

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

October 17, 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, October 17, 2018, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 4:30 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, Mary Baccheschi, Kim Caponi, Darla Cardine, Amanda Geist, Christa Kristich, Dan Larsen, Jim Magara, Michele Needham, Ryan Parker, and Dr. Scott Peska; featured presenter Fred Lantz of Sikich LLP; featured alumnus Cassandra D. Day; Student Senate members President Mackenzie Larsen, Zoraiz Asif, David M. Garcia, Katherine Garcia, David Hernandez, Maria Huizar Regalado, Claire Maloney, Raelin Mamaril, and Emmanuel Noufele; and other Waubonsee staff, faculty, students, former students, and visitors.

7.0 Financial Reports

7.1 FY2018 Comprehensive Annual Financial Report

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously accepted and filed the Comprehensive Annual Financial Report and Single Audit Report for the fiscal year ending June 30, 2018 as presented. Fred Lantz of Sikich reported.

Recess

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously moved to recess until 5:30 p.m.

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.; 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, Mary Baccheschi, Dr. Lulu Blacksmith, Kim Caponi, Amanda Geist, Dan Larsen, Jim Magara, Steven Miller, Michele Needham, Ryan Parker, Adam Punter, and Dr. Mary Tosch; and other Waubonsee staff, faculty, students, former students, and visitors.

Recognition

Student Success: Featured Alumnus

Kim Caponi, Director of Presidential Communication and Operations, introduced our Featured Alumnus, Cassandra D. Day, Second Grade Teacher at Long Beach Elementary School in Oswego.

Dr. Mary Tosch, Student Life Manager, introduced the 2018-2019 Student Government members.

Public Comment

Board Chair Rebecca Oliver advised that individuals who did not submit their completed Public Comment Form within the required timeframe of 30 minutes before the official start of the meeting, as outlined in the board policy, may return to the next board meeting to address the board.

Sara Fischer of Plano, IL addressed the board of trustees to express support of faculty member, Kathleen Westman, Professor of Sociology.

Joan Solms of Aurora, IL addressed the board of trustees regarding matters not directly related to college activities.

Alejandra Garcia Chavez of Aurora, IL addressed the board of trustees to express support of faculty member, Kathleen Westman, Professor of Sociology.

Dayton LeClerc of Sugar Grove, IL addressed the board of trustees to express support of faculty member, Kathleen Westman, Professor of Sociology.

Matthew Grimm of North Aurora, IL addressed the board of trustees to express support of faculty member, Kathleen Westman, Professor of Sociology.

Executive Session

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 6:07 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 7:45 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, Mary Baccheschi, Kim Caponi, Amanda Geist, Doug Grier, Dan Larsen, Michele Needham, and Ryan Parker; and Waubonsee faculty members.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Dickson and seconded by Mr. Michels, unanimously approved the September 19, 2018 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the September 19, 2018 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

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

Dr. Sobek also commented that the ACCT National Legislative Summit is scheduled for February 11-13, 2019 in Washington, D.C.

American Association of Community Colleges

Illinois Board of Higher Education

Illinois Community College Board

Dr. Sobek announced that the ICCB appointed Dr. Brian Durham, Deputy Director for Academic Affairs at the ICCB, to serve as their new Executive Director effective December 1, 2018.

Illinois Community College Trustees Association

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

2.0 Communications (continued)

President's Report

In her report to the board, Dr. Sobek:

- reported on the recent launch of the Chicago Metropolitan Agency for Planning ON TO 2050, the region's new comprehensive plan that focuses on three principles: Inclusive Growth, Resilience, and Prioritized Investment;
- congratulated Dr. Diane Nyhammer, Vice President of Educational Affairs, for being selected as a Daily Herald Business Ledger's Influential Women in Business Awards 2018 honoree; and
- highlighted the Veterans Day Observance Ceremony followed by the United States Navy Band Concert scheduled for November 12.

Institutional Reports

An update on the Title V Supplemental Grant was provided.

A Facilities Renovation and Space Utilization Project update was provided.

3.0 Policy Reports

3.1 Board Policy Committee Meeting

Dr. Sobek commented that a Board Policy Committee meeting has been scheduled for October 22, 2018 at 3:30 p.m.

4.0 Personnel Reports

4.1 Part-Time Appointments

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

- ** Aung, Yin May, Federal Work Study-Student Life, 20 hrs./week, \$10.30/hr.
- ** Ballard, Justin, Federal Work Study-Art, 20 hrs./week, \$10.30/hr.
- ** Bautista, Ruben, ESL Test Administration Specialist, 4 hrs./week, \$15.00/hr.
- ** Bernardi, Barbara, ESL Test Administration Specialist, 4 hrs./week, \$15.00/hr.
- ** Bradford Jr., C. Robert, Upward Bound West Aurora High School Tutor, 25 hrs./week, \$17.00/hr.
- ** Brazee, Isaac, Upward Bound West Aurora High School Peer Tutor, 20 hrs./week, \$10.30/hr.
Cuevas, Jesus, Peer Tutor Academic Support, 20 hrs./week, \$10.30/hr.
- ** Del Toro, Savannah, Federal Work Study-Student Life, 20 hrs./week, \$10.30/hr.
Diederich, Emily, Custodian, 25 hrs./week, \$12.69/hr.
- ** Fitzgerald, Christine, ESL Test Administration Specialist, 4 hrs./week, \$15.00/hr.
Gallegos Rincon, Luis, Student Worker Athletics, 20 hrs./week, \$10.30/hr.
Garcia, Jonathan, Campus Safety Officer, 25 hrs./week, \$14.73/hr.
Gilbert, Rosa, Assessment Assistant, 25 hrs./week, \$14.75/hr.
- ** Holt, Thomas, ESL Test Administration Specialist, 4 hrs./week, \$15.00/hr.
- ** Jensen, Megumi, Federal Work Study-Art, 20 hrs./week, \$10.30/hr.
- ** Jones, Megan, ESL Test Administration Specialist, 4 hrs./week, \$15.00/hr.
Leon Valderrama, Nidia, Student Worker Marketing and Communications, 20 hrs./week, \$10.30/hr.
- ** Mangato, Valeria, Federal Work Study-Community Education, 20 hrs./week, \$10.30/hr.
Nemcher, Jeffrey, Cable and Fiber Optic Technician, 25 hrs./week, \$19.00/hr.
Ogg, Bryan, Professional Tutor Academic Support, 25 hrs./week, \$22.50/hr.
Purpura, Nicholas, Ceramics Lab Technician, 25 hrs./week, \$15.00/hr.
Rominski, Kara, Assessment Assistant, 25 hrs./week, \$15.00/hr.
- ** Sabalboro, Samantha, Federal Work Study-Financial Aid, 20 hrs./week, \$10.30/hr.
Saltzman, Nicholas, Buildings and Grounds Worker, 25 hrs./week, \$13.00/hr.
Sartori, Justin, Student Worker Athletics, 20 hrs./week, \$10.30/hr.
Sizeli, Elyse, Student Worker Marketing and Communications, 20 hrs./week, \$10.30/hr.
- ** Tolliver, Gerald, Student Worker Adult Education, 20 hrs./week, \$10.30/hr.
- ** Tran, Binh, Federal Work Study-Bookstore, 20 hrs./week, \$10.30/hr.
Uplegger, Emily, Student Worker Athletics, 20 hrs./week, \$10.30/hr.
Wennmacher, Christopher, Custodian, 25 hrs./week, \$12.69/hr.

** Paid by grant funds

4.0 Personnel Reports (continued)

4.2 Full-Time Support Staff Retirements

- 4.2.1 The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the retirement of Marcia Gehrig, Graphic Design Coordinator, effective November 28, 2018.
- 4.2.2 The board, on a motion by Mr. Thomas and seconded by Mr. Dickson, unanimously approved the retirement of Reid Grossman, Campus Police Officer, effective September 20, 2018.

4.3 Full-Time Support Staff Resignation

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the resignation of Sean Warren-Crouch, Dunham Fund Project Manager, effective October 2, 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 Adam Schauer to the position of Dean for Adult Education, at a rate of \$90,000 annually effective October 24, 2018.

4.5 Full-Time Support Staff Recommendations

- 4.5.1 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Dr. Antonio Rodriguez, Jr. to the position of Institutional Data and Analytics Manager at a rate of \$74,000 annually effective October 15, 2018.
- 4.5.2 The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of Kathleen Thomas to the position of Athletics Administrative Assistant at a rate of \$20.49/hr. effective September 19, 2018. Ms. Thomas will resign her current position as Administrative Specialist Student and Community Engagement to accept this position.
- 4.5.3 The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the appointment of Rafael Morales III to the position of Information Technology Customer Service Supervisor at a rate of \$29.00/hr. effective October 15, 2018.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 **Financial Reports (continued)**

7.2 **Payroll Report for Pay Number 17**

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 17.

010100	Education Fund	\$1,412,215.39
020100	Operations and Maintenance Fund	91,987.09
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	37,965.38
062101	Adult Education-State Basic	26,174.47
062102	Adult Education-Performance	3,298.13
063101	Adult Education-Federal Basic	7,604.98
063102	Adult Education-EL/Civics	3,330.00
063107	Perkins Postsecondary	4,370.38
063132	Federal Work Study	1,753.56
063159	Improving Student Success	6,851.17
063162	Upward Bound East	5,941.97
063165	Upward Bound West	4,546.93
063166	Student Support Services	5,689.67
063167	Student Support Services	3,512.21
063202	WIOA Youth Services	6,179.62
063924	Small Business Dev Center-Fed	4,165.04
100300	Trust and Agency	175.00
120100	Liability/Protection and Settlement	<u>33,077.42</u>
Final Total:		<u>\$1,664,276.02</u>

7.0 **Financial Reports (continued)**

7.3 **Payroll Report for Pay Number 18**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the payroll report for pay number 18.

010100	Education Fund	\$1,471,976.84
020100	Operations and Maintenance Fund	91,184.47
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	29,337.39
062101	Adult Education-State Basic	24,408.98
062102	Adult Education-Performance	3,444.35
063101	Adult Education-Federal Basic	7,604.98
063102	Adult Education-EL/Civics	3,330.00
063107	Perkins Postsecondary	4,505.38
063132	Federal Work Study	1,719.69
063159	Improving Student Success	6,851.17
063162	Upward Bound East	5,873.85
063165	Upward Bound West	5,113.04
063167	Student Support Services	10,433.07
063202	WIOA Youth Services	6,360.11
063924	Small Business Dev Center-Fed	4,311.52
100300	Trust and Agency	131.25
120100	Liability/Protection and Settlement	<u>33,646.10</u>
Final Total:		<u>\$1,715,669.80</u>

7.0 Financial Reports (continued)

7.4 Accounts Payable for the Period Ending September 30, 2018 and Travel Expenses

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

010100	Education Fund	\$941,083.05
010900	Payroll Clearing Fund	96,997.45
020100	Operations and Maintenance Fund	275,304.56
030100	Operations / Maintenance Restricted	336,221.96
050220	Southwest Cable Consortium	900.00
050503	Auto Resale	16,847.42
050620	Bookstore	672,523.70
050810	Internal Medical Insurance	706,545.79
050811	Retiree Medical Insurance	41,447.38
062101	Adult Education-State Basic	1,130.10
062102	Adult Education-Performance	179.37
063107	Perkins Postsecondary	10,676.86
063159	Improving Student Success	3,072.62
063162	Upward Bound East	8,185.80
063165	Upward Bound West	11,531.83
063166	Student Support Services	740.00
063202	WIOA Youth Services	814.29
063924	Small Business Dev Center-Fed	5,754.87
064117	Dunham Fund Quick Path	342.75
100300	Trust and Agency	11,639.39
110100	Audit Fund	43,000.00
120100	Liability/Protection and Settlement	<u>46,417.52</u>

Final Total: \$3,231,356.71

7.0 Financial Reports (continued)

7.5 Treasurer's Report

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

7.6 Budget Summary

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

7.7 Bids/Purchases

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

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the purchase of up to 5,000 access codes from the National Safety Council of Itasca, IL in an amount not to exceed \$60,000.

7.7.2 Bid for Snow and Ice Removal

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the award of contract to the lowest qualified bidder for snow and ice removal from Everest Snow Management of Hickory Hills, IL in an amount not to exceed \$15,000 for the Aurora Fox Valley Campus and not to exceed \$19,200 for the Plano Campus for the total amount not to exceed \$34,200.

7.7.3 Bid for the Printing of the 2019 Spring Noncredit Course Schedules

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the award of contract to the lowest qualified bidder for printing services for the 2019 spring noncredit course schedules from Woodward Printing Services of Platteville, WI in the amount of \$27,680.

7.7.4 Renewal of the Annual Dental Insurance Contract

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the renewal of the annual dental insurance contract with Delta Dental of Illinois of Oak Brook, IL for the period of January 1, 2019 through December 31, 2019 as presented.

7.0 Financial Reports (continued)

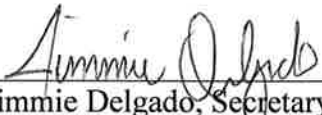
7.7.5 Renewal of the Annual Medical Insurance Contract

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the renewal of the annual medical insurance contract with Blue Cross Blue Shield of Illinois of Chicago, IL and the individual and aggregate stop loss insurance with Unimerica Insurance Company of Eden Prairie, MN for the period of January 1, 2019 through December 31, 2019 as presented.

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 8:01 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees