

**MINUTES  
WAUBONSEE COMMUNITY COLLEGE  
REGULAR BOARD MEETING**

May 16, 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, May 16, 2018, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 3:02 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent Jimmie Delgado; and staff members Dr. Christine J. Sobek, Mary Baccheschi, Kim Caponi, Amanda Geist, and Erik Leal.

**Appointment of Secretary Pro Tem**

The board chair appointed Patrick Kelsey as Secretary Pro Tem.

**Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 3:04 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: 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.

**Reconvene to Open Session**

The board reconvened in open session at 5:30 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent Jimmie Delgado; 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, Michele Needham, and Adam Punter; and featured student Victoria Garcia Baffigo.

**Recognition**

**Student Success: Featured Student**

Dr. Melinda Tejada, Vice President of Student Development, introduced our Featured Student, Victoria Garcia Baffigo of Aurora.

**Public Comment**

### **Reconvene to Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:37 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.

### **Reconvene to Open Session**

The board reconvened in open session at 7:12 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent Jimmie Delgado; and staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi. Terence Felton, Amanda Geist, Dan Larsen, Erik Leal, Anita Moore, and Ne'Keisha Stepney.

## **1.0 Approval of Minutes**

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

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the April 18, 2018 board meeting minutes.

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

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the April 18, 2018 executive session meeting minutes.

## 2.0 Communications

### Association of Community College Trustees

### American Association of Community Colleges

Dr. Christine Sobek, President, reported on the AACC Annual Convention held April 28-May 1, 2018 in Dallas, TX. Dr. Sobek and Amanda Geist, Executive Director of Marketing and Communications, presented “Shindigs that Shine!” which was well attended and successful. Dr. Amy Powers, Associate Professor of History, also attended the convention in her role as a member of the AACC Faculty Advisory Council.

### Illinois Board of Higher Education

Dr. Sobek commented that Tom Cross, IBHE Chair, has requested the General Assembly Higher Education Working Group to support Senate Bill 2597, the creation of a single state board with responsibility for higher education

### Illinois Community College Board

Dr. Sobek reported on the status of Senate Bill 888, which would allow a community college district to establish and offer a baccalaureate-level nursing education program and confer a bachelor of science degree in nursing.

### Illinois Community College Trustees Association

Dr. Sobek commented that Trustee Dr. Richard Bodie is scheduled to attend the ICCTA Annual Convention scheduled for June 1-2, 2018 in Springfield, IL.

### President’s Report

In her report to the board, Dr. Sobek:

- reported on the recent event held at Waubensee to raise awareness on the opioid crisis, hosted by U.S. Representative Randy Hultgren, 14<sup>th</sup> Congressional District, and featured speaker, U.S. Surgeon General Jerome M. Adams, M.D., M.P.H;
- reported on the 2018 commencement ceremonies, including the new process for recognizing the college’s Distinguished Alumnus and Distinguished Contributor Award recipients during the ceremonies, and publicly recognized the Waubensee team for planning a very successful day; and
- commented on the 2018 Waubensee Foundation 31st Annual Golf Outing scheduled for June 4 at Rich Harvest Farms.

### Institutional Reports

David Quillen, Executive Vice President of Finance and Operations, presented the Annual Report on Board Policy 2.050.04 – Investment of College Funds.

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. Kelsey, unanimously approved the following:

Ayala, Melinda, High School Partnership Supervisor, 25 hrs./week, \$31.00/hr.

Currie, Lisa, High School Partnership Clerk, 25 hrs./week, \$14.50/hr.

\*\*Dragomir, Bogdan, Federal Work Study-Information Technology, 20 hrs./week, \$10.15/hr.

Ebener, Abigail, Assistant Cross Country Coach, 28 hrs./week, \$12.85/hr.

Freeman, Amy, Summer Youth Program Assistant, 25 hrs./week, \$16.00/hr.

Greiner, Jon, Student Worker-Information Technology, 25 hrs./week, \$10.40/hr.

Kirsch, Shelby, High School Partnership Clerk, 25 hrs./week, \$14.50/hr.

Koch, Lori, High School Partnership Supervisor, 25 hrs./week, \$31.00/hr.

Leal, Haley, Summer Youth Program Assistant, 25 hrs./week, \$16.00/hr.

Mackey, Lauren, High School Partnership Supervisor, 25 hrs./week, \$31.00/hr.

Thomas, Shaunise, High School Partnership Supervisor, 25 hrs./week, \$31.00/hr.

Uhlir, Andrew, Campus Police Officer, 25 hrs./week, \$23.00/hr.

\*\* Paid by grant funds

#### **4.2 Full-Time Faculty Resignation**

The board, on a motion by Mr. Michels and seconded Dr. Bodie, unanimously approved the resignation of Jane Thompson, Associate Professor of Mathematics (Developmental Education), effective July 31, 2018.

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

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the resignation of Donna Doody, Information Technology Purchasing Administrative Coordinator, effective May 4, 2018.

#### **4.4 Full-Time Support Staff Recommendations**

4.4.1 The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the appointment of Lauren Black to the position of Digital Marketing Manager at a rate of \$75,000 annually effective May 7, 2018.

4.4.2 The board, on a motion by Mr. Dickson and seconded by Mr. Michels, unanimously approved the appointment of Kevin Farmer to the position of Administrative Specialist Office of the President at a rate of \$16.87/hr. effective April 23, 2018.

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

4.4.3 The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the appointment of Oscar Carlos to the position of Imaging Data Specialist at a rate of \$21.00/hr. effective May 4, 2018.

4.4.4 The board, on a motion by Dr. Bodie and seconded by Mr. Kelsey, unanimously approved the appointment of William Mitchell to the position of Driver Safety Program Manager at a rate of \$75,000 annually effective May 14, 2018.

#### **4.5 Support Staff Position Recommendations for FY2019**

The board, on a motion by Mr. Thomas and seconded by Mr. Dickson, unanimously approved the support staff position recommendations for FY2019 as presented.

#### **5.0 Curriculum Reports**

##### **5.1 Summary of Curriculum Council Activity for the 2017-2018 Academic Year**

A summary of the Curriculum Council activity for the 2017-2018 Academic Year was provided.

#### **6.0 Buildings and Grounds**

## 7.0 Financial Reports

### 7.1 Payroll Report for Pay Number 7

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the payroll report for pay number 7.

010100	Education Fund	\$1,539,165.67
020100	Operations and Maintenance Fund	100,901.72
050220	Southwest Cable Consortium	5,438.09
050620	Bookstore	28,956.62
062101	Adult Education-State Basic	25,707.67
062102	Adult Education-Performance	12,297.52
062417	Small Business Dev Ctr-State 18	3,296.13
063101	Adult Education-Federal Basic	10,443.00
063107	Perkins Postsecondary	4,376.47
063132	Federal Work Study	4,119.14
063159	Improving Student Success	10,216.21
063162	Upward Bound East-18	5,648.32
063165	Upward Bound West-18	5,042.39
063166	Student Support Services-18	10,995.00
063202	WIOA Youth Services	6,381.53
120100	Liability/Protection and Settlement	<u>34,428.02</u>

Final Total:	<u>\$1,807,413.51</u>
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## 7.0 Financial Reports (continued)

### 7.2 Payroll Report for Pay Number 8

The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the payroll report for pay number 8.

010100	Education Fund	\$1,507,232.02
020100	Operations and Maintenance Fund	89,253.25
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	27,402.73
062101	Adult Education-State Basic	24,174.13
062102	Adult Education-Performance	12,109.80
062417	Small Business Dev Ctr-State 18	3,296.13
063101	Adult Education-Federal Basic	9,832.00
063107	Perkins Postsecondary	4,376.47
063132	Federal Work Study	4,742.50
063159	Improving Student Success	8,151.60
063162	Upward Bound East-18	5,704.96
063165	Upward Bound West-18	4,429.09
063166	Student Support Services-18	10,309.13
063202	WIOA Youth Services	6,300.87
120100	Liability/Protection and Settlement	<u>33,532.11</u>
	Final Total:	<u>\$1,756,126.38</u>

## 7.0 Financial Reports (continued)

### 7.3 Accounts Payable for the Period Ending April 30, 2018 and Travel Expenses

The board, on a motion by Dr. Bodie and seconded by Mr. Michels, unanimously approved the Accounts Payable for the period ending April 30, 2018, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$739,203.69
010900	Payroll Clearing Fund	102,797.43
020100	Operations and Maintenance Fund	175,576.66
030100	Operations / Maintenance Restricted	52,726.32
050220	Southwest Cable Consortium	2,058.76
050503	Auto Resale	5,916.94
050620	Bookstore	326,959.01
050810	Internal Medical Insurance	490,785.27
050811	Retiree Medical Insurance	11,765.78
062101	Adult Education-State Basic	9,672.76
062102	Adult Education-Performance	2,001.85
062417	Small Business Dev Ctr-State 18	3,565.26
063101	Adult Education-Federal Basic	651.54
063107	Perkins Postsecondary	5,339.33
063111	CTE Leadership Improvement Grant	394.96
063159	Improving Student Success 16	12,520.56
063162	Upward Bound East-18	10,221.08
063165	Upward Bound West-18	9,626.39
063166	Student Support Services-18	2,047.68
063202	WIOA Youth Services	9,839.89
064117	Dunham Fund Quick Path	2,373.90
100300	Trust and Agency	31,689.95
120100	Liability/Protection and Settlement	<u>14,546.89</u>

Final Total: \$2,022,281.90



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

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

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

### **7.5 Budget Summary**

Comparison of budget to actual for the ten months ending April 30, 2018 was accepted by the board and placed on file.

### **7.6 Approval of Settlement Agreement and Covenant Not To Sue Regarding Aurora Downtown Campus**

Discussion and action for this item were not needed at this time.

### **7.7 Bids/Purchases**

#### **7.7.1 Bid for a Contract for a Generator Monitoring Automation Interface**

The board, on a motion by Dr. Bodie and seconded by Mr. Dickson, unanimously approved the award of contract to the lowest qualified bidder for the generator monitoring automation interface from Omega Electric Company, Inc. of Elk Grove Village, IL in the amount of \$27,569 for the period of June 30, 2018 through June 29, 2021.

#### **7.7.2 Bid for Pavement Improvements and Concrete Work**

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 pavement improvements and concrete work from Abbey Paving & Sealcoating Company, Inc. of Aurora, IL in the amount of \$379,375.

#### **7.7.3 Approval of Purchase of an Advertising Agreement**

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved an advertising agreement with Intersection Media of Chicago, IL for the total cost of \$54,000 for the period of June 15, 2018 through June 14, 2019.

#### **7.7.4 Approval of Purchase of Automotive Technology Trainers and Related Equipment**

The board, on a motion by Dr. Bodie and seconded by Mr. Kelsey, unanimously approved the purchase of automotive technology trainers and related equipment from ATech Training, Incorporated of Walton, KY in the amount of \$56,120.

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

### **7.7.5 Approval of the Purchase of Hybrid Vehicles**

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the purchase of hybrid vehicles from Hetts Auto Sales LLC of Oswego, IL in the amount of \$25,306.

### **7.7.6 Approval of Consulting Services for the Conversion of Ellucian Forms**

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved consulting services for the conversion of Ellucian Forms from Ellucian Company, LLC of Malvern, PA in the amount of \$61,000 for the period of June 1, 2018 through May 31, 2019.

### **7.7.7 Approval of the Purchase of Replacement Apple Computers**

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the purchase of replacement Apple computers with five-year warranty agreements from Apple Computer, Inc. of Austin, TX in the amount of \$61,823.28 for the period of June 1, 2018 through May 31, 2023.

### **7.7.8 Approval of the Purchase of Replacement Audio and Video Equipment for the Academic and Professional Center**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the purchase of replacement audio and video equipment for the Academic and Professional Center from Midwest Computer Products, Inc. of West Chicago, IL in the amount of \$324,752.68 including a warranty for the period of one year from the date of installation.

### **7.7.9 Renewal of Annual Oracle Software Maintenance and Support Agreement**

The board, on a motion by Mr. Thomas and seconded by Mr. Dickson, unanimously approved the renewal of the annual Oracle software maintenance and support agreement from Mythics, Inc. of Virginia Beach, VA in the amount of \$69,201.14 for the period of July 1, 2018 through June 30, 2019.

### **7.7.10 Renewal of Annual Statistics Software Subscription and Support Agreement**

The board, on a motion by Mr. Michels and seconded by Dr. Bodie, unanimously approved the renewal of the annual statistics software subscription and support agreement from International Business Machines Corporation of Pittsburgh, PA in the amount of \$27,204.30 for the period of July 2, 2018 through July 1, 2019.

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

### **7.7.11 Renewal of the Customer Relationship Management License Agreement**

The board, on a motion by Dr. Bodie and seconded by Mr. Thomas, unanimously approved the renewal of the customer relationship management license agreement from Wiley Education Services of Oak Brook, IL in the amount of \$42,500 for the period of July 15, 2018 through July 14, 2019.

### **7.7.12 Renewal of the Annual ADVANCE Data Warehouse Software System Support and Maintenance Agreement**

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the renewal of the annual ADVANCE data warehouse software system support and maintenance agreement from Zogo Technologies, LLC of Dallas, TX in the amount of \$57,147.26 annually for the total cost of \$171,441.78 for the period of June 1, 2018 through May 31, 2021.

### **7.7.13 Renewal of the Library Academic Databases Subscriptions**

The board, on a motion by Mr. Dickson and seconded by Mr. Thomas, unanimously approved the renewal of the library academic database subscriptions from the Consortium of Academic and Research Libraries in Illinois, University of Illinois, Urbana, IL in the amount of \$100,903.64 for the period of July 1, 2018 through June 30, 2019.

### **7.7.14 Renewal of the Annual Network Firewall Software Related Subscriptions and Support and Maintenance Agreements**

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the renewal of the annual network firewall software related subscriptions and support and maintenance agreements from Nexum, Inc. of Chicago, IL in the amount of \$56,527.95 for the period of July 11, 2018 through July 10, 2019.

### **7.7.15 Renewal of the Annual Network Switches and Software Support Agreement**

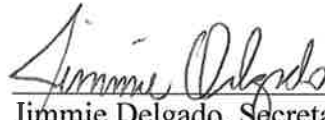
The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the renewal of the annual network switches and software support agreement from Netrix of Bannockburn, IL, in the amount of \$83,118.88 for the period of July 1, 2018 through June 30, 2021.

## **8.0 Other Reports**

Amanda Geist, Executive Director of Marketing and Communications, shared foam wavers with the board members and audience to encourage school spirit and participation and to “Wave the W” at our athletic events.

## 9.0 Adjournment

The board, on a motion by Mr. Dickson and seconded by Dr. Bodie, unanimously voted to adjourn the meeting at 7:52 p.m.



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Jimmie Delgado, Secretary  
Waubonsee Community College  
Board of Trustees