

MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING

January 17, 2018

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, January 17, 2018, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 5:33 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and J. David Vera; board member absent Roger T. Harris; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, James Armitage, Mary Baccheschi, Kim Caponi, Amanda Geist, Kenneth Kunz, Erik Leal, Michele Needham, Adam Punter, Ne'Keisha Stepney, and Guy Tiberio; and featured guests Hugh Beattie, Don Rotermund, Doug Anderson, and Scott Geisen.

Student Success: Institutional Stories – Automotive Technology Partnerships

Ne'Keisha Stepney, Dean for Business and Career Technologies, provided an overview of Automotive Technology partnerships and recognized our faculty, James Armitage, Professor of Automotive Technology; Kenneth Kunz, Professor of Automotive Technology; and Guy Tiberio, Assistant Professor of Automotive Technology. Ms. Stepney also recognized Hugh Beattie, Senior Group Manager of Regional Parts and Service, and Don Rotermund, Senior Manager of Field Service Training, at Hyundai Motor America; as well as Doug Anderson, owner of I-55 Auto Salvage and Anderson Towing; and Scott Geisen, Build Manager at Navistar. Mr. Beattie, Mr. Rotermund, Mr. Anderson, and Mr. Geisen provided remarks on the importance of partnerships.

Trustee Roger Harris arrived at 5:43 p.m. and joined the meeting.

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:50 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 7:20 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; Roger T. Harris; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; 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, Amanda Geist, Dan Larsen, Erik Leal, Michele Needham, and Dr. Stacey Randall.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Bodie and seconded by Mr. Harris, unanimously approved the December 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. Michels, unanimously approved the December 18, 2017 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

Dr. Christine Sobek, President, commented that the final details are being confirmed for the ACCT National Legislative Summit scheduled for February 12-14, 2018 in Washington, D.C. Trustees Dr. Richard Bodie, Patrick Kelsey, Rebecca Oliver, and Student Trustee David Vera have indicated their intent to attend. Travel packets will be distributed at the January 31, 2018 special board meeting.

American Association of Community Colleges

Dr. Sobek announced that Waubonsee's presentation, "Shindigs that Shine!" has been accepted for the AACC Annual Convention scheduled for April 28-May 1, 2018 in Dallas, TX. Dr. Sobek and Amanda Geist, Executive Director of Marketing and Communications, will present the session on April 29, 2018, 4:15-5:15 p.m.

Illinois Board of Higher Education

Illinois Community College Board

Illinois Community College Trustees Association

Dr. Sobek commented that the ICCTA Board of Representatives scheduled a meeting on Saturday, February 3, 2018 at 9:00 a.m. by conference call.

2.0 Communications (continued)

President's Report

In her report to the board, Dr. Sobek:

- highlighted dates including the Special Board Meeting to be held January 31 and Waubonsee WinterFest scheduled for February 9.

Institutional Reports

Trustee Roger Harris reported on the WCC Foundation Quarterly Board Meeting held December 5, 2017.

Dr. Diane Nyhammer, Vice President of Educational Affairs, provided a report on the Spring 2018 Orientation Program.

Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, presented a FY2017-FY2019 Transformational Plan update for Goal 5 Initiative 5.2 – Invest in becoming a data-informed, research-based culture to respond more quickly to our environment and surrounding communities.

Dr. Jamal Scott, Vice President of Strategic Development, provided an update on the College Scorecard.

Dr. Scott and Michele Needham, Executive Director of Human Resources, provided an update on the Employee Engagement initiative.

A Facilities Renovation and Space Utilization Project update was provided.

3.0 Policy Reports

3.1 Approval of Revised Board Policy 1.100.05 – Public Comment at Board Meetings

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved revised Board Policy 1.100.05 – Public Comment at Board Meetings (currently titled: Community Participation at Board Meetings) as presented.

3.2 Approval of Revised Board Policy 2.050.04 – Investment of College Funds

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved revised Board Policy 2.050.04 – Investment of College Funds as presented.

3.0 Policy Reports (continued)

3.3 Approval of Revised Board Policy 2.050.07 – Administrative Pre-Payment of Payroll

The board, on a motion by Mr. Harris and seconded by Mr. Dickson, unanimously approved revised Board Policy 2.050.07 – Administrative Pre-Payment of Payroll as presented.

3.4 Approval of Revised Board Policy 3.100.02 – Smoking and Tobacco

The board, on a motion by Mr. Michels and seconded by Mr. Harris, unanimously approved revised Board Policy 3.100.02 – Smoking and Tobacco (currently titled: Smoking) as presented.

3.5 Approval of Revised Board Policy 3.170.01 – Harassment, Discrimination and Sexual Misconduct

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved revised Board Policy 3.170.01 – Harassment, Discrimination and Sexual Misconduct as presented.

3.6 Approval of Revised Board Policy 6.050.03 – Recruitment and Selection

The board, on a motion by Mr. Harris and seconded by Dr. Bodie, unanimously approved revised Board Policy 6.050.03 – Recruitment and Selection as presented.

4.0 Personnel Reports

4.1 Part-Time Appointments

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the following:

- **Asif, Zoraiz, Federal Work Study-Student Life, 20 hrs./week, \$10.15/hr.
- Borgione, Robin, Advancement Administrative Assistant, 25 hrs./week, \$16.50/hr.
- Braunshausen, Raymond, Fitness Center Specialist, 25 hrs./week, \$16.00/hr.
- **Chatmon, Javontay, Federal Work Study-Community Education, 20 hrs./week, \$10.15/hr.
- **Clawson, Lauren, Upward Bound Educational Specialist, 25 hrs./week, \$18.18/hr.
- **Estrada Carreno, Eduardo, Student Worker Youth Services Program Adult Education, 20 hrs./week, \$10.15/hr.
- Fredericks, Barbara, Assessment Assistant, 25 hrs./week, \$14.75/hr.
- Hubbuck, Melissa, Assessment Assistant, 25 hrs./week, \$15.50/hr.
- Lawal, Muhammad, Custodian, 25 hrs./week, \$12.52/hr.
- Seyler, Linda, Developmental Education and College Readiness Professional Tutor, 20 hrs./week, \$21.90/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. Michels and seconded by Mr. Harris, unanimously approved the resignation of Sarah Baxa, Financial Aid Advisor, effective January 2, 2018.

4.2.2 The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the resignation of resignation of Andrew Maltas, Groundskeeper, effective December 22, 2017.

4.3 Full-Time Administrative Appointment

The board, on a motion by Dr. Bodie and seconded by Mr. Dickson, unanimously approved the appointment of Anita Moore to the position of Dean for Academic Support, at a rate of \$109,000 annually, effective February 21, 2018.

4.4 Full-Time Faculty Appointment

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the appointment of Joseph Klope to the position of Instructor of Heating, Ventilation and Air Conditioning, effective January 10, 2018. The recommended placement on the salary schedule is Column I, Step 10. The 2017-2018 annual salary for this placement is \$56,582.

4.5 Full-Time Support Staff Recommendation

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Valry Koran to the position of Financial Aid Advisor at a rate of \$19.96/hr. effective January 8, 2018.

5.0 Curriculum Reports

5.1 Updated Academic Calendars for 2017-2018, 2018-2019, and 2019-2020

The board, on a motion by Mr. Harris and seconded by Mr. Dickson, unanimously approved the updated Academic Calendars for 2017-2018, 2018-2019, and 2019-2020 as presented.

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 23

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the payroll report for pay number 23.

| | | |
|--------------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,440,180.62 |
| 020100 | Operations and Maintenance Fund | 83,187.55 |
| 050220 | Southwest Cable Consortium | 5,121.13 |
| 050620 | Bookstore | 22,980.54 |
| 062101 | Adult Education-State Basic | 31,489.82 |
| 062102 | Adult Education-Performance | 4,589.02 |
| 063107 | Perkins Postsecondary | 3,850.87 |
| 063132 | Federal Work Study | 3,001.69 |
| 063159 | Improving Student Success | 12,607.65 |
| 063162 | Upward Bound East-18 | 4,766.49 |
| 063165 | Upward Bound West-18 | 3,229.54 |
| 063166 | Student Support Services-18 | 8,496.46 |
| 063202 | WIOA Youth Services | 4,134.56 |
| 120100 | Liability/Protection and Settlement | <u>30,303.58</u> |
| Final Total: | | <u>\$1,657,939.51</u> |

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 24

The board, on a motion by Mr. Michels and seconded by Mr. Harris, unanimously approved the payroll report for pay number 24.

| | | |
|--------------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,446,563.33 |
| 020100 | Operations and Maintenance Fund | 94,342.10 |
| 050220 | Southwest Cable Consortium | 5,279.61 |
| 050620 | Bookstore | 28,532.77 |
| 062101 | Adult Education-State Basic | 33,156.30 |
| 062102 | Adult Education-Performance | 4,589.02 |
| 063107 | Perkins Postsecondary | 4,245.07 |
| 063132 | Federal Work Study | 5,081.60 |
| 063159 | Improving Student Success | 8,132.62 |
| 063162 | Upward Bound East-18 | 5,350.75 |
| 063165 | Upward Bound West-18 | 3,408.04 |
| 063166 | Student Support Services-18 | 9,433.30 |
| 063202 | WIOA Youth Services | 4,421.94 |
| 100300 | Trust and Agency | 1,350.00 |
| 120100 | Liability/Protection and Settlement | <u>32,292.94</u> |
| Final Total: | | <u>\$1,686,179.38</u> |

7.0 **Financial Reports (continued)**

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

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

| | | |
|--------|-------------------------------------|------------------|
| 010100 | Education Fund | \$862,401.41 |
| 010900 | Payroll Clearing Fund | 90,320.39 |
| 020100 | Operations and Maintenance Fund | 208,324.57 |
| 030100 | Operations / Maintenance Restricted | 81,519.59 |
| 040100 | Bond and Interest Fund | 6,246,466.67 |
| 050220 | Southwest Cable Consortium | 300.00 |
| 050503 | Auto Resale | 7,201.26 |
| 050620 | Bookstore | 105,034.96 |
| 050810 | Internal Medical Insurance | 555,992.44 |
| 050811 | Retiree Medical Insurance | 10,478.46 |
| 062101 | Adult Education-State Basic | 3,853.89 |
| 062102 | Adult Education-Performance | 4,235.29 |
| 063107 | Perkins Postsecondary | 7,300.79 |
| 063159 | Improving Student Success 16 | 31,908.64 |
| 063162 | Upward Bound East-18 | 1,080.57 |
| 063165 | Upward Bound West-18 | 2,426.33 |
| 063166 | Student Support Services-18 | 288.15 |
| 063202 | WIOA Youth Services | 124.99 |
| 063928 | SENCER Center for Innovation | 306.16 |
| 064117 | Dunham Fund Quick Path | 41.72 |
| 100300 | Trust and Agency | 7,090.65 |
| 110100 | Audit Fund | 7,700.00 |
| 120100 | Liability/Protection and Settlement | <u>21,529.85</u> |

Final Total: \$8,255,926.78

7.0 Financial Reports (continued)

7.4 Treasurer's Report

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

7.5 Budget Summary

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

7.6 Approval of Proposed Fee Adjustments for the 2018-2019 Academic Year

The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the proposed fee adjustments for the 2018-2019 Academic Year as presented.

7.7 Bids/Purchases

7.7.1 Approval of the Purchase of Replacement Furniture for Bodie Hall

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the purchase of replacement furniture for Bodie Hall from Krueger International, Inc. of Chicago, IL in the amount of \$88,788.88.

7.7.2 Bid for Rental of Furniture

The board, on a motion by Mr. Harris and seconded by Mr. Dickson, unanimously approved the lowest qualified bid for rental of furniture from Ultimate Rental Services, Inc. of Romeoville, IL in the amount of \$31,094.10.

8.0 Other Reports

8.1 FY2019 Board of Trustees Meeting Calendar

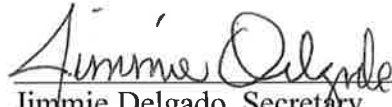
The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the FY2019 Board of Trustees Meeting Calendar, Option 1, as presented.

8.0 Other Reports (continued)

- 8.2 David Quillen, Executive Vice President of Finance and Operations, provided a brief update on the proposed Heartland Recycling project.
- 8.3 Mr. Quillen reported on a request from the United City of Yorkville regarding the City's Downtown Redevelopment Project Area #1 Tax Increment Financing (TIF) District. The board supported the request to extend the TIF through 2041.

9.0 Adjournment

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously voted to adjourn the meeting at 8:18 p.m.


Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees