

**MINUTES  
WAUBONSEE COMMUNITY COLLEGE  
REGULAR BOARD MEETING**

February 21, 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, February 21, 2018, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 5:30 p.m. with the following in attendance: board members Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and J. David Vera; board member absent Richard C. Bodie, M.D.; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Joshua Brown, Kim Caponi, Tracey Dosch, Dr. Michelle Evans, Elior Iseli, Amanda Geist, Joseph Kloke, Erik Leal, Anita Moore, Suzette Murray, Michele Needham, Dr. Laura Ortiz, Dr. Jonathan Paver, Adam Punter, Monica Smogur, Ne'Keisha Stepney, and Sean Warren-Crouch; and featured student Dylan Norton.

Student Success: Featured Student

Dr. Melinda Tejada, Vice President of Student Development, introduced our Featured Student, Dylan J. Norton of Oswego.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced new faculty members: Joshua Brown, Instructor of Nursing; Elior Iseli, Instructor of Economics; and Joseph Kloke, Instructor of Heating, Ventilation and Air Conditioning.

Dr. Nyhammer also introduced Anita Moore, Dean for Academic Support.

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:47 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; 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; and collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

The board reconvened in open session at 6:50 p.m. with the following in attendance: board members Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and J. David Vera; board member absent Richard C. Bodie, M.D.; and staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Christine Corrigan, Terence Felton, Amanda Geist, Dan Larsen, Erik Leal, Angela Vonderohe, and Amanda Wayeshe.

## **1.0 Approval of Minutes**

### **1.1 Approval of Board Meeting Minutes**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the January 17, 2018 board meeting minutes.

### **1.2 Approval of Executive Session Meeting Minutes**

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously approved the January 17, 2018 executive session meeting minutes.

### **1.3 Approval of Special Board Meeting Minutes**

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, approved the January 31, 2018 special board meeting minutes with the vote as follows: Mr. Delgado, aye; Mr. Dickson, aye; Mr. Kelsey, abstain; Mr. Michels, aye; Ms. Oliver, aye.

### **1.4 Semi-Annual Review of Executive Session Meeting Minutes**

The board, on a motion by Mr. Michels and seconded by Mr. Dickson, unanimously approved the opening of the executive session meeting minutes through December 31, 2017, with the exception of the sections regarding performance of specific employees and/or the employee complaint from the May 17, 2017 and June 21, 2017 executive session meetings, and sections regarding litigation or potential litigation from the July 19, 2017 and December 18, 2017 executive session meetings.

## **2.0 Communications**

### **Association of Community College Trustees**

Board Chair Rebecca Oliver, Student Trustee David Vera, and Dr. Christine Sobek, President, reported on the ACCT National Legislative Summit held February 12-14, 2018 in Washington, D.C. Ms. Oliver publicly recognized Mr. Vera for his outstanding efforts and participation at the summit.

## 2.0 Communications (continued)

### American Association of Community Colleges

### Illinois Board of Higher Education

### Illinois Community College Board

David Vera provided a report on the activities of the ICCB-Student Advisory Committee.

Dr. Sobek commented that Illinois Senator Chapin Rose, 51st District, filed legislation to consolidate the IBHE, ICCB, and the Illinois Student Assistance Commission into a single encompassing agency.

David Quillen, Executive Vice President of Finance and Operations, reported on Governor Bruce Rauner's FY2019 budget proposal.

### Illinois Community College Trustees Association

Trustee James Michels reported on the ICCTA Board of Representatives meeting held February 3, 2018 by conference call.

Dr. Sobek commented that the next ICCTA Board of Representatives and Committee meetings are scheduled for March 9-10, 2018 at the Hyatt Regency in Lisle, IL.

Dr. Sobek commented on the ICCTA Lobby Day that is scheduled for April 18, 2018 in Springfield, IL.

In her report to the board, Dr. Sobek:

- announced that she will be serving on the Rush University President Search Committee;
- commented on the successful annual Waubonsee WinterFest event held February 16;
- shared an invitation with the Board of Trustees from the Waubonsee Foundation to attend their Quarterly Board Meeting scheduled on March 6 at Rich Harvest Farms;
- recognized the community leaders who will serve as judges for the John J. Swalec, Jr. President's Achievement Awards;
- announced that Gail Johnson, President of the Village of Oswego and recipient of the 2006 Waubonsee Community College Distinguished Alumnus Award, has accepted our invitation to serve as the commencement speaker for the 2018 Commencement Ceremonies; and
- reviewed upcoming dates to remember.

## **2.0 Communications (continued)**

### **Institutional Reports**

Dr. Nyhammer provided a report on the Spring 2018 Adjunct Faculty Orientation program that is rescheduled for March 1.

Amanda Geist, Executive Director of Marketing and Communications, provided a report on the new Waubensee website that was launched on February 20, 2018. Dr. Sobek publicly recognized Ms. Geist, Terence Felton, Chief Information Officer, their teams, and everyone else involved for all their outstanding hard work and dedication to complete the project.

Christine Corrigan, Dean for Online Learning and Center for Teaching, Learning and Technology, presented a FY2017-FY2019 Transformational Plan update for Goal 1, Initiative 1.1 – Improve digital literacy with a focus on tailored, curriculum-embedded projects.

A Facilities Renovation and Space Utilization Project update was provided.

## **3.0 Policy Reports**

## **4.0 Personnel Reports**

### **4.1 Part-Time Appointments**

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

Arcivar, Megan, Student Worker-Athletics, 20 hrs./week, \$10.15/hr.

Benson, Collin, Bookstore Associate, 25 hrs./week, \$14.50/hr.

Braunshausen, Raymond, Personal Trainer, 1 hr./week, \$25.50/hr.

Cidell, Lauren, Life Drawing Model, 6 hrs./week, \$17.00/hr.

Gallo, Jose, Developmental Education and College Readiness Peer Tutor, 20 hrs./week, \$10.15/hr.

Gomes, Christopher, Earth Science Lab Assistant, 25 hrs./week, \$13.90/hr.

**\*\*Htoo, Yuyu, Student Worker Youth Services Program Adult Education, 20 hrs./week, \$10.15/hr.**

Johnson, Janea, Custodian, 25 hrs./week, \$12.52/hr.

Menig, Erin, Physics Lab Coordinator, 25 hrs./week, \$20.31/hr.

Santelle, James, Life Drawing Model, 6 hrs./week, \$17.00/hr.

Spitzzeri, Joseph, Assistant Softball Coach, 28 hrs./week, \$12.85/hr.

Torres, Joseph, Buildings and Grounds Worker, 25 hrs./week, \$12.70/hr.

Weimer, Miles, Life Drawing Model, 6 hrs./week, \$17.00/hr.

**\*\* Paid by grant funds**

#### **4.0 Personnel Reports (continued)**

##### **4.2 Full-Time Faculty Retirement**

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the retirement of Patrick Rolison, Assistant Professor of Criminal Justice, effective June 1, 2018.

##### **4.3 Full-Time Support Staff Resignations**

4.3.1 The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the resignation of Joyce Pusateri, Administrative Specialist Office of the President, effective January 25, 2018.

4.3.2 The board, on a motion by Mr. Michels and seconded by Mr. Dickson, unanimously approved the resignation of William Foley, Custodian, effective February 2, 2018.

4.3.3 The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the resignation of Martin Racila, Campus Police Officer, effective February 6, 2018.

##### **4.4 Full-Time Administrative Appointment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the appointment of Lei Xie to the position of Director of Financial and Auxiliary Services, at a rate of \$109,000 annually effective March 12, 2018.

##### **4.5 Full-Time Support Staff Recommendation**

The board, on a motion by Mr. Michels and seconded by Mr. Dickson, unanimously approved the appointment of Kimberly Perkis to the position of Financial Aid Advisor at a rate of \$21.00/hr. effective January 22, 2018.

##### **4.6 Faculty Tenure Recommendations**

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the faculty tenure recommendations, effective fall 2018, as presented.

##### **4.7 Non-Tenured Faculty Reappointments for Academic Year 2018-2019**

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the non-tenured faculty reappointments for academic year 2018-2019 as presented.

## **5.0 Curriculum Reports**

### **5.1 Discontinuance of Health Care Interpreting Program-Medical Interpreter Certificate**

The board, on a motion by Mr. Michels and seconded by Mr. Dickson, unanimously approved the discontinuance of the Health Care Interpreting Program-Medical Interpreter Certificate effective with the academic year 2018-2019.

## **4.0 Personnel Reports (continued)**

### **4.8 Honorable Dismissal of Tenured Faculty Member due to Program Discontinuance**

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved that Cynthia Perez, Assistant Professor of Health Care Interpreting, be honorably dismissed due to the discontinuance of the Health Care Interpreting Program-Medical Interpreter Certificate. The honorable dismissal is effective May 17, 2018.

## **6.0 Buildings and Grounds**

## 7.0 Financial Reports

### 7.1 Payroll Report for Pay Number 1

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the payroll report for pay number 1.

010100	Education Fund	\$1,239,779.30
020100	Operations and Maintenance Fund	102,613.84
050220	Southwest Cable Consortium	5,438.09
050620	Bookstore	29,550.27
062101	Adult Education-State Basic	15,810.08
062102	Adult Education-Performance	12,125.53
063107	Perkins Postsecondary	3,456.67
063132	Federal Work Study	1,843.71
063159	Improving Student Success	9,144.78
063162	Upward Bound East-18	4,466.13
063165	Upward Bound West-18	3,565.54
063166	Student Support Services-18	8,758.41
063202	WIOA Youth Services	4,455.24
100300	Trust and Agency	237.50
120100	Liability/Protection and Settlement	<u>36,384.56</u>

Final Total: \$1,477,629.65

## **7.0 Financial Reports (continued)**

### **7.2 Payroll Report for Pay Number 2**

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the payroll report for pay number 2.

010100	Education Fund	\$1,357,321.23
020100	Operations and Maintenance Fund	95,934.69
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	30,957.73
062101	Adult Education-State Basic	21,678.35
062102	Adult Education-Performance	12,872.75
063101	Adult Education-Federal Basic	7,867.00
063107	Perkins Postsecondary	3,894.67
063132	Federal Work Study	3,949.96
063159	Improving Student Success	7,966.39
063162	Upward Bound East-18	5,624.11
063165	Upward Bound West-18	4,640.67
063166	Student Support Services-18	8,565.16
063202	WIOA Youth Services	4,903.65
120100	Liability/Protection and Settlement	<u>29,736.44</u>
Final Total:		<u>\$1,601,192.41</u>



## 7.0 Financial Reports (continued)

### 7.3 Accounts Payable for the Period Ending January 31, 2018 and Travel Expenses

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the Accounts Payable for the period ending January 31, 2018, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$553,923.70
010900	Payroll Clearing Fund	51,761.99
020100	Operations and Maintenance Fund	221,915.65
030100	Operations / Maintenance Restricted	242,026.78
050220	Southwest Cable Consortium	600.00
050503	Auto Resale	447.03
050620	Bookstore	258,632.55
050810	Internal Medical Insurance	792,626.40
050811	Retiree Medical Insurance	10,262.67
062101	Adult Education-State Basic	4,073.18
062102	Adult Education-Performance	3,824.89
063107	Perkins Postsecondary	794.92
063159	Improving Student Success	2,839.71
063162	Upward Bound East-18	4,482.87
063165	Upward Bound West-18	2,196.79
063166	Student Support Services-18	669.10
063202	WIOA Youth Services	4,277.84
064117	Dunham Fund Quick Path	1,904.23
100300	Trust and Agency	21,617.33
110100	Audit Fund	240.00
120100	Liability/Protection and Settlement	<u>8,238.18</u>

Final Total: \$2,187,355.81

## **7.0 Financial Reports (continued)**

### **7.4 Treasurer's Report**

The Treasurer's Report for the month of January 2018 was accepted by the board and placed on file.

### **7.5 Budget Summary**

Comparison of budget to actual for the seven months ending January 31, 2018 was accepted by the board and placed on file.

### **7.6 Approval of an Auditor to Conduct the College's FY2018 Financial Audit**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the letter of engagement from Sikich LLP of Naperville, IL to conduct the June 30, 2018 fiscal year-end audit for the proposed maximum fee of \$81,940.

### **7.7 Approval of Academic Year 2018-2019 Tuition and Student Fee**

The board, on a motion by Mr. Dickson and seconded by Mr. Michels, unanimously approved an increase in the college in-district tuition rate from \$126 to \$128 per credit hour and maintain the student fee at \$8 per credit hour beginning with the fall 2018 semester.

### **7.8 Bids/Purchases**

#### **7.8.1 Bid for a Three-Year Waste Collection and Recycling Services Contract**

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the award of contract to the lowest qualified bidder for a three-year waste collection and recycling services contract from Waste Management, Inc. of Batavia, IL in the amount of \$66,825.75 for the period of March 1, 2018 through February 28, 2021.

#### **7.8.2 Approval of the Purchase of Cellular Signal Boosters**

The board, on a motion by Mr. Michels and seconded by Mr. Dickson, unanimously approved the purchase of cellular signal boosters from Graybar Electric Company, Inc. of Glendale Heights, IL in the amount of \$35,223.87.

#### **7.8.3 Renewal of Annual Network Firewall Software Subscriptions, Support and Maintenance Agreements**

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the renewal of the annual network firewall software subscriptions and support and maintenance agreements from Softchoice Corporation of Chicago, IL in the amount of \$66,085.91 for the period of March 6, 2018 through July 10, 2019.

## **7.0 Financial Reports (continued)**

### **7.8.4 Renewal of the Annual Contract for Linux Operating System Consulting Services**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the renewal of the annual contract for Linux operating system consulting services from The Written Word, Inc. of Roselle, IL in an amount not to exceed \$120,000 for the period of March 1, 2018 through February 28, 2019.

### **7.8.5 Renewal of the Emergency Notification System License and Service Agreement**

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the renewal of the emergency notification system license and service agreement from Omnilert, LLC of Leesburg, VA in the amount of \$88,710 for the period of February 23, 2018 through February 22, 2021.

### **7.8.6 Renewal of the Annual Library Software Systems Licenses and Support Agreements**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the renewal of the annual library software systems licenses and support agreements from Sirsi Corporation of Lehi, UT in the amount of \$53,729.58 as presented.

## **8.0 Other Reports**

### **8.1 2018 Waubonsee Athletic Hall of Fame Selection Process**

Dr. Sobek reported on the selection process for the 2018 Waubonsee Athletic Hall of Fame recipients.

### **8.2 2018 Distinguished Contributor and Distinguished Alumnus Awards Selection Process**

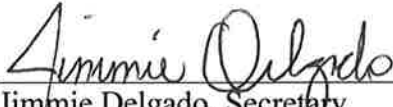
Dr. Sobek reported on the selection process for the recipients of the 2018 Distinguished Contributor and Distinguished Alumnus Awards, and announced that the recognition for these awards will now be incorporated into the 2018 Commencement Ceremonies program.

## **8.0 Other Reports (continued)**

- 8.3 A final update on the proposed Heartland Recycling project was provided, stating that the project was unanimously rejected by the Sugar Grove Village Board.
- 8.4 Board Chair Rebecca Oliver reported on the Nominating Committee meeting held prior to the Board of Trustees meeting. The committee will continue their efforts to fill the vacancy on the board and recommend a new trustee to be appointed and seated at the March 21, 2018 Board of Trustees meeting.
- 8.5 Due to the resignation of Roger Harris from the Waubonsee Community College Board of Trustees and as the Waubonsee Foundation Liaison, Ms. Oliver designated Trustee James Michels to serve as the Waubonsee Foundation Liaison effective February 21, 2018.

## **9.0 Adjournment**

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:47 p.m.

  
\_\_\_\_\_  
Jimmie Delgado, Secretary  
Waubonsee Community College  
Board of Trustees