law or the College alcohol and drug policy on campus or at College activities off campus are subject to prosecution by local, state and federal officials, and are subject to discipline under the Student Code of Conduct and, where appropriate, referral to counseling.
4. Employees who violate state or federal law or the College alcohol and drug policy while on campus or at College activities off campus are subject to prosecution by local, state or federal officials, and are subject to discipline under collective bargaining agreements, Board policies and, where appropriate, referral to counseling.
5. The Human Resources and Campus Police Departments shall develop a program to provide a counseling and assistance program for students and employees with alcohol and drug programs.



**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**409.02      Possession, Use and Sale of Alcoholic Beverages and      Page 2 of 2  
                  Illegal Drugs/Drug Abuse Education Programs**

6. All employees directly engaged in the performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients, must notify the Vice President of Administration within five (5) days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall, within ten (10) days after receiving such notice, inform the federal agency providing the grant of such conviction. Within thirty (30) days following the notification of the conviction, appropriate disciplinary action shall be taken against such employee or student. Employees or students may be required, at their own expense, to participate satisfactorily in a substance abuse or rehabilitation program.



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.D

Board Meeting Date: Feb. 8, 2018

### 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 first reading of revised Board Policy 409.03, Drug Free Workplace.

### 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 first reading of revised Board Policy 409.03

- \* 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)

### APPROVALS

Sonye Adelyn 2/2/18  
Originator

Sonye Adelyn 2/2/18  
Appropriate Vice President

[Signature] 1/31/18  
President

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**409.03 Drug Free Workplace**

In keeping with South Suburban College's commitment to provide a safe and healthful work environment, and in accordance with the Drug Free Workplace Act of 1988 and the federal Drug-Free School and Communities Act, the following policy was adopted.

It is the policy of South Suburban College, District 510, to provide a "drug free workplace" as defined by the Drug Free Workplace Act of 1988. The use of illegal drugs, including medical marijuana, is prohibited on South Suburban College property. The College will take strong disciplinary action against any employee who does not adhere to this policy. Strong disciplinary action includes, but is not limited to:

1. required participation in approved drug rehabilitation program;
2. written reprimand;
3. suspension with or without pay;
4. termination of employment;

Employees are required by law to report any conviction of a state or federal criminal statutory offense occurring in the workplace within five (5) days of the date of the conviction to the Vice President of Administration. The College must report that employee to federal grant agencies within ten (10) days, as well as take appropriate disciplinary action within thirty (30) days from said date.

From time to time, South Suburban College will sponsor seminars and will distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided.

Employees who feel that they may benefit from drug counseling are reminded of the Employee Assistance Program of South Suburban College. Information regarding the Employee Assistance Program is available through the Office of Human Resources.

Copies of this policy statement will be made generally available and specifically distributed to all federal grant employees.

The College will make a good faith effort to continue and maintain a drug free workplace and implement the provisions of this policy.

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**Revised: April 8, 1999**

**Reviewed: July 12, 2007**



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.E

Board Meeting Date: Jan. 11, 2018

### 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 first reading of revised Board Policy 409.04, Mandatory Drug Testing.

### 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 first reading of revised Board Policy 409.04

- \* 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)

### APPROVALS

Senne Adelyn 2/2/18  
Originator

Senne Adelyn 2/2/18  
Appropriate Vice President

[Signature] 1/31/18  
President

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**409.04      Mandatory Drug Testing**

The Board of Trustees of South Suburban College recognizes that the use of illegal drugs and the unauthorized use of a controlled substance poses a significant danger to the health and safety of all those at South Suburban College; it undermines public trust and adversely affects productivity.

Therefore, it is the policy of the College that the use of illegal drugs, including medical marijuana, and the unauthorized use of a controlled substance by employees is prohibited. All employees in positions requiring a Commercial Driver's License (CDL) or other safety sensitive positions as defined by the Omnibus Transportation Employees Testing Act of 1991 shall be subject to random drug and alcohol testing in accordance with said Act. Also, drug and alcohol testing shall include:

- Pre-employment testing
- Reasonable suspicion testing
- Post-accident testing
- Return to duty testing
- Follow-up testing

The particulars of the testing shall be delineated in the South Suburban College Standard Operating Procedure Manual on Drug and Alcohol Testing incorporated herein as a part of this policy.

Any individual refusing to submit to testing shall not be considered for employment or shall be removed from existing positions requiring driving, as the case may be. Any individual who becomes unqualified to hold the position for which he or she was hired as a result of a violation of this policy will be subject to disciplinary action which may include termination from the College.



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.1

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

The proposal is to accept the retirement request of Leslie Cooper, Jr., Campus Store Clerk II, effective July 31, 2018, and grant permission to advertise to fill the position, as needed.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

Leslie Cooper, Jr. has submitted his retirement request effective July 31, 2018 (see attached letter). This action Supports the SSC Core Values.

### MOTION

Move the Board of Trustees approve the retirement of Leslie Cooper, Jr., Campus Store Clerk II, effective July 31, 2018, and grant permission to fill the position, as needed.

### 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)

Christi M. Mandak 1/29/18  
Originator Date

[Signature] 1/29/18  
Director of Human Resources Date

[Signature] 2/2/18  
Appropriate Vice President Date

[Signature] 1/31/18  
President Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in

FY18-VII.A.2

### BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

### FUNDING:

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

### PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Troy Donahue, full time Manager of Microcomputers & Helpdesk, in the Academic Computing & Telecommunications department, effective January 22, 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 Troy Donahue. Replacement of position is necessary in continuing to develop a plan to access and improve technology support systems that advance student learning. (Strategic Direction 2, SSC 2.20).

### MOTION

Move that the Board of Trustees accept the resignation of Troy Donahue, Manager, in the Academic Computing & Telecommunications department, effective January 22, 2018 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

### APPROVALS

[Signature] 1/25/18  
Originator

[Signature] 1/25/18  
Director of Human Resources

[Signature] 2/2/18  
Appropriate Vice President

[Signature] 1/31/18  
President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY18-VII.A.3**

**Board Meeting Date: February 8, 2018**

**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	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other	<input type="checkbox"/> Safety	

**PROPOSAL SUMMARY**

Move that the Board of Trustees accept the resignation of Cortez Maxwell, Campus Police Officer in the Campus Police department, effective January 29, 2018, and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees accept the resignation of Cortez Maxwell, Campus Police Officer in the Campus Police department, effective January 29, 2018, and grant permission to advertise to fill the vacated position, as needed.

**Approvals:**

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

<u>S. Clione</u>	<u>2/2/18</u>
Originator	Date
<u>[Signature]</u>	<u>2/2/18</u>
Director of Human Resources	Date
<u>[Signature]</u>	<u>2/2/18</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>2/2/18</u>
President	Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

For Board Information in February 2018

For Board Action in February 2018

**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 Ms. Venese Regan as full-time grant-funded ESL Teacher's Aide in the Adult Education Department effective February 12, 2018, pending successful completion of a criminal background check.

**ESTIMATED COST OR BENEFIT**

The annual salary is \$15,300 plus benefits. Twenty five (25) hours a week, 36 weeks a year.

**JUSTIFICATION OF ACTION**

Filling of this position is necessary to continue to increase success in adult education courses. (Strategic Direction 1, CR 1.4).

**MOTION**

Move the Board of Trustees appoint Ms. Venese Regan as full-time grant-funded ESL Teacher's Aide in the Adult Education Department effective February 12, 2018, pending successful completion of a criminal background check.

- \* Are funds available in the budget? Yes
- \* Is this related to any previous Board action? No

**APPROVALS**

 2/8/18


Originator

 2/2/18

Director of Human Resources

 2/2/18

Appropriate Vice President

 2/2/18

President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY18-VII.C.1**

**Board Meeting Date: February 8, 2018**

**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 reappoint the Administrative Staff for Fiscal Year 2019. Back-up information will be provided under separate cover.

**ESTIMATED COST OR BENEFIT**

2.25% base salary increase and \$12,400 in flex dollars.

**JUSTIFICATION OF ACTION**

Each year, the Board of Trustees considers reappointments of Administrative Staff. The list of Administrative Staff for fiscal year 2019 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Administrative Staff for fiscal year 2019, and approve the fiscal year 2019 compensation package for Administrators.

**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)

*Don Manning*      2/2/18  
 \_\_\_\_\_      \_\_\_\_\_  
 President                      Date



## **ADMINISTRATOR AGREEMENT** **ACADEMIC DEANS/DIRECTORS**

**THIS AGREEMENT**, made this 1st day of July, 2018, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and **«First Name» «Last Name»** (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 8<sup>th</sup> day of February, 2018.

### **W I T N E S S E T H:**

**WHEREAS**, the BOARD desires to contract for retaining the services of ADMINISTRATOR, in the position of **«Title»**, or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

**1. TERM OF AGREEMENT** - The term of this Agreement is from July 1, 2018 to June 30, 2019, both dates inclusive, unless sooner terminated as provided herein in section 15. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2019.

**2. QUALIFICATIONS** - ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.

3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.

4. **POWERS AND DUTIES** - ADMINISTRATOR shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs and other administrators to develop program goals in order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD.

5. **COMPENSATION** - ADMINISTRATOR'S annual salary is \$«SALARY» effective July 1, 2018. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR'S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR'S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

6. **EVALUATION** - Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR'S performance in

writing and meet with ADMINISTRATOR to discuss the same.

**7. TERMINATION** - This employment contract may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause.

The BOARD may terminate this contract for reasons of permanent disability or incapacity at any time after ADMINISTRATOR has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that ADMINISTRATOR is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that ADMINISTRATOR is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, ADMINISTRATOR shall be subject to discharge for cause.

**8. VACATION DAYS** - ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE)/twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that ADMINISTRATOR provides an irrevocable letter of intent to the

COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** - ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** - ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.
11. **MEDICAL LEAVE** - ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** - ADMINISTRATOR is entitled to <<FLEX>> dollars (\$FLEX) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$FLEX shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$FLEX, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.
13. **OTHER BENEFITS AND LEAVE** - ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to four (4) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, ADMINISTRATOR shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of ADMINISTRATOR learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to four (4) days of bereavement leave shall be without loss of salary. The remaining six (6) days of bereavement leave shall be unpaid. ADMINISTRATOR may choose to utilize personal business days for the remaining six (6) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- e. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

**14. TUITION WAIVERS AND REIMBURSEMENT - As a full time Administrator,**

ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of

tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse, and ADMINISTRATOR'S unemancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

15. **SEPARATION** - If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.

16. **STATE UNIVERSITIES RETIREMENT SYSTEM** - ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1<sup>st</sup> for retirement at the conclusion of the academic year **OR** by July 15<sup>th</sup> for retirement at the conclusion of the calendar year. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

17. **NOTICE** - Any notice or communication permitted or required under this Agreement 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. Donald Manning, President  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
30 North LaSalle, Suite 3400  
Chicago, Illinois 60602

If to ADMINISTRATOR,

«First\_Name» «Last\_Name»  
«Address\_1» «Address\_2»  
«City», «State» «Zip»

or to the last address of ADMINISTRATOR contained in official Business Office records.

**18. JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

**19. ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

**20. AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

FRANK M. ZUCCARELLI  
CHAIRMAN

Date: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

MARTIN LAREAU  
SECRETARY

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ADMINISTRATOR AGREEMENT**  
**VICE-PRESIDENT/TREASURER**

THIS AGREEMENT, made this 1st day of July, 2018, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the "BOARD" or the "COLLEGE"), and «First Name» «Last Name» (hereinafter "ADMINISTRATOR"), has been approved by an action taken at the meeting of the BOARD held on the 8<sup>th</sup> day of February, 2018.

**W I T N E S S E T H:**

WHEREAS, the BOARD desires to contract for retaining the services of ADMINISTRATOR in the position of «TITLE» or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

1. **TERM OF AGREEMENT** - The term of this Agreement is from July 1, 2018 to June 30, 2019, both dates inclusive, unless sooner terminated as provided herein in section 16. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this agreement will be renewed from year to year after its expiration on June 30, 2019.
2. **QUALIFICATIONS** - ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.

3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.

4. **POWERS AND DUTIES** - ADMINISTRATOR shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs and other administrators to develop program goals in order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD.

5. **COMPENSATION** - ADMINISTRATOR'S annual salary is \$«SALARY» effective

July 1, 2018. In consideration of the above said annual base salary, it is expected that

ADMINISTRATOR will be on the premises of the COLLEGE during normal working hours and devote

at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks

that may become necessary in the course of ADMINISTRATOR'S duties during the term of this

Agreement, in order to faithfully perform the duties of ADMINISTRATOR'S position, or any other

duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and

ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in

this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter

into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually

agreed by both parties in writing. There are no presumptions or assurances by the BOARD or

ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

6. **EVALUATION** - Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR'S assigned

supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate

ADMINISTRATOR'S performance in writing and meet with ADMINISTRATOR to discuss the same.

**7. TERMINATION** - This employment contract may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause.

The BOARD may terminate this contract for reasons of permanent disability or incapacity at any time after ADMINISTRATOR has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that ADMINISTRATOR is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that ADMINISTRATOR is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, ADMINISTRATOR shall be subject to discharge for cause.

**8. VACATION DAYS** - ADMINISTRATOR shall be entitled each year to

a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited.

In the event that ADMINISTRATOR provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** - ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.

10. **HOLIDAYS** - ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.

11. **MEDICAL LEAVE** - ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").

12. **FLEX DOLLARS BENEFITS** - ADMINISTRATOR is entitled to <<FLEX>> dollars (\$FLEX) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$FLEX shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$FLEX, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.

**13. OTHER BENEFITS AND LEAVE** - ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to four (4) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, ADMINISTRATOR shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of ADMINISTRATOR learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to four (4) days of bereavement leave shall be without loss of salary. The remaining six (6) days of bereavement leave shall be unpaid. ADMINISTRATOR may choose to utilize personal business days for the remaining six (6) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- e. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor

and the BOARD.

14. **TUITION WAIVERS AND REIMBURSEMENT** - As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse, and ADMINISTRATOR'S unemancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate and graduate classes completed with a grade of "C" or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

15. **STATE UNIVERSITIES RETIREMENT SYSTEM** – ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1<sup>st</sup> for retirement at the conclusion of the academic year **OR** by July 15<sup>th</sup> for retirement at the conclusion of the calendar year. The BOARD shall pay all required contributions to SURS for the VICE PRESIDENTS and TREASURER of the COLLEGE, limited however to the base salary. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

16. **SEPARATION** - If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. Upon separation



from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.

17. **NOTICE** - Any notice or communication permitted or required under this Agreement 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. DONALD MANNING, PRESIDENT  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc:     Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
30 North LaSalle, Suite 3400  
Chicago, Illinois 60602

If to ADMINISTRATOR,                «First\_Name» «Last\_Name»  
«Address\_1» «Address\_2»  
«City», «State» «Zip»

or to the last address of ADMINISTRATOR contained in official Business Office records.

18. **JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

19. **ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

20. **AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

FRANK M. ZUCCARELLI  
CHAIRMAN

Date: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS:  
\_\_\_\_\_

ATTEST:  
\_\_\_\_\_

MARTIN LAREAU  
SECRETARY

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY18-VII.D.1**

Board Meeting Date: **February 8, 2018**

**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 | <input type="checkbox"/> Special Levies |
| <input type="checkbox"/> Other         | <input type="checkbox"/> Safety                 |   |

**PROPOSAL SUMMARY**

Move that the Board of Trustees reappoint the Technical Profession Exempt staff for Fiscal Year 2019. Back-up information will be provided under separate cover.

**ESTIMATED COST OR BENEFIT**

2.25% base salary increase and \$13,075 in flex dollars.

**JUSTIFICATION OF ACTION**

Each year, the Board of Trustees considers reappointments of Technical Professional Exempt staff. The list of Technical Professional Exempt staff for fiscal year 2019 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Technical Profession Exempt Staff for Fiscal Year 2019, and approve the fiscal year 2019 compensation package for Technical Professional Exempt staff.

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)

*Don Manning*  
\_\_\_\_\_  
President

*2/8/18*  
\_\_\_\_\_  
Date



## **TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT**

**THIS AGREEMENT**, made this 1st day of July, 2018, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name» «Last Name» (hereinafter “the TPE”), has been approved by an action taken at the meeting of the BOARD held on the 8<sup>th</sup> of February, 2018.

### **WITNESSETH:**

**WHEREAS**, the BOARD agrees to retain the services of the TPE, in the position of «Title», or in any other position as the BOARD may so assign, and the TPE desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and the TPE as follows:

- 1. TERM OF AGREEMENT** - The term of this Agreement is from July 1, 2018 to June 30, 2019, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to nor a presumption by TPE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2019.
- 2. QUALIFICATIONS** – The TPE has represented that TPE is qualified to hold the position of TPE, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by TPE have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that TPE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new TPE shall be considered probationary employees until they complete a probationary period of six (6) months.

4. **POWERS AND DUTIES** – The TPE shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the TPE, or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs, other administrators or any other individuals with whom it is necessary to develop program goals in order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.

5. **COMPENSATION** – The TPE’S annual salary is \$«SALARY» effective July 1, 2018. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of TPE’S duties during the term of this Agreement, in order to faithfully perform the duties of TPE’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.

6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, TPE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate TPE’S performance in writing and meet with TPE to discuss the same.

7. **TERMINATION** - This employment agreement may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause.

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after TPE has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that TPE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require TPE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that TPE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination.

Throughout the term of this Agreement, TPE shall be subject to discharge for cause.

8. **VACATION DAYS** - TPE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays, provided that TPE'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited.

In the event that TPE provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, TPE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than half a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.

10. **HOLIDAYS** - TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, Presidents’ Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.

11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).

12. **FLEX DOLLARS BENEFITS** - TPE is entitled to <<FLEX>> dollars (\$FLEX) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$ shall be paid by TPE. If TPE does not use the entire \$, the remaining balance will be paid to TPE by direct payment no later than June 30 of the agreement year.

13. **OTHER BENEFITS AND LEAVE** – TPE shall be additionally entitled to the following benefits and/or leaves:

a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;

b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse’s grandparents, or any family member living in his/her household and shall not be

taken in less than half-day increments;

c. In the event of the death of a child, TPE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of TPE learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. TPE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.

d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the TPE'S current supervisor;

e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from TPE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** - As a full time TPE, TPE is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to TPE, TPE'S spouse, and TPE'S unemancipated children under the age of 26. All TPE staff shall receive a book waiver for required non-consumable textbook(s) for their classes at the COLLEGE. The waiver will be used for textbooks only and the text books shall be returned to the bookstore by the last day of the exam schedule. If the TPE does not return the text books, the full cost shall be deducted from the employee's paycheck.



15. **TUITION REIMBURSEMENT** - Upon completion of one (1) year of employment with the COLLEGE, TPE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or better that are job related and that have been pre-approved by TPE'S current supervisor and the COLLEGE President. Reimbursement will not be provided for courses that are repeated. TPE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If TPE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee's last paycheck.

16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – TPE may be eligible for SURS retirement benefits, if TPE meets the minimum requirements established by the State Universities Retirement System (SURS). TPE shall be entitled to all retirement benefits as stated in Article XXIII of the Agreement between the BOARD and the South Suburban College Support Staff Association. As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

17. **SEPARATION** - If, at any time, the COLLEGE does not intend to continue its employment of TPE, TPE shall receive at least five (5) months notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge TPE for cause.

18. **NOTICE** - Any notice or communication permitted or required under this Agreement 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. DONALD MANNING, PRESIDENT  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
33 North Dearborn, Suite 1530  
Chicago, Illinois 60602

If to TPE, «First Name» «Last Name»  
«Address» «Address 2»  
«city», «state» «zip»

or to the last address of TPE contained in official Business Office records.

**19. JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and TPE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

**20. ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

**21. AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and TPE and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

on behalf of SOUTH SUBURBAN COLLEGE

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY18-VII.E.1**

Board Meeting Date: **February 8, 2018**

**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 reappoint the Grant-funded staff for Fiscal Year 2019. Back-up information will be provided under separate cover.

**ESTIMATED COST OR BENEFIT**

2.25% base salary increase and \$13,075 in flex dollars.

**JUSTIFICATION OF ACTION**

Each year, the Board of Trustees considers reappointments of Grant-funded staff. The list of Grant-funded staff for fiscal year 2019 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Grant-funded staff for Fiscal Year 2019, and approve the fiscal year 2019 compensation package for Technical Grant-funded staff.

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)

*Don Manning*  
\_\_\_\_\_  
President

*2/2/18*  
\_\_\_\_\_  
Date



## **GRANT-FUNDED EMPLOYEES AGREEMENT**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2018, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name» «Last Name» (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held on the 8<sup>th</sup> day of February, 2018.

### **W I T N E S S E T H:**

**WHEREAS**, the BOARD desires to contract for retaining the services of the GRANT-FUNDED EMPLOYEE, in the position of «Title», and GRANT-FUNDED EMPLOYEE desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and the GRANT-FUNDED EMPLOYEE as follows:

**1. TERM OF AGREEMENT** - Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2018 to June 30, 2019, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2019.

**2. QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-

FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that GRANT-FUNDED EMPLOYEE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

**3. PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months.

**4. POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
- c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.

**5. COMPENSATION** – The GRANT FUNDED EMPLOYEE’S annual salary is \$«SALARY» effective July 1, 2018. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE’S position.

Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law.

The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of

this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.

**6. EVALUATION** – Prior to January 15<sup>th</sup> of each year, GRANT-FUNDED EMPLOYEE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE’S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.

**7. TERMINATION** - This employment agreement may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause; or,
- f. Grant Funds are discontinued

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after the GRANT-FUNDED EMPLOYEE has exhausted the accumulated medical leave days or presents to the BOARD a physician’s statement certifying that the GRANT-FUNDED EMPLOYEE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require the GRANT-FUNDED EMPLOYEE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that the GRANT-FUNDED EMPLOYEE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination.

Throughout the term of this Agreement, GRANT-FUNDED EMPLOYEE shall be subject to discharge for cause.

**8. VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid

vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited.

In the event that GRANT-FUNDED EMPLOYEE provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, GRANT-FUNDED EMPLOYEE may accrue fifty-six (56) days of vacation.

**9. PERSONAL DAYS** – All «Status» GRANT-FUNDED EMPLOYEE'S shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than half a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.

**10. HOLIDAYS** - GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.

**11. MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).



**12. FLEX DOLLARS BENEFITS - GRANT-FUNDED EMPLOYEE** is entitled to <<FLEX>> dollars (\$FLEX) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$FLEX shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire \$FLEX, the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.

**13. OTHER BENEFITS AND LEAVE – GRANT-FUNDED EMPLOYEE** shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, GRANT FUNDED EMPLOYEE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of the GRANT FUNDED EMPLOYEE learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. GRANT FUNDED EMPLOYEE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.

- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness, upon the presentation of proper documentation to the GRANT-FUNDED EMPLOYEE'S current supervisor;
- e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

**14. TUITION WAIVERS** –GRANT-FUNDED EMPLOYEE is eligible for waivers of all tuition for only classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE's spouse, and the GRANT-FUNDED EMPLOYEE'S unemancipated children under the age of 26.

**15. TUITION REIMBURSEMENT** - Upon completion of one (1) year of employment with the COLLEGE, GRANT-FUNDED EMPLOYEE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes, to the extent allowed and funded by the grant funding source. In order to be eligible for reimbursement, these courses must be job related and have been approved by the GRANT-FUNDED EMPLOYEE'S immediate supervisor and the COLLEGE President. Reimbursement will be limited to classes where a grade of C or better is earned. Reimbursement will not be provided for courses that are repeated. GRANT FUNDED EMPLOYEE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If GRANT-FUNDED EMPLOYEE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee's last paycheck.

**16. STATE UNIVERSITIES RETIREMENT SYSTEM** – GRANT-FUNDED EMPLOYEE may be eligible for SURS retirement benefits, if GRANT-FUNDED EMPLOYEE meets the minimum requirements established by the State Universities Retirement System (SURS). As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56)

days of accumulated vacation days.

**17. SEPARATION** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. Except in the case of separation due to loss of grant funds or termination for cause, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge GRANT-FUNDED EMPLOYEE for cause.

**18. NOTICE** - Any notice or communication permitted or required under this Agreement 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. Donald Manning, President  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
30 North LaSalle, Suite 3400  
Chicago, Illinois 60602

If to GRANT-FUNDED EMPLOYEE,

«First\_Name» «Last\_Name»  
«Address\_1» «Address\_2»  
«City», «State» «Zip»

or to the last address of GRANT-FUNDED EMPLOYEE contained in official Business Office records.

**19. JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and GRANT-FUNDED EMPLOYEE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

**20. ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

**21. AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and GRANT-FUNDED EMPLOYEE and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

on behalf of SOUTH SUBURBAN COLLEGE

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY18-VII.F.1

For Board Information in February, 2018

Board Meeting Date: February 8, 2018

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Request the Board of Trustees ratify the results of the phone poll taken on January 22, 2018, unanimously approving the Memorandum of Understanding between South Suburban College Support Staff Association, Community College District 510, and Solara Nicholson. **Backup information will be provided under separate cover.**

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

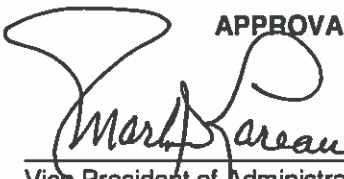
This action supports the core values of South Suburban College.

**MOTION**


Move that the Board of Trustees ratify the results of the phone poll taken on January 22, 2018, unanimously approving the Memorandum of Understanding between South Suburban College Support Staff Association, Community College District 510, and Solara Nicholson.

- \* 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? No

**APPROVALS**

  
 Vice-President of Administration

2/1/18  
 Date

  
 President

2/2/18  
 Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY1-VII.G.1**

**Board Meeting Date: February 8, 2018**

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Request that the Board of Trustees grant approval to ratify the South Suburban College Adjunct Faculty Association Collective Bargaining Agreement, effective 2017-20121.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

**MOTION**

Request that the Board of Trustees grant approval to ratify the South Suburban College Adjunct Faculty Association Collective Bargaining Agreement, effective 2017-20121.

**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

*2/2/18*  
Date