

# SOUTH SUBURBAN COLLEGE



November 10, 2022

Regular Meeting of the  
Board of Trustees



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**OAK FOREST CAMPUS, BOARD ROOM**  
**16333 S. KILBOURN AVE., OAK FOREST, ILLINOIS**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; TRUSTEES LOCKETT AND ROGERS**  
**THURSDAY, NOVEMBER 10, 2022**  
**6:50 PM**

---

- I. Recommendation to approve the estimated amount of taxes for be levied for 2022
- II. Recommendation to approve the two-year contract with Rucker Café for the provision of cafeteria services at the Main Campus
- III. Recommendation to approve the two-year contract with Yami Vending for the provision of vending services at the Main Campus and Oak Forest Campus



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**OAK FOREST CAMPUS, BOARD ROOM**  
**16333 S. KILBOURN AVE., OAK FOREST, ILLINOIS**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, NOVEMBER 10, 2022**  
**7:00 PM**

---

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION / ACCESS**
- IV. **PRESENTATIONS/REPORTS**  
Dedication of the John A. Daly Conference Room (L. Stokes & T. Wells)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Finance Committee held October 13, 2022
  - B. Regular Board Meeting held October 13, 2022
- VI. **NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for October, 2022 (T. Pollert)
  - C. Approval of the estimated amount of taxes to be levied for 2022 (A. DeFilippo)
  - D. Approval of the two-year contract with Rucker Café for the provision of cafeteria services at the Main Campus (A. DeFilippo)
  - E. Approval of the two-year contract with Yami Vending for the provision of vending services at the Main Campus and Oak Forest Campus (A. DeFilippo)
  - F. Approval of the Cosmetology AAS program for implementation in the fall 2023 semester (T. Williams)
  - G. Approval of the Cosmetology Technician Certificate program for implementation in the fall 2023 semester (T. Williams)
  - H. Approval to appoint Secretary to the Board Patrick Rush to act as local election official in order to receive petitions for the April 4, 2023 consolidated election of four members of the Board of Trustees (P. Rush)
- VII. **PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Create and Advertise
- 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, OCTOBER 13, 2022

---

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:08p.m.

Committee members present: Trustees Anthony DeFilippo, Vincent Locket and Janet Rogers.

Committee members absent: None.

Other Board members in attendance: Trustees Chairman Terry Wells and Student Trustee Fatima Serrato. Trustee Joseph Whittington arrived at 7:32 p.m.

Other Board members absent: Trustees Vivian Payne and Prince Reed.

*Also present:* College President Lynette D. Stokes; 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; and College Attorney Stanley Kuser.

Agenda:

**I. Recommendation to accept the bid of Chicago Heights Construction Company in the amount of \$649,915.00 for the Air Conditioning Project (room 3251), Utilizing the O&M Restricted Fund.**

Trustee DeFilippo recommended the Board accept the bid of Chicago Heights Construction Company in the amount of \$649,915.00 for the Air Conditioning Project (room 3251), utilizing the O&M Restricted Fund, at the regular Board of Trustees meeting.

The meeting adjourned at 7:13 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, OCTOBER 13, 2022

---

## I. CALL TO ORDER & ROLL CALL:

At 7:17 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, Secretary Janet Rogers and Trustees Anthony DeFilippo, Vincent Lockett and Student Trustee Fatima Serrato. Trustee Joseph Whittington arrived at 7:32 p.m.

*Absent:* Trustees Vivian Payne and Prince Reed.

*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 Kuser.

## II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

## III. PUBLIC PARTICIPATION:

There was none.

## IV. REPORTS/PRESENTATIONS

A presentation was delivered to the Board of Trustees on the Highway Construction Careers Training Program.

## V. PREVIOUS MEETING MINUTES

### **A. Public Hearing held September 8, 2022**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Public Hearing held on September 8, 2022. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

### **B. Finance Committee Meeting held September 8, 2022**

Trustee Rogers moved and Trustee Lockett seconded to approve the minutes of the Finance Committee meeting held September 8, 2022. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

### **C. Regular Board Meeting held September 8, 2022**

Trustee Lockett moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held September 8, 2022. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers,

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

**D. Closed Session Meeting held September 8, 2022**

Trustee Rogers moved and Trustee Lockett seconded to approve the minutes of the Closed Session meeting held September 8, 2022. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

**B. Bills Payable for September, 2022**

Trustee Whittington moved and Student Trustee Serrato seconded to approve the bills payable for September, 2022 in the amount of \$2,886,349.70. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

**C. Approval to accept the bid of Chicago Heights Construction Company in the amount of \$649,915.00 for the Air Conditioning Project, room 3251, utilizing the O&M Restricted Fund**

Trustee DeFilippo moved and Trustee Whittington seconded to accept the bid of Chicago Heights Construction Company in the amount of \$649,915 for the Air Conditioning Project, room 3251, utilizing the O&M Restricted Fund. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, 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 Rogers moved and Trustee Lockett seconded to approve the retirement of Delfina Cuellar as a Custodian I in the Physical Plant Department, effective December 31, 2022, and grant permission to advertise to fill the vacated position, as needed.

**B. Appointments**

1. Trustee Rogers moved and Student Trustee Serrato seconded to approve the appointment of Arturo Castillo as a full-time Admissions Assistant in the Admissions Department, effective October 17, 2022, and grant permission to advertise to fill the vacated position. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

2. Trustee Whittington moved and Trustee Rogers seconded to approve the appointment of Allison Stephan as a full-time Financial Aid Advisor in the Financial Aid Department, effective October 17, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

3. Trustee Rogers moved and Trustee Whittington Seconded to approve the appointment of Key-Anne Wilborn as the grant-funded Director of Workforce Development in the Extension Services and Workforce Development Department, effective October 19, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, 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 8:00 p.m., Trustee Rogers moved and Trustee Whittington seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, 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 November, 2022.

For Board Action in November, 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 rectangular box for proposal summary]

**ESTIMATED COST OR BENEFIT**

[Empty rectangular box for estimated cost or benefit]

**JUSTIFICATION OF ACTION**

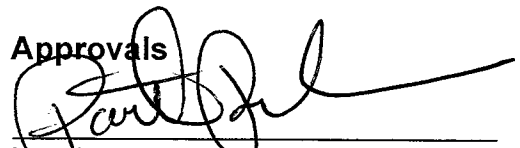
Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending September 30, 2022. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.


**MOTION**

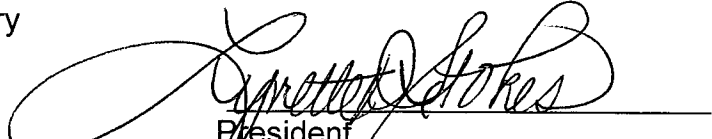
Move to accept the Financial Report as presented.

- \*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**

  
\_\_\_\_\_  
Interim-Treasurer

  
\_\_\_\_\_  
Vice-President

  
\_\_\_\_\_  
President

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Pat Rush  
 Date: November 1, 2022  
 Subject: Financial Report For The Period Ending September 30, 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>
\$2,187,626.95	\$7,310,007.37
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,174,670.93	\$7,195,898.58

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>
\$3,127,845.61	\$10,129,784.27
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,096,876.85	\$9,995,851.72
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$30,968.76	\$133,932.55

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>
\$9,217,656.85	0.95%	(58)

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$1,998,158.25	\$201,851.58	\$2,200,009.83
August	\$2,715,852.48	\$206,518.11	\$2,922,370.59
September	\$1,989,812.41	\$197,814.54	\$2,187,626.95
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	\$6,703,823.14	\$606,184.23	\$7,310,007.37

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$1,956,140.80	\$178,794.77	\$2,134,935.57
August	\$2,521,642.13	\$364,649.95	\$2,886,292.08
September	\$1,806,843.05	\$367,827.88	\$2,174,670.93
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	\$6,284,625.98	\$911,272.60	\$7,195,898.58

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$2,710,852.78	\$2,622,735.63	\$88,117.15
August	\$4,291,085.88	\$4,276,239.24	\$14,846.64
September	\$3,127,845.61	\$3,096,876.85	\$30,968.76
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	\$10,129,784.27	\$9,995,851.72	\$133,932.55

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$11,282,727.56	0.90%	(8)
August	\$11,517,784.00	1.53%	63
September	\$9,217,656.85	0.95%	(58)
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1	Fund 2	Fund 3	Fund 3
		Educational	Opr. & Maint.	O&M Rst(300)	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		6,983,271.60	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		28,807.81	0.00	0.00	0.00
53 Financial Money Market		(3,739.31)	0.00	0.00	0.00
Totals	9/1/2022	11,510,627.34	0.00	0.00	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	9/08/2022	(5,500,000.00)			
Illinois Fund MM deposit from Comptroller	9/12/2022	121,818.18			
Illinois Fund MM deposit from Comptroller	9/12/2022	70,734.17			
Interest on Illinois Funds MM	9/12/2022	6,138.95			
5/3 transfer from Investments to Cash	9/13/2022	4,000,000.00			
5/3 transfer from Investments to Cash	9/22/2022	(1,000,000.00)			
Interest on 53 MM	9/30/2022	1,181.27			
Ending Balance:		9,210,499.91	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		1,681,962.90	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		28,807.81	0.00	0.00	0.00
53 Financial Money Market		2,997,441.96	0.00	0.00	0.00
Totals	9/30/2022	9,210,499.91	0.00	0.00	0.00







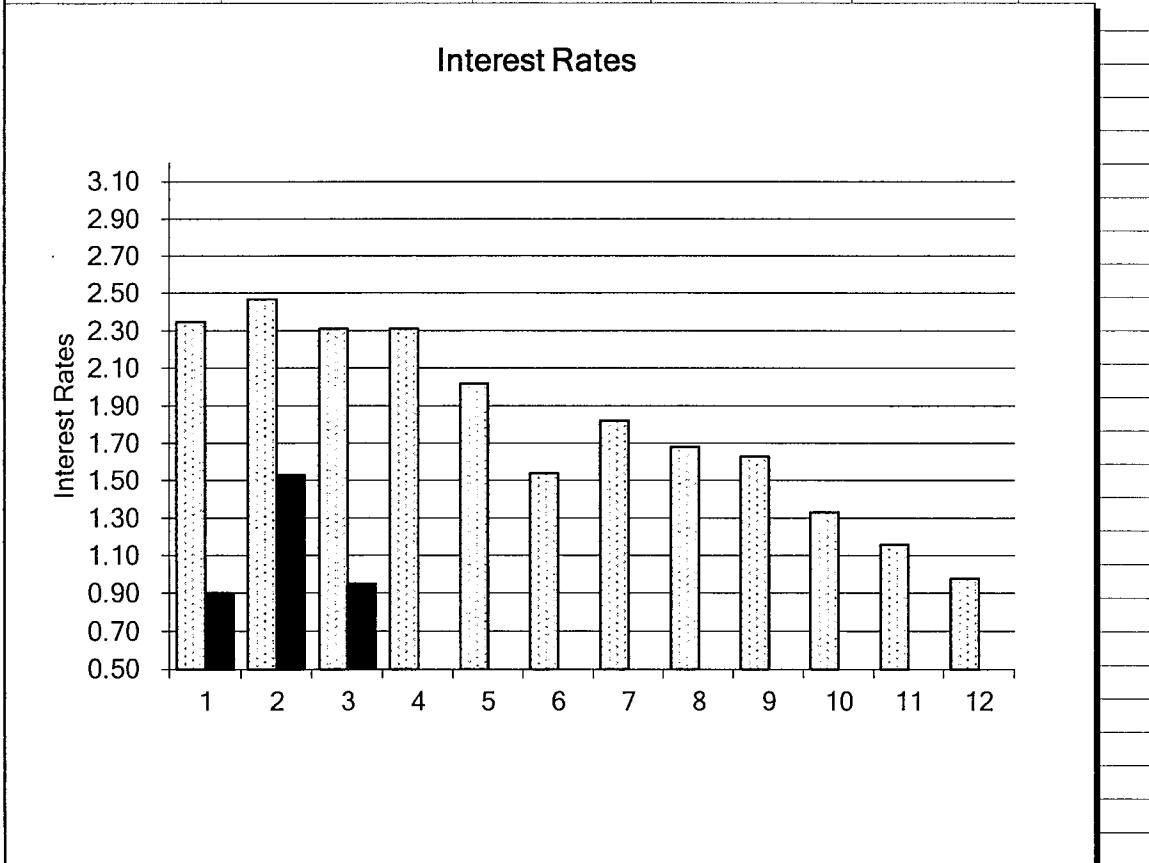


SOUTH SUBURBAN COLLEGE

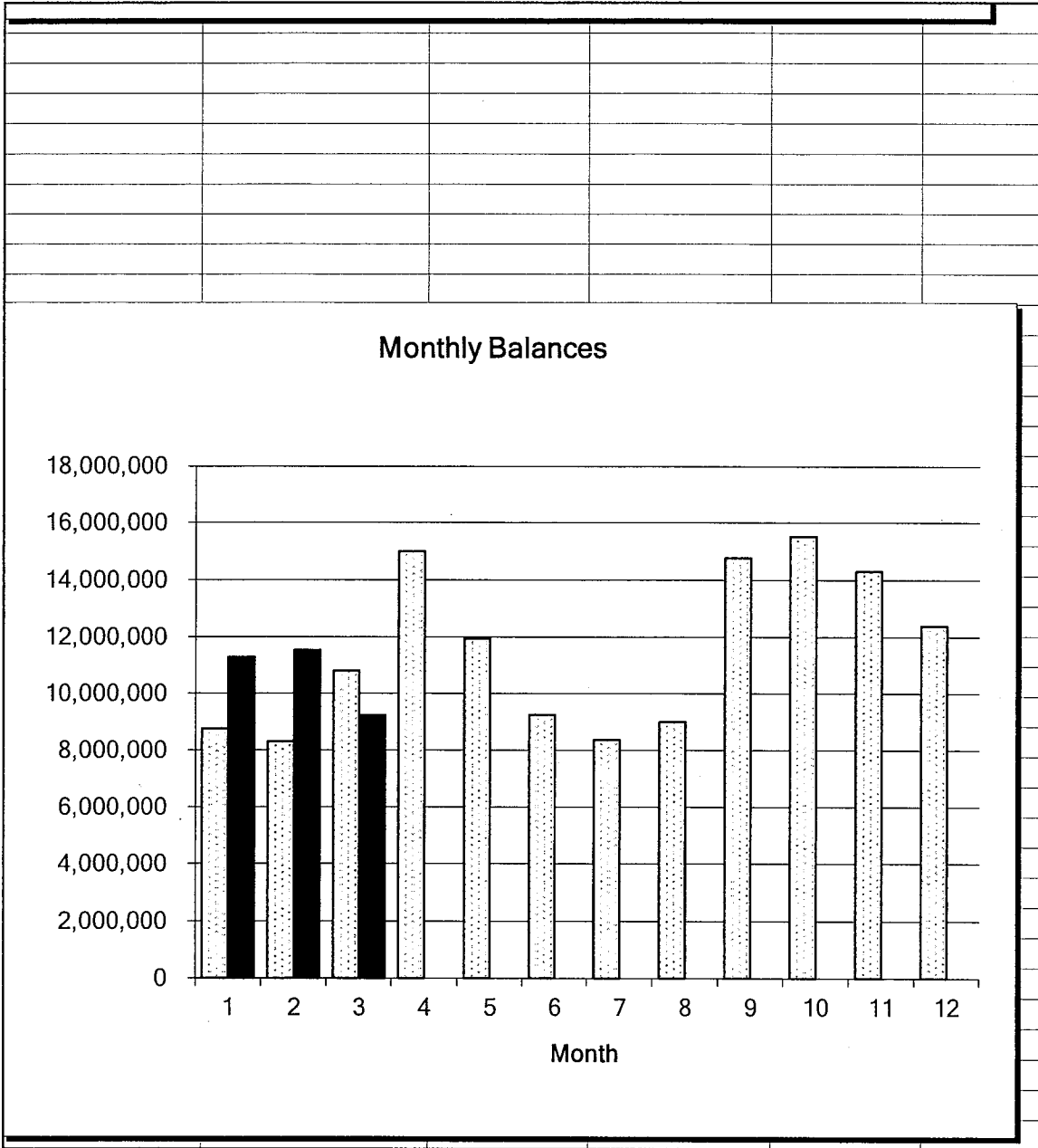
	Investment			Percent
40	Mutual Funds	0.00	0.00	0.00 0%
50	Illinois Funds	1,710,770.71	0.00	1,710,770.71 16%
50	Illinois Funds	1,710,770.71	0.00	1,710,770.71 16%
90	Other	7,506,886.21	0.00	7,506,886.21 0.69
	Total	10,928,427.63	0.00	10,928,427.63 100%
	Average %	0.95		

**South Suburban College**

<b>Investment Summary</b>				
	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	11,517,784	1.53
September	10,793,195	2.31	9,217,657	0.95
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: November 10, 2022

### BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

### FUNDING

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

### PROPOSAL SUMMARY

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

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

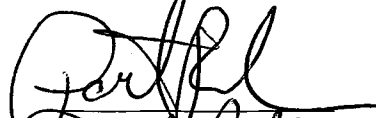
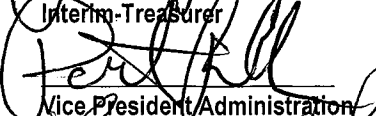
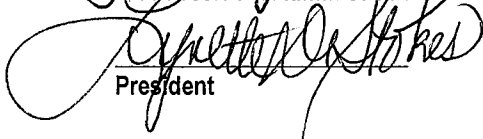
### MOTION

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

Education Fund	\$1,740,614.15
Operations & Maintenance Fund	\$378,689.07
Operation and Maintenance Fund Restricted	\$7,375.00
Auxiliary Enterprise Fund	\$22,732.93
Restricted Funds	\$454,779.36
Special Levies Fund	\$107,277.56
Audit Fund	\$5,000.00
Flex Plan Fund	\$4,385.07
<b>Total</b>	<b>\$2,720,853.14</b>

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

 Interim-Treasurer	11/4/22 Date
 Vice President Administration	11/4/22 Date
 President	11/4/22 Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**Agenda Item** FY23-VI.C

For Board Information in November, 2022

Board Action in November, 2022

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

On an annual basis, the Board of Trustees must establish the tax levy for the following year. The proposed amount of taxes to be levied by fund is attached. Since this amount is less than 105% of the final levy of the preceding year, the College is not required to hold a public hearing. This levy will be on file not less than 20 days prior to its adoption as required by law.

**ESTIMATED COST OF BENEFIT**

(see attached)

**JUSTIFICATION OF ACTION**

These actions are necessary in order to comply with statutory requirements associated with the adoption of our tax levy for 2022 and this action supports Vision Statement, Strategic Direction 2, SSC.2.17 by providing an efficient, transparent and financially secure institution.


**MOTION**


To accept the estimated amount of taxes to be levied for 2022 as required by law.

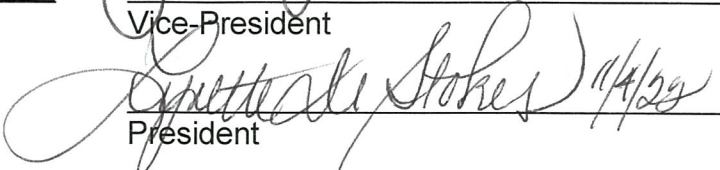
- \* Are funds available in the budget? \_\_\_\_\_
- \* Is this related to any previous Board action? \_\_\_\_\_
- \* Specify above if matching funds are required.
- \* Is this part of a large project requiring additional funds? (Explain) \_\_\_\_\_

Attach supplemental information as necessary

**APPROVALS**

  
 \_\_\_\_\_  
 Interim-Treasurer

  
 \_\_\_\_\_  
 Vice-President

  
 \_\_\_\_\_  
 President

Levy Worksheet For  
Tax Year 2022

Fund	2021 Levy	2021 Rate	2022 Levy	2022 Rate	Maximum Rate
Educational	12,686,886	0.3902	13,600,342	0.4183	0.75
O&M	3,251,261	0.1000	3,251,261	0.1000	0.1
PH&S	0	0.0000	0	0.0000	0.1
Audit	\$127,024	0.0039	133,362	0.0041	0.005
Liability Insurance	1,722,273	0.0530	1,808,214	0.0556	N/A
SS/Medicare	\$342,884	0.0105	359,994	0.0111	N/A
Worker's Comp	0	0.0000	0	0.0000	N/A
Unemployment	0	0.0000	0	0.0000	N/A
<b>Total Operations &amp; Special Purposes:</b>	<b>\$18,130,328</b>	<b>0.5578</b>	<b>19,153,174</b>	<b>0.5891</b>	
Increase/Decrease				\$1,022,846	
% Increase/Decrease				5.64%	
Bond & Interest	\$2,456,656	0.0755	\$2,456,656	0.0756	N/A
Less: Abatement					
Plus: Uncollectables					
<b>Total Bond &amp; Interest</b>	<b>\$2,456,656</b>	<b>0.0755</b>	<b>\$2,456,656</b>	<b>0.0756</b>	
Increase/Decrease					
% Increase/Decrease					
<b>Adjusted Total</b>	<b>\$20,586,984</b>	<b>0.6333</b>	<b>\$21,609,830</b>	<b>0.6647</b>	
Increase/Decrease				\$1,022,846	
% Increase/Decrease				4.97%	
<b>Equalized Assessed Valuation</b>					
2018 EAV	\$ 3,230,750,406				
2019 EAV	\$ 3,120,446,454				
2020 EAV	\$ 3,095,365,522				
2021 EAV	\$ 3,607,078,056				
2022 EAV	\$ 3,251,261,097				



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY23-VI.D

Board Meeting Date: November 10, 2022

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

To enter into a two-year contract, with the option to renew annually until Spring semester 2028, for the provision of cafeteria services.

**ESTIMATED COST OR BENEFIT**

South Suburban College will realize the financial benefit of \$1,000 monthly rent plus 3% commission on gross sales.

**JUSTIFICATION OF ACTION**

To continue to provide vending services to our students, faculty and staff, in accordance with our core value of service. "We serve our students, partners and the community." The action item aligns with Strategic Direction 1.0: South Suburban College nurtures and empowers each student to succeed.

**MOTION**

To enter into a contract with Rucker Café Matteson, Illinois, for the provision of cafeteria services at the Main Campus.

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)

Patricia Ruel  
Appropriate Dean/Vice President

10/31/22  
Date

Sydney Stokes  
President

11/3/2022  
Date





## SOUTH SUBURBAN COLLEGE

15800 S. State St.  
South Holland, IL  
60473-1200  
(708) 596-2000

### Board of Trustees

Terry R. Wells,  
**Chairman**

Vivian Payne,  
Vice-Chair

Janet M. Rogers,  
Secretary

Anthony P. DeFilippo

Vincent Lockett

Prince Reed

Joseph Whittington Jr.

Dr. Lynette D. Stokes,  
College President

Our Mission  
Is to **Serve** our  
**Students** and  
the **Community**  
Through Lifelong  
Learning.

# MEMO

Date: November 2, 2022  
From: Patrick Rush, Vice President of Administration  
To: Dr. Lynette D. Stokes, President  
  
Re: **Cafeteria & Vending Services**

I am very pleased to present the results of our extensive Request for Proposal (RFP) process for the procurement of new cafeteria and vending services at South Suburban College. As you are aware, the term of the existing contract with Good Burger will lapse on November 21, 2022. The RFP required the new vending machines to be installed during the month of December 2022 and the new Café to begin providing food service to our community no later than the start of spring classes on January 17, 2023.

On September 16, 2022, SSC mailed requests for proposal for the provision of vending services to 16 vendors with an additional 33 vendors notified electronically. Out of those 33 vendors, 12 were BEP certified. Our legal requirement to advertise was satisfied through a notice placed in *The Southtown*. We had four responses, and a public acknowledgement was held on October 18, 2022 at 10:00 AM.

On September 16, 2022 SSC mailed requests for proposal for the provision of cafeteria services to 16 vendors with an additional sixty 60 vendors notified electronically. Out of those 60 vendors, 25 were BEP certified. Our legal requirement to advertise was satisfied through a notice placed in *The Southtown*. We had two responses, and a public acknowledgement was held on October 18, 2022 at 10:00 AM.

I have personally checked the references of the successful vendors and found them to be more than satisfactory. We are pleased to share that both vendors also qualify under the Business Enterprise Program (BEP) as minority owned businesses. We therefore, recommend acceptance of the proposal from Yami Vending, Morton Grove, Illinois for the provision of vending services, and Rucker Cafe, Matteson, Illinois for the provision of cafeteria services.

Please see the enclosed details of the results of the proposals received.





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.E

Board Meeting Date: November 10, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

To enter into a two-year contract, with the option to renew annually until Spring semester 2028, for the provision of vending services.

**ESTIMATED COST OR BENEFIT**

South Suburban College will realize the financial benefit of 25% commission on gross sales.

**JUSTIFICATION OF ACTION**

To continue to provide vending services to our students, faculty and staff, in accordance with our core value of service. "We serve our students, partners and the community." The action item aligns with Strategic Direction 1.0: South Suburban College nurtures and empowers each student to succeed.

**MOTION**

To enter into a contract with Yami Vending, Morton Grove, Illinois for the provision of vending services at the Main Campus and the Oak Forest Center.

**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)

*Patricia Buel*  
Appropriate Dean/Vice President      10/31/22  
Date

*Shirley Stokes*  
President      11/3/2022  
Date



## SOUTH SUBURBAN COLLEGE

15800 S. State St.  
South Holland, IL  
60473-1200  
(708) 596-2000

### Board of Trustees

Terry R. Wells,  
**Chairman**

Vivian Payne,  
**Vice-Chair**

Janet M. Rogers,  
**Secretary**

Anthony P. DeFilippo

Vincent Lockett

Prince Reed

Joseph Whittington Jr.

Dr. Lynette D. Stokes,  
**College President**

Our Mission  
Is to **Serve** our  
**Students** and  
the **Community**  
Through Lifelong  
Learning.

# MEMO

Date: November 2, 2022  
From: Patrick Rush, Vice President of Administration  
To: Dr. Lynette D. Stokes, President  
  
Re: **Cafeteria & Vending Services**

I am very pleased to present the results of our extensive Request for Proposal (RFP) process for the procurement of new cafeteria and vending services at South Suburban College. As you are aware, the term of the existing contract with Good Burger will lapse on November 21, 2022. The RFP required the new vending machines to be installed during the month of December 2022 and the new Café to begin providing food service to our community no later than the start of spring classes on January 17, 2023.

On September 16, 2022, SSC mailed requests for proposal for the provision of vending services to 16 vendors with an additional 33 vendors notified electronically. Out of those 33 vendors, 12 were BEP certified. Our legal requirement to advertise was satisfied through a notice placed in *The Southtown*. We had four responses, and a public acknowledgement was held on October 18, 2022 at 10:00 AM.

On September 16, 2022 SSC mailed requests for proposal for the provision of cafeteria services to 16 vendors with an additional sixty 60 vendors notified electronically. Out of those 60 vendors, 25 were BEP certified. Our legal requirement to advertise was satisfied through a notice placed in *The Southtown*. We had two responses, and a public acknowledgement was held on October 18, 2022 at 10:00 AM.

I have personally checked the references of the successful vendors and found them to be more than satisfactory. We are pleased to share that both vendors also qualify under the Business Enterprise Program (BEP) as minority owned businesses. We therefore, recommend acceptance of the proposal from Yami Vending, Morton Grove, Illinois for the provision of vending services, and Rucker Cafe, Matteson, Illinois for the provision of cafeteria services.

Please see the enclosed details of the results of the proposals received.





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.F

Board Meeting Date: November 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 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**

Recommend that the Board of Trustees approve the new Cosmetology AAS program for implementation in the fall 2023 semester.

**ESTIMATED COST OR BENEFIT**

The cost of this program will be covered under the Workforce Equity Initiative Grant.

**JUSTIFICATION OF ACTION**

Based on the local economic development in the region this program will serve emerging labor market needs. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. **(Strategic Direction #2 – Student Success and Completion, Goal SSC 2.1)**

**MOTION**

Move that the Board of Trustees approve the new Cosmetology AAS program for implementation in the fall 2023 semester.

**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)

Anna M. Helwig 10/28/22  
 Originator Date

Tasha L. Williams 10-31-22  
 Appropriate Vice President Date

Spette McStorck 11/4/22  
 President Date

Form 20: Application for *Permanent Approval Career & Technical Education Curriculum*

Illinois Community College Board  
Application for *Permanent Approval Career & Technical Education Curriculum*

**Submit One Hard Copy & One Electronic Copy**

College Name:	South Suburban College	5-Digit College #:	51001
Contact Person:	Anna M. Helwig	Phone:	708-210-5706
Email:	Ahelwig@ssc.edu	Fax:	

**Curriculum Information**

AAS Title:		Credit Hours:		CIP Code:	
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Cosmetology AAS	Credit Hours:	61	CIP Code:	12.0401
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
Proposed Implementation Date:	August 1, 2020					

Submission Includes:	
	Part A: Feasibility, Curriculum Quality And Cost Analysis
	Part B: Supportive Documentation And Data

<i>This Curriculum Was Approved By The College Board Of Trustees On:</i>		Date:
State Approval Is Hereby Requested:		
<i>Required--Chief Administrative Officer Signature</i>		<i>Date</i>

<b>ICCB USE ONLY</b>			
ICCB Approval Date:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

**Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.**

**CURRICULUM STRUCTURE.**

**2. a) Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "\*" courses with pre-requisites; *Italicize* transferrable courses.

**BOLD** new courses.

<b>Program Title:</b>		<b>Cosmetology AAS</b>			
	<b>Course Prefix/#</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
General Education Courses ( <i>required</i> coursework). Specify Courses.	ENG 101	Composition and Rhetoric	3		
	SPE 108	Oral Communication	3		
	GRP II	Humanities/Fine Arts Elective	3		
	GRP III	Social & Behavioral Sciences Elective	3		
	GRP IV/V	Math OR Physical/Life Science Elective	3-4		
<b>Total</b>			15		
Career and Technical Education (CTE) Courses ( <i>required</i> coursework)	COS 110	Introduction to Cosmetology	2	1	3
	COS 111	Health & Safety	2	1	3
	COS 112	Intro to Health Science for Cosmetology	3	2	2
	COS 113	Nail Tech I	2	1	3
	COS 114	Hair Styling I	2	1	3
	COS 115	Hair Styling II	2	1	3
	COS 116	Esthetics I	2	1	3
	COS 117	Nail Tech II	2	1	3
	COS 205	Hair Styling III	2	1	3
	COS 206	Chemical Services I	2	1	3
	COS 225	Salon Management for Cosmetology	2	1	3
	COS 250	License Review for Cosmetology	3	3	0
	BUS 130	Starting Your Own Small Business	4	4	0
<b>Total</b>			30		
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	COS 121	COS Salon Operations I	4		12
	COS 122	COS Salon Operations II	4		12
	COS 221	COS Salon Operations III	4		12
	COS 222	COS Salon Operations IV	4		12
<b>Total</b>			16		
CTE Electives					
<b>Total</b>					
<b>Total Credit Hours Required For Completion</b>			61		





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.G

Board Meeting Date: November 10, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Recommend that the Board of Trustees approve the new Cosmetology Technician Certificate program for implementation in the fall 2023 semester.

**ESTIMATED COST OR BENEFIT**

The cost of this program will be covered under the Workforce Equity Initiative Grant.

**JUSTIFICATION OF ACTION**

Based on the local economic development in the region this program will serve emerging labor market needs. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. **(Strategic Direction #2 – Student Success and Completion, Goal SSC 2.1)**

**MOTION**

Move that the Board of Trustees approve the new Cosmetology Technician Certificate program for implementation in the fall 2023 semester.

**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)

*Anna M. Helwig*

10/28/22

Originator

Date

*Tasha L. Williams*

10-31-22

Appropriate Vice President

Date

*Sherry Stokes*  
President

11/4/22  
Date

Form 20: Application for *Permanent Approval Career & Technical Education Curriculum*

Illinois Community College Board  
Application for *Permanent Approval Career & Technical Education Curriculum*

Submit One Hard Copy & One Electronic Copy

College Name:	South Suburban College	5-Digit College #:	51001
Contact Person:	Anna M. Helwig	Phone:	708-210-5706
Email:	Ahelwig@ssc.edu	Fax:	

Curriculum Information

AAS Title:		Credit Hours:		CIP Code:	
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Cosmetology Technician Certificate	Credit Hours:	42	CIP Code:	12.0401
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District	<input checked="" type="checkbox"/> X	Regional		Statewide	
Proposed Implementation Date:	August 1, 2020					

Submission Includes:	
	Part A: Feasibility, Curriculum Quality And Cost Analysis
	Part B: Supportive Documentation And Data

<i>This Curriculum Was Approved By The College Board Of Trustees On:</i>		<i>Date:</i>	
State Approval Is Hereby Requested:			
<i>Required--Chief Administrative Officer Signature</i>			<i>Date</i>

<b>ICCB USE ONLY</b>			
ICCB Approval Date:	AAS:	<29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

***Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.***

**CURRICULUM STRUCTURE.**

**2. a) Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "\*" courses with pre-requisites; *Italicize* transferrable courses.

**BOLD** new courses.

<b>Program Title:</b> Cosmetology Technician Certificate					
	<b>Course Prefix/#</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
General Education Courses ( <i>required</i> coursework). Specify Courses.					
<b>Total</b>					
Career and Technical Education (CTE) Courses ( <i>required</i> coursework)	COS 110	Introduction to Cosmetology	2	1	3
	COS 111	Health & Safety	2	1	3
	COS 112	Intro to Health Science for Cosmetology	3	2	2
	COS 113	Nail Tech I	2	1	3
	COS 114	Hair Styling I	2	1	3
	COS 115	Hair Styling II	2	1	3
	COS 116	Esthetics I	2	1	3
	COS 117	Nail Tech II	2	1	3
	COS 205	Hair Styling III	2	1	3
	COS 206	Chemical Services I	2	1	3
	COS 225	Salon Management for Cosmetology	2	1	3
	COS 250	License Review for Cosmetology	3	3	0
<b>Total</b>			26		
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	COS 121	COS Salon Operations I	4		12
	COS 122	COS Salon Operations II	4		12
	COS 221	COS Salon Operations III	4		12
	COS 222	COS Salon Operations IV	4		12
<b>Total</b>			16		
CTE Electives					
<b>Total</b>					
<b>Total Credit Hours Required For Completion</b>			42		







SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: November 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 Betty Majors, part-time Admission and Registration Specialist in the Registration & Records Office, effective January 31, 2023, and grant permission to advertise to fill the vacant position, as needed.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

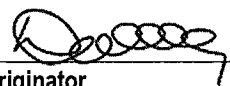
See the attached retirement letter from Betty Majors. Replacement of this position supports Strategic Direction 1.1; Increase student retention, progression, persistence, and completion.

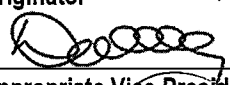
**MOTION**

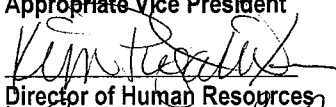
Move that the Board of Trustees approve the retirement of Betty Majors, part-time Admission and Registration Specialist in the Registration & Records Office, effective January 31, 2023, and grant permission to advertise to fill the vacant position, as needed.

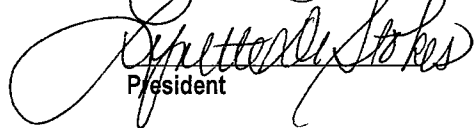
Approvals:

- \* 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 11/2/22  
Date

  
 Appropriate Vice President 11/2/22  
Date

  
 Director of Human Resources 11/2/22  
Date

  
 President 11/4/22  
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.2

Board Meeting Date: November 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

Move that the Board of Trustees accept the resignation of Cynthia Brown, full time faculty in the Nursing Department effective May 23, 2023, and grant permission to advertise to fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

See the attached resignation letter from Cynthia Brown. This action will support of the College strategic direction 1, SSC.1.0 to nurture and empower each student to succeed and assist in providing high quality, accessible and affordable credit courses, and associate degree Nursing courses in the Nursing program for academically prepared students to assist them in preparing for occupations that require career education beyond the high school level.

MOTION

Move that the Board of Trustees accept the resignation of Cynthia Brown, full time faculty in the Nursing Department, effective May 23, 2023, and grant permission to advertise to fill the vacated position for full-time faculty in Nursing, 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)

*Linda Brown-Aldridge, DNP, RN* 10/27/2022

Originator *[Signature]* Date 11-2-22

Director of Human Resources *[Signature]* Date 11/4/22

Appropriate Vice President *[Signature]* Date 11/4/22

President *[Signature]* Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY23-VII.A.3

Board Meeting Date: November 10<sup>th</sup> 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 accept the resignation of Stephen Fantin, Coordinator, Server Administrator, effective November 4<sup>th</sup>, 2022, and grant permission to advertise to fill the vacated position as needed.

**ESTIMATED COST OR BENEFIT**

Not Applicable.

**JUSTIFICATION OF ACTION**

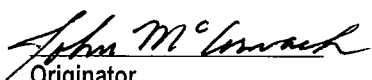
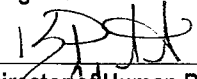
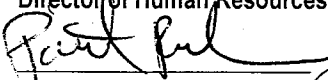
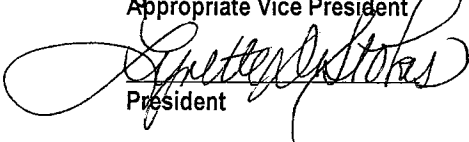
Please see the attached letter from Stephen Fantin. Replacement of this position will assist the college in providing access to technology support systems that advance student learning. (Strategic Direction #2, SSC 2.20)

**MOTION**

Move that the Board of Trustees accept the resignation of Stephen Fantin, Coordinator, Server Administrator, effective November 4<sup>th</sup>, 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

 Originator	<u>10/21/22</u> Date
 Director of Human Resources	<u>10/21/22</u> Date
 Appropriate Vice President	<u>10/24/22</u> Date
 President	<u>11/4/22</u> Date





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.4

Board Meeting Date: November 10, 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 Kye-Anne Wilborn as a full-time, grant funded, Director of Workforce Development, effective October 17, 2022.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This position fulfills Strategic Direction #1 – Nurture and empower each student to succeed, Goal SSC 1.5

**MOTION**

Move that the Board of Trustees accept the resignation of Kye-Anne Wilborn as a full-time, grant funded, Director of Workforce Development, effective October 17, 2022.

**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>11/3/22</u>
Originator	Date
	<u>11/3/22</u>
Director of Human Resources	Date
	<u>11/3/22</u>
Appropriate Vice President	Date
	<u>11/4/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.1

Board Meeting Date: November 10, 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 appoint Kenneth Cohn as a full-time, grant funded, Director of Workforce Development in the Division of Extension Services and Workforce Development, effective November 14, 2022, pending successful completion of a criminal background check.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant funded position, with an annual salary of 65,000.00 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


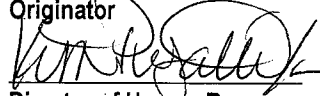
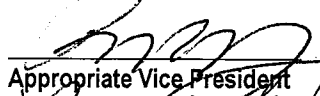

Strategic Direction 4.6: Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move to appoint Kenneth Cohn as a full-time, grant funded, Director of Workforce Development in the Division of Extension Services and Workforce Development, effective November 14, 2022, pending successful completion of a criminal background check.

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)

 10-28-22  
 Originator Date  
 10-28-22  
 Director of Human Resources Date  
 10-28-22  
 Appropriate Vice President Date  
 11/4/22  
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.2

Board Meeting Date: November 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 appoint Jeneen Lewis as a full-time Financial Aid Coordinator in the Financial Aid Department, effective November 14<sup>th</sup>, 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 \$46,428, classified Grade XI in the Support Staff Salary Schedule.

**JUSTIFICATION OF ACTION**




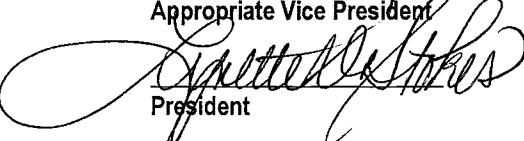
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees appoint Jeneen Lewis as a full-time Financial Aid Coordinator in the Financial Aid Department, effective November 14<sup>th</sup>, 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

	<u>10/28/22</u>
Originator	Date
	<u>11/3/22</u>
Director of Human Resources	Date
	<u>10/28/22</u>
Appropriate Vice President	Date
	<u>11/4/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.3

Board Meeting Date: November 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

Move that the Board of Trustees approve the appointment of Carrie Byrns as a full-time Administrative Assistant II in the Physical Plant Department, effective November 14, 2022.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff Position, classified Grad IX on the Support Staff Salary Schedule; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$41,805 plus benefits.

JUSTIFICATION OF ACTION

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 appointment of Carrie Byrns as a full-time Administrative Assistant II in the Physical Plant Department, effective November 14, 2022.

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

[Signature] 11/4/22  
 Originator Date

[Signature] 11/4/22  
 Appropriate Vice President Date

[Signature] 11-2-22  
 Director of Human Resources Date

[Signature] 11/2/22  
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.4

Board Meeting Date: November 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 appointment of Jason Wroda as a full-time Manager of Internal Controls and Compliance in the Business and Accounting Department, effective November 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 \$68,094 plus benefits.

**JUSTIFICATION OF ACTION**

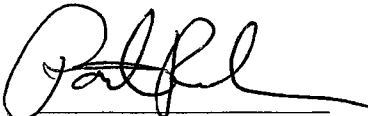
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

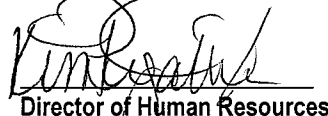
**MOTION**

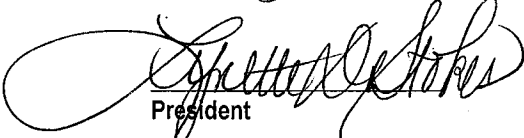
Move that the Board of Trustees approve the appointment of Jason Wroda as a full-time Manager of Internal Controls and Compliance in the Business and Accounting Department, effective November 14, 2022, pending successful completion of a criminal background investigation.

**Approvals:**

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

  
 Appropriate Vice President      11/4/22  
 Date

  
 Director of Human Resources      11/4/22  
 Date

  
 President      11/4/22  
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.5

Board Meeting Date: November 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 to appoint Controller Tyhani Hill as Treasurer, effective January 1, 2023.

**ESTIMATED COST OR BENEFIT**

This appointment will fill the full-time Administrative position of Controller/Treasurer; 40 hours per week, 52 weeks per year with the beginning annual salary of \$95,000 plus benefits.

**JUSTIFICATION OF ACTION**

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 to appoint Controller Tyhani Hill as Treasurer, effective January 1, 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)  No

Appropriate Vice President

11/4/22  
Date

Director of Human Resources

11/4/22  
Date

President

11/2/2022  
Date



## **ADMINISTRATOR AGREEMENT** **VICE-PRESIDENT/TREASURER**

**THIS AGREEMENT**, made this 1<sup>st</sup> 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, May 12, 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 COLLEGE<sup>1</sup> during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

---

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



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

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

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

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

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4<sup>th</sup>.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to **thirteen thousand, seven hundred fifty-six** dollars (\$13,756) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of **thirteen thousand, seven hundred fifty-six** dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire **thirteen thousand, seven hundred fifty-six** 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 1<sup>st</sup> for retirement at the conclusion of the academic year **OR** by July 15<sup>th</sup> for retirement at the conclusion of the calendar year. The BOARD shall pay all required contributions to SURS for the VICE PRESIDENTS and TREASURER of the COLLEGE, limited however to the base salary. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

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

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

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

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

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

Cc: Mr. Stanley T. Kuser, Jr.  
KUSER & 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: FY23-VII.C.1

Board Meeting Date: November 10, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Recommend that the Board of Trustees approve the creation of a full-time Barber instructor position and grant approval to advertise to fill the position.

**ESTIMATED COST OR BENEFIT**

Based on appropriate placement on the full-time faculty salary schedule.

**JUSTIFICATION OF ACTION**

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 a full-time Barber instructor position and grant approval to advertise to fill the 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)

*Anna M. Helwig*

10/28/22

Originator

*Kim P. Sattler*  
Director of Human Resources

Date

*11/3/22*  
Date

*Tasha J. Williams*  
Appropriate Vice President

10-31-22  
Date

*Spencer Stokes*  
President

*11/4/22*  
Date



## **SOUTH SUBURBAN COLLEGE Job Description**

**Job Title:** Full-Time Barbering Instructor  
**Division:** Academic Services  
**Department:** LAS-Barbering  
**Reports To:** Dean-Liberal Arts & Sciences  
**DATE:** November 10, 2022

### **SUMMARY**

The role of the full-time Barbering instructor is to prepare students for State licensure in Barbering in accordance with the guidelines and requirements set by the Illinois Department of Financial and Professional Regulation (IDFPR). The full-time instructor will work alongside adjunct faculty, as needed, to provide instruction related to health and safety, hair care and styling, basic esthetics, as well as professional conduct related to the field and licensure exam preparation. The Barbering instructor will also collaborate with other staff to oversee services offered to the community as well as promotion of the program.

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

- Maintain teaching responsibilities of at least 15 credit hour equivalencies per semester (fall and spring), primarily Barbering.
- Supervise adjunct instructors in the Barbering program.
- Assist students with meeting licensure expectations.
- Assist with Barbering promotion and outreach by hosting events or participating in community and college events.
- Promote the Barber /Cosmetology programs and services to the local community.
- Support college-wide initiatives.
- Support partnerships with the local grammar school and high school districts.
- Must participate in departmental and college-wide assessment efforts.

**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:**

Active Illinois Barber Instructor license with two to three years experience teaching in a recognized barbering program. Associate's or Bachelor's degree preferred.





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.2

Board Meeting Date: November 10, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Recommend that the Board of Trustees approve the creation of a full-time Cosmetology instructor position and grant approval to advertise to fill the position.

**ESTIMATED COST OR BENEFIT**

Based on appropriate placement on the full-time faculty salary schedule.

**JUSTIFICATION OF ACTION**

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 a full-time Cosmetology instructor position and grant approval to advertise to fill the 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)

*Anna M. Helwig*

10/28/22

Originator

*Kim Perakis*  
Director of Human Resources

Date

11-2-22

Date

*Yasha Williams*  
Appropriate Vice President

10-31-22

Date

*Sharon Stokes*  
President

11/4/22

Date



## SOUTH SUBURBAN COLLEGE Job Description

**Job Title:** Full-Time Cosmetology Instructor  
**Division:** Academic Services  
**Department:** LAS-Cosmetology  
**Reports To:** Dean-Liberal Arts & Sciences  
**DATE:** November 10, 2022

### SUMMARY

The role of the full-time Cosmetology instructor is to prepare students for State licensure in Cosmetology in accordance with the guidelines and requirements set by the Illinois Department of Financial and Professional Regulation (IDFPR). The full-time instructor will work alongside adjunct faculty, as needed, to provide instruction related to health and safety, hair care and styling, esthetics, nail care and services, as well as professional conduct related to the field and licensure exam preparation. The Barbering instructor will also collaborate with other staff to oversee services offered to the community as well as promotion of the program.

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

- Maintain teaching responsibilities of at least 15 credit hour equivalencies per semester (fall and spring), primarily Cosmetology.
- Supervise adjunct instructors in the Cosmetology program.
- Assist students with meeting licensure expectations.
- Assist with Cosmetology promotion and outreach by hosting events or participating in community and college events.
- Promote the Barber/Cosmetology programs and services to the local community.
- Support college-wide initiatives.
- Support partnerships with the local grammar school and high school districts.
- Must participate in departmental and college-wide assessment efforts.

**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:**

Active Illinois Barber Instructor license with two to three years experience teaching in a recognized Cosmetology program. Associate's or Bachelor's degree preferred.