

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

September 19, 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, September 19, 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; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Deb Arsenault, Mary Baccheschi, Timothy Bizoukas, Mary Edith Butler, Kim Caponi, Amanda Geist, Erik Leal, Steven Miller, Michele Needham, Dr. Jonathan Paver, and Adam Punter; and featured guest Lorena Gonzalez.

Recognition

Dr. Jonathan Paver, Assistant Vice President of Transfer and Academic Support, provided an overview on the Honors Program and introduced Lorena Gonzalez who shared her experience in the Honors Program, as part of our Student Success: Institutional Stories recognition. Dr. Paver also shared a brief video highlighting Ms. Gonzalez as the first recipient of the Elmhurst College Honors Program Scholarship, a new scholarship agreement between the two colleges.

David Quillen, Executive Vice President of Finance and Operations, introduced Timothy Bizoukas, Director of Employee Development.

Public Comment

Joan Solms of Aurora, IL addressed the board of trustees regarding Waubonsee's involvement in the Pride Parade held in Aurora, IL in June 2018.

Executive Session

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:53 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; 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 7:48 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; Allison Rott; and Greg Thomas; 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, Dr. Laura Ortiz, and Dr. Stacey Randall.

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 August 22, 2018 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the August 22, 2018 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

American Association of Community Colleges

Illinois Board of Higher Education

Dr. Christine Sobek, President, announced that at the request of IBHE Chair Tom Cross, Waubensee Community College will be hosting the September 10, 2019 IBHE board meeting at the Sugar Grove Campus.

Illinois Community College Board

The FY2018 ICCB Program Review Report and process were shared.

Dr. Sobek reported that Dr. Karen Hunter Anderson, Executive Director of the ICCB, announced her retirement from the ICCB effective November 30, 2018.

2.0 Communications (continued)

Illinois Community College Trustees Association

Dr. Sobek commented that the ICCTA hosted a legislative conference call on September 13, 2018 with representatives from ICCTA-member schools to learn how Illinois community colleges have successfully developed relationships with their local legislators. At the request of ICCTA, Dr. Lulu Blacksmith, Dean for Student and Community Engagement, participated in the call to discuss Waubonsee's legislative outreach efforts.

Trustee James Michels reported on the ICCTA Board of Representatives and Committee meetings held September 14-15, 2018 at Illinois Central College in East Peoria, IL.

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

President's Report

In her report to the board, Dr. Sobek:

- reported on the Illinois Council of Community College Presidents' meetings held September 13-14 in Peoria, IL;
- highlighted the success of the employee picnic held September 7 and recognized the dunk tank volunteers: Steve Zusman, Assistant Professor of Philosophy, Aaron Lawler, Instructor of Humanities, and Dr. Jamal Scott, who helped raise \$452 for the Waubonsee Community College Foundation; and
- commented that the Waubonsee Community College Foundation will be hosting its annual Scholarship Fest on September 27 and that the event will be held in the Field House this year.

Institutional Reports

Trustee James Michels reported on the Waubonsee Community College Foundation Annual and Quarterly Board Meetings held September 11, 2018.

Dr. Laura Ortiz, Dean for Faculty Development and Engagement, reported on our Hispanic-Serving Institution (HSI) week celebration.

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:

- ** Andrade-Avalos, Maria, Upward Bound West Aurora High School Peer Tutor, 20 hrs./week, \$10.30/hr.
Fennell, David, Professional Tutor Academic Support, 25 hrs./week, \$22.50/hr.
- ** Gomez, Izac, Upward Bound East Aurora High School Tutor, 25 hrs./week, \$17.00/hr.
Hacena, Farid, Professional Tutor Academic Support, 25 hrs./week, \$22.50/hr.
Rangel, Jill, Professional Tutor Academic Support, 25 hrs./week, \$22.50/hr.
- ** Ray, Salil, Upward Bound East Aurora High School Tutor, 25 hrs./week, \$17.00/hr.

** Paid by grant funds

4.2 Full-Time Faculty Retirement

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the retirement of Dr. Leatha Ware, Professor of Business, effective December 21, 2018. Pursuant to the collective bargaining agreement with the full-time faculty, Dr. Ware will obtain the rank of Professor Emeritus upon retirement.

4.3 Full-Time Support Staff Resignation

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the resignation of Kayla Arrington, Data Analyst, effective September 4, 2018.

4.4 Leave of Absence

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the leave of absence request from Kelly Diederich, Instructional Services Coordinator, effective December 21, 2018 through March 15, 2019.

4.5 Full-Time Support Staff Recommendations

- 4.5.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the appointment of Dianne Buettner to the position of Accounts Payable Associate at a rate of \$17.50/hr. effective September 10, 2018.
- 4.5.2 The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the appointment of Ryan Hively to the position of Network Technology Coordinator at a rate of \$67,600 annually effective September 17, 2018. Mr. Hively will resign his current position as Senior Network Technology Specialist to accept this position.

4.0 Personnel Reports (continued)

- 4.5.3 The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the appointment of Ryan McKanna to the position of Computer Services Specialist at a rate of \$18.75/hr. effective September 4, 2018.
- 4.5.4 The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Melissa Schumaker to the position of Campus Operations Event Specialist at a rate of \$18.54/hr. effective September 10, 2018.
- 4.5.5 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Andrew Uhlir to the position of Campus Police Officer at a rate of \$23.69/hr. effective August 20, 2018.
- 4.5.6 The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the appointment of Chloe Alawode to the position of Admissions Advisor at a rate of \$20.90/hr. effective August 27, 2018.
- 4.5.7 The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the appointment of Eric Gorman to the position of Admissions Advisor at a rate of \$20.90/hr. effective August 20, 2018.
- 4.5.8 The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the appointment of Allison Hostetler to the position of Financial Aid Veterans' Coordinator at a rate of \$25.00/hr. effective August 20, 2018. Ms. Hostetler will resign her current position as Financial Aid Advisor to accept this position.
- 4.5.9 The board, on a motion by Mr. Thomas and seconded by Mr. Dickson, unanimously approved the appointment of Rachel Vaughn to the position of Assessment Data Specialist at a rate of \$18.50/hr. effective August 27, 2018.
- 4.5.10 The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the appointment of Angela Way to the position of Senior Administrative Coordinator to the Vice President of Student Development at a rate of \$23.50/hr. effective August 23, 2018.

4.6 Full-Time Grant-Funded Support Staff Recommendation

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the appointment of Gabriela Rios to the position of Student Success Coach at a rate of \$20.24/hr. effective September 19, 2018 through September 30, 2019. Ms. Rios will resign her current position as Information Desk Receptionist to accept this position. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2019 grant year.

4.0 Personnel Reports (continued)

4.7 Full-Time Grant-Funded Support Staff Reappointments

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

4.8 Faculty Tenure Recommendation

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the faculty tenure recommendation effective spring 2019 as presented.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 15

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the payroll report for pay number 15.

010100	Education Fund	\$1,387,925.64
020100	Operations and Maintenance Fund	99,629.47
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	33,506.27
062101	Adult Education-State Basic	11,817.66
062102	Adult Education-Performance	2,895.26
062417	Small Business Dev Ctr-State	3,395.00
063101	Adult Education-Federal Basic	2,241.79
063107	Perkins Postsecondary	3,560.38
063132	Federal Work Study	2,425.94
063159	Improving Student Success	7,255.46
063162	Upward Bound East	5,901.74
063165	Upward Bound West	5,876.42
063166	Student Support Services	8,069.28
063202	WIOA Youth Services	6,877.87
100300	Trust and Agency	200.00
120100	Liability/Protection and Settlement	<u>35,052.42</u>

Final Total: \$1,622,068.22

7.0 **Financial Reports (continued)**

7.2 **Payroll Report for Pay Number 16**

The board, on a motion by Mr. Dickson and seconded by Mr. Michels, unanimously approved the payroll report for pay number 16.

010100	Education Fund	\$1,213,585.88
020100	Operations and Maintenance Fund	85,941.50
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	36,135.12
062101	Adult Education-State Basic	10,142.88
062102	Adult Education-Performance	3,255.17
063101	Adult Education-Federal Basic	1,911.95
063107	Perkins Postsecondary	3,560.38
063132	Federal Work Study	1,931.95
063159	Improving Student Success	6,446.88
063162	Upward Bound East	4,872.51
063165	Upward Bound West	4,728.41
063166	Student Support Services	7,643.35
063202	WIOA Youth Services	6,410.75
063924	Small Business Dev Center-Fed	3,395.00
120100	Liability/Protection and Settlement	<u>33,562.78</u>
Final Total:		<u>\$1,428,962.12</u>

7.0 **Financial Reports (continued)**

7.3 **Accounts Payable for the Period Ending August 31, 2018 and Travel Expenses**

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

010100	Education Fund	\$1,150,420.54
010900	Payroll Clearing Fund	100,287.54
020100	Operations and Maintenance Fund	313,664.36
030100	Operations / Maintenance Restricted	341,837.38
050220	Southwest Cable Consortium	728.75
050503	Auto Resale	304.42
050620	Bookstore	899,142.17
050810	Internal Medical Insurance	588,821.04
050811	Retiree Medical Insurance	11,383.33
062101	Adult Education-State Basic	7,099.81
062102	Adult Education-Performance	223.95
062608	Cooperative Work Study Program	3,524.36
063107	Perkins Postsecondary	4,219.65
063111	CTE Leadership Improvement Grant	534.29
063159	Improving Student Success	199,851.47
063162	Upward Bound East	6,388.83
063165	Upward Bound West	10,358.96
063166	Student Support Services	750.00
063202	WIOA Youth Services	1,478.54
063924	Small Business Dev Center-Fed	4,873.56
064117	Dunham Fund Quick Path	118.85
100300	Trust and Agency	8,728.68
110100	Audit Fund	1,500.00
120100	Liability/Protection and Settlement	<u>20,786.44</u>

Final Total: \$3,677,026.92

7.0 Financial Reports (continued)

7.4 Treasurer's Report

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

7.5 Budget Summary

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

7.6 FY2018 Year-End Transfers

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the FY2018 year-end transfers as presented.

7.7 Bids/Purchases

7.7.1 Approval of a Contract for Building Information Modeling Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the award of a contract for building information modeling services to FGM Architects Inc. of Oak Brook, IL in the amount of \$150,900.

7.7.2 Approval of Payment for Emergency Repair Services

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the payment for emergency repair services for Akerlow Hall from Air Comfort Corporation of Broadview, IL in the amount of \$167,765; Holmgren Electric, Inc. of Elburn, IL in the amount of \$51,853; RJ Kuhn Plumbing, Heating, Cooling, Inc. of Oswego, IL in the amount of \$4,200; and W. W. Grainger, Inc. of Lake Forest, IL in the amount of \$2,000 for the total amount of \$225,818.

7.7.3 Approval of the Purchase of Two Replacement Trucks

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the purchase of two replacement trucks from Landmark Ford, Inc. of Springfield, IL in the amount of \$53,452.

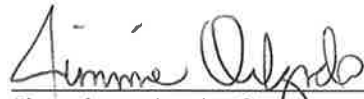
7.7.4 Renewal of the Annual Title IX Consulting Services Agreement

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the renewal of the annual Title IX consulting services agreement from the National Center for Higher Education Risk Management of Malvern, PA in the amount of \$37,500 for the period of September 30, 2018 through September 29, 2019.

8.0 Other Reports

9.0 Adjournment

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:30 p.m.

A handwritten signature in cursive script, appearing to read "Jimmie Delgado", is written over a horizontal line.

Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees