



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
PUBLIC HEARING
THURSDAY, SEPTEMBER 13, 2018
7:45 PM

- I. Operating and non-operating budgets for fiscal year 2018/2019 for Community College District No. 510



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, SEPTEMBER 13, 2018
7:50 PM

- I. Recommendation to adopt the resolution approving the operating and non-operating budgets for fiscal year 2018/2019 for Community College District No. 510

- II. Recommendation to ratify the results of the phone poll approving the emergency expenditure of the emergency generator in the amount of \$188,258.27



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, SEPTEMBER 13, 2018
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. Faculty Presentation
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held August 9, 2018
 - B. Regular Board of Trustees meeting held August 9, 2018
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for September, 2018 (T. Pollert)
 - C. Approval to adopt the resolution approving the operating and non-operating budgets for fiscal year 2018/2019 for Community College District No. 510 (A. DeFilippo)
 - D. Approval to ratify the results of the phone poll approving the emergency expenditure of the emergency generator in the amount of \$188,258.27 (A. DeFilippo)
 - E. Approval of the Memorandum of Understanding between the Cook County Sheriff's Office (CCSO) and the Board of Trustees of Community College District No. 510 (L. Stokes)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirement/Resignations/Terminations
 - B. Appointments
 - C. Grant permission to create and advertise
 - D. Approval of the President's recommendation in a personnel matter
- 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, AUGUST 9, 2018

Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:01 p.m.

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

Committee members absent: None

Other Board members in attendance: Chairman Frank M. Zuccarelli arrived at 8:19 p.m.

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

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

Agenda:

I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2018/2019.

Trustee DeFilippo recommended the Board approve the tentative operating and non-operating budgets for fiscal year 2018/2019 at the regular Board of Trustees meeting.

II. Recommendation to support the Country Club Hills TIF District extension.

Trustee DeFilippo recommended the Board support the Country Club Hills TIF District extension at the regular Board of Trustees meeting.

III. Recommendation to accept the bids of Precise Printing in the amount of \$60,804.00 for the printing of College publications, utilizing a mail drop option.

Trustee DeFilippo recommended the Board accept the bids of Precise Printing in the amount of \$60,804.00 for the printing of College publications, utilizing a mail drop option.

The meeting adjourned at 8:24 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, AUGUST 9, 2018

I. CALL TO ORDER & ROLL CALL:

At 8:25 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, Janet Rogers, and Frank M. Zuccarelli

Absent: Trustees Vivian Payne, Terry Wells, Joseph Whittington, and Student Trustee Ronnell Tatum

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

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held July 12, 2018

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held July 12, 2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Regular Board of Trustees meeting held July 12, 2018

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held July 12, 2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Special Board of Trustees meeting held July 28, 2018

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Special Board of Trustees meeting held on July 28, 2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Special Board of Trustees meeting held July 29, 2018

Trustee Rogers moved and Trustee DeFilippo seconded to approve the minutes of the Special Board of Trustees meeting held on July 29, 2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

E. Closed Session meeting held July 28, 2018

Trustee Rogers moved and Trustee DeFilippo seconded to approve the minutes of the Closed Session meeting held July 28, 2018. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Daly 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 Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Bills Payable for August, 2018

Trustee Rogers moved and Trustee Daly seconded to authorize the Treasurer to pay the list of bills payable for June, 2018 in the amount of \$3,943,854.84. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Approval of the tentative operating and non-operating budgets for fiscal year 2018/2019

Trustee DeFilippo moved and Trustee Daly seconded to approve the tentative operating and non-operating budgets for fiscal year 2018/2019. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Approval to support the Country Club Hills TIF (Tax Increment Financing) District extension

Trustee DeFilippo moved and Trustee Rogers seconded to support the Country Club Hills TIF (Tax Increment Financing) District extension. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

E. Approval to accept the bids of Precise Printing in the amount of \$60,804.00 for the printing of College publications, utilizing a mail drop option.

Trustee DeFilippo moved and Trustee Daly seconded to accept the bids of Precise Printing in the amount of \$60,804.00 for the printing of College publications, utilizing a mail drop option. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Daly moved and Trustee DeFilippo seconded to approve the following retirement and resignation:

1. Approve the retirement of Marybeth Beno, full-time instructor in the Mathematics Department, effective December 31, 2018, and grant permission to advertise to fill the vacated position, as needed.
2. Approve the resignation of Denita Williams, full-time Nursing Lab Supervisor in the nursing Department, effective August 15, 2018, and grant permission to advertise to fill the vacated position, as needed.

On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Appointments

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

1. Appointment of Denise Castle as a full-time, tenure-track nursing faculty in the Nursing Department, effective August 16, 2018.

2. Appointment of Kimberly Marks as a full-time Radiological Technology (RAD) Program Clinical Coordinator in the Allied Health Department, effective August 16, 2018, pending successful completion of a criminal background investigation.
3. Appointment of John McGreevy as a full-time Radiological Technology (RAD) Program Coordinator in the Allied Health Department, effective August 16, 2018, pending successful completion of a criminal background investigation.
4. Appointment of Dr. Detric Fletcher as a full-time Medical Assistant/Phlebotomy Coordinator in the Allied Health Department, effective August 16, 2018, pending successful completion of a criminal background investigation.
5. Appointment of Patrick Rush as the full-time Executive Director of Public Relations & Resource Development, effective August 20, 2018, pending successful completion of a criminal background investigation.
6. Appointment of Phil Aratri as a full-time Supervisor of Physical Plant Night Operations in the Physical Plant Department, effective August 13, 2018, pending successful completion of a criminal background investigation. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VIII. Closed Session:

There was none.

ADJOURNMENT

The regular Board of Trustees meeting adjourned at 8:48 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Rogers. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Janet M. Rogers, Secretary of the Board of Trustees

Frank M. Zuccarelli, Chairman of the Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY19-VI.A

For Board Information in September, 2018.

For Board Action in September, 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 July 31, 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

Tim Follett 9/7/18
Controller/Treasurer

Mark Soreau 9/7/18
Vice-President

Don Manning 9/7/18
President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: September 6, 2018
 Subject: Financial Report For The Period Ending July 31, 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>
\$3,060,616.65	\$3,060,616.65
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,075,917.17	\$3,075,917.17

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>
\$3,635,851.73	\$3,635,851.73
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,801,528.11	\$3,801,528.11
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$165,676.38)	(\$165,676.38)

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>
\$12,559,976.45	2.22%	-4

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$3,009,518.50	\$51,098.15	\$3,060,616.65
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$3,009,518.50	\$51,098.15	\$3,060,616.65

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,771,838.69	\$304,078.48	\$3,075,917.17
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$2,771,838.69	\$304,078.48	\$3,075,917.17

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,635,851.73	\$3,801,528.11	(\$165,676.38)
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$3,635,851.73	\$3,801,528.11	(\$165,676.38)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$12,559,976.45	2.22%	(4)
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	16%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,835,113.48	0.00	3,835,113.48	31%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	6,739,760.07	0.00	6,739,760.07	54%
	Total	12,559,976.45	0.00	12,559,976.45	100%
	Average %	2.22			



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY19-VI.B

For Board Information in September, 2018.

For Board Action in September, 2018.

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Paying the bills supports (Vision Statement Strategic Direction 2, SSC.2.17) to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Hereby authorize the Treasurer to pay the following list of bills:

Education Fund	\$2,295,675.72
Operation & Maintenance Fund	313,015.29
Operation & Maintenance Restricted Fund	29,341.55
Auxiliary Enterprise Fund	325,522.47
Restricted Funds	223,832.87
Special Levies Fund	73,390.29
Audit Fund	20,000.00
Flex Plan Fund	<u>7,585.06</u>
Total	\$3,288,363.25

- * 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

Controller/Treasurer 9/7/18

 Vice-President 9/7/18

 President 9/7/18



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY19-VI.C

For Board Information in September, 2018

Board Action in September, 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 to adopt the resolution approving the operating and non-operating budgets for fiscal year 2018/2019.

ESTIMATED COST OR BENEFIT

The Operating budget is \$32,165,133

The Non-Operating budget is \$19,352,828

JUSTIFICATION OF ACTION

Annually, the Board of Trustees is required to adopt a budget for the College to comply with Illinois Community College Board. The tentative budget was approved by the Board at the August meeting. A legal notice was published in the appropriate news media, and the 30 day window for public inspection has been satisfied according to State statute. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Motion to approve the attached resolution and Operating and Non-Operating budgets for Fiscal Year 2018/2019.

- * 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 Pellet 9/7/18
 Controller/Treasurer

Maria 9/7/18
 Vice-President

Don Manning 9/7/18
 President

Office of the Treasurer



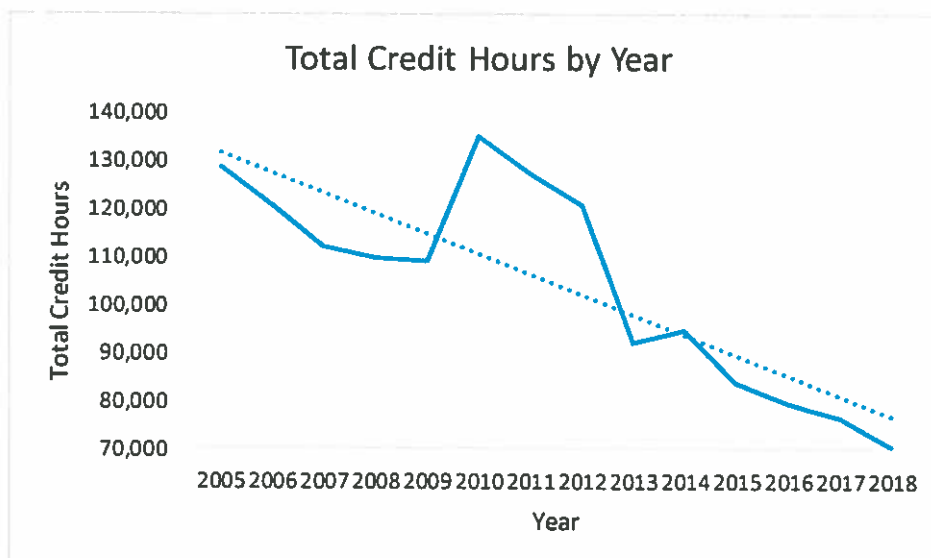
To: Board of Trustees
From: Tim Pollert
Date: September 7, 2018
Subject: Budget Packet – Fiscal Year 2018-2019

I have attached summary pages of both the Operating and Non-Operating fund budgets for fiscal year 2018-2019.

Both documents were approved, in a tentative format, at the August 9, 2018 regularly scheduled Board of Trustees meeting. A legal notice was published in the *Daily Southtown* on August 14, 2018, notifying the public of a hearing to be held on September 13, 2018 at 7:45 P.M. The tentative budget will have been on display for the required 30 days prior to adoption as required by state statute.

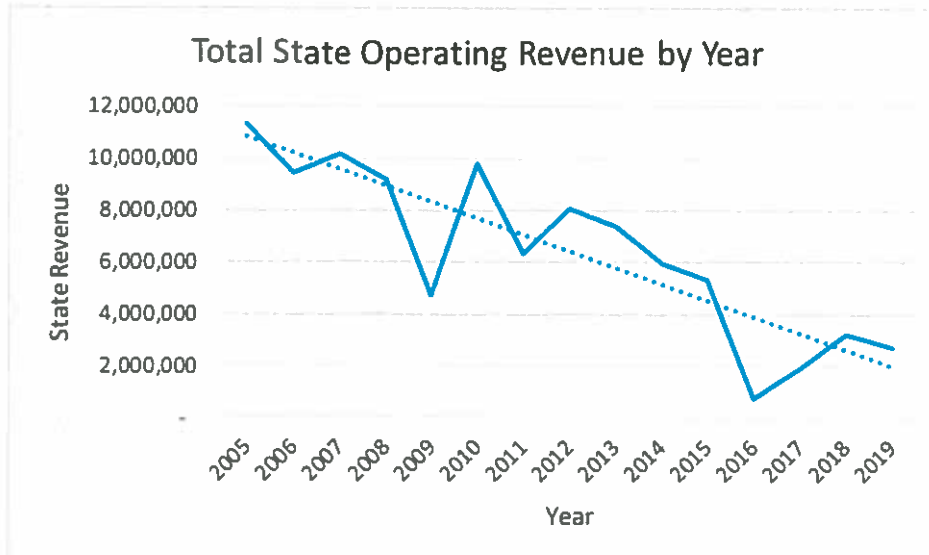
Operating expenditures are currently budgeted at \$32,165,133 with projected revenue of \$27,760,231. Non-Operating expenditures are \$19,352,828 with revenue projected at \$18,861,237. In aggregate, fiscal year expenditures are \$51,517,961 with projected revenue at \$46,621,468. While a number of meetings have taken place over the last month to address the financial issues at the College, these numbers have not changed since the passage of the tentative budget in August.

The College continues to struggle with negative revenue trends and the ability to attract and retain our student population. I have graphed total credit hours back to 2005:



Enterprise and student development funds are facing increasing pressures with enrollment at historically low levels.

The negative trend in State funding continues to persist as the following graph illustrates:



Every aspect of our day to day operations will be closely scrutinized from a profitability standpoint. A number of revenue enhancements along with cost controls will be rolled out over the next 12 to 18 months with the sole purpose of turning this operation around. It will not be easy, but with a strong management team in place and the support of our Board, we will reverse the course of operations.

If you have questions regarding any items in these documents, please feel free to call me at (708) 210-5722.

RESOLUTION NO. _____

WHEREAS, the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Treasurer's Office has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;
and

WHEREAS, a public hearing was held as to such budget on the 13th day of September, 2018, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of this District is hereby fixed and declared as beginning July 1, 2018 and ending June 30, 2019.

Section 2. That the following budget containing an estimate of amounts available in each fund, separately, and of expenditures from each, and an estimate of cash expected to be received during such fiscal year from all sources; and a statement of estimated cash expected to be on hand at the end of such year, be and is hereby adopted as the budget of this District for fiscal year 2018-19. A copy of this budget shall be included in the official minutes of this meeting.

Section 3. That the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the proceeding items shall be paid from the tax levied for the operation and maintenance of facilities purposes.

Section 4. This Resolution shall be effective from and after its passage as provided by law.

Passed by the following roll call on the 13th day of September 2018.

Trustee _____ made the motion to adopt.

Trustee _____ seconded the motion.

Ayes:

Nays:

Absent:

Attest:

Secretary

Chairman

As of September 7, 2018
Run on September 7, 2018 at 9:12 AM

South Suburban College

Operating Budget FY 2019

		Budget 2019	Budget 2018	Budget to Budget Comparison	%
5101001	ADMIN STAFF - FULL-TIME	2,770,171	2,385,276	384,895.00	16%
5102001	PROF/TECH STAFF -	1,422,893	1,398,381	24,502.00	2%
5103001	TEACHING FACULTY -	5,952,639	5,484,884	467,555.00	9%
5103002	TEACHING FACULTY -	1,343,662	1,291,954	51,708.00	4%
5103003	TEACHING FACULTY -	166,145	133,696	32,550.00	24%
5103004	TEACHING FACULTY -	634,474	604,247	30,227.00	5%
5104001	SUPERVISORY STAFF -	0	0	0.00	-
5105001	ACADEMIC SUPPORT -	1,129,580	305,000	824,580.00	270%
5105003	ACADEMIC SUPPORT -	20,000	35,000	(15,000.00)	(43)%
5105004	ACADEMIC SUPPORT -	10,000	7,300	2,700.00	37%
5106001	CLERICAL - FULL-TIME	5,414,419	4,526,904	887,515.00	20%
5107001	CUSTODIAL/MAINT -	1,431,480	1,355,814	75,645.00	6%
5108000	STUDENT EMPLOYEES	147,100	148,996	(1,896.00)	(1)%
5108001	Student Employment	0	0	0.00	-
5109001	PART TIME	650,300	470,720	179,580.00	38%
5109002	OVERTIME	235,450	183,900	41,550.00	21%
Total Salaries		\$21,328,293	\$18,341,781	2,986,512.00	16%
5201001	MEDICAL	4,397,700	5,013,976	(618,276.00)	(12)%
5207001	SSC TUITION WAIVERS	143,000	160,000	(17,000.00)	(11)%
5207002	EDUCATIONAL	15,000	13,000	2,000.00	15%
5209001	FEDERAL SURS PAYMENT	0	0	0.00	-
5209002	STATE SURS PAYMENT	0	80,000	(80,000.00)	(100)%
5209003	EARLY RETIREMENT	460,232	490,052	(29,820.00)	(6)%
5209004	FACULTY DEVELOPMENT	8,000	7,000	1,000.00	14%
5209005	DEVELOPMENT EXPENSE	7,400	7,450	(50.00)	(1)%
Total Employee Benefits		\$5,031,332	\$5,771,478	(740,146.00)	(13)%
5302000	CONSULTANTS	177,000	236,000	(59,000.00)	(25)%
5303000	ARCHITECTURAL	60,000	318,000	(258,000.00)	(81)%
5304001	MAINTENANCE SERVICES	94,550	91,850	2,700.00	3%
5304002	MAINTENANCE OF	94,000	207,627	(113,627.00)	(55)%
5304003	MAINTENANCE OF	695,600	685,825	9,775.00	1%
5305000	LEGAL SERVICES	480,000	600,000	(120,000.00)	(20)%
5308000	INSTRUCTIONAL	200,300	1,424	198,876.00	13,968%
5309000	Other Contractual Services	0	0	0.00	-
5309002	OTHER CONTRACTUAL	110,230	300,658	(190,428.00)	(63)%
Total Contractual Services		\$1,911,680	\$2,441,384	(529,704.00)	(22)%
5401001	OFFICE SUPPLIES	119,835	133,512	(13,677.00)	(10)%
5401002	INSTRUCTIONAL SUPPLIES	750,502	650,081	100,421.00	15%
5402000	PRINTING	152,599	180,877	(28,078.00)	(16)%

As of September 7, 2018
Run on September 7, 2018 at 9:12 AM

South Suburban College

Operating Budget FY 2019

		Budget 2019	Budget 2018	Budget to Budget Comparison	%
5402001	Printing - Maker Lab	1,000	1,000	0.00	0%
5404001	AUDIOVISUAL MATERIALS	4,040	2,040	2,000.00	98%
5405000	LIBRARY BOOKS/BINDINGS	32,000	42,000	(10,000.00)	(24)%
5406000	PUBLICATIONS AND DUES	132,564	83,562	49,002.00	59%
5407000	ADVERTISING	308,642	309,742	(3,100.00)	(1)%
5408001	PURCHASES RESALE	21,600	29,220	(7,620.00)	(26)%
5409000	OTHER MATERIALS AND	172,000	184,000	(22,000.00)	(11)%
Total Material and Supplies		\$1,692,782	\$1,625,834	66,948.00	4%
5502000	CONFERENCE/MEETING	60,325	83,550	(23,225.00)	(28)%
5503000	TRAVEL OUT OF DIST	7,700	6,900	800.00	12%
5509000	CLASS TRAVEL	1,700	1,936	(236.00)	(12)%
Total Travel and Meetings		\$69,725	\$92,386	(22,661.00)	(25)%
5601000	RENTAL OF FACILITIES	0	0	0.00	-
5602000	RENTAL OF EQUIPMENT	17,750	11,500	6,250.00	54%
5606000	LEASE/PURCHASE	0	48,000	(48,000.00)	(100)%
5609001	SERVICE CHARGES	66,000	116,700	(20,700.00)	(18)%
Total Fixed		\$113,750	\$176,200	(62,450.00)	(35)%
5701000	GAS	98,400	150,000	(51,600.00)	(34)%
5703000	ELECTRICITY	626,000	670,000	(44,000.00)	(7)%
5704000	WATER/SEWAGE	67,000	55,200	11,800.00	21%
5705000	TELEPHONE	136,000	134,000	2,000.00	1%
5707000	REFUSE DISPOSAL	21,000	15,000	6,000.00	40%
Total Utilities		\$948,400	\$1,024,200	(75,800.00)	(7)%
5801000	SITE IMPROVEMENTS	0	0	0.00	-
5804001	BUILDING IMPROVEMENTS	0	0	0.00	-
5805000	EQUIPMENT OFFICE	0	25,000	(25,000.00)	(100)%
5806000	EQUIPMENT	0	0	0.00	-
5807000	EQUIPMENT SERVICE	0	0	0.00	-
Total Capital Outlay		\$0	\$25,000	(25,000.00)	(100)%
5902000	STUDENT GRANTS &	1,089,171	1,150,000	(80,829.00)	(7)%
5903000	TUITION CHARGEBACK	0	14,400	(14,400.00)	(100)%
5909090	OTHER EXPENDITURES	0	0	0.00	-
5909099	CLEARING ACCOUNT	0	0	0.00	-
Total Other Expenditures		\$1,069,171	\$1,164,400	(95,229.00)	(8)%
Total Expenditures		\$32,166,133	\$30,662,663	1,502,470.00	5%

Operating Funds Revenues				
Fiscal Year 2018 - 2019				
Category	FY 18-19 Budget	FY 17-18 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 12,113,612	\$ 12,113,612	\$ -	0.00%
Total Local Sources	\$ 12,113,612	\$ 12,113,612	\$ -	0.00%
State Government Sources:				
Credit Hour Grants	\$ 2,031,750	\$ 2,069,965	\$ (38,215)	-1.85%
Equalization Grant	678,740	960,500	(281,760)	-29.33%
Career and Technical Ed Grant	217,255	214,070	3,185	1.49%
Corporate Replacement Tax	499,784	499,784	-	0.00%
Total State Sources	\$ 3,427,529	\$ 3,744,319	\$ (316,790)	-8.46%
Federal Government Sources	\$ 14,977	\$ 14,977	\$ -	0.00%
Tuition and Fees:				
Tuition	10,600,000	10,494,115	\$ 105,885	1.01%
Course Fees	745,049	745,049	-	0.00%
Lab Fees	337,686	337,686	-	0.00%
Other Fees	127,967	127,967	-	0.00%
Total Tuition and Fees	\$ 11,810,702	\$ 11,704,817	\$ 105,885	0.90%
Other Sources of Revenue:				
Interest on Investments	\$ 240,000	\$ 223,642	\$ 16,358	\$ 0
Facilities Rental	-	-	-	-
Facilities Rental	153,411	1,294,085	(1,140,674)	-88.15%
Total Other Sources	\$ 393,411	\$ 1,517,727	\$ (1,124,316)	
Total Revenue	\$ 27,760,231	\$ 29,095,452	\$ (1,335,221)	-4.59%
	=====	=====	=====	=====

Educational Fund Revenues				
Fiscal Year 2018 - 2019				
Category	FY 18-19 Budget	FY 17-18 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 9,539,822	\$ 9,539,822	\$ -	0.00%
Total Local Sources	\$ 9,539,822	\$ 9,539,822	\$ -	0.00%
State Government Sources:				
Credit Hour Grants	\$ 1,015,875	\$ 1,034,982	\$ (19,107)	-1.85%
Equalization Grant	678,740	960,500	(281,760)	-29.33%
Career and Technical Ed Grant	217,255	214,070	\$ 3,185	1.49%
Corporate Replacement Tax	249,892	249,892	-	0.00%
Total State Sources	\$ 2,161,762	\$ 2,459,444	\$ (297,682)	-12.10%
Federal Government Sources	\$ 14,977	\$ 14,977	\$ -	0.00%
Tuition and Fees:				
Tuition	\$ 10,600,000	\$ 10,494,115	\$ 105,885	1.01%
Course Fees	745,049	745,049	-	0.00%
Lab Fees	337,686	337,686	-	0.00%
Other Fees	127,967	127,967	-	0.00%
Total Tuition and Fees	\$ 11,810,702	\$ 11,704,817	\$ 105,885	0.90%
Other Sources of Revenue:				
Interest on Investments	\$ 240,000	\$ 223,642	\$ 16,358	7.31%
Facilities Rental	150,000	1,290,674	(1,140,674)	-88.38%
Total Other Sources	\$ 390,000	\$ 1,514,316	\$ (1,124,316)	
Total Revenue	\$ 23,917,263	\$ 25,233,376	\$ (1,316,113)	-5.22%
	=====	=====	=====	=====

Operations & Maintenance Fund Revenues				
Fiscal Year 2018 - 2019				
Category	FY 18-19 Budget	FY 17-18 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 2,573,790	\$ 2,573,790	\$ -	0.00%
Total Local Sources	\$ 2,573,790	\$ 2,573,790	\$ -	0.00%
State Government Sources:				
Credit Hour Grants	\$ 1,015,875	\$ 1,034,983	\$ (19,108)	-1.85%
Corporate Replacement Tax	249,892	249,892	-	0.00%
Total State Sources	\$ 1,265,767	\$ 1,284,875	\$ (19,108)	-1.49%
Other Sources of Revenue:				
Parking/Traffic	\$ 3,411	\$ 3,411	\$ -	0.00%
Total Other Sources	\$ 3,411	\$ 3,411	\$ -	0.00%
Total Revenue	\$ 3,842,968	\$ 3,862,076	\$ (19,108)	-0.49%
	=====	=====	=====	=====

SOUTH SUBURBAN COLLEGE
REVENUES AND EXPENDITURES
FISCAL YEAR 2019
NON-OPERATING BUDGET

	BOND PROCEEDS FUND	BOND & INTEREST FUND	2018 Actual AUXILIARY ENTERPRISE FUND	RESTRICTED PURPOSE FUND	2018 Actual STUDENT DEVELOPMENT FUND	TRUST & AGENCY FUND	SPECIAL LEVIES FUND	TOTAL ALL NON-OPERATING FUNDS
REVENUES:								
Bookstore			1,215,170					1,215,170
Bus. & Career Institute			736,164					736,164
Satellite Copier			79,249					79,249
Duplication Center			84,449					84,449
State Gov. Sources				1,782,828				1,782,828
Federal Gov. Sources				9,625,188				9,625,188
Student Dev. Fund					577,431			577,431
Tax Revenue		2,110,000				1,397,356	1,196,402	3,306,402
T & A Receipts						57,000		1,397,356
Flex Plan								57,000
TOTAL REVENUES	-	2,110,000	2,115,032	11,408,016	577,431	1,454,356	1,196,402	18,861,237
EXPENDITURES:								
Bookstore			1,325,736					1,325,736
Dean of Extension Services			999,928	318,184				1,318,112
Satellite Copier			63,101					63,101
Duplication Center			97,665					97,665
V.P. Academic Services				1,216,103				1,216,103
Controller/Treasurer				9,000,000				9,000,000
V.P. Student Development				167,056				167,056
Adult Ed				706,673				706,673
Career Development & Job Training								-
Student Dev. Fund					802,858			802,858
Debt Principal		2,110,000						2,110,000
Protection Health and Safety								-
Debt Interest								-
T & A Disbursements						1,397,356		1,397,356
Liab. Prot. Sett. Fund						57,000	1,091,168	1,091,168
Other								57,000
TOTAL EXPENDITURES	-	2,110,000	2,486,430	11,408,016	802,858	1,454,356	1,091,168	19,352,828



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VI.D

Board Meeting Date: September 9, 2018

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

A phone poll of the Board was conducted on August 10, 2018 by Martin Lareau, Secretary to the Board, in order to approve an emergency expenditure for the repair of the emergency generator in the amount of \$188,258.27. The results of the phone poll must be ratified at the Special Board of Trustees Meeting on September 13, 2018.

ESTIMATED COST OR BENEFIT

The cost to replace the necessary equipment is \$188,258.27.

JUSTIFICATION OF ACTION

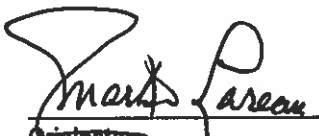
This repair is necessary to assure uninterrupted electrical service to the College infrastructure until our insurance carrier provides reimbursement for the repair. This action supports SSC Direction #2, SSC 2.21; to provide an attractive, safe, healthy, and welcoming learning environment for all students.


MOTION

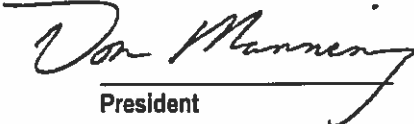
Move that the Board of Trustees ratify a phone poll, conducted on August 10, 2018 by Martin Lareau, Secretary to the Board, in order to approve an emergency expenditure for the repair of the emergency generator in the amount of \$188,258.27.

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


 Originator 9/6/18
 Date


 Appropriate Vice President 9/6/18
 Date


 President 9/6/18
 Date

A phone poll was conducted on August 10, 2018 in order to approve an emergency expenditure for the repair of the emergency generator. The cost to replace this equipment is \$188,258.27. The results of the phone poll are listed below:

Do you approve the repair of the emergency generator in the amount of \$188,258.27?

<u>Board Member</u>	<u>Date Contacted</u>	<u>Time of Contact</u>	<u>Response</u>
Frank Zuccarelli	8/15/18	5:24 p.m.	Yes
Anthony DeFilippo	8/10/18	10:35 a.m.	Yes
Terry Wells	8/10/18	10:33 a.m.	Yes
Joseph Whittington	8/10/18	10:38 a.m.	Yes
Janet Rodgers	8/10/18	10:24 p.m.	Yes
Vivian Payne	8/10/18	10:28 a.m.	Yes
John Daly	8/10/18	10:22 a.m.	Yes
Art Tatum (Student Trustee)	no response	*****	****



Member of the FM Global Group

Factory Mutual Insurance Company
300 South Northwest Highway, Suite 100
Park Ridge, IL 60068 USA
T : 847-430-7400 F : 847-430-7499
Direct Dial 847-430-7405
E-Mail : kenneth.jones@fmglobal.com

August 9, 2018

Mr. Justin Papp
Director, Physical Plant Operations
South Suburban College
15800 S. State Street
South Holland IL 60473

(sent via email to: JPapp@ssc.edu)

Re:

Policyholder:	South Suburban College
Loss Location:	15800 S. State Street South Holland IL 60473
Loss Description:	Mechanical Breakdown
Date of Loss:	29-Mar-2018
Claim ID:	480665

Dear Mr. Papp,

This letter serves to follow-up on the status of this claim and provides you with an update.

This also confirms yesterday's site visit to inspect the physical damages stemming from the overheating of the emergency back-up generator (engine). Discussions were held with Mr. Arthur Glogowski, Cummins, Mr. Andy Covert, Cummins, Ms. Bonnie Braverman, Executive General Adjuster, Crawford Global Technical Services (adjuster on behalf of Cummins), Mr. Jim Marciniak, Engineering Systems, Inc. (our consultant), Mr. Mike Ilko, Planera Architect (South Suburban College Consultant), you and me.

The inspection revealed that a block heater rubber hose on the coolant system burst. The engine overheated and stopped operating. Cummins representatives stated upon their arrival coolant was seen coming out of the head bolts and spark plug bores. They removed the spark plugs wires and the ends of the boots are burnt. The paint on the intake manifold is burnt. The cylinders are scored and cylinder heads (16) are burnt and require replacement. All sixteen (16) cylinder heads and cylinder kits require replacement. The exhaust manifold requires replacement. The spark plugs and wiring, and coolant vent lines require replacement. There appears to be no evidence of physical damage that occurred to the engine block. However, further inspection of the engine block will be done once Cummins has completely disassembled the engine. The generator remains locked out until the permanent repair of the engine is complete. The rental generator remains in place. I verbally authorized to proceed with the repair of engine per their April 16, 2018 proposal. Cummins will order the replacement parts, once South Suburban College provide them with a purchase order for \$174,108 (rounded) to proceed with the repair work. This will be a field repair.

Coverage:

I have reviewed the terms and conditions of the AFM Policy No. EQ759 and confirmed that coverage is provided to repair the engine because of the overheating event. The term of the Policy is from July 1, 2017 to July 1, 2018. The adjusted loss amount (gross) is subject to the "All Other Loss" USD \$10,000 per occurrence Policy deductible.



Adjustment of the actual loss amount(s) being claimed under the AFM Policy will be as of the date of loss at the place of loss, and for no more than the interest of South Suburban College. Adjustment will be determined based on the cost to repair or cost to rebuild or replace on the same site with new materials of like size, kind and quality, whichever is lesser.

This loss will be adjusted with and made payable to South Suburban College or as directed by, South Suburban College. Additional insured interests will also be included on loss payment as their interests may appear when named as additional named insured, lender mortgagee and/or loss payee either on a Certificates of Insurance on file with the Company.

Once the projected expenses exceed the \$10,000 Policy deductible, advance claim payments are available to South Suburban College. To expedite recovery, AFM Global recommends that payment be made via an electronic fund transfer through Automated Clearing House Credit (ACH) providing there are no mortgagees or additional named payables. If there are mortgagees or additional named payables listed in the Policy, we can only issue Advance or Final claim payment by check.

Request for Information:

As discussed, there was a five (5) year Planned Maintenance Agreement enforced at the time of loss between Cummins NPower and South Suburban College.

To continue with the claim adjustment process, I am continuing to request the following information:

- What are the critical set point(s) that will trigger the generator to shut down and what are the values set at (i.e. temperature, pressure, etc.)?
- When the engine stopped operating was it due to a catastrophic failure or did it shut down because it reached a critical set point?
- Does the controller for the generator have an event log?
- How many run time hours were on the meter at the time engine stopped operating?
- What is Cummins planned the maintenance schedule? What work was performed by Cummins? What work was schedule or recommended to be done by Cummins?
- Please provide me with all the past schedule maintenance service reports per the maintenance agreement.
- In accordance with the maintenance agreement, what inspection and maintenance work were performed each time a Cummins service representative visited the facility?
- What is Cummins protocol for informing South Suburban College representatives upon their arrival to the facility to perform contracted maintenance services? Please provide me with their written services reports documenting their visit(s) and details of the work performed.
- What has Cummins determined as the point of failure which started the cascade of events which led to the engine shutdown and reported damage?



If you have questions in the interim, please do not hesitate to contact me directly.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Kenneth K. Jones'. The signature is fluid and cursive.

Kenneth K. Jones
General Adjuster
FM Global | AFM
Chicago Operations, Claims

Cc: Working File, Chicago
Digital Statutory File



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VI.E

Board Meeting Date: September 13, 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 Memorandum of Agreement between the Cook County Sheriff's Office (CCSO) and the Board of Trustees of Community College District #510 (College).

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

The College and CCSO have historically partnered to develop and offer education and training programs in relation to criminal/social justice systems. In conjunction with such programming, the College has historically permitted the CCSO to utilize facility space at the College for operation of the Sheriff's Bureau of Training and Education ("BOTE"). This Agreement shall serve to memorialize the status of this partnership and licensed premises. This action will assist SSC in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)


MOTION

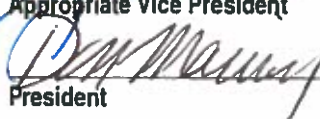
Move that the Board of Trustees accept the Memorandum of Agreement between the Cook County Sheriff's Office (CCSO) and the Board of Trustees of Community College District #510 (College).

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


Originator 9-5-18
Date


Appropriate Vice President 9/5/18
Date


President 9/7/18
Date

**MEMORANDUM OF AGREEMENT BETWEEN
THE COOK COUNTY SHERIFF'S OFFICE AND
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE NUMBER 510**

This Memorandum of Agreement ("Agreement") is entered into by and between the Cook County Sheriff's Office ("CCSO") and the Board of Trustees of Community College District Number 510 ("District") (collectively, the "Parties"), pursuant to authority granted by the Illinois Constitution of 1970, Article VII, Section 10 and Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*

I. PURPOSE

District owns and operates a public two-year community college known as South Suburban College (hereinafter referred to as the "College"). College and CCSO have historically partnered to develop and offer education and training programs in relation to criminal/social justice systems. In conjunction with such programming, College has historically permitted the CCSO to utilize facility space at the College for operation of the Sheriff's Bureau of Training and Education ("BOTE"). This Agreement shall serve to memorialize the current status of this partnership and licensed premises as is defined herein.

II. LICENSED PREMISES

Subject to the terms, conditions and limitations contained in this Agreement, College hereby grants to the CCSO a nontransferable, revocable license (the "License") for the purpose of allowing the CCSO to utilize Room 5672 and Room 5430 at the College, located at 15800 State St, South Holland, IL 60473 (hereinafter the "Licensed Premises"), or other such space as may assigned by the College in its sole reasonable discretion.

The License defined in this Section is revocable at will by District and/or College in accordance with the notice provisions defined herein, and is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions and rights of way with respect to the Premises, whether or not of record.

In the event that the CCSO desires to utilize any additional College classroom space/usage, the CCSO will make such a request to the College in advance and such scheduled use shall be on a case-by-case basis by mutual agreement of the Parties.

III. JOINT ADMINISTRATIVE BOARD

The Parties shall maintain a Joint Administrative Board ("Board") to implement the responsibilities of the Joint Administrative Board set forth below. The Board shall be comprised of the President of Community College District and the Sheriff of Cook County who shall authorize primary agents to act in their stead when appropriate and where applicable.

- A. Analyzing and determining the educational needs of Cook County Sheriff employees and other entities and persons, if applicable;
- B. Overseeing the development of education and training programs in the field of criminal/social justice and offering said programs to Cook County Sheriff employees and other entities and persons, if applicable;
- C. Determining the work and services for which South Suburban and the Sheriff's Office shall each be responsible;

- D. Determining the personnel, materials, and other resources necessary to provide the educational and training programs;
- E. Selecting the facility or facilities at which each of the educational and training programs shall be offered;
- F. Designating the party responsible for the administration of each facet of the educational and training programs; and
- G. Determining admission, retention, tuition costs, and other related matters; and

In addition, the Parties shall cooperate to establish a process by which CCSO employees may seek full tuition waivers for College-approved courses.

IV. TUITION RATE

The Parties agree that all CCSO employees will be granted in-district tuition rates for registered courses; and the Parties may establish a process by which CCSO employees may seek full tuition waivers for designated College-approved courses.

V. LIMITED AUTHORITY OF BOARD

Unless otherwise specified herein or in the by-laws of the Board, the Board shall have no authority in relation to the personnel of each of the entities. Further, the Board shall have no authority to alter or amend the procedures, policies, and regulations in relation to the record keeping, expenditure and disbursement of funds, inspection of records, and other related matters in effect for each party at the time of this Agreement.

VI. PERSONNEL

Each of the parties shall be responsible for providing payment of salaries and benefits to its personnel who participate in the teaching of the programs developed by the Board. The rules, procedures, and policies applicable to personnel of each party shall remain in effect throughout the pendency of this Agreement and shall not be altered or amended by virtue of any of the provisions of this Agreement.

Each of the parties shall assign only those instructors that are properly qualified under the standards established by the Illinois Community College Board and the Higher Learning Commission. During any courses taught by CCSO personnel, the College program director shall engage in the appropriate classroom observation and evaluation to ensure that the quality of education provided is consistent with the standards established for all College coursework. In the event such evaluation demonstrates areas of development, the College and CCSO personnel shall work cooperatively to remedy such concerns.

At the conclusion of any course offered, the qualified instructor shall be solely responsible for the evaluation of student course work and the assignment of the appropriate grade and/or credit. The enrolled student shall have all rights available to College students with regard to evaluation of such assigned grades.

VII. TERM

This Agreement shall commence upon full execution by the Parties. This Agreement shall remain effective for a term of one (1) year, and shall renew automatically for additional one (1) year terms until terminated by either Party. Either Party may terminate this Agreement for any reason, provided at least sixty (60) days' notice is given to the other Party in accordance with the requirements of Section VII.

VIII. NOTICE

Unless otherwise specifically provided in this Agreement, notices which any party is required to, or may wish to, serve upon the other party in connection with this Agreement must be in writing and delivered personally, or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to District: South Suburban College
Office of the President
15800 State Street
South Holland, IL 60473

If to the Sheriff: General Counsel
Office of the Cook County Sheriff
Richard J. Daley Center – Room 704
50 West Washington
Chicago, Illinois 60602

IX. MUTUAL RIGHTS AND OBLIGATIONS


- A. Effective Date. This Agreement will become effective upon the date of written acceptance by the authorized agent of all parties hereto.
- B. Amendment. This Agreement may be amended with the written consent of all authorized agents of the parties hereto. Provisions relating to the following may be re-adjusted from time to time, as conditions require by informal agreement between duly authorized agents of the parties hereto. In no case shall any adjustment exceed thirty (30) days, unless written in the form of a formal amendment hereto.
- C. Severability. Any section of this Agreement found unconstitutional may be severed from it and the remaining provisions of the Agreement will remain in force.
- D. Applicable Law. This Agreement will be interpreted and enforced under the laws of the State of Illinois. All disputes shall be resolved in the Circuit Court of Cook County.
- E. Term of Contract; Renewal. The term of this Agreement will be for a period of one (1) year and will commence immediately on the execution of this Agreement. This Agreement shall renew automatically, under the terms and conditions set forth herein for additional one (1) year terms until terminated by either Party in accordance with Section IV (F).
- F. Termination of Contract. Any authorized agent of a party to this Agreement may terminate this Agreement, without penalty, for any reason whatsoever, by giving each of the parties hereto thirty (30) days written notice of said termination.
- G. Indemnification. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement.

- H. Non-Discrimination. Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. The parties shall comply with all requirements of the Illinois Human Rights Act, the Drug Free Workplace Act and shall maintain appropriate policies and procedures as required by law. Each party certifies that it is an equal opportunity employer.
- I. Authorized Agent. This Agreement is executed by an authorized representative of each party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be executed by their authorized representatives.

Frank M. Zuccarelli
Chairperson - Board of Trustees
South Suburban College

Date: _____



Nicholas Scouffas, General Counsel
Cook County Sheriff's Office

Date: 8/24/18



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.A.1

Board Meeting Date: September 13, 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 accept the retirement of Jeffrey M. Rihacek, Director of Academic Computing and Telecommunications, effective May 1, 2019, 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 Jeffrey M. Rihacek. Replacement of this position will assist the college in providing access to technology support systems that advance student learning. (Strategic Direction #2, SSC 2.20)

MOTION

Move that the Board of Trustees accept the retirement of Jeffrey M. Rihacek, Director of Academic Computing and Telecommunications, effective May 1, 2019, 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

John McCormack 8/22/18
 Originator Date

Kim Ruppel 9/10/18
 Director of Human Resources Date

Meredith Bureau 9/6/18
 Appropriate Vice President Date

Don Manning 9/10/18
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.A.2

Board Meeting Date: September 13, 2018

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Approve the retirement of Robin Rihacek, Executive Director of Enrollment & Retention Services, effective May 1, 2019.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached letter of retirement. This action supports the SSC Core Values.

MOTION

Approve the retirement of Robin Rihacek, Executive Director of Enrollment & Retention Services, effective May 1, 2019.

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

Approvals:

	8/29/18
Originator	Date
	9/10/18
Director of Human Resources	Date
	8/29/18
Appropriate Vice President	Date
	8/29/18
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.A.3

Board Meeting Date: September 13, 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 accept the resignation of Oluwakemi Adeyemi, full-Time instructor in the Department of Nursing, effective August 31, 2018, and grant permission to advertise to fill the vacated position, if needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Please see the attached letter from Ms. Adeyemi. 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 Oluwakemi Adeyemi, full-Time instructor in the Department of Nursing, effective August 31, 2018, and grant permission to advertise to fill the vacated position, if needed.

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

Approvals:

Anthony 9/5/2018
 _____ Date
 Originator
Kim Peck 9/10/18
 _____ Date
 Director of Human Resources
Stokes 9/5/18
 _____ Date
 Appropriate Vice President
Don Manning 9/6/18
 _____ Date
 President



FY19-VII.B.1

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in

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 appointment of Reynaldo Dumas as a Microcomputer Lab Coordinator in the Academic Computing & Telecommunications department, pending the successful completion of a background check, effective September 17, 2018.

ESTIMATED COST OR BENEFIT

This is a full-time position, 35 hours per week, 52 weeks per year, grade X on the support staff salary schedule.

JUSTIFICATION OF ACTION

This action supports the SSC Core Values. This appointment is needed to fill the vacated position due to the previous Microcomputer Lab Coordinator filling a different position in the same department.

MOTION

Move that the Board of Trustees approve the appointment of Reynaldo Dumas as a Microcomputer Lab Coordinator in the Academic Computing & Telecommunications department, pending the successful completion of a background check, effective September 17, 2018.

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

APPROVALS

Jeffrey M. Sheehy 8/24/18
 Originator

[Signature] 8/24/18
 Director of Human Resources

Mary Lorian 8/24/18
 Appropriate Vice President

[Signature] 9/10/18
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.C.1

Board Meeting Date: September 13, 2018

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees grant permission to create and advertise to fill the grant-funded, full-time HPOG Step Up Grant Academic Support Specialist position with the Allied Health Program.

ESTIMATED COST OR BENEFIT

This is a full time, grant-funded position with an annual salary of \$35,450. This position requires 40 hours per week, 52 weeks per year, occasional weekend hours, and travel. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant permission to create and advertise to fill the grant-funded, full-time HPOG Step Up Grant Academic Support Specialist position with the Allied Health Program.

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)

	<u>9/5/18</u>
Originator	Date
	<u>9/10/18</u>
Director of Human Resources	Date
	<u>9/5/18</u>
Appropriate Vice President	Date
	<u>9/6/18</u>
President	Date



Suburban College Job Description:

Job Title: Full-Time Academic Support Specialist

Department: Allied Health & Career Programs, Health Professional Opportunity Grant (HPOG) Step-Up Program

Report to: Dean of Allied Health/Career Programs

Administer/TPE/Classified: Grant-Funded

Prepared Date: 8/24/18

SUMMARY: The Academic Support Specialist will assist HPOG-Step Up students with all academic services and classroom maintenance. The Academic Support Specialist will serve as a liaison between the academic institutions (Chicago State University and South Suburban College) and the Community Partner (Metropolitan Family Services). HPOG is a Federal Grant that assists participants with Allied Health training and job placement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establishes rapport and builds relationships with HPOG students – assists with academic advisement and supports HPOG students through the admission process.
- Serves as second tier referral of following up with a variety of communication methods including in-person meetings, phone, fax, webinars, and email. Follows up on inquiries and concerns, tracks lead contact and conversion activity, and provides routine reports.
- Qualifies and advises potential HPOG students regarding the college academic program options related to their interests, abilities, goals and degree program fit
- Works closely with local TANF office for HPOG enrollment
- Contacts and advises all applicants with incomplete applications for assigned programs prior to each term to improve application completion and conversion rates. Assist with creating an academic plan for an HPOG students. Track and follow-up with students' academic plan
- Monitors PREP activities and attendance
- Provides pre-advisement/enrollment advising with HPOG students (regarding academic deficiencies or prerequisite requirements).
- Each term, monitors classrooms to provide additional academic support. Follow-up with students requiring completion of academic conditions and assist with registration for these courses
- Creates a seamless transition into specific Allied Health Programs.

- Works closely with faculty in multiple Allied Health academic programs and with student services staff within SSC and across the college to enhance the advisement process for HPOG students, working with the director of outreach and admission to evaluate and improve pre-enrollment advising.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside the employee's normal line of work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Preferred Qualifications:

- Master's degree
- General experience in academic advisement or a related area
- Experience with using Pages

Special Information:

- Weekend hours and travel may be required when duties dictate.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree
- Experience in academic advisement and enrollment management
- Experience with using PAGES



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.D.1

Board Meeting Date: September 13, 2018

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

The complaint appeal process requires the President and the Board to review complaint recommendations, upon receipt of appeals. Back-up information will be provided under separate cover.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Action is required to maintain compliance with the Board Policy.

MOTION

Move that the Board of Trustees approve the President's recommendation in the complaint appeal process.

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

Don Manning

President

9/6/18

Date