



**South Suburban College
Regular Meeting of the Board of Trustees**

September 17th, 2020



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

ZOOM INSTRUCTIONS

SEPTEMBER 17, 2020

7:30-7:50 PM TRUSTEES JOIN THE MEETING: <https://zoom.us/j/97662207065>

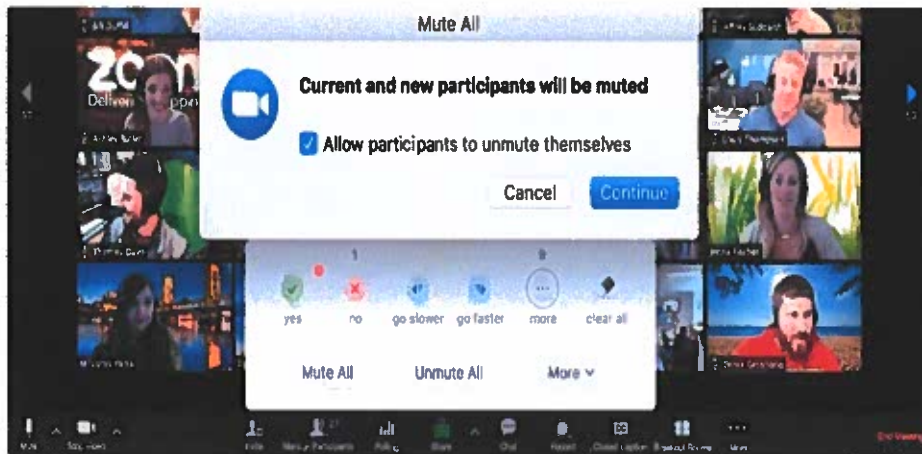
If you do not have a microphone or speakers with your computer, you can still join the meeting by click on the link above and using your telephone to call in. You can also choose to join the meeting by phone only by calling **312-626-6799** and use **Meeting ID: 976 6220 7065**

Click through Zoom Link <https://zoom.us/j/97662207065>. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from <https://zoom.us/download>. Otherwise, you will be prompted to download and install Zoom when you click a join link.

Trustees, Attorney, President & Vice Presidents, Board Secretary and Clerk, and Union Representation will be admitted into meeting space early to provide time for troubleshooting any issues and asking questions about Zoom functionality.

Lisa Miller and Pat Rush will serve as moderators. Call Lisa Miller at (219) 306-7142 if you cannot get into the Zoom Meeting.

All other college employees and meeting attendees will be held in the Zoom waiting room until the start of the Finance Committee Meeting. When the Board is ready to call the meeting to order, they will be admitted into the meeting all at once. All attendees will be muted upon entry. They will be allowed to unmute themselves as they are asked to present or respond to questions. Miller and Rush will monitor the muting controls and attendee list.



↑ ↑ **The Mute and Video Controls are at the bottom left of your Zoom toolbar.**

7:50 PM FINANCE COMMITTEE
8:00 PM CALL TO ORDER/ROLL CALL
PLEDGE OF ALLEGIANCE
PUBLIC PARTICIPATION / ACCESS: <https://zoom.us/j/97662207065>

ZOOM INSTRUCTIONAL VIDEOS

Joining a Meeting: <https://www.youtube.com/watch?v=hIkCmbvAHQQ>

Joining a Meeting form Your Phone: https://m.youtube.com/watch?v=IO206_NezaY



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
VIRTUAL ATTENDANCE VIA ZOOM MEETINGS
<https://zoom.us/j/97662207065>
PUBLIC HEARING
THURSDAY, SEPTEMBER 17, 2020
7:40 PM

- I. Operating and non-operating budgets for fiscal year 2021 for Community College District No. 510



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
VIRTUAL ATTENDANCE VIA ZOOM MEETINGS
<https://zoom.us/j/97662207065>
POLICY COMMITTEE MEETING AGENDA
ROGERS, CHAIR; PAYNE AND WELLS
THURSDAY, SEPTEMBER 17, 2020
7:50 PM

- I. Recommendation to approve the first reading of revised Board Policy No. 410.01: Discrimination and Sexual Harassment



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
VIRTUAL ATTENDANCE VIA ZOOM MEETINGS
<https://zoom.us/j/97662207065>
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, SEPTEMBER 17, 2020
7:55 PM

- I. Recommendation to adopt the resolution approving the operating and non-operating budgets for fiscal year 2021 for Community College District No. 510



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
[HTTPS://ZOOM.US/J/97662207065](https://zoom.us/j/97662207065)
REGULAR BOARD MEETING AGENDA
WEDNESDAY, SEPTEMBER 17, 2020
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
<https://zoom.us/j/97662207065>
- IV. **PRESENTATIONS/REPORTS**
There are none
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held August 13, 2020
 - B. Regular Board of Trustees meeting held August 13, 2020
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for September, 2020 (T. Pollert)
 - C. Approval of the first reading of revised Board Policy No. 410.01: Discrimination and Sexual Harassment (J. Rogers)
 - D. Approval to adopt the resolution approving the operating and non-operating budgets for fiscal year 2021 for Community College District No. 510 (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirement/Resignations/Terminations
 - B. Appointments
 - C. Approval of the Academic Service Restructuring Plan, as presented
- VIII. **CLOSED SESSION**

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



Pledge of Allegiance

Minutes

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, AUGUST 13, 2020

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:59 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, Chairman Frank M. Zuccarelli and Student Trustee Babatunde Adamson.

Other Board members absent: Trustees Terry Wells and Joseph Whittington

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 Kuser.

Agenda:

- I. Recommendation to accept the tentative operating and non-operating budgets for fiscal year 2021.

Trustee DeFilippo recommended the Board approve the tentative operating and non-operating budgets for fiscal year 2021 at the regular Board of Trustees meeting.

The Meeting adjourned at 8:36 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, AUGUST 13, 2020

I. CALL TO ORDER & ROLL CALL:

At 8:36 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 (attended meeting in-person at the College), Vice Chairman John Daly, Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers and Student Trustee Babatunde Adamson.

Absent: Trustees Terry Wells and Joseph Whittington.

Also present: Lynette D. Stokes, President (attended in-person at the College); 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 Kusper.

II. PLEDGE OF ALLEGIANCE

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

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held July 9, 2020

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

B. Regular Board meeting held July 9, 2020

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

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for August 2020

Trustee Rogers moved and Trustee Payne seconded to authorize the Treasurer to pay the list of bills payable for August, 2020, in the amount of \$4,699,592.72. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Approval to accept the tentative operating and non-operating budgets for fiscal year 2021

Trustee DeFilippo moved and Trustee Daly seconded to approve the tentative operating and non-operating budgets for fiscal year 2021. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

D. Approval of the revised academic calendar to include the temporary State holiday known as 2020 General Election Day and the closure of the Oak Forest Campus on recognized holidays

Trustee DeFilippo moved and Student Trustee Adamson seconded to approve the revised academic calendar to include the temporary State holiday known as 2020 General Election Day and the closure of the Oak Forest Campus on recognized holidays. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VIII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

1. Trustee Daly moved and Trustee Payne seconded to approve the retirement of Janice Springsteen, full-time Administrative Assistant I in the English, Communications, and Humanities Department, effective December 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, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

2. Trustee Daly moved and Trustee Payne seconded to approve the termination of Guy Brozowski, Microcomputer Labs Coordinator in the Information Technology Department, effective August 14, 2020, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, 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 Mickil Smith as a full-time EMT/Fire Science Faculty/Coordinator in the Allied Health Department, effective August 14, 2020, pending successful completion of a criminal background investigation. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VII. Closed Session:

There was none

ADJOURNMENT

At 9:06 p.m., Trustee Payne moved and Trustee Rogers seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, 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: FY21-VI.A

Board Meeting Date: September 17, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- 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 July 31, 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

Kim Palliet 9/9/20
 Controller/Treasurer Date

Martin Garsneau 9/9/20
 Appropriate Vice President Date

Stokes 9/14/2020
 President Date

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: August 27, 2020
 Subject: Financial Report For The Period Ending July 31, 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>
\$3,306,895.58	\$3,306,895.58
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,588,115.77	\$3,588,115.77

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,315,851.15	\$4,315,851.15
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,915,591.60	\$4,915,591.60
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$599,740.45)	(\$599,740.45)

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>
\$10,420,100.73	2.19%	-8

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,985,044.00	\$321,851.58	\$3,306,895.58
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$2,985,044.00	\$321,851.58	\$3,306,895.58

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$3,226,519.42	\$361,596.35	\$3,588,115.77
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$3,226,519.42	\$361,596.35	\$3,588,115.77

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$4,315,851.15	\$4,915,591.60	(\$599,740.45)
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$4,315,851.15	\$4,915,591.60	(\$599,740.45)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$10,420,100.73	2.19%	(8)
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

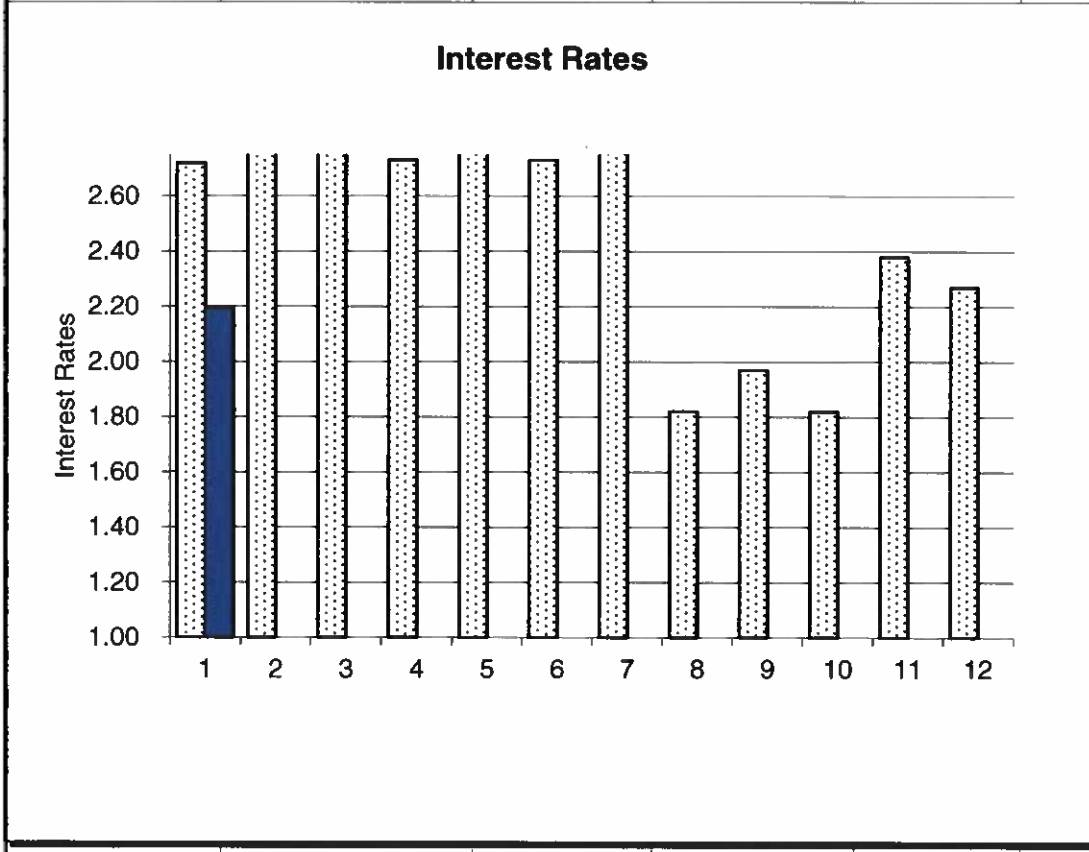
INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	7/1	0.00	0.00	0.00	0.00
Transactions:					
Illinois Funds MM deposit	7/8				
Illinois Funds MM deposit	7/15				
Illinois Funds MM deposit	7/15				
Illinois Funds MM deposit	7/22				
Illinois Funds MM deposit	7/22				
Illinois Funds MM deposit	7/22				
Transfer from 53 MM to 53 Cash	7/22				
		0.00	0.00	0.00	0.00
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	7/31	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

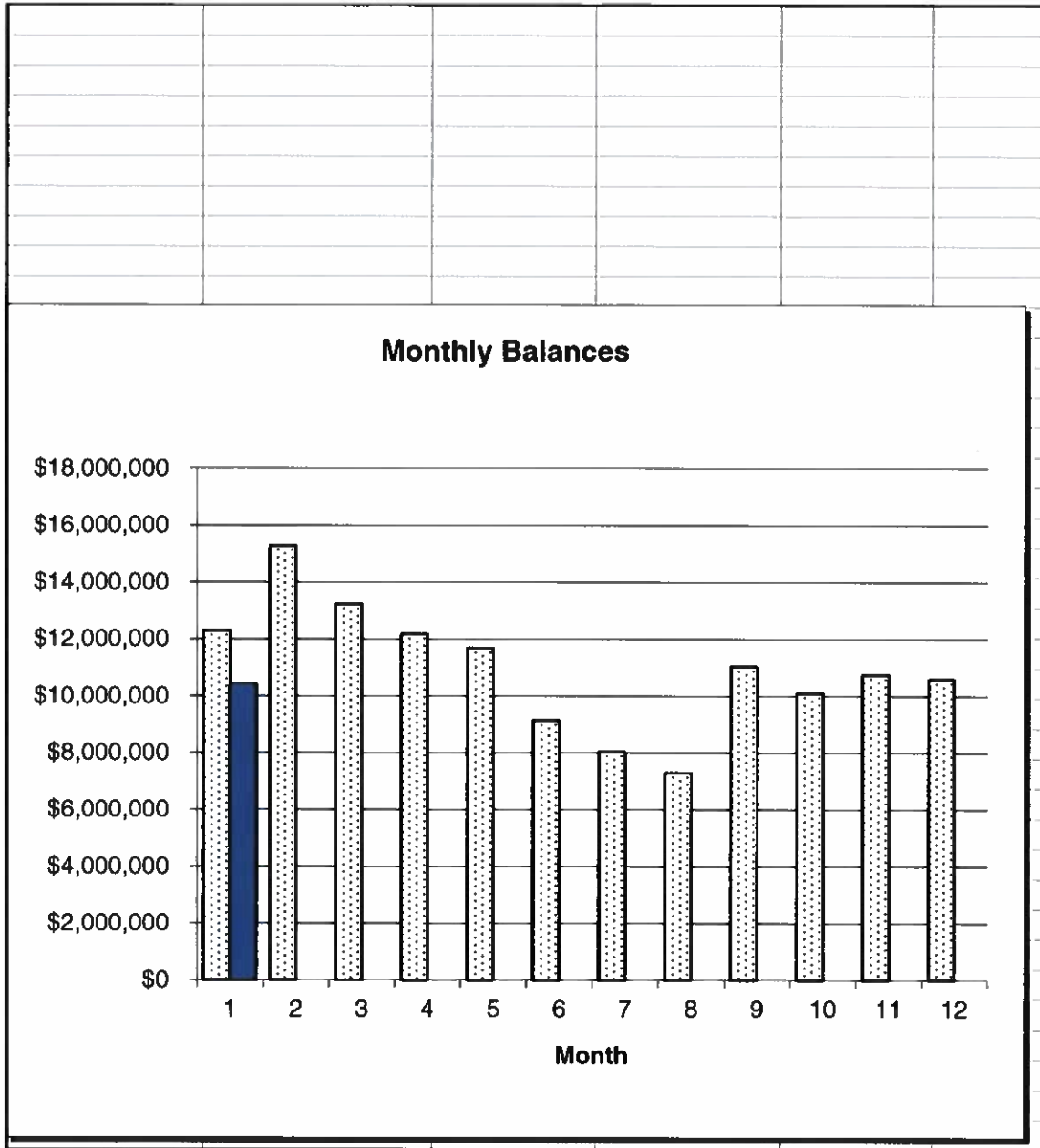
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,536,090.17	0.00	4,536,090.17	44%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,884,010.56	0.00	5,884,010.56	56%
	Total	10,420,100.73	0.00	10,420,100.73	100%
	Average %	2.19			

South Suburban College

Investment Summary				
	F Y 2019 - 2020		F Y 2020 - 2021	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$12,297,369	2.72	\$10,420,101	2.19
August	15,281,206	2.79		
September	13,216,127	2.82		
October	12,171,590	2.73		
November	11,674,854	2.78		
December	9,132,270	2.73		
January	8,035,221	2.77		
February	7,295,271	1.82		
March	11,031,711	1.97		
April	10,092,240	1.82		
May	10,744,365	2.38		
June	10,587,248	2.27		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.B

Board Meeting Date: September 17, 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 Safety	<input checked="" type="checkbox"/>	Special Levies
<input type="checkbox"/> Other				

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	\$1,646,029.29
Operations & Maintenance Fund	\$422,598.78
Operation and Maintenance Fund Restricted	\$482,740.99
Auxiliary Enterprise Fund	\$129,225.17
Restricted Funds	\$281,418.39
Special Levies Fund	\$104,007.78
Audit Fund	\$26,500.00
Flex Plan Fund	\$6,446.28
Total	\$3,098,966.68

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

Tim Fallick 9/9/20
 Controller/Treasurer Date

Marilyn Yarnall 9/9/20
 Appropriate Vice President Date

[Signature] 9/14/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.C

Board Meeting Date: September 17, 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 first reading of revised Board Policy 410.01; Discrimination and Sexual Harassment.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


This action is in alignment with Strategic Direction 3.8; Provide learning environments that are safe, welcoming, functional and sustainable.

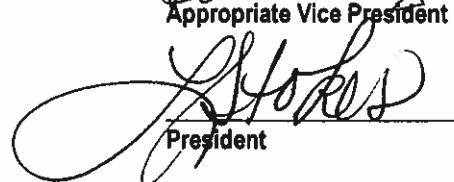
MOTION

Move that the Board of Trustees approve the first reading of revised Board Policy 410.01; Discrimination and Sexual Harassment.

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


 Appropriate Vice President 9/14/20
 Date


 President 9/14/2020
 Date

410.01 Discrimination and Sexual Harassment

Discrimination, sexual harassment and other acts of harassment are illegal under both state and federal law. In some cases, such conduct may be subject to prosecution under the federal or state criminal codes. Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Illinois Human Rights Act prohibit discrimination on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, and disability. Title IX of the Education Amendments of 1972 prohibits sexual harassment, sexual violence, and other acts of harassment and discrimination against students, on the basis of sex, in educational programs receiving federal funds.

In support of and in implementation of the law, and in an effort to provide an educational and employment environment free from prohibited discrimination, sexual harassment and harassment in any form and at any level, it is the policy of South Suburban College that no member of the College community including, but not limited to, administrators, faculty, employees or students, may discriminate against, sexually harass or otherwise harass another person at the College. Any such persons, be they administrators, faculty, employees or students, will be subject to disciplinary action for violation of this policy, up to and including suspension or dismissal for employees, and up to suspension or dismissal for students, as may be appropriate.

Individuals who believe they have been subjected to discrimination at South Suburban College may file a complaint with the South Suburban College Affirmative Action Officer in the matter set forth in the "Discrimination Policy for Students and Staff." Individuals who believe they have been subjected to, or have witnessed sexual harassment at South Suburban College, may file a complaint with the South Suburban College Title IX Coordinator in the manner set forth in the "Title IX Sexual Harassment Grievance Policy." In all instances, the policies set forth provide for the prompt and equitable resolution of complaints, and can be found in both the South Suburban College Catalog and on the College website.

- Adopted: February 18, 1987
- Revised: April 8, 1999
- Revised: July 12, 2007
- Revised: May 10, 2012
- Revised: October 8, 2015
- Revised: September ____, 2020



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST **Agenda Item FY21-VI.D**

For Board Information in September, 2020

Board Action in September, 2020

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Move to adopt the resolution approving the operating and non-operating budgets for fiscal year 2020/2021.

ESTIMATED COST OR BENEFIT

The Operating budget is \$32,561,051

The Non-Operating budget is \$15,822,687

JUSTIFICATION OF ACTION

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

MOTION

Motion to approve the attached resolution and Operating and Non-Operating budgets for Fiscal Year 2020/2021.

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

APPROVALS

Controller/Treasurer

Vice-President

President

RESOLUTION NO. _____

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

and

WHEREAS, a public hearing was held as to such budget on the 17th day of September, 2020, notice of public hearing was published on August 23, 2020 to be held on Thursday September 17, 2020 at 7:45pm virtually via zoom meetings. The budget has been available for at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

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

Section 1. That the fiscal year of this District is hereby fixed and declared as beginning July 1, 2020 and ending June 30, 2021.

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

this District for fiscal year 2020-21. A copy of this budget shall be included in the official minutes of this meeting.

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

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

Passed by the following roll call on the 17th day of September 2020.

Trustee _____ made the motion to adopt.

Trustee _____ seconded the motion.

Ayes

Nays:

Absent:

Attest:

Secretary

Chairman

Office of the Treasurer



To: Board of Trustees
From: Tim Pollert
Date: September 14, 2020
Subject: Budget Packet – Fiscal Year 2020-2021

Included with the Board Action Request form are summary documents for both the operating and non-operating fund budgets for fiscal year 2020-2021.

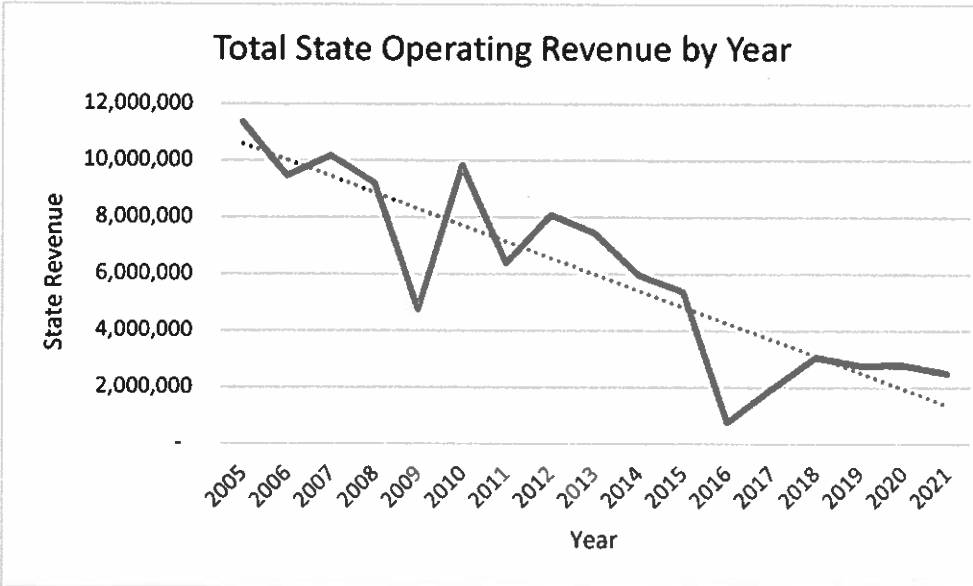
Operating expenditures are currently budgeted at \$32,561,051 with projected revenue of \$31,300,890. Non-operating expenditures are projected to be \$15,822,687 with revenue projected at \$15,822,687. In aggregate, fiscal year expenditures are \$48,383,738 with projected revenue for the year of \$47,123,577.

I have included for the Board fifteen plus years of relevant historical data as it pertains to the College's finances to further assist with future planning.

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

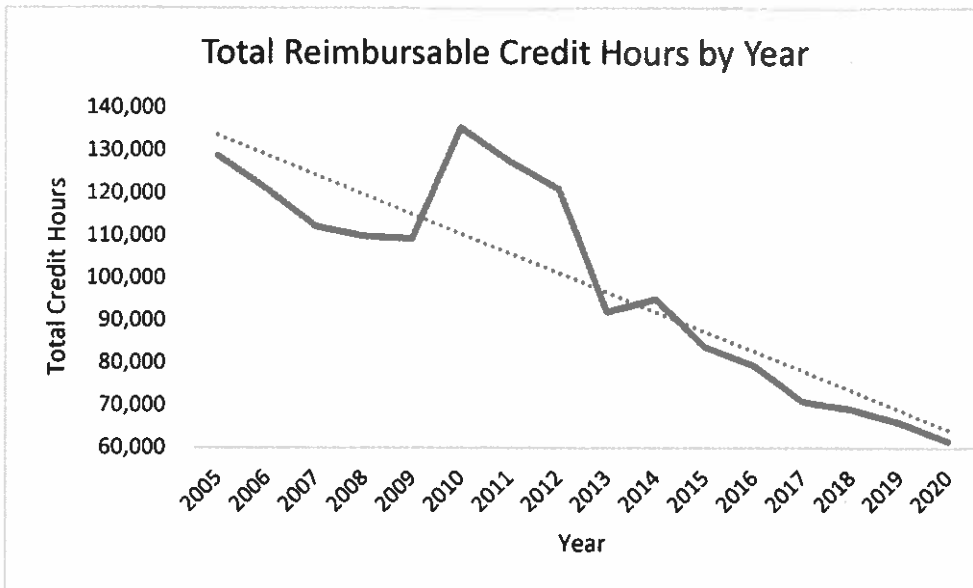
Total State Operating Revenue

2005	11,325,639
2006	9,429,934
2007	10,134,943
2008	9,174,074
2009	4,718,614
2010	9,792,524
2011	6,347,881
2012	8,045,234
2013	7,410,915
2014	5,933,184
2015	5,347,012
2016	738,949
2017	1,913,988
2018	3,027,120
2019	2,742,490
2020	2,752,978
2021	2,475,981



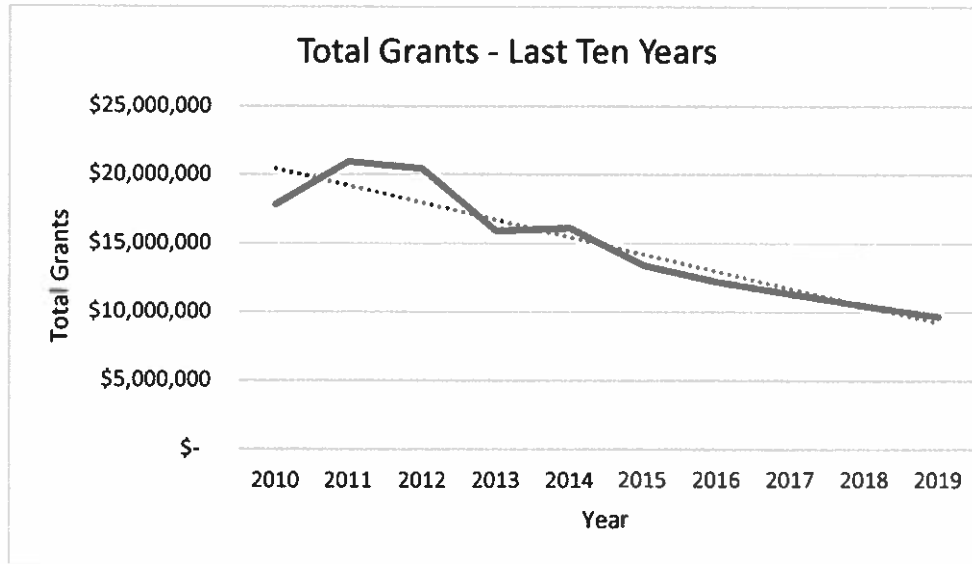
Total Reimbursable Credit Hours

2005	128,656
2006	120,892
2007	112,141
2008	109,832
2009	109,224
2010	135,199
2011	127,334
2012	120,923
2013	92,055
2014	94,974
2015	83,740
2016	79,338
2017	70,935
2018	69,122
2019	66,017
2020	61,636



Total Grants - Last Ten Years

2010	\$	17,810,944
2011	\$	20,930,405
2012	\$	20,424,305
2013	\$	15,918,439
2014	\$	16,135,228
2015	\$	13,435,550
2016	\$	12,229,174
2017	\$	11,358,857
2018	\$	10,500,077
2019	\$	9,710,882



Total Assessed Valuation - Last Eighteen Years

2002	3,313,991,836
2003	3,253,759,504
2004	3,355,079,416
2005	3,884,632,399
2006	3,942,454,847
2007	4,126,727,160
2008	4,167,399,431
2009	4,558,628,650
2010	4,569,947,896
2011	4,519,956,088
2012	3,681,325,985
2013	3,336,752,258
2014	3,109,474,542
2015	2,974,237,204
2016	2,985,543,407
2017	2,997,805,050
2018	3,230,750,406
2019	3,120,446,454

Operating Budget
2021

	Account Number	2021	2020	2021 v 2020	% Change
Vice President of Academic Affairs					
Vice Pres. Adademic Affairs Office	01 1090 10001	347,139 \$	432,721 \$	(85,582)	-19.78%
Adult Ed	01 4080 40001	162,078	157,806 \$	4,272	2.71%
Continuing Ed	01 4020 40002	219,658	218,253 \$	1,405	0.64%
Dean of Nursing	01 1090 10022	250,625	243,643 \$	6,982	2.87%
Nursing Department	01 1040 10025	420,657	265,073 \$	155,584	58.69%
BNATP	01 1040 10038	174,079	138,213 \$	35,866	25.95%
Physical Science	01 1010 10005	496,253	483,081 \$	13,172	2.73%
Math	01 1010 10006	1,278,810	1,286,315 \$	(7,505)	-0.58%
Life Science	01 1010 10007	928,561	914,521 \$	14,040	1.54%
English	01 1010 10012	1,215,398	1,408,203 \$	(192,805)	-13.69%
Reading	01 1050 10013	288,045	288,359 \$	(314)	-0.11%
Business	01 1010 10028	296,916	341,596 \$	(44,680)	-13.08%
CIS	01 1030 10029	160,319	165,202 \$	(4,883)	-2.96%
OAT	01 1020 10031	12,400	109,752 \$	(97,352)	-88.70%
Building Construction	01 1030 10032	161,985	150,045 \$	11,940	7.96%
Dean of STEM	01 1090 10035	170,641	156,937 \$	13,704	8.73%
Engineering	01 1010 10037	98,808	100,125 \$	(1,317)	-1.32%
Dean of Academic Services	01 1090 10027	92,345	181,556 \$	(89,211)	-49.14%
Art	01 1010 10008	492,971	507,235 \$	(14,264)	-2.81%
Communication & Humanities	01 1010 10011	423,897	520,849 \$	(96,952)	-18.61%
Music	01 1010 10009	261,862	249,209 \$	12,653	5.08%
Social & Behavioral Sciences	01 1010 10015	550,448	573,639 \$	(23,191)	-4.04%
Performing Arts Center	01 1090 10018	96,788	94,899 \$	1,889	1.99%
Theatre Productions	01 1010 10014	7,950	16,200 \$	(8,250)	-50.93%
Legal Studies	01 1010 10030	543,181	529,737 \$	13,444	2.54%
Human Services	01 1010 10026	43,950	31,800 \$	12,150	38.21%
Service Learning	01 1010 10039	1,750	4,750 \$	(3,000)	-63.16%
Child Development	01 1010 10040	137,192	136,872 \$	320	0.23%
Barbering	01 1020 10041	131,040	- \$	131,040	100.00%
Allied Health	01 1040 10024	1,224,170	1,316,163 \$	(91,993)	-6.99%
Total		\$ 10,689,916 \$	\$ 11,022,754 \$	(332,838)	-3.02%

**Operating Budget
2021**

		2021 v 2020		
Account Number	2021	2020	Difference	% Change
Vice President of Administration				
01 8060 80010	111,250 \$	112,250 \$	(1,000)	-0.89%
02 7010 70004	151,198	151,516	(318)	-0.21%
02 7030 70005	50,000	53,000	(3,000)	-5.66%
02 7010 70006	654,098	655,792	(1,694)	-0.26%
02 7060 70007	1,149,000	1,166,000	(17,000)	-1.46%
02 7020 70008	1,185,282	1,177,119	8,163	0.69%
01 8020 80002	152,697	146,298	6,399	4.37%
01 8020 80012	632,318	611,046	21,272	3.48%
01 8040 80005	434,639	384,023	50,616	13.18%
01 8010 80020	3,500	3,600	(100)	-2.78%
01 8090 80006	14,500	25,171	(10,671)	-42.39%
01 8010 80001	327,647	325,445	2,202	0.68%
02 7040 70001	1,260,353	1,351,318	(90,965)	-6.73%
01 1090 10033	627,770	643,266	(15,496)	-2.41%
01 1090 10034	183,206	101,365	81,841	80.74%
01 1090 10003	1,160,780	1,544,603	(383,823)	-24.85%
01 8080 80007	1,455,830	1,637,320	(181,490)	-11.08%
02 8060 80008	287,598	299,581	(11,983)	-4.00%
Total	\$ 9,841,666 \$	\$ 10,388,713 \$	(547,047)	-5.27%

**Operating Budget
2021**

	Account Number	2021	2020	2021 v 2020 Difference	% Change
President					
Foundation	01 8070 80022	2,000 \$	73,192 \$	(71,192)	-97.27%
Publications	01 8030 80023	232,191	232,882 \$	(691)	-0.30%
Public Relations	01 8010 80024	565,364	493,575 \$	71,789	14.54%
President's Office	01 8010 80019	445,606	438,907 \$	6,699	1.53%
Board of Trustees	01 8050 80025	39,600	47,625 \$	(8,025)	-16.85%
Phi Theta Kappa	01 1090 10017	7,891	7,792 \$	99	1.27%
Total		\$ 1,292,652 \$	1,293,973 \$	(1,321)	-0.10%

**Operating Budget
2021**

	Account Number	2021	2020	2021 v 2020 Difference	% Change
Vice President Student Development					
VP Student Development	01 3020 30001	225,240 \$	223,788	1,452	0.65%
Records	01 3010 30028	336,626	294,292	42,334	14.39%
Admiss/Latino Center/Welcome Center	01 3010 30020	340,830	336,293	4,537	1.35%
Registration	01 3010 30022	215,148	199,752	15,396	7.71%
Veterans Center	01 3040 30033	12,200	30,000	(17,800)	-59.33%
Financial Aid	01 3040 30007	472,110	461,316	10,794	2.34%
Counseling	01 3020 30030	1,282,468	1,321,236	(38,768)	-2.93%
Library	01 2010 20001	435,326	451,789	(16,463)	-3.64%
Dean of Student Development	01 3010 30021	167,335	162,917	4,418	2.71%
Office of Disable Student Services	01 3010 30024	219,432	151,159	68,273	45.17%
Office of College Recruitment	01 3010 30029	372,232	428,768	(56,536)	-13.19%
Academic Assistance Services	01 3020 30004	209,401	160,875	48,526	30.16%
Dean of Student Services	01 3020 30006	159,861	152,538	7,323	4.80%
Testing & Orientation	01 3020 30031	194,931	189,090	5,841	3.09%
Career Development	01 3050 30032	51,000	48,000	3,000	6.25%
Physical Fitness Center	01 6040 10010	4,000	4,000	-	0.00%
Total		\$ 4,698,140 \$	4,615,813	82,327	1.78%

**Operating Budget
2021**

	Account Number	2021	2020	2021 v 2020 Difference	% Change
AVP Accreditation and Institutional Research					
AVP Accreditation and IR	01 1090 10099	292,787	290,109	2,678	0.92%
Institutional Research	01 8070 80021	158,882	152,606	6,276	4.11%
Oak Forest Center	01 4020 40004	327,136	397,713	(70,577)	-17.75%
Total		\$ 778,805	\$ 840,428	\$ (61,623)	-7.33%

**Operating Budget
2021**

	Account Number	2021	2020	2021 v 2020 Difference	% Change
Institutional Support					
Institutional Expense	01 8060 80013	1,909,872	1,863,290	46,582	2.50%
Waivers/Scholarships	01 9010 90001	3,350,000	2,750,000	600,000	21.82%
Total		\$ 5,259,872	\$ 4,613,290	\$ 646,582	14.02%
Total 2021 Operating Budget		\$ 32,561,051	\$ 32,774,971	\$ (213,920)	-0.65%

Operating Funds Revenues

Fiscal Year 2020 - 2021

Category	FY 20-21 Budget	FY 19-20 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 14,246,667	\$ 13,899,187	\$ 347,480	2.50%
Total Local Sources	\$ 14,246,667	\$ 13,899,187	\$ 347,480	2.50%
State Government Sources:				
Credit Hour Grants	\$ 2,161,088	\$ 2,262,083	\$ (100,995)	-4.46%
Equalization Grant	282,893	485,830	(202,937)	-41.77%
Career and Technical Ed Grant	234,448	216,490	17,958	8.30%
Corporate Replacement Tax	640,000	601,366	38,634	6.42%
Total State Sources	\$ 3,318,429	\$ 3,565,769	\$ (247,340)	-6.94%
Federal Government Sources	\$ 12,000	\$ 11,590	\$ 410.00	3.54%
Tuition and Fees:				
Tuition	11,332,742	11,480,343	\$ (147,601)	-1.29%
Course Fees	775,000	779,670	(4,670)	-0.60%
Lab Fees	350,000	368,192	(18,192)	-4.94%
Other Fees	224,052	216,162	7,890	3.65%
Total Tuition and Fees	\$ 12,681,794	\$ 12,844,367	\$ (162,573)	-1.27%
Other Sources of Revenue:				
Interest on Investments	\$ 280,000	\$ 288,947	\$ (8,947)	-3.10%
Facilities Rental	762,000	766,044	(4,044)	-0.53%
Total Other Sources	\$ 1,042,000	\$ 1,054,991	\$ (12,991)	-1.23%
Total Revenue	\$ 31,300,890	\$ 31,375,904	\$ (75,014)	-0.24%
	=====	=====	=====	=====

Educational Fund Revenues

Fiscal Year 2020 - 2021

Category	FY 20-21 Budget	FY 19-20 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 11,458,404	\$ 11,178,931	\$ 279,473	2.50%
Total Local Sources	\$ 11,458,404	\$ 11,178,931	\$ 279,473	2.50%
State Government Sources:				
Credit Hour Grants	\$ 1,080,544	\$ 1,160,638	\$ (80,094)	-6.90%
Equalization Grant	282,893	485,830	(202,937)	-41.77%
Career and Technical Ed Grant	234,448	216,490	\$ 17,958	8.30%
Corporate Replacement Tax	325,000	300,683	24,317	8.09%
Total State Sources	\$ 1,922,885	\$ 2,163,641	\$ (240,756)	-11.13%
Federal Government Sources	\$ 12,000	\$ 11,590	\$ 410.00	3.54%
Tuition and Fees:				
Tuition	\$ 11,332,742	\$ 11,480,343	\$ (147,601)	-1.29%
Course Fees	775,000	779,670	(4,670)	-0.60%
Lab Fees	350,000	368,192	(18,192)	-4.94%
Other Fees	224,052	216,162	7,890	3.65%
Total Tuition and Fees	\$ 12,681,794	\$ 12,844,367	\$ (162,573)	-1.27%
Other Sources of Revenue:				
Interest on Investments	\$ 280,000	\$ 288,947	\$ (8,947)	-3.10%
Facilities Rental	760,000	764,567	(4,567)	-0.60%
Total Other Sources	\$ 1,040,000	\$ 1,053,514	\$ (13,514)	-1.28%
Total Revenue	\$ 27,115,083	\$ 27,252,043	\$ (136,960)	-0.50%
	=====	=====	=====	=====

Operations & Maintenance Fund Revenues

Fiscal Year 2020 - 2021

Category	FY 20-21 Budget	FY 19-20 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 2,788,262	\$ 2,720,256	\$ 68,006	2.50%
Total Local Sources	\$ 2,788,262	\$ 2,720,256	\$ 68,006	2.50%
State Government Sources:				
Credit Hour Grants	\$ 1,080,544	\$ 1,101,445	\$ (20,901)	-1.90%
Corporate Replacement Tax	315,000	300,683	14,317	4.76%
Total State Sources	\$ 1,395,544	\$ 1,402,128	\$ (6,584)	-0.47%
Other Sources of Revenue:				
Parking/Traffic	\$ 2,000	\$ 1,477	\$ 523	35.41%
Total Other Sources	\$ 2,000	\$ 1,477	\$ 523	35.41%
Total Revenue	\$ 4,185,806	\$ 4,123,861	\$ 61,945	1.50%
	=====	=====	=====	=====

SOUTH SUBURBAN COLLEGE
REVENUES AND EXPENDITURES
FISCAL YEAR 2021
NON-OPERATING BUDGET

	BOND & INTEREST FUND	AUXILIARY ENTERPRISE FUND	RESTRICTED PURPOSE FUND	STUDENT DEVELOPMENT FUND	TRUST & AGENCY FUND	SPECIAL LEVIES FUND	TOTAL NON-OPERATING FUNDS
REVENUES:							
Bookstore		1,120,489					1,120,489
Bus. & Career Institute		190,862					190,862
Satellite Copier		66,349					66,349
Duplication Center		99,000					99,000
Enterprise Revenue Reserves		500,000					500,000
State Gov. Sources			1,332,828				1,332,828
Federal Gov. Sources			8,075,188				8,075,188
Student Dev. Fund				842,085			842,085
Tax Revenue	2,110,000				207,886	1,221,000	3,331,000
T & A Receipts					57,000		207,886
Flex Plan							57,000
TOTAL REVENUES	2,110,000	1,976,700	9,408,016	842,085	264,886	1,221,000	15,822,687
EXPENDITURES:							
Bookstore		1,160,489					1,160,489
Bus. & Career Institute		640,862	318,184				959,046
Satellite Copier		66,349					66,349
Duplication Center		109,000					109,000
V.P. Academic Services			1,216,103				1,216,103
Controller/Treasurer			7,000,000				7,000,000
V.P. Student Development			167,056				167,056
Adult Ed			706,673				706,673
Career Development & Job Training							-
Student Dev. Fund				842,085			842,085
Debt Principal	2,110,000						2,110,000
Protection Health and Safety							-
Debt Interest							-
T & A Disbursements					207,886		207,886
Liab. Prot. Sett. Fund						1,221,000	1,221,000
Other					57,000		57,000
TOTAL EXPENDITURES	2,110,000	1,976,700	9,408,016	842,085	264,886	1,221,000	15,822,687

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.1

Board Meeting Date: September 17, 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 resignation of Gregory Dukes, Custodian in the Physical Plant Department, effective August 31, 2020, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached retirement letter from Gregory Dukes. Replacement of this position aligns with Strategic Direction 3.8; Provide learning environments that are safe, welcoming, functional and sustainable.

MOTION

Move that the Board of Trustees accept the resignation of Gregory Dukes, Custodian in the Physical Plant Department, effective August 31, 2020, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

	9/11/20
Originator	Date
	9/11/20
Director of Human Resources	Date
	9/11/2020
Appropriate Vice President	Date
	9/15/2020
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A .2

Board Meeting Date: September 17, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Effective 09 August 2020, Fulltime Police Officer Michael Gebert resigned from the position of Police Officer with the South Suburban College Campus Police Department. Move that the Board of Trustees accept the Resignation of Michael Gebert from the position of full-time Campus Police Officer effective 09 August 2020 grant permission to advertise to fill the position as needed.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Resignation from the position of full-time Police Officer. Replacement of this position aligns with Strategic Direction 3.8: Provide learning environments that are safe, welcoming, functional and sustainable.

MOTION

Move that the Board of Trustees accept the Resignation of Michael Gebert from the position of full-time Campus Police Officer effective 09 August 2020 and grant permission to advertise to fill the position as needed.

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

Approvals:

[Signature] 25 Aug 2020
 Originator Date

[Signature] 9-11-20
 Director of Human Resources Date

[Signature] 8-27-2020
 Appropriate Vice President Date

[Signature] 8/27/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.3

Board Meeting Date: September 17, 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 resignation of Dr. Natalie Page, Dean of Academic Services, effective September 4, 2020.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Not applicable.

MOTION

Move that the Board of Trustees accept the resignation of Dr. Natalie Page, Dean of Academic Services, effective September 4, 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)

Tasha S. Williams 09-03-2020

Originator *[Signature]* Date 9-11-20
Director Human Resources

Tasha S. Williams 09-03-2020

Appropriate Vice President *[Signature]* Date 9/14/2020
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.1

Board Meeting Date: September 17, 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 Kendra Perdue Smith to the position of Director of Financial Aid effective September 21, 2020.

ESTIMATED COST OR BENEFIT

This is a full-time administrative position, 40 hours per week, 52 weeks per year with an annual salary of \$75,000, plus benefits.

JUSTIFICATION OF ACTION

The replacement of this position is in alignment with SSC Directive #2, SSC 2.2: provide high quality accessible, affordable credit courses and associate degree and certificate programs for a diverse, academically prepared student body to assist them in preparing for occupations that require career education beyond high school.

MOTION

Move that the Board of Trustees grant permission to appoint Kendra Perdue Smith to fill the vacant position of Director of Financial Aid effective September 21, 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)

Maureen Grewal 9/14/20
 Originator Date

Kendra Perdue 9/14/20
 Director of Human Resources Date

Math Grewal 9/14/20
 Appropriate Vice President Date

Stokes 9/14/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.C.1

Board Meeting Date: September 17, 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 Academic Services Restructuring Plan, as presented

ESTIMATED COST OR BENEFIT

The full-time Administrative position of Dean of Liberal Arts and Sciences will earn \$105,000 annually plus \$13,056 in benefits, totaling \$118,056. The plan will save the college approximately \$76,475 in operating funds

JUSTIFICATION OF ACTION

The action is in alignment with **Strategic Goal #2- Student Success and Completion** and will assist the college in providing credit course and associate degree programs for an academically prepared student body.

MOTION

Move that the Board of Trustees approve the Academic Services Restructuring Plan, as presented

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)

Jasha S. Williams 09-03-2020

Originator *[Signature]* Date 9-11-20
Director Human Resources Date

Jasha S. Williams 09-03-2020

Appropriate Vice President Date
[Signature] 9/14/2020
President



South Suburban College
Office of the Vice President of Academic Services

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

MEMORANDUM

TO: Dr. Lynette S. Stokes, President

FROM: Dr. Tasha S. Williams, Vice President

Cc: Kimberly Pigatti, Director of Human Resources

RE: South Suburban College – Personnel Reorganization Plan

DATE: August 26, 2020

In an ongoing effort to maximize efficiency and productivity from existing administrative staff and better align departments, the following restructuring for Academic Services is being proposed to meet three primary goals:

1. To restructure the academic divisions across the college in such a way as to increase efficiency, streamline operations, and align curriculum and outcomes for the general education disciplines, and
2. To create a more transparent and fluid pathway for SSC to become academically and financially stronger, and
3. To create targeted workflow pathways that continues to support positive outcomes for student success, retention and completion.

ACADEMIC SERVICES RESTRUCTURING PLAN:

- Motion to abolish the job position of Dean of STEM and replace it with the job position of **Dean of Liberal Arts and Sciences** (Anna Helwig). Added responsibilities to support the restructuring proposal and current salary of like and kind positions of the Community College System.
 - Administrative oversight and supervision of the following academic programs which include 17 additional FT faculty, 34 Adjuncts, 2 Grant employees and 6 Support Staff:
 1. Early Childhood Education;
 2. Art Department;
 3. Music Department;
 4. Social and Behavioral Sciences Department;
 5. Communication and Humanities Department;
 6. Legal Studies
 7. Performing Arts Center; and
 8. PBI grant management.
- Motion to abolish the job position of Dean of Academic Services

Resource Allocation

Develop and manage the Division's budget consistent with District policy and sound management principles.

Other Duties

Serve on College-wide committees. Serve as evening administrator.

Attend monthly board meeting.

Perform other duties as assigned by the Vice President for Academic Services and the President.

Provide Administrative oversight and support to the following areas:

- Art & Graphic Design
- Building Construction & Industrial Technology
- Business & Technology
- Communication & Humanities, including the Speaking Center
- Early Childhood Education program
- English, including the Writing Center
- Legal Studies Program
- Life Science/Physical Education
- Math & Computer Science; including the Math Lab
- Music
- Physical Science
- Reading
- Social and Behavioral Sciences
- Transition Math and English
- Kindig Performing Arts Center
- SouthWorks Maker Lab at SSC
- PBI Grant supervision

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Minimum Requirements: Master's degree in a discipline related to the assignment. College-level teaching experience in the fields of Liberal Arts, Math or Science required. Strong organizational and computer skills are necessary, as well as excellent written and oral communication skills. Experience with accreditation. Subject to criminal background check. **Preferred Requirements:** Previous administrative experience; familiarity with Ellucian; Ph.D. in a discipline related to the assignment.



SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Dean of Liberal Arts and Science
Division: Arts and Science
Department: Academic Services
Reports To: Vice President of Academic Services
FLSA Status: Exempt
DATE: September 2020

SUMMARY

Reporting to the Vice President of Academic Services, the Dean of Liberal Arts and Science provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, operating within established duties and responsibilities, the Dean has the responsibility and authority to manage decisions on matters related the division: plan, organize, administer, develop, and evaluate the programs; provide leadership for faculty and staff in offering quality educational services for college students, and supervise and evaluate the performances of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Leadership

Participate in strategic and long-range instructional planning for the College and the District.
Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making.
Provide leadership for program improvement, development, and review and recommend changes to maintain relevance of Division programs and meet student and community needs.
Promote excellence in teaching.
Provide oversight of strategic planning initiatives in the Division.

Curriculum and Instruction

Work with faculty to plan for curriculum additions, implementation of modifications/deletions of student learning outcomes; set priorities for resource needs; provide program analysis.
Facilitate maintenance of relevant curriculum appropriate to the college mission.
Coordinate the review and implementation of innovative curriculum additions and revisions, the use of technology in the classroom, and monitoring of syllabi that reflect the rigor of the course.

Student Success

Work with faculty and staff to assess student and continuously monitor their progress for success using appropriate data and research tools.
Coordinate all indirect instructional supports including, but not limited to: Service Learning, Student Learning Assistant (SLA), Math Lab, Writing Center, Reading Center, Speaking Center, Internship Placement.
Outcomes Assessment monitoring.
Prepare ICCB reports and analyses of program completion, retention rates and persistence.

Community Relations/Outreach

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs.
Work effectively with internal and external constituents to cultivate new and nurture existing partnerships which result in improved student educational opportunities.
Establish or engage advisory committees as appropriate.