

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

June 19, 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, June 19, 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.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Rob Barto, Kim Caponi, Dr. Nancy Christensen, Sarah Dwinnells, Alyson Gaspar, Amanda Geist, Gale Holladay-Baxter, Dan Larsen, Erik Leal, Suzette Murray, Michele Needham, Adam Punter, Derek Schreiner, Ne'Keisha Stepney, and Kevin Vest; and featured alumnus Christopher Hess.

Recognition

Rob Barto, Chief Advancement Officer, introduced our Featured Alumnus, Christopher Hess, a Career Counselor for the Illinois National Guard Armory at East Aurora High School.

Michele Needham, Executive Director of Human Resources, introduced the Support Staff Award for Excellence recipients: Alyson Gaspar, Career and Technical Education Services Manager, Service and Quality award; Sarah Dwinnells, Administrative Specialist Workforce Education and Training, Innovation and Creativity award; and Gale Holladay-Baxter, Adult Education Data and Compliance Manager, Diversity and Inclusion award.

Kevin Vest, Athletics Manager, presented the Illinois Skyway Collegiate Conference Dave Rowlands All Sports Award trophy for 2018-2019.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Derek Schreiner, Assistant Dean for Business and Career Technologies.

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 5:53 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 7:55 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; 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, Rob Barto, Spencer Brayton, Kim Caponi, Dr. Nancy Christensen, Terence Felton, Amanda Geist, Dan Larsen, and Erik Leal.

1.0 Approval of Minutes

1.1 Approval of May 15, 2019 Board Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the May 15, 2019 board meeting minutes.

1.2 Approval of May 15, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the May 15, 2019 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

American Association of Community Colleges

Illinois Board of Higher Education

Illinois Community College Board

2.0 Communications (continued)

Illinois Community College Trustees Association

Dr. Christine Sobek, President, announced that James (Jim) Reed, Director of Government Relations for the Illinois Education Association, has been selected as the new Executive Director of the ICCTA, and that Michael Monaghan will be retiring June 30, 2019 after serving 20 years as the ICCTA Executive Director.

Dr. Sobek and Trustees Jimmie Delgado, Rebecca Oliver, and Tina Willson reported on the ICCTA Annual Convention held June 7, 2019 in Itasca, IL, that included trustee leadership training sessions and the Annual Awards Banquet. Several individuals were nominated for awards by Waubonsee and recognized at the banquet: Board of Trustees Chair Emeritus Richard "Shorty" Dickson - recipient of a Certificate of Merit and a 45-Year Trustee Service Award; former Trustee Dr. Richard Bodie - recipient of a Certificate of Merit and his third Trustee Education Award; Caroline Amelse, former Waubonsee student and geologist - recipient of the Pacesetter Award; Steven Zusman, Assistant Professor of Philosophy - nominated for the Outstanding Full-Time Faculty Member Award; Andy Clements, Adjunct Instructor of Business - nominated for the Outstanding Adjunct Faculty Member Award; former Student Trustee Allison Rott - nominated for the Gigi Campbell Student Trustee Excellence Award; and Ashley Lewis '09, musician and songwriter - nominated for the Distinguished Alumnus Award.

President's Report

In her report to the board, Dr. Sobek:

- reported on the recent meetings held with educational leaders from Rush University, and Dr. Lisa Freeman, President of Northern Illinois University, to discuss opportunities for collaboration and partnership, as well as an upcoming meeting with Dr. Gloria Gibson, President of Northeastern Illinois University; and
- recognized Waubonsee student Roxana Garcia for being selected to participate in the National Science Foundation's International Research Experiences for Students Program.

Institutional Reports

Mr. Barto reported on the successful Waubonsee Foundation Golf Outing held June 3, 2019 at the Aurora Country Club where 140 golfers participated in the event that raised \$68,870 for student scholarships. Trustee James Michels reported on the Waubonsee Foundation Quarterly Board Meeting held June 4, 2019.

Dr. Jamal Scott, Vice President of Strategic Development, provided a FY2020-FY2022 Strategic Plan update.

David Quillen, Executive Vice President of Finance and Operations, provided a report on the FY2020 State of Illinois and college budgets.

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. Guzman, unanimously approved the following:

Ayala, Melinda, High School Partnership Supervisor, 25 hrs./week, \$32.00/hr.

Corning, Kristen, Head Softball Coach, \$14,000.00 Stipend

Currie, Lisa, High School Partnership Clerk, 25 hrs./week, \$16.00/hr.

**** Daemicke, Alexandra, Upward Bound Summer Instructor, 16 hrs./week, \$32.00/hr.**

Ebener, Abigail, Head Cross Country Coach, \$7,500.00 Stipend

Fahie Jr., Liston, Head Men's Tennis Coach, \$7,500.00 Stipend

Heiss, David, Head Golf Coach, \$7,500.00 Stipend

Herrera, Rozanna, Student Worker Bookstore, 20 hrs./week, \$10.30/hr.

Jones Jr., Robert, Assistant Volleyball Coach, \$5,000.00 Stipend

Kish, Steven, Head Volleyball Coach, \$10,000.00 Stipend

Lane, Paige, Student Worker Career Development Center, 20 hrs./week, \$10.30/hr.

Leal, Haley, Summer Youth Program Assistant, 25 hrs./week, \$16.00/hr.

Lopez, Rodney, Assistant Baseball Coach, \$7,000.00 Stipend

Mackey, Lauren, High School Partnership Supervisor, 25 hrs./week, \$32.00/hr.

Moore, Maureen, Campus Police Officer, 25 hrs./week, \$23.69/hr.

Rodriguez, Gibran, Assistant Men's Soccer Coach, \$5,000.00 Stipend

Scanlan, Emily, High School Partnership Supervisor, 25 hrs./week, \$32.00/hr.

Schlemmer, Bradley, Head Women's Soccer Coach, \$10,000.00 Stipend

**** Simenson, Brady, Upward Bound Summer Instructor, 16 hrs./week, \$32.00/hr.**

Spitzzeri, Joseph, Assistant Softball Coach, \$7,000.00 Stipend

Suhayda, Brett, Head Men's Soccer Coach, \$10,000.00 Stipend

Vietinghoff, Karla, Assistant Women's Basketball Coach, \$6,500.00 Stipend

Williams, James, Head Women's Basketball Coach, \$12,700.00 Stipend

Wootton, Benjamin, Peer Tutor Academic Support, 18 hrs./week, \$10.30/hr.

**** Paid by grant funds**

4.2 Full-Time Administrative Retirement

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the retirement of Dr. Jess Toussaint, Dean for Health Professions and Public Service, effective June 19, 2019.

4.0 Personnel Reports (continued)

4.3 Full-Time Support Staff Retirements

- 4.3.1 The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the retirement of Charlotte Landmeier, Academic Support Manager, effective June 14, 2019.
- 4.3.2 The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the retirement of Mary Morrison, Marketing and Communications Coordinator, effective June 30, 2019.

4.4 Full-Time Support Staff Resignations

- 4.4.1 The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the resignation of Matthew Dunbar, Survey Data Analyst, effective May 31, 2019.
- 4.4.2 The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the resignation of Tiye Sherrod, Student Conduct and Compliance Officer, effective May 24, 2019.

4.5 Full-Time Support Staff Termination

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the termination of Steven Poss, Corporate Account Representative, effective June 19, 2019.

4.6 Full-Time Faculty Appointments

- 4.6.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the appointment of Dr. Steven Kifowit to the position of Instructor of Mathematics, effective August 14, 2019. The recommended placement on the salary schedule is Column VI, Step 22. The 2018-2019 annual salary for this placement is \$108,728.
- 4.6.2 The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the appointment of Christopher Purdy to the position of Instructor of Mathematics, effective August 14, 2019. The recommended placement on the salary schedule is Column IIIA, Step 8. The 2018-2019 annual salary for this placement is \$59,650.

4.0 Personnel Reports (continued)

4.7 Full-Time Support Staff Recommendations

- 4.7.1 The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the appointment of Weerawanna Hamilton to the position of Academic Advisor at a rate of \$23.00/hr. effective June 3, 2019.
- 4.7.2 The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the appointment of Corbin Tyson to the position of Academic Advisor at a rate of \$21.00/hr. effective May 20, 2019.
- 4.7.3 The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the appointment of Suzanne Crookshank to the position of Bookstore Inventory Lead at a rate of \$17.64/hr. effective May 20, 2019.
- 4.7.4 The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the appointment of William Schultz to the position of Information Technology Computer Lab Assistant at a rate of \$18.57/hr. effective June 4, 2019.

4.8 Full-Time Grant-Funded Support Staff Recommendations

- 4.8.1 The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the appointment of Camille Williams to the position of Upward Bound East Advisor at a rate of \$21.74/hr. effective May 20, 2019 through August 31, 2019. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2020 grant year.
- 4.8.2 The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the appointment of Erica Lopez-Linton to the position of Student Success Coach at a rate of \$21.74/hr. effective May 20, 2019 through September 30, 2019. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2020 grant year.

4.9 Grant-Funded Support Staff Reappointments

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the grant-funded support staff reappointments effective July 1, 2019 through June 30, 2020 as presented. These reappointments are contingent upon continuous and sufficient grant funding for the FY2020 grant year.

4.0 Personnel Reports (continued)

4.10 Ratification of the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously ratified the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education for the period of July 1, 2019 through June 30, 2020.

4.11 Support Staff Position Recommendation for FY2020

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the support staff position recommendation for FY2020 as presented.

4.12 Approval of the College President's Employment Contract

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the four-year renewal of the employment contract between Dr. Christine Sobek and the Board of Trustees of Waubonsee Community College, as set forth in the contract terms posted and presented.

4.13 Support Staff and Administrative Salary Range Recommendations for FY2020

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the support staff and administrative salary range recommendations for FY2020 as presented.

4.14 Administrative Staff Compensation Recommendations for FY2020

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the administrative staff compensation recommendations for FY2020 as presented.

4.15 Support Staff Compensation Recommendations for FY2020

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the support staff compensation recommendations for FY2020 as presented.

5.0 Curriculum Reports

6.0 Buildings and Grounds

6.1 Resource Allocation Management Plan – FY2021

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the submission of the FY2021 Resource Allocation Management Plan Report to the Illinois Community College Board.

6.2 Construction and Renovation of College Facilities Update

Dan Larsen, Executive Director of Campus Safety and Operations, provided an update on the construction and renovation of college facilities, including projected construction and renovations at the Plano Campus. The board endorsed a recommendation to close the Plano Campus for the spring and summer 2020 semesters due to the substantial disruption of services and operations that will be caused by the remodel.

7.0 Financial Reports

7.1 Payroll Report for Pay Number 9

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 9.

010100	Education Fund	\$1,474,222.96
020100	Operations and Maintenance Fund	93,364.80
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	26,697.40
062101	Adult Education-State Basic	26,775.58
062102	Adult Education-Performance	1,921.31
062418	Small Business Dev Center-State	4,315.70
063101	Adult Education-Federal Basic	13,233.65
063107	Perkins Postsecondary	4,392.88
063132	Federal Work Study	3,341.07
063159	Improving Student Success	5,103.53
063162	Upward Bound East	3,408.82
063165	Upward Bound West	5,265.75
063167	Student Support Services	9,750.86
063202	WIOA Youth Services	6,079.85
100300	Trust and Agency	550.00
120100	Liability/Protection and Settlement	<u>33,796.65</u>
Final Total:		<u>\$1,717,658.42</u>

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 10

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the payroll report for pay number 10.

010100	Education Fund	\$1,519,755.88
020100	Operations and Maintenance Fund	90,909.74
050220	Southwest Cable Consortium	5,274.42
050620	Bookstore	25,242.39
062101	Adult Education-State Basic	23,295.68
062102	Adult Education-Performance	1,921.31
062418	Small Business Dev Center-State	4,232.00
063101	Adult Education-Federal Basic	13,046.83
063107	Perkins Postsecondary	4,700.38
063132	Federal Work Study	3,596.00
063159	Improving Student Success	4,803.48
063162	Upward Bound East	2,946.22
063165	Upward Bound West	4,683.27
063167	Student Support Services	9,407.79
063202	WIOA Youth Services	5,870.75
100300	Trust and Agency	1,043.75
120100	Liability/Protection and Settlement	<u>35,077.24</u>
Final Total:		<u>\$1,755,807.12</u>

7.0 Financial Reports (continued)

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

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

010100	Education Fund	\$1,466,146.64
010900	Payroll Clearing Fund	98,555.19
020100	Operations and Maintenance Fund	333,713.66
030100	Operations / Maintenance Restricted	226,207.14
040100	Bond and Interest Fund	1,249,212.50
050220	Southwest Cable Consortium	16,596.31
050503	Auto Resale	13,716.51
050620	Bookstore	159,025.05
050810	Internal Medical Insurance	455,936.69
050811	Retiree Medical Insurance	8,678.01
062101	Adult Education-State Basic	18.56
062102	Adult Education-Performance	3,720.35
062418	Small Business Dev Center-State	1,031.36
063101	Adult Education-Federal Basic	9,210.96
063107	Perkins Postsecondary	5,214.26
063159	Improving Student Success	4,867.38
063162	Upward Bound East	3,735.96
063165	Upward Bound West	3,735.96
063167	Student Support Services	450.00
063202	WIOA Youth Services	209.62
063925	Small Business Dev Ctr-Fed	6,435.00
064117	Dunham Fund Quick Path	747.60
064121	Dart Foundation Grant	74,299.00
100300	Trust and Agency	10,429.26
120100	Liability/Protection and Settlement	<u>111,058.29</u>

Final Total: \$4,265,135.33

7.0 Financial Reports (continued)

7.4 Treasurer's Report

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

7.5 Budget Summary

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

7.6 Bids/Purchases

7.6.1 Approval of Annual Charter Bus Transportation Services

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved annual charter bus transportation services from Ideal Charter, LLC of Chicago Ridge, IL in an amount not to exceed \$38,050 for the 2019-2020 season.

7.6.2 Approval of the Annual Purchase of Janitorial Products

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the annual purchase of janitorial products from Interline Brands, Inc. d/b/a SupplyWorks of Lombard, IL in an amount not to exceed \$125,000.

7.6.3 Approval of a Network Security Monitoring Services Agreement

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved a network security monitoring services agreement from SHI International Corporation of Somerset, NJ, in the amount of \$24,106.65 annually for the total cost of \$72,319.95 for the period of June 1, 2019 through May 30, 2022.

7.6.4 Renewal of the Annual Network Firewall and Firewall Management Software Subscriptions and Related Support and Maintenance Agreements

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the renewal of the annual network firewall and firewall management software subscriptions and related support and maintenance agreements from Nexum, Inc. of Chicago, IL in the amount of \$58,880 for the period of July 11, 2019 through July 10, 2020.

7.0 Financial Reports (continued)

7.6.5 Renewal of the Annual Oracle Software Maintenance and Support Agreement

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the renewal of the annual Oracle software maintenance and support agreement from Mythics, Inc. of Virginia Beach, VA in the amount of \$70,511.30 for the period of July 1, 2019 through June 30, 2020.

7.6.6 Renewal of the Annual Microsoft Enrollment for Education Solutions License Agreement

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the renewal of the annual Microsoft Enrollment for Education Solutions license agreement from CDW-Government, LLC of Vernon Hills, IL in the amount of \$112,039.11 for the period of September 1, 2019 through August 31, 2020.

7.6.7 Renewal of the Evisions Software Support and Maintenance Subscriptions

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the renewal of the Evisions software maintenance and support subscriptions from Evisions, Inc. of Irvine, CA in the amount of \$74,901 for the period of May 1, 2019 through June 30, 2022.

7.6.8 Renewal of the Annual Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the renewal of the annual Network of Illinois Learning Resources in Community Colleges membership and nine electronic resource databases from the Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI in the amount of \$28,135.65 for the period of July 1, 2019 through June 30, 2020.

7.6.9 Renewal of the Annual Online Reference Materials Agreement

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the renewal of the annual online reference materials agreement from The Gale Group of Chicago, IL in the amount not to exceed \$26,034.65 for the period of July 1, 2019 through June 30, 2020.

7.6.10 Renewal of Illinois Community College Risk Management Consortium Insurance for FY2020

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the renewal of Illinois Community College Risk Management Consortium insurance coverage in the amount of \$504,094 for the period beginning July 1, 2019 through June 30, 2020.

8.0 Other Reports

8.1 Appointment of FY2020 Compliance Officials

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the appointment of compliance officials for FY2020 as presented.

8.2 FY2020 Emergency Succession Plan

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the FY2020 Emergency Succession Plan for Waubonsee Community College as presented.

9.0 Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 9:19 p.m.



Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees