



**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, APRIL 12, 2018**  
**7:40 PM**

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- I. Recommendation to accept the second reading of and adopt revised Board Policy 413.03, Employee Obligations upon Separation of Employment



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; DALY AND ROGERS**  
**THURSDAY, APRIL 12, 2018**  
**7:50 PM**

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- I. Recommendation to accept the bid of Northside Construction in the base bid amount of \$180,537.00 for the SSC Circle Renovation Project utilizing South Suburban College Foundation and bond funds
- II. Recommendation to accept the bids of Precise Printing in the amount of \$29,800.00 for the printing of College publications
- III. Approval to authorize the Treasurer to make an inter-fund loan from the Working Cash fund to the Educational Fund
- IV. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, APRIL 12, 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. Policy Committee Meeting held March 8, 2018
  - B. Finance Committee Meeting held March 8, 2018
  - C. Regular Board Meeting held March 8, 2018
- VI. **NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for April 2018 (T. Pollert)
  - C. Approval to accept the second reading of and adopt Board Policy 413.03, Employee Obligations Upon Separation of Employment (J. Rogers)
  - D. Approval to accept the bid of Northside Construction in the base bid amount of \$180,537.00 for the SSC Circle Renovation Project utilizing South Suburban College Foundation and bond funds (A. DeFilippo)
  - E. Approval to accept the bids of Precise Printing in the amount of \$29,800.00 for the printing of College publications (A. DeFilippo)
  - F. Approval to authorize the Treasurer to make an inter-fund loan from the Working Cash fund to the Educational Fund (A. DeFilippo)
  - G. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance (A. DeFilippo)
  - H. Approval to reduce the number of Faculty Sabbaticals to zero for the 2018-2019 academic year (L. Stokes)
- VII. **PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Appointment of President
- VIII. **CLOSED SESSION**

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

X. ADJOURNMENT

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE POLICY COMMITTEE**  
**THURSDAY, MARCH 8, 2018**

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Trustee Janet M. Rogers called the Policy Committee meeting to order at 7:55 p.m.

Committee members present: Trustees Janet M. Rogers, Vivian Payne, and Terry Wells

Committee members absent: None

Other Board members in attendance: Trustee John Daly, Anthony DeFilippo, and Student Trustee Ronnell Tatum

Other Board members absent: Trustee Joseph Whittington and Chairman Frank M. Zuccarelli

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

Agenda:

I. Recommendation to accept the first reading of revised Board Policy 413.03, Employee Obligations upon Separation of Employment.

Trustee Janet M. Rogers recommended the Board accept the first reading of revised Board Policy 413.03, Employee Obligations upon Separation of Employment, at the regular Board of Trustees meeting.

II. Recommendation to accept the second reading of and adopt revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program

Trustee Janet M. Rogers recommended the Board accept the second reading of and adopt revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program, at the regular Board of Trustees meeting.

III. Recommendation to accept the second reading of and adopt revised Board Policy 409.03, Drug Free Workplace

Trustee Janet M. Rogers recommended the Board accept the second reading of and adopt revised Board Policy 409.03, Drug Free Workplace, at the regular Board of Trustees meeting.

IV. Recommendation to accept the second reading of and adopt revised Board Policy 409.04, Mandatory Drug Testing

Trustee Janet M. Rogers recommended the Board accept the second reading of and adopt revised Board Policy 409.04, Mandatory Drug Testing, at the regular Board of Trustees meeting.

The meeting was adjourned at 7:59 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE FINANCE COMMITTEE**  
**THURSDAY, MARCH 8, 2018**

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Trustee Anthony DeFilippo called the meeting to order at 7:59 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, and Student Trustee Ronnell Tatum

Other Board members absent: Trustee Joseph Whittington and 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 Stanley T. Kuser

Agenda:

- I. Recommendation to approve the recommended fee changes beginning with the fall semester of 2018.

Trustee DeFilippo recommended the Board approve the recommended fee changes beginning with the fall semester of 2018.

The Meeting adjourned at 8:01 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, MARCH 8, 2018**

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

At 8:01 p.m., Vice Chairman John Daly 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 M. Rogers, Terry Wells, and Student Trustee Ronnell Tatum

*Absent:* Trustee Joseph Whittington and Chairman Frank M. Zuccarelli

*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 Stanley T. Kuser

**II. PLEDGE OF ALLEGIANCE**

Vice Chairman John Daly led the Pledge of Allegiance.

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. REPORTS/PRESENTATIONS**

A presentation on the SSC Information Technology Department was delivered before the Board of Trustees.

**V. PREVIOUS MEETING MINUTES**

**A. Policy Committee meeting held February 8, 2018**

Trustee Payne moved and Trustee Rogers seconded to approve the minutes of the Policy Committee meeting held on February 8, 2018. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**B. Regular Board of Trustees meeting held February 8, 2018**

Student Trustee Tatum moved and Trustee DeFilippo seconded to approve the minutes of the Regular Board of Trustees meeting held on February 8, 2018. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells 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 Rogers seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**B. Bills Payable for March, 2018**

Student Trustee Tatum moved and Trustee DeFilippo seconded to authorize the Treasurer to pay the list of bills payable for March 2018 in the amount of \$3,215,535.09. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**C. Approval to accept the first reading of revised Board Policy 413.03, Employee Obligations upon Separation of Employment**

Trustee Rogers moved and Trustee DeFilippo seconded to accept the first reading of revised Board Policy 413.03, Employee Obligations upon Separation of Employment. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**D. Approval to accept the second reading of and adopt revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program**

Trustee Rogers moved and Student Trustee Tatum seconded to accept the second reading of and adopt revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**E. Approval to accept the second reading of and adopt revised Board Policy 409.03, Drug Free Workplace**

Trustee Rogers moved and Trustee Payne seconded to accept the second reading of and adopt revised Board Policy 409.03, Drug Free Workplace. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**F. Approval to accept the second reading of and adopt revised Board Policy 409.04, Mandatory Drug Testing**

Trustee Rogers moved and Student Trustee Tatum seconded to accept the second reading of and adopt revised Board Policy 409.04, Mandatory Drug Testing. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**G. Approval of the recommended fee changes beginning with the fall 2018 semester**

Trustee DeFilippo moved and Trustee Rogers seconded to approve the recommended fee changes beginning with the fall 2018 semester. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Student Trustee Tatum moved and Trustee Wells seconded to approve the following personnel recommendations:

1. Resignation of Curtis Crossley, Student Specialist in the Academic Assistance Center, effective March 3, 2018, and grant permission to advertise to fill the vacated position, as needed.
2. Termination of Albert Haskins, Outreach Specialist of the Health Professions Opportunity Grant (HPOG) Step-Up Program, effective March 2, 2018.

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



**B. Approval to advertise**

Trustee Rogers moved and Trustee Payne seconded to grant permission to advertise the vacated position of Manager of Student Programming. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VIII. Closed Session:**

There was none.

**ADJOURNMENT**

At 8:31 p.m., Trustee Rogers moved and Student Trustee Tatum seconded that the Board Meeting be adjourned. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, and Terry Wells 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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**John Daly, Vice Chairman of the Board of Trustees**



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

For Board Information in April, 2018.

For Board Action in April, 2018.

**Board Committee:**

- Policy
- Finance
- Architectural
- Other

**Funding:**

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

**PROPOSAL SUMMARY**

[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 February 28, 2018. 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**

*[Signature]* 4/4/18  
Controller/Treasurer

*[Signature]* 4/6/18  
Vice-President

*[Signature]* 4/4/18  
President

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: April 4, 2018  
 Subject: Financial Report For The Period Ending February 28, 2018

Following is a Financial Summary Sheet and a set of Investment Reports for the above mentioned period. The first page is a Consolidated Statement of Revenues, Expenditures and Fund Balances for all funds. In the Operating Funds, a combination of the Educational and the Operations and Maintenance Funds, the following occurred:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,143,904.60	\$20,858,964.80
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,677,298.76	\$20,839,665.01

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,910,200.57	\$33,867,785.35
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,046,107.00	\$33,982,933.62
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$864,093.57	(\$115,148.27)

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>
\$9,703,649.77	2.23%	-1

**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	\$2,352,872.25	\$351,552.85	\$2,704,425.10
February	\$2,873,658.67	\$270,245.93	\$3,143,904.60
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,411,709.44	\$2,447,255.36	\$20,858,964.80

	<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	\$2,581,320.08	\$326,650.65	\$2,907,970.73
February	\$2,357,354.98	\$319,943.78	\$2,677,298.76
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,199,899.76	\$2,639,765.25	\$20,839,665.01

**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	\$3,901,855.89	\$4,628,300.77	(\$726,444.88)
February	\$4,910,200.57	\$4,046,107.00	\$864,093.57
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$33,867,785.35	\$33,982,933.62	(\$115,148.27)

	<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	\$9,444,725.59	2.24%	10
February	\$9,703,649.77	2.23%	(1)
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(5,527.43)	0.00	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		424,222.33	0.00	0.00	0.00
<b>Totals</b>	2/1	<b>9,438,725.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	2/26	107,035.00			
Illinois Funds MM Deposit from Comptroller	2/27	80,041.67			
Illinois Funds MM Deposit from Comptroller	2/27	38,923.75	38,923.76		
		9,664,726.01	38,923.76	0.00	0.00
<b>Ending Balance:</b>					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		220,472.99	38,923.76	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		424,222.33	0.00	0.00	0.00
<b>Totals</b>	2/28	<b>9,664,726.01</b>	<b>38,923.76</b>	<b>0.00</b>	<b>0.00</b>



SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
MB Financial		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	(5,527.43)
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
Totals	2/1	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,438,725.59</u>
<b>Transactions:</b>					
					0.00
					0.00
					0.00
					0.00
Illinois Funds MM Deposit from Comptroller	2/26				107,035.00
Illinois Funds MM Deposit from Comptroller	2/27				80,041.67
Illinois Funds MM Deposit from Comptroller	2/27				77,847.51
0.00	0.00				0.00
0.00	0.00				0.00
0.00	0.00				0.00
0.00	0.00				0.00
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					0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,703,649.77</u>
					0.00
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	259,396.75
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
Totals	2/28	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,703,649.77</u>
					0.00



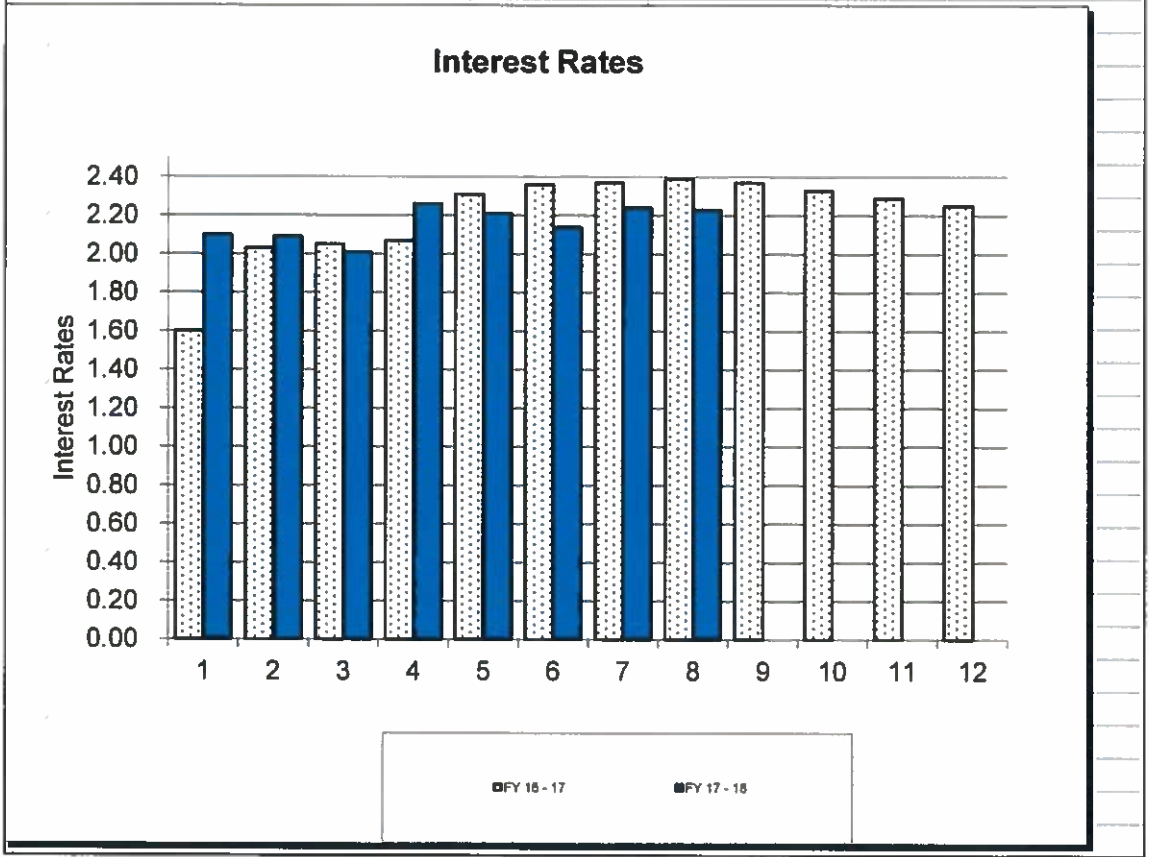


SOUTH SUBURBAN COLLEGE

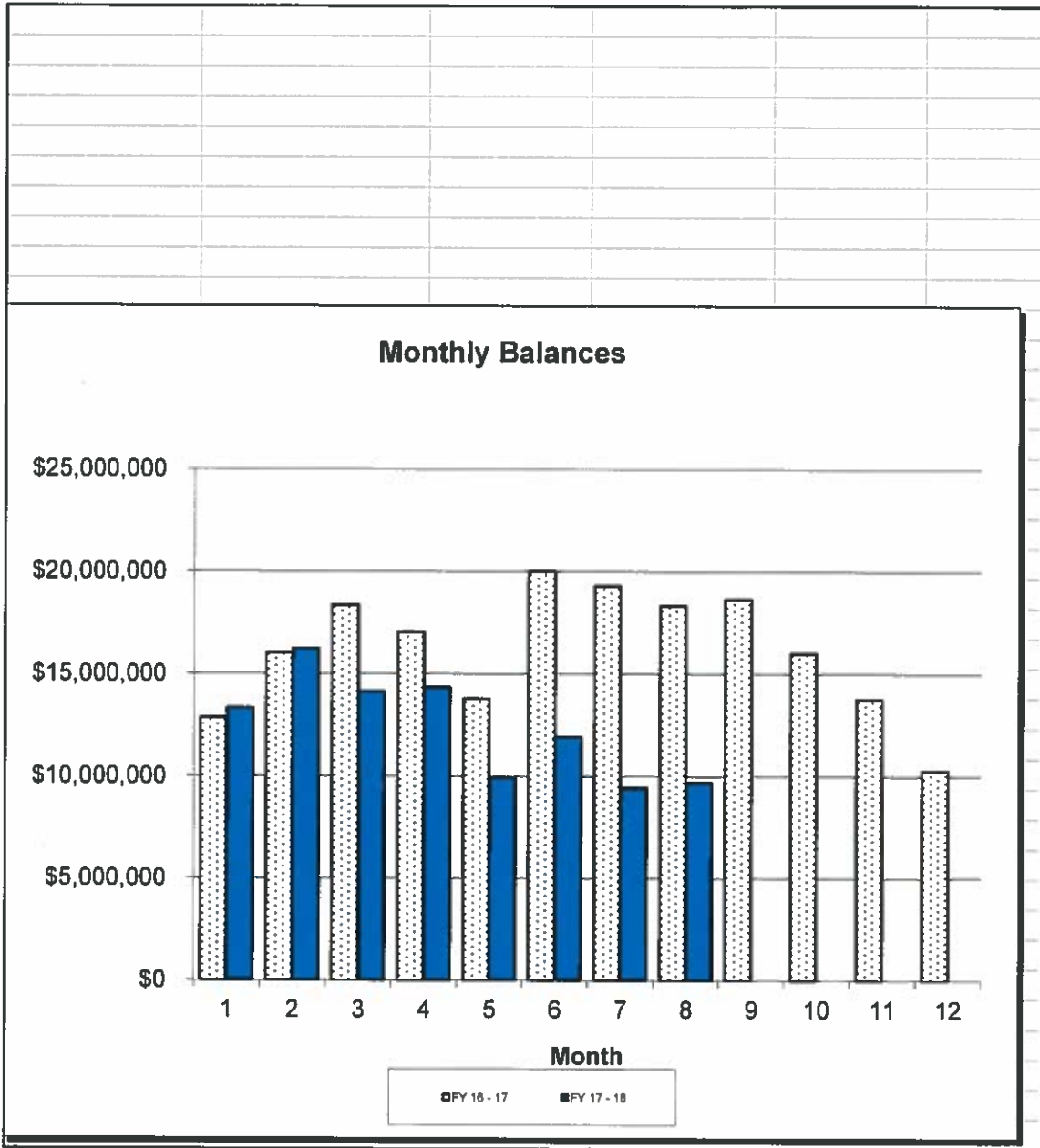
	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	20%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,573,887.97	0.00	2,573,887.97	27%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,144,658.90	0.00	5,144,658.90	53%
	Total	9,703,649.77	0.00	9,703,649.77	100%
	Average %	2.23			

### 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	9,444,726	2.24
February	18,331,621	2.39	9,703,650	2.23
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 April, 2018.

For Board Action in April, 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	\$3,426,024.31
Operation & Maintenance Fund	358,779.92
Operation & Maintenance Restricted Fund	120,457.76
Auxiliary Enterprise Fund	90,280.10
Restricted Funds	341,159.01
Special Levies Fund	51,239.37
Flex Plan Fund	<u>3,089.17</u>
<b>Total</b>	<b>\$4,391,029.64</b>

- \* Are funds available in the budget? yes
- \* Is this related to any previous Board action?
- \* Specify above if matching funds are required.
- \* Is this part of a large project requiring additional funds? (Explain)           No
- \* Attach supplemental information as necessary

**APPROVALS**

*[Signature]* 4/4/18  
Controller/Treasurer

*[Signature]* 4/6/18  
Vice-President

*[Signature]* 4/4/18  
President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**Agenda Item FY18-VI.C**

**Board Meeting Date: April, 2018**

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees accept the second reading of and adopt revised Board Policy 413.03, Employee Obligations Upon Separation of Employment.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

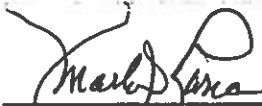
**MOTION**

Move that the Board of Trustees accept the second reading of and adopt revised Board Policy 413.03, Employee Obligations Upon Separation of Employment.

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

**APPROVALS**

- \* Is this part of a large project requiring Additional funds? (Explain)

  
 \_\_\_\_\_ 3/22/18  
 Appropriate Vice-President Date

  
 \_\_\_\_\_ 4/5/18  
 President Date

- \* Attach supplemental information as necessary

South Suburban College  
South Holland, Illinois

**Board of Trustees Policy and Procedure Manual**

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**413.03 Employee Obligations Upon Separation of Employment**

All employees whose employment with the College is discontinuing for any reason, including resignation or termination, shall complete the necessary paperwork in the Office of Human Resources. The Human Resources Office shall also advise departing employees of their rights under COBRA and SURS and offer the opportunity for an exit interview.

All College equipment and supplies, including, but not limited to, keys, parking key cards, pagers, cellular telephones, laptop computers, printers, diskettes, and College records in the employee's possession must be returned to his/her immediate supervisor.

Employees shall receive their final paycheck which shall include payment for services to date and for unused earned accumulated vacation time in accordance with the payroll schedule.

~~Upon separation from the College, an employee may elect to convert any accumulated vacation days to medical on a one to one basis.~~

Payments of all financial liabilities owed to the College must be paid upon separation.

---

Adopted: April 8, 1999  
Revised: May 10, 2007



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VI.D

Board Meeting Date: April 12, 2018

**BOARD COMMITTEE**

**FUNDING**

Policy  
 Finance  
 Architectural  
 Other

Operating  
 College Capital  
 Protection, Health and Safety

Grant Funded  
 Student Life  
 Special Levies  
 Other

**PROPOSAL SUMMARY**

To accept the bid of the lowest responsible contractor for the SSC Circle Renovation Project, utilizing South Suburban College Foundation funding and bond funds.

**ESTIMATED COST OR BENEFIT**

\$180,537.00

**JUSTIFICATION OF ACTION**

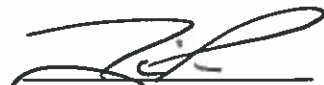


The design of SSC Circle is to create a convenient and easily accessible location that brings together resources to assist new and returning students in most areas of the enrollment process to include; frequently asked questions or problems regarding financial aid, registration, admissions, student life, or student accounts. The Circle will have experts available from these various offices who can quickly assess problems and either help students on the spot or refer to the appropriate resource for more detailed information. We will provide students with a high level of personalized service and keep them from having to visit multiple departments. This action supports our Vision Statement to provide a welcoming attractive institution, the Service Core Value to serve our students, and the Student-Centered Environment Core Value of dedication to student achievement.

**MOTION**

To accept the bid of Northside Construction, Chicago Heights, Illinois in the base bid amount of \$180,537.00 for the SSC Circle Renovation Project utilizing South Suburban College Foundation funding and bond funds.

**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)

  
 Originator 4/3/18  
Date  
  
 Appropriate Dean/Vice President 4/3/18  
Date  
  
 President 4/3/18  
Date





## South Suburban College

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

### MEMORANDUM

To: Don Manning  
From: Martin Lareau  
Date: April 2, 2018  
Subject: SSC Circle Renovation

On March 19, 2018, Mr. Planera made available requests for the SSC Circle Renovation project. Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune*. We had six (6) responses and a public opening was held on *March 29, 2018* at 10:00 A.M. with the results being read aloud.

A breakdown of the bids is attached.

After consulting with the college architect (see letter attached), it is our recommendation to accept the bid of Northside Construction, Chicago Heights, Illinois for the base bid in the amount of \$180,537.00 for the SSC Circle Renovation project, utilizing \$90,000 in funding from the South Suburban College Foundation and the balance of the funding from bond funds.

SSC Circle Renovation  
 Bid Opening  
 March 29, 2018

Vendor	Base Bid	
Chicago Heights Construction Chicago Heights, IL	\$ 244,000.00	
CMM Group, Inc. Lansing, IL	\$ 257,000.00	
K.M. Holly Construction Tinley Park, IL	\$ 192,570.00	
Landmark Construction Tinley Park, IL	\$ 203,000.00	
Metroplitan Corp. Dyer, IN	\$ 180,700.00	
Northside Construction Chicago Heights, IL	\$ 180,537.00	L
L= Low vendor meeting specifications		

# Planera Architects

18225 Morris Ave, Homewood, IL 60430  
P 708-747-3600 F 708-747-3650  
[www.planeraarchitects.com](http://www.planeraarchitects.com)

March 29, 2018

Mr. Justin Papp, Director of the Physical Plant  
South Suburban College  
15800 S. State St.  
South Holland, IL 60473

Re: SSC Circle – Room 2335 Renovation  
Job No. 15-510-05

Dear Mr. Papp:

We recommend the project be awarded to the lowest responsible bidder, Northside Construction Co. Inc., Chicago Heights, IL 60411, in the Base Bid amount of \$180,537.00.

Please do not hesitate to call should you have any questions.

Respectfully,

Planera Architects

Michael Ilko, Architect

Enclosure: Bid Tally Sheet

cc: Laurie Czulno, SSC



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.E

Board Meeting Date: April 12, 2018

## BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

## FUNDING

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

## PROPOSAL SUMMARY

To accept the bid of the lowest qualified vendor for the printing of College publications.

## ESTIMATED COST OR BENEFIT

\$29,800.00

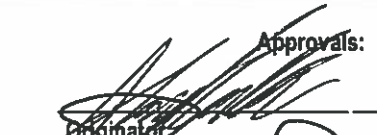


## JUSTIFICATION OF ACTION

The biannual college Viewbook and Continuing Education Schedule are critical to the promotion of SSC's credit and non-credit opportunities to residents of the community. The College also uses these publications as a source of information for current students. This action supports our Vision Statement and Community Engagement within the Strategic Plan.

## MOTION

To accept the bids of Precise Printing, Glendale, Illinois in the amount of \$29,800.00 for the printing of College publications.

- \* 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)

Approvals:  
  
 Originalator 4/3/18  
Date  
  
 Appropriate Dean/Vice President 4/2/18  
Date  
  
 President 4/3/18  
Date



## South Suburban College

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

### MEMORANDUM

To: Don Manning  
From: Marty Lareau  
Date: March 28, 2018  
Subject: Printing of College Publications

On March 13, 2018 we mailed requests for bids for the printing of College publications to thirty-seven (37) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had five (5) responses and a public bid opening was held on March 28, 2018 at 9:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has done business with the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the bids from Precise Printing, Glendale Heights, Illinois in the amount of \$29,800.00 for the printing of College publications.

Printing of College Publications  
 Bid Opening  
 March 28, 2018

Vendor	Package A Fall View Book	Package B Fall Cont. Ed.
Creasy Printing Services Springfield, Illinois	\$ 29,807.00	N/B
EP Graphics Berne, Indiana	\$ 20,487.00	\$ 13,561.00
K.K. Stevens Publishing Astoria, Illinois	N/B	\$ 11,752.36
Liberty Press Springville, Utah	\$ 23,563.95	\$ 12,628.36
Precise Printing Glendale Heights, Illinois	\$ 18,411.00 L	\$ 11,389.00 L
L= low vendor meeting specifications		



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

For Board Information in April, 2018

For Board Action in April, 2018

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

As in past years, the Education Fund is in need of a loan from the Working Cash Fund. The amount needed is exactly the same as last year and will be repaid within the time period as required by state statutes.

**ESTIMATED COST OR BENEFIT**

To utilized all resources of the College in the most cost effective manner.

**JUSTIFICATION OF ACTION**

The College will not receive the balance of its 2017 tax monies until August or September. In addition, the funding received from various programs and grants from the State of Illinois are reimbursed after the expenses have been paid. These actions require a loan for operating purposes to meet current cash requirements and supports (Vision Statement Strategic Direction 2, SSC.2.17) to continue to provide an efficient, transparent, and financially secure institution.

**MOTION**

Move that the Board of Trustees authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,183,000 as per the attached resolution.

- \* 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**

*Jim Kelleys*      4/3/18  
 \_\_\_\_\_  
 Controller/Treasurer

*Martin Frank*      4/6/18  
 \_\_\_\_\_  
 Vice-President of Administration

*Don Te...*      4/5/18  
 \_\_\_\_\_  
 President

## RESOLUTION

Authorizing a loan from the Working Cash Fund of Community College District #510, South Suburban College of Cook County, State of Illinois, to the Educational Fund and directing the Community College Treasurer to make such transfer.

**WHEREAS**, there are insufficient funds on deposit in the Educational Fund of Community College District #510, South Suburban College of Cook County, State of Illinois (the "District") to meet ordinary and necessary disbursements for educational purposes therefrom; and

**WHEREAS**, in accordance with the provisions of the Public Community College Act, 110 Illinois Compiled Statutes 805/3-33.6, the following recitals are made:

A. Taxes or other funds in anticipation of collection or receipt of which the Working Cash Fund is to be reimbursed are:

2018 Educational Fund	\$4,125,000.00
-----------------------	----------------

B. The entire amount of taxes extended, or which the Board of Trustees of the District estimates will be extended or received this year in anticipation of the collection of all or part of which the Working Cash Fund is to be reimbursed is:

2019 Educational Fund	\$3,330,000.00
-----------------------	----------------

C. The aggregate amount of tax anticipation warrants or notes issued in anticipation of the collection of such taxes together with the amount of interest accrued for the Educational Fund and which the Board of Trustees of the District estimates will accrue is:

Educational Fund	None
------------------	------

D. The amount of moneys which the District anticipates to collect for the balance of the year from the State, Federal government or other sources including interest in anticipation of the receipt of all or part of which such transfer will be made is:

Credit Hour Grant	None
-------------------	------

Equalization	None
--------------	------

E. The aggregate amount of receipts from taxes imposed to replace revenue lost by local government units and school districts as a result of the abolition of ad



valorem personal property taxes which the Board of Trustees of the District estimates will be set aside for the proportionate amount of debt service and pension retirement obligations is:

C P P R T	\$425,000.00
-----------	--------------

F. The aggregate amount of moneys heretofore transferred from the Working Cash Fund to the Educational Fund in anticipation of the collection of such taxes or of the receipts of such other moneys from other sources is:

Balance	None
---------	------

**WHEREAS**, such taxes levied or to be received from educational purposes when collected are to be applied first to the payment of any such warrants or notes and the interest thereon and then to the reimbursement of the Working Cash Fund; and

**WHEREAS**, the amount which this Resolution directs the Treasurer of the District to so transfer in anticipation of the collection of taxes levied or to be received for the year, together with the aggregate amount of such anticipation tax warrants or notes heretofore drawn against such taxes and the amount of interest accrued and estimated to accrue thereon; the amount estimated to be required to satisfy debt service and pension or retirement obligations; and the aggregate amount of such transfer heretofore made in anticipation of the collection of such taxes does not exceed 90% of the actual or estimated amount of such taxes extended or to be extended or to be received as set forth in the Resolution; and

**WHEREAS**, the amount which this Resolution directs the Treasurer of the District to so transfer in anticipation of the receipt of moneys to be derived for the year from the State, Federal Government or from other sources, together with the aggregate amount heretofore transferred in anticipation of the receipt of any such moneys, does not exceed the total amount which is so estimated will be received from such source; and

**WHEREAS**, the Board of Trustees of the District desires to effectuate said loan between the Educational Fund of the District and the Working Cash Fund of the District; and

**WHEREAS**, it is hereby determined that it is in the best interest of the District to loan the Educational Fund of the District the amount of \$7,183,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and State of Illinois, as follows:

**SECTION 1.** The Board of Trustees of the District does hereby authorize and direct the Treasurer of the District to transfer to the Educational Fund of the District the sum of \$7,183,000 from the Working Cash Fund of the District effective April 13, 2018.

**SECTION 2.** That this Resolution shall be in full force and effect from and after its passage.

Passed by the Following Roll Call Vote this 12th day of April 2018.

Trustee \_\_\_\_\_ made the motion to adopt.

Trustee \_\_\_\_\_ seconded.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Chairman Frank M. Zuccarelli

ATTEST:

\_\_\_\_\_  
Secretary Martin Lareau



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item     FY18-VI.G    

For Board Information in April, 2018

Board Meeting Date: April 12, 2018

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

The Board must approve the Insurance Committee's recommendation to renew our employee health and life insurance plans to ensure the continued provision of insurance benefits.

**MOTION**

Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance.

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

**APPROVALS**

*Maria Oreau* 3/23/18  
 Appropriate Vice-President Date

*[Signature]* 4/5/18  
 President Date

To: Don Manning, South Suburban College President  
From: Jack Kirkpatrick, Chairman, Joint Insurance Committee  
Date: March 29 , 2018,  
Subject: Joint Insurance Committee Recommendations; Medical, Vision, Dental, and Life Insurances.

The Insurance Committee has reviewed and considered; renewals, markets, additions, and plan changes for our medical, dental, vision, and life insurance plans. Plan renewal history; our PPO ran at an 95.4% vs 118.2% last year, claims to premium loss ratio, and the HMO ran at 72.5% down from last year's 79.0%; and each plan had one large claim over the \$75,000 pooling level. The combined PPO/HMO loss ratio this year was 77.4% vs last year's 87.1%. BCBS's target loss ratio for the most recent experience period is 82.8%. RX trend has decreased from 9.6% annually, down to 7.3%. The PPO medical trend has remained unchanged at 5.8% annually, and the HMO trend has increased from 4.2% to 5.5%. The PPO access fees have remained at 2.51% of hospital discounts, and SSC's pooling level has increased from \$70,000 to \$75,000. SSC's PPO ACV (Average Claim Value) decreased -12.5% and the HMO ACV increased by +3.1% compared to the prior period.

#### Changes and Additions:

Vision Plan changed to EyeMed, which has a broader network with access to larger name brand retailers and has a premium decrease -32.79%. There may be minimal disruptions, however this is a win-win with benefits equal to or exceeding current plan. Unanimous Committee Recommendation.

Added: Tele-Med 1800-MD; Tele Medicine is a 24 hour service that allows members to access an MD for typical medical prescriptions for common ailments. There is no co-pay and the member's RX plan discounts and RX co-pay applies, it covers all family members, regardless of whether they are covered under our standard insurance and it costs \$3.50/Month/employee. Unanimous Committee Recommendation.

#### Recommendations:

The insurance committee recommends the following renewals, additions and changes of the following plans effective July 1, 2017:

- Blue Cross Blue Shield PPO Plans: -.77% overall plan; No Plan Change
- Blue Cross Blue Shield HSA Plans: -.77% overall plan; No Plan Change
- Blue Cross Blue Shield HMO Plans: -.77% overall plan; No Plan Change
- Add: Tele-Med 1-800MD adds + \$3.50/member/Month
- Delta Dental Plan: Rate pass due to 2-year rate guarantee from last year; No Plan Change
- Change: EyeMed Vision -32.79%
- SunLife Life Insurance Plan: Rate pass due to 2-year rate guarantee; No Plan Change.
- Supplemental Dental: No Change
- Retain Vista National as Broker

cc: Dave Anderson, Laurie Czulno, John Geraci, Erica Humphery, Martin Lareau, Shannan Smith, Kim Pigatti, GA Griffith, Tim Pollert



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VI.H

Board Meeting Date: April 12, 2018

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees reduce and limit the number of faculty sabbaticals to zero for the 2018-2019 academic year.

**ESTIMATED COST OR BENEFIT**

In light of the current financial position of the College, we are unable to finance sabbaticals for the upcoming academic year.

**JUSTIFICATION OF ACTION**

According to the faculty contract, the Board of Trustees, at its discretion, may limit or reduce the number of sabbaticals if it determines that the College cannot financially support them in any given year. Reducing and limiting the number of sabbaticals to zero will assist in providing high quality, accessible and affordable credit courses and associate degree and certificate programs for a diverse academically prepared student body. (Strategic Direction # 2 – Student Success and Completion, Goal SSC 2.2)

**MOTION**

Move that the Board of Trustees reduce and limit the number of faculty sabbaticals to zero for the 2018-2019 academic year.

- \* Are funds available in the budget? Yes
- \* Is this related to any previous Board action? No
- \* Specify above if matching funds are required.

**APPROVALS:**

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

*[Signature]* 4/5/18  
 Appropriate Vice President

*[Signature]* 4/5/18  
 President

- \* Attach supplemental information as necessary



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

Board Meeting Date: April 12, 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 accept the resignation of Paul Adams, part-time Campus Police Officer in the Campus Police department, effective April 16, 2018.

**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 Paul Adams, part-time Campus Police Officer in the Campus Police department, effective April 16, 2018.

**Approvals:**

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

*[Signature]* 4/4/18  
 Originator Date

*[Signature]* kP 4/6/18  
 Director of Human Resources Date

*[Signature]* 4/4/18  
 Appropriate Vice President Date

*[Signature]* 4/5/18  
 President Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.2

Board Meeting Date: April 12, 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 resignation of Shelly L. Fickau, Dean of Student Development, effective April 16, 2018, and grant permission to advertise to fill the vacated position, as needed.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION


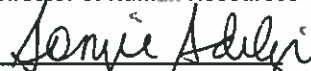
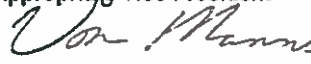
See the attached resignation letter from Shelly L. Fickau. Replacement of this position supports Strategic Direction 2, SSC 2.7: Integrate advising into every student's ongoing educational experience.

### MOTION

Move that the Board of Trustees accept the resignation of Shelly L. Fickau, Dean of Student Development, effective April 16, 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

	4/5/18
Originator	Date
<u>Kim Pigatti</u>	4/6/18
Director of Human Resources	Date
	4/5/18
Appropriate Vice President	Date
	4/5/18
President	Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.3

Board Meeting Date: April 12, 2018

## BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

## FUNDING

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

## PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Shari McGovern, full-time instructor in the Allied-Health / Career Programs area, effective July 30, 2018, and grant permission to advertise to fill the vacated position, as needed.

## ESTIMATED COST OR BENEFIT

Not applicable.

## JUSTIFICATION OF ACTION

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

## MOTION

Move that the Board of Trustees accept the resignation of Shari McGovern, full-time instructor in the Allied-Health / Career Programs area, effective July 30, 2018, and grant permission to advertise to fill the vacated position, as needed.

### Approvals:

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

	<u>3/28/18</u>
Originator	Date
	<u>4/6/18</u>
Director of Human Resources	Date
	<u>3/28/18</u>
Appropriate Vice President	Date
	<u>4/5/18</u>
President	Date





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.4

Board Meeting Date: April 12, 2018

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the termination of Mr. Michael Schoettle, full-time Client Solutions Specialist for the Business & Career Institute, effective April 13, 2018, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Filling this position is necessary to continue to provide customer service and support to our company clients. (Strategic Direction 4, Partnership Development Partnership Development 4.1) Engage in community and business partnerships to develop to facilitate employment opportunities for our students. Partnership Development 4.6: Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move the Board of Trustees approve the termination of of Mr. Michael Schoettle, full-time Client Solutions Specialist for the Business & Career Institute, effective April 13, 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
- \* Is this part of a large project requiring additional funds? (Explain) No

APPROVALS

Ruestberg 4/3/18  
 Originator

Kim Pagath MS 4/6/18  
 Director of Human Resources

Stokel 4/3/18  
 Appropriate Vice President

Don Manning 4/5/18  
 President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VII.B.1

Board Meeting Date: April 12, 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 appoint Danielle Whitted as Manager of Student Programming, effective April 13, 2018, and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

This position is a regular full-time TPE (Technical Professional Exempt position), 40 hours a week, 52 weeks per year, with an annual beginning salary of \$40,000.

**JUSTIFICATION OF ACTION**

This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees appoint Danielle Whitted as Manager of Student Programming, effective April 13, 2018, and grant permission to advertise to fill the vacated position, as needed.

**Approvals:**

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

*Dorance Putter* 4/6/18  
 Originator Date

*Kim Diatti (DA)* 4/6/18  
 Director of Human Resources Date

*Sharon Delaney* 4/6/18  
 Appropriate Vice President Date

*Don Manning* 4/6/18  
 President Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

Board Meeting Date: April 12, 2018

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

A new President will be appointed to fill the vacancy of Don Manning. The appointment is effective October 1, 2018.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

A new President will be must be appointed to replace the position, to be vacated by retiring President Don Manning.

**MOTION**

Move that the Board of Trustees appoint a new President, effective October 1, 2018.

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

*4/16/18*  
\_\_\_\_\_  
Date