

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

August 21, 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, August 21, 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: Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Jimmie Delgado and Rick Guzman; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Mary Edith Butler, Kim Caponi, Darla Cardine, Kenneth Cohn, Mark Crawford, Amy Frankel, Amanda Geist, Scott Hollenback, Dr. Steven Kifowit, Sarah Kocunik, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Michele Needham, Adam Punter, Christopher Purdy, Dr. Stacey Randall, Kelli Sinclair, and Lei Xie; and featured guests Holly Herrera, Jerry Montag, and Martin Sauer.

Recognition

Waubonsee Win – Partnerships with Transfer Institutions

Kelli Sinclair, Dean for Student Success and Retention, highlighted our partnerships with three transfer institutions and introduced Sarah Kocunik, Graduation and Transfer Coordinator. Ms. Kocunik recognized Holly Herrera, Associate Provost for Transfer Initiatives and Academic Partnerships at Columbia College Chicago; Jerry Montag, Director of Registration and Records at Northern Illinois University; and Martin Sauer, Vice President for Enrollment Management and Athletics at North Central College.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced 2019 Outstanding Faculty Member Dr. Jeanne McDonald, Professor of English.

Dr. Nyhammer also introduced the following new faculty members: Dr. Steven Kifowit and Christopher Purdy, Instructors of Mathematics.

Dr. Jamal Scott, Vice President of Strategic Development, introduced Kenneth Cohn, Dean for Community Education and Corporate Outreach.

Public Comment

Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 6:00 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; 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; and the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

Reconvene to Open Session

The board reconvened in open session at 8:15 p.m. Roll call found the following board members present: Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Jimmie Delgado and Rick Guzman; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Mark Crawford, Terence Felton, Amanda Geist, Scott Hollenback, Dan Larsen, Erik Leal, Michele Needham, Julie Olczyk, and Dr. Stacey Randall.

1.0 Approval of Minutes

1.1 Approval of July 17, 2019 Board Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the July 17, 2019 board meeting minutes.

1.2 Approval of July 17, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Thomas and seconded by Mr. Michels, unanimously approved the July 17, 2019 executive session meeting minutes.

1.3 Semi-Annual Review of Executive Session Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the opening of the executive session meeting minutes through June 30, 2019, 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

Illinois Board of Higher Education

Dr. Christine Sobek, President, announced that Governor JB Pritzker appointed John Atkinson, Executive Vice President and Managing Director for Willis Towers Watson, to serve as chair of the IBHE, in addition to eight other appointments to the IBHE.

Dr. Sobek also highlighted that the next IBHE Board Meeting will be hosted by Waubonsee, and is scheduled for September 10, 2019 at 1:00 p.m. at the Sugar Grove Campus.

Illinois Community College Board

Illinois Community College Trustees Association

Dr. Sobek commented that Board Chair Rebecca Oliver is scheduled to attend the 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:

- announced that Advance CTE, a national non-profit that represents State CTE Directors and state leaders of Career and Technical Education, is scheduled to visit Waubonsee September 9, 2019 for a campus tour and to observe CTE classes, meet with CTE faculty, and learn more about our program approval process and reinvention;
- commented that the Waubonsee Community College Foundation will be hosting its annual Scholarship Fest in the APC Event Room on September 26, 2019; and
- reflected on the recent passing of a member of the Waubonsee family, Jason “Jake” Pruski, Adjunct Faculty of Fire Science, and offered condolences to his family and friends.

Institutional Reports

Dr. Jamal Scott, Vice President of Strategic Development, provided an update on the launch of the FY2020-FY2022 Strategic Plan.

Michele Needham, Executive Director of Human Resources, and Julie Olczyk, Employee Relations Manager, presented an Employee Engagement update. An Employee Engagement Plan was developed by the Employee Engagement Team that represents the college's commitment to engagement.

3.0 Policy Reports

4.0 Personnel Reports

4.1 Part-Time Appointments

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

Chmielewski, Heather, Buildings and Grounds Administrative Assistant,
25 hrs./week, \$17.68/hr.

Hernandez-Haro, Edgar, Mechanic, 25 hrs./week, \$20.00/hr.

Hobbs, William, Custodian, 25 hrs./week, \$12.94/hr.

** Koreba, Christopher, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
Martinez Guzman, Berenice, Custodian, 25 hrs./week, \$12.94/hr.

** Montoya Gonzalez, Maria, Student Worker Adult Education, 20 hrs./week,
\$10.50/hr.

Passett, Douglas, Head Women's Tennis Coach, \$7,500.00 Stipend

Robinson, Lance, Head Men's Basketball Coach, \$12,700.00 Stipend

** Soe, Pawdoh, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.

Wagner, Dana, Assistant Athletic Manager, \$1,200.00 Monthly Stipend

** Paid by grant funds

4.2 Full-Time Support Staff Resignations

4.2.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the resignation of Weiju (Joyce) Chen, Database Analyst, effective August 2, 2019.

4.2.2 The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the resignation of Beatriz Flores, Campus Administrative Assistant, effective August 15, 2019.

4.2.3 The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the resignation of Stacey Olson, Admissions Advisor, effective August 2, 2019.

4.2.4 The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the resignation of Michael Ramirez, Financial Aid Advisor, effective July 18, 2019.

4.2.5 The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the resignation of Amanda Munoz, Academic and Career Advisor, effective August 22, 2019.

4.2.6 The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the resignation of Kevin Vest, Athletics Manager, effective August 9, 2019.

4.0 Personnel Reports (continued)

4.3 Full-Time Support Staff Recommendations

4.3.1 The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the appointment of Joseph Anthenat to the position of Data Center Web Engineer at a rate of \$65,200 annually effective July 19, 2019. Mr. Anthenat will resign his current position of Data Center Analyst to accept this position.

4.3.2 The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the appointment of Jonathan Underwood to the position of Information Technology Budget Administrative Coordinator at a rate of \$21.76/hr. effective August 5, 2019.

4.4 Full-Time Grant-Funded Support Staff Reappointments

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the full-time grant-funded support staff reappointments as presented.

5.0 Curriculum Reports

5.1 Dr. Nyhammer provided an update on a new Registered Apprenticeship for an Insurance Associate program with The Hartford.

5.2 An update on the Surgical Technology program was provided.

6.0 Buildings and Grounds

6.1 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.

6.2 Approval of Site Analysis Studies for the Career and Technical Education Building

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, approved the award of contract for the site analysis studies for the career and technical education building to Demonica Kemper Architects of Chicago, IL in the amount of \$122,346.

6.3 Approval of the Sugar Grove Campus Elevator Renovation Project with the Illinois Capital Development Board

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, approved a trust agreement naming the Illinois Capital Development Board as beneficiary in the amount of \$150,000 for the purpose of completing the Sugar Grove Campus Elevator Renovation Project.

7.0 Financial Reports

7.1 Public Hearing on the FY2020 College Budget

The public hearing on the budget was held at 5:30 p.m. No comments on the budget were presented. The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the closing of the public hearing at 5:31 p.m.

7.2 Adoption of the FY2020 College Budget and Resolution No. 20-01

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously adopted the FY2020 College Budget and Resolution No. 20-01 as presented.

7.3 Payroll Report for Pay Number 13

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the payroll report for pay number 13.

010100	Education Fund	\$1,483,320.97
020100	Operations and Maintenance Fund	92,127.24
050220	Southwest Cable Consortium	5,603.01
050620	Bookstore	25,971.02
062101	Adult Education-State Basic	15,697.19
062102	Adult Education-Performance	5,280.24
063101	Adult Education-Federal Basic	2,077.44
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	2,149.49
063159	Improving Student Success	6,359.53
063162	Upward Bound East	9,131.49
063165	Upward Bound West	8,414.09
063167	Student Support Services	5,245.18
063202	WIOA Youth Services	6,115.36
063925	Small Business Dev Ctr-Fed	4,461.54
120100	Liability/Protection and Settlement	<u>31,373.28</u>
Final Total:		<u>\$1,707,029.85</u>

7.0 Financial Reports (continued)

7.4 Payroll Report for Pay Number 14

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the payroll report for pay number 14.

010100	Education Fund	\$1,440,664.09
020100	Operations and Maintenance Fund	95,389.34
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	26,921.02
062101	Adult Education-State Basic	14,715.94
062102	Adult Education-Performance	5,098.09
063101	Adult Education-Federal Basic	2,137.34
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	1,946.71
063159	Improving Student Success	6,416.39
063162	Upward Bound East	9,008.31
063165	Upward Bound West	7,550.75
063167	Student Support Services	4,938.00
063202	Waubonsee Works	6,813.34
063925	Small Business Dev Ctr-Fed	4,488.34
120100	Liability/Protection and Settlement	<u>33,804.08</u>
Final Total:		<u>\$1,669,250.02</u>

7.0 Financial Reports (continued)

7.5 Accounts Payable for the Period Ending July 31, 2019 and Travel Expenses

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

010100	Education Fund	\$1,517,482.17
010900	Payroll Clearing Fund	83,563.16
020100	Operations and Maintenance Fund	258,665.35
030100	Operations / Maintenance Restricted	150,496.82
040100	Bond and Interest Fund	800.00
050220	Southwest Cable Consortium	694.53
050503	Auto Resale	(862.31)
050620	Bookstore	148,116.63
050810	Internal Medical Insurance	536,587.94
050811	Retiree Medical Insurance	10,589.83
062101	Adult Education-State Basic	369.57
062102	Adult Education-Performance	909.05
062418	Small Business Dev Center-State	67.22
063101	Adult Education-Federal Basic	232.71
063107	Perkins Postsecondary	14,175.89
063111	CTE Leadership Improvement Grant	739.50
063159	Improving Student Success	9,176.59
063162	Upward Bound East	679.84
063165	Upward Bound West	651.43
063167	Student Support Services	184.24
063202	Waubonsee Works	9,855.81
063925	Small Business Dev Ctr-Fed	4,629.00
064121	Dart Foundation Grant	15,700.00
064123	AAC&U Guided Pathways	1,364.45
100300	Trust and Agency	4,623.30
110100	Audit Fund	1,500.00
120100	Liability/Protection and Settlement	<u>47,728.16</u>

Final Total: \$2,818,720.88

7.0 Financial Reports (continued)

7.6 Treasurer's Report

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

7.7 Bids/Purchases

7.7.1 Approval of the Purchase of a Faculty Professional Development Course Subscription

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the purchase of a faculty professional development course subscription from the Association of College and University Educators of New York, NY in the amount of \$37,500 per year for two years for the total cost of \$75,000. This purchase is grant funded.

7.7.2 Approval of the Purchase of Salesforce Software Licenses and Support Agreements

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the purchase of Salesforce software licenses and support agreements from Salesforce.org of San Francisco, CA in the amount of \$53,877 annually for three years for the total cost \$161,631 for the period of August 22, 2019 through August 21, 2022.

7.7.3 Approval of the Purchase of Replacement Servers

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the purchase of replacement servers with five-year support and maintenance agreements from Dell Marketing L.P. c/o Dell USA L.P. of Chicago, IL for the total amount of \$185,196.54 for the period of September 15, 2019 through September 14, 2024.

7.7.4 Renewal of Annual Ellucian Software Maintenance Agreements

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the renewal of the annual Ellucian software maintenance agreements from Ellucian Company L.P. of Malvern, PA in the amount of \$372,723 for the period of September 1, 2019 through August 31, 2020.

7.7.5 Renewal of Annual Statistics Software Subscription and Support Agreement

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the renewal of the annual statistics software subscription and support agreement from International Business Machines Corporation of Pittsburgh, PA in the amount of \$28,020.60 for the period of July 2, 2019 through July 1, 2020.


8.0 Other Reports

8.1 Board of Trustees Digital Portal Update

Dr. Sobek provided an update on the implementation of a Board of Trustees digital portal. The portal will launch with the September 18, 2019 regular board meeting. Dr. Sobek informed the board of some process improvement changes that will occur with the launch including a new agenda format and the use of a consent agenda. Board members will receive a college-issued iPad to access their meeting materials and were asked to arrive at 4:30 p.m. on September 18, 2019 for technology training.

9.0 Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 9:09 p.m.


~~Patrick Kelsey 09/18/2019 22:00 Central Daylig~~
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees