

SOUTH SUBURBAN COLLEGE



October 17, 2024

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, OCTOBER 17, 2024
7:00 P.M.

I. CALL TO ORDER/ROLL CALL

II. PUBLIC PARTICIPATION / ACCESS

III. PRESENTATIONS/REPORTS

There are none.

IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- A. Public Hearing held September 12, 2024
- B. Finance Committee meeting held September 12, 2024
- C. Regular Board of Trustees meeting held September 12, 2024

V. NEW BUSINESS

- A. Monthly Financial Report (T. Hill)
- B. Approval of the payment of bills for September, 2024 (T. Hill)

VI. PERSONNEL RECOMMENDATIONS

- A. Retirements/Resignations/Terminations
- B. Appointments
- C. Approve the Memorandum of Understanding (Additional Extra Overload)

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

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

MINUTES OF THE PUBLIC HEARING

THURSDAY, SEPTEMBER 12, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:05 p.m., Chairman Terry Wells called the Public Hearing 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.

Board members in attendance for the Public Hearing: Chairman Terry Wells, Vice Chairperson Vivian Payne and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Janet Rogers, Anthony Williams and Student Trustee Lizbeth Atenco.

Board members absent for the Public Hearing: None.

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

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. OPERATING AND NON-OPERATING BUDGETS - FISCAL YEAR 2025

A. Operating and non-operating budgets for fiscal year 2025 for Community College District No. 510

Chairman Terry Wells stated the budget for fiscal year 2025 has been reviewed and posted for the mandatory 30 days. Treasurer Tyhani Hill presented the total operating fund expenditures of \$33,388,768, and the total non-operating fund expenditures of \$16,171,220.

B. Public comments and discussion

Chairman Terry Wells made a call for public comment concerning the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.

IV. ADJOURNMENT

There being no response for public input, the Public Hearing adjourned at 7:25 p.m. on a motion made by Trustee Daly and seconded by Trustee Rogers. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Antony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

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, SEPTEMBER 12, 2024

Trustee DeFilippo called the meeting of the Finance Committee to order at 7:25 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 Sherelene A. Harris, Vivian Payne, Anthony Williams and Student Trustee Lizbeth Atenco.

Other Board members absent: None.

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 approve the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510

Trustee DeFilippo recommended the Board of Trustees approve the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510 at the regular Board of Trustees meeting.

The meeting adjourned at 7:28 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, SEPTEMBER 12, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:28 p.m., Chairman Terry Wells called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248.

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

Absent: None.

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

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

1. Jennifer Medlen addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
2. Marica Wallace addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
3. Diane Grzeka addressed the Board of Trustees on behalf Lisa Curless regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
4. Becky Walters addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
5. Robert Bailey addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
6. Laura Baltuska addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
7. Kim Marks addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.
8. Kyle Churney addressed the Board of Trustees regarding the Agenda Item V.C; Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510.

IV. REPORTS/PRESENTATIONS

A. Justin Papp, Yves Jeanty and the Architects Enterprise, Inc. team delivered a presentation on the Allied Health & Nursing Center to the Board of Trustees..

V. PREVIOUS MEETING MINUTES

A. Regular Board of Trustees meeting held August 8, 2024

Trustee Williams moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held August 8, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for August, 2024

Trustee Payne moved and Trustee Williams seconded to approve the bills payable for August, 2024 in the amount of \$4,198,622.42. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Approval of the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510

Trustee DeFilippo moved and Trustee Rogers seconded to approve the operating and non-operating budgets for fiscal year 2025 for Community College District No. 510. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

1. Trustee Payne moved and Trustee Williams seconded to approve the retirement of Alexandra Glumac as a full-time, grant-funded Program Director of the Mental Health and Wellness Center, effective December 31, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
2. Trustee Rogers moved and Trustee Williams seconded to approve the retirement of John McGreevy as a full-time Faculty and Program Coordinator for the Radiology Technology Program, effective January 17, 2025, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
3. Trustee Williams moved and Trustee Rogers seconded to approve the termination of Frank Roberts as a full-time, grant-funded Dislocated Worker Career Coach in the Workforce Development Department, effective September 13, 2024, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
4. Trustee Harris moved and Trustee Rogers seconded to approve the separation of employment of Bridget Walters as a full-time, grant-funded Workforce Partnership Coordinator for the Workforce Equity initiative (WEI) Grant, due to a reduction in FY25 WEI grant funding. On roll call, Trustees Kevin L. Daly, Anthony

DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee Payne moved and Trustee Rogers seconded to approve the appointment of Dr. Matthew Beasland as a full-time Associate Dean of Career & Technical Education (CTE) in the Academic Services Division, effective September 16, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
2. Trustee Harris moved and Trustee Williams seconded to approve the appointment of Keith Robinson as a full-time Custodian I (day shift) in the Plant Operations Department, effective September 16, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
3. Trustee Williams moved and Trustee Payne seconded to approve the appointment of Tiffany Carney as a full-time, grant-funded Literacy Grant Manager in the Adult Education Department, effective September 16, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.
4. Trustee Harris moved and Trustee Rogers seconded to approve the appointment of Richard Schmittel as a full-time Publications Specialist I in the Publications Department, effective September 16, 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Approval to Reappoint Non-tenured Spring Hire Faculty for 2024/2025 Academic Year

Trustee Williams moved and Trustee Rogers seconded to grant approval to reappoint Dr. Sharlene Chapman non-tenured Spring Hire Faculty for 2024/2025 Academic Year. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 8:43 p.m., Trustee Williams moved and Trustee Rogers seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.A

Board Meeting Date: October 17, 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 August 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

Controller/Treasurer

10/1/2024

Date
10/8/24

Appropriate Vice President

Date
10/8/24

President

Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: October 1, 2024
 Subject: Financial Report For The Period Ending August 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>
\$3,317,750.65	\$5,997,061.97
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,847,993.00	\$6,123,893.79

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>
\$5,946,801.41	\$9,077,127.81
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$6,349,833.75	\$9,264,143.15
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$403,032.34)	(\$187,015.34)

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>
\$22,214,869.69	3.77%	5

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,549,779.69	\$129,531.63	\$2,679,311.32
August	\$3,238,020.04	\$79,730.61	\$3,317,750.65
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$5,787,799.73	\$209,262.24	\$5,997,061.97

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$1,922,473.93	\$353,426.86	\$2,275,900.79
August	\$3,492,544.05	\$355,448.95	\$3,847,993.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$5,415,017.98	\$708,875.81	\$6,123,893.79

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,130,326.40	\$2,914,309.40	\$216,017.00
August	\$5,946,801.41	\$6,349,833.75	(\$403,032.34)
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$9,077,127.81	\$9,264,143.15	(\$187,015.34)

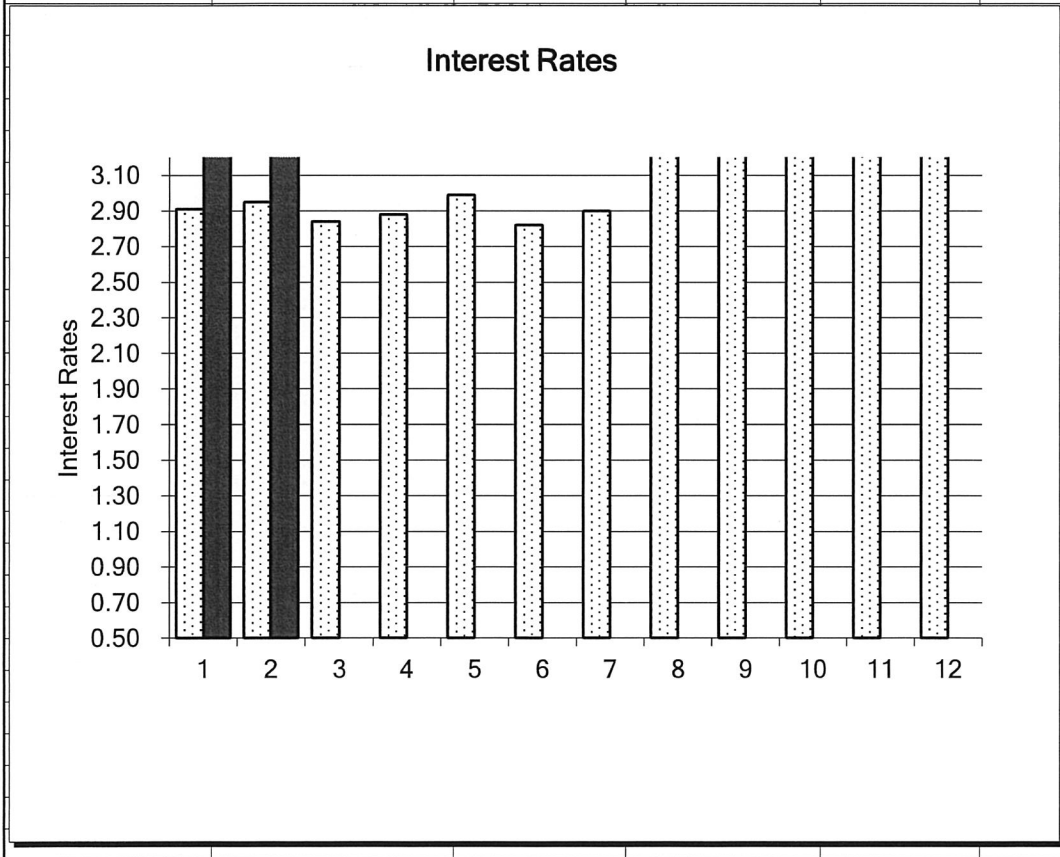
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$17,431,730.87	3.72%	(12)
August	\$22,214,869.69	3.77%	5
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

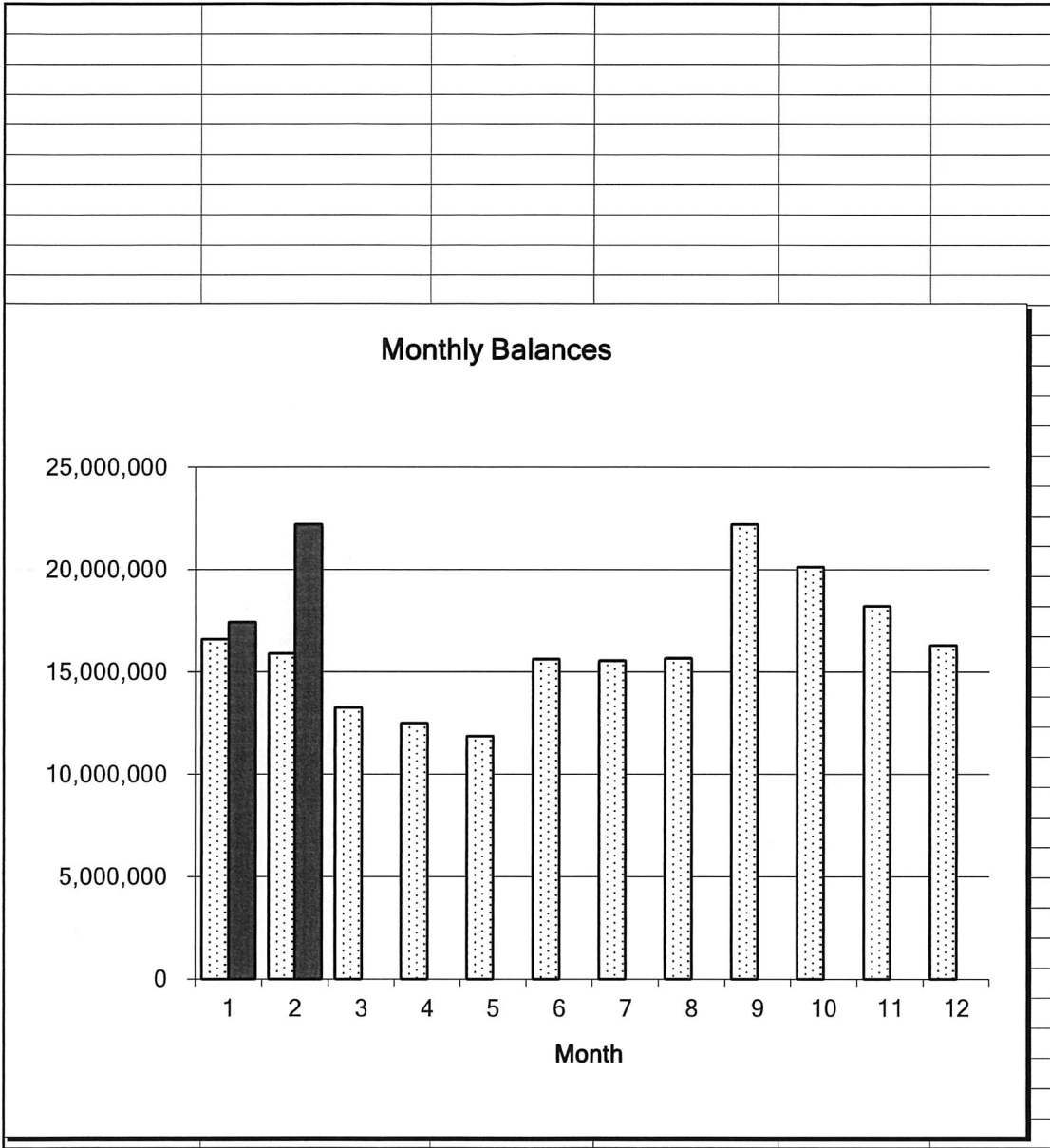
Description	Date	Fund 1	Fund 2	Fund 3	Fund 3
		Educational	Opr. & Maint.	O&M Rst(300)	PH&S(379)
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		647,986.52	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,437,428.88	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		10,140,339.21	0.00	4,198,819.25	0.00
Totals	8/1/2024	13,225,754.61	0.00	4,198,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	08/01/2024	101,606.50			
Illinois Fund MM deposit from Comptroller	08/06/2024	35,988.21			
Illinois Fund MM deposit from Comptroller	08/19/2024	127,639.66			
Illinois Fund MM deposit from Comptroller	08/20/2024	172,444.51			
Illinois Fund MM deposit from Comptroller	08/21/2024	58,677.00			
Illinois Fund MM deposit from Comptroller	08/26/2024	328,798.61			
Illinois Fund MM deposit from Comptroller	08/26/2024	(1,000,000.00)			
Illinois Fund MM deposit from Comptroller	08/27/2024	209,696.63			
Illinois Fund MM deposit from Comptroller	08/28/2024	5,000.00			
Interest on Illinois Funds MM	08/30/2024	3,766.32			
5/3 transfer from Investments to Cash	08/30/2024	(2,930,000.00)			
5/3 transfer from Cash to Investment	08/30/2024	7,600,000.00			
Interest on 53 MM	08/30/2024	58,585.01			
PFM Interest	08/30/2024	10,936.37			
Ending Balance:		18,008,893.43	0.00	4,198,819.25	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		691,603.96	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,448,365.25	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		14,868,924.22	0.00	4,198,819.25	0.00
Totals	08/31/2024	18,008,893.43	0.00	4,198,819.25	0.00

South Suburban College

Investment Summary				
	F Y 2023 - 2024		F Y 2024 - 2025	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	16,593,643	2.91	17,431,731	3.72
August	15,893,722	2.95	22,214,870	3.77
September	13,262,893	2.84		
October	12,504,572	2.88		
November	11,856,861	2.99		
December	15,616,406	2.82		
January	15,546,623	2.90		
February	15,663,399	3.84		
March	22,218,501	3.86		
April	20,125,775	3.71		
May	18,205,599	3.76		
June	16,286,762	3.84		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.B

Board Meeting Date: October 17, 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.

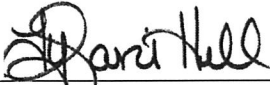
MOTION

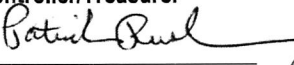
Hereby authorize the Treasurer to pay the following list of bill:

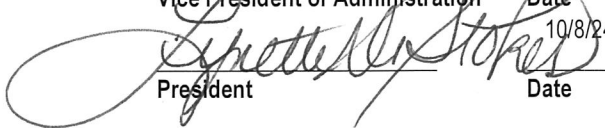
Education Fund	\$1,860,241.50
Operations & Maintenance Fund	\$356,642.66
Operations & Maintenance Fund Restricted	\$158,360.94
Auxiliary Funds	\$312,612.38
Restricted Funds	\$628,741.26
Audit Fund	\$73,500.00
Special Levies Fund	\$144,713.57
Flex Plan Fund	\$2,478.35
Total	\$3,537,290.66

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


 Controller/Treasurer 10/07/2024
Date


 Vice President of Administration 10/8/24
Date


 President 10/8/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: October 17, 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 Delorah Mims as a full-time Administrative Assistant II in the Records & Registration Department, effective October 7, 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 Statagic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the resignation of Delorah Mims as a full-time Administrative Assistant II in the Records & Registration Department, effective October 7, 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

Jeffrey Jones

 Originator 10/8/24
Date

[Signature]

 Appropriate Vice President 10/8/24
Date

Charlotte Guyton

 Director of Human Resources 10/8/24
Date

[Signature]

 President 10/8/24
Date

September 9, 2024

Dear Executive Director Jones, Director Whitted & the South Suburban College Family,

With a heart full of gratitude, I am writing to formally announce my resignation from my position as Administrative Assistant II at South Suburban College, effective **October 7, 2024**. After much thought and reflection, I have made the difficult decision to move on, though it's not easy to say goodbye to the place that has been such an important part of my life.

From the moment I joined the team, I felt embraced by the warmth, professionalism, and kindness of everyone around me. My time at South Suburban College has been more than just a job—it has been a true community. I have grown in so many ways, both personally and professionally, as a result of the incredible people I've had the privilege to work with.

As an Administrative Assistant II, I've had the honor of supporting the staff, faculty, and students in ways that made me feel truly valued. My directors, in particular, have instilled in me a deep sense of confidence by trusting my abilities and always encouraging me to reach new heights. The value they placed on my contributions empowered me to take on challenges I never thought I could, and for that, I will forever be grateful.

Being part of the daily rhythm that keeps the college running smoothly has been incredibly rewarding. Whether organizing details behind the scenes or finding solutions to unexpected challenges, I've taken great pride in ensuring our team could focus on what matters most—serving our students and the college community.

While it is time for me to close this chapter, my admiration for South Suburban College and the people who make it special will remain with me always. I leave with immense gratitude for the opportunities I've been given, the knowledge I've gained, and the experiences we've shared. I will forever cherish the memories of our time together, and I hope to stay in touch with the wonderful friends I've made along the way.

Thank you for your support, encouragement, and trust throughout my time here. It has truly been an honor to be part of this incredible team, and I wish nothing but continued success and growth for South Suburban College in the years to come.

With heartfelt thanks,

A handwritten signature in black ink, appearing to read "Delorah Mims". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Delorah Mims
Administrative Assistant II
South Suburban College



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.2

Board Meeting Date: October 17, 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 Tiffany Carney as a full-time, grant-funded Literacy Grant Manager in the Adult Education Department, effective October 10, 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 resignation of Tiffany Carney as a full-time, grant-funded Literacy Grant Manager in the Adult Education Department, effective October 10, 2024, and grant permission to advertise to fill the vacated, grant-funded 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


 Originator 10/11/24
Date


 Appropriate Vice President 10/11/24
Date


 Director of Human Resources 10/11/24
Date


 President 10/11/24
Date

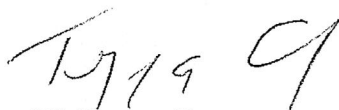
October 10, 2024

To Whom It May Concern:

I am writing to formally resign from my position as Manager, Adult Literacy, effective immediately.

I am truly grateful for the experiences, opportunities, and support I've received during my time here. Thank you again for the opportunity to be a part of South Suburban College. I wish you and the team continued success.

Sincerely,


Tiffany Carney



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.3

Board Meeting Date: October 17, 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 Eugenio Damiani as a full-time Instructor in the Building Construction & Industrial Technology Department, effective July 31, 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 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of Eugenio Damiani as a full-time Instructor in the Building Construction & Industrial Technology Department, effective July 31, 2025, 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

Anna M. Helwig

Originator

10/1/24
Date

Tasha Williams

Appropriate Vice President

10/1/24
Date

Charlotte Guyton
Director of Human Resources

10/1/24
Date

Spette Stokes
President

10/1/24
Date

Eugenio Damiani
9384 W 107th ln
Saint John, IN 46373

Dear Chairman Wells,

I am proud to announce that I will be retiring from my position as Coordinator and Instructor of Building Construction & Industrial Technology effective July 31st, 2025. This decision has not been made lightly; it comes after much reflection and consideration of my future goals and personal aspirations.

I am requesting to receive all retirement benefits outlined in the Agreement Between South Suburban College and South Suburban College Faculty Association, 2020 – 2024, Article XIII, Section 13.6, including the Memorandum of Understanding between South Suburban College District No. 510, Cook County, Illinois, and South Suburban College Faculty Association dated December 14, 2022.

Working at South Suburban College for the past 30 years, 22 of which I was a full-time instructor, has been a great privilege. My tenure has allowed me to expand my knowledge of construction, finding the best practices in energy efficient construction, and teaching it to others. The professional growth and support I have here, thank you Dr. Anna Helwig, I will hold dear as I move forward in life.

I will take with me many great memories. When I go into the local home improvement store and I run into past students, they tell me about owning their own businesses or rental properties. They are living their best lives by implementing the skills and knowledge they learned here at South Suburban College.

I am committed to ensuring a smooth transition during my remaining time. I am more than willing to assist in finding and training my successor, and to provide any support needed to the department during this time.

With gratitude,

A handwritten signature in black ink that reads "Eugenio Damiani". The signature is written in a cursive style with a large, stylized initial "E".

Eugenio Damiani
Coordinator, Building Construction & Industrial Technology
Instructor, Building & Construction Technology



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: October 17, 2024

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Kenneth Cohn as the full-time Executive Director of Extension Services and Workforce Development, effective October 21, 2024, and grant permission to advertise to fill the vacated, grant-funded position.

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 \$90,000 plus benefits.

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 appointment of Kenneth Cohn as the full-time Executive Director of Extension Services and Workforce Development, effective October 21, 2024, and grant permission to advertise to fill the vacated, grant-funded 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

Tasha Williams

 Originator 10/7/24
 Date

Tasha Williams

 Appropriate Vice President 10/7/24
 Date

Charlotte Guyton

 Director of Human Resources 10/7/24
 Date

Spencer Stokes

 President 10/7/24
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: October 17, 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 Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding additional extra overload.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 2.6; Ensure instructional programs, academic support, and student support initiatives are designed to serve a diverse student population.

MOTION

Move that the Board of Trustees approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding additional extra overload.

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

Tasha S. Williams 10/7/24
 Appropriate Vice President Date

Charlotte Guyton 10/7/24
 Director of Human Resources Date

Spencer Stokes 10/7/24
 President Date

5. NO PRECEDENT - This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to specific Departments or courses selected for the Fall 2024 semester in need of overload assignments, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
6. EFFECTIVE DATE - This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.
7. ENTIRE AGREEMENT - This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.
8. AMENDMENTS - This MOU may not be modified except by writing approved by the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____