

SOUTH SUBURBAN COLLEGE



February 29, 2024

Special Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
SPECIAL BOARD MEETING AGENDA
THURSDAY, FEBRUARY 29, 2024
7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

IV. PRESENTATIONS/REPORTS

There are none.

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 (D. Powell)

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

VII. 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.

VIII. MISCELLANEOUS

IX. ADJOURNMENT



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-V.A

Board Meeting Date: February 29, 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 rescind the Memorandum of Understanding concerning the Academic and Career Counselor positions in the College and Career Success Center.

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


Approvals:

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



 Appropriate Vice President

2/26/24
Date



 President

2/26/24
Date

Memorandum of Agreement

Position Restructuring – Academic & Career Advisor

This Memorandum of Agreement is entered into between Community College District No. 510, South Suburban College of Cook County, County of Cook, Illinois (“College”), and South Suburban College Faculty Association (“SSCFA”), which is the sole and exclusive bargaining agent for all faculty members, subject to certain specified exclusions. The College and the SSCFA have entered into a collective bargaining agreement for August 1, 2020, through the completion of the summer 2024 academic term (the “Agreement”). The College and the SSCFA (collectively “the Parties”) hereby agree to supplement the Agreement as follows:

1. The Parties mutually agree that, as of August 1, 2024, the bargaining unit position currently referred to as “Academic and Career Counselor” in the College & Career Success Center is hereby abolished and will be replaced with the new position “Academic and Career Advisor” which will remain in the College & Career Success Center.
2. The position “Academic and Career Advisor” shall be a 12-month position with an expectation of 35 hours of direct service per week. The anticipated duties are further described on the attached Exhibit A.
3. Employees in the position “Academic and Career Advisor” shall receive paid vacation days, in the amounts of 15 days for employees with 0-4 years of service and 20 days for employees with 5 or more years of service, to be administered in accordance with the ordinary vacation leave policies of the College. All other benefits shall be in accordance with the Agreement or the successor collective bargaining agreement.
4. The position “Academic and Career Advisor” will remain in the SSCFA bargaining unit and will not be expected or required to perform any duties which would conflict with the bargaining unit recognition as described in the Agreement or under the Illinois Educational Labor Relations Act, including, but not limited to: (i) supervisory, managerial, or confidential tasks; (ii) responsibility for judgment-based decisions on hiring, transfer, layoff, recall, promotion or reward of bargaining unit employees; or (iii) any decisions on suspension, discipline, discharge, or grievances of bargaining unit employees.
5. The individuals currently employed in the position of “Academic and Career Counselor” shall be reclassified at the end of their 2023-2024 work year as follows:
 - a. Samuel Hinkle – Academic and Career Advisor
 - b. Sarah McAley – Academic and Career Advisor
 - c. Lauren Johnston – Social & Behavioral Services Department, anticipated to teach Psychology
 - d. Dr. Shunda McGriff – one-semester sabbatical per Section 7 below, optional one-year leave of absence per Section 8 below

6. Employees in the position of “Academic and Career Advisor” during the current term of the Agreement will receive the following salary amount:
 - a. Samuel Hinkle – \$58,692.38
 - b. Sarah McAley – \$75,698.04

Future salary amounts shall be negotiated and determined in the successor collective bargaining agreement.

7. Pursuant to Section 10.10.H of the Agreement, Dr. Shunda McGriff is hereby eligible for a one-semester sabbatical leave for the Fall 2024 semester. Compensation for such sabbatical leave shall be as provided for in Section 5.4 of the Agreement or the equivalent provision of the successor collective bargaining agreement. Reimbursement of tuition and fees for retraining coursework shall be as provided for in Section 10.10.H of the Agreement or the equivalent provision of the successor collective bargaining agreement depending on timing.
8. Pursuant to Section 10.10.I of the Agreement, if Dr. McGriff rejects a one-semester sabbatical leave as described in Section 7 above, she shall be granted a one-year leave of absence without pay upon her written request to the administration.
9. In the event that Dr. McGriff completes necessary retraining coursework during her leave, the Administration shall place her into the appropriate seniority placement and take all such steps as are required to eliminate part-time or overload assignments to provide for a normal full-time load upon her return. If the elimination of such assignments is not sufficient to create a normal full-time load, the Board of Trustees may proceed with a notice of honorable layoff to the tenured faculty member with the least seniority in the affected department. Otherwise, the Board of Trustees and the administration of the College shall not proceed with the layoff recommendation regarding the “Academic and Career Counselor” position originally issued on October 24, 2023.
10. The Association hereby withdraws, without precedent and with prejudice, its grievance originally filed on November 3, 2023, regarding the layoff recommendation.
11. The Parties agree to work cooperatively during the following contract year to collect data and meet to evaluate the successful implementation of this change.

The Parties agree that this Memorandum does not provide grounds to open the remainder of the Agreement for consideration of any other amendments or negotiations, shall not be considered as precedent or as a basis to seek or justify similar changes involving other positions in the bargaining unit by either Party, and does not provide grounds to pay any other individual in a manner other than outlined above. Nothing in this memorandum shall diminish any rights or privileges contained within the Agreement.

**SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION**

SSCFA President

Date

EMPLOYEES

Samuel Hinkle

Lauren Johnston

Sarah McAley

Dr. Shunda McGriff

**SOUTH SUBURBAN COLLEGE OF
COOK COUNTY**

College President

Date

Date

Date

Date

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-V.B

Board Meeting Date: February 29, 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 resolution regarding discontinuance of the position of Academic and Career Counselor and Notices of Honorable Dismissal.

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


Approvals:

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



 Appropriate Vice President

2/26/24
Date



 President

2/26/24
Date



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: Dr. Lynette Stokes, President

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

Date: February 23, 2024

Subject: Counseling Service Delivery Model Change - Pause – Section 10:10 Layoff Determination

As a result of discussions with the South Suburban College Faculty Association (SSCFA) that were initiated in 2019, Administration remains supportive of its request to “discontinue a particular type of teaching service or program” as noted in **Section 10:9**. In order to do so and pursuant to **Section 10:10** Layoff Determination, Administration provided the SSCFA with a notice on October 28, 2023.

In response to the SSCFA’s request to pause a decision on the matter, no Board action was taken at the January 2024 meeting. As a result, the SSCFA, impacted members and administration engaged in discussions to review recommendations and proposals. An agreement was met between the administration and the SSCFA that satisfied the service delivery needs of the SSC student population. The MOA presented during the February 8, 2024 Board Meeting followed the provisions set-forth by Sections 10.10 and 10.11.

Document #1 MOA between SSC and the SSCFA

Document #2 Collective Bargaining Agreement Sections 10.9, 10:10 and 10:11

On February 15, 2024 the administration was informed that faculty outside of the College & Career Success Center had concerns with the decision-making process on the part of the SSCFA’s leadership team. As a result, a series of meetings were held to discuss the concern:

February 14, 2024 Administration, SSCFA leadership on behalf of impacted faculty
February 15, 2024 President Lynette D. Stokes & SSCFA President Jamie Welling. SSCFA informed the administration that there was concern within the members of the faculty association that the MOA had not been voted on by the Executive Board of the SSCFA thereby raising further concern of whether the union had acted fairly, transparently and with inclusivity as it relates to the decision-making process that should have been done on behalf of the collective body.

February 20, 2024 President Lynette D. Stokes & SSCFA President Jamie Welling.
February 21, 2024 President Lynette D. Stokes & SSCFA President Jamie Welling. The administration was informed of the results of the SSCFA Executive Board vote.
February 22, 2024 10:15 a.m.; 12:30 p.m.; and 2:20 p.m. President Lynette D. Stokes & SSCFA President Jamie Welling. Met to discuss best and final proposal presented by the SSCFA.

In summary, the SSCFA met with their local faculty association Executive Board on February 20, 2024. The Executive Board voted down the MOA that was approved at the February 8, 2024 SSC Board of Trustees Meeting. Administration was notified of that decision on February 21, 2024. On February 22, 2024 the SSCFA leadership presented its best and final proposal which was to grandfather in ALL directly impacted members (four) in the current positions as Academic & Career Counselors. This request was not accepted by administration as it does not support a change in the service delivery model and does not best meet the service demands of our students. To that end, it is the recommendation of administration to proceed with a reduction in force at the Special Board meeting on February 29, 2024.

I will be available at the Special Board meeting to address any questions or concerns at that time.

SECTION 10.7
EXCLUSIONS

Faculty members who are utilizing any form of extended leave permitted under the terms of this Agreement (e.g., sabbatical leave) shall not be eligible for overload opportunities during the semester(s) in which they are utilizing leave and shall forfeit their placement in the department's rotation scheme during such leave.

However, faculty members on a one (1) year leave of absence as provided for in SECTION 10.11 (1), shall be permitted to teach overload and summer courses in accordance with SECTION 10.6 hereof.

SECTION 10.8
FAIRNESS PREFERENCE

If it is established that a faculty member did not receive a fair share of the extra work opportunities offered to faculty members covered by this Agreement within the faculty member's applicable rotation scheme, said faculty member shall have preference for future extra work opportunities until reasonable balance is recreated.

Faculty members will get first consideration for additional service employment.

SECTION 10.9
REDUCTION IN TEACHING STAFF

Pursuant to law the sole discretion to effectuate layoffs of faculty members for the purposes of effectuating a reduction in teaching faculty at the College rests with the Board of Trustees. In considering the necessity to effectuate such reductions, primary consideration shall be given to decreases in enrollment, the financial condition of the College and the desirability or necessity to discontinue some particular type of teaching service or program. In all cases, the Board and the Administration shall refrain from reaching such determinations in an arbitrary or capricious manner.

SECTION 10.10
LAYOFF DETERMINATION

The Board and the Association agree that all reasonable efforts to avoid the layoff of faculty members shall be evaluated and utilized prior to actual layoffs and, the Board and the Association both agree that it is in the best interests of the College, its student body and the professionalism attendant thereto to retain experienced faculty members. However, in

such cases as the Board determines that layoffs of faculty members are required, the following steps shall be strictly adhered to in the formulation and ultimate determination of the need for faculty layoffs:

- A. In October of each year the administration shall review enrollment and the financial condition of the College and make a preliminary determination as to the need for and, if needed, the number of faculty layoffs to be recommended. The President and selected administrative staff, appropriate to the consideration of the possible layoffs, shall meet with a committee designated by the Faculty Association, consisting of no more than five (5) members of its selection, to receive the input of such committee and to consider those suggestions of the Association as might be relevant to the consideration of the proposed layoffs.
- B. The administration shall make its preliminary report to the Board at its regularly scheduled meeting in the month of November of each year.
- C. The Board shall meet and review the recommendations and advise the President of its preliminary findings and determinations as to necessity for layoffs.
- D. The President shall meet with the Association to discuss whatever further suggestions the Association might have concerning the avoidance of possible layoffs. This meeting shall take place not more than five (5) days after the date of the Board meeting provided for in Subsection C above.
- E. The President shall, within five (5) days after the Board meeting provided for in Subsection C above, convene a committee or series of committees, relevant to the affected department(s) to promptly study the facts and circumstances surrounding the proposed layoffs. The committee(s) shall consist of the appropriate department heads, appropriate administrators, and faculty association members from each department comprising a membership of no less than seventy-five percent (75%) of each committee, said faculty members to be elected by the faculty members of each affected department.

Such committee or committees shall promptly review all pertinent data and report back to the President of the College not less than five (5) calendar days prior to the date of the December Board meeting. The review of the committee shall consider all pertinent data which shall include, but not be limited to, current and projected College enrollments, current and projected course enrollment, courses taught by part-time faculty members, overload assignments and the seniority and qualifications of all affected faculty members.

As defined herein, affected departments shall mean programs identified by the President of the college as susceptible to reduction in full-time faculty members.

Such report shall be transmitted to the President and shall be transmitted by the President to the Board for its consideration by it at its December meeting.

The Association President or an appropriate designee shall have the prerogative of addressing the Board at such meeting with respect to such report.

- F. The President shall report the results of the meeting with the Association to the Board at the December Board meeting. The Board shall either take action to effectuate any needed layoffs or shall postpone such action to either a specially convened meeting for that purpose or for the next regularly scheduled board meeting, at which final action shall be taken with directions to the President to effectuate such layoffs as are required. Such determination by the Board shall not be unreasonable.

- G. The President, upon the advice and consultation of the Vice President of Academic Services and the appropriate administrators shall take all such steps as are required to eliminate part-time or overload assignments in which the affected faculty member is determined to be qualified to teach in an effort, thereby, to provide the affected faculty member with a normal full-time load.
- H. The President shall, on behalf of the Board, grant, on an emergency basis, a sabbatical leave to any faculty member eligible therefore who is subject to layoff as provided for herein. The compensation for such sabbatical leave shall be the same as provided for in SECTION 5.4 of this Agreement.

Upon the presentation of proper receipts, the faculty member shall be reimbursed the cost of tuition and fees for those courses of instruction undertaken by the affected faculty member as will retrain that faculty member in those areas and disciplines needed to qualify to render services in those areas of need at the College where there are sufficient hours of work available. If at all possible, the affected faculty member will undertake such retraining during the spring and summer terms of the year.

The determination as to those subjects and disciplines to be undertaken by the affected faculty member shall be made after full consultation with the appropriate administrators. In such consultations, the primary concern thereof and the primary concern of such a sabbatical leave shall be the proposed continued employment of the faculty member at the College. If the faculty member either rejects or is ineligible for such sabbatical, then that faculty member shall qualify for a leave of absence as provided for in Paragraph 1 below.

- I. The President shall then notify the Association and the affected faculty member of the necessity of layoff as to that person. Within fifteen (15) days after such notification the affected faculty member may apply for a one (1) year leave of absence without pay.

If such application is made, such affected faculty member will, in fact, be granted a one (1) year leave of absence without pay. Further, in the succeeding year, the layoff procedures set forth herein shall be applicable to such affected faculty members.

SECTION 10.11

LAYOFF NOTICE PROVISIONS

After the completion of the procedures provided for in SECTION 10.11 above, the Board shall serve notice upon the affected faculty member as follows:

- A. The affected faculty members shall receive written notice by registered mail not later than seventy-five (75) days prior to the end of the preceding school year.
- B. The written notice shall include a statement of honorable layoff and the reason therefor.
- C. Layoffs shall be carried out so that the employment of no tenured faculty member may be terminated under the provisions of this SECTION and applicable law while any probationary faculty member, or any other employee with less seniority, is retained to render a service which the tenured employee is competent to render.

- D. The order of layoff shall be in reverse order of seniority, provided that probationary faculty members shall be laid off before faculty members who have been granted tenure; and provided further that the faculty members remaining have been determined to be qualified to perform the work available. Conflicts of seniority shall be resolved in accordance with SECTION 10.1 of this Article.
- E. The order of recall within each area shall be in reverse order of layoff, provided the faculty member is determined to be competent to render a service in accordance with SECTION 10.2 of this ARTICLE to perform the work available and needed at the College.
- F. For the period of twenty-four (24) months from the beginning of the school year for which the faculty member was dismissed, any faculty member shall have the preferred right to reappointment to a position entailing services which the faculty member is competent to render prior to the appointment of any new faculty member; provided that no non-tenured faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render.

SECTION 10.12

TERMINATION OF SENIORITY

A faculty member's seniority shall be terminated upon the occurrence of any of the following events:

- A. The resignation of a faculty member;
- B. A faculty member is terminated in accordance with the provisions of this Agreement;
- C. The retirement of a faculty member;
- D. A faculty member is laid off for a period of time equal to three (3) years or the length of time of the faculty member's full-time employment by the College, whichever is less;
- E. A faculty member fails to respond to notification of recall within two (2) weeks after receipt of such notification. Notification of recall of a faculty member shall be by registered mail addressed to the most recent address provided by the faculty member on file in the Human Resources office. It shall be the responsibility of the faculty members laid off to advise the Director of Human Resources in writing of their latest address;
- F. A faculty member fails to return from an approved leave of absence at its expiration.

SECTION 10.13

ACCUMULATION OF FACULTY SENIORITY

Administrators do not accumulate faculty seniority during periods of administrative service.

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

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: This 29th day of February, 2024, by the following roll call vote:

AYES: _____

NAY: _____

ABSTAIN: _____

ABSENT: _____

Chairman, Board of Trustees
Community College District No. 510

Secretary, Board of Trustees
Community College District No. 510

EXHIBIT A

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

NOTICE OF HONORABLE DISMISSAL

[DATE – NOT LATER THAN MARCH 4, 2024]

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

TO: [EMPLOYEE NAME]
[ADDRESS]

Dear [EMPLOYEE NAME]:

YOU ARE HEREBY NOTIFIED that the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, Illinois, has decided that, in accordance with Section 3B-5 of the Illinois Public Community College Act (herein “the Act”), you shall be honorably dismissed from your employment as an employee of this College for the next ensuing school year. Therefore, you are hereby honorably dismissed from your employment effective at the close of the present 2023-2024 school year; to-wit: May 20, 2024, or such date as the school calendar may be extended.

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

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

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

EXHIBIT A

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

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

Very truly yours,

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

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

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

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

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

RESOLUTION NO. _____

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

as adopted by the Board at its meeting held on the 29th day of February, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 29th day of February, 2024.

Secretary, Board of Trustees