

SOUTH SUBURBAN COLLEGE



March 13, 2025

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
POLICY COMMITTEE MEETING AGENDA
ROGERS, CHAIR; TRUSTEES PAYNE, AND WILLIAMS
THURSDAY, MARCH 13, 2025
5:40 PM

- I. Recommendation to accept the first reading of new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement

- II. Recommendation to accept the second reading of and adopt revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES DALY AND ROGERS
THURSDAY, MARCH 13, 2025
5:50 PM

- I. Recommendation to approve the recommended fee changes beginning with the Fall 2025 semester



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, MARCH 13, 2025
6:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Policy Committee Meeting held February 13, 2025
 - B. Regular Board Meeting held February 13, 2025
 - C. Closed Session Meeting held February 13, 2025
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (P. Rush)
 - B. Approval of the payment of bills for February, 2025 (P. Rush)
 - C. Approval to accept the first reading of new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement (J. Rogers)
 - D. Approval to accept the second reading of and adopt revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings (J. Rogers)
 - E. Approval to accept the recommended fee changes beginning with the Fall 2025 semester (A. DeFilippo)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
- VIII. CLOSED SESSION**

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

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE POLICY COMMITTEE

THURSDAY, FEBRUARY 13, 2025

Trustee Janet Rogers called the meeting of the Policy Committee to order at 6:10 p.m.

Committee members present: Trustees Janet Rogers, Vivian Payne and Anthony Williams.

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, 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 accept the first reading of revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of the Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings

Trustee Rogers recommended the Board of Trustees accept the first reading of revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of the Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings at the regular Board of Trustees meeting.

The meeting adjourned at 6:12 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, FEBRUARY 13, 2025

I. CALL TO ORDER & ROLL CALL:

At 6:13 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. Petrarca.

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Regular Board of Trustees meeting held January 9, 2025

Trustee Rogers moved and Trustee DeFilippo seconded to approve the revised minutes of the Regular Board of Trustees meeting held January 9, 2025. 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 Williams moved and Trustee Rogers seconded to accept the Monthly Financial Report as presented by Interim Treasurer Patrick Rush. 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 January, 2025

Trustee DeFilippo moved and Trustee Daly seconded to approve the bills payable for January, 2025 in the amount of \$3,075,605.97. 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 accept the first reading of Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of the Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Meetings

Trustee Rogers moved and Trustee Payne seconded to approve the first reading of revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of the Clerk to the Board; 103.04, Public Inspection of Records; and 106.01 Citizen Participation at Open Meetings. 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

There were none.

B. Appointments

1. Trustee DeFilippo moved and Trustee Daly seconded to approve the appointment of John Casella as a Trades III Engineer in the Plant Operations Department, effective March 31, 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.

2. Trustee Rogers moved and Trustee Harris seconded to approve the appointment of Genesis Barlow as a full-time Admissions Assistant in the Admissions Department, effective February 18, 2025. 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 DeFilippo moved and Trustee Rogers seconded to approve the appointment of Thomas Agnew as a Chief Financial Officer in the Administrative Services Department, effective March 3, 2025, pending successful completion of a criminal background investigation. 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 Grant Tenure

Trustee Harris moved and Trustee Payne seconded to grant tenure to the following non-tenured faculty for the 2025/2026 academic year: Antoinett Lane (Sociology), and Ian Sharping (Legal Studies). 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.

D. Approval to Reappoint Non-Tenured Faculty for the 2025/2026 Academic Year

Trustee Payne moved and Trustee Harris seconded to reappoint the following non-tenured faculty for the 2025/2026 academic year: Dr. Samantha Murray (Early Childhood Education), Todd Reed (Art & Design), Dr. Muriel Lee (Nursing), Dr. Nicholas Nino (Nursing), Jai Rodriguez (Barbering), and Tiffany Washington (Cosmetology). 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.

E. Grant Permission to Advertise a Grant-funded Position

Trustee DeFilippo moved and Trustee Harris seconded to grant permission to advertise to fill the grant-funded position of Program Director of the Multicultural Wellness Center for the Mental Health Early Action on Campus Grant (MHEAC). 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.

F. Approval to reappoint Administrators for fiscal year 2026, as presented

Trustee Rogers moved and Trustee Williams seconded to reappoint Administrators for fiscal year 2026, as presented. 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.

G. Approval to reappoint Technical Professional Exempt (TPE) staff for fiscal year 2026, as presented

Trustee Daly moved and Trustee Payne seconded to approve the list of Technical Professional Exempt staff for fiscal year 2026, as presented. 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.

H. Approval to reappoint grant-funded staff for fiscal year 2026, presented

Trustee Daly moved and Trustee Rogers seconded to reappoint grant-funded staff for fiscal year 2026, as presented. 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

At 6:26 p.m., the Board entered into Closed Session on a motion made by Trustee Rogers and seconded by Trustee Payne 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. 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.

The Board resumed open session at 7:21 p.m. on a motion made by Trustee Daly and seconded by Trustee Payne. 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.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 7:22 p.m., Trustee Payne moved and Trustee Williams seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, 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: March 13, 2025

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 December 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

Batool Bueh

2/26/25

Appropriate Vice President

Date

Sherry A. Stokes

President

Date

3/4/25

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Vice President Pat Rush
 Date: February 20, 2025
 Subject: Financial Report For The Period Ending January 31, 2025

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>
\$3,275,624.09	\$18,143,582.89
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,333,942.38	\$18,494,756.84

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,883,304.20	\$28,550,464.65
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,610,568.66	\$28,519,152.93
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$727,264.46)	\$31,311.72

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>
\$11,420,635.00	3.67%	63

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	\$1,477,239.53	\$353,097.76	\$1,830,337.29
November	\$1,127,110.25	\$62,006.49	\$1,189,116.74
December	\$2,607,137.51	\$364,829.62	\$2,971,967.13
January	\$3,084,974.17	\$190,649.92	\$3,275,624.09
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$16,451,960.32	\$1,691,622.57	\$18,143,582.89

	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	\$1,749,373.15	\$328,282.97	\$2,077,656.12
November	\$2,907,519.27	\$459,598.62	\$3,367,117.89
December	\$1,741,583.39	\$313,301.23	\$2,054,884.62
January	\$1,939,833.32	\$394,109.06	\$2,333,942.38
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$15,942,386.08	\$2,552,370.76	\$18,494,756.84

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	\$3,418,854.29	\$2,890,552.61	\$528,301.68
November	\$3,692,109.87	\$4,276,357.81	(\$584,247.94)
December	\$3,471,967.13	\$2,709,936.71	\$762,030.42
January	\$3,883,304.20	\$4,610,568.66	(\$727,264.46)
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$28,550,464.65	\$28,519,152.93	\$31,311.72

	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	\$17,337,161.92	3.84%	(3)
November	\$13,084,455.87	3.68%	(16)
December	\$11,994,138.23	3.04%	(64)
January	\$11,420,635.00	3.67%	63
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

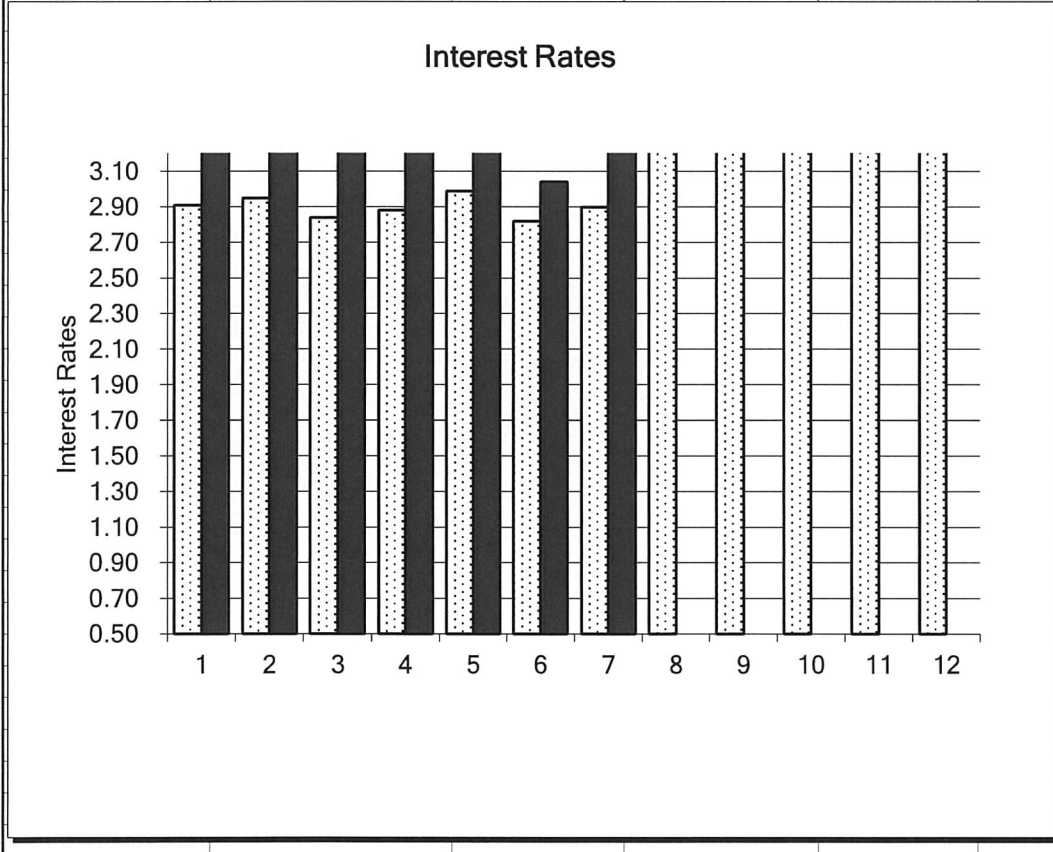
Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		2,325,479.42	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,488,264.27	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		6,374,418.28	0.00	798,819.25	0.00
Totals	10/1/2024	11,188,161.97	0.00	798,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	1/7/25	122,186.55			
Illinois Fund MM deposit from Comptroller	1/8/25	4,166.67			
Illinois Fund MM deposit from Comptroller	1/8/25	259,053.27			
Illinois Fund MM deposit from Comptroller	1/23/25	101,606.50			
Illinois Fund MM deposit from Comptroller	1/29/25	3,144.00			
Illinois Fund MM deposit from Comptroller	1/30/25	(2,500,000.00)			
Interest on Illinois Funds MM	1/31/25	9,657.16			
5/3 transfer from Investments to Cash	1/23/25	(100,000.00)			
5/3 transfer from Investments to Cash	1/23/25	(500,000.00)			
5/3 transfer from Cash to Investment	1/30/25	2,000,000.00			
Interest on 53 MM	1/31/25	17,345.19			
PFM Interest	1/31/25	9,337.60			
Ending Balance:		10,614,658.91	0.00	798,819.25	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		325,293.57	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,497,601.87	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		7,791,763.47	0.00	798,819.25	0.00
Totals	10/31/2024	10,614,658.91	0.00	798,819.25	0.00

SOUTH SUBURBAN COLLEGE

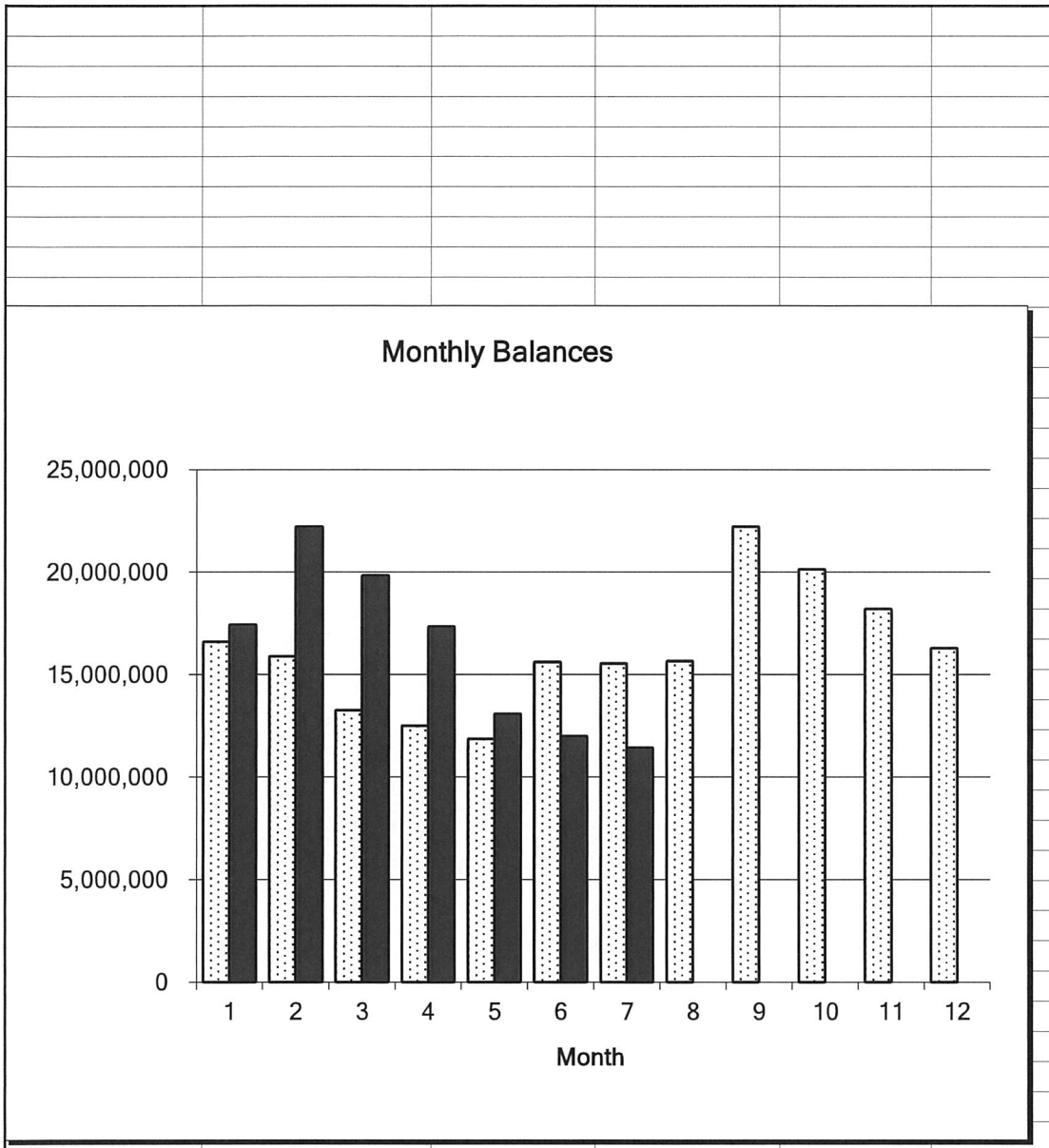
Investment				
	Page 4	Page 6	Total	Percent to Total
10 U. S. Government Securities	0.00	0.00	0.00	0%
20 Time Deposits	0.00	0.00	0.00	0%
40 Mutual Funds	0.00	0.00	0.00	0%
50 Illinois Funds	2,822,895.44	0.00	2,822,895.44	20%
50 Illinois Funds	2,822,895.44	0.00	2,822,895.44	20%
60 Repurchase Agreements	0.00	0.00	0.00	0.00
90 Other	8,597,739.73	0.00	8,597,739.73	60%

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	17,337,162	3.84
November	11,856,861	2.99	13,084,456	3.68
December	15,616,406	2.82	11,994,138	3.04
January	15,546,623	2.90	11,420,635	3.67
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: March 13, 2025

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.

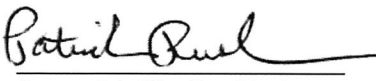
MOTION


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

Education Fund	\$2,759,080.28
Operations & Maintenance Fund	\$386,048.08
Auxiliary Enterprise Fund	\$61,218.97
Restricted Fund	\$533,303.86
Special Levies Fund	\$33,107.88
Flex Plan Fund	<u>\$81.00</u>
Total	\$3,772,840.07

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


 Appropriate Vice President 3/5/25
Date


 President 3/5/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: March 13, 2025

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 to accept the first reading of new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

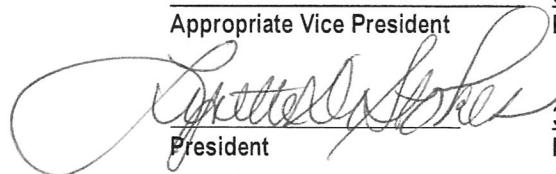
MOTION

Move that the Board of Trustees to accept the first reading of new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement.

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 3/4/25
 Date


 President 3/5/25
 Date

The purpose of this Vendor Conflict of Interest Policy is to ensure that all relationships with vendors are conducted in an ethical, transparent, and impartial manner, preventing any potential conflicts of interest that could undermine the integrity of our organization.

1. Scope

This policy applies to all employees, officers, directors, and representatives of [Company Name] who are involved in the selection, evaluation, or management of vendors and suppliers.

2. Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests, relationships, or activities interfere or appear to interfere with their ability to make unbiased decisions in the best interest of [Company Name]. This includes situations where an employee or their family member has a financial interest in, or a personal relationship with, a vendor or potential vendor.

Policy Statements

1. Prohibited Actions

- Employees must not engage in any activities or relationships with vendors that could create a conflict of interest.
- Employees must not accept gifts, favors, or hospitality from vendors that could influence or appear to influence procurement decisions.
- Employees must not hold any significant financial interest in a vendor or potential vendor.

2. Disclosure Requirements

- Employees must disclose any personal, familial, or financial relationships with vendors or potential vendors to their supervisor and the compliance officer.
- Any potential conflicts of interest must be reported immediately, and the employee must recuse themselves from any decision-making process involving the concerned vendor.

3. Evaluation and Selection

- Vendor selection must be based on objective criteria such as price, quality, service, and reliability.
- All vendor relationships must be documented and reviewed periodically to ensure ongoing compliance with this policy.

4. Monitoring and Enforcement

- The compliance officer will monitor adherence to this policy and investigate any reported conflicts of interest.
- Employees found to be in violation of this policy will be subject to disciplinary action, which may include termination of employment.

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

Procedures

Page 2 of 2

1. Reporting a Conflict of Interest

- Employees must complete a Conflict of Interest Disclosure Form and submit it to their supervisor and the compliance officer.
- The compliance officer will review the disclosure and determine whether a conflict of interest exists and the appropriate actions to mitigate it.

2. Review Process

- The compliance officer, along with relevant department heads, will periodically review all vendor relationships and disclosures to ensure compliance with this policy.

3. Training and Communication

- All employees will receive training on this policy during onboarding and at regular intervals thereafter.
- The policy will be communicated to all employees and made readily accessible on the company intranet.

Responsibilities

1. Employees

- Understand and comply with this policy.
- Disclose any potential conflicts of interest.
- Avoid any activities or relationships that could lead to a conflict of interest.

2. Supervisors

- Ensure that employees are aware of and understand this policy.
- Assist in identifying and managing potential conflicts of interest.

3. Compliance Officer

- Monitor compliance with this policy.
- Investigate reported conflicts of interest.
- Provide guidance and training on the policy.

4. Policy Review

- This policy will be reviewed annually by the compliance officer and updated as necessary to ensure its effectiveness and relevance.

5. Acknowledgment

- All employees must sign an acknowledgment form indicating that they have read, understood, and agree to comply with this policy.

Revised: April 8, 1999
Reviewed: July 12, 2007
Reviewed: March 13, 2025

Conflict of Interest Vendor Disclosure Form

Purpose:

This form is designed to disclose any potential conflicts of interest between South Suburban College and the vendor. Transparency in these matters helps maintain integrity and trust in our business relationships.

Section 1: Vendor Information:

- Vendor Name: _____
- Business Address: _____
- Contact Person: _____
- Phone Number: _____
- Email Address: _____

Section 2: Conflict of Interest Disclosure

1. Do you or your company have any personal or financial relationships with any South Suburban College employees?

- Yes
- No

If yes, please describe:

2. Do you or your company hold any financial interests in South Suburban College?

- Yes
- No

If yes, please describe:

3. Are there any other circumstances that might create a conflict of interest or the appearance of a conflict of interest?

- Yes

- No

If yes, please explain:

Section 3: Certification and Signature

I hereby certify that the information provided above is accurate to the best of my knowledge. I agree to notify South Suburban College immediately if any conflicts arise in the future.

Signature: _____

Name: _____

Date: _____

Title: _____

Company Name: _____

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

301.01 The Annual Budget

The Office of the President shall prepare or cause to be prepared the annual budget in accordance with goals and instructions of the Board. The President shall submit a tentative budget to the Board for review, evaluation, and recommendations no later than the first Board Meeting of the fiscal year. The document will include current year revenues and expenses, if available, and projected revenues and expenses for the budgeted year.

Upon approval of the tentative budget by the Board at a duly called or special meeting, the Secretary to the Board shall cause a notice of the availability of the tentative budget for public inspection, and a public hearing by publication in a newspaper of general circulation in the College district at least thirty (30) days prior to the time of such hearing. During this period, the budget shall be conveniently available for public inspection, in accordance with Illinois Compiled Statutes, Chapter 110, Section 805/3-20.1. The public shall also be given an opportunity to comment on the tentative budget at the public hearing.

Revised: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

301.04 Annual Financial Statement

The President will cause the staff of the Business and Accounting Office to prepare the annual financial statement. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in one newspaper generally circulated in the district in accordance with state law. The annual financial statement must be published prior to December 31st annually.

Adopted: April 8, 1999
Reviewed: July 12, 2007



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.D

Board Meeting Date: March 13, 2025

BOARD COMMITTEE

FUNDING

- x 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 to accept the second reading of and adopt revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings.

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees accept the second reading of and adopt revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings.

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 2/26/25
Date
Loretta Stokes
President 3/4/25
Date 2/3/25

Board of Trustees Policy and Procedure Manual

102.03 Duties and Responsibilities of the Secretary of the Board

The Secretary of the Board will:

1. Notify or cause proper notification to be given to all members of the Board of all Board meetings.
2. Attend all Board meetings.
3. Record or cause the recording of accurate minutes of all meetings of the Board and cause a copy of all minutes to be transmitted to each Board member before each ensuing meeting.
4. Properly maintain and store all records, proceedings and documents of the Board.
5. Process all financial reports and statements, and execute documents as required by law.
6. Perform Oath of Office for new Board members.
7. Serve as local election official.
8. Designate a Recording Secretary to perform the following duties:
 - Fulfill all election-related duties imposed by law or policy;
 - Perform roll call at Board meetings and Closed sessions, and ensure electronic recordings are produced and destroyed in accordance with Board policies;
 - Administer Board Polls necessary for Board action requests outside of Regular Board Meetings.
9. Perform any and all other duties as required by law.

Revised: April 8, 1999
Reviewed: July 12, 2007
Revised: February 13, 2025

Board of Trustees Policy and Procedure Manual

102.04 Duties and Responsibilities to the Clerk of the Board

The Board shall appoint a Clerk **to** the Board to serve at its pleasure. The Board shall fix the salary of the Clerk to perform such duties as may be assigned by the Chair of the Board and the President of the College.

The Clerk **to** the Board will:

1. Notify all administrators at least three (3) weeks before each Board meeting to submit items requested to be placed on the agenda.
2. Prepare draft copies of the agenda and Board packet for review by the College President and Recording Secretary.
3. Schedule the Agenda Prep meeting at least one (1) week before each ensuing meeting to review items submitted with members of the President's Council.
4. Make necessary additions, deletions, and modifications to the agenda and Board packet at the direction of the President.
5. Schedule agenda prep meeting with the College President, Chair of the Board, and Staff Attorney to review information slated for Board action.
6. Prepare, type and transmit monthly meeting agenda and Board packet to the Trustees at least six (6) days before each meeting.
7. Perform other related duties as assigned:
 - a. Attend all Board meetings.
 - b. Record minutes and take attendance of all Board members, citizens and other guests present at the meeting.
 - c. Distribute Board packet and other pertinent information.
 - d. Properly maintain and store all records, proceedings, and documents of the Board.
 - e. Make travel arrangements and other accommodations for Trustees when the need to travel is related to College business.

Revised: April 8, 1999
Reviewed: July 12, 2007
Reviewed: February 13, 2025

Board of Trustees Policy and Procedure Manual

106.01 Citizen Participation at Open Board Meetings

1. Any person who requests to address the Board on an agenda item for that Board meeting shall register on the Public Participation Request Form that is provided one hour before the commencement of the Board meeting and specify the agenda item they wish to address. The form must be submitted prior to the commencement of the meeting.
2. Persons who request to address the Board on issues not on the agenda of that particular Board meeting must submit a written request at least 72 hours in advance of the commencement of that Board meeting. The request must be submitted to the Board Secretary. The request must contain the issue to be addressed and the name and telephone number of the person wishing to address the Board.
3. Each addressing the Board during public participation shall be limited to three (3) minutes. The total time allotted for public participation is thirty (30) minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. The Chairman of the Board reserves the right to refuse or terminate recognition to persons who attempt to discuss issues which are beyond the Board's authority, issues that are repetitive, issues pertaining to ongoing litigation and personnel matters, issues containing allegations of a personal nature directed towards Board members or College employees, and issues which will disrupt the conduct of the Board meeting. Limits on public participation will not be imposed in a discriminatory or unlawful manner.

Adopted: March 11, 1987
Revised: April 8, 1999
Revised: March 11, 2004
Reviewed: July 12, 2007
Revised: February 13, 2025

Board of Trustees Policy and Procedure Manual

103.04 Public Inspection of Records

Page 1 of 2

1. Generally: In accordance with the provisions of the Local Records Act and the Freedom of Information Act (5ILCS 140/1 et. seq.), public records of the College shall be made available for inspection and copying. Other records will be available for inspection as required by law. The Vice President of Administration is designated as the Freedom of Information Act officer and is authorized to provide those records.
2. Limitations and exemptions from Inspection: Public records shall be exempt from inspection and copying as specified by law. For all records, whether prepared or received before, on, or after July 1, 1984, the exemption from inspection and copying established by any state or federal law shall apply. The inspection and copying of other records may be denied consistent with the law.
3. Procedures: Requests and other procedures applicable to the inspection and copying of public records shall be provided by law. Additionally, the President is authorized to promulgate additional rules and regulations pertaining to the availability, inspection, and copying of records and the procedures to be followed. Unless otherwise specified by the President by designation of another custodian, all records shall be requested from the Vice President of Administration or the Vice President's designee or designees.
4. List of Records: The Vice President of Administration shall prepare or cause to be prepared, from time to time, a reasonably detailed list of records as required by the FOIA (5ILCS 140/5).
5. Fees: Copies of public records will be provided at a reasonable cost, according to state statute. The Vice President of Administration or the Vice President's designee may furnish reproductions and certification without charge or at a reduced charge when it is determined that a waiver or reduction of the fee is in the public interest because furnishing the information is considered as, primarily, benefiting the general public.
6. Other records: Any records that are not required by law to be made available for public inspection or which are not, in fact, public records need not be made available for public inspection or copying, unless approved by a vote of the Board, the Vice President of Administration or a designee of either.

Board of Trustees Policy and Procedure Manual

103.04 Public Inspection of Records

Page 2 of 2

In addition to such rules and regulations as promulgated by the President, the following shall apply:

1. Records inspection requests shall be made in accordance with established Board policy and FOIA upon written or electronic request to the Vice President of Administration directly, or at FOIA@ssc.edu.
2. Records shall be redacted in accordance with state and federal privacy laws.
3. Records will be provided by electronic delivery, or for public inspection upon request.
4. Records to be inspected shall be inspected at the official place of business of the Board and the District, that being the office of the Vice President of Administration and the Board, or as the Vice President of Administration or the Vice President's designee shall otherwise apply.
5. At the discretion of the Vice President of Administration or the Vice President's designee, such records may be inspected only in the presence of an appropriate employee of the Board and the District.
6. On-site records shall be made available upon request for public inspection only during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 4:00 p.m. each day the College's offices are open.
7. Records may not be inspected on any one (1) occasion for more than one (1) hour.
8. The Board shall make available to the Collective Bargaining Associations upon their request, those public records which are relevant to negotiations or the enforcement of the Agreements.

Adopted: September 13, 1984
Reviewed: April 8, 1999
Amended: July 12, 2001
Revised: July 12, 2007
Revised: February 13, 2025



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: March 13, 2025

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 recommended fee changes beginning with the Fall, 2025 semester.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the recommended fee changes beginning with the Fall, 2025 semester.

Approvals:

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

Tasha L. Williams
 Appropriate Vice President 3/5/25
 Date

Patricia Buel
 Appropriate Vice President 3/5/25
 Date

Spencer Stokes
 President 3/5/24
 Date



SOUTH SUBURBAN COLLEGE

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

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
Vice-Chair

Janet M. Rogers,
Secretary

Kevin L. Daly

Anthony P. DeFilippo

Dr. Sherelene A. Harris

Anthony W. Williams

Dr. Lynette D. Stokes,
College President

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

ssc.edu

MEMO

To: Dr. Lynette Stokes, President
From: Patrick Rush, Vice President of Administration
Date: March 4, 2025

Subject: Technology Fee Increase

On behalf of Business & Accounting and Information Technology, please consider the following recommendation for a \$10 increase in South Suburban College’s student technology fee beginning with the Fall 2025 Semester. Our current technology fee of \$10 per credit hour has not been raised for more than 15 years, during which time SSC has provided substantial advances in technology, the D2L online learning platform, and software entitlements to students.

These upgrades will continue with our rollout of Ellucian’s Software as a Service (SaaS) products, including a student-facing intuitive application called Ellucian “Experience.” Additionally, SSC has invested significantly in state-of-the-art cyber-security products and services in recent years.

The \$10 fee increase will put SSC on par or less than other regional educational institutions and will support critical financial investments being made now and in future fiscal years. Please see the following list since our last fee increase of progressive student software entitlements including but not limited to:

- | | |
|---------------------------|------------------------|
| Microsoft Word | OneNote Class Notebook |
| Microsoft Excel | Classroom Experiences |
| Microsoft PowerPoint | for Microsoft Teams |
| Microsoft Outlook | Microsoft Delve |
| Microsoft OneNote | Microsoft Entra Basic |
| Microsoft OneDrive | Microsoft Defender for |
| Microsoft Planner | Office365 Plan2 |
| Microsoft Bookings | School Data Sync |
| Microsoft Lists | Office 365 Cloud App |
| Microsoft Teams | Security |
| Microsoft Steam | SharePoint Online |
| Skype for Business Online | Microsoft ClipChamp |
| Viva Engage | Power Automate for |
| Microsoft Sway | Office 365 |

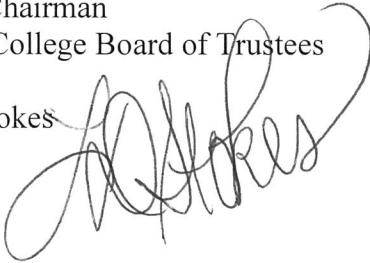
In the past, the applications available to students were only accessible while on campus. The decision to acquire cloud-based licenses and applications was driven by the goal of allowing students to access these resources anytime, from any platform, whether it be an on-campus workstation or their personal mobile devices and laptops.



South Suburban College Office of the President

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

To: Terry R. Wells, Chairman
South Suburban College Board of Trustees

From: Dr. Lynette D. Stokes
President 

Date: March 5, 2025

RE: Recommended Fee Increases – Academic Services

Dear Chairman Wells & Members of the Board:

I have thoroughly reviewed the proposed tuition and fee increases, which are submitted for the Board’s consideration on behalf of the Academic Services Division. The proposed fee adjustments are three-tiered, as follows:

- New inclusive access adoption related to digital delivery of instructional materials and vendor increases for Cengage Unlimited,
- Course fee increases or decreases where applicable, and
- Program deferential tuition rates where applicable.

Thank you.

Course Fee Increase Proposal

Proposed Fee Increases for FALL 2025

New Inclusive Access Adoptions

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

Course Number	Course Name	Estimated Current Cost	Student Cost Fall 2025	Student Savings
WLD 100/104/ 110/112	100-Introduction to Welding; 104-SMAW; 110-GMAW; 112-GTAW	\$140	\$94.80	\$45.20

New Cengage Unlimited Adoptions

Cengage Unlimited		Estimated Current Cost	Student Cost Fall 2025	Student Savings
1-year subscription-unlimited access to all Cengage textbooks		\$189.99	\$215.99	N/A
CHW- 100/115/120/ 200/205	100-Health and the Public, 115-Nutrition and Disease, 120-Disease and Epidemics, 200-Case Management, 205-Parenting Skills	\$321.78	\$215.99	105.79
CIS 213/223	213-Security+, 223- Ethical Hacking	\$296.50 \$320.75	\$215.99	\$401.26
MIS 217/253	217-Visual Basic Scripting, 253- Cybersecurity Analyst	\$49.00 \$320.75	\$215.99	\$153.99

Nursing Course Fee Increases

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase
ADN 150	Fundamentals of Nursing	\$340	\$350	ATI products increase after a 3-year freeze. Clinical facility cost for clinical practicums
ADN152	Intro to Med-Surgical Nursing	\$250	\$300	ATI products increase after a 3-year freeze. Clinical facility cost for clinical practicums.
ADN252	Intermediate Med-Surgical Nursing	\$290	\$300	ATI products increase after a 3-year freeze. Clinical facility cost for clinical practicums

Course Fee Increase Proposal

ADN254	Childbearing and Children Nursing	\$250	\$300	ATI products increase after a 3-year freeze. Clinical facility cost for clinical practicums
ADN256	Advanced Med-Surgical Nursing	\$250	\$300	ATI products increase after a 3-year freeze. Clinical facility cost for clinical practicums
ADN257	Behavioral Health Nursing	\$250	\$300	ATI products increase after a 3-year freeze. Clinical facility cost for clinical practicums
ADN258	Transition to Practice	\$425	\$450	Increase in fees for NCLEX, fingerprinting, NCLEX prep and Live review and pin.

Allied Health Course Fee Increases

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase/Decrease
RAD-100	Foundations of Radiologic Technology	\$45	0	Intro course does not have costs attached
RAD-101	Radiographic Fundamentals	0	\$80	Costs required for student participation and success in program
RAD-104	Radiographic Procedure 1	\$25	\$80	Costs required for student participation and success in program
RAD-105	Radiographic Procedure 2	\$25	\$80	Costs required for student participation and success in program
RAD 106	Radiographic Principles 1	\$100	\$80	Decrease costs while meeting needs of program
RAD 107	Radiologic Principles 2	\$100	\$80	Decrease costs while meeting needs of program
RAD-125	Introduction to Clinical Practice	\$50	\$80	Costs required for student participation and success in program

Course Fee Increase Proposal

RAD 126	Clinical Education I	\$50	\$80	Costs required for student participation and success in program
RAD 127	Clinical Education II	\$50	\$80	Costs required for student participation and success in program
RAD-204	Radiographic Procedures 3	\$25	\$80	Costs required for student participation and success in program
RAD-205	Radiographic Physics	\$25	\$80	Costs required for student participation and success in program
RAD-207	Radiobiology	0	\$80	Costs required for student participation and success in program
RAD 225	Clinical Education III	\$50	\$80	Costs required for student participation and success in program
RAD 226	Clinical Education IV	\$50	\$80	Costs required for student participation and success in program
RAD-235	Radiographic Seminar	\$120	\$80	Decrease costs while meeting needs of program
Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase
MRI 200	Patient Care and Safety	0	\$75	Costs required for student participation and success in program
MRI 201	MRI Principles I	0	\$75	Costs required for student participation and success in program
MRI 202	MRI Clinical Education I	\$50	\$75	Costs required for student participation and success in program
MRI 203	MRI Principles II	0	\$75	Costs required for student participation and success in program
MRI 205	MRI Clinical Education II	\$50	\$75	Costs required for student participation and success in program

Course Fee Increase Proposal

MRI 206	MRI clinical Education III	0	\$75	Costs required for student participation and success in program
Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase
ECG-108	Echo Anatomy II	\$25	\$50	Costs required for student participation and success in program
ECG 126	Echo Clinical I	\$50	\$100	Costs required for student participation and success in program
ECG-204	Echo Imaging Lab I	\$50	\$100	Costs required for student participation and success in program
ECG 205	Echo Imaging II	\$50	\$100	Costs required for student participation and success in program
ECG-226	Echo Cert. Review	\$365	\$400	Costs required for student participation and success in program
ECG-230	Echo Pathology	\$25	\$50	Costs required for student participation and success in program

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Decrease
CHW-101	Intro to Community Health	\$25	0	no fees required
CHW-105	Assessing Community Resources	\$25	0	no fees required
CHW-110	Community Health Development	\$25	0	no fees required
CHW-115	Nutrition and Disease	\$25	0	no fees required
CHW-200	Case Management	\$25	0	no fees required
CHW-205	Parenting Skills	\$25	0	no fees required
CHW-220	CHW Fieldwork I	\$50	0	no fees required

Course Fee Increase Proposal

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase/Decrease
HIT-101	Health Information Technology	\$135	0	Course does not require a fee
HIT 104	Intro to ICD-10-CM-PCS Coding	0	\$25	Costs required for student participation and success in program
HIT 105	Intro to ICD-10-CM/PCS	0	\$25	Costs required for student participation and success in program
HIT 200	Coding Certification Review and Practicum	\$300	\$400	Costs required for student participation and success in program

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase
EMT 215	Emergency Medical Technician	\$50	\$670	Costs required for student participation and success in program
EMT 206	Emergency Medical Responder	\$25	\$670	Costs required for student participation and success in program

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase
PHT 100	PharmacyTech Orientation	0	\$150	Costs required for student participation and success in program
PHT 102	Pharmacy Operations I	\$60	\$400	Costs required for student participation and success in program
PHT 105	Pharmacy Tech Internship	\$50	\$450	Costs required for student participation and success in program

Course Number	Course Name	Current Fee	Fall 2025 Fee	Justification for Increase
MAS 113	Medical Assistant Course Review	\$160	\$250	Costs required for student participation and success in program

Course Fee Increase Proposal

OTA 104	Occupational Therapy Fieldwork I	\$50	\$100	Costs required for student participation and success in program
OTA 210	Practice Skills and Techniques II	\$25	\$70	Costs required for student participation and success in program
OTA 202	Physical Dysfunction Principles	\$25	\$70	Costs required for student participation and success in program

Program Differential Tuition (if applicable)

Program CIP	Program Title	Current Tuition	Fall 2025 Tuition	Justification for Increase
513801	ADN Nursing	152.00/ Credit Hour	Additional \$75.00/Credit Hour for all ADN courses	High-cost program with increased faculty, accreditation costs, equipment maintenance, supply cost and special certifications (ACLS, MHFA)
519998	Pharmacy Technician	152.00/Credit Hour	Additional \$75.00/Credit Hour for all PHT courses	High cost of program, accreditation costs, supply and maintenance costs
510907	Radiologic Technology	152.00/Credit Hour	Additional \$75.00/Credit Hour for all RAD courses	High cost of program, faculty costs, maintenance, supplies, equipment, preparation for accreditation process
510901	Echocardiography	152.00/Credit Hour	Additional \$75.00/Credit Hour for all ECHO courses	High-cost program with increased faculty, accreditation costs, equipment maintenance, supply cost



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: March 13, 2025

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 Veretta Brooks as a full-time Administrative Assistant II in the Allied Health Department, effective June 30, 2025, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Please see the attached retirement letter from Ms. Brooks. 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 retirement of Veretta Brooks as a full-time Administrative Assistant II in the Allied Health Department, effective June 30, 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

<i>Megan Hughes</i>	<u>3/3/25</u>
_____ Originator	Date
<i>Charlotte Guyton</i>	<u>3/3/25</u>
_____ Director of Human Resources	Date
<i>Tasha Williams</i>	<u>3/3/25</u>
_____ Appropriate Vice President	Date
<i>Veretta Brooks</i>	<u>3/3/25</u>
_____ President	Date

March 3, 2025

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

Community College District 510 Board of Trustees,

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

I am grateful for the professional and personal development opportunities that my employment has provided me. I have worked at South Suburban College for 10 years and it has been a pleasure serving the SSC Community. I will miss working with the staff, faculty, and students.

Thank you for the opportunity.

All the best wishes to all,

Veretta Brooks

Veretta Brooks

Cc: Dr. Lynette Stokes



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: March 13, 2025

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of John A. Bollweg as the full-time Director of Institutional Research, effective May 5, 2025, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$80,000 plus benefits.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the appointment of John A. Bollweg as the full-time Director of Institutional Research, effective May 5, 2025, pending successful completion of a criminal background investigation.

Approvals:

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

J.D. Chavez
Originator 3/5/25
Date

Charlotte Guyton
Director of Human Resources 3/5/25
Date

J.D. Chavez
Appropriate Vice President 3/5/25
Date

Spette Stokes
President 3/5/25
Date