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, DECEMBER 12, 2019
7:40 PM

I. Recommendation to accept the first reading of new Board Policy No. 312: Fraud Prevention and Whistleblower Protection

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, DECEMBER 12, 2019
7:50 PM

I.   Recommendation to adopt the resolution concerning the proposed 2019 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached

II.   Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2019 levy should it be capped under the Property Tax Extension Limitation Law

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. State Street, South Holland, Illinois
Board Room (Room 2248)
Regular Board Meeting Agenda
Thursday, December 12, 2019
8:00 PM

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

II.   **PLEDGE OF ALLEGIANCE**

III. **PUBLIC PARTICIPATION**

IV.   **PRESENTATIONS/REPORTS**

V.   **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
   A.   Audit Committee meeting held November 14, 2019
   B.   Finance Committee meeting held November 14, 2019
   C.   Regular Board meeting held November 14, 2019

VI.   **NEW BUSINESS**
   A.   Monthly Financial Report (T. Pollert)
   B.   Approval of the payment of bills for December, 2019 (T. Pollert)
   C.   Approval to accept the first reading of new Board Policy No. 312: Fraud Prevention and Whistleblower Protection (J. Rogers)
   D.   Approval to adopt the resolution concerning the proposed 2019 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached (A. DeFilippo)
   E.   Approval to adopt the resolution directing the Cook County Clerk to reduce the 2019 levy should it be capped under the Property Tax Extension Limitation Law (A. DeFilippo)
   F.   Approval of the new Barber College AAS Degree and Certificate for implementation in the fall 2020 semester (T. Williams)
   G.   Approval of the new Patient Care Technician Basic Certificate for implementation in the spring 2020 semester (T. Williams)
   H.   Approval to adopt the revised academic calendar for the fall 2020 semester, and the proposed academic calendars for the fall 2021, spring 2022, and summer 2022 semesters (T. Williams)
   I.   Approval of the Board of Trustees meeting dates for 2020 (M. Lareau)

VII. **PERSONNEL RECOMMENDATIONS**
   A.   Retirements/Resignations/Terminations
   B.   Appointments
   C.   Approval to Reappoint Non-Tenured Faculty for the 2020 Academic Year
   D.   Approval of the Memorandum of Understanding between the South Suburban College Faculty Association, a chapter of AFT Local 1600, and Community College District No. 510 (Department Chair Election)

VIII.   CLOSED SESSION
The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.

IX.   MISCELLANEOUS

X.   ADJOURNMENT

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE AUDIT COMMITTEE
THURSDAY, NOVEMBER 14, 2019

Trustee Joseph Whittington called the meeting of the Audit Committee to order at 7:52 p.m.

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

Committee members absent: None

Other Board members in attendance: Trustees Vivian Payne, Terry Wells, Janet Rogers and Student Trustee Babatunde Adamson
Other Board members absent: Chairman Frank M. Zuccarelli

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 Sarie Keller

Agenda:

I.   Recommendation to approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2019

Trustee Whittington recommended the Board of Trustees approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2019, at the regular Board meeting.

II.   Recommendation to approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2019

Trustee Whittington recommended the Board of Trustees approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2019 at the regular Board meeting.

III.   Recommendation to appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2020

Trustee Whittington recommended the Board of Trustees appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2020 at the regular Board meeting.

The Meeting adjourned at 8:04 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, NOVEMBER 14, 2019

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:04 p.m.

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

Committee members absent: None

Other Board members in attendance: Trustees Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson
Other Board members absent: Chairman Frank M. Zuccarelli

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 Sarie Keller

Agenda:

I.   Recommendation to accept the estimated amount of taxes to be levied for 2019 as required by law

Trustee DeFilippo recommended the Board of Trustees accept the estimated amount of taxes to be levied for 2019, as required by law, at the regular Board meeting.

The Meeting adjourned at 8:05 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, NOVEMBER 14, 2019

I. CALL TO ORDER & ROLL CALL:
At 8:06 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Vice Chairman John Daly. The meeting was held in the Board Room of the College, Room 2248.

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

Also 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 Sarie Keller

II. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Vice Chairman John Daly.

III. PUBLIC PARTICIPATION:
There was none.

IV. REPORTS/PRESENTATIONS
There were none.

V. PREVIOUS MEETING MINUTES
A. Special Board of Trustees Meeting held October 10, 2019
Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Special Board of Trustees meeting held October 10, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

B. Regular Board Meeting held October 10, 2019
Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Regular Board meeting held October 10, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS
A. Monthly Financial Report
Trustee DeFilippo moved and Trustee Wells seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

B. Bills Payable for November, 2019
Trustee DeFilippo moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for November, 2019, in the amount of $4,356,326.16. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2019
Trustee Whittington moved and Trustee Wells seconded to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

D. Approval to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2019, as presented
Trustee Whittington moved and Trustee Payne seconded to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2019, as presented. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

E. Approval to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2020
Trustee Whittington moved and Trustee Payne seconded to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

F. Approval to accept the estimated amount of taxes to be levied for 2019 as required by law
Trustee DeFilippo moved and Trustee Wells seconded to accept the estimated amount of taxes to be levied for 2019 as required by law. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS
A. Retirements/Resignations/Terminations
Trustee Payne moved and Trustee Whittington seconded to approve the following retirements:
1. Retirement of John Semple, Director of Financial Aid in the Financial Aid Department, effective June 30, 2020, pursuant to the terms and provisions of the attached Memorandum of Understanding between Community College District No. 510 and John Semple, and grant permission to advertise to fill the vacated position, as needed.
2. Retirement of Marilu dos Santos, full-time instructor in the English Department, effective December 31, 2019, pursuant to the terms and provisions of the attached Memorandum of Understanding between Community College District No. 510 and Marilu dos Santos, 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 Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

Board Meeting
November 14, 2019
Page 3

B. Appointments

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

1. Appointment of Joseph Marjan as Supervisor of Physical Plant Night Operations in the Physical Plant Department, effective November 18, 2019.

2. Appointment of Qeauna McDonald as the Executive Assistant to the Vice President of Academic Services, effective November 18, 2019, pending successful completion of a criminal background investigation.

3. Appointment of Rebecca Garcia as the Manager of Public Relations and Resource Development in the Office of the President, effective November 18, 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 Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

ADJOURNMENT

At 8:18 p.m., Trustee DeFilippo moved and Trustee Payne seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

_____
Janet Rogers, Secretary of the Board

_____
John Daly, Vice Chairman

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST   Agenda Item__FY20-VI.A__

For Board Information in December, 2019.   For Board Action in December, 2019.

Board Committee: **Funding:**
_____Policy   _____College Operating   _____Grant Funded
__X__Finance   _____College Capital   _____Student Life
_____Architectural   _____Protection, Health   _____Special Levies
_____Other   and Safety

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 October 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?_____   **Approvals**
*Is this related to any previous Board action?_____
*Specify above if matching funds are required.

                                                    Controller/Treasurer

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

                                                    Vice-President

*Attach supplemental information as necessary

                                                    President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees

From: Tim Pollert

Date: November 7, 2019

Subject: Financial Report For The Period Ending October 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:

Monthly Revenue	Year to Date Revenue
$2,217,727.06	$10,526,810.46

Monthly Expenditures	Year to Date Expenditures
$2,180,818.95	$10,811,926.25

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

Monthly Revenue	Year to Date Revenue
$3,169,485.18	$16,524,607.49

Monthly Expenditures	Year to Date Expenditures
$3,401,283.07	$17,012,273.93

Net Monthly Position	Year to Date Net Position
($231,797.89)	($487,666.44)

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

Total Investments	Average Rate of Return	Basis Point Change from Last Month
$12,165,813.93	2.73%	-9

1

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	$2,660,862.72	$739,118.05	$3,399,980.77
September	$1,985,352.18	$216,501.67	$2,201,853.85
October	$1,997,248.48	$220,478.58	$2,217,727.06
November			
December			
January			
February			
March			
April			
May			
June			
YTD	$9,291,978.96	$1,234,831.50	$10,526,810.46

	Expenditures Educational	Expenditures O&M	Monthly Total
July	$2,422,603.27	$293,525.33	$2,716,128.60
August	$3,279,917.85	$468,433.02	$3,748,350.87
September	$1,850,496.76	$316,131.07	$2,166,627.83
October	$1,863,376.09	$317,442.86	$2,180,818.95
November			
December			
January			
February			
March			
April			
May			
June			
YTD	$9,416,393.97	$1,395,532.28	$10,811,926.25

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	$5,818,258.15	$5,938,120.09	($119,861.94)
September	$3,318,279.58	$3,401,283.07	($83,003.49)
October	$3,169,485.18	$3,311,036.53	($141,551.35)
November			
December			
January			
February			
March			
April			
May			
June			
YTD	$16,524,607.49	$17,012,273.93	($487,666.44)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	$10,297,369.08	2.65%	23
August	$15,281,205.77	2.79%	14
September	$13,513,538.78	2.82%	3
October	$12,165,813.93	2.73%	(9)
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		1,594,855.70	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
53 Financial Money Market		2,532,777.31	0.00	0.00	0.00
Totals	10/1	13,506,381.77	0.00	0.00	0.00
Transactions:					
Illinois Funds MM Deposit from Comptroller	10/7	154,866.06			
Illinois Funds MM Deposit from Comptroller	10/11	323,106.09			
Illinois Funds MM Deposit from Comptroller	10/25	32,258.00			
Illinois Funds MM Deposit from Comptroller	10/25	13,335.00			
Interest on IL Funds MM	10/31	128,710.00			
Transfer from Fifth Third MM to Cash	10/31	(2,000,000.00)			
		12,158,656.92	0.00	0.00	0.00
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		2,247,130.85	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
53 Financial Money Market		532,777.31	0.00	0.00	0.00
Totals	10/31	12,158,656.92	0.00	0.00	0.00

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
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	10/1	0.00	0.00	0.00	0.00

Transactions:

Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
Illinois Funds MM Deposit from Comptroller	10/7				
Illinois Funds MM Deposit from Comptroller	10/11				
Illinois Funds MM Deposit from Comptroller	10/25				
Illinois Funds MM Deposit from Comptroller	10/25				
Interest on IL Funds MM	10/31				
Transfer from Fifth Third MM to Cash	10/31				
		0.00	0.00	0.00	0.00

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
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	10/31	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
INVESTMENT WORKSHEET					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,942,835.14
MB Financial		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	1,594,855.70
MB Contributory Trust		0.00	0.00	0.00	94.83
IIIT Money Market		0.00	0.00	0.00	4,435,786.00
53 Financial Money Market		7,157.01	0.00	0.00	2,539,934.32
Totals	10/1	7,157.01	0.00	0.00	13,513,538.78
Transactions:					
					0.00
Illinois Funds MM Deposit from Comptroller					154,866.06
Illinois Funds MM Deposit from Comptroller					323,106.09
Illinois Funds MM Deposit from Comptroller					32,258.00
Illinois Funds MM Deposit from Comptroller					13,335.00
Interest on IL Funds MM					128,710.00
Transfer from Fifth Third MM to Cash					(2,000,000.00)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
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		7,157.01	0.00	0.00	12,165,813.93
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,942,835.14
MB Financial		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,247,130.85
MB Contributory Trust		0.00	0.00	0.00	94.83
IIIT Money Market		0.00	0.00	0.00	4,435,786.00
53 Financial Money Market		7,157.01	0.00	0.00	539,934.32
Totals	10/31	7,157.01	0.00	0.00	12,165,813.93
					0.00

SOUTH SUBURBAN COLLEGE

Fund	Interest Rate	Amount	Purchase Date	Maturity Date	Type Code		Certificate Number / Institutions
INVESTMENT SUMMARY							
Liquid Accounts:							
Liquid Series	2.00	0.00		Open	90	ISDLAF+	
ISDMAX	2.00	32.79		Open	90	ISDLAF+	
MBFinancial	3.25	5,482,864.29		Open	90	MB	
Daily Account	2.42	2,247,130.85		Open	50	IL Funds	
IIIT Money Market	2.42	2,450,683.10		Open	50	IIIT	
Fixed Investments:							
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Steams Bank St. Cloud, MN
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Hometown Bank, Roanoke, VA
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Community Bank of OelWein, IA
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Amerasia Bank, Flushing, NY
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Old Fort Banking, Old Fort, OH
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Bridgewater Bank, MN
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Peapack Bank, Gladstone, NJ
Educational	2.00	227,000.00	10/28/2014	10/28/2019	20	IIIT	Pulaski Bank, Saint Louis, MO
Educational	2.00	169,102.90	10/28/2014	10/28/2019	20	IIIT	Bank of the West, San Francisco, CA
Grand Total		12,165,813.93					
Average %	2.73	(Weighted Average)					

SOUTH SUBURBAN COLLEGE

	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	16%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,697,813.95	0.00	4,697,813.95	39%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,482,897.08	0.00	5,482,897.08	45%
	Total	12,165,813.93	0.00	12,165,813.93	100%
	Average %	2.73			

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	15,281,206	2.79
September	13,723,095	2.23	13,513,539	2.82
October	12,616,990	2.20	12,165,814	2.73
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		

Interest Rates

Monthly Balances
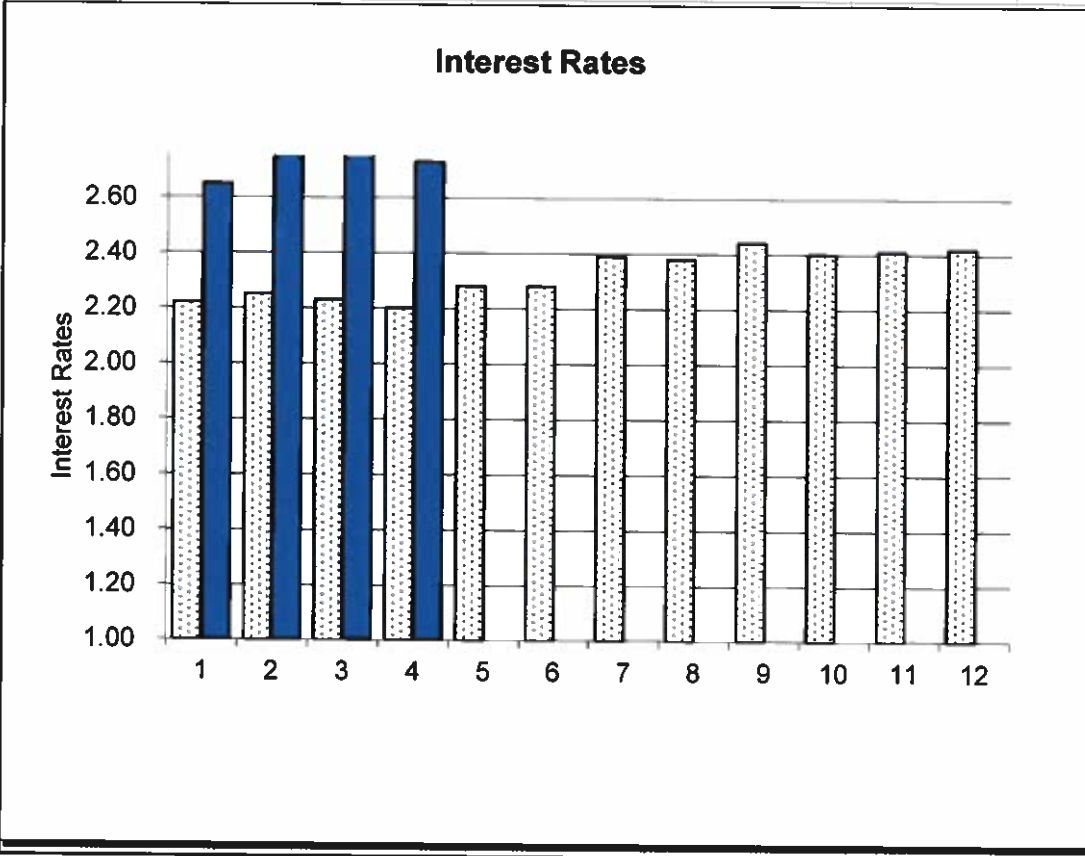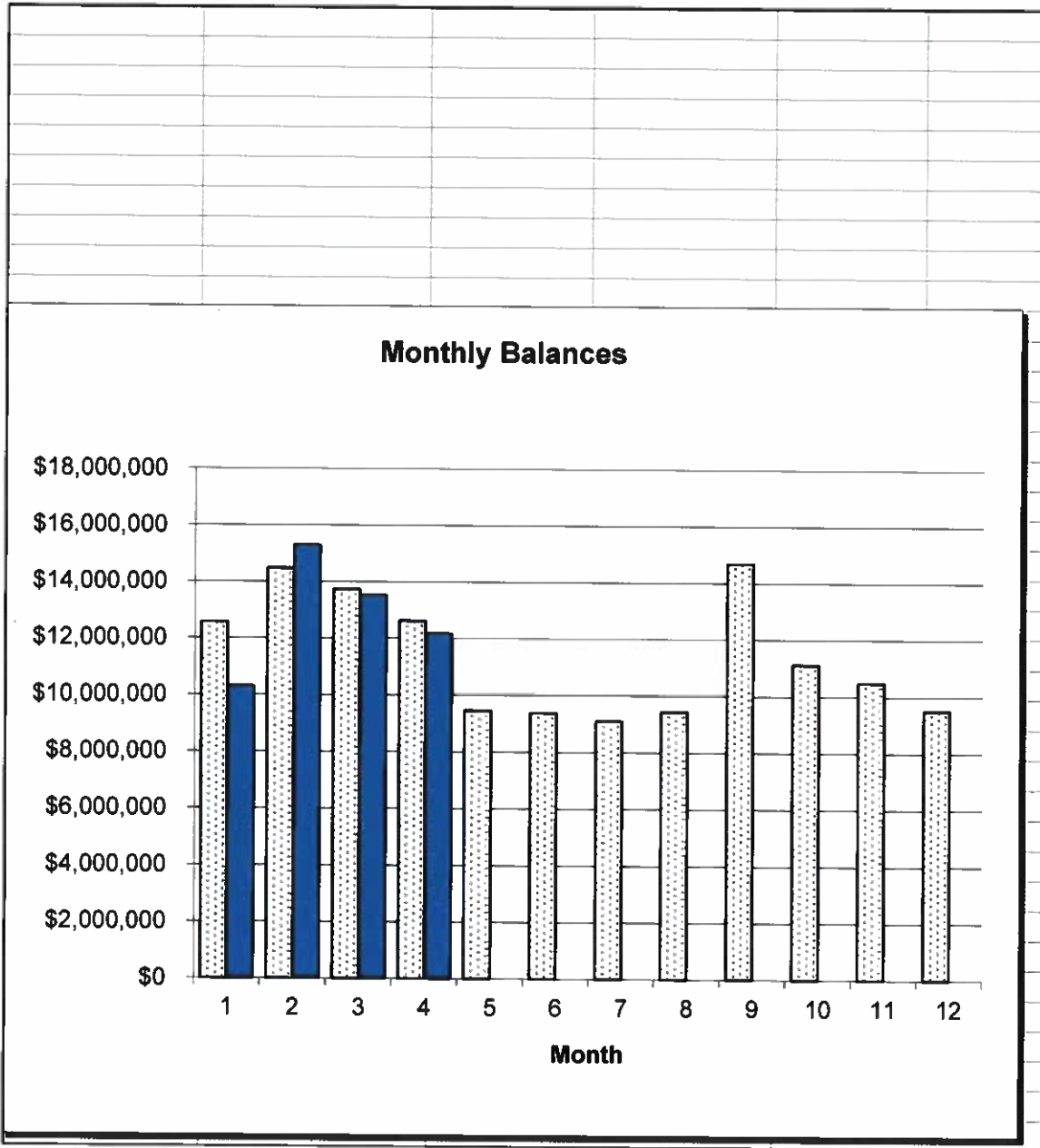
SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item _FY20-VI.B_

For Board Information in December, 2019.

For Board Action in December, 2019.

BOARD COMMITTEE:
_____ Policy
_____ Finance
_____ Architectural
_____ Other

FUNDING:
___X_ College Operating
___X_ College Capital
___X_ Protection, Health, and Safety

__X__ Grant Funded
__X__ Student Life
__X__ Special Levies

PROPOSAL SUMMARY

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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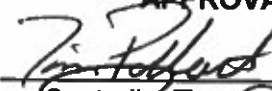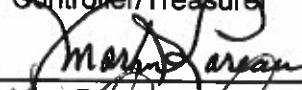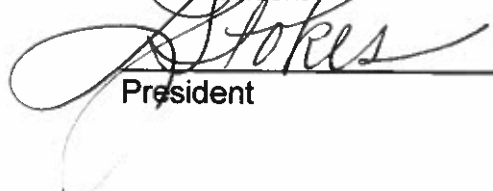
MOTION

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

Education Fund	$1,630,404.51
Operation & Maintenance Fund	311,724.30
Operation & Maintenance Restricted Fund	395,102.77
Auxiliary Enterprise Fund	123,488.26
Restricted Funds	434,181.15
Special Levies Fund	101,363.82
Flex Plan Fund	6,896.55
Total	$3,003,161.36

* 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 __FY20-VI.C__

For Board Information in December, 2019   For Board Action in December, 2019

BOARD COMMITTEE: **FUNDING:**
__X__ Policy   _____ College Operating   _____ Grant Funded
_____ Finance   _____ College Capital   _____ Student Life
_____ Architectural   _____ Protection, Health, and Safety   _____ Special Levies
_____ Other

PROPOSAL SUMMARY

The proposal is to ask for Board approval of the first reading of new Board Policy No. 312: Fraud Prevention and Whistleblower Protection..

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Per the ICCB, state and federal grant agencies, the College is required to have a fraud policy. This action fosters the Strategic Plan Vision to provide a transparent and financially secure institution.

MOTION

Request the Board approve the first reading of new Board Policy No. 312: Fraud Prevention and Whistleblower Protection.
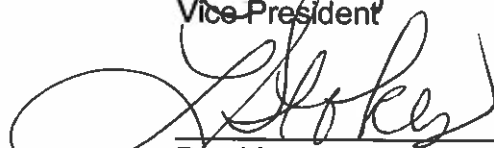
* Are funds available in the budget? __N/A__
* Is this related to any previous Board action? __No__
* Specify above if matching funds are required.

APPROVALS

_____
Vice-President

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

_____
President

* Attach supplemental information as necessary

No. 312.0   Fraud Prevention and Whistleblower Protection

South Suburban College is committed to the highest level of integrity and makes every effort to operate in compliance with applicable State and Federal laws, rules and regulations. To ensure this standard is met, the College investigates all suspected fraud, fraudulent acts or unlawful activity to prevent the misuse of College, Federal and State property and assets.

Examples of fraudulent activity include, but are not limited to the following:

- Embezzlement or other financial irregularities;
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, student academic or financial records, electronic files);
- Misappropriation, misuse, theft, removal, or destruction of College resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property or any other asset);
- Improprieties in the handling or reporting of money or financial transactions;
- Misuse of College facilities (including telephones, computers and e-mail system);
- False claims by employees, including student workers, and vendors associated with the College;
- Receiving or offering bribes, rebates, or kickbacks;
- **Endangering the health or safety of any individual;**
- Personal use of College property in commercial business activities;
- Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the College (except as permitted by the Illinois Gift Ban, 5 ILCS 430/10);
- Conflict of interest;
- Misrepresentation of facts;
- Any similar or related irregularity

Whistleblower Protection

The College will not tolerate harassment, physical threats or retaliation of any employee, including a student worker, who reports suspected fraudulent activities or unethical behavior. Appropriate action will be taken to protect whistleblowers and their anonymity as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations. Violations of whistleblower protections will be subject to disciplinary action, up to and including termination of employment from South Suburban College. Violations of whistleblower protections may be reported to the appropriate law enforcement agencies.

Ethics Officer

Employees who know or suspect that other employees, including student workers, are engaged in fraudulent behavior have a responsibility to report these acts to their immediate supervisor, appropriate administrator or the College Ethics Officer. All reports made to employees other than the Ethics Officer shall be immediately forwarded to the Ethics Officer, or his designee. The Ethics Officer shall have the responsibility to investigate all allegations of potential fraud cases. In the event that a complaint of fraud is filed against the Ethics Officer, the President of the College shall appoint another senior level administrator or a third party to investigate the complaint and file all reports.

Investigative Findings Report

All investigative findings reports will be filed with the President of the College. Any finding of fraud or illegal conduct will be subject to disciplinary action, up to and including termination of employment, expulsion, and/or legal action. Any type of fraudulent or illegal misconduct involving Federal or State grants shall also be reported to the appropriate regulatory agency governing the relevant grants. The College shall cooperate in all investigations deemed necessary by law enforcement and/or regulatory agencies.

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

For Board Action in December   Date 12/2/19
Board Committee: Funding:
_____ Policy   _____ College Operating   _____ Grant Funded
_X___ Finance   _____ College Capital   _____ Student Life
_____ Architectural   _____ Protection, Health   _____ Special Levies
_____ Other   and Safety

PROPOSAL SUMMARY

To establish a total levy for tax year 2019 in the amount of $19,580,503.
This is an increase of $569,372 or 2.99% when compared to the 2018 actual
tax extensions.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

MOTION

To adopt the resolution concerning the proposed 2019 tax levy of
Community College District No. 510, South Suburban College of Cook County
and certificate of tax levy as attached.

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

                                                              _____
                                                              Controller/Treasurer

*Is this part of a large project requiring
additional funds? (Explain)_____
                                                              _____
                                                              Vice-President

*Attach supplemental information as necessary
                                                              _____
                                                              President

A RESOLUTION ADOPTING THE 2019 TAX LEVY
FOR COMMUNITY COLLEGE DISTRICT #510
COUNTY OF COOK, STATE OF ILLINOIS

WHEREAS, The Board of Trustees of Community College District #510, County of Cook and State of Illinois (hereinafter referred to as the "District") estimates that its 2019 Tax Levy shall be less than 105% of the amount extended or estimated to be extended upon the levy of the preceding year; and

WHEREAS, the Board of Trustees of Community College District #510, ascertained that the 2019 taxes be levied as follows: Educational Fund $12,251,930, Operations and Maintenance Fund $3,218,136, Audit Fund $112,881, Liability, Protection and Settlement Fund $1,486,225, Social Security/ Medicare Insurance Fund Purposes $295,831; for the year 2019 to be collected in the year 2020 and that the levy for the year 2019 be allocated 50% for fiscal year 2020 and 50% for fiscal year 2021: and

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

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

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

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

SECTION 1: That there is hereby levied on the equalized assessed valuation of the taxable property of this District for the year 2019, the following sums:

Educational Fund	$12,251,930
Operations and Maintenance Fund	3,218,136
Audit Fund	112,881
Liability, Protection and Settlement	1,486,225
Social/Medicare Insurance	295,831

SECTION 2: The Secretary of the Board shall file a certified copy of this resolution with the Cook County Clerk on or before December 24, 2019.

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

made the motion to adopt

seconded

Adopted this 12th day of December 2019, at South Holland Illinois.

AYES:

NAYS:

ABSENT:

_____

CHAIRMAN

ATTEST:

_____

SECRETARY

Tax Levy Resolution

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2019 levy.

Dated this 12th day of December, 2019.

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

Levy Worksheet For
Tax Year 2019

Fund	2018 Levy	2018 Rate	2019 Levy	2019 Rate	Maximum Rate
Educational	11,850,208	0.3807	12,251,930	0.3792	0.75
O&M	3,112,618	0.1000	3,218,136	0.0996	0.1
PH&S	0	0.0000	0	0.0000	0.1
Audit	$109,180	0.0035	112,881	0.0035	0.005
Liability Insurance	1,437,494	0.0462	1,486,225	0.0460	N/A
SS/Medicare	$286,131	0.0092	295,831	0.0092	N/A
Worker's Comp	0	0.0000	0	0.0000	N/A
Unemployment	0	0.0000	0	0.0000	N/A
Total Operations & Special Purposes:	$16,795,631	0.5398	17,365,003	0.5375	
Increase/Decrease				$569,372	
% Increase/Decrease				3.39%	
Bond & Interest	$2,215,500	0.0712	$2,215,500	0.0686	N/A
Less: Abatement					
Plus: Uncollectables					
Total Bond & Interest	$2,215,500	0.0712	$2,215,500	0.0686	
Increase/Decrease					
% Increase/Decrease					
Adjusted Total	$19,011,131	0.6110	$19,580,503	0.6061	
Increase/Decrease				$569,372	
% Increase/Decrease				2.99%	
Equalized Assessed Valuation					
2015 EAV	$ 2,891,058,520				
2016 EAV	$ 2,985,543,407				
2017 EAV	$ 2,997,805,050				
2018 EAV	$ 3,230,750,406				
2019 EAV Estimate	$ 3,311,519,166				

2019 TAX WRKSHT

CERTIFICATE OF TAX LEVY

Community College District No. __510__ County(ies) __Cook__ _____

Community College District Name: __South Suburban College__ _____ and State of Illinois

We hereby certify that we require:

the sum of $ __12,251,930__   to be levied as a tax for educational purposes(110 ILCS 805/3-1), and

the sum of $ __3,218,136__   to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of $ __0__   to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of $ __1,486,225__   to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of $ __295,831__   to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of $ __112,881__   to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of $ __0__   to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of $ __0__   to be levied as a special tax for (specify)_____ purposes, on the taxable property of our community college district for the year 20___.

Signed this __12__ day of __December__, 20__19__

_____
Chairman of the Board of Said Community College District

_____
Secretary of the Board of Said Community College District

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

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

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

- -

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

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

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

_____
Date

_____
County Clerk and County

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST   **Agenda Item_FY20-VI.E**

For Board Action in December   Date 12/2/19

Board Committee: Funding:
_____Policy   _____College Operating   _____Grant Funded
__X__Finance   _____College Capital   _____Student Life
_____Architectural   _____Protection, Health   _____Special Levies
_____Other   and Safety

PROPOSAL SUMMARY

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

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

MOTION

To adopt the resolution directing the Cook County Clerk to reduce the
2019 levy should it be capped under the Property Tax Extension Limitation
Law.

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

_____
Controller/Treasurer

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

_____
Vice-President

*Attach supplemental information as necessary

_____
President

**RESOLUTION DIRECTING THE COOK COUNTY
CLERK HOW TO REDUCE THE 2019 LEVY
SHOULD IT BE CAPPED UNDER THE PROPERTY
TAX EXTENSION LIMITATION LAW**

WHEREAS, the Board of Trustees of Community College District #510, County of Cook, State of Illinois (the "Board") has by resolution adopted the 2019 Levy on December 12, 2019; and

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

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

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

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

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

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

        Operations and Maintenance

        Protection, Health and Safety

        Audit

        Social Security/Medicare

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

Education

SECTION 3: The Treasurer shall file a certified copy of this resolution with the Cook County Clerk on or before December 24, 2019.

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

made the motion to adopt.

seconded.

Adopted this 12th day of December 2019 at South Holland, Illinois.

AYES:

NAYS:

ABSENT:

_____

Chairman

ATTEST:

_____

Secretary

PTELA Resolution

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information

ITEM No. _____**FY20-VI.F**_____

For Board Action on **December 12, 2019**

BOARD COMMITTEE:
_____ Policy
_____ Finance
_____ Architectural
_____ Other

FUNDING:
_____ College Operating
_____ College Capital
_____ Protection, Health, and Safety

__X_ Grant Funded
___Student Life
___Special Levies

PROPOSAL SUMMARY

Recommend that the Board of Trustees approve the new (AAS 0009) Barber College AAS Degree and Certificate for implementation in fall semester 2020.

ESTIMATED COST OR BENEFIT

The cost for this program will be paid through the Workforce Equity Initiative Grant.

JUSTIFICATION OF ACTION

Based on the data collected, this occupation is a fast and growing field with livable wages. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees approve the new (AAS 0009) Barber College AAS Degree and Certificate for implementation in fall semester 2020.

* Are funds available in the budget? **Yes**
* Is this related to any previous Board action? **No**
* Specify above if matching funds are required.

* Is this part of a large project requiring additional funds? (Explain) **No**

* Attach supplemental information as necessary

APPROVALS:

_____
Originator

_____ 12/0/19
Appropriate Vice President

_____
President

Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum

Illinois Community College Board
Application for *Permanent* Approval Career & Technical Education Curriculum

<u>Submit One Hard Copy & One Electronic Copy</u>

College Name:	South Suburban College		5-Digit College #:	51001
Contact Person:	Matthew Beasland		Phone:	708-210-5762
Email:	mbeasland@ssc.edu		Fax:	708-210-5771

<u>Curriculum Information</u>

AAS Title:	Barbering- Associate in Applied Science	Credit Hours:	65	CIP Code:	12 120402
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Barber Technician Certificate	Credit Hours:	50	CIP Code:	12 120402
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District		Regional		Statewide	
Proposed Implementation Date:	07-01-2020					

Submission Includes:	
	Part A: Feasibility, Curriculum Quality And Cost Analysis
	Part B: Supportive Documentation And Data

This Curriculum Was Approved By The College Board Of Trustees On:	Date:	
State Approval Is Hereby Requested:		
Required--Chief Administrative Officer Signature		*Date*

ICCB USE ONLY			
ICCB Approval Date:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

<u>*Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.*</u>

1

Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum

Illinois Community College Board
Application for *Permanent* Approval Career & Technical Education Curriculum

<u>Submit One Hard Copy & One Electronic Copy</u>

College Name:	South Suburban College		5-Digit College #:	51001
Contact Person:	Matthew Beasland		Phone:	708-210-5762
Email:	mbeasland@ssc.edu		Fax:	708-210-5771

<u>Curriculum Information</u>

AAS Title:	Barbering- Associate in Applied Science	Credit Hours:	68	CIP Code:	12.0402
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Barber Technician Certificate	Credit Hours:	50	CIP Code:	12.0402
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District		Regional		Statewide	
Proposed Implementation Date:		07-01-2020				

Submission Includes:	
X	Part A: Feasibility, Curriculum Quality And Cost Analysis
X	Part B: Supportive Documentation And Data

This Curriculum Was Approved By The College Board Of Trustees On:	Date:	
State Approval Is Hereby Requested:		
Required--Chief Administrative Officer Signature		Date

South Suburban College

Barber College

Form 20 Additional Information

Part A: Feasibility, Curriculum Quality, and Cost Analysis

Feasibility

1) Labor Market Need

a. Program Purpose:

The purpose of Barbering Program is to prepare students for entry level positions in the Barbering filed. Through the program the students will learn the skills necessary to pass the Illinois Department of Financial and Professional Regulations Barber Licensing exam.

b. Target Population:

The Barbering Program Degree and Certificate targets a variety of people wishing to enter the barbering profession. The Barbering Program is designed for people with no prior experience in the field and desire to obtain their state license. The Barber Certificate is perfect for anyone that would like to earn a career credential that can lead to immediate employment. The field of barbering can be an excellent opportunity for returning citizens to re-enter the workforce.

c. Related Occupations:

After the program participant graduates and passes their state licensing exam they will be able enter the occupational fields of Barber or Hairdresser.

d. Supply-Demand Information:

The field of Barbering is expected to grow by 10.8% by the year 2024 in LWIA 7 and is expected to grow 13% nationwide. According to the Bureau of Labor Statistics Illinois has the top salary for barbers at $44,782. The Illinois WorkNet website says that 2,241 Barbers are employed in Illinois with 987, or 44% being employed in Cook County. The related occupation of Hairdresser employs 25, 629 licensed professionals in Illinois, 11,689 in Cook County.

e. Alternate Documentation

According to InDeed.com there are currently 328 entry level job openings for barbers in Cook County and 767 entry level positions for hairdressers in Cook County.

f. **Planning and Collaboration**

    i. **Educational & Workforce Partnerships**

South Suburban College is a partner at the South Suburban American Job Center in Chicago Heights at Prairie State College. Information was shared with the One Stop Partners where partners were eager to have a public option for a barber school. SSC held its first Barber Program Advisory Committee meeting on December 6, 2019. Representation from the local workforce and secondary institutions were present.

    ii. **Employer Partners**

Cook County Juvenile Detention Center, Chicago, IL
Clippers and Shears, Harvey, IL
Cuts on Point, Midlothian, IL
Dynasty Cuts, Harvey, IL
Elite Clientele, Dolton, IL

    iii. **Employer Input**

The private sector is eager to start working with the Barbering Program. Many of the salons that SSC personally visited emphasized the importance of creating a professional network for the graduates of the barbering program. See advisory committee meeting minutes.

g. **Related Offerings**

Currently there are no local, public, barber schools in the area. The closest community colleges that offer a related program are Truman College and College of DuPage with their Cosmetology programs. In district we have one for-profit Barber College: Networks Barber College, and four for-profit Cosmetology Schools: Capri, BT Hair Care Salon, John Amico, and Trenz Beauty Academy.

h. **Regional Programs**

South Suburban College is not seeking regional designation.

2) **Need Summary**

According to BLS data, the average salary for a Barber in Illinois is $42,930, or $20.64 per hour with an increase in demand of 9% by 2026. In our local workforce investment area, there are currently 328 new job openings for Barbers, and the field is expected to grow by

10.8% in our local workforce area. The Barber career leads to accelerated employment for returning citizens and is an accelerated route to entrepreneurship. Furthermore, the availability of a Barber Technician program at SSC increases access to this high demand sector by offering programming and support at a fraction of the cost to attend area proprietary institutions.

Curriculum Quality

1) **Curriculum Information**

   a. **Curriculum**

      i. **Curriculum Description:**

      Barber Technician Certificate:

      The Barber Technician Certificate offers students hands on training in the art, skill, and science used in the barbering business. This includes the design of hair, facial shaving, chemical services for hair, installation of temporary hair pieces, salon operations, and barber license review. The program meets the standards of the Illinois Department of Finance and Professional Regulation (IDFPR) in total hours, teaching staff, equipment, facilities, libraries, and course content.

      Students are required to complete a specific number of hours in the Barber College Salon. Once students have completed all coursework and laboratory hours, they are ready to sit for the licensure examination through the IDFPR. Students must be licensed in order to practice Barbering in Illinois.

      Associate in Applied Science of Barbering:

      The Associate in Applied Science of Barbering Degree offers students hands on training in the art, skill, and science used in the barbering business. This includes the design of hair, facial shaving, chemical services for hair, installation of temporary hair pieces, salon operations, and barber license review. The program meets the standards of the Illinois Department of Finance and Professional Regulation (IDFPR) in total hours, teaching staff, equipment, facilities, libraries, and course content.

      Students are required to complete a specific number of hours in the Barber College Salon. Once students have completed all coursework and laboratory hours, they are ready to sit for the licensure examination through the IDFPR. Students must be licensed in order to practice Barbering in Illinois.

      ii. **Curriculum:** See Curricula Charts

b. Educational Alignment

i. Academic/Curricular Alignment

South Suburban College's Barbering program will work with the Adult Education Department to create a student pipeline. The Barber College and Adult Education Department will collaborate to design an Integrated Education and Training pathway for the field of barbering.

ii. Rational

The rational for the Barber Technician Certificate and the AAS of Barbering exceeding 30 and 60 credit hours respectively is that the IDFPR requires the certificate program to be at least 50 credit hours in length. The AAS degree has the general education courses on top of the certificate. The general education portion of the degree is a minimum of 15 additional credit hours on top of the 50 credit hours required for the certificate.

iii. Relationship to Existing Curricula at the College

The AAS of Barbering will provide opportunities to students who are currently undecided or have already earned their GECC to earn a college degree. The Barber Technician Certificate and AAS of Barbering degree are stackable credentials that build upon each other.

iv. Articulation

The Barber Technician Certificate and AAS of Barbering are credentials that lead to immediate employment, with the AAS of Barbering being a terminal degree.

v. Academic & Technical Skill Requirements

1) Academic Entry Skills

The academic entry skills required for the Barber Certificate and AAS of Barbering are either a High School Diploma or a High School Equivalency.

2) General Education

The purpose of general education at SSC is not simply to prepare students for a life of work, but to prepare them for the work of their lives. Throughout the history of the West, the emphasis in education has been on the study of both Mind and Nature, and the goals of education have remained constant:

G1. The student will demonstrate critical thinking through written, oral or skill-based activities;

G2. The student will argue with insight, intelligence, eloquence and responsibility.;

G3. The student will express oneself with discipline and creativity.

G4. The student will demonstrate an understanding of discipline specific material and how it interrelates with other subjects.

G5. The student will recognize the existence of a multi-cultural society and demonstrate an appreciation of multiple perspectives.

G6. The student will evaluate the impact of science and technology on the individual, society and the natural world.

General Education Objectives

1. COMMUNICATION

C1. Students will compose written English in a grammatically correct, well-organized and coherent manner for a variety of purposes.

C2. Students will compose, develop and deliver effective, English, language-based oral presentations for a variety of purposes.

C3. Students will demonstrate an understanding of the various forms of rhetoric.

C4. Students will integrate library/research skills into various areas of study.

2. MATHEMATICS

M1. Students will demonstrate analytical, quantitative, and problem-solving skills.

M2. Students will integrate mathematical relationships with other fields of study.

3. HUMANITIES

H1. Students will identify and analyze ideas, movements, civilizations and cultures.

H2. Students will critically assess and express ideas about cultural diversity and individual roles in society.

4. FINE ARTS

FA1. Students will apply aesthetic reasoning for the expression, analysis, and interpretation of art forms.

FA2. Students will express themselves by creating or performing works of verbal or non-verbal Art.

5. SOCIAL AND BEHAVIORAL SCIENCES

SB1. Students will examine human thought processes and behaviors in diverse populations, cultures and settings.

SB2. Students will use the principles of Social and Behavioral Science to analyze and interpret individual and world issues.

6. PHYSICAL AND LIFE SCIENCE

PS1. Students will demonstrate an ability to effectively use scientific terminology.

PS2. Students will apply fundamental scientific conceptual frameworks for understanding and evaluating natural phenomena and their causes and effects.

7. TECHNOLOGY

T1. Students will demonstrate the use of a variety of forms of technology as fundamental tools.

T2. Students will demonstrate the effective application of current computers and software to a particular field of study.

3) **Technical Skills**

The industry skill standards for earning an Illinois Barber License have been set by the IDFPR. An Illinois Barber License is required to work as a barber in Illinois. The college has taken the necessary steps required to make sure that our barbering curriculum is in alignment with IDFPR Section 1175.330, Barber Curriculum Requirements. We worked with a licensed barber instructor and

barber school consultant to create a barber school curriculum that is in alignment with IDPFR regulations.

4) Employability Skills

SSC's Barbering Curriculum has employability skills built into the classes. Students will not only learn the technical skills required to be a good barber, but also the essential employability skills required to be successful in the workplace. Students will learn about time management, customer relations, sanitation, bookkeeping, business ethics, and labor laws.

vi. Career Development

Resume building, career information, and employment search activities are integrated into the classes. In the Barber Salon area there will be a job placement board for local postings and a local barber professional network will be created through our advisory council.

vii. Course Syllabi: See Part B

c. Work-Based Learning

Work-based learning will be achieved through the program's Salon Operations classes. The Salon Operations classes allow students to practice the skills and techniques learned in class in real world situations in the Barber Lab. The salon will be open to the public and offer hair cuts and services to the general public. Students will provide the services under the supervision of a licensed barber instructor to have work-based learning experiences.

d. Accreditation for Programs

The Barber program is required to be accredited through IDFPR. The college has created a curriculum that is inclusive of the IDFPR requirements outlined in section 1175.330, Barber Curriculum Requirements. The college will seek accreditation when the Barber College Salon is completed and ready for inspection by the IDFPR.

e. Assessment of Student Learning Objectives

i. Student Learning Objectives

See course outlines, student learning objectives

ii. Assessment of Student Learning Objectives

Students will be assessed throughout the program through written assignments, written exams and quizzes, and student demonstrations of technical skills. Upon program completion students will sit for the Illinois State Barber exam to receive their Illinois State Barber License.

    f. Continuous Quality Improvement

        i. The college will continuously evaluate student Illinois State License exam pass rates to improve the quality of its offerings. If it is found that there are patterns of topics that are missed on the exam the barbering program will re-evaluate its curriculum to rectify the findings of the evaluation.

        ii. The college will continuously evaluate the data provided through the Assessment of Student Learning to make improvements to the program curricula. Any shortcomings in student learning outcomes will be addressed in amendments to program curricula to ensure that the barber program is always high quality and relevant.

2) Unique or Noteworthy Features of the Program

The Barbering program will stand apart from all other programs that are similar in nature because it will be the only public Barber College offered at a Community College in the state of Illinois. There are several Cosmetology programs in the Illinois community college system, but this will be the program that prepares students to take the Illinois State Barber exam.

3) Faculty Requirements

    a. **Faculty Qualifications:** See Part B
    b. **Faculty Needs:** See Part B

4) Academic Control

    a. **Internal Oversite:**

    The department of Academic Services and Barber College faculty will be responsible for the academic integrity and oversite of the program.

    b. **Contractual/Cooperative Agreements:** N/A

Cost Analysis

1. Source of Funds

The program has been developed through the Workforce Equity Initiative (WEI) Grant with continuation of the program being supported through college operational funds. The grant

funds used for the program are as follows: WEI Grant, $3,000 Barber Curriculum Development; $70,000 for renovation of existing space to create a Barber Lab; $20,200 for classroom equipment; and $39,600 for Instructional Supplies, Student Uniforms, and Illinois Practical Barber Exam Kits. Facilities will exclusively be used for the Barbering Program as the renovated space is being developed specifically for the Barbering Program.

2. **Equipment**

   The following equipment will need to be purchased to run the program:
   Eight Barber Chairs: $8,000
   Eight Barber Station Floor Mats: $800
   Four Shampooing Sinks: $800
   Four Shampooing Stations: $2,600
   Eight Barber Stations: $8,000

3. **Facilities**

   Per IDFPR Section 1175.305 Physical Site Requirements the Barber College Lab must be at least 500^2 ft. The college is renovating a space of 684^2 ft for the Barber College Lab. The approximate cost of the renovation is $70,000. For lecture portions of the class the program will utilize existing classrooms throughout the college.

4. **Finance:** See Finance Chart of Part B

Occupational Curriculum Approval Application

PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

Occupational Demand

1. a) Labor Market Data. _Append_ any occupational or industry projections data that supports the need for the proposed program(s).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers** (indicate from which surrounding districts)
39-5011 Barber	22 locally, 54 statewide, 6,200 nationwide	13% Nationwide, 10.8% in LWIB 7
39-5012 Hairdresser	377 locally, 825 statewide, 84,700 Nationwide	+4% Statewide, 10.8% in LWIB 7

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES Illinois Dept. of Employment Security website.

** Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	**Second Year**	**Third Year**
Full-Time Enrollments:			
Part-Time Enrollments:	48	72	72
Completions:		48	72

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

8

CURRICULUM STRUCTURE.

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "*"courses with pre-requisites; *Italicize* transferrable courses. BOLD new courses.

Program Title: Barbering- Associate in Applied Science (AAS)

	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (*required* coursework). Specify Courses. Total	Min 6 hrs Min 3 hrs Min 3 hrs. Min 3 hrs Or Min 3 hrs	*Group I: Communications *Group II: Humanities & Fine Arts *Group III: Social & Behavioral Sciences *Group IV: Mathematics or *Group V: Physical & Life Sciences *See enclosed "General Education Requirements for AAS Degrees" for course selections.	6 3 3 3 or 3	Varied	Varied
Career and Technical Education (CTE) Courses (*required* coursework) Total	BAR101 BAR102 BAR103 BAR112 BAR113 BAR114 BAR202 BAR210 BAR203 BAR220 BAR213 BAR212 BAR225 BAR223 BAR250	**Introduction to Barbering** **Art of Barbering I** **Salon Operations I** **Art of Barbering II** **Salon Operations II** **Barber Styling I** **Art of Barbering III** **Chemical Services I** **Salon Operations III** **Chemical Services II** **Advanced Salon Operations I** **Advanced Barbering** **Barber Business** **Advanced Salon Operation II** **Barber License Review**	3 3 4 3 4 3 3 3 4 3 4 3 3 4 3	2 2 0 2 0 2 2 2 0 2 0 2 2 0 3	2 2 12 2 12 2 2 2 12 2 12 2 2 12 0
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.) Total					
CTE Electives Total					
Total Credit Hours Required For Completion			65	21	78

GENERAL EDUCATION REQUIREMENTS FOR AAS DEGREES

Group I—Communication (Choose minimum of 6 hours)
- ENG 101 — Composition and Rhetoric (must be completed with a grade of "C" or better)
- ENG 102 — Composition and Research (must be completed with a grade of "C" or better)
- SPE 108 — Oral Communication (must be completed with a grade of "C" or better)

Group II—Humanities and Fine Arts (Choose minimum of 3 hours)
- ART 101 — Drawing I
- ART 105 — Art History Survey, Ancient World
- ART 106 — Art History Survey, Renaissance - Modern
- ART 107 — Art Appreciation
- ART 109 — Ceramics
- ART 110 — Metals and Jewelry
- ART 111 — Two Dimensional Design
- ART 112 — Three Dimensional Design
- ART 113 — Color Theory and Practice
- ART 130 — Computer Art I
- ART 139 — History of Photography
- ART 140 — Photography I Digital
- ART 201 — Painting
- ART 219 — Non Western Art
- ART 221 — The History of Art in Architecture
- DRM 151 — Theatre Appreciation
- DRM 152 — Plays and Playwrights
- ENG 103 — Introduction to American Literature I, 1607-Civil War
- ENG 104 — Introduction to American Literature II, Civil War to Present
- ENG 111 — Introduction to Literature I
- ENG 122 — Creative Writing
- ENG 123 — Ethnic Studies in African American Literature
- ENG 124 — Introduction to Linguistics, Structure and Function of English Language
- ENG 202 — Introduction to British Literature I
- ENG 203 — Introduction to British Literature II
- ENG 204 — Shakespeare
- ENG 206 — World Literature
- ENG 207 — World Literature II
- ENG 208 — Introduction to Women's Literature
- HFA 108 — Intro to Film Appreciation
- HFA 109 — Intro to Film History
- HFA 158 — Drama Into Film
- HFA 201 — General Humanities I
- HFA 202 — General Humanities II
- HFA 203 — Humanities of Eastern Asia
- MUS 106 — Fundamentals of Music
- MUS 116 — Music Theory I
- MUS 115 — Introduction to Music Literature
- MUS 123— Music Appreciation

- MUS 151-165 — Private Applied Music
- MUS 169 — Class Instruction Piano I
- MUS 170 — Class Instruction Piano II
- MUS 173 — Class Instruction, Voice
- MUS 174 — Class Instruction, Voice
- MUS 187 — South Suburban College Voices
- MUS 190 — South Suburban College Chorale
- MUS 195 — Symphonic Band
- MUS 197 — Jazz Lab (dance band workshop)
- MUS 198 — Orchestra
- MUS 220 — Introduction to Rock & Roll
- MUS 221 — Introduction to Jazz
- MUS 223 — Introduction to African American Music
- PHL 101 — Introduction to Philosophy
- PHL 102 — Ethics
- PHL 103 — World Religions
- PHL 105 — Logic
- SPN 101 — Elementary Spanish I
- SPN 102 — Elementary Spanish II
- SPN 113 — Elementary Conversational Spanish
- SPN 115 — Spanish for Health Care Providers I
- SPN 203 — Intermediate Spanish I
- SPN 204 — Intermediate Spanish II
- SPN 205 — Spanish for the Spanish Speaking
- SPN 213 — Intermediate Conversational Spanish
- URB 141 — African-American Arts

Group III—Social and Behavioral Sciences (Choose minimum of 3 hours)
- ANT 101 — Anthropology
- ECO 201 — Principles of Economics, Macro
- ECO 202 — Principles of Economics, Micro
- GEO 103 — Geography of the Developed World
- GEO 104 — Geography of the Emerging World
- HIS 101 — History of Modern Eastern Asian Civilization
- HIS 109 — Europe to the 19th Century
- HIS 110 — History of Modern Europe (19th and 20th Centuries)
- HIS 151 — African American History
- HIS 203 — Early American History
- HIS 204 — Later American History
- HIS 271 — History of Modern African Civilization
- HSA 101 — Introduction to Human Services
- PSC 101 — American National Government
- PSC 102 — American Local and State Governments
- PSC 108 — Contemporary Political Problems
- PSC 210 — Comparative Foreign Governments
- PSY 101 — Introduction to Psychology (Science of Human Behavior)
- PSY 103 — Psychology of Personal Adjustment
- PSY 204 — Social Psychology

- PSY 205 — Theories of Personality
- PSY 206 — Abnormal Psychology
- PSY 211 — Human Growth and Development (Lifespan)
- PSY 212 — Adolescent Psychology
- PSY 220 — Human Sexuality
- SOC 101 — Introduction to Sociology
- SOC 102 — Social Problems
- SOC 205 — Marriage and the Family
- SOC 206 — Juvenile Delinquency
- SOC 225 — Ethnic and Racial Relations
- URB 101 — Introduction to Urban Studies

Group IV—Mathematics (Choose minimum of 3 hours)
- MTH 100 — Intermediate Algebra
- MTH 103 — Fundamentals of Mathematics
- MTH 106 — Technical Mathematics I, Algebra and Trigonometry
- MTH 111 — Technical Mathematics II, Analytic Geometry and Introduction to Calculus
- MTH 115 — General Education Mathematics
- MTH 126 — Fundamentals of Statistics
- MTH 145 — Math Concepts & Structures I
- MTH 146 — Math Concepts & Structures II
- MTH 161 — Finite Mathematics
- MTH 165 — College Algebra
- MTH 167 — Plane Trigonometry
- MTH 169 — Precalculus
- MTH 170 — Discrete Mathematics
- MTH 180 — Calculus for Business and Social Science
- MTH 190 — Calculus and Analytic Geometry I
- MTH 211 — Statistics
- MTH 200 — Introduction to Linear Algebra
- MTH 203 — Calculus and Analytic Geometry II
- MTH 204 — Calculus and Analytic Geometry III
- MTH 205 — Differential Equations
- BUS 105 — Business Mathematics

Or...

Group V—Physical and Life Sciences (Choose minimum of 3 hours)
- AST 101 — Introduction to Astronomy
- BIO 101 — Concepts of Biology
- BIO 102 — Introductory Biology
- BIO 103 — Environmental Biology
- BIO 104 — Microbes and Society
- BIO 105 — General Biology I
- BIO 115 — Human Body Structure
- BIO 185 — Human Anatomy and Physiology I
- BIO 152 — Man and His Environment
- CHM 101 — Chemistry and Society

- CHM 111 — Introductory Chemistry I
- CHM 113 — General Chemistry I
- GLG 101 — Physical Geology
- PHS 101 — Physical Science
- PHY 101 — Mechanics, Heat and Sound
- PHY 115 — Topics in Applied Physics
- PHY 210 — University Physics I

All students must demonstrate minimum math competency equivalent to MTH 095 in those programs in which mathematics is not a specific requirement.
Keyboarding is an expected competency in many career programs and can be shown by taking OAT 100 or having had high school course(s) or demonstrating proficiency through ECEP.

NOTE: Provide a separate Curriculum Chart for EACH program if submitting multiple programs in one application.

CURRICULUM STRUCTURE.

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "*"courses with pre-requisites; *Italicize* transferrable courses. BOLD new courses.

Program Title:	Barber Technician Certificate				
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (*required* coursework). Specify Courses.

Total | | | | | |
| Career and Technical Education (CTE) Courses (*required* coursework)

Total | BAR101 | Introduction to Barbering | 3 | 2 | 2 |
	BAR102	Art of Barbering I	3	2	2
	BAR103	Salon Operations I	4	0	12
	BAR112	Art of Barbering II	3	2	2
	BAR113	Salon Operations II	4	0	12
	BAR114	Barber Styling I	3	2	2
	BAR202	Art of Barbering III	3	2	2
	BAR210	Chemical Services I	3	2	2
	BAR203	Salon Operations III	4	0	12
	BAR220	Chemical Services II	3	2	2
	BAR213	Advanced Salon Operations I	4	0	12
	BAR212	Advanced Barbering	3	2	2
	BAR225	Barber Business	3	2	2
	BAR223	Advanced Salon Operation II	4	0	12
	BAR250	Barber License Review	3	3	0
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.) Total					
CTE Electives

Total | | | | | |
| Total Credit Hours Required For Completion | | | 50 | 21 | 78 |

2. b) Curriculum Sequence. Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

2. c) Contractual/Cooperative Agreements. Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

Faculty Requirements

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e., Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Professional Certificate	Barber	Barber Teacher Certificate	2	1
Professional Certificate	Cosmetology	Cosmetology Teacher Certificate	2	1

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty		4		2		2
# of Existing Faculty				4		4

FISCAL SUPPORT

4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

4. b) Finance Chart. Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs	**$81,120**	$123,773	$126,966
Administrator Costs	$0	$0	$0
Other Personnel costs (specify positions)	$0	$0	$0
Equipment Costs (append list)	$20,200	$0	$0
Library/LRC Costs	$150	$150	$150
Facility Costs*	$70,000	$0	$0
Other (specify)	$0	$0	$0
Total New Costs	$171,470	$123,923	$127,116

* Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions.

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information

ITEM No. __FY20-VI.G__

For Board Action on **December 12, 2019**

BOARD COMMITTEE:	FUNDING:	
_____ Policy	__X___College Operating	__ _ Grant Funded
_____ Finance	_____College Capital	___Student Life
_____ Architectural	_____ Protection, Health, and Safety	___Special Levies
_____Other		

PROPOSAL SUMMARY

Recommend that the Board of Trustees approve the new Patient Care Tech Basic Certificate (0515) for implementation in spring semester 2020.

ESTIMATED COST OR BENEFIT

The cost for this program will be paid through the allied health budget.

JUSTIFICATION OF ACTION

Based on the data collected, this occupation is a fast and growing field with livable wages. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees approve the new (Patient Care Tech Basic Certificate (0515) for implementation in spring semester 2020.

* Are funds available in the budget? __Yes__
* Is this related to any previous Board action? **No**
* Specify above if matching funds are required.
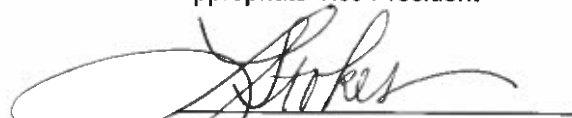
* Is this part of a large project requiring additional funds? (Explain) **No**

* Attach supplemental information as necessary

APPROVALS:

Originator

J. William 12/2/19
Appropriate Vice President

Stokes
President

Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum

Illinois Community College Board
Application for *Permanent* Approval Career & Technical Education Curriculum

<u>Submit One Hard Copy & One Electronic Copy</u>

College Name:	South Suburban College		5-Digit College #:	51001
Contact Person:	Dr. Jeffery J. Waddy		Phone:	708-210-5768
Email:	jwaddy@ssc.edu		Fax:	708-210-5792

<u>Curriculum Information</u>

AAS Title:		Credit Hours:		CIP Code:	
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Patient Care Tech	Credit Hours:	16	CIP Code:	51.3902
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District	X	Regional		Statewide	
Proposed Implementation Date:		01-01-2020				

Submission Includes:	
X	**Part A:** Feasibility, Curriculum Quality And Cost Analysis
X	**Part B:** Supportive Documentation And Data

This Curriculum Was Approved By The College Board Of Trustees On:	Date:	
State Approval Is Hereby Requested:		
Required--Chief Administrative Officer Signature		*Date*

ICCB USE ONLY			
ICCB Approval Date:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

<u>*Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.*</u>

1

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

1. Labor Market Need. Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.

Employment of patient care tech/nursing assistants is projected to grow 9 percent from 2018 to 2028, faster than the average for all occupations. Employment of orderlies is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations.

As the baby-boom population ages, patient care tech/nursing assistants and orderlies will be needed to assist and care for elderly patients in long-term care facilities, such as nursing homes. Older people are more likely than younger people to have disorders such as dementia, or to live with chronic diseases, such as heart disease and diabetes. More patient care tech/nursing assistants will be needed to care for patients with these conditions.

Demand for patient care tech/nursing assistants may be constrained by the fact that many nursing homes rely on government funding. Cuts to programs, such as Medicare and Medicaid, may affect patients' ability to pay for nursing home care. In addition, patient preferences and shifts in federal and state funding are increasing the demand for home and community-based long-term care, which should lead to increased opportunities for nursing assistants working in home health and community rehabilitation services.

a. **Program purpose:** Briefly describe the employment goal for completers of the program. (i.e. "....to provide entry-level employment training or support the pursuance of advancement opportunities".) If more than one program is included in the application, delineate the purpose for each program.

This program will prepare students to function in the role of a patient care technician (PCT) in an acute care setting. The program provides students with a basic foundation in healthcare terminology, nursing assistant skills, cardiac monitoring set-up and techniques, phlebotomy, and venipuncture skills. Graduates of the PCT certificate will be eligible to sit for the national certification exam as a certified Patient Care Technician

b. Target population. Describe the target audience for the proposed program. Indicate whether this program is intended for individuals seeking entry-level employment, for advancement or cross-training opportunities for existing employees, or for those looking to increase their skill set through specialized education and training.

The target audiences for patient care tech are for individuals seeking entry-level employment into high demand careers. The program starts with a Basic Nursing Assistant Integrated Education and Training (BNATP) program and stacks credentials in EKG and Phlebotomy. Upon successful completion of the program, students must pass the Illinois State's competency exam to become a Certified Nursing Assistant (CNA). Earning this credential allows participants to continue into the Nursing or PCT educational pathway. According to BLS wage data Nurses in Local Workforce Investment Area 7 earn an average annual wage of $73,890 with an occupational outlook of an increase of 12%. Employment of registered nurses is projected to grow 15% from 2016 to 2026, much faster than the average for all occupations. A PCT will receive stackable credentials in EKG, Basic Nursing Assistant Program -BNAP, and Phlebotomy. This program creates an accelerated PCT pathway to fill the needs of our participants and local employers. The program is a basic certificate, which allows completion in one semester. According to Indeed.com, the average national salary of jobs for PCT is $36,000.00 with a high confidence ranking based on over 250 sources. The U.S. Department of Labor, Bureau of Labor Statistics (BLS) data shows job outlooks for PCTs and related careers will increase by 23% over the next 10 years.

c. Related occupations. Describe the types of jobs for which the program(s) will train graduates (i.e. specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See CTE Career Clusters or Illinois Programs of Study for more information on Career Clusters and Programs of Study in Illinois. Complete the **Occupational Chart** (Part B).

There are two key trends we don't see changing in the near future: Stacking credentials and an increase in responsibilities.

Students will follow the Health Science career clusters entering the diagnostic services pathways. Stacking credentials can help give allied health professionals an advantage when it comes to starting and growing their careers. NHA Certification Holders most commonly stack the following credentials with CPCT/A: EKG, Phlebotomy and Basic Nursing.

d. Supply-Demand Information. Append in Part B labor market information from current sources (i.e., the Illinois Department of Employment Security) which represent projected demand/job openings versus existing supply/completers in related programs in *your district and/or neighboring districts as appropriate.* For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of all districts to be served. Complete the **Enrollment Chart** (Part B).

e. Alternate Documentation. If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" for more information. Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval

Please download and see the rest of the PCT research in our industry publication, *access*™.

f. Planning and Collaboration. Describe how the proposed curriculum fits into the colleges overall plans and goals to meet career and technical education/workforce preparation needs within the district/region.

The program will be based on the regional model. However, the programs (BNAP, EKG and PHB) will collaborate to offer this high demand program in Patient Care Tech.

1. Educational & Workforce Partnerships. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils and other appropriate partners.

South Suburban College has learned from employers and community partnerships of the value of Patient Care Techs and the benefits it brings to our community.

2. Employer Partners. List all employer partners and their locations (city/state). Employer partners include those that are actively engaged in the development, implementation, and evaluation of the CTE program. Additionally, employer partners may be engaged in the work-based learning component of the program and where successful students may obtain available employment.

Ingalls Hospital	Harvey, IL
South Suburban Hospital	Hazel Crest, IL
Roseland Hospital	Roseland/Pullman, IL
Family Christian Health Center	Harvey, IL
Aunt Martha's Health Services	South Holland, IL

3. Employer Input. Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Once approved, the advisory board will be formed and will host regular meetings.

g. Related Offerings: Describe what similar programs are being offered by your institution and other training providers within your district. Include information on neighboring districts or border state providers as appropriate.

There are no similar offerings within the college. Students will follow the Health Science career clusters entering the diagnostic services pathways. Stacking credentials can help give allied health professionals an advantage when it comes to starting and growing their careers. NHA Certification Holders most commonly stack the following credentials with CPCT/A: EKG, Phlebotomy and Basic Nursing. There are no other trainings similar to this within our district.

h. Regional Programs: If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (i.e. via distance learning, online education or campus branches) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

The college will extend the program within the boundaries of the college district 510. The college will also solicit the high schools within district 510 for potential students. College proposes to include forms of distance learning, online education and using the Oak Forest site as methods of instruction.

2. Need Summary. Provide a brief summary of your findings which support the need to develop and offer the proposed program(s) within your district. Include any additional information not already reported that illustrates demand for the program(s).

This project creates an accelerated PCT pathway to fill the needs of our participants and local employers. The program is a basic certificate, which allows completion in one semester. According to Indeed.com, the average national salary of jobs for PCT is $36,000.00 with a high confidence ranking based on over 250 sources. The U.S. Department of Labor, Bureau of Labor Statistics (BLS) data shows job outlooks for PCTs and related careers will increase by 23% over the next 10 years.

CURRICULUM QUALITY
1. Curriculum Information. All CTE programs must be comprehensive and aligned with rigorous standards, and they must prepare learners for opportunities in high-skill and in-demand fields. Demonstrate the college has developed quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

a. Curriculum: Provide a catalog description and curriculum layout for the program. If submitting a degree and certificate together, include a description and curriculum *for each*.

This program will prepare students to function in the role of a patient care technician (PCT) in an acute care setting. The program provides students with a basic foundation in healthcare terminology, nursing assistant skills, cardiac monitoring set-up and techniques, phlebotomy, and venipuncture skills. Graduates of the PCT certificate will be eligible to sit for the national certification exam as a certified Patient Care Technician.

Proposed Extension	
NAS-100	6
PHB-101 Phlebotomy/Health	4
PHB-102 Phlebotomy Internship	2
ECG-101 Echocardiography Fundamentals	4
Total credits	16

1) Catalog description. Provide a description of the program(s) as it will appear in the college's catalog. **2) Curriculum.** Complete a Curriculum Chart (Part B) for each program.

b. Educational alignment: Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: Illinois Programs of Study.

The proposed program is apart of the Health Science Cluster and follows the pathway of diagnostic services.

1. **1) Academic/Curricular Alignment.** Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?

    The college has mechanisms in place that will benefit high school students, adult education students, and community students at large. We assume that students will have at least one credential (BNAP, EKG, or Phlebotomy). We also know that we offer BNAP programs in our district high schools, adult education programs and community. The college will use the student services to evaluate transcripts, academic advising, and program coordinators to ensure a seamless transition into the PCT program. Credit earned while in high school will be reviewed and accepted. ECEP credit will also be extended to adult education and community students.

2. **2) Rationale.** If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. This may include supportive documentation from curricular design, licensure/accrediting bodies, workforce partners, etc...

    The program is a 16 credit hour basic certificate program.

3. **3) Relationship to existing curricula at the college:** Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

    There are two key trends we don't see changing in the near future: Stacking credentials and an increase in responsibilities. Stacking credentials can help give allied health professionals an advantage when it comes to starting and growing their careers. NHA Certification Holders most commonly stack the following credentials with CPCT/A: EKG, Phlebotomy and Basic Nursing.

4. **4) Articulation.** Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e. baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

    Because the BNAP program is embedded within the PCT program, it will allow our student to matriculate into other nursing programs (LPN, ADN, and BSN). Once approved, the college will engage Chicago State University, Governor's State University and University of Illinois into an articulation agreement.

5. **5) Academic & Technical Skill Requirements.** Describe how the college ensures that the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:
    a. **Academic Entry Skills:** Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed program. How will the college ensure appropriate remediation for students (e.g. through Academic Support Services or CTE/DevEd Bridge Instruction).

Support Services - The South Suburban Workforce Equity (SSWE) project is designed with clearly defined support services that are grounded in Vincent Tinto's theoretical framework of student engagement (1993). This case management approach assesses the unique needs of each individual participant and establishes wrap-around, holistic services to meet these needs. Services include college-to-career coaching, professional development, academic/social/career workshops, summer bridge programs, disability services, tutoring, mentoring, professional affiliations/networking, behavioral health services, academic & support planning, financial assistance, job placement assistance, internships and progress monitoring. Participants actively engage in weekly appointments, workshops, check-ins, and other project activities/services. Regular, active engagement promotes overall student success. Each participant interaction is documented, tracked, and monitored. Participants are required to complete academic and support plans upon entry into the project. Participants meet with Coaches regularly and engage in at least 1 activity weekly with a minimum of 40 activity engagements throughout the project cycle. These 40 engagements must include all aspects of support programming and are defined based on the academic planning process and individualized support planning process. All services are structured based on individual need and are not limited to 1 per week or 40 per project year

b. **General Education:** Describe how the general education requirements support the technical skill requirements of the CTE program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?

The general education requirements are in align with the technical skills requirement for this CTE program. Each of the general education objectives is embedded within the program objectives and will be covered in the program.

c. **Technical Skills:** Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when and through what agency/entity? Is it optional or required (i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Patient cares technicians (PCT's) — also called patient care associates — tend to ill and injured individuals and assist with critical day-to-day care. They primarily work under the supervision of a nurse but may occasionally work under the supervision of a provider such as a physician.

Typical skills performed by a PCT include:

- Providing basic patient care (bathing, feeding, catheter care) and accommodating the special needs of patients
- Acquiring, distributing and administering patient care supplies
- Collecting laboratory specimens
- Performing safety checks and ensuring cleanliness in patient rooms
- Monitoring and recording vital signs/changes in patient health
- Performing EKG and phlebotomy procedures
- Providing emotional support to patients and families, particularly coping with grief and death

PCT is certification is optional, however the BNAP training is not. Therefore, the college has mechanisms in place that will encourage PCT student to complete all four certification eligible for: (CPCT, EKG, CNA and certified phlebotomist).

d. **Employability Skills:** Describe how employability skills (the transferable skills needed by an individual to make them employable) are incorporated into the content of the program. Include any specific employability skills identified by employers and/or program developers.

Stacking credentials can also show employers that you are equipped to handle a variety of tasks — which is great considering 37% of the employers we surveyed indicated the level of responsibility for patient care technicians is increasing.

6. **6) Career Development.** Describe how career information, resume building and employment search activities are incorporated into the curriculum.

    Career coaching will occur throughout the entire project and include internship and clinical placement and mentor matching. Participants meet with potential employers through direct appointment and job fairs. Workshops focus of career readiness skill development.

7. **7) Course Syllabi.** Append in Part B the appropriate ICCB course syllabi/documentation for new courses or any existing courses that are being modified significantly for the proposed curricula. Course addition and/or modification requests should be submitted via CurricUNET once the proposed program receives approval.

    The college has identified all existing courses that encompass the Patient Care Technician's Program.

c. **Work-Based Learning.** Work-based learning provides participants with work-based opportunities to practice and enhance the skills and knowledge gained in their program of study or industry-training program, as well as to develop employability, and includes an assessment and recognition of acquired knowledge and skills. Examples include: internships, service learning, paid work experience, on-the-job training, incumbent worker training, transitional jobs, and apprenticeships. See the Career Pathway Dictionary for the full continuum of work-based learning and employer engagement strategies, including specific definitions. Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

The program participants will have to complete a supervised clinical practicum for BNAP and an internship for Phlebotomy to complete 150 sticks.

d. **Accreditation for Programs.** Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?)

There are not accrediting agencies for Patient Care Technicians.

e. Assessment of Student Learning: Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program- level.

The college will make sure students meet the objectives by certification exams. There are four certification opportunities within this program. The certification exam/mock exams will be a tool to measure success.

1) Student Learning Objectives. Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:

1. Demonstrate the knowledge of patient care/nursing field and the health care professions concentrating on the caregiver's relationship with the patient's Legal and ethical behavior, identify the role of each health-career team member, how to explain to the patient the "Patient Bill of Rights," patient confidentiality, identification of signs of abuse and negligence.
2. Demonstrate the knowledge of the most common medical terminology abbreviations.
3. Demonstrate the basic understanding of the basic elements of anatomy and physiology, including study of the cells and levels of organization of matter, body planes and directions and body systems.
4. Demonstrate proficiency on taking and interpreting vital signs, transferring the patients, personal care including bed bath, food intake service and management of specimen collection.
5. Identify general governing medical emergencies and giving assistance in specific emergencies, such as bleeding, burns, concussions, foreign bodies, poisoning, fainting, and chest pain.
6. Know procedures for patient admissions, patient transfer, and patient discharge.
7. Demonstrate the necessary skills to establish a work plan with the patient at home, identification of methods for medication storage, and performing patient-related cleaning tasks and laundry.
8. Demonstrate the knowledge and skills in medical asepsis, bed making, fire prevention, general care of patients, care of orthopedic patients, diets, nutrients, fluid balance, care of the diabetic patient, gynecological care, and care of the mentally ill patients. In addition the student will practice with infusion equipment, binder and elastic bandage, the geriatric patient and their rehabilitation.
9. Demonstrate the required skills to assist and perform in an on-the-job setting the necessary abilities to function with a patient.
10. Demonstrate proficiency through the successful completion of the CNA State of Illinois exam.
11. Demonstrate three methods to calculate heart rate from the EKG tracing: 6-second method, R to R (Rate to Rate), sequencing. Identify andresolveartifacts from the EKG tracing, including wandering baseline, somatic, and electrical.
12. Demonstrate proper upload of EKG to patient record.
13. Identify and explain waves, complexes, rate, and intervals of normal versusabnormal EKG.
14. Evaluate EKG waveforms for symmetry, direction, and amplitude -P waves, QRS complexes (Q-waves, R-waves, S-waves), ST segments (S-waves, T-waves), and T waves.
15. Compare and contrast normal sinus, bradycardia, tachycardia, and asytole rhythms by evaluating manual or digital rhythm strips.

- the general education component of the curriculum, and
- the career and technical education component of the curriculum.
  2) Assessment of Student Learning Objectives. Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment though portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

The college will make sure students meet the objectives by certification exams. There are four certification opportunities within this program. The certification exam/mock exams will be a tool to measure success.

f. Continuous Quality Improvement.

1) Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.

The college will continue to use trends data and advisory board information so that the program remains relevant. In addition, the college will continue to use survey data from employers and community partnerships.

2) Describe how the college will use Assessment of Student Learning information/data to improve the curricula.

The college will continue to monitor certification exam results and mock exam results to make changes within the curriculum. The college will also capture internship/work based learning feedback to make changes to the curriculum.

2. Unique or noteworthy features of the program. Describe how the proposed program(s) stands apart from other programs similar in nature. Include Information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

The noteworthy feature of this program is the stackable credentials students are able to obtain. This feature will allow community resident retool themselves into higher paying jobs and opportunity to continue their education. The PCT program will use all forms of instructional methods to benefit the end user – students.

3. Faculty Requirements. Describe the number of other faculty, existing and new, that will be required to implement and support the program.

This program does not require hiring any new faculty. The current faculty in phlebotomy, nursing and echocardiography will be used to support this offering.

a) Faculty Qualifications. Complete the **Faculty Qualifications Chart** (Part B). **b) Faculty Needs.** Complete the **Faculty Needs Chart** (Part B)

4. Academic Control. Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

The college has 100% control of the program, which includes admissions, faculty hiring, and program quality and content.

a) Internal Oversight. Indicate what department and staff at the institution are responsible for maintaining the academic integrity of the program.

Overall, the Vice President of Academic Services will have complete oversight for maintaining the academic integrity of the program. However, the Dean of Allied Health and faculty coordinators assume the responsibility on the program level.

b) Contractual/Cooperative Agreements. Append to Part B

COST ANALYSIS

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

1. **Source of Funds. Specify the source of funds the college will use to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts (i.e. Postsecondary Perkins, $5,000 for program development; or USDOL Grant, $10,000 for equipment).**

There will be no new cost associated with the new program. Once approved, the college will develop and be compliant with all federal and state requirements for Perkins funding.

> **NOTE for Perkins funded CTE programs: In order for CTE programs to be supported, in whole or part, by federal Perkins funding, they must meet or be working towards fulfilling the federal and state requirements of a Program of Study. Applicants should include a statement as to whether they have completed (or are in progress to complete) the Perkins Programs of Study process for relevant programs.**
>
> **See the policy notice Appendix C: Using Perkins funding to Support New and Existing CTE Programs attached to this Manual for more information.**

2. **Equipment. If necessary, append to Part B**

> There will be no new cost associated with the new program. Once approved, the college will develop and be compliant with all federal and state requirements for Perkins funding.

3. **Facilities. Verify the college has adequate facilities (i.e. classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e. local businesses, labor councils, community organizations, etc...) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.**

    There will be no new cost associated with the new program. Once approved, the college will develop and be compliant with all federal and state requirements for Perkins funding.

1. **Finance.** Complete the **Finance Chart** (Part B)

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

OCCUPATIONAL DEMAND
1. a) **Labor Market Data.** *Append* any occupational or industry projections data that supports the need for the

proposed program(s).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
Phlebotomist (31-9097)	638	5,335

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES Illinois Dept. of Employment Security website.

** Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	50	60	70
Part-Time Enrollments:			
Completions:	40	52	58

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

CURRICULUM STRUCTURE.

Form 20: Application for Permanent Approval of Career & Technical Education Curriculum

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk"*"courses with pre-requisites; *Italicize* transferrable courses. BOLD new courses.					
Program Title: Patient Care Technician					
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (*required* coursework). Specify Courses. Total					
Career and Technical Education (CTE) Courses (*required* coursework) Total	NAS-100 PHB-101 ECG-101	Basic Nursing Training Program Phlebotomy/Health Echocardiography Fundamentals	6 4 4	3.5 3 3	6 2 2
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.) Total	PHB-102	Phlebotomy Internship	2		8
CTE Electives Total					
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			16		

NOTE: Provide a separate Curriculum Chart for EACH program if submitting multiple programs in one application.

2. b) Curriculum Sequence. Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

Semester 1	
NAS-100 Basic Nursing Training Program	6
PHB-101 Phlebotomy/Health	4
PHB-102 Phlebotomy Internship	2
ECG-101 Echocardiography Fundamentals	4
Total	16

2. c) Contractual/Cooperative Agreements. Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

N/A

FACULTY REQUIREMENTS

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e. Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
AAS	Nursing	RN	3 years experience or related occupations	3 years teaching

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	0	0	0	0	0	0
# of Existing Faculty	3	0	3	0	3	0

FISCAL SUPPORT

4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

The equipment will be shared between three programs (echocardiography, BNAP, and phlebotomy):

1. EKG machines
2. Simulation arms
3. Simulation manikins

4. b) Finance Chart. Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs	$ 0	0	0
Administrator Costs	0	0	0
Other Personnel costs (specify positions)	0	0	0
Equipment Costs (append list)	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (specify)	0	0	0
TOTAL NEW COSTS	$ 0	$ 0	$ 0

*Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions.

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM No. **FY20-VI.H**

For Board Action on **December 12, 2019**

BOARD COMMITTEE:
_____ Policy
_____ Finance
_____ Architectural
_ _____ Other

FUNDING:
_____ College Operating
_____ College Capital
_____ Protection, Health, and Safety

_____ Grant Funded
____ Student Life
____ Special Levies

PROPOSAL SUMMARY

The Calendar Committee has met to recommend the revised academic calendar for the fall 2020 semester and the proposed academic calendars for the fall 2021, spring 2022, and summer 2022 semesters.

ESTIMATED COST OR BENEFIT

No cost.

JUSTIFICATION OF ACTION

The committee recommends that the Board adopt the attached revised academic calendar for the fall 2020 semester and the attached proposed fall 2021, spring 2022, and summer 2022 calendars. This action will assist in providing credit courses and associate degree programs for an academically prepared student body.
(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees adopt the revised academic calendar for the fall 2020 semester and the proposed academic calendars for the fall 2021, spring 2022, and summer 2022 semesters.

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

* Specify above if matching funds are required.
* Is this part of a large project requiring
  additional funds? (Explain) **No**

* Attach supplemental information as necessary

APPROVALS:

Janka L. Williams 12/3/19
Appropriate Vice President

Stokes
President

REVISED FALL 2020 – ACADEMIC CALENDAR

Thursday, August 13   Faculty Development (full day)

Friday, August 14   Faculty Development (½ day morning)

Saturday, August 15   Adjunct Development Day

Monday, August 17   First meeting of day and evening 1st 8 week and 16 week credit classes

Friday, August 28   10th Day of the **2020FA** Teem

Monday, September 7   **Labor Day – Main Campus Closed - No Classes**
                             OFC Campus Open – No SSC Classes

Monday, September 14   First meeting of day and evening 12 week credit classes

Monday, September 28   Last day to withdraw from 1st 8 week credit classes

Saturday, October 10   End of 1st 8 week credit classes

Monday, October 12   **Columbus Day – Main Campus Closed - No Classes**
                             OFC Campus Open – No SSC Classes

Tuesday, October 13   First meeting of 2nd 8 week credit classes

Friday, November 13   **Veterans' Day Observed – Main Campus Closed - No Classes**
                             OFC Campus Open – No SSC Classes

Monday, November 23   Last day to withdraw for 2nd 8, 12 week and 16 week college credit classes

Thurs.–Sat, Nov. 26-28   **THANKSGIVING RECESS – College Closed**
                             NO CLASSES - BOTH CAMPUSES

Sat., December 5   Last meeting of day and evening college credit classes

Mon.-Sat., Dec. 7-12   FINALS WEEK

Monday, December 14   Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community
                             Education where applicable

December 22 - January 2 College Closed

PROPOSED FALL 2021 – ACADEMIC CALENDAR

Thursday, August 12	Faculty Development (full day)
Friday, August 13	Faculty Development (½ day morning)
Saturday, August 14	Adjunct Development Day
Monday, August 16	First meeting of day and evening 1st 8-week and 16-week credit classes
Friday, August 27	10th Day of the **2021FA** Teem
Monday, September 6	**Labor Day – Main Campus Closed - No Classes** **OFC Campus Open – No SSC Classes**
Monday, September 13	First meeting of day and evening 12-week credit classes
Monday, September 27	Last day to withdraw from 1st 8-week credit classes
Saturday, October 9	End of 1st 8 week credit classes
Monday, October 11	**Columbus Day – Main Campus Closed - No Classes** **OFC Campus Open – No SSC Classes**
Tuesday, October 12	First meeting of 2nd 8 week credit classes
Friday, November 12	**Veterans' Day Observed – Main Campus Closed - No Classes** **OFC Campus Open – No SSC Classes**
Monday, November 22	Last day to withdraw for 2nd 8, 12-week and 16-week college credit classes
Thurs.–Sat, Nov. 25-27	**THANKSGIVING RECESS – College Closed** **NO CLASSES - BOTH CAMPUSES**
Sat., December 4	Last meeting of day and evening college credit classes
Mon.-Sat., Dec. 6-11	FINALS WEEK
Monday, December 13	Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable
December 22 – January 3	College Closed

PROPOSED SPRING 2022 – ACADEMIC CALENDAR

Tuesday, January 4	College reopens
Thursday, January 6	Faculty Development
Friday, January 7	Faculty Development (½ day morning)
Saturday, January 8	Adjunct Development Day
Monday, January 10	First meeting of day and evening 1st 8-week and 16-week credit classes
Monday, January 17	**Martin Luther King Holiday – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes**
Monday, January 24	10th Day of the **2022SP** Term
Monday, February 7	First meeting of day and evening 12-week credit classes
Monday, February 21	**Presidents' Day – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes**
Monday, February 28	Last day to withdraw from 1st 8-week credit classes
Friday, March 4	**Pulaski Day Observed – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes**
Saturday, March 5	End of 1st 8-week credit classes
Mon-Sat, March 7-12	**Midterm Break College *Open* Main Campus - No Classes OFC Campus Open – No SSC Classes**
Monday, March 14	First meeting of 2nd 8-week credit classes
Thursday, April 14	**Spring Break – *College Open* NO CREDIT CLASSES**
Friday, April 15	**Spring Day – *College Closed* NO CLASSES - BOTH CAMPUSES**
Saturday, April 16	**NO CREDIT CLASSES**
Monday, April 25	Last day to withdraw from 2nd 8-week, 12-week and 16-week credit classes
Saturday, May 7	Last meeting of day and evening college credit classes
Mon.-Sat., May 9 - 14	FINALS WEEK
Sunday, May 15	Graduation
Monday, May 16	Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable

PROPOSED SUMMER 2022 – ACADEMIC CALENDAR

Monday, May 30   **MEMORIAL DAY – College Closed
NO CLASSES – BOTH CAMPUSES**

Monday, June 6   First meeting of day and evening credit classes

Monday, July 4   **Independence Day – College Closed
NO CLASSES – BOTH CAMPUSES**

Monday, July 18   Last day to withdraw from day and evening classes

Thursday, July 28   Last meeting of day and evening classes

Monday, August 1   Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY20-VI.I

For Board Information in December, 2019   Board Meeting Date: December 12, 2019

BOARD COMMITTEE:
_____ Policy
_____ Finance
_____ Architectural
_____ Other

FUNDING:
_____ College Operating
_____ College Capital
_____ Protection, Health, and Safety

_____ Grant Funded
_____ Student Life
_____ Special Levies

PROPOSAL SUMMARY

The proposal is to set the Board Meeting dates for 2020. The Board Meetings will be held the second Thursday of the month at 8:00 p.m. in the Board Room with one exception: the July meeting will be held at the Oak Forest Center.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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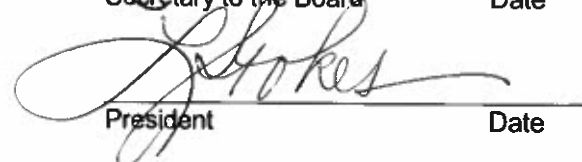
MOTION

Move that the Board of Trustees set the dates of the South Suburban College Board meetings for 2020.

* 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 ___No___
Additional funds?

APPROVALS

_____   11/26/19
Secretary to the Board   Date

_____
President   Date

South Suburban College
South Holland, Illinois

TO: Dr. Lynette Stokes

FROM: Martin Lareau

DATE: November 26, 2019

SUBJECT: 2020 Board Meeting Dates

We respectfully request Board approval for the 2020 Board meeting dates. We have cross-referenced with the academic calendar and find no conflicts. The second Thursday of every month of 2020 is as follows:

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

*Meeting to be held at the Oak Forest Center

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.A.1

Board Meeting Date: December 12, 2019

BOARD COMMITTEE	FUNDING	
____ Policy	__X__ Operating	____ Grant Funded
____ Finance	____ College Capital	____ Student Life
____ Architectural	____ Protection, Health and	____ Special Levies
____ Other	Safety	

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Mr. Corey McDonald, full-time instructor in the Mathematics Department, effective December 15, 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 Mr. McDonald. 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 Mr. Corey McDonald, full-time instructor in the Mathematics Department, effective December 15, 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)

Originator _____ Date 11/21/19

Director of Human Resources _____ Date 12/6/19

Appropriate Vice President _____ Date 11/21/19

President _____ Date 12/6/19

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: __FY20-VII.A.2__

Board Meeting Date: <u>December 12, 2019</u>

BOARD COMMITTEE

____	Policy
____	Finance
____	Architectural
____	Other

FUNDING

__X__	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 Ms. Nancy Mulvihill, full-time instructor in the Allied Health Department, 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. Mulvihill. 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 Ms. Nancy Mulvihill, full-time instructor in the Allied Health Department, effective December 31, 2019, and grant permission to advertise to fill the vacated position, as needed.

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

Approvals:

Originator	11/21/19 Date
Director of Human Resources	12/6/19 Date
Appropriate Vice President	11/21/19 Date
President	12/6/19 Date

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.A.3

Board Meeting Date: December 12, 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 resignation of Marvin Wynne, full-time Campus Police Officer in the Campus Police Department, effective December 4, 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 resignation of Marvin Wynne, full-time Campus Police Officer in the Campus Police Department, effective December 4, 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)

Originator   12/04/19   Date

Director of Human Resources   12/6/19   Date

Appropriate Vice President   12/6/19   Date

President   12/6/19   Date

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.1

Board Meeting Date: December 12, 2019

BOARD COMMITTEE

_____	Policy
_____	Finance
_____	Architectural
_____	Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Jaidon Nance as a Campus Police Dispatcher (evenings) in the Campus Police Department, effective January 6, 2020, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time position, classified Grade VIII on the support staff salary schedule; 35 hours per week, 52 weeks per year, with a beginning annual salary of $36,403 plus shift differential.

JUSTIFICATION OF ACTION

This position is required to fill the vacancy created by the retirement of Margo Morton. This position aligns with Strategic Direction 2, SSC 2.21, to provide an attractive, safe, healthy, and welcoming learning environment for all students.

MOTION

Request that the Board of Trustees appoint Jaidon Nance as a Campus Police Dispatcher (evenings) in the Campus Police Department, effective January 6, 2020, 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

Originator   Date 11/26/19

Director of Human Resources   Date 12/6/19

Appropriate Vice President   Date 11/26/19

President   Date 12/6/19

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.2

Board Meeting Date: December 12, 2019

BOARD COMMITTEE

____	Policy
____	Finance
____	Architectural
____	Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Nadine Boone as a full-time Custodian I (evening shift) in the Physical Plant Department, effective December 16, 2019, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time support staff position for 35 hours per week, 52 weeks per year, classified Grade IV on the Support Staff Salary Schedule. The annual salary is $31,227 plus shift differential.
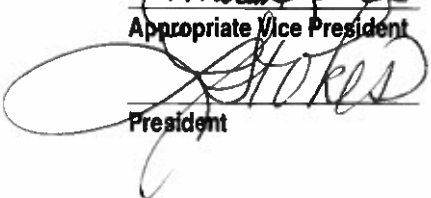
JUSTIFICATION OF ACTION
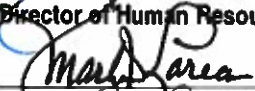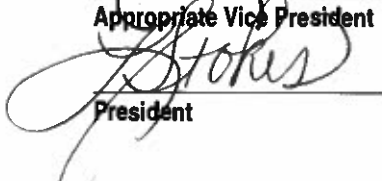
This position is required to fill the vacancy created by the retirement of Keith Hickey. This position aligns with Strategic Direction 2, SSC 2.21, to provide an attractive, safe, healthy, and welcoming learning environment for all students.

MOTION

Move that the Board of Trustees appoint Nadine Boone as a full-time Custodian I (evening shift) in the Physical Plant Department, effective December 16, 2019, pending successful completion of a criminal background investigation.

* 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

Approvals:

Originator   Date 12/6/19

Director of Human Resources   Date 12/6/19

Appropriate Vice President   Date 12/6/19

President   Date 12/6/19

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: ___FY20-VII.C.1___

Board Meeting Date: <u>December 12, 2019</u>

BOARD COMMITTEE:
_____ Policy
_____ Finance
_____ Architectural
_____ Other

FUNDING:
__X__ College Operating
_____ College Capital
_____ Protection, Health, and Safety

_____ Grant Funded
_____ Student Life
__ Special Levies

PROPOSAL SUMMARY

Move to reappoint non-tenured faculty for the 2020 academic year.

ESTIMATED COST OR BENEFIT

Based upon continuing placement on the faculty salary schedule.

JUSTIFICATION OF ACTION

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are recommended for reappointment: **Amy Babinec, Dectric Fletcher, John McGreevy, Kimberly Marks, Megan Tabag, and Naketa Young.** This action will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

MOTION
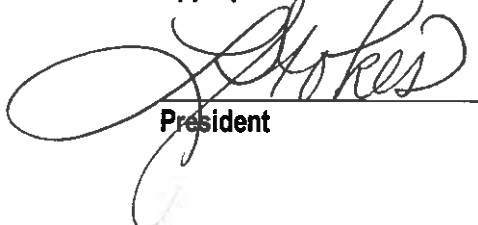
Move that the Board of Trustees reappoint the following faculty members: **Amy Babinec, Dectric Fletcher, John McGreevy, Kimberly Marks, Megan Tabag, and Naketa Young,** for the 2020 academic year.

Approvals:

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

Director of Human Resources   Date   12/6/19

Appropriate Vice President   Date   12/3/19

President   Date   12/6/19

BOARD COMMITTEE

____	Policy
____	Finance
____	Architectural
____	Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Faculty Association (hereafter "SSCFA") concerning the election of mathematic chairperson prior to the 2020 election term.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

In this Memorandum of Agreement, the parties agree that the mathematics department will hold a special election for the position of department chair before December 1, 2019. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

MOTION

Move that the Board of Trustees accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Faculty Association (hereafter "SSCFA") concerning the election of mathematic chairperson prior to the 2020 election term.

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 _Tasha S. Williams_   Date _11/26/19_

Director of Human Resources   Date _12/6/19_

Appropriate Vice President _Tasha S. Williams_   Date _11/26/19_

President   Date _12/6/19_

MEMORANDUM OF UNDERSTANDING

BETWEEN

SOUTH SUBURBAN COLLEGE

AND THE SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION

This Memorandum of Understanding is made on the 12th day of December 2019, by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and the South Suburban College Faculty Association (hereafter "SSCFA").

Whereas the current Mathematics Department Chairperson will be concluding employment with South Suburban College prior to the end of his elected term;

Whereas both the COLLEGE and SSCFA believe it best to immediately replace the current Mathematics Department Chairperson, rather than wait until the regularly scheduled election in the Spring Semester;

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

1. ELECTION DATE: The Mathematics Department will hold a special election for the position of Department Chair before December 1, 2019.

2. TERM OF THE POSITION: The faculty member elected as Department Chair will serve a term to include the Spring Semester of 2020 and the entire two-year term from June 1, 2020 through May 31, 2022.

3. WAIVER: By executing this MOU, the COLLEGE and the SSCFA agree not to grieve any of the terms and conditions stated herein.

4. JURISDICTION: This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois

5. 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: Dr. Lynette Stokes, President
                               South Suburban Community College District #510
                               15800 South State Street
                               South Holland, Illinois 60473

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

6. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand agree that the terms stated herein shall apply only to Mathematics Department Chair election for the Spring 2020 semester, and the regular term beginning in the Fall 2020 semester and concluding with the end of the Spring 2022 semester, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.

7. EFFECTIVE DATE: This MOU shall be effective immediately upon execution and may not be revoked by any party unless mutually agreed in writing by the authorized agent of the party.

8. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.

9. AMENDMENTS: This Agreement may not be modified except by written approval of the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____