



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

**February 11, 2021**



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**

**[HTTPS://ZOOM.US/J/92257217538](https://zoom.us/j/92257217538)**

**MEETING ID: 922 5721 7538**

**REGULAR BOARD MEETING AGENDA**

**THURSDAY, FEBRUARY 11, 2021**

**8:00 PM**

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

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

**[HTTPS://ZOOM.US/J/92257217538](https://zoom.us/j/92257217538)**

**MEETING ID: 922 5721 7538**

**IV. PRESENTATIONS/REPORTS**

There are none.

**V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

A. Regular Board Meeting held January 14, 2021

B. Closed Session Meeting held January 14, 2021

C. Special Board Meeting held January 28, 2021

**VI. NEW BUSINESS**

A. Monthly Financial Report (T. Pollert)

B. Approval of the payment of bills for February 2021 (T. Pollert)

**VII. PERSONNEL RECOMMENDATIONS**

A. Retirements/Resignations/Terminations

B. Appointments

C. Approval to Grant Tenure (Academic Services)

D. Approval to Reappoint Non-Tenured Faculty for the 2021-2022 Academic Year (Academic Services)

E. Approval to Grant a 4<sup>th</sup>-Year Probationary Reappointment to Non-Tenured Faculty (Academic Services)

F. Approval to Grant Lateral Transfer of Faculty from Student & Enrollment Services to Academic Services

G. Approval to Eliminate Vacant Administrative and Technical Professional Exempt (TPE) Positions

H. Approval to Eliminate Vacant Grant-Funded Positions

I. Approval to Eliminate Vacant Faculty Positions

J. Reappointment of Administrative Staff for Fiscal Year 2022

K. Reappointment of Technical Professional Exempt (TPE) Staff for Fiscal Year 2022

L. Reappointment of Grant-funded Staff for Fiscal Year 2022

**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**



## **Pledge of Allegiance**

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# Minutes

# **BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

REGULAR BOARD MEETING MINUTES

[HTTPS://ZOOM.US/J/9351729365](https://zoom.us/j/9351729365)

THURSDAY, JANUARY 14, 2020

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

At 8:16 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, Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington.

*Absent:* Vice Chairman John Daly and Student Trustee Babatunde Adamson.

*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 T. Kuser.

## **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 December 10, 2020**

Trustee Whittington moved and Trustee Payne seconded to approve the minutes of the Finance Committee meeting held December 10, 2020. On roll call Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington voted aye. Anthony DeFilippo and Frank M. Zuccarelli passed. Nays: None. Motion carried.

### **B. Regular Board Meeting held December 10, 2020**

Trustee Wells moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held December 10, 2020. On roll call Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington voted aye. Anthony DeFilippo and Frank M. Zuccarelli passed. Nays: None. Motion carried.

### **C. Closed Session meeting held December 10, 2020**

Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Closed Session meeting held December 10, 2020. On roll call Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington voted aye. Anthony DeFilippo and Frank M. Zuccarelli passed. Nays: None. Motion carried.

**D. Previously tabled minutes of the Closed Session meeting held November 12, 2020**

Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Closed Session meeting held December 10, 2020. On roll call Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington voted aye. Anthony DeFilippo and Frank M. Zuccarelli passed. Nays: None. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

**B. Bills Payable for January 2021**

Trustee Payne moved and Trustee Wells seconded to authorize the Treasurer to pay the list of bills payable for January 2021, in the amount of \$3,177,137.40. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Motion carried. Note that Trustee Whittington's connection was lost, and he was unable to vote on this item. A quorum was still present.

**C. Approval to adopt the proposed academic calendars for the Fall 2022, Spring 2023 and Summer 2023 semesters**

Trustee DeFilippo moved and Trustee Payne seconded to adopt the proposed academic calendars for the Fall 2022, Spring 2023 and Summer 2023 semesters. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, and Frank M. Zuccarelli voted aye. Nays: None. Motion carried. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Motion carried. Note that Trustee Whittington's connection was lost, and he was unable to vote on this item. A quorum was still present.

**E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of December 10, 2020 are authorized to be released. The written minutes of November 12, 2020 shall remain closed. The audio recordings of January 10, 2019, February 14, 2019, March 14, 2019 and April 11, 2019 are eligible to be destroyed.**

Trustee DeFilippo moved and Trustee Whittington seconded to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of December 10, 2020 are authorized to be released. The written minutes of November 12, 2020 shall remain closed. The audio recordings of January 10, 2019, February 14, 2019, March 14, 2019 and April 11, 2019 are eligible to be destroyed. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**VIII. PERSONNEL RECOMMENDATIONS**

**A. Memorandum of Understanding**

1. Trustee Wells moved and Trustee DeFilippo seconded to approve the Memorandum of Understanding between Community College District No. 510 and the SSCFA concerning the extension of the deadline for application for the South Suburban College incentive described in Section 13.6 (B) of the Collective Bargaining Agreement from December 1, 2020 to February 1, 2021. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

2. Trustee Whittington moved and Trustee DeFilippo seconded to approve the Memorandum of Understanding between Community College District No. 510 and the SSCSSA concerning the application for the South Suburban College Incentive described in Section 23.1 of the Collective Bargaining Agreement. The deadline to apply for the early retirement incentive is March 1, 2021. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**B. Resignations/Retirements/Terminations**

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

1. Retirement of Linda Bathgate, full-time Counselor in the Student and Enrollment Services, effective June 30, 2021.
2. Retirement of Diana Haney, full-time Reading Instructor in Academic Services, effective May 31, 2021, and grant permission to advertise to fill the vacated position, as needed.

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

**C. Appointments**

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

1. Appointment of John Casella as a full-time Trades II Maintenance Worker in the Physical Plant Department, effective January 19, 2021, pending successful completion of a criminal background investigation.
2. Appointment of David Frazier as a full-time, grant-funded Academic Assistant in the Health Professions Opportunities/Step-Up Program in the Allied Health Department, effective January 19, 2021, pending successful completion of a criminal background investigation.

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

**VII. Closed Session:**

At 9:01 p.m., the Board entered into Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation on a motion made by Trustee Payne and seconded by Trustee DeFilippo. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

The Board resumed open session at 9:49 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Whittington. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**ADJOURNMENT**

At 9:51 p.m., Trustee Payne moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.



## **BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

### **SPECIAL BOARD MEETING MINUTES**

<https://zoom.us/j/99295899346>

**THURSDAY, JANUARY 28, 2020**

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

At 8:29 p.m. the Special 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, Trustees John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson.

*Absent:* Trustee Vivian Payne.

*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 T. 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. NEW BUSINESS**

##### **A. Approval of the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding the Restructuring of the Counseling Department**

Trustee Daly moved and Trustee Whittington seconded to approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding the restructuring of the Counseling Department. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli voted aye. Nays: None. Motion carried. Student Trustee Babatunde Adamson lost his connection and never returned to the Special Meeting.

**B. Approval of the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding the Restructuring of Library Services**

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

**C. Approval of the Rightsizing Plan for the South Suburban College Faculty Association**

Trustee Whittington moved and Trustee Rogers seconded to approve the Rightsizing Plan for the South Suburban College Faculty Association. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**VI. CLOSED SESSION**

There was none.

**ADJOURNMENT**

At 8:50 p.m., Trustee Rogers moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call John Daly Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

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**Janet Rogers, Secretary of the Board**

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**Frank M. Zuccarelli, Chairman of the Board**

# New Business



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21.VI-A

Board Meeting Date: February 11, 2021

**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**


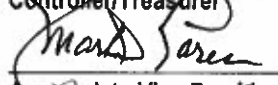
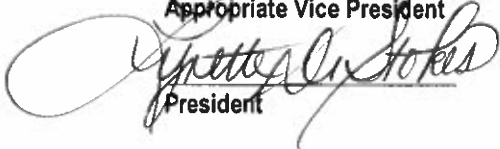
Please refer to the attached Investment Report and Financial Summary enclosed in your board packet for the period ending December 31, 2020. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational 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

  
 Controller/Treasurer      2/5/21  
 Date  
  
 Appropriate Vice President      2/8/2021  
 Date  
  
 President      02-05-2021  
 Date

**SOUTH SUBURBAN COLLEGE**  
**South Holland, Illinois**

To: Board of Trustees  
 From: Tim Pollert  
 Date: February 3, 2021  
 Subject: Financial Report For The Period Ending December 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>
\$1,138,703.30	\$12,892,190.53
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,246,597.88	\$14,633,931.75

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>
\$2,985,158.35	\$20,677,045.92
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,888,456.26	\$22,373,749.02
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$903,297.91)	(\$1,696,703.10)

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>
\$7,430,838.18	2.71%	38

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$2,985,044.00	\$321,851.58	\$3,306,895.58
August	\$1,702,212.98	\$201,234.42	\$1,903,447.40
September	\$1,848,251.85	\$200,798.15	\$2,049,050.00
October	\$1,978,528.15	\$219,528.15	\$2,198,056.30
November	\$2,085,185.80	\$210,852.15	\$2,296,037.95
December	\$990,851.15	\$147,852.15	\$1,138,703.30
January			
February			
March			
April			
May			
June			
YTD	\$11,590,073.93	\$1,302,116.60	\$12,892,190.53

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$3,226,519.42	\$361,596.35	\$3,588,115.77
August	\$2,060,934.60	\$422,312.34	\$2,483,246.94
September	\$1,604,261.52	\$208,172.57	\$1,812,434.09
October	\$2,029,649.56	\$301,688.81	\$2,331,338.37
November	\$1,798,270.30	\$373,928.40	\$2,172,198.70
December	\$1,971,707.84	\$274,890.04	\$2,246,597.88
January			
February			
March			
April			
May			
June			
YTD	\$12,691,343.24	\$1,942,588.51	\$14,633,931.75

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$4,315,851.15	\$4,915,591.60	(\$599,740.45)
August	\$3,601,927.12	\$3,958,335.88	(\$356,408.76)
September	\$3,317,578.35	\$3,261,125.97	\$56,452.38
October	\$3,146,715.10	\$3,046,661.91	\$100,053.19
November	\$3,309,815.85	\$3,303,577.40	\$6,238.45
December	\$2,985,158.35	\$3,888,456.26	(\$903,297.91)
January			
February			
March			
April			
May			
June			
YTD	\$20,677,045.92	\$22,373,749.02	(\$1,696,703.10)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$10,420,100.73	2.19%	(8)
August	\$10,659,249.00	2.06%	(13)
September	\$11,306,235.94	2.13%	7
October	\$11,722,381.96	2.47%	34
November	\$11,250,177.98	2.33%	(14)
December	\$7,430,838.18	2.71%	38
January			
February			
March			
April			
May			
June			











SOUTH SUBURBAN COLLEGE

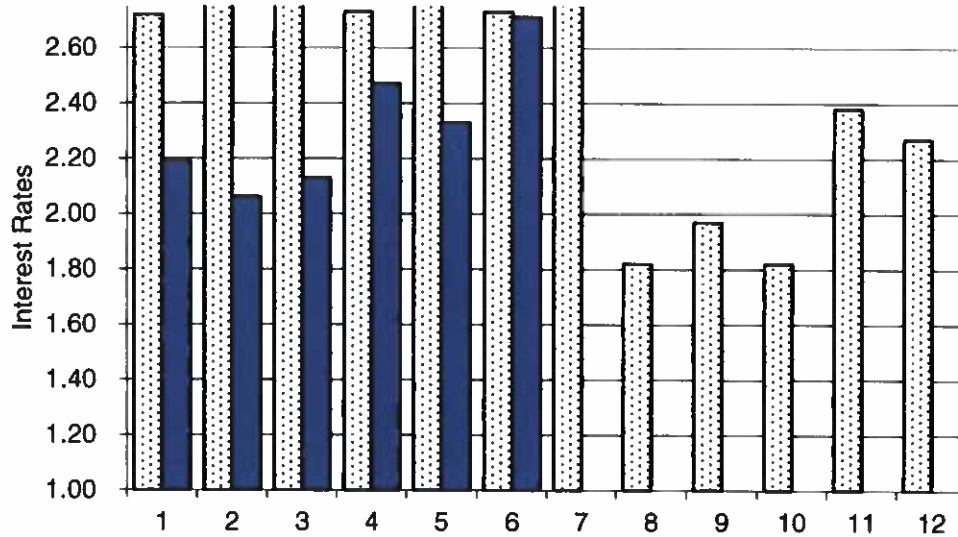
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	1,990,148.89	0.00	1,990,148.89	27%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,440,689.29	0.00	5,440,689.29	73%
	Total	7,430,838.18	0.00	7,430,838.18	100%
	Average %	2.71			



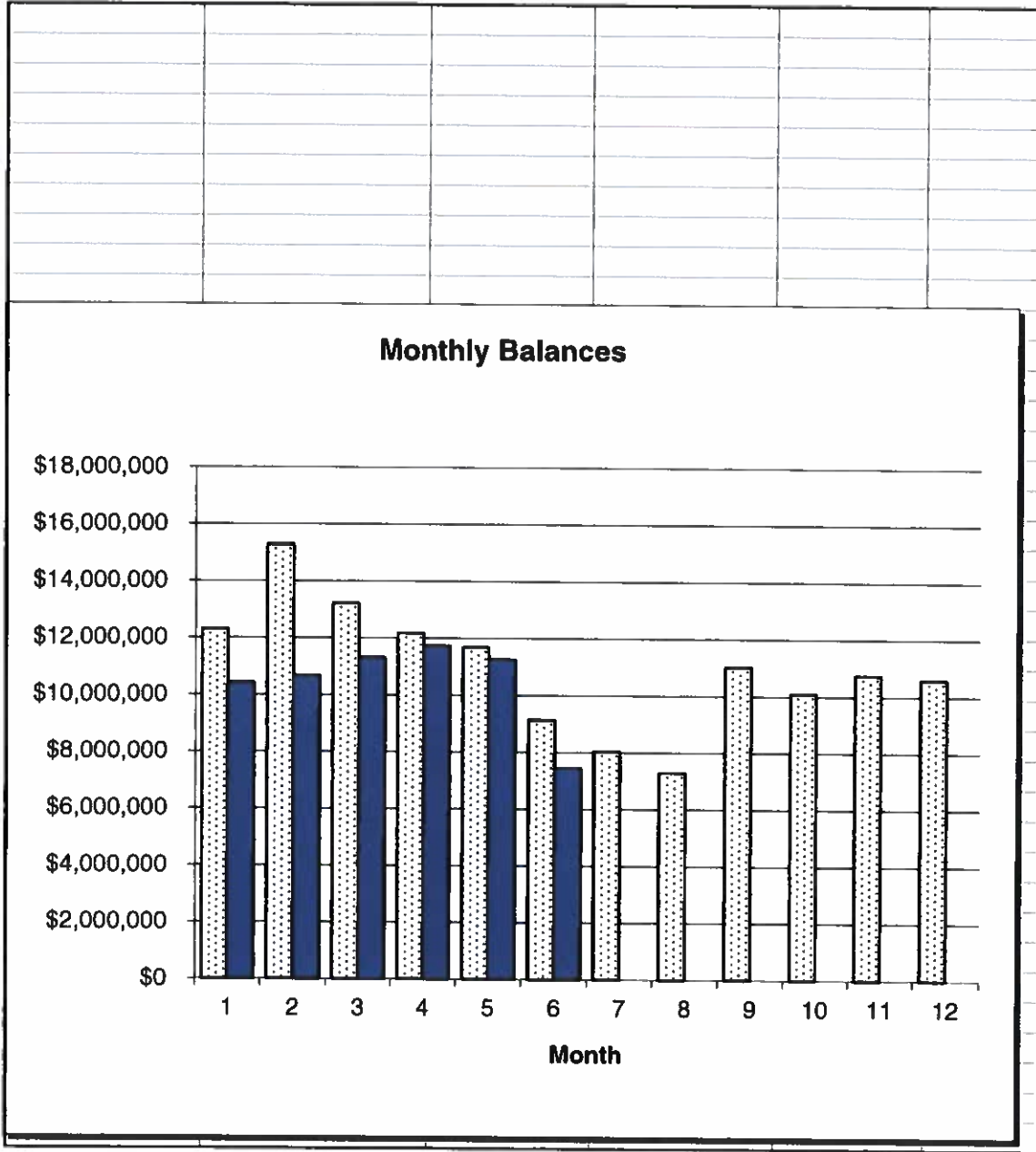
### South Suburban College

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	10,659,249	2.06
September	13,216,127	2.82	11,306,236	2.13
October	12,171,590	2.73	11,722,382	2.47
November	11,674,854	2.78	11,250,178	2.33
December	9,132,270	2.73	7,430,838	2.71
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		

#### Interest Rates



# South Suburban College



# Office of the Treasurer



**To: Board of Trustees**  
**From: Tim Pollert**  
**Date: February 4, 2021**  
**Subject: Mid-year Financial Report – 2021**

Without a doubt, this has been an extremely challenging six to ten months for the College. Trying to change the manner in which our services are delivered to our students has had some financial consequences that the administration has been addressing on a day to day basis.

## Expenditures

The College has always done a good job in managing expenditures and the first six months of the year are no different. The following compares the approved budget to actual expenditures as of December 31, 2020:

<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
\$32,561,051	\$14,633,932	44.94%

- Operating expenditures are \$1,646,000 under budget to date.
- The College has spent \$1,142,968 less the first six months this year than last year during the same period.

## Revenue

The revenue side of the equation is more challenging. The following shows budget to actual as of December 31, 2020:

<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
\$31,300,890	\$12,892,191	41.19%

With all classes being on-line, the College has seen a considerable drop-off in tuition and fee revenue. Specifically, tuition and fee revenue is down 20% from what was anticipated.

## Enterprise Fund

With the diminished foot traffic from having students on campus, the Enterprise funds have also suffered. Every enterprise fund is in negative territory in comparing revenue and expenses. To date, the Enterprise fund has a deficit of \$314,000.



## **Federal Grants**

**I am pleased to report that the College has been awarded two sizeable grants as a result of the CARES Act and Coronavirus Response and Relief Supplemental Appropriations. In total, the College was awarded \$2,208,424 in Emergency Student Aid and \$5,973,385 in Institutional Aid.**

**Of the original Institutional Aid, the College still has a little over \$5 million that may be used in the following manner:**

- **Defraying expenses associated with coronavirus including (lost revenue, reimbursement for expenses already incurred, technology cost associated with a transition to distance education, faculty and staff trainings, and payroll for individuals affected by coronavirus.**
- **Carrying out student support activities where those student support activities address needs related to the coronavirus.**
- **Reasonable direct administrative costs.**

**My expectation is that the College will not have any difficulty in awarding all of the Emergency Student Aid to our existing students. I also fully expect that all of the remaining Institutional Aid will be accounted for over the next two fiscal years offsetting the lost revenue as a result of the pandemic.**

**Please let me know if I may answer any questions or if you would like additional clarification.**



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21.VI-B

Board Meeting Date: February 11, 2021

## BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

## FUNDING

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

## PROPOSAL SUMMARY

## ESTIMATED COST OR BENEFIT

## JUSTIFICATION OF ACTION


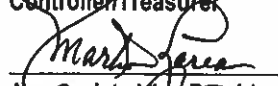

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

## MOTION

Hereby authorize the Treasurer to pay the following list of bill:	
Education Fund	\$1,727,096.54
Operations & Maintenance Fund	\$287,339.66
Operation and Maintenance Fund Restricted	\$499,145.00
Auxiliary Enterprise Fund	\$232,883.81
Restricted Funds	\$341,789.86
Special Levies Fund	\$149,488.74
Audit Fund	\$35,000.00
Flex Plan Fund	\$3,579.16
Total	\$3,276,322.77

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

  
 Controller/Treasurer      2/15/21  
 Date  
  
 Appropriate Vice President      2/8/2021  
 Date  
  
 President      02-03-2021  
 Date

# Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.1

Board Meeting Date:

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

**PROPOSAL SUMMARY**

Request to accept the resignation of Tiffany McCrary, Nursing Lab Supervisor effective February 15, 2021, and permission to advertise to the position as needed.

**ESTIMATED COST OR BENEFIT**

This full-time position is 35 hour per week, 40 weeks per year, Grade 14, support staff position.

**JUSTIFICATION OF ACTION**

This action will assist in providing credit courses and associate degree programs for an academically prepared student body (Strategic Direction #1-Nurture and empower each student to succeed.) Provides support for the students enrolled in the Associate Degree Nursing program.

**MOTION**

Move that the Board of Trustees accept the resignation of Tiffany McCrary, Nursing Lab Supervisor and grant permission to advertise for a full time Nursing Lab Supervisor, 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:

*Linda Brown Aldridge* 2/3/2021  
Originator Date

*Kim R. Smith* 2/5/21  
Director of Human Resources Date

*Tasha S. Williams* 2-3-2021  
Appropriate Vice President Date

*Dr. Stokes* 02/03/2021  
President Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.2

Board Meeting Date: February 11, 2021

## 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 retirement of Ms. Sue Dubeck, Career Coach-Job Training, effective June 30, 2021, and grant permission to advertise to fill the position, as needed.

## ESTIMATED COST OR BENEFIT

## JUSTIFICATION OF ACTION

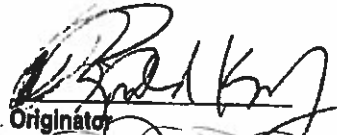
This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction #2 – Student Success and Completion, Goal SSC 2.1)

## MOTION

Move that the Board of Trustees accept the retirement of Ms. Sue Dubeck, Career Coach-Job Training, and grant permission to advertise, as needed.

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

Approvals:

 2-2-2021  
 Originator Date

 2/5/21  
 Director of Human Resources Date

 2-2-2021  
 Appropriate Vice President Date

 02-03-2021  
 President Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.3

Board Meeting Date: February 11, 2021

### 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 retirement of Ms. Korinne Pendergast, Administrative Assistant I, Legal Studies effective June 30, 2021.

### ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

### JUSTIFICATION OF ACTION

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 accept the retirement of Ms. Korinne Pendergast, Administrative Assistant I, Legal Studies.

Approvals:

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

additional funds? (Explain)

*Anna M. Helwig*

01/20/2021

Originator

Date

*[Signature]*  
Director of Human Resources

1/25/21  
Date

*[Signature]*  
Appropriate Vice President

1/20/2021

Date

*[Signature]*  
President

1/28/2021  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.A.4

Board Meeting Date: February 11, 2021

**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 retirement of Jack Kirkpatrick, Art & Design faculty, effective May 31, 2021.

**ESTIMATED COST OR BENEFIT**

Cost savings based upon the faculty salary schedule

**JUSTIFICATION OF ACTION**

This action will assist in in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction #1 - Nurture and empower each student to succeed, Goal 1.1)

**MOTION**

Move that the Board of Trustees accept the retirement of Jack Kirkpatrick, Art & Design faculty.

**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)

*Anna M. Helwig*

02/01/2021

Originator

Date

*Ben Pappalardo*  
Director of Human Resources

2/5/21  
Date

*Jackie Williams*  
Appropriate Vice President

02-02-2021  
Date

*John Stokes*  
President

Date

02-03-2021  
Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.5

Board Meeting Date: February 11, 2021

## 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 retirement of Mr. Phillip Tomich, Manager-Job Training Department, effective June 30, 2021, and grant permission to advertise to fill the position, as needed.

## ESTIMATED COST OR BENEFIT

## JUSTIFICATION OF ACTION

This action will assist in 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 accept the retirement of Mr. Phillip Tomich, Manager-Job Training Department, and grant permission to advertise, as needed.

Approvals:

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

	2-2-2021
Originator	Date
	2-3-21
Director of Human Resources	Date
	2-2-2021
Appropriate Vice President	Date
	02-03-2021
President	Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.1

Board Meeting Date: February 11, 2021

**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 hiring of Anita Barnett-Clemons as a full-time, grant funded Project Manager, Workforce Equity Initiative Grant (WEI), pending the successful completion of a criminal background investigation, effective February 16, 2021.

**ESTIMATED COST OR BENEFIT**

This is a full-time, grant funded position, 40 hours per week, 52 weeks per year, with an annual salary of \$65,000 plus benefits. Continued employment is contingent upon receipt of grant funds.

**JUSTIFICATION OF ACTION**

This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees appoint Anita Barnett-Clemons as the full-time grant-funded, Project Manager for the Workforce Equity Initiative Grant (WEI), effective February 16, 2021, pending successful completion of a criminal background investigation.

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

Approvals:

1/29/2021

Originator  
  
Director of Human Resources

Date  
2/11/21  
Date

Appropriate Vice President

1/29/21  
Date

02-03-2021



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.2

Board Meeting Date: February 11, 2021

**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 hiring of Jamie Turner, as a full-time, grant funded Workforce Partnership Coordinator, Workforce Equity Initiative Grant (WEI), pending the successful completion of a criminal background investigation effective February 16, 2021.

**ESTIMATED COST OR BENEFIT**

This is a full-time, grant funded position, 40 hours per week, 52 weeks per year, with an annual salary of \$55,000 plus benefits. Continued employment is contingent upon receipt of grant funds.

**JUSTIFICATION OF ACTION**


This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

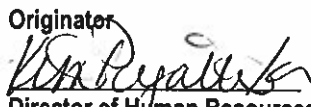
**MOTION**

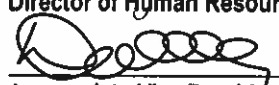
Move that the Board of Trustees approve the hiring of Jamie Turner, as a full-time, grant funded Workforce Partnership Coordinator, Workforce Equity Initiative Grant (WEI), effective February 16, 2021, pending successful completion of a criminal background investigation.

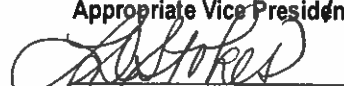
- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

**Approvals:**

  
 \_\_\_\_\_  
 Originator  
 Date 1/29/2021

  
 \_\_\_\_\_  
 Director of Human Resources  
 Date 2/1/21

  
 \_\_\_\_\_  
 Appropriate Vice President  
 Date 1/29/2021

  
 \_\_\_\_\_  
 President  
 Date 02-03-2021



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.C.1

Board Meeting Date: February 11, 2021

**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 move to grant tenure to non-tenured for the 2021-2022 academic year.

**ESTIMATED COST OR BENEFIT**

Based upon the continuing placement on the faculty salary schedule

**JUSTIFICATION OF ACTION**

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are being recommended for tenure: **Amy Babinec (Art), Dectric Fletcher (Allied Health), Kimberly Marks (Allied Health), and Naketa Young (Psychology)**. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction #1 - Nurture and empower each student to succeed, Goal 1.1)

**MOTION**

Move that the Board of Trustees grant tenure to the following faculty members: **Amy Babinec (Art), Dectric Fletcher (Allied Health), Kimberly Marks (Allied Health), and Naketa Young (Psychology)**.

**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)

*Josha S. Williams*

02-01-2021

Originator

*Kim Reynolds*  
Director of Human Resources

Date

*2/5/21*  
Date

*Josha S. Williams*

02/01/2021

Appropriate Vice President

*[Signature]*  
President

Date

*02/03/2021*  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.D.1.

Board Meeting Date: February 11, 2021

**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 move to reappoint non-tenured faculty for the 2021-2022 academic year.

**ESTIMATED COST OR BENEFIT**

Based upon the continuing placement on the faculty salary schedule

**JUSTIFICATION OF ACTION**

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are recommended for reappointment: **Anitha Akpan (Nursing), Cynthia Brown (Nursing), Sandra Karim (Nursing), Pamela Planera (Graphic Design/Media Arts), Mickil Smith (EMT/Fire Science), Megan Tabag (Sociology), and Becky Hougesen-Walter (Legal Studies)**. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction #1 - Nurture and empower each student to succeed, Goal 1.1)

**MOTION**

Move that the Board of Trustees reappoint the following faculty members: **Anitha Akpan, Cynthia Brown, Sandra Karim, Pamela Planera, Mickil Smith, Megan Tabag, and Becky Hougesen-Walter**

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)

*Jaska J. Williams*

02-01-2021

Originator

*[Signature]*  
Director of Human Resources

Date

*2/5/21*  
Date

*Jaska J. Williams*

02/01/2021

Appropriate Vice President

*[Signature]*  
President

Date

*02/03/2021*  
Date



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.E.1

Board Meeting Date: February 11, 2021

#### 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 move to grant a 4<sup>th</sup> year probationary reappointment to non-tenured faculty for the 2021-2022 academic year.

#### ESTIMATED COST OR BENEFIT

Based upon the continuing placement on the faculty salary schedule

#### JUSTIFICATION OF ACTION

The following faculty member has been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and is being recommended for a 4<sup>th</sup> year probationary reappointment: **John McGreevy (Allied Health)**. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction #1 - Nurture and empower each student to succeed, Goal 1.1)

#### MOTION

Move that the Board of Trustees grant a 4th year probationary reappointment to the following faculty: **John McGreevy (Allied Health)**.

#### 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

*Jake Williams*

02-01-2021

Originator  
*Vinny Ryan*  
Director of Human Resources

Date

*2/5/21*

Date

*Jake Williams*

02/01/2021

Appropriate Vice President  
*[Signature]*  
President

Date

*02-03-2021*

Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.F.1

Board Meeting Date: February 11, 2021

**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 lateral transfer of union faculty member Juhelia Thompson from the Counseling Department to the Social and Behavioral Sciences Department effective July 1, 2021.

**ESTIMATED COST OR BENEFIT**

This action is a cost-neutral transfer that allocates a qualified faculty member to a department that has a demonstrated need and current vacancy.

**JUSTIFICATION OF ACTION**

This action aligns with the approved Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding the Restructuring of the Counseling Department.

**MOTION**

Move that the Board of Trustees approve the lateral transfer of union faculty member Juhelia Thompson from the Counseling Department to the Social and Behavioral Sciences Department effective July 1, 2021.

Approvals:

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

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

2/1/2021  
Date

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

02-01-2021  
Date

\_\_\_\_\_  
Director of Human Resources

2/15/21  
Date

\_\_\_\_\_  
President

02-03-2021  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY21-VII.G.1**

**Board Meeting Date: February 11, 2021**

**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 move to eliminate the following four (4) vacant Administrative and Technical Professional Exempt (TPE) positions: Director of Nursing & Clinical Affiliations (1), Executive Director of Enrollment & Retention Services (1), Director of Academic Computing and Telecommunications (1) and Bookstore Manager (1).

**ESTIMATED COST OR BENEFIT**

Cost savings is based upon the salary and benefits packages for the vacant positions.

**JUSTIFICATION OF ACTION**

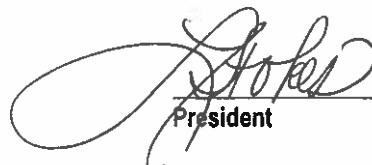
This action will assist in maximizing efficiency and will align with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

**MOTION**

Request that the Board of Trustees move to eliminate the following four (4) vacant Administrative and Technical Professional Exempt (TPE) positions: Director of Nursing & Clinical Affiliations (1), Executive Director of Enrollment & Retention Services (1), Director of Academic Computing and Telecommunications (1) and Bookstore Manager (1).

**Approvals:**

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

  
\_\_\_\_\_  
President

02-03-2021  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.H.1

Board Meeting Date: February 11, 2021

**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 move to eliminate the following four (4) vacant grant-funded positions: Database & Grant Compliance Coordinator (1), HPOG Step-Up Project Coordinator (1), Client Solutions Specialist (1), and Testing and Course Specialist (1).

**ESTIMATED COST OR BENEFIT**

Cost savings is based upon the salary and benefits packages for the vacant positions.

**JUSTIFICATION OF ACTION**

This action will assist in maximizing efficiency and will align 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**

Request that the Board of Trustees move to eliminate the following four (4) vacant grant-funded positions: Database & Grant Compliance Coordinator (1), HPOG Step-Up Project Coordinator (1), Client Solutions Specialist (1), and Testing and Course Specialist (1).

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

  
 Lynette Oster  
 President

2/5/21  
 Date





### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.I.1

Board Meeting Date: February 11, 2021

#### 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 move to eliminate the following 35 vacant faculty positions: (1) Building Construction, (1) Business, (2) Communication and Humanities, (1) Court Reporting, (3) English, (1) Human Services, (1) Librarian, (1) Life Sciences, (2) Math, (1) Med & Billing-Health Info, (2) Music, (13) Nursing, (1) Office Administration & Technology, (2) Reading, (1) Spanish, (2) Speech

#### ESTIMATED COST OR BENEFIT

Cost savings based upon the faculty salary schedule

#### JUSTIFICATION OF ACTION

This action will assist in maximize efficiency and to align with Strategic Direction #3: **Ensure institutional resources and sustainability, Goal 3.0: South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability**, as outlined in South Suburban College's 2020-2025 Strategic Plan, and to align with the Rightsizing Plan for the South Suburban College Faculty Association that was approved on January 28, 2021 at the Special board meeting.)

#### MOTION

Move that the Board of Trustees move to eliminate the following 35 vacant faculty positions: (1) Building Construction, (1) Business, (2) Communication and Humanities, (1) Court Reporting, (3) English, (1) Human Services, (1) Librarian, (1) Life Sciences, (2) Math, (1) Med & Billing-Health Info, (2) Music, (13) Nursing, (1) Office Administration & Technology, (2) Reading, (1) Spanish, (2) Speech

Approvals:

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

Appropriate Vice President

2/1/2021  
Date

Appropriate Vice President

02-01-2021  
Date

Director of Human Resources

2-5-21  
Date

President

02032021  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM:** FY21-VII.J.1

**Board Meeting Date:** February 11, 2021

**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 reappoint the attached list of Administrative staff for fiscal year 2022.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

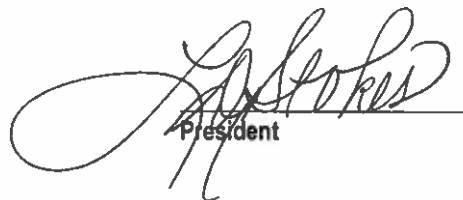
Each year, the Board of Trustees considers reappointments of Administrative staff. The list of Administrative staff for fiscal year 2022 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Administrative staff for fiscal year 2022.

**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)

  
President

02-03-2021  
Date

## **Administrative Staff**

### **Name**

Deborah Baness King

Matthew Beasland

Linda Brown Aldridge

Shirley Drewenski

Anna Helwig

Anissa Jones

Tiffane Jones

Ronald Kawanna

Martin Lareau

John McCormack

Lisa Miller

Justin Papp

Kendra Perdue-Smith

Kim Pigatti

Timothy Pollert

Devon Powell

Kevin Riordan

Patrick Rush

Steve Ruzich

John Spehar

Jeff Waddy

Tenial Whitted

Ramonde Williams

Tasha Williams

### **Position**

Vice President of Student & Enrollment Services

Dean of Adult & Continuing Education

Dean of Nursing

Director of Continuing Education

Dean of Liberal Arts & Science

Dean of Student Development

Director of Recruitment & Retention Services

Associate Vice President of Accreditation & Institutional Effectiveness

Vice President of Administration

Executive Director of Information Technology

Director of Communication Services and Media Design

Director of Physical Plant

Director of Financial Aid

Director of Human Resources

Treasurer

Dean of Student Services

Director of Institutional Research

Executive Director of Public Relations & Resource Development

Athletic Director

Director of Information Technology

Dean of Allied Health/Career Programs

Director of Registration & Records

Chief of Police

Vice President of Academic Services

2/3/2021



## **ADMINISTRATOR AGREEMENT** **ACADEMIC DEANS/DIRECTORS**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2021, 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 **{Month}** 2021.

### **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, 2021 to June 30, 2022, 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, 2022.
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, 2021. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE<sup>1</sup> during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.
6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.

---

<sup>1</sup> 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 15<sup>th</sup> 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 4<sup>th</sup>.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to \$Flexible Benefit Dollars dollars (\$Flexible Benefit Dollars) per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of \$Flexible Benefit Dollars dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$Flexible Benefit Dollars dollars, 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 1<sup>st</sup> for retirement at the conclusion of the academic year **OR** by July 15<sup>th</sup> for retirement at the conclusion of the calendar year. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

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

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

Cc: Mr. Stanley T. Kuser, 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** **VICE-PRESIDENT/TREASURER**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2021, 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 {Month} 2021.

### **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, 2021 to June 30, 2022, 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, 2022.
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, 2021. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE<sup>1</sup> 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.

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<sup>1</sup> 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 15<sup>th</sup> of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.
7. **TERMINATION** – This employment contract may be terminated prior to its expiration by:
  - a. Mutual agreement;
  - b. Permanent disability;
  - c. Death;
  - d. Retirement; or,
  - e. Cause.

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

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

January 15<sup>th</sup> are forfeited. In the event that ADMINISTRATOR provides 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 4<sup>th</sup>.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to «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 1<sup>st</sup> for retirement at the conclusion of the academic year **OR** by July 15<sup>th</sup> for retirement at the conclusion of the calendar year. The BOARD shall pay all required contributions to SURS for the VICE PRESIDENTS and TREASURER of the COLLEGE, limited however to the base salary. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

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

shall remain employed by the COLLEGE until June 30, whichever time period is longer. 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: \_\_\_\_\_



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM:** FY21-VII.K.1

**Board Meeting Date:** February 11, 2021

**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 reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2022.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

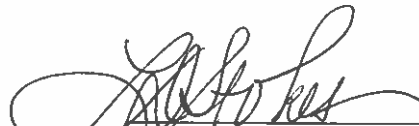
Each year, the Board of Trustees considers reappointments of Technical Professional Exempt (TPE) staff. The list of TPE staff for fiscal year 2022 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2022.

**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)

  
 \_\_\_\_\_  
 President

02-03-2021  
 \_\_\_\_\_  
 Date

## **Technical-Professional-Exempt Staff**

<b><u>Name</u></b>	<b><u>Position</u></b>
Albert Benney	Sergeant of Campus Police
Peggy Bette	Manager of Business & Accounting
Gail Bonds-Carpenter	Manager of Services for Students with Disabilities Office
Azeal Branch	Executive Assistant to the Vice-President of Student & Enrollment Services
Desmond Campbell	Manager of the SouthWorks Maker Lab
Rebecca Garcia	Manager of Public Relations and Resource Development
Michael Garth	Manager of Physical Plant
Jordan Hickey	Manager of Financial Aid
Kevin Hickey	Manager of Maintenance & Engineering
Alisia Hill	Manager/Instructor Basic Nurse Assistant Program
Joseph Marjan	Supervisor of Physical Plant Night Operations
Donna Martin	Manager of Network Specialists
James Martin	Manager of Information Technology
Linda Mattox	Manager of Human Resources
Qeauna McDonald	Executive Assistant to the Vice President of Academic Services & Associate Vice President of Accreditation & Institutional Effectiveness
Christin Miller	Executive Assistant to President
George Pettit	Manager of Communication Services
John Pigatti	Manager of Athletic Recruitment, Retention & Transfer
Deanna Quarcini	Executive Assistant to Vice-President of Administration
Williams Radtke	Manager of Academic Assistance Center
Robert Reynolds	Manager of Microcomputers and Help Desk
Michelle Serna	Human Resources Generalist
Marcus Smith	Supervisor of Physical Plant
Rea Szpajer-Alder	Benefits Specialist
Danielle Whitted	Manager of Student Programming
Jason Wroda	Manager of Internal Controls & Compliance



## **TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2021, 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 **[Month]** 2021.

### **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, 2021 to June 30, 2022, 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, 2022.
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, 2021. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE<sup>1</sup> 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.

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<sup>1</sup> 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 15<sup>th</sup> of each year, TPE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate TPE’S performance in writing and meet with TPE to discuss the same.
7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
  - a. Mutual agreement;
  - b. Permanent disability;
  - c. Death;
  - d. Retirement; or,
  - e. Cause.

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

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

8. **VACATION DAYS** – TPE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays, provided that TPE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that TPE provides 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 4<sup>th</sup>.
11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).
12. **FLEX DOLLARS BENEFITS** – TPE is entitled to **\$Flexible Benefit Dollars** dollars (\$Flexible Benefit Dollars) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit Dollars** dollars shall be paid by TPE. If TPE does not use the entire **\$Flexible Benefit Dollars** dollars 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

Dr. Lynette Stokes, President

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

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



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.L.1

Board Meeting Date: February 11, 2021

**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 reappoint the attached list of Grant-funded staff for fiscal year 2022.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**


Each year, the Board of Trustees considers reappointments of Grant-funded staff. The list of Grant-funded staff for fiscal year 2022 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Grant-funded staff for fiscal year 2022.

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)

  
President

02-03-2021  
Date

## Grant Staff

<u>Name</u>	<u>Position</u>	<u>Hours</u>
Donna Bradford	Client Solutions Support Specialist	40
Tangela Burton	Youth Career Coach	40
Gervaise Edwards	Client Solutions Employer Liaison Coordinator	40
David Frazier	Academic Assistant, HPOG Step-Up Program	40
Alexandra Glumac	Client Solutions Specialist	40
Marrion Jackson	Job Developer	40
Tina Johnson	Academic Assistant, HPOG Step-Up Program	40
Renee McClinton	Manager of Perkins/CTE Grants	40
Dianne Needles	Workforce Development Program Coordinator	30
Maria Pittman	Business Service Representative	40
Alexander Smith	Highway Construction Careers Training Program Manager	40
DaNee Terry-Rogers	Highway Construction Careers Training Program Assistant	40
Ana Tovalin	Case Manager, Job Training	40
Brianna Wells	Adult Career Coach, Job Training	40
Stephanie Wiedeman	IGEN TAACCCT Career Pathways Grant Case Manager/Project Coordinator	35
Tiarra Williams	Academic Support Specialist, HPOG Step-Up Program	40

2/3/2021



## **GRANT-FUNDED EMPLOYEES AGREEMENT**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2021, 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 [Month] 2021.

### **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, 2021 to June 30, 2022, 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, 2022.
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, 2021. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE<sup>1</sup> 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

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<sup>1</sup> 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 15<sup>th</sup> of each year, GRANT-FUNDED EMPLOYEE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE’S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.
7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
  - a. Mutual agreement;
  - b. Permanent disability;
  - c. Death;
  - d. Retirement;
  - e. Cause; or,
  - f. Grant Funds are discontinued.

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

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

half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are forfeited. In the event that GRANT-FUNDED EMPLOYEE provides 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 4<sup>th</sup>.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no even may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).
12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to **\$Flexible Benefit Dollars** dollars (\$Flexible Benefit Dollars) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit Dollars** dollars shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire **\$Flexible Benefit Dollars** dollars

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

Dr. Lynette Stokes, President

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

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