

# SOUTH SUBURBAN COLLEGE



May 9, 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, MAY 9, 2024  
6:50 PM**

---

- I. Recommendation to accept the bid of Antigua Construction in the total amount of \$150,479.35 for the Men's and Women's Locker Room Upgrades, partially utilizing grant funds



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, MAY 9, 2024**  
**7:00 PM**

---

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
  - A. Student Art Purchase Awards (P. Planera)
  - B. 2024 President's Leadership Awards (Executive Leadership Team)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Finance Committee Meeting held April 11, 2024
  - B. Regular Board of Trustees Meeting held April 11, 2024
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (T. Hill)
  - B. Approval of the payment of bills for April, 2024 (T. Hill)
  - C. Approval to accept the bid of Antigua Construction in the total amount of \$150,479.35 for the Men's and Women's Locker Room Upgrades, partially utilizing grant funds (A. DeFilippo)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Ratify Results of Phone Poll - Human Resources Generalist
  - B. Retirements/Resignations/Terminations
  - C. Appointments
  - D. Approval to Create and Advertise
  - E. Approval to Reduce and Limit Faculty Sabbaticals to One (1)
  - F. Approval to Grant a Lateral Transfer of Faculty from Student & Enrollment Services to Academic Services
- VIII. CLOSED SESSION**
  - A. The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. MISCELLANEOUS**
- X. ADJOURNMENT**



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473**  
**BOARD ROOM, ROOM 2248**  
**MINUTES OF THE FINANCE COMMITTEE**  
**THURSDAY, APRIL 11, 2024**

---

Trustee DeFilippo called the meeting of the Finance Committee to order at 7:10 p.m.

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

Committee members absent: None

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

Other Board members absent: Trustee Anthony Williams.

*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 College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc., as the insurance broker of record for fiscal year 2025.**

Trustee DeFilippo recommended the Board of Trustees accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc., as the insurance broker of record for fiscal year 2025 at the regular Board of Trustees meeting.

The meeting adjourned at 7:14 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, APRIL 11, 2024

---

## I. CALL TO ORDER & ROLL CALL:

At 7:15 p.m., Chairman Terry Wells called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510, to order. The meeting was held in the Board Room, Suite 2248.

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

*Absent:* Trustee Anthony Williams.

*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:

1. Mr. Jamie Welling addressed the Board of Trustees regarding Agenda Item VII.B, Appointments.

## III. REPORTS/PRESENTATIONS

A. Dr. Ronald Kawanna delivered a presentation to the Board of Trustees regarding the 2020-2023 Strategic Plan Progress Report.

B. Vice President Patrick Rush and representatives of Cook County delivered a presentation to the Board of Trustees regarding the Cook County Household Hazardous Waste Facility (HHW).

C. The Board of Trustees formally recognized the Men's Bulldog Basketball team for their successful 2024 season.

## IV. PREVIOUS MEETING MINUTES

### **A. Finance Committee Meeting held March 14, 2024**

Trustee Daly moved and Trustee Payne seconded to approve the minutes of the Finance Committee Meeting held March 14, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne and Chairman Terry Wells voted aye. Trustees Rogers and DeFilippo passed. Nays: None. Motion carried.

### **B. Regular Board of Trustees Meeting held March 14, 2024**

Trustee Payne moved and Trustee Daly seconded to approve the minutes of the Regular Board of Trustees meeting held March 14, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne and Chairman Terry Wells voted aye. Trustees Rogers and DeFilippo passed. Nays: None. Motion carried.

### **C. Closed Session Meeting held March 14, 2024**

Trustee Harris moved and Trustee Daly seconded to approve the minutes of the Closed Session meeting held March 14, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Vivian Payne and Chairman Terry Wells voted aye. Trustees Rogers and DeFilippo passed. Nays: None. Motion carried.

## **V. NEW BUSINESS**

### **A. Oath of Office to Student Trustee Elect, Lizbeth Atenco**

Secretary Janet Rogers administered the Oath of Office to Student Trustee Elect Lizbeth Atenco.

### **B. Monthly Financial Report**

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

### **C. Bills Payable for March, 2024**

Trustee Daly moved and Trustee Rogers seconded to approve the bills payable for March 2024 in the amount of \$3,689,529.48. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

### **D. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc., as the insurance broker of record for fiscal year 2025.**

Trustee DeFilippo moved and Trustee Payne seconded to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc., as the insurance broker of record for fiscal year 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

### **E. Approval of the Intergovernmental Agreement between Cook County and Community College District No. 510 for the procurement of a Household Hazardous Waste Facility (HHW).**

Trustee Rogers moved and Trustee Harris seconded to approve the Intergovernmental Agreement between Cook County and Community College District No. 510 for the procurement of a Household Hazardous Waste Facility (HHW). On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

## **VI. PERSONNEL RECOMMENDATIONS**

### **A. Resignations/Retirements/Terminations**

Trustee Payne moved and Trustee Rogers seconded to approve the resignation of Avianca Taylor as a full-time Director of Financial Aid, effective March 18, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

### **B. Appointments**

1. Trustee Harris moved and Trustee DeFilippo seconded to approve the appointment of Jabril Muhammad as a full-time, partially grant-funded Police Officer in the Campus Police Department, effective April 15, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

2. Trustee Daly moved and Trustee Harris seconded to approve the appointment of Sarah McAley as a full-time Academic and Career Advisor in the Student Development Department, effective May 21, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

3. Trustee Rogers moved and Trustee Harris seconded to approve the appointment of Samuel Hinkle as a full-time Academic and Career Advisor in the Student Development Department, effective May 21, 2024. On

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

4. Trustee Harris moved and Trustee DeFilippo seconded to approve the appointment of Shaunta Williams as a full-time Academic and Career Advisor in the Student Development Department, effective May 28, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

5. Trustee Rogers moved and Trustee Payne seconded to approve the appointment of Michelle Brown as a full-time Academic and Career Advisor in the Student Development Department, effective May 28, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

6. Trustee Payne moved and Trustee Rogers seconded to approve the appointment of Philsheena Bankston as a full-time Financial Aid Coordinator in the Financial Aid Department, effective April 15, 2024, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

7. Trustee Rogers moved and Trustee Payne seconded to approve the appointment of Dr. J.D. Chavez as a full-time Executive Director of Accreditation and Institutional Effectiveness, effective April 29, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

8. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Charlotte Guyton-Rutledge as a full-time Director of Human Resources in the Human Resources Department, effective April 29, 2024, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

### **C. Approval to Reappoint Grant-funded Employee**

Trustee DeFilippo and Trustee Payne seconded to reappoint Anthony Kyte as a full-time, grant-funded Adult Career Coach in the Workforce Development Department for fiscal year 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

## **VII. CLOSED SESSION**

There was none.

## **IX. ADJOURNMENT**

At 8:25 p.m., Trustee Rogers moved and Trustee Payne seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Chairman Terry Wells and Student Trustee Lizbeth Atenco 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: May 9, 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**

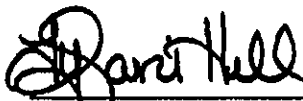

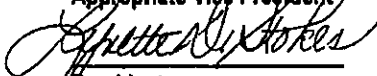
Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending March 31, 2024. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

**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

	04/26/2024
Controller/Treasurer	Date
	4/26/24
Appropriate Vice President	Date
	4/26/24
President	Date

**SOUTH SUBURBAN COLLEGE**  
**South Holland, Illinois**

To: Board of Trustees  
 From: Tyhani Hill  
 Date: April 26, 2024  
 Subject: Financial Report For The Period Ending March 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>
\$3,441,115.26	\$26,890,439.21
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,255,874.54	\$23,297,708.01

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>
\$5,043,356.99	\$36,230,920.69
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,132,766.42	\$34,855,631.81
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$910,590.57	\$1,375,288.88

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>
\$22,218,501.04	3.86%	2

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$2,559,566.44	\$165,005.08	\$2,724,571.52
August	\$3,548,708.20	\$98,484.55	\$3,647,192.75
September	\$2,072,090.51	\$75,486.90	\$2,147,577.41
October	\$1,250,134.38	\$250,134.48	\$1,500,268.86
November	\$1,867,495.46	\$549,120.91	\$2,416,616.37
December	\$4,507,379.42	\$1,103,350.81	\$5,610,730.23
January	\$2,726,183.75	\$230,863.02	\$2,957,046.77
February	\$2,148,320.04	\$297,000.00	\$2,445,320.04
March	\$2,638,513.05	\$802,602.21	\$3,441,115.26
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$23,318,391.25	\$3,572,047.96	\$26,890,439.21

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$2,308,152.36	\$370,989.79	\$2,679,142.15
August	\$2,786,332.68	\$393,124.60	\$3,179,457.28
September	\$2,038,681.84	\$411,023.60	\$2,449,705.44
October	\$1,778,028.35	\$377,378.32	\$2,155,406.67
November	\$1,652,939.88	\$303,266.94	\$1,956,206.82
December	\$2,218,893.44	\$448,942.68	\$2,667,836.12
January	\$3,083,791.65	\$394,558.71	\$3,478,350.36
February	\$2,107,378.35	\$368,350.28	\$2,475,728.63
March	\$1,902,194.11	\$353,680.43	\$2,255,874.54
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$19,876,392.66	\$3,421,315.35	\$23,297,708.01

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$3,328,182.44	\$3,410,154.38	(\$81,971.94)
August	\$4,594,017.14	\$4,854,620.06	(\$260,602.92)
September	\$3,050,187.48	\$3,201,958.22	(\$151,770.74)
October	\$2,924,367.00	\$2,917,820.17	\$6,546.83
November	\$3,136,043.96	\$2,457,955.98	\$678,087.98
December	\$6,328,862.04	\$5,342,780.04	\$986,082.00
January	\$3,457,203.55	\$4,037,537.08	(\$580,333.53)
February	\$4,368,700.09	\$4,500,039.46	(\$131,339.37)
March	\$5,043,356.99	\$4,132,766.42	\$910,590.57
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$36,230,920.69	\$34,855,631.81	\$1,375,288.88

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
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	\$15,663,398.77	3.84%	94
March	\$22,218,501.04	3.86%	2
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1	Fund 2	Fund 3	Fund 3
		Educational	Opr. & Maint.	O&M Ret(300)	PH&S(379)
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		25,390.83	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,383,858.41	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		8,246,992.52	0.00	5,000,000.00	0.00
Totals	3/1/2024	10,656,241.76	0.00	5,000,000.00	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	03/06/2024	100,002.35			
Illinois Fund MM deposit from Comptroller	03/06/2024	387,669.75			
Illinois Fund MM deposit from Comptroller	03/12/2024	144,511.58			
Illinois Fund MM deposit from Comptroller	03/12/2024	122,710.00			
Illinois Fund MM deposit from Comptroller	03/15/2024	133,396.47			
Illinois Fund MM deposit from Comptroller	03/21/2024	216,585.00			
Illinois Fund MM deposit from Comptroller	03/22/2024	(1,000,000.00)			
Illinois Fund MM deposit from Comptroller	03/28/2024	25,608.00			
Interest on Illinois Funds MM	03/28/2024	2,007.87			
5/3 transfer from Investments to Cash	03/29/2024	7,500,000.00			
5/3 transfer from Cash to Investment	03/29/2024	(1,150,000.00)			
Interest on 53 MM	03/29/2024	61,826.56			
PFM Interest	03/29/2024	10,784.69			
Ending Balance:		17,211,344.03	0.00	5,000,000.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		157,881.85	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,394,643.10	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		14,658,819.08	0.00	5,000,000.00	0.00
Totals	03/31/2024	17,211,344.03	0.00	5,000,000.00	0.00







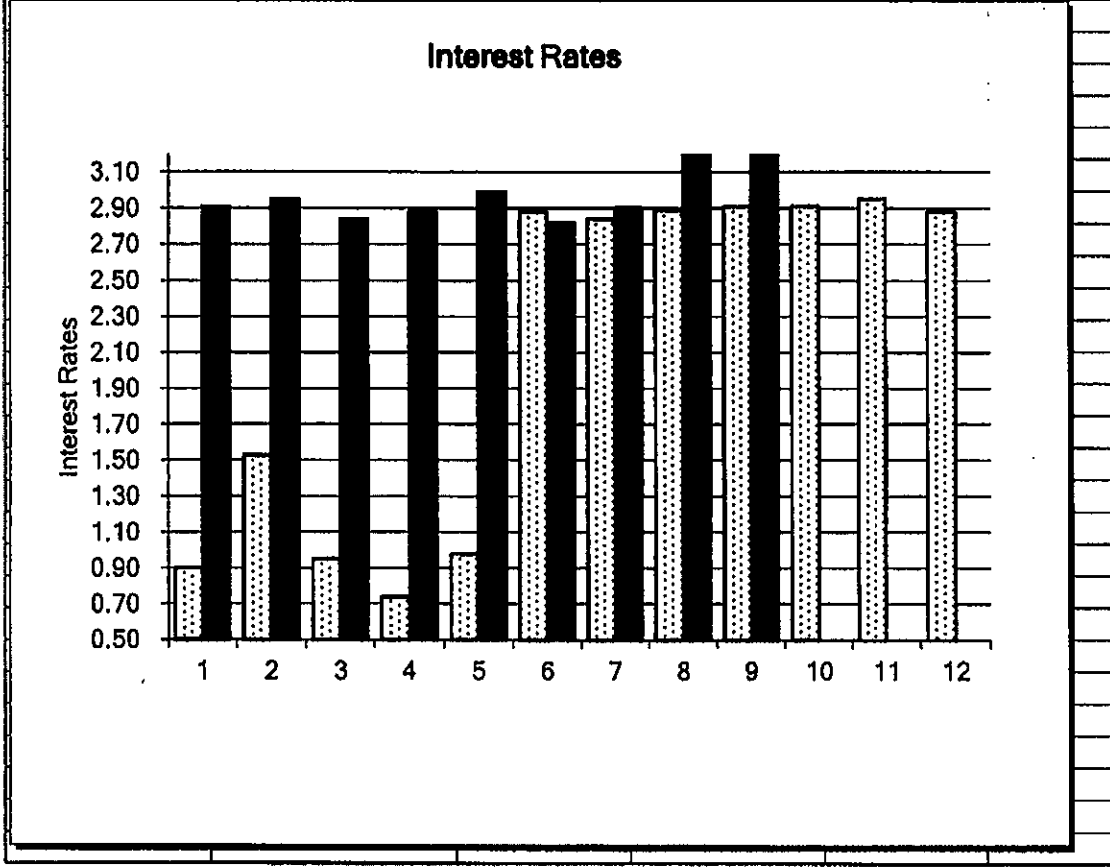


SOUTH SUBURBAN COLLEGE

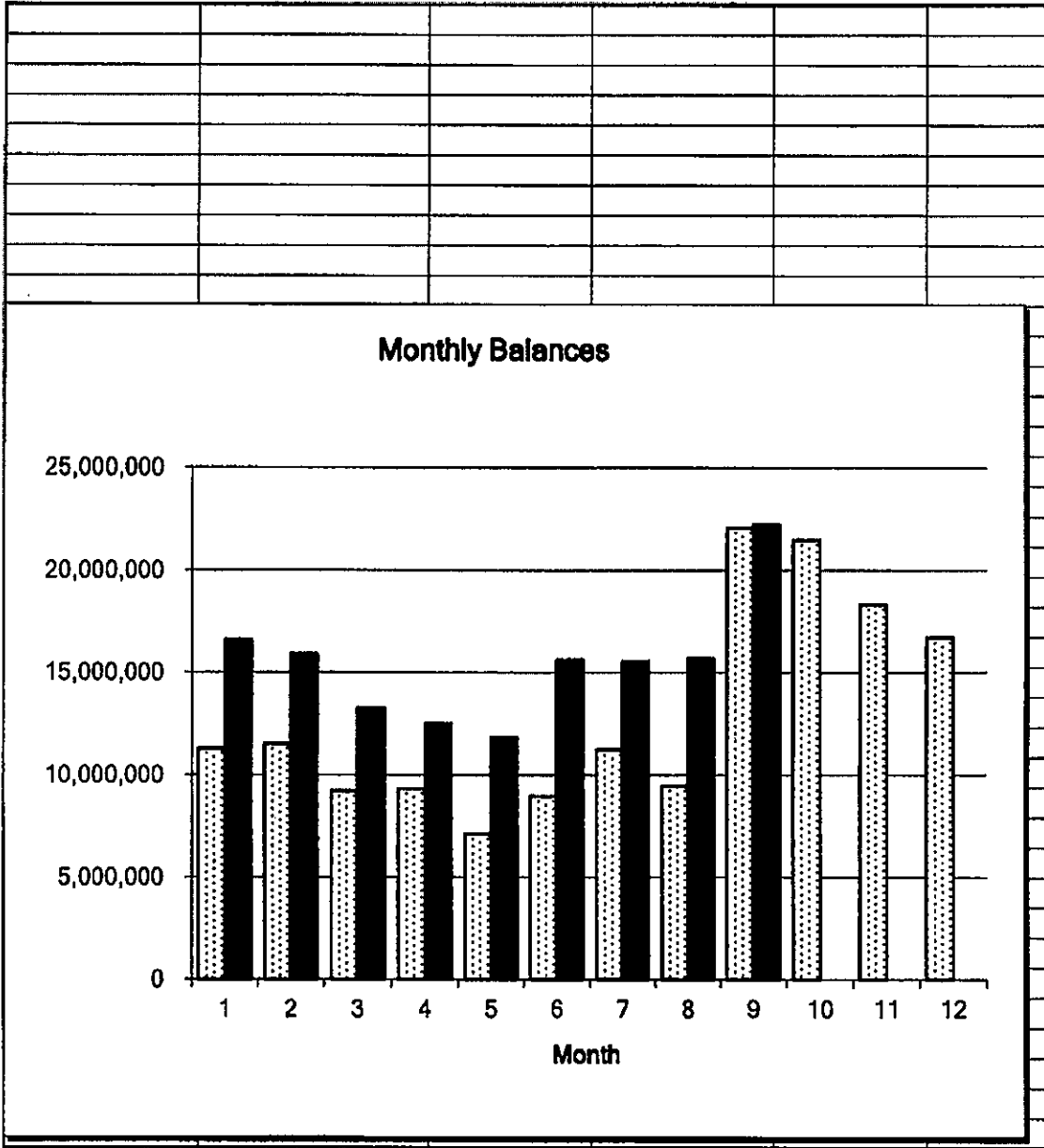
Investment	Page 4	Page 6	Total	Percent to Total
10 U. S. Government Securities	0.00	0.00	0.00	0%
20 Time Deposits	0.00	0.00	0.00	0%
30 Commercial Paper	0.00	0.00	0.00	0%
30 Commercial Paper	0.00	0.00	0.00	0%
40 Mutual Funds	0.00	0.00	0.00	0%
50 Illinois Funds	2,552,524.95	0.00	2,552,524.95	11%
60 Repurchase Agreements	0.00	0.00	0.00	0.00
90 Other	19,665,976.09	0.00	19,665,976.09	89%

**South Suburban College**

<b>Investment Summary</b>				
	F Y 2022 - 2023		F Y 2023 - 2024	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	11,282,728	0.90	16,593,643	2.91
August	11,517,784	1.53	15,893,722	2.95
September	9,217,657	0.95	13,262,893	2.84
October	9,325,203	0.74	12,504,572	2.88
November	7,124,560	0.98	11,856,861	2.99
December	8,965,059	2.88	15,616,406	2.82
January	11,242,814	2.84	15,546,623	2.90
February	9,485,256	2.89	15,663,399	3.84
March	22,075,088	2.91	22,218,501	3.86
April	21,490,927	2.91		
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: May 9, 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	\$3,098,699.78
Operations & Maintenance Fund	\$304,037.33
Operations & Maintenance Fund Restricted	\$6,595.00
Auxiliary Enterprise Fund	\$21,278.83
Restricted Funds	\$884,987.22
Special Levies Fund	\$31,162.00
Flex Plan Fund	\$640.84
Total	\$4,347,401.00

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

05/02/2024

Date  
5/3/24

*[Signature]*  
Vice President of Administration

Date  
5/3/24

*[Signature]*  
President

Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY24-VI.C

Board Meeting Date: April 11, 2024

**BOARD COMMITTEE**

**FUNDING**

<input type="checkbox"/> Policy	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Grant Funded
<input checked="" 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 accept the bid of Antigua Construction in the total amount of \$150,479.35 for the Men's and Women's Locker Room Upgrades, partially utilizing grant funds.

**ESTIMATED COST OR BENEFIT**

\$150,479.35 of which \$100,00.00 is grant funded.

**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 accept the bid of Antigua Construction in the total amount of \$150,479.35 for the Men's and Women's Locker Room Upgrades, partially utilizing grant funds.

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

*Patricia Quail*

Appropriate Vice President

4/29/24

Date

*Spencer Stokes*

President

4/29/24

Date

# Planera Architects

18225 Morris Ave, Homewood, IL 60430  
P 708-747-3600 F 708-747-3650  
www.planeraarchitects.com

April 29, 2024

Mr. Justin Papp, Director of the Physical Plant  
South Suburban College  
15800 S. State St.  
South Holland, IL 60473

Re: Locker Room Renovation at South Suburban College  
Project No. 23-510-03

Dear Mr. Papp:

Attached please find the Bid Tabulation Sheet for the above referenced project. There were seven contractors on the bid list, all attended the mandatory pre-bid meeting, with three contractors submitting bids.

We have spoken to the low bidder and reviewed the project scope. The bidder is comfortable with their bid.

We recommend the project be awarded to the lowest responsive bidder, Antigua Inc, of Chicago, IL. At the **Base Bid amount of \$150,479.35.**

Please do not hesitate to call should you have any questions.

Respectfully submitted,

Planera Architects

  
Lee Reid Jr., Architect

Enclosure: Bid Tabulation Sheet and Proposal Form

cc:

**BID TABULATION SHEET**

**Planera Architects**

16225 Morris Ave, Hor  
P 708-747-3600  
www.planera.com

**Locker Room Renovation**  
South Suburban College  
Project No. 23-510-03

**Bid Opening:**

**4/25/2024**  
**10:30 a.m.**

Contractor Name	Bid Security	Base Bid	Alternate Bid 1	Alternate Bid 2	Remarks
Antigua Construction	x	\$150,479.35	\$30,203.42	\$13,955.57	BEP 100%
Chicago Heights Construction Co.					no bid
Complete Construction Resources	x	\$193,700.00	\$27,400.00	\$3,500.00	BEP 100%
Edwin Anderson Construction Co.					no bid
Garfield Building Maintenance Company	x	\$220,000.00	\$70,000.00	\$7,500.00	BEP 55%
Metropolitan Corp.					no bid
Pacific Construction Services LLC					no bid
PMJ Enterprises, Inc.					no bid
Prosperity Property Services					no bid







**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY24-VII.A.1

Board Meeting Date: May 9, 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 ratify the results of the phone poll conducted between April 23, 2024 by Patrick Rush, Vice President of Administration, to accept the resignation of Valerie Jackson, effective May 17, 2024, and grant permission to immediately advertise to fill the vacant position.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

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

**MOTION**

Move that the Board of Trustees ratify the results of the phone poll conducted between April 23, 2024 by Patrick Rush, Vice President of Administration, to accept the resignation of Valerie Jackson, effective May 17, 2024, and grant permission to immediately advertise to fill the vacant position.

**Approvals:**

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

Patrick Rush 4/29/24  
Appropriate Vice President Date

K. Pigatti 4/29/24  
Director of Human Resources Date

Spencer Stokes 4/29/24  
President Date



# SOUTH SUBURBAN COLLEGE

15800 S. State St.  
South Holland, IL  
60473-1200  
(708) 596-2000

## Board of Trustees

Terry R. Wells,  
*Chairman*

Vivian Payne,  
*Vice-Chair*

Janet M. Rogers,  
*Secretary*

Kevin L. Daly

Anthony P. DeFilippo

Dr. Sherelene A. Harris

Anthony W. Williams

Dr. Lynette D. Stokes,  
*College President*

Our Mission  
Is to **Serve** our  
**Students** and  
the **Community**  
Through Lifelong  
Learning.

ssc.edu

# MEMO

To: Dr. Lynette Stokes, President and Board of Trustees  
From: Patrick Rush, Vice President of Administration  
Date: April 24, 2024

Re: **Valerie Jackson Resignation Letter/Permission to Advertise  
Phone Poll**

A phone poll was conducted on April 23, 2024, in order to accept Valerie Jackson's resignation letter – effective May 17, 2024 – and grant permission to advertise immediately for her soon to be vacated critical position of Human Resources Generalist.

The results of the phone poll are as follows:

**Do you accept Valerie Jackson's resignation letter and grant permission to advertise immediately for her soon to be vacated Human Resources Generalist position?**

Board Member	Date and Time	Response
Terry R. Wells, Chairman	April 23, 2024, 4:10 p.m.	Yes
Vivian Payne, Vice-Chair	April 23, 2024, 4:42 p.m.	Yes
Janet Rogers, Secretary	April 23, 2024, 4:40 p.m.	Yes
Dr. Sherelene Harris	April 23, 2024, 4:47 p.m.	Yes
Anthony Williams	April 23, 2024, 4:27 p.m.	Yes
Tony DeFilippo	April 23, 2024, 5:44 p.m.	Yes
Kevin Daly	April 23, 2024, 4:30 p.m.	Yes
Lizbeth Atenco, Student Trustee	April 23, 2024, 4:49 p.m.	Yes

April 22, 2024

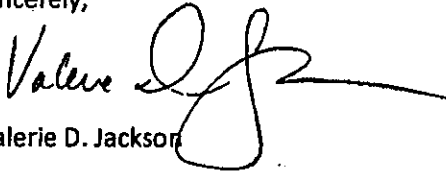
Ms. Kimberly Pigatti  
Director of Human Resources  
South Suburban College  
15800 South State Street  
South Holland, IL 60473

Dear Kim:

Please accept this letter as notice of my resignation from my position as HR Generalist. My last day will be Friday, May 17.

It has been a pleasure working with you and I am glad to have had the chance to represent South Suburban College. I wish you, and my HR/Payroll colleagues, continued success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie D. Jackson", with a long horizontal flourish extending to the right.

Valerie D. Jackson



## **SOUTH SUBURBAN COLLEGE JOB DESCRIPTION**

**JOB TITLE:** Human Resources Generalist  
**DEPARTMENT:** Human Resources  
**SUPERVISOR:** Director of Human Resources  
**SALARY LEVEL:** TPE  
**FLSA:** Exempt  
**DATE:** March 22, 2023

### **SUMMARY**

Under general direction, assists in the activities of the Human Resources Office in a confidential and professional manner, ensuring accordance with all applicable laws, policies and procedures. Acts as a resource for College personnel and provides direction for all cost center supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

The duties listed are not set forth for purposes of limiting the assignment of work. Performs other duties as assigned within the scope of the department, consistent with the role of this position.

Assists in matters of a highly confidential nature, requiring discretion and judgment.

Manages a variety of projects and tasks including, but not limited to, day-to-day human resources management and the maintenance of human resource/payroll systems, records, reports, and database systems.

Processes new employee information into the Datatel system and terminates exiting employees in the system. Processes college-wide payroll authorizations, contracts, and overload. Computes salaries as outlines in the appropriate Collective Bargaining Agreement and processes required payments.

Processes all State University Retirement System (SURS) event requests including terminations, certifications, and requests for verification of service time. Serves as the SURS Liaison and on the SURS Member Advisory. Ensures departmental policies are compliant with current SURS regulations.

Assist with facilitating new hire orientations.

Creates and maintains permanent employee records in compliance with state and federal laws.

Responsible for inputting the attendance records for all employees and tracks and administers Family and Medical Leave Act (FMLA). Receives requests for leave and determines if the leave can be classified as FMLA. Tracks each leave for eligibility and when leave entitlement has been exhausted.

Reports employee injury claims to the College's worker's compensation provider.

Processes Verification of Employment and Department of Workforce requests.

Receives and responds to basic unemployment claims – track claims, verifies billing, and reporting.

Coordinates with the Director, staff analysis and periodic audit and reporting as required by law, ICCB, IPEDS, etc.

Ensures plans are administered in accordance with documents and procedures and take corrective actions when necessary.

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.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:** Employee is subject to indoor work, protected from weather conditions. Work is sedentary in nature and involves exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

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

#### **EDUCATION AND/OR EXPERIENCE**

Associate's degree or equivalent experience

Five to eight years of Human Resources experience

Working knowledge and understanding of employment laws and regulations

Proficient in Microsoft Office, Word, Excel and/or other work processing software

#### **OTHER SKILLS AND ABILITIES**

Excellent oral and written communications skills combined with strong interpersonal skills. Skills are necessary to interface with all levels of management.

Excellent organizational, prioritization and time management skills. Flexibility, good judgement in prioritizing work. Ability to work under pressure with many interruptions and short time schedules. Ability to handle multiple tasks.

Ability to work as a team member and also independently, with minimal supervision.

Demonstrated ability to maintain confidentiality when dealing with sensitive information.

Experience in a community college setting, preferably using Datatel Colleague



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: May 9, 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 retirement of Linda Mattox as a full-time Human Resources Manager, effective June 30, 2025, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Replacement of this position aligns with Strategic Direction 5.4; improve operational effecticiencies of all internal structures and processes.

MOTION

Move that the Board of Trustees approve the retirement of Linda Mattox as a full-time Human Resources Manager, effective June 30, 2025, 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

[Signature]

Appropriate Vice President

4/29/24
Date

[Signature]
Director of Human Resources

4/29/24
Date

[Signature]

President

4/29/24
Date

April 30, 2024

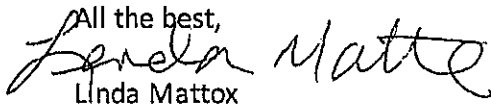
The Board of Trustees  
South Suburban College  
15800 S. State Street  
South Holland, IL 60473

Community College District 510 Board of Trustees,

Please accept this letter as my intent to retire from South Suburban College as Human Resources Manager, Human Resources Department effective June 30, 2025, under the terms and conditions as stated in Article of the Agreement between the Board and the South Suburban College Support Staff Association pertaining to the SSC Retirement Plan Benefits.

I am grateful for the professional and personal development opportunities that my employment has provided me. I have worked at South Suburban College for 21 years and it has been a pleasure serving the SSC Community. I will miss working with the staff, faculty, and students.

Thank you for the opportunity.

All the best,  
  
Linda Mattox

Cc: Dr. Lynette Stokes





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY24-VII.B.2**

**Board Meeting Date: May 9, 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 retirement of Mary Viehweg as a full-time, grant-funded Lead Instructor for English as a Second Language (ESL), effective June 30, 2024, and grant permission to advertise to fill the vacated grant-funded position.

**ESTIMATED COST OR BENEFIT**

N/A.

**JUSTIFICATION OF ACTION**

Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees approve the retirement of Mary Viehweg as a full-time, grant-funded Lead Instructor for English as a Second Language (ESL), effective June 30, 2024, and grant permission to advertise to fill the vacated grant-funded position.

**Approvals:**

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

*Tasha L. Williams*

\_\_\_\_\_  
Appropriate Vice President 5/2/24  
Date

*K. Pigatti*  
\_\_\_\_\_  
Director of Human Resources 5/2/24  
Date

*Spencer Stokes*  
\_\_\_\_\_  
President 5/2/24  
Date

April 29, 2024

The Board of Trustees  
South Suburban College  
South Holland, IL 60473

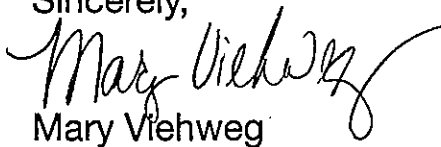
Dear Board of Trustees:

Please accept this letter as my intent to retire from South Suburban College as Lead ESL Instructor in the Adult Education Department effective June 30, 2024.

I am extremely grateful for the educational, professional, and personal development opportunities that working for the college provided me. I will miss my co-workers, the leaders of the Adult Education Department, and my students. I have learned so much from all of them.

Thank you for letting me experience teaching and learning at South Suburban College.

Sincerely,

  
Mary Viehweg

cc: Dr. Lynette Stokes  
Dr. Matthew Beasland  
Raylynn Stokes  
Kim Pigatti



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.3

Board Meeting Date: May 9, 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 Alexis Gee as a full-time Financial Aid Technician, effective April 12, 2024, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N.A.

JUSTIFICATION OF ACTION

Replacement of this position aligns with Strategic Direction 2.7; Increase student satisfaction and engagement across all support services and academic services.

MOTION

Move that the Board of Trustees approve the resignation of Alexis Gee as a full-time Financial Aid Technician, effective April 12, 2024, and grant permission to advertise to fill the vacated position.

Approvals:

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

[Signature]
Appropriate Vice President
4/29/24
Date

K. Pigatti
Director of Human Resources
4/29/24
Date

[Signature]
President
4/1/24
Date

## Resignation

Alexus A. Gee <forever.sluggn2011@gmail.com>

Fri 4/12/2024 11:09 AM

To: Willingham, Lilli <LWillingham@ssc.edu>

GoodMorning Lilli Willingham,

Thank you! Thank you so much for your generosity during this time of my absence. I am resigning from the Financial Aid Technician position effective today 04-12-2024. South Suburban College created an atmosphere for me to learn and grow. I want to say thank you again for allowing me the flexibility to not only do my job but to excel in education. Moving forward I wish the Financial Aid Department the uttermost respect and support!

Have a wonderful Friday!

You can reach out to me anytime via email or phone!! If I could come by the office and drop off my keys and badge and pick up a few things from my cubicle.

Greatness in the magnitude!!!!

Alexus Antoinette Gee

Sent from Gmail Mobile

A handwritten signature in black ink, appearing to read 'Alexis', written in a cursive style.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.4

Board Meeting Date: May 9, 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 Christina Gutierrez as a full-time Director of Student Activities, effective June 3, 2024, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N.A.

JUSTIFICATION OF ACTION

Replacement of this position aligns with Strategic Direction 2.7; Increase student satisfaction and engagement across all support services and academic services.

MOTION

Move that the Board of Trustees approve the resignation of Christina Gutierrez as a full-time Director of Student Activities, effective June 3, 2024, and grant permission to advertise to fill the vacated position.

Approvals:

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

[Signature]
Appropriate Vice President
4/29/24
Date

K. Pigatti
Director of Human Resources
4/29/24
Date

[Signature]
President
4/1/24
Date

May 1st, 2024

Dear Executive Director Tiffane Jones,

I am writing to formally resign from my position as Director of Student Activities at South Suburban College (SSC), effective June 3rd. I have thoroughly enjoyed my time at SSC and have learned a great deal from my experiences here. I am grateful for the opportunities for professional growth that have been afforded to me during my tenure. It has been a pleasure working under your guidance and leadership. You have been my greatest support during my time at this institution and for that I am incredibly thankful.

I am proud to have started at SSC as the Manager of Onboarding and Outreach, and to have progressed to the role of Director, where I have the responsibility of running the Latino Center, Veteran Center, Student Life, Student Programming, serving as the Undocumented Student Liaison, SOLES Student Group Advisor, and other roles under my purview. One of the highlights of my time at SSC was achieving HSI status through our continuous and quickly growing enrolled Latine/x population, a milestone that I am particularly proud of.

I am thankful for having leaders such as yourself, Vice-President Powell, Dean A. Jones, Director T. Whitted, Project Manager Anitta Barnett-Clemmons and many others, for teaching me many valuable skills and gracing me with opportunities.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during this period. Please let me know how I can best support the team in the coming weeks.

Thank you once again for the opportunity to be a part of the SSC community. I look forward to staying in touch and wish the organization continued success in the future.

Sincerely,

*Christina Gutierrez*

**Christina Gutiérrez**



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.5

Board Meeting Date: May 9, 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 termination of Sakihya Darden as a full-time Nursing Lab Supervisor, effective May 10, 2024, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Replacement of this position 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 termination of Sakihya Darden as a full-time Nursing Lab Supervisor, effective May 10, 2024, and grant permission to advertise to fill the vacated position.

Approvals:

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

Jasha S. Williams
Appropriate Vice President
5/2/24
Date

K. Pigatti
Director of Human Resources
5/2/24
Date

[Signature]
President
5/2/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.1

Board Meeting Date: May 9, 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 grant approve the appointment of LeToy Hannah-White as a full-time Human Resources Generalist in the Human Resources Department, effective May 20, 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 \$62,000 plus benefits.

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 grant approve the appointment of LeToy Hannah-White as a full-time Human Resources Generalist in the Human Resources Department, effective May 20, 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

Patricia Buel 5/3/24

Appropriate Vice President Date

K. Pigatti 5/3/24
Director of Human Resources Date

[Signature] 5/3/24
President Date





# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Human Resource Generalist Date: 5/3/2024

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

Applicants Offered Interviews: 3

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

- LeToy Hannah-White
- Megan Wright
- Robert Wilson

\*Denotes Internal Applicants

Recommend for employment: LeToy Hannah-White

Beginning Date: May 20, 2024 Salary/Placement: \$62,000

Originator Charlatti Huxton Date 5/3/24

Dean/Vice President Patricia Buel Date 5/3/2024

Human Resources Charlatti Huxton Date 5/3/24

President Spencer Stokes Date 5/3/24



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.1

Board Meeting Date: May 9, 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 the full-time position of Director of Echocardiography.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$75,000 plus benefits.

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 grant approval to create and advertise the full-time position of Director of Echocardiography.

Approvals:

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

Jasha L. Williams 4/29/24
Appropriate Vice President Date

K. Pigatti 4/29/24
Director of Human Resources Date

[Signature] 4/29/24
President Date



**South Suburban College**  
**Division of the Vice President of Academic Services**

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

---

**MEMORANDUM**

**TO:** Dr. Lynette D. Stokes, President  
**FROM:** Dr. Tasha S. Williams, Vice President  
**RE:** Proposal: Program Director of Echocardiography.  
**DATE:** April 22, 2024

---

South Suburban College (SSC) has the only Echocardiography program in the region. Our program has been supplying hospitals in the Chicago area and beyond with Echocardiographers for many years and we are well respected in the region. Hospitals have contacted the college to state the program's importance to their work and for staffing their departments. The field has a very strong job outlook with anticipated growth of 10% in the next 10 years. Currently, starting pay in our region can top 80k with a 10k signing bonus.

SSC's program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP). This accreditation is a requirement for students to take the necessary licensure exams for employment in the field. CAAHEP's standards require a Program Director. Standard III.B.1(a) states: *"The Program Director must assure achievement of the program's goals and outcomes, and is responsible for all aspects of the program, including the organization, administration, continuous review, planning, development and general effectiveness of the program. The Program Director must provide supervision, administration and coordination of the instructional staff in the academic and clinical phases of the educational program."* The standards also state that the director must meet the same credential required as qualified faculty.

In the past, SSC had a full-time faculty member serving as a Program Coordinator for release time. The Program Coordinator position does not meet CAAHEP's accreditation standards as faculty cannot provide supervision, administration and coordination of other faculty, as this is an administrative role. For this reason, we request to hire a full-time administrative **Program Director of Echocardiography**.

The Echocardiography program is essential for our area hospitals, our community, and our students. It is an integral part of the new Allied Health and Nursing Center. The academic area of the first floor is dedicated to this program and will be a highlight of the new space. The program has the potential to expand, especially as it moves into the new building. The program offers students the opportunity to work in the healthcare field and earn an excellent wage in a relatively short amount of time. The job market is very strong for this program and is predicted to stay strong for the next 10 years. A program director is required for the college to maintain our accreditation and we already have over 15 applicants for the next cohort which starts in August.

It is critical that a **Program Director of Echocardiography** is hired to provide administrative oversight of the program, support to faculty and students, and to ensure that there is no disruption in our accreditation status. The recommended salary for this position is \$75,000 with \$14,400 annual flexible health benefit. Being very cognizant of the budget, the request for this position does not include a need for new funding. The Division of Academic Services will utilize resources from the cost-savings in other academic areas to support this position.



## SOUTH SUBURBAN COLLEGE Job Description

**Job Title:** Program Director, Echocardiography  
**Division:** Academic Services  
**Department:** Allied Health Career Programs  
**Reports To:** Dean of Allied Health and Career Programs  
**Salary Level:** \$75,000  
**Prepared Date:** 05/02/2024  
**Date:** May 02, 2024

### SUMMARY

The Program Director of Echocardiography will report to the Dean of Allied Health & Career Programs and shall be responsible for assure achievement of the program's goals and outcomes, and is responsible for all aspects of the program, including the organization, administration, continuous review, planning, development and general effectiveness of the program. The Program Director must provide supervision, administration and coordination of the instructional staff in the academic and clinical phases of the educational program. The director will be responsible for the educational welfare of students and the professional needs of staff in the department. Working cooperatively with faculty and staff, operating within established duties and responsibilities, the Program Director has the administrative oversight and authority to manage decisions on matters related to Echocardiography and provides leadership for faculty and staff in offering quality educational services for college students, and supervise and evaluate the performances of assigned personnel.

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

**include the following. Other duties may be assigned.**

- Provide leadership and management for the Echocardiography Program.
- Develop and maintain relationships and correspondence with ICCB, HLC and appropriate accrediting agency.
- Aligns program policies and procedures with college and outside regulatory agencies.
- Collaborate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs.
- Coordinate with hospitals and other healthcare agencies for clinical and employment placements for students.
- Ensure program accountability efforts.
- Collaborate with faculty in curriculum development, revisions, outcomes assessment, program review and retention activities to support student success.
- Effectively plan and manage the budget in coordination with program faculty.
- Collaborate with faculty to develop and staff the academic schedule.
- Address student issues and concerns.
- Manage the tenure process and faculty evaluations per contractual guidelines.
- Participate in district, state, and community committees and outreach activities.
- Assist in coordination of annual advisory board meetings.

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

perform the essential functions.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Cardiac Sonography, Medical Imaging with current ARDMS, (RDMS) or CCI (RCS) credentials in cardiac sonography.
- Knowledgeable of the Commission on Accreditation of Allied Health Education Programs/Joint Review Committee on Education in Diagnostic Medical Sonography (CAAHEP/JRC-DMS) Standards.
- 3-5 years of experience in a clinical setting
- Excellent written and oral communication skills.
- Experience in curriculum development and assessment.
- Must successfully pass a criminal background check.

**PREFERRED QUALIFICATIONS:**

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

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

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.2

Board Meeting Date: May 9, 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 the full-time position of Trades III Engineer.

ESTIMATED COST OR BENEFIT

This is a full-time position, classified Grade XI on the Support Staff Salary Schedule.

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 grant approval to create and advertise the full-time position of Trades III Engineer.

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

Patricia Buel 4/29/24

Appropriate Vice President Date

K. Pigatti 4/29/24
Director of Human Resources Date

Spencer Stokes 4/29/24

President Date



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

**Job Title:** Trades III  
**Job Code:** 425 points  
**Division:** Physical Plant  
**Department:** Administration  
**Reports To:** Dir. of Physical Plant  
**Salary Level:** Grade XI  
**Prepared Date:** 05/26/94, Revised 09/01/04  
**Date:** September 1, 2004

**SUMMARY**

Performs general and specialized tasks requiring a proficiency of skill and applied knowledge of construction, maintenance, operation and management of physical plant facilities, property and systems; correctly interprets designs, plans, instructions and specifications related to buildings, permanent structures, fixtures and physical plant equipment; safely and effectively operates and maintains manual and power tools and equipment; rehabilitates and repairs mechanical, electrical, plumbing, stationary and other systems and equipment as assigned; recognizes indicator signs and signals pertaining to system and equipment performance and takes proper action to correct or adjust as needed.

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

Operates, maintains and repairs stationary engines and mechanical equipment, such as boilers, air compressors, generators, refrigerators and motors, to provide utilities such as heat, air conditioning, water and power for buildings; reads meters and gauges and adjusts controls of equipment to verify specific operating conditions; records data relative to equipment and systems performance.

Ensures proper ventilation and utility supply to areas of building; performs adjustments or alterations to correct or improve operations systems and quality of service delivery.

Reads, interprets and follows blueprints, manuals, schematics, instructions and building codes and implements proper procedures.

Installs and modifies equipment to conform to specifications as required.

Participates in the installation, service maintenance, repair and construction of mechanical or electrical systems and plumbing; effects boiler water treatment, chiller treatment; effects compressor and dryers repair; effects air conditioning and heat start-ups and downs; effects repair and maintenance of elevators and hydraulics; installs electrical system lines, circuits and appliances; installs pneumatic, thermostatic and other devices and control mechanisms.

Performs copper pipe plumbing and other conduit repair and installation; operates a wide assortment of special tools and utensils which may include drills, saws, torches, guns, hammers, shovels, picks, wrenches, power tools; operates heavy equipment such as trucks, tractors and lifts; may operate other heavy equipment to perform otherwise laborious and difficult tasks.

Troubleshoots and overhauls operating systems and equipment; assesses and identifies nature of

equipment failures and takes corrective action.

Turns utilities on and off; adds freon or other chemical or gas agents to systems; controls fuel feed and regulates voltage.

Performs fire and safety hazard inspections and ensures preventive maintenance and safety procedures are in force.

Performs skilled duties related to pipefitting, carpentry, window and glass installation, plastering and drywall installation, chemical treatments and applications, masonry work, athletic scoreboard maintenance, sheet metal work.

Operates or works in tandem with computer-based control and scheduling systems; may enter or retrieve data from terminal.

Orders, stocks and logs supplies, materials and equipment as authorized.

May repair electrical and mechanical apparatus such as computers, office equipment, alarm systems, etc., not under the jurisdiction of other technical personnel.

Performs assigned duties as acquired and learned skills and abilities permit; assists and coordinates other personnel through cooperative efforts aimed at providing maximum and optimum services to College, effecting the comfort, safety and convenience of all visitors, staff, faculty and students.

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

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

**EDUCATION and/or EXPERIENCE**

A high school diploma or general educational degree (GED) is preferred, supplemented by specialized training, apprenticeship and/or progressive supervised work experience up to four years in specific skills relative to duties described; required to possess a current driver's license under Illinois law, and may be required to possess a CDL license.

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

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY24-VI.E

Board Meeting Date: May 9, 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 reduce and limit the number of faculty sabbaticals to one (1) for the 2024-2025 academic year.

**ESTIMATED COST OR BENEFIT**

**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 reduce and limit the number of faculty sabbaticals to one (1) for the 2024-2025 academic year.

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

*Tasha S. Williams* 4/29/24  
 Appropriate Vice President Date

*K. Pigatti* 4/29/24  
 Director of Human Resources Date

*[Signature]* 4/29/24  
 President Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY24-VII.F

Board Meeting Date: May 9, 2024

**BOARD COMMITTEE**

Policy  
 Finance  
 Architectural  
 Other

**FUNDING**

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

**PROPOSAL SUMMARY**

Request that the Board of Trustees approve the lateral transfer of Dr. Shunda McGriff, a faculty member subject to layoff, from the Counseling Department to the Social and Behavioral Sciences Department, effective May 21, 2024. Upon successful completion of retraining, Dr. McGriff will be credentialed in the subject of History.

**ESTIMATED COST OR BENEFIT**

Salary and benefits are cost neutral; the cost of retraining is approximately \$15,000.

**JUSTIFICATION OF ACTION**

This action supports Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Request that the Board of Trustees approve the lateral transfer of Dr. Shunda McGriff, a faculty member subject to layoff, from the Counseling Department to the Social and Behavioral Sciences Department, effective May 21, 2024. Upon successful completion of retraining, Dr. McGriff will be credentialed in the subject of History.

Approvals:

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

*Jasha A. Williams* 5/3/24  
Appropriate Vice President Date

*K. Pigatti* 5/3/24  
Director of Human Resources Date

*Spencer Stokes* 5/3/24  
President Date