

**MINUTES  
WAUBONSEE COMMUNITY COLLEGE  
REGULAR BOARD MEETING**

May 15, 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, May 15, 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; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; staff members present: Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Mary Baccheschi, Kim Caponi, Amanda Geist, Dr. Emily Heller, Dan Larsen, Michele Needham, Ryan Parker, Dr. Scott Peska, and Adam Punter; and featured student Benjamin Summers.

**Recognition**

Dr. Scott Peska, Assistant Vice President of Student Services, introduced our Featured Student, Benjamin M. Summers of Yorkville.

**Public Comment**

**Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 5:36 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 8:03 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Spencer Brayton, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, Eamon Newman, Dr. Laura Ortiz, Ryan Parker, and Dr. Jess Toussaint.

## **Seating of the Student Trustee for 2019-2020**

Angela Nwalie was seated as the student trustee for 2019-2020.

### **1.0 Approval of Minutes**

#### **1.1 Approval of April 17, 2019 Board Meeting Minutes**

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, approved the April 17, 2019 board meeting minutes with the vote as follows: Mr. Delgado, aye; Mr. Thomas, aye; Ms. Oliver, aye; Mr. Guzman, abstain; Mr. Kelsey, aye; Mr. Michels, aye; Ms. Willson, aye.

#### **1.2 Approval of April 17, 2019 Executive Session Meeting Minutes**

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, approved the April 17, 2019 executive session meeting minutes with the vote as follows: Mr. Michels, aye; Mr. Kelsey, aye; Ms. Oliver, aye; Mr. Delgado, aye; Mr. Guzman, abstain; Mr. Thomas, aye; Ms. Willson, aye.

#### **1.3 Approval of April 25, 2019 Board Seating Meeting Minutes**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the April 25, 2019 board seating meeting minutes.

#### **1.4 Approval of April 25, 2019 Board Reorganization Meeting Minutes**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the April 25, 2019 board reorganization 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**

#### **Illinois Board of Higher Education**

#### **Illinois Community College Board**

## 2.0 **Communications (continued)**

### **Illinois Community College Trustees Association**

Dr. Sobek commented that an ICCTA Board of Representatives meeting was held April 30, 2019 and Lobby Day was held May 1, 2019 in Springfield, IL.

Dr. Sobek also highlighted the ICCTA Annual Convention scheduled for June 7-8, 2019 in Itasca, IL, and that Trustee Leadership Training sessions will be held for trustees who need to complete the mandatory training requirement. In addition, several individuals nominated for awards by Waubonsee will be recognized at the convention's Awards Banquet.

### **President's Report**

In her report to the board, Dr. Sobek:

- announced that Dr. Jeanne McDonald, Professor of English, has been selected as the 2019 Outstanding Faculty Member; and
- reviewed upcoming dates to remember.

### **Institutional Reports**

Dr. Diane Nyhammer, Vice President of Educational Affairs, reported that Waubonsee has been accepted into a consortia with Parkland College for a fall 2019 launch of the Google IT Support Professional Certificate.

Dr. Nyhammer also reported that Waubonsee was selected as one of only twenty colleges to participate in the Association of American Colleges and Universities *Strengthening Guided Pathways and Career Success by Ensuring Students are Learning* project.

Dr. Melinda Tejada, Vice President of Student Development, reviewed the details regarding the 2019 Commencement ceremonies and rehearsal.

Dr. Tejada also provided an update on the Waubonsee Foundation Annual Golf Outing scheduled for June 3 at the Aurora Country Club.

The Annual Report on Board Policy 2.050.04 – Investment of College Funds was provided.

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:

- \*\* Bresnahan, Sarah, Upward Bound Summer Instructor, 16 hrs./week, \$32.00/hr.  
Cox, Raquel, Student Worker Public Safety, 25 hrs./week, \$10.75/hr.
- \*\* Enders, Terence, Upward Bound Summer Instructor, 16 hrs./week, \$32.00/hr.  
Kirsch, Shelby, High School Partnership Clerk, 25 hrs./week, \$16.00/hr.  
Lackage III, Robert, Librarian, 25 hrs./week, \$24.85/hr.  
Lopez, Karen, Student Worker Public Safety, 25 hrs./week, \$10.75/hr.
- \*\* Martinez, Lucero, Youth Services Case Advisor, 25 hrs./week, \$20.90/hr.
- \*\* O'Conner, William, Upward Bound Summer Instructor, 16 hrs./week, \$32.00/hr.
- \*\* Paramo, Laura, Upward Bound Summer Instructor, 16 hrs./week, \$32.00/hr.
- \*\* Perez, Leticia, Youth Services Case Advisor, 25 hrs./week, \$22.25/hr.  
Polchopek, Michael, Driver Safety Program Instructor, 20 hrs./week, \$39.50/hr.
- \*\* Raju, Mark, Student Worker Bookstore, 10 hrs./week, \$10.30/hr.  
Ramos, Elena, STAR Counselor, 25 hrs./week, \$27.50/hr.  
Wilson, Donald, Campus Police Officer, 25 hrs./week, \$23.69/hr.

\*\* Paid by grant funds

### 4.2 Full-Time Faculty Retirement

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the retirement of Judy Reardanz, Assistant Professor of Allied Health, effective December 31, 2019.

### 4.3 Full-Time Support Staff Resignations

- 4.3.1 The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the resignation of Felicity Barr, Admissions Administrative Assistant, effective May 10, 2019.
- 4.3.2 The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the resignation of Randall Moore, Information Technology Web Developer, effective April 24, 2019.
- 4.3.3 The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the resignation of Donald Wilson, Campus Police Officer, effective May 18, 2019.
- 4.3.4 The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the resignation of Amanda Wayeshe, Information Technology Budget Administrative Coordinator, effective May 10, 2019.

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

##### **4.4 Full-Time Support Staff Termination**

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the termination of Natalie Dresden, former Student Success Coach with Connect4Success, effective April 2, 2019.

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

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the appointment of Laura Elliot to the position of Administrative Specialist Student Success and Retention at a rate of \$18.50/hr. effective April 22, 2019.

#### **5.0 Curriculum Reports**

##### **5.1 New Paralegal Degree and Certificate**

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the Paralegal Associate in Applied Science Degree and the Paralegal Post-Associate Degree Occupational Certificate as presented.

##### **5.2 Summary of Curriculum Council Activity for the 2018-2019 Academic Year**

A Summary of the Curriculum Council Activity for the 2018-2019 Academic Year was provided.

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

##### **6.1 Approval of Architectural and Engineering Services**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved Demonica Kemper Architects of Chicago, IL to provide the architectural and engineering services for the proposed career and technical education building.

## 7.0 Financial Reports

### 7.1 Payroll Report for Pay Number 7

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the payroll report for pay number 7.

010100	Education Fund	\$1,503,522.34
020100	Operations and Maintenance Fund	100,973.44
050220	Southwest Cable Consortium	5,600.82
050620	Bookstore	25,566.59
062101	Adult Education-State Basic	24,985.79
062102	Adult Education-Performance	3,363.27
062418	Small Business Dev Center-State	4,399.40
063101	Adult Education-Federal Basic	13,420.46
063107	Perkins Postsecondary	8,035.38
063111	CTE Leadership Improvement Grant	4,292.00
063132	Federal Work Study	4,119.38
063159	Improving Student Success	6,689.57
063162	Upward Bound East	6,255.57
063165	Upward Bound West	5,634.72
063167	Student Support Services	10,715.13
063202	WIOA Youth Services	4,804.99
120100	Liability/Protection and Settlement	<u>37,546.03</u>

Final Total: \$1,769,924.86

## 7.0 Financial Reports (continued)

### 7.2 Payroll Report for Pay Number 8

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the payroll report for pay number 8.

010100	Education Fund	\$1,486,639.31
020100	Operations and Maintenance Fund	95,578.02
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	24,618.23
062101	Adult Education-State Basic	25,531.48
062102	Adult Education-Performance	1,949.95
062418	Small Business Dev Center-State	4,315.70
063101	Adult Education-Federal Basic	13,141.65
063107	Perkins Postsecondary	5,505.38
063132	Federal Work Study	3,667.46
063159	Improving Student Success	5,103.53
063162	Upward Bound East	3,568.42
063165	Upward Bound West	5,306.34
063167	Student Support Services	10,141.65
063202	WIOA Youth Services	4,511.89
100300	Trust and Agency	312.50
120100	Liability/Protection and Settlement	<u>33,800.11</u>

Final Total: \$1,729,129.23

## 7.0 Financial Reports (continued)

### 7.3 Accounts Payable for the Period Ending April 30, 2019 and Travel Expenses

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the Accounts Payable for the period ending April 30, 2019, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$1,077,161.26
010900	Payroll Clearing Fund	94,396.90
020100	Operations and Maintenance Fund	225,836.57
030100	Operations / Maintenance Restricted	203,590.74
050220	Southwest Cable Consortium	591.80
050503	Auto Resale	8,087.62
050620	Bookstore	170,088.86
050810	Internal Medical Insurance	449,297.73
050811	Retiree Medical Insurance	36,063.11
062101	Adult Education-State Basic	419.17
062102	Adult Education-Performance	3,069.78
062418	Small Business Dev Center-State	2,237.01
063101	Adult Education-Federal Basic	3,762.00
063107	Perkins Postsecondary	14,901.19
063111	CTE Leadership Improvement Grant	15,267.24
063159	Improving Student Success	2,401.98
063162	Upward Bound East	9,924.48
063165	Upward Bound West	9,315.78
063167	Student Support Services	1,198.01
063202	WIOA Youth Services	8,693.92
063925	Small Business Dev Ctr-Fed	6,999.00
064117	Dunham Fund Quick Path	369.30
100300	Trust and Agency	32,544.39
120100	Liability/Protection and Settlement	<u>15,020.19</u>

Final Total: \$2,391,238.03



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

### **7.4 Treasurer's Report**

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

### **7.5 Budget Summary**

Comparison of budget to actual for the ten months ending April 30, 2019 was accepted by the board and placed on file.

### **7.6 Bids/Purchases**

#### **7.6.1 Bid for the Purchase and Installation of Replacement Flooring for the Academic and Professional Center**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the award of contract for the purchase and installation of replacement flooring for the Academic and Professional Center to Douglas Floor Covering, Inc. of North Aurora, IL in the amount of \$44,000.

#### **7.6.2 Approval of Payment for Emergency Repair Services for the Academic and Professional Center Chiller**

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the payment for emergency repair services for the Academic and Professional Center chiller from Air Comfort Corporation of Broadview, IL in the amount of \$31,545.

#### **7.6.3 Approval of Additional Consulting Services to Redesign the Student Financial Aid Tutorial and Access to Student Success Workshops**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved additional consulting services to redesign the student financial aid tutorial and access to student success workshops to Innovative Educators of Boulder, CO in the amount of \$29,985. This purchase is grant funded.

#### **7.6.4 Approval of the Purchase of Additional Licenses and Support for the College's Data Backup Software Agreement**

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the purchase of additional licenses and support for the college's data backup software agreement from Catalogic Software, Inc. of Woodcliff Lake, NJ in the amount of \$44,944 for the period of May 30, 2019 through August 29, 2020.

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

### **7.6.5 Renewal of the Data and Device Security Software Agreement**

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the three-year renewal of the data and device security software agreement from Softchoice Corporation of Chicago, IL in the amount of \$38,854.79 for the period of June 30, 2019 through June 29, 2022.

### **7.6.6 Renewal of the Annual Learning Management System External Hosting License Agreement**

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the renewal of the annual learning management system external hosting license agreement from Blackboard, Inc. of Washington, D.C. in the amount of \$160,753.27 for the period of June 30, 2019 through June 29, 2020.

### **7.6.7 Renewal of Library Academic Database Subscriptions**

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the renewal of library academic database subscriptions from the Consortium of Academic and Research Libraries in Illinois, University of Illinois, Urbana, IL in the amount of \$102,725.34 for the period of July 1, 2019 through June 30, 2020.


### **7.6.8 Renewal of the Pace Suburban Bus Advertising Agreement**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the renewal of the Pace Suburban Bus advertising agreement with Intersection Media of Chicago, IL for the total cost of \$51,000 for the period of June 10, 2019 through June 7, 2020.

## **8.0 Other Reports**

## **9.0 Adjournment**

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:50 p.m.

  
Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees