

SOUTH SUBURBAN COLLEGE



March 14, 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
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES DALY AND ROGERS
THURSDAY, MARCH 14, 2024
6:50 PM

- I. Approval of the recommended fee changes beginning with the Fall 2024 semester



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, MARCH 14, 2024
7:00 PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Audit Committee Meeting held February 8, 2024
 - B. Regular Board Meeting held February 8, 2024
 - C. Closed Session Meeting held February 8, 2024
 - D. Special Board of Trustees Meeting held February 29, 2024
 - E. Closed Session Meeting held February 29, 2024
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for February, 2024 (T. Hill)
 - C. Approval of the recommended fee changes beginning with the Fall 2024 semester (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval to Create and Advertise
- VIII. **CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. **MISCELLANEOUS**
- X. **ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE AUDIT COMMITTEE

THURSDAY, FEBRUARY 8, 2024

Trustee Sherelene A. Harris called the meeting of the Audit Committee to order at 7:19 p.m.

Committee members present: Trustees Sherelene A. Harris and Anthony DeFilippo.

Committee members absent: Trustee Vivian Payne.

Other Board members in attendance: Chairman Terry Wells, Secretary Janet Rogers, and Trustees Kevin L. Daly and Anthony Williams.

Other Board members absent: 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 L. Petrarca.

Agenda:

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

Trustee Harris recommended that the Board 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 at the Regular Board of Trustees meeting.

II. Recommendation to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2023, as presented by Crowe LLP., at the Regular Board of Trustees meeting

Trustee Harris recommended the Board accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2023, as presented by Crowe LLP., at the Regular Board of Trustees meeting.

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.

Trustee Harris recommended the Board 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 at the Regular Board of Trustees meeting.

The meeting adjourned at 7:34 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, FEBRUARY 8, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:34 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, Secretary Janet Rogers, and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris and Anthony Williams.

Absent: Vice Chairperson Vivian Payne 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. Petarca.

II. PUBLIC PARTICIPATION:

There was none.

III. REPORTS/PRESENTATIONS

There were none.

IV. PREVIOUS MEETING MINUTES

A. Regular Board of Trustees Meeting held January 11, 2024

Trustee Williams moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held January 11, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

B. Closed Session Meeting held January 11, 2024

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Closed Session meeting held January 11, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

V. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for January, 2024

Trustee Daly moved and Trustee Rogers seconded to approve the bills payable for January 2024 in the amount of \$2,843,212.96. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

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

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

D. Approval to accept the OMB Circular A-133 Audit Report, as presented by Crowe, LLP., for the fiscal year ended June 30, 2023

Trustee Harris moved and Trustee Williams seconded to accept the OMB Circular A-133 Audit Report, as presented by Crowe, LLP., for the fiscal year ended June 30, 2023. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

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

Trustee Harris moved and Trustee Daly seconded to appoint the firm Crowe, LLP. to conduct an audit of the college financial statements and the Single Audit of Federal Funds for fiscal year ending June 30, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VI. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

1. Trustee Rogers moved and Trustee Williams seconded to approve the resignation of Melinda Stallworth as a full-time Instructor in the Nursing Department, effective February 12, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee DeFilippo moved and Trustee Daly seconded to approve the resignation of Zanetta Miller as a full-time Executive Director of Public Relations and Resource Development, effective March 15, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee DeFilippo moved and Trustee Williams seconded to approve the appointment of Sheila Swillum as a full-time Testing Technician in the Admissions Department, effective February 12, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee Williams moved and Trustee DeFilippo seconded to approve the appointment of Gloria Ruiz as a full-time Admissions Assistant in the Admissions Department, effective February 12, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

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

C. Approval to Grant Tenure

1. Trustee Harris moved and Trustee Rogers seconded to grant tenure to the following faculty members for the 2024/2025 Academic Year: Ginah Haynes (Nursing), and Lucas Gunby (Barbering). On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

D. Approval to Reappoint Non-tenured Faculty for the 2024/2025 Academic Year

1. Trustee DeFilippo moved and Trustee Daly seconded to reappoint the following non-tenured Instructors for the 2024/2025 Academic Year: Antoinett Lane (Social & Behavioral Sciences), Ian Sharping (Legal Studies), Dr. Samantha Murray (Early Childhood Education), and Todd Reed (Art & Design). On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

E. Approval of Notification of Non-Employment

Trustee DeFilippo moved and Trustee Williams seconded to approve the non-renewal of Zachary Morris, non-tenured Instructor in the Barber College at the completion of the Spring, 2024 semester. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams and Chairman Terry Wells voted aye. Nays: Trustee Janet Rogers. Motion carried.

F. Reappointment of Administrative Staff for Fiscal Year 2025

Trustee DeFilippo moved and Trustee Daly seconded to reappoint administrative staff for fiscal year 2025, as presented. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

G. Reappointment of Technical Professional Exempt (TPE) Staff for Fiscal Year 2025

Trustee DeFilippo moved and Trustee Williams seconded to reappoint technical professional exempt (TPE) staff for fiscal year 2025, presented. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

H. Reappointment of Grant-funded Staff for Fiscal Year 2025

Trustee DeFilippo moved and Trustee Williams seconded to reappoint grant-funded staff for fiscal year 2025, as presented. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

I. Approval to Change Job Title and Restructure Division of Extension Services and Workforce Development

Trustee DeFilippo moved and Trustee Williams seconded to approve the change in job title of Associate Vice President of Accreditation and Institutional Effectiveness to Executive Director of Accreditation and Institutional Effectiveness, and to approve the proposed restructure of the Division of Extension Services and Workforce Development, effective February 12, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

J. Approval of the College President's Contract

Trustee Rogers made a motion and Trustee Williams seconded to table the motion to approve the College President's contract until after Closed Session. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

At 8:02 p.m., the Board of Trustees entered into Closed 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, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

The Board of Trustees resumed Open Session at 9:37 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Williams. 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.

J. Approval of the College President's Contract

Trustee Rogers moved and Trustee Williams seconded to approve the College President's contract as modified in Closed Session. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

IX. NEW BUSINESS CONTINUED

F. Approve the elimination of the Academic and Career Counselor positions in the College and Career Success Center

Trustee Rogers moved and Trustee Harris seconded to approve the Memorandum of Understanding concerning the Academic and Career Counselor positions in the College and Career Success Center, pending attorney review and modification. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

X. MISCELLANEOUS

There was none.

XI. ADJOURNMENT

At 9:39 p.m., Trustee Rogers moved and Trustee Williams seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Chairman Terry Wells voted aye. Nays: None. Motion carried.

Chairperson of the Board

Secretary of the Board

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

SPECIAL BOARD MEETING MINUTES

THURSDAY, FEBRUARY 29, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:12 p.m., Chairman Terry Wells called the Special Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510, to order. The meeting was held 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 Brian Bare.

II. PUBLIC PARTICIPATION:

1. Jennifer Medlen addressed the Board of Trustees regarding agenda item FY24-V.B.
2. Lauren Johnston addressed the Board of Trustees regarding agenda item FY24-V.B.
3. Dr. Sunda McGriff addressed the Board of Trustees regarding agenda item FY24-V.B.
4. Eric Myers addressed the Board of Trustees regarding agenda item FY24-V.B.
5. Jamie Welling requested the address the Board of Trustees in Closed Session regarding agenda item FY24-VI.B. The Board of Trustees granted Mr. Welling's request.

III. REPORTS/PRESENTATIONS

There were none.

IV. CLOSED SESSION

At 7:25 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 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 8:00 p.m. on a motion made by Trustee Rogers and seconded by Trustee Williams. 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.

V. NEW BUSINESS

A. Approval to rescind the Memorandum of Understanding concerning the Academic and Career Counselor positions in the College and Career Success Center

Trustee Harris moved and Trustee Rogers seconded to rescind the Memorandum of Understanding concerning the Academic and Career Counselor positions, in the College and 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.

B. Approval of the resolution regarding the discontinuance of the position of Academic and Career Counselor and Notices of Honorable Dismissal.

Trustee Rogers moved and Trustee Harris seconded to approve the resolution regarding the discontinuance of the position of Academic and Career Counselor and Notices of Honorable Dismissal. 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. MISCELLANEOUS

There was none.

VII. ADJOURNMENT

At 8:08 p.m., Trustee Rogers moved and Trustee Williams 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

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.A

Board Meeting Date: March 14, 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



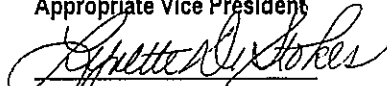
Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending January 31, 2024. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

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

Approvals:

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

	<u>2/29/24</u>
Controller/Treasurer	Date
	<u>3/4/23</u>
Appropriate Vice President	Date
	<u>3/4/23</u>
President	Date

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: February 29, 2024
 Subject: Financial Report For The Period Ending January 31, 2024

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,957,046.77	\$21,004,003.91
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,478,350.36	\$18,566,104.84

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,457,203.55	\$26,818,863.61
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,037,537.08	\$26,222,825.93
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$580,333.53)	\$596,037.68

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>
\$15,546,623.29	2.90%	8

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,559,566.44	\$165,005.08	\$2,724,571.52
August	\$3,548,708.20	\$98,484.55	\$3,647,192.75
September	\$2,072,090.51	\$75,486.90	\$2,147,577.41
October	\$1,250,134.38	\$250,134.48	\$1,500,268.86
November	\$1,867,495.46	\$549,120.91	\$2,416,616.37
December	\$4,507,379.42	\$1,103,350.81	\$5,610,730.23
January	\$2,726,183.75	\$230,863.02	\$2,957,046.77
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,531,558.16	\$2,472,445.75	\$21,004,003.91

	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	\$2,218,893.44	\$448,942.68	\$2,667,836.12
January	\$3,083,791.65	\$394,558.71	\$3,478,350.36
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$15,866,820.20	\$2,699,284.64	\$18,566,104.84

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,328,182.44	\$3,410,154.38	(\$81,971.94)
August	\$4,594,017.14	\$4,854,620.06	(\$260,602.92)
September	\$3,050,187.48	\$3,201,958.22	(\$151,770.74)
October	\$2,924,367.00	\$2,917,820.17	\$6,546.83
November	\$3,136,043.96	\$2,457,955.98	\$678,087.98
December	\$6,328,862.04	\$5,342,780.04	\$986,082.00
January	\$3,457,203.55	\$4,037,537.08	(\$580,333.53)
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$26,818,863.61	\$26,222,825.93	\$596,037.68

	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	\$15,546,623.29	2.90%	8
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF += ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	1/1/2024	0.00	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	01/04/2024				
Illinois Fund MM deposit from Comptroller	01/05/2024				
Illinois Fund MM deposit from Comptroller	01/10/2024				
Illinois Fund MM deposit from Comptroller	01/10/2024				
Illinois Fund MM deposit from Comptroller	01/25/2024				
Illinois Fund MM deposit from Comptroller	01/25/2024				
Illinois Fund MM deposit from Comptroller	01/25/2024				
Illinois Fund MM deposit from Comptroller	01/25/2024				
Interest on Illinois Funds MM	01/31/2024				
5/3 transfer from Investments to Cash	01/31/2024				
5/3 transfer from Investments to Cash	01/31/2024				
Interest on Illinois Funds MM	01/31/2024				
Interest on 53 MM	1/0/1900				
PFM transfer from Investment	01/31/2024				
Investment on 53 Investment	1/0/1900				
IIIT Money Market/UMB	1/0/1900				
		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF += ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	01/31/2024	0.00	0.00	0.00	0.00

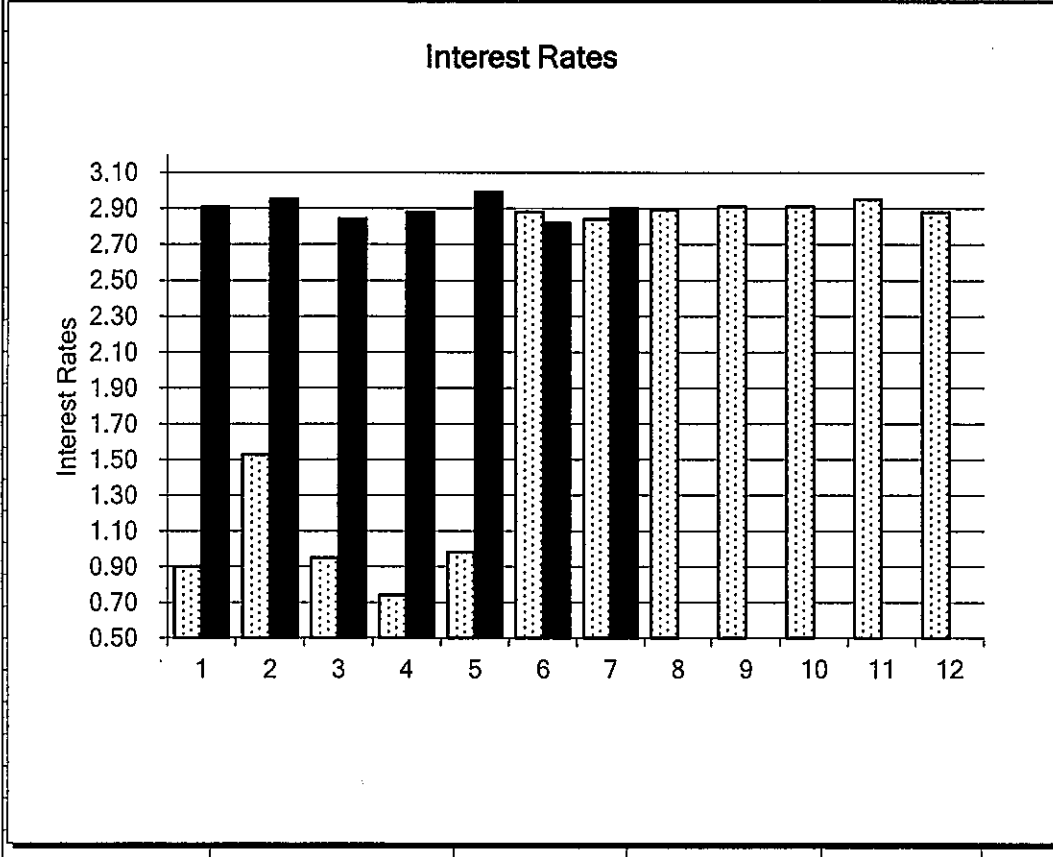
SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	963,575.41
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	2,362,935.48
IIIT Money Market/UMB		0.00	0.00	0.00	(0.00)
53 Financial Money Market		7,157.01	0.00	0.00	12,289,895.34
Totals		7,157.01	0.00	0.00	15,616,406.23
Transactions:					
Illinois Fund MM deposit from Comptroller	01/04/2024				169,581.42
Illinois Fund MM deposit from Comptroller	01/05/2024				(1,000,000.00)
Illinois Fund MM deposit from Comptroller	01/10/2024				291,588.31
Illinois Fund MM deposit from Comptroller	01/10/2024				75,207.80
Illinois Fund MM deposit from Comptroller	01/25/2024				12,659.03
Illinois Fund MM deposit from Comptroller	01/25/2024				8,602.88
Illinois Fund MM deposit from Comptroller	01/25/2024				13,076.64
Illinois Fund MM deposit from Comptroller	01/25/2024				13,724.38
Interest on Illinois Funds MM	01/31/2024				2,367.98
5/3 transfer from Investments to Cash	01/31/2024				(700,000.00)
5/3 transfer from Investments to Cash	01/31/2024				1,000,000.00
Interest on Illinois Funds MM	01/31/2024				32,594.80
Interest on 53 MM	1/0/1900				0.00
PFM transfer from Investment	01/31/2024				10,813.82
Investment on 53 Investment	1/0/1900				0.00
IIIT Money Market/UMB	1/0/1900				0.00
					0.00
					0.00
					0.00
					0.00
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					0.00
					0.00
					0.00
					0.00
		7,157.01	0.00	0.00	15,546,623.29
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	550,383.85
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	2,373,749.30
IIIT Money Market/UMB		0.00	0.00	0.00	(0.00)
53 Financial Money Market		7,157.01	0.00	0.00	12,622,490.14
Totals	01/31/2024	7,157.01	0.00	0.00	15,546,623.29
					0.00

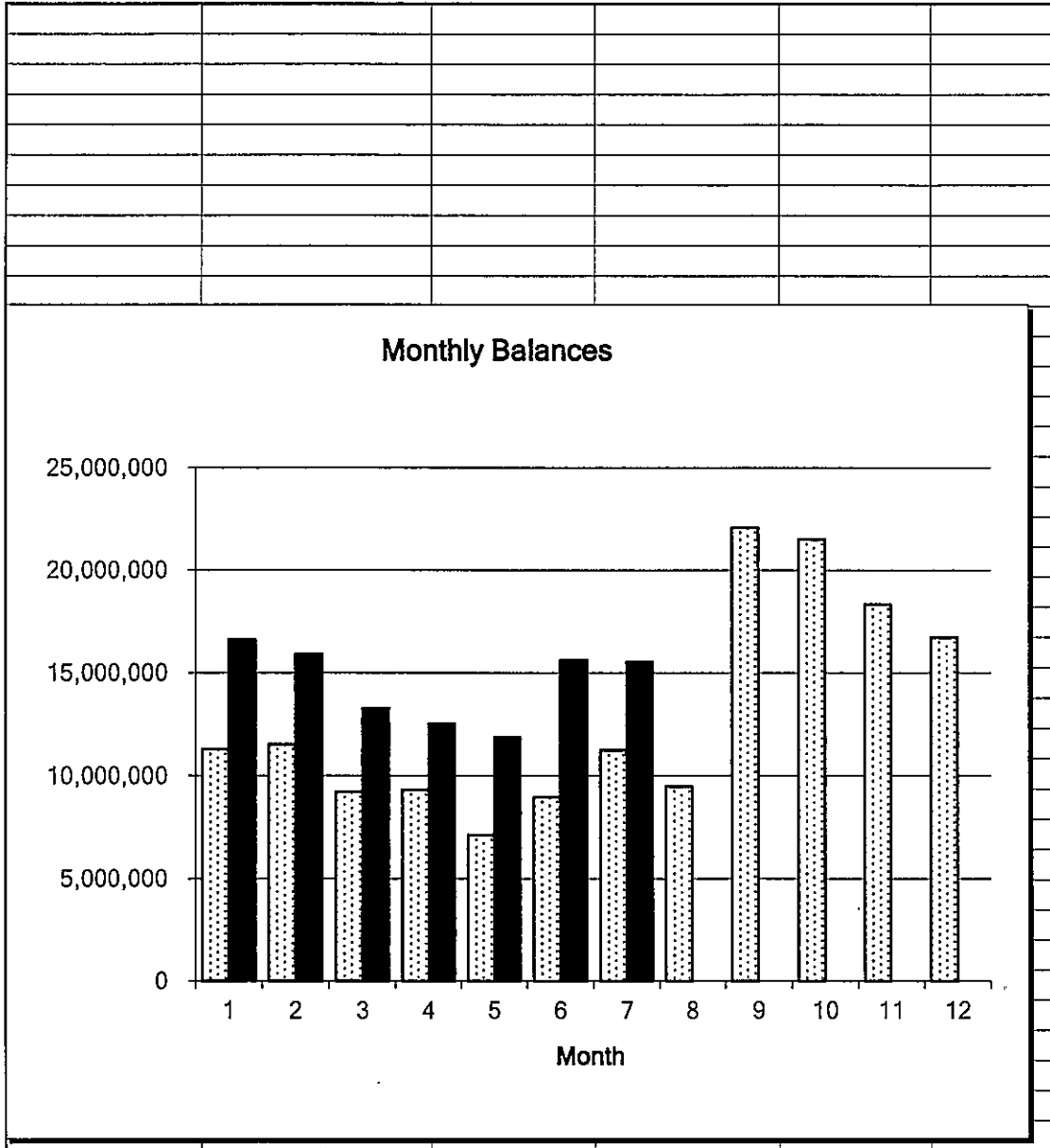
	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,924,133.15	0.00	2,924,133.15	19%
60	Repurchase Agreements	0.00	0.00	0.00	0.00
90	Other	12,622,490.14	0.00	12,622,490.14	81%
	Total	15,546,623.29	0.00	15,546,623.29	100%
	Average %	2.90			

South Suburban College

Investment Summary				
F Y 2022 - 2023			F Y 2023 - 2024	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	11,282,728	0.90	16,593,643	2.91
August	11,517,784	1.53	15,893,722	2.95
September	9,217,657	0.95	13,262,893	2.84
October	9,325,203	0.74	12,504,572	2.88
November	7,124,560	0.98	11,856,861	2.99
December	8,965,059	2.88	15,616,406	2.82
January	11,242,814	2.84	15,546,623	2.90
February	9,485,256	2.89		
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:

Board Meeting Date: March 14, 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	\$2,029,808.02
Operations & Maintenance Fund	\$369,329.84
Auxiliary Enterprise Fund	\$168,208.63
Restricted Funds	\$609,689.55
Special Levies Fund	\$40,732.15
Audit Fund	\$30,975.00
Flex Plan Fund	\$2,764.56
Total	\$3,251,507.75

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

03/07/2024

Date
3/7/24

[Signature]
Vice President of Administration

Date
3/7/24

[Signature]
President

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VLC

Board Meeting Date: March 14, 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 recommended fee changes beginning with the Fall, 2024 semester.

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

Move that the Board of Trustees approve the recommended fee changes beginning with the Fall, 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 L. Williams
 Appropriate Vice President

3/14/24
Date

Spencer Stokes
 President

3/14/24
Date

Course Fee Increase Proposal

Requested Fee Increases for FALL 2024

New Inclusive Access Adoptions

The book fee proposed for these courses would provide digital delivery of required instructional materials for their course, on or before the first day of class. This is in place of the cost of a physical textbook. These classes already include web-based materials, this process would minimize the steps needed to access, while providing substantial savings to the student. The process will include an option for students to opt-out and acquire materials on their own, as well as acquire a paper copy of the textbook.

Course Number	Course Name	Estimated Current Cost	Student Cost, eff. 2024 Fall	Student Savings
MTH 103	Fundamentals of Mathematics	\$89.99	\$83.18	\$6.81
MTH 161	Finite Mathematics	\$89.99	\$83.18	\$6.81
MTH 180	Calculus for Business and Social Science	\$89.99	\$83.18	\$6.81
MTH 145	Math Concepts & Structures I	\$89.99	\$83.18	\$6.81
MTH 146	Math Concepts & Structures II	\$89.99	\$83.18	\$6.81
HFA 108	Introduction to Film Appreciation	\$113.75	\$65.30	\$48.45
SPN 101	Elementary Spanish I	\$120.94	\$77.40	\$43.54
SPN 102	Elementary Spanish II	\$120.94	\$77.40	\$43.54
SPN 201	Intermediate Spanish I	\$120.94	\$77.40	\$43.54
SPN 204	Intermediate Spanish II	\$120.94	\$77.40	\$43.54
BIO 224	Microbiology	\$213.00	\$86.40	\$126.60

*Special promotional price for 2023-24

New Cengage Unlimited

	One year subscription for unlimited access to all Cengage textbooks		\$189.99		n/a
New Courses	ART 105, ART 106, ART 107, ART 219, NTR 100, PLA 212, PLA 215				
	CHD 100, CHD 104, CHD 105, CHD 106, CHD 108, CHD 202, CHD 203, CHD 205, CHD 206, CHD 207, CHD 208, CHD 209, CHD 210, EDU 110, EDU 204				

Barbering

The cost of the Barber kit is covered by the fee in BAR 101. The fee for BAR 102 and BAR 103 should be reduced to only account for the necessary consumables and supplies related to the course.

Barber Course Fee	Current	Proposed Decrease
BAR 102	\$600	\$100

Course Fee Increase Proposal

BAR 103	\$600	\$185
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Associate Degree Nursing Program (ADN)

Current fees for the ADN program at South Suburban College cover the cost of the ATI assessments and resources for students that support the curriculum, and fees to take the NCLEX licensure exam for the students. The total for the 7 courses totals \$1950.00. Our current fees and proposed increase positions us as one of the lowest fee structures for nursing programs in the area. This proposal for change is due to the increase in the cost of fingerprinting, nursing pin, and registration for the NCLEX-RN fees.

Nursing Course Fees	Current	Proposed increase
ADN 150	\$300.00	\$340.00
ADN 152	\$250.00	\$250.00
ADN 252	\$250.00	\$290.00
ADN 254	\$250.00	\$250.00
ADN 256	\$250.00	\$250.00
ADN 257	\$250.00	\$250.00
ADN 258	\$400.00	\$425.00
	\$1,950.00	\$2,055.00

Basic Nursing Assistant Training Program (BNATP)

The current fee for the BNATP at South Suburban College is \$110 which covers the cost of some lab supplies, and the Illinois Competency Exam. The cost for the competency exam has increased in the last year by \$10. The proposed increase is \$120.

BNAPT Course	Current	Proposed increase
NAS 100	\$110	\$120

Allied Health

Allied Course Fees	Current	Proposed increase
RAD 235	\$50.00	\$120.00

Students in this course take the HESI test twice to prepare for their licensure exam. The previous fee covered one test at \$50. The fee for one exam has increased to \$60. The students' fee will now cover 2 exams for a total of \$120. This will provide the students and the faculty with additional feedback about the students' level of preparation for the licensure exam allowing faculty to provide additional, targeted support.

Allied Health Course fees	Current	Proposed decrease
MRI 202	\$100	\$50
MRI 201	\$25	\$0

Course Fee Increase Proposal

MRI 206	\$100	\$0
MRI 205	\$100	\$50
MRI 203	\$25	\$0

The cost for students in the MRI program to use the cloud Trajecsyst time and competency account system has been reduced to \$100 for the full certificate.

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.1

Board Meeting Date: March 14, 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 Jeneen Lewis as a full-time Financial Aid Coordinator in the Financial Aid Department, effective March 8, 2024, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Replacement of this position 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 resignation of Jeneen Lewis as a full-time Financial Aid Coordinator in the Financial Aid Department, effective March 8, 2024, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

Approvals section containing signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President, all dated 2/28/24.



South Suburban College
Office of the Vice President of
Student and Enrollment Services

“Our Mission is to Serve our Students and the Community through lifelong learning.”

To: Kim Pigatti, Director of Human Resources

From: Devon Powell, Vice President of Student and Enrollment Services

Date: February 28, 2024

Subject: Jeneen Lewis Resignation

The Office of the Vice President, Student and Enrollment Services was notified of Jeneen Lewis' resignation as the Financial Aid Coordinator in the Financial Aid Office on February 23, 2024. If additional information is required, please contact my office.

Devon Powell



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: March 14, 2024

BOARD COMMITTEE

FUNDING

Policy Finance Architectural Other Operating College Capital Protection, Health and Safety Grant Funded Student Life Special Levies

PROPOSAL SUMMARY

Move to appoint Dr. Kellie Martin as a full-time Executive Director of Public Relations and Resource Development in the Office of the President, effective March 18, 2024, pending the successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year with the beginning annual salary of \$90,000 plus benefits. Upon successful completion of a 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 to appoint Dr. Kellie Martin as a full-time Executive Director of Public Relations and Resource Development in the Office of the President, effective March 18, 2024, pending the 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

K. Pigatti
Director of Human Resources

3/7/24
Date

[Signature]

President

3/7/24
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Executive Director of Public Relations & Resource Development Date: 3/7/24

Applications Received: 26 applications were received, 5 applicants were qualified for the position.

Applicants Offered Interviews: 5

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

- Yolanda Harris
- Marcus Hilliard
- Dr. Kellie Martin
- Shelia Pegues-Porter
- Leslie Wooten

*Denotes Internal Applicants

Recommend for employment: Dr. Kellie Martin

Beginning Date: March 18, 2024 Salary/Placement: \$90,000 plus benefits

Originator Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2024.03.07 14:42:42 -06'00' Date 3/7/24

Dean/Vice President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2024.03.07 14:42:50 -06'00' Date 3/7/24

Human Resources K. Pigatti Date 3/7/24

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2024.03.07 14:42:12 -06'00' Date 3/7/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.1

Board Meeting Date: March 14, 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 create and advertise four (4) Academic and Career Advisor positions.

ESTIMATED COST OR BENEFIT

These are full-time, Technical Professional Exempt (TPE) positions; 40 hours per week, 52 weeks per year with a beginning annual salary of \$65,000 plus \$14,700 in benefits/flex dollar allocations, totaling \$318,800.

JUSTIFICATION OF ACTION

Please see the attached job description. This action aligns with Strategic Direction 1.1; Increase student retention, progression, persistence, and completion.

MOTION

Move that the Board of Trustees grant approval to create and advertise four (4) Academic and Career Advisor positions.

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

A.D. Jones 3/5/24
Date

Originator

[Signature] 3/5/24
Date

Appropriate Vice President

Kim Pigatti 3/8/24
Date

Director of Human Resources

[Signature] 3/5/24
Date

President



South Suburban College Job Description

Job Title: Academic & Career Advisor
Department: College & Career Success Center
Supervisor: Dean, Student Development
Date: February 2024
Job Code: Exempt/TPE
Salary: \$65,000

This is a full-time position working 12 months and 40 hours per week. Schedule may include weekends and evenings.

SUMMARY:

Reporting to the Dean, Student Development, the Academic & Career Advisor provides comprehensive services for students from enrollment through completion and transfer. Aligned with the goals for South Suburban College, advisors play a critical role in the implementation of relevant student development and student service activities to increase retention rates, course completion rates and/or transfer to either a college/university, or the workforce. This position manages and provides intensive services to students through all aspects of the student experience including, but not limited to; registration, attendance, course progression, career exploration, academic support, course access, transfer, degree audit, and completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor and support a caseload of students using case management principles of advocacy, assessment, and service facilitation to support student goal attainment and connection with resources.

Serves as a single point of contact for both academic and career advisement services to support the development of a students' academic plan to degree completion.

Provide regular reporting on caseload strategies and progress including but not limited to, enrollment, persistence, completion and transfer.

Identify appropriate transfer and career options, analyze options and include possible outcomes that support student academic and career goals.

Develop academic and career action plans in partnership with students.

Administer and interpret academic, transfer and career related assessments.

Identify degree requirements, evaluate coursework and provide recommendations on programs of study.

Conduct degree audits to support credential completion and graduation processes.

Review and evaluate student transcripts for placement, transfer credit, and reverse transfer requests.

Provide guidance and support in the transfer and workforce transition process.

Engage in the transfer process to support articulation partnerships and pathways.

Support and guide students to self-sufficiency in navigating college systems and resources.

Provide intervention strategies and referrals to resources as needed.

Support Satisfactory Academic Progress (SAP) process.

Provide instruction for the Overview for College Success Course ensuring student learning outcomes are met.

Develop and implement initiatives and programming to support students' personal, academic and career goals.

Actively engage in institutional enrollment, retention, completion and transition goals as consistent with the role.

Participate or represent the college as appropriate in meetings, committees and professional development opportunities.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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

Education and Experience:

Masters degree in social work, counseling, psychology or related field

Two years of experience in advising diverse populations in a higher education setting preferred;

Proficient operating knowledge in the use of Microsoft Office and integrated advisement services, including databases and reporting systems such as D2L and Colleague

Handle confidential/sensitive information with discretion and according to FERPA guidelines.

Demonstrated oral, written, and interpersonal communication skills.