



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**POLICY COMMITTEE MEETING AGENDA**  
**ROGERS, CHAIR; PAYNE AND WELLS**  
**THURSDAY, MAY 9, 2019**  
**7:50 PM**

---

- I. Recommendation to accept the first reading of Board Policy 415.00, Employee Cell Phone Reimbursement.



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, MAY 9, 2019**  
**8:00 PM**

---

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
  - A. Art Awards (J. Kirkpatrick)
  - B. Recognition of Retirees (M. Lareau)
  - C. Recognition of SSC Lady Bulldog Basketball Team (D. Scott)
  - D. 2019 Teacher Appreciation Red Tulip Award Presentation to Gerald Griffith (T. Williams)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Finance Committee Meeting held April 11, 2019
  - B. Regular Board of Trustees meeting held April 11, 2019
  - C. Closed Session Meeting held April 11, 2019
  - D. Consideration of previously tabled minutes of Closed Session Meeting held March 14, 2019
  - E. Closed Session Meeting held March 14, 2019
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (M. Lareau)
  - B. Approval of payment of bills (M. Lareau)
  - C. Approval to accept the first reading of the Board Policy 415.00, Employee Cell Phone Reimbursement (J. Rogers)
  - D. Approval of the election results as certified by the Cook County Board of Elections for the April 2, 2019 South Suburban College District 510 Trustees' Elections (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Approval to modify hours of a grant-funded position
  - D. Grant permission to advertise a position
  - E. Grant permission to create and advertise a grant-funded position
  - F. Approval to reappoint non-tenured faculty in Academic Services

**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 SINE DIE**

**RECONVENEED MEETING**  
**INSTALLATION OF NEW BOARD MEMBERS**  
**AND**  
**REORGANIZATION OF THE BOARD**

**May 9, 2019**

- I. CALL TO ORDER/ROLL CALL**
  
- II. NEW BUSINESS**
  - A. Oath of Office for newly elected Trustees
  - B. Appointment of Chairman Pro Tempore
  - C. Nomination and Election of Chairperson
  - D. Nomination and Election of Vice-Chairperson
  - E. Appointment of Clerk to the Board of Trustees
  - F. Appointment of ICCTA Representative
  - G. Appointment of ICCTA Representative Alternate
  - H. Appointment of Secretary of the Board
  - I. Appointment of Secretary to the Board
  - J. Appointment of Treasurer for the Board of Trustees
  - K. Adoption of Board Policies/Rules
  - L. Appointment of Board Committees
    - 1. Architectural
    - 2. Audit
    - 3. Finance
    - 4. Legislative
    - 5. Policy
  
- III. ADJOURNMENT**

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE FINANCE COMMITTEE**  
**THURSDAY, APRIL 11, 2019**

---

Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:25 p.m.

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

Committee members absent: None

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; Martin Lareau, Vice President of Administration and Secretary to the Board. College Attorney Daniel Cannon

Agenda:

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

Trustee DeFilippo recommended the Board authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,183,000, as per the attached resolution, at the regular Board of Trustees meeting.

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

Trustee DeFilippo recommended the Board accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance at the regular Board of Trustees meeting.

III. Recommendation to dispose of obsolete and/or broken equipment by selling it to the highest bidder

Trustee DeFilippo recommended the Board authorize administration to dispose of obsolete and/or broken equipment by selling it to the highest bidder at the regular Board of Trustees meeting.

IV. Recommendation to accept the bid of G.E. Roofing Company for the base bid and alternate #1 in the amount of \$927,875.00 for Phase II of the Roof Coating and Related Work Project, utilizing bond funds

Trustee DeFilippo recommended the Board accept the bid of G.E. Roofing Company for the base bid and alternate #1 in the amount of \$927,875 for Phase II of the Roof Coating and Related Work Project, utilizing bond funds, at the regular Board of Trustees meeting.

V. Recommendation to reject all bids for the Exterior Painting and Caulking Project

Trustee DeFilippo recommended the Board reject all bids for the Exterior Painting and Caulking Project at the regular Board of Trustees meeting.

The meeting adjourned at 8:34 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, APRIL 11, 2019**

---

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

At 8:34 p.m., Chairman Frank M. Zuccarelli called the regular meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room of the College, Room 2248.

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

*Absent:* None

*Also present:* Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Daniel Cannon

**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. Revised minutes of the regular Board of Trustees meeting held February 14, 2019**

Trustee Whittington moved and Trustee Wells seconded to approve the revised minutes of the regular Board of Trustees meeting held on February 14, 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion Carried.

**B. Special Board of Trustees meeting held March 11, 2019**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Special Board of Trustees meeting held March 11, 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion Carried.

**C. Special Board of Trustees meeting held March 25, 2019**

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Special Board of Trustees meeting held March 25, 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion Carried.

**D. Finance Committee meeting held March 14, 2018**

Trustee Rogers moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held March 14, 2018. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion Carried.

**E. Regular Board of Trustees meeting held March 14, 2019**

Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Regular Board of Trustees meeting held on March 14, 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion Carried.

**F. Closed Session meeting held March 14, 2019**

Trustee Rogers moved and Trustee Whittington seconded to table the minutes of the Closed Session meeting held on March 14, 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion Carried.

**VI. NEW BUSINESS**

**A. Oath of Office for Student Trustee Elect**

On March 4, 5 & 6, 2019, the South Suburban College Student Trustee Election was held through the "MY SSC" portal. On March 7, 2019 Babatunde Adamson was declared the winner of the election and will serve as our 2019-2020 Student Trustee. Secretary to the Board Martin Lareau administered the Oath of Office to South Suburban College Student Trustee Elect Babatunde Adamson.

**B. 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, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**C. Bills Payable for April, 2019**

Student Trustee Adamson moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for April 2019 in the amount of \$3,332,785.05. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**D. Approval to authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,183,000.00, as per the attached resolution**

Trustee DeFilippo moved and Trustee Wells seconded to authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,183,000.00, as per the attached resolution. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

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

Trustee DeFilippo moved and Trustee Wells seconded to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**F. Approval to dispose of obsolete and/or broken equipment by selling it to the highest bidder**

Trustee DeFilippo moved and Trustee Whittington seconded to authorize administration to dispose of obsolete and/or broken equipment by selling it to the highest bidder. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**G. Approval to accept the bid of G.E. Roofing Company for the base bid and alternate #1 in the amount of \$927,875.00 for Phase II of the Roof Coating and Related Work Project, utilizing bond funds**

Trustee DeFilippo moved and Trustee Payne seconded to accept the bid of G.E. Roofing Company for the base bid and alternate #1 in the amount of \$927,875.00 for Phase II of the Roof Coating and Related Work Project, utilizing bond funds. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**H. Approval to reject all bids for the Exterior Painting and Caulking Project**

Trustee DeFilippo moved and Trustee Wells seconded to reject all bids for the Exterior Painting and Caulking Project. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**I. Approval to reduce the number of Faculty Sabbaticals to zero for the 2019/2020 academic year**

Trustee Daly moved and Trustee Rogers seconded to reduce the number of Faculty Sabbaticals to zero for the 2019/2020 academic year. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee Whittington seconded to approve the retirement of Belma Wierzbicki, full-time, grant-funded Lead Case Manager in the Job Training Department, effective July 1, 2019, and grant permission to advertise to fill the vacated, grant-funded position, as needed. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**B. Appointments**

Trustee Daly moved and Trustee Whittington seconded to approve the appointment of Veretta Brooks as a full-time Administrative Assistant I in the Allied Health Department, effective April 15, 2019, and grant permission to advertise to fill the vacated position, as needed. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**VIII. Closed Session:**

At 9:00 p.m., the Board entered into closed session on a motion made by Trustee Daly and seconded by Trustee Payne to discuss the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable or imminent litigation. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.



At 10:37 p.m., the Board resumed open session on a motion made by Trustee Daly and seconded by Trustee Rogers. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

**C. Approval to remove the recommendations to terminate employment from the table, and to refer the recommendations back to Administration for further action**

Trustee Daly moved and Trustee Rogers seconded to remove the following recommendations to terminate employment from the table, and to refer the recommendations back to Administration for further action:

1. Remove the recommendation to terminate the employment of Cheryl Brown from the table, and to refer the recommendation back to Administration for further action.
2. Remove the recommendation to terminate the employment of Nathan Williams from the table, and to refer the recommendation back to Administration for further action.

On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: Anthony DeFilippo and Vivian Payne. Student Trustee Adamson passed. Motion Carried.

**ADJOURNMENT**

At 10:40 p.m., Trustee Whittington moved and Trustee Rogers seconded that the Board Meeting be adjourned. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion Carried.

---

**Janet 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 May, 2019.

For Board Action in May, 2019.

**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 March 31, 2019. 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 Pollat*  
\_\_\_\_\_  
Controller/Treasurer

*Martin Lauvaak*  
\_\_\_\_\_  
Vice-President

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

**SOUTH SUBURBAN COLLEGE**  
**South Holland, Illinois**

To: Board of Trustees

From: Tim Pollert

Date: April 15, 2019

Subject: Financial Report For The Period Ending March 31, 2019

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$1,571,232.67	\$20,768,702.54
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,313,578.59	\$23,918,363.04

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>
\$2,105,852.77	\$34,183,763.44
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,695,185.71	\$37,760,122.81
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$589,332.94)	(\$3,576,359.37)

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>
\$14,680,436.62	2.44%	6

**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	\$2,161,040.00	\$101,895.47	\$2,262,935.47
December	\$1,185,183.00	\$299,875.25	\$1,485,058.25
January	\$2,001,857.15	\$308,973.51	\$2,310,830.66
February	\$2,228,175.84	\$309,183.04	\$2,537,358.88
March	\$1,394,104.29	\$177,128.38	\$1,571,232.67
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,510,182.28	\$2,258,520.26	\$20,768,702.54

	<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	\$1,737,377.65	\$322,246.38	\$2,059,624.03
December	\$1,820,442.96	\$341,933.30	\$2,162,376.26
January	\$2,158,303.61	\$339,794.50	\$2,498,098.11
February	\$2,327,411.38	\$436,625.03	\$2,764,036.41
March	\$1,980,774.16	\$332,804.43	\$2,313,578.59
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$20,774,339.63	\$3,144,023.41	\$23,918,363.04

**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	\$3,599,904.78	\$3,613,648.31	(\$13,743.53)
December	\$5,151,745.48	\$5,358,654.64	(\$206,909.16)
January	\$3,901,337.15	\$4,099,009.10	(\$197,671.95)
February	\$2,604,543.18	\$3,197,964.89	(\$593,421.71)
March	\$2,105,852.77	\$2,695,185.71	(\$589,332.94)
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$34,183,763.44	\$37,760,122.81	(\$3,576,359.37)

	<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	\$9,460,593.67	2.28%	8
December	\$9,380,459.41	2.38%	10
January	\$9,107,200.86	2.39%	1
February	\$9,439,578.11	2.38%	(1)
March	\$14,680,436.62	2.44%	6
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
MA/ISDLAF + = ISDMAX		32.79	0.00	0.00	0.00
MA/ISDLAF + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(686,098.28)	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		20,443.83	0.00	0.00	0.00
<b>Totals</b>	<b>3/1</b>	<b>8,399,033.20</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	3/7	24,921.44			
Illinois Funds MM Deposit from Comptroller	3/21	48,784.50			
Illinois Funds MM Deposit from Comptroller	3/21	11,927.00			
Illinois Funds MM Deposit from Comptroller	3/25	97,758.25			
Illinois Funds MM Deposit from Comptroller	3/25	56,562.00			
Interest on Ill Funds MM	3/31	905.32			
MB Cash transfer to MB MM account Taxes	3/31	5,000,000.00			
		<b>13,639,891.71</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>
<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
MA/ISDLAF + = ISDMAX		32.79	0.00	0.00	0.00
MA/ISDLAF + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(445,239.77)	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		5,020,443.83	0.00	0.00	0.00
<b>Totals</b>	<b>3/31</b>	<b>13,639,891.71</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>

SOUTH SUBURBAN COLLEGE

**INVESTMENT WORKSHEET**

Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial Bond Interest		0.00	0.00	0.00	0.00
*MA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
*MA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	598,135.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	3/1	0.00	0.00	598,135.00	0.00
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	3/7				
Illinois Funds MM Deposit from Comptroller	3/21				
Illinois Funds MM Deposit from Comptroller	3/21				
Illinois Funds MM Deposit from Comptroller	3/25				
Illinois Funds MM Deposit from Comptroller	3/25				
Interest on Ill Funds MM	3/31				
MB Cash transfer to MB MM account Taxes	3/31				
		0.00	0.00	598,135.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial Bond Interest		0.00	0.00	0.00	0.00
*MA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
*MA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	598,135.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	3/31	0.00	0.00	598,135.00	0.00





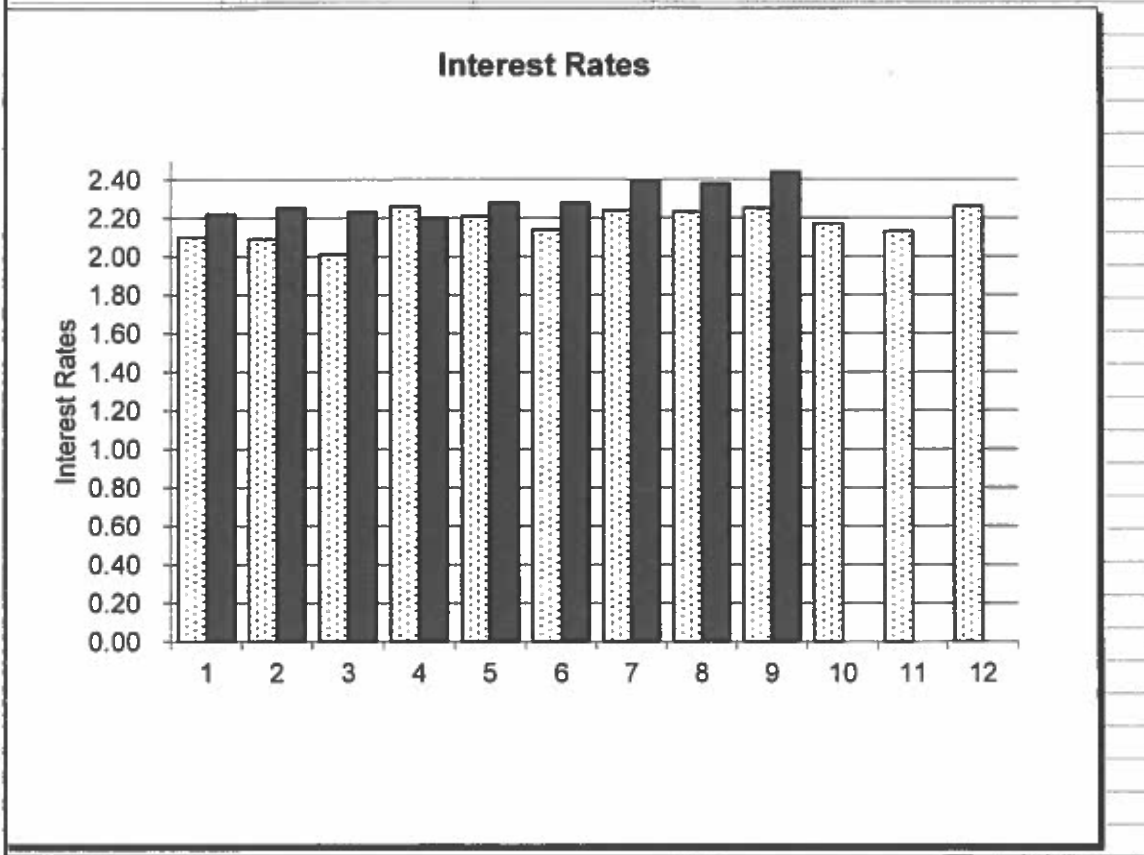


SOUTH SUBURBAN COLLEGE

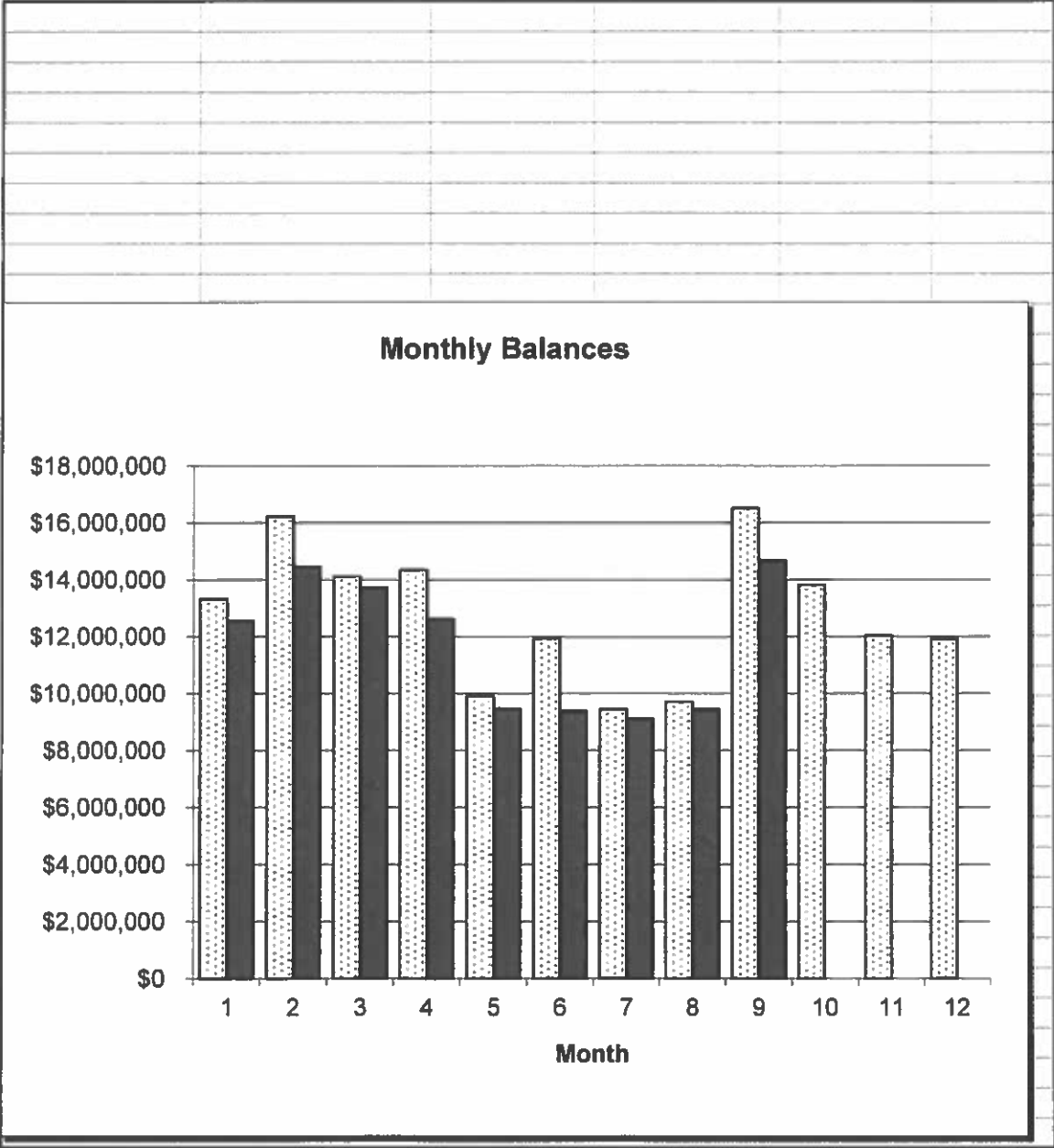
	Investment				
		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	14%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,955,573.65	0.00	2,955,573.65	20%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,739,760.07	0.00	9,739,760.07	66%
	Total	14,680,436.62	0.00	14,680,436.62	100%
	Average %	<u>2.44</u>			

## 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	9,460,594	2.28
December	11,923,377	2.14	9,380,459	2.28
January	9,444,726	2.24	9,107,201	2.39
February	9,703,650	2.23	9,439,578	2.38
March	16,507,053	2.25	14,680,437	2.44
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 May, 2019.

For Board Action in May, 2019.

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

[Empty box for Proposal Summary]

**ESTIMATED COST OR BENEFIT**

[Empty box for Estimated Cost or Benefit]

**JUSTIFICATION OF ACTION**

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

**MOTION**

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

Education Fund	\$1,669,859.62
Operation & Maintenance Fund	313,074.69
Operation & Maintenance Restricted Fund	373,287.02
Auxiliary Enterprise Fund	100,243.45
Restricted Funds	412,591.93
Special Levies Fund	50,309.56
Flex Plan Fund	<u>7,034.58</u>
<b>Total</b>	<b>\$2,926,400.85</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**

*Zimella*  
 \_\_\_\_\_  
 Controller/Treasurer

*Martin Lamm*  
 \_\_\_\_\_  
 Vice President

*Kyrette Fowler*  
 \_\_\_\_\_  
 President



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

For Board Information in May, 2019

For Board Action in May, 2019

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees accept the first reading of revised Board Policy 415.00, Employee Cell Phone Reimbursement.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**


This policy will address the amended Illinois Public Act 100-1094 as it relates to reimbursing employees for cell phone usage as required to fulfill their job duties. Strategic Plan Vision to provide a transparent and financially secure institution.

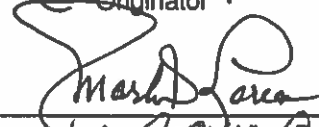
**MOTION**

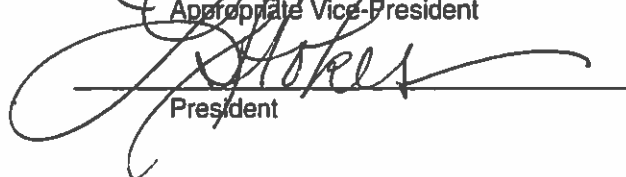
Move that the Board of Trustees accept the first reading of revised Board Policy 415.00, Employee Cell Phone Reimbursement.

- \* 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**

  
 \_\_\_\_\_  
 Originator

  
 \_\_\_\_\_  
 Appropriate Vice-President

  
 \_\_\_\_\_  
 President

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

---

**415.00 Employee Cell Phone Reimbursement**

Eligible South Suburban College employees may receive a cell phone reimbursement, maximum \$25/month, from the College for pre-approved business-related costs incurred when using their personal cell phones. Employee reimbursements will be administered by the Human Resources office and must comply with all terms and conditions contained herein.

An employee may be eligible for reimbursement, only if there is a functional business necessity.

The following criteria must be followed to qualify:

- Reimbursement eligibility must be approved in advance of usage, by the Supervisor's area VP and the VP of Administration.
- There must be a business purpose that cannot be accomplished by use of an assigned College extension, or other land based communication method.
- Expense reimbursement will not exceed \$25/month as a total reimbursement.
- Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes, not to exceed \$25/month, which must be documented through submission of the detailed monthly bill.
- There will be no reimbursement made for any equipment charges/depreciation, including but not limited to, installment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and Vice President of the area must specifically request that the employee use their personal cell phone for college business purposes on the applicable form, and that usage must be pre-approved by the area VP and the VP of Administration.

Reimbursement will be monthly, if submitted, following established College procedures, and must be based on actual expense, excluding the cost for equipment, insurance and taxes, and

must be requested each month via the Claim for Reimbursement Expense procedure. This will include copies of the employee's cell phone bill, and the applicable charges highlighted and written explanation provided. Requests for reimbursement must be submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.

**Employee Responsibilities:**

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the College. This includes responsibility for all termination clauses, and paying all charges associated with the cellular service and device.
- Provide detailed monthly invoices for the period and amounts claimed.
- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state, and federal laws concerning cell phone operation.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all College data from the cell phone when employment with the College is severed, except when required to maintain the data in compliance with a court order, or College administrative directive.
- Report any job function change that eliminates or significantly reduces the business need for a cell phone to your supervisor within 5 business days of this change.





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY19-VI.D

For Board Information in May, 2019

For Board Action on May 9, 2019

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

On April 2, 2019, a district-wide election was held to select two individuals to serve six-year terms on the Community College District 510 Board of Trustees. The following individuals were elected:

**Anthony DeFilippo**

**Vivian Payne**

The Secretary to the Board will administer the installation and Oath of Office to these Board Members.

**ESTIMATED COST OF BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

Action is needed to validate the results of the April 2, 2019, College Trustees' election.

**MOTION**

Move to accept the resolution of the proclamation of results, received from the Cook County Clerk, of the April 2, 2019, South Suburban College District 510 Trustees' election.

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

**APPROVALS**

Secretary to the Board

Date

President

Date

- \* Is this part of a large project requiring additional funds?

- \* Attach supplemental information as necessary





*Mark Gorean* 4/25/19  
*Stokes* 5/3/19

Cook County Clerk's Office  
**Suburban Cook County Election Results**  
**April 02, 2019 Consolidated General Election**

**Trustee, South Suburban College 510, 6yr Township & Precinct Results**

Registered Voters: 1,603,193  
 Ballots Cast: 225,973

Voter Turnout: 14% [Back to Election Summary Results](#)  
[Print Results](#) [Download Results](#)

<b>Trustee, South Suburban College 510, 6yr 196 of 196 Precincts Reported</b>				
<i>Vote For 2</i>	%	%	Votes	
Max Solomon (Nonpartisan)	24.62%		8,573	
Vivian Payne (Nonpartisan)	44.79%		15,595	
Anthony P. DeFilippo (Nonpartisan)	30.59%		10,649	



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.A.1

Board Meeting Date: May 9, 2019

### 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 retirement of Dr. Venise Haynes, full-time grant-funded Adult Education Database and Grant Program Compliance Coordinator in the Adult Education Department, effective July 1, 2019, and grant permission to advertise to fill the vacated, grant-funded position.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION




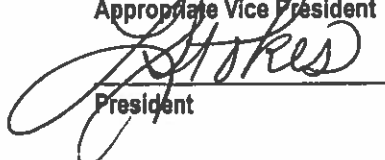
This action supports the SSC Core Values.

### MOTION

Move that the Board of Trustees approve the retirement of Dr. Venise Haynes, full-time grant-funded Adult Education Database and Grant Program Compliance Coordinator in the Adult Education Department, effective July 1, 2019, and grant permission to advertise to fill the vacated, grant-funded position.

### 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)

	5-2-19
Originator	Date
	5/2/19
Director of Human Resources	Date
	5/2/19
Appropriate Vice President	Date
	5/3/19
President	Date



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action in May, 2019

Board Meeting Date: May 9, 2019

#### BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

#### FUNDING

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

#### PROPOSAL SUMMARY

Request that the Board of Trustees approve the hiring of Siobhan Loggins as Administrative Assistant I, Student Life, effective May 13, 2019, and request permission to advertise to fill the vacated position as needed.

#### ESTIMATED COST OR BENEFIT

The position is 35 hours per week, 52 weeks per year, and classified Grade VII on the Support Staff salary schedule.

#### JUSTIFICATION OF ACTION



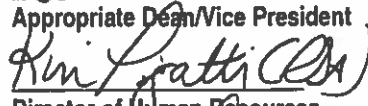
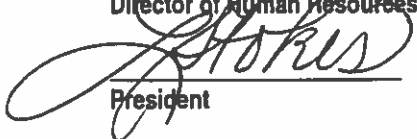
This appointment is in direct alignment with (Strategic Direction #2 – Student Success and Competition, Goal – SSC 2.1)

#### MOTION

Move that the Board of Trustees approve the hiring of Siobhan Loggins as Administrative Assistant I, Student Life, effective May 13, 2019, and to advertise the vacated position if needed.

#### Approvals:

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

 _____ Originator	4/30/19 _____ Date
 _____ Appropriate Dean/Vice President	5/1/19 _____ Date
 _____ Director of Human Resources	5/3/19 _____ Date
 _____ President	5/8/19 _____ Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.B.2

Board Meeting Date: May 9, 2019

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

**PROPOSAL SUMMARY**

Request that the Board of Trustees appoint Brian Hiskes to the position of Student Help Desk Coordinator in the Academic Computing and Telecommunications Department, effective May 13, 2019 pending successful completion of a background check investigation.

**ESTIMATED COST OR BENEFIT**

This is a Grade XI position on the Support Staff Salary Schedule. This is a full-time position, 35 hours a week, 52 weeks per year, with a beginning annual salary of \$41,517.

**JUSTIFICATION OF ACTION**

Permission was granted at the March 14, 2019 Board Meeting to advertise the position which was vacated due to the previous position holder taking a position outside of the college.




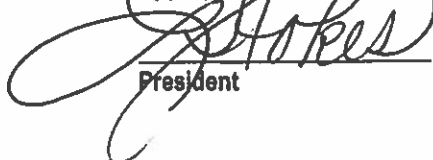
This position will assist in the process to modernize all classrooms, labs and other areas utilized by students, faculty and staff as set forth by the college's master facilities plan. This position will also assist in a plan to access and improve technology support systems that advance student learning. (Strategic Direction 2, SSC 2.19 and SSC 2.20)

**MOTION**

Move that the Board of Trustees appoint Brian Hiskes to the position of Student Help Desk Coordinator in the Academic Computing and Telecommunications Department, effective May 13, 2019 pending successful completion of a background check investigation.

**Approvals:**

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

  
 Originator 5/1/19  
Date  
  
 Director of Human Resources 5/2/19  
Date  
  
 Appropriate Vice President 5/3/19  
Date  
  
 President 5/3/19  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM:**

**Board Meeting Date: May 9, 2019**

**BOARD COMMITTEE**

**FUNDING**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees approve the appointment of Allison Stephan as a Financial Aid Advisor in the Financial Aid Department, effective June 3, 2019, pending successful completion of a criminal background investigation.

**ESTIMATED COST OR BENEFIT**

This is a regular, full-time support staff position; 35 hours per week, 52 weeks per year, classified Grade VIII on the Support Staff Salary Schedule, with a beginning annual salary of \$35,567.

**JUSTIFICATION OF ACTION**

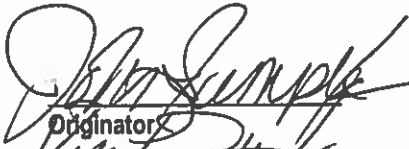


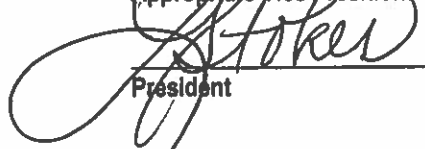
This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees approve the appointment of Allison Stephan as a Financial Aid Advisor in the Financial Aid Department, effective June 3, 2019, pending successful completion of a criminal background investigation.

**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)

	5/2/19
Originator	Date
	5/3/19
Director of Human Resources	Date
	5/2/19
Appropriate Vice President	Date
	5/3/19
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

Board Meeting Date: **May 9, 2019**

**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 increase the hours from 25 hours per week to 40 hours per week to accommodate the extra duties of the 100% grant-funded position of Literacy Coach in the Adult Education Department, effective July 1, 2019.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**


The change of hours in this position is necessary to continue to increase success in the Adult Education program (Strategic Direction 1, CR 1.4)


**MOTION**


Move that the Board of Trustees increase the hours from 25 hours per week to 40 hours per week to accommodate the extra duties of the 100% grant-funded position of Literacy Coach in the Adult Education Department, effective July 1, 2019.

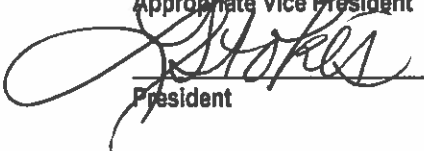
**Approvals:**

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

  
Originator 5-2-19  
Date

  
Kin Pizotti (RSA)  
Director of Human Resources 5/2/19  
Date

  
J. Williams  
Appropriate Vice President 5/2/19  
Date

  
President 5/3/19  
Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.D.1 —

For Board Action in May, 2019  
Board Meeting Date: May 9, 2019

### 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 grant permission to advertise the Library Assistant I position.

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

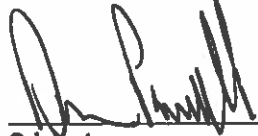


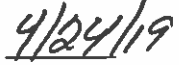
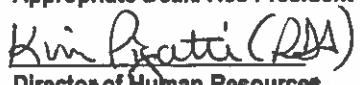

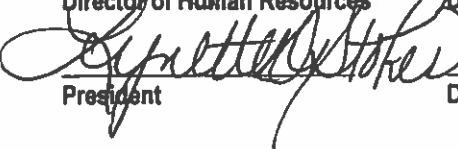

Please see the attached job description. This action supports the SSC Core Values.

### MOTION

Move that the Board of Trustees grant permission to advertise the Library Assistant I position.

### 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)

	
Originator	Date
	
Appropriate Dean/Vice President	Date
	
Director of Human Resources	Date
	
President	Date





**South Suburban College**  
**Office of the Dean of Mathematics and Sciences**

"Our Mission is to Serve our Students and the Community through lifelong learning."

---

**INTEROFFICE MEMORANDUM**

**To:** Dr. Lynette D. Stokes, President *L. Stokes*  
**From:** Dr. Tasha S. Williams, Vice President of Academic Services  
**Cc:** Kimberly Pigatti, Director of Human Resources  
Devon Powell, Dean of Student Services  
**Date:** May 3, 2019  
**Subject:** Library Assistant I

---

In reviewing the current needs and staffing patterns of the Library, it has been determined that a Library Assistant I position can adequately maintain the operations of circulation services

If you have any questions or need additional information, please feel free to contact me.

*Tasha S. Williams*  
\_\_\_\_\_  
Dr. Tasha S. Williams

5/3/2019  
\_\_\_\_\_  
Date



## SOUTH SUBURBAN COLLEGE Job Description

**Job Title:** Library Assistant I  
**Job Code:** 143 points  
**Division:** Student Services  
**Department:** Library  
**Reports To:** Dean of Student Services or Designee  
**Salary Level:** Grade II  
**FLSA Status:** Non-exempt

### **SUMMARY**

Provides assistance to staff and patrons of Library facilities which does not require an in-depth knowledge of Library Sciences or technical systems and procedures; performs work of a predominantly clerical and routine nature related to the circulation of written and audiovisual materials, records-keeping, customer service, typing and photocopying.

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

May perform circulation or service desk duties involving the checking in and out of borrowed items such as printed books and periodicals, audiovisual films, tapes, records, cassettes, videos or whatever materials center may provide from time to time; distributes audiovisual equipment.

May verify identification of patron and items being released or returned; notes condition of item and assesses damage; collects fees or fines; makes change, advises supervisors of technical or unusual problems and questions that arise.

May preview or explain the use of equipment and materials to user; orients patron to rules, regulations, fees, etc., of center; brings matters requiring authorization to attention of supervisor.

May keep a record of transactions, balances and accounts for funds; issues receipts; places materials on reserve and notifies users of availability or overdue status of items.

May assist with photocopying; cleans and maintains copiers, microfilm machines, etc.; adds toner or paper as needed.

May answer telephone inquiries; directs visitors; supervises visitor use of shelf items, audiovisual materials and facilities.

May process purchase orders, maintain inventory records and prepare correspondence by typing, filing, coding, reading and sorting, routing, addressing or analyzing documents and information.

May confer with vendors on order shipments.

May assist with laminating process.

May direct visitors to proper staff on matters or inquiries specifically related to the cataloging or indexing of books and other written materials, the use of reference materials or special collections and matters pertaining to center rules and policies, group activities, etc.

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 an 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. Must successfully pass a criminal background check.

**Education and/or Experience:** A high school diploma or general education degree (GED) is preferred; prior work experience relative to services and service products provided may be preferable.



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

Board Meeting Date: **May 9, 2019**

**BOARD COMMITTEE**

**FUNDING**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant approval to create and advertise the full-time, grant-funded position of Student Retention Strategist, Predominantly Black Institution (PBI) Blast II Grant Project.

**ESTIMATED COST OR BENEFIT**

This is a regular, full-time grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$42,000. Continued employment is contingent upon receipt of Grant Funds.

**JUSTIFICATION OF ACTION**

Please see the attached job description. This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees grant approval to create and advertise the full-time, grant-funded position of Student Retention Strategist, Predominantly Black Institution (PBI) Blast II Grant Project.

**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)

<i>Tiffany Jones</i>	<i>5/2/19</i>
Originator	Date
<i>Kim Ligatti (PBI)</i>	<i>5/2/19</i>
Director of Human Resources	Date
<i>William [Signature]</i>	<i>5/3/19</i>
Appropriate Vice President	Date
<i>[Signature]</i>	<i>5/3/19</i>
President	Date



## SOUTH SUBURBAN COLLEGE Job Description

### GRANT-FUNDED

**Job Title: Student Retention Strategist, Predominantly Black Institution (PBI) Blast II Grant Project**

Department: Student Services

Grant Funded/Classified: Student Retention Strategist

Prepared Date: April 18, 2019

### SUMMARY

The Student Retention Strategist is a grant funded position within the student services area. The position is responsible for, but not limited to, providing information and assistance to at-risk students, particularly at-risk African American males, for the purpose of student retention, completion and transfer. This position will report to Director of Recruitment and Retention Services. 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 an employee's normal line of work.

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

Monitors retention alert system to identify and provide timely interventions for those whose behaviors indicate a lack of success strategies. Follow up on progress through personal contact and correspondence.

Assist and refer students to academic assistance, including tutoring, counseling and/or career guidance, and all other appropriate services and resources.

Develops a working knowledge of the various services offered for students

Connect students as needed with appropriate college and /or community services and resources.

Maintain documentation of student interactions with counselors and faculty.

Implements systems for tracking of and follow up for students.

Completes reports, as necessary, for review by appropriate staff.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college

Excellent written, oral, and interpersonal communication skills.

Experience in student services (counseling, advising, or other related services)

Experience using student tracking databases preferred.

### **PREFERRED QUALIFICATIONS:**

Master's degree from a regionally accredited institution of higher education in a related field

Proficient in Word and Excel



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.F.1

Board Meeting Date: May 9, 2019

**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 reappoint non-tenured faculty for the 2019 – 2020 academic year.

**ESTIMATED COST OR BENEFIT**

Based upon continuing placement on the faculty salary schedule.

**JUSTIFICATION OF ACTION**

The following faculty members have has been evaluated in accordance with the procedures outlined in the Faculty Association agreement and is recommended for reappointment: **Sheral Brooks, Maureen Moran, Suha Mohammed, and Naomi West**. 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 as instructors for the 2019 - 2020 academic year: **Sheral Brooks, Maureen Moran, Suha Mohammed, and Naomi West**.

**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

*Kim Picatti (RSA)*  
Director of Human Resources

5/2/19  
Date

*Jaska A. Williams*  
Appropriate Vice President

4/30/19  
Date

*[Signature]*  
President

5/3/19  
Date