



**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, JUNE 13, 2019**  
**7:40 PM**

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- I. Recommendation to accept the second reading of and to adopt 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)**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; DALY AND ROGERS**  
**THURSDAY, JUNE 13, 2019**  
**7:50 PM**

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- I. Recommendation to accept the bid of Lansing Sports in the amount of \$55,803.35 for the purchase of athletic uniforms and supplies
- II. Recommendation to authorize administration to enter into a five (5) year contract with Martin Whalen Office Solutions in the annual amount of \$35,000.00 for the provision of photocopiers, supplies and service
- III. Recommendation to accept the bids of Blue Island Newspaper, \$84,000.00, and Kingery Printing Company, \$13,678.00, for the printing of College publications utilizing the mail drop option
- IV. Recommendation to accept the Resource Allocation Management Plan (RAMP) as presented
- V. Recommendation to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE POLICY COMMITTEE**  
**THURSDAY, MAY 9, 2019**

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Trustee Janet Rogers called the Policy Committee meeting to order at 8:05 p.m.

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

Committee members absent: None

Other Board members in attendance: Trustees John Daly, Joseph Whittington, and Student Trustee Babatunde Adamson.

Other Board members absent: Chairman Frank M. Zuccarelli and Trustee Anthony DeFilippo

Administration 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 Stanley T. Kuser.

Agenda:

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

Trustee Janet M. Rogers recommended the Board accept the first reading of Board Policy 415.00, Employee Cell Phone Reimbursement, at the regular Board of Trustees meeting.

The meeting was adjourned at 8:11 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, MAY 9, 2019**

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

At 8:22 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:* Chairman Frank M. Zuccarelli, Vice Chairman John Daly, Trustees Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, and Student Trustee Babatunde Adamson.

*Absent:* Trustee Anthony DeFilippo.

*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 Stanley T. Kuser.

**II. PLEDGE OF ALLEGIANCE**

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. REPORTS/PRESENTATIONS**

**A. Art Purchase Awards**

The Board of Trustees purchased artwork from South Suburban College students to add to the College's permanent collection.

**B. Recognition of Retirees**

The Board of Trustees formally recognized employees who have retired over the course of the last year.

**C. Recognition of SSC Lady Bulldog Basketball Team**

The Board of Trustees formally recognized the SSC Lady Bulldog Basketball Team for their outstanding 2019 season.

**D. 2019 Teacher Appreciation Red Tulip Award Presentation to Gerald Griffith**

The Board of Trustees formally recognized Mr. Gerald Griffith, recipient of the 2019 Teacher Appreciation Red Tulip Award from the Village of South Holland Education Commission.

**V. PREVIOUS MEETING MINUTES**

**A. Finance Committee meeting held April 11, 2019**

Trustee Daly moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held April 11, 2019. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**B. Regular Board of Trustees meeting held April 11, 2019**

Trustee Whittington moved and Trustee Wells seconded to approve the minutes of the Regular Board of Trustees meeting held April 11, 2019. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**C. Closed Session meeting held April 11, 2019**

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Closed Session meeting held on April 11, 2019. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**D. Remove the minutes of the Closed Session meeting of March 14, 2019 from the table**

Trustee Daly moved and Trustee Whittington seconded to remove the minutes of the March 14, 2019 Closed Session meeting from the table. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson passed. Motion carried.

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

Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Closed Session meeting held March 14, 2019. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson passed. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

Trustee Rogers moved and Trustee Whittington seconded to accept the Monthly Financial Report as presented by Vice President of Administration and Secretary to the Board, Martin Lareau. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**B. Bills Payable for May 2019**

Trustee Whittington moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for May, 2019 in the amount of \$2,926,400.85. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**C. Approval of the first reading of Board Policy 415.00, Employee Cell Phone Reimbursement**

Trustee Rogers moved and Trustee Wells seconded to approve the first reading of Board Policy 415.00, employee Cell Phone Reimbursement. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**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**

Trustee Daly moved and Trustee Whittington seconded to approve the election results as certified by the Cook County Board of Elections for the April 2, 2019 South Suburban College District 510 Trustees' Elections. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and 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 Payne seconded to approve the retirement of Venise Haynes, grant-funded Adult Education Database and Grant Program Compliance Coordinator, effective July 1, 2019, and grant permission to advertise to fill the vacated grant-funded position, as needed. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **B. Appointments**

1. Trustee Daly moved and Trustee Rogers seconded to approve the appointment of Siobahn Loggins as Administrative Assistant I in Student Life and Leadership, effective May 13, 2019, and grant permission to advertise to fill the vacated position, as needed. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

2. Trustee Daly moved and Trustee Whittington seconded to approve the appointment of Brian Hiskes as Student Helpdesk Coordinator in the Academic Computing and Telecommunications Department, effective May 13, 2019, pending successful completion of a criminal background investigation. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

3. Trustee Daly moved and Trustee Whittington seconded to 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. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **C. Approval to modify the hours of a grant-funded position**

Trustee Wells moved and Trustee Payne seconded to 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. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **D. Grant permission to advertise a position**

Trustee Rogers moved and Trustee Whittington seconded to grant approval to advertise the full-time position of Library Assistant I. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **E. Grant permission to create and advertise a grant-funded position**

Trustee Daly moved and Trustee Wells seconded to create and advertise the full-time, grant-funded position of Student Retention Strategist for the Predominantly Black Institution (PBI) Blast II Grant Project. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **F. Approval to reappoint non-tenured faculty in Academic Services**

Trustee Daly moved and Trustee Whittington seconded to reappoint Sheral Brooks, Maureen Moran, Suha Mohammad, and Naomi West as instructors for the 2019-2020 academic year. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

Regular Board Meeting  
May 9, 2019  
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**VIII. Closed Session**

There was none.

**ADJOURNMENT SINE DIE**

At 9:44 p.m., Trustee Daly moved and Trustee Payne seconded to adjourn the Board of Trustees meeting sine die. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

MINUTES OF THE RECONVENED MEETING OF THE BOARD OF TRUSTEES

THURSDAY, MAY 9, 2019

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## I. CALL TO ORDER & ROLL CALL:

At 9:45 p.m., Chairman Frank M. Zuccarelli called the Reconvened 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:* Chairman Frank M. Zuccarelli, Vice Chairman John Daly, Trustees Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, and Student Trustee Babatunde Adamson

*Absent:* Trustee Anthony DeFilippo

*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 Stanley T. Kusper.

## II. NEW BUSINESS:

### **A. Oath of Office for newly elected Trustees**

Trustees Anthony DeFilippo and Vivian Payne have been elected to serve full terms as members of the South Suburban College Board of Trustees. Secretary to the Board Martin Lareau administered the Oath of Office to Trustee Vivian Payne.

### **B. Appointment of Chairman Pro-Tempore**

Chairman Zuccarelli recommended the appointment of Martin Lareau to serve as Chairman Pro-Tempore. Chairman Wells made the motion seconded by Trustee Daly. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **C. Nomination and Election of Chairperson of the Board**

Trustee Wells made a motion seconded by Trustee Rogers to nominate Frank M. Zuccarelli to serve as Chairman of the Board. Frank M. Zuccarelli accepted the nomination. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

Trustee Rogers made a motion seconded by Trustee Whittington to close nominations for Chairperson of the Board. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

### **D. Nomination and Election of Vice-Chairperson of the Board**

Trustee Wells made a motion seconded by Trustee Payne to nominate John Daly to serve as Vice Chairman of the Board. John Daly accepted the nomination. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

Trustee Rogers made a motion seconded by Trustee Whittington to close nominations for Vice Chairperson of the Board. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.



**E. Appointment of Clerk to the Board**

Chairman Zuccarelli recommended the appointment of Christin T. Miller as Clerk to the Board. Trustee Daly made the motion seconded by Trustee Payne. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**F. Appointment of ICCTA Representative**

Chairman Zuccarelli recommended the appointment of Joseph Whittington as ICCTA Representative for the Board. Trustee Payne made the motion seconded by Trustee Daly. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**G. Appointment of ICCTA Representative Alternate**

Chairman Zuccarelli recommended the appointment of Terry Wells as ICCTA Representative Alternate for the Board. Trustee Daly made the motion seconded by Trustee Rogers. On roll call John Daly, Vivian Payne, Janet Rogers and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Terry Wells passed. Student Trustee Adamson voted aye. Motion carried.

**H. Appointment of Secretary of the Board**

Chairman Zuccarelli recommended the appointment of Janet Rogers as Secretary of the Board. Trustee Daly made the motion seconded by Trustee Whittington. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**I. Appointment of Secretary to the Board**

Chairman Zuccarelli recommended the appointment of Martin Lareau as Secretary to the Board and Special Assistant to the Secretary of the Board. Trustee Daly made the motion seconded by Trustee Wells. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**J. Appointment of Treasurer for the Board**

Chairman Zuccarelli recommended the appointment of Tim Pollert as Treasurer for the Board. Trustee Daly made the motion seconded by Trustee Rogers. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**K. Adoption of Board Policies/Rules**

Chairman Zuccarelli recommended the adoption of the Board Policies as published. Trustee Daly made the motion seconded by Trustee Rogers. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**L. Appointment of Board Committees**

Chairman Zuccarelli recommended approval of the following Board Committee appointments:

1. Architectural Committee: Payne, Chair; Daly and Whittington
2. Audit Committee: Whittington, Chair; Daly and DeFilippo
3. Finance Committee: DeFilippo, Chair; Daly and Rogers
4. Legislative Committee: Wells, Chair; DeFilippo, Rogers
5. Policy Committee: Rogers, Chair; Payne and Wells

Trustee Whittington made the motion seconded by Trustee Daly. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

**ADJOURNMENT**

At 9:58 p.m., Trustee Daly moved and Trustee Rogers seconded to adjourn the reconvened meeting of the Board of Trustees. On roll call John Daly, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

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**Janet Rogers, Secretary of the Board**

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**Frank M. Zuccarelli, Board Chairman**



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY19-VI.A**

Board Meeting Date: **June 13, 2019**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

**PROPOSAL SUMMARY**

The Secretary to the Board Martin Lareau will administer the Oath of Office to Trustee Anthony DeFilippo.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

Anthony DeFilippo was elected to serve a six-year term in the April 2<sup>nd</sup>, 2019 College Trustees' election. This action supports the SSC Strategic Plan Core Values.

**MOTION**

Move to administer the Oath of Office to Trustee Anthony DeFilippo.

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)

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

*6/10/19*  
 \_\_\_\_\_  
 Date



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

For Board Information in June, 2019.

For Board Action in June, 2019.

**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**

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending April 30, 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**

  
\_\_\_\_\_  
Controller/Treasurer

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

  
\_\_\_\_\_  
President

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees

From: Tim Pollert

Date: June 6, 2019

Subject: Financial Report For The Period Ending April 30, 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>
\$3,373,675.14	\$24,142,377.68
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,105,931.14	\$26,024,294.18

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,437,992.01	\$38,621,755.45
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,818,025.56	\$41,578,148.37
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$619,966.45	(\$2,956,392.92)

On page eight of the Investment Report you will see our investments for the period:

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$11,116,176.58	2.40%	-4

**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	\$2,975,485.15	\$398,189.99	\$3,373,675.14
May			\$0.00
June			\$0.00
YTD	\$21,485,667.43	\$2,656,710.25	\$24,142,377.68

	<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	\$1,792,904.58	\$313,026.56	\$2,105,931.14
May			\$0.00
June			\$0.00
YTD	\$22,567,244.21	\$3,457,049.97	\$26,024,294.18

**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	\$4,437,992.01	\$3,818,025.56	\$619,966.45
May			\$0.00
June			\$0.00
YTD	\$38,621,755.45	\$41,578,148.37	(\$2,956,392.92)

	<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	\$11,116,176.58	2.40%	(4)
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/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(445,239.77)	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		5,020,443.83	0.00	0.00	0.00
<b>Totals</b>	4/1	<b>13,639,891.71</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	4/1	735.00			
Illinois Funds MM Deposit from Comptroller	4/5	123,911.75			
Illinois Funds MM Deposit from Comptroller	4/11	312,421.00			
Illinois Funds MM Deposit from Comptroller	4/15	97,786.47			
Illinois Funds MM Deposit from Comptroller	4/22	44,830.55			
Illinois Funds MM Deposit from Comptroller	4/22	48,784.50			
Illinois Funds MM Deposit from Comptroller	4/22	11,927.00			
Illinois Funds MM Deposit from Comptroller	4/22	103,920.00			
Illinois Funds MM Deposit from Comptroller	4/22	48,784.50			
Illinois Funds MM Deposit from Comptroller	4/23	11,927.00			
Illinois Funds MM Deposit from Comptroller	4/23	71,841.35			
Illinois Funds MM Deposit from Comptroller	4/23	82,563.70			
Illinois Funds MM Deposit from Comptroller	4/23	342,372.85			
Illinois Funds MM Deposit from Comptroller	4/23	14,866.60			
MB Cash transfer to MB MM account Taxes	4/24	(1,500,000.00)			
Illinois Funds MM Deposit from Comptroller	4/26	56,562.00			
Illinois Funds MM Deposit from Comptroller	4/30	48,784.50			
Illinois Funds MM Deposit from Comptroller	4/30	11,927.00			
Inrwear od Il Funds MM	4/30	1,794.19			
Transfer from MB MM to Cash	4/30	(3,500,000.00)			
		10,075,631.67	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/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(509,499.81)	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		1,520,443.83	0.00	0.00	0.00
<b>Totals</b>	4/30	<b>10,075,631.67</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>







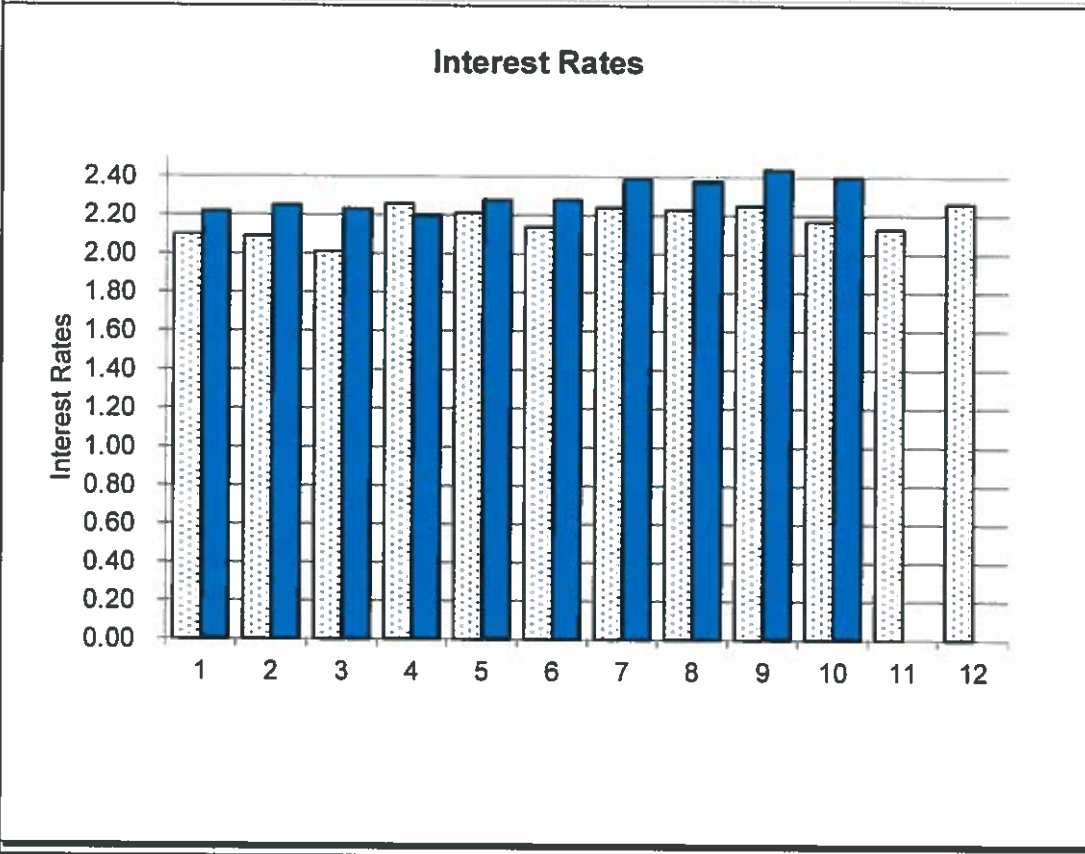


SOUTH SUBURBAN COLLEGE

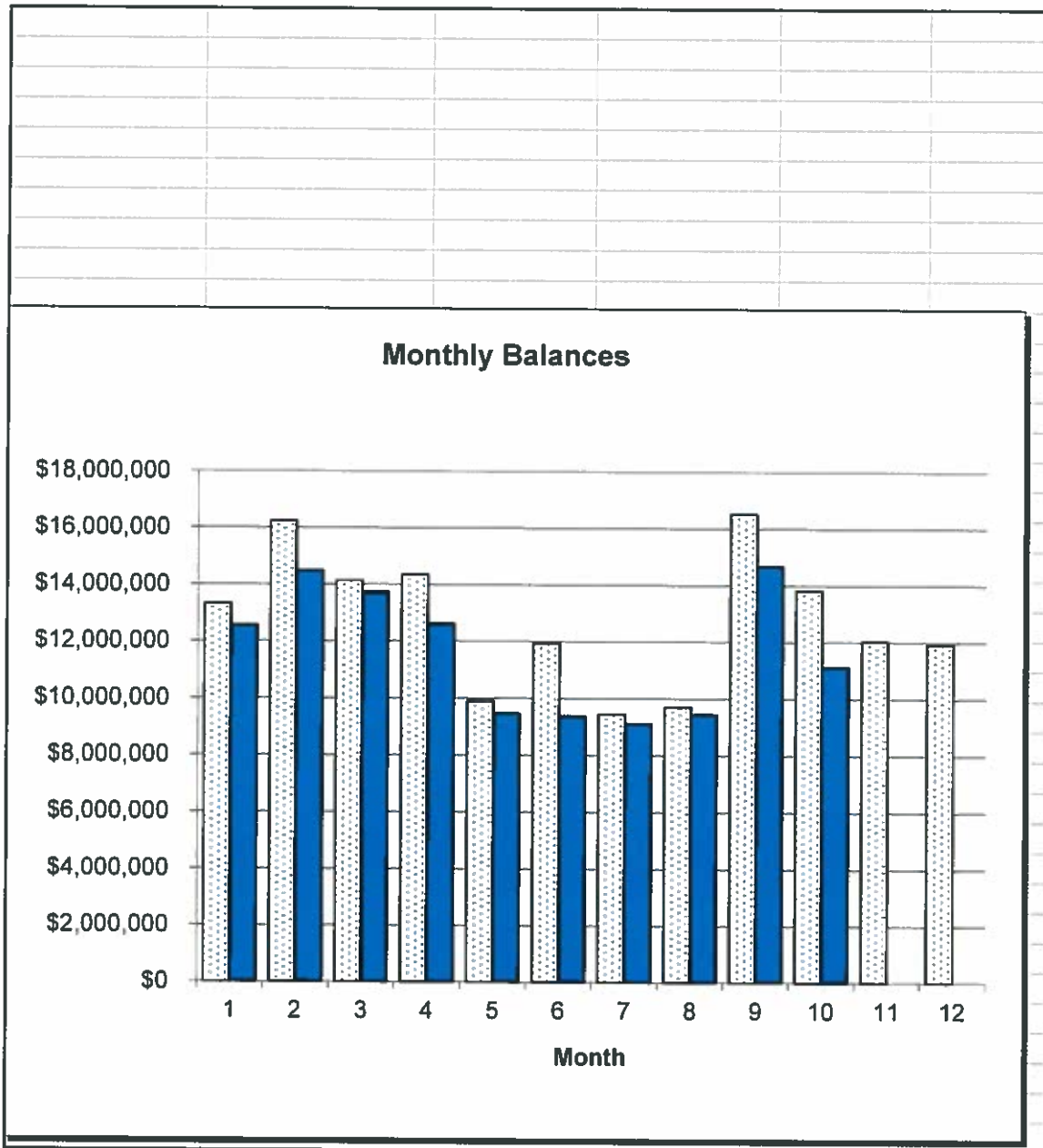
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	18%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,891,313.61	0.00	2,891,313.61	26%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	6,239,760.07	0.00	6,239,760.07	56%
	Total	<u>11,116,176.58</u>	<u>0.00</u>	<u>11,116,176.58</u>	100%
	Average %	<u>2.40</u>			

**South Suburban College**

<b>Investment Summary</b>				
	<b>F Y 2017 - 2018</b>		<b>F Y 2018 - 2019</b>	
<b>Month</b>	<b>Month End Balance</b>	<b>Percent Return</b>	<b>Month End Balance</b>	<b>Percent Return</b>
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	11,116,177	2.40
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.C**

For Board Information in June, 2019.

For Board Action in June, 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	\$1,698,389.18
Operation & Maintenance Fund	312,446.52
Operation & Maintenance Restricted Fund	557,280.16
Auxiliary Enterprise Fund	89,124.17
Restricted Funds	420,540.69
Special Levies Fund	46,347.30
Audit Fund	20,000.00
Flex Plan Fund	<u>7,308.32</u>
<b>Total</b>	<b>\$3,151,436.34</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.D

For Board Information in June, 2019

For Board Action on June 13, 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 second reading of 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 second reading of Board Policy 415.00, Employee Cell Phone Reimbursement.

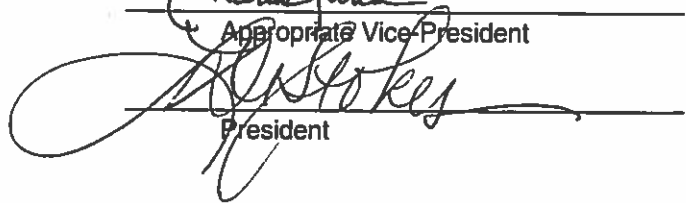
- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Specify above if matching funds are required.

- \* Is this part of a large project requiring additional funds? (Explain)
- \* Attach supplemental information as necessary

**APPROVALS**

 6/4/19  
 Originator

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

 \_\_\_\_\_  
 President



**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

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**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**

ITEM: FY19-VI.E

Board Meeting Date: June 13, 2019

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

To accept the bids of the lowest vendors for the purchase of athletic uniforms and supplies.

**ESTIMATED COST OR BENEFIT**

\$55,803.35

**JUSTIFICATION OF ACTION**


The uniforms and supplies are needed for the 2018-2019 athletic season. (Strategic Direction, 2 SSC2.6: Engage students in all aspects of their college experience.)


**MOTION**

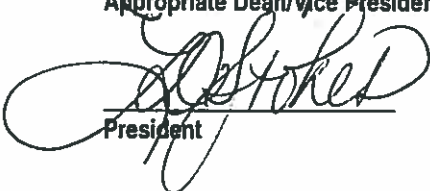
To accept the bid of Lansing Sports, Lansing, Illinois, \$55,803.35 for the purchase of athletic uniforms and supplies.

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

Approvals:

  
 Originator 6/6/19  
Date

  
 Appropriate Dean/Vice President 6/6/19  
Date

  
 President 6/10/19  
Date



## South Suburban College

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

### MEMORANDUM

To: Lynette Stokes

From: Martin Lareau

Date: May 23, 2019

Subject: Athletic Uniforms and Supplies

On April 26, 2019 we mailed requests for bids for athletic uniforms and supplies to eleven (11) vendors. Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune*. We had one (1) response and a public opening was held on May 15, 2019 at 9:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has done business with the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the bid of Lansing Sports, Lansing, Illinois in the amount of \$55,803.35 for the purchase of athletic uniforms and supplies.

Athletic Uniform and Supply Bid  
Bid Opening May 15, 2019

	QTY	ITEM	Lansing Sports	
		<b>BASEBALL</b>		
1	36 Dz	Baseballs	\$ 2,519.64	L
2	1	Aluminum Bat	\$ 249.89	L
3	36	Baseball Hats	\$ 588.60	L
4	36	Baseball hats	\$ 588.60	L
5	36	Knit Hats	\$ 464.40	L
6	1	Catchers Equipment	\$ 279.95	L
7	1	Catchers masks	\$ 109.88	L
8	1	Bat Bag	\$ 99.90	L
9	36	Belts	\$ 575.28	L
10	3 Dz	Rag Balls	\$ 119.70	L
11	1	Equipment Bag	\$ 99.89	L
12	16	Travel Bags	\$ 871.36	L
13	4	Coaches Sweatshirts	\$ 199.56	L
14	36	Fleeces	\$ 1,432.44	L
15	32	Under Armour Pants	\$ 2,393.28	L
16	32	Under Armour Pants	\$ 2,393.28	L
17	36	Batting Practice Tops	\$ 1,756.44	L
18	18	Tag custom pinstripe pants	\$ 1,346.22	L
19	36	Baseball Pants	\$ 1,616.04	L
20	36	Baseball Pants	\$ 1,616.04	L
21	36 pair	Gym shorts	\$ 891.00	L
22	36 Pr	Gym Shorts	\$ 891.00	L
23	144	Dri Fit Short and Long Sleeve	\$ 1,579.50	L
24	40 bgs	Chalk	N/B	
25	18	Book bags	\$ 952.02	L

Athletic Uniform and Supply Bid  
Bid Opening May 15, 2019

	QTY	ITEM	Lansing Sports	
26	36 Pr	Solid Sock	\$ 142.20	L
27	18	Batting Helmets	\$ 626.22	L
28	1	Set Bases	\$ 219.49	L
29	40 Bgs	Hill topper Clay	N/B	
30	50 Bgs	Turfce Dry	N/B	
31	1	Drag Mat	N/B	
32	1	Base Screen	\$ 159.90	L
33	1	Pro L Screen	\$ 179.97	L
34	1	Set Stickers	\$ 74.50	L
		<b>SOFTBALL</b>		
35	10 Dz	Softballs	\$ 747.90	L
36	20	Adidas Jerseys	\$ 1,175.80	L
37	20	Adidas Shorts	\$ 435.80	L
38	23	Adidas Fleece Shirt	\$ 984.17	L
39	48	Adidas T shirts	\$ 810.72	L
40	20	Stocking Caps	\$ 259.80	L
41	20	Ear Warmers	\$ 197.80	L
42	8	Richardson Hats	\$ 127.92	L
43	1	Louisville Slugger Bat	\$ 279.90	L
44	1	DeMarini Bat	\$ 299.90	L
45	1	Easton Ghost Bat	\$ 299.90	L
46	20	Richardson Visors	\$ 199.80	L
47	2 pks	Softball Scoresheets	N/B	
48	6	Holloway Jackets	\$ 358.74	L
49	60	Socks	\$ 210.00	L
50	20	Socks	\$ 139.80	L

Athletic Uniform and Supply Bid  
Bid Opening May 15, 2019

	QTY	ITEM	Lansing Sports	
51	24	Warm Up Jackets/Pants	\$ 1,890.96	L
52	24	Hoodies	\$ 762.96	L
53	1	Dig out tool	\$ 6.50	L
54	3 sets	Base Plugs	\$ 45.00	L
55	40	Belts	\$ 170.00	L
56	1	Catcher's Gear Set	\$ 279.00	L
		<b>VOLLEYBALL</b>		
57	36	Spandex	N/B	
58	36	Socks	N/B	
59	20	Pants	N/B	
60	18	Knee Pads	N/B	
61	22	Warm up T-shirts	N/B	
62	18	Warm up jackets	N/B	
63	4	Coach shirts	N/B	
64	4	Coach jackets	N/B	
65	10	Jerseys	N/B	
66	5	Jerseys	N/B	
67	14	Volleyballs	N/B	
		<b>WOMEN'S BASKETBALL</b>		
68	60	Russell T-Shirts	\$ 467.40	L
69	20	Russell Practice Shorts	\$ 315.80	L
70	20	Russell Reversible	\$ 457.80	L
71	15	Coaching Game Shirts	\$ 521.85	L
72	5	Jackets	\$ 423.95	L
73	20	Travel Suits	\$ 1,597.80	L
74	20	¼ zip Dri-Power Fleece Pullover	\$ 1,577.80	L

Athletic Uniform and Supply Bid  
 Bid Opening May 15, 2019

	QTY	ITEM	Lansing Sports	
75	20	Navy Blue Back Packs	\$ 773.80	L
76	10	Quarter Zip Pullover	\$ 444.50	L
77	2	Scorebooks	\$ 11.50	L
78	10	Basketballs	\$ 637.90	L
79	20	Jump Ropes	\$ 89.80	L
80	1	Dribble Specs	N/B	
81	1	Agility Aids	N/B	
82	2	Resistance Tether	N/B	
83	2	Single Blocker	N/B	
84	1	Punch Mitts	N/B	
85	2	Dribble gloves	N/B	
		<b>MEN'S BASKETBALL</b>		
86	6	Basketballs	\$ 382.74	L
87	40	Reversible Jerseys	\$ 1,075.60	L
88	40	Practice Shorts	\$ 739.60	L
89	32	T-Shirts	\$ 191.68	L
90	2	Scorebooks	\$ 11.50	L
91	7	Coaching Shirts	\$ 244.23	L
92	7	Coaching Shirts	\$ 244.23	L
93	7	Short Sleeve Coaching Shirts	\$ 244.23	L
94	7	Winter Jackets	\$ 586.53	L
95	7	Coaching Shorts	\$ 201.53	L
96	20	Jerseys	\$ 755.80	L
97	20	Shorts	\$ 555.80	L
98	20	Jerseys	\$ 755.80	L
99	20	Shorts	\$ 555.80	L



Athletic Uniform and Supply Bid  
Bid Opening May 15, 2019

	QTY	ITEM	Lansing Sports	
100	25	Warm-up Jackets/Pants	\$ 1,672.25	L
101	25	Fleece Sweat Suits	\$ 1,217.25	L
102	40	Ankle Braces	\$ 1,515.60	L
103	32	Long Sleeve T- Shirts	\$ 470.08	L
104	4	Dry Erase Boards	\$ 43.96	L
105	10	Whistles	\$ 59.90	L
106	10	Combination Locks	N/B	
107	20	Extra Large Back Packs	\$ 795.80	L
108	20	Shooting shirts	\$ 697.80	L
109	25	Winter hats	\$ 292.25	L
110	2	Stretching rollers	N/B	
111	1	Extra large travel bag	\$ 89.99	L
		<b>MEN'S SOCCER</b>		
112	26	T-Shirts	\$ 129.74	L
113	26	Sweatshirts	\$ 569.14	L
114	26	Knit Hats(Beanie)	\$ 259.74	L
115	26	Compression Mock	N/B	
116	48 Pr	Socks	N/B	
117	26	Jerseys	N/B	
118	26	Shorts	N/B	
119	8	Polo's	N/B	
120	6	Soccer Balls	N/B	
121	10	Practice Balls	N/B	
122	2	Nets	\$ 229.98	L
		<b>WOMEN'S SOCCER</b>		
123	22	Russell Sweatshirts	\$ 481.58	L

Athletic Uniform and Supply Bid  
 Bid Opening May 15, 2019

	<b>QTY</b>	<b>ITEM</b>	<b>Lansing Sports</b>	
124	25	Russell T-Shirts	\$ 124.75	L
125	6	Nike Polo Shirts	N/B	
126	44 Pr	Nike Soccer Socks	N/B	
127	22	Nike Compression	N/B	
128	22	Nike Warm-up Tops	N/B	
129	22	Nike Warm-Up Pants	N/B	
130	22	Knit Hats (Beanie)	\$ 219.78	L
131	10	Practice Balls	N/B	
132	20	Nike Scrimmage Vest	N/B	
133	40	Assorted Color Disks	N/B	
134	2	Soccer Nets	\$ 229.98	L
		<b>General Sports</b>	\$ 59.88	L
135	12	No Whip Nets	\$ 829.90	L
136	10 Dz	Towels	N/B	
		<b>Vendor Total</b>	\$ 55,803.35	



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VI.F

Board Meeting Date: June 13, 2019

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

To accept the proposal of the lowest qualified vendor for the provision of photocopiers, supplies and service.

**ESTIMATED COST OR BENEFIT**

\$35,000.00 annually

**JUSTIFICATION OF ACTION**

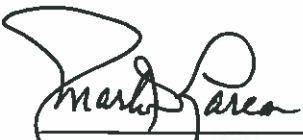
Our current photocopier contract expires in June 30, 2019. This purchase is in accordance with "Our Vision" to provide a transparent and financially secure institution.

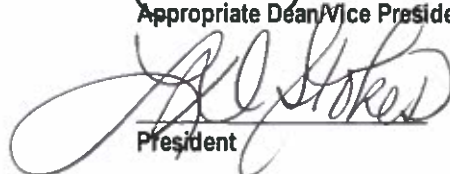
**MOTION**

To authorize the administration to enter into a 5 year contract with Martin Whalen Office Solutions, Tinley Park, Illinois in the annual amount of \$35,000.00 for the provision of photocopiers, supplies and service.

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

Approvals:

  
 Appropriate Dean/Vice President 6/3/19  
Date

  
 President 6/10/19  
Date

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

TO: Lynette Stokes  
FROM: Martin Lareau  
DATE: May 29, 2019  
SUBJECT: Satellite Copiers

On April 17, 2019 we mailed requests for proposal for the lease of satellite copiers to twenty-five (25) vendors. Our legal requirement to advertise was satisfied through notices placed in Chicago Tribune, Southtown. We had eight responses and a public opening was held on May 9, 2019 at 10:00 AM with the results being read aloud. A breakdown of the results is attached.

The College has done business with the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the proposal from Martin Whalen Office Solutions, Tinley Park, Illinois in the amount of \$35,000.00 annually for the lease of satellite copiers.

Satellite Copiers

RFP

May 9, 2019

Vendor	CPC B/W up to	Minumm Cost per Year	CPC B/W over	CPC Color	
CDS Office Technology Itasca, Illinois	0.02	\$ 52,250.00	8E-04	0.04	
Inagetec Rosemont, Illinois	0.02	\$ 56,500.00	0.004	0.036	
Impact Networking Lake Forest, Illinois	0.02	\$ 42,840.24	0.004	0.025	
Konica Minolta Business Solutions Chicago, Illinois	0.01	\$ 36,700.00	0.004	0.036	
Marco Technologies Rockford, Illinois	0.01	\$ 27,825.00	0.004	0.035	NS
Martin Whalen Office Solutions Bolingbrook, Illinois	0.01	\$ 35,000.00	0.004	0.03	L
Proven Business Systems Tinley Park, Illinois	0.02	\$ 41,500.00	0.003	0.043	
Pulse Technology Chesterton, Indiana	0.02	\$ 44,750.00	0.004	0.04	

L= Low venfor meeting specifications

NS= Vendor did not meet specifications



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VI.G

Board Meeting Date: June 13, 2019

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

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

**ESTIMATED COST OR BENEFIT**

\$97,678.00

**JUSTIFICATION OF ACTION**



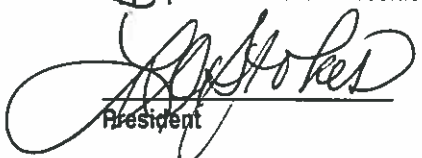
The schedule and student handbook are critical to the promotion of SSC's credit opportunities to residents of the community. The College also uses these publications as a source of information for current students. This action supports our Vision Statement and Community Engagement within the Strategic Plan.

**MOTION**

To accept the bids of Blue Island Newspaper, Harvey, Illinois, \$84,000.00 and Kingery Printing Company, Effingham, Illinois, \$13,678.00 for the printing of College publications utilizing the mail drop option.

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

Approvals:

 _____ Originator	<u>5/30/19</u> Date
 _____ Appropriate Dean/Vice President	<u>6/3/19</u> Date
 _____ President	<u>6/10/19</u> Date



## South Suburban College

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

### MEMORANDUM

To: Lynette Stokes  
From: Martin Lareau  
Date: May 30, 2019  
Subject: Printing of College Publications

On May 13, 2019 we mailed requests for bids for the printing of College publications to thirty-three (33) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had five (5) responses and a public bid opening was held on May 29, 2019 at 10:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids from Blue Island Newspaper, Harvey, Illinois, \$84,000.00 and Kingery Printing Company, Effingham, Illinois, \$13,678.00 for the printing of College publications utilizing the mail drop option.

Printing of College Publications  
 Bid Opening  
 May 29, 2019

Vendor	Package A Spring Schedule Printing Only	Package A Mail Drop Option Trucking	Package A Mail Drop Option Postage	Package A Mail Drop Option Total	Package B Fall Schedule Printing Only	Package B Mail Drop Option Trucking	Package B Mail Drop Option Postage	Package B Mail Drop Option Total	Package C Student Handbook
Blue Island Newspaper Harvey, Illinois	\$ 18,320.00	\$ 1,250.00	\$ 22,540.00	\$ 42,110.00	L \$ 18,100.00	\$ 1,250.00	\$ 22,540.00	\$ 41,890.00	L N/B
Creasy Printing Springfield, Illinois	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	\$15,407.00
Kingery Printing Company Effingham, Illinois	\$ 28,069.00	\$ 1,350.00	\$ 67,140.00	\$ 96,559.00	\$ 28,069.00	\$ 1,350.00	\$ 67,140.00	\$ 96,559.00	\$13,678.00
K.K. Steven Publishing Astoria, Illinois	\$ 25,764.80	included*	\$ 18,130.00	\$ 43,894.80	\$ 25,764.80	included*	\$ 18,130.00	\$ 43,894.80	N/B
Precise Printing Glendale Heights, Illinois	\$ 26,448.00	included*	\$ 21,637.00	\$ 48,085.00	\$ 26,448.00	included*	\$ 21,637.00	\$ 48,085.00	\$17,375.00
L= low vendor meeting specifications * trucking included in base bid									





### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VI.H

Board Meeting Date: June 13, 2019

#### BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

#### FUNDING

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

#### PROPOSAL SUMMARY

Annually we are required to submit the College Capital Resource Allocation Management Plan (RAMP) for capital requests for the ICCB funding.

#### ESTIMATED COST OR BENEFIT

The possible benefit to the College is \$12,007,700. The College is required to match 25% of the total cost of the projects in the amount of \$3,002,000.

#### JUSTIFICATION OF ACTION



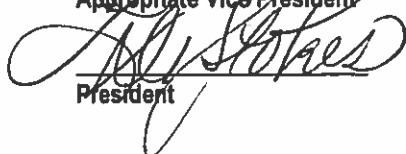
The ICCB requires the Board of Trustees to approve the College's capital RAMP requests for State funding. This action supports Strategic Direction SSC.2.17, to continue to provide an efficient, transparent, and financially secure institution.

#### MOTION

Move to accept the RAMP Proposal as presented.

#### 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

	<u>6/5/19</u>
Originator	Date
	<u>6/10/19</u>
Appropriate Vice President	Date
	<u>6/10/19</u>
President	Date

## **COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB contacts to answer questions concerning the Capital RAMP requests.

Community College District 510/South Suburban College

Budget Year Request FY 2021

Capital RAMP Contact Person Justin Papp, Director of Physical Plant

Telephone Number 708-210-5727

**ONE FORM ONLY**

Fiscal Year 2021 Ramp  
Community College Capital Requests

Programmatic Justification Narrative

District / College: 510 / South Suburban College  
Project Name: Parking Lot / Roadway and Storm Water  
Management Improvements

The functional relationship between the project and instruction is the level of customer service provided to the students. Studies indicate that the physical environment impacts, not only the institution's ability to market itself, but also, the comfort level of students who chose to attend the institution.

The majority of the parking lots and roadways are approximately 20+ years old. The soil beneath the lots and roadways is relatively unstable because of the fact that South Suburban College is located in an area of very high water table. Obviously this is not a good condition for developing asphalt paving systems. In addition, drainage systems for the area are inadequate to compensate for the storm water management required for this relatively impervious site. These surfaces have been subjected to extreme freeze / thaw cycles, plowing, salting, ultra violet radiation exposure and heavy traffic. Due to age and conditions of the parking lots and roadways and what they have been subjected to, they are in need of repair.

Another related concern to developing the aforementioned parking lots is resolving the storm water management and detention requirements by law. These items need to be addressed and resolved in accordance with the ordinances of the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC).

Many students and staff members have complained about the conditions of the road and parking lot conditions. Not only are the surfaces unsightly, they present dangerous conditions. Pedestrian traffic has to navigate uneven surfaces and potholes. Even though remedial action to patch these adverse conditions is continually being applied, the deterioration is verging on or has attained failure.

The storm water management – detention cannot be avoided any longer. Inadequate drainage conditions often lead to flooding. Potholes and rough surfaces can damage vehicles as well as having the pedestrian liabilities.

Fiscal Year 2021 Ramp  
Community College Capital Requests

Scope of Work Narrative

District / College: 510 / South Suburban College  
Project Name: Parking Lot / Roadway and Storm Water Management  
Improvements

Full Name of Building (If remodeling): N/A  
Exact Location (Including Address and City):  
15800 South State Street, South Holland, Illinois 60473 (Main Campus)

This Project will be the culmination of updating and developing of the Storm water management – detention most recently developed and applied for permitting in 1995 with MWRDGC. Using the historical storm water and flood control submittals to the MWRDGC for Thornton Community College, currently South Suburban College, the following scope has been developed.

Planning and development will be refined as originally intended when the ICCB recommended and CDB approved ICCB project no. C-0021-0700 (CBD no. 810-094-18) funds are obligated. This may or may not cause some adjustment to the following scope.

**Storm Water Management:**

**Wetland flood plain improvements and expansion Schaaps Slough (North Creek):**

This is to aid in controlled release rates of storm water run-off as well as maintaining the designated wetland to its proper state and area.

**Drainage Systems:**

This would involve the installation of piping systems to divert rainwater away from flood prone areas.

**Detention Ponds:**

Addition of at least two more ponds to detain stormwater and control the release of stormwater into the storm water systems governed by the MWRDGC and possibly the Army Corp of Engineers who may have jurisdiction over Schaaps Slough (SSC North Creek)

**Mechanical Dumping Systems**

Lift stations may require re-grading to divert excess water into drainage systems and detention ponds.

**Originally Designed Main Building Roof Detention:** (to be re-investigated).

**Parking Lots and Roadways:****Demolition:**

Demolish and remove damaged concrete, asphalt and curbing, The material will be taken off site. If possible, the material will be recycled and used on the project.

**Drainage Systems:**

Rainwater runoff systems will be installed to divert water away from the new surfaces. Detention ponds will be built, as needed, to meet local and state guidelines for stormwater management.

**Base System:**

Re- contouring of the paving bases to permit proper run-off and some storm water release control.

**Asphalt and Concrete Curbing and Walkways:**

Road, parking lot surfaces and curbs will be installed according to architect recommendations.

**Landscaping:**

Areas incorporated within the parking lots for aesthetic as well as functional parts of the storm water management.

**Striping and Painting:**

Heavy-duty weather resistant paint will be applied.

**Lighting Upgrades and Additions:**

Upgrading of aged existing lighting fixtures and the addition of new fixtures to provide additional safety will be accomplished.

**TABLE 1  
FISCAL YEAR 2021 CAPITAL PROJECT REQUEST**

**DISTRICT/COLLEGE:** 510 / SOUTH SUBURBAN COLLEGE

**PROJECT NAME AND/OR DESCRIPTION:** PARKING LOT / ROADWAY AND STORM WATER MANAGEMENT IMPROVEMENTS

**Check one:**  
 NEW FACILITIES CONSTRUCTION/ACQUISITION (Complete Table 2)  
 REMODELING/REHABILITATION PROJECT (Complete Table 2)  
 OTHER (Complete Table 2 or provide additional information per instructions)

**Check one:**  
 NEW REQUEST  
 REQUESTED PREVIOUSLY

**2** OUT OF **2**

*Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)*

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				9,005.8	3,001.9	12,007.7				9,005.8	3,001.9	12,007.7
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
<b>TOTAL</b>				<b>9,005.8</b>	<b>3,001.9</b>	<b>12,007.7</b>				<b>9,005.8</b>	<b>3,001.9</b>	<b>12,007.7</b>

\* Describe prior year funding and/or future year funding in the scope statement section using the requested format. State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$	12,008	<b>MATCHING CONTRIBUTION</b>	\$	
TOTAL COMPLETED PROJECT COST	\$	12,008	(See item 10 in Section I of this Manual)		
DESIRED PROJECT START DATE		June, 2022	<b>LOCAL FINANCING SOURCE</b>		
ESTIMATED COMPLETION DATE		June, 2025	AVAILABLE FUND BALANCE	\$	
ESTIMATED OCCUPANCY DATE		August, 2026	ICCB CONSTRUCTION CREDIT \$		
ESTIMATED ANNUAL OPERATING COST	\$		DEBT ISSUE DATE OF APPROVAL:	\$	3,002
			OTHER (please specify)	\$	
			<b>TOTAL</b>	\$	3,002

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 2  
FY 2021 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

PART A		PART B	
NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY	
REQUEST FOR NEW FACILITIES		Requested in Budget Year	
Space Type	EICM Codes	Request for New Facilities	Requested in Budget Year
Classrooms	110 thru 115	1 Landscaped Ground	480000 GSF
Laboratory	210 thru 255	2 Physical Education and Athletic Fields	831000 GSF
Office	310 thru 355	3 Buildings and Attached Structures	831000 GSF
Study	410 thru 455	4 Experimental Plots	12254 LF
Special Use	510 thru 590	5 Other Instructional Areas	30 EACH
General Use: Assembly and Exhibition Other General Use	610 thru 625 630 thru 685	6 Parking Lots	21000 GSF
Support Facilities	710 thru 765	7 Roadways	1 EACH
Health Care	810 thru 895	8 Pond Retention and Drainage	79000 GSF
Unclassified		9 Other (specify)	
		Total Assigned Area	
		Currently Unassigned	
		Total Acres	

PARKING LOT AND STORM WATER MANAGEMENT REQUIRED IMPROVEMENTS	
Wetland/Flood Plain Development	480000 GSF
Rebuilding Parking Lots-Demo, Base, Paving	831000 GSF
Rebuilding Parking Lots-subgrade drainage	831000 GSF
Rebuilding Parking Lots-stabilization fabric	12254 LF
Rebuilding Parking Lots-concrete work per LF	30 EACH
Rebuilding Parking Lots-Lighting per Each	21000 GSF
Mechanical Stormwater Lift Stations	1 EACH
Ponds 3 and 4	79000 GSF

TOTAL NASF #  
TOTAL GSF\* #

\*Gross Square Feet

COMPLETE THE APPLICABLE SECTION—ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3  
FY 2021 BUILDING BUDGET ESTIMATION FORM**

**District/College** SOUTH SUBURBAN COLLEGE  
**Location** 15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS 60473  
**Project Name** PARKING LOT / ROADWAY AND STORM WATER MANAGEMENT IMPROVEMENTS

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
<i>input field</i>	<i>input field</i>	<i>input field</i>	<i>formula field</i>	<i>input field</i>	
1.9*1.1173	480000	1	480000	2.0728	\$994.9
Rebuilding Parking Lots-Demo, Base, Paving	831000	1	831000	5.3458	\$4,442.4
Rebuilding Parking Lots-subgrade drainage	831000	1	831000	0.5935	\$493.2
Rebuilding Parking Lots-stabilization fabric	831000	1	831000	1.1848	\$984.6
Rebuilding Parking Lots-concrete work per LF	12254	1	12254	41.5662	\$509.4
Rebuilding Parking Lots-Lighting per Each	30	1	30	9499.1455	\$285.0
Rebuilding Parking Lots-Landscaping	21000	1	21000	4.7458	\$99.7
Mechanical Stormwater Lift Stations	1	1	1	891331.8721	\$891.3
Ponds 3 and 4	79000	1	79000	2.0772	\$164.1
<b>1. Base Total</b>	<b>3085285</b>		<b>3085285</b>		<b>\$8,864.5</b>
<b>2. Added Costs (sum of added cost components identified separately below)</b>					<b>\$531.9</b>
LEED design cost up to 6% of line 1					\$531.9
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
<b>3. Base Cost</b>	<b>3085285</b>		<b>3085285</b>		<b>\$9,396.4</b>

4. Escalation (estimate of cost increase from the time of appropriation to the bid date) \_\_\_\_\_ 404.0  
 --assumes appropriation is received at July 1, 2020.

Expected Bid Date: July 1, 2021 Number of Months to Bid Date: 12  
 Annual Percentage (Allowable per annum inflation) from regional rate tables: 0.043  
 (Enter annual rate as a decimal in cell J35; i.e. 2.9% as .029)  
 (inflation rate and number of months to bid are estimates and for purposes of calculating estimated costs will be standardized at 12 months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) \_\_\_\_\_ \$9,800.4

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \_\_\_\_\_ \$10,780.4

7. Adds:

a. A/E Fees 0.08 % (use rate in E45 unless justification for another rate) \_\_\_\_\_ \$862.4

b. On-Site Observation  
 Number of Months \_\_\_\_\_ Days per Week \_\_\_\_\_

c. Reimbursable Expenses \_\_\_\_\_

d. Art in Architecture one-half of one percent (Multiply Line 6 by .005) \_\_\_\_\_ \$53.9

e. Other Adds CDB 3% Admin Fee \_\_\_\_\_ \$310.9

f. Sub-total Adds (Lines 7a through 7e) \_\_\_\_\_ \$1,227.2

8. Total Building Budget (Line 6 plus Line 7f) \_\_\_\_\_ \$12,007.7

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense \_\_\_\_\_

Source of Cost Estimate: A/E - Planera Architects  
 Date of Cost Estimate: 20-May-19



## BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of South Suburban Community College, District # 510, meeting in their regular session on June 13<sup>th</sup>, 2019, with a quorum present, officially authorized the submission of the attached Fiscal Year 2021 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

**PROJECT NAME:** Parking Lot/Roadway and Storm Water Management Improvements

### Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$3,002,000</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
<b>TOTAL LOCAL MATCH</b>	<b><u>\$3,002,000</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**  
**Agenda Item** FY19-VI.1

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**

Each year, the Board of Trustees must adopt a resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. Once adopted, this resolution will be filed with the Illinois Secretary of State.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**


Officers, representatives or agents of a public body who willfully fail to comply with this requirement will be assessed penalties. This action supports Strategic Direction SSC.2.17, to continue to provide an efficient, transparent and financially secure institution.

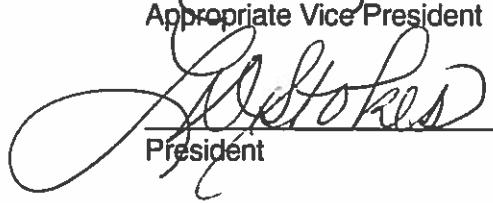
**MOTION**

Move that the Board of Trustees adopt the attached resolution setting forth the prevailing wage rates for laborers, workers and mechanics employed on public works of Community College District No. 510.

- \* 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? No
  
- \* Attach supplemental information as necessary.

**APPROVALS**

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

  
 \_\_\_\_\_  
 President

6/3/19  
 Date

6/10/19  
 Date

STATE OF ILLINOIS     )  
  )  
COUNTY OF COOK     )

**CERTIFICATE**

I, Martin Lareau, do hereby certify that I am the Secretary to the Board of Trustees of Community College District 510, (South Suburban College) County of Cook, State of Illinois; that the foregoing is a true and correct copy of a Resolution duly passed by the Board of Trustees of Community College District 510 entitled: “**A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 510, SOUTH SUBURBAN COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS,**” at a regular meeting held on the 13<sup>th</sup> day of June, 2019, the resolution being a part of the official records of said Community College District No. 510.

DATE: This 13<sup>th</sup> day of June, 2019

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Martin Lareau  
Secretary to the Board of Trustees  
Community College District No. 510  
South Suburban College  
County of Cook, State of Illinois

## RESOLUTION

### **A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 510 SOUTH SUBURBAN COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS**

**WHEREAS** the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being 820 ILCS 130/1 et seq. (1993); formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

**WHEREAS**, Section 4 of the Act provides that the Board shall rely upon determinations made by the Illinois Department of Labor as to such prevailing wage rates.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 510, COUNTY OF COOK, STATE OF ILLINOIS,  
AS FOLLOWS:**

**Section 1:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general current prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under jurisdiction of this District shall be the same as the prevailing rate of wages for construction work in Cook County area or as may be otherwise

determined by the Department of Labor of the State of Illinois as of April 2019, copies of such determinations being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's April 2019 determination and apply to any and all public works construction undertaken by Community College District 510. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of this District to the extent required by the aforesaid Act.

**Section 3:** The Secretary of the Board of Trustees shall publicly post or keep available, for inspection by any interested party in the main office of this District, this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 4:** The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination, state the particular rates and the particular class of workmen whose wages will be affected by such rates.

**Section 5:** The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State, Index Division and the Department of Labor of the State of Illinois.

**Section 6:** Within thirty (30) days after the filing of a certified copy of this Resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area, a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

**Section 7:** This Resolution shall be in full force and effect upon its passage and approval as required by law.

**Passed by the Board of Trustees of South Suburban College, this \_\_\_<sup>th</sup> day of June, 2019 on the Motion of Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ and the following roll call vote:**

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED BY ME THIS \_\_\_\_<sup>th</sup> DAY OF JUNE, 2019.**

\_\_\_\_\_  
**Frank M. Zuccarelli**  
**Chairman of the Board**

**ATTEST:**

\_\_\_\_\_  
**Martin Lareau**  
**Secretary to the Board**

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK        )

**CERTIFICATE**

I, \_\_\_\_\_, do hereby certify that I am the Secretary to the Board of Trustees, Community College District 510, (South Suburban College) County of Cook, State of Illinois; that the foregoing is a true and correct copy of a Resolution duly passed by the Board of Trustees of Community College District No. 510 entitled: **"A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 510, SOUTH SUBURBAN COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS,"** at a regular meeting held on the \_\_\_<sup>th</sup> day of June, 2019, the Resolution being a part of the official records of said Community College District No. 510.

DATE: This \_\_\_<sup>th</sup> Day of June, 2019.

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Martin Lareau  
Secretary to the Board of Trustees  
Community College District No. 510,  
South Suburban College, County of Cook,  
State of Illinois



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[View2 \(/dataset/idol-2018-prevailing-wage-rates/resource/0c95f063-aed9-4db7-adc3-c224acee8fc2?view\\_id=2a43e3c8-0378-43c5-91ae-a1151c4cbc7e&filters=County%3ACook\)](#)

</> Embed

County:

Add Filter

Show  entries

Search:

Showing 1 to 71 of 71 entries (filtered from 6,657 total entries)

Effective Date	County	Trade Title	Region	Type	Class	Base Wage	Foreman Wage	OT M-F	OT Sa	OT Su	OT Hol
10/26/2018	Cook	TUCKPOINTER	All	BLD	None	46.00	48.00	1.5	1.5	2	2
10/26/2018	Cook	ELECTRIC PWR GRNDMAN	All	ALL	None	40.48	56.90	1.5	1.5	2	2
10/26/2018	Cook	PLUMBER	All	BLD	None	50.25	53.25	1.5	1.5	2	2
10/26/2018	Cook	ASBESTOS ABT-GEN	All	ALL	None	42.72	43.72	1.5	1.5	2	2
10/26/2018	Cook	OPERATING ENGINEER	All	BLD	2	49.80	55.10	2	2	2	2

10/26/2018	Cook	ENGINEER	All	HWY	5	44.10	53.30	1.5	1.5	2	2
10/26/2018	Cook	OPERATING ENGINEER	All	HWY	3	46.70	53.30	1.5	1.5	2	2
10/26/2018	Cook	OPERATING ENGINEER	All	BLD	4	45.50	55.10	2	2	2	2
11/16/2018	Cook	TERRAZZO FINISHER	All	BLD	None	41.54	44.54	1.5	1.5	2	2
11/16/2018	Cook	ELECTRIC PWR LINEMAN	All	ALL	None	51.90	56.90	1.5	1.5	2	2
11/16/2018	Cook	PIPEFITTER	All	BLD	None	48.50	51.50	1.5	1.5	2	2
11/16/2018	Cook	TILE MASON	All	BLD	None	46.49	50.49	1.5	1.5	2	2
11/16/2018	Cook	PAINTER	All	ALL	None	46.55	52.36	1.5	1.5	1.5	2
11/16/2018	Cook	CERAMIC TILE FNSHER	All	BLD	None	39.56	39.56	1.5	1.5	2	2
11/16/2018	Cook	BRICK MASON	All	BLD	None	46.19	50.81	1.5	1.5	2	2
11/23/2018	Cook	MATERIAL TESTER I	All	ALL	None	32.72	32.72	1.5	1.5	2	2
11/30/2018	Cook	LABORER	All	ALL	None	42.72	43.47	1.5	1.5	2	2
11/5/2018	Cook	ASBESTOS ABT-MEC	All	BLD	None	37.88	40.38	1.5	1.5	2	2
11/9/2018	Cook	OPERATING ENGINEER	All	BLD	1	51.10	55.10	2	2	2	2
11/9/2018	Cook	OPERATING	All	HWY	7	50.90	53.90	1.5	1.5	2	2

11/9/2018	11/9/2018	12/14/2018	2/8/2019	3/8/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019	4/5/2019
Cook	OPERATING ENGINEER	OPERATING ENGINEER	OPERATING ENGINEER	OPERATING ENGINEER	OPERATING ENGINEER	TRUCK DRIVER	BOILERMAKER	CARPENTER	CEMENT MASON	COMM. ELECT.	ELECTRICIAN	ELEVATOR CONSTRUCTOR	FENCE ERECTOR	GLAZIER	HT/FROST INSULATOR
All	All	All	All	All	All	E	All	All	All	All	All	All	All	All	All
HWY	HWY	BLD	HWY	HWY	HWY	ALL	BLD	ALL	ALL	BLD	ALL	BLD	ALL	BLD	BLD
6	2	None	4	1	1	None	None	None	None	None	None	None	None	None	None
52.30	48.75	45.38	45.30	49.30	36.45	49.46	47.35	45.25	43.96	48.35	54.85	40.88	43.85	50.50	
53.30	53.30	48.88	53.30	53.30	37.10	53.91	49.35	47.25	46.76	51.35	61.71	42.88	45.35	53.00	
1.5	1.5	1.5	1.5	1.5	1.5	2	1.5	2	1.5	1.5	2	1.5	1.5	1.5	
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	

4/5/2019	Cook	MACHINIST	All	BLD	None	48.38	50.88	1.5	1.5	2	2
4/5/2019	Cook	MATERIALS TESTER II	All	ALL	None	37.72	37.72	1.5	1.5	2	2
4/5/2019	Cook	MILLWRIGHT	All	ALL	None	47.35	49.35	1.5	1.5	2	2
4/5/2019	Cook	OPERATING ENGINEER	All	BLD	6	52.10	55.10	2	2	2	2
4/5/2019	Cook	ORNAMNTL IRON WORKER	All	ALL	None	48.05	50.55	2	2	2	2
4/5/2019	Cook	PAINTER SIGNS	All	BLD	None	38.20	43.25	1.5	1.5	2	2
4/5/2019	Cook	ROOFER	All	BLD	None	43.65	47.65	1.5	1.5	2	2
4/5/2019	Cook	SHEETMETAL WORKER	All	BLD	None	44.25	47.79	1.5	1.5	2	2
4/5/2019	Cook	SPRINKLER FITTER	All	BLD	None	48.10	50.60	1.5	1.5	2	2
4/5/2019	Cook	TRAFFIC SAFETY WRKR	All	HWY	None	36.00	37.60	1.5	1.5	2	2
4/5/2019	Cook	TRUCK DRIVER	E	ALL	3	36.90	37.10	1.5	1.5	2	2
4/5/2019	Cook	TRUCK DRIVER	E	ALL	4	37.10	37.10	1.5	1.5	2	2
4/5/2019	Cook	TRUCK DRIVER	W	ALL	1	37.36	37.91	1.5	1.5	2	2
4/5/2019	Cook	TRUCK DRIVER	W	ALL	2	37.51	37.91	1.5	1.5	2	2
4/5/2019	Cook	TRUCK DRIVER	W	ALL	3	37.71	37.91	1.5	1.5	2	2
8/15/2018	Cook	TRUCK DRIVER	W	ALL	4	37.91	37.91	1.5	1.5	2	2
4/5/2019	Cook	MARBLE MASON	All	BLD	None	45.43	49.97	1.5	1.5	2	2

8/15/2018	Cook	ELECTRIC PWR EQMT OP	All	ALL	None	51.90	56.90	1.5	1.5	2	2	2
8/15/2018	Cook	SIGN HANGER	All	BLD	None	31.31	None	1.5	1.5	2	2	2
8/15/2018	Cook	TRUCK DRIVER	E	ALL	2	36.70	37.10	1.5	1.5	2	2	2
8/15/2018	Cook	STEEL ERECTOR	ALL	ALL	None	42.07	44.07	2	2	2	2	2
8/15/2018	Cook	STONE MASON	All	BLD	None	46.19	50.81	1.5	1.5	2	2	2
8/15/2018	Cook	MARBLE FINISHERS	All	ALL	None	34.65	47.70	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	6	38.00	57.05	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	5	58.55	57.05	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	4	41.10	57.05	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	3	49.45	57.05	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	2	55.55	57.05	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	1	57.05	57.05	1.5	1.5	2	2	2
8/15/2018	Cook	LATHER	All	ALL	None	47.35	49.35	1.5	1.5	2	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	BLD	7	54.10	55.10	2	2	2	2	2
8/15/2018	Cook	IRON WORKER	All	ALL	None	48.33	51.83	2	2	2	2	2

01/15/2010	COOK	FILEDKIVEK	All	ALL	None	47.50	49.50	1.5	1.5	2	2
8/15/2018	Cook	OPERATING ENGINEER	All	BLD	5	54.85	55.10	2	2	2	2
8/15/2018	Cook	PLASTERER	All	BLD	None	43.25	45.85	1.5	1.5	2	2

### Data Dictionary

Column	Type	Label	Description
Effective Date	text		
County	text		
Trade Title	text		
Region	text		
Type	text		
Class	text		
Base Wage	text		
Foreman Wage	text		
OT M-F	text		Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.
OT Sa	text		Overtime pay required for every hour worked on Saturdays
OT Su	text		Overtime pay required for every hour worked on Sundays

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY19-VII.A.1

For Board Action in June 2019

Date: June 3, 2019

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

- College Operating
- College Capital
- Protection, Health, and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Request the Board of Trustees accept the resignation of Clarenica McCormick, Highway Construction Careers Training Program Assistant, Business & Career Institute, effective June 17, 2019, and grant permission to advertise to fill the vacant 100% grant funded position.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

Please see attached resignation letter from Ms. McCormick. Replacement of this position is imperative in continuing to provide assistance to the Highway Construction Careers Training Program. **(Strategic Direction #4 Partnership Development, Goals 4.1, 4.6)**

**MOTION**

Move that the Board of Trustees approve the resignation of Clarenica McCormick, Highway Construction Careers Training Program Assistant, Business & Career Institute, effective June 17, 2019, and grant permission to advertise to fill the vacant grant funded position.

- \* 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**

Ararcia 06/03/2019  
 Originator

[Signature] 6/10/19  
 Director of Human Resources

[Signature] 6-6-19  
 Vice President

[Signature] 6/10/19  
 President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: June 13, 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 Ms. Lakesha Baker as a full-time, grant funded Student Retention Strategist in the Predominantly Black Institution (PBI) Blast II Grant Project, pending the successful completion of a background check, effective June 17, 2019.

**ESTIMATED COST OR BENEFIT**

This is a regular full-time, grant-funded position for 40 hours per week, 52 weeks per year. Continued employment is contingent upon receipt of grant funds. The annual salary is \$42,000.

**JUSTIFICATION OF ACTION**

This appointment is in direct alignment with (Strategic Direction # 2 - Student Success and Completion, Goal – SSC2.1)

**MOTION**

Request that the Board of Trustees appoint Ms. Lakesha Baker as a full-time, grant funded Student Retention Strategist in the Predominantly Black Institution (PBI) Blast II Grant Project, pending the successful completion of a background check, effective June 17, 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 6/10/19  
  
 Director of Human Resources 6/10/19  
  
 President 6/10/19  
Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.B.2

Board Meeting Date: June 13, 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 accept the appointment of Sabrina Smith as an Administrative Assistant I in the Social & Behavioral Sciences Department, effective June 17, 2019, and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

This is a Grade VII position on the Support Staff Salary Schedule; 35 hours per week, 52 weeks per year.

**JUSTIFICATION OF ACTION**

This action is needed to fill the vacancy created by the resignation of Veretta Brooks. This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees accept the appointment of Sabrina Smith as an Administrative Assistant I in the Social & Behavioral Sciences Department, effective June 17, 2019, and grant permission to advertise to fill the vacated position, as needed.

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

<u>Natalie Page</u> Originator	<u>6/6/19</u> Date
<u>[Signature]</u> Director of Human Resources	<u>6/10/19</u> Date
<u>[Signature]</u> Appropriate Vice President	<u>6/10/19</u> Date
<u>[Signature]</u> President	<u>6/10/19</u> Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.B.3

Board Meeting Date: June 13, 2019

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Request that the Board of Trustees appoint Dr. Linda Brown-Aldridge as the Dean of Nursing, effective July 1, 2019, pending the successful completion of a background check.

**ESTIMATED COST OR BENEFIT**

This is a full-time position with an annual salary of \$100,000, plus benefits.

**JUSTIFICATION OF ACTION**

Filling this position is necessary to replace the previous Dean of Nursing. This position is in direct alignment with (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

**MOTION**

Move that the Board of Trustees appoint Dr. Linda Brown-Aldridge as the Dean of Nursing, effective July 1, 2019, pending the successful completion of a background check.

**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)

<i>Jaske S. Williams</i>	<u>6/5/19</u>
Originator	Date
<i>[Signature]</i>	<u>6/10/19</u>
Director of Human Resources	Date
<i>Jaske S. Williams</i>	<u>6/5/19</u>
Appropriate Vice President	Date
<i>[Signature]</i>	<u>6/10/19</u>
President	Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.4

Board Meeting Date: June 13, 2019

### BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

Operating  
 College Capital  
 Protection, Health and  
Safety

### FUNDING

Grant Funded  
 Student Life  
 Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees appoint Dr. Deborah Baness King as Vice President of Student and Enrollment Services, effective July 8, 2019, pending successful completion of a criminal background investigation.

### ESTIMATED COST OR BENEFIT

This is a full-time position with a beginning annual salary of \$120,000, plus benefits.

### JUSTIFICATION OF ACTION

This action supports the SSC Core Values.

### MOTION

Move that the Board of Trustees appoint Dr. Deborah Baness King as Vice President of Student and Enrollment Services, effective July 8, 2019, pending successful completion of a criminal background investigation.

### 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

  
Director of Human Resources

6/10/19  
Date

  
President

6/10/19  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.C.1

Board Meeting Date: June 13, 2019

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

**FUNDING**

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Request that the Board of Trustees approve the fiscal year 2019 compensation package for administrators.

**ESTIMATED COST OR BENEFIT**

Administrators will receive 2.35% base salary increase and a \$400 increase in flex dollars, with a total cost to the College of \$59,385.00.

**JUSTIFICATION OF ACTION**

This action is needed to establish an equitable compensation package for administrators, technical professional exempt and grant employees. This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees approve the fiscal year 2019 compensation package for administrators.

**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

*[Handwritten Signature]*  
President

*[Handwritten Date]*  
Date



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

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2019, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and **«First Name»«Last Name»** (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 14<sup>th</sup> day of February, 2019.

### **WITNESSETH:**

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

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

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2019 to June 30, 2020, both dates inclusive, unless sooner terminated as provided herein in section 16. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this agreement will be renewed from year to year after its expiration on June 30, 2020.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.

3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – ADMINISTRATOR shall be responsible for the following:
  - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
  - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD.
  - c. Meeting regularly with teachers, department chairs and other administrators to develop program goals in order to meet program mandates and to evaluate program success;
  - d. Attending meetings of the BOARD as needed; and,
  - e. Completing other responsibilities as required or assigned by the BOARD.
5. **COMPENSATION** – ADMINISTRATOR’S annual salary is S«Salary» effective July 1, 2019. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.
6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.

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

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

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

8. **VACATION DAYS**– ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that ADMINISTRATOR provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

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



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

14. **TUITION WAIVERS AND REIMBURSEMENT** – As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse and

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

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

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

17. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to: Lynette D. Stokes, Ed.D., President  
SOUTH SUBURBAN COLLEGE, DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

Cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
33 North Dearborn Street  
Chicago, Illinois 60602

If to ADMINISTRATOR: «Full\_Name»  
«Address»  
«City», «State» «Zip»

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

18. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.
19. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.
20. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

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

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

FRANK M. ZUCCARELLI  
CHAIRMAN

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

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

WITNESS:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

MARTIN LAREAU  
SECRETARY

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

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



## ADMINISTRATOR AGREEMENT ACADEMIC DEANS/DIRECTORS

THIS AGREEMENT, made this 1<sup>st</sup> day of July, 2019, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name»«Last Name» (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 14<sup>th</sup> day of February, 2019.

### WITNESSETH:

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

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

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2019 to June 30, 2020, both dates inclusive, unless sooner terminated as provided herein in section 15. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2020.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.
3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.

4. **POWERS AND DUTIES – ADMINISTRATOR** shall be responsible for the following:
  - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
  - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
  - c. Meeting regularly with teachers, department chairs and other Administrators to develop program goals in order to meet program mandates and to evaluate program success;
  - d. Attending meetings of the BOARD as needed; and,
  - e. Completing other responsibilities as required or assigned by the BOARD.
  
5. **COMPENSATION – ADMINISTRATOR’S** annual salary is \$«Salary» effective July 1, 2019. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.
  
6. **EVALUATION –** Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.

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

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

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

8. **VACATION DAYS** – ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE)/twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that ADMINISTRATOR provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

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



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

- 14. TUITION WAIVERS AND REIMBURSEMENT** – As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR’S spouse and ADMINISTRATOR’S un-emancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or better that are job related and that have been pre-approved by ADMINISTRATOR’S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.
- 15. SEPERATION** – If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months notice of that intent or shall remain employed by the COLLEGE, until June 30, whichever time period is longer. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.
- 16. STATE UNIVERSITIES RETIREMENT SYSTEM** – ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1<sup>st</sup> for retirement at the conclusion of the academic year **OR** by July 15<sup>th</sup> for retirement at the conclusion of the calendar year. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

17. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class main, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to: Lynette D. Stokes, Ed.D., President  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

Cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
33 North Dearborn Street  
Chicago, Illinois 60602

If to ADMINISTRATOR: «Full\_Name»  
«Address»  
«City», «State» «Zip»

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

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

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

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

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

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

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

FRANK M. ZUCCARELLI  
CHAIRMAN

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

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

WITNESS:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

MARTIN LAREAU  
SECRETARY

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

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



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.D.1

Board Meeting Date: June 13, 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**

Request that the Board of Trustees approve the fiscal year 2019 compensation package for technical professional exempt (TPE) employees.

**ESTIMATED COST OR BENEFIT**

TPE employees will receive a 2.35% base salary increase, and a \$250 flex dollar increase for fiscal year 2020, with a total cost to the College of \$41,193.00.

**JUSTIFICATION OF ACTION**

This action is needed to establish an equitable compensation package for administrators, technical professional exempt and grant employees. This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees approve the fiscal year 2019 compensation package for technical professional exempt (TPE) employees.

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

*[Signature]*  
President

6/10/19  
Date



## TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2019, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter the “TPE”), has been approved by an action taken at the meeting of the BOARD held on the 14<sup>th</sup> of February, 2019.

### **WITNESSETH:**

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

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

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2019 to June 30, 2020, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to nor a presumption by TPE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2020.
2. **QUALIFICATIONS** – The TPE has represented that TPE is qualified to hold the position of TPE, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by TPE have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that TPE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new TPE shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – The TPE shall be responsible for the following:
  - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
  - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the TPE, or as determined by the BOARD;
  - c. Meeting regularly with teachers, department chairs, other administrators or any other individuals with whom it is necessary to develop program goals in order to meet program mandates and to evaluate program success;
  - d. Attending meetings of the BOARD as needed; and,
  - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The TPE’s annual salary is \$«Salary» effective July 1, 2019. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hour per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of TPE’S duties during the term of this Agreement, in order to faithfully perform the duties of TPE’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.
6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, TPE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate TPE’S performance in writing and meet with TPE to discuss the same.

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

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

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after TPE has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that TPE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity.

The BOARD reserves the right to require TPE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that TPE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, TPE shall be subject to discharge for cause.

8. **VACATION DAYS** – TPE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays, provided that TPE'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that TPE provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, TPE may accrue fifty-six (56) days of vacation.



9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than half a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, Presidents’ Day, Pulaski Day, Spring Day, Memorial Day, and July 4<sup>th</sup>.
11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).
12. **FLEX DOLLARS BENEFITS** – TPE is entitled to <<FLEX>> dollars (\$FLEX) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$FLEX shall be paid by TPE. If TPE does not use the entire \$FLEX the remaining balance will be paid to TPE by direct payment no later than June 30 of the agreement year.
13. **OTHER BENEFITS AND LEAVE** – TPE shall be additionally entitled to the following benefits and/or leaves:
- a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
  - b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse’s grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;

- c. In the event of the death of a child, TPE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of TPE learning of child's death and requires at least 48 hours' notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. TPE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the TPE'S current supervisor;
- e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from TPE'S current supervisor and the BOARD.

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

15. **TUITION REIMBURSEMENT** – Upon completion of one (1) year of employment with the COLLEGE, TPE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate or graduate classes completed with a grade “C” or better that are job related and that have been pre-approved by TPE’S current supervisor and the COLLEGE President. Reimbursement will not be provided for courses that are repeated. TPE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If TPE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of the tuition reimbursement will be deducted from the employee’s last paycheck.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – TPE may be eligible for SURS retirement benefits, if TPE meets the minimum requirements established by the State Universities Retirement System (SURS). TPE shall be entitled to all retirement benefits as stated in Article XXIII of the Agreement between the BOARD and the South Suburban College Support Staff Association. As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of TPE, TPE shall receive at least five (5) months’ notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge TPE for cause.
18. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to: Lynette D. Stokes, Ed.D., President  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

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

If to TPE: «First\_Name»«Last\_Name»  
«Address»  
«City», «State» «Zip»

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

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

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

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

**SOUTH SUBURBAN COLLEGE  
DISTRICT #510**

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

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

On behalf of SOUTH SUBURBAN COLLEGE

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

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



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.E.1

Board Meeting Date: June 13, 2019

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Request that the Board of Trustees approve the fiscal year 2019 compensation package for grant-funded employees.

**ESTIMATED COST OR BENEFIT**

Grant-funded employees will receive a 2.35% base salary increase, and a \$250 flex dollar increase for fiscal year 2020, with a total grant-funded cost of \$29,675.00.

**JUSTIFICATION OF ACTION**

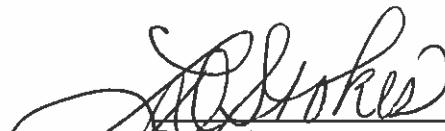
This action is needed to establish an equitable compensation package for administrators, technical professional exempt and grant employees. This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees approve the fiscal year 2019 compensation package for grant-funded employees.

**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

  
President

  
Date



## **GRANT-FUNDED EMPLOYEES AGREEMENT**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2019, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name»«Last Name» (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held on the 14<sup>th</sup> day of February, 2019.

### **WITNESSETH:**

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

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

1. **TERM OF AGREEMENT** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT-FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2019 to June 30, 2020, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2020.
2. **QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a

material basis for the formation of this Agreement. In the event it is discovered that GRANT-FUNDED EMPLOYEE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:
  - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
  - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
  - c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
  - d. Attending meetings of the BOARD as needed; and,
  - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The GRANT-FUNDED EMPLOYEE’S annual salary is \$«Salary» effective July 1, 2019. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE’S position. Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.



6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, GRANT-FUNDED EMPLOYEE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE’S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.
7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
  - a. Mutual agreement;
  - b. Permanent disability;
  - c. Death;
  - d. Retirement;
  - e. Cause; or,
  - f. Grant Funds are discontinued.

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

8. **VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in

excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that GRANT-FUNDED EMPLOYEE provides an irrevocable letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, GRANT-FUNDED EMPLOYEE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – All [full-time] GRANT-FUNDED EMPLOYEE'S shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than half a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, and July 4<sup>th</sup>.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no even may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).
12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to <<FLEX>> dollars (\$FLEX) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$FLEX shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire \$FLEX the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.

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

- a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, GRANT-FUNDED EMPLOYEE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of the GRANT-FUNDED EMPLOYEE learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. GRANT-FUNDED EMPLOYEE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness, upon the presentation of proper documentation to the GRANT-FUNDED EMPLOYEE'S current supervisor;
- e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** – GRANT-FUNDED EMPLOYEE is eligible for waivers of all tuition for only classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE’S spouse and the GRANT-FUNDED EMPLOYEE’S unemancipated children under the age of 26.
15. **TUITION REIMBURSEMENT** – Upon completion of one (1) year of employment with the COLLEGE, GRANT-FUNDED EMPLOYEE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes, to the extent allowed and funded by the grant funding source. In order to be eligible for reimbursement, these courses must be job related and have been approved by the GRANT-FUNDED EMPLOYEE’S immediate supervisor and the COLLEGE President. Reimbursement will be limited to classes where a grade of “C” or better is earned. Reimbursement will not be provided for courses that are repeated. GRANT-FUNDED EMPLOYEE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If GRANT-FUNDED EMPLOYEE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee’s last paycheck.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – GRANT-FUNDED EMPLOYEE may be eligible for SURS retirement benefits, if GRANT-FUNDED EMPLOYEE meets the minimum requirements established by the State Universities Retirement System (“SURS”). As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **SEPARATION** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. Except in the case of separation due to loss of grant funds or termination for cause, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE. These provisions do not apply should the BOARD discharge GRANT-FUNDED EMPLOYEE for cause.

18. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Lynette D. Stokes, Ed.D., President  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc:

Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
33 North Dearborn Street  
Chicago, Illinois 60602

If to GRANT-FUNDED EMPLOYEE:

«Full\_Name»  
«Address»  
«City», «State» «Zip»

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

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

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

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

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

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

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

on behalf of SOUTH SUBURBAN COLLEGE

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

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



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.F.1

Board Meeting Date: June 13, 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 accept the Agreement between South Suburban College Faculty Association (a chapter of Local 1600 AFT), the South Suburban College Adjunct Faculty Association, IFT/AFT, Cook County College Teachers Union, Local 1600, South Suburban Community College District #510, and Mr. David A. Corcoran for the summer 2019 semester.

### ESTIMATED COST OR BENEFIT

Mr. Corcoran will be paid according to the adjunct faculty pay scale.

### JUSTIFICATION OF ACTION

In this Agreement, the parties agree that Mr. Corcoran shall be allowed to teach 13 CHEs for the summer 2019 semester only.

### MOTION

Move that the Board of Trustees accept the Agreement between South Suburban College Faculty Association (a chapter of Local 1600 AFT), the South Suburban College Adjunct Faculty Association, IFT/AFT, Cook County College Teachers Union, Local 1600, South Suburban Community College District #510, and Mr. David A. Corcoran for the summer 2019 semester.

### 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

*Tasha A. Williams*  
Originator

6/10/19  
Date

*[Signature]*  
Director of Human Resources

6/10/19  
Date

*Tasha A. Williams*  
Appropriate Vice President

6/10/19  
Date

*[Signature]*  
President

6/10/19  
Date



**0 SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY19-VII.G.1

Board Meeting Date: June 13, 2019

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

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

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

Action is required to maintain compliance with the Board Policy.

**MOTION**

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

**Approvals:**

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

  
 President 6/10/19  
Date