

SOUTH SUBURBAN COLLEGE



August 8, 2024

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
REGULAR BOARD MEETING AGENDA
THURSDAY, AUGUST 8, 2024
7:00 PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
Cyber Security Update (J. Martin)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee Meeting held July 11, 2024
 - B. Regular Board of Trustees Meeting held July 11, 2024
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for July, 2024 (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
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
JOHN A. DALY CONFERENCE ROOM
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, JULY 11, 2024

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:02 p.m.

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

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Trustees Sherelene A. Harris, and Student Trustee Lizbeth Atenco. Trustee Anthony Williams arrived at 7:18 p.m.

Other Board members absent: Vice Chairperson Vivian Payne.

Also present: College President Lynette D. Stokes; Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Christopher L. Petrarca.

Agenda:

I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2025

Trustee DeFilippo recommended the Board of Trustees approve the tentative operating and non-operating budget for fiscal year 2025 at the regular Board of Trustees meeting.

II. Recommendation to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor

Trustee DeFilippo recommended the Board of Trustees approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor at the regular Board of Trustees meeting.

The meeting adjourned at 7:19 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOI

JOHN A. DALY CONFERENCE ROOM

REGULAR BOARD MEETING MINUTES

THURSDAY, JULY 11, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:20 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 Oak Forest Campus in the John A. Daly Conference Room.

Present: Chairman Terry Wells, Secretary Janet Rogers and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, and Student Trustee Lizbeth Atenco.

Absent: Vice Chairperson Vivian Payne.

Also present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board of Trustees and College Attorney Christopher L. Petrarca.

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

1. Dr. Lynn Wollstadt addressed the Board of Trustees to express concerns regarding Agenda Item FY25-VI.C; approval of the tentative budget for fiscal year 2025.
2. Dr. Megan Tabag addressed the Board of Trustees to express concerns regarding agenda item FY25-VI.C, approval of the tentative budget for fiscal year 2025.

IV. REPORTS/PRESENTATIONS

A. Executive Director of the ICCTA Jim Reed presented Trustee DeFilippo an award in honor of his years of service on the South Suburban College Board of Trustees.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held June 13, 2024

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held June 13, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

B. Regular Board of Trustees meeting held June 13, 2024

Trustee Williams moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held June 13, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A.

Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Closed Session Meeting held June 13, 2024

Trustee DeFilippo moved and Trustee Williams seconded to approve the minutes of the Closed Session meeting held June 13, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for June 2024

Trustee Williams moved and Trustee Rogers seconded to approve the bills payable for June, 2024 in the amount of \$3,002,784.20. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Approval of the tentative operating and non-operating budgets for fiscal year 2025

Trustee DeFilippo moved and Trustee Rogers seconded to approve the tentative operating and non-operating budgets for fiscal year 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

D. Approval to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor

Trustee DeFilippo moved and Trustee Payne seconded to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act.

Trustee DeFilippo moved and Trustee Rogers seconded to grant approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of May 12, 2022; February 9, 2023; June 8, 2023; January 11, 2023; February 8, 2024; February 29, 2024; March 14, 2024; May 9, 2024 and June 13, 2024 shall be released. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Appointments

1. Trustee Williams moved and Trustee Rogers seconded to approve the appointment of Tiffany Washington as a full-time Career Training Instructor in the Cosmetology College, effective August 5, 2024.

On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

2. Trustee Daly moved and Trustee Williams seconded to approve the appointment of Jasmine (Jai) Rodriguez as a full-time Career Training Instructor in the Barber College, effective August 5, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

3. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Deronzo McNeal as a full-time Trades II Maintenance Worker in the Plant Operations Department, effective July 15, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

4. Trustee Williams moved and Trustee Daly seconded to approve the appointment of Dr. Muriel Lee as a full-time Faculty in the Nursing Department, effective August 5, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

B. Approval to accept the recommendation of the President related to the findings for the discrimination and harassment complaint filed by the former Nursing Lab Supervisor

Trustee Harris moved and Trustee Rogers seconded to accept the recommendation of the President related to the findings for the discrimination and harassment complaint filed by the former Nursing Lab Supervisor. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Student Trustee Lizbeth Atenco voted aye. Chairman Terry Wells abstained. Nays: None. Motion carried.

C. Retirements/Resignations/Terminations

Trustee Williams moved and Trustee Rogers seconded to approve the resignation of David Stephens as a full-time, grant-funded Adult Literacy Grants Manager in the Adult Education Department, effective July 15, 2024, and grant permission to advertise to fill the vacated grant-funded position, as needed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 7:50 p.m., Trustee Williams moved and Trustee Rogers seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.A

Board Meeting Date: August 8, 2024

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

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending June 30, 2024. 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

Controller/Treasurer

07/30/2024

Date
7/30/24

Appropriate Vice President

Date

President

Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: July 29, 2024
 Subject: Financial Report For The Period Ending June 30, 2024

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>
\$1,396,723.59	\$31,895,204.11
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,252,953.58	\$30,623,342.54

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>
\$3,317,371.15	\$46,106,819.31
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,381,521.37	\$45,635,002.83
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$64,150.22)	\$471,816.48

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>
\$16,286,762.00	3.84%	8

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,559,566.44	\$165,005.08	\$2,724,571.52
August	\$3,548,708.20	\$98,484.55	\$3,647,192.75
September	\$2,072,090.51	\$75,486.90	\$2,147,577.41
October	\$1,250,134.38	\$250,134.48	\$1,500,268.86
November	\$1,867,495.46	\$549,120.91	\$2,416,616.37
December	\$4,507,379.42	\$1,103,350.81	\$5,610,730.23
January	\$2,726,183.75	\$230,863.02	\$2,957,046.77
February	\$2,148,320.04	\$297,000.00	\$2,445,320.04
March	\$2,638,513.05	\$802,602.21	\$3,441,115.26
April	\$1,087,091.92	\$190,391.94	\$1,277,483.86
May	\$1,586,341.06	\$744,216.39	\$2,330,557.45
June	\$1,165,753.32	\$230,970.27	\$1,396,723.59
YTD	\$27,157,577.55	\$4,737,626.56	\$31,895,204.11

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,308,152.36	\$370,989.79	\$2,679,142.15
August	\$2,786,332.68	\$393,124.60	\$3,179,457.28
September	\$2,038,681.84	\$411,023.60	\$2,449,705.44
October	\$1,778,028.35	\$377,378.32	\$2,155,406.67
November	\$1,652,939.88	\$303,266.94	\$1,956,206.82
December	\$2,218,893.44	\$448,942.68	\$2,667,836.12
January	\$3,083,791.65	\$394,558.71	\$3,478,350.36
February	\$2,107,378.35	\$368,350.28	\$2,475,728.63
March	\$1,902,194.11	\$353,680.43	\$2,255,874.54
April	\$1,656,146.17	\$283,328.93	\$1,939,475.10
May	\$2,640,874.61	\$492,331.24	\$3,133,205.85
June	\$1,803,245.47	\$449,708.11	\$2,252,953.58
YTD	\$25,976,658.91	\$4,646,683.63	\$30,623,342.54

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,328,182.44	\$3,410,154.38	(\$81,971.94)
August	\$4,594,017.14	\$4,854,620.06	(\$260,602.92)
September	\$3,050,187.48	\$3,201,958.22	(\$151,770.74)
October	\$2,924,367.00	\$2,917,820.17	\$6,546.83
November	\$3,136,043.96	\$2,457,955.98	\$678,087.98
December	\$6,328,862.04	\$5,342,780.04	\$986,082.00
January	\$3,457,203.55	\$4,037,537.08	(\$580,333.53)
February	\$4,368,700.09	\$4,500,039.46	(\$131,339.37)
March	\$5,043,356.99	\$4,132,766.42	\$910,590.57
April	\$3,228,034.02	\$3,097,518.29	\$130,515.73
May	\$3,330,493.45	\$4,300,331.36	(\$969,837.91)
June	\$3,317,371.15	\$3,381,521.37	(\$64,150.22)
YTD	\$46,106,819.31	\$45,635,002.83	\$471,816.48

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$16,593,642.95	2.91%	3
August	\$15,893,721.80	2.95%	4
September	\$13,262,893.52	2.84%	(11)
October	\$12,504,572.38	2.88%	4
November	\$11,856,861.00	2.99%	11
December	\$15,616,406.23	2.82%	(17)
January	\$15,546,623.29	2.90%	8
February	\$15,663,398.77	3.84%	94
March	\$22,218,501.04	3.86%	2
April	\$20,125,775.12	3.71%	(15)
May	\$18,205,599.48	3.76%	5
June	\$16,286,762.00	3.84%	8

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		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		482,030.92	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,415,954.02	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		11,101,638.28	0.00	4,198,819.25	0.00
Totals	6/1/2024	13,999,623.22	0.00	4,198,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	06/11/2024	141,218.98			
Illinois Fund MM deposit from Comptroller	06/14/2024	122,463.31			
Illinois Fund MM deposit from Comptroller	06/20/2024	32,415.00			
Illinois Fund MM deposit from Comptroller	06/28/2024	25,545.00			
Illinois Fund MM deposit from Comptroller	06/28/2024	(750,000.00)			
Interest on Illinois Funds MM	06/28/2024	2,612.69			
5/3 transfer from Investments to Cash	06/30/2024	(2,300,000.00)			
5/3 transfer from Cash to Investment	06/30/2024	750,000.00			
Interest on 53 MM	06/30/2024	46,362.34			
PFM Interest	06/01/2024	10,544.93			
Ending Balance:		12,080,785.47	0.00	4,198,819.25	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		56,285.90	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,426,498.95	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		9,598,000.62	0.00	4,198,819.25	0.00
Totals	06/30/2024	12,080,785.47	0.00	4,198,819.25	0.00

SOUTH SUBURBAN COLLEGE

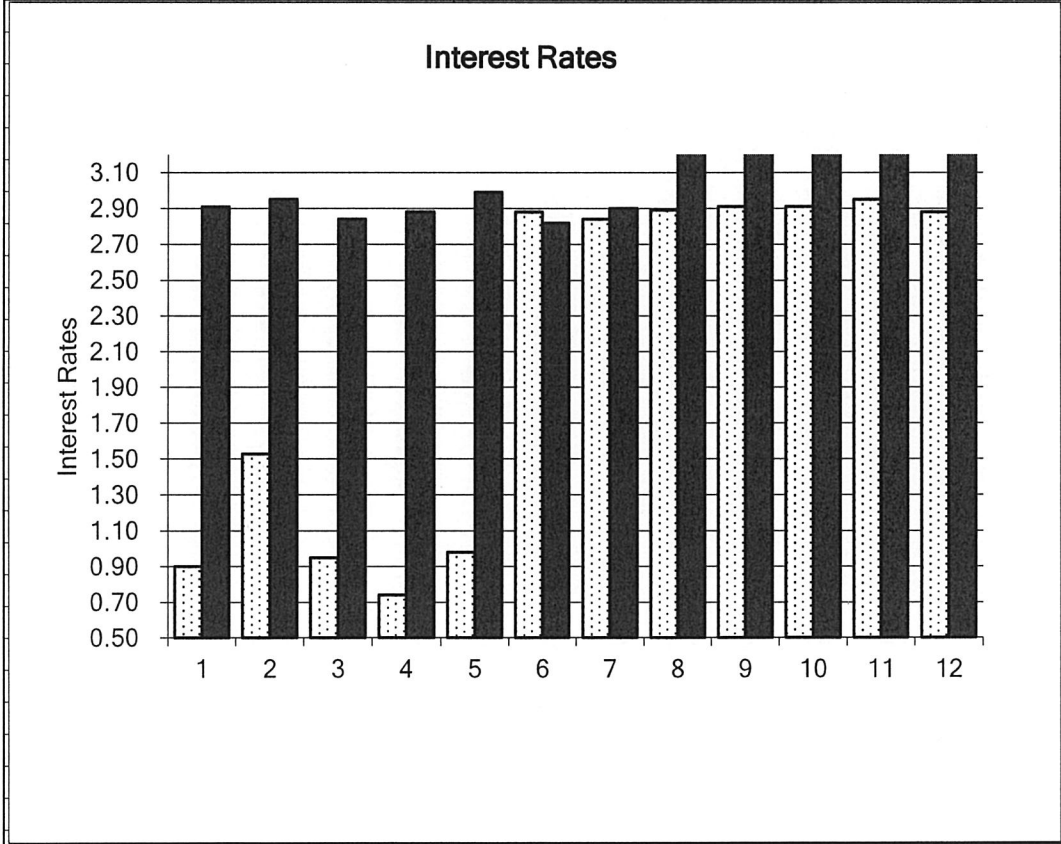
INVESTMENT WORKSHEET					
Description	Date	Fund 4	Fund 5	Fund 6	Fund 7
		Bond & Int.	Auxiliary	Restricted	Working Cash
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		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	6/1/2024	0.00	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	06/11/2024				
Illinois Fund MM deposit from Comptroller	06/14/2024				
Illinois Fund MM deposit from Comptroller	06/20/2024				
Illinois Fund MM deposit from Comptroller	06/28/2024				
Illinois Fund MM deposit from Comptroller	06/28/2024				
Interest on Illinois Funds MM	06/28/2024				
5/3 transfer from Investments to Cash	06/30/2024				
5/3 transfer from Investments to Cash	06/30/2024				
Interest on Illinois Funds MM	06/30/2024				
PFM transfer from Investment	06/01/2024				
		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	06/30/2024	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

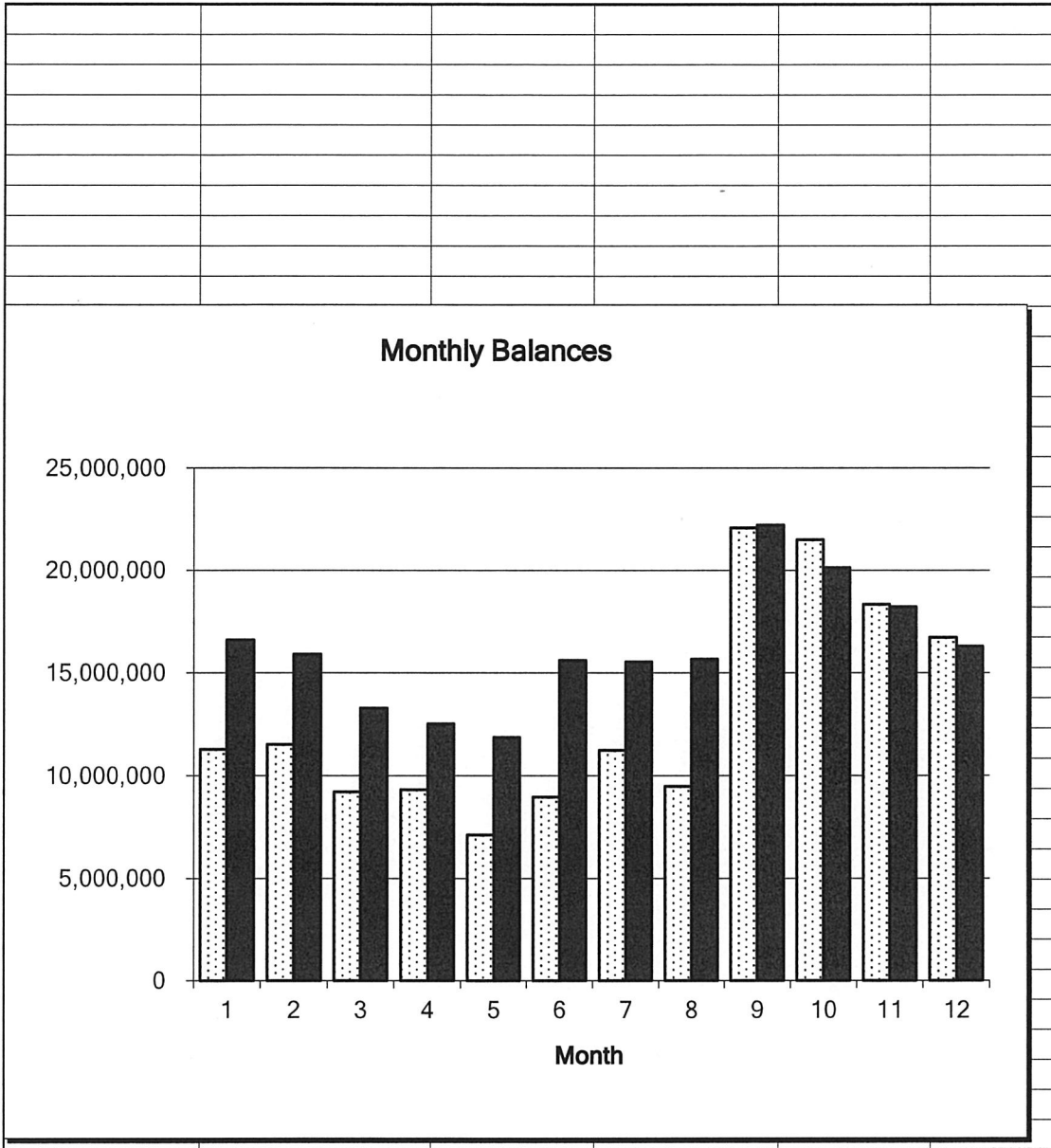
Investment	Page 4	Page 6	Total	Percent to Total
10 U. S. Government Securities	0.00	0.00	0.00	0%
40 Mutual Funds	0.00	0.00	0.00	0%
50 Illinois Funds	2,482,784.85	0.00	2,482,784.85	15%
60 Repurchase Agreements	0.00	0.00	0.00	0.00
90 Other	13,803,976.88	0.00	13,803,976.88	85%

South Suburban College

Investment Summary				
F Y 2022 - 2023			F Y 2023 - 2024	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	11,282,728	0.90	16,593,643	2.91
August	11,517,784	1.53	15,893,722	2.95
September	9,217,657	0.95	13,262,893	2.84
October	9,325,203	0.74	12,504,572	2.88
November	7,124,560	0.98	11,856,861	2.99
December	8,965,059	2.88	15,616,406	2.82
January	11,242,814	2.84	15,546,623	2.90
February	9,485,256	2.89	15,663,399	3.84
March	22,075,088	2.91	22,218,501	3.86
April	21,490,927	2.91	20,125,775	3.71
May	18,325,737	2.95	18,205,599	3.76
June	16,707,052	2.88	16,286,762	3.84



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.B

Board Meeting Date: August 8, 2024

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	\$2,171,075.61
Operations & Maintenance Fund	\$383,392.44
Operations & Maintenance Fund Restricted	\$31,548.33
Auxiliary Funds	\$91,312.26
Restricted Funds	\$423,153.73
Special Levies Fund	\$177,600.18
Audit Fund	\$7,350.00
Flex Plan Fund	\$5,338.56
Total	\$3,290,771.11

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

07/31/2024
Date

Vice President of Administration

7/31/2024
Date

President

8/1/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: August 8, 2024

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 Dr. Kevin Riordan as a full-time Director of Institutional Research effective September 1, 2024, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Replacement of this position aligns with Strategic Direction 5.2; Improve institutional effectiveness in all areas of the college.

MOTION

Move that the Board of Trustees approve the resignation of Dr. Kevin Riordan as a full-time Director of Institutional Research effective September 1, 2024, and grant permission to advertise to fill the vacated position.

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

J.D. Chavez
Originator 7/29/24
Date

J.D. Chavez
Appropriate Vice President 7/29/24
Date

Charlotte Guyton
Director of Human Resources 7/29/24
Date

[Signature]
President 7/29/24
Date

J.D. Chavez, Ph.D.
Executive Director, Institutional Effectiveness
South Suburban College

July 22, 2024

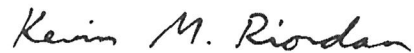
Dear Dr. Chavez,

I will be resigning from my position as Director of Institutional Research, a position I have held for sixteen years. My last day of employment at the college will be September 1, 2024.

I am proud of the many accomplishments achieved by this department over the years. I rebuilt the department from the ground up, established cooperative ties with all areas and departments, and successfully developed and implemented a data warehouse system, the first system of student outcomes assessment, and a course evaluation system which is still in use to date. I have confidence that I am leaving the department in a much stronger position.

While I look forward to transitioning to a new professional opportunity, I will miss the collegiality of the staff, administrators, and faculty here at the college. I know the institution is in good hands, and I will continue to work with you throughout the remaining weeks to ensure as smooth a transition as possible.

Sincerely,



Kevin M. Riordan, Ed.D.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: August 8, 2024

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

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 Keishla Rivera as a full-time Administrative Assistant II in the Student Development Department, effective August 12, 2024.

ESTIMATED COST OR BENEFIT

This is a regular full-time support staff position; 35 hours per week, 52 weeks per year, classified Grade IX on the support staff salary schedule with a beginning annual salary of \$44,281 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 Keishla Rivera as a full-time Administrative Assistant II in the Student Development Department, effective August 12, 2024.

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

7/22/24
Date

Appropriate Vice President

7/22/24
Date

Director of Human Resources

7/22/24
Date

President

7/22/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.2

Board Meeting Date: August 8, 2024

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 Dr. Nicholas Lino as a full-time Faculty in the Nursing Department, effective August 12, 2024, 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 2.5; Provide improved student experiences across all areas of the college.

MOTION

Move that the Board of Trustees approve the appointment of Dr. Nicholas Lino as a full-time Faculty in the Nursing Department, effective August 12, 2024, pending successful completion of a criminal background investigation.

Approvals:

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

Linda Brown-Aldridge, DNP, RN 7/30/24
Originator Date

Tasha S. Williams 7/30/24
Appropriate Vice President Date

Charlotte Guyton 7/30/24
Director of Human Resources Date

Shelley A. Stokes 7/30/24
President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.3

Board Meeting Date: August 8, 2024

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 Marcus Hillard as a full-time Director of Student Activities in the Student Services Department, effective August 19, 2024.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$60,000 plus benefits.

JUSTIFICATION OF ACTION


This action 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 appointment of Marcus Hillard as a full-time Director of Student Activities in the Student Services Department, effective August 19, 2024.

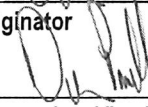
Approvals:

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



Originator

7/30/24
Date



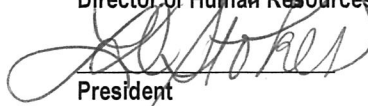
Appropriate Vice President

7/30/24
Date

Charlotte Guyton

Director of Human Resources

7/30/24
Date



President

7/30/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.4

Board Meeting Date: August 8, 2024

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Chloe Luckett as a full-time Administrative Assistant II in the Information Technology Department, effective August 12, 2024.

ESTIMATED COST OR BENEFIT

This is a regular, full-time support staff position; 35 hours per week, 52 weeks per year, classified Grade IX on the support staff salary schedule with a beginning annual salary of \$44,281 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 Chloe Luckett as a full-time Administrative Assistant II in the Information Technology Department, effective August 12, 2024.

Approvals:

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

James D. Martin Jr.
Originator

7/30/24
Date

Patricia Paul
Appropriate Vice President

7/30/24
Date

Charlotte Guyton
Director of Human Resources

7/30/24
Date

Ed Stoker
President

7/30/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: August 8, 2024

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees grant approval to create and advertise the full-time position of Associate Dean of Career & Technical Education.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$80,000 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 position of Associate Dean of Career & Technical Education.

Approvals:

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

Anna M. Helwig

Originator

7/30/24
Date

Jasha Williams
Appropriate Vice President

7/30/24
Date

Charlotte Guyton
Director of Human Resources

7/30/24
Date

[Signature]
President

7/30/24
Date



Job Description

COLLEGE ADMINISTRATOR

POSITION:	Associate Dean of Career & Technical Education
DIVISION:	Academic Services
REPORTS TO:	Dean of LAS/Vice President of Academic Services
ADMINISTRATOR/TPE/CLASSIFIED:	Administrator
MINIMUM BEGINNING SALARY:	\$80,000

SUMMARY: The Associate Dean of Career & Technical Education shall be responsible for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with faculty and staff, operating within established duties and responsibilities, the Associate Dean has the administrative oversight and authority to manage decisions on matters related the division: plan, organize, administer, develop, and evaluate the programs; provide leadership for faculty and staff in offering quality educational services for college students , and supervise and evaluate the performances of assigned personnel.

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

- Provide leadership and management for the following areas: Business, CIS/MIS, Barbering, Cosmetology, Building Construction and Industrial Technology, Human Services, Manufacturing, Early Childhood Education, and Legal Studies (Criminal Justice, Court Reporting, Law and Paralegal Studies)
- Provide oversight of strategic planning initiatives in Career & Technical Education.
- Develop and maintain relationships and correspondence with IDFPR, ICCB, HLC and appropriate accrediting agencies.
- Collaborate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs.
- Support implementation of Carl D. Perkins and other grants related to the Career & Technical programs.
- Align program policies and procedures with college and outside regulatory agencies.
- Ensure program accountability efforts.
- Collaborate with programs in curriculum development, revisions, outcomes assessment, program review and retention activities to support student success.
- Effectively plan and manage the budget in coordination with department chairs and program coordinators.
- Collaborate with department chairs/program coordinators and faculty to develop and staff the academic schedule.
- Address student issues and concerns.
- Manage the tenure process and faculty evaluations per contractual guidelines.
- Coordinate articulation and course transferability.
- Participate in district, state, and community committees and outreach activities.
- Assist in coordination of annual advisory board meetings.
- Partner with high school districts for dual credit and dual enrollment opportunities; organize high-school articulation meetings, open houses etc.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND OR/EXPERIENCE:

- Master's degree in Higher Education or a discipline related to the assignment.
- 3 years of college-level administrative experience.
- Previous grant writing, implementation experience
- Accreditation experience.
- Strong organizational and computer skills.
- Excellent written and oral communication skills.
- Experience in curriculum development and assessment.

PREFERRED QUALIFICATIONS:

- Doctorate degree from regionally accredited institution of higher education
- Previous college-level teaching experience
- Familiarity with Ellucian and D2L Brightspace