

SOUTH SUBURBAN COLLEGE



February 10, 2022

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
KINDIG PERFORMING ARTS CENTER
REGULAR BOARD MEETING AGENDA
THURSDAY, FEBRUARY 10, 2022
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
Recognition of SSC Lady Bulldogs Soccer Team (S. Ruzich/A. Gonzalez)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Regular Board Meeting held January 20, 2022
 - B. Closed Session Meeting held January 20, 2022
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for February 2022 (T. Pollert)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations:
 - B. Appointments
 - C. Grant permission to create and advertise
 - D. Approval to grant tenure (Academic Services)
 - E. Approval to reappoint non-tenured Faculty for the 2022-2023 Academic Year (Academic Services)
 - F. Approval to grant probationary year
 - G. Reappointment of Administrative Staff for Fiscal Year 2023
 - H. Reappointment of Technical Professional Exempt (TPE) Staff for Fiscal Year 2023
 - I. Reappointment of Grant-funded Staff for Fiscal Year 2023
 - J. Approval of the South Suburban College Adjunct Faculty Association Contract, effective 2021-2025
- VIII. **CLOSED SESSION**

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

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

REGULAR BOARD MEETING MINUTES

THURSDAY, JANUARY 20, 2022

I. CALL TO ORDER & ROLL CALL:

At 8: 05 p.m., Vice Chairwoman Vivian Payne called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Kindig Performing Arts Center.

Present: Vice Chairwoman Vivian Payne, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Dion Ruben.

Absent: None.

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

II. PLEDGE OF ALLEGIANCE

Vice Chairperson Vivian Payne led the Pledge of Allegiance.

III. APPOINTMENT OF CHAIRPERSON OF THE BOARD

Trustee DeFilippo moved and Trustee Lockett seconded to appoint Trustee Terry Wells as the Chairman of the Board. Trustee Whittington moved and Trustee Rogers seconded to the nomination and appoint Terry Wells as Chairman of the Board. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Dion Ruben voted aye. Nays: None. Terry Wells passed. Motion carried.

IV. PUBLIC PARTICIPATION:

There was none.

V. REPORTS/PRESENTATIONS

There were none.

VI. PREVIOUS MEETING MINUTES

A. Special Board of Trustees Meeting held December 9, 2021

Trustee Rogers moved and Trustee Payne seconded to approve the minutes of the Special Board of Trustees meeting held December 9, 2021. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington voted aye. Trustee Terry Wells and Student Trustee Dion Ruben passed. Nays: None. Motion carried.

B. Finance Committee Meeting held December 9, 2021

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held December 9, 2021. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington voted aye. Trustee Terry Wells and Student Trustee Dion Ruben passed. Nays: None. Motion carried.

C. Regular Board of Trustees Meeting held December 9, 2021

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Regular Board of Trustees meeting held December 9, 2021. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington voted aye. Trustee Terry Wells and Student Trustee Dion Ruben passed. Nays: None. Motion carried.

D. Closed Session Meeting held December 9, 2021

Trustee Whittington moved and Trustee Payne seconded to approve the minutes of the Closed Session meeting held December 9, 2021. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington voted aye. Trustee Terry Wells and Student Trustee Dion Ruben passed. Nays: None. Motion carried.

VII. NEW BUSINESS

A. Approval to adopt the resolution in memoriam of Frank M. Zuccarelli

Trustee Payne moved and Trustee Lockett seconded to adopt the resolution in memoriam of Frank M. Zuccarelli. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Wells voted aye. Nays: None. Motion carried.

B. Monthly Financial Report

Trustee Whittington moved and Trustee DeFilippo seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

C. Bills Payable for January, 2022

Trustee DeFilippo moved and Trustee Rogers seconded to approve the bills payable for January 2022 in the amount of \$2,062,918.26. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

D. Approval of the Lobbying Services Agreement between South Suburban College District No. 510 and Maren Ronan, Ltd.

Trustee Rogers moved and Trustee Whittington seconded to approve the Lobbying Services Agreement between South Suburban College District No. 510 and Maren Ronan, Ltd. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

E. Approval to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of January 14, 2021 shall be released. The written minutes of June 10, 2021 and December 9, 2021 shall remain closed. The audio recordings of September 18, 2019, January 9, 2020 and February 13, 2020 are authorized to be destroyed.

Trustee DeFilippo moved and Trustee Payne seconded to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of January 14,

2021 shall be released. The written minutes of June 10, 2021 and December 9, 2021 shall remain closed. The audio recordings of September 18, 2019, January 9, 2020 and February 13, 2020 are authorized to be destroyed. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

F. Approval of the revised Board of Trustees meeting times, effective February 10, 2022

Trustee Lockett moved and Trustee Whittington seconded to approve the revised Board of Trustees meeting times, effective February 10, 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

VIII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

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

1. Retirement of Yolanda Blair, full-time Financial Aid Coordinator, effective April 30, 2022, and grant permission to advertise to fill the vacated position.
2. Resignation of Kathryn Radovich, Administrative Assistant II, effective May 31, 2022, and grant permission to advertise to fill the vacated position.

On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

B. Appointments

Trustee Whittington moved and Trustee Payne seconded to approve the appointment of LaTonia Clark as a full-time, grant-funded Business Services Representative in the Workforce Development Department, effective January 24, 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

C. Permission to Advertise

Trustee Payne moved and Trustee DeFilippo seconded to grant permission to advertise the position of Admissions Records Assistant. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

IX. Closed Session

At 8:35 p.m., on a motion made by Trustee DeFilippo and seconded by Trustee Lockett, the Board entered into Closed Session pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act for the discussion of the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, and pursuant to 5 ILCS 120/2(c)(11) for the discussion of hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable or imminent litigation. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

At 9:20 p.m., the Board resumed open session on a motion made by Trustee Payne, seconded by Trustee Whittington. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

X. APPOINTMENT OF NEW TRUSTEE

Trustee DeFilippo moved and Trustee Payne seconded to appoint Prince Reed to fill the vacancy created by the passing of Frank M. Zuccarelli. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

XI. OATH OF OFFICE TO NEWLY APPOINTED TRUSTEE

Secretary to the Board Martin Lareau administered the Oath of Office to newly appointed Trustee Prince Reed.

ADJOURNMENT

At 9:25 p.m., Trustee Rogers moved and Trustee Lockett seconded to adjourn the Board of Trustees meeting. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.A

Board Meeting Date: February, 2022

BOARD COMMITTEE

FUNDING

- Policy
x 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

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your board packet for the period ending December 31, 2021. 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

Signatures and dates for Controller/Treasurer, Appropriate Vice President, and President.

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: January 24, 2022
 Subject: Financial Report For The Period Ending December 31, 2021

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>
\$1,852,000.00	\$14,093,582.53
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,785,676.66	\$14,018,868.03

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>
\$6,374,185.08	\$24,727,992.08
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$6,285,087.47	\$24,620,042.90
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$89,097.61	\$107,949.18

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>
\$9,252,589.89	1.54%	-48

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,881,852.58	\$289,848.25	\$3,171,700.83
August	\$1,485,185.74	\$249,518.78	\$1,734,704.52
September	\$1,617,198.02	\$379,058.48	\$1,996,256.50
October	\$1,801,525.48	\$299,851.50	\$2,101,376.98
November	\$2,848,025.55	\$389,518.15	\$3,237,543.70
December	\$1,581,984.15	\$270,015.85	\$1,852,000.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$12,215,771.52	\$1,877,811.01	\$14,093,582.53

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,821,328.28	\$307,692.07	\$3,129,020.35
August	\$1,556,169.16	\$359,266.56	\$1,915,435.72
September	\$1,632,008.18	\$233,326.00	\$1,865,334.18
October	\$1,733,392.99	\$308,944.00	\$2,042,336.99
November	\$2,869,561.29	\$411,502.84	\$3,281,064.13
December	\$1,621,168.94	\$164,507.72	\$1,785,676.66
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$12,233,628.84	\$1,785,239.19	\$14,018,868.03

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,840,058.48	\$3,823,690.77	\$16,367.71
August	\$3,785,185.48	\$3,901,781.23	(\$116,595.75)
September	\$4,170,851.08	\$4,168,845.49	\$2,005.59
October	\$3,109,526.85	\$2,984,053.20	\$125,473.65
November	\$3,448,185.11	\$3,456,584.74	(\$8,399.63)
December	\$6,374,185.08	\$6,285,087.47	\$89,097.61
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$24,727,992.08	\$24,620,042.90	\$107,949.18

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$8,766,135.61	2.35%	40
August	\$8,308,926.19	2.47%	12
September	\$10,793,195.20	2.31%	(16)
October	\$15,000,699.41	2.31%	0
November	\$11,950,642.26	2.02%	(29)
December	\$9,252,589.89	1.54%	(48)
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		4,697,562.72	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
Illinois Funds		3,885,455.19	0.00	0.00	0.00
53 Contributory Trust		88,756.90	0.00	0.00	0.00
IIIT Money Market/UMB		28,656.43	0.00	0.00	0.00
53 Financial Money Market		3,243,021.22	0.00	0.00	0.00
Totals	12/1	11,943,485.25	0.00	0.00	0.00

Transactions:

Illinois Fund MM deposit from Comptroller	12/8	54,194.02			
Illinois Fund MM deposit from Comptroller	12/8	160,065.00			
Illinois Fund MM deposit from Comptroller	12/9	975.00			
Illinois Fund MM deposit from Comptroller	12/9	1,650.00			
Illinois Fund MM deposit from Comptroller	12/14	8,858.50			
Illinois Fund MM deposit from Comptroller	12/14	43,723.70			
Illinois Fund MM deposit from Comptroller	12/14	940.00			
Illinois Fund MM deposit from Comptroller	12/14	3,875.00			
Illinois Fund MM deposit from Comptroller	12/15	112,221.63			
Illinois Fund MM deposit from Comptroller	12/17	750.00			
Illinois Fund MM deposit from Comptroller	12/17	900.00			
Illinois Fund MM deposit from Comptroller	12/17	300.00			
Illinois Fund MM deposit from Comptroller	12/17	225.00			
Illinois Fund MM deposit from Comptroller	12/18	330.00			
Illinois Fund MM deposit from Comptroller	12/21	60,278.33			
Illinois Fund MM deposit from Comptroller	12/22	885.00			
Illinois Fund MM deposit from Comptroller	12/22	1,050.00			
Illinois Fund MM deposit from Comptroller	12/27	2,800.00			
Illinois Fund MM deposit from Comptroller	12/27	2,775.00			
Illinois Fund MM deposit from Comptroller	12/30	133,249.00			
Fifth Third MM transfer to Fifth Third Cash	12/30	(3,250,000.00)			
Contributory Trust payment to CDB	12/30	(38,097.55)			

Ending Balance:		9,245,432.88	0.00	0.00	0.00
-----------------	--	--------------	------	------	------

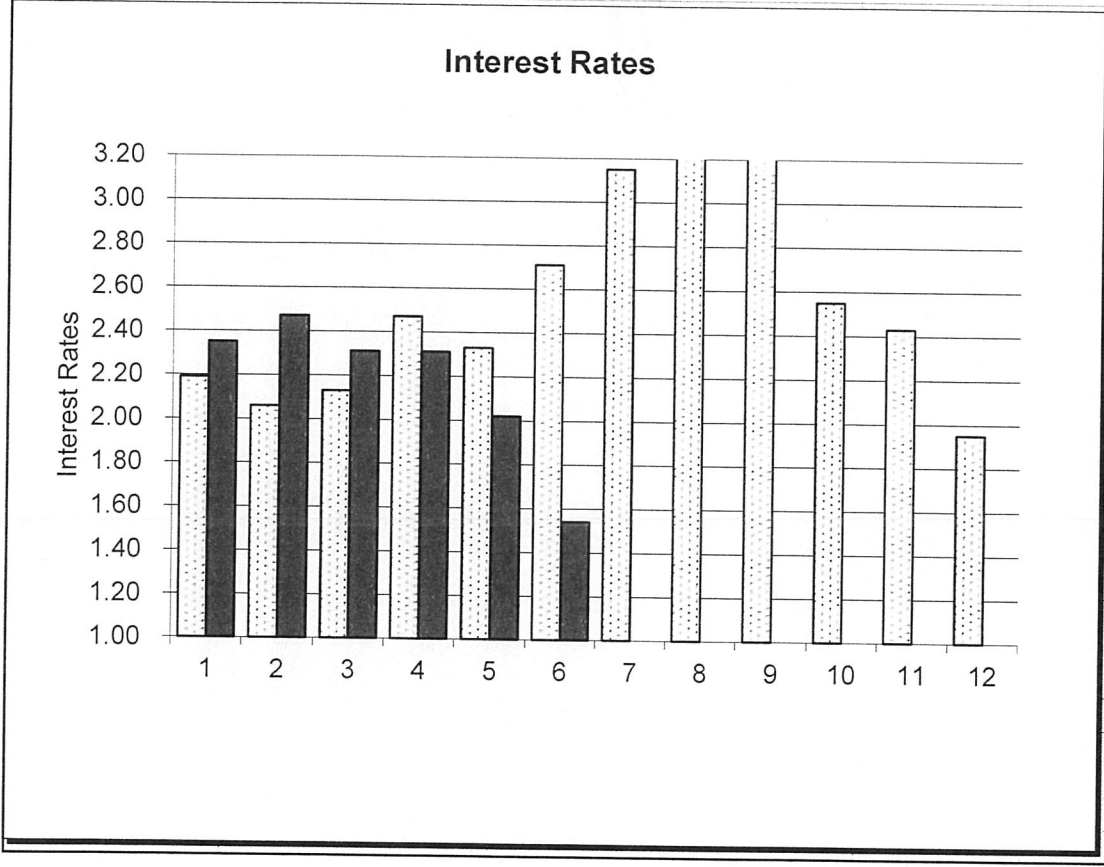
53 Investment account		4,697,562.72	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
Illinois Funds		4,475,500.37	0.00	0.00	0.00
53 Contributory Trust		50,659.35	0.00	0.00	0.00
IIIT Money Market/UMB		28,656.43	0.00	0.00	0.00
53 Financial Money Market		(6,978.78)	0.00	0.00	0.00
Totals	12/31	9,245,432.88	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

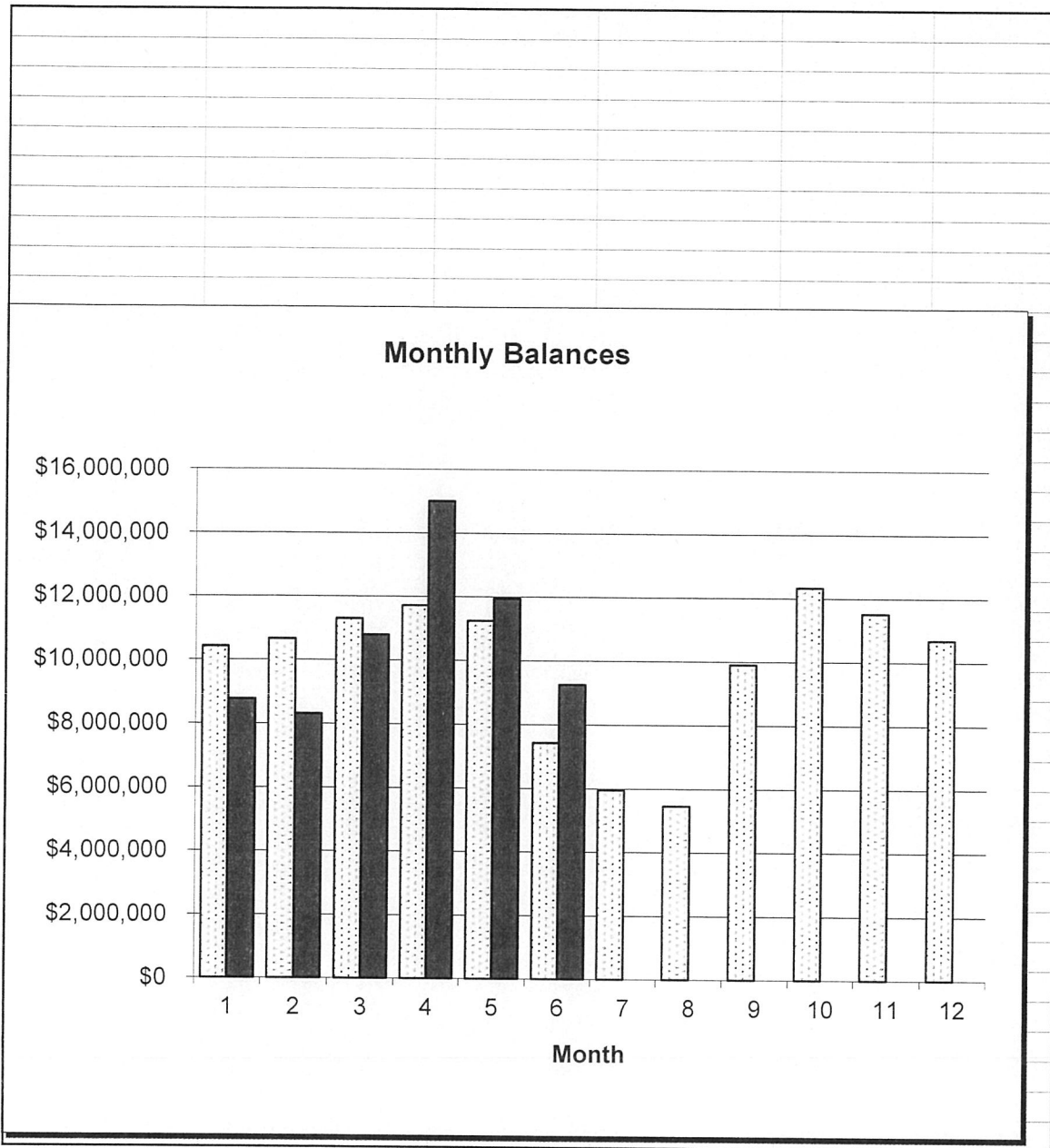
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,504,156.80	0.00	4,504,156.80	49%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,748,433.09	0.00	4,748,433.09	51%
	Total	<u>9,252,589.89</u>	<u>0.00</u>	<u>9,252,589.89</u>	100%
	Average %	<u>1.54</u>			

South Suburban College

Investment Summary				
Month	F Y 2020 - 2021		F Y 2021 - 2022	
	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$10,420,101	2.19	8,766,136	2.35
August	10,659,249	2.06	8,308,926	2.47
September	11,306,236	2.13	10,793,195	2.31
October	11,722,382	2.47	15,000,699	2.31
November	11,250,178	2.33	11,950,642	2.02
December	7,430,838	2.71	9,252,590	1.54
January	5,954,861	3.15		
February	5,462,704	3.33		
March	9,907,148	3.23		
April	12,336,281	2.55		
May	11,522,384	2.43		
June	10,689,325	1.95		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: _____ FY22-VI.B

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$1,919,502.45
Operations & Maintenance Fund	\$450,411.76
Operation and Maintenance Fund Restricted	\$1,700.00
Auxiliary Enterprise Fund	\$26,025.61
Restricted Funds	\$2,504,034.82
Special Levies Fund	\$42,254.93
Flex Plan Fund	\$4,916.46
Total	\$4,948,846.03

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

Zina Pollock 2/4/22
 Controller/Treasurer Date

Martin Jurek 2/4/22
 Appropriate Vice President Date

Gynette Stotes 2/4/22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the retirement of Ramona Ginn, full-time Accountant I in the Business & Accounting Department, effective April 30, 2022, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

See the attached retirement letter from Ramona Ginn. This action supports 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 that the Board of Trustees approve the retirement of Ramona Ginn, full-time Accountant I in the Business & Accounting Department, effective April 30, 2022, and grant permission to advertise to fill the vacated position.

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

[Signature] 1-31-22
 Originator Date

[Signature] 2-4-22
 Appropriate Vice President Date

[Signature] 1-31-22
 Director of Human Resources Date

[Signature] 2-4-22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.2

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the retirement of Cheryl Plath, full-time Financial Aid Advisor in the Financial Aid Department, effective May 31, 2022, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

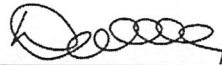
See the attached retirement letter from Cheryl Plath. This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.


MOTION

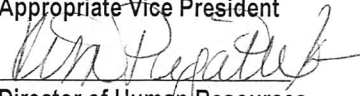
Move that the Board of Trustees approve the retirement of Cheryl Plath, full-time Financial Aid Advisor in the Financial Aid Department, effective May 31, 2022, and grant permission to advertise to fill the vacated position.

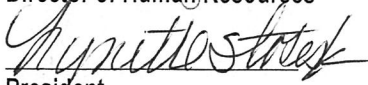
Approvals:

- * 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


 Originator 1/31/22
 Date Date


 Appropriate Vice President 1/31/22
 Date Date


 Director of Human Resources 1/31/22
 Date Date


 President 2-4-22
 Date Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Mark Golden as a full-time Custodian I (evening shift) in the Physical Plant Department, effective February 14, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$32,808 plus benefits, classified Grade IV on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action support 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 appoint Mark Golden as a full-time Custodian I (evening shift) in the Physical Plant Department, effective February 14, 2022, pending successful completion of a criminal background investigation.

Approvals:

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

	<u>2-2-22</u>
Originator	Date
	<u>2-2-22</u>
Director of Human Resources	Date
	<u>2-4-22</u>
Appropriate Vice President	Date
	<u>2-4-22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

FY22-VII.B.2

ITEM:

Board Meeting Date: February 10th, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the hiring of David Stephens, as the grant funded full-time position of Literacy Grants Manager in the Adult Education Department, effective February 14th, 2022. Pending the successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant funded position, with an annual salary of \$47,800 plus benefits, through the duration of the grant. This position requires 40 hours a week, 52 weeks a year. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

This action supports Strategic Direction 2. SSC 2.3 Increase enrollment and improve access and opportunity for Traditional and Nontraditional students.

MOTION

Move that the Board of Trustees approve the hiring of David Stephens, as the full-time position of Literacy Grants Manager for Adult Education. Effective February 14th, 2022. Pending successful completion of a criminal background investigation.

Approvals:

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

[Signature] 1/26/22
 Originator Date

[Signature] 1/27/22
 Director of Human Resources Date

[Signature] 1-26-22
 Appropriate Vice President Date

[Signature] 2-4-22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: _____

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

- _____ Policy
- _____ Finance
- _____ Architectural
- _____ Other

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Davina Davis as a full-time Manager of the Services for Students with Disabilities Office (SSDO), effective February 14, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Technical Professional Exempt (TPE) position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$55,000 plus benefits.

JUSTIFICATION OF ACTION


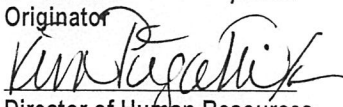
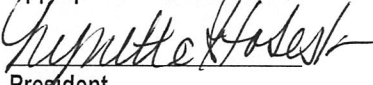
This action support Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to appoint Davina Davis as a full-time Manager of the Services for Students with Disabilities Office (SSDO), effective February 14, 2022, pending successful completion of a criminal background investigation.

Approvals:

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

	_____	1/31/22
Originator		Date
	_____	2-1-22
Director of Human Resources		Date
	_____	1/31/22
Appropriate Vice President		Date
	_____	2-4-22
President		Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the creation of the Controller position and grant permission to advertise said position.

ESTIMATED COST OR BENEFIT

\$85,000

JUSTIFICATION OF ACTION

As a result of the College Treasurer retiring, the need to hire the more traditional position of Controller is needed at this time. The old title of the retiring Treasurer was Controller/Treasurer until both roles were consolidated. This action supports 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 that the Board of Trustees approve the creation of the Controller position and grant permission to advertise said position.

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

	<u>2-4-22</u>
Originator	Date
	<u>2-4-22</u>
Appropriate Vice President	Date
	<u>2-4-22</u>
Director of Human Resources	Date
	<u>2-4-22</u>
President	Date



SOUTH SUBURBAN COLLEGE Job Description

Job Title: Controller
Division: Treasurer's Office/Business & Accounting Office
Department: Administration
Reports To: Vice President of Administration
Administrator/TPE/Classified: Administrator
DATE: February 3, 2022

SUMMARY

The Controller acts as custodian of the College's funds, serves as financial advisor to the President and the Board, seeks additional revenue sources, protects the assets of the College and keeps the Vice Presidents and President apprised of the institution's financial condition. Manages and directs the activities of the Department of Business and Accounting Services in a confidential and professional manner, ensuring accordance with all applicable laws and generally accepted accounting principles for all funds of the College. Monitors the financial information, and is a resource for College personnel in related financial and budgetary matters.

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

Oversees the hiring, promotion, and/or termination of employees in the Business & Accounting Office and Treasurer's Office.

Serves as chief accounting officer in charge of the College's accounting books and records. Supervises the enforcement and maintenance of the classification of accounts and any other accounting rules and regulations that any regulatory agency may prescribe.

Upon receipt from Business and Accounting Services, signs checks and oversees the disbursement of funds, only when authorized, including the establishing of policies concerning disbursements.

Maintains general control over the accounting practices of all auxiliary enterprises.

Supports the Treasurer in overseeing the receipt of monies and the maintenance of bank accounts in designated banks.

Directs and manages a variety of projects and tasks including, but not limited to, the day-to-day fiscal management and maintenance of monetary funds, financial records and reports, data base systems, and student accounts.

Recommends internal control procedures to safeguard College assets.

Maintains close working relationship with auditors.

Maintains close working relationship with financial institutions, internal revenue service, and other agencies or service providers, as well as personnel of the College engaged in related duties.

Consults and confers with officials of the College relative to budgetary, payroll, financial, and personnel matters. Provides administrative and professional assistance, as needed, to the Vice President for Administration, College president, and other personnel.

Initiates and authorizes the release of funds, stop payments, and fund transfers as necessary.

Supports the Treasurer with investing the College's funds as required; prepares reports of these activities and establishes and coordinates policies to govern investments.

Maintains banking arrangements between financial institutions and the College.

Establishes internal control procedures to safeguard College assets.

Secures financing (loans and/or bonds) for special projects to fund the various activities of the College and maintains required financial arrangements.

Represents the College at various TIF hearings and activities and provides synergy between the College, municipalities and TIF participants.

Responsible for the annual tax levy including the receipts, entries and reporting of these funds.

Participates in state and national meetings and pursues professional growth activities as may be appropriate.

Serves as a resource on various negotiating teams.

Performs other duties as may be requested by the Vice President, President and Board of Trustees.

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

EDUCATION and/or EXPERIENCE:

Master's degree from an accredited college or university with a major in accounting or finance, plus four years of progressive experience, preferably in an educational institution. CPA preferred.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.D.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees move to grant tenure to non-tenured for the 2022-2023 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: **John McGreevy (Radiologic Technology-Allied Health, and Megan Tabag (Sociology-Social & Behavioral Science)**. 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 grant tenure to the following faculty members: **John McGreevy (Radiologic Technology-Allied Health, and Megan Tabag (Sociology-Social & Behavioral Science)**.

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 02-01-2022

Originator *[Signature]* Date 2-2-22
Director of Human Resources

Josha S. Williams 02-01-2022

Appropriate Vice President *[Signature]* Date 2-4-22
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.F.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees move to grant a 4th year probationary reappointment to non-tenured faculty for the 2022-2023 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 4th year probationary reappointment: **Cynthia Brown (Nursing)**. 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: **Cynthia Brown (Nursing)**.

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)

Jarha S. Williams 02-01-2022

Originator Kim Pughall Date 2/2/22
Director of Human Resources

Jarha S. Williams 02-01-2022

Appropriate Vice President Yvonne Stiles Date 2-4-22
President



**South Suburban College
Department of Nursing**

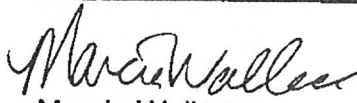
INTEROFFICE MEMORANDUM

To: Tasha S. Williams, Ed.D.
From: Linda Brown-Aldridge, DNP, RN.
Date: January 31, 2022
Subject: Recommendation for Tenure of Cynthia Brown

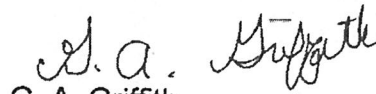
The Tenure Evaluation Committee for Cynthia Brown which included G.A. Griffith, Marcia Wallace and Dr. Linda Brown-Aldridge recommend that a one year extension be added to Ms. Brown's tenure process. The committee was unable to meet as outlined in Section 9.13 of the agreement between South Suburban College and the South Suburban College Faculty Association during the third year of the three-year process.

After reviewing Ms. Brown's student evaluations, and classroom observations evaluations of her teaching, the tenure committee identified areas that require further improvements and evaluation. In addition, a meaningful and complete review by the committee of her tenure portfolio was not possible due to the lateness of the submission.

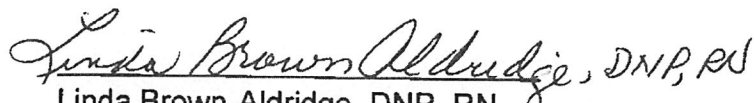
Therefore, it is our recommendation that Cynthia Brown be rehired for the 2022-2023 academic year as a probationary faculty member in the nursing department.


Marcia Wallace

Tenure committee


G. A. Griffith

Tenure committee


Linda Brown-Aldridge, DNP, RN.
Dean of Nursing



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.G.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees reappoint the attached list of Administrative staff for fiscal year 2023.

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 2023 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 2023.

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) N/A

Symette Hosok 2-4-22
 President Date

Administrative Staff

Name

Deborah Baness King

Matthew Beasland

Linda Brown Aldridge

Shirley Drewenski

Anna Helwig

Anissa Jones

Tiffane Jones

Ronald Kawanna

John McCormack

Christopher McElroy

Lisa Miller

Justin Papp

Kendra Perdue-Smith

Kim Pigatti

Timothy Pollert

Devon Powell

Kevin Riordan

Patrick Rush

Steve Ruzich

John Spehar

Omar Sheriff

Tenial Whitted

Ramonde Williams

Tasha Williams

Position

Vice President of Student & Enrollment Services

Executive Director of Extension Services & Workforce Development

Dean of Nursing

Director of Continuing, Corporate, & Community Education

Dean of Liberal Arts & Sciences

Dean of Student Development

Director of Recruitment & Retention Services

Associate Vice President of Accreditation & Institutional Effectiveness

Executive Director of Information Technology

Director of Adult Education

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

1/26/22



ADMINISTRATOR AGREEMENT **VICE-PRESIDENT/TREASURER**

THIS AGREEMENT, made this 1st day of July, 2022, 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], 2022.

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, 2022 to June 30, 2023, 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, 2023.
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, 2022. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTARTOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

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

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

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

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

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

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to **Flexible Benefit** dollars (\$xx,xxx) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of **Flexible Benefit** dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire **Flexible Benefit** 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 the death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, ADMINISTRATOR shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster, or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of ADMINISTRATOR learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of a more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to four (4) days of bereavement leave shall be without loss of salary. The remaining six (6) days of bereavement leave shall be unpaid. ADMINISTRATOR may choose to utilize personal business days for the remaining six (6) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

TERRY R. WELLS
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET M. ROGERS
SECRETARY

Date: _____

Date: _____



ADMINISTRATOR AGREEMENT **ACADEMIC DEANS/DIRECTORS**

THIS AGREEMENT, made this 1st day of July, 2022, 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], 2022.

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, 2022 to June 30, 2023, 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, 2023.
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, 2022. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.
6. **EVALUATION** – Prior to January 15th of each year, ADMINISTRATOR’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR’S performance in writing and meet with ADMINISTRATOR to discuss the same.

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

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

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

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

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

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, President’s Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to **Flexible Benefit** dollars (\$xx,xxx) per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of **Flexible Benefit** dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire **Flexible Benefit** 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 1st for retirement at the conclusion of the academic year **OR** by July 15th for retirement at the conclusion of the calendar year. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

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

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

Cc: Mr. Stanley T. 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: _____

TERRY R. WELLS
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET M. ROGERS
SECRETARY

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.H.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2023.

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 2023 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 2023.

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) N/A

Yvonne Stokes _____ 2-4-22
 President Date

Technical-Professional-Exempt Staff

<u>Name</u>	<u>Position</u>
Jamie Ackley	Manager of Instructional Design
Donna Bradford	C3 Database and Program Compliance Coordinator
Albert Benney	Sergeant of Campus Police
Peggy Bette	Manager of Business & Accounting
Azeal Branch	Executive Assistant to the Vice-President of Student & Enrollment Services
Desmond Campbell	Manager of the SouthWorks Maker Lab
Gervaise Edwards	Manager of Continuing, Corporate and Community Education
Olivia Evans	Manager of Financial Aid
Kaitlin Ferguson	Manager of Public Relations and Resource Development
Michael Garth	Manager of Physical Plant
Christina Gutierrez	Manager of Onboarding & Outreach
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
Ramona Orellana	Executive Assistant to Vice-President of Administration
Dianalyn Newman	Manager of Nursing Remediation Education
T-Unna Perkins	Manager of Registration & Records
George Pettit	Manager of Communication Services
John Pigatti	Manager of Athletic Recruitment, Retention & Transfer
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 1st day of July, 2022, 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], 2022.

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, 2022 to June 30, 2023, 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, 2023.
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, 2022. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hour per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of TPE’S duties during the term of this Agreement, in order to faithfully perform the duties of TPE’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.

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

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

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

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

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

9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than half a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – TPE is entitled to **Flexible Benefit** dollars (\$xx,xxx) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **Flexible Benefit** dollars shall be paid by TPE. If TPE does not use the entire **Flexible Benefit** 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: FY22-VII.I.1

Board Meeting Date: February 10, 2022

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 2023.

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 2023 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 2023.

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) N/A

Cherette Foster 2-4-22
 President Date

Grant Staff

<u>Name</u>	<u>Position</u>	<u>Hours</u>
LaTonia Clark	Business Service Representative/Workforce Development	40
Anita Barnett-Clemons	Project Manager of WEI	40
Shawnell Conyers	ABE/ASE/ESL Assessment Secretary	40
Lorena Del Valle	Youth Career Coach	40
Rebecca Garcia	Highway Construction Careers Training Program Manager	40
Alexandra Glumac	Project Manager, Office of Violence Against Women	40
Maria Diana Gutierrez	Manager of ESL	40
Camille Johnson	Lead ABE/ASE Instructor	30
Rasheedah McCamury	Lead ESL instructor	30
Mary McCaskey-Thompson	Adult Education Secretary	40
Renee McClinton	Manager of Perkins/CTE Grants	40
Anthony Kyte	Adult Career Coach	40
Maria Pittman	Youth Career Coach	40
Venese Regan	ELA Paraprofessional	25
Raylynn Stokes	Manager of Adult Education	40
Deborah Haynes-Shegog	Highway Construction Careers Training Program Assistant	40
Ana Tovalin	Workforce Development Fiscal Coordinator	40
Jamie Turner	Workforce Coordinator of WEI	40
Mary Viehweg	ELA Instructor/Coordinator	30
Brianna Wells	Manager of Workforce Development	40

1/26/2022



GRANT-FUNDED EMPLOYEES AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2022, 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], 2022.

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, 2022 to June 30, 2023, 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, 2023.
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, 2022. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE¹ during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE’S position. Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no

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

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

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

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

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

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

9. **PERSONAL DAYS** – All [full-time] GRANT-FUNDED EMPLOYEE'S shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than half a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no even may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).
12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to **Flexible Benefit** dollars (\$xx,xxx) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **Flexible Benefit** dollars shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED

EMPLOYEE does not use the entire **Flexible Benefit** 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. Kuser, Jr.
KUSER & 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: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.J.1

Board Meeting Date: February 10, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the South Suburban Collage Adjunct Faculty Association (IFT/AFT) contract, effective 2021-2025.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the South Suburban Collage Adjunct Faculty Association (IFT/AFT) contract, effective 2021-2025.

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

Cherrette Hoss 2-4-22
 President Date

**SSC/SSCAFA (IFT/AFT) Collective Bargaining
Tentative Agreement
February 10, 2022**

4-year contract- 2021-2025

Increase	Effective Date	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
One-time tier fix	January 18th, 2022	\$769.00	\$803.00	\$837.00	\$873.00	\$908.00
2.50%	January 2023	\$788.23	\$823.08	\$857.93	\$894.83	\$930.70
2.50%	January 2024	\$807.93	\$843.65	\$879.37	\$917.20	\$953.97
2.50%	January 2025	\$828.13	\$864.74	\$901.36	\$940.13	\$977.82

Tentatively agreed: February 10, 2022