

SOUTH SUBURBAN COLLEGE



January 11, 2024

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, JANUARY 11, 2024
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
MLK Ministry Service Awards (Z. Miller)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee held December 14, 2023
 - B. Regular Board Meeting held December 14, 2023
 - C. Closed Session Meeting held November 9, 2023
 - D. Closed Session Meeting held December 14, 2023
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for December 2023 (T. Hill)
 - C. Approval to release Closed Session minutes and destroy the 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 (R. Rush)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
- 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.
- VI. **NEW BUSINESS CONTINUED**
 - D. Approve the elimination of the Academic & Career Counselor positions in the College and Career Success Center. (D. Powell)
- IX. **MISCELLANEOUS**
- X. **ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, DECEMBER 14, 2023

Trustee Janet Rogers called the meeting of the Finance Committee to order at 6:51 p.m.

Committee members present: Trustee Janet Rogers.

Committee members absent: Trustees Kevin L. Daly and Anthony DeFilippo.

Other Board members in attendance: Chairman Terry Wells, Vice Chairperson Vivian Payne, and Trustee Sherelene A. Harris.

Other Board members absent: Trustee Anthony Williams and Student Trustee Jamesina Collier.

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

Agenda:

I. Recommendation to adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of Tax Levy, as attached

Trustee Rogers recommended the Board adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of Tax Levy at the regular Board of Trustees meeting.

II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2023 tax levy should it be capped under the Property Tax Extension and Limitation Law

Trustee Rogers recommended the Board adopt the resolution directing the Cook County Clerk to reduce the 2023 tax levy should it be capped under the Property Tax Extension and Limitation Law at the regular Board of Trustees meeting.

The meeting adjourned at 6:54 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, DECEMBER 14, 2023

I. CALL TO ORDER & ROLL CALL:

At 7:01 p.m., Chairman Terry Wells called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510, to order. The meeting was held in the Board Room, Suite 2248.

Present: Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers, and Trustees Sherelene A. Harris. Trustee Anthony Williams arrived at 7:02 p.m.

Absent: Trustees Kevin L. Daly, Anthony DeFilippo and 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. Petrarca.

II. PUBLIC PARTICIPATION:

There was none.

III. REPORTS/PRESENTATIONS

There were none.

IV. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held November 9, 2023

Trustee Payne moved and Trustee Rogers seconded to approve the minutes of the Finance Committee held on November 9, 2023. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

B. Regular Board of Trustees Meeting held November 9, 2023

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Regular Board of Trustees meeting held November 9, 2023. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Closed Session Meeting held November 9, 2023

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

V. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for November, 2023

Trustee Payne moved and Trustee Rogers seconded to approve the bills payable for November, 2023 in the amount of \$2,457,955.98. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Approval to adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of Tax Levy, as attached

Trustee Rogers moved and Trustee Payne seconded to adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of Tax Levy, as attached. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2023 tax levy should it be capped under the Property Tax Extension Limitation Law

Trustee Rogers moved and Trustee Harris seconded to adopt the resolution directing the Cook County Clerk to reduce the 2023 tax levy should it be capped under the Property Tax Extension Limitation Law. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

E. Approval to adopt the proposed Academic Calendars for Fall 2025, Spring 2026, and Summer 2026 semesters

Trustee Rogers moved and Trustee Payne seconded to adopt the proposed Academic Calendars for the Fall 2025, Spring 2026, and Summer 2026 semesters. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

F. Approval of the Board of Trustees meeting dates for calendar year 2024

Trustee Payne moved and Trustee Rogers seconded to approve the Board of Trustees meeting dates for calendar year 2024. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VI. PERSONNEL RECOMMENDATIONS

A. Memorandum of Understanding – SSCSA

Trustee Rogers moved and Trustee Payne seconded to approve the Memorandum of Understanding between Community College District No. 510, the South Suburban College Support Staff Association, and Mr. Michael Ostrowski concerning the early retirement incentive. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

B. Resignations/Retirements/Terminations

Trustee Harris moved and Trustee Rogers seconded to approve the retirement of Michael Ostrowski as a full-time Trades II Maintenance Worker in the Plant Operations Department, effective June 30, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

C. Appointments

1. Trustee Rogers moved and Trustee Williams seconded to approve the appointment of Lynette Moore as a full-time Admissions and Registration Specialist in the Registration and Records Department, effective January 2, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee Harris moved and Trustee Rogers seconded to approve the appointment of Corrie Phillips as a full-time Manager of Public Relations and Resource Development in the Office of the President, effective January 2, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

3. Trustee Harris moved and Trustee Williams seconded to approve the appointment of Dr. Sharlene Chapman as a full-time Faculty Coordinator in the Pharmacy Technician Program, effective January 8, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VII. CLOSED SESSION

At 7:14 p.m., the Board of Trustees entered into Close Session on a motion made by Trustee Payne and seconded by Trustee Rogers 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 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 8:22 p.m. on a motion made by Trustee Rogers and seconded by Trustee Payne. On roll call, Trustees 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 8:23 p.m., Trustee Williams moved and Trustee Payne seconded to adjourn the Board of Trustees meeting. On roll call, Trustees 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: January 11, 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


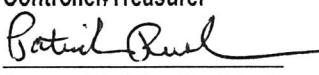

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending November 30, 2023. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

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

Approvals:

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

| | |
|--|------------------|
|  | <u>1/02/2024</u> |
| Controller/Treasurer | Date |
|  | <u>1/3/24</u> |
| Appropriate Vice President | Date |
|  | <u>1/02/2024</u> |
| President | Date |

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: January 2, 2024
 Subject: Financial Report For The Period Ending November 30, 2023

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

| | |
|-----------------------------|----------------------------------|
| <u>Monthly Revenue</u> | <u>Year to Date Revenue</u> |
| \$2,416,616.37 | \$12,436,226.91 |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$1,956,206.82 | \$12,419,918.36 |

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

| | |
|-----------------------------|----------------------------------|
| <u>Monthly Revenue</u> | <u>Year to Date Revenue</u> |
| \$2,636,043.96 | \$16,532,798.02 |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$2,457,955.98 | \$16,842,508.81 |
| <u>Net Monthly Position</u> | <u>Year to Date Net Position</u> |
| \$178,087.98 | (\$309,710.79) |

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> |
| \$11,856,861.00 | 2.99% | 11 |

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 | | | \$0.00 |
| January | | | \$0.00 |
| February | | | \$0.00 |
| March | | | \$0.00 |
| April | | | \$0.00 |
| May | | | \$0.00 |
| June | | | \$0.00 |
| YTD | \$11,297,994.99 | \$1,138,231.92 | \$12,436,226.91 |

| | 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 | | | \$0.00 |
| January | | | \$0.00 |
| February | | | \$0.00 |
| March | | | \$0.00 |
| April | | | \$0.00 |
| May | | | \$0.00 |
| June | | | \$0.00 |
| YTD | \$10,564,135.11 | \$1,855,783.25 | \$12,419,918.36 |

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 | \$2,636,043.96 | \$2,457,955.98 | \$178,087.98 |
| December | | | \$0.00 |
| January | | | \$0.00 |
| February | | | \$0.00 |
| March | | | \$0.00 |
| April | | | \$0.00 |
| May | | | \$0.00 |
| June | | | \$0.00 |
| YTD | \$16,532,798.02 | \$16,842,508.81 | (\$309,710.79) |

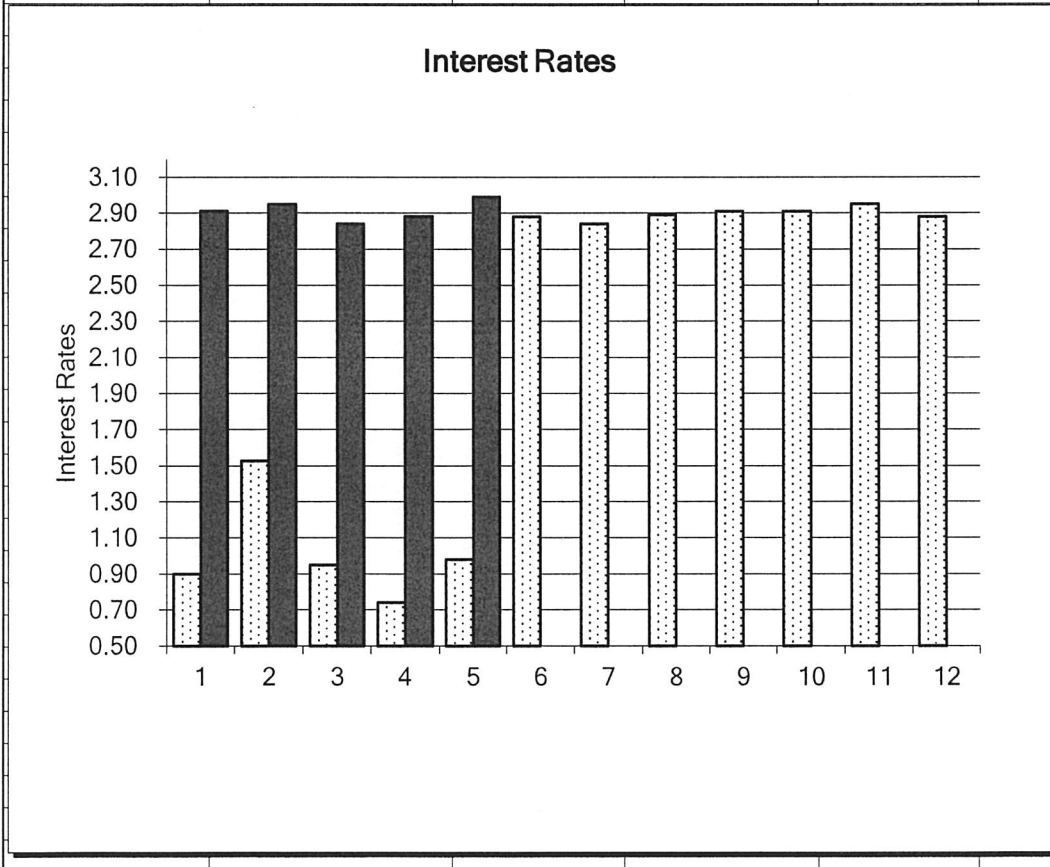
| | Investment Total | Average Rate of Return | Basis Point Change from Last Month |
|-----------|-----------------------------|-----------------------------------|---|
| July | \$16,593,642.95 | 2.91% | 3 |
| August | \$15,893,721.80 | 2.95% | 4 |
| September | \$13,262,893.00 | 2.84% | (11) |
| October | \$12,504,572.38 | 2.88% | 4 |
| November | \$11,856,861.00 | 2.99% | 11 |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |

SOUTH SUBURBAN COLLEGE

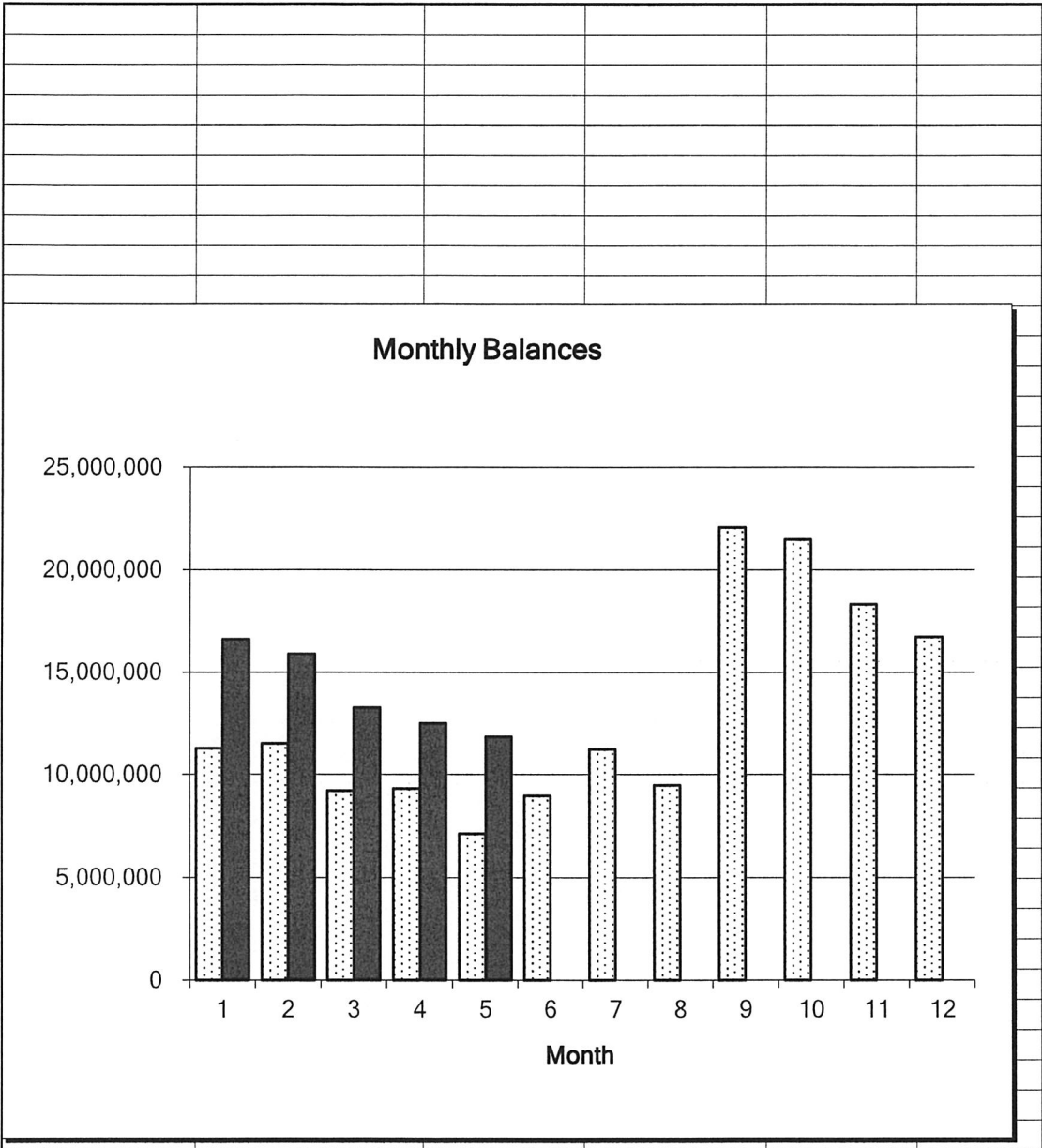
| Investment | | | | |
|--------------------------------|---------------|--------|---------------|------------------|
| | Page 4 | Page 6 | Total | Percent to Total |
| 10 U. S. Government Securities | 0.00 | 0.00 | 0.00 | 0% |
| 20 Time Deposits | 0.00 | 0.00 | 0.00 | 0% |
| 30 Commercial Paper | 0.00 | 0.00 | 0.00 | 0% |
| 30 Commercial Paper | 0.00 | 0.00 | 0.00 | 0% |
| 30 Commercial Paper | 0.00 | 0.00 | 0.00 | 0% |
| 10 U. S. Government Securities | 0.00 | 0.00 | 0.00 | 0% |
| 20 Time Deposits | 0.00 | 0.00 | 0.00 | 0% |
| 20 Time Deposits | 0.00 | 0.00 | 0.00 | 0% |
| 40 Mutual Funds | 0.00 | 0.00 | 0.00 | 0% |
| 50 Illinois Funds | 2,397,188.87 | 0.00 | 2,397,188.87 | 20% |
| 60 Repurchase Agreements | 0.00 | 0.00 | 0.00 | 0.00 |
| 90 Other | 9,459,672.48 | 0.00 | 9,459,672.48 | 80% |
| Total | 11,856,861.35 | 0.00 | 11,856,861.35 | 100% |
| Average % | 2.99 | | | |

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 | | |
| 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: January 11, 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 | \$3,227,752.44 |
| Operations & Maintenance Fund | \$470,204.06 |
| Auxiliary Enterprise Fund | \$14,665.29 |
| Restricted Funds | \$618,861.31 |
| Special Levies Fund | \$150,844.04 |
| Audit Fund | \$32,585.00 |
| Flex Plan Fund | <u>\$3,537.07</u> |
| Total | \$4,518,449.21 |

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]
Controller/Treasurer

01/04/2024
Date

[Signature]
Vice President of Administration

01/05/24
Date

[Signature]
President

01/05/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C

Board Meeting Date: January 11, 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 approval to release Closed Session minutes and destroy the 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.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

The Illinois Open Meetings Act requires closed session minutes be reviewed every six months and released to public review, if advised by legal counsel. The Act also authorizes the destruction of audio tapes of Closed Session Minutes 18 months prior. Transcripts of the Closed Session minutes reviewed will be provided confidentially to the Board of Trustees. This action aligns with Strategic Direction 5.4; Improve operational efficiencies of all internal structures and processes.

MOTION

Move that the Board of Trustees grant approval to release Closed Session minutes and destroy the 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.

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

Signature of Patricia Bush, Appropriate Vice President, dated 1/2/24

Signature of Stephen Stokes, President, dated 1/2/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.D

Board Meeting Date: January 11, 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

Confidential supporting documentation will be provided to the Board of Trustees in Closed Session. 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.

- * 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

Approvals:

[Signature]
Appropriate Vice President 1/5/24
Date

[Signature]
President 1/5/24
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 11th day of January, 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 11th day of January, 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 11th day of January, 2024.

Secretary, Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.1

Board Meeting Date: January 11, 2024

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the resignation of Dr. 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, as need.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached resignation letter from Dr. Anshanette Taylor. 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 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, as need.

Approvals:

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

| | |
|--------------------------------------|-----------------|
| <u>Linda Brown-Aldridge, DNP, RN</u> | <u>1/3/2024</u> |
| Originator | Date |
| <u>K. Pigatti</u> | <u>1/2/24</u> |
| Director of Human Resources | Date |
| <u>Tasha S. Williams</u> | <u>1/2/24</u> |
| Appropriate Vice President | Date |
| <u>[Signature]</u> | <u>1/2/24</u> |
| President | Date |

12/15/2023

Dear Dr. Aldridge,

Please accept this as my formal letter of resignation from South Suburban College. My last day will be 01/05/24. I am grateful for all your support during my time here and deeply appreciate all the valuable experience I have gained. You are an amazing person, and this decision was hard, but necessary. Please let me know if it's anything you need me to do to help make this transition smoother. Please feel free to reach out to me with any questions or concerns.

Respectfully,
Dr. Anshanette Taylor

A handwritten signature in black ink, appearing to read "A. Taylor", with a large, stylized flourish at the end.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: January 11, 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 Adilene Castillo as a full-time, grant-funded Manager of Adult Education in the Adult Education Department, effective January 16, 2024, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$60,000 per year plus benefits. Continued employment is contingent upon receipt of grant funds. 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 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the appointment of Adilene Castillo as a full-time, grant-funded Manager of Adult Education in the Adult Education Department, effective January 16, 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

Dr. Ronald Kawanna Jr. 1/2/24
Originator Date

Kim Pigatti 1/2/24
Director of Human Resources Date

Sybil Stokes 1/2/24
President Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Manager of Adult Education Date: 12/18/2023

Applications Received: 4 applications received, 3 applicants were qualified for the position.

Applicants Offered Interviews: 3

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

- Adilene Castillo*
- Rhonda Russell-Henderson
- David Stephens*

*Denotes Internal Applicants

Recommend for employment: Adilene Castillo

Beginning Date: January 16, 2024 Salary/Placement: \$60,000

Originator Matthew Beasland Digitally signed by Matthew Beasland
Date: 2023.12.18 11:35:29 -06'00' Date 12/18/2023

Dean/Vice President Dr. Ronald Kawanna Jr Digitally signed by Dr. Ronald Kawanna Jr
Date: 2023.12.18 13:06:44 -06'00' Date 12/18/2023

Human Resources Kim Pigatti Digitally signed by Kim Pigatti
Date: 2023.12.19 08:59:25 -06'00' Date 12/19/2023

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.12.19 08:59:39 -06'00' Date 12/19/2023



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.2

Board Meeting Date: January 11, 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 Luke Fikejs as a full-time, grant-funded Sustainability Coordinator in the Plant Operations Department, effective January 16, 2024.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$65,000 plus benefits. Continued employment is contingent upon receipt of grant funds. 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 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the appointment of Luke Fikejs as a full-time, grant-funded Sustainability Coordinator in the Plant Operations Department, effective January 16, 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

Kevin Kickey 1/2/24
Originator Date

Patricia Buel 1/2/24
Appropriate Vice President Date

Kim Pigatti 1/2/24
Director of Human Resources Date

Lyndee Stokes 1/2/24
President Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Sustainability Coordinator Date: 1/2/24

Applications Received: 7 applications received, 6 applicants were qualified for the position.

Applicants Offered Interviews: 6 interviews were offered, 1 candidate declined the interview.

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

- Luke Fikejs
- *Rebecca Garcia (withdrew application)
- Madai Juarez
- Shallon Malfeo
- Laura Weber

*Denotes Internal Applicants

Recommend for employment: Luke Fikejs

Beginning Date: January 16, 2024 Salary/Placement: \$65,000

Originator Kevin Hickey Digitally signed by Kevin Hickey
 Date: 2024.01.02 11:01:43 -06'00' Date 1/2/24

Dean/Vice President Patrick Rush Digitally signed by Patrick Rush
 Date: 2024.01.02 11:15:21 -06'00' Date 1/2/24

Human Resources Kim Plgatti Digitally signed by Kim Plgatti
 Date: 2024.01.02 11:00:24 -06'00' Date 1/2/24

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
 Date: 2024.01.02 11:00:35 -06'00' Date 1/2/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.3

Board Meeting Date: January 11, 2024

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Lilli Willingham as a full-time Manager of the Financial Aid Department, effective January 16, 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 \$55,000.00 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 supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the appointment of Lilli Willingham as a full-time Manager of the Financial Aid Department, effective January 16, 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

| | |
|-----------------------------|---------------|
| | <u>1/2/24</u> |
| Originator | Date |
| | <u>1/2/24</u> |
| Director of Human Resources | Date |
| | <u>1/2/24</u> |
| Appropriate Vice President | Date |
| | <u>1/2/24</u> |
| President | Date |



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Financial Aid Manager Date: 1/2/24

Applications Received: 21 applications received, 3 applicants were qualified for the position.

Applicants Offered Interviews: 3 interviews were offered, 1 candidate declined the interview.

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

*Philsheena Bankston

Lilli Willingham

*Denotes Internal Applicants

Recommend for employment: Lilli Willingham

Beginning Date: January 16, 2024 Salary/Placement: \$55,000

Originator Avianca Taylor Digitally signed by Avianca Taylor
Date: 2024.01.02 11:16:55 -06'00' Date 1/2/24

Dean/Vice President Devon Powell Digitally signed by Devon Powell
Date: 2024.01.02 11:30:27 -06'00' Date 1/2/24

Human Resources Kim Plgatti Digitally signed by Kim Plgatti
Date: 2024.01.02 10:49:38 -06'00' Date 1/2/24

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2024.01.02 10:47:53 -06'00' Date 1/2/24