

SOUTH SUBURBAN COLLEGE



February 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
AUDIT COMMITTEE MEETING AGENDA
HARRIS, CHAIR; TRUSTEES DEFILIPPO AND PAYNE
THURSDAY, FEBRUARY 8, 2024
6:50 PM

- I. Recommendation to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2023, as presented
- II. Recommendation to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2023, as presented
- III. Recommendation to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2024



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, FEBRUARY 8, 2024
7:00 PM

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

IV. PRESENTATIONS/REPORTS

V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- A. Regular Board Meeting held January 11, 2024
- B. Closed Session Meeting held January 11, 2024

VI. NEW BUSINESS

- A. Monthly Financial Report (T. Hill)
- B. Approval of the payment of bills for January, 2024 (T. Hill)
- C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2023, as presented (S. Harris)
- D. Approval to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2023, as presented (S. Harris)
- E. Approval to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2024 (S. Harris)

VII. PERSONNEL RECOMMENDATIONS

- A. Retirements/Resignations/Terminations
- B. Appointments
- C. Approval to Grant Tenure
- D. Approval to Reappoint Non-tenured Faculty for 2024/2025 Academic Year
- E. Approval of Notification of Non-employment
- F. Reappointment of Administrative Staff for Fiscal Year 2025
- G. Reappointment of Technical Professional Exempt (TPE) Staff for Fiscal Year 2025
- H. Reappointment of Grant-funded Staff for Fiscal Year 2025
- I. Approval to Change Job Title and Restructure Division of Extension Services and Workforce Development
- J. Approval of the College President's Contract

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 NEW BUSINESS CONTINUED

F. Approve the elimination of the Academic & Career Counselor positions in the College and Career Success Center (D. Powell)

X. MISCELLANEOUS

A. Vision of South Suburban College Board of Trustees (A. Williams)

XI. ADJOURNMENT

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, JANUARY 11, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:12 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, Anthony DeFilippo, Sherelene A. Harris, and Trustee Anthony Williams.

Absent: Student Trustee Jamesina Collier.

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. Petarca.

II. PUBLIC PARTICIPATION:

There was none.

III. REPORTS/PRESENTATIONS

There were none.

IV. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held December 14, 2023

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Finance Committee held on December 14, 2023. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Trustees Kevin L. Daly and Anthony DeFilippo passed. Nays: None. Motion carried.

B. Regular Board of Trustees Meeting held December 14, 2023

Trustee Payne moved and Trustee Harris seconded to approve the minutes of the Regular Board of Trustees meeting held December 14, 2023. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Trustees Kevin L. Daly and Anthony DeFilippo passed. Nays: None. Motion carried.

C. Closed Session Meeting held November 9, 2023

Trustee Rogers moved and Trustee Williams seconded to table the motion to approve the minutes of the Closed Session meeting held November 9, 2023. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Trustee Anthony DeFilippo passed. Nays: None. Motion carried.

D. Closed Session Meeting held December 14, 2023

Trustee Williams moved and Trustee Harris seconded to approve the Closed Session meeting held December 14, 2023. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and

Chairman Terry Wells voted aye. Trustees Kevin L. Daly and Anthony DeFilippo passed. Nays: None. Motion carried.

V. NEW BUSINESS

A. Monthly Financial Report

Trustee DeFilippo moved and Trustee Payne 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, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

B. Bills Payable for December, 2023

Trustee Payne moved and Trustee Rogers seconded to approve the bills payable for December, 2023 in the amount of \$4,518,449.21. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Approval to release Closed Session minutes and destroy Closed Session audio recordings in accordance with the Illinois Open Meetings Act

Trustee Rogers moved and Trustee DeFilippo seconded to grant approval to release Closed Session minutes and destroy Closed Session audio recordings in accordance with the Illinois Open Meetings Act. The written minutes of July 13, 2023, June 8, 2023, February 9, 2023 and May 12, 2022 shall be released. The written minutes of December 14, 2023 and November 9, 2023 shall remain closed. The audio recordings of July 14, 2022 and May 12, 2022 are authorized to be destroyed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

D. Approve the elimination of the Academic & Career Counselor positions in the College & Career Success Center

Trustee Rogers moved and Trustee Williams seconded to table the elimination of the Academic & Career Counselor positions in the College & Career Success Center. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VI. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee DeFilippo moved and Trustee Harris seconded to approve the resignation of Dr. Anshanette Taylor as a full-time Instructor in the Nursing Department, effective January 5, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Appointments

1. Trustee Williams moved and Trustee Payne seconded to approve the appointment of Adilene Castillo as a full-time, grant-funded Manager of the Adult Education Department, effective January 16, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee DeFilippo moved and Trustee Harris seconded to approve the appointment of Luke Fikejs as a full-time, grant-funded Sustainability Coordinator in the Plant Operations Department, effective January 16, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

3. Trustee Williams moved and Trustee DeFilippo seconded to approve the appointment of Lilli Willingham as a full-time Manager of Financial Aid in the Financial Aid Department, effective January 16, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VII. CLOSED SESSION

At 7:27 p.m., the Board of Trustees entered into Close Session on a motion made by Trustee Rogers and seconded by Trustee DeFilippo to discuss 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, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

The Board of Trustees resumed Open Session at 8:40 p.m. on a motion made by Trustee Daly and seconded by Trustee Payne. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VIII. MISCELLANEOUS

There was none.

IX. ADJOURNMENT

At 8:41 p.m., Trustee Rogers moved and Trustee Daly seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

Chairperson of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.A

Board Meeting Date: February 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 December 31, 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

[Signature]

Controller/Treasurer

2/1/24

Date

[Signature]

Appropriate Vice President

2/1/24

Date

[Signature]

President

2/1/2024

Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: January 29, 2024
 Subject: Financial Report For The Period Ending December 31, 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> |
| \$5,610,730.23 | \$18,046,957.14 |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$2,667,836.12 | \$15,087,754.48 |

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> |
| \$6,328,862.04 | \$23,361,660.06 |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$5,342,780.04 | \$22,185,288.85 |
| <u>Net Monthly Position</u> | <u>Year to Date Net Position</u> |
| \$986,082.00 | \$1,176,371.21 |

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> |
| \$15,616,406.23 | 2.82% | (17) |

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 | | | \$0.00 |
| February | | | \$0.00 |
| March | | | \$0.00 |
| April | | | \$0.00 |
| May | | | \$0.00 |
| June | | | \$0.00 |
| YTD | \$15,805,374.41 | \$2,241,582.73 | \$18,046,957.14 |

| | 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 | | | \$0.00 |
| February | | | \$0.00 |
| March | | | \$0.00 |
| April | | | \$0.00 |
| May | | | \$0.00 |
| June | | | \$0.00 |
| YTD | \$12,783,028.55 | \$2,304,725.93 | \$15,087,754.48 |

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

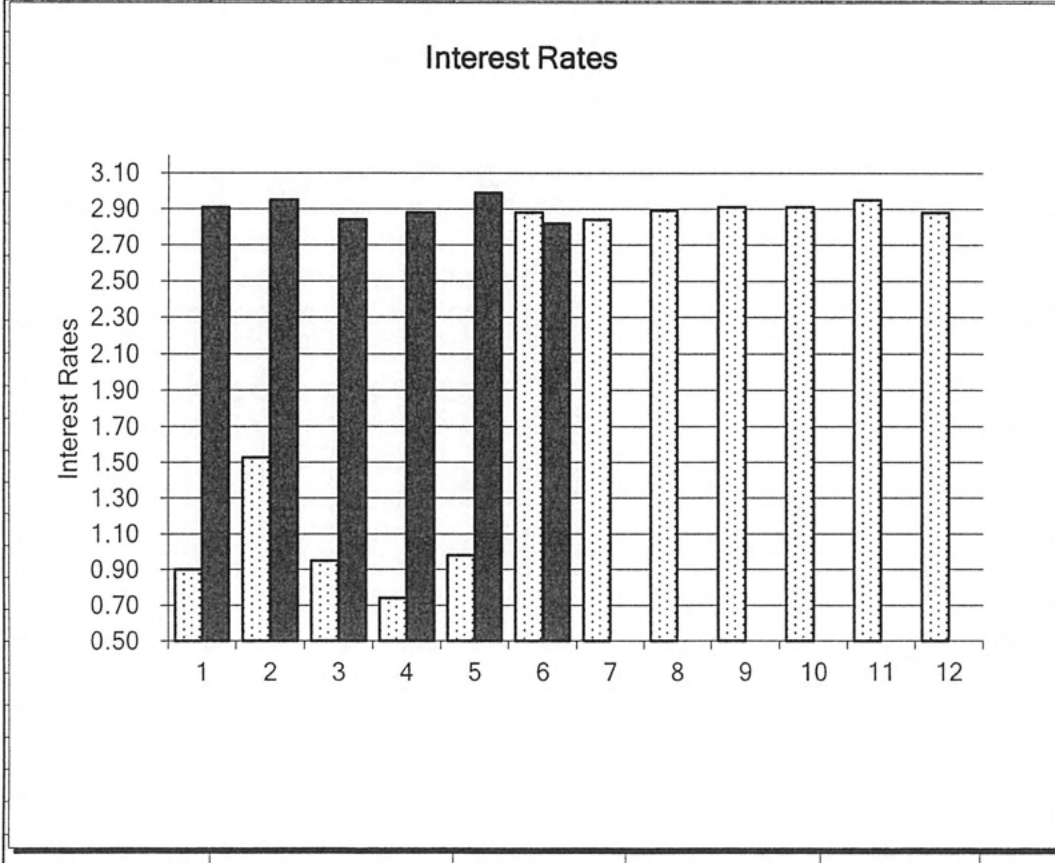
| | Revenues All Funds | Expenditures All Funds | Monthly Total |
|-----------|-------------------------------|-----------------------------------|--------------------------|
| July | \$3,328,182.44 | \$3,410,154.38 | (\$81,971.94) |
| August | \$4,594,017.14 | \$4,854,620.06 | (\$260,602.92) |
| September | \$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 | | | \$0.00 |
| February | | | \$0.00 |
| March | | | \$0.00 |
| April | | | \$0.00 |
| May | | | \$0.00 |
| June | | | \$0.00 |
| YTD | \$23,361,660.06 | \$22,185,288.85 | \$1,176,371.21 |

| | 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 | \$13,262,893.00 | 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 | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |

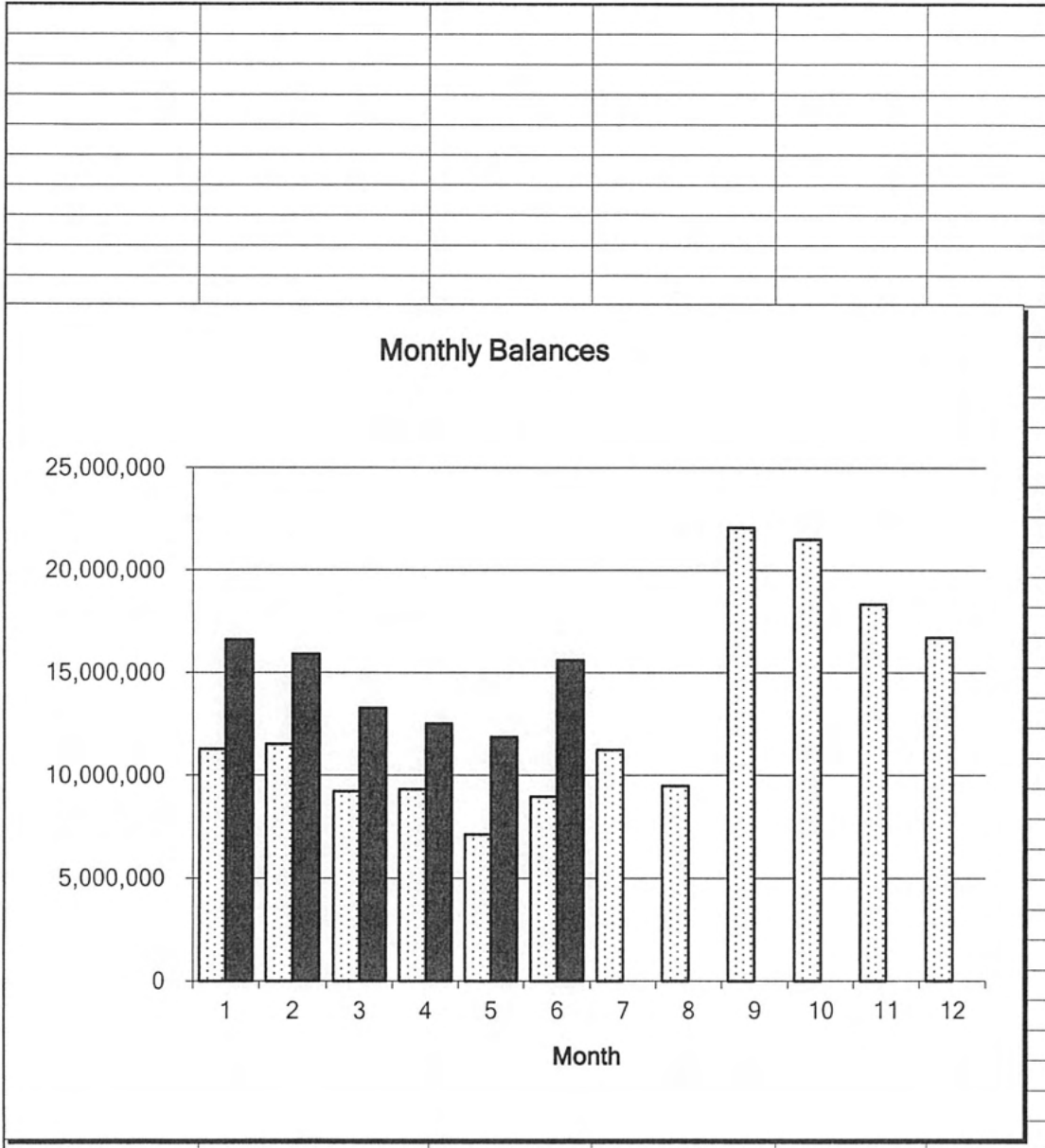
| Investment | | Page 4 | Page 6 | Total | Percent to Total |
|------------|-----------------------------|---------------|--------|---------------|------------------|
| 10 | U. S. Government Securities | 0.00 | 0.00 | 0.00 | 0% |
| 20 | Time Deposits | 0.00 | 0.00 | 0.00 | 0% |
| 30 | Commercial Paper | 0.00 | 0.00 | 0.00 | 0% |
| 30 | Commercial Paper | 0.00 | 0.00 | 0.00 | 0% |
| 40 | Mutual Funds | 0.00 | 0.00 | 0.00 | 0% |
| 50 | Illinois Funds | 3,326,510.89 | 0.00 | 3,326,510.89 | 21% |
| 60 | Repurchase Agreements | 0.00 | 0.00 | 0.00 | 0.00 |
| 90 | Other | 12,289,895.34 | 0.00 | 12,289,895.34 | 79% |
| Average % | | 2.82 | | | |

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 | | |
| February | 9,485,256 | 2.89 | | |
| March | 22,075,088 | 2.91 | | |
| April | 21,490,927 | 2.91 | | |
| May | 18,325,737 | 2.95 | | |
| June | 16,707,052 | 2.88 | | |



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.B

Board Meeting Date: February 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 | \$2,435,741.99 |
| Operations & Maintenance Fund | \$186,833.99 |
| Restricted Funds | \$192,240.25 |
| Special Levies Fund | \$28,396.73 |
| Total | \$2,843,212.96 |

Approvals:

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

[Signature of David Hill]

Controller/Treasurer

01/31/2024

Date

1/31/24

[Signature of Patricia Buel]

Vice President of Administration

Date

1/31/24

[Signature of Stephen Stokes]

President

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C

Board Meeting Date: February 8, 2024

BOARD COMMITTEE

FUNDING

- Policy
Finance
Architectural
Other

- Operating
College Capital
Protection, Health and Safety

- Grant Funded
Student Life
Special Levies

PROPOSAL SUMMARY

The Annual Comprehensive Financial Audit Report and Professional Standards (SAS 114) for the year ended June 30, 2023 has been completed by Crowe, LLP and is included in the audit packet. Move that the Board of Trustees approve the Comprehensive Annual Financial Audit Report and Professional Standards (SAS 114) as presented by Crowe, LLP, for the year ended June 30, 2023, as presented.

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

This Illinois Community College Board requires an audit to be completed by independent certified public accountants at the end of each fiscal year. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

Move that the Board of Trustees approve the Comprehensive Annual Financial Audit Report and Professional Standards (SAS 114) as presented by Crowe, LLP, for the year ended June 30, 2023, 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 Controller/Treasurer, Appropriate Vice President, and President.

Office of the Treasurer



To: Board of Trustees
From: Tyhani Hill
Date: January 29, 2024
Subject: Annual Comprehensive Financial Report – Fiscal Year Ended June 30, 2023

I am pleased to report that the College has successfully completed the Annual Comprehensive Financial Report (ACFR) as of June 30, 2023 with zero significant deficiencies, material weaknesses, or findings related to the financial statements. Additionally, there were no repeat findings and no negative reportable issues to the Board in the auditors SAS 114 letter as presented.

The ACFR document is quite comprehensive so I will summarize several of the more important issues as reported by our auditors as it relates to the Colleges financial statements:

- Change in Net Position increased \$2,053,906 in 2022 compared to \$6,420,736 in 2023. This represents a positive \$4,366,830 net change in the last year. The net position increased from the previous year as a result of the improved delivery of instruction and student services along with the SURS decrease in expenditures so there was less on behalf expenditures. In addition, with the drop in OPEB due to the state change in assumptions, significant drop in OPEB expense that reduced total expenditures in each functional category
- As a result of the Governmental Account Standards Board (GASB) Statement 75 – the College has to include on our financial statements a liability for Other Post Retirement Benefits (OPEB) of \$6,668,539 (p. 9); that represents the College portion for our retirees that the State subsidizes. The College has no control over this number and would only be an actual liability if the State went bankrupt and were unable to pay their expenses.
- Single Audit Report– the College did have three findings on pages 9– 11. All Corrective Actions plans have already been implemented.
- This is the first year the College’s total net assets reflect the implementation of GASB 96 and the change in financial reporting for subscription-based information technology arrangements by governments on the financial statements.
- The College issued \$10.335 million general obligation debt during fiscal year 2023 with a long-term rating of A+ with a stable outlook

Please let me know if you have any specific questions regarding the OPEB liability or need further explanations on anything audit related.

Thank you.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.D

Board Meeting Date: February 8, 2024

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

The Single OMB Circular A-133 Audit Report for the year ended June 30, 2023 has been completed by Crowe, LLP and is included in the audit packet. Move that the Board of Trustees approve the OMB Circular A-133 Audit Report for the year ended June 30, 2023, as presented.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

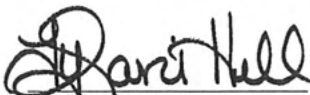
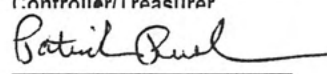
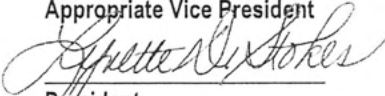
This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

Move that the Board of Trustees approve the OMB Circular A-133 Audit Report for the year ended June 30, 2023, 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 | 01/29/2024 |
|  Appropriate Vice President | Date 1/30/24 |
|  President | Date 1/30/24 |
| | Date |

Office of the Treasurer



To: Board of Trustees
From: Tyhani Hill
Date: January 29, 2024
Subject: Single Audit OMB 133-Fiscal Year Ended June 30, 2023

Total Federal Grants & Contracts decreased from \$16,172,827 to \$10,175,083 which equates to a decrease of \$5,997,744. This decrease in Federal Grants & Contract is primarily as a result of completion of the Higher Education Emergency Relief Funds (HEERF) grant funds.

There were three findings and can be found in details on pages 9-11 with a formal corrective plan for each finding on pages 14-16.

Finding 2022-001-Controls and Noncompliance over reporting:

This finding is in regards to PELL grant and is considered a repeat finding in which it was reported previously as finding 2022-001. The College submitted 5 out of 25 students' Pell disbursement information to the COD (Common Origination & Disbursement) site after the 15-day submission window. The Financial Aid department has trained all of the staff to ensure that batch processes is processed on a weekly basis.

Finding 2022-002-Controls and Noncompliance over special tests and provision

This finding is in regards to National Student Loan Data System (NSLDS). The College was unable to locate its documentation for 3 out of 25 students selected for testing to support their change in status that was reported to the NSLDS. Additionally, during their compliance testing they noted 3 out of 25 students selected for testing where the College submitted the status information to the NSLDS site after the 60-day submission window. The Financial Aid Director has implemented controls to ensure that the Financial Aid department remains in compliance.

Finding 2022-002-Controls and Noncompliance over special tests and provision

This finding is in regards to return of funds. The College's population of students identified as being subject to the return of the funds for the Fall 2022 semester was not correct, as it included students that were flagged as requiring a return of funds that were calculated incorrectly. The Financial Aid Director has developed additional steps in the tracking process. Additionally, the financial aid department will work with the information technology department to enhance the retrieval process for the student population.

Please let me know if you have any specific questions or need further explanations on anything Single audit related.

Thank you.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.E

Board Meeting Date: February 8, 2024

BOARD COMMITTEE

FUNDING

- Policy
Finance
Architectural
X Other

- Operating
College Capital
Protection, Health and Safety

- Grant Funded
Student Life
Special Levies

PROPOSAL SUMMARY

We are recommending the appointment of the firm of Crowe, LLP to conduct an audit of our financial statements for the fiscal year ending June 30, 2024. A copy of the engagement letter is attached.

ESTIMATED COST OR BENEFIT

The proposed fee amount is \$136,000.

JUSTIFICATION OF ACTION

The Illinois Community College Board requires an audit to be completed by independent certified public accountants at the end of each fiscal year. 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

Motion to appoint the firm of Crowe, LLP to conduct an audit of our financial statements for the fiscal year ending June 30, 2024.

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 David Hull (Controlled Treasurer, 01/29/2024), Patricia Buel (Appropriate Vice President, 1/30/24), and Lynette Stokes (President, 1/30/24).



Crowe LLP
Independent Member Crowe Global

One Mid America Plaza, Suite 600
Oakbrook Terrace, IL 60181
Tel +1 630 574 7878
Fax +1 630 574 1608
www.crowe.com

January 26, 2024

Tyhani Hill
South Suburban College
15800 State Street
South Holland, Illinois 60473

Dear Ms. Hill:

This letter confirms the arrangements for Crowe LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to South Suburban College ("you", "your" or "Client"). The attached Crowe Engagement Terms, and any other attachments thereto, are integral parts of this letter, and such terms are incorporated herein.

AUDIT SERVICES

Our Responsibilities

We will audit and report on the financial statements of the Client for the year ending June 30, 2024.

We will audit and report on the financial statements of the business-type activities which collectively comprise the basic financial statements of the Client for the period indicated.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Schedule of Expenditures of Federal Awards

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management's Discussion and Analysis
- SURS Schedule of the Client's Proportionate Share of the Net Pension Liability
- SURS Schedule of College Contributions
- SURS Notes to Required Supplementary Information
- CCHISF Schedule of the Client's Proportionate Share of Net OPEB Liability
- CCHISF Schedule of College Contributions
- CCHISF Notes to Required Supplementary Information

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

- Introductory Section of the Annual Comprehensive Financial Report
- Statistical Section of the Annual Comprehensive Financial Report

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with laws and regulations and on its internal controls as required for a Single Audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount that we believe would influence the judgment made by a reasonable user of these financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. As required by the standards, we will maintain professional skepticism throughout the audit.

In making our risk assessments, we obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

As part of our audit, we will conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Client's ability to continue as a going concern for a reasonable period of time.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to those charged with governance of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph or a separate section in the auditor's report, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Client's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance -- The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.
- Uniform Financial Statements as required by the Illinois Community College Board ("ICCB"), which will be subjected to the auditing procedures applied in our audit of the basic financial statements.
- The Certificate of Chargeback Reimbursement, which will not be subjected to the auditing procedures applied in our audit of the financial statements.
- Report on compliance with ICCB requirements for the following grants in accordance with the ICCB's Fiscal Management Manual: State Adult Education and Family Literacy Grants (State Basic, Public Assistance, and Performance), and Career and Technical Education – Program Improvement Grants.
- Report on the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed in accordance with the ICCB's Fiscal Management Manual.
- Illinois Grant Accountability and Transparency Act – Consolidated Year End Financial Report ("CYEFR")

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any non-reportable conditions or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance

with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.

However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

Government Auditing Standards require that we provide you with a copy of our most recent peer review report, which accompanies this letter along with the related letter of comment and response thereto.

The Client's Responsibilities

The Client's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

The Client's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Management has the responsibility to make Crowe aware of significant contractor relationships in which the contractor is responsible for program compliance. Client's management is responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings, to establish and maintain a process for tracking the status of findings and recommendations, and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for

financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements and to devise policies to ensure that the Client complies with applicable laws and regulations.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Client's ability to continue as a going concern for one year from the date the Financial Statements are available to be issued.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

Management is responsible for report distribution responsibilities, including determining which officials or organizations will receive the report and making the report available to the public as applicable when the audit organization is responsible for report distribution.

OTHER SERVICES

Financial Statement Preparation

The Client will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the Client to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

Data Collection Form input services

We will provide assistance in completing sections of the Data Collection Form (DCF) relative to its federal award programs pursuant to the requirements of Section §200.512 of the Uniform Guidance that are promulgated to be completed by the Client. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Federal Audit Clearinghouse, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

Consolidated Year End Financial Report input service

We will provide assistance in completing sections of the Consolidated Year End Financial Report (CYEFR) pursuant to the requirements of Title 44 Section 7000.90 of the Illinois Administrative Code that are promulgated to be completed by the College. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Grant Accountability and Act website, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

BOND OFFERINGS

With respect to any official statements issued by the Client with which Crowe is not involved, the official statement should indicate that the auditor is not involved with the contents of such official statement. The

disclosure should read as:

"Crowe, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crowe also has not performed any procedures relating to this official statement."

In delivering services to Client, Crowe may use subsidiaries owned and controlled by Crowe within and outside the United States. Crowe subsidiaries are subject to the same information security policies and requirements as Crowe LLP and will meet the requirements set forth in the confidentiality and data protection provisions of this Agreement.

FEES

Our fees are outlined below.

| Description of Services | Fee Amount |
|--|------------|
| Audit of South Suburban College financial statements for the year ending June 30, 2024 | \$136,000 |

We will invoice you as our services are rendered. In addition, our fee assumes two Single Audit major programs for fiscal year 2024, which has been typical in the past. If, at fiscal year-end, additional major programs are calculated based on the Schedule of Expenditures of Federal Awards prepared by the College, the additional fee associated with the testing of each major program will be \$7,500 per program. We will present you with that calculation prior to beginning our audit for the year.

To offset various overhead expenses associated with providing professional services that are not directly invoiced, a business services fee will be billed at 5% of total invoiced fees and expenses prior to tax. The business services fee reflects our estimate of costs including but not limited to technology, data security, administrative support, processing support, and other related support on this engagement.

Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided

- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.
- Additional audit procedures relating to the impact of COVID-19 on Client or additional regulatory requirements relating thereto.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. No provision of this Agreement will be deemed waived, unless such waiver will be in writing and signed by the party against which the waiver is sought to be enforced. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in

two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement, including any dispute arising out of or related to this Agreement and the parties' relationship generally, will be governed and construed in accordance with the laws of the State of Illinois applicable to agreements made and wholly performed in that state, without giving effect to its conflict of laws rules to the extent those rules would require applying another jurisdiction's laws.

* * * * *

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this Agreement and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)

ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Agreement effective the date first written above.

South Suburban College

Crowe LLP

Signature

Signature

Printed Name

Christine Torres

Printed Name

Title

Partner

Title

Date

Date

Crowe Engagement Terms

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

CLIENT'S ASSISTANCE – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

PROFESSIONAL STANDARDS – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

REPORTS – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

CONFIDENTIALITY – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

CLIENT-REQUIRED CLOUD USAGE – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third parties assisting with or hosting the Cloud Storage that either such third party or Client (and not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third parties.

DATA PROTECTION – If Crowe holds or uses Client information that can be linked to specific individuals who are Client’s customers (“Personal Data”), Crowe will treat it as confidential as described above and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes information on behalf of Client and pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other related professional services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the “Safeguards”). Client warrants (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law (“Restricted Personal Data”). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client’s site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Crowe and Client will each allow opportunistic TLS encryption to provide for secure email communication, and each party will notify the other in writing if it deactivates opportunistic TLS encryption. If Client fails to allow opportunistic TLS encryption, Client agrees that each party may use unencrypted electronic media to correspond or transmit information, and Client further agrees that such use of unencrypted media will not in itself constitute a breach of any confidentiality or other obligation relating to this Agreement. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data processed by Crowe. Client will promptly reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe’s then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe shall promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client’s Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph into an agreement with the provider.

GENERAL DATA PROTECTION REGULATION COMPLIANCE – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation (“GDPR”), then in addition to the requirements of the above Data Protection section, this section will apply to such personal data (“EU Personal Data”). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the “Data Controller” as defined by the GDPR, meaning the organization that

determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the "Data Processor" as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries ("Data Subjects"). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

INTELLECTUAL PROPERTY – Any deliverables, works, inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement ("Work Product"), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Upon full payment by Client, Crowe grants to Client a license to use for its business purposes any deliverables, including any other Work Product incorporated in such deliverables. Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement as well as any enhancements to any of the above ("Materials"). The foregoing ownership will be without any duty of accounting.

CLIENT DATA USAGE – Client shall retain full ownership of all data provided to Crowe by or on behalf of Client in connection with this Agreement, and Crowe will maintain the confidentiality and protection of Client data as set forth in this Agreement. Client agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe for the purpose of (a) performing the Services and its obligations under this Agreement; (b) as otherwise agreed upon in writing; (c) to further improve or develop our products and services; or (d) as necessary to comply with applicable law or professional standards.

DATA AGGREGATION & BENCHMARKING – Client agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties ("Data Aggregations") for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

USE OF THIRD PARTIES IN CROWE OPERATIONS – Crowe uses third-party providers and third-party solutions in the ordinary course of Crowe business operations. Third-party providers and solutions used in the ordinary course of Crowe business operations include without limitation email providers, cybersecurity providers, data hosting centers, operating systems, tools with machine learning or artificial intelligence components (including generative artificial intelligence products or services), and other third-party products and solutions used to perform the Services or generate Work Product, or components thereof. Crowe also uses its subsidiaries (owned and controlled by Crowe) within and outside the United States for various administrative and support roles. Crowe subsidiaries and any third-party providers used

in the ordinary course of Crowe business operations will meet the confidentiality and data protection requirements in this Agreement. The limitations in this Agreement on Client's remedies will also apply to any such third-party providers and Crowe subsidiaries.

USE OF SUBCONTRACTORS FOR SERVICE DELIVERY – Crowe may engage third-party subcontractors in delivering Services to Client. Third-party subcontractors are not owned or controlled by Crowe (including without limitation Crowe Global member firms). If Crowe engages such a subcontractor to deliver Services to Client, Crowe will execute an agreement for the protection of Client's confidential information consistent with the provisions of this Agreement. Crowe will be solely responsible for the provision of Services (including those provided by subcontractors) and for the protection of Client's confidential information. The limitations in this Agreement on Client's remedies will also apply to any subcontractors.

LEGAL AND REGULATORY CHANGE – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

PUBLICATION – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

CLIENT REFERENCE – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

NO PUNITIVE OR CONSEQUENTIAL DAMAGES – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

LIMIT OF LIABILITY – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

INDEMNIFICATION FOR THIRD-PARTY CLAIMS – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

NO TRANSFER OR ASSIGNMENT OF CLAIMS – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

TIME LIMIT ON CLAIMS – In no event will any action against Crowe, arising from or relating to this Agreement or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) one (1) year after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

RESPONSE TO LEGAL PROCESS – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

MEDIATION – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

JURY TRIAL WAIVER – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

ARBITRATION – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to

causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

NON-SOLICITATION – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the engagement (“Key Personnel”). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party’s written consent unless the hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel’s compensation for the prior twelve-month period with the other party.

CROWE AND EQUAL OPPORTUNITY – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

CROWE GLOBAL NETWORK – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. “Crowe” is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit www.crowe.com/disclosure for more information about Crowe LLP, its subsidiaries, and Crowe Global.



Report on the Firm's System of Quality Control

To the Partners of Crowe LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe LLP (the "Firm") applicable to engagements not subject to Public Company Accounting Oversight Board ("PCAOB") permanent inspection in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under Federal Deposit Insurance Corporation Improvement Act of 1991 (FDICIA); and examinations of service organizations (SOC 1[®] and SOC 2[®] engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowe LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Crowe LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP

Cherry Bekaert LLP
September 29, 2022



National Peer
Review Committee

October 20, 2022

Mark Baer
Crowe LLP
225 W Wacker DR Ste 2600
Chicago, IL 60606-1228

Dear Mark Baer:

It is my pleasure to notify you that on October 13, 2022, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Wagner". The signature is fluid and cursive.

Michael Wagner
Chair, National PRC

+1.919.402.4502

cc: Jeffrey Sabetta, Jennifer Allen

Firm Number: 900010014904

Review Number: 592839



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-IX.F (New Business Continued)

Board Meeting Date: February 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 elimination of the Academic & Career Counselor positions in the College and Career Success Center.

ESTIMATED COST OR BENEFIT

This action is cost neutral.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 5.4; Improve operational efficiencies of all internal structures and processes.

MOTION


Move that the Board of Trustees approve the elimination of the Academic & Career Counselor positions in the College and Career Success Center.

Approvals:

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



 Appropriate Vice President 2/1/24
Date



 President 2/1/24
Date

**BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 510,
SOUTH SUBURBAN COLLEGE,
COOK COUNTY, ILLINOIS**

RESOLUTION NO. _____

**RESOLUTION RE: DISCONTINUANCE OF POSITION
“ACADEMIC AND CAREER COUNSELOR”
AND NOTICES OF HONORABLE DISMISSAL**

WHEREAS, the Public Community College Act (herein “the Act”) provides that the Board of Trustees is authorized to decide to decrease the number of faculty members employed by the Board or to discontinue any particular type of teaching service or program, (110 ILCS 805/3B-5); and

WHEREAS, this Board of Trustees has received the reports and recommendations from members of the administration of the College regarding the needs and conditions of the College for the next ensuing school year; and

WHEREAS, the reports and recommendations so received indicate that the needs and conditions of the College warrant and justify the elimination of the position “Academic and Career Counselor” in the College & Career Success Center for the next ensuing school year; and

WHEREAS, this Board of Trustees deems it advisable, necessary and for the best interests of the College that the position “Academic and Career Counselor” be discontinued; and

WHEREAS, as a result of the elimination of the position “Academic and Career Counselor,” and in accordance with the determinations of seniority and qualifications to teach required by Section 3B-5 of the Act and Article X of the collective bargaining agreement with the South Suburban College Faculty Association (herein, “the Agreement”), certain individual

employees of the College should be honorably dismissed from employment for the next ensuing school year.

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, County of Cook, Illinois, as follows:

SECTION ONE. That the preambles to this Resolution are hereby incorporated by reference into this Section One as if fully set forth and stated herein *verbatim*.

SECTION TWO. That this Board of Trustees finds and determines that the needs and conditions of this Community College District warrant and justify the elimination of the position “Academic and Career Counselor” in the College & Career Success Center for the next ensuing school year, and all such positions are hereby eliminated effective as of the conclusion of the current school year.

SECTION THREE. That this Board of Education finds and determines that, as a result of the elimination of the position “Academic and Career Counselor,” the President of South Suburban College and her designees, if any, are hereby authorized and directed to take the following actions as required by the Act and the Agreement:

- i. With regard to each individual currently employed in the position “Academic and Career Counselor,” determine their seniority in accordance with Section 10.1 of the Agreement and their qualifications to teach in accordance with Section 10.2 of the Agreement;
- ii. Take all necessary and appropriate steps to eliminate part-time or overload assignments in areas in which the affected faculty members are qualified to teach

and have more seniority than other probationary faculty members or any other employees with less seniority who are presently employed, in accordance with Section 10.10 Subsection G of the Agreement;

- iii. If the elimination of such part-time or overload assignments is not sufficient to provide the affected faculty members, both those currently employed in the position “Academic and Career Counselor” and those less-senior employees in areas in which they are qualified to teach, with a normal full-time load, determine and identify all individuals whose assignments shall be reduced or whose employment shall be terminated due to layoff; and
- iv. Notify said individuals of their rights to an emergency sabbatical leave in accordance with Section 10.10 Subsection H of the Agreement, if qualified, or a leave of absence in accordance with Section 10.10 Subsection I of the Agreement, as well as the effective date of their layoff and period of recall in accordance with Section 10.11 of the Agreement and Section 3B-5 of the Act.

SECTION FIVE. That the Chairman and Secretary of this Board of Trustees are hereby authorized and directed to execute a true and correct copy of this Resolution and the President of South Suburban College is hereby authorized and directed to serve, or cause to be served, for and on behalf of this Board of Trustees, a copy of such executed Resolution, together with a Notice of this Board’s decision to honorably dismiss such affected employees for the next ensuing school year by United States certified mail, return receipt requested, at their last known addresses indicated in the records of the College in the time and manner required by the Act and the

Agreement, which Notices of Honorable Dismissal shall be substantially in the form of Exhibit A, attached hereto and made a part hereof.

SECTION SIX. That this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED: This 8th day of February, 2024, by the following roll call vote:

AYES: _____

NAY: _____

ABSTAIN: _____

ABSENT: _____

Chairman, Board of Trustees
Community College District No. 510

Secretary, Board of Trustees
Community College District No. 510

EXHIBIT A

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 510,
SOUTH SUBURBAN COLLEGE,
COOK COUNTY, ILLINOIS

NOTICE OF HONORABLE DISMISSAL

[DATE – NOT LATER THAN MARCH 4, 2024]

*VIA U.S. MAIL, CERTIFIED,
RETURN RECEIPT REQUESTED*

TO: [EMPLOYEE NAME]
[ADDRESS]

Dear [EMPLOYEE NAME]:

YOU ARE HEREBY NOTIFIED that the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, Illinois, has decided that, in accordance with Section 3B-5 of the Illinois Public Community College Act (herein “the Act”), you shall be honorably dismissed from your employment as an employee of this College for the next ensuing school year. Therefore, you are hereby honorably dismissed from your employment effective at the close of the present 2023-2024 school year; to-wit: May 18, 2024, or such date as the school calendar may be extended.

The reasons for this action of the Board of Trustees are as follows: The needs and conditions of the College warrant and justify the elimination of the position “Academic and Career Counselor” in the College & Career Success Center for the next ensuing school year. As a result of this elimination of those positions for the next ensuing school year and in accordance with the sequence of honorable dismissals required by 3B-5 of the Act and Article X of the collective bargaining agreement with the South Suburban College Faculty Association (herein, “the Agreement”), you are one of the employees who must be honorably dismissed from your employment of this College for the next ensuing school year.

Article X, Section 10.10, of the Agreement provides that certain affected faculty members may be eligible for an emergency sabbatical (per subsection H) or a one-year leave of absence without pay (per subsection I). If you wish to request either, please contact me in writing at your earliest opportunity, but no later than fifteen (15) calendar days after the date of this letter.

As you may know, Section 3B-5 of the Act provides that, for the period of 24 months from the beginning of the school year for which a faculty member was honorably dismissed, such faculty member shall have a preferred right to reappointment to a position entailing services they are

EXHIBIT A

competent to render prior to the appointment of any new faculty member; provided that no non-tenured faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render. Consequently, you should keep the School District informed if your contact information or qualifications change during this time period (i.e. through the 2025-2026 school year).

We appreciate your service to the College and wish you well in your future endeavors. Enclosed you will find a copy of the resolution adopted by the Board of Trustees which describes the reduction and elimination of positions and the honorable dismissal of affected employees.

Very truly yours,

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 510,
COOK COUNTY, ILLINOIS

By: [sample not for signature]
President, South Suburban College

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, County of Cook, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

RESOLUTION NO. _____

**RESOLUTION RE: DISCONTINUANCE OF POSITION
“ACADEMIC AND CAREER COUNSELOR”
AND NOTICES OF HONORABLE DISMISSAL**

as adopted by the Board at its meeting held on the 8th day of February, 2024.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8th day of February, 2024.

Secretary, Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.1

Board Meeting Date: February 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 resignation of Melinda Stallworth as a full-time Instructor in the Nursing Department, effective February 5, 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 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the resignation of Melinda Stallworth as a full-time Instructor in the Nursing Department, effective February 5, 2024, and grant permission to advertise to fill the vacated position.

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>Linda Brown-Aldridge, DNP, RN</u> | <u>1/25/2024</u> |
| Originator | Date |
| <u>K. Pigatti</u> | <u>1/25/24</u> |
| Director of Human Resources | Date |
| <u>Tasha S. Williams</u> | <u>01/25/24</u> |
| Appropriate Vice President | Date |
| <u>[Signature]</u> | <u>1/25/24</u> |
| President | Date |

January 22, 2024

To Whom It May Concern:

I want to thank you for allowing me the opportunity to work at South Suburban College within the Nursing Department. After a conversation with Dr. Aldridge on Monday, I have determined that it is best that I resign from my position at South Suburban College. It has always been my dream to become a nurse educator. Unfortunately, I do not think South Suburban College is a good fit for me. I will miss my students. I wish the South Suburban College staff, faculty, and students well in their future endeavors. My official resignation date is February 5th.

Thanks,

Ms. Stallworth MSN, BSN, RN

A handwritten signature in black ink, appearing to be 'M. Stallworth', written in a cursive style.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.2

Board Meeting Date: February 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 resignation of Zanetta Miller as a full-time Executive Director of Public Relations and Resource Development in the Office of the President, effective March 15, 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 2.0; South Suburban College will raise the visibility of the college and improve the understanding and perceived value of educational opportunities, including lifelong learning, offered by the college.

MOTION

Move that the Board of Trustees approve the resignation of Zanetta Miller as a full-time Executive Director of Public Relations and Resource Development in the Office of the President, effective March 15, 2024, and grant permission to advertise to fill the vacated position.

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

K. Pigatti
Director of Human Resources

1/30/24
Date



President

1/26/24
Date

January 26, 2024

Board of Trustees
South Suburban College
15800 South State Street
South Holland, Illinois 60473

Dear Dr. Lynette D. Stokes,

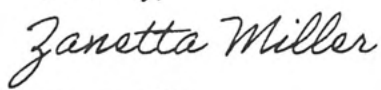
I am writing to formally resign from my position as the Executive Director of Public Relations and Resource Development at South Suburban College. This decision has not been made lightly, but after careful consideration, I have accepted an opportunity that aligns with my career goals and provides the chance to elevate my career in public relations and organizational leadership. I am immensely grateful for the experiences and opportunities for professional growth that South Suburban College has provided me during my tenure. The decision to leave is undoubtedly a difficult one, but I believe it is a necessary step for my career development.

I have thoroughly enjoyed working with the talented and dedicated team at South Suburban College, and I am proud of the contributions we have made together. I have learned a great deal from each of my colleagues and have valued the relationships formed during my time here.

My last day will be March 15, 2024. During this time, I am more than willing to collaborate with my colleagues and team to facilitate a clear and effective transition of my responsibilities.

I want to express my deepest gratitude to everyone at South Suburban College for their support and collaboration. I am confident that the outstanding team in place will continue to achieve great success, and I wish the college continued growth and prosperity in the future. Thank you again for the opportunities and experiences. I look forward to maintaining the connections forged during my time at South Suburban College and wish the institution all the best.

Sincerely,

A handwritten signature in cursive script that reads "Zanetta Miller".

Zanetta Miller



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Testing Technician Date: 1.23.2024

Applications Received: 13 applications were received, 6 candidates were qualified for the position.

Applicants Offered Interviews: 6

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

- Trijae Ann
- Danielle Anderson
- Phaedra Bullock*
- Deborah Haynes-Shegog*
- Javiere Reed
- Sheila Swillum*

*Denotes Internal Applicants

Recommend for employment: Sheila Swillum

Beginning Date: February 12, 2024 Salary/Placement: GR VII/\$39,749.00

Originator A.D.Jones Digitally signed by A.D.Jones
Date: 2024.01.23 15:34:42 -06'00' Date 1/23/24

Dean/Vice President Devon Powell Digitally signed by Devon Powell
Date: 2024.01.24 09:42:48 -06'00' Date 1/23/24

Human Resources K. Pigatti Date 1/23/24

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2024.01.23 15:52:05 -06'00' Date 1/23/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.2

Board Meeting Date: February 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 Gloria Ruiz as a full-time Admissions Assistant in the Admissions Department, effective February 12, 2024.

ESTIMATED COST OR BENEFIT

This is a regular full-time position, classified Grade VII on the Support Staff Salary Schedule; 35 hours per week, 52 weeks per year with a beginning annual salary of \$39,749 plus benefits.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 2.7; Increase student satisfaction and engagement across all support services and academic services.

MOTION

Move that the Board of Trustees approve the appointment of Gloria Ruiz as a full-time Admissions Assistant in the Admissions Department, effective February 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

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



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Admissions Assistant Date: 01/26/2024

Applications Received: 49 applications were received, 4 candidates were qualified for the position.

Applicants Offered Interviews: 4

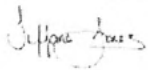
Please list alphabetically the applicants who were interviewed for the position:


- Sonae Bishop
- Latrice Gogins
- Javiere Reed
- *Gloria Ruiz

*Denotes Internal Applicants


Recommend for employment: Gloria Ruiz

Beginning Date: 02/12/2024 Salary/Placement: \$39,749.00

Originator  Date 01/26/24

Dean/Vice President  Date 01/26/24

Human Resources K. Pigatti Date 1/30/24

President  Date 1/30/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.3

Board Meeting Date: February 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 Latrice Jones as a full-time Manager of Registration & Records in the Registration & Records Department, effective February 12, 2024, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time, technical professional exempt (TPE) position; 40 hours per week, 52 weeks per year with a beginning annual salary of \$44,075 plus benefits. Upon successful completion of a six-month probationary period, the pending FY25 compensation increase may at that time be applied.

JUSTIFICATION OF ACTION

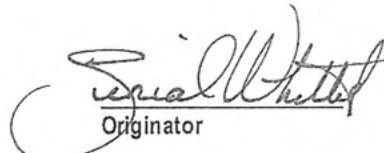


This action aligns with Strategic Direction 2.7; Increase student satisfaction and engagement across all support services and academic services.

MOTION

Move that the Board of Trustees approve the appointment of Latrice Jones as a full-time Manager of Registration & Records in the Registration & Records Department, effective February 12, 2024, 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

| | |
|---|------------------------|
|  Originator | <u>1/29/24</u> Date |
| <u>Kim Pigatti</u> Director of Human Resources | <u>1/29/24</u> Date |
|  Appropriate Vice President | <u>1/30/24</u> Date |
|  President | <u>1/26/24</u> Date |



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Manager of Registration & Records Date: 01/26/2024

Applications Received: 7 applications were received, 3 qualified for the position.

Applicants Offered Interviews: 3

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

- Latrice Jones
- April Palmer
- Jaleisha Reed

*Denotes Internal Applicants

Recommend for employment: Latrice Jones

Beginning Date: 2/12/2024 Salary/Placement: \$44,075.00

Originator *Serial Whitted* Date 01/26/2024

Dean/Vice President Devon Powell Digitally signed by Devon Powell
Date: 2024.01.30 10:51:17 -06'00' Date 01/30/2024

Human Resources K. Pigatti Date 1/30/24

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2024.01.26 15:48:38 -06'00' Date 1/26/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.1

Board Meeting Date: February 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 grant tenure to non-tenured faculty for the 2024-2025 academic year: Dr. Ginah Haynes (Nursing), Lucus Gunby (Barbering).

ESTIMATED COST OR BENEFIT

Based upon the continuing placement on the Faculty Salary Schedule.

JUSTIFICATION OF ACTION

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are being recommended for tenure: Dr. Ginah Haynes (Nursing), Lucus Gunby (Barbering). This action will assist in providing credit courses and associate degree programs for an academically prepared student body. 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 tenure to the following faculty members: Dr. Ginah Haynes (Nursing), Lucus Gunby (Barbering).

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

Jasha L Williams, 1-29-24, Date, Originator
K. Pigatti, 1/30/24, Date, Director of Human Resources
Jasha L Williams, 01-29-24, Date, Appropriate Vice President
Spencer Stokes, 1/30/24, Date, President



South Suburban College

Dean of Nursing

MEMORANDUM

TO: Dr. Tasha Williams, Vice President of Academic Services

FROM: Dr. Linda Brown-Aldridge, DNP, RN

Date: January 24, 2024

SUBJECT: Tenure Recommendation for Ginah Haynes, DNP, RN

The Tenure Committee, Naomi West, Christine Calhoun, and Linda Brown-Aldridge discussed and agreed, in accordance with contractual obligations outlined in Section 9.4, 9.5, 9.6 and 9.12 of the agreement between South Suburban College and South Suburban College Faculty Association. This is the third year of the three-year tenure process for Dr. G. Haynes. During this discussion, the committee reviewed students, faculty, and administrator's evaluations. Below is a summary of Dr. Haynes's teaching effectiveness, outreach to students, and contributions to the nursing department and college, and professional development.

Teaching Effectiveness:

Dr. Haynes was observed in the classroom, clinical, and laboratory setting. She has taught theory in multiple levels of the Medical-Surgical and Fundamental of Nursing courses in the associate degree in nursing curriculum. She has taught both the theory didactic and clinical sections in Fundamentals and Medical Surgical nursing courses. Her effectiveness and classroom success has been consistent with an experienced educator. She uses multiple teaching strategies in her presentation of the materials and engagement of the students. She uses her clinical nursing experiences to assist the students in applying the didactic materials to the clinical practicum. She reviews the item analysis and standardized exams analysis to guide her in revising the overall content and presentation of the curriculum. She provides remediation for all the students in her courses that are at risk or do not demonstrate a minimum competency in the course materials. Her dedication to the students has contributed significantly to the success of our students on NCLEX over the past three years.

Outreach to Students:

The tenure committee concluded that Dr. Haynes makes herself available to the students, she is actively involved in mentoring students, providing remediation for students that are at risk and is available for students during her office hours and virtually for extra support. Dr. Haynes works to establish a professional rapport with the students to assist in their professional development. Part of her tenure activities included becoming the faculty liaison and sponsor for the National

“Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning.”

Student Nurses Association chapter. She chaperoned a trip for the group to Springfield, IL to participate in the state-wide Student Nurses Political Action Day in April 2023.

Contributions to the Department of Nursing and the College

Dr. Haynes has attended the required faculty meeting and has participated in meetings related to the ACEN accreditation process. She contributes to the meeting discussions, volunteers to assist and shares creative ideas. She aids the new faculty and adjunct faculty with getting acclimated in the nursing department.

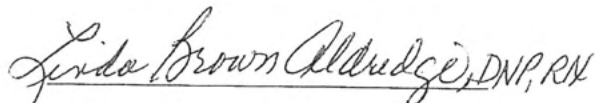
In addition, she has taken on the faculty leadership for the National Student Nurses Association for the department. She participated on committees for the Nursing Department's Curriculum and the college-wide Student Disciplinary Committees.

Professional Development

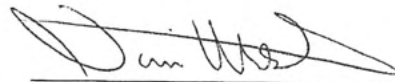
Dr. Haynes regularly reads professional nursing journals, attended virtual conferences, and completed numerous online nursing education seminars using Nurse Tim and ATI academy and other resources. She attended and assisted with the ACEN initial accreditation activities. Dr. Haynes is also completing classes for her Acute Care Nurse Practitioner certification.

The committee concurs that Dr. Haynes continues to use teaching strategies that are conducive to student learning and engagement. Our nursing students' performance on standardized specialty examinations mean scores were higher than the national mean scores. Dr. Haynes' teaching effectiveness contributed to the success of our graduates on the NCLEX-RN examination over the past three years. In addition, students have evaluated Dr. Haynes very favorably and feel she challenges them to excel in their educational pursuit.

We are pleased with her progress and development as a faculty in nursing education and agree that she is an asset to the nursing department. Therefore, without hesitation, we recommend tenure for Dr. Ginah Haynes.



Dean of Nursing
Linda Brown-Aldridge



Tenure committee faculty
Naomi West



Tenure committee faculty
Christine Calhoun

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South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 25, 2024
Subject: Tenure Recommendation-Lucas Gunby

The tenure evaluation committee for Mr. Lucas Gunby (consisting of Anna Helwig, Christine Calhoun, Rich Evans) recommends Mr. Gunby to be granted tenure. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the final year of the three-year process for Lucas.

Over the course of three years, the tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and instructional materials. Committee members made classroom visits, submitted written evaluations and discussed their observations with Mr. Gunby. He readily incorporates their suggestions each year. The tenure evaluation committee also reviewed his teaching portfolio on an annual basis. He has successfully completed all aspects of the evaluation process as outlined in the contract but even more has demonstrated year after year an unwavering commitment to the students and college community.

It is our recommendation that Mr. Lucas Gunby be granted tenure beginning with the 2024-2025 academic year.

Anna M. Helwig-Dean

Rich Evans

Christine Calhoun

c.c. Tenure Evaluation Committee Members
Lucas Gunby
Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.1

Board Meeting Date: February 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 reappoint the following non-tenured faculty for the 2024/2025 academic year: Antoinett Lane (Social & Behavioral Sciences) Ian Sharping (Legal Studies), Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design).

ESTIMATED COST OR BENEFIT

Based upon the continuing placement on the Faculty Salary Schedule.

JUSTIFICATION OF ACTION

The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are being recommended for reappointment: Antoinett Lane (Social & Behavioral Sciences) Ian Sharping (Legal Studies), Dr. Samantha Murray (Early Childhood Education Instructor/Program Coordinator), Todd Reed (Art & Design). This action will assist in providing credit courses and associate degree programs for an academically prepared student body. 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 reappoint the following non-tenured faculty for the 2024/2025 academic year: Antoinett Lane (Social & Behavioral Sciences) Ian Sharping (Legal Studies), Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design).

- * 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

Approvals:

Approvals section containing signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President.



South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2024
Subject: Tenure Process Recommendation-Antoinett Lane

The tenure evaluation committee for Antoinett Lane (consisting of Anna Helwig, Suha Mohammed, Lakesha Jefferson, Megan Tabag) recommends Ms. Lane be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the second year of the three-year tenure process for Antoinett.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Ms. Lane. The tenure evaluation committee also reviewed her teaching portfolio. She has successfully completed all aspects of the evaluation process as outlined in the contract. She has demonstrated a focus on student-centered teaching and a commitment to contributing to the overall college community. She also demonstrated a willingness to incorporate committee recommendations for minor improvements in teaching and general professionalism.

It is our recommendation that Antoinett Lane be rehired for the 2024-2025 academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Suha Mohammed

Suha Mohammed

Lakesha Jefferson

Lakesha Jefferson

Megan Tabag

Megan Tabag

c.c. Tenure Evaluation Committee Members
Antoinett Lane
Jamie Welling



South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2024
Subject: Tenure Process Recommendation-Ian Sharping

The tenure evaluation committee for Ian Sharping (consisting of Anna Helwig, Becky Walters, LaTherese Cooke, Jamie Welling) recommends Mr. Sharping be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the second year of the three-year tenure process for Ian.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Mr. Sharping. The tenure evaluation committee also reviewed his teaching portfolio. He recognized his own opportunities for improvement and has already taken steps to address some of those areas and expressed a willingness to incorporate other committee recommendations. He has made considerable contributions to the college outside of his department serving as an advisor for the Nursing ACEN accreditation process, contributed to the NCRA reapproval process for the Court reporting program and taken on a leadership role in the Faculty Development committee.

It is our recommendation that Ian Sharping be rehired for the 2024-2025 academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Becky Walters

Becky Walters

LaTherese Cooke

LaTherese Cooke

Jamie Welling

Jamie Welling

c.c. Tenure Evaluation Committee Members
Ian Sharping
Jamie Welling



South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2024
Subject: Tenure Process Recommendation-Samantha Murray

The tenure evaluation committee for Dr. Samantha Murray (consisting of Anna Helwig, Keith Collett, Jennifer Kraft, Becky Walters) recommends Dr. Murray be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the first year of the three-year tenure process for Samantha.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation and course syllabi and materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Dr. Murray. The tenure evaluation committee also reviewed her teaching portfolio. She has successfully completed all aspects of the evaluation process as outlined in the contract as well as the New Faculty Orientation program. She has demonstrated a focus on student-centered teaching and a commitment to the Early Childhood program and contributing to the overall college community.

It is our recommendation that Dr. Samantha Murray be rehired for the 2024-2025 academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Keith Collett

Keith Collett

Jennifer D. Kraft

Jennifer Kraft

Becky Walters

Becky Walters

c.c. Tenure Evaluation Committee Members
Samantha Murray
Jamie Welling



South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2024
Subject: Tenure Process Recommendation-Todd Reed

The tenure evaluation committee for Mr. Todd Reed (consisting of Anna Helwig, Godwin Chou, Eric Tucker, Pam Planera) recommends Mr. Reed be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association. This is the first year of the three-year tenure process for Todd.

The tenure evaluation committee members have reviewed student evaluations, self-evaluation, course syllabi and instructional materials. Committee members made classroom visitations, submitted written evaluations and discussed their observations with Mr. Reed. The tenure evaluation committee also reviewed his teaching portfolio. He has successfully completed all aspects of the evaluation process as outlined in the contract as well as the New Faculty Orientation program. He has demonstrated a focus on student-centered teaching and a commitment to his department and overall college community.

It is our recommendation that Mr. Todd Reed be rehired for the 2024-2025 academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Godwin Chou

Godwin Chou

Eric Tucker

Eric Tucker

Pamela Planera

Pam Planera

c.c. Tenure Evaluation Committee Members
Todd Reed
Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.E.1

Board Meeting Date: February 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 non-renewal of Zachary Morris, non-tenured Instructor in the Barber College, at the completion of the Spring, 2024 semester.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Zachary Morris has been evaluated in accordance with the procedures outlined in the Faculty Association Agreement. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. 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 non-renewal of Zachary Morris, non-tenured Instructor in the Barber College, at the completion of the Spring, 2024 semester.

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 S. Williams 1-26-24
Originator Date

K. Pigatti 1/26/24
Director of Human Resources Date

Tasha S. Williams 1-26-24
Appropriate Vice President Date

[Signature] 1/26/24
President Date



South Suburban College
Office of the Dean of Liberal Arts and Sciences

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INTEROFFICE MEMORANDUM

To: Vice President Tasha Williams
From: Anna M. Helwig Ph.D.
Date: January 24, 2024
Subject: Tenure Process Recommendation-Zachary Morris

The tenure evaluation committee for Mr. Zachary Morris (consisting of Anna Helwig, James Simpson, Kim Marks, Ona Johnson) does not recommend Mr. Morris to be rehired for the next academic year. The committee has met in accordance with contractual obligations outlined in Section 9.3, 9.4, 9.5 and 9.12 of the agreement with South Suburban College and South Suburban College Faculty Association.

Upon review, Mr. Morris did not meet the expectations outlined by the tenure process. His tenure portfolio did not include all of the necessary components, was not clearly organized and was submitted beyond the deadline. While he demonstrated a strong rapport with the students, he failed to meet the remainder of his faculty responsibilities. He only completed 25% of the New Faculty Orientation program and demonstrated unprofessional conduct on multiple occasions.

The committee, for these reasons, is not able to recommend to rehire Mr. Morris beyond the current academic year.

Anna M. Helwig

Anna M. Helwig-Dean

Kim Marks

Kim Marks

James Simpson

James Simpson

Ona Johnson

Ona Johnson

c.c. Tenure Evaluation Committee Members
Zachary Morris
Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.F.1

Board Meeting Date: February 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 reappoint the attached list of Administrators for fiscal year 2025.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Each year the Board of Trustees considers reappointments of Administrators. The list of Administrators for fiscal year 2025 is attached. 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 reappoint the attached list of Administrators for fiscal year 2025.

Approvals:

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

[Signature]

President

1/30/24
Date

Administrative Staff

| <u>Name</u> | <u>Position</u> |
|----------------------|--|
| Matthew Beasland | Executive Director of Extension Services & Workforce Development |
| Linda Brown Aldridge | Dean of Nursing |
| Christina Gutierrez | Director of Student Activities |
| Anna Helwig | Dean of Liberal Arts & Sciences |
| Tyhani Hill | Treasurer/Controller |
| Megan Hughes | Dean of Allied Health |
| Anissa Jones | Dean of Student Development |
| Tiffane Jones | Executive Director of Enrollment Management |
| James Martin | Executive Director of Information Technology |
| Lisa Miller | Director of Teaching, Learning and Distance Education |
| Justin Papp | Director of Physical Plant |
| Devon Powell | Vice President of Student & Enrollment Services |
| Kevin Riordan | Director of Institutional Research |
| Patrick Rush | Vice President of Administration |
| Steve Ruzich | Athletic Director |
| Lisa Santoro | Director of Information Technology |
| Avianca Taylor | Director of Financial Aid |
| Tenial Whitted | Director of Registration & Records |
| Ramonde Williams | Chief of Police |
| Tasha Williams | Vice President of Academic Services |

January 2024



ADMINISTRATOR AGREEMENT VICE-PRESIDENT/TREASURER

THIS AGREEMENT, made this 1st day of July, 2024, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held MONTH XX, 2024.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of ADMINISTRATOR, in the position of «Title», or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2024 to June 30, 2025, both dates inclusive, unless sooner terminated as provided herein in section 16. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2025.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.
3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period,

any wage increases approved by the Board of Trustees shall not be applied to ADMINISTRATOR salary. Upon completion of the six (6) month probationary period, the previous approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply for both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – ADMINISTRATOR shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
 - c. Meeting regularly with teachers, department chairs and other Administrators to develop program goals In order to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD.

5. **COMPENSATION** – ADMINISTRATOR’S annual salary is **\$«Salary»** effective July 1, 2024. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by

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

the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

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

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

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

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

9. **PERSONAL DAYS** – ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to **\$Flexible Benefit** dollars ((\$Flexible Benefit Dollars) per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit** dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire **\$Flexible Benefit** dollars, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.
13. **OTHER BENEFITS AND LEAVE** – ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- d. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

14. **TUITION WAIVERS AND REIMBURSEMENT** – As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse and ADMINISTRATOR'S un-emancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Five Hundred Dollars (\$2,500.00) per year reimbursement for undergraduate and graduate classes completed with a grade of "C" or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

15. **STATE UNIVERSITIES RETIREMENT SYSTEM** – ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1st for retirement at the conclusion of the academic year **OR** by July 15th for retirement at the conclusion of the calendar year. The BOARD shall pay all required contributions to SURS for the VICE PRESIDENTS and TREASURER of the COLLEGE, limited however to the base salary. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

16. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months’ notice of that intent or shall remain employed by the COLLEGE, until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.

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

If to the COLLEGE, to:

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

cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200
Oak Brook, Illinois 60523

If to ADMINISTRATOR:

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

or to the last address of ADMINISTRATOR contained in official Business Office records.

18. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.
19. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.
20. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

TERRY R. WELLS
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET M. ROGERS
SECRETARY

Date: _____

Date: _____



ADMINISTRATOR AGREEMENT **ACADEMIC DEANS/DIRECTORS**

THIS AGREEMENT, made this 1st day of July, 2024, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and **«First Name Last Name»** (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held MONTH XX, 2024.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of ADMINISTRATOR, in the position of **«Title»**, or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2024 to June 30, 2025, both dates inclusive, unless sooner terminated as provided herein in section 15. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2025.
2. **QUALIFICATIONS** – ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.
3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period,

any wage increases approved by the Board of Trustees shall not be applied to ADMINISTRATOR salary. Upon completion of the six (6) month probationary period, the previous approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply for both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – ADMINISTRATOR shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
 - c. Meeting regularly with teachers, department chairs and other Administrators to develop program goals In order to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD.

5. **COMPENSATION** – ADMINISTRATOR’S annual salary is \$«Salary» effective July 1, 2024. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR’S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by

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

the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

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

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

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

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

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10. **HOLIDAYS** – ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR in two-hour increments, and in no event may ADMINISTRATOR take less than a two-hour increment of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").
12. **FLEX DOLLARS BENEFITS** – ADMINISTRATOR is entitled to **\$Flexible Benefit** dollars ((\$Flexible Benefit Dollars) per year of payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit** dollars shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire **\$Flexible Benefit** dollars, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.
13. **OTHER BENEFITS AND LEAVE** – ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- d. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

14. **TUITION WAIVERS AND REIMBURSEMENT** – As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse and ADMINISTRATOR'S un-emancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Five Hundred Dollars (\$2,500.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

15. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months’ notice of that intent or shall remain employed by the COLLEGE, until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.
- Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association. As set forth in the Agreement between the BOARD and the South Suburban College Faculty Association, notice shall be provided by October 1st for retirement at the conclusion of the academic year **OR** by July 15th for retirement at the conclusion of the calendar year. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class main, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

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

Cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200
Oak Brook, Illinois 60523

If to ADMINISTRATOR:

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

or to the last address of ADMINISTRATOR contained in official Business Office records.

18. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.
19. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.
20. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

TERRY R. WELLS
CHAIRMAN

Date: _____

Date: _____

WITNESS:

ATTEST:

JANET M. ROGERS
SECRETARY

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.G.1

Board Meeting Date: February 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 reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2025.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Each year the Board of Trustees considers reappointments of Technical Professional Exempt (TPE) staff. The list of TPE staff for fiscal year 2025 is attached. 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 reappoint the attached list of Technical Professional Exempt (TPE) staff for fiscal year 2025.

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



 President

1/30/24
 Date

Technical-Professional-Exempt Staff

| <u>Name</u> | <u>Position</u> |
|--------------------|--|
| Jamie Ackley | Manager of Instructional Design |
| Peggy Bette | Manager of Business & Accounting |
| Donna Bradford | C3 Database and Program Compliance Coordinator |
| Odell Braziel | Manager of Information Technology |
| Desmond Campbell | Manager of the SouthWorks Maker Lab |
| Davina Davis | Manager of Service of Students with Disabilities Office |
| Gervaise Edwards | Manager of Continuing, Corporate and Community Education |
| Leslie Glenn | Manager of Salon |
| Corrie Gray | Executive Assistant to the Vice-President of Student & Enrollment Services |
| Kevin Hickey | Manager of Maintenance & Engineering |
| Alisia Hill | Manager/Instructor Basic Nurse Assistant Program |
| Valerie Jackson | Human Resources Generalist |
| Joseph Marjan | Manager of Physical Plant Night Operations |
| Donna Martin | Manager of Network Systems |
| Linda Mattox | Manager of Human Resources |
| Qeauna McDonald | Executive Assistant to the Vice President of Academic Services & Associate Vice President of Accreditation & Institutional Effectiveness |
| Christin Miller | Executive Assistant to President |
| Dianalyn Newman | Manager of Nursing Remediation Education |
| Ramona Orellana | Executive Assistant to Vice-President of Administration |
| George Pettit | Manager of Communication Services |
| * Corrie Phillips | Manager of Public Relations and Resource Development |
| John Pigatti | Manager of Athletic Recruitment, Retention & Transfer |
| Williams Radtke | Manager of Academic Assistance Center |
| Robert Reynolds | Manager of Microcomputer Analysts, Help Desk & Telecommunications |
| Raymond Vogel | Manager of Physical Plant Day Operations |
| Danielle Whitted | Manager of Student Programming |
| * Lilli Willingham | Manager of Financial Aid |
| Jason Wroda | Manager of Internal Controls & Compliance |

*Upon Completion of Probationary Period

January 2024



TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT

THIS AGREEMENT, made this 1st day of July 2024, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and **«First Name Last Name»** (hereinafter the “TPE”), has been approved by an action taken at the meeting of the BOARD held on MONTH XX, 2024.

WITNESSETH:

WHEREAS, the BOARD agrees to retain the services of the TPE, in the position of **«Title»**, or in any other position as the BOARD may so assign, and the TPE desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and the TPE as follows:

1. **TERM OF AGREEMENT** – The term of this Agreement is from July 1, 2024 to June 30, 2025, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to nor a presumption by TPE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2025.
2. **QUALIFICATIONS** – The TPE has represented that TPE is qualified to hold the position of TPE, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by TPE have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that TPE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.
3. **PROBATIONARY PERIOD** – All new TPE shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period, any

wage increases approved by the Board of Trustees shall not be applied to TPE salary. Upon completion of the six (6) month probationary period, the previous approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply for both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – The TPE shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the TPE, or as determined by the BOARD;
 - c. Meeting regularly with teachers, department chairs, other administrators or any other individuals with whom it is necessary to develop program goals in order to meet program mandates and to evaluate program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.

5. **COMPENSATION** – The TPE’s annual salary is \$«Salary» effective July 1, 2024. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE¹ during normal working hours and devote at least forty (40) hour per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of TPE’S duties during the term of this Agreement, in order to faithfully perform the duties of TPE’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in

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

writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.

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

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after TPE has exhausted the accumulated medical leave days or presents to the BOARD a physician’s statement certifying that TPE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity.

The BOARD reserves the right to require TPE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that TPE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, TPE shall be subject to discharge for cause.

8. **VACATION DAYS** – TPE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays, provided that TPE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by TPE in two-hour increments, and in no event may TPE take less than a two-hour increment of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15th are forfeited. In the event that TPE provides a letter of intent to the COLLEGE’S Office of Human Resources stating an

intent to retire under SURS within the next five years, TPE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE in two-hour increments, and in no event may TPE take less than a two-hour increment of a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, Presidents’ Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE in two-hour increments, and in no event may TPE take less than a two-hour increment of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).
12. **FLEX DOLLARS BENEFITS** – TPE is entitled to **\$Flexible Benefit** dollars (\$Flexible Benefit Dollars) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit** dollars shall be paid by TPE. If TPE does not use the entire **\$Flexible Benefit** dollars the remaining balance will be paid to TPE by direct payment no later than June 30 of the agreement year.
13. **OTHER BENEFITS AND LEAVE** – TPE shall be additionally entitled to the following benefits and/or leaves:
 - a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts

pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.

- b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
- c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the TPE'S current supervisor;
- d. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from TPE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** – As a full-time TPE, TPE is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to TPE, TPE'S spouse, and TPE'S un-emancipated children under the age of 26. All TPE staff shall receive a book waiver for required non-consumable textbook(s) for their classes at the COLLEGE. The waiver will be used for textbooks only and the textbooks shall be returned to the bookstore by the last day of the exam schedule. If the TPE does not return the text books, the full cost shall be deducted from the employee's paycheck.

15. **TUITION REIMBURSEMENT** – Upon completion of one (1) year of employment with the COLLEGE, TPE will be entitled to up to a Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate or graduate classes completed with a grade "C" or better that are job related and that have been pre-approved by TPE'S current supervisor and the COLLEGE President. Reimbursement will not be provided for courses that are repeated. TPE shall submit a

copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If TPE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of the tuition reimbursement will be deducted from the employee's last paycheck.

16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – TPE may be eligible for SURS retirement benefits, if TPE meets the minimum requirements established by the State Universities Retirement System (SURS). TPE shall be entitled to all retirement benefits as stated in Article XXIII of the Agreement between the BOARD and the South Suburban College Support Staff Association. As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **SEPARATION** – If, at any time, the COLLEGE does not intend to continue its employment of TPE, TPE shall receive at least five (5) months' notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. These provisions do not apply should the BOARD discharge TPE for cause. Upon separation from the COLLEGE, all unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.
18. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

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

cc: Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200

Dr. Lynette Stokes, President

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.H.1

Board Meeting Date: February 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 reappoint the attached list of Grant-funded staff for fiscal year 2025.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


Each year the Board of Trustees considers reappointments of Grant-funded staff. The list of Grant-funded staff for fiscal year 2025 is attached. 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 reappoint the attached list of Grant-funded staff for fiscal year 2025.

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



 President

1/30/24
 Date

Grant Staff

| <u>Name</u> | <u>Position</u> | <u>Hours</u> |
|--------------------------|---|--------------|
| Lakesha Baker | Early College Programs Coordinator | 40 |
| Anita Barnett-Clemons | Project Manager of WEI | 40 |
| Destinee Carter | Student Success Advisor/MHEAC | 40 |
| *** Adilene Castillo | Manager of Adult Education | 40 |
| ** Kenneth Cohn | Director of Workforce Development | 40 |
| * Shawnell Conyers | ABE/ASE/ESL Assessment Secretary | 40 |
| *** Luke Fikejs | Sustainability Coordinator | 40 |
| Rebecca Garcia | Highway Construction Careers Training Program Manager | 40 |
| Alexandra Glumac | Program Director of Multicultural Wellness Center | 40 |
| Tangela Griffin | Student Success Advisor (PATH) | 40 |
| Maria Diana Gutierrez | Manager of ESL | 40 |
| Deborah Haynes-Shegog | Highway Construction Careers Training Program Assistant | 40 |
| Marrion Jackson | WEI Grant Assistant | 40 |
| Joseph Jeter | Business Service Representative | 40 |
| * Camille Johnson | Lead ABE/ASE Instructor | 30 |
| * Mary McCaskey-Thompson | Adult Education Secretary | 40 |
| Ashley McCray | Project Coordinator, PATH/WEI | 40 |
| Glady Middleton | Business Service Representative | 40 |
| Jillane Newsom | Student Success Advisor(WEI) | 40 |
| Maria Pittman | Youth Career Coach | 40 |
| * Venese Regan | ELA Paraprofessional | 25 |
| Frank Roberts | Dislocated Career Coach | 40 |
| David Stephens | Literacy Grant Manager | 40 |
| ** Raylynn Stokes | Director of Adult Education | 40 |
| Joanna Tassin | Sustainability Program Specialist | 40 |
| Dawn Foster-Taylor | Transitions Advisor Adult Education | 40 |
| * Mary Viehweg | ELA Instructor/Coordinator | 30 |
| Bridgett Walters | Workforce Partnership Coordinator | 40 |
| Brianna Wells | Manager of Workforce Development | 40 |

*10-month salary

**Grant-Funded Administrator

***Upon Completion of Probationary Period

January 2024



GRANT-FUNDED EMPLOYEES AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2024, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name Last Name» (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held MONTH XX, 2024.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of the GRANT-FUNDED EMPLOYEE, in the position of «Title», and GRANT-FUNDED EMPLOYEE desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and the GRANT-FUNDED EMPLOYEE as follows:

1. **TERM OF AGREEMENT** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT-FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2024 to June 30, 2025, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2025.
2. **QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a

material basis for the formation of this Agreement. In the event it is discovered that GRANT-FUNDED EMPLOYEE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months. During this six (6) month probationary period, any wage increases approved by the Board of Trustees shall not be applied to TPE salary. Upon completion of the six (6) month probationary period, the previous approved salary increases shall be applied for all future compensation and shall not be retroactively applied to any period during the probationary period.

The probationary period provided for herein shall apply for both new hires to the College and new positions into which previously employed College employees are placed.

4. **POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:
- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
 - c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The GRANT-FUNDED EMPLOYEE’S annual salary is \$«Salary» effective July 1, 2024. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE¹ during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this

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

Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE'S position. Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.

- 6. **EVALUATION** – Prior to January 15th of each year, GRANT-FUNDED EMPLOYEE'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE'S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.
- 7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Death;
 - d. Retirement;
 - e. Cause; or,
 - f. Grant Funds are discontinued.

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after the GRANT-FUNDED EMPLOYEE has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that the GRANT-FUNDED EMPLOYEE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require the GRANT-FUNDED EMPLOYEE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that the GRANT-FUNDED EMPLOYEE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed

upon by the parties shall perform such examination. Throughout the term of this Agreement, GRANT-FUNDED EMPLOYEE shall be subject to discharge for cause.

8. **VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE in two-hour increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a two-hour increment of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15th are forfeited. In the event that GRANT-FUNDED EMPLOYEE provides a letter of intent to the COLLEGE’S Office of Human Resources stating an intent to retire under SURS within the next five years, GRANT-FUNDED EMPLOYEE may accrue fifty-six (56) days of vacation.
9. **PERSONAL DAYS** – All [full-time] GRANT-FUNDED EMPLOYEES shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE in two-hour increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a two-hour increment of a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Holiday, Christmas/New Year’s Holiday, Martin Luther King, Jr. Day, Presidents’ Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE in two-hour increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a two-hour increment of medical leave. After completion of one (1) year of

employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).

12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to **\$Flexible Benefit** dollars (\$Flexible Benefit Dollars) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **\$Flexible Benefit** dollars shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire **\$Flexible Benefit** dollars the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.
13. **OTHER BENEFITS AND LEAVE** – GRANT-FUNDED EMPLOYEE shall be additionally entitled to the following benefits and/or leaves:
 - a. Up to five (5) days paid bereavement leave for death of a spouse, a biological, adopted, foster or step child, stillbirth, miscarriage, unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Leave shall not be taken in less than half-day increments. An additional five (5) days unpaid leave may be taken according to the Family Bereavement Leave Act.
 - b. Up to three (3) days paid bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments. An additional seven (7) days unpaid leave may be taken according to the Family Bereavement Leave Act.
 - c. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness, upon the presentation of proper documentation to the GRANT-FUNDED EMPLOYEE'S current supervisor;
 - d. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** – GRANT-FUNDED EMPLOYEE is eligible for waivers of all tuition for only classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE’S spouse and the GRANT-FUNDED EMPLOYEE’S unemancipated children under the age of 26.
15. **TUITION REIMBURSEMENT** – Upon completion of one (1) year of employment with the COLLEGE, GRANT-FUNDED EMPLOYEE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes, to the extent allowed and funded by the grant funding source. In order to be eligible for reimbursement, these courses must be job related and have been approved by the GRANT-FUNDED EMPLOYEE’S immediate supervisor and the COLLEGE President. Reimbursement will be limited to classes where a grade of “C” or better is earned. Reimbursement will not be provided for courses that are repeated. GRANT-FUNDED EMPLOYEE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If GRANT-FUNDED EMPLOYEE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee’s last paycheck.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – GRANT-FUNDED EMPLOYEE may be eligible for SURS retirement benefits, if GRANT-FUNDED EMPLOYEE meets the minimum requirements established by the State Universities Retirement System (“SURS”). As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.
17. **SEPARATION** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. Upon separation, due to lack of grant funds, termination, or resignation, no unused accrued vacation days nor flex benefit dollars will be paid out to GRANT-FUNDED EMPLOYEE. GRANT-FUNDED EMPLOYEE is encouraged to use any unused accrued vacation days prior to the last day worked.

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

If to the COLLEGE, to:

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

cc:

Mr. Christopher L. Petrarca
Petrarca, Gleason, Boyle & Izzo, LLC
1415 West 22nd Street – Suite 200
Oak Brook, Illinois 60523

If to GRANT-FUNDED EMPLOYEE:

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

or to the last address of GRANT-FUNDED EMPLOYEE contained in official Business Office records.

19. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and GRANT-FUNDED EMPLOYEE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

20. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

21. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and GRANT-FUNDED EMPLOYEE and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

on behalf of SOUTH SUBURBAN COLLEGE

Dr. Lynette Stokes, President

Date: _____

Date: _____

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE: Executive Director of Accreditation & Institutional Effectiveness

Division: President's Office

SUPERVISOR: President

DATE: January 18, 2024

JOB SUMMARY:

Under the general direction of the President and Executive Leadership team, provide leadership in the design, development, coordination, implementation and evaluation of institutional effectiveness, including responsibility for institutional assessment, institutional research, accreditation processes and institutional strategic planning.

RESPONSIBILITIES AND DUTIES:

1. Direct activities associated with Institutional effectiveness, including institutional assessment and planning.
2. Leads the HLC accreditation processes at the institution. This person will serve as the college's HLC Accreditation Liaison Officer.
3. Provides leadership and direction to the Deans and Program Coordinators with their program accreditations and approvals.
4. Lead processes related to the development and maintenance of the Institutional Strategic Plan, in conjunction with the Executive Leadership team.
5. Lead processes related to Institutional Research, and provides direct supervision to the Director of Institutional Research, in support of college strategies and activities.
6. With processes related to assessment of student learning, assists the Chief Academic Officer and Outcomes Assessment Committee, task forces, and other groups established to support assessment including co-curricular assessment.
7. Lead processes related to institutional outcomes assessment.
8. Develop and lead continuous quality improvement processes across the institution.
9. Identify both institutional and environmental strengths, challenges, trends and opportunities for innovation and growth.
10. Ensure that all activities are conducted within the established guidelines of the FERPA (Family, Educational Rights & Privacy Act).

11. Provides administrative oversight for financial management within the department, including budget reporting and data analysis for institutional research.
12. Other Duties as assigned.

MINIMUM 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:

- Master's Degree from a regionally accredited institution.
- Minimum of 5 years direct work experience with HLC and programmatic accreditations.
- 3-5 years of direct experience in professional management in a corporate, government, or academic setting.
- Demonstrated leadership, planning, project management, and supervisory skills.
- Knowledge in different software packages including Microsoft Office
- Financial management skills including budget reporting and data analysis experience.
- Strong organizational and interpersonal skills and the ability to develop staff members.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with all levels of college staff, college departments, as well as units external to the organization.
- Proven Ability to work with stakeholders including students, funders, state agencies, faculty, staff, businesses, and industry.
- Must successfully pass a criminal background check.

Preferred Qualifications:

- Doctorate Degree preferred from a regionally accredited institution.
- 5+ years of experience in higher education, community college experience preferred.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.J.1

Board Meeting Date: February 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 College President's contract, effective July 1, 2024-June 30, 2027.

ESTIMATED COST OR BENEFIT

The length of the Collge President's contract is July 1, 2024-June 30, 2027, with the following annual salary increases:
Year One: 3%
Year Two: 3%
Year Three: 3%

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 College President's contract, effective July 1, 2024-June 30, 2027.

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

President

2/1/24
Date

**PRESIDENT'S EMPLOYMENT CONTRACT
DR. LYNETTE D. STOKES**

THIS AGREEMENT, entered into by and between the **BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 510, COUNTY OF COOK AND STATE OF ILLINOIS** ("**SOUTH SUBURBAN COLLEGE**" and/or "**Board**"), an Illinois Community College and **DR. LYNETTE D. STOKES**, (hereinafter referred to as "Stokes").

W I T N E S S E T H:

WHEREAS, the Board desires to employ Stokes as President of South Suburban College, and Stokes desires to be employed by the Board in such capacity;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the Board and Stokes as follows:

1. TERM OF AGREEMENT

The term of this Agreement is from July 1, 2024 to June 30, 2027, both dates inclusive, unless sooner terminated as provided herein.

2. AUTHORITY AND ACCOUNTABILITY OF THE PRESIDENT

During the term of the Agreement, Stokes is to serve as President and Chief Executive officer of South Suburban College, and will perform such other additional duties as may be assigned to her from time to time by the Board. Such duties shall be of a nature consistent with the duties of President of a Community College, as specified by Illinois law, rules, regulations and accepted State practices.

The Board will provide Stokes with office space, equipment and such administrative, educational and clerical faculty and staff as may be required to develop and maintain a community college program within the District. Stokes will make such recommendations to the Board concerning programs, personnel appointments, expenditures and faculty, staff and student regulations which, in her best professional judgment, are necessary or desirable for the maintenance of the College program.

The Chairman of the Board shall be the individual to whom the President reports informally between Board meetings. Final approval of the Board is required prior to the commencement of programs, the appointment of permanent full-time personnel and the payment of financial obligations, adoption of regulations and the implementation of other matters of policy. Stokes will make regular reports to the Board of the status of the College program and submit her recommendations for its improvement. Stokes will provide the Board and its members with such information as they may reasonably request from time to time.

3. BOARD AUTHORITY

The Board may adopt rules and regulations from time to time, and, to the extent that such rules and regulations are not inconsistent with the provisions of this Agreement, Stokes will abide by them.

4. SERVICES OF THE PRESIDENT

Stokes will devote her entire time, attention and energies to her employment during the term of this Agreement, and will not engage in any other business activity, whether for compensation or otherwise. Notwithstanding the provisions of the preceding sentence, however, Stokes may, subject to the giving of prior notice to the Board, on her vacation days, engage in such extra-curricular consulting (including accreditation services) activities, teaching, lecturing, public speaking and professional writing, for compensation or not, that are reasonably related to Stokes' employment as President. Further, subject to prior approval of the Board, Stokes may become a member of the Boards of Directors of corporations, provided such activities or memberships shall not interfere with her responsibilities or conflict with the policies or objectives of the Board. The Board shall not unreasonably withhold consent for any such outside memberships or consulting work by the President which do not interfere with her obligations to the College.

5. ABSENCE NOTICE

During the term of this Agreement, Stokes shall give reasonable notice to the Chairman of the Board if she is to be absent from her duties for in excess of two (2) days.

6. ANNUAL VACATION

The President shall be entitled to five (5) weeks, i.e., twenty-five (25) working days, annual vacation in addition to College holidays and close-down periods. The President shall be entitled to receive payments annually on the 1st pay period in July for any unused vacation days beyond twenty (20) days, based upon the cash per diem value (annual base salary/250).

7. COMPENSATION AND BENEFITS

In full compensation for her services, the Board will, during the term of this Agreement:

- a. Pay to Stokes for each such year, an annual base salary of: TWO HUNDRED SEVENTEEN THOUSAND ONE HUNDRED NINETY-FIVE AND 00/100 DOLLARS

(\$217,195.00) for the first year (July 1, 2024 – June 30, 2025), TWO HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED AND ELEVEN AND 00/100 DOLLARS (\$223,711.00) for the second year (July 1, 2025 – June 30, 2026) and TWO HUNDRED THIRTY THOUSAND FOUR HUNDRED TWENTY TWO AND 00/100 DOLLARS (\$230,422.00) for the third year (July 1, 2026 – June 30, 2027). Said annual base salary shall be in the sum reported by the Board to the Federal and State governments for income tax purposes as taxable compensation, and shall be paid to the President in regular payroll installments and with the appropriate deductions made therefrom as required and permitted by law.

- b. The Board shall pay Stokes' required employee State University Retirement System (SURS) contributions on all compensation provided for in paragraphs 7(a), 7(f) and 8 herein under such Act. Said contributions shall be deemed employer contributions pursuant to a non-contributory plan as contemplated by Section 414 (h) of the Internal Revenue Code of 1954 as amended.
- c. Stokes shall also be entitled to all benefits provided by the Board for other administrators employed by the Board, including, but not limited to, all health, vision and life insurance programs. Accordingly, Stokes shall be entitled to the South Suburban College Incentive Plan as provided for in Section 13.6 of the 2020-2024 South Suburban College Faculty Association Agreement and any successor agreements.
- d. The Board shall provide for the President an annual professional medical examination.
- e. The Board shall pay on behalf of the President the annual premiums on a whole life insurance policy in an amount equal to TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) which policy shall insure the life of the President. The ownership of said policy shall be vested in the President or a trust to be named by the President and upon the termination of this Agreement, the President may continue to pay the premiums of said policy and have the exclusive ownership thereof.
- f. In addition to the above, the Board shall provide a sum of FORTY FIVE THOUSAND AND 00/100 DOLLARS (\$45,000.00) to be used by Stokes, in any manner, including those delineated, but not limited to, the following:
 - (i) payment of the premiums for a long-term disability insurance policy for the President to compensate her for a sum not less than sixty percent (60%) of the President's base salary under this Agreement. Such policy shall insure the President for her occupation in performing the services of this Agreement, and shall not require offsets. The ownership of said policy shall be vested in the President or trust to be named by the President, and upon the termination of this Agreement,

the President may continue to pay the premiums for said policy and have exclusive ownership thereof.

- (ii) the purchase of an annuity pursuant to a statutory plan of annuity as permitted under Section 403 (b) of the Internal Revenue Code of 1954 as amended. The premium for such annuity shall not exceed the difference between the sum of THIRTY THOUSAND AND 00/100 DOLLARS (\$30,000.00) and the total of the other Board expenditures provided for in this Paragraph f.
- (iii) educational, civic and governmental expenses.
- (iv) distribution thereof in any other manner, in such residual amounts not to exceed THIRTY THOUSAND AND 00/100 DOLLARS (\$30,000.00) including distribution thereof as additional salary compensation, and shall be taxable for Federal and State purposes, and reported as such. Such payment shall also be reported to SURS as creditable compensation.

8. AUTOMOBILE

The Board shall provide to the President the authority to expend approximately TWENTY ONE THOUSAND AND 00/100 DOLLARS (\$21,000.00) of College funds annually, as and for the purchase or lease of a motor vehicle, and for the full maintenance of said vehicle, including, but not limited to, the costs for gasoline, oil, repairs, licensing, stickers, insurance and such other incidental expenses for keeping the automobile in a safe and usable condition, said vehicle to be used for business and personal use during the term of this contract. The Board may provide, in its discretion, a gasoline credit card for use by the President. The automobile shall remain the sole and exclusive property of the College during the term of the lease. The President shall have the option to purchase this automobile at the end of the term of the lease.

Upon the termination of any automobile lease agreement, at the discretion of the President, she may choose to forgo a new leased vehicle and to purchase her own vehicle. In that case, the Board shall pay to the President the sum of ONE THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$1,750.00) per month as reimbursement for, including but not limited to, the costs of maintenance, depreciation, repairs, licensing, stickers, insurance and such other incidental expenses for keeping the vehicle in a safe and usable condition for her use in conjunction with her duties as President.

9. EVALUATION

Prior to January 31 of each year, the Board will meet with Stokes and evaluate her performance with reference to the duties and responsibilities of her position as set forth in the official position description which is a part of the South Suburban College Board of Trustees Policy Manual..

10. TERMINATION

This Agreement may be terminated in any of the following ways:

- A. By Stokes' delivery of written notice to the Board at least (90) days prior to the effective date specified in said notice.
- B. By the Board, as follows:
 1. Death of Stokes;
 2. Serious disability of a nature which, even with reasonable accommodation, renders Stokes physically or mentally incompetent to perform her obligations pursuant to this Agreement for a period in excess of three (3) months;
 3. Any act, omission of duty, or conduct of Stokes of a serious nature which brings substantial discredit or injury to the reputation of the College, the Board, or the President;
 4. Any willful or serious failure by Stokes to comply with the rules and policies established by the Board;
 5. Any breach of the terms of the Agreement by Stokes, which the Board, in the exercise of prudent judgment, and for good and just cause shown, considers to be material and sufficient for termination. Good and just cause shall mean any conduct, act, or failure to act by Stokes which is detrimental to the Board.
 6. For failure to perform her duties and responsibilities at a level acceptable to the Board.
 7. Expiration of the term of this Agreement.

If the Board seeks to terminate Stokes for cause, it shall first provide Stokes with full notice of the reasons for her termination and an opportunity to respond to those reasons at a hearing. Such hearing shall be before the Board or, if the Board so determines, before a committee of the Board. If the hearing is conducted by the committee, the committee will report the findings to the full Board. The full Board will then accept, reject, or amend the committee's recommendation as to whether just cause exists to terminate this Agreement. If the full Board then determines to terminate this Agreement, the Board shall specify the effective date of the termination.

On the effective termination date of this Agreement, Stokes will surrender to the Board the possession of her office and any automobile and other equipment owned by the Board. Stokes will not be entitled to office services after such termination date.

- C. By the Board without cause:
The parties acknowledge that the Board retains the sole and unlimited discretion to change the Administration at the College. If the Board chooses to terminate this Agreement without cause, it will take all reasonable steps to safeguard the professional reputation of the President. The Board's right of termination under this Subparagraph may be exercised without any obligation to provide Stokes with a pre-termination or post-termination hearing, and Stokes expressly waives any right she may possess to such a hearing.
- D. In the event of termination, Stokes shall be entitled to compensation as follows:
 - 1. If, pursuant to Paragraph 10A, Stokes elects to terminate the Agreement, she shall receive the compensation provided for in this Agreement until the effective date of the termination, as well as compensation for any accrued vacation days.
 - 2. If, pursuant to Paragraph 10B, Stokes is terminated for cause, her compensation shall cease upon termination.
 - 3. If, pursuant to Paragraph 10C, the Board terminates Stokes without cause, the Board shall pay Stokes 20 weeks of compensation as severance.
 - (i) The severance payments provided in this subparagraph are in lieu of all other claims and rights which Stokes has or may have under this Agreement, under existing laws, or under any Board policies, including those pertaining to administrative tenure as set forth in the Administrative Policy Manual relating to the termination of Agreements.

11. MISCELLANEOUS

- A. This Agreement is for the personal services of Stokes and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party.
- B. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement, and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written.

- C. No amendment to this Agreement is effective unless it is set forth in writing, signed by both parties, and attached hereto..
- D. This Agreement is to be construed in accordance with the laws of the State of Illinois.
- E. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.
- F. This Agreement shall be binding upon and inure to the benefit of Stokes, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.
- G. Both parties have had the opportunity to seek the advice of counsel. The Board has relied upon the advice and representation of counsel selected by it respecting the legal liabilities of the parties, if any. Stokes has relied upon the advice and representation of counsel selected by her.
- H. If any section, provision, paragraph phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Agreement shall continue to have its intended full force and effect.

12. PROFESSIONAL LIABILITY

The Board agrees to defend, hold harmless, and indemnify the President from any and all demands, claims, suits, actions and legal proceedings brought against her to the extent required by law.

The Board of Trustees shall not, however, be required to pay any legal fees and costs of any legal proceedings in the event the Board and the President have adverse interests in such litigation.

13. NOTICES

All notices required or permitted to be sent thereunder are to be in writing, and shall be considered provided when delivered in person or when the same shall be deposited in the United States Mail and sent by registered or certified mail, with return receipt requested, and proper postage affixed thereto, as follows:

A. NOTICES TO THE BOARD:

Chairman of the Board
Board of Trustees of Community College
District No. 510 (South Suburban College)
15800 South State Street
South Holland, Illinois 60473

B. NOTICES TO STOKES:

Dr. Lynette D. Stokes
16861 School Street
South Holland, Illinois 60473

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to the other party.

14. BINDING EFFECT

This Agreement shall be binding upon the parties and upon their heirs, executors, administrators and successors.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates set forth below.

PRESIDENT

**BOARD OF TRUSTEES OF COMMUNITY
DISTRICT NO. 510, COUNTY OF COOK
AND STATE OF ILLINOIS
(SOUTH SUBURBAN COLLEGE)**

DR. LYNETTE D. STOKES

BY: _____
**TERRY WELLS
CHAIRMAN OF THE BOARD**

Date: _____

ATTEST:

**JANET ROGERS
SECRETARY OF THE BOARD**

Date: _____