

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

August 22, 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, August 22, 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 Richard C. Bodie, M.D.; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent Richard "Shorty" W. Dickson; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Jason Chatman, Sharon Garcia, Amanda Geist, Michele Kellen, Erik Leal, Steven Miller, Michele Needham, Jon Nichols, Dr. Jonathan Paver, Adam Punter, Cindy Sparr, Lei Xie, Steven Zusman; and featured guest Chad Lockman.

Recognition

Kim Caponi, Director of Presidential Communications and Operations, introduced Chad Lockman, Superintendent of the Veterans Assistance Commission of Kendall County in Yorkville, IL, as part of our Student Success: Featured Alumnus recognition.

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized 2018 Outstanding Faculty Member Steven Zusman, Assistant Professor of Philosophy.

Dr. Nyhammer welcomed the new faculty members: Brandon Blagg, Instructor of Manufacturing Technology; Jason Chatman, Instructor of Sociology; and Jon Nichols, Instructor of English; and introduced Mr. Chatman and Mr. Nichols.

Public Comment

Executive Session

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously voted to adjourn to executive session at 5:46 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 7:29 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Allison Rott; and Greg Thomas; board members absent Richard “Shorty” W. Dickson and Rebecca D. Oliver; and staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Spencer Brayton, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, Erik Leal, and Dr. Scott Peska.

Board Secretary Jimmie Delgado served in the capacity of Chair due to the absence of Chair Rebecca Oliver and Vice Chair Richard “Shorty” Dickson.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the July 18, 2018 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the July 18, 2018 executive session meeting minutes.

1.3 Semi-Annual Review of Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the opening of the executive session meeting minutes through June 30, 2018, with the exception of the section regarding litigation from the July 19, 2017 executive session meeting.

2.0 Communications

Association of Community College Trustees

American Association of Community Colleges

Illinois Board of Higher Education

Illinois Community College Board

2.0 Communications (continued)

Illinois Community College Trustees Association

Dr. Christine Sobek, President, commented that the ICCTA Board of Representatives and Committee meetings are scheduled for September 14-15, 2018 at Illinois Central College in East Peoria, IL.

Dr. Sobek recognized Trustee Dr. Richard Bodie on the completion of his two-year term as the ICCTA Regional Chair for the West Suburban Region and as a member of the ICCTA Executive Committee. Dr. Bodie will continue his role as the ICCTA Liaison for the Waubonsee Community College Board of Trustees.

President's Report

In her report to the board, Dr. Sobek:

- congratulated Student Trustee Allison Rott for recently winning trophies for Awards of Excellence in the Clothing and Food categories in the annual 4-H show at the Kendall County Fair, and for winning Best Pie Crust in the junior category at the Illinois State Fair;
- announced that she was appointed Vice Chair of the Aurora Education Commission by Aurora Mayor Richard Ivin; and
- commented that the Waubonsee Community College Foundation will be hosting its annual Scholarship Fest in the Field House this year on September 27.

Institutional Reports

Dr. Jamal Scott, Vice President of Strategic Development, presented the Transformational Plan: FY2018 Progress Report.

Dr. Scott also presented the Transformational Plan: FY2019 Update.

Dr. Scott reported on the Alliance for Innovation and Transformation (AFIT) "Early Adopters" project.

A Facilities Renovation and Space Utilization Project update was provided.

3.0 Policy Reports

3.1 Appointment of Policy Committee Member

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously appointed Trustee Greg Thomas as a member of the Policy Committee of the Waubonsee Community College Board of Trustees.

4.0 Personnel Reports

4.1 Part-Time Appointments

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

- ** Augustine, Elaine, Small Business Development Center Administrative Assistant, 25 hrs./week, \$16.74/hr.
Burnett, Stephanie, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Chavez, Diego, Custodian, 25 hrs./week, \$12.69/hr.
Christie, Kaitlyn, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Crookshank, Suzanne, Senior Textbook Associate, 25 hrs./week, \$16.80/hr.
De Guzman, Mikhaela Gabrielle, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
D'Souza, Matthew, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Elias-Campuzano, Sasha, Custodian, 25 hrs./week, \$12.69/hr.
Holladay-Baxter, Gale, Adult Education Data/Compliance Manager, Stipend, \$1,000/month
- ** Lane, Paige, Federal Work Study-Career Development Center, 20 hrs./week, \$10.30/hr.
Lathan, Dr. Mark, Assistant Professor of Music, Stipend, \$1,200/year
Lehnert, Steven, Student Worker Bookstore, 20 hrs./week, \$10.30/hr.
Lerma, Noel, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
- ** Lopez Diaz, Guillermo, Student Worker Bookstore, Youth Services Program, 20 hrs./week, \$10.30/hr.
Lopez Herrera, Arlet, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Metzger, Emily, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Mora Ramirez, Diana, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Orozco, Sandy, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Pacheco, Jonathan, Ceramics Lab Coordinator, 25 hrs./week, \$20.00/hr.
Patino Anguiano, Yessenia, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Pietrzyk, Thomas, Adult Education Transition Advisor, 25 hrs./week, \$22.25/hr.
Popowitch, Mark, Assistant Professor of Music, Stipend, \$1,200/year
Rios, Marlena, Adult Education Transition Advisor, 25 hrs./week, \$22.25/hr.
Shukla, Dipika, Professional Tutor Academic Support, 25 hrs./week, \$22.50/hr.
Strum, Brian, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Vassar, Cortez, Custodian, 25 hrs./week, \$12.90/hr.
Williams, Victoria, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.
Yong, Siew-Kim, Temporary Bookstore Associate, 25 hrs./week, \$12.00/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. Thomas, unanimously approved the resignation of Joseph Cicci, Campus Police Officer, effective August 13, 2018.
- 4.2.2 The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the resignation of Brittney Crowe, Communications Specialist, effective August 10, 2018.

4.3 Full-Time Administrative Appointment

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the appointment of Timothy Bizoukas to the position of Director of Employee Development, at a rate of \$112,270 annually effective September 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 Molly Durava to the position of Outcomes Assessment Coordinator at a rate of \$21.00/hr. effective August 6, 2018.
- 4.4.2 The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the appointment of Dr. Hoitung Leung to the position of Instructional Designer and Technologist at a rate of \$64,000 annually effective July 30, 2018.
- 4.4.3 The board, on a motion by Mr. Michels and seconded by Dr. Bodie, unanimously approved the appointment of Deborah Jones to the position of Workforce Coordinator (Health Professions and Public Service) at a rate of \$64,000 annually effective July 23, 2018.
- 4.4.4 The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the appointment of Trina Peterson-Garcia to the position of Workforce Coordinator (Business and Career Technologies) at a rate of \$64,000 annually effective July 30, 2018.
- 4.4.5 The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the appointment of Cynthia Garcia to the position of Administrative Specialist Information Technology at a rate of \$18.85/hr. effective July 30, 2018.

4.0 Personnel Reports (continued)

4.4.6 The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Benjamin Hammond to the position of Systems Analyst at a rate of \$53,416.56 annually effective August 1, 2018. Mr. Hammond will resign his current position as Information Technology Customer Service Supervisor to accept this position.

4.4.7 The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the appointment of Matthew Dunbar to the position of Survey Data Analyst at a rate of \$21.00/hr. effective August 13, 2018.

4.5 Full-Time Grant-Funded Support Staff Reappointments

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the full-time grant-funded support staff reappointments as presented.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Public Hearing on the FY2019 College Budget

The public hearing on the budget was held at 5:30 p.m. No comments on the budget were presented. The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the closing of the public hearing at 5:31 p.m.

7.2 Adoption of the FY2019 College Budget and Resolution No. 19-01

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously adopted the FY2019 College Budget and Resolution No. 19-01 as presented.

7.3 Payroll Report for Pay Number 13

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the payroll report for pay number 13.

010100	Education Fund	\$1,523,324.22
020100	Operations and Maintenance Fund	90,829.08
050220	Southwest Cable Consortium	5,395.14
050620	Bookstore	29,479.73
062101	Adult Education-State Basic	20,349.78
062102	Adult Education-Performance	9,160.29
062417	Small Business Dev Ctr-State 18	3,395.00
063101	Adult Education-Federal Basic	9,915.63
063107	Perkins Postsecondary	3,560.38
063132	Federal Work Study	2,087.74
063159	Improving Student Success	6,745.18
063162	Upward Bound East-18	8,243.59
063165	Upward Bound West-18	7,066.95
063166	Student Support Services-18	3,653.40
063202	WIOA Youth Services	6,230.12
120100	Liability/Protection and Settlement	<u>33,035.43</u>
Final Total:		<u>\$1,762,471.65</u>

7.0 Financial Reports (continued)

7.4 Payroll Report for Pay Number 14

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the payroll report for pay number 14.

010100	Education Fund	\$1,815,860.49
020100	Operations and Maintenance Fund	91,550.03
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	29,565.97
062101	Adult Education-State Basic	10,397.61
062102	Adult Education-Performance	2,894.75
062417	Small Business Dev Ctr-State 18	3,395.00
063101	Adult Education-Federal Basic	2,054.98
063107	Perkins Postsecondary	3,560.38
063132	Federal Work Study	2,046.88
063159	Improving Student Success	6,851.17
063162	Upward Bound East-18	7,592.16
063165	Upward Bound West-18	7,184.53
063166	Student Support Services-18	3,575.76
063202	WIOA Youth Services	7,211.93
100300	Trust and Agency	125.00
120100	Liability/Protection and Settlement	<u>32,904.53</u>
	Final Total:	<u>\$2,032,208.78</u>

7.0 Financial Reports (continued)

7.5 Accounts Payable for the Period Ending July 31, 2018 and Travel Expenses

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

010100	Education Fund	\$1,458,447.99
010900	Payroll Clearing Fund	63,198.53
020100	Operations and Maintenance Fund	314,104.84
030100	Operations / Maintenance Restricted	122,401.79
040100	Bond and Interest Fund	800.00
050220	Southwest Cable Consortium	3,859.62
050503	Auto Resale	4,399.77
050620	Bookstore	209,358.31
050810	Internal Medical Insurance	561,375.13
050811	Retiree Medical Insurance	14,334.90
062101	Adult Education-State Basic	13,076.11
062417	Small Business Dev Ctr-State 18	10,707.47
063101	Adult Education-Federal Basic	26,230.59
063107	Perkins Postsecondary	14,081.14
063111	CTE Leadership Improvement Grant	284.51
063159	Improving Student Success 16	20,150.44
063162	Upward Bound East-18	2,170.53
063165	Upward Bound West-18	4,281.98
063166	Student Support Services-18	22.59
063202	WIOA Youth Services	2,392.25
063924	Small Business Dev Center-Fed	3,580.21
063929	SORNA	18,960.00
064117	Dunham Fund Quick Path	416.90
100300	Trust and Agency	11,876.30
120100	Liability/Protection and Settlement	<u>554,052.99</u>

Final Total: \$3,434,564.89

7.0 Financial Reports (continued)

7.6 Treasurer's Report

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

7.7 Bids/Purchases

7.7.1 Approval of Supplemental Website Services

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved supplemental website services from RDW Group, Inc. of Boston, MA, for a cost not to exceed \$66,000.

7.7.2 Approval of Payment for Additional Digital Marketing Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the payment for additional digital marketing services from RDW Group, Inc. of Boston, MA in the amount of \$28,375 for the period of April 14, 2018 through June 30, 2018.

7.7.3 Approval of the Purchase of a Search Engine Optimization Software Subscription and Support Agreement

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the purchase of a search engine optimization software subscription and support agreement, from BrightEdge Technologies, Inc. of Foster City, CA in the amount of \$42,000 for the period of August 28, 2018 through August 27, 2019.

7.7.4 Approval of the Purchase of Replacement Automated External Defibrillator Units and Accessories

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the purchase of replacement automated external defibrillator units and accessories from School Health Corporation of Hanover Park, IL in the amount of \$29,472.39.

7.7.5 Approval of the Purchase of Charter Bus Transportation Services

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the purchase of charter bus transportation services from Ideal Charter, LLC of Hodgkins, IL in the amount not to exceed \$67,000 for the period of August 20, 2018 through June 30, 2019.

7.0 Financial Reports (continued)

7.7.6 Approval of Contractual Services for the Implementation of an Upgrade to the Oracle Database System

The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved contractual services for the implementation of an upgrade to the Oracle database system from Mythics, Inc. of Virginia Beach, VA in the amount not to exceed \$275,000 for the period of September 1, 2018 through December 31, 2018.

7.7.7 Renewal of the Annual Microsoft Enrollment for Education Solutions License Agreement

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the renewal of the annual Microsoft Enrollment for Education Solutions license agreement from CDW-Government, LLC of Vernon Hills, IL in the amount of \$105,095.05 for the period of September 1, 2018 through August 31, 2019.

7.7.8 Renewal of the Annual Ellucian Software Maintenance Agreements

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the renewal of the annual Ellucian software maintenance agreements from Ellucian Company L.P. of Malvern, PA in the amount of \$353,498 for the period of September 1, 2018 through August 31, 2019.

7.7.9 Renewal of the Annual Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the renewal of the annual Network of Illinois Learning Resources in Community Colleges membership and 11 electronic resource databases from the Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI in the amount of \$26,581.47.

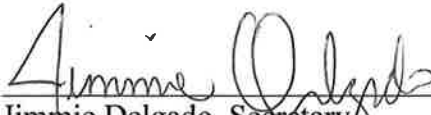
8.0 Other Reports

8.1 Appointment of Local Election Official

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously appointed David Quillen, Executive Vice President of Finance and Operations, to serve as the college's Local Election Official for the April 2, 2019 consolidated election.

9.0 Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:10 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees