



**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, DECEMBER 13, 2018**  
**7:50 PM**

---

- I. Recommendation to adopt the resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached
- II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law



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

---

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

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

**IV. PRESENTATIONS/REPORTS**

**V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

- A. Audit Committee meeting held November 8, 2018
- B. Finance Committee meeting held November 8, 2018
- C. Regular Board meeting held November 8, 2018

**VI. NEW BUSINESS**

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for December, 2018 (T. Pollert)
- C. Approval to adopt the resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached (A. DeFilippo)
- D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law (A. DeFilippo)
- E. Approval of the proposed Academic Calendars for the fall 2020, spring 2021, and summer 2021 semesters (T. Williams)
- F. Approval of the Board of Trustees meeting dates for 2019 (M. Lareau)

**VII. PERSONNEL RECOMMENDATIONS**

- A. Retirements/Resignations/Terminations
- B. Appointments
- C. Tenure
  - 1. Approval to reappoint non-tenured faculty for the 2019 academic year (Academic Services)
  - 2. Approval to grant tenure (Counseling)
- D. Approval of the Memorandum of Understanding between the South Suburban College Faculty Association, a chapter of AFT Local 1600, and Community College District No. 510 (Initial Step Placement)

**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 AUDIT COMMITTEE

THURSDAY, NOVEMBER 8, 2018

---

Trustee Joseph Whittington called the meeting of the Audit Committee to order at 8:17 p.m.

Committee members present: Trustees John Daly, Anthony DeFilippo and Joseph Whittington

Committee members absent: None

Other Board members in attendance: Trustees Vivian Payne, Terry Wells, Frank M. Zuccarelli

Other Board members absent: Trustee Janet Rogers

Administration present: Lynette D. Stokes, President; Tasha William, Vice President of Academic Services; Songie Adebisi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Sarie Keller

Agenda:

- I. Recommendation to approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2018

Trustee Whittington recommended the Board of Trustees approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2018, at the regular Board meeting.

- II. Recommendation to approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2018

Trustee Whittington recommended the Board of Trustees approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2018 at the regular Board meeting.

- III. Recommendation to appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2019

Trustee Whittington recommended the Board of Trustees appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2019 at the regular Board meeting.

The Meeting adjourned at 8:27 p.m.

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

---

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:28 p.m.

Committee members present: Trustees John Daly and Anthony DeFilippo

Committee members absent: Trustee Janet Rogers

Other Board members in attendance: Trustees Vivian Payne, Terry Wells, Joseph Whittington, and Frank M. Zuccarelli

Other Board members absent: None

Administration present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Songie Adebiji, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Sarie Keller

Agenda:

I. Recommendation to accept the estimated amount of taxes to be levied for 2018 as required by law

Trustee DeFilippo recommended the Board of Trustees accept the estimated amount of taxes to be levied for 2018, as required by law, at the regular Board meeting.

II. Recommendation to support the extension of the Village of Phoenix Tax Increment Finance District (TIF).

Trustee DeFilippo recommended the Board of Trustees support the extension of the Village of Phoenix Tax Increment Finance District (TIF) at the regular Board of Trustees meeting.

The Meeting adjourned at 8:35 p.m.

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

---

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

At 8:35 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Board Room of the College, Room 2248.

*Present:* Chairman Frank M. Zuccarelli, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, and Joseph Whittington

*Absent:* Trustee Janet Rogers

*Also present:* Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Songie Adebisi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Sarie Keller

**II. PLEDGE OF ALLEGIANCE**

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

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. REPORTS/PRESENTATIONS**

There were none.

**V. PREVIOUS MEETING MINUTES**

**A. Finance Committee Meeting held October 11, 2018**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held October 11, 2018. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**A. Regular Board Meeting held October 11, 2018**

Trustee Wells moved and Trustee Whittington seconded to approve the minutes of the Regular Board meeting held October 11, 2018. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

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

Trustee Whittington moved and Trustee DeFilippo seconded to authorize the Treasurer to pay the list of bills payable for November, 2018, in the amount of \$4,902,793.55. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2018**

Trustee Whittington moved and Trustee Wells seconded to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2018. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**D. Approval to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2018, as presented**

Trustee Whittington moved and Trustee Daly seconded to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2018, as presented. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**E. Approval to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2019**

Trustee Whittington moved and Trustee Payne seconded to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**F. Approval to accept the estimated amount of taxes to be levied for 2018 as required by law**

Trustee DeFilippo moved and Trustee Daly seconded to accept the estimated amount of taxes to be levied for 2018 as required by law. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**G. Approval to support the extension of the Village of Phoenix Tax Increment Finance District (TIF)**

Trustee DeFilippo moved and Trustee Daly seconded to support the extension of the Village of Phoenix Tax Increment Finance District (TIF). On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Terry Wells passed. Motion carried.

**H. Approval to declare a vacancy for the office of Student Trustee pursuant to Board Policy 102.05, Student Trustee**

Trustee Daly moved and Trustee Wells seconded to declare a vacancy for the office of Student Trustee pursuant to Board Policy 102.05, Student Trustee. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee Whittington seconded to approve the retirement of Hui-Ling Hite, Manager of the Academic Assistance Center, effective March 1, 2018, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Trustee Daly moved and Trustee Payne seconded to approve the following resignations:

1. Resignation of Denise Castle, full-time, tenure track instructor in the Department of Nursing, effective December 21, 2018, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Jessica Haynes, grant-funded Academic Assistant in the HPOG Step-Up Program in the Allied Health Department, effective November 1, 2018, and grant permission to advertise to fill the vacated grant-funded position, as needed.

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

#### **B. Appointments**

Trustee Daly moved and Trustee Wells seconded to approve the appointment of Tiarra Williams as a grant-funded Academic Support Specialist for the HPOG Step-Up Program in the Allied Health Department, effective November 12, 2018, pending successful completion of the criminal background investigation. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

#### **VIII. CLOSED SESSION**

There was none.

#### **ADJOURNMENT**

At 8:53 p.m., Trustee Payne moved and Trustee DeFilippo seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

---

**Janet Rogers, Secretary of the Board**

---

**Frank M. Zuccarelli, Chairman**





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

For Board Information in December, 2018.

For Board Action in December, 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 October 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**

*Zim Plett*  
\_\_\_\_\_  
Controller/Treasurer

*Mark Pareas*  
\_\_\_\_\_  
Vice-President

*Bob Stokes*  
\_\_\_\_\_  
President

**SOUTH SUBURBAN COLLEGE**  
 South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: November 20, 2018  
 Subject: Financial Report For The Period Ending October 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>
\$2,177,198.88	\$10,601,286.61
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,236,731.53	\$12,120,649.64

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>
\$3,131,489.07	\$16,820,380.08
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,685,083.36	\$18,795,660.16
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$553,594.29)	(\$1,975,280.08)

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>
\$12,616,989.71	2.20%	-3

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$3,009,518.50	\$51,098.15	\$3,060,616.65
August	\$2,501,285.50	\$107,156.55	\$2,608,442.05
September	\$2,651,187.45	\$103,841.58	\$2,755,029.03
October	\$1,377,830.55	\$799,368.33	\$2,177,198.88
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	\$9,539,822.00	\$1,061,464.61	\$10,601,286.61

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$2,771,838.69	\$304,078.48	\$3,075,917.17
August	\$3,111,498.05	\$427,163.11	\$3,538,661.16
September	\$2,924,118.66	\$345,221.12	\$3,269,339.78
October	\$1,942,574.47	\$294,157.06	\$2,236,731.53
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$10,750,029.87	\$1,370,619.77	\$12,120,649.64

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$3,635,851.73	\$3,801,528.11	(\$165,676.38)
August	\$5,952,185.50	\$6,965,503.22	(\$1,013,317.72)
September	\$4,100,853.78	\$4,343,545.47	(\$242,691.69)
October	\$3,131,489.07	\$3,685,083.36	(\$553,594.29)
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	\$16,820,380.08	\$18,795,660.16	(\$1,975,280.08)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$12,559,976.45	2.22%	(4)
August	\$14,471,281.70	2.25%	3
September	\$13,723,095.36	2.23%	(2)
October	\$12,616,989.71	2.20%	(3)
November			
December			
January			
February			
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		4,710,210.56	0.00	0.00	0.00
MB Financial Bond Interest		8,979.98	0.00	0.00	0.00
PMA/ISDLAF + = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		1,292,161.16	247,667.72	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		2,520,443.83	0.00	0.00	0.00
Totals	10/1	12,877,292.64	247,667.72	0.00	0.00
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	10/9	38,531.69	38,531.69		
Illinois Funds MM Deposit from Comptroller	10/12	156,210.50	156,210.50		
Illinois Funds MM Deposit from Comptroller	10/31	4,409.97			
Transfer from MB MM to Cash	10/31	(1,500,000.00)			
		11,576,444.80	442,409.91	0.00	0.00
<b>Ending Balance:</b>					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,710,210.56	0.00	0.00	0.00
MB Financial Bond Interest		8,979.98	0.00	0.00	0.00
PMA/ISDLAF + = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		1,491,313.32	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		1,020,443.83	0.00	0.00	0.00
Totals	10/31	11,576,444.80	442,409.91	0.00	0.00



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	4,710,210.56
MB Financial Bond Interest		0.00	0.00	0.00	8,979.98
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,137,963.88
MB Contributory Trust		0.00	0.00	0.00	92.91
IIIT Money Market		0.00	0.00	0.00	4,345,371.41
MB Financial Money Market		0.00	0.00	0.00	2,520,443.83
<b>Totals</b>	<b>10/1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,723,095.36</b>
<b>Transactions:</b>					
					0.00
Illinois Funds MM Deposit from Comptroller					77,063.38
Illinois Funds MM Deposit from Comptroller					312,421.00
Illinois Funds MM Deposit from Comptroller					4,409.97
					(1,500,000.00)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
		0.00	0.00	0.00	12,616,989.71
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,710,210.56
MB Financial Bond Interest		0.00	0.00	0.00	8,979.98
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,531,858.23
MB Contributory Trust		0.00	0.00	0.00	92.91
IIIT Money Market		0.00	0.00	0.00	4,345,371.41
MB Financial Money Market		0.00	0.00	0.00	1,020,443.83
<b>Totals</b>	<b>10/31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,616,989.71</b>
					0.00



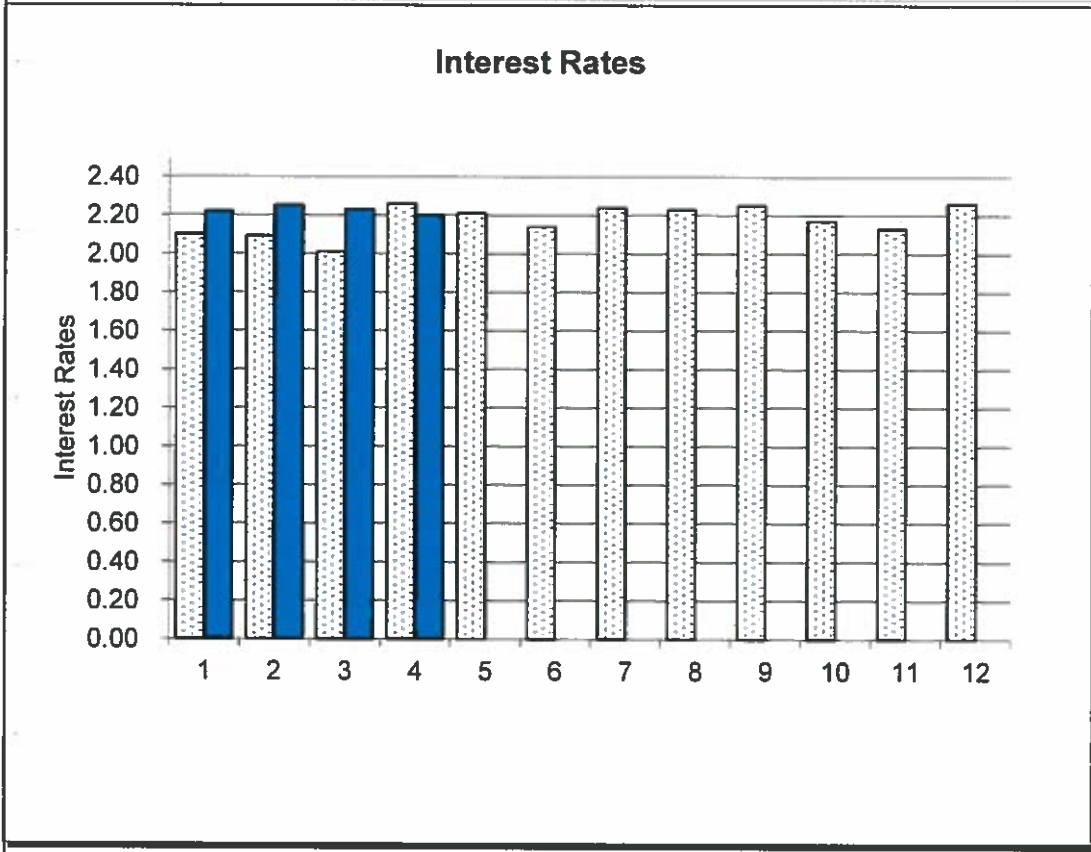


SOUTH SUBURBAN COLLEGE

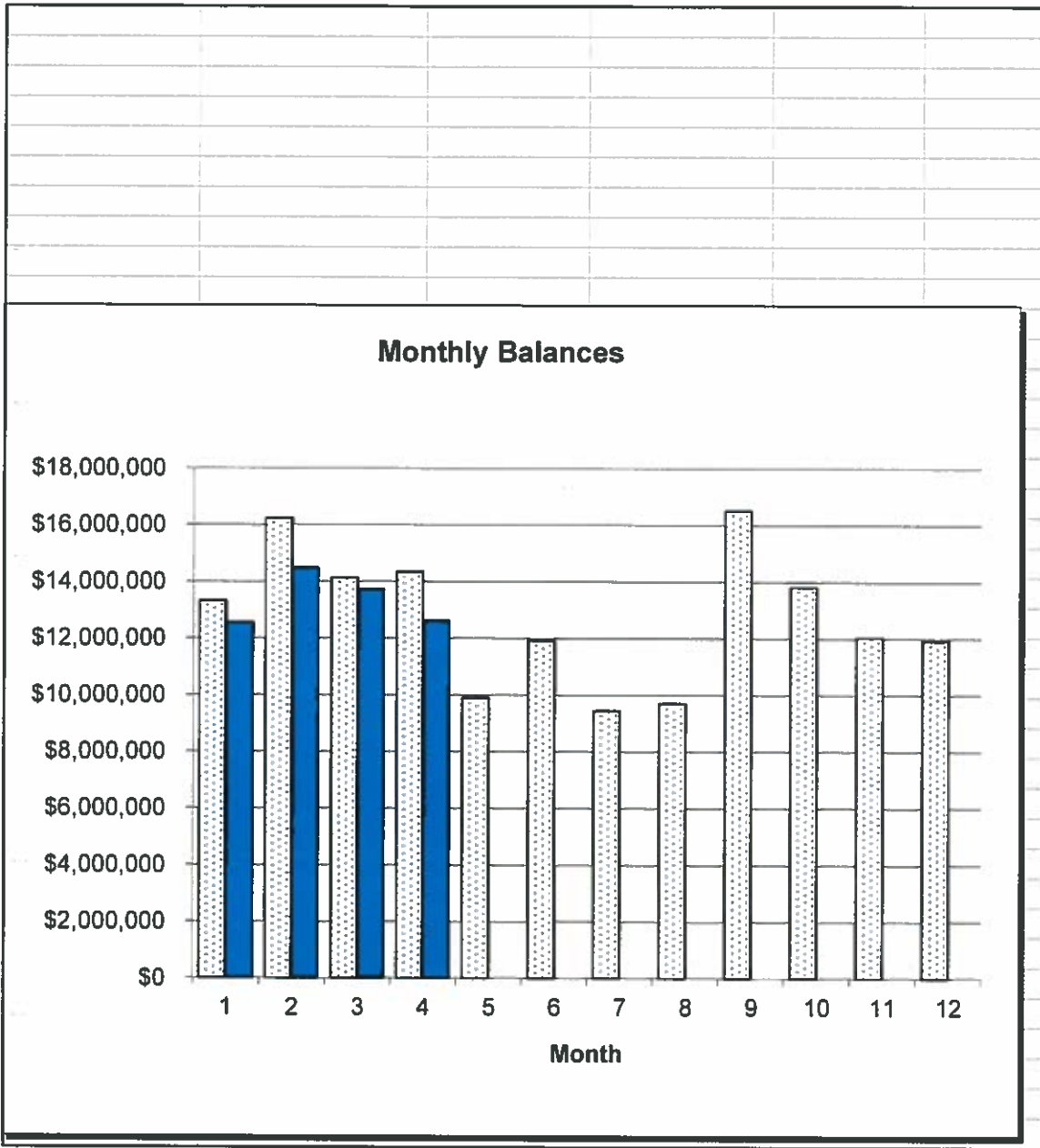
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	16%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,892,126.74	0.00	4,892,126.74	39%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,739,760.07	0.00	5,739,760.07	45%
	<b>Total</b>	<b>12,616,989.71</b>	<b>0.00</b>	<b>12,616,989.71</b>	<b>100%</b>
	<b>Average %</b>	<b>2.20</b>			

## South Suburban College

<b>Investment Summary</b>					
		F Y 2017 - 2018		F Y 2018 - 2019	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return	
July	\$13,317,249	2.10	\$12,559,976	2.22	
August	16,227,947	2.09	14,471,282	2.25	
September	14,124,024	2.01	13,723,095	2.23	
October	14,347,404	2.26	12,616,990	2.20	
November	9,895,293	2.21			
December	11,923,377	2.14			
January	9,444,726	2.24			
February	9,703,650	2.23			
March	16,507,053	2.25			
April	13,815,534	2.17			
May	12,037,191	2.13			
June	11,919,425	2.26			



South Suburban College





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY19-VI.B

For Board Information in December, 2018.

For Board Action in December, 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.



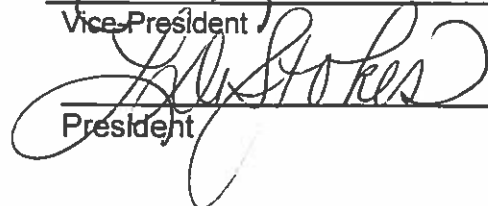
**MOTION**

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

Education Fund	\$2,244,342.63
Operation & Maintenance Fund	325,391.95
Operation & Maintenance Restricted Fund	365,633.09
Auxiliary Enterprise Fund	100,753.02
Restricted Funds	289,196.85
Special Levies Fund	106,173.13
Flex Plan Fund	<u>8,666.17</u>
<b>Total</b>	<b>\$3,440,156.84</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**

  
 \_\_\_\_\_  
 Controller/Treasurer  
  
 \_\_\_\_\_  
 Vice-President  
  
 \_\_\_\_\_  
 President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**Agenda Item FY19-VI.C**

For Board Action in December  
Board Committee:

Date 11/20/18

Policy  
 Finance  
 Architectural  
 Other

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

**PROPOSAL SUMMARY**

To establish a total levy for tax year 2018 in the amount of \$18,995,562. This is an increase of \$480,208 or 2.59% when compared to the 2017 actual tax extensions.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

Annually, the Board of Trustees needs to establish how much money must be raised from local taxes for all funds as authorized by State Statutes. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

**MOTION**

To adopt the resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached.

- \*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

*Zina Pollitt*  
\_\_\_\_\_  
Controller/Treasurer

*Mark P. Aron*  
\_\_\_\_\_  
Vice-President

*Ed Stokes*  
\_\_\_\_\_  
President

**A RESOLUTION ADOPTING THE 2018 TAX LEVY  
FOR COMMUNITY COLLEGE DISTRICT #510  
COUNTY OF COOK, STATE OF ILLINOIS**

**WHEREAS**, The Board of Trustees of Community College District #510, County of Cook and State of Illinois (hereinafter referred to as the "District") estimates that its 2018 Tax Levy shall be less than 105% of the amount extended or estimated to be extended upon the levy of the preceding year; and

**WHEREAS**, the Board of Trustees of Community College District #510, ascertained that the 2018 taxes be levied as follows: Educational Fund \$11,897,911, Operations and Maintenance Fund \$3,102,728, Audit Fund \$106,000, Liability, Protection and Settlement Fund \$1,395,625, Social Security/ Medicare Insurance Fund Purposes \$277,797; for the year 2018 to be collected in the year 2019 and that the levy for the year 2018 be allocated 50% for fiscal year 2019 and 50% for fiscal year 2020; and

**WHEREAS**, the Board of Trustees of Community College District #510, agree it is in the best interest of the College to pass such Tax Levy, and a copy of that Levy is provided in Schedule A, attached to this Resolution; and

**WHEREAS**, it is the intent of District #510 to levy taxes as provided pursuant to Chapter 110, Illinois Compiled Statutes, 805/3-20.5 of the Illinois Public Community College Act; and

**WHEREAS**, it is the intent of District #510 to levy an additional tax as provided for in Chapter 110, Illinois Compiled Statutes, 805/3-14.3 of the Illinois Public Community College Act or in Chapter 110, Illinois Compiled Statutes, 805/3-1 of the Illinois Public Community College Act; and

**WHEREAS**, the State Board has issued a Certificate of Eligibility for the County Clerk to extend such additional tax; and

**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:** That there is hereby levied on the equalized assessed valuation of the taxable property of this District for the year 2018, the following sums:

Educational Fund	\$11,897,911
Operations and Maintenance Fund	3,102,728
Audit Fund	106,000
Liability, Protection and Settlement	1,395,625
Social/Medicare Insurance	277,797

**SECTION 2:** The Secretary of the Board shall file a certified copy of this resolution with the Cook County Clerk on or before December 25, 2018.

**SECTION 3:** This Resolution shall be effective from and after its passage and approval as provided by law.

made the motion to adopt

seconded

Adopted this 13<sup>th</sup> day of December 2018, at South Holland Illinois.

AYES:

NAYS:

ABSENT:

---

CHAIRMAN

ATTEST:

---

SECRETARY

Tax Levy Resolution

**TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE**

I, Frank M. Zuccarelli, hereby certify that I am the presiding officer of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-80.

This certificate applies to the 2018 levy.

Dated this 13<sup>th</sup> day of December, 2018.

---

Frank M. Zuccarelli, Chairman  
Board of Trustees  
Community College District No. 510  
County of Cook and State of Illinois



Levy Worksheet For  
Tax Year 2018

Fund	2017 Levy	2017 Rate	2018 Levy	2018 Rate	Maximum Rate
Educational	11,540,166	0.3598	11,897,911	0.3605	0.75
O&M	2,997,805	0.0935	3,102,728	0.0940	0.1
PH&S	0	0.0000	0	0.0000	0.1
Audit	\$105,029	0.0033	\$106,000	0.0032	0.005
Liability Insurance	1,381,807	0.0431	1,395,625	0.0423	N/A
SS/Medicare	\$275,047	0.0086	277,797	0.0084	N/A
Worker's Comp	0	0.0000	0	0.0000	N/A
Unemployment	0	0.0000	0	0.0000	N/A
<b>Total Operations &amp; Special Purposes:</b>	<b>\$16,299,854</b>	<b>0.5085</b>	<b>16,780,062</b>	<b>0.5085</b>	
Increase/Decrease				\$480,208	
% Increase/Decrease				2.95%	
Bond & Interest	\$2,215,500	0.0691	\$2,215,500	0.0671	N/A
Less: Abatement					
Plus: Uncollectables					
<b>Total Bond &amp; Interest</b>	<b>\$2,215,500</b>	<b>0.0691</b>	<b>\$2,215,500</b>	<b>0.0671</b>	
Increase/Decrease					
% Increase/Decrease					
<b>Adjusted Total</b>	<b>\$18,515,354</b>	<b>0.5776</b>	<b>\$18,995,562</b>	<b>0.5756</b>	
Increase/Decrease				\$480,208	
% Increase/Decrease				2.59%	
<b>Equalized Assessed Valuation</b>					
2014 EAV	\$ 3,109,474,542				
2015 EAV	\$ 2,891,058,520				
2016 EAV	\$ 2,985,543,407				
2017 EAV	\$ 3,207,180,763				
2018 EAV Estimate	\$ 3,300,000,000				

CERTIFICATE OF TAX LEVY

Community College District No. 510 County(ies) Cook

Community College District Name: South Suburban College and State of Illinois

We hereby certify that we require:

- the sum of \$ 11,897,911 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 3,102,728 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,395,625 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 277,797 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 106,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20\_\_.

Signed this 13 day of December, 2018

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full Three.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

-----  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20\_\_ is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY19-VI.D

For Board Action in December

Date 11/20/18

Board Committee:

Funding:

- Policy
- Finance
- Architectural
- Other

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

PROPOSAL SUMMARY

To adopt the attached resolution authorizing the County Clerk to reduce the levy amount in the education fund, if our total levy exceeds the tax cap limitations set forth by the Property Tax Extension Limitation Law.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

It is recommended that any reduction in our tax levy be made in the Education fund. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

To adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law.

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

\*Is this part of a large project requiring additional funds? (Explain) \_\_\_\_\_

\*Attach supplemental information as necessary

Approvals

*Zim Elliott*  
\_\_\_\_\_  
Controller/Treasurer

*Mark Poreau*  
\_\_\_\_\_  
Vice-President

*[Signature]*  
\_\_\_\_\_  
President

**RESOLUTION DIRECTING THE COOK COUNTY  
CLERK HOW TO REDUCE THE 2018 LEVY  
SHOULD IT BE CAPPED UNDER THE PROPERTY  
TAX EXTENSION LIMITATION LAW**

**WHEREAS**, the Board of Trustees of Community College District #510, County of Cook, State of Illinois (the "Board") has by resolution adopted the 2018 Levy on December 13, 2018; and

**WHEREAS**, the adopted levy may exceed the amount permitted by the Property Tax Extension Limitation Law (PTELL) as determined by the Cook County Clerk; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should not be limited; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should be limited, either proportionately or otherwise; and

**WHEREAS**, it is in the best interest of South Suburban College to choose which funds should be reduced by the Cook County Clerk.

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

**SECTION 1:** The following four funds should not be reduced:

- Operations and Maintenance
- Protection, Health and Safety
- Audit
- Social Security/Medicare

**SECTION 2:** One hundred percent (100%) of the money needed to reduce the levy should be taken from the following fund:  
Education

**SECTION 3:** The Treasurer shall file a certified copy of this resolution with the Cook County Clerk on or before December 25, 2018.

**SECTION 4:** This Resolution shall be in full force and effect from and after its passage.

made the motion to adopt.

seconded.

Adopted this 13<sup>th</sup> day of December 2018 at South Holland, Illinois.

AYES:

NAYS:

ABSENT:

---

Chairman

ATTEST:

---

Secretary

PTELA Resolution



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM No. FY19-VI.E

For Board Action in **December 13, 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**

The Calendar Committee has met to recommend academic calendars for the 2020FA, 2021SP, and 2021SU semesters. Members of the Calendar Committee include three (3) administrators, three (3) faculty, and one (1) support staff member.

**ESTIMATED COST OR BENEFIT**

No cost.

**JUSTIFICATION OF ACTION**

The committee is recommending that the Board of Trustees adopt the attached 2020FA, 2021SP, and 2021SU academic calendars. This action will assist 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 adopt the proposed 2020FA, 2021SP, and 2021SU academic calendars.

- \* Are funds available in the budget? N/A
- \* Is this related to any previous Board action? No
- \* 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:**

Yaska S. Williams 11/20/18  
Appropriate Vice President

[Signature] 12/7/18  
President

## PROPOSED FALL 2020 – ACADEMIC CALENDAR

Thursday, August 13	Faculty Development (full day)
Friday, August 14	Faculty Development (½ day morning)
Saturday, August 15	Adjunct Development Day
Monday, August 17	First meeting of day and evening 1 <sup>st</sup> 8 week and 16 week credit classes
Friday, August 28	10 <sup>th</sup> Day of the 2020FA Teem
Monday, September 7	<b>Labor Day – Main Campus Closed - No Classes</b> <b>OFC Campus Open – No SSC Classes</b>
Monday, September 14	First meeting of day and evening 12 week credit classes
Monday, September 28	Last day to withdraw from 1 <sup>st</sup> 8 week credit classes
Saturday, October 3	End of 1 <sup>st</sup> 8 week credit classes
Monday, October 12	<b>Columbus Day – Main Campus Closed - No Classes</b> <b>OFC Campus Open – No SSC Classes</b>
Tuesday, October 13	First meeting of 2 <sup>nd</sup> 8 week credit classes
Friday, November 13	<b>Veterans' Day Observed – Main Campus Closed - No Classes</b> <b>OFC Campus Open – No SSC Classes</b>
Monday, November 23	Last day to withdraw for 2 <sup>nd</sup> 8, 12 week and 16 week college credit classes
Thurs.–Sat, Nov. 26-28	<b>THANKSGIVING RECESS – College Closed</b> <b>NO CLASSES - BOTH CAMPUSES</b>
Sat., December 5	Last meeting of day and evening college credit classes
Mon.-Sat., Dec. 7-12	<b>FINALS WEEK</b>
Monday, December 14	Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable
December 21 - January 2	College Closed

# PROPOSED SPRING 2021 – ACADEMIC CALENDAR

Monday, January 4	College reopens
Thursday, January 7	Faculty Development
Friday, January 8	Faculty Development (½ day morning)
Saturday, January 9	Adjunct Development Day
Monday, January 11	First meeting of day and evening 1 <sup>st</sup> 8 week and 16 week credit classes
Monday, January 18	<b>Martin Luther King Holiday – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Monday, January 25	10 <sup>th</sup> Day of the 2021SP Term
Monday, February 8	First meeting of day and evening 12 week credit classes
Monday, February 15	<b>Presidents' Day – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Monday, February 22	Last day to withdraw from 1 <sup>st</sup> 8 week credit classes
Friday, February 26	<b>Pulaski Day Observed – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Saturday, March 6	End of 1 <sup>st</sup> 8 week credit classes
Mon-Sat, March 8-13	<b>Midterm Break College <i>Open</i> Main Campus - No Classes OFC Campus Open – No SSC Classes</b>
Monday, March 15	First meeting of 2 <sup>nd</sup> 8 week credit classes
Thursday, April 1	<b>Spring Break – <i>College Open</i> NO CREDIT CLASSES</b>
Friday, April 2	<b>Spring Day – <i>College Closed</i> NO CLASSES - BOTH CAMPUSES</b>
Saturday, April 3	<b>NO CREDIT CLASSES</b>
Monday, April 26	Last day to withdraw from 2 <sup>nd</sup> 8 week, 12 week and 16 week credit classes
Saturday, May 8	Last meeting of day and evening college credit classes
Mon.-Sat., May 10-15	FINALS WEEK
Sunday, May 16	Graduation
Monday, May 17	Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable



# PROPOSED SUMMER 2021 – ACADEMIC CALENDAR

Monday, May 31	<b>MEMORIAL DAY – College Closed NO CLASSES – BOTH CAMPUSES</b>
Monday, June 7	First meeting of day and evening credit classes
Monday, July 5	<b>Independence Day Observed– College Closed NO CLASSES – BOTH CAMPUSES</b>
Monday, July 19	Last day to withdraw from day and evening classes
Thursday, July 29	Last meeting of day and evening classes
Monday, August 2	Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item **FY19-VI.F**

For Board Information in December, 2018

Board Meeting Date: December 13, 2018

### BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

### FUNDING:

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

### PROPOSAL SUMMARY

The proposal is to set the Board Meeting dates for 2019. The Board Meetings will be held the second Thursday of the month at 8:00 p.m. in the Board Room with one exception: the July meeting will be held at the Oak Forest Center.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

State statute requires that the meeting dates for the Board of Trustees be set the previous year. (Strategic Plan/Core Values: Community – Providing transparency for our community.)

### MOTION

Move that the Board of Trustees set the dates of the South Suburban College Board meetings for 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?   No


### APPROVALS

*Maria Loran* 11/12/18  
Secretary to the Board      Date

*L. Stokes* 11/13/18  
President      Date



**South Suburban College  
South Holland, Illinois**

**TO:** Dr. Lynette Stokes  
**FROM:** Martin Lareau   
**DATE:** November 12, 2018  
**SUBJECT:** 2019 Board Meeting Dates

We respectfully request Board approval for the 2019 Board meeting dates. We have cross-referenced with the academic calendar and find no conflicts. The second Thursday of every month of 2019 is as follows:

January 10  
February 14  
March 14  
April 11  
May 9  
June 13  
July 11\*  
August 8  
September 12  
October 10  
November 14  
December 12

\*Meeting to be held at the Oak Forest Center



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY19-VII.A.1**

**Board Meeting Date: December 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 approve the termination of Erin Murphy, full-time Administrative Assistant I in the Office of Student Life, effective December 14, 2018, and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

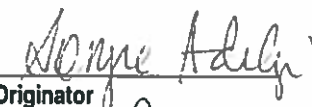

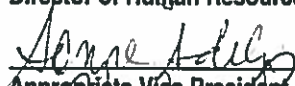
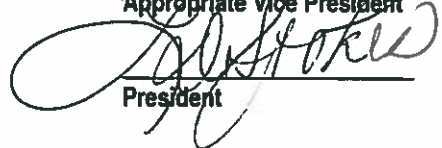
This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees approve the termination of Erin Murphy, full-time Administrative Assistant I in the Office of Student Life, effective December 14, 2018, and grant permission to advertise to fill the vacated position, as needed.

- \* 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:**

	12/7/18
Originator	Date
	12/7/18
Director of Human Resources	Date
	12/7/18
Appropriate Vice President	Date
	12/7/18
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.B.1

Board Meeting Date: December 13, 2018

**BOARD COMMITTEE**

**FUNDING**

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

**PROPOSAL SUMMARY**

Request that the Board of Trustees appoint Ms. Suha Mohammed as a full-time Speech Instructor in the Communications and Humanities department, pending the successful completion of a background check, effective January 10, 2019.

**ESTIMATED COST OR BENEFIT**

As placed on the faculty salary schedule

**JUSTIFICATION OF ACTION**

Permission to fill this position was granted during a prior Board meeting. This action will assist 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 appoint Ms. Suha Mohammed as a full-time Speech Instructor in the Communications and Humanities department, pending the successful completion of a background check, effective January 10, 2019.

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)

Natalie Page 11/28/18  
 Originator Date

Kim Frazier (BA) 12/7/18  
 Director of Human Resources Date

Tasha S. Williams 11/29/18  
 Appropriate Vice President Date

Gregory Stokes 12/7/18  
 President Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.C.1

Board Meeting Date: December 13, 2018

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

- |   |   |
|---|---|
| <input checked="" 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**

Move to reappoint non-tenured faculty for the 2019 academic year.

**ESTIMATED COST OR BENEFIT**

Based upon continuing placement on the faculty salary schedule.

**JUSTIFICATION OF ACTION**

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are recommended for reappointment: **Amy Babinec, Detric Fletcher, John McGreevy, Kimberly Marks, and Naketa Young**. This action will assist in the effort 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 reappoint the following faculty members: **Amy Babinec, Detric Fletcher, John McGreevy, Kimberly Marks, and Naketa Young** for the 2019 academic year.

**Approvals:**

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

	<u>12/4/18</u>
Director of Human Resources	Date
	<u>12/4/18</u>
Appropriate Vice President	Date
	<u>12/7/18</u>
President	Date



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in **DECEMBER 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 grant tenure to Samuel Hinkle (Counseling) at the completion of the Spring, 2019 semester.

#### ESTIMATED COST OR BENEFIT

Based upon continuing placement on faculty salary schedule.

#### JUSTIFICATION OF ACTION

Each year the Board of Trustees consider recommendations for faculty eligible for tenure. The following faculty member has been evaluated in accordance with the procedures outlined in the Faculty Association Agreement for General Counselor. It is recommended by administration that Samuel Hinkle be granted tenure. This action supports (Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body.)

#### MOTION

Move that the Board of Trustees grant tenure to Samuel Hinkle (Counseling) at the completion of the Spring, 2019 semester.

- \* 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

- \* Attach supplemental information as necessary

Scupe Adelyni  
Originator

Scupe Adelyni  
Appropriate Vice-President

Kim Picatti (RSM)  
Director of Human Resources

[Signature] 12/7/18  
President



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.D.1

Board Meeting Date: December 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 Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510.

### ESTIMATED COST OR BENEFIT

Full-time faculty who elect to be part of this MOU will be paid according to the contractual agreement.

### JUSTIFICATION OF ACTION

In this Memorandum of Understanding, the parties agree that employees new to South Suburban College hired as faculty members in disciplines and departments that require instructors with significant professional experience and/or state licensure shall receive special consideration for credit toward teaching experience beyond seven years. 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 Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510.

### 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

J. Williams                      12/4/18  
 Originator                              Date

Kim Liggett (DAA)                      12/7/18  
 Director of Human Resources                      Date

J. Williams                      12/7/18  
 Appropriate Vice President                      Date

J. Stokes                      12/7/18  
 President                                      Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SOUTH SUBURBAN COLLEGE  
AND  
SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION**

This Memorandum of Understanding ("MOU") is entered into on the 13<sup>th</sup> day of December, 2018 by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and South Suburban College Faculty Association (hereafter "SSCFA").

Whereas, the Administration has been unable to recruit and maintain qualified instructors in various disciplines and departments to teach the required courses;

Whereas, the College and the SSCFA agree that negotiated salary placements terms and conditions are significantly contributing to the difficulty of recruiting and maintaining qualified instructors.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed between the COLLEGE and the SSCFA as follows:

1. Language revisions to the current Negotiated Agreement.

Section 11.5(c) of the Negotiated Agreement between the College and the SSCFA shall be revised as follows:

Employees new to South Suburban College hired as faculty members who can demonstrate that previous experience is directly related to their teaching field will be credited with .75 years for each year of previous experience, rounded to the nearest whole number (.5 or above rounded to the next higher whole number, less than .5 rounded to the next lowest whole number). Placement on the salary schedule will be determined according to the previous relevant experience, including professional licensure and years of previous employment in a professionally licensed career, and according to the practice of step movement in each year's agreement and taking into account any compacting or conversions on the salary schedule. A committee of two (2) administrators appointed by the College President and three (3) faculty members appointed by the Faculty Association President (at least one of whom shall have been a member of the search committee) will determine which previous experience will be credited toward teaching experience. The College President shall receive a recommendation from the above referenced committee for placement on the salary scale. The final decision of credit toward teaching experience beyond seven years shall be made by the College President, in her sole reasonable discretion. Disciplines and departments that require instructors with significant professional experience and/or state licensure shall receive special consideration for credit toward teaching experience beyond seven years. Such decision shall not be subject to grievance.

Any current faculty member in a department in which a new faculty member is hired and given credit toward teaching experience beyond seven years, shall have his or her credit toward teaching experience re-evaluated and moved on the salary schedule if he or she would have received additional credit toward teaching experience beyond seven years using these guidelines for initial step placement. The final decision of credit toward teaching experience shall be made by the College President, in her sole reasonable discretion. Such decision shall not be subject to grievance.”

2. **WAIVER** - By executing this MOU, the COLLEGE and the SSCFA agree not to grieve any of the terms and conditions stated herein.
3. **JURISDICTION** - This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of law provision. All disputes arising out of this MOU, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
4. **NOTICE** - Any notice or communication permitted or required under this MOU shall be in writing and shall become effective on the day of mailing thereof by first class mail or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:                   Dr. Lynette D. Stokes, President  
  South Suburban Community College District #510  
  15800 South State Street  
  South Holland, IL 60473

If to the SSCFA, to:                   Mr. G.A. Griffith  
  South Suburban Community College  
  15800 South State Street  
  South Holland, IL 60473

5. **NO PRECEDENT** - This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
6. **EFFECTIVE DATE** - This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing by the authorized agents of each party. This MOU shall remain in place until the execution of a new Agreement between the parties.
7. **ENTIRE AGREEMENT** - This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no

understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.

8. AMENDMENTS - This MOU may not be modified except by writing approved by the authorized agents of the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE  
FACULTY ASSOCIATION

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

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

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_