

SOUTH SUBURBAN COLLEGE



December 14, 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
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES LOCKETT AND ROGERS
WEDNESDAY, DECEMBER 14, 2022
6:50 PM

- I. Recommendation to adopt the resolution concerning the proposed 2022 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached
- II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2022 tax levy should it be capped under the Property Tax Extension Limitation Law



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
WEDNESDAY, DECEMBER 14, 2022
7:00 PM

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

IV. PRESENTATIONS/REPORTS

There are none.

V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- A. Finance Committee held November 10, 2022
- B. Regular Board Meeting held November 10, 2022

VI. NEW BUSINESS

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for November, 2022 (T. Pollert)
- C. Approval to adopt the resolution concerning the proposed 2022 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached (A. DeFilippo)
- D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2022 tax levy should it be capped under the Property Tax Extension Limitation Law (A. DeFilippo)
- E. Approval to adopt the proposed academic calendars for Fall 2024, Spring 2025, and Summer 2025 (T. Williams)
- F. Approval of the Board of Trustees Meeting Dates for calendar year 2023 (P. Rush)

VII. PERSONNEL RECOMMENDATIONS

- A. Memorandum of Understanding - South Suburban College Faculty Association Early Retirement Incentive
- B. Memorandum of Understanding – South Suburban College Support Staff Association Early Retirement Incentive
- C. Retirements/Resignations/Terminations
- D. Appointments
- E. 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

16333 S. KILBOURN, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, NOVEMBER 10, 2022

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 6:50 p.m.

Committee members present: Trustees Vincent Locket and Secretary Janet Rogers.

Committee members absent: Trustee Anthony DeFilippo.

Other Board members in attendance: Trustees Chairman Terry Wells, Vice Chairperson Vivian Payne and Trustees Prince Reed, and Joseph Whittington

Other Board members absent: Student Trustee Fatima Serrato.

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 Sarie Winner.

Agenda:

I. Recommendation to approve the estimated amount of taxes to be levied for 2022

Trustee Rogers recommended the Board approve the estimated amount of taxes to be levied for 2022 at the regular Board of Trustees meeting.

II. Recommendation to approve the two-year contract with Rucker Café for the provision of cafeteria services at the Main Campus

Trustee Rogers recommended the Board approve the two-year contract with Rucker Café for the provision of cafeteria services at the Main Campus at the regular Board of Trustees meeting.

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.

Trustee Rogers recommended the Board approve the two-year contract with Rucker Café for the provision of cafeteria services at the Main Campus and Oak Forest Campus at the regular Board of Trustees meeting.

The meeting adjourned at 7:01 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

REGULAR BOARD MEETING MINUTES

THURSDAY, NOVEMBER 10, 2022

I. CALL TO ORDER & ROLL CALL:

At 7:01 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 John A. Daly Conference Room at the Oak Forest Campus.

Present: Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Vincent Lockett, Prince Reed and Joseph Whittington.

Absent: Trustees Anthony DeFilippo and Student Trustee Fatima Serrato.

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 Sarie Winner.

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 held a formal ceremony to dedicate the John A. Daly Conference Room in memory of the late Vice Chairman.

V. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held October 13, 2022

Trustee Lockett moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held October 13, 2022. On roll call, Trustees Vincent Lockett, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Trustees Vivian Payne and Prince Reed passed. Nays: None. Motion carried.

B. Regular Board Meeting held October 13, 2022

Trustee Lockett moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held on October 13th, 2022. On roll call, Trustees Vincent Lockett, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Trustees Vivian Payne and Prince Reed passed. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for October, 2022

Trustee Lockett moved and Trustee Rogers seconded to approve the bills payable for October, 2022 in the amount of \$2,720,853.14. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Approval of the estimated amount of taxes to be levied for 2022

Trustee Rogers moved and Trustee Lockett seconded to approve the estimated amount of taxes to be levied for 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

D. Approval of the two-year contract with Rucker Café for the provision of vending services at the Main Campus

Trustee Rogers moved and Trustee Payne seconded to approve the two-year contract with Rucker Café for the provision of vending services at the Main Campus. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

E. Approval of the two-year contract with Yami Vending for the provision of vending services at the Main Campus and Oak Forest Campus

Trustee Rogers moved and Trustee Lockett seconded to approve the two-year contract with Yami Vending for the provision of vending services at the Main Campus and Oak Forest Campus. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

F. Approval of the Cosmetology AAS program for implementation in the fall 2023 semester

Trustee Reed moved and Trustee Payne seconded to approve the Cosmetology AAS program for implementation in the fall 2023 semester. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

G. Approval of the Cosmetology Technician Certificate program for implementation in the fall 2023 semester

Trustee Reed moved and Trustee Rogers seconded to approve the Cosmetology Technician Certificate program for implementation in the fall 2023 semester. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

H. Approval to appoint Secretary to the Board Patrick Rush to act as the local election official in order to receive petitions for the April 4, 2023 consolidated election of four members of the Board of Trustees

Trustee Lockett moved and Trustee Payne seconded to approve the appointment of Secretary Patrick Rush to act as the local election official in order to receive petitions for the April 4, 2023 consolidated election of

four members of the Board of Trustees. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

1. Trustee Payne moved and Trustee Rogers seconded to approve the retirement of Betty Majors as a part-time Admission and Registration Specialist Assistant in the Records and Registration Department, effective January 31, 2023, 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 and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee Rogers moved and Trustee Lockett seconded to approve the resignation of Cynthia Brown as a full-time Instructor in the Nursing Department, effective May 23, 2023, 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 and Chairman Terry Wells voted aye. Nays: None. Motion carried.

3. Trustee Lockett Moved Trustee Payne seconded to approve the resignation of Stephen Fantin as a full-time Coordinator/Server Administrator in the Information Technology Department, effective November 4, 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 and Chairman Terry Wells voted aye. Nays: None. Motion carried.

4. Approve the resignation of Kye-Anne Wilbourne as a full-time, grant-funded Director of Workforce Development, effective October 17, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Kenneth Cohn as a full-time, grant-funded Director of Workforce Development in the Extension Services and Workforce Development Department, effective November 14, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee Lockett moved and Trustee Rogers seconded to approve the appointment of Jeneen Lewis as a full-time Financial Aid Coordinator in the Financial Aid Department, effective November 14, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

3. Trustee Reed moved and Trustee Lockett seconded to approve the appointment of Carrie Byrns as a full-time Administrative Assistant II in the Physical Plant Department, effective November 14, 2022, pending successful completion of a criminal background investigation. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

4. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Jason Wroda as a full-time Manager of Internal Controls and Compliance in the Business & Accounting Department, effective November 14, 2022, pending successful completion of a criminal background investigation. On roll call,

Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

5. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Tyhani Hill as Treasurer, effective January 1, 2023. This appointment will fill the full-time Administrative position of Controller/Treasurer. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Create and Advertise

1. Trustee Reed moved and Trustee Rogers seconded to create and advertise the full-time position of Barber Instructor in the Barber College. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee Reed moved and Trustee Payne seconded to create and advertise the full-time position of Cosmetology Instructor in the Cosmetology College. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 7:48 p.m., Trustee Rogers moved and Trustee Reed seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells 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 December, 2022.

For Board Action in December, 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 October 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

Interim-Treasurer

Vice-President

President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Pat Rush
 Date: November 28, 2022
 Subject: Financial Report For The Period Ending October 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>
\$2,040,884.71	\$9,350,892.08
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,013,049.56	\$9,208,948.14

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>
\$3,243,668.79	\$13,373,453.06
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,418,662.73	\$13,414,514.45
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$174,993.94)	(\$41,061.39)

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>
\$9,325,202.73	0.74%	(21)

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	\$2,715,852.48	\$206,518.11	\$2,922,370.59
September	\$1,989,812.41	\$197,814.54	\$2,187,626.95
October	\$1,851,437.71	\$189,447.00	\$2,040,884.71
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	\$8,555,260.85	\$795,631.23	\$9,350,892.08

	Expenditures Educational	Expenditures O&M	Monthly Total
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	\$1,633,560.63	\$379,488.93	\$2,013,049.56
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	\$7,918,186.61	\$1,290,761.53	\$9,208,948.14

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	\$4,291,085.88	\$4,276,239.24	\$14,846.64
September	\$3,127,845.61	\$3,096,876.85	\$30,968.76
October	\$3,243,668.79	\$3,418,662.73	(\$174,993.94)
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	\$13,373,453.06	\$13,414,514.45	(\$41,061.39)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
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	\$9,325,202.73	0.74%	(21)
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		1,681,962.90	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		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	10/01/22	9,210,499.91	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	10/06/22	399,766.63			
Illinois Fund MM deposit from Comptroller	10/13/22	308,522.89			
Illinois Fund MM deposit from Comptroller	10/14/22	70,734.17			
Illinois Fund MM deposit from Comptroller	10/18/22	(2,400,000.00)			
Illinois Fund MM deposit from Comptroller	10/19/22	27,305.00			
Illinois Fund MM deposit from Comptroller	10/27/22	90,667.00			
Illinois Fund MM deposit from Comptroller	10/27/22	90,667.00			
Interest on Illinois Funds MM	10/31/22	3,067.48			
5/3 transfer from Investments to Cash	10/21/22	(600,000.00)			
Interest on Illinois Funds MM	10/20/22	58.77			
Interest on 53 MM	10/31/22	1,889.93			
PFM transfer from Investment	10/31/22	2,200,000.00			
PFM Interest	10/31/22	2,336.69			
Loss on Investment	10/31/22	(87,469.75)			
Ending Balance:		9,318,045.72	0.00	0.00	0.00
53 Investment account		4,414,817.49	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		272,693.07	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,202,336.69	0.00	0.00	0.00
IIIT Money Market/UMB		28,866.58	0.00	0.00	0.00
53 Financial Money Market		2,399,331.89	0.00	0.00	0.00
Totals	10/31/22	9,318,045.72	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

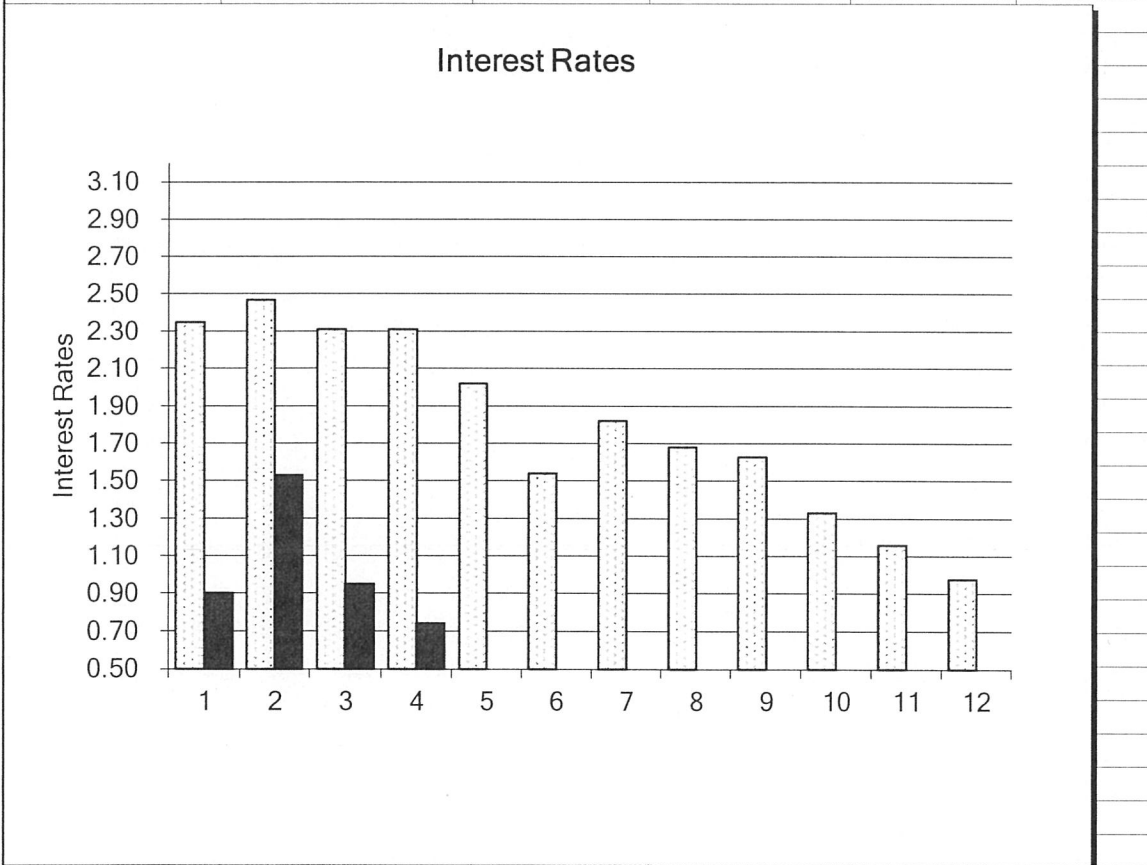
INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	10/01/22	0.00	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	10/06/22				
Illinois Fund MM deposit from Comptroller	10/13/22				
Illinois Fund MM deposit from Comptroller	10/14/22				
Illinois Fund MM deposit from Comptroller	10/18/22				
Illinois Fund MM deposit from Comptroller	10/19/22				
Illinois Fund MM deposit from Comptroller	10/27/22				
Illinois Fund MM deposit from Comptroller	10/27/22				
Interest on Illinois Funds MM	10/31/22				
5/3 transfer from Investments to Cash	10/21/22				
5/3 transfer from Investments to Cash	10/20/22				
Interest on Illinois Funds MM	10/31/22				
Interest on 53 MM	10/31/22				
PFM transfer from Investment	10/31/22				
Loss on Investment	10/31/22				
		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	10/31/22	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

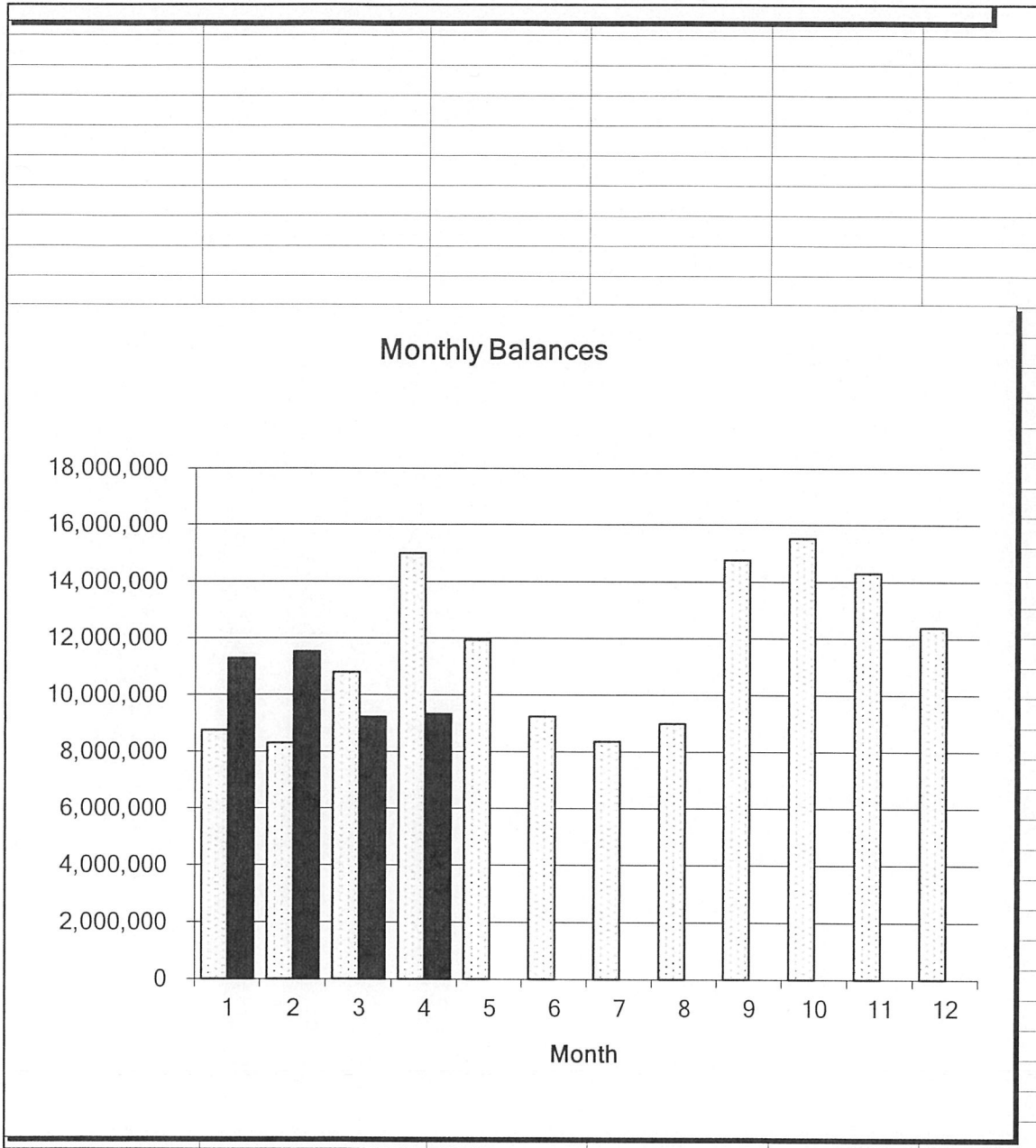
	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,503,896.34	0.00	2,503,896.34	27%
60	Repurchase Agreements	0.00	0.00	0.00	0.00
90	Other	6,821,306.39	0.00	6,821,306.39	0.73
	Total	9,325,202.73	0.00	9,325,202.73	100%
	Average %	0.74			

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	11,517,784	1.53
September	10,793,195	2.31	9,217,657	0.95
October	15,000,699	2.31	9,325,203	0.74
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: December, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

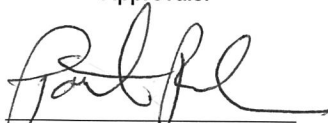
MOTION

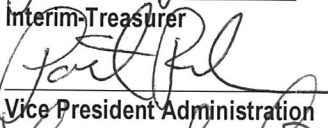
Hereby authorize the Treasurer to pay the following list of bill:

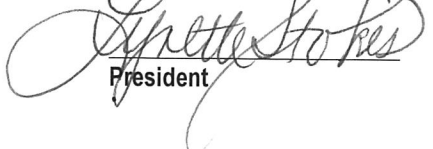
Education Fund	\$2,875,663.10
Operations & Maintenance Fund	\$313,548.30
Operation and Maintenance Fund Restricted	\$8,942.00
Auxiliary Enterprise Fund	\$25,670.05
Restricted Funds	\$475,940.48
Special Levies Fund	\$97,331.58
Flex Plan Fund	<u>\$2,352.53</u>
Total	\$3,799,448.04

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 12/2/22
 Date


 Vice President Administration 12/2/22
 Date


 President 12/9/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY23-VI.C

For Board Action in December
Board Committee:

Date 11/28/22

- Policy
- Finance
- Architectural
- Other

Funding:

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

PROPOSAL SUMMARY

To establish a total levy for tax year 2022 in the amount of \$21,609,830. This is an increase of \$1,022,846 or 4.97% when compared to the 2022 actual tax extensions.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Annually, the Board of Trustees needs to establish how much money must be raised from local taxes for all funds as authorized by State Statutes. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION


To adopt the resolution concerning the proposed 2022 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached.

- *Are funds available in the budget? _____
- *Is this related to any previous Board action? _____
- *Specify above if matching funds are required. _____

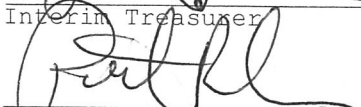
*Is this part of a large project requiring additional funds? (Explain) _____

*Attach supplemental information as necessary

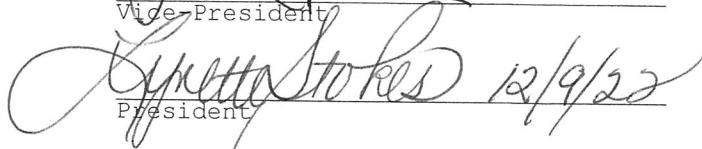
Approvals



Interim Treasurer



Vice-President

 12/9/22

President

**A RESOLUTION ADOPTING THE 2022 TAX LEVY
FOR COMMUNITY COLLEGE DISTRICT #510
COUNTY OF COOK, STATE OF ILLINOIS**

WHEREAS, The Board of Trustees of Community College District #510, County of Cook and State of Illinois (hereinafter referred to as the “District”) estimates that its 2022 Tax Levy shall be less than 105% of the amount extended or estimated to be extended upon the levy of the preceding year; and

WHEREAS, the Board of Trustees of Community College District #510, ascertained that the 2022 taxes be levied as follows: Educational Fund \$13,600,342, Operations and Maintenance Fund \$3,251,261, Audit Fund \$133,362, Liability, Protection and Settlement Fund \$1,808,214, Social Security/ Medicare Insurance Fund Purposes \$359,994 for the year 2022 to be collected in the year 2023 and that the levy for the year 2022 be allocated 50% for fiscal year 2023 and 50% for fiscal year 2024: and

WHEREAS, the Board of Trustees of Community College District #510, agree it is in the best interest of the College to pass such Tax Levy, and a copy of that Levy is provided in Schedule A, attached to this Resolution; and

WHEREAS, it is the intent of District #510 to levy taxes as provided pursuant to Chapter 110, Illinois Compiled Statutes, 805/3-20.5 of the Illinois Public Community College Act; and

WHEREAS, it is the intent of District #510 to levy an additional tax as provided for in Chapter 110, Illinois Compiled Statutes, 805/3-14.3 of the Illinois Public Community College Act or in Chapter 110, Illinois Compiled Statutes, 805/3-1 of the Illinois Public Community College Act; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Community College District #510, County of Cook and State of Illinois, as follows:

SECTION 1: That there is hereby levied on the equalized assessed valuation of the taxable property of this District for the year 2022, the following sums:

Educational Fund	\$13,600,342
Operations and Maintenance Fund	3,251,261
Audit Fund	133,362
Liability, Protection and Settlement	1,808,214
Social/Medicare Insurance	359,994

SECTION 2: The Secretary of the Board shall file a certified copy of this resolution with the Cook County Clerk on or before December 27, 2022.

SECTION 3: This Resolution shall be effective from and after its passage and approval as provided by law.

made the motion to adopt

Seconded

Adopted this 14th day of December 2022, at South Holland Illinois.

YES:

NAYS:

ABSENT:

CHAIRMAN

ATTEST:

SECRETARY

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Terry Wells, Chairman, hereby certify that I was the presiding officer of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-80.

This certificate applies to the 2022 levy.

Dated this 14th day of December, 2022.

Terry Wells, Chairman
Board of Trustees
Community College District No. 510
County of Cook and State of Illinois

CERTIFICATE OF TAX LEVY

Community College District No. 510 County(ies) Cook
Community College District Name: South Suburban College and State of Illinois

We hereby certify that we require:

- the sum of \$ 13,600,342 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 3,251,261 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,808,214 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 359,994 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 133,362 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20__.

Signed this 14 day of December, 2022

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full TWO.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. _____ County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20__ was filed in the office of the County Clerk of this county on _____, 20__.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20__ is \$ _____.

Date

County Clerk and County

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
Total Operations & Special Purposes:	\$18,130,328	0.5578	19,153,174	0.5891	
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					
Total Bond & Interest	\$2,456,656	0.0755	\$2,456,656	0.0756	
Increase/Decrease					
% Increase/Decrease					
Adjusted Total	\$20,586,984	0.6333	\$21,609,830	0.6647	
Increase/Decrease				\$1,022,846	
% Increase/Decrease				4.97%	
Equalized Assessed Valuation					
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

Agenda Item FY23-VI.D

For Board Action in December
Board Committee:

Date 11/28/22

- Policy
- Finance
- Architectural
- Other

Funding:

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

PROPOSAL SUMMARY

To adopt the attached resolution authorizing the County Clerk to reduce the levy amount in the education fund, if our total levy exceeds the tax cap limitations set forth by the Property Tax Extension Limitation Law.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

It is recommended that any reduction in our tax levy be made in the Education fund. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

To adopt the resolution directing the Cook County Clerk to reduce the 2022 levy should it be capped under the Property Tax Extension Limitation 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

12/09/22

**RESOLUTION DIRECTING THE COOK COUNTY
CLERK HOW TO REDUCE THE 2022 LEVY
SHOULD IT BE CAPPED UNDER THE PROPERTY
TAX EXTENSION LIMITATION LAW**

WHEREAS, the Board of Trustees of Community College District #510, County of Cook, State of Illinois (the "Board") has by resolution adopted the 2022 Levy on December 14, 2022; and

WHEREAS, the adopted levy may exceed the amount permitted by the Property Tax Extension Limitation Law (PTELL) as determined by the Cook County Clerk; and

WHEREAS, the law requires the Board to notify the Cook County Clerk as to what funds should not be limited; and

WHEREAS, the law requires the Board to notify the Cook County Clerk as to what funds should be limited, either proportionately or otherwise; and

WHEREAS, it is in the best interest of South Suburban College to choose which funds should be reduced by the Cook County Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #510, County of Cook and the State of Illinois, as follows:

SECTION 1: The following four funds should not be reduced:

- Operations and Maintenance
- Protection, Health and Safety
- Audit
- Social Security/Medicare

SECTION 2: One hundred percent (100%) of the money needed to reduce the
levy should be taken from the following fund:

Education

SECTION 3: The Treasurer shall file a certified copy of this resolution with the
Cook County Clerk on or before December 27, 2022.

SECTION 4: This Resolution shall be in full force and effect from and after its
passage.

made the motion to adopt.

seconded.

Adopted this 14th day of December 2022 at South Holland, Illinois.

AYES:

NAYS:

ABSENT:

Chairman

ATTEST:

Secretary



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.E

Board Meeting Date: December 14, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

The Calendar Committee has met to recommend the proposed academic calendars for the fall 2024, spring 2025, and summer 2025 semesters.

ESTIMATED COST OR BENEFIT

No cost.

JUSTIFICATION OF ACTION

The Calendar Committee recommends that the Board adopt the attached proposed fall 2024, spring 2025, and the summer 2025 academic calendars. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction #1 - Nurture and empower each student to succeed, Goal 1.1)

MOTION

Move that the Board of Trustees adopt the proposed academic calendars for the fall 2024, spring 2025, and summer 2025 semesters.

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

Tasha L. Williams
Appropriate Vice President

11-23-22
Date

[Signature]
President

12/09/22
Date

PROPOSED FALL 2024 – ACADEMIC CALENDAR

Thursday, August 15	Faculty Development (full day)
Friday, August 16	Faculty Development (½ day morning)
Saturday, August 17	Adjunct Development Day
Monday, August 19	First meeting of day and evening 1 st 8 week and 16 week credit classes
Monday, September 2	Labor Day – College Closed NO CLASSES - BOTH CAMPUSES
Monday, September 16	First meeting of day and evening 12 week credit classes
Monday, September 23	Last day to withdraw from 1 st 8 week credit classes
Saturday, October 12	End of 1 st 8 week credit classes
Monday, October 14	Columbus Day – College Closed NO CLASSES - BOTH CAMPUSES
Tuesday, October 15	First meeting of 2 nd 8 week credit classes
Monday, November 11	Veterans’ Day – College Closed NO CLASSES - BOTH CAMPUSES
Monday, November 25	Last day to withdraw for 2 nd 8, 12 week and 16 week college credit classes
Thurs.–Sat, Nov. 28-30	Thanksgiving Recess – College Closed NO CLASSES - BOTH CAMPUSES
Saturday, December 7	Last meeting of day and evening college credit classes
Mon.-Sat., Dec. 9-14	FINALS WEEK
December 20 - January 1	College Closed

PROPOSED SPRING 2025 – ACADEMIC CALENDAR

Thursday, January 2	College reopens
Thursday, January 16	Faculty Development
Friday, January 17	Faculty Development (½ day morning)
Saturday, January 18	Adjunct Development Day
Monday, January 20	Martin Luther King Holiday-College Closed NO CLASSES - BOTH CAMPUSES
Tuesday, January 21	First meeting of day and evening 1 st 8 week and 16 week credit classes
Monday, February 17	Presidents' Day – College Closed NO CLASSES - BOTH CAMPUSES
Tuesday, February 18	First meeting of day and evening 12 week credit classes
Friday, February 28	Pulaski Day Observed – College Closed NO CLASSES - BOTH CAMPUSES
Monday, March 3	Last day to withdraw from 1 st 8 week credit classes
Saturday, March 15	End of 1 st 8 week credit classes
Mon-Sat, March 17-22	Midterm Break College <i>Open</i> Main Campus - No Classes OFC Campus Open – No SSC Classes
Monday, March 24	First meeting of 2 nd 8 week credit classes
Thursday, April 17	Spring Break – <i>College Open</i> NO CREDIT CLASSES
Friday, April 18	Spring Day – <i>College Closed</i> NO CLASSES - BOTH CAMPUSES
Saturday, April 19	NO CREDIT CLASSES
Monday, May 5	Last day to withdraw from 2 nd 8 week, 12 week and 16 week credit classes
Saturday, May 17	Last meeting of day and evening college credit classes
Sunday, May 18	Graduation

APPROVED SUMMER 2025 – ACADEMIC CALENDAR

Monday, May 26	Memorial Day– College Closed NO CLASSES – BOTH CAMPUSES
Monday, June 2	First meeting of day and evening credit classes
Thursday, June 19	Juneteenth Day – College Closed NO CLASSES – BOTH CAMPUSES
Monday, July 7	Independence Day Observed– College Closed NO CLASSES – BOTH CAMPUSES
Monday, July 14	Last day to withdraw from day and evening classes
Thursday, July 24	Last meeting of day and evening classes



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.F

Board Meeting Date: December 14, 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 approve the Regular Board of Trustees meeting dates for calendar year 2023. The meetings will convene at 7:00 p.m. on the second Thursday of each month.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

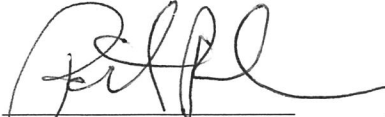
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

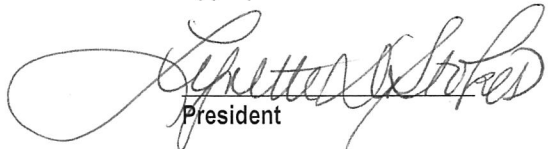
MOTION

Request that the Board of Trustees approve the Regular Board of Trustees meeting dates for calendar year 2023. The meetings will convene at 7:00 p.m. on the second Thursday of each month.

Approvals:

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


 Appropriate Vice President 12/12/22
 Date


 President 12/09/22
 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 **S**erve our
Students and
the **C**ommunity
Through Lifelong
Learning.

MEMO

To: Dr. Lynette D. Stokes, President
From: Patrick Rush, Vice President of Administration
Date: December 2, 2022

Re: **2023 Regular Board Meeting Dates**

We respectfully request Board approval for the 2023 Regular Board of Trustees Meeting dates. We have cross-referenced the academic calendar and find no conflicts. The proposed 2023 meeting schedule will occur on the second Thursdays of every month at 7:00 p.m. as follows:

- January 12th
- February 9th
- March 9th
- April 13th
- May 11th
- June 8th
- *July 13th
- August 10th
- September 14th
- October 12th
- *November 9th
- December 14th

**Two meetings to be held at the Oak Forest Center.*



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: December 14, 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 Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Faculty Association (hereafter "SSCFA") concerning the South Suburban College Retirement Incentive.

ESTIMATED COST OR BENEFIT

N/A

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

Request that the Board of Trustees accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Faculty Association (hereafter "SSCFA") concerning the South Suburban College Retirement Incentive.

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

Director of Human Resources 12/8/22
 Date

Appropriate Vice President 12/8/22
 Date

President 12/09/22
 Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SUBURBAN COLLEGE AND
SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION**

This Memorandum of Understanding ("MOU") is entered into on the 14th day of December, 2022 by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and South Suburban College Faculty Association (hereafter "SSCFA").

WHEREAS, the maximum retirement income provided by the laws of the State of Illinois is achieved with thirty (30) years of service in the State University Retirement System ("SURS"); and

WHEREAS, the COLLEGE and SSCFA wish to allow tenured and otherwise qualified members of the SSCFA with ten (10) years of service to avail themselves of retirement with additional benefits provided by SSC; and

NOW, THEREFORE, IN CONSIDERATION OF THESE PREMISES, it is agreed between the COLLEGE and the SSCFA as follows:

1. ELIGIBILITY: Eligible members of the SSCFA as used in this MOU shall be those tenured and otherwise qualified members of the SSCFA with ten (10) years of eligible service with the COLLEGE.

2. RE-EVALUATION OF RETIREMENT DATE: The requirement to provide notice of intent to retire pursuant to Section 13.6(B) shall be extended for the remainder of the 2022-23 and the 2023-24 academic years. Pursuant to this MOU, eligible faculty members of the SSCFA retiring at the end of 2022-2023 academic year shall submit their irrevocable written application to participate in the Program to the College President no later than March 1, 2023. Further, pursuant to this MOU, eligible faculty members of the SSCFA retiring from the end of the 2022-2023 academic year to the beginning of the 2023-2024 academic year shall submit their irrevocable written application to participate in the Program to the College President no later than March 1, 2023. Further, pursuant to this MOU, eligible faculty members of the SSCFA retiring at the end of the 2023 calendar year shall submit their irrevocable written application to participate in the Program to the College President no later than July 15, 2023. Further, pursuant to this MOU, eligible faculty members of the SSCFA retiring at the end of 2023-2024 academic year shall submit their irrevocable written application to participate in the Program to the College President no later than October 1, 2023 for retirement. Further, pursuant to this MOU, eligible faculty members of the SSCFA retiring from the end of the 2023-2024 academic year to the beginning of the 2024-2025 academic year shall submit their irrevocable written application to participate in the Program to the College President no later than October 1, 2023 for retirement. Approval shall be granted following consultation between the COLLEGE and the SSCFA.

3. APPLICATION FOR SOUTH SUBURBAN COLLEGE INCENTIVE: The eligibility according to Section 13.6 (E) of the Collective Bargaining Agreement shall be adjusted to provide an incentive equal to 20% of the base academic year salary as defined in Section 13.4 of this Agreement for Eligible members who tender a notice of retirement by March 1, 2023, with a retirement date at the end of 2022-2023 academic year; or by March 1, 2023, with a retirement date from the end of the 2022-2023 academic year, to the beginning of the 2023-2024 academic year; or by July 15, 2023, with a retirement date at the end of 2023 calendar year; or by October 1, 2023, with a retirement date at the end of the 2023-2024 academic year; or by October 1, 2023, with a retirement date from the end of the 2023-2024 academic year to the beginning of the 2024-2025 academic year. The incentive provided for in this MOU shall be provided for six (6) years following the effective date of retirement. During each succeeding year in the Program, the retiree shall receive an amount equal to 20% of the base academic year salary incentive. Payments rendered shall be made no less often than quarterly.

4. WAIVER: By executing this MOU, the COLLEGE and the SSCFA agree not to grieve any of the terms and conditions stated herein.

5. JURISDICTION: This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of law provision. All disputes arising out of this MOU, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

6. NOTICE: Any notice or communication permitted or required under this MOU 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: Dr. Lynette Stokes, President
South Suburban Community College District #510
15800 South State Street
South Holland, IL 60473

If to the SSCFA, to: Mr. G.A. Griffith
South Suburban Community College District #510
15800 South State Street
South Holland, IL 60473

7. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to those Eligible members of the SSCFA who are eligible and file the required notice of intent to retire by October 1, 2023. Unless the parties agree in a separate written MOU executed between the Parties in the future, there shall be no expectation that retirement deadlines or eligibility for retirement shall be extended to any other members of the SSCFA at any other time. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.

8. EFFECTIVE DATE: This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.

9. ENTIRE AGREEMENT: This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.

10. AMENDMENTS: This MOU may not be modified except by writing approved by the authorized agents of the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

Date

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.1

Board Meeting Date: December 14, 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 Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Support Staff Association (hereafter "SSCOSA") concerning the South Suburban College Retirement Incentive.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


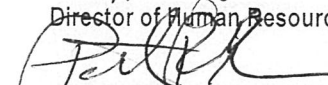
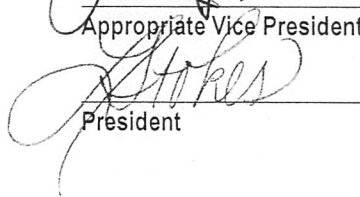
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Request that the Board of Trustees accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Support Staff Association (hereafter "SSCOSA") concerning the South Suburban College Retirement Incentive.

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>12/8/22</u>
Director of Human Resources	Date
	<u>12/12/22</u>
Appropriate Vice President	Date
	<u>11/29/20</u>
President	Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SUBURBAN COLLEGE AND
SOUTH SUBURBAN COLLEGE SUPPORT STAFF ASSOCIATION**

This Memorandum of Understanding ("MOU") is entered into on the 14th day of December, 2022 by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and South Suburban College Support Staff Association (hereafter "SSCSSA").

WHEREAS, the maximum retirement income provided by the laws of the State of Illinois is achieved with thirty (30) years of service in the State University Retirement System ("SURS"); and

WHEREAS, pursuant to the laws of the State of Illinois and SURS, individuals with twenty-five (25) years of service in SURS are eligible for retirement; and

WHEREAS, the COLLEGE and SSCSSA wish to allow otherwise qualified members of the SSCSSA with ten (10) years of service to avail themselves of retirement with additional benefits provided by SSC; and

NOW, THEREFORE, IN CONSIDERATION OF THESE PREMISES, it is agreed between the COLLEGE and the SSCSSA as follows:

1. ELIGIBILITY: Eligible members of the SSCSSA as used in this MOU shall be those otherwise qualified members of the SSCSSA with ten (10) years of eligible service with the COLLEGE and twenty-five (25) years of eligible service with SURS.
2. RE-EVALUATION OF RETIREMENT DATE: Eligible members of the SSCSSA shall be allowed to tender their irrevocable notice of retirement until March 1, 2023 for retirement effective June 30, 2023, and until October 1, 2023 for retirement effective June 30, 2024, upon completion of all necessary job tasks. Approval shall be granted following consultation between the COLLEGE and the SSCSSA.
3. APPLICATION FOR SOUTH SUBURBAN COLLEGE INCENTIVE: The eligibility according to Section 23.1 (D) of the Collective Bargaining Agreement shall be adjusted to provide an incentive for six (6) years following the effective date of retirement. During each of the six (6) years in the Program, the retiree shall receive an amount equal to 22.5% of the base compensation. Payments rendered shall be made no less often than quarterly.
4. WAIVER: By executing this MOU, the COLLEGE and the SSCSSA agree not to grieve any of the terms and conditions stated herein.
5. JURISDICTION: This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of law provision. All disputes

arising out of this MOU, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

6. NOTICE: Any notice or communication permitted or required under this MOU 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: Dr. Lynette Stokes, President
South Suburban Community College District #510
15800 South State Street
South Holland, IL 60473

If to the SSCSSA, to: Ms. Shannan Smith
South Suburban Community College District #510
15800 South State Street
South Holland, IL 60473

7. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and the SSCSSA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to those Eligible members of the SSCSSA who are eligible and file the required notice of intent to retire by October 1, 2023. Unless the parties agree in a separate written MOU executed between the Parties in the future, there shall be no expectation that retirement deadlines, additional incentive years, or eligibility for retirement shall be extended to any other members of the SSCSSA at any other time. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCSSA.

8. EFFECTIVE DATE: This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.

9. ENTIRE AGREEMENT: This MOU contains the entire agreement between the COLLEGE and the SSCSSA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCSSA except those expressly set forth herein.

10. AMENDMENTS: This MOU may not be modified except by writing approved by the authorized agents of the COLLEGE and the SSCSSA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
SUPPORT STAFF ASSOCIATION

Date

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.1

Board Meeting Date: December 14, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request the Board of Trustees approve the resignation of LaTonia Clark as a full-time, grant-funded Business Service Representative in the Workforce Development Department, effective November 14, 2022, and grant permission to advertise to fill the vacated grant-funded position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

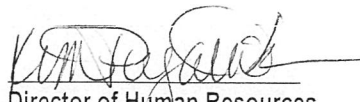
Please see the attached resignation letter from LaTonia Clark. This action aligns with Strategic Direction 4.6; Coordinate partnerships between career programs and community employers to bridge skill gaps.

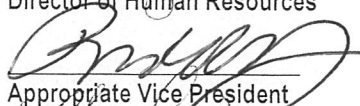
MOTION

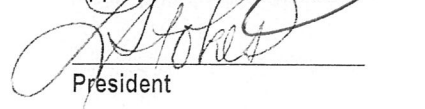
Request the Board of Trustees approve the resignation of LaTonia Clark as a full-time, grant-funded Business Service Representative in the Workforce Development Department, effective November 14, 2022, and grant permission to advertise to fill the vacated grant-funded position, as needed.

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


 Director of Human Resources 12/8/22
 Date


 Appropriate Vice President 12-9-22
 Date


 President 11/29/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.2

Board Meeting Date: December 14, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request the Board of Trustees approve the resignation of Nathan Williams as a full-time Custodian I in the Physical Plant Department, effective November 1, 2022, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

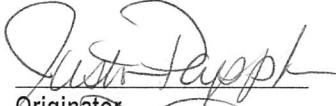
Please see the attached resignation letter from Nathan Williams. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

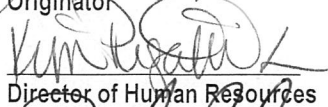
MOTION

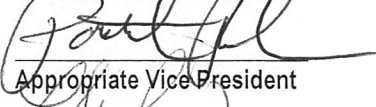
Request the Board of Trustees approve the resignation of Nathan Williams as a full-time Custodian I in the Physical Plant Department, effective November 1, 2022, and grant permission to advertise to fill the vacated position, as needed.

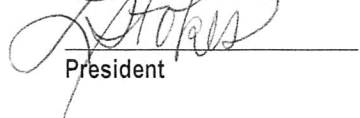
Approvals:

- * 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 12/2/22
 Date


 Director of Human Resources 12/2/22
 Date


 Appropriate Vice President 12/2/22
 Date


 President 11/29/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII-C.3

Board Meeting Date: December 14, 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 approve the resignation of Gina Mrozek as a full-time Instructor in the Mathematics & Computer Science Department, effective December 16, 2022, 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 Gina Mrozek. 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 resignation of Gina Mrozek as a full-time Instructor in the Mathematics & Computer Science Department, effective December 16, 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)

Anna M. Helzig

11/18/22

Originator

Date

Vincent...
Director of Human Resources

12/18/22
Date

Tasha S. Williams
Appropriate Vice President

11-18-22
Date

[Signature]
President

11/29/22
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.4

Board Meeting Date: December 14, 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 approve the resignation of Dr. Omar Sheriff, Dean of Allied Health & Career Programs, effective December 21, 2022 and grant permission to advertise and fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

See the attached resignation letter from Dr. Omar Sheriff. 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 resignation of Dr. Omar Sheriff, Dean of Allied Health & Career Programs, effective December 21, 2022 and grant permission to advertise and fill the vacated 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)

Sasha S. Williams 12-07-22
Originator Date

[Signature] 12/7/22
Director of Human Resources Date

Sasha S. Williams 12-07-22
Appropriate Vice President Date

[Signature] 12/09/22
President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.5

Board Meeting Date: December 14, 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 John Spehar, Director of Information Technology, effective December 31, 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 John Spehar. 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 John Spehar, Director of Information Technology, effective December 31, 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)

Adam McConach 11/29/2022
 Originator Date

Paul J. [Signature] 12/2/22
 Appropriate Vice President Date

Kim [Signature] 11/29/22
 Director of Human Resources Date

Stokes 11/29/22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.D.1

Board Meeting Date: December 14, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Vidal Lee as a full-time Custodian I (day shift) in the Physical Plant Department, effective January 3, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$34,125 plus benefits, classified Grade IV on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION


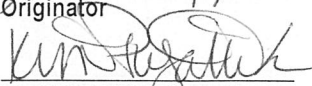
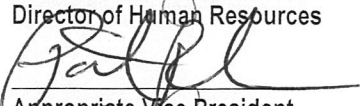
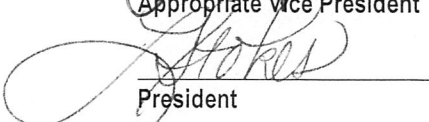
This action support Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to appoint Vidal Lee as a full-time Custodian I (day shift) in the Physical Plant Department, effective January 3, 2023, pending successful completion of a criminal background investigation.

Approvals:

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

	<u>12-2-22</u>
Originator	Date
	<u>12-2-22</u>
Director of Human Resources	Date
	<u>12/2/22</u>
Appropriate Vice President	Date
	<u>11/29/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.D.2

Board Meeting Date: December 14, 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 to appoint Donald Reed as a full-time Custodian I (evening shift) in the Physical Plant Department, effective January 3, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$34,125 plus benefits, classified Grade IV on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

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

MOTION

Move to appoint Donald Reed as a full-time Custodian I (evening shift) in the Physical Plant Department, effective January 3, 2023, pending successful completion of a criminal background investigation.

Approvals:

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

	<u>12/2/22</u>
Originator	Date
	<u>12/2/22</u>
Director of Human Resources	Date
	<u>12/2/22</u>
Appropriate Vice President	Date
	<u>11/29/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.D.3

Board Meeting Date: December 14, 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 Alexis Gee as a full-time Financial Aid Technician in the Financial Aid Department, effective January 3rd, 2023.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours a week, 52 weeks per year with an annual salary of \$38,620, classified Grade VII 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.

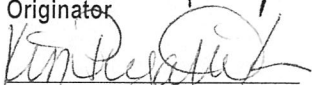
MOTION

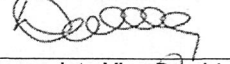
Move that the Board of Trustees appoint Alexis Gee as a full-time Financial Aid Technician in the Financial Aid Department, effective January 3rd, 2023.

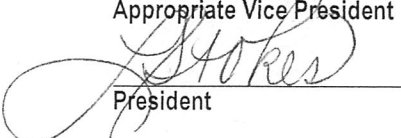
Approvals:

- * 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 11/21/22
 Date


 Director of Human Resources 11/29/22
 Date


 Appropriate Vice President 11/21/22
 Date


 President 11/29/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.D.4

Board Meeting Date: December 14, 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 Tracy Jones, as a full-time Workforce Partnership Coordinator in the Workforce Equity Initiative Department effective January 3, 2023 pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

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

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees appoint Tracy Jones as a full-time Workforce Partnership Coordinator in the Workforce Equity Initiative Department effective January 3, 2023 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>11/28/22</u>
Originator	Date
	<u>11/28/22</u>
Director of Human Resources	Date
	<u>11/30/22</u>
Appropriate Vice President	Date
	<u>11/29/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.E.1

Board Meeting Date: December 14, 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 permission to create and advertise to fill the full-time, grant-funded position of WEI Grant Assistance, Workforce Equity Initiative Grant (WEI).

ESTIMATED COST OR BENEFIT

This is a full-time, grant funded position, with a beginning salary of \$41,000; 40 hours per week, 52 weeks per year plus benefits. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant permission to create and advertise to fill the full-time, grant-funded position of WEI Grant Assistant, Workforce Equity Initiative Grant (WEI).

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

11/28/22
Date

Director of Human Resources

12/9/22
Date
11/28/22

Appropriate Vice President

Date

President

12/09/22
Date



POSITION ANNOUNCEMENT

GRANT FUNDED

POSITION: *WEI Grant Assistant*
South Suburban College

DEPARTMENT: Workforce Equity Initiative (WEI)

SUPERVISION: Project Manager, Workforce Equity Initiative (WEI)

POSITION SUMMARY:

The Workforce Equity Initiative Grant Assistant works collaboratively with the WEI Project Manager and staff in the implementation of the Workforce Equity Initiative Grant through the State of Illinois. This position is responsible to assist in coordinating all aspects of the grant implementation and managing day to day office policies and procedures. The Workforce Equity Initiative Grant Assistant duties include, (but not limited to) accurately tracking and organizing of participant records, supporting the enrollment, retention, and completion of WEI participants, in addition to other administrative and operational requirements of the grant. This position is funded through June 30, 2023.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Work closely with the WEI Project Manager 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, objectives, and outcomes.
- Assist in the development of all grant reporting, and provide regular updates regarding grant objectives and activities as requested.
- Facilitate and track procurement process to support grant purchasing and tracking
- Collaborate with faculty, administrators, and campus departments to support participant recruitment, coordination of programming, and retention.
- Responsible for WEI applicant tracking; reporting of grant programming, activities, goals, objectives, and outcomes.
- Process a working knowledge of the grant and college policies, procedures, academic programs, and services.
- Assist with maintenance of grant forms, brochures, and websites, including updating content in an accurate and timely manner
- Screen grant applications and reporting materials for completeness and follow up with applicants as needed.
- Track all grant activities with accuracy using various database management system.
- Respond to in-person, email and telephone inquiries as related to WEI Grant
- Coordinate WEI meeting and event logistics for on-site activities, including scheduling, ordering, travel arrangements, and preparing materials.
- Participate in WEI committee meetings and professional development opportunities to stay up to date on developments in the field and compliance requirements;
- Support adherence to grant documentation requirements
- Perform other duties as assigned

MINIMUM REQUIREMENTS

EDUCATION/CERTIFICATION:

High School Diploma or Equivalent required; Associate's degree preferred.

REQUIRED KNOWLEDGE:

1-3 years of progressive administrative experience at an educational institution and/or government agency.



POSITION ANNOUNCEMENT

EXPERIENCE REQUIRED:

- Demonstrated ability to use Microsoft Office and to adopt new technologies and administrative systems.
- Demonstrated problem solving and analytical skills.
- Strong written, digital and oral communication skills, including tact, diplomacy, and discretion.
- Agility and adaptability in new situations
- Ability to work independently, professionally, and proactively with a high degree of reliability and accuracy.
- Demonstrated collaborative work style and ability to work well as a team player in a diverse workplace.
- Possess cultural competency, experience working with diverse and underrepresented population, and a strong commitment to racial equity.

SKILLS/ABILITIES:

- Excellent communication and writing skills
- Strong technology skills
- Data interpretation skills

BACKGROUND CHECK:

- Must successfully pass a criminal background check.

STATUS/SALARY: This is a temporary grant funded position for 40 hours per week.

The salary is \$41,000. Board approval is required. This position is funded through June 30, 2023, with the possibility of renewal.

APPLICATION PROCEDURE:

Submit cover letter, resume, licensure credentials (if required), and unofficial transcripts via email to resumebank@ssc.edu.

APPLICATION DEADLINE: Until Position is Filled.

ANTICIPATED START DATE: January 17, 2023

Please include the title of the position applying for in the subject line