

**MINUTES  
WAUBONSEE COMMUNITY COLLEGE  
REGULAR BOARD MEETING**

March 20, 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, convened at 5:30 p.m. on Wednesday, March 20, 2019, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board members absent: Richard C. Bodie, M.D. and Richard "Shorty" W. Dickson; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Rob Barto, Brandon Blagg, Kim Caponi, Amanda Geist, Dan Larsen, Erik Leal, Steven Miller, Michele Needham, Adam Punter, Adam Schauer, and Tara Schwab; and featured alumnus Heather Binder.

**Recognition**

Kim Caponi, Director of Presidential Communications and Operations, introduced Heather Binder, Executive Director of Rebuilding Together Aurora, as part of our Student Success: Featured Alumnus recognition.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced 2019 Outstanding Adjunct Faculty Member - Noncredit, Tara Schwab, Adjunct Instructor of Adult Education.

Dr. Nyhammer also introduced faculty member Brandon Blagg, Instructor of Manufacturing Technology.

**Public Comment**

**Executive Session**

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:45 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 7:25 p.m. Roll call found the following board members present: Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board members absent: Richard C. Bodie, M.D. and Richard "Shorty" W. Dickson; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Rob Barto, Spencer Brayton, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, Erik Leal, and Dr. Stacey Randall.

### **1.0 Approval of Minutes**

#### **1.1 Approval of February 20, 2019 Board Meeting Minutes**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the February 20, 2019 board meeting minutes.

#### **1.2 Approval of February 20, 2019 Executive Session Meeting Minutes**

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the February 20, 2019 executive session meeting minutes.

#### **1.3 Approval of February 26, 2019 Special Board Meeting Minutes**

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the February 26, 2019 special board meeting minutes.

#### **1.4 Semi-Annual Review of Executive Session Meeting Minutes**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the opening of the executive session meeting minutes through December 31, 2018, with the exception of personnel items, litigation, and collective negotiating matters as presented.

### **2.0 Communications**

#### **Association of Community College Trustees**

#### **American Association of Community Colleges**

Dr. Christine Sobek, President, announced that Waubonsee's presentation, "Design Thinking Projects," has been accepted for the AACC Annual Convention scheduled for April 13-16, 2019 in Orlando, FL. Dr. Nyhammer will present the session on April 14, on behalf of Dr. Sobek, with Dan Phelan, President/CEO of Jackson College, and Tim Nelson, President of Northwestern Michigan College.

Dani Fischer, Associate Professor of Biology, will be recognized at the convention as a recipient of an AACC 2019 Dale P. Parnell Faculty Distinction Recognition. Trustee James Michels is registered to attend the convention.

## **2.0 Communications (continued)**

### Illinois Board of Higher Education

### Illinois Community College Board

### Illinois Community College Trustees Association

Trustee James Michels reported on the ICCTA Board of Representatives and Committee meetings held March 8-9, 2019 in Naperville, IL.

### President's Report

In her report to the board, Dr. Sobek:

- highlighted the successful visit held March 13 at the Aurora Downtown Campus with Illinois Facilities Fund's Vickie Lakes-Battle, Executive Director of the Chicago Region, and Gordon Hellwig, Director of Lending for Illinois and Northwest Indiana/ Capital Solutions, who were introduced to several community organizations in Aurora;
- reported on Microsoft DigiGirlz Day held on March 15, an event co-hosted by Waubonsee and Valley Education for Employment System (VALEES), where approximately 200 middle and high school girls had the opportunity to learn about careers in technology, connect with Microsoft employees, and participate in hands-on computer and technology workshops;
- announced that Waubonsee received its fifth consecutive Distinguished Budget Presentation Award for our FY2018 budget from the Government Finance Officers Association;
- reviewed the dates for several upcoming spring events at the college, including commencement activities; and
- announced that Dr. Jorge Partida, Chief of Psychology at the Los Angeles County Department of Mental Health in Los Angeles, CA, and a 2010 Waubonsee Featured Alumnus, has accepted our invitation to serve as the commencement speaker for the 2019 Commencement Ceremonies.

### Institutional Reports

Trustee James Michels and Dr. Melinda Tejada, Vice President of Student Development, reported on the WCC Foundation Quarterly Board Meeting held March 5, 2019. Dr. Tejada confirmed that the Waubonsee Foundation Golf Outing will now be held at the Aurora Country Club and is scheduled for June 3, 2019.

Rob Barto, Chief Advancement Officer, presented the Advancement Office Alumni Relations Strategic Plan for 2020-2022.

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. Kelsey and seconded by Mr. Delgado, unanimously approved the following:

- \*\* Arriaga, Nancy, Federal Work Study-Two Rivers Head Start, 20 hrs./week, \$10.30/hr.
- \*\* Couturier, Devin, Federal Work Study-Ceramics, 20 hrs./week, \$10.30/hr.
- Cowen, Andrew, Mechanic, 25 hrs./week, \$17.90/hr.
- Duy, Emilie, Biology Lab Technician, 25 hrs./week, \$15.00/hr.
- \*\* Gerding, JoAnne, ELA Test Administration Specialist, 4 hrs./week, \$15.00/hr.
- Lehnert, Steven, Bookstore Associate, 25 hrs./week, \$13.67/hr.
- Noufele, Emmanuel, Peer Tutor Academic Support, 20 hrs./week, \$10.30/hr.
- Pennino, Michael, Life Drawing Model, 20 hrs./week, \$17.00/hr.
- Roysdon, Jori, Supplemental Instruction Student Leader Academic Support, 20 hrs./week, \$10.30/hr.
- Takalo, Craig, Life Drawing Model, 6 hrs./week, \$17.00/hr.

\*\* Paid by grant funds

### **4.2 Full-Time Faculty Retirement**

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the retirement of Michael O’Gorman, Professor of English, effective May 31, 2019. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. O’Gorman will obtain the rank of Professor Emeritus upon retirement.

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

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the retirement of Sandra Jensen, TRIO/Student Support Services Educational Advisor, effective May 31, 2019.

### **4.4 Full-Time Administrative Resignation**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the resignation of Dr. Lourdes (Lulu) Blacksmith, Dean for Student and Community Engagement, effective March 15, 2019.

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

##### **4.5 Full-Time Support Staff Resignations**

- 4.5.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the resignation of Justine Anderson, Registration and Records Administrative Assistant, effective March 15, 2019.
- 4.5.2 The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the resignation of Megan Junk, Student Life Coordinator, effective March 14, 2019.
- 4.5.3 The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the resignation of Eric Seidelman, Student Success Coach, effective March 29, 2019.

##### **4.6 Full-Time Administrative Appointments**

- 4.6.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Robert Cofield to the position of Director of School District Partnerships, at a rate of \$88,000 annually effective March 21, 2019. Mr. Cofield will resign his position of High School Partnerships Manager to accept this position.
- 4.6.2 The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the appointment of Derek Schreiner to the position of Assistant Dean for Business and Career Technologies, at a rate of \$90,000 annually effective May 20, 2019.

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

- 4.7.1 The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the appointment of Linda Anderson to the position of Accounts Payable Associate at a rate of \$17.75/hr. effective February 18, 2019.
- 4.7.2 The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the appointment of Gladys Garcia to the position of Assistant Bookstore Manager at a rate of \$22.00/hr. effective February 25, 2019.
- 4.7.3 The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the appointment of Christie Konen to the position of Campus Operations Event Specialist at a rate of \$18.50/hr. effective March 4, 2019.

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

4.7.4 The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of Heather Pierce to the position of Workforce Coordinator Business and Career Technologies at a rate of \$62,500 annually effective March 4, 2019.

4.7.5 The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the appointment of Emily Rollins to the position of Marketing and Communications Coordinator at a rate of \$30.77/hr. effective March 25, 2019.

#### **4.8 New Full-Time Support Staff Position Recommendations**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the new full-time support staff position recommendations as presented.

#### **4.9 Sabbatical Leave Recommendation**

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the sabbatical leave recommendation as presented.

#### **5.0 Curriculum Reports**

##### **5.1 Academic Calendar for 2020-2021**

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the Academic Calendar for 2020-2021 as presented.

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

## 7.0 Financial Reports

### 7.1 Payroll Report for Pay Number 3

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 3.

|              |                                     |                       |
|--------------|-------------------------------------|-----------------------|
| 010100       | Education Fund                      | \$1,350,005.59        |
| 020100       | Operations and Maintenance Fund     | 101,557.01            |
| 050220       | Southwest Cable Consortium          | 5,274.42              |
| 050620       | Bookstore                           | 26,330.53             |
| 062101       | Adult Education-State Basic         | 23,374.68             |
| 062102       | Adult Education-Performance         | 2,988.48              |
| 062418       | Small Business Dev Center-State     | 4,039.49              |
| 063101       | Adult Education-Federal Basic       | 11,641.83             |
| 063102       | Adult Education-EL / Civics         | 2,220.00              |
| 063107       | Perkins Postsecondary               | 3,864.13              |
| 063132       | Federal Work Study                  | 2,695.33              |
| 063159       | Improving Student Success           | 5,863.61              |
| 063162       | Upward Bound East                   | 4,475.39              |
| 063165       | Upward Bound West                   | 4,857.57              |
| 063167       | Student Support Services            | 7,868.01              |
| 063202       | WIOA Youth Services                 | 4,569.70              |
| 100300       | Trust and Agency                    | 350.00                |
| 120100       | Liability/Protection and Settlement | <u>34,264.63</u>      |
| Final Total: |                                     | <u>\$1,596,240.39</u> |

## 7.0 Financial Reports (continued)

### 7.2 Payroll Report for Pay Number 4

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the payroll report for pay number 4.

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,439,192.15        |
| 020100 | Operations and Maintenance Fund     | 96,149.03             |
| 050220 | Southwest Cable Consortium          | 5,437.62              |
| 050620 | Bookstore                           | 23,563.57             |
| 062101 | Adult Education-State Basic         | 26,672.40             |
| 062102 | Adult Education-Performance         | 3,194.35              |
| 062418 | Small Business Dev Center-State     | 4,278.04              |
| 063101 | Adult Education-Federal Basic       | 11,736.65             |
| 063102 | Adult Education-EL / Civics         | 2,220.00              |
| 063107 | Perkins Postsecondary               | 4,235.38              |
| 063132 | Federal Work Study                  | 3,573.68              |
| 063159 | Improving Student Success           | 6,176.69              |
| 063162 | Upward Bound East                   | 5,657.60              |
| 063165 | Upward Bound West                   | 5,545.08              |
| 063167 | Student Support Services            | 10,385.44             |
| 063202 | WIOA Youth Services                 | 5,333.52              |
| 120100 | Liability/Protection and Settlement | <u>34,426.85</u>      |
|        | Final Total:                        | <u>\$1,687,778.04</u> |



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

### 7.3 **Accounts Payable for the Period Ending February 28, 2019 and Travel Expenses**

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the Accounts Payable for the period ending February 28, 2019, including travel expenses of members of the Board of Trustees and of employees as presented.

|        |                                     |                  |
|--------|-------------------------------------|------------------|
| 010100 | Education Fund                      | \$966,380.04     |
| 010900 | Payroll Clearing Fund               | 92,758.86        |
| 020100 | Operations and Maintenance Fund     | 314,511.39       |
| 030100 | Operations / Maintenance Restricted | 108,193.49       |
| 050220 | Southwest Cable Consortium          | 600.00           |
| 050503 | Auto Resale                         | 1,052.97         |
| 050620 | Bookstore                           | 402,179.00       |
| 050810 | Internal Medical Insurance          | 496,304.97       |
| 050811 | Retiree Medical Insurance           | 11,680.41        |
| 062102 | Adult Education-Performance         | 5,324.27         |
| 062418 | Small Business Dev Center-State     | 4,105.47         |
| 063101 | Adult Education-Federal Basic       | 440.60           |
| 063107 | Perkins Postsecondary               | 6,190.40         |
| 063111 | CTE Leadership Improvement Grant    | 2,734.41         |
| 063159 | Improving Student Success           | 1,891.64         |
| 063162 | Upward Bound East                   | 7,214.98         |
| 063165 | Upward Bound West                   | 20,183.68        |
| 063166 | Student Support Services            | 1,065.70         |
| 063167 | Student Support Services            | 715.00           |
| 063202 | WIOA Youth Services                 | 1,862.95         |
| 064117 | Dunham Fund Quick Path              | 149.90           |
| 100300 | Trust and Agency                    | 30,463.95        |
| 120100 | Liability/Protection and Settlement | <u>57,483.32</u> |

Final Total: \$2,533,487.40

## 7.0 Financial Reports (continued)

### 7.4 Treasurer's Report

The Treasurer's Report for the month of February 2019 was accepted by the board and placed on file.

### 7.5 Budget Summary

Comparison of budget to actual for the eight months ending February 28, 2019 was accepted by the board and placed on file.

### 7.6 Approval of Academic Year 2019-2020 Tuition and Student Fee Rates

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the increase of the college in-district tuition rate from \$128 to \$130 per credit hour and to maintain the student fee at \$8 per credit hour effective with the fall 2019 semester.

### 7.7 Bids/Purchases

#### 7.7.1 Bid for Replacement Mills and Lathes Machinery

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the award of contract to the lowest qualified bidder for replacement mills and lathes machinery from Webb Machinery Corporation of Lake Elsinore, CA in the amount of \$74,299. This purchase is grant funded.

#### 7.7.2 Bid for the Renovation of the Baseball Field

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the award of contract to the lowest qualified bidder for the renovation of the baseball field from Van Enterprises, Ltd. of Waukegan, IL in the amount of \$81,761.

#### 7.7.3 Approval of Additional Funds for Snow and Ice Removal

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved additional funds for snow and ice removal for Everest Snow Management of Hickory Hills, IL for an amount not to exceed \$40,000, and for Kozak Custom Landscapes, Inc. of Batavia, IL for an amount not to exceed \$20,000, for a total additional amount not to exceed of \$60,000.

#### 7.7.4 Approval of Payment for Aurora Fox Valley Campus Emergency Repair Services

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the payment for Aurora Fox Valley Campus emergency repair services from Paul L. Buddy Plumbing and Heating, Inc., d/b/a Cannonball Mechanical Corporation of Aurora, IL in the amount of \$29,000.

## 7.0 Financial Reports (continued)

### 7.7.5 Approval of the Purchase of Services to Upgrade the Building Controls System and Support Agreement

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the award of contract for services to upgrade the building controls system and support agreement to Applied Controls, Inc. of Warrenville, IL in the amount of \$179,112 for the period of April 1, 2019 through March 31, 2022.

### 7.7.6 Approval of Consulting Services for the Assessment of Information Technology Infrastructure Library Change Management Best Practices

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved consulting services for the assessment of information technology infrastructure library change management best practices from Evergreen Systems, Incorporated of Sterling, VA for the total amount not to exceed \$36,600.

### 7.7.7 Approval of the Purchase of Replacement Equipment and Related Software and Services for the College's Wireless Network

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the purchase of replacement equipment and related software and services for the college's wireless network from CDW-Government LLC of Vernon Hills, IL in the amount of \$246,495.86 for the period of one year from the time of installation.

### 7.7.8 Approval of the Purchase of Replacement Computers

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the purchase of replacement computers with five-year warranty agreements from CDW-Government LLC of Vernon Hills, IL in the amount of \$537,775 for the period of May 1, 2019 through April 30, 2024.

### 7.7.9 Approval of the Purchase of Consulting Services to Redesign New Student Orientation and Electronic Registration and Planning Systems

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the award of contract for consulting services to redesign the new student orientation and electronic registration and planning systems to Innovative Educators of Boulder, CO in the amount of \$53,985 for the period of June 1, 2019 to September 30, 2020. This purchase is grant funded.

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

### **7.7.10 Renewal of the Annual Micro Focus Academic Software Bundle License and Support Agreement**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the renewal of the annual Micro Focus academic software bundle license and support agreement from Micro Focus Software, Inc. of Provo, UT in the amount of \$74,076.29 for the period of July 1, 2019 through June 30, 2020.

### **7.7.11 Renewal of the Annual Assessment System and Support and Maintenance Agreement**

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the renewal of the annual assessment system and support and maintenance agreement from AEFIS, LLC of Philadelphia, PA in the amount of \$33,750 for the period of August 1, 2019 through July 31, 2020.

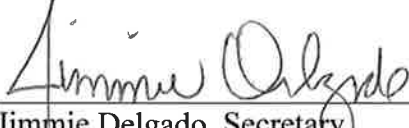
### **7.7.12 Renewal of the Annual Library Software Systems Licenses and Support Agreements**

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the renewal of the annual library software systems licenses and support agreements from Sirsi Corporation d/b/a SirsiDynix Corporation of Lehi, UT in the amount of \$48,856.25 for the period of July 1, 2019 through June 30, 2020.

## **8.0 Other Reports**

## **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.

  
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Jimmie Delgado, Secretary  
Waubonsee Community College  
Board of Trustees