

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

April 17, 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 3:34 p.m. on Wednesday, April 17, 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, Mary Baccheschi, Kim Caponi, Amanda Geist, and Erik Leal.

Executive Session

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously voted to adjourn to executive session at 3:35 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: 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.

Reconvene to Open Session

The board reconvened in open session at 5:30 p.m. Roll call found the following board members present: 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 present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Pete Adams, Mary Baccheschi, Kim Caponi, Bob Cofield, Kevin Farmer, Amanda Geist, Ronna Jones, Erik Leal, Andrea Montgomery, Michele Needham, Adam Punter, Dr. Mary Tosch, and Dr. Jess Toussaint; and featured students Emmanuel Noufele and Jori Roysdon.

Recognition

Rebecca Oliver, Board Chair, acknowledged the retirements of two long-standing members of the Waubonsee Community College Board of Trustees, Richard "Shorty" W. Dickson and Richard C. Bodie, M.D., with a heartfelt thank you on behalf of the college and community for their many contributions, dedication, leadership, and service on the board.

Recognition (continued)

8.0 Other Reports

8.1 Adoption of Resolution No. 19-05 – Recognition of Richard “Shorty” W. Dickson

The board, on a motion by Mr. Michels and seconded by Dr. Bodie, adopted Resolution No. 19-05 – Recognition of Richard “Shorty” W. Dickson, with the vote as follows: Mr. Michels, aye; Dr. Bodie, aye; Ms. Oliver, aye; Mr. Delgado, aye; Mr. Kelsey, aye; Mr. Thomas, aye; Mr. Dickson, abstain. Included in the resolution, the Waubensee Community College Board of Trustees bestowed upon Richard “Shorty” W. Dickson the honorary title of Board of Trustees Chair Emeritus.

8.2 Adoption of Resolution No. 19-06 – Recognition of Richard C. Bodie, M.D.

The board, on a motion by Mr. Michels and seconded by Mr. Dickson, unanimously adopted Resolution No. 19-05 – Recognition of Richard C. Bodie, M.D.

Dr. Bodie departed the meeting at 6:05 p.m.

Dr. Mary Tosch, Student Life Manager, recognized the Waubensee Community College All-Illinois Academic Team Members Emmanuel Noufele and Jori Roysdon. Illinois Phi Theta Kappa, the Illinois Community College Board and the Illinois Council of Community College Presidents sponsor the All-Illinois Academic Team.

Allison Rott was recognized for her service on the board as Student Trustee for 2018-2019.

Dr. Jess Toussaint, Dean for Health Professions and Public Service, recognized Andrea Montgomery, Assistant Professor of Fire Science Technology and Emergency Medical Technician, and the Fire Science Technology Program, as part of our Student Success: Featured Faculty and Program.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Bob Cofield in his new role as Director of School District Partnerships.

Public Comment

Reconvene to Executive Session

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 6:20 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 7:44 p.m. Roll call found the following board members present: Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent: Richard C. Bodie, M.D.; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Pete Adams, Mary Baccheschi, Kim Caponi, Amanda Geist, and Erik Leal.

1.0 Approval of Minutes

1.1 Approval of March 20, 2019 Board Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the March 20, 2019 board meeting minutes.

1.2 Approval of March 20, 2019 Executive Session Meeting Minutes

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

2.0 Communications

Association of Community College Trustees

Dr. Christine Sobek, President, commented that the ACCT Leadership Congress is scheduled for October 16-19, 2019 in San Francisco, CA.

American Association of Community Colleges

Trustee James Michels reported on the AACC Annual Convention held April 13-16, 2019 in Orlando, FL. Dr. Nyhammer presented a successful session, "Design Thinking Projects," on behalf of Dr. Sobek on April 14, 2019, and Dani Fischer, Associate Professor of Biology, was recognized as a recipient of an AACC 2019 Dale P. Parnell Faculty Distinction Recognition.

Illinois Board of Higher Education

Illinois Community College Board

Illinois Community College Trustees Association

2.0 Communications (continued)

President's Report

In her report to the board, Dr. Sobek:

- recognized the seven students from the Auto Body Repair, Automotive Technology, Fire Science Technology, and HVAC programs who competed April 12-14, 2019 at the annual Illinois SkillsUSA State Leadership and Skills Conference, and announced that one of our students, Jake Linden, earned a Gold Medal in the Firefighting category and will compete at the national competition in June;
- commented that she and Dr. Nyhammer are scheduled to meet with U.S. Representative Lauren Underwood, 14th District, and Michelle Thimios, District Director, on April 19, 2019 at the Sugar Grove Campus; and
- reported that the unofficial results from the board of trustees election held April 2, 2019 indicate that Richard "Rick" Guzman, Greg Thomas, and Tina Medlin Willson were elected as members of the Waubonsee Community College Board of Trustees, and that the Board of Trustees Seating and Reorganization Meetings are scheduled for April 25, 2019 beginning at 5:45 p.m.

Institutional Reports

A Higher Learning Commission update was provided.

David Quillen, Executive Vice President of Finance and Operations, reported on a Facilities Renovation and Space Utilization Project update. Mr. Quillen discussed a recommendation for architectural and engineering services for the new Career and Technical Education Center project, and the selection of Demonica Kemper and Associates as the recommended architect/engineering firm for this project based on a Direct Selection process. The board requested that additional information be provided prior to their approval of the recommended firm. Mr. Quillen also discussed a recommendation for the utilization of a construction management firm for various projects outlined in the Facilities Renovation and Space Utilization Project report. The board endorsed the utilization of a Qualifications-Based Selection process to select a construction management firm.

3.0 Policy Reports

4.0 Personnel Reports

4.1 Part-Time Appointments

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

- ** Carrillo, Antonia, Federal Work Study-Financial Aid, 20 hrs./week, \$10.30/hr.
- Carrasco-Unive, Irais, Assessment Assistant, 25 hrs./week, \$15.00/hr.
- Cervantes, Rogelio, Student Worker Public Safety, 25 hrs./week, \$10.75/hr.
- Collier, Kenneth, Cable/Fiber Optic Technician, 25 hrs./week, \$19.00/hr.
- Escutia, Joseph, Building Services Specialist, 25 hrs./week, \$17.50/hr.
- ** Hiles, Alexis, Student Worker Adult Education, 20 hrs./week, \$10.30/hr.
- ** Marlow, Pasha, Student Worker Bookstore, 20 hrs./week, \$10.30/hr.
- ** Schulte, Emmett, Federal Work Study-Information Technology, 20 hrs./week, \$10.30/hr.

** Paid by grant funds

4.2 Full-Time Support Staff Retirement

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the retirement of Phyllis Nickels, Bookstore Inventory Lead, effective April 30, 2019.

4.3 Full-Time Support Staff Resignations

- 4.3.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the resignation of Cody Fuerst, Career Development Advisor, effective April 3, 2019.
- 4.3.2 The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the resignation of Erica Reyes, Testing Services Manager, effective April 26, 2019.

4.4 Full-Time Support Staff Recommendations

- 4.4.1 The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of Dianna Cortez to the position of General Merchandise Buyer at a rate of \$17.11/hr. effective April 8, 2019.
- 4.4.2 The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the appointment of Steven Werth to the position of Credentials Analyst at a rate of \$23.00/hr. effective April 8, 2019.
- 4.4.3 The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the appointment of Dr. Chassie Sherretz to the position of Academic Success Initiatives Manager at a rate of \$70,000 annually effective April 8, 2019. Dr. Sherretz will resign her position of Upward Bound East Advisor to accept this position.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 5

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 5.

010100	Education Fund	\$1,398,063.16
020100	Operations and Maintenance Fund	85,620.03
050220	Southwest Cable Consortium	5,111.22
050620	Bookstore	27,805.20
062101	Adult Education-State Basic	23,710.35
062102	Adult Education-Performance	2,810.42
062418	Small Business Dev Center-State	4,160.86
063101	Adult Education-Federal Basic	11,363.01
063102	Adult Education-EL / Civics	2,220.00
063107	Perkins Postsecondary	5,435.38
063132	Federal Work Study	3,551.21
063159	Improving Student Success	5,436.67
063162	Upward Bound East	5,392.47
063165	Upward Bound West	4,797.63
063167	Student Support Services	8,804.60
063202	WIOA Youth Services	4,748.06
120100	Liability/Protection and Settlement	<u>30,179.78</u>

Final Total: \$1,629,210.05

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 6

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the payroll report for pay number 6.

010100	Education Fund	\$1,453,011.00
020100	Operations and Maintenance Fund	96,578.30
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	23,637.71
062101	Adult Education-State Basic	25,106.54
062102	Adult Education-Performance	3,178.05
062418	Small Business Dev Center-State	4,315.70
063101	Adult Education-Federal Basic	12,957.65
063107	Perkins Postsecondary	4,089.13
063132	Federal Work Study	4,003.32
063159	Improving Student Success	10,226.69
063162	Upward Bound East	5,428.40
063165	Upward Bound West	5,498.83
063167	Student Support Services	10,262.82
063202	WIOA Youth Services	5,512.11
100300	Trust and Agency	450.00
120100	Liability/Protection and Settlement	<u>34,406.51</u>
	Final Total:	<u>\$1,704,100.37</u>

7.0 Financial Reports (continued)

7.3 Accounts Payable for the Period Ending March 31, 2019 and Travel Expenses

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the Accounts Payable for the period ending March 31, 2019, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$991,581.62
010900	Payroll Clearing Fund	94,450.69
020100	Operations and Maintenance Fund	309,534.91
030100	Operations / Maintenance Restricted	45,872.08
050220	Southwest Cable Consortium	300.00
050503	Auto Resale	11,437.02
050620	Bookstore	169,232.35
050810	Internal Medical Insurance	384,238.51
050811	Retiree Medical Insurance	10,280.95
062101	Adult Education-State Basic	3,015.40
062102	Adult Education-Performance	14,455.27
062418	Small Business Dev Center-State	1,400.00
063101	Adult Education-Federal Basic	5,213.91
063107	Perkins Postsecondary	52,003.17
063111	CTE Leadership Improvement Grant	1,191.52
063159	Improving Student Success	10,517.02
063162	Upward Bound East	6,251.71
063165	Upward Bound West	6,772.69
063166	Student Support Services	(42.79)
063167	Student Support Services	492.71
063202	WIOA Youth Services	1,070.33
063924	Small Business Dev Center-Fed	59.25
063925	Small Business Dev Ctr-Fed	1,790.00
064117	Dunham Fund Quick Path	60.00
100300	Trust and Agency	26,773.62
120100	Liability/Protection and Settlement	<u>17,177.06</u>

Final Total: \$2,165,128.83

7.0 Financial Reports (continued)

7.4 Treasurer's Report

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

7.5 Budget Summary

Comparison of budget to actual for the nine months ending March 31, 2019 was accepted by the board and placed on file.

7.6 Bids/Purchases

7.6.1 Bid for the Printing of the Fall 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 fall 2019 credit course schedules and postcards from K.K. Stevens Publishing Company of Astoria, IL in the amount of \$27,211.39.

7.6.2 Bid for the Printing of the Fall 2019 Noncredit Course Schedules

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 printing of the fall 2019 noncredit course schedules from Woodward Printing Services of Platteville, WI in the amount of \$28,007.

7.6.3 Bid for Rental of Furniture

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the award of contract to the lowest qualified bidder for rental of furniture from Ultimate Rental Services, Inc. of Romeoville, IL in the amount of \$32,700.17.

7.6.4 Bid for the Purchase and Installation of Automatic Door Operators

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the award of contract to the lowest qualified bidder for the purchase and installation of automatic door openers for the Sugar Grove and Aurora Downtown Campuses from Suburban Door Check and Lock Service, Inc. of Westmont, IL in the amount of \$41,170.

7.6.5 Approval of the Purchase and Installation of Access Control Devices

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the purchase and installation of access control devices with one-year warranties from the date of installation from Sound Incorporated of Naperville, IL in an amount not to exceed \$66,339.62.

8.0 Other Reports (continued)

9.0 Adjournment

The board, on a motion by Mr. Dickson and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:17 p.m.



Secretary
Waubonsee Community College
Board of Trustees