

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

November 15, 2017

The regular meeting of the Board of Trustees of Waubonsee Community College, Community College District 516, Kane, Kendall, DeKalb, LaSalle, and Will Counties, IL, was held on Wednesday, November 15, 2017, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 5:32 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; and Rebecca D. Oliver; board members absent Roger T. Harris; Patrick Kelsey; James K. Michels, P.E.; and J. David Vera; and staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Mary Edith Butler, Kim Caponi, Mark Crawford, Christopher Cunningham, Amy Frankel, Amanda Geist, Erik Leal, Dr. Jonathan Paver, and Bill Trunkhill.

Student Success: Featured Faculty and Program – Mathematics

Dr. Jonathan Paver, Assistant Vice President of Transfer and Developmental Education, and Mary Edith Butler, Dean for Mathematics and Sciences, recognized Mark Crawford, Associate Professor; Christopher Cunningham, Assistant Professor; Amy Frankel, Associate Professor; Bill Trunkhill, Professor; and the Mathematics Department.

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:39 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exceptions: discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

The board reconvened in open session at 6:46 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; and Rebecca D. Oliver; board members absent Roger T. Harris; Patrick Kelsey; James K. Michels, P.E.; and J. David Vera; and staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Terence Felton, Amanda Geist, Gary Kecskés, Dan Larsen, Erik Leal, and John Wu.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the October 18, 2017 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the October 18, 2017 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

Dr. Christine Sobek, President, commented that Trustees Dr. Richard Bodie, Patrick Kelsey, and Rebecca Oliver have indicated their intent to attend the ACCT National Legislative Summit scheduled for February 12-14, 2018 in Washington, D.C.

American Association of Community Colleges

Illinois Board of Higher Education

Dr. Sobek announced that the IBHE appointed Dr. Al Bowman, president emeritus of Illinois State University, to serve as Executive Director of the IBHE.

Illinois Community College Board

Illinois Community College Trustees Association

Dr. Sobek and Trustee Dr. Bodie reported on the ICCTA Board of Representatives and Committee meetings held November 10-11, 2017 in Lisle, IL.

President's Report

In her report to the board, Dr. Sobek:

- reported on the Continuous Quality Improvement Network “Early Adopters” Design Sprint #1 meetings she and other staff recently attended;
- commented on the Veterans Day Commemoration program and Trustees Rebecca Oliver and Richard “Shorty” Dickson publicly recognized the staff for organizing such a successful program and heartfelt tribute to veterans;
- shared her experience participating in the inaugural West Aurora School District #129 “Principal for a Day” event by serving as principal at West Aurora High School;
- announced that the All Staff Holiday Open House is scheduled for December 7, 2017;
- highlighted that the next board meeting is scheduled for December 13, 2017 (second Wednesday of the month); and
- discussed the 2018 Special Board Meeting that is scheduled for January 31, 2018.

2.0 Communications (continued)

Institutional Reports

John Wu, Director of Emergency Management and Safety, provided a report on recent improvements to the college's emergency preparedness, one of the FY2018 Additional Priorities of the Transformational Plan.

Gary Kecskés, Assistant Vice President of Workforce Solutions and Community Learning, presented a FY2017-FY2019 Transformational Plan update for Goal 5, Initiative 5.1 – Refine noncredit programs and related services to more effectively meet constituents' learning needs.

A Facilities Renovation and Space Utilization Project update was provided.

The FY2017 Grants Annual Report was provided.

3.0 Policy Reports

4.0 Personnel Reports

4.1 Part-Time Appointments

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the following:

- **Bennett, Saritha, Federal Work Study-Financial Aid, 15 hrs./week, \$10.40/hr.
- Carreno, Jared, Information Technology Specialist Extension Campuses, 25 hrs./week, \$18.75/hr.
- **Correa-Cabral, Luis, Federal Work Study-Athletics, 20 hrs./week, \$10.15/hr.
- **Culver, Katlynn, Federal Work Study-Sodexo, 20 hrs./week, \$10.15/hr.
- **Diederich, Dawson, Federal Work Study-Athletics, 20 hrs./week, \$10.15/hr.
- **Dunn, Michael, Federal Work Study-Career Services, 20 hrs./week, \$10.15/hr.
- **Huerta, Ulisses, Federal Work Study-Adult Education, 16 hrs./week, \$10.15/hr.
- **LaGioia, Angela, Federal Work Study-Early Childhood Education, 20 hrs./week, \$10.15/hr.
- **Langon, Myleena, Federal Work Study-Admissions, 15 hrs./week, \$10.15/hr.
- **Martinez, Carolina, Federal Work Study-Adult Education Tutor, 10 hrs./week, \$10.15/hr.
- McCarron, James, Music Lab Assistant, 20 hrs./week, \$13.90/hr.
- Pooler, Audra, Student Worker Public Safety, 25 hrs./week, \$10.50/hr.
- Ramirez, Stephanie, Bookstore Associate, 25 hrs./week, \$13.49/hr.
- Randall, Benjamin, Computer Services Technical Assistant, 25 hrs./week, \$17.00/hr.
- Shields, Jonathan, Assistant Men's Basketball Coach, 28 hrs./week, \$12.85/hr.
- **Sylvester, Braden, Federal Work Study-SciTech, 20 hrs./week, \$10.15/hr.

** Paid by grant funds

4.0 Personnel Reports (continued)

4.2 Full-Time Support Staff Resignations

- 4.2.1 The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the resignation of Amanda Eberlein, Administrative Specialist Online Learning and Instructional Support, effective November 2, 2017.
- 4.2.2 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the resignation of Jenna Bujarski, Financial Aid Advisor, effective November 17, 2017.

4.3 Full-Time Support Staff Recommendations

- 4.3.1 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Larry Wiess to the position of Campus Police Sergeant at a rate of \$31.69/hr. effective October 19, 2017. Mr. Wiess will resign his current position of Campus Police Officer to accept this position.
- 4.3.2 The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the appointment of Martin Racila to the position of Campus Police Officer at a rate of \$23.12/hr. effective November 20, 2017.
- 4.3.3 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Gabrielle Domena to the position of Administrative Specialist Emergency Management and Safety at a rate of \$17.51/hr. effective October 19, 2017.
- 4.3.4 The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the appointment of Bruce Geraghty to the position of Systems Analyst at a rate of \$51,000/yr. effective November 16, 2017. Mr. Geraghty will resign his current position of Imaging Data Specialist to accept this position.
- 4.3.5 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Stacy Wendt to the position of Testing Services Administrative Assistant at a rate of \$16.25/hr. effective November 6, 2017.
- 4.3.6 The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the appointment of Joyce Pusateri to the position of Administrative Specialist Office of the President at a rate of \$18.50/hr. effective November 13, 2017.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 19

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the payroll report for pay number 19.

010100	Education Fund	\$1,473,820.86
020100	Operations and Maintenance Fund	93,765.00
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	24,428.01
062101	Adult Education-State Basic	39,554.87
062102	Adult Education-Performance	4,589.02
063107	Perkins Postsecondary	4,376.47
063132	Federal Work Study	3,417.58
063159	Improving Student Success 16	9,220.42
063162	Upward Bound East-18	5,179.72
063165	Upward Bound West-18	3,471.04
063166	Student Support Services-18	10,367.63
063202	WIOA Youth Services	4,398.95
120100	Liability/Protection and Settlement	<u>32,429.70</u>
Final Total:		<u>\$1,714,298.89</u>

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 20

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the payroll report for pay number 20.

010100	Education Fund	\$1,546,789.33
020100	Operations and Maintenance Fund	91,071.40
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	25,205.93
062101	Adult Education-State Basic	54,506.62
062102	Adult Education-Performance	4,589.02
063107	Perkins Postsecondary	4,576.47
063132	Federal Work Study	4,110.97
063159	Improving Student Success 16	12,598.98
063162	Upward Bound East-18	5,471.14
063165	Upward Bound West-18	3,444.79
063166	Student Support Services-18	10,161.59
063202	WIOA Youth Services	4,506.45
100300	Trust and Agency	400.00
120100	Liability/Protection and Settlement	<u>32,518.47</u>
Final Total:		<u>\$1,805,230.77</u>

7.0 Financial Reports (continued)

7.3 Accounts Payable for the Period Ending October 31, 2017 and Travel Expenses

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the Accounts Payable for the period ending October 31, 2017, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$1,817,959.20
010900	Payroll Clearing Fund	51,730.11
020100	Operations and Maintenance Fund	206,421.23
030100	Operations / Maintenance Restricted	178,428.17
050220	Southwest Cable Consortium	1,704.25
050503	Auto Resale	7,175.34
050620	Bookstore	143,820.83
050810	Internal Medical Insurance	501,233.10
050811	Retiree Medical Insurance	11,619.44
062101	Adult Education-State Basic	1,003.43
062102	Adult Education-Performance	3,041.93
063107	Perkins Postsecondary	5,091.40
063135	Bridging the Gap	252.59
063159	Improving Student Success 16	3,555.35
063160	Upward Bound-17	498.84
063162	Upward Bound East-18	3,464.72
063165	Upward Bound West-18	3,208.00
063166	Student Support Services-18	132.39
063202	WIOA Youth Services	1,478.12
064117	Dunham Fund Quick Path	781.00
100300	Trust and Agency	15,083.40
120100	Liability/Protection and Settlement	<u>8,328.24</u>

Final Total: \$2,966,011.08

7.0 Financial Reports (continued)

7.4 Treasurer's Report

The Treasurer's Report for the month of October 2017 was accepted by the board and placed on file.

7.5 Budget Summary

Comparison of budget to actual for the four months ending October 31, 2017 was accepted by the board and placed on file.

7.6 Adoption of the Tentative 2017 Aggregate Tax Levy

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously adopted the tentative 2017 aggregate tax levy of \$43,285,908 and the establishment of December 13, 2017 as the date for the final adoption of the 2017 tax levies.

7.7 Bids/Purchases

7.7.1 Approval of an Agreement with Business Innovation Factory

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved an agreement with Business Innovation Factory of Providence, RI for business model design training in the amount of \$36,000.

7.7.2 Approval of a Contract for Life/Accidental Death and Dismemberment and Long Term Disability Insurance for 2018

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved a contract for life/accidental death and dismemberment and long term disability insurance with Dearborn National Life Insurance Company of Downers Grove, Illinois effective January 1, 2018 as presented.

7.7.3 Approval of the Purchase of a Replacement Campus Police Vehicle

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the purchase of a replacement Campus Police vehicle from Currie Motors Fleet of Frankfort, IL in the amount of \$28,911.

7.7.4 Approval of the Purchase of Automation Technology Training Workstations

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the purchase of three automation technology training workstations from Moss Enterprises, Inc. of Johnston, IA in the amount of \$59,728.

7.0 Financial Reports (continued)

7.7.5 Approval of the Purchase of Security Cameras, Access Control Devices and Related Equipment for the Enhanced Campus Security System Project

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the purchase of security cameras, access control devices and related equipment for the Enhanced Campus Security System project with one-year warranties from the date of installation from Sound Incorporated of Naperville, IL in an amount not to exceed \$97,399.93.

7.7.6 Renewal of the Annual Salesforce License Agreement

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the renewal of the annual Salesforce license agreement for customer relationship management software from Salesforce.org of San Francisco, CA in the amount of \$41,820 for the period of January 2, 2018 through January 1, 2019.

7.7.7 Bid for Telephone System Upgrade

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the lowest qualified bid for the telephone system upgrade from Sound Incorporated of Naperville, IL in the amount of \$347,039.96.

7.7.8 Renewal of the Annual Telephone Software Support Agreement

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the renewal of the annual telephone software support agreement from Sound Incorporated of Naperville, IL in the amount of \$33,853.69 for the period of December 1, 2017 through November 30, 2018.

7.7.9 Bid for the Replacement of the Grease Trap System

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the lowest qualified bid for the replacement of the grease trap system from RJ Kuhn Plumbing, Heating and Cooling Inc. of Oswego, IL in the amount of \$57,510.

7.7.10 Bid for a Fire and Life Safety Maintenance Services Agreement

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the lowest qualified bid for a fire and life safety maintenance services agreement from U.S. Fire and Safety Equipment Company of Chicago, IL in an amount not to exceed \$48,000 annually for the total amount of \$144,000 for the period of December 1, 2017 through November 30, 2020.

7.0 Financial Reports (continued)

7.7.11 Bid for Parking Lot Lighting and Site Lighting Improvements

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the lowest qualified bid for parking lot lighting and site lighting improvements from Volt Electric, Inc. of Big Rock, IL in the amount of \$130,173.

7.7.12 Bid for a Generator Monitoring Interface and a Generator Maintenance Contract

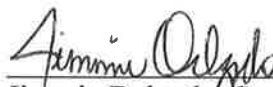
The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the lowest qualified bid for a generator monitoring interface in the amount of \$19,995 and a three-year maintenance contract in the amount of \$32,924 for the total amount of \$52,919 from LionHeart Critical Power Specialists, Inc. of Huntley, IL for the period of December 1, 2017 through November 30, 2020.

8.0 Other Reports

David Quillen, Executive Vice President of Finance and Operations, and Dan Larsen, Director of Campus Operations, provided a report on a proposed development by Heartland Recycling, a construction debris recycling company. The proposed development involves 48 acres north on Harter Road by the intersection of Route 47. The project will require the annexation and the rezoning of the property by the Village of Sugar Grove. The discussion with the board generated several questions which will be researched and reported on at the December 13, 2017 board meeting.

9.0 Adjournment

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:12 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees