

SOUTH SUBURBAN COLLEGE



September 08, 2022

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
PUBLIC HEARING AGENDA
THURSDAY, SEPTEMBER 8, 2022
6:45 PM

- I. Operating and non-operating budgets for fiscal year 2023 for Community College District No. 510



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES LOCKETT AND ROGERS
THURSDAY, SEPTEMBER 8, 2022
6:50 PM

- I. Recommendation to approve the operating and non-operating budgets for fiscal year 2023 for Community College District No. 510



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, SEPTEMBER 8, 2022
7:00 P.M.

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION / ACCESS**
- IV. **PRESENTATIONS/REPORTS**
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held August 11, 2022
 - B. Regular Board of Trustees meeting held August 11, 2022
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for September, 2022 (T. Pollert)
 - C. Approval of the operating and non-operating budgets for fiscal year 2023 for Community College District No. 510 (A. DeFilippo)
 - D. Approval to change the location of the November 10, 2022 regular Board of Trustees meeting (P. Rush)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval to Create and Advertise Grant-funded Position
- 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

BOARD ROOM, SUITE 2248

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, AUGUST 11, 2022

Trustee Janet Rogers called the meeting of the Finance Committee to order at 7:03 p.m.

Committee members present: Trustees Vincent Lockett and Janet Rogers.

Committee members absent: Trustee Anthony DeFilippo.

Other Board members in attendance: Trustees Vivian Payne, Prince Reed, Chairman Terry Wells and Student Trustee Fatima Serrato. Trustee Joseph Whittington arrived at 7:09 p.m.

Other Board members absent: None.

Also present: College President Lynette D. Stokes; Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Stanley Kuser.

Agenda:

I. Recommendation to approve the proposed facility rental fee increases, effective immediately

Trustee Rogers recommended the Board approve the proposed facility rental fee increases, effective immediately, at the regular Board of Trustees meeting.

The meeting adjourned at 7:06 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING MINUTES
THURSDAY, AUGUST 11, 2022

I. CALL TO ORDER & ROLL CALL:

At 7:06 p.m., Chairman Terry Wells 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 Board Room, Suite 2248.

Present: Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Vincent Lockett, Prince Reed and Student Trustee Fatima Serrato. Trustee Joseph Whittington arrived at 7:09 p.m.

Absent: Trustee Anthony DeFilippo.

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

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

The Board of Trustees and families of the late John A. Daly and Frank M. Zuccarelli were gifted championship rings in honor of the Men's Bulldog Basketball Team national championship victory.

V. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held July 14, 2022

Trustee Payne moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held July 14, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Student Trustee Fatima Serrato voted aye. Chairman Terry Wells abstained. Nays: None. Motion carried.

B. Regular Board Meeting held July 14, 2022

Trustee Whittington moved and Student Trustee Serrato seconded to approve the minutes of the Regular Board of Trustees meeting held July 14, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Student Trustee Fatima Serrato voted aye. Chairman Terry Wells abstained. Nays: None. Motion carried.

C. Closed Session Meeting held July 14, 2022

Trustee Reed moved and Trustee Whittington seconded to approve the minutes of the Closed Session meeting held July 14, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers,

Joseph Whittington, and Student Trustee Fatima Serrato voted aye. Chairman Terry Wells abstained. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Payne moved and Trustee Whittington seconded to accept the Monthly Financial Report as presented by Vice President of Administration Patrick Rush. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

B. Bills Payable for August, 2022

Trustee Rogers moved and Trustee Lockett seconded to approve the bills payable for August 2022 in the amount of \$2,607,301.72. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

C. Approval of the proposed facility rental fee increases, effective immediately

Trustee Rogers moved and Trustee Lockett seconded to approve the proposed facility rental fee increases, effective immediately. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

D. Approval of the Professional Services Agreement for Public Response Group, effective September 1, 2022-August 31, 2023

Trustee Rogers moved and Trustee Reed seconded to approve the Professional Services Agreement for Public Response Group, effective September 1, 2022-August 31, 2023. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

E. Approval of the Professional Services Agreement for Pollert Consulting, LLC, effective August 15, 2022-December 31, 2022

Trustee Payne moved and Trustee Whittington seconded to approve the Professional Services Agreement for Pollert Consulting, LLC, effective August 15, 2022-December 31, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee Reed moved and Trustee Lockett seconded to approve the retirement of Rochelle Rallins as a full-time Switchboard Operator in the Information Technology Department, effective October 31, 2022, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee Reed moved and Trustee Whittington seconded to approve the appointment of Sam Shareef as a full-time (day-shift) Police Officer in the Campus Police Department, effective August 15, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

2. Trustee Reed moved and Student Trustee Serrato seconded to approve the appointment of Katrina Kenady as a full-time Security Officer (day-shift) in the Campus Police Department, effective August 15, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

3. Trustee Reed moved and Trustee Rogers seconded to approve the appointment of Lakesha Baker as a full-time, grant-funded Early College Programs Coordinator in the Student & Enrollment Services Department, effective August 15, 2022, pending successful completion of a criminal background investigation.

4. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Daisy Lozano as a full-time, grant-funded Summer Bridge/First Year Experience Coordinator in the Student Development/College and Career Success Center, effective August 17, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

5. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Taryn Giddings as a full-time, grant-funded ABE/ASE/ESL Transitions Advisor in the Adult Education Department, effective August 15, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

6. Trustee Reed moved and Student Trustee Serrato seconded to approve the appointment of Patrick Rush as Interim Treasurer, effective immediately through December 31, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 7:35 p.m., Trustee Rogers moved and Trustee Whittington seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST **Agenda Item** FY23-VI.A

For Board Information in September, 2022.

For Board Action in September, 2022.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

- College Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

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 July 31, 2022. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION


Move to accept the Financial Report as presented.

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

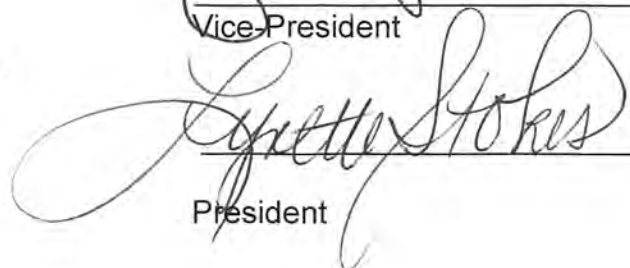
Approvals



Controller/Treasurer



Vice-President



President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: August 31, 2022
 Subject: Financial Report For The Period Ending July 31, 2022

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>
\$2,200,009.83	\$2,200,009.83
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,134,935.57	\$2,134,935.57

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,710,852.78	\$2,710,852.78
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,622,735.63	\$2,622,735.63
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$88,117.15	\$88,117.15

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>
\$11,282,727.56	0.90%	-8

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$1,998,158.25	\$201,851.58	\$2,200,009.83
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$1,998,158.25	\$201,851.58	\$2,200,009.83

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$1,956,140.80	\$178,794.77	\$2,134,935.57
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$1,956,140.80	\$178,794.77	\$2,134,935.57

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$2,710,852.78	\$2,622,735.63	\$88,117.15
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$2,710,852.78	\$2,622,735.63	\$88,117.15

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$11,282,727.56	0.90%	(8)
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		4,502,287.24	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		4,856,705.22	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		28,717.09	0.00	0.00	0.00
53 Financial Money Market		3,002,685.42	0.00	0.00	0.00
Totals	7/01	12,390,394.97	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	7/1	1,701.86			
Illinois Fund MM deposit from Comptroller	7/8	296,817.72			
Illinois Fund MM deposit from Comptroller	7/11	206,500.00			
Illinois Fund MM deposit from Comptroller	7/14	308,522.89			
Illinois Fund MM deposit from Comptroller	7/22	70,734.17			
Interest on Illinois Funds MM	7/29	7,433.85			
5/3 transfer from Investments to Cash	7/31	(2,000,000.00)			
Interest on Illinois Funds MM	7/31	38.64			
Ending Balance:		11,282,144.10	0.00	0.00	0.00
53 Investment account		4,502,287.24	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		5,748,415.71	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		28,755.73	0.00	0.00	0.00
53 Financial Money Market		1,002,685.42	0.00	0.00	0.00
Totals	7/31	11,282,144.10	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET

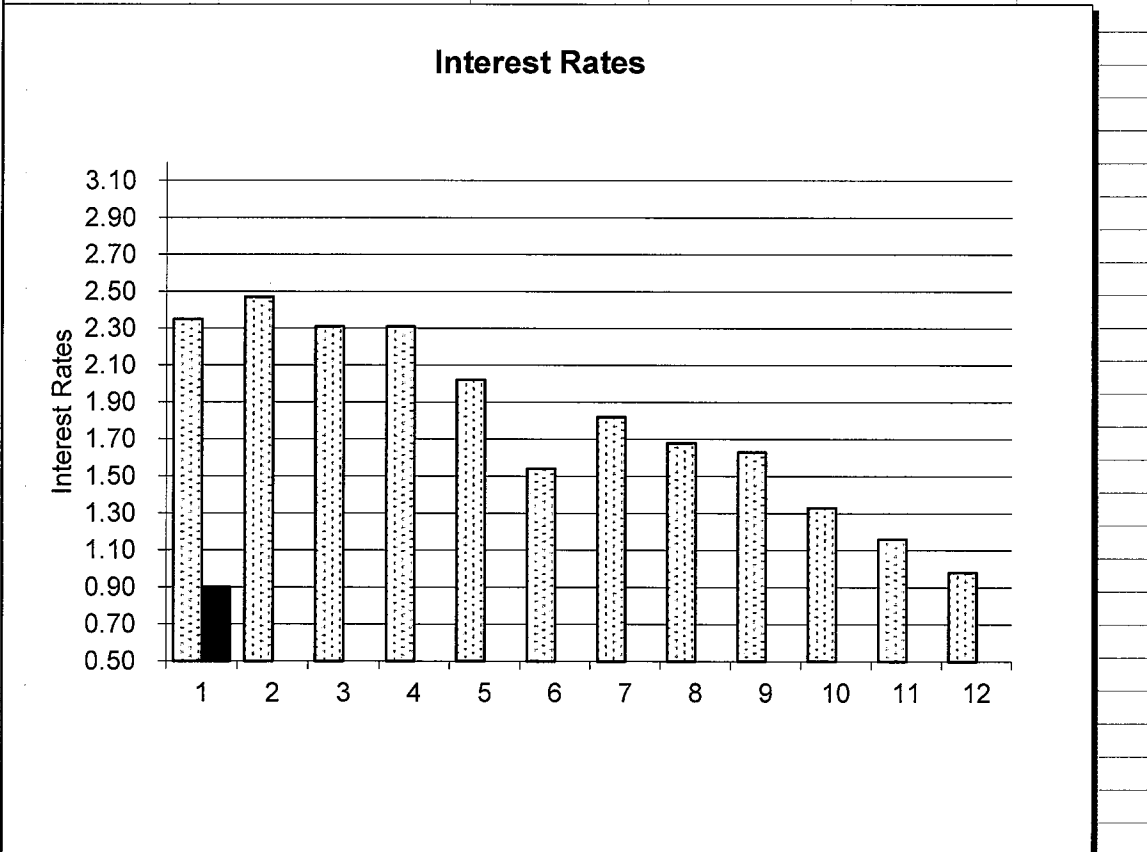
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
53 Investment account		0.00	0.00	0.00	4,502,287.24
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	4,856,705.22
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	28,717.09
53 Financial Money Market		583.46	0.00	0.00	3,003,268.88
Totals	7/01	583.46	0.00	0.00	12,390,978.43
Transactions:					
					0.00
Illinois Fund MM deposit from Comptroller	7/1				1,701.86
Illinois Fund MM deposit from Comptroller	7/8				296,817.72
Illinois Fund MM deposit from Comptroller	7/11				206,500.00
Illinois Fund MM deposit from Comptroller	7/14				308,522.89
Illinois Fund MM deposit from Comptroller	7/22				70,734.17
Interest on Illinois Funds MM	7/29				7,433.85
5/3 transfer from Investments to Cash	7/31				(2,000,000.00)
Interest on Illinois Funds MM	7/31				38.64
					0.00
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		583.46	0.00	0.00	11,282,727.56
53 Investment account		0.00	0.00	0.00	4,502,287.24
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	5,748,415.71
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	28,755.73
53 Financial Money Market		583.46	0.00	0.00	1,003,268.88
Totals	7/31	583.46	0.00	0.00	11,282,727.56
					0.00

SOUTH SUBURBAN COLLEGE

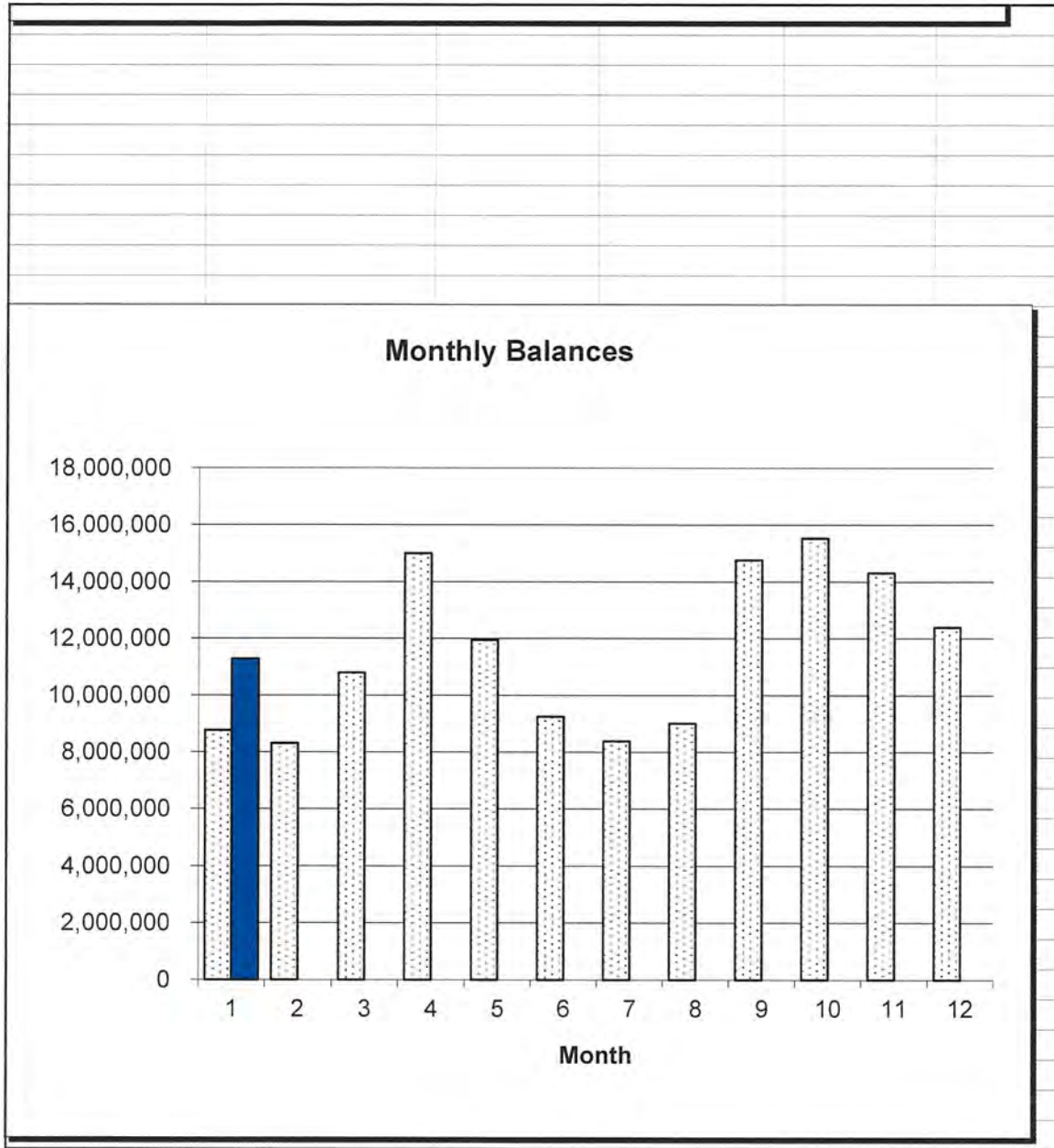
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	5,777,171.44	0.00	5,777,171.44	51%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,505,556.12	0.00	5,505,556.12	49%
	Total	11,282,727.56	0.00	11,282,727.56	100%
	Average %	0.90			

South Suburban College

Investment Summary				
	F Y 2021 - 2022		F Y 2022 - 2023	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	8,766,136	2.35	11,282,728	0.90
August	8,308,926	2.47		
September	10,793,195	2.31		
October	15,000,699	2.31		
November	11,950,642	2.02		
December	9,252,590	1.54		
January	8,382,934	1.82		
February	9,015,324	1.68		
March	14,764,583	1.63		
April	15,529,366	1.33		
May	14,311,517	1.16		
June	12,390,395	0.98		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.B

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

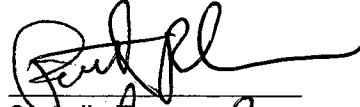
MOTION

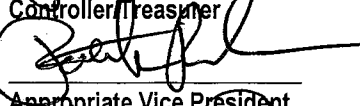
Hereby authorize the Treasurer to pay the following list of bill:

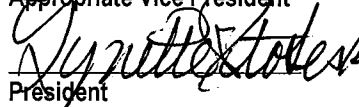
Education Fund	\$2,566,452.55
Operations & Maintenance Fund	\$363,981.12
Operation and Maintenance Fund Restricted	\$5,570.00
Auxiliary Enterprise Fund	\$28.00
Restricted Funds	\$417,394.87
Special Levies Fund	\$106,916.95
Audit Fund	\$25,000.00
Flex Plan Fund	\$5,351.95
Total	\$3,490,695.44

Approvals:

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


 Controller/Treasurer 9/2/22
 Date


 Appropriate Vice President 9/2/22
 Date


 President 9/2/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY23-VI.C

For Board Information in September, 2022

Board Action in September, 2022

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Move to adopt the resolution approving the operating and non-operating budgets for fiscal year 2022/2023.

ESTIMATED COST OR BENEFIT

The Operating budget is \$32,400,710
 The Non-Operating budget is \$20,819,877

JUSTIFICATION OF ACTION

Annually, the Board of Trustees is required to adopt a budget for the College to comply with Illinois Community College Board. The tentative budget was approved by the Board at the July 14, 2022 regular board meeting. A legal notice was published in the appropriate news media on July 28, 2022, and the 30-day window for public inspection has been satisfied according to State statute. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

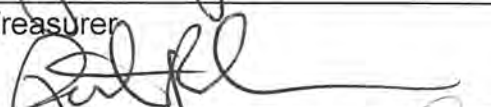
Motion to approve the attached resolution and Operating and Non-Operating budgets for Fiscal Year 2022/2023.

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

APPROVALS



 Treasurer



 Vice-President



 President

Office of the Treasurer



To: Board of Trustees
Date: September 1, 2022
Subject: Budget Packet – Fiscal Year 2022-2023

Included with the Board Action Request form are summary documents for both the operating and non-operating fund budgets for fiscal year 2022-2023.

Both documents were approved, in a tentative format, at the July 14, 2022 regularly scheduled Board of Trustees meeting. A legal notice was published in the *Daily Southtown* on July 28, 2022, notifying the public of a hearing to be held on September 8, 2022 at 6:45 P.M. The tentative budget will have been on display for the required 30 days prior to adoption as required by state statute

Operating expenditures are currently budgeted at \$32,400,710 with projected revenue of \$32,869,493. Non-operating expenditures are projected to be \$20,819,877 with revenue projected at \$20,850,298. In aggregate, fiscal year expenditures are \$53,220,587 with projected revenue for the year of \$53,719,791. This equates to an aggregate surplus of \$499,204.

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

RESOLUTION NO. _____

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

and

WHEREAS, a public hearing was held as to such budget on the 8th day of September, 2022, notice of public hearing was published on July 28, 2022 to be held on Thursday September 8, 2022 at 6:45pm in the Board Room number 2248. The budget has been available for at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

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

Section 1. That the fiscal year of this District is hereby fixed and declared as beginning July 1, 2022 and ending June 30, 2023.

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

this District for fiscal year 2022-23. A copy of this budget shall be included in the official minutes of this meeting.

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

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

Passed by the following roll call on the 8th day of September 2022.

Trustee _____ made the motion to adopt.

Trustee _____ seconded the motion.

Ayes

Nays:

Absent:

Attest:

Secretary

Chairman

Operating Funds Revenues				
Fiscal Year 2022 - 2023				
Category	FY 22-23 Budget	FY 21-22 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 14,592,476	\$ 13,997,579	\$ 594,897	4.25%
Total Local Sources	\$ 14,592,476	\$ 13,997,579	\$ 594,897	4.25%
State Government Sources:				
Credit Hour Grants	\$ 2,219,351	\$ 2,241,038	\$ (21,687)	-0.97%
Equalization Grant	848,810	856,589	(7,779)	-0.91%
Career and Technical Ed Grant	246,147	234,448	11,699	4.99%
Corporate Replacement Tax	1,220,209	1,182,414	37,795	3.20%
Total State Sources	\$ 4,534,517	\$ 4,514,489	\$ 20,028	0.44%
Federal Government Sources	\$ 12,000	\$ 11,800	\$ 200.00	1.69%
Tuition and Fees:				
Tuition	11,250,000	11,250,000	\$ -	0.00%
Course Fees	710,000	710,000	-	0.00%
Lab Fees	335,000	335,000	-	0.00%
Other Fees	210,000	210,000	-	0.00%
Total Tuition and Fees	\$ 12,505,000	\$ 12,505,000	\$ -	0.00%
Other Sources of Revenue:				
Interest on Investments	\$ 75,000	\$ 125,000	\$ (50,000)	-40.00%
Indirect Cost Revenue	525,000	500,000	25,000	100%
Parking/Traffic	500	2,000	(1,500)	-75.00%
Facilities Rental	625,000	612,000	13,000	2.12%
Total Other Sources	\$ 1,225,500	\$ 1,239,000	\$ (13,500)	-1.09%
Total Revenue	\$ 32,869,493	\$ 32,267,868	\$ 601,625	1.86%
	=====	=====	=====	=====

Educational Fund Revenues

Fiscal Year 2022 - 2023

Category	FY 22-23 Budget	FY 21-22 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 11,651,555	\$ 11,176,552	\$ 475,003	4.25%
Total Local Sources	\$ 11,651,555	\$ 11,176,552	\$ 475,003	4.25%
State Government Sources:				
Credit Hour Grants	\$ 1,118,028	\$ 1,139,715	\$ (21,687)	-1.90%
Equalization Grant	848,810	856,589	(7,779)	-0.91%
Career and Technical Ed Grant	246,147	234,448	\$ 11,699	4.99%
Corporate Replacement Tax	795,209	757,414	37,795	4.99%
Total State Sources	\$ 3,008,194	\$ 2,988,166	\$ 20,028	0.67%
Federal Government Sources	\$ 12,000	\$ 11,800	\$ 200.00	1.69%
Tuition and Fees:				
Tuition	\$ 11,250,000	\$ 11,250,000	\$ -	0.00%
Course Fees	710,000	710,000	-	0.00%
Lab Fees	335,000	335,000	-	0.00%
Other Fees	210,000	210,000	-	0.00%
Total Tuition and Fees	\$ 12,505,000	\$ 12,505,000	\$ -	0.00%
Other Sources of Revenue:				
Interest on Investments	\$ 75,000	\$ 125,000	\$ (50,000)	-40.00%
Indirect Cost Revenue	525,000	500,000	25,000	5.00%
Facilities Rental	625,000	612,000	13,000	2.12%
Total Other Sources	\$ 1,225,000	\$ 1,237,000	\$ (12,000)	-0.97%
Total Revenue	\$ 28,401,749	\$ 27,918,518	\$ 483,231	1.73%
	=====	=====	=====	=====

Operations & Maintenance Fund Revenues				
Fiscal Year 2022 - 2023				
Category	FY 22-23 Budget	FY 21-22 Actual	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 2,940,921	\$ 2,821,027	\$ 119,894	4.25%
Total Local Sources	\$ 2,940,921	\$ 2,821,027	\$ 119,894	4.25%
State Government Sources:				
Credit Hour Grants	\$ 1,101,323	\$ 1,101,323	\$ -	0.00%
Corporate Replacement Tax	425,000	425,000	-	0.00%
Total State Sources	\$ 1,526,323	\$ 1,526,323	\$ -	0.00%
Other Sources of Revenue:				
Parking/Traffic	\$ 500	\$ 2,000	\$ (1,500)	-75.00%
Total Other Sources	\$ 500	\$ 2,000	\$ (1,500)	-75.00%
Total Revenue	\$ 4,467,744	\$ 4,349,350	\$ 118,394	2.72%
	=====	=====	=====	=====

Operating Budget
2023

	Account Number	2023	2022	Difference	% Change
Vice President of Academic Affairs					
Vice Pres. Academic Affairs Office	01 1090 10001	\$ 352,081	\$ 333,025	\$ 19,056	5.72%
Dean of Nursing	01 1090 10022	382,155	374,074	8,081	2.16%
Nursing Department	01 1040 10025	590,092	567,972	22,120	3.89%
BNATP	01 1040 10038	146,911	121,948	24,963	20.47%
Physical Science	01 1010 10005	482,648	473,006	9,642	2.04%
Math	01 1010 10006	1,385,902	1,316,944	68,958	5.24%
Life Science	01 1010 10007	880,871	892,598	\$(11,727)	-1.31%
English	01 1010 10012	947,823	1,230,732	\$(282,909)	-22.99%
Reading	01 1050 10013	215,200	205,093	10,107	4.93%
Business	01 1010 10028	204,945	174,622	30,323	17.36%
CIS	01 1030 10029	125,502	148,202	\$(22,700)	-15.32%
Building Construction	01 1030 10032	150,945	177,445	\$(26,500)	-14.93%
Dean of STEM	01 1090 10035	499,159	415,305	83,854	20.19%
Engineering	01 1010 10037	117,055	176,210	\$(59,155)	-33.57%
Distance Learning	01 1090 10034	292,932	100,358	192,574	191.89%
Art	01 1010 10008	373,379	377,379	\$(4,000)	-1.06%
Communication & Humanities	01 1010 10011	486,515	474,447	12,068	2.54%
Music	01 1010 10009	230,375	222,825	7,550	3.39%
Social & Behavioral Sciences	01 1010 10015	552,724	614,183	\$(61,459)	-10.01%
Performing Arts Center	01 1090 10018	103,590	99,388	4,202	4.23%
Theatre Productions	01 1010 10014	7,500	7,500	-	0.00%
Legal Studies	01 1010 10030	381,478	475,462	\$(93,984)	-19.77%
Human Services	01 1010 10026	8,450	26,950	\$(18,500)	-68.65%
Service Learning	01 1010 10039	1,450	1,450	-	0.00%
Child Development	01 1010 10040	125,382	157,972	\$(32,590)	-20.63%
Barbering	01 1020 10041	208,481	172,714	35,767	20.71%
Allied Health	01 1040 10024	394,124	1,259,060	\$(864,937)	-68.70%
Coding	01 1040 10042	18,000	-	\$ 18,000	
Community Health Worker	01 1040 10043	40,000	-	\$ 40,000	
EchoCardiography	01 1040 10044	111,084	-	\$ 111,084	
EMT	01 1040 10045	84,477	-	\$ 84,477	
Medical Assistance	01 1040 10046	94,438	-	\$ 94,438	
MRI	01 1040 10047	86,857	-	\$ 86,857	
OTA	01 1040 10048	170,526	-	\$ 170,526	

PCT	01 1040 10049	79,084	\$ 79,084
Pharmacy Tech	01 1040 10050	23,097	\$ 23,097
Phlebotomy	01 1040 10051	53,355	\$ 53,355
Rad Tech	01 1040 10052	128,461	\$ 128,461
Total		\$ 10,537,047	\$ 10,596,864
			\$ (59,817)
			-0.56%

Operating Budget
2023

2023 v 2022

	Account Number	2023	2022	Difference	% Change
Vice President of Administration					
Mailroom	01 8060 80010	\$ 115,000	\$ 111,250	\$ 3,750	3.37%
Physical Plant Engineering	02 7010 70004	158,350	150,021	8,329	5.55%
Physical Plant Grounds	02 7030 70005	58,000	55,000	3,000	5.45%
Physical Plant Maintenance	02 7010 70006	712,828	642,552	70,276	10.94%
Physical Plant Utilities	02 7060 70007	1,250,000	1,140,000	110,000	9.65%
Physical Plant Custodial	02 7020 70008	1,140,302	1,149,636	(9,334)	-0.81%
Treasurer's Office	01 8020 80002	164,891	191,729	(26,838)	-14.00%
Business & Accounting	01 8020 80012	654,699	604,049	50,650	8.39%
Human Resources	01 8040 80005	464,341	411,486	52,855	12.84%
Affirmative Action	01 8010 80020	3,600	3,600	-	0.00%
Staff Development	01 8090 80006	14,500	14,500	-	0.00%
VP Administration	01 8010 80001	299,102	297,260	1,842	0.62%
Campus Police	02 7040 70001	1,279,723	1,276,019	3,704	0.29%
TV Studio	01 1090 10033	512,971	618,922	(105,951)	-17.12%
Network Systems	01 1090 10003	1,640,601	1,245,983	394,618	31.67%
Information Technology	01 8080 80007	2,042,398	1,685,809	356,589	21.15%
Switchboard	02 8060 80008	411,425	359,889	51,536	14.32%
Institutional Expense	01 8060 80013	\$ 1,868,568	\$ 1,873,215	(4,647)	-0.25%
Waivers/Scholarships	01 9010 90001	2,500,000	2,494,500	5,500	0.22%
Total		\$ 15,291,298	\$ 14,325,420	\$ 965,878	6.74%

**Operating Budget
2023**

	Account Number	2023	2022	2023 v 2022	% Change
President					
Foundation	01 8070 80022	\$ 2,000	\$ 2,000	\$ -	0.00%
Publications	01 8030 80023	244,247	235,044	\$ 9,203	3.92%
Public Relations	01 8010 80024	528,099	564,264	\$ (36,165)	-6.41%
President's Office	01 8010 80019	457,500	444,913	\$ 12,587	2.83%
Board of Trustees	01 8050 80025	42,322	42,472	\$ (150)	-0.35%
Phi Theta Kappa	01 1090 10017	6,486	7,549	\$ (1,063)	-14.08%
Total		\$ 1,280,654	\$ 1,296,242	\$ (15,588)	-1.20%

**Operating Budget
2023**

	Account Number	2023	2022	2023 v 2022	% Change
Vice President Student Development					
VP Student Development	01 3020 30001	\$ 240,873	\$ 225,176	\$ 15,697	6.97%
Records	01 3010 30028	296,777	335,444	\$ (38,667)	-11.53%
Admiss/Latino Center/Welcome Center	01 3010 30020	387,959	339,747	\$ 48,212	14.19%
Registration	01 3010 30022	376,134	332,159	\$ 43,975	13.24%
Veterans Center	01 3040 30033	20,900	12,200	\$ 8,700	71.31%
Financial Aid	01 3040 30007	474,733	516,420	\$ (41,687)	-8.07%
Counseling	01 3020 30030	627,177	824,328	\$ (197,151)	-23.92%
Library	01 2010 20001	418,359	415,652	\$ 2,707	0.65%
Dean of Student Development	01 3010 30021	173,868	167,443	\$ 6,425	3.84%
Office of Disable Student Services	01 3010 30024	240,923	240,331	\$ 592	0.25%
Office of College Recruitment	01 3010 30029	280,332	302,316	\$ (21,984)	-7.27%
Academic Assistance Services	01 3020 30004	225,069	211,076	\$ 13,993	6.63%
Dean of Student Services	01 3020 30006	189,489	180,024	\$ 9,465	5.26%
Testing & Orientation	01 3020 30031	222,291	219,791	\$ 2,500	1.14%
Career Development	01 3050 30032	44,500	47,450	\$ (2,950)	-6.22%
Total		\$ 4,219,384	\$ 4,369,557	\$ (150,173)	-3.44%

Operating Budget
2023

		2023 v 2022			
Account Number	2023	2022	Difference	% Change	
AVP Accreditation and Institutional Research					
AVP Accreditation and IR	\$ 179,117	\$ 220,595	\$ (41,478)	-18.80%	
Adult Ed	57,108	61,167	(4,059)	-6.64%	
C 3	286,399	396,623	(110,224)	-27.79%	
Institutional Research	186,543	192,762	(6,219)	-3.23%	
Oak Forest Center	363,160	406,783	(43,623)	-10.72%	
Total	\$ 1,072,327	\$ 1,277,930	\$ (205,603)	-16.09%	
Total 2023 Operating Budget		\$ 32,400,710	\$ 31,866,013	\$ 534,697	1.68%

SOUTH SUBURBAN COLLEGE
REVENUES AND EXPENDITURES
FISCAL YEAR 2023
NON-OPERATING BUDGET

	BOND & INTEREST FUND	AUXILIARY ENTERPRISE FUND	RESTRICTED PURPOSE FUND	STUDENT DEVELOPMENT FUND	TRUST & AGENCY FUND	SPECIAL LEVIES FUND	TOTAL NON-OPERATING FUNDS
REVENUES:							
Bookstore		80,000					80,000
Bus. & Career Institute							-
Satellite Copier							-
Duplication Center							-
State Gov. Sources			2,920,132				2,920,132
Federal Gov. Sources			13,755,105				13,755,105
Student Dev. Fund				450,000			450,000
Tax Revenue	2,152,061					1,340,000	3,492,061
T & A Receipts					100,000		100,000
Flex Plan					53,000		53,000
TOTAL REVENUES	2,152,061	80,000	16,675,237	450,000	153,000	1,340,000	20,850,298
EXPENDITURES:							
Bookstore		29,622					29,622
Bus. & Career Institute							-
Satellite Copier							-
Duplication Center							-
Restricted Purposes Grants			16,675,000				16,675,000
Controller/Treasurer							-
V.P. Student Development							-
Adult Ed							-
Career Development & Job Training							-
Student Dev. Fund				752,000			752,000
Debt Principal	2,135,000						2,135,000
Protection Health and Safety							-
Debt Interest							-
T & A Disbursements					100,000		100,000
Liab. Prot. Sett. Fund						1,075,255	1,075,255
Other					53,000		53,000
TOTAL EXPENDITURES	2,135,000	29,622	16,675,000	752,000	153,000	1,075,255	20,819,877



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.D

Board Meeting Date: September 8, 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 grant approval to change the location of the November 10, 2022 Board of Trustees Meeting to the Oak Forest Campus Board Room at 7:00 p.m.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant approval to change the location of the November 10, 2022 Board of Trustees Meeting to the Oak Forest Campus Board Room at 7:00 p.m.

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

Patricia Buel 9/1/22

Appropriate Vice President Date

Leanne Stokes 9/1/22
President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: September 8, 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 Anthony Todd, full-time Academic and Career Counselor in the College and Career Success Center, effective July 31, 2023, and grant permission to advertise to fill the vacant position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

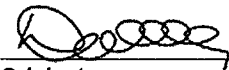
See the attached retirement letter from Anthony Todd. Replacement of this position supports Strategic Direction 1.1; Increase student retention, progression, persistence, and completion.

MOTION

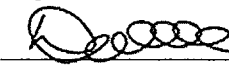
Move that the Board of Trustees approve the retirement of Anthony Todd, full-time Academic and Career Counselor in the College and Career Success Center, effective July 31, 2023, and grant permission to advertise to fill the vacant position, as needed.

Approvals:


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



 Originator 8/30/22
Date



 Appropriate Vice President 8/30/22
Date



 Director of Human Resources 8/30/22
Date



 President 9/1/22
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.2

Board Meeting Date: September 8, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating College Capital
- Protection, Health and Safety

- Grant Funded Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Zachary Hughes as a full-time Research Specialist in the Institutional Research Department, effective September 5, 2022, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

Not applicable

JUSTIFICATION OF ACTION

Please see the attached letter from Zachary Hughes. Replacement of this position supports Strategic Plan Direction 1.1; Increase student retention, progression, persistence, and completion.

MOTION

Request that the Board of Trustees accept the resignation of Zachary Hughes as a full-time Research Specialist in the Institutional Research Department, effective September 5, 2022, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

Kevin Pearsall 8/30/22
Originator Date

[Signature] 8-31-22
Appropriate Vice President Date

Kim Pugh 8/30/22
Director of Human Resources Date

[Signature] 9/1/22
President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.3

Board Meeting Date: September 8, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Mr. Mickil Smith, full-time EMT/Fire Science Faculty/Coordinator in the Allied Health Department, effective September 8, 2022, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Please see the attached letter from Mr. Smith. The replacement for this position will assist in continuing to provide credit courses and associate degree programs for an academically prepared student body.
(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Request that the Board of Trustees accept the resignation of Mr. Mickil Smith, full-time EMT/Fire Science Faculty/Coordinator in the Allied Health Department, effective September 8, 2022, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

<u>Omar Sherif</u>	<u>8/29/2022</u>
Originator	Date
<u>[Signature]</u>	<u>8/30/22</u>
Director of Human Resources	Date
<u>Jasha Williams</u>	<u>8-29-2022</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>9/1/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.4

Board Meeting Date: September 8, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move to approve the resignation of Candace Stanley as a full-time Administrative Assistant II in the Physical Plant Department, effective September 9, 2022, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION



Please see the attached resignation letter from Candace Stanley. Replacement of this position 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.


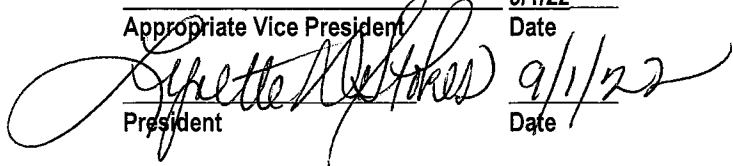
MOTION

Move to approve the resignation of Candace Stanley as a full-time Administrative Assistant II in the Physical Plant Department, effective September 9, 2022, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

 8/31/22
 Originator Date
 8/31/22
 Director of Human Resources Date

 9/1/22
 Appropriate Vice President Date
 9/1/22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.5

Board Meeting Date: September 8, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Jamie Turner as a grant-funded Workforce Partnership Coordinator (WEI) effective September 2, 2022 and grant permission to advertise to fill the vacated, grant-funded position.

ESTIMATED COST OR BENEFIT

Not applicable

JUSTIFICATION OF ACTION


Please see the attached letter from Jamie Turner. Replacement of this position supports Strategic Plan Direction 1.1—Increase student retention, progression, persistence, and completion.

MOTION

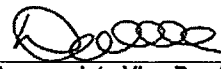
Request that the Board of Trustees accept the resignation of Jamie Turner as a grant-funded Workforce Partnership Coordinator (WEI) effective September 2, 2022 and grant permission to advertise to fill the vacated, grant-funded position.

Approvals:

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



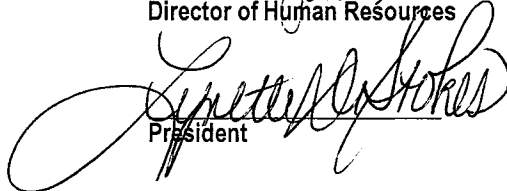
 Originator 8/24/22
 Date



 Appropriate Vice President 8/29/22
 Date



 Director of Human Resources 8/30/22
 Date



 President 9/1/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.1

Board Meeting Date: September 8, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees appoint Denise Kelly as a full-time Switchboard Attendant I in the Information Technology Department, effective September 12th, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours a week, 52 weeks per year with an annual salary of \$31,905. Classified Grade I in the support staff salary schedule.

JUSTIFICATION OF ACTION

This action is to fill the vacancy created by the retirement of Rochelle Rallins. This action supports the Strategic Direction #2, SSC 2.21 to provide an attractive, safe, healthy and welcoming learning environment for all students.

MOTION

Move that the Board of Trustees appoint Denise Kelly as full-time Switchboard Attendant I in the Information Technology Department, effective September 12th, 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

John M'Kernan 8/31/22
 Originator Date

Kim Beattie 8/31/22
 Director of Human Resources Date

Janet Penel 8/31/22
 Appropriate Vice President Date

Spencer Stokes 9/1/22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.1

Board Meeting Date: September 8, 2022

BOARD COMMITTEE

FUNDING

<input type="checkbox"/> Policy	<input type="checkbox"/> Operating	<input checked="" 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 grant approval to create and advertise the full-time, grant-funded position of Project Coordinator, Pipeline for the Advancement of the Healthcare Workforce (PATH) in the Division of Student & Enrollment Services.

ESTIMATED COST OR BENEFIT

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

JUSTIFICATION OF ACTION

Please see the attached job description. This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees grant approval to create and advertise the full-time, grant-funded position of Project Coordinator, Pipeline for the Advancement of the Healthcare Workforce (PATH) in the Division of Student & Enrollment Services.

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>8/29/22</u>
Originator	Date
	<u>8/29/22</u>
Appropriate Vice President	Date
	<u>8/31/22</u>
Director of Human Resources	Date
	<u>9/1/22</u>
President	Date



SOUTH SUBURBAN COLLEGE
South Holland, Illinois

Job Description

Job Title: Project Coordinator, Pipeline for the Advancement of the Healthcare Workforce (PATH)
Job Code:
Division: Student & Enrollment Services
Department: Workforce Equity Initiative
Reports To: Project Manager, Workforce Equity Initiative (WEI)
Salary Level: \$55,000
FLSA Status: Grant Funded
DATE: August 29, 2022

SUMMARY

Under the general supervision of the Project Manager, Workforce Equity Initiative (WEI), the Project Coordinator is responsible for the successful implementation of the Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant through State of Illinois. This position is responsible to facilitate and coordinate all aspects of the grant implementation and management process, including {but not limited to) participant records, documentation of expenditures, reporting, outreach, scheduling, and all other administrative and operational requirements of the grant. This position is funded through June 30, 2023.

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

- Coordinate all aspects of the PATH project including, but not limited to budget oversight, office staffing and productivity, project implementation and evaluation, reporting, participant tracking, project communication and meetings, student success monitoring, and progress towards meeting goals and objectives.
- Work closely with the Project Manager of WEI, Student Services and Academic Deans to plan and implement a successful grant-funding program aligned with the approved application, appropriate guidelines/processes/procedures for the result of successful attainment of project goals, objective, and outcomes.
- Supervise all PATH staff. Coordinate the hiring process, training, evaluation and monitoring of all PATH supported positions. Review and process PATH time reports and payroll as appropriate. Develop and implement staff accountability tools and ensure high quality outputs, adherence to grant requirements, and attainment of project objectives and goals.
- Coordinate strong partnerships between PATH offices, other campus units, and external entities.
- Process the development of purchase requisitions and monitor all expenditures within the program

budget for payroll, procurement, travel, equipment inventory and personnel.

- Manage tracking and assigning expenditures to appropriate allocations, verifying allocation balances, and establishing financial management policies of the funder and College.
- Maintain accurate records of budgets, staffing, & other operations; Coordinates office functions and public events; coordinate PATH recruitment efforts, facilitate campus and project activities.
- Develop and present monthly, quarterly, and annual grant and budget reports, coordinate monthly meetings with the grant advisory team and provide regular updates regarding grant objectives and activities as requested. Collaborate with faculty, administrators, and campus departments to support participant needs and coordinate programming.
- Responsible for the implementation and attainment of approved grant application programming and activities, goals, objectives, and outcomes.
- Monitor the project staff for adherence to documentation requirements.
- Support College-wide goals and objectives as outlined in the College's strategic plan.
- Perform other duties as assigned.

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

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

EDUCATION and/or EXPERIENCE

Bachelor's degree required; Masters preferred. 2-3 years of progressive administrative experience at an educational institution and/or government agency. Experience with grant management, data analysis, commitment to Diversity, Equity and Inclusion (DEI), report writing, professional presentations, and recruitment. Experience working in higher education or workforce engagement preferred.