

# SOUTH SUBURBAN COLLEGE



June 8, 2023

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**  
**DECENNIAL COMMITTEE MEETING AGENDA**  
**WELLS, CHAIR; PAYNE, ROGERS, DALY, DEFILIPPO, HARRIS, WILLIAMS, AND COLLIER**  
**THURSDAY, JUNE 8, 2023**  
**6:50 PM**

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- I. Appointment of Community College District No. 510 Trustee to serve as Chairperson of the Decennial Committee
- II. Appointment of Community College District No. 510 President and Vice President of Administration to serve as Officers of the Decennial Committee
- III. Appointment of two Community College District No. 510 residents to serve as members of the Decennial Committee
- IV. Establish a topic of research for the Decennial Committee



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, JUNE 8, 2023**  
**7:00 PM.**

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- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
  - A. Strategic Enrollment Management Plan (D. King)
  - B. Violence is a Public Health Crisis (A. Williams)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Board of Trustees Retreat held May 22, 2023
  - B. Policy Committee Meeting held May 11, 2023
  - C. Finance Committee Meeting held May 11, 2023
  - D. Regular Board of Trustees Meeting held May 11, 2023
  - E. Closed Session Meeting held May 11, 2023
- VI. **NEW BUSINESS**
  - A. Monthly Financial Report (T. Hill)
  - B. Approval of the payment of bills for May, 2023 (T. Hill)
- VII. **PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Approval to Create and Advertise
- VIII. **CLOSED SESSION**
  - A. 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

THORNTON TOWNSHIP HIGH SCHOOL  
T-107 PROFESSIONAL DEVELOPMENT CENTER  
15001 BROADWAY AVE.  
HARVEY, IL 60426

SPECIAL BOARD MEETING MINUTES  
BOARD OF TRUSTEES RETREAT  
MONDAY, MAY 22, 2023

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

At 10:01 a.m., Chairman Terry Wells called the Special Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held at Thornton Township High School in room T-107 Professional Development Center.

*Present:* Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, and Student Trustee Jamesina Collier.

*Absent:* None.

*Also present:* Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Deborah Baness-King, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; Ronald Kawanna, Associate Vice President of Accreditation and Institutional Effectiveness; Tyhani Hill, Treasurer; Zanetta Miller, Executive Director of Public Relations and Resource Development; and James Martin, Executive Director of Information Technology. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA), arrived at 11:35 a.m.

## **II. PUBLIC PARTICIPATION:**

There was none.

## **III. PRESENTATIONS AND REPORTS**

### **A. Welcome and Overview of Retreat Activities**

Chairman Terry Wells and President Lynette D. Stokes delivered a welcome address and provided attendees with a general overview on the Board of Trustees Retreat agenda. No vote was taken.

### **B. Digital Board Processes**

Executive Director of Information Technology James Martin provided the Board of Trustees with college-issued technology and provided a general tutorial on usage, function, and access. Trustees will have the option of scheduling in-person or virtual appointments with the SSC Information Technology Department for further assistance. No vote was taken.

### **C. Public Relations and Resource Development**

Executive Director of Public Relations and Resource Development Zanetta Miller provided the Board of Trustees with an overview of the South Suburban College Foundation, the Allied Health and Nursing Center, and public relations and media training. No vote was taken.

**D. Diversity Equity and Inclusion**

Vice President of Student and Enrollment Services Dr. Deborah Baness-King provided an overview of South Suburban College’s diversity, equity and inclusion goals, and the impact of House Bill 5464, the C.R.O.W.N. Act. No vote was taken.

**E. Decennial Committee on Local Government Efficiency**

Vice President of Administration and Secretary to the Board Patrick Rush provided an overview on the establishment of the Decennial Committee on Local Government Efficiency in accordance with State Statute. The Decennial Committee will begin meeting at the June 8<sup>th</sup> Board of Trustees meeting. No vote taken.

**F. Illinois Community College Trustees Association (ICCTA) Updates**

Executive Director of the Illinois Community College Trustees Association (ICCTA) Jim Reed provided the Board of Trustees with Legislative Updates, delivered a presentation on Board Governance and Ethics, and administered a Board Self-Evaluation. No vote was taken.

**G. Higher Learning Commission (HLC) Overview**

Associate Vice President of Accreditation and Institutional Effectiveness Ronald Kawanna provided the Board of Trustees with an overview of Higher Learning Commission (HLC) activities. No note was taken.

**H. Miscellaneous Updates**

Vice President of Administration and Secretary to the Board Patrick Rush provided the Board of Trustees with general updates on the status of the FCC License sale and the Cook County land acquisition proposal. No vote was taken.

Vice President of Student and Enrollment Services Dr. Deborah Baness-King provided the Board of Trustees with updates on the recent victories of various SSC athletic teams. No vote was taken.

**IV. ADJOURNMENT**

At 2:40 p.m. Chairman Terry Wells adjourned the Special Board of Trustees Meeting.

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Chairman of the Board

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Secretary of the Board

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE POLICY COMMITTEE

THURSDAY, MAY 11, 2023

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Trustee Janet Rogers called the meeting of the Policy Committee to order at 6:56 p.m.

Committee members present: Trustees Janet Rogers and Anthony Williams

Committee members absent: Trustee Vivian Payne.

Other Board members in attendance: Chairman Terry Wells, Trustees Kevin L. Daly, Sherelene A. Harris, and Student Trustee Jamesina Collier.

Other Board members absent: Trustee Anthony DeFilippo.

*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 second reading of and adopt Board Policy 301.05, Securities Exchange Act Disclosure Policy**

Trustee Rogers recommended the Board of Trustees accept the second reading of and adopt Board Policy 301.05, Securities Exchange Act Disclosure Policy at the Regular Board of Trustees meeting.

The meeting adjourned at 6:58 p.m.

## BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, MAY 11, 2023

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Trustee Janet Rogers called the meeting of the Finance Committee to order at 6:59 p.m.

Committee members present: Trustees Janet Rogers and Kevin L. Daly.

Committee members absent: Trustee Anthony DeFilippo.

Other Board members in attendance: Chairman Terry Wells, Trustees Sherelene A. Harris, Anthony Williams, and Student Trustee Jamesina Collier. Trustee Vivian Payne arrived at 7:00 p.m.

Other Board members absent: None.

*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 Kusper.

Agenda:

**I. Recommendation to accept the bids of School Health in the amount of \$710.10, Lansing Sports in the amount of \$66,850.43, and BSN Sports in the amount of \$27,551.95 for the purchase of athletic uniforms and supplies.**

Trustee Rogers recommended the Board accept the bids of School Health in the amount of \$710.10, Lansing Sports in the amount of \$66,850.43, and BSN Sports in the amount of \$27,551.95 for the purchase of athletic uniforms and supplies at the regular Board of Trustees meeting.

The meeting adjourned at 7:01 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, MAY 11, 2023

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## I. CALL TO ORDER & ROLL CALL:

At 7:03 p.m., Chairman Terry Wells called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248.

*Present:* Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Kevin L. Daly, Sherelene A. Harris, Anthony Williams, and Student Trustee Jamesina Collier.

*Absent:* Trustee Anthony DeFilippo.

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

## II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

## III. PUBLIC PARTICIPATION:

There was none.

## IV. REPORTS/PRESENTATIONS

A. The Board of Trustees presented awards and purchased student artwork to add the college's permanent collection.

## V. PREVIOUS MEETING MINUTES

### A. Special Board of Trustees Meeting held May 1, 2023

Trustee Rogers moved and Trustee Payne seconded to approve the minutes of the Special Board of Trustees meeting held May 1, 2023. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

## VI. NEW BUSINESS

### A. Monthly Financial Report

Trustee Daly moved and Trustee Rogers seconded to accept the Monthly Financial Report as presented by Treasurer Tyhani Hill. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**B. Bills Payable for April 2023**

Trustee Payne moved and Trustee Rogers seconded to approve the bills payable for April, 2023 in the amount of \$2,699,653.46. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**C. Approval to accept the second reading of and adopt Board Policy 301.05, Securities Exchange Act Disclosure Policy**

Trustee Rogers moved and Trustee Payne seconded to accept the second reading of and adopt Board Policy 301.05, Securities Exchange Act Disclosure Policy. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**D. Approval to accept the bids of School Health in the amount of \$710.10, Lansing Sports in the amount of \$66,850.43, and BSN Sports in the amount of \$27,551.95 for the purchase of athletic uniforms and supplies**

Trustee Rogers moved and Trustee Daly seconded to accept the bids of School Health in the amount of \$710.10, Lansing Sports in the amount of \$66,850.43, and BSN Sports in the amount of \$27,551.95 for the purchase of athletic uniforms and supplies. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**E. Approval of the new Cyber Security Certificate Program for implementation in the Fall, 2023 semester**

Trustee Payne moved and Trustee Rogers seconded to approve the new Cyber Security Certificate Program for implementation in the Fall, 2023 semester. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**F. Approval of the new Cyber Security AAS Program for implementation in the Fall, 2023 semester**

Trustee Rogers moved and Trustee Harris seconded to approve the new Cyber Security AAS Program for implementation in the Fall, 2023 semester. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Memorandum of Understanding concerning Career Training Instructors**

Trustee Payne moved and Trustee Rogers seconded to approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban Faculty Association concerning Career Training Instructors. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

**B. Retirements/Resignations/Terminations**

1. Trustee Harris moved and Trustee Payne seconded to approve the retirement of Albert Benney, Jr. as a full-time Sergeant in the Campus Police Department effective July 31, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne,

Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

2. Trustee Harris moved and Trustee Payne seconded to approve the retirement of Raymond Majewski as a full-time Trades III worker in the Physical Plant Department, effective July 31, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

3. Trustee Rogers moved and Trustee Daly seconded to approve the resignation of Jordan Sorrell as a full-time, grant-funded Business Service Representative in the Workforce Development Department, effective May 2, 2023, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

4. Trustee Harris moved and Trustee Rogers seconded to approve the resignation of Jason Allen as a full-time Technology Specialist in the Court Reporting Department, effective May 19, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

5. Trustee Rogers moved and Trustee Harris seconded to approve the resignation of Daisy Lozano as a full-time, grant-funded Summer Bridge First Year Experience Program Coordinator in the College and Career Success Center, effective May 18, 2023, and grant permission to advertise to fill the vacated grant-funded position, as needed.

6. Trustee Payne moved and Trustee Harris seconded to approve the separation of employment of Renee McClinton as a full-time, grant-funded Manager of Perkins/CTE Grant, effective June 30, 2023, due to the significant reduction in grant funds. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

### **C. Appointments**

1. Trustee Harris moved and Trustee Rogers seconded to approve the appointment of Frank Roberts as a grant-funded Dislocated Career Coach in the Workforce Development Department, effective May 15, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

### **D. Approval of the FY24 Compensation Packages for Administrators**

Trustee Rogers moved and Trustee Payne seconded to approve the FY24 Compensation Packages for Administrators. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

### **E. Approval of the FY24 Compensation Packages for Technical Professional Exempt (TPE) Employees**

Trustee Rogers moved and Trustee Daly seconded to approve the FY24 Compensation Packages for Technical Professional Exempt (TPE) employees. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

### **F. Approval of the FY24 Compensation Packages for Grant-funded Employees**

Trustee Payne moved and Trustee Harris seconded to approve the FY24 Compensation Packets for Grant-funded Employees. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

### **VIII. CLOSED SESSION**

At 7:35 p.m., on a motion made by Trustee Daly and seconded by Trustee Payne, the Board entered 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

At 8:54 p.m., the Board resumed Open Session on a motion made by Trustee Payne and seconded by Trustee Rogers. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

### **IX. MISCELLANEOUS**

The Board of Trustees acknowledged the recent success of Coach Steven Ruzich on his 1,300<sup>th</sup> victory.

### **X. ADJOURNMENT**

At 8:55 p.m., Trustee Rogers moved and Trustee Daly seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

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Chairman of the Board

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Secretary of the Board





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.A

Board Meeting Date: June 8, 2023

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 Financial Report as presented.

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending April 30, 2023. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

Move that the Board of Trustees approve the Financial Report as presented.

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

Signatures and dates for Daniel Hill (05/26/23), Patricia Bush (5/30/23), and Lynette Stokes (5/31/23) with their respective titles.



SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

To: Board of Trustees  
 From: Tyhani Hill  
 Date: May 26, 2023  
 Subject: Financial Report For The Period Ending April 30, 2023

Following is a Financial Summary Sheet and a set of Investment Reports for the above mentioned period. The first page is a Consolidated Statement of Revenues, Expenditures and Fund Balances for all funds. In the Operating Funds, a combination of the Educational and the Operations and Maintenance Funds, the following occurred:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$1,993,731.17	\$26,404,317.75
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,960,840.00	\$24,113,297.02

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,841,880.04	\$37,889,645.23
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,610,818.70	\$37,054,638.60
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$231,061.34	\$835,006.63

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>
\$21,490,926.76	2.91% -	

**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	\$1,851,437.71	\$189,447.00	\$2,040,884.71
November	\$1,194,655.50	\$60,909.91	\$1,255,565.41
December	\$4,998,099.93	\$217,502.25	\$5,215,602.18
January	\$4,939,024.86	\$194,292.86	\$5,133,317.72
February	\$1,467,058.97	\$260,959.09	\$1,728,018.06
March	\$1,594,752.63	\$132,438.50	\$1,727,191.13
April	\$1,725,830.36	\$267,900.81	\$1,993,731.17
May			\$0.00
June			\$0.00
YTD	\$24,474,683.10	\$1,929,634.65	\$26,404,317.75

	<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	\$1,633,560.63	\$379,488.93	\$2,013,049.56
November	\$1,919,032.60	\$313,683.80	\$2,232,716.40
December	\$3,445,687.66	\$397,459.77	\$3,843,147.43
January	\$2,762,354.96	\$286,117.12	\$3,048,472.08
February	\$1,604,465.13	\$310,149.40	\$1,914,614.53
March	\$1,570,985.68	\$333,572.76	\$1,904,558.44
April	\$1,652,529.69	\$308,310.31	\$1,960,840.00
May			\$0.00
June			\$0.00
YTD	\$20,873,242.33	\$3,240,054.69	\$24,113,297.02



**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	\$3,243,668.79	\$3,418,662.73	(\$174,993.94)
November	\$2,655,565.41	\$2,904,603.68	(\$249,038.27)
December	\$7,000,396.74	\$6,692,613.66	\$307,783.08
January	\$5,392,470.58	\$4,887,658.01	\$504,812.57
February	\$2,702,308.56	\$2,696,052.76	\$6,255.80
March	\$3,923,570.84	\$3,848,377.34	\$75,193.50
April	\$2,841,880.04	\$2,610,818.70	\$231,061.34
May			\$0.00
June			\$0.00
YTD	\$37,889,645.23	\$37,054,638.60	\$835,006.63

	<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	\$9,325,202.73	0.74%	(21)
November	\$7,124,559.77	0.98%	24
December	\$8,965,058.57	2.88%	190
January	\$11,249,971.24	2.84%	(4)
February	\$9,485,255.50	2.89%	5
March	\$22,075,088.48	2.91%	2
April	\$21,490,926.76	2.91%	-
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		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		674,674.37	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,271,339.35	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		19,121,917.75	0.00	0.00	0.00
Totals	4/1/2023	22,067,931.47	0.00	0.00	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	4/6/2023	227,278.71			
Illinois Fund MM deposit from Comptroller	4/10/2023	308,522.89			
Illinois Fund MM deposit from Comptroller	4/11/2023	70,734.16			
Illinois Fund MM deposit from Comptroller	4/17/2023	174,062.00			
Illinois Fund MM deposit from Comptroller	4/24/2023	76,712.10			
Illinois Fund MM deposit from Comptroller	4/24/2023	(1,000,000.00)			
Illinois Fund MM deposit from Comptroller	4/26/2023	114,743.00			
Interest on Illinois Funds MM	4/28/2023	4,051.49			
5/3 transfer from Investments to Cash	04/31/2023	(6,610,000.00)			
5/3 transfer from Cash to Investment	04/31/2023	6,000,000.00			
Interest on 53 MM	04/31/2023	49,733.93			
PFM transfer from Investment					
PFM Interest					
Investment on 53 Investment					
IIIT Money Market/UMB					
Ending Balance:		21,483,769.75	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		650,778.72	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,271,339.35	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		18,561,651.68	0.00	0.00	0.00
Totals	4/30/2023	21,483,769.75	0.00	0.00	0.00







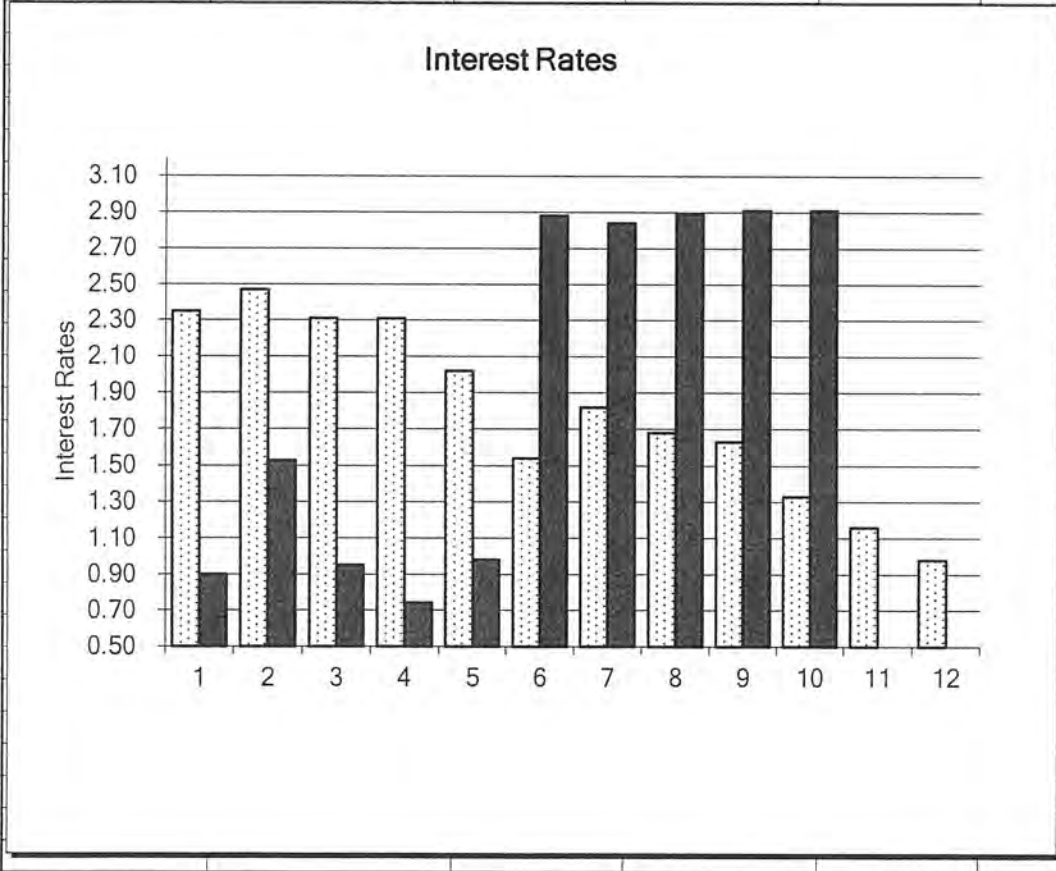
SOUTH SUBURBAN COLLEGE

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	2,922,118.07	0.00	2,922,118.07	14%
60	Repurchase Agreements	0.00	0.00	0.00	0.00
90	Other	18,568,808.69	0.00	18,568,808.69	86%
	Total	21,490,926.76	0.00	21,490,926.76	100%
	Average %	2.91			

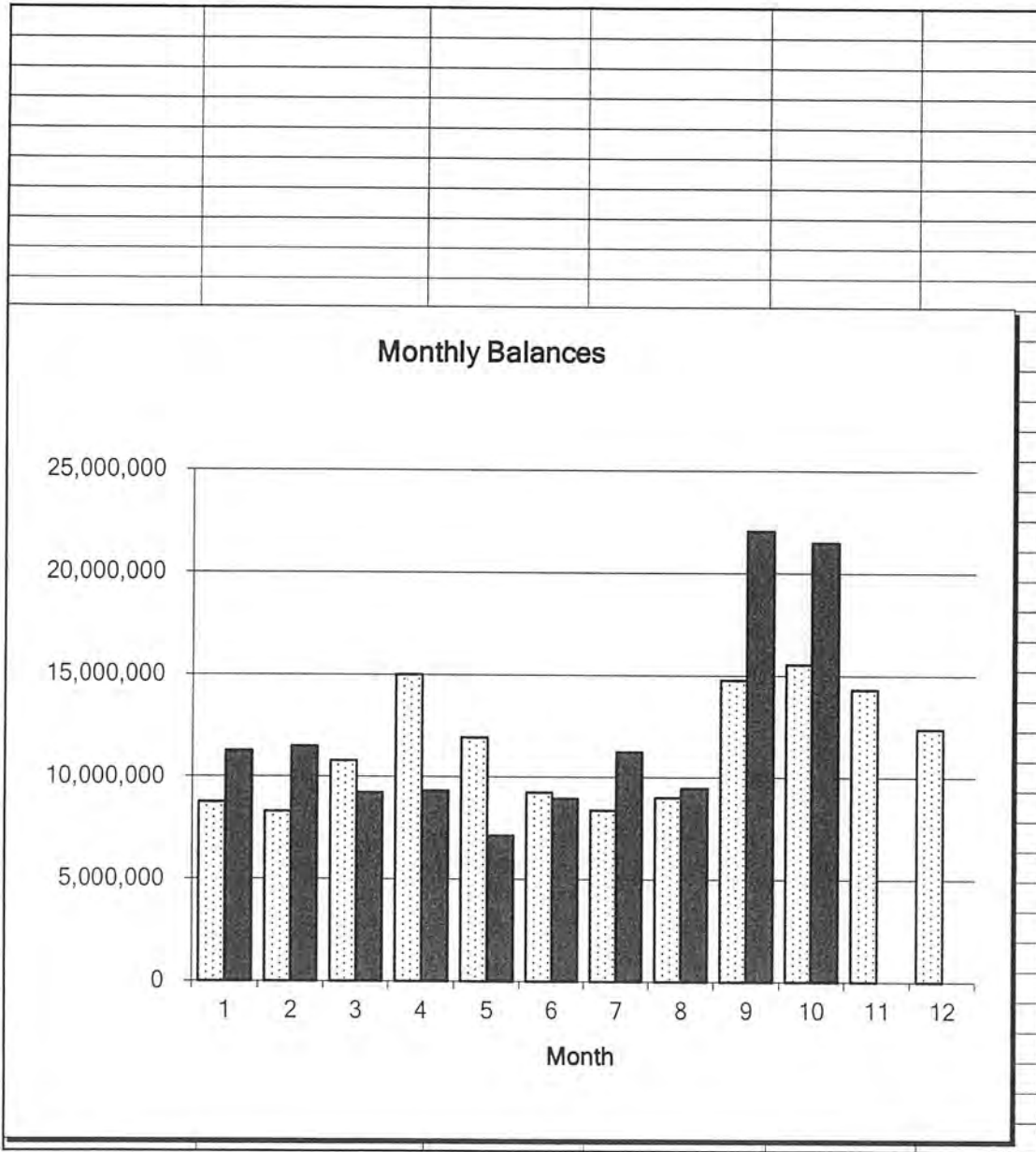


**South Suburban College**

<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	9,325,203	0.74
November	11,950,642	2.02	7,124,560	0.98
December	9,252,590	1.54	8,965,059	2.88
January	8,382,934	1.82	11,242,814	2.84
February	9,015,324	1.68	9,485,256	2.89
March	14,764,583	1.63	22,075,088	2.91
April	15,529,366	1.33	21,490,927	2.91
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: June 8, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- 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

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	\$1,826,836.75
Operations & Maintenance Fund	\$351,552.49
Operation and Maintenance Fund Restricted	\$19,779.30
Auxiliary Enterprise Fund	\$597.73
Restricted Funds	\$647,016.19
Special Levies Fund	\$39,837.16
Flex Plan Fund	\$171.00
Total	\$2,885,790.62

Approvals:

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

  
 Controller/Treasurer 05/31/23  
Date

  
 Vice President of Administration 5/31/23  
Date

  
 President 05/31/2023  
Date





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: June 8, 2023

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 approve the resignation of T-Unna Perkins as a full-time Manager of Records and Registration in the Records and Registration Department, effective June 5, 2023, 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 T-Unna Perkins. Replacement of this position aligns with Strategic Direction 2.5; Provide improved student experiences across all areas of the college.

MOTION

Move that the Board of Trustees approve the resignation of T-Unna Perkins as a full-time Manager of Records and Registration in the Records and Registration Department, effective June 5, 2023, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

Originator 5/23/23 Date
Appropriate Vice President 5/23/23 Date
K. Pigatti 5/25/23 Date
Director of Human Resources
President 5/31/23 Date

May 18, 2023

The Board of Trustees  
South Suburban College  
15800 S. State Street  
South Holland, IL 60473

Dear Chairman Wells & Board of Trustees,

Please accept this letter as my formal resignation from South Suburban College as the Manager of Records and Registration, effective June 5, 2023.

I am grateful for the professional experience and opportunities that South Suburban has provided me. I will truly miss working with the administration, staff, students, & faculty.

Again, thank you for giving me the opportunity of working for and with the community through South Suburban College.

Sincerely,  


T-Unna Perkins



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.1

Board Meeting Date: June 8, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees appoint Ximeng Li as a full-time Institutional Research Analyst in the Institutional Research Department, effective June 12, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time position, classified Grade XII on the Support Staff Salary Schedule; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$48,740 plus benefits.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 5.0; South Suburban College will cultivate institutional excellence through continuous improvement and advance a performance-based culture based on data-informed decisions.

MOTION

Move that the Board of Trustees appoint Ximeng Li as a full-time institutional Research Analyst in the Institutional Research Department, effective June 12, 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

Kevin Riordan 5/22/2023
Originator Date
Dr. Ronald Kawanna Jr. 5-23-2023
Appropriate Vice President Date
K. Pigatti 5/25/23
Director of Human Resources Date
Spencer Stokes
President 5/31/23
Date



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Institutional Research Analyst Date: 5/1/2023

Applications Received: 25

Applicants Offered Interviews: 1

Please list alphabetically the applicants who were interviewed for the position:

Ximeng Li

\*Denotes Internal Applicants

Recommend for employment: Ximeng Li

Beginning Date: June 12, 2023 Salary/Placement: Grade XII, \$48,740

Originator Kevin Riordan Digitally signed by Kevin Riordan  
Date: 2023.05.03 09:54:04 -05'00' Date 5/1/2023

Dean/Vice President Ronald Kawanna Jr. Digitally signed by Ronald Kawanna Jr.  
Date: 2023.05.03 13:38:41 -05'00' Date 5/1/2023

Human Resources K Pigatti Digitally signed by K Pigatti  
Date: 2023.05.31 12:54:18 -05'00' Date 5/31/2023

President Lynette D. Stokes Digitally signed by Lynette D. Stokes  
Date: 2023.05.31 16:09:24 -05'00' Date 5/31/2023



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.2

Board Meeting Date: June 8, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

- x Operating
College Capital
Protection, Health and Safety

FUNDING

- Grant Funded
Student Life
Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Todd Reed as a full-time, tenure-track Instructor in the Art & Design Department, effective July 31, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

As placed on the Faculty 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 approve the appointment of Todd Reed as a full-time, tenure-track Instructor in the Art & Design Department, effective July 31, 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

Signatures and dates for Anna M. Helwig, K. Pigatti, Jasha Williams, and the President.



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Full-Time Instructor; Art & Design Date: 5/25/23

Applications Received: 13

Applicants Offered Interviews: 3

Please list alphabetically the applicants who were interviewed for the position:

- Alyssa Arnoff\*
- Todd Reed
- Woodman Taylor\*

\*Denotes Internal Applicants

Recommend for employment: Todd Reed

Beginning Date: July 31, 2023 Salary/Placement: H-7

Originator Anna M. Helwig Date 5/25/23

Dean/Vice President Tasha S. Williams Date 5-25-23

Human Resources K. Pigatti Date 5-30-23

President [Signature] Date 05/31/23





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.3

Board Meeting Date: June 8, 2023

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 approve the appointment of Dr. Samantha Murray as a full-time Early Childhood Instructor/Program Coordinator in the Early Childhood Education Department, effective July 31, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

As placed on the Faculty 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 approve the appointment of Dr. Samantha Murray as a full-time Early Childhood Instructor/Program Coordinator in the Early Childhood Education Department, effective July 31, 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

Signatures and dates for approvals: Anna M. Helwig (5/30/23), K. Pigatti (5/30/23), Jaska S. Williams (5-30-23), and President (05/31/2023)



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Full-Time Early Childhood Instructor/Program Coordinator Date: 5/25/23

Applications Received: 30

Applicants Offered Interviews: 6 interview offers extended; 3 held

Please list alphabetically the applicants who were interviewed for the position:

- Samantha Murray
- Mary Quest
- Katina Tolbert-Cavitt

\*Denotes Internal Applicants

Recommend for employment: Samantha Murray

Beginning Date: July 31, 2023 Salary/Placement: H-9

Originator *Anna M. Helwig* Date 5/25/23

Dean/Vice President *Tasha S. Williams* Date 5-26-2023

Human Resources K. Pigatti Date 5-30-2023

President *[Signature]* Date 05-31-23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.4

Board Meeting Date: June 8, 2023

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 Natalie Vargas as a full-time Accountant I in the Business & Accounting Department, effective June 12, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular, full-time position; 40 hours per week, 52 weeks per year, classified Grade VIII on the Support Staff Salary Schedule with a beginning annual salary of \$39,767 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 Natalie Vargas as a full-time Accountant I in the Business & Accounting Department, effective June 12, 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

Handwritten signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President.



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Accountant I Date: 5/30/23

Applications Received: 12

Applicants Offered Interviews: 4 (2 no shows, no internal applicants)

Please list alphabetically the applicants who were interviewed for the position:

- JaQuita Jones
- Natalie Vargas

\*Denotes Internal Applicants

Recommend for employment: Natalie Vargas

Beginning Date: 6/12/23 Salary/Placement: 39,767/VIII

Originator Tyhani Hill Digitally signed by Tyhani Hill  
Date: 2023.05.30 08:45:01 -05'00' Date 05/30/23

Dean/Vice President Patrick Rush Digitally signed by Patrick Rush  
Date: 2023.05.30 10:27:00 -05'00' Date 5/30/23

Human Resources K Pigatti Digitally signed by K Pigatti  
Date: 2023.05.30 09:49:31 -05'00' Date 5/30/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes  
Date: 2023.06.01 11:44:29 -05'00' Date 5/31/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.5

Board Meeting Date: June 8, 2023

BOARD COMMITTEE

- \_\_\_ Policy
\_\_\_ Finance
\_\_\_ Architectural
\_\_\_ Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees appoint Antwon Russell as a grant-funded Grant Sustainability Coordinator in the Plant Operations Department, effective June 12, 2023.

ESTIMATED COST OR BENEFIT

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

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 that the Board of Trustees appoint Antwon Russell as a grant-funded Grant Sustainability Coordinator in the Plant Operations Department, effective June 12, 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

Kim Pigatti
5/30/23
Director of Human Resources Date

Patricia Buel
5/30/23
Appropriate Vice President Date

Spencer Stokes
05/31/2023
President Date



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Sustainability Coordinator Date: 5/4/23

Applications Received: 3

Applicants Offered Interviews: 3

Please list alphabetically the applicants who were interviewed for the position:

Tytianna Murray\*

Antwon Russell

JoAnna Tassin\*

\*Denotes Internal Applicants

Recommend for employment: Antwon Russell

Beginning Date: June 12, 2023 Salary/Placement: 65,0000

Originator Patrick Rush Digitally signed by Patrick Rush  
Date: 2023.05.04 18:40:53 -05'00' Date 05/04/23

Dean/Vice President Patrick Rush Digitally signed by Patrick Rush  
Date: 2023.05.04 17:02:49 -05'00' Date 05/04/23

Human Resources K Pigatti Digitally signed by K Pigatti  
Date: 2023.05.31 13:00:31 -05'00' Date 05/31/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes  
Date: 2023.05.31 16:25:47 -05'00' Date 05/31/23



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY23-VII.C.1

Board Meeting Date: June 8, 2023

**BOARD COMMITTEE**

**FUNDING**

- \_\_\_ Policy
- \_\_\_ Finance
- \_\_\_ Architectural
- \_\_\_ Other

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

- \_\_\_ Grant Funded
- \_\_\_ Student Life
- \_\_\_ Special Levies

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant approval to create and advertise the full-time, grant-funded position of Sustainability Program Specialist.

**ESTIMATED COST OR BENEFIT**

This is a full-time, grant-funded position with a beginning annual salary of \$60,000 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 grant approval to create and advertise the full-time, grant-funded position of Sustainability Program Specialist.

**Approvals:**

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

<u>Patric Ruel</u>	<u>5/30/23</u>
Originator	Date
<u>K. Pigatti</u>	<u>5/25/23</u>
Director of Human Resources	Date
<u>Patric Ruel</u>	<u>5/31/23</u>
Appropriate Vice President	Date
<u>Spencer Stokes</u>	<u>05/31/2023</u>
President	Date



**SOUTH SUBURBAN COLLEGE**  
**Job Description**

**Job Title:** Sustainability Program Specialist  
**Division:** Administrative Services  
**Department:** Plant Operations  
**Reports To:** Manager of Maintenance & Engineering  
**FLSA Status:** Exempt  
**DATE:** May 8, 2023

**SUMMARY:** The Sustainability Program Specialist will serve as a resource, advocate, and catalyst for campus and community sustainability. The position will work to integrate sustainability into processes, standard operating procedures, and adopted business practices. The position will work to empower students, staff, and residents to prioritize and actively engage in sustainability and environmental stewardship.

The Sustainability Program Specialist will provide organizational and functional support for the implementation of the ARPA Solid Waste & Recycling Initiative, including implementation of the Zero Waste Initiative:

1. Internally diverting materials away from the landfill.
2. Providing opportunities for residents to divert materials away from the landfill.
3. Coordinating opportunities for student engagement into various programs, events, etc.
4. Coordinating opportunities for staff engagement into various programs, events, etc.
5. Supporting local municipal governmental entities adopting sustainable practices.
6. Securing resources in support of the goals of the Zero Waste Initiative and other related sustainability practices.
7. Support a “circular economy”, “zero waste”, single-use plastics reduction campaigns, food diversion efforts, and other related practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as Sustainability Grant record keeper and provide administrative support.
- Implement and maintain CHaRM Center reporting software and related technology.
- Manage college-wide reservation and event management system.
- Coordinate sustainable contract initiatives with oversight from Vice President of Administration.
- Oversee grant spend-down, reporting, and risk assessment process for Cook County, ARPA Grant, The Recycling Partnership and other partnering organizations.
- Participate in regulatory meetings with grantors.
- Assist Plant Operations with integrated sustainability projects related to construction and purchasing.



- Identify additional sustainability grant opportunities and facilitate applications.
- Identify, secure and promote sustainable and green professional development for college employees and institutional certifications.
- Collaborate with Academic Services on educational opportunities and special projects related to sustainability and the CHaRM Center.
- Coordinate student Internship Program including establishing guidelines for participation and funding deliverables.
- Serve as grant liaison to college Sustainability Committee and Green Club.
- Perform other miscellaneous duties as requested by campus leadership.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree or equivalent education from an accredited institution, preferably in Political Science, Public Administration, Public Safety Management, Sustainability, the Environmental Sciences, and/or another equivalent/related field.
- At least three years of experience with sustainable initiatives.
- Possess passion for the subject matter, and for consistent improvement.
- Strong attention to technical details.
- Desire to constantly build upon existing knowledge to empower design, construction, program teams, to meet desired project goals.
- Ability to collaborate effectively and interface appropriately internally and externally in construction, design, academia, government, etc.
- Very strong written, visual, and oral communication skills.
- Self-Starting attitude to run with direction, and the independence to identify discoveries that align within defined parameters and goals.
- Applied knowledge of Microsoft Software (Excel, PowerPoint, Word, Outlook, etc.).

**This is a four-year, grant funded position. Salary is \$60,000 a year.**



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.2

Board Meeting Date: June 8, 2023

### 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 grant approval to create and advertise the full-time position of Systems Programmer.

### ESTIMATED COST OR BENEFIT

This is a regular, full-time position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$50,159 plus benefits, classified Grade XII on the Support Staff Salary Schedule.

### JUSTIFICATION OF ACTION


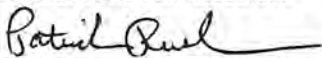
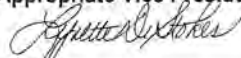
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

### MOTION

Move that the Board of Trustees grant approval to create and advertise the full-time position of Systems Programmer.

### Approvals:

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

	<u>5/30/23</u>
Originator	Date
<u>Kim Pigatti</u>	<u>05/31/2023</u>
Director of Human Resources	Date
	<u>5/31/23</u>
Appropriate Vice President	Date
	<u>05/31/2023</u>
President	Date

**SOUTH SUBURBAN COLLEGE**  
**Job Description**

**Job Title:** Systems Programmer  
**Job Code:** 452  
**Division:** Administrative Services  
**Department:** Information Technology  
**Reports To:** Manager of Information Technology  
**Salary Level:** Grade XII  
**FLSA Status:** Non-exempt  
**DATE:** April 1, 1995

**SUMMARY**

Under the general direction of the Director of Information Technology, is responsible for and provides computer operating systems software services to the College.

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

Responsible for evaluation, installation and maintenance of the computer operating systems and associated utilities.

Responsible for installation and application of maintenance patches to vendor supplied non-applications software packages.

Collaborates with all other technical Information Technology personnel in solving system problems and troubleshooting complex applications problems.

Establishes system standards for programming and job control as well as computer use by the Information Technology staff.

Assumes a lead role in system performance studies and submits evaluations and recommendations to the Director.

Consults with vendors, service and maintenance agencies; recommends modifications in existing resources.

Takes or directs corrective action; responds to critical problems and emergencies in the areas of the data processing operation.

Integrates multiple hardware and software systems.

Researches, investigates and evaluates known and emerging data processing developments and recommends applications to Director of Data Processing.

Uses independent judgement in initiating and following through on assignments.

The duties listed are not set forth for purposes of limiting the assignment of work.

They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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

**EDUCATION and/or EXPERIENCE**

Bachelor's degree with an emphasis on data processing or its equivalent in technical school and/or experience. Two or more years experience in data processing. One year's experience as a Systems Programmer is preferred. Must be able to program in languages used by the College. Must be able to maintain the DOS operating system. Must be able to maintain the CICS terminal control system.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.