

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

January 16, 2019

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, January 16, 2019, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 5:32 p.m. with the following in attendance: board members Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board members absent Richard C. Bodie, M.D. and James K. Michels, P.E.; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Sarah Buzzelli, Kim Caponi, Iris Castellanos, Dr. Janette Funaro, Amanda Geist, Dan Larsen, Erik Leal, Michele Needham, Kathleen Osman, Adam Punter, Dr. Stacey Randall, Lisa Richardson, Eric Seidelman, and Kelli Sinclair; featured student Robin Nelson; and featured guests Steve Andersson, Mike Fortner, and Robert Pritchard.

Recognition

Dr. Christine Sobek, President, recognized outgoing distinguished elected officials for their public service and support of Waubonsee Community College. The following individuals attended the board meeting and received certificates of appreciation: Steve Andersson, Illinois House of Representatives, 65th District; Mike Fortner, Illinois House of Representatives, 49th District; and Robert Pritchard, Illinois House of Representatives, 70th District.

Kelli Sinclair, Dean for Student Success and Retention, introduced Lisa Richardson, Student Success Manager, who provided an overview of the Connect4Success (C4S) program and recognized our Student Success Coaches, Iris Castellanos, Eric Seidelman, Sarah Buzzelli, and Gabriela Rios, as well as Robin Nelson, student, as part of our Student Success: Institutional Stories recognition.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Dr. Janette Funaro, Dean for Social Sciences, Education and World Languages.

Public Comment

Executive Session

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 6:04 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 7:42 p.m. with the following in attendance: board members Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board members absent Richard C. Bodie, M.D. and James K. Michels, P.E.; 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, and Ne'Keisha Stepney.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the December 12, 2018 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the December 12, 2018 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

Dr. Sobek commented that the final details are being confirmed for the ACCT National Legislative Summit (NLS) scheduled for February 11-13, 2019 in Washington, D.C. Trustees Patrick Kelsey and Rebecca Oliver and Student Trustee Allison Rott are registered to attend.

American Association of Community Colleges

Illinois Board of Higher Education

Dr. Sobek announced that Dr. Al Bowman retired as Executive Director of the IBHE effective December 31, 2018, and that Nyle Robinson, Deputy Director of Fiscal Affairs and Budgeting, has been appointed to serve as interim Executive Director of the IBHE.

Illinois Community College Board

2.0 Communications (continued)

Illinois Community College Trustees Association

Dr. Sobek commented that an ICCTA Board of Representatives meeting will be held in Washington, D.C. on February 11, 2019 at 4:00 p.m. (EST) in conjunction with the ACCT NLS. The meeting will also be accessible by conference call at 3:00 p.m. (CST) for anyone not attending the NLS. Dial-in information will be provided as soon as it is available.

Dr. Sobek also commented that the next ICCTA Board of Representatives and Committee meetings are scheduled for March 8-9, 2019 in Naperville, IL.

President's Report

In her report to the board, Dr. Sobek:

- announced that Dani Fischer, Associate Professor of Biology, was awarded an AACC 2019 Dale P. Parnell Faculty Distinction Recognition which recognizes faculty who make a significant difference in the classroom. Ms. Fischer will be formally recognized at the AACC Annual Convention in April 2019;
- commented that, based on feedback through our employee engagement initiative, she is scheduled to hold several informal and interactive sessions, "President's Perspective *Live*," between January 29-February 8, at the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Campuses;
- confirmed the annual Board of Trustees Special Meeting has been scheduled for January 30; and
- highlighted Waubonsee WinterFest that is scheduled for February 1.

Institutional Reports

Dr. Jamal Scott, Vice President of Strategic Development, provided an update on the College Scorecard.

A Facilities Renovation and Space Utilization Project update was provided.

3.0 Policy Reports

3.1 Approval of Revised Board Policy 4.080.02 – College-Supported Inventions

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved revised Board Policy 4.080.02 – College-Supported Inventions (currently titled: Experimentation in Instruction) as presented.

3.2 Adoption of Board Policy 3.300.01 – Copyright

The board, on a motion by Mr. Thomas and seconded by Mr. Dickson, unanimously adopted Board Policy 3.300.01 – Copyright as presented.

3.3 Adoption of Board Policy 5.400.02 – Governance of Student Data

The board, on a motion by Mr. Dickson and seconded by Mr. Thomas, unanimously adopted Board Policy 5.400.02 – Governance of Student Data as presented.

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:

Alvis, Mark, Custodian, 25 hrs./week, \$12.69/hr.

Budds, Michael, Campus Police Officer, 25 hrs./week, \$23.69/hr.

De Guzman, Mikhaela Gabrielle, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.

Hays, Keegan, Media Technical Assistant-Extension Campus, 25 hrs./week, \$16.25/hr.

Lopez Herrera, Arlet, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.

Mapes, Randy, Campus Safety Officer, 25 hrs./week, \$21.30/hr.

Napolitano, Barbara, Peer Tutor Academic Support, 20 hrs./week, \$10.30/hr.

Orozco, Sandy, Temporary Bookstore Associate, 25 hrs./week, \$12.00/hr.

** Ramirez, Keity, Federal Work Study-Counseling Services, 20 hrs./week, \$10.30/hr.

** Roberts, Kathleen, Adult Education Computer Center Instructional Aide, 12.5 hrs./week, \$18.50/hr.

Ruddy, Kerri, Access Center for Disability Resources Interpreter, 25 hrs./week, \$35.00/hr.

Salerno, Kristen, Mailroom Clerk, 14 hrs./week, \$15.45/hr.

Thottupuram, Cherian, Advanced Manufacturing Lab Coordinator, 25 hrs./week, \$20.92/hr.

** Paid by grant funds

4.0 Personnel Reports (continued)

4.2 Full-Time Faculty Resignation

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the resignation of Christopher Cunningham, Assistant Professor of Mathematics, effective December 18, 2018.

4.3 Full-Time Support Staff Resignations

4.3.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the resignation of Jennifer Peterson, General Merchandise Buyer, effective December 12, 2018.

4.3.2 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the resignation of Jennifer Raethz, Credentials Analyst, effective January 18, 2019.

4.4 Full-Time Support Staff Termination

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the termination of Cynthia (Garcia) Mata, Administrative Specialist Information Technology, effective December 14, 2018.

4.5 Full-Time Support Staff Recommendations

4.5.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the appointment of Dianne Buettner to the position of Administrative Specialist Finance at a rate of \$18.50/hr. effective January 4, 2019. Ms. Buettner will resign her current position as Accounts Payable Associate to accept this position.

4.5.2 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Bayley Murphy to the position of Digital Communications Coordinator at a rate of \$27.50/hr. effective January 7, 2019.

4.6 New Full-Time Support Staff Position Recommendation

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the new full-time support staff position recommendation for Academic Advisors as presented.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 23

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the payroll report for pay number 23.

010100	Education Fund	\$1,494,848.08
020100	Operations and Maintenance Fund	92,970.27
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	38,026.41
062101	Adult Education-State Basic	19,964.72
062102	Adult Education-Performance	3,172.49
063101	Adult Education-Federal Basic	8,362.98
063102	Adult Education-EL / Civics	2,312.00
063107	Perkins Postsecondary	3,965.38
063132	Federal Work Study	3,088.67
063159	Improving Student Success	6,207.05
063162	Upward Bound East	5,020.92
063165	Upward Bound West	5,150.46
063167	Student Support Services	8,945.55
063202	WIOA Youth Services	6,060.71
063924	Small Business Dev Center-Fed	3,964.16
100300	Trust and Agency	475.00
120100	Liability/Protection and Settlement	<u>31,479.49</u>
Final Total:		<u>\$1,739,451.96</u>

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 24

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 24.

010100	Education Fund	\$1,474,784.62
020100	Operations and Maintenance Fund	94,932.22
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	26,038.72
062101	Adult Education-State Basic	21,772.25
062102	Adult Education-Performance	3,178.05
063101	Adult Education-Federal Basic	8,270.98
063102	Adult Education-EL / Civics	2,312.00
063107	Perkins Postsecondary	5,370.38
063132	Federal Work Study	3,978.46
063159	Improving Student Success	6,357.05
063162	Upward Bound East	5,673.43
063165	Upward Bound West	5,494.08
063167	Student Support Services	9,689.99
063202	WIOA Youth Services	6,570.51
063924	Small Business Dev Center-Fed	4,286.41
100300	Trust and Agency	500.00
120100	Liability/Protection and Settlement	<u>32,085.33</u>
Final Total:		<u>\$1,716,732.09</u>

7.0 Financial Reports (continued)

7.3 Accounts Payable for the Period Ending December 31, 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 December 31, 2018, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$784,624.08
010900	Payroll Clearing Fund	137,376.99
020100	Operations and Maintenance Fund	284,576.14
030100	Operations / Maintenance Restricted	19,179.48
040100	Bond and Interest Fund	6,847,237.50
050220	Southwest Cable Consortium	225.00
050503	Auto Resale	6,864.16
050620	Bookstore	155,985.69
050810	Internal Medical Insurance	680,797.91
050811	Retiree Medical Insurance	23,285.87
062101	Adult Education-State Basic	2,209.55
062102	Adult Education-Performance	21,325.28
063107	Perkins Postsecondary	1,151.47
063111	CTE Leadership Improvement Grant	805.16
063159	Improving Student Success	12,702.09
063162	Upward Bound East	2,369.86
063165	Upward Bound West	1,248.40
063166	Student Support Services	42.79
063167	Student Support Services	1,114.43
063202	WIOA Youth Services	1,874.82
063924	Small Business Dev Center-Fed	10,135.87
100300	Trust and Agency	28,041.13
110100	Audit Fund	9,440.00
120100	Liability/Protection and Settlement	<u>29,908.07</u>

Final Total: \$9,062,521.74

7.0 Financial Reports (continued)

7.4 Treasurer's Report

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

7.5 Budget Summary

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

7.6 Approval of Proposed Fee Adjustments for the 2019-2020 Academic Year

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the proposed fee adjustments for the 2019-2020 Academic Year as presented.

7.7 Bids/Purchases

7.7.1 Bid for the Printing of the Summer 2019 Credit Course Schedules and Postcards

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the award of contract to the lowest qualified bidder for the printing of the summer 2019 credit course schedules and postcards from Woodward Printing Services of Platteville, WI in the amount of \$26,741.

7.7.2 Bid for the Printing of the Summer 2019 Noncredit Course Schedules

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the award of contract to the lowest qualified bidder for the printing of the summer 2019 noncredit course schedules from Woodward Printing Services of Platteville, WI in the amount of \$27,527.

7.7.3 Bid for the Purchase and Installation of Replacement Water Heaters

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the award of contract to the lowest qualified bidder for the purchase and installation of replacement water heaters from Jensen's Plumbing & Heating, Inc. of Woodstock, IL in the amount of \$48,800.

7.7.4 Approval of the Purchase of a Starrett Precision Measurement Instrument Certification Kit and Related Equipment

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the purchase of a Starrett Precision Measurement Instrument Certification Kit and related equipment from Snap-On Industrial, a division of IDSC Holdings, LLC of Crystal Lake, IL in the amount of \$32,451.72. This purchase is grant funded.

8.0 Other Reports

8.1 FY2020 Board of Trustees Meeting Calendar

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, approved the FY2020 Board of Trustees Meeting Calendar as presented.

8.2 Selection Process for the Recipients of the 2019 Waubonsee Athletic Hall of Fame and the 2019 Distinguished Contributor and Distinguished Alumnus Awards

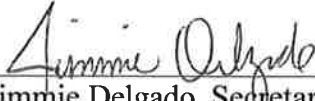
Dr. Sobek reported on the selection process for the 2019 Waubonsee Athletic Hall of Fame and the 2019 Distinguished Contributor and Distinguished Alumnus Awards.

8.3 Intergovernmental Agreement Between Waubonsee Community College and Fox Metro Water Reclamation District

David Quillen, Executive Vice President of Finance and Operations, reported on the Intergovernmental Agreement Between Waubonsee Community College and Fox Metro Water Reclamation District. There have been discussions on the implementation of the agreement due to the construction of the full I-88/Route 47 interchange and anticipated developments that will occur in that area.

9.0 Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:21 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees