



**South Suburban College
Board of Trustees
June 11, 2020**



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
VIRTUAL ATTENDANCE VIA ZOOM MEETINGS
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, JUNE 11, 2020
7:50 PM

- I. Recommendation to accept the bids of Central Poly-Bag Corp, \$5,660.00; Chemcraft, \$11,785; and Unipak, \$1,350.00 for the purchase of custodial paper products and supplies.



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
VIRTUAL ATTENDANCE VIA ZOOM MEETINGS
REGULAR BOARD MEETING AGENDA
THURSDAY, JUNE 11, 2020
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION / ACCESS**
<https://zoom.us/j/99515572066>
- IV. **PRESENTATIONS/REPORTS**
There are none
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee Meeting held May 14, 2020
 - B. Regular Board Meeting held May 14, 2020
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for June, 2020 (T. Pollert)
 - C. Approval to accept the bids of Central Poly-Bag Corp, \$5,660.00; Chemcraft, \$11,785; and Unipak, \$1,350.00 for the purchase of custodial paper products and supplies (A. DeFilippo)
 - D. Approval to change the date of the September 10th Board of Trustees meeting to Thursday, September 17th, 2020 at 8:00 p.m. (M. Lareau)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Institutional Reorganization Plan
 - C. Appointments
 - D. Approval of the fiscal year 2021 compensation package for administration
 - E. Approval of the fiscal year 2021 compensation package for TPE employees
 - F. Approval of the fiscal year 2021 compensation package for grant-funded employees
- 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**

Minutes

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, MAY 14, 2020

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:53 p.m.

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

Committee members absent: None.

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

Other Board members absent: Trustee Terry Wells.

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

Agenda:

I. Recommendation to accept the base bid and alternate #1 of Kreykes Electric in the amount of \$182,785 for emergency repairs and related work.

Trustee DeFilippo recommended the board accept the base bid and alternate#1 of Kreykes Electric in the amount of \$182,785 for emergency repairs and related work at the regular board meeting.

The Meeting adjourned at 8:00 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

REGULAR BOARD MEETING MINUTES

THURSDAY, MAY 14, 2020

I. CALL TO ORDER & ROLL CALL:

At 8:04 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held virtually via Zoom.

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

Absent: Trustee Terry Wells

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

II. PLEDGE OF ALLEGIANCE

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

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A Virtual Student Art Awards presentation was delivered to the Board of Trustees by the SSC Art Department.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held April 9, 2020

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held April 9, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

B. Regular Board meeting held April 9, 2020

Trustee Rogers moved and Student Trustee Adamson seconded to approve the minutes of the Regular Board meeting held April 9, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for May 2020

Trustee Whittington moved and Trustee Daly seconded to authorize the Treasurer to pay the list of bills payable for May, 2020, in the amount of \$2,730,422.60. On roll call, John Daly, Anthony DeFilippo, Vivian

Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Approval to accept the base bid and alternate #1 of Kreykes Electric in the amount of \$182,785 for emergency electrical repairs and related work.

Trustee DeFilippo moved and Trustee Payne seconded to accept the accept the base bid and alternate #1 of Kreykes Electric in the amount of \$182,785 for emergency electrical repairs and related work. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VIII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Daly moved and Trustee Rogers seconded to approve the following retirements:

1. Retirement of Nancy Burrows, grant-funded Client Solutions/Regional Projects Specialist in the Business and Career Institute, effective August 31, 2020, and grant permission to advertise to fill the vacated, grant-funded position, as needed.

2. Retirement of Thurman Walker, full-time Custodian in the Physical Plant Department, effective July 31, 2020, and grant permission to advertise to fill the vacated position, as needed.

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

B. Appointments

1. Trustee Daly moved and Trustee DeFilippo seconded to approve the appointment of Brianna Wells as a full-time, grant-funded Adult Career Coach in the Job Training Department effective May 18, 2020, and grant permission to advertise to fill the vacated position of Grant-funded Testing and Course Specialist in the Business & Career Institute, as needed. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Tenure

1. Trustee Daly moved and Trustee Whittington seconded to grant tenure to Sheral Brooks (Allied Health/Occupational Therapy Assistant Program) and Maureen Moran (Reading Department) in Academic Services for the 2020/2021 academic year.

2. Trustee Daly moved and Trustee Rogers seconded to reappoint Suha Mohammed (Communications/Speech Department) and Naomi West (Nursing Department) as non-tenured faculty in Academic Services for the 2020/2021 academic year.

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

D. Memorandum of Understanding (Covid-19)

Trustee Whittington moved and Trustee Payne seconded to approve the Memorandum of Understanding between the South Suburban College Support Staff Association and Community College District No. 510 regarding compensatory time for Support Staff employees required to be present on campus during the Covid-19 pandemic. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VII. Closed Session:

There was none

ADJOURNMENT

At 8:58 p.m., Trustee Daly moved and Trustee Rogers seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

Janet Rogers, Secretary of the Board

Frank M. Zuccarelli, Chairman of the Board

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.A

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move to accept the Financial Report, as presented.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your board packet for the period ending April 30, 2020. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to accept the Financial Report, as presented.

Approvals:

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

Tim Pallett 6/8/20
 Controller/Treasurer Date

Mary Moran 6/8/2020
 Appropriate Vice President Date

Stokes 6/8/2020
 President Date

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees

From: Tim Pollert

Date: May 19, 2020

Subject: Financial Report For The Period Ending April 30, 2020

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$1,081,460.40	\$23,735,344.28
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,474,511.79	\$24,899,895.41

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,485,158.58	\$37,192,180.33
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,969,296.29	\$38,589,068.29
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$515,862.29	(\$1,396,887.96)

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

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$10,092,239.61	1.82%	-15

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	\$1,401,852.18	\$125,845.84	\$1,527,698.02
December	\$2,488,681.36	\$699,815.85	\$3,188,497.21
January	\$2,601,582.15	\$524,233.43	\$3,125,815.58
February	\$2,688,125.84	\$499,851.85	\$3,187,977.69
March	\$1,001,925.94	\$95,158.98	\$1,097,084.92
April	\$1,002,875.15	\$78,585.25	\$1,081,460.40
May			
June			
YTD	\$20,477,021.58	\$3,258,322.70	\$23,735,344.28

	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	\$1,655,702.85	\$310,017.42	\$1,965,720.27
December	\$2,762,247.50	\$237,006.49	\$2,999,253.99
January	\$2,868,791.86	\$413,345.14	\$3,282,137.00
February	\$2,686,410.40	\$290,160.95	\$2,976,571.35
March	\$1,134,364.33	\$255,410.43	\$1,389,774.76
April	\$1,162,914.70	\$311,597.09	\$1,474,511.79
May			
June			
YTD	\$21,686,825.61	\$3,213,069.80	\$24,899,895.41

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	\$3,385,158.48	\$3,697,169.85	(\$312,011.37)
December	\$4,400,848.15	\$4,084,192.05	\$316,656.10
January	\$4,484,255.48	\$4,999,528.15	(\$515,272.67)
February	\$4,398,158.48	\$4,819,318.90	(\$421,160.42)
March	\$1,513,993.67	\$2,007,289.12	(\$493,295.45)
April	\$2,485,158.58	\$1,969,296.29	\$515,862.29
May			
June			
YTD	\$37,192,180.33	\$38,589,068.29	(\$1,396,887.96)

	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	\$11,665,813.93	2.78%	5
December	\$9,118,969.11	2.73%	(5)
January	\$8,035,221.16	2.77%	4
February	\$7,295,271.12	1.82%	(95)
March	\$11,031,710.66	1.97%	15
April	\$10,092,239.61	1.82%	(15)
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)
UMB		66,829.18	0.00	0.00	0.00
MB Financial		5,151,074.25	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		0.00	0.00	0.00	0.00
MB Contributory Trust		152,099.72	0.00	0.00	0.00
IIIT Money Market		1,921,740.40	0.00	0.00	0.00
53 Financial Money Market		1,732,777.31	0.00	0.00	0.00
Totals	4/1	9,024,553.65	0.00	0.00	0.00
Transactions:					
Illinois Funds MM deposit	4/7	129,091.14			
UMB account investment	4/7	323,106.09			
Illinois Funds MM deposit	4/28	121,883.28			
Illinois Funds MM deposit	4/28	184,580.41			
Illinois Funds MM deposit	4/28	184,588.03			
Illinois Funds MM deposit	4/28	3,520.00			
Illinois Funds MM deposit	4/28	33,710.00			
Illinois Funds MM deposit	4/28	840.00			
Illinois Funds MM deposit	4/28	79,210.00			
		10,085,082.60	0.00	0.00	0.00
Ending Balance:					
UMB		66,829.18	0.00	0.00	0.00
MB Financial		5,151,074.25	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		1,060,528.95	0.00	0.00	0.00
MB Contributory Trust		152,099.72	0.00	0.00	0.00
IIIT Money Market		1,921,740.40	0.00	0.00	0.00
53 Financial Money Market		1,732,777.31	0.00	0.00	0.00
Totals	4/30	10,085,082.60	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
UMB		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	4/1	0.00	0.00	0.00	0.00
Transactions:					
Illinois Funds MM deposit	4/7				
UMB account investment	4/7				
Illinois Funds MM deposit	4/28				
Illinois Funds MM deposit	4/28				
Illinois Funds MM deposit	4/28				
Illinois Funds MM deposit	4/28				
Illinois Funds MM deposit	4/28				
Illinois Funds MM deposit	4/28				
Illinois Funds MM deposit	4/28				
Totals		0.00	0.00	0.00	0.00
UMB		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	4/30	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

Description	INVESTMENT WORKSHEET				Total
	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	
UMB		0.00	0.00	0.00	66,829.18
MB Financial		0.00	0.00	0.00	5,151,074.25
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	0.00
MB Contributory Trust		0.00	0.00	0.00	152,099.72
IIT Money Market		0.00	0.00	0.00	1,921,740.40
53 Financial Money Market		7,157.01	0.00	0.00	1,739,934.32
Totals	4/1	7,157.01	0.00	0.00	9,031,710.66
Transactions:					
					0.00
Illinois Funds MM deposit	4/7				129,091.14
UMB account investment	4/7				323,106.09
Illinois Funds MM deposit	4/28				121,883.28
Illinois Funds MM deposit	4/28				184,580.41
Illinois Funds MM deposit	4/28				184,588.03
Illinois Funds MM deposit	4/28				3,520.00
Illinois Funds MM deposit	4/28				33,710.00
Illinois Funds MM deposit	4/28				840.00
Illinois Funds MM deposit	4/28				79,210.00
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		7,157.01	0.00	0.00	10,092,239.61
UMB		0.00	0.00	0.00	66,829.18
MB Financial		0.00	0.00	0.00	5,151,074.25
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	1,060,528.95
MB Contributory Trust		0.00	0.00	0.00	152,099.72
IIT Money Market		0.00	0.00	0.00	1,921,740.40
53 Financial Money Market		7,157.01	0.00	0.00	1,739,934.32
Totals	4/30	7,157.01	0.00	0.00	10,092,239.61
					0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT SUMMARY						
Fund	Interest Rate	Amount	Purchase Date	Maturity Date	Type Code	Certificate Number / Institutions
<i>Liquid Accounts:</i>						
ISDMAX	1.25	32.79		Open	90	ISDLAF+
Fifth Third	2.18	7,043,108.29		Open	90	MB
UAB/Illinois Funds	1.00	1,127,358.13		Open	50	IL Funds
IIIT Money Market	1.00	1,921,740.40		Open	50	IIIT
<i>Fixed Investments:</i>						
Grand Total		10,092,239.61				
Average %	1.82	(Weighted Average)				

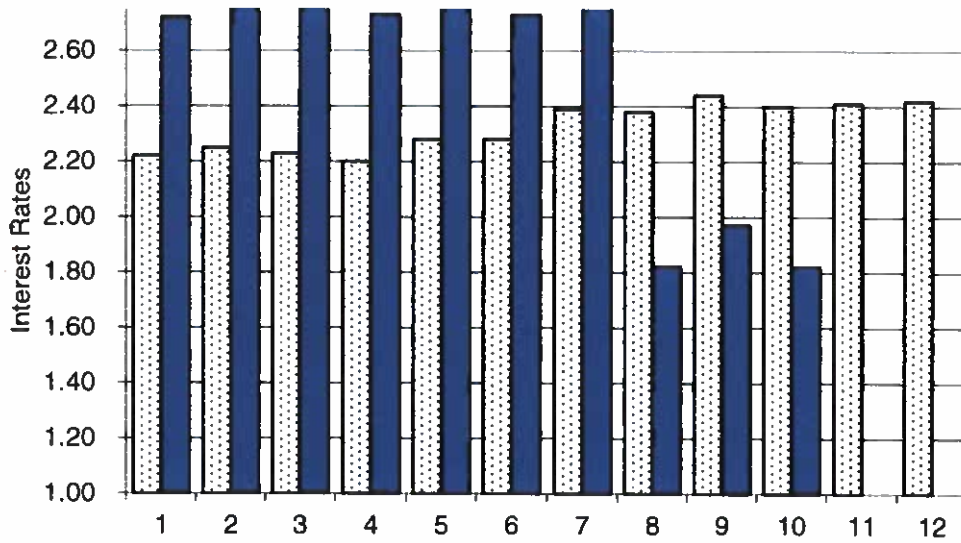
SOUTH SUBURBAN COLLEGE

Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,049,098.53	0.00	3,049,098.53	30%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	7,043,141.08	0.00	7,043,141.08	70%
	Total	10,092,239.61	0.00	10,092,239.61	100%
	Average %	1.82			

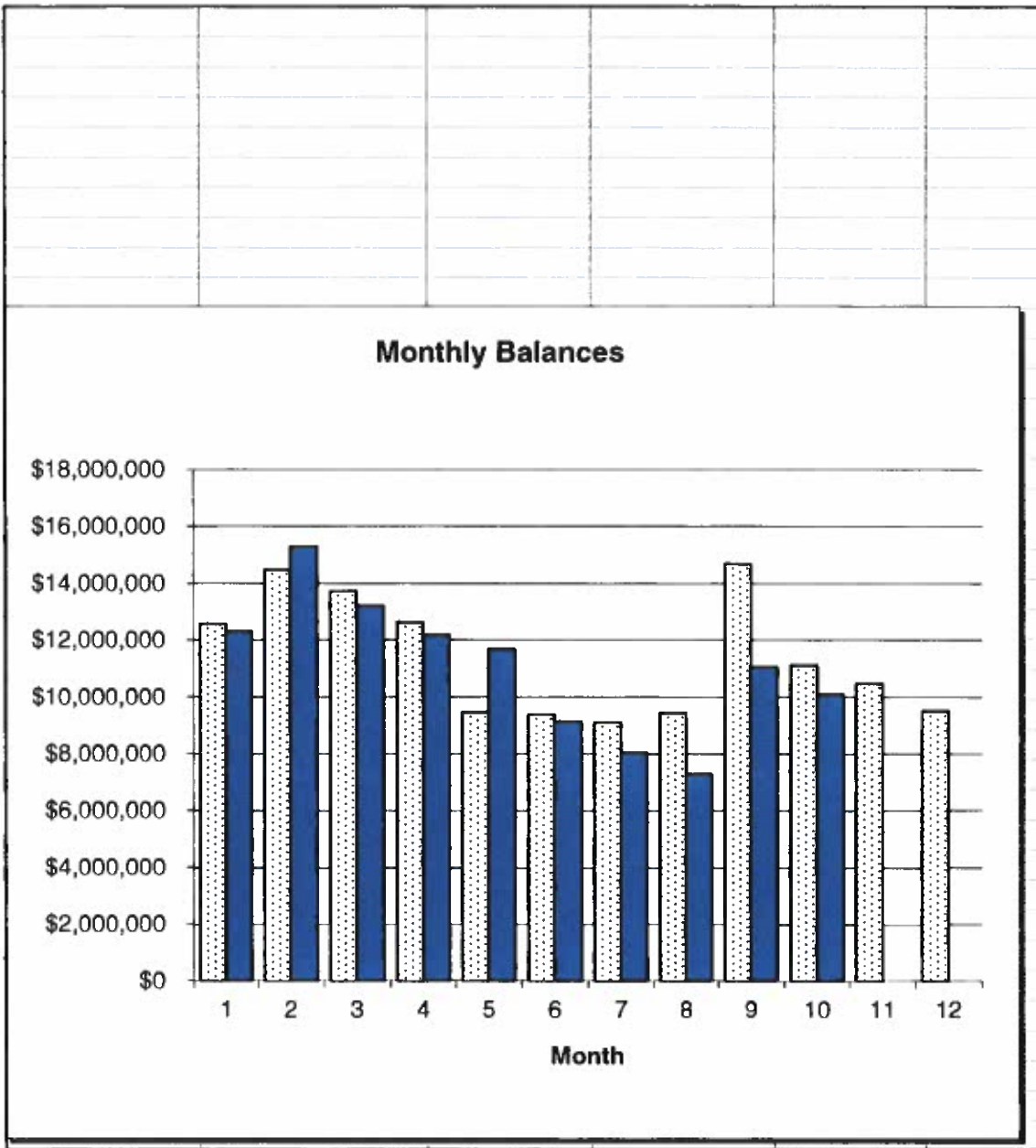
South Suburban College

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	\$12,297,369	2.72
August	14,471,282	2.25	15,281,206	2.79
September	13,723,095	2.23	13,216,127	2.82
October	12,616,990	2.20	12,171,590	2.73
November	9,460,594	2.28	11,674,854	2.78
December	9,380,459	2.28	9,132,270	2.73
January	9,107,201	2.39	8,035,221	2.77
February	9,439,578	2.38	7,295,271	1.82
March	14,680,437	2.44	11,031,711	1.97
April	11,116,177	2.40	10,092,240	1.82
May	10,483,322	2.41		
June	9,500,530	2.42		

Interest Rates



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.B

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

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

Education Fund	\$1,773,238.15
Operations & Maintenance Fund	\$258,857.89
Operation and Maintenance Fund Restricted	\$52,954.33
Auxiliary Enterprise Fund	\$79,766.53
Restricted Funds	\$931,750.15
Special Levies Fund	\$33,570.39
Flex Plan Fund	\$1,203.98
Total	\$3,131,341.42

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

Kim Pallotta 6/8/20

 Controller/Treasurer Date

Mindy Jean 6/8/2020

 Appropriate Vice President Date

Stokes 6/8/2020

 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.C

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

To accept the bids of the lowest responsible vendors for the annual purchase of paper products and supplies for our custodial department.

ESTIMATED COST OR BENEFIT

\$18,795.00

JUSTIFICATION OF ACTION




To provide our custodial staff with the necessary paper products and supplies. (Strategic Direction, 2 SSC2.21) This contract is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students.

MOTION

To accept the bids of Central Poly-Bag Corp, Linden, New Jersey, \$5,660.00; Chemcraft, Chicago, Illinois, \$11,785.00 and Unipack, Brooklyn, New York, \$1,350.00 for the purchase of custodial paper products and supplies.

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)

 Originator	<u>6/8/20</u> Date
 Appropriate Dean/Vice President	<u>6/8/2020</u> Date
 President	<u>6/8/2020</u> Date



South Suburban College

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

MEMORANDUM

To: Lynette Stokes
From: Martin Lareau
Date: May 26, 2020
Subject: Custodial Supplies

On April 17, 2020 we mailed requests for bids for the purchase of custodial supplies to twenty (20) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had nine (9) responses and a public bid opening was held on May 19, 2020 at 12:00 PM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids in the amount of \$18,795.00 for the purchase of custodial supplies.

Custodial Supplies
 Bid Opening
 May 19, 2020

Item	All American Poly	Central Poly "A"	Chemcraft Industries	Interboro Packing "A"	Interboro Packing "B"	Interboro Packing "C"	Interboro Packing "D"	Interboro Packing "E"	Unipack
Poly-liner 40x46	\$ 2,592.00	\$ 2,080.00 L	\$ 2,938.00	\$ 3,468.00 S	\$ 3,096.00 S	\$ 2,564.00 S	\$ 2,296.00 S	\$ 1,864.00 S	\$ 2,094.00
Poly-liner 33x39	\$ 1,540.00	\$ 1,480.00	\$ 1,576.00	\$ 1,496.00 S	\$ 1,396.00 S	\$ 1,228.00 S	\$ 1,148.00 S	\$ 868.00 S	\$ 1,350.00 L
Poly-liner 24x32	\$ 2,302.00	\$ 800.00 L	\$ 888.00	\$ 1,032.00 S	\$ 984.00 S	\$ 784.00 S	\$ 784.00 S	\$ 784.00 S	N/B
Poly-liner 42x46	\$ 2,725.00	\$ 2,140.00	\$ 1,655.00	\$ 3,584.00 L	\$ 3,272.00 S	\$ 2,834.00 S	\$ 2,332.00 S	\$ 1,782.00 S	N/B
Toilet tissue	N/B	\$ 6,297.00	\$ 5,865.00 L	N/B	N/B	N/B	N/B	N/B	N/B
Roll towels 800'	N/B	\$ 2,780.00 L	\$ 2,990.00	N/B	N/B	N/B	N/B	N/B	N/B
Multi fold towels	N/B	\$ 291.80	\$ 265.00 L	N/B	N/B	N/B	N/B	N/B	N/B
Envirox H2	N/B	N/B	\$ 2,500.00 L	N/B	N/B	N/B	N/B	N/B	N/B
Proline Micro Tech	N/B	N/B	\$ 1,620.00 S	N/B	N/B	N/B	N/B	N/B	N/B
Foaming hand sanitizer	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
Foaming hand wash	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
Urinal Screens	N/B	N/B	\$ 1,500.00 L	N/B	N/B	N/B	N/B	N/B	N/B
Ice Melt	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
Vendor Total	\$ -	\$ 5,660.00	\$ 11,785.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350.00

L = Low vendor meeting specifications
 S = Did not meet specifications
 N = No sample provided
 NP= Item not purchased



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.D

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees grant approval to change the date of the September 10th Board of Trustees meeting to Thursday, September 17th, 2020 at 8:00 p.m.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

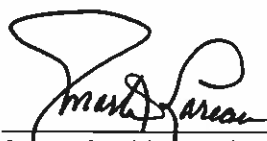
The change of date is required for adequate public inspection of the tentative budget per State Statute. This action is in alignment with Strategic Direction 3.0; ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

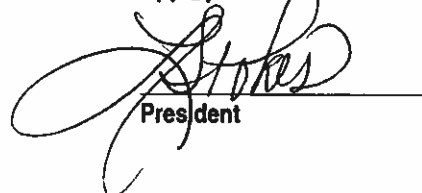
Move that the Board of Trustees grant approval to change the date of the September 10th Board of Trustees meeting to Thursday, September 17th, 2020 at 8:00 p.m.

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)



 Appropriate Vice President



 President

6/8/2020
Date

6/8/2020
Date

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.A.1

Board Meeting Date: June 2, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Bridgette Alexander, full-time Academic Assistant in the HPOG Program, effective June 15, 2020, 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. Alexander. 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. Bridgette Alexander, full-time Academic Assistant in the HPOG Program, effective June 15, 2020, 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)

[Signature] 6/2/20
 Originator Date

[Signature] 6/8/20
 Director of Human Resources Date

[Signature] 6/9/2020
 Appropriate Vice President Date

[Signature] 6/8/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.1

Board Meeting Date: June 11, 2020

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 Institutional Reorganization Plan, as presented.

ESTIMATED COST OR BENEFIT

The full-time technical, professional, exempt (TPE) position of Instructional Designer will earn \$55,000 annually plus \$13,325 in benefits, totaling \$68,325.

JUSTIFICATION OF ACTION

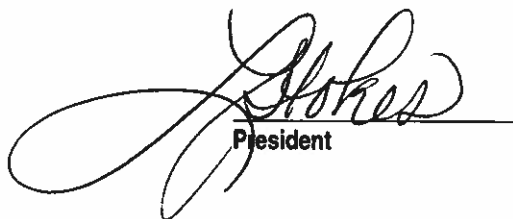
This action is in alignment with Strategic Direction 3.0; ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the Institutional Reorganization Plan, as presented.

Approvals:

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


President

6/8/2020
Date



South Suburban College
Office of the Dean of Adult & Continuing Education

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

MEMORANDUM

TO: Frank M. Zuccarelli
Chairman of the Board
South Suburban College Board of Trustees

FROM: Lynette D. Stokes, Ed. D.
President, South Suburban College

CC: Tasha Williams, Ed.D., Vice President of Academic Services
Deborah Baness-King, Vice President of Student & Enrollment Services
Martin Lareau, Vice President of Administrative Services
Ron Kawanna, J.D., Assistant Vice President of Institutional Effectiveness

RE: Institutional Reorganization Plan

DATE: June 1, 2020

In an ongoing effort to maximize efficiency and productivity across all divisions of the college and better align areas, the following restructuring across the college is proposed to meet three primary goals:

1. To restructure areas across the department in such a way as to increase efficiency and streamline operations,
2. To create a more aligned department that looks and functions like other academic departments within the college, and
3. To create targeted workflow pathways that continues to support positive outcomes for student success, retention and completion.

In addressing these goals, executive leadership took into consideration the financial health of the college as well as the logic of workload needs. The following restructuring proposal is considered an investment for the benefit of future enrollment growth and continuous improvement of services to students:

ACADEMIC SERVICES RESTRUCTURING PLAN:

Adult Education:

- Motion to change the job title of Full-Time Transitions Coach to **Manager of Adult Education** (Chris McElroy). This position is 100% grant funded. It is recommended that the position report directly to the Dean of Adult & Continuing Education due to the wide scope of responsibilities that impact all High School Equivalency classes. Added

responsibilities to support the restructuring proposal and current salary adjustment to mirror like and kind positions of the Community College System include:

- Managerial oversight and supervision of High School Equivalency programs and manager for data and compliance of High School Equivalency programs.
- Motion to change job title from HSE for ELA Coordinator to **Manager of ESL** (Maria-Diana Gutierrez). This position is 100% grant funded. It is recommended that the position report directly to the Dean of Adult & Continuing Education due to the wide scope of responsibilities that impact all English as a Second Language classes. Added responsibilities to support the restructuring proposal and current salary adjustment and weeks worked to mirror like and kind positions of the Community College System include:
 - Managerial oversight and supervision of English as a Second Language programs and manager for data and compliance of English as a Second Language programs.
- Motion to change job title from ABE/ASE Coordinator to **ABE/ASE Instructor** (Olus Smith). This position is 100% grant funded. It is recommended that the position report directly to the Manager of Adult Education due to the wide scope of responsibilities that impact all ABE/ASE classes. Added responsibilities to support the restructuring proposal to mirror like and kind positions of the Community College System include:
 - ABE/ASE curriculum management, classroom instruction, and selection of instructional materials.
- Motion to change job title from ESL Coordinator to **Lead ESL Instructor** (Rasheedah McCamury). This position is 100% grant funded. It is recommended that the position report directly to the Manager of ESL due to the wide scope of responsibilities that impact all ESL classes. Added responsibilities to support the restructuring proposal to mirror like and kind positions of the Community College System include:
 - ESL curriculum management, peer mentorship, classroom instruction, professional development, and selection of instructional materials.
- Motion to change job title from ABE/ASE Instructor/Coordinator to **Lead ABE/ASE Instructor** (Camille Johnson). This position is 100% grant funded. It is recommended that the position report directly to the Manager of Adult Education due to the wide scope of responsibilities that impact all ABE/ASE classes. Added responsibilities to support the restructuring proposal to mirror like and kind positions of the Community College System include:
 - ABE/ASE curriculum management, peer mentorship, classroom instruction, professional development, and selection of instructional materials.

- Motion to change job title from ESL Secretary to **Adult Education Secretary** (Blythe Wesley). This position is 100% grant funded. It is recommended that the position report directly to the Manager of ESL due to the wide scope of responsibilities that impact all ESL classes. Added responsibilities to support the restructuring proposal and hours worked to mirror like and kind positions of the Community College System include:
 - File and state database management for all ESL classes.
- Motion to change job title from ABE/ASE Secretary to **Adult Education Secretary** (Mary McCaskey-Thompson). This position is 100% grant funded. It is recommended that the position report directly to the Manager of ABE/ASE due to the wide scope of responsibilities that impact all ABE/ASE classes. Added responsibilities to support the restructuring proposal and hours worked to mirror like and kind positions of the Community College System include:
 - File and state database management for all ABE/ASE classes.

New Barber College:

The College received a Workforce Equity Initiative (WEI) grant to help support the creation of a Barber College at South Suburban College. The college has been approved by ICCB and HLC for a 50 credit hour Barber Certificate and a 65 credit hour Associate of Applied Science Degree in Barbering. The purpose of Barbering Program is to prepare students for entry level positions in the Barbering field. Through the program the students will learn the skills necessary to pass the Illinois Department of Financial and Professional Regulations Barber Licensing exam.

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.

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.

Because of the number of contact/lab hours for the Barbering Program, a full-time faculty is needed to teach and coordinate all program activities. This tenure-track position will be funded through the college's general operating budget.

- Motion to create and advertise for a Full-time **Faculty, Barbering.**

Allied Health and Careers:

In an effort to ensure the continuation and success of existing programs in Allied Health, such as remarkable pass rates, clinical affiliation agreements, which leads to high percentages of positive job placement, the departments seeks permission to create and hire a **Manager of Outreach and**

Clinical Coordination. By filling this position, the department can set goals to establish positive job placement rate six months after graduation, increase number of accepted students, increase affiliation agreements with hospitals, clinics and community partners.

The demands on Allied Health programs required from the affiliated hospitals, college, RHB and accreditation agencies make it extremely difficult on faculty to keep up with required information. Program faculty will benefit from this position by being able to improve the learning environment by allowing faculty to spend more time on curriculum development, program review and assessment, researching additional student support tools, and student and adjunct staff mentoring. Programs that have seen a decline in attrition rate will benefit from this position- allowing faculty to spend time with students to provide support for successful completion, review curriculum for barriers preventing students from enrolling and having a seamless transition. In addition to addressing barriers of our existing programs, this position will be proactive with establishing clinical partnerships for our new programs -Patient Care Technician, Dental Hygiene, Physical Therapy Assistant, and Respiratory Therapy.

This position will allow time to create stronger partnerships, and create new partnerships with our affiliated hospitals. For instance, since the early part of 2019, we have not been able complete a partnership with more of the big healthcare systems (Advocate Health, Quest to Labs, Franciscan Healthcare System), even though, the management group of this facility is ready to start the partnership. We also have two (2) potential partnerships that require faculty time to complete the process of affiliation, and at this time the program recruitment efforts with local high schools has decreased. Program faculty would like to spend more time re-establishing relationships that would help mentor local underrepresented students that eventually will increase enrollment and student diversity of the programs and the college.

- Motion to change the job title of Part-time Outreach Specialist to Full-time **Manager of Outreach and Clinical Coordination** (Donnell Singleton). This position will be supported through the college's general operating funds. It is recommended that the position report directly to the Dean of Allied Health due to the wide scope of responsibilities that impact all allied health programs

ADMINISTRATIVE SERVICES RESRUCTURING PLAN:

Financial Aid:

- Motion to move the Financial Aid Department under the direction of Student and Enrollment Services and report directly to the Vice President of Student and Enrollment Services. The reorganization of Financial Aid will resemble the organizational structures of other community colleges by providing:
 - Coordinated services for students and successful completion of the registration process, and
 - Improved continuity and communication between directors, managers, faculty and support staff working in the Student Services division as a cohesive unit

Communication Services:

- Motion to create and advertise the position of **Instructional Designer**. During the development of the online learning platform, the Director of Communication Services has demonstrated the need to hire an Instructional Designer. The creation of an Instructional Designer in Communication Services will resemble the organizational structures of other community colleges by providing:
 - Resources necessary to support our faculty and students in order to supply an enriched online learning platform.
 - Assist faculty in the design, development, implementation and assessment of course content in distance education courses including those that use an online or blended model.

Campus Police:

- Motion to change the classification of the Campus Chief of Police position from a Technical, Professional, Exempt position to Administrator.
 - The duties associated with the position require a high level of critical thinking, deductive analysis, logical reasoning, and the continuous monitoring of community crime statistics coupled with the fair enforcement of the law while navigating the unique culture of a community college setting. The demands and expectations of the Chief of Police dictate that the job classification be elevated to an Administrator.
 - The purpose of this change is to increase collaboration with all Administrators in order to provide improved communications and enhance the overall safety of the college community.

STUDENT AND ENROLLMENT SERVICES RESTRUCTURING PLAN:

Recruitment and Retention Services:

Recruitment and Retention Services is in a unique position to restructure staffing to align with the institution's strategic plan and the strategic enrollment management plan. This includes allocating staff to develop, implement and assess an outreach and onboarding structure that supports first-time students from the recruitment process through the first year of college courses. This proposed restructuring would allow for immediate impact and long-term growth that supports increases in enrollment and retention.

- Motion to create and advertise the position of **Manager, Outreach & Onboarding** be filled to provide intensive services to first-time students coming to the College. This position would support first-time students from recruitment through the completion of the first full year of College, oversee outreach efforts for the Latino Center and create the foundation for first year programming and case-management advisement. The Manager, Outreach & Onboarding is a cost savings adjustment with funds being redirected from other sources including a recent retirement.

Registration & Records:

Registration and Records is in a unique position to restructure staffing to align with the institution's strategic plan and strategic enrollment management plan. This includes allocating a new position to reinforce functions within Registration and Records which would allow for strengthening processes/procedures and increased accountability, efficiency and accuracy. This proposed restructuring provides for immediate impact and long-term growth that supports all aspects of the student experience and strategic direction of the College.

- Motion to create and advertise the position of **Manager, Registration & Records** be filled to support day-to-day operations within the department. This addition would be a cost neutral adjustment with funds being redirected from other sources including reduced stipends and retirements. This position would support all essential functions within Registration and Records allow for a higher degree of accountability, consistency, and quality service for our students and campus community.



POSITION ANNOUNCEMENT

COLLEGE FACULTY

POSITION: Full-Time Faculty Barbering

DEPARTMENT: Barbering

JOB RESPONSIBILITIES:

- Manage on site Barber Salon Lab
- Supervise adjunct instructors in the Barbering program
- Assist with Barbering promotion and outreach by hosting events or participating in community and college events.
- Promote the Barber College and services to the local community.
- Support college-wide initiatives.
- Support partnerships with the local grammar school and high school districts.
- Must maintain teaching responsibilities of at least 15 credit hours equivalency per semester (fall and spring), primarily Barbering.
- Must participate in departmental and college-wide assessment efforts.

MINIMUM QUALIFICATIONS:

- Current Illinois Barber Instructor Certificate required.
- 2-3 years of barber teaching experience required.
- Must successfully pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Barber & Cosmetology Instructor Certificates.
- Experience working with IDFPR.
- Teaching experience 2-3 years with at least one year in Illinois.
- Demonstrate ability to use technology in the classroom and barber laboratory.
- Associate's or Bachelor's Degree

STATUS/SALARY:

This is a regular full-time faculty position with salary to be determined by placement on the faculty salary schedule commensurate with education and experience.

BEGINNING DATE: August 13, 2020

**APPLICATION
DEADLINE:** July 1, 2020

**APPLICATION
PROCEDURE:** Please submit letter of application, resume and transcripts to:

Office of Human Resources
Room 1245

6/01/2020



South Suburban College
Department of Barbering
Proposal for Fulltime Instructor

Proposal:

To create a position of Fulltime Instructor for the Barbering Program.

Justification:

The Barbering Program at SSC is a contact hour intensive program. Due to the amount of contact hours per semester an adjunct instructor would only be able to teach one class per semester. This is increasingly restrictive when it comes to our 100% lab classes where the college would have to employ two adjunct instructors to teach the class.



Barber Program Schedule

Fall 2020

Semester I

Class	Cr Hrs	Days	Time	Number of Weeks
BAR-103 (12 Contact Hours)	4	M-Th	9:00 Am – 12:00 Pm	16 Weeks
BAR-101 (4 Contact Hours)	3	M/W	1:00 Pm – 5:00 Pm	1 st 8 Weeks
BAR-102 (4 Contact Hours)	3	T/Th	1:00 Pm – 5:00 Pm	1 st 8 Weeks
BAR-114 (4 Contact Hours)	3	M/W	1:00 Pm – 5:00 Pm	2 nd 8 Weeks
BAR-112 (4 Contact Hours)	3	T/Th	1:00 Pm – 5:00 Pm	2 nd 8 Weeks
Total	16			

Spring 2021

Semester II

Class	Cr Hrs	Days	Time	Number of Weeks
BAR-113 (12 Contact Hours)	4	M-Th	9:00 Am – 12:00 Pm	16 Weeks
BAR-210 (4 Contact Hours)	3	M/W	1:00 Pm – 5:00 Pm	1 st 8 Weeks
BAR-202 (4 Contact Hours)	3	T/Th	1:00 Pm – 5:00 Pm	1 st 8 Weeks
BAR-220 (4 Contact Hours)	3	M/W	1:00 Pm – 5:00 Pm	2 nd 8 Weeks
BAR-212 (4 Contact Hours)	3	T/Th	1:00 Pm – 5:00 Pm	2 nd 8 Weeks
Total	16			

Summer 2021

Semester III

Class	Cr Hrs	Days	Time	Number of Weeks
BAR-203 (12 Contact Hours)	4	M-Th	9:00 Am – 3:30 Pm	8 Weeks
Total	4			

Fall 2021

Semester IV

Class	Cr Hrs	Days	Time	Number of Weeks
BAR-213 (12 Contact Hours)	4	M-Th	9:00 Am – 3:30 Pm	1 st 8 Weeks
BAR-225 (4 Contact Hours)	3	M-Th	4:00 Pm – 6:00 Pm	1 st 8 Weeks
BAR-223 (12 Contact Hours)	4	M-Th	9:00 Am – 3:30 Pm	2 nd 8 Weeks
BAR-250 (3 Contact Hours)	3	M-Th	4:00 Pm – 5:15 Pm	2 nd 8 Weeks
Total	14			



POSITION ANNOUNCEMENT

COLLEGE STAFF

POSITION: Manager of Outreach & Clinical Coordination – TPE

DEPARTMENT: Allied Health and Career Programs

MINIMUM QUALIFICATIONS:

- Bachelor degree in a health related field from an accredited college or university
- Three years or greater experience in program development or customer service
- Demonstrated success at conducting research, and performing needs assessments or market analysis to improve program offerings.
- Demonstrated success in building partnerships
- Demonstrated success with executing affiliation agreements, and establishing clinical partnerships.

PREFERRED QUALIFICATIONS:

- Master's degree in a health related field.
- Three years or greater experience in program development or customer service
- Demonstrated success at conducting research, and performing needs assessments or market analysis to improve products or services
- Demonstrated success in building partnerships
- Demonstrated success with executing affiliation agreements, and establishing clinical partnerships.
- Written and oral communication skills

Responsibilities:

- Knowledge of all South Suburban College's Allied Health programs.
- Collaborate and consult with Dean/Chairs/faculty to determine the appropriate clinical placement needs
- Create new affiliation agreements with hospitals/clinics.
- Communicate with clinical agencies regarding clinical opportunities and plans for student placements and ensure that contractual agreements with clinical affiliates are current.
- Meeting frequently with faculty, administration and community based organizations to develop clinical opportunities and partnerships.
- Secure and maintain fall and spring clinical sites along with collecting and maintaining student compliance data base, confirming dates for rotation and orientation, and providing sites with class lists and compliance data; resolve issues as they arise.
- Communicate with students regarding clinical placement, clinical inquiries, concerns and questions.
- Attend faculty clinical orientations.
- Develop job opportunities by hosting job fairs, expanding internships, creating business partnerships, and identifying new career opportunities for our students.
- Participate in professional development that may include in-service, workshops, or seminars to advance Allied Health programs.
- Participate in campus, local, and regional community activities relevant to SSC's Allied Health programs.
- Work with faculty to develop a strategic enrollment management plan.
- Work with faculty in regards to retention and persistence in Allied Health programs.
- Host information sessions with community partners about career options in the health care industry.
- Attend high school career fairs and schedule individual visitations with district high schools.
- Assist and coordinate with other departments to create marketing, outreach/recruitment, open houses, and dissemination of program information.
- Assist with pinning graduation ceremonies
- Coordinate program open house
- Experience developing community partnerships.
- Strong organizational and problem solving skills.



**SOUTH
SUBURBAN
COLLEGE**
Department of
Human Resources

POSITION ANNOUNCEMENT

resumebank@ssc.edu
(709) 596-2000, Ext. 2236
Fax: (708) 225-5813
www.ssc.edu

- Other duties as assigned.

STATUS/SALARY: This is a regular full-time technical professional exempt position for 40 hours a week, 52 weeks a year. The annual salary is \$50,000.

BEGINNING DATE: July 6, 2020
APPLICATION DEADLINE: May 15, 2020

APPLICATION PROCEDURE: Please submit letter of application, licensure credentials, resume and transcripts to:
Office of Human Resources
Room 1245
www.resumebank@ssc.edu



South Suburban College Job Description

Job Title: Manager of Instructional Design

Department: Communication Services

Reports To: Director of Communication Services & Media Design

FLSA Status: Technical Professional Exempt

Points:

Prepared Date:

SUMMARY

Assists faculty in the design, development, implementation and assessment of course content in distance education courses including those that use an online or blended model. Manages the activities of the Teaching and Learning Center.

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

Provide support to faculty members in the development of distance education curriculum through consultations, workshops, small groups, tutorials, and other activities.

Works with faculty to design, develop, implement and assess online, blended, and distance education courses.

Works with faculty to implement appropriate tools and teaching strategies to accomplish learning objectives across disciplines.

Identifies innovative and effective learning techniques, and explores emerging technologies for instructional use.

Works with faculty to apply distance education principles and best practices within the Learning Management System (LMS).

Investigates, recommends and participates in the development and implementation of quality control procedures and policies for distance education.

Collaborates with the LMS administrator and other Teaching and Learning staff to create documentation and video tutorials on the use of the LMS and other classroom technology.

Prioritizes and manages course development activities and deliverables for multiple courses and subject matter experts to ensure on-time delivery of course content.

Works with the Distance Education Committee to implement the certification process for faculty teaching online and blended courses.

Collaborates with the Distance Education Committee and the Faculty Development Committee to provide professional development and to ensure maximum instructional support for adjunct and full time faculty.

Develops and maintains resources for the Teaching and Learning the website.

Must be able to handle multiple projects simultaneously, follow through on assignments, and concentrate in a fast-paced environment.

Must be able to work with limited supervision.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside the employee's normal line of work.

SUPERVISORY RESPONSIBILITIES

Manages the activities of other Teaching and Learning staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Instructional Technology/Design, Curriculum and Instruction, or related discipline, Master's degree preferred. Teaching experience required. Community college teaching experience preferred. At least one year online teaching experience. Demonstrated ability to use current and emerging instructional technologies. Demonstrated understanding of instructional design and pedagogical issues related to distance education. Ability to collaborate with diverse groups. Must have good interpersonal and organizational skills and be able to communicate effectively in person and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is subject to indoor work. Work infrequently requires pushing/pulling objects up to 50 lbs. Employee will be expected to work evenings 1-2 times per week and occasionally travel between campuses.



SOUTH SUBURBAN COLLEGE

Job Description

Job Title: Manager, Outreach & Onboarding
Department: Recruitment & Retention
Reports To: Director, Recruitment & Retention Services
Grade Level: TPE
Points:
Prepared Date: May 1, 2020

SUMMARY:

The Manager of Outreach & Onboarding serves as the first point of contact for first-time/first-year students and provides on-going support, resources, and maintains regular contact to ensure a smooth transition into the College and through the first year of college courses. This position also oversees the Latino Center

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

Provide direct oversight of the Latino Center and all aspects of first year programming for students and families.

Support marketing efforts to promote the College, and College resources with potential first-time students.

Develop, lead, and oversee efforts to engage parents in the recruitment, enrollment and retention of first-time students.

Coordinate annual support programming for first-time students in collaboration with appropriate departments across campus.

Lead outreach efforts throughout the district to attract first-time students to the College and provide opportunities for admission, registration, enrollment and retention.

Serve as a lead member of the Strategic Enrollment Management Team and provide support with meeting annual recruitment, enrollment, and retention goals.

Coordinate the planning and implementation of the new student orientation process both in-person and virtually.

Assist students and families with every stage of the enrollment process, from inquiry through enrollment and monitor progress through the end of the first-year (15 hours) of college courses.

Meet regularly with first-time students and families (as appropriate).

Develop and update resource materials including videos, print materials, presentations, and other appropriate items.

Lead outreach events and presentations, and work in conjunction with recruiters, student ambassadors and/or volunteers.

Coordinate support efforts, events, and services for first-time students with all areas throughout the College.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree and one to two years of related work experience; or an equivalent combination of education, training, and experience.

Strong communication skills (written and verbal) with the ability to connect to individuals and groups in both group and one-on-one settings.

Ability to read, analyze, and interpret data, research and trend information related to recruitment, enrollment and retention.

Demonstrated experience with Microsoft Office suite and the ability to learn new software programs.

Ability to prioritize multiple tasks and proven organizational skills.

Experience in marketing, or higher education is preferred.

Spanish-speaking, preferred.

Experience working with students, families, schools and community members in a professional setting.



SOUTH SUBURBAN COLLEGE

Job Description

Job Title: Manager of Registration & Records
Department: Registration/ Records
Reports To: Director, Registration & Records
Grade Level:
Points:
Prepared Date: May 22, 2020

SUMMARY:

Reports to the Director, Registration/Records and is responsible for such functions as: management of staff within registration and records; establish departmental processes and protocols; supervise day-to-day operations of the registration and records areas; and ensure quality control of data entry.

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

Provide direct supervision of staff within Registration and Records. Ensure appropriate scheduling and desk coverage, provide support and coverage for staff in Registration and Records as necessary.

Serve as first contact in the Registration and Records office with heavy student, staff, and faculty traffic; provides excellent customer service to students, faculty, staff, and alumni via email, telephone, in-person, and faxed inquiries.

Interact with and serves as a resource for staff, faculty, and students in interpreting policies and procedures related services and programs. Compose appropriate and effective communication to students, staff, and faculty members. Ensures message is communicated to the appropriate audience in a timely manner.

Ensure the quality and accuracy of academic records and data entry. Research analyze and correct inaccurate or incomplete student records. Act as a liaison with other departments within the College, including high level staff.

Under the supervision of the Director, plans and manages the course registration process. Prepares registration materials for posting to the school website and assists with all aspects of academic registration. Maintain the College's website content; ensure that posted information is accurate and timely.

Provide staff support for the major curricular functions including registration, declaration of graduation, degree audits, awarding of degrees, diploma ordering, grading preparation, verification and processing.

Update, maintain, and review office forms, and propose process/procedure changes to increase efficiency, and expand the use of technology to aid the ease and submission of forms.

Collect and analyzes data in areas of responsibility, complete assessment requirements. Assist in purging and archiving of academic records as directed.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree and one to two years of related work experience; or an equivalent combination of education, training, and experience.

Strong management and communication skills (written and verbal) with the ability to connect to individuals and groups in both group and one-on-one settings.

Ability to read, analyze, and interpret data.

Demonstrated experience with Microsoft Office suite and the ability to learn new software programs.

Ability to prioritize multiple tasks and proven organizational skills.

Experience/Knowledge of Colleague and/or Datatel preferred.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.C.1

Board Meeting Date: June 1, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees accept the appointment of Sandra Karim to full-time faculty in the Nursing department, effective August 1, 2020, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule.

JUSTIFICATION OF ACTION

Permission to fill this position was granted during a prior Board meeting. This action will assist in providing nursing courses in the Nursing Associate degree program in support of the College strategic initiatives.. (Strategic Direction # 2- Student Success and Completion, Goal-SSC 2.1)

MOTION

Move that the Board of Trustees appoint Sandra Karim as full-time Nursing instructor in the Nursing Department, pending completion of a criminal background check, effective August 1, 2020.

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)

Linda Brown Albridge

6/2/2020

Originator

Date

Vincent...
Director of Human Resources

Date

6/18/20

Sasha S. Williams

6/2/2020

Appropriate Vice President

Date

[Signature]
President

Date

6/18/2020



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.C.2

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Monika Okitipi as a full-time, grant-funded, HPOG Step-Up Project Manager in the Allied Health Department, pending the successful completion of a background check, effective June 15, 2020.

ESTIMATED COST OR BENEFIT

Annual salary of \$52,800, plus benefits.

JUSTIFICATION OF ACTION

Permission to fill this position was granted during a prior Board meeting. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees appoint Monika Okitipi as a full-time grant-funded, HPOG Step-Up Project Manager in the Allied Health Department, pending the successful completion of a background check, effective June 15, 2020.

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)

[Signature] 6/3/20
 Date

[Signature] 6/8/20
 Date
 Director of Human Resources

[Signature] 6/3/2020
 Date
 Appropriate Vice President

[Signature] 6/8/2020
 Date
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII-C.3

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Becky Hougesen-Walters as the full-time Tenure Track Legal Studies Instructor, pending the successful completion of a background check, effective August 1, 2020.

ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule.

JUSTIFICATION OF ACTION

Permission to fill this position was granted during a prior Board meeting. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2- Student Success and Completion, Goal-SSC 2.1)

MOTION

Move that the Board of Trustees appoint Becky Hougesen-Walters as the full-time Tenure Track legal Studies Instructor, pending the successful completion of a background check, effective August 1, 2020

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

Natalie R. Page

6/2/2020

Originator

Date

Kim Pugatch
Director of Human Resources

6/18/20
Date

Joshua A. Williams

6/2/2020

Appropriate Vice President

Date

Shores
President

6/18/2020
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.C.4

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Ramonde Williams as Chief of Campus Police in the Campus Police Department, effective June 15, 2020, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time administrative position; 40 hour per week, 52 weeks per year with an annual salary of \$85,000 plus benefits.

JUSTIFICATION OF ACTION

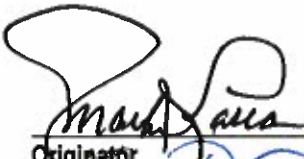

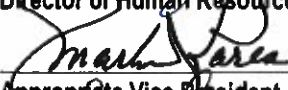
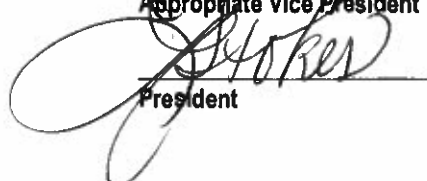
This action aligns with Strategic Direction 3.8; provide learning environments that are safe, welcoming, functional and sustainable.

MOTION

Move that the Board of Trustees approve the appointment of Ramonde Williams as Chief of Campus Police in the Campus Police Department, effective June 15, 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 6/8/2020
Date

 Director of Human Resources 6/8/20
Date

 Appropriate Vice President 6/8/2020
Date

 President 6/8/2020
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.D.1

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the fiscal year 2021 compensation package for administrators.

ESTIMATED COST OR BENEFIT

Administrators will receive 2.5% base salary increase and a \$256 increase in flex dollars, with a total cost to the College of \$61,754.00.

JUSTIFICATION OF ACTION

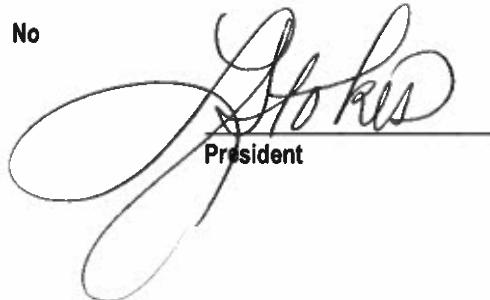
This action is needed to establish an equitable compensation package for administrators, technical professional exempt and grant employees. This action supports Strategic Direction 3.0; ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the fiscal year 2021 compensation package for administrators.

Approvals:

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


President


Date



ADMINISTRATOR AGREEMENT **VICE-PRESIDENT/TREASURER**

THIS AGREEMENT, made this 1st day of July, 2020, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name» «Last Name» (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 11th day of June, 2020.

WITNESSETH:

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

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

- 1. TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2020 to June 30, 2021, both dates inclusive, unless sooner terminated as provided herein in section 16. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this agreement will be renewed from year to year after its expiration on June 30, 2021.
- 2. QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.

3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – ADMINISTRATOR shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD.
 - c. Meeting regularly with teachers, department chairs and other administrators to develop program goals in order to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD.
5. **COMPENSATION** – ADMINISTRATOR’S annual salary is \$«Salary» effective July 1, 2020. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

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

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

8. **VACATION DAYS**– ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by

January 15th are forfeited. In the event that ADMINISTRATOR provides a letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, ADMINISTRATOR may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to «Flexible Benefit Dollars» dollars (\$«Flexible_Benefit_Dollars1») per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$«Spelled_Flex_Dollars» shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$«Spelled_Flex_Dollars2» the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.

13. OTHER BENEFITS AND LEAVE – ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

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

- e. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

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

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

16. SEPARATION – If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months' notice of that intent or

shall remain employed by the COLLEGE until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.

Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.

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

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

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

If to ADMINISTRATOR: «Full_Name»
«Address»
«City», «State» «Zip»

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

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

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

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

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

FRANK M. ZUCCARELLI
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET ROGERS
SECRETARY

Date: _____

Date: _____



ADMINISTRATOR AGREEMENT **ACADEMIC DEANS/DIRECTORS**

THIS AGREEMENT, made this 1st day of July, 2020, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and **«First Name» «Last Name»** (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 11th day of June, 2020.

WITNESSETH:

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

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

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2020 to June 30, 2021, both dates inclusive, unless sooner terminated as provided herein in section 15. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2021.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.
3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.

4. **POWERS AND DUTIES** – ADMINISTRATOR shall be responsible for the following:
- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
 - c. Meeting regularly with teachers, department chairs and other Administrators to develop program goals in order to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD.
5. **COMPENSATION** – ADMINISTRATOR’S annual salary is \$«Salary» effective July 1, 2020. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.
6. **EVALUATION** – Prior to January 15th of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

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

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

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

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

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, President’s Day, Pulaski Day, Spring Day, Memorial Day and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to «Flexible Benefit Dollars» dollars (\$«Flexible_Benefit_Dollars1») per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$«Spelled_Flex_Dollars» shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$«Spelled_Flex_Dollars2», the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.
13. **OTHER BENEFITS AND LEAVE** – ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:
- a. Up to four (4) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;

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

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

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

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

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

If to ADMINISTRATOR: «Full_Name»
«Address»
«City», «State» «Zip»

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

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

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

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

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

FRANK M. ZUCCARELLI
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET ROGERS
SECRETARY

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.E.1

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees approve the fiscal year 2021 compensation package for technical, professional, exempt (TPE) employees.

ESTIMATED COST OR BENEFIT

TPE staff will receive 2.5% base salary increase and a \$333 increase in flex dollars, with a total cost to the College of \$50,638.00.

JUSTIFICATION OF ACTION

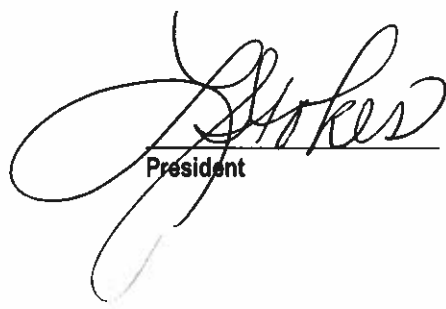
This action is needed to establish an equitable compensation package for administrators, technical professional exempt and grant employees. This action supports Strategic Direction 3.0; ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Request that the Board of Trustees approve the fiscal year 2021 compensation package for technical, professional, exempt (TPE) employees.

Approvals:

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


President


Date



TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2020, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter the “TPE”), has been approved by an action taken at the meeting of the BOARD held on the 11th day of June, 2020.

WITNESSETH:

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

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

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2020 to June 30, 2021, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to nor a presumption by TPE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2021.
2. **QUALIFICATIONS** – The TPE has represented that TPE is qualified to hold the position of TPE, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by TPE have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that TPE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new TPE shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – The TPE shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the TPE, or as determined by the BOARD;
 - c. Meeting regularly with teachers, department chairs, other administrators or any other individuals with whom it is necessary to develop program goals in order to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The TPE’s annual salary is §«Salary» effective July 1, 2020. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hour per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of TPE’S duties during the term of this Agreement, in order to faithfully perform the duties of TPE’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

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

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

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

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

stating an intent to retire under SURS within the next five years, TPE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than half a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, Presidents’ Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.
11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).
12. **FLEX DOLLARS BENEFITS** – TPE is entitled to «Flexible Benefit Dollars» dollars (\$«Flexible_Benefit_Dollars1») per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$«Spelled_Flex_Dollars» shall be paid by TPE. If TPE does not use the entire \$«Spelled_Flex_Dollars1» the remaining balance will be paid to TPE by direct payment no later than June 30 of the agreement year.
13. **OTHER BENEFITS AND LEAVE** – TPE shall be additionally entitled to the following benefits and/or leaves:
 - a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;

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

14. **TUITION WAIVERS** – As a full-time TPE, TPE is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to TPE, TPE'S spouse, and TPE'S un-emancipated children under the age of 26. All TPE staff shall receive a book waiver for required non-consumable textbook(s) for their classes at the COLLEGE. The waiver will be used for textbooks only and the textbooks shall be returned to the bookstore by the last day of

the exam schedule. If the TPE does not return the text books, the full cost shall be deducted from the employee's paycheck.

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

Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.

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

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

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

If to TPE: «First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

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

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

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

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

**SOUTH SUBURBAN COLLEGE
DISTRICT #510**

BY: _____

BY: _____

On behalf of SOUTH SUBURBAN COLLEGE

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.F.1

Board Meeting Date: June 11, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the fiscal year 2021 compensation package for grant-funded employees.

ESTIMATED COST OR BENEFIT

Gran-funded staff will receive 2.5% base salary increase and a \$333 increase in flex dollars, with a total cost to the College of \$33,842.00.

JUSTIFICATION OF ACTION

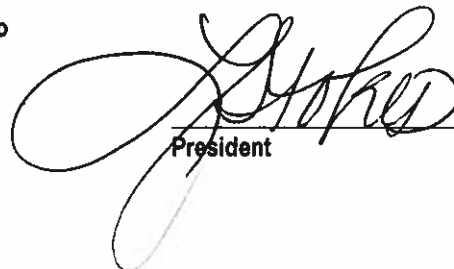
This action is needed to establish an equitable compensation package for administrators, technical professional exempt and grant employees. This action supports Strategic Direction 3.0; ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Request that the Board of Trustees approve the fiscal year 2021 compensation package for grant-funded employees.

Approvals:

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


President


Date



GRANT-FUNDED EMPLOYEES AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2020, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name» «Last Name» (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held on the 11th day of June, 2020.

WITNESSETH:

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

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

1. **TERM OF AGREEMENT** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT-FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2020 to June 30, 2021, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2021.
2. **QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a

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

3. **PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
 - c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The GRANT-FUNDED EMPLOYEE’S annual salary is §«Salary» effective July 1, 2020. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE¹ during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE’S position. Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.

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

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

8. **VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE only in

half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15th are forfeited. In the event that GRANT-FUNDED EMPLOYEE provides a letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, GRANT-FUNDED EMPLOYEE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – All [full-time] GRANT-FUNDED EMPLOYEE'S shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than half a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no even may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).
12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to «Flexible Benefit Dollars» dollars (\$«Flexible_Benefit_Dollars1») per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$«Spelled_Flex_Dollars» shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire

\$«Spelled_Flex_Dollars1» the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.

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

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

- e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

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

17. **SEPARATION** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. These provisions do not apply should the BOARD discharge GRANT-FUNDED EMPLOYEE for cause.

All unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.

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

If to the COLLEGE, to:

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

cc:

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

If to GRANT-FUNDED EMPLOYEE:

«Full_Name»
«Address»
«City», «State» «Zip»

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

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

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

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

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

on behalf of SOUTH SUBURBAN COLLEGE

Date: _____

Date: _____