

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

June 18, 2008

The regular meeting of the Board of Trustees of Waubonsee Community College, Community College District No. 516, Kane, Kendall, DeKalb, LaSalle, and Will Counties, Illinois, was held on Wednesday, June 18, 2008 in the Community/Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, Illinois. The meeting convened at 5:33 p.m. with the following people in attendance: board members Dr. Richard C. Bodie, Ms. Karen L. Cotter, Mr. James K. Detzler, Mr. Richard “Shorty” Dickson, Mr. James K. Michels, Ms. Rebecca D. Oliver and Mr. James E. Pilmer; staff members Dr. Christine Sobek, Dr. Deborah Lovingood, Mr. David Quillen, Dr. Karen Stewart, Mr. Al Bota, Ms. Amy Del Medico, Ms. Ronna Jones, Ms. Teri Leatherbury, Ms. Michele Morey, Mr. Jeff Noblitt and Ms. Kass Wickwire; featured staff member Ms. Cherie Westfall; and guest presenters Mr. Pat Loridas, IHS, Mr. Dennis Vovos and Mr. Rusty Walker, Holabird and Root.

Recognition

Mr. Loridas from Interactive Health Solutions recognized the college as one of the “Healthiest Companies in America” for 2007. This award recognizes the college’s commitment to the health and well-being of the employees and to creating a culture that encourages everyone to take an active role in preventative care.

Ms. Westfall, Student Activities Manager, was recognized for her 20 years of service as Advisor for Waubonsee’s Phi Omicron Chapter of Phi Theta Kappa, the international honor society of the two-year college.

The board, on a motion by Dr. Bodie and seconded by Ms. Cotter, unanimously voted to adjourn to executive session at 6:04 p.m. for the purpose of discussing minutes of meetings lawfully closed under the Open Meetings Act; the purchase or lease of real property; collective negotiating matters between Waubonsee and its employees or their representatives; pending, probable or imminent litigation against or affecting the college; and items related to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the college.

The board reconvened in open session at 9:22 p.m. with the following people in attendance: board members Dr. Richard C. Bodie, Ms. Karen L. Cotter, Mr. James K. Detzler, Mr. Richard “Shorty” Dickson, Mr. James K. Michels and Mr. James E. Pilmer; board member absent: Ms. Rebecca D. Oliver; and staff members Dr. Christine Sobek, Dr. Deborah Lovingood, Mr. David Quillen, Dr. Karen Stewart, Ms. Amy Del Medico, Ms. Teri Leatherbury, Mr. Jeff Noblitt and Ms. Kass Wickwire.

Seating of the Student Trustee

Ms. Sofia Zafar was seated as the Student Trustee for 2008-2009.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Pilmer and seconded by Ms. Cotter, unanimously approved the May 21, 2008 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Pilmer and seconded by Dr. Bodie, unanimously approved the May 21, 2008 executive session meeting minutes.

2.0 Communications

Illinois Board of Higher Education

Dr. Sobek reported on the Public Agenda Regional Forums that were held at the Sugar Grove Campus on June 13.

Illinois Community College Trustees Association

Dr. Sobek reported on the Illinois Community College Trustees Association Annual Convention that was held June 5-6 in Springfield and highlighted Waubonsee's two awards - Penny Deligiannis was the recipient of the state's Distinguished Alumnus Award and Penny Cameron was recognized with the state's Lifelong Learner Award.

President's Report

In her report to the board, Dr. Sobek

- reported that Waubonsee Community College hosted "Fostering Economic and Workforce Development," a roundtable featuring Patricia Stanley, Ed.D., Deputy Assistant Secretary, U.S. Department of Education; U.S. Representative Bill Foster (14th Illinois District); and U.S. Senator Dick Durbin on May 29 for a discussion on local economic and workforce development needs;
- reported that Mr. Edgar Gonzalez, Outreach Coordinator for the office of U. S. Senator Barack Obama, visited the Sugar Grove Campus on June 5;
- asked Mr. Noblitt to report on the Gold Medal that the Marketing and Communications department received in the CASE (Council for Advancement and Support of Education) Circle of Excellence Awards Program in the Specific Media Relations Program category for WCC's entry highlighting the "Fabulous 40" Media Campaign; and
- highlighted several dates including the next regularly scheduled board meeting on July 16.

Institutional Reports

Dr. Stewart reported on the WCC Foundation Quarterly Board meeting of June 10 and the Foundation Golf Outing held on June 4.

Dr. Lovingood and Mr. Quillen provided a 2020 College Master Plan progress report that included a presentation by Mr. Vovos and Mr. Walker of Holabird & Root on the Plano Campus conceptual building design.

3.0 Policy Reports

4.0 Personnel Reports

4.1 Part-Time Hourly

The board, on a motion by Ms. Cotter and seconded by Mr. Pilmer, unanimously approved the following:

Alexander, Casie, Bookstore Clerk, 30 hrs./week, \$8.20/hr.

Andrade, Johanna, Assessment Assistant, 30 hrs./week, \$13.21/hr.

Bajorski, Gregory, Grounds Worker, 30 hrs./week, \$9.35/hr.

Bolden, Sherlene, Assessment Assistant, 30 hrs./week, \$13.21/hr.

** Jones, Katrina, Academic Support Specialist, 30 hrs./week, \$16.10/hr.

Kielb, Krystyna, Photography Assistant, 20 hrs./week, \$14.41/hr.

Knowles, Dan, Summer High School Program Supervisor, 30 hrs./week, \$24.50/hr.

Kurtz, Travis, Public Safety Officer, 35 hrs./week, \$14.70/hr.

Snider, Justin, Summer High School Program Supervisor, 30 hrs./week, \$24.50/hr.

** Wood, Sandra, Operations Specialist, 30 hrs./week, \$13.20/hr.

**Paid by Grant Funds

4.2 Full-Time Support Staff Retirement

The board, on a motion by Mr. Michels and seconded by Mr. Pilmer, unanimously approved the retirement request of Barbara Ellis, Career Services Specialist, effective June 30, 2008.

4.3 Administrative Appointment

The board, on a motion by Mr. Pilmer and seconded by Ms. Cotter, unanimously approved the appointment of Jacqueline Thoroughman to the position of Dean for Social Science and Education at an annual salary of \$91,934, effective July 1, 2008. Ms. Thoroughman will resign her current position as Dean for Adult Education to accept this position.

4.4 Full-Time Faculty Appointment

The board, on a motion by Ms. Cotter and seconded by Mr. Pilmer, unanimously approved the appointment of Susana Das Neves to the position of Bilingual Counselor, effective August 11, 2008. The recommended placement on the salary schedule is MS, Column II, Step 11 on the 2008-2009 salary schedule.

4.5 Full-Time Support Staff Appointments

4.5.1 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Teri Cullen to the position of Career Services Manager at an annual salary of \$55,318, effective June 30, 2008.

4.5.2 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Christopher Klavinski to the position of Educational Television Video Production Manager at an annual salary of \$55,318, effective June 19, 2008. Mr. Klavinski will resign his current position of Video Production Assistant to accept this position.

4.5.3 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Michelle Talley to the position of Admissions Data Entry Clerk at the rate of \$17.92/hr., effective July 1, 2008. Ms. Talley will resign her current position of Secretary to Student Life to accept this position.

4.5.4 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Myrna Nunez to the position of Secretary to the Dean for Campus Development at the rate of \$15.44/hr., effective June 30, 2008.

4.5.5 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Ann Berg to the position of Secretary to Adult Literacy and Student Records at the rate of \$14.41/hr., effective July 1, 2008 through June 30, 2009. This position is 100% grant funded.

4.5.6 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Alyson Gaspar to the position of Adult Education Special Programs Manager at an annual salary of \$55,318 effective July 1, 2008 through June 30, 2009. This position is 100% grant funded.

4.5.7 The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the appointment of Sherry Woodward to the position of Adult and Family Literacy Manager at an annual salary of \$55,318 effective July 1, 2008 through June 30, 2009. This position is 100% grant funded.

4.6 Spring Semester 2008 Adjunct Instructor Contracts

The board, on a motion by Ms. Cotter and seconded by Dr. Bodie, unanimously approved the spring 2008 adjunct instructor contracts as presented.

4.7 Administrative Compensation, Contract and Benefit Recommendations for Fiscal Year 2009

The board, on a motion by Mr. Detzler and seconded by Ms. Cotter, unanimously approved the administrative compensation, contract and benefit recommendations for Fiscal Year 2009 as presented.

4.8 Support Staff Compensation, Stipend and Benefit Recommendations for Fiscal Year 2009

The board, on a motion by Ms. Cotter and seconded by Mr. Michels, unanimously approved the support staff compensation, stipend and benefit recommendations for Fiscal Year 2009 as presented.

4.9 Stipends and Other Rates of Pay for Fiscal Year 2009

The board, on a motion by Mr. Detzler and seconded by Ms. Cotter, unanimously approved the stipends and other rates of pay for Fiscal Year 2009 as presented.

5.0 Curriculum Reports

6.0 Buildings and Grounds

6.1 Resource Allocation Management Plan (RAMP)

The board, on a motion by Ms. Cotter and seconded by Dr. Bodie, unanimously approved and submitted to the Illinois Community College Board the Fiscal Year 2010 Resource Allocation Management Plan (RAMP) report.

7.0 Financial Reports

7.1 Payroll Report

The board, on a motion by Mr. Detzler and seconded by Mr. Michels, unanimously approved the payroll report for the period ending May 15, 2008.

010100	Education Fund	\$ 983,750.71
020100	Operations and Maintenance Fund	60,460.40
030100	Operations / Maintenance Restricted	3,188.13
050220	Southwest Cable Consortium	3,243.47
050310	Magnet Place Preschool	2,677.41
050320	Child Care	3,185.98
050620	Bookstore	14,779.91
062101	Adult Education-State Basic	16,396.52
062102	Adult Education-Performance	8,408.89
062103	Adult Education-Public Assistance	2,222.38
062104	WFD-Business and Industry	2,408.69
062401	ETIP - 07	1,666.95
062403	Eliminate the Digital Divide II	1,590.72
062501	SOS Community Literacy	3,257.44
062901	Heart Smart for Women	132.91
063101	Adult Education-Federal Basic	18,798.95
063102	Adult Education-EL / Civics	225.00
063107	Perkins Postsecondary	1,582.38
063116	Student Support Services-08	6,847.99
063117	Upward Bound	4,740.23
063132	Federal Work Study	1,937.87
063202	KCDEE Youth Services	2,042.73
063209	Entrepreneurial Project	1,205.31
063213	KCDEE Soft Skills-North Aurora	879.00
063905	Employment Skills Project	1,315.20
063906	Small Business Dev Center-08	3,626.46
064101	Adult and Family Literacy	2,900.85
064102	McCormick Tribune Foundation	250.00
064110	Dollar General Literacy Foundation	208.33
064112	Dunham Academy	4,089.70
100300	Trust and Agency	250.00
120100	Liability/Protection and Settlement	<u>16,197.49</u>
	Final Total:	\$ 1,174,467.99

7.2 Payroll Report

The board, on a motion by Mr. Detzler and seconded by Mr. Michels, unanimously approved the payroll report for the period ending May 31, 2008.

010100	Education Fund	\$ 1,012,498.36
020100	Operations and Maintenance Fund	59,522.99
030100	Operations / Maintenance Restricted	3,188.13
050220	Southwest Cable Consortium	3,176.17
050310	Magnet Place Preschool	2,686.60
050320	Child Care	2,729.05
050620	Bookstore	15,449.79
062101	Adult Education-State Basic	16,373.56
062102	Adult Education-Performance	8,345.05
062103	Adult Education-Public Assistance	2,222.38
062104	WFD-Business and Industry	2,211.86
062401	ETIP-07	1,450.85
062403	Eliminate the Digital Divide II	1,607.00
062501	SOS Community Literacy	3,282.50
062606	Peer Mentor Project	1,184.90
062901	Heart Smart for Women	132.91
063101	Adult Education-Federal Basic	18,784.55
063102	Adult Education-EL / Civics	225.00
063107	Perkins Postsecondary	835.33
063116	Student Support Services-08	6,508.34
063117	Upward Bound	4,680.23
063132	Federal Work Study	1,823.81
063202	KCDEE Youth Services	2,042.73
063209	Entrepreneurial Project	1,482.81
063213	KCDEE Soft Skills-North Aurora	1,883.50
063905	Employment Skills Project	1,315.20
063906	Small Business Dev Center-08	3,276.46
064101	Adult and Family Literacy	2,870.01
064102	McCormick Tribune Foundation	250.00
064110	Dollar General Literacy Foundation	208.33
064112	Dunham Academy	4,015.00
120100	Liability/Protection and Settlement	<u>14,687.60</u>
	Final Total:	\$ 1,200,951.00

7.3 Accounts Payable

The board, on a motion by Ms. Cotter and seconded by Dr. Bodie, unanimously approved the accounts payable report for the period ending May 31, 2008.

010100	Education Fund	\$ 909,700.51
010900	Payroll Clearing Fund	94,886.83
020100	Operations and Maintenance Fund	53,083.61
030100	Operations / Maintenance Restricted	2,062,268.54
040100	Bond and Interest Fund	249,761.25
050310	Magnet Place Preschool	376.19
050320	Child Care	10.54
050503	Auto Resale	10,303.49
050620	Bookstore	87,780.11
050810	Internal Medical Insurance	232,117.24
050811	Retiree Medical Insurance	24,142.29
050934	Copley Rental Operations	7,181.83
050935	Aurora Rental Property	488.50
062101	Adult Education-State Basic	1,406.28
062102	Adult Education-Performance	291.81
062103	Adult Education-Public Assistance	250.00
062106	CTE/Program Improvement Grant	1,982.08
062401	ETIP - 07	320.00
062403	Eliminate the Digital Divide II	411.40
062605	WCC Cooperative Work Study Program	204.00
062901	Heart Smart for Women	438.86
063101	Adult Education-Federal Basic	17,404.95
063107	Perkins Postsecondary	35,105.37
063111	ICCB-Postsecondary CTE	2,684.43
063115	Student Support Services-07	1,220.00
063116	Student Support Services-08	2,748.61
063117	Upward Bound	6,731.18
063202	KCDEE Youth Services	593.39
063213	KCDEE Soft Skills-North Aurora	360.16
063906	Small Business Dev Center-08	168.61
064101	Adult and Family Literacy	242.50
064110	Dollar General Literacy Foundation	38.93
064112	Dunham Academy	10,240.68
100300	Trust and Agency	30,935.18
110100	Audit Fund	3,500.00
120100	Liability/Protection and Settlement	5,092.28
150100	PBC A Operations/Maintenance-AC	17,235.05
150111	PBC B Operations/Maintenance-SG	57,148.86
150112	PBC C Operations/Maintenance-SG	<u>143,128.75</u>
	Grand Total All Funds:	\$ 4,071,984.29

7.4 Treasurer's Report

The Treasurer's Report for the month of May 2008 was accepted by the board and placed on file.

7.5 Budget Summary

Comparison of actual to budget for eleven months ending May 31, 2008 was accepted by the board and placed on file.

7.6 Prevailing Wage Rate Resolution No. 08-07

The board, on a motion by Mr. Pilmer and seconded by Ms. Cotter, unanimously approved the Prevailing Wage Rate Resolution No. 08-07 adopting the state's prevailing wage as determined by the Illinois Department of Labor.

7.7 Approval of Payment to the Illinois Community College Risk Management Consortium

The board, on a motion by Mr. Detzler and seconded by Mr. Pilmer, unanimously approved payment to the Illinois Community College Risk Management Consortium.

7.8 Approval of Intergovernmental Agreement with the City of Aurora

The board, on a motion by Dr. Bodie and seconded by Ms. Cotter, unanimously approved the Intergovernmental Agreement with the City of Aurora.

7.9 Bids/Purchases

7.9.1 Bid for Mini-Mate Air Conditioning Unit

The board, on a motion by Mr. Michels and seconded by Dr. Bodie, unanimously accepted the lowest qualified bid for the 3-Ton Small System Mini-Mate 2 air conditioning unit from International Piping Systems, Inc. of Schaumburg, Illinois in the amount of \$26,000.

7.9.2 Purchase of Tegrity Campus Subscription

The board, on a motion by Ms. Cotter and seconded by Mr. Pilmer, unanimously approved the purchase of a Tegrity Campus subscription and consulting services from Tegrity of Santa Clara, California in the amount of \$24,990. (This purchase is partially grant funded.)

7.9.3 Approval of Bus Transportation Services for the Dunham Early College Academy

The board, on a motion by Mr. Pilmer and seconded by Dr. Bodie, unanimously approved the bus transportation services for the Dunham Early College Academy in the amount of \$12,400. (This payment is 100% grant funded.)

7.9.4 Change Order to Bid Package #14 (Electrical) for the Student Center

The board, on a motion by Ms. Cotter and seconded by Mr. Pilmer, unanimously approved the request for a change order to bid package #14 (Electrical) for the Student Center from Mascall Electric, Inc. of St. Charles, Illinois in the amount of \$32,097.

7.9.5 Approval for AT&T Construction Work

The board, on a motion by Mr. Detzler and seconded by Mr. Michels, unanimously approved the construction work for relocation of AT&T utilities at Hoyt Place to AT&T of Waukesha, Wisconsin in the amount of \$17,277.57.

7.9.6 Renewal of Athletic Accident Insurance Policy

The board, on a motion by Dr. Bodie and seconded by Ms. Cotter, unanimously approved the renewal of the athletic accident insurance policy through First Agency, Inc. of Kalamazoo, Michigan in the amount of \$22,934.

7.9.7 Renewal of the Statistical Package for Social Sciences Network License Agreement

The board, on a motion by Ms. Cotter and seconded by Mr. Pilmer, unanimously approved the renewal of the Statistical Package for Social Sciences Network License Agreement from SPSS, Inc. of Chicago, Illinois in the amount of \$14,249.

7.9.8 Renewal of the Novell Academic License Agreement

The board, on a motion by Mr. Michels and seconded by Mr. Pilmer, unanimously approved the renewal of the Novell Academic License Agreement from Novell, Inc. of Provo, Utah in the amount of \$40,083.42.

7.9.9 Renewal of the Microsoft Office Campus Agreement

The board, on a motion by Mr. Pilmer and seconded by Ms. Cotter, unanimously approved the renewal of the Microsoft Office Campus Agreement from CDW Government, Inc. of Vernon Hills, Illinois in the amount of \$34,277.75.

7.9.10 Renewal of the Network Infrastructure Monitoring Service Agreement

The board, on a motion by Ms. Cotter and seconded by Mr. Pilmer, unanimously approved the renewal of the network infrastructure monitoring service agreement from iNOC, LLC of Northbrook, Illinois in the amount of \$35,113.45.

7.9.11 Renewal of Illinois Community College Risk Management Consortium

The board, on a motion by Mr. Pilmer and seconded by Ms. Cotter, unanimously approved the new premium for property, casualty, liability, and workers compensation insurance from the Illinois Community College Risk Management Consortium in the amount of \$414,709 for the period beginning July 1, 2008 through June 30, 2009.

7.9.12 Illinois Community College Risk Management Consortium – Workers Compensation Audit Billing

The board, on a motion by Mr. Michels and seconded by Ms. Cotter, unanimously approved the payment for workers compensation adjustments to the Illinois Community College Risk Management Consortium in the amount of \$83,860.

8.0 Other Reports

8.1 Emergency Succession Plan

The board, on a motion by Dr. Bodie and seconded by Mr. Pilmer, unanimously approved the Emergency Succession Plan for Waubonsee Community College as presented.

Ms. Cotter was appointed Secretary Pro Tem.

9.0 Adjournment

The board, on a motion by Dr. Bodie and seconded by Mr. Pilmer, unanimously voted to adjourn the meeting at 10:00 p.m.

Secretary

Clerk