



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
PUBLIC HEARING
(RESCHEDULED FROM SEPTEMBER 12, 2019)

WEDNESDAY, SEPTEMBER 18, 2019
7:45 PM

- I. Operating and non-operating budgets for fiscal year 2019/2020 for Community College District No. 510



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
FINANCE COMMITTEE MEETING AGENDA
(RESCHEDULED FROM SEPTEMBER 12, 2019)
DEFILIPPO, CHAIR; DALY AND ROGERS

WEDNESDAY, SEPTEMBER 18, 2019
7:50 PM

- I. Recommendation to adopt the resolution approving the operating and non-operating budgets for fiscal year 2019/2020 for Community College District No. 510



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
(RESCHEDULED FROM SEPTEMBER 12, 2019)

WEDNESDAY, SEPTEMBER 18, 2019
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. Higher Learning Commission Accreditation Site Visit (R. Kawanna)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held August 8, 2019
 - B. Regular Board of Trustees meeting held August 8, 2019
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for September, 2019 (T. Pollert)
 - C. Approval to adopt the resolution approving the operating and non-operating budgets for fiscal year 2019/2020 for Community College District No. 510 (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirement/Resignations/Terminations
 - B. Appointments
 - C. Grant approval to create and advertise
- VIII. **CLOSED SESSION**

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

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, AUGUST 8, 2019

Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:16 p.m.

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

Committee members absent: None

Other Board members in attendance: Trustees Vivian Payne, Joseph Whittington, and Student Trustee Babatunde Adamson. Trustee Terry Wells arrived at 8:18 p.m., and Chairman Frank M. Zuccarelli arrived at 8:22 p.m.

Other Board members absent: None

Administration present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board, and College Attorney Stanley T. Kuser.

Agenda:

I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2019/2020.

Trustee DeFilippo recommended the Board approve the tentative operating and non-operating budgets for fiscal year 2019/2020 at the regular Board of Trustees meeting.

The meeting adjourned at 8:33 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, AUGUST 8, 2019

I. CALL TO ORDER & ROLL CALL:

At 8:33 p.m., Chairman Frank M. Zuccarelli called the regular meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room of the College, Room 2248.

Present: Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson

Absent: None

Also present: Lynette Stokes, President; Tasha Williams, Vice President of Student Services; Deborah King, Vice President of Enrollment and Student 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

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held July 11, 2019

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

B. Regular Board of Trustees meeting held July 11, 2019

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

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for August, 2019

Trustee Wells moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for June, 2019 in the amount of \$3,654,563.64. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

C. Approval of the tentative operating and non-operating budgets for fiscal year 2019/2020

Trustee DeFilippo moved and Trustee Wells seconded to approve the tentative operating and non-operating budgets for fiscal year 2019/2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

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

1. Resignation of Phillip Aratri, Supervisor in the Physical Plant Department (evenings), effective August 8, 2019, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Damon McGhee, full-time Librarian in the SSC Library, effective July 27, 2019, and grant permission to advertise to fill the vacated position, as needed.

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

B. Appointments

Trustee Daly moved and Trustee Whittington seconded to approve the appointment of Megan Tabag as a full-time Sociology Instructor in the Social & Behavioral Sciences/Human Services Associate Program, effective August 15, 2019, pending successful completion of a criminal background investigation. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

C. Permission to Advertise

Trustee Daly moved and Trustee Payne seconded to grant permission to advertise the position of full-time, grant-funded Business Services Representative in the Job Training Department. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

D. Memorandum of Agreement

Trustee Daly moved and Trustee Payne seconded to approve the Memorandum of Agreement between Community College District No. 510 and the South Suburban College Adjunct Faculty Association. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

VIII. Closed Session:

There was none.

ADJOURNMENT

The regular Board of Trustees meeting adjourned at 8:57 p.m. on a motion made by Trustee Wells and seconded by Trustee DeFilippo. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Adamson voted aye. Motion carried.

Board Meeting
August 8, 2019
Page 3

Janet M. Rogers, Secretary of the Board of Trustees

Frank M. Zuccarelli, Chairman of the Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY20-VI.A

For Board Information in September, 2019.

For Board Action in September, 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	\$2,189,670.75
Operation & Maintenance Fund	375,184.20
Operation & Maintenance Restricted Fund	787,906.50
Auxiliary Enterprise Fund	250,505.36
Restricted Funds	333,417.69
Special Levies Fund	110,417.81
Flex Plan Fund	<u>10,464.59</u>
Total	\$4,057,566.90

- * 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

Jim Kallert
Controller/Treasurer

Mark Moran
Vice President

Suzette Storsenk
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY20-VI.B

For Board Information in September, 2019.

For Board Action in September, 2019.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

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

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending July 31, 2019. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Move to accept the Financial Report as presented.

- *Are funds available in the budget? _____
- *Is this related to any previous Board action? _____
- *Specify above if matching funds are required.
- *Is this part of a large project requiring additional funds? (Explain) _____
- *Attach supplemental information as necessary

Approvals

Zim Pallott

Controller/Treasurer

Mark Loren

Vice-President

Yvette Stork

President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: September 10, 2019
 Subject: Financial Report For The Period Ending July 31, 2019

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,707,248.78	\$2,707,248.78
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,716,128.60	\$2,716,128.60

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>
\$4,218,584.58	\$4,218,584.58
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,361,834.24	\$4,361,834.24
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$143,249.66)	(\$143,249.66)

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>
\$10,297,369.08	2.65%	23

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,648,515.58	\$58,733.20	\$2,707,248.78
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$2,648,515.58	\$58,733.20	\$2,707,248.78

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,422,603.27	\$293,525.33	\$2,716,128.60
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$2,422,603.27	\$293,525.33	\$2,716,128.60

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$4,218,584.58	\$4,361,834.24	(\$143,249.66)
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$4,218,584.58	\$4,361,834.24	(\$143,249.66)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$10,297,369.08	2.65%	23
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,942,835.14	0.00	0.00	0.00
MB Financial		0.00	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		81,846.70	0.00	0.00	0.00
MB Contributory Trust		94.83	0.00	0.00	0.00
IIIT Money Market		4,435,786.00	0.00	0.00	0.00
MB Financial Money Market		32,777.31	0.00	0.00	0.00
Totals	7/1	<u>9,493,372.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Transactions:					
Illinois Funds MM Deposit from Comptroller	7/10	88,982.26			
Illinois Funds MM Deposit from Comptroller	7/22	323,106.09			
Illinois Funds MM Deposit from Comptroller	7/23	40,485.83			
Illinois Funds MM Deposit from Comptroller	7/29	343,670.00			
Interest on IL Funds MM	7/31	595.12			
		<u>10,290,212.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Balance:					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,942,835.14	0.00	0.00	0.00
MB Financial		0.00	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		878,686.00	0.00	0.00	0.00
MB Contributory Trust		94.83	0.00	0.00	0.00
IIIT Money Market		4,435,786.00	0.00	0.00	0.00
MB Financial Money Market		32,777.31	0.00	0.00	0.00
Totals	7/31	<u>10,290,212.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

SOUTH SUBURBAN COLLEGE

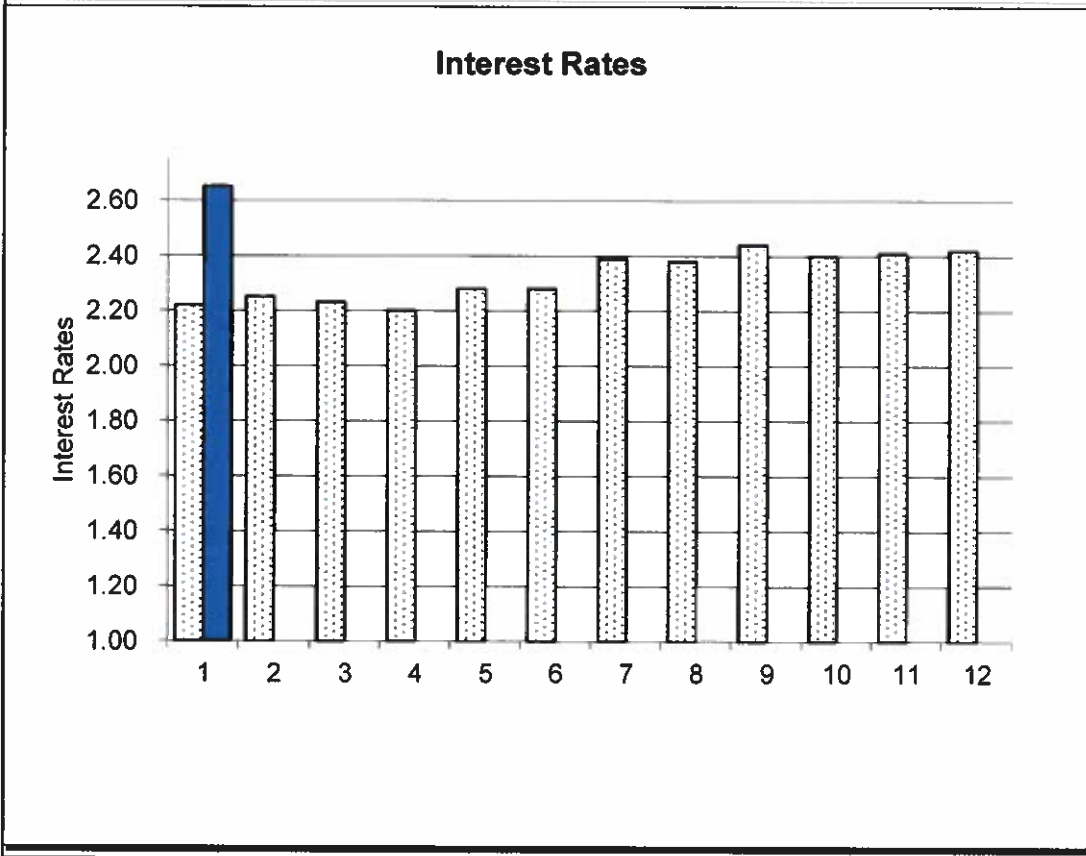
INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	7/1	0.00	0.00	0.00	0.00
Transactions:					
Illinois Funds MM Deposit from Comptroller	7/10				
Illinois Funds MM Deposit from Comptroller	7/22				
Illinois Funds MM Deposit from Comptroller	7/23				
Illinois Funds MM Deposit from Comptroller	7/29				
Interest on IL Funds MM	7/31				
		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	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		0.00	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	7/31	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

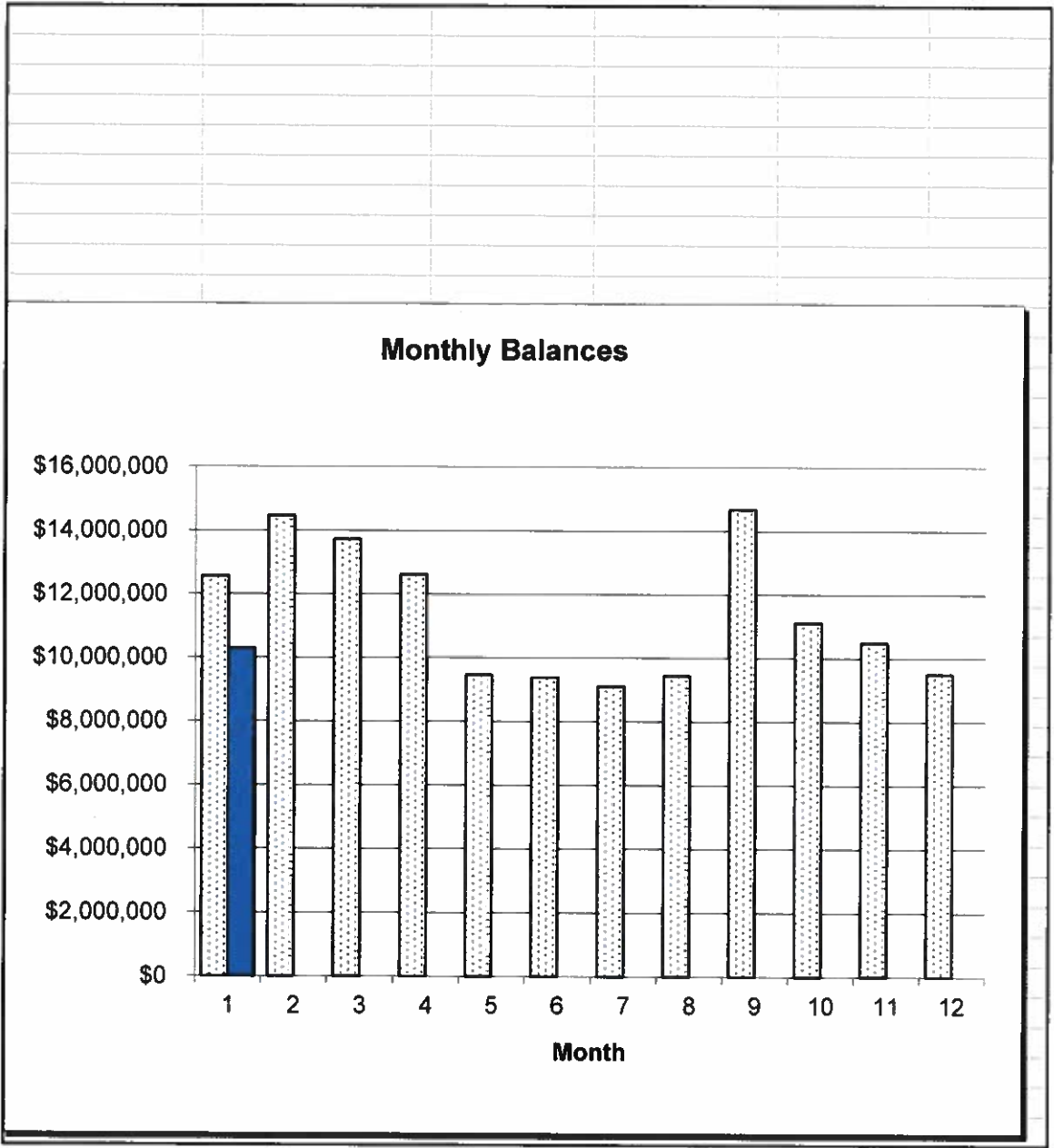
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	19%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,329,369.10	0.00	3,329,369.10	32%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,982,897.08	0.00	4,982,897.08	48%
	Total	10,297,369.08	0.00	10,297,369.08	100%
	Average %	2.65			

South Suburban College

Investment Summary				
	F Y 2018 - 2019		F Y 2019 - 2020	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$12,559,976	2.22	\$10,297,369	2.65
August	14,471,282	2.25		
September	13,723,095	2.23		
October	12,616,990	2.20		
November	9,460,594	2.28		
December	9,380,459	2.28		
January	9,107,201	2.39		
February	9,439,578	2.38		
March	14,680,437	2.44		
April	11,116,177	2.40		
May	10,483,322	2.41		
June	9,500,530	2.42		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST **Agenda Item** FY20-VI.C

For Board Information in September, 2019

Board Action in September, 2019

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Move to adopt the resolution approving the operating and non-operating budgets for fiscal year 2019/2020.

ESTIMATED COST OR BENEFIT

The Operating budget is \$32,774,971
 The Non-Operating budget is \$16,184,725

JUSTIFICATION OF ACTION

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

MOTION

Motion to approve the attached resolution and Operating and Non-Operating budgets for Fiscal Year 2019/2020.

- * Are funds available in the budget? _____
- * Is this related to any previous Board action? _____
- * Specify above if matching funds are required.
- * Is this part of a large project requiring additional funds? (Explain) _____
- Attach supplemental information as necessary

APPROVALS

Jim Pellet

 Controller/Treasurer

Martin Jaussek

 Vice-President

Gregory Stok

 President

Office of the Treasurer



To: Board of Trustees
From: Tim Pollert
Date: September 12, 2019
Subject: Budget Packet – Fiscal Year 2019-2020

I have attached summary pages for both the Operating and Non-Operating fund budgets for fiscal year 2019-2020.

Both documents were approved, in a tentative format, at the August 8, 2019 regularly scheduled Board of Trustees meeting. A notice of public hearing was published on August 9th with a second legal notice published on September 12, 2019 moving the public hearing to September 18, 2019. The budget has been available for at least thirty days prior to passage as required by law.

Operating expenditures are currently budgeted at \$32,774,971 with projected revenue of \$30,091,272. Non-Operating expenditures are \$16,184,725 with revenue projected at \$16,184,757. In aggregate, fiscal year expenditures are \$48,959,696 with projected revenue of \$46,276,029.

Also included is a financial comparison spreadsheet summarizing relevant historical data over the last ten years which include the following:

- Aggregate beginning and ending fund balance for all funds with percent change.
- Total reimbursable credit hours with percent change.
- Total assessed valuation for the district along with percent change.
- Total operating fund balance compared to the approved operating budget, along with the percent of fund balance versus approved budget.

I would like to thank the Board for your leadership and support over the years, especially with the fiscal challenges that are currently facing the College. Your wealth of knowledge and passion for the overall financial stability of this institution cannot go understated and is shared by the entire leadership team.

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

RESOLUTION NO. _____

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

and

WHEREAS, a public hearing was held as to such budget on the 18th day of September, 2019, notice of public hearing was published on August 9, 2019 to be held on Thursday September 12, 2019 at 7:45pm. A second notice was published on September 12, 2019 notifying the public that the hearing will be now instead be held on Wednesday September 18, 2019 at the same location. The budget has been available for at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

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

Section 1. That the fiscal year of this District is hereby fixed and declared as beginning July 1, 2019 and ending June 30, 2020.

Section 2. That the following budget containing an estimate of amounts available in each fund, separately, and of expenditures from each, and an estimate of cash expected to be received during such fiscal year from all sources; and a statement of estimated cash

expected to be on hand at the end of such year, be and is hereby adopted as the budget of this District for fiscal year 2019-20. A copy of this budget shall be included in the official minutes of this meeting.

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

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

Passed by the following roll call on the 18th day of September 2019.

Trustee _____ made the motion to adopt.

Trustee _____ seconded the motion.

Ayes

Nays:

Absent:

Attest:

Secretary

Chairman

**Operating Budget
2020**

	2020		2019		2020 v 2019	
					Difference	% Change
Vice President of Academic Affairs						
Vice Pres. Academic Affairs Office	\$	432,721	\$	704,476	\$ (271,755)	-39%
Adult Ed		157,806		153,662	4,144	3%
Continuing Ed		218,253		268,822	(50,569)	-19%
AVP Accreditation and IR		290,109		-	290,109	-
Dean of Nursing		243,643		228,920	14,723	6%
Nursing Department		265,073		292,222	(27,149)	-9%
BNATP		138,213		136,752	1,461	1%
Institutional Research		152,606		141,456	11,150	8%
Oak Forest Center		397,713		362,636	35,077	10%
Physical Science		483,081		554,680	(71,599)	-13%
Math		1,286,315		1,366,475	(80,160)	-6%
Life Science		914,521		844,287	70,234	8%
English		1,408,203		1,409,814	(1,611)	0%
Business		341,596		331,900	9,696	3%
CIS		165,202		140,202	25,000	18%
OAT		109,752		89,552	20,200	23%
Building Construction		150,045		217,040	(66,995)	-31%
Dean of STEM		156,937		321,172	(164,235)	-51%
Engineering		100,125		15,100	85,025	563%
Dean of Academic Services		181,556		183,774	(2,218)	-1%
Art		507,235		469,093	38,142	8%
Communication & Humanities		520,849		690,291	(169,442)	-25%
Music		249,209		250,601	(1,392)	-1%
Social & Behavioral Sciences		573,639		658,308	(84,669)	-13%
Performing Arts Center		94,899		89,988	4,911	5%
Theatre Productions		16,200		16,000	200	1%
Legal Studies		529,737		285,078	244,659	86%
Human Services		31,800		131,402	(99,602)	-76%
Service Learning		4,750		-	4,750	0%
Child Development		136,872		-	136,872	0%
Health & First Aid		-		5,000	(5,000)	100%
Allied Health		1,316,163		1,375,657	(59,494)	200%
Medical Professions		-		75,000	(75,000)	300%
Dean of Health Professions		-		155,089	(155,089)	400%
Total	\$	11,574,823	\$	11,964,449	\$ (389,626)	-3.26%

**Operating Budget
2020**

Vice President of Administration	2020 v 2019				
	2020	2019	Difference	% Change	
Mailroom	\$ 112,250	\$ 142,250	\$ (30,000)	-21%	
Physical Plant Engineering	151,516	283,452	(131,936)	-47%	
Physical Plant Grounds	53,000	40,000	13,000	33%	
Physical Plant Maintenance	655,792	658,854	(3,062)	0%	
Physical Plant Utilities	1,166,000	698,000	468,000	67%	
Physical Plant Custodial	1,177,119	1,114,853	62,266	6%	
Treasurer's Office	146,298	146,308	(10)	0%	
Business & Accounting	611,046	653,546	(42,500)	-7%	
Financial Aid	461,316	474,802	(13,486)	-3%	
Human Resources	384,023	295,768	88,255	30%	
Affirmative Action	3,600	600	3,000	500%	
Staff Development	25,171	38,001	(12,830)	-34%	
VP Administration	325,445	247,078	78,367	32%	
Campus Police	1,351,318	1,324,246	27,072	2%	
TV Studio	643,266	710,410	(67,144)	-9%	
Distance Learning	101,365	115,248	(13,883)	-12%	
Network Systems	1,544,603	1,947,945	(403,342)	-21%	
Information Technology	1,637,320	570,319	1,067,001	187%	
Switchboard	299,581	275,144	24,437	9%	
Technology Infrastructure	-	313,073	(313,073)	-100%	
Institutional Expense	1,863,290	1,558,312	304,978	20%	
Waivers/Scholarships	2,750,000	2,620,091	129,909	5%	
Total	\$ 15,463,319	\$ 14,228,300	\$ 1,235,019	8.68%	

**Operating Budget
2020**

President	2020 v 2019				
	2020	2019	Difference	% Change	
Foundation	\$ 73,192	\$ 57,867	\$ 15,325	26%	
Publications	232,882	239,196	(6,314)	-3%	
Public Relations	493,575	435,225	58,350	13%	
President's Office	438,907	472,430	(33,523)	-7%	
Board of Trustees	47,625	64,000	(16,375)	-26%	
Phi Theta Kappa	7,792	5,350	2,442	46%	
Total	\$ 1,293,973	\$ 1,274,068	\$ 19,905	1.56%	

Vice President Student Development	2020 v 2019				
	2020	2019	Difference	% Change	
VP Student Development	\$ 223,788	\$ 241,801	(18,013)	-7%	
Records	294,292	405,079	(110,787)	-27%	
Admiss/Latino Center/Welcome Center	336,293	258,739	77,554	30%	
Registration	199,752	273,109	(73,357)	-27%	
Veterans Center	30,000	-	30,000	0%	
Reading	288,359	282,270	6,089	2%	
Counseling	1,321,236	1,180,909	140,327	12%	
Library	451,789	727,364	(275,575)	-38%	
Dean of Student Development	162,917	157,348	5,569	4%	
Office of Disable Student Services	151,159	136,394	14,765	11%	
Office of College Recruitment	428,768	510,537	(81,769)	-16%	
Academic Assistance Services	160,875	98,384	62,491	64%	
Dean of Student Services	152,538	172,288	(19,750)	-11%	
Testing & Orientation	189,090	186,127	2,963	2%	
Career Development	48,000	63,467	(15,467)	-24%	
Physical Fitness Center	4,000	4,500	(500)	-11%	
Total	\$ 4,442,856	\$ 4,698,316	\$ (255,460)	-5.44%	
Total 2020 Operating Budget	\$ 32,774,971	\$ 32,165,133	\$ 609,838	1.90%	

Operating Funds Revenues

Fiscal Year 2019 - 2020

Category	FY 19-20 Budget	FY 18-19 Budget	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 12,933,548	\$ 12,618,096	\$ 315,452	2.50%
Total Local Sources	\$ 12,933,548	\$ 12,618,096	\$ 315,452	2.50%
State Government Sources:				
Credit Hour Grants	\$ 2,235,148	\$ 2,031,750	\$ 203,398	10.01%
Equalization Grant	485,830	678,740	(192,910)	-28.42%
Career and Technical Ed Grant	217,255	217,440	(185)	-0.09%
Corporate Replacement Tax	570,000	511,506	58,494	11.44%
Total State Sources	\$ 3,508,233	\$ 3,439,436	\$ 68,797	2.00%
Federal Government Sources	\$ 14,975	\$ 13,490	\$ 1,485.00	11.01%
Tuition and Fees:				
Tuition	11,332,742	11,332,742	\$ -	0.00%
Course Fees	745,049	715,000	30,049	4.20%
Lab Fees	337,686	320,973	16,713	5.21%
Other Fees	190,000	174,594	15,406	8.82%
Total Tuition and Fees	\$ 12,605,477	\$ 12,543,309	\$ 62,168	0.50%
Other Sources of Revenue:				
Interest on Investments	\$ 240,000	\$ 240,000	\$ -	\$ -
Facilities Rental	789,039	663,298	125,741	18.96%
Total Other Sources	\$ 1,029,039	\$ 903,298	\$ 125,741	
Total Revenue	\$ 30,091,272	\$ 29,517,629	\$ 573,643	1.94%
	=====	=====	=====	=====

Educational Fund Revenues

Fiscal Year 2019 - 2020

Category	FY 19-20 Budget	FY 18-19 Budget	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 10,217,869	\$ 9,968,653	\$ 249,216	2.50%
Total Local Sources	\$ 10,217,869	\$ 9,968,653	\$ 249,216	2.50%
State Government Sources:				
Credit Hour Grants	\$ 1,117,574	\$ 1,015,875	\$ 101,699	10.01%
Equalization Grant	485,830	678,740	(192,910)	-28.42%
Career and Technical Ed Grant	217,255	217,440	\$ (185)	-0.09%
Corporate Replacement Tax	285,000	255,753	29,247	11.44%
Total State Sources	\$ 2,105,659	\$ 2,167,808	\$ (62,149)	-2.87%
Federal Government Sources	\$ 14,975	\$ 13,490	\$ 1,485.00	11.01%
Tuition and Fees:				
Tuition	\$ 11,332,742	\$ 11,332,742	\$ -	0.00%
Course Fees	745,049	715,000	30,049	4.20%
Lab Fees	337,686	320,973	16,713	5.21%
Other Fees	190,000	174,594	15,406	8.82%
Total Tuition and Fees	\$ 12,605,477	\$ 12,543,309	\$ 62,168	0.50%
Other Sources of Revenue:				
Interest on Investments	\$ 240,000	\$ 240,000	\$ -	0.00%
Facilities Rental	781,039	656,039	125,000	19.05%
Total Other Sources	\$ 1,021,039	\$ 896,039	\$ 125,000	
Total Revenue	\$ 25,965,019	\$ 25,589,299	\$ 375,720	1.47%
	=====	=====	=====	=====

Operations & Maintenance Fund Revenues

Fiscal Year 2019 - 2020

Category	FY 19-20 Budget	FY 18-19 Budget	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 2,715,679	\$ 2,649,443	\$ 66,236	2.50%
Total Local Sources	\$ 2,715,679	\$ 2,649,443	\$ 66,236	2.50%
State Government Sources:				
Credit Hour Grants	\$ 1,117,574	\$ 1,015,875	\$ 101,699	10.01%
Corporate Replacement Tax	285,000	255,753	29,247	11.44%
Total State Sources	\$ 1,402,574	\$ 1,271,628	\$ 130,946	10.30%
Other Sources of Revenue:				
Parking/Traffic	\$ 8,000	\$ 7,259	\$ 741	10.21%
Total Other Sources	\$ 8,000	\$ 7,259	\$ 741	10.21%
Total Revenue	\$ 4,126,253	\$ 3,928,330	\$ 197,923	5.04%
	=====	=====	=====	=====

SOUTH SUBURBAN COLLEGE
REVENUES AND EXPENDITURES
FISCAL YEAR 2020
NON-OPERATING BUDGET

	BOND & INTEREST FUND	AUXILIARY ENTERPRISE FUND	RESTRICTED PURPOSE FUND	STUDENT DEVELOPMENT FUND	TRUST & AGENCY FUND	SPECIAL LEVIES FUND	TOTAL NON-OPERATING FUNDS
REVENUES:							
Bookstore		1,148,511					1,148,511
Bus. & Career Institute		965,404					965,404
Satellite Copier		66,349					66,349
Duplication Center		69,000					69,000
State Gov. Sources			1,332,828				1,332,828
Federal Gov. Sources			8,075,188				8,075,188
Student Dev. Fund				931,591			931,591
Tax Revenue	2,110,000				207,886	1,221,000	3,331,000
T & A Receipts					57,000		207,886
Flex Plan							57,000
TOTAL REVENUES	2,110,000	2,249,264	9,408,016	931,591	264,886	1,221,000	16,184,757
EXPENDITURES:							
Bookstore		1,239,511					1,239,511
Bus. & Career Institute		1,024,404	318,184				1,342,588
Satellite Copier		66,149					66,149
Duplication Center		69,000					69,000
V.P. Academic Services			1,216,103				1,216,103
Controller/Treasurer			7,000,000				7,000,000
V.P. Student Development			167,056				167,056
Adult Ed			706,673				706,673
Career Development & Job Training							-
Student Dev. Fund				931,591			931,591
Debt Principal	2,110,000						2,110,000
Protection Health and Safety							-
Debt Interest							-
T & A Disbursements					207,886	1,071,168	207,886
Liab Prot. Sett. Fund					57,000		1,071,168
Other							57,000
TOTAL EXPENDITURES	2,110,000	2,399,064	9,408,016	931,591	264,886	1,071,168	16,184,725

Financial Comparison
2010 to 2019

	Fund Balance			Comments
	Beginning	Ending	% Change	
2019	10,814,425	TBD		
2018	12,267,822	10,814,425	-11.85%	
2017	11,523,832	12,267,822	6.46%	
2016	17,001,273	11,523,832	-32.22%	* No State Budget
2015	18,381,550	17,001,273	-7.51%	
2014	16,709,080	18,381,550	10.01%	
2013	15,788,627	16,709,080	5.83%	
2012	10,074,406	15,788,627	56.72%	* Extra Property Tax Payment
2011	9,383,532	10,074,406	7.36%	
2010	7,241,599	9,383,532	-	
Total Reimbursable				
	Credit Hours	% Change		
2019	60,247	-12.84%		
2018	69,122	-2.56%		
2017	70,935	-10.59%		
2016	79,338	-5.26%		
2015	83,740	-11.83%		
2014	94,974	3.17%		
2013	92,055	-23.87%		* Eliminated Nursing Program
2012	120,923	-5.03%		
2011	127,334	-5.82%		
2010	135,199	-		
	Assessed Valuation	% Change		
2018	3,230,750,406	7.77%		
2017	2,997,805,050	0.41%		
2017	2,985,543,407	0.38%		
2016	2,974,237,204	-4.35%		
2015	3,109,474,542	-6.81%		
2014	3,336,752,258	-9.36%		
2013	3,681,325,985	-18.55%		
2012	4,519,956,088	0.16%		
2011	4,512,554,625	-0.47%		
2010	4,533,807,837	-		

Financial Comparison
2010 to 2019

	Operating		% Fund
	Fund Balance	Budget	Balance to
			Budget
2020	TBD	32,774,971	
2019	TBD	32,165,133	
2018	10,814,425	30,662,663	35.27%
2017	12,267,822	32,725,639	37.49%
2016	11,523,832	34,989,503	32.94%
2015	17,001,273	36,641,771	46.40%
2014	18,381,550	36,903,996	49.81%
2013	16,709,080	35,180,794	47.49%
2012	15,788,627	34,347,255	45.97%
2011	10,074,406	32,767,703	30.74%
2010	9,383,532	33,725,320	27.82%



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.A.1

Board Meeting Date: September 12, 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 resignation of Terese M. Dale, Executive Assistant in the Office of the Vice President of Academic Services, effective December 31, 2019, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees accept the resignation of Terese M. Dale, Executive Assistant in the Office of the Vice President of Academic Services, effective December 31, 2019, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

<u>Yasha A. Williams</u>	<u>8/28/19</u>
Originator	Date
<u>[Signature]</u>	<u>9/12/19</u>
Director of Human Resources	Date
<u>Yasha A. Williams</u>	<u>8/28/19</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>9/12/19</u>
President	Date

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item **FY20-VII.A.2**

For Board Information in September 2019

for Board Action in September 2019 Date: 9-13-19

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Audit

FUNDING:

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

PROPOSAL SUMMARY

Request that the board approve the resignation of Cathy Davis from the position of Financial Aid Manager effective August 23,2019 and grant permission to fill the vacated position of Financial Aid Manager

ESTIMATED COST OF BENEFIT

NA

JUSTIFICATION OF ACTION


This action supports the SSC core values.

MOTION


Move that the Board of Trustees approve the resignation of Cathy Davis Financial Aid Manager and grant permission to fill the vacated position of Financial Aid Manager.

- * 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

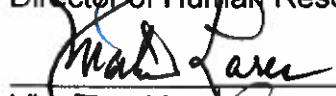
APPROVALS



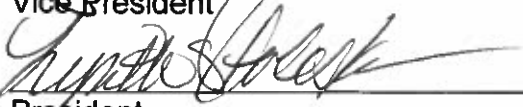
 Originator



 Director of Human Resources



 Vice President



 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.A.3

Board Meeting Date: September 18, 2019

BOARD COMMITTEE

FUNDING

- ___ Policy
- ___ Finance
- ___ Architectural
- ___ Other

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

- ___ Grant Funded
- ___ Student Life
- ___ Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the resignation Erica Pippion, grant-funded Career Coach in the Job Training Department, effective September 19 2019, and grant permission to advertise to fill the vacated, grant-funded position, as needed.

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

This action supports the SSC Core Values. Please see the attached resignation letter from Erica Pippion.

MOTION

Move that the Board of Trustees approve the resignation Erica Pippion, grant-funded Career Coach in the Job Training Department, effective September 19 2019, and grant permission to advertise to fill the vacated, grant-funded 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)


 Originator 9/19/19
Date

 Director of Human Resources 9/12/19
Date

 Appropriate Vice President 9-18-19
Date

 President 9/12/19
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY20-VII.A.4**

Board Meeting Date: **September 18 2019**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the termination of Solara Nicolson, full-time Campus Police Security Guard in the Campus Police Department, effective September 19 2019, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees approve the termination of Solara Nicolson, full-time Campus Police Security Guard in the Campus Police Department, effective September 19 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)

L. Chiara
Originator

8/26/19
Date

[Signature]
Director of Human Resources

9/12/19
Date

Mark Lera
Appropriate Vice President

9/12/19
Date

[Signature]
President

9/12/19
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.1

Board Meeting Date: September 18 2019

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Pamela Dorsey as Library Assistant I (evenings) in the SSC Library, effective September 19 2019, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is part-time, 16 hours per week, 34 weeks per year, classified Grade II on the Support Staff salary schedule with a beginning annual salary of \$8,949.00 with shift differential.

JUSTIFICATION OF ACTION

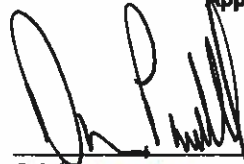
This appointment is in direct alignment with (Strategic Direction 2 – Student Success and Completion, SSC Goal 2.1).

MOTION

Move that the Board of Trustees approve the appointment of Pamela Dorsey as Library Assistant I (evenings) in the SSC Library, effective September 19 2019, pending successful completion of a criminal background investigation.

- * 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)

Approvals:



 Originator



 Date



 Director of Human Resources



 Appropriate Vice President



 Date



 Date



 President



 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY20-VII.B.2**

Board Meeting Date: **September 18, 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 Safety	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other		

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Devan Martin as a full-time Admissions Assistant (evenings) in the Admissions Department, effective September 19, 2019, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular, full-time support staff position; 35 hours per week, 52 weeks per year, classified Grade VII on the Support Staff Salary Schedule, with a beginning annual salary of \$35,333.

JUSTIFICATION OF ACTION

This appointment is in direct alignment with (Strategic Direction 2.1 – Student Success and Completion)

MOTION

Move that the Board of Trustees approve the appointment of Devan Martin as a full-time Admissions Assistant (evenings) in the Admissions Department, effective September 19 2019, pending successful completion of a criminal background investigation.

Approvals:

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

[Signature]
Originator

9/12/19
Date

[Signature]
Director of Human Resources

9/12/19
Date

[Signature]
Appropriate Vice President

9/12/19
Date

[Signature]
President

9/12/19
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY20-VII.B.3**

Board Meeting Date: **September 18, 2019**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of DaNee Terry-Rogers as a full-time, grant-funded Highway Construction Careers Training Program Assistant in the Business & Career Institute, effective September 19 2019, pending successful completion of a criminal background investigation, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$30,000 plus benefits.

JUSTIFICATION OF ACTION

Due to the resignation of Clarenica McCormick, effective June 17, 2019, filling this position is necessary to continue to provide the customer service and support to the Highway Construction Careers Training Program. This position is 100% grant-funded. (Strategic Direction 4; PD 4.1, PD 4.3, PD 4.5, PD 4.6).

MOTION

Move that the Board of Trustees approve the appointment of DaNee Terry-Rogers as a full-time, grant-funded Highway Construction Careers Training Program Assistant in the Business & Career Institute, effective September 19 2019, pending successful completion of a criminal background investigation, 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>Ararcia</u>	<u>8/20/19</u>
Originator	Date
<u>[Signature]</u>	<u>9/3/19</u>
Director of Human Resources	Date
<u>[Signature]</u>	<u>9/10/19</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>9/12/19</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.4

Board Meeting Date: September 18, 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 Maria Pittman as the full-time, grant-funded, Business Service Representative in the Job Training Program, effective September 19, 2019, pending a satisfactory criminal background check.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant-funded position, with an annual salary of \$29,000, plus benefits, through the duration of the grant. The position requires 40 hours a week, 52 weeks a year. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION


Permission was granted to fill this position at a prior Board meeting. **Strategic Direction 4.6:** Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move to appoint Maria Pittman as the full-time, grant-funded, Business Service Representative in the Job Training Program, effective September 19, 2019, pending a satisfactory criminal background check.

Approvals:

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


Originator

9/9/19
Date


Director of Human Resources

9/11/19
Date


Appropriate Vice President

9/12/19
Date


President

9/12/19
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY20-VII.C.1**

Board Meeting Date: **September 18 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 grant permission to create and advertise to fill the grant-funded position of Manager-SouthWorks Maker Lab in the Engineering Department.

ESTIMATED COST OR BENEFIT

This is a regular full-time TPE (Technical Professional Exempt) position, 40 hours per week, 52 weeks per year, with an annual beginning salary of \$58,000, plus fringe benefits.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant permission to create and advertise to fill the grant-funded position of Manager-SouthWorks Maker Lab in the Engineering Department.

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**

Jaska J. Williams 9/3/19
 Originator Date

ISD 9/12/19
 Director of Human Resources Date

Jaska J. Williams 9/3/19
 Appropriate Vice President Date

Yvonne G. G. G. 9/12/19
 President Date

TPE Position

POSITION: Manager-SouthWorks Maker Lab

DEPARTMENT: Engineering Department

JOB RESPONSIBILITIES:

- Maintain all Maker lab equipment, software and inventory in coordination with the appropriate college service departments.
- Train and Supervise part-time laboratory assistants and volunteers.
- Develop and coordinate STEM programming for the college and greater community.
- Assist with STEM promotion and outreach by hosting events or participating in community and college events.
- Promote the Maker lab and services to the local business community.
- Support college credit and non-credit programs.
- Support partnerships with the local grammar school and high school districts.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Engineering related field
- Experience with various CAD, 3D, 2D software such as SolidWorks, AutoCAD
- Experience with use and maintenance of maker equipment including laser systems, 3D printers, CNC machines
- Experience administering training on the use of software and equipment listed above
- Must successfully pass a criminal background check

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Engineering related field
- 2-3 years community college teaching experience
- Experience developing and administering workshops in the Maker Lab setting
- Demonstrate ability to use technology in the classroom and laboratory

STATUS/SALARY:

This is a regular full-time TPE (Technical Professional Exempt) position, 40 hours per week, 52 weeks per year, with an annual beginning salary of \$58,000 plus fringe benefits.

BEGINNING DATE: October 14, 2019

APPLICATION PROCEDURE: Please submit letter of application, resume and transcripts to:
Office of Human Resources, RM 1245



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.C.2

Board Meeting Date: September 18, 2019

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees grant permission to create and advertise the position of Manager, Public Relations & Resource Development in the Office of Public Relations.

ESTIMATED COST OR BENEFIT

This is a regular full-time TPE(Technical Professional Exempt) position, 40 hours per week, 52 weeks per year, with a beginning annual salary \$54,000 plus benefits. This position will be partially funded through the SSC Foundation.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant permission to create and advertise the position of the position of Manager, Public Relations & Resource Development in the Office of Public Relations.

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

	9/12/19
Originator	Date
	9/12/19
Director of Human Resources	Date
	9/12/19
President	Date



POSITION ANNOUNCEMENT

TECHNICAL PROFESSIONAL EXEMPT

POSITION: Manager, Public Relations & Resource Development (TPE)

DEPARTMENT: Office of the President

JOB DESCRIPTION:

The Manager of Public Relations & Resource Development is responsible for executing the functions of the department including the South Suburban College Foundation, a separately incorporated charitable organization. Responsible for confidentiality, proper handling, and processing of all donor gifts in all forms, including cash, check, online credit card, stock, in-kind, and other, following appropriate designations and providing appropriate charitable acknowledgement in a timely basis dependent on gift type. Serves as executive assistant to the Executive Director. Responsible for supporting the external and internal communications of the office of Public Relations & Resource Development and President's Office as well as providing integral content development for the college's strategic marketing execution. Work is performed under minimal supervision and requires incumbent to exercise independent judgment, discretion, and decision-making skills. Requires excellent communication and presentation skills along with a working knowledge of office practices, financial accounting, and unit organization; assists in the coordination of all Foundation Fundraisers and communication with Foundation Directors and donors.

RESPONSIBILITIES:

- Facilitates and supports internal and external college communications on events, news, campus announcements, and all publicity including maintaining social media presence for SSC Foundation.
- Identifies and initiates potential stories for publications related to student success, scholarship, and alumni testimonials.
- Participates on Creative Team in developing and monitoring the strategic marketing of the institution.
- Manages fundraising meetings, events and campaigns in conjunction with Executive Director and volunteers including occasional night and weekend requirements.
- Completes appropriate gift handling and donation processing of all gift types (including cash, online, credit card, check, stock, in-kind, and other), designations, and pledge installment sequencing; provides timely and appropriate gift acknowledgement based on gift type and payment status; and donor and financial record/file management.
- Serves as database administrator, including import/export of data from other systems.
- Manages vendor relationship with Blackbaud (including The Raiser's Edge, Target Analytics, and Blackbaud Merchant Services) to evaluate new software upgrades and modules, resolve system support issues and escalated software support questions.
- Manages operations for Board of Directors; records and transcribes minutes and attends all College Foundation meetings.
- Completes basic department accounting activities and Manages with contracted accounting firm.
- Creates and maintains documented procedures for staff and students related to regular functions of the department.
- Manages all scholarship financial information with Business and Accounting. Monitors progress of student scholarship grades via the Datatel-Colleague system to ensure the required GPA is achieved/maintained.
- Initiates and organizes all procedures for communication with the Foundation Directors. Composes letters, memos and emails on behalf of the Executive Director.
- Reviews and acts upon inquiries and requests by students, administrators and Foundation Directors.
- Performs other job-related duties as assigned which pertain to the Public Relations & Resource Development, and President's Office.



POSITION ANNOUNCEMENT

MINIMUM REQUIREMENTS:

- Associate's degree from a regionally accredited institution of higher education
- Excellent oral and written communications skills; experienced public speaker, English language, grammar, composition, spelling and punctuation, business correspondence formats, telephone etiquette, filing principles
- Flexibility (ability to meet Board and volunteer schedules)
- Excellent grammar and communication skills
- Proficiency in Microsoft Business Suite including Word, Excel and PowerPoint
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Strong computer, analytical, interpersonal, verbal and written communication skills
- Successfully pass of a criminal background check

PREFERRED QUALIFICATIONS:

- Bachelor's degree from a regionally accredited institution of higher education
- Three or more years of experience in a business, education or fundraising office
- Three or more years of community college experience
- Experience with Raiser's Edge Software
- Experience with Constant Contacts
- Experience with Datatel Colleague
- Experience with photography
- Experience with crisis communications

STATUS/SALARY: Salary commensurate with experience, minimum beginning salary - \$54,000

BEGINNING DATE: October 21, 2019

APPLICATION DEADLINE: September 30, 2019

APPLICATION PROCEDURE: Submit letter of application, resume, and transcripts to resumebank@ssc.edu or Office of Human Resources, Room 1245