

SOUTH SUBURBAN COLLEGE



November 14, 2024

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
JOHN A. DALY CONFERENCE ROOM
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES DALY AND ROGERS
THURSDAY, NOVEMBER 14, 2024
6:50 PM

- I. Recommendation to approve of the estimated amount of taxes to be levied for 2024 as required by law.



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
JOHN A. DALY CONFERENCE ROOM
REGULAR BOARD MEETING AGENDA
THURSDAY, NOVEMBER 14, 2024
7:00 PM

I. **CALL TO ORDER/ROLL CALL**

II. **PLEDGE OF ALLEGIANCE**

III. **PUBLIC PARTICIPATION**

IV. **PRESENTATIONS/REPORTS**

A. Highway Construction Careers Training Program (R. Garcia)

V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

A. Regular Board of Trustees meeting held October 17, 2024

B. Closed Session meeting held October 17, 2024

VI. **NEW BUSINESS**

A. Monthly Financial Report (T. Hill)

B. Approval of the payment of bills for October, 2024 (T. Hill)

C. Approval of the estimated amount of taxes to be levied for 2024 as required by law (A. DeFilippo)

VII. **PERSONNEL RECOMMENDATIONS**

A. Retirements/Resignations/Terminations

B. Appointments

C. Request Permission to Advertise

VIII. **CLOSED SESSION**

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

IX. **MISCELLANEOUS**

X. **ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, OCTOBER 17, 2024

I. CALL TO ORDER & ROLL CALL:

At 7:07 p.m., Chairman Terry Wells called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248.

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

Absent: Vice Chairperson Vivian Payne and Trustee Anthony DeFilippo.

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. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

1. Maggie Shear addressed the Board of Trustees regarding the Agenda Item V.A; Approval of the Monthly Financial Report.
2. Jamie Welling addressed the Board of Trustees regarding the Agenda Item V.A; Approval of the Monthly Financial Report.
3. Dr. Eric Myers addressed the Board of Trustees regarding the Agenda Item V.A; Approval of the Monthly Financial Report.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Public Hearing held September 12, 2024

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Public Hearing held September 12, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

B. Finance Committee meeting held September 12, 2024

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held September 12, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Regular Board of Trustees meeting held September 12, 2024

Trustee Williams moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held September 12, 2024. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, 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 Daly moved and Trustee Rogers seconded to accept the Monthly Financial Report as presented by Treasurer Tyhani Hill. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

B. Bills Payable for September, 2024

Trustee Williams moved and Trustee Harris seconded to approve the bills payable for September, 2024 in the amount of \$3,537,290.66. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, 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 Rogers moved and Trustee Williams seconded to approve the resignation of Delorah Mims as an Administrative Assistant II in the Records and Registration Department, effective October 7, 2024, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

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

B. Appointments

1. Trustee Rogers moved and Trustee Daly seconded to approve the appointment of Kenneth Cohn as a 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

C. Memorandum of Understanding – SSCFA (Extra Overload)

Trustee Harris moved and Trustee Williams seconded to approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association regarding additional extra overload. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

At 7:35 p.m., on a motion made by trustee Rogers and seconded by Trustee Williams, the Board of Trustees entered into Closed Session for the discussion of hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

The Board of Trustees resumed Open Session at 8:34 p.m. on a motion made by Trustee Rogers and seconded by Trustee Williams. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 8:35 p.m., Trustee Rogers moved and Trustee Daly seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, 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: November 14, 2024

BOARD COMMITTEE

FUNDING

- _____ Policy
- _____ Finance
- _____ Architectural
- _____ Other

- _____ Operating
- _____ College Capital
- _____ Protection, Health and Safety

- _____ Grant Funded
- _____ Student Life
- _____ Special Levies

PROPOSAL SUMMARY

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

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending September 30, 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

[Signature] 10/29/2024
 Controller/Treasurer Date

[Signature] 10/30/24
 Appropriate Vice President Date

[Signature] 11/04/24
 President Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: November 1, 2024
 Subject: Financial Report For The Period Ending September 30, 2024

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,879,475.67	\$8,876,537.64
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,537,262.04	\$8,661,155.83

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>
\$5,007,101.35	\$14,084,229.16
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,767,593.99	\$14,031,737.14
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$239,507.36	\$52,492.02

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>
\$19,828,080.07	3.87%	10

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	\$2,367,699.13	\$511,776.54	\$2,879,475.67
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	\$8,155,498.86	\$721,038.78	\$8,876,537.64

	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	\$2,189,058.97	\$348,203.07	\$2,537,262.04
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	\$7,604,076.95	\$1,057,078.88	\$8,661,155.83

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	\$5,007,101.35	\$4,767,593.99	\$239,507.36
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	\$14,084,229.16	\$14,031,737.14	\$52,492.02

	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	\$19,828,080.07	3.87%	10
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 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		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	9/1/2024	18,008,893.43	0.00	4,198,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	09/05/2024	89,683.50			
Illinois Fund MM deposit from Comptroller	09/12/2024	6,208.95			
Illinois Fund MM deposit from Comptroller	09/12/2024	123,472.99			
Illinois Fund MM deposit from Comptroller	09/12/2024	5,280.00			
Illinois Fund MM deposit from Comptroller	09/18/2024	4,166.67			
Illinois Fund MM deposit from Comptroller	09/23/2024	(900,000.00)			
Illinois Fund MM deposit from Comptroller	09/27/2024	16,330.00			
Interest on Illinois Funds MM	09/30/2024	2,692.75			
5/3 transfer from Investments to Cash	09/30/2024	(2,700,000.00)			
5/3 transfer from Cash to Investment	09/30/2024	900,000.00			
Interest on 53 MM	09/30/2024	55,013.00			
PFM Interest	09/30/2024	10,362.52			
Ending Balance:		15,622,103.81	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		39,438.82	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,458,727.77	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		13,123,937.22	0.00	4,198,819.25	0.00
Totals	09/30/2024	15,622,103.81	0.00	4,198,819.25	0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 4	Fund 5	Fund 6	Fund 7
		Bond & Int.	Auxiliary	Restricted	Working Cash
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		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	9/1/2024	0.00	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	09/05/2024				
Illinois Fund MM deposit from Comptroller	09/12/2024				
Illinois Fund MM deposit from Comptroller	09/12/2024				
Illinois Fund MM deposit from Comptroller	09/12/2024				
Illinois Fund MM deposit from Comptroller	09/18/2024				
Illinois Fund MM deposit from Comptroller	09/27/2024				
Illinois Fund MM deposit from Comptroller	1/0/1900				
Interest on Illinois Funds MM	09/30/2024				
5/3 transfer from Investments to Cash	09/30/2024				
5/3 transfer from Investments to Cash	09/30/2024				
Interest on Illinois Funds MM	09/30/2024				
PFM transfer from Investment	09/30/2024				
		0.00	0.00	0.00	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		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	09/30/2024	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

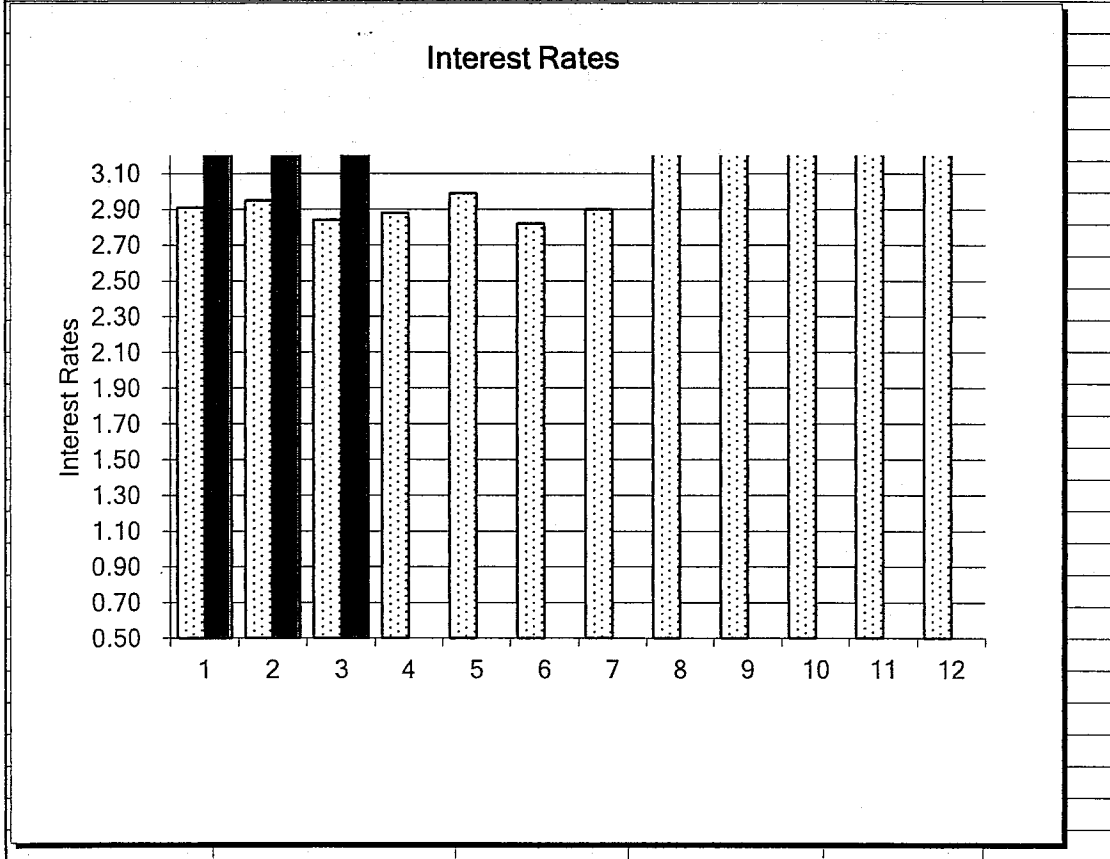
INVESTMENT SUMMARY						
Fund	Interest Rate	Amount	Purchase Date	Maturity Date	Type Code	Certificate Number / Institutions
Liquid Accounts:						
ISDMAX	0.01	0.00		Open	90 ISDLAF+	
Fifth Third	4.00	17,329,913.48		Open	90.00 MB	
UAB/Illinois Funds	0.10	39,438.82		Open	50.00 IL Funds	
IIIT Money Market	3.00	2,458,727.77		Open	50.00 IIIT	
Grand Total						
Average %						
			19,828,080.07			
		3.87	(Weighted Average)			

SOUTH SUBURBAN COLLEGE

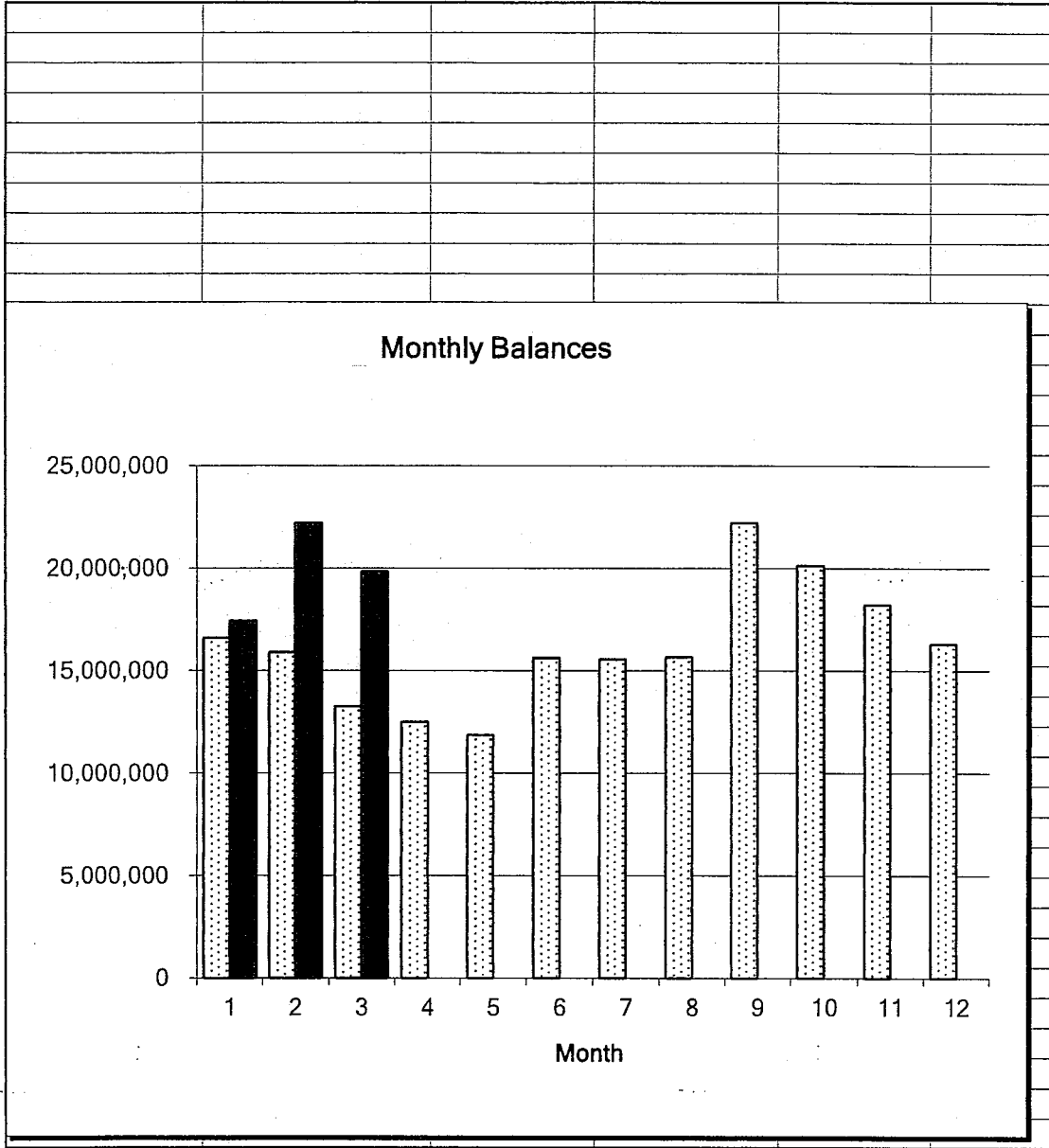
Investment	Page 4	Page 6	Total	Percent to Total	
10 U. S. Government Securities	0.00	0.00	0.00	0%	
20 Time Deposits	0.00	0.00	0.00	0%	
30 Commercial Paper	0.00	0.00	0.00	0%	
40 Mutual Funds	0.00	0.00	0.00	0%	
50 Illinois Funds	2,498,166.59	0.00	2,498,166.59	13%	
60 Repurchase Agreements	0.00	0.00	0.00	0.00	
90 Other	17,329,913.48	0.00	17,329,913.48	87%	

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	19,828,080	3.87
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: November 14, 2024

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

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

Education Fund	\$2,876,333.36
Operations & Maintenance Fund	\$341,731.19
Operations & Maintenance Fund Restricted	\$76,185.18
Auxiliary Funds	\$58,854.73
Restricted Funds	\$463,075.87
Audit Fund	\$6,825.00
Special Levies Fund	\$53,864.34
Flex Plan Fund	\$3,350.49
Total	\$3,880,220.16

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

11/4//2024

Date

[Signature]

Vice President of Administration

11/4/24

Date

[Signature]

President

11/4/24

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: November 14, 2024

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

On an annual basis, the Board of Trustee must establish the tax levy for the following year. The proposed amount of taxes to be levied by fund is attached. Since this amount is less than 105% of the final levy of the preceding year, the College is not required to hold a public hearing. This levy will be on file not less than 20 days prior to its adoption as required by law.

ESTIMATED COST OR BENEFIT

(See attached)

JUSTIFICATION OF ACTION

These actions are necessary in order to comply with statutory requirements associated with the adoption of our tax levy for 2024 and this action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

To accept the estimated amount of taxes to be levied for 2024 as required by law.

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

Signatures and dates for Controller/Treasurer, Appropriate Vice President, and President.

Levy Worksheet For
Tax Year 2024

Fund	2023 Levy	2023 Rate	2024 Levy	2024 Rate	Maximum Rate
Educational	14,435,284	0.4304	15,460,189	0.4755	0.75
O&M	3,169,649	0.1000	3,169,649	0.0975	0.1
PH&S	0	0.0000	0	0.0000	0.1
Audit	\$148,544	0.0044	155,956	0.0048	0.005
Liability Insurance	2,014,059	0.0591	2,114,561	0.0650	N/A
SS/Medicare	\$400,976	0.0118	420,985	0.0129	N/A
Worker's Comp	0	0.0000	0	0.0000	N/A
Unemployment	0	0.0000	0	0.0000	N/A
Total Operations & Special Purposes:	\$20,168,512	0.6057	21,321,340	0.6558	
Increase/Decrease				\$1,152,828	
% Increase/Decrease				5.72%	
Bond & Interest	\$3,403,870	0.0897	\$3,403,870	0.1047	N/A
Less: Abatement					
Plus: Uncollectables					
Total Bond & Interest	\$3,403,870	0.0897	\$3,403,870	0.1047	
Increase/Decrease					
% Increase/Decrease					
Adjusted Total	\$23,572,382	0.6954	\$24,725,210	0.7605	
Increase/Decrease				\$1,152,828	
% Increase/Decrease				4.89%	
Equalized Assessed Valuation					
2019 EAV	\$ 3,120,446,454				
2020 EAV	\$ 3,095,365,522				
2021 EAV	\$ 3,607,078,056				
2022 EAV	\$ 3,251,261,097				
2023 EAV	\$ 3,151,966,976				
2024 EAV	\$ 4,424,706,748				



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: November 14, 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 Deborah Haynes-Shegog as a full-time, grant funded Program Assistant for the Highway Construction Careers Training Program (HCCTP), effective January 31, 2025, 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 Deborah Haynes-Shegog as a full-time, grant funded Program Assistant for the Highway Construction Careers Training Program (HCCTP), effective January 31, 2025, 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

Rrarcia

Originator

11/4/24
Date

Tasha S Williams

Appropriate Vice President

11/4/24
Date

Charlotte Guyton

Director of Human Resources

11/4/24
Date

Spencer Stokes

President

11/4/24
Date

Highway Construction Careers Training Program

Memorandum

To: Ken Cohn, Executive Director
Extension Services & Workforce Development

From: Rebecca Garcia
Highway Construction Careers Training Program Manager

Subject: Deborah Haynes-Shegog
Highway Construction Careers Training Program Assistant
Retirement

Date: 11/6/2024

Hello Executive Director Cohn,

I am writing to inform you that on Monday, November 4, 2024, I received a notice of retirement from Deborah Haynes-Shegog, Highway Construction Careers Training Program Assistant. The letter states her retirement is effective January 31, 2025.

Thank you,



Rebecca Garcia
Program Manager
Highway Construction Careers Training Program
South Suburban College
RGarcia@ssc.edu



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.2

Board Meeting Date: November 14, 2024

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating College Capital
- Protection, Health and Safety

- Grant Funded Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the resignation of Tenial Whitted as a full-time Director of Registration and Records in the Student and Enrollment Services Department, effective November 27, 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 1.0; South Suburban College nurtures and empowers each student to succeed.


MOTION

Move that the Board of Trustees approve the resignation of Tenial Whitted as a full-time Director of Registration and Records in the Student and Enrollment Services Department, effective November 27, 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


Originator 11/7/24
Date


Appropriate Vice President 11/7/24
Date


Charlotte Guyton
Director of Human Resources 11/7/24
Date

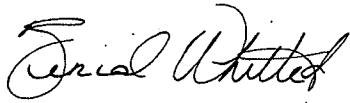

President 11/7/24
Date

11/6/2024

Ms. Jones

I am writing to formally resign from my position as Director of Registration and Records effective November 27, 2024. Over the past twenty years, I have been grateful for the opportunities and experiences I've had at South Suburban College. Contributing to the college's mission has been a privilege, and I appreciate all that you do to support your team and the institution. While I have valued aspects of my time here, I feel it is the right moment to seek new challenges.

Best,

A handwritten signature in cursive script that reads "Tenial Whitted".

Tenial Whitted



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.3

Board Meeting Date: November 14, 2024

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the resignation of Tyhani Hill as a full-time Treasurer/Controller in Administration Services effective November 27, 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 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 resignation of Tyhani Hill as a full-time Treasurer/Controller in Administration Services effective November 27, 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

Patricia Buel

Appropriate Vice President

11/7/24
Date

Charlotte Guyton
Director of Human Resources

11/7/24
Date

Shelley C. Stokes
President

11/7/24
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: November 14, 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 Anthony Kyte as a full-time grant-funded Adult Literacy Grants Coach in the Adult Education Department, effective November 18, 2024.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$46,000 plus benefits.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the appointment of Anthony Kyte as a full-time grant-funded Adult Literacy Grants Coach in the Adult Education Department, effective November 18, 2024.

Approvals:

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

Kenneth Cohn

Originator

11/7/24

Date

Jane Williams

Appropriate Vice President

11/7/24

Date

Charlotte Guyton
Director of Human Resources

11/7/24

Date

Spencer Stokes
President

11/7/24

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: November 14, 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 permission to advertise to fill the full-time position of Admissions Assistant in the Enrollment Services Department.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

This position is vacated to the recent passing Mr. Arturo Castillo. 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 grant permission to advertise to fill the full-time position of Admissions Assistant in the Enrollment Services Department.

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

Signatures and dates for Approvals:
Originator: 11/1/24
Appropriate Vice President: 11/8/24
Charlotte Guyton, Director of Human Resources: 11/8/24
President: 11/8/24



SOUTH SUBURBAN COLLEGE Job Description

Job Title: Admissions Assistant (Previously Admissions Records Assistant)
Department: Enrollment Services
Reports To: Executive Director of Enrollment Management
FLSA Status: Non-exempt
Job Code: 285 points
Salary Level: Grade VII
Prepared Date: 05/23/1994 (original)
Date: Revised 3/17/2010
Revised 11/06/2024

SUMMARY

Assists the Executive Director of Enrollment Management in the operation of the Admissions Office by processing and updating student records, referring special or difficult problems to lead worker or supervisor. Works with administration, staff, faculty, students and the general public as it applies to admissions into the College.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Processes student records in a careful confidential and accurate manner; files, updates, revises, codifies, assembles and reproduces records according to directives or well-defined procedures.

Verifies validity of incoming high school and college transcripts.

Posts information such as restriction, ability to benefit, geometry waiver and other current or new codes to student's record.

Responsible for updating and distribution of admissions letters to high schools, Participates in the functions of reviewing, verifying and editing records which includes annual financial aid audits.

Aids in the completion of students' incoming transfer credit through client work manager and scanning/imaging. Maintains strong communications with student evaluation counselors. Works closely with Student Evaluation Coordinator.

Inputs and retrieves data using DATATEL operating system.

Provides clerical support to staff as directed on a variety of tasks; consults with immediate supervisor on any unusual problems or difficulties.

Answers inquiries and provides college information or assistance as instructed to prospective new and/or current students.

Provides direction to student employees and aides by explaining policies and procedures of office.

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 education degree (GED) is required; up to six months previous office experience may be preferred.

Other Skills and Abilities

Must possess good written, oral and telephone skills. Self-starter with the ability to work well with others. Efficiently operates computer. Flexible scheduling to meet the demands of the office.