

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

July 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 5:30 p.m. on Wednesday, July 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; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Greg Thomas; and Tina Willson; board member absent: Rebecca D. Oliver; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Dr. Nancy Christensen, Amanda Geist, Randy Hines, Scott Hollenback, Dan Larsen, Steven Miller, Michele Needham, Ryan Parker, Adam Punter, Ne'Keisha Stepney, and David Voorhees; and featured guests Caroline Amelse, Michael Chinn, and Matthew Maltese.

Recognition

Dr. Christine Sobek, President, recognized Caroline Amelse, geologist and former Waubonsee student, and recipient of the Illinois Community College Trustees Association 2019 Pacesetter Award.

The new "Waubonsee Win" board recognitions are part of the college's enhanced effort to tell the Waubonsee story. All of our students, alumni, employees, and partners achieve or contribute to Waubonsee Wins in unique ways. Board recognitions celebrate the success of students and show appreciation for the contributions to that success.

Waubonsee Win

Ne'Keisha Stepney, Dean for Business and Career Technologies, recognized Waubonsee alumni and employees of EN Engineering in Warrenville, IL, Michael Chinn and Matthew Maltese, and Randy Hines, Assistant Professor of Computer Aided Design and Drafting. The partnership between our Computer Aided Design and Drafting program and EN Engineering was also highlighted.

Public Comment

Dr. Nancy Christensen, Faculty Council President and Associate Professor of Chemistry, addressed the board regarding a proper subject of collective bargaining. The specific topic was Faculty Council – College Administration Relationship.

Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 6:06 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. Roll call found the following board members present: Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Greg Thomas; and Tina Willson; board members absent: Rick Guzman and Rebecca D. Oliver; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, Michele Needham, Ryan Parker, and Dr. Stacey Randall.

1.0 Approval of Minutes

1.1 Approval of June 19, 2019 Board Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the June 19, 2019 board meeting minutes.

1.2 Approval of June 19, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the June 19, 2019 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

Dr. Sobek announced that Waubonsee will be co-presenting “Bridges to Student Success” with College of Lake County at the ACCT Annual Leadership Congress scheduled for October 16-19, 2019 in San Francisco, CA.

2.0 Communications (continued)

American Association of Community Colleges

Illinois Board of Higher Education

Illinois Community College Board

Illinois Community College Trustees Association

Dr. Sobek commented that the ICCTA meetings for FY2020 will begin under the direction of their new Executive Director Jim Reed with the next ICCTA Board of Representatives and Committee meetings scheduled for September 13-14, 2019 in Springfield, IL.

President's Report

In her report to the board, Dr. Sobek:

- commented that board members may select from two opportunities to attend her State of the College address on August 14. The address has been scheduled for 9:00 a.m. and again at 11:30 a.m. for all employees with an all-college brunch in between sessions. Dr. Sobek will also present an abbreviated version of her State of the College address on August 15 prior to the Fall Faculty Development Dinner; and
- reflected on the recent passing of a member of the Waubensee family, Charles "Mike" McCune, Information Technology Customer Service Specialist, and offered condolences to his family and friends.

Institutional Reports

Dr. Jamal Scott, Vice President of Strategic Development, and Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, presented the FY2019 Annual Enrollment Report.

Dr. Scott provided an update on the College Scorecard.

3.0 Policy Reports

4.0 Personnel Reports

4.1 Part-Time Appointments

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the following:

- Bauers, Angela, Supplemental Instruction Student Leader Academic Support, 20 hrs./week, \$10.30/hr.
- Betz, Riley, Buildings and Grounds Worker, 25 hrs./week, \$12.94/hr.
- Biard, Shane, Student Worker Library, 20 hrs./week, \$10.50/hr.
- Burke, Keith, Assistant Cross Country Coach, \$3,000.00 Stipend
- Clark, Jackson, Student Worker Public Safety, 25 hrs./week, \$10.75/hr.
- ** Dlugopolski, Brandon, Student Worker Adult Education, 20 hrs./week, \$10.30/hr.
- Erickson, Matthew, Youth Enrichment Program Instructor, 25 hrs./week, \$25.00/hr.
- ** Flores, Miguel, Student Worker Bookstore (WIOA), 20 hrs./week, \$10.50/hr.
- Freeman, Amy, Summer Youth Program Assistant, 25 hrs./week, \$16.00/hr.
- Gallagher, Andrew, Music Lab Assistant, 15 hrs./week, \$14.45/hr.
- ** Gonzalez, Delila, Student Worker Adult Education, 20 hrs./week, \$10.30/hr.
- Gorter, Angelina, Youth Enrichment Program Assistant Instructor, 19 hrs./week, \$15.00/hr.
- Huber, Katelyn, Building Services Specialist, 25 hrs./week, \$17.11/hr.
- ** Kharel, Amit, Federal Work Study-Student Life, 20 hrs./week, \$10.50/hr.
- ** Mata Gamboa, Stephanie, Upward Bound East Educational Specialist, 27 hrs./week, \$18.43/hr.
- Murillo, Jesus, Youth Enrichment Program Assistant Instructor, 25 hrs./week, \$15.00/hr.
- Schultz, Alexandria, Youth Enrichment Program Assistant Instructor, 25 hrs./week, \$15.00/hr.
- Venegas, Janel, Paraprofessional Tutor Academic Support, 20 hrs./week, \$17.00/hr.
- Wozniak, Rachel, Student Worker Library, 12 hrs./week, \$10.50/hr.

** Paid by grant funds

4.2 Full-Time Faculty Resignation

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the resignation of Allison Beltramini, Associate Professor of Communications, effective August 13, 2019.

4.3 Full-Time Support Staff Termination

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the termination of Sara Jo Briese, Information Technology Specialist, effective July 17, 2019.

4.0 Personnel Reports (continued)

4.4 Full-Time Administrative Appointment

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the appointment of Kenneth Cohn to the position of Dean for Community Education and Corporate Outreach at a rate of \$116,761 annually effective August 5, 2019.

4.5 Full-Time Support Staff Recommendations

4.5.1 The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the appointment of Joseph Grimaldi to the position of Campus Police Officer at a rate of \$24.64/hr. effective July 8, 2019.

4.5.2 The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of Brenda Johnson to the position of Bookstore Lead Associate at a rate of \$18.00/hr. effective July 1, 2019.

4.5.3 The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the appointment of Carol Byrd to the position of Testing Services Manager at a rate of \$80,340 annually effective July 29, 2019.

4.5.4 The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Monica Woodward to the position of Assessment Assistant at a rate of \$21.33/hr. effective July 4, 2019.

4.5.5 The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the appointment of Kady Halbmaier to the position of Student Life Coordinator at a rate of \$21.84/hr. effective July 1, 2019.

4.5.6 The board, on a motion by Ms. Willson and seconded by Kelsey, unanimously approved the appointment of Karalyn Horn to the position of Registration and Records Administrative Assistant at a rate of \$18.00/hr. effective June 24, 2019.

4.6 Full-Time Grant-Funded Support Staff Recommendation

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the appointment of Imelda Koehler to the position of TRIO/Student Support Services Educational Advisor at a rate of \$23.14/hr. effective July 22, 2019 through August 31, 2019. Ms. Koehler will resign her position of Admissions Advisor to accept this position. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2020 grant year.

4.0 Personnel Reports (continued)

4.7 Approval of FY2020 Organizational Structure

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the FY2020 organizational structure as presented.

4.8 Ratification of the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Credit

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously ratified the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Credit for the period of August 16, 2019 through August 15, 2020.

5.0 Curriculum Reports

6.0 Buildings and Grounds

6.1 Construction and Renovation of College Facilities Update

Dan Larsen, Executive Director of Campus Safety and Operations, and David Quillen, Executive Vice President of Finance and Operations, provided an update on the construction and renovation of college facilities, including the recommended sequencing, estimated costs, and available funding options for the various projects outlined in the Facilities Renovation and Space Utilization report. Copies of the final report from Legat Architects of Gurnee, IL for the Facilities Renovation and Space Utilization Study were shared with the board.

7.0 Financial Reports

7.1 Tentative FY2020 College Budget

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously accepted the tentative FY2020 college budget as presented.

7.2 Payroll Report for Pay Number 11

The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the payroll report for pay number 11.

010100	Education Fund	\$1,473,845.35
020100	Operations and Maintenance Fund	92,294.79
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	23,816.82
062101	Adult Education-State Basic	36,390.98
062102	Adult Education-Performance	1,967.85
062418	Small Business Dev Center-State	837.00
063101	Adult Education-Federal Basic	14,153.98
063102	Adult Education-EL / Civics	3,330.00
063107	Perkins Postsecondary	3,560.38
063111	CTE Leadership Improvement Grant	4,292.00
063132	Federal Work Study	1,550.80
063159	Improving Student Success	5,729.64
063162	Upward Bound East	4,931.01
063165	Upward Bound West	4,582.57
063167	Student Support Services	9,804.97
063202	WIOA Youth Services	6,169.05
063925	Small Business Dev Ctr-Fed	3,478.70
100300	Trust and Agency	125.00
120100	Liability/Protection and Settlement	<u>34,124.94</u>
Final Total:		<u>\$1,730,423.44</u>

7.0 Financial Reports (continued)

7.3 Payroll Report for Pay Number 12

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the payroll report for pay number 12.

010100	Education Fund	\$1,459,041.08
020100	Operations and Maintenance Fund	92,982.93
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	24,593.76
062101	Adult Education-State Basic	25,450.26
062102	Adult Education-Performance	6,214.40
063101	Adult Education-Federal Basic	13,402.49
063102	Adult Education-EL / Civics	3,330.00
063107	Perkins Postsecondary	3,560.38
063132	Federal Work Study	2,141.76
063159	Improving Student Success	10,895.40
063162	Upward Bound East	6,405.73
063165	Upward Bound West	6,198.02
063167	Student Support Services	4,797.30
063202	WIOA Youth Services	5,885.20
063925	Small Business Dev Ctr-Fed	4,315.70
100300	Trust and Agency	100.00
120100	Liability/Protection and Settlement	<u>32,651.90</u>
Final Total:		<u>\$1,707,403.92</u>

7.0 Financial Reports (continued)

7.4 Accounts Payable for the Period Ending June 30, 2019 and Travel Expenses

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

010100	Education Fund	\$1,170,650.60
010900	Payroll Clearing Fund	90,251.37
020100	Operations and Maintenance Fund	322,891.93
030100	Operations / Maintenance Restricted	276,986.87
050220	Southwest Cable Consortium	5,646.51
050503	Auto Resale	3,145.05
050620	Bookstore	105,908.06
050810	Internal Medical Insurance	585,322.36
050811	Retiree Medical Insurance	9,188.64
062101	Adult Education-State Basic	539.50
062102	Adult Education-Performance	3,292.22
062418	Small Business Dev Center-State	555.62
063101	Adult Education-Federal Basic	5,852.00
063107	Perkins Postsecondary	14,471.78
063111	CTE Leadership Improvement Grant	183.60
063159	Improving Student Success	248,683.30
063162	Upward Bound East	13,202.49
063165	Upward Bound West	13,176.11
063166	Student Support Services	1,121.00
063167	Student Support Services	3,262.66
063202	WIOA Youth Services	2,565.23
063925	Small Business Dev Ctr-Fed	4,712.50
064117	Dunham Fund Quick Path	1,120.15
064123	AAC&U Guided Pathways	2,386.78
100300	Trust and Agency	27,842.58
110100	Audit Fund	20,000.00
120100	Liability/Protection and Settlement	<u>16,217.27</u>

Final Total: \$2,949,176.18

7.0 Financial Reports (continued)

7.5 Treasurer's Report

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

7.6 Budget Summary

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

7.7 Bids/Purchases

7.7.1 Renewal of Contracts for Temporary Staffing Services

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the renewal of the contracts for temporary staffing services in an amount not to exceed \$275,000 for the period of July 1, 2019 to June 30, 2020.

7.7.2 Renewal of the Annual Contract for Banner 9 Consulting Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the renewal of the annual contract for Banner 9 consulting services from Strata Information Group, Inc. of San Diego, CA in an amount not to exceed \$120,000 for the period of July 1, 2019 through June 30, 2020.

7.7.3 Renewal of the Annual Customer Relationship Management License Agreement

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the renewal of the annual customer relationship management license agreement from Wiley Education Services of Oak Brook, IL in the amount of \$42,500 for the period of July 15, 2019 through July 14, 2020.

7.7.4 Renewal of the Annual Bookstore Retail System Maintenance and Support Agreement

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the renewal of the annual bookstore retail system maintenance and support agreement from Blackboard, Inc. of Indianapolis, IN in the amount of \$29,222.50 for the period of September 1, 2019 through August 31, 2020.

7.0 Financial Reports (continued)

7.7.5 Renewal of the Annual Budgeting System Support Agreement

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the renewal of the annual budgeting system support agreement from Questica, Inc. of Burlington, Ontario, Canada in the amount of \$51,500 for the period of August 4, 2019 through August 3, 2020.

7.7.6 Renewal of the Annual Data Backup Software License Support Agreement

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the renewal of the annual data backup software license support agreement from Catalogic Software of Woodcliff Lake, NJ in the amount of \$31,270.14 annually for the total cost of \$93,810.42 for the period of August 30, 2019 through August 29, 2022.

7.7.7 Renewal of the Annual Network Infrastructure Monitoring Service Agreement

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the renewal of the annual network infrastructure monitoring service agreement from iNOC, LLC of Northbrook, IL in the amount of \$72,067.38 for the period of September 1, 2019 through August 31, 2020.

8.0 Other Reports

9.0 Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:54 p.m.



Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees