

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

March 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, March 21, 2018, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 5:31 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; Rebecca D. Oliver; and J. David Vera; board member absent James K. Michels, P.E.; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Amanda Geist, Erik Leal, Michele Needham, Dr. Jess Toussaint, and Lei Xie; and featured alumnus Abel Perez.

Student Success: Featured Alumnus

Kim Caponi, Director of Presidential Communications and Operations, introduced our Featured Alumnus, Abel J. Perez, Fiber Technician for AT&T and a Trainer for the Chicago Rush Soccer Club.

Darla Cardine, Assistant Vice President of Finance, introduced Lei Xie, Director of Financial and Auxiliary Services.

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:40 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; 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; and the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The board reconvened in open session at 7:37 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; Rebecca D. Oliver; and J. David Vera; board member absent James K. Michels, P.E.; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Amanda Geist, Erik Leal, Dr. Stacey Randall, and Dr. Jess Toussaint; and Trustee appointee Gregory Thomas.

Appointment and Seating of Trustee to Fill Vacancy Caused by Roger Harris Resignation

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the appointment of Gregory “Greg” S. Thomas to fill the vacancy on the Waubonsee Community College Board of Trustees in accordance with the Illinois Community College Act.

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 February 21, 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 February 21, 2018 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

Dr. Christine Sobek, President, commented that the ACCT Leadership Congress has been scheduled for October 24-27, 2018 in New York City, NY.

American Association of Community Colleges

Illinois Board of Higher Education

Illinois Community College Board

Illinois Community College Trustees Association

Dr. Sobek reported on the ICCTA Board of Representatives and Committee meetings held March 9-10, 2018 at the Hyatt Regency in Lisle, IL in conjunction with the Illinois Council of Community College Presidents meetings.

In her report to the board, Dr. Sobek:

- announced that Chassie Sherretz, Upward Bound Advisor, was one of six women honored with a Phenomenal Woman Award in Aurora for being an inspiration to others;
- reported that the college will host a three-day Business Innovative Factory Design Sprint session, led by the Alliance For Innovation and Transformation (formerly CQIN), where representatives of six community colleges, including Waubonsee, will participate; and
- highlighted the dates for several upcoming spring events at the college, including commencement activities.

2.0 Communications (continued)

Institutional Reports

David Quillen, Executive Vice President of Finance and Operations, reported on the WCC Foundation Quarterly Board meeting held March 6, 2018.

Dr. Jamal Scott, Vice President of Strategic Development, provided a Transformational Plan update.

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. Delgado and seconded by Mr. Kelsey, unanimously approved the following:

- Abundez, Jaime, Peer Tutor Academic Support, 20 hrs./week, \$10.15/hr.
- ** Alvarez, Ashley, Federal Work Study-Art, 20 hrs./week, \$10.15/hr.
- ** Arriaga, Nancy, Federal Work Study-Two Rivers Head Start Agency, 20 hrs./week, \$10.15/hr.
- ** Castillo, Maria, Federal Work Study-Adult Education, 20 hrs./week, \$10.15/hr.
- Coulter, Julianna, Custodian, 25 hrs./week, \$12.52/hr.
- Littlejohn, Isaac, Custodian, 25 hrs./week, \$12.52/hr.
- Migisha, Remy, Student Worker-Athletics, 20 hrs./week, \$10.15/hr.
- Ngomsu Sakam, Ryan, Peer Tutor Academic Support, 20 hrs./week, \$10.15/hr.
- Ochoa, Alexander, Custodian, 25 hrs./week, \$12.52/hr.
- ** Rodriguez, Janice, Federal Work Study-Art, 20 hrs./week, \$10.15/hr.
- ** Shamsi, Kimberly, Adult Education Career Advisor, 25 hrs./week, \$21.60/hr.
- ** Sutcliff, Charles, Youth Services Career Advisor, 25 hrs./week, \$21.60/hr.

** Paid by grant funds

4.2 Full-Time Administrative Retirement

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the retirement of John Wu, Director of Emergency Management and Safety, effective May 15, 2018.

4.3 Full-Time Faculty Retirement

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the retirement of Pamela Augustine, Assistant Professor of Nursing, effective December 31, 2018.

4.0 Personnel Reports (continued)

4.4 Full-Time Support Staff Retirements

- 4.4.1 The board, on a motion by Mr. Dickson and seconded by Dr. Bodie, unanimously approved the retirement of Frankie Benson, TRiO/Student Support Services Manager, effective May 31, 2018.
- 4.4.2 The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the retirement of Dennis Schmidt, Driver Safety Manager, effective May 31, 2018.

4.5 Full-Time Support Staff Recommendations

- 4.5.1 The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the appointment of Robert Waszak to the position of Groundskeeper at a rate of \$15.00/hr. effective March 12, 2018.
- 4.5.2 The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the appointment of Donald Wilson to the position of Campus Police Officer at a rate of \$23.00/hr. effective March 19, 2018.
- 4.5.3 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Suzanne Clementz to the position of Driver Safety Program Specialist at a rate of \$18.00/hr. effective March 19, 2018.
- 4.5.4 The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the appointment of Amy Staffeldt to the position of Academic Advisor at a rate of \$21.50/hr. effective March 19, 2018.

4.6 Full-Time Grant-Funded Support Staff Recommendation

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Harriet Parker to the position of Small Business Development Center Manager at a rate of \$79,107 annually effective April 1, 2018 through December 31, 2018. Ms. Parker will resign her position of Workforce Development Account Representative to accept this position. This appointment is contingent upon continuous and sufficient grant funding for the CY2018 grant year.

4.7 Sabbatical Leave Recommendations

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the sabbatical leave recommendations as presented.

5.0 Curriculum Reports

5.1 New Certificate of Achievement

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the Operating Room Patient Care Technician Certificate of Achievement as presented.

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 3

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the payroll report for pay number 3.

010100	Education Fund	\$1,389,202.56
020100	Operations and Maintenance Fund	93,009.80
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	29,391.14
062101	Adult Education-State Basic	22,250.30
062102	Adult Education-Performance	12,061.13
063101	Adult Education-Federal Basic	7,867.00
063107	Perkins Postsecondary	4,245.07
063132	Federal Work Study	4,035.71
063159	Improving Student Success	8,297.69
063162	Upward Bound East-18	5,300.68
063165	Upward Bound West-18	4,416.33
063166	Student Support Services-18	9,289.55
063202	WIOA Youth Services	5,087.45
120100	Liability/Protection and Settlement	<u>32,118.23</u>
	Final Total:	<u>\$1,631,852.24</u>

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 4

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 4.

010100	Education Fund	\$1,404,609.17
020100	Operations and Maintenance Fund	93,699.01
050220	Southwest Cable Consortium	5,121.13
050620	Bookstore	24,848.76
062101	Adult Education-State Basic	23,600.58
062102	Adult Education-Performance	11,908.17
063101	Adult Education-Federal Basic	8,136.00
063107	Perkins Postsecondary	6,113.67
063132	Federal Work Study	3,935.33
063159	Improving Student Success	6,388.94
063162	Upward Bound East-18	5,324.00
063165	Upward Bound West-18	4,238.53
063166	Student Support Services-18	9,251.69
063202	WIOA Youth Services	4,820.60
120100	Liability/Protection and Settlement	<u>26,465.21</u>
	Final Total:	<u>\$1,638,460.80</u>

7.0 Financial Reports (continued)

7.3 Accounts Payable for the Period Ending February 28, 2018 and Travel Expenses

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the Accounts Payable for the period ending February 28, 2018, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$875,359.69
010900	Payroll Clearing Fund	95,902.03
020100	Operations and Maintenance Fund	194,461.14
030100	Operations / Maintenance Restricted	137,404.06
050220	Southwest Cable Consortium	4,050.59
050503	Auto Resale	5,593.08
050620	Bookstore	360,332.36
050810	Internal Medical Insurance	277,784.89
050811	Retiree Medical Insurance	13,874.74
062101	Adult Education-State Basic	2,626.09
062102	Adult Education-Performance	1,049.57
063101	Adult Education-Federal Basic	370.00
063107	Perkins Postsecondary	1,483.53
063159	Improving Student Success 16	9,906.85
063162	Upward Bound East-18	2,761.49
063165	Upward Bound West-18	3,928.60
063166	Student Support Services-18	770.84
063202	WIOA Youth Services	902.31
064117	Dunham Fund Quick Path	240.00
100300	Trust and Agency	24,998.85
120100	Liability/Protection and Settlement	<u>67,393.18</u>

Final Total: \$2,081,193.89

7.0 Financial Reports (continued)

7.4 Treasurer's Report

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

7.5 Budget Summary

Comparison of budget to actual for the eight months ending February 28, 2018 was accepted by the board and placed on file.

7.6 Bids/Purchases

7.6.1 Approval of the Purchase of the Ally Building Block Module for the Blackboard Learning Management System

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the purchase of the Ally Building Block Module for the Blackboard Learning Management System from Blackboard, Inc. of Washington D.C. in the total amount of \$80,000 for the period of April 1, 2018 through June 29, 2021. This purchase is grant-funded.

7.6.2 Approval of the Purchase of Access Codes for the Driver Safety Program

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the purchase of 2,500 access codes from the National Safety Council of Itasca, IL in the amount of \$30,000.

7.6.3 Approval of an Additional Temporary Staffing Services Agency

The board, on a motion by Dr. Bodie and seconded by Mr. Dickson, unanimously approved an additional temporary staffing services agency, Strategic IT Staffing, LLC of Roseville, CA, through June 30, 2018.

7.6.4 Bid for Printing the Fall 2018 Credit Course Schedules

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the award of contract to the lowest qualified bidder for printing services for the fall 2018 credit course schedules from Woodward Printing Services of Platteville, WI in the amount of \$35,681.

8.0 Other Reports

8.1 2018 Distinguished Contributor and Distinguished Alumnus Awards Selection Process

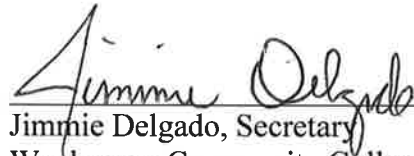
Dr. Sobek reported on the selection process for the 2018 Distinguished Contributor and Distinguished Alumnus Awards.

8.2 Recognition of Student Trustee

Board Chair Rebecca Oliver and Dr. Sobek publicly recognized David Vera for his outstanding service on the board as Student Trustee for 2017-2018. Mr. Vera thanked the board for all their support.

9.0 Adjournment

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:08 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees