

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

October 23, 2019

I. Convene Open Session

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, October 23, 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: Rick Guzman; Patrick Kelsey; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; Tina Willson; board members absent: Jimmie Delgado and James K. Michels, P.E.; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Dr. Charles Boudreau, Kim Caponi, Darla Cardine, Dr. Nancy Christensen, Amanda Geist, Scott Hollenback, Joe Kloke, Dan Larsen, Erik Leal, Steven Miller, Michele Needham, Adam Punter, Derek Schreiner, Ne'Keisha Stepney, Dr. Mary Tosch, Luke Winkelmann, and Lei Xie; Student Senate members President Zoraiz Asif, Andrea Aguirre, Rachel Diaz, Marcos Garcia, Kristin Herout, Samuel Ochoa, Pauline Schallmo, Folaoluwashewa Shofu, Saida Vargas, Tyler Venditti, and Rachel Wozniak; featured guests Renee Tomlinson of ESCO Group and Laura Swarts of R.J. O'Neil; featured student Mark McCarney and alumnus Rodolfo Maldonado; and featured presenters Fred Lantz of Sikich LLP, and David Yandel and Carol Stolt of FGM Architects.

Mr. Delgado arrived at 5:31 p.m.

II. Recognition

A. Waubonsee Win – Heating, Ventilation, and Air Conditioning Program

Ne'Keisha Stepney, Dean for Business and Career Technologies, recognized the Heating, Ventilation, and Air Conditioning (HVAC) Program and introduced Renee Tomlinson, Director of Strategic Partnerships at the ESCO Group and board member of HVAC Excellence; Laura Swarts, Account Executive with R.J. O'Neil; Joe Kloke, Instructor of HVAC; Mark McCarney, current student in the HVAC Program; and Rodolfo Maldonado, alumnus of the HVAC Program.

B. 2019-2020 Student Government

Dr. Mary Tosch, Student Life Manager, introduced the 2019-2020 Student Government members.

III. Financial Reports

A. FY2019 Comprehensive Annual Financial Report

David Quillen, Executive Vice President of Finance and Operations, introduced Fred Lantz, CPA, Partner-in-Charge, Government Services, of Sikich LLP. Mr. Lantz provided an overview of the audit reports and announced that the college received an unmodified (clean) opinion.

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously accepted and filed the Comprehensive Annual Financial Report and Single Audit Report for the fiscal year ending June 30, 2019 as presented.

IV. Buildings and Grounds

A. Presentation by FGM Architects

Dan Larsen, Executive Director of Campus Safety and Operations, introduced David Yandel, AIA, LEED AP, Principal in Charge, and Carol Stolt, ASID, WELL AP, Principal/Interior Designer, from FGM Architects in Oak Brook, IL. Mr. Yandel and Ms. Stolt provided information regarding their firm and presented a conceptual design of the proposed new building intended to connect the Student Center and Collins Hall. This proposed new building is included in the Facilities Renovation and Space Utilization Project report that was endorsed by the board at the Special Board Meeting on February 26, 2019.

V. Public Comment

VI. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 7:02 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, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer 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.

VII. Reconvene to Open Session

The board reconvened in open session at 8:28 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: James K. Michels, P.E.; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Ken Cohn, Terence Felton, Amanda Geist, Dan Larsen, Erik Leal, Michele Needham, and Luke Winkelmann.

VIII. Approval of Minutes

A. September 18, 2019 Board Meeting Minutes

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the September 18, 2019 board meeting minutes.

B. September 18, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the September 18, 2019 executive session meeting minutes.

IX. Communications

A. Association of Community College Trustees

Dr. Christine Sobek, President, and Trustees Rick Guzman and Tina Willson reported on the ACCT Leadership Congress held October 16-19, 2019 in San Francisco, CA. Dr. Sobek and Mr. Guzman co-presented “Bridges to Student Success,” with representatives from College of Lake County. The session was successful and well attended.

Dr. Sobek commented on the ACCT National Legislative Summit scheduled for February 10-12, 2020 in Washington, D.C.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

Dr. Sobek shared a thank you letter from John Atkinson, IBHE Chair, for hosting the IBHE meeting at Waubonsee on September 10, 2019.

D. Illinois Community College Board

IX. Communications (continued)

E. Illinois Community College Trustees Association

Dr. Sobek commented that Board Chair Rebecca Oliver and Trustee Tina Willson are scheduled to attend the ICCTA Board of Representatives and Committee meetings on November 8-9, 2019 in Lisle, IL.

F. President's Report

In her report to the board, Dr. Sobek:

- reported on the hosting of Alicia Diaz, Interim Chief Advocacy Officer, and John Aguilar, Executive Director of Legislative Affairs, from the Hispanic Association of Colleges and Universities (HACU) on October 4, 2019 for meetings with students and employees at the Sugar Grove and Aurora Downtown Campuses, including a luncheon with Board Vice Chair Jimmie Delgado, Board Secretary Patrick Kelsey and Trustee Rick Guzman;
- reported on a meeting held October 8, 2019 with Mayor Richard Irvin, City of Aurora, other city employees, and Vice Chair Delgado, Dr. Diane Nyhammer, Vice President of Educational Affairs, and Dr. Jamal Scott, Vice President of Strategic Development, to discuss the recent announcement of a City of Aurora partnership with Loyola University's Arrupe College;
- highlighted the Veterans Day Observance Ceremony scheduled for November 11, 2019; and
- commented that the board received a survey regarding suggestions for topics for the Special Board Meeting scheduled for January 29, 2020.

G. Institutional Reports

X. Approval of Consent Agenda

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the Consent Agenda that contains the following items: Personnel Reports including part-time appointments for September 2019, full-time resignations, and full-time appointment recommendations; and Financial Reports including payroll reports and the accounts payable, as presented.

A. Personnel Reports

1. Part-Time Appointments

- ** Cano, Gabriel, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
- ** Davis, Timothy, Federal Work Study-Student Life, 20 hrs./week, \$10.50/hr.
Franco, Erendira, Library Circulation Assistant, 25 hrs./week, \$15.25/hr.
Garcia, Jonathan, Building Services Specialist, 25 hrs./week, \$17.45/hr.
Herrera, Rozanna, Bookstore Associate, 25 hrs./week, \$14.45/hr.
- ** Ho, Khang, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
Isham, Hayden, Student Worker Athletics, 20 hrs./week, \$10.50/hr.
Lopez, Rodney, Head Baseball Coach, \$14,000.00 Stipend
Martinez Jr., Raul, Campus Operations Event Assistant, 25 hrs./week, \$16.38/hr.
Maynard, Michael, Peer Tutor Academic Support, 20 hrs./week, \$11.00/hr.
- ** Medina, Payton, Federal Work Study-Financial Aid, 20 hrs./week, \$10.50/hr.
- ** Meza, Amaya, Student Worker Adult Education (WIOA), 20 hrs./week, \$10.50/hr.
Richardson, Lisa, Student Retention Manager, \$1,000.00 Monthly Stipend
Rodriguez Guerra, Diana, Media Technical Assistant-Extension Campus, 25 hrs./week, \$16.52/hr.
- ** Rogers, Dayshawnn, Federal Work Study-Athletics, 20 hrs./week, \$10.50/hr.
Swartz, Joseph, Student Worker - Library, 20 hrs./week, \$10.50/hr.
- ** Toro Rojas, Natalia, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
Whitlock, Tonya, Photography Lab Coordinator, 25 hrs./week, \$19.50/hr.
- ** Williams, Asa, Federal Work Study-Athletics, 20 hrs./week, \$10.50/hr.

- ** Paid by grant funds

X. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Dr. Michelle Evans, Assistant Dean for Health Professions and Public Service, effective October 15, 2019
- b. Chloe Alawode, Admissions Advisor, effective September 13, 2019
- c. Sarah Buzzelli, Student Success Coach, effective October 11, 2019
- d. Gabrielle Domena, Campus Safety Project Specialist, effective October 1, 2019

3. Full-Time Appointment Recommendations

- a. Jeffrey Gregor, Dean for Health Professions and Public Service, at a rate of \$115,800 annually effective November 1, 2019
- b. Bernard Little, Dean for Students, at a rate of \$114,400 annually effective November 18, 2019
- c. Luke Winkelmann, Information Technology Customer Service Specialist, at a rate of \$19.50/hr. effective October 7, 2019
- d. Cynthia Bowman, Academic Support Coordinator, at a rate of \$60,000 annually effective October 21, 2019
- e. Kera Hollenbeck, Marketing and Communications Specialist, at a rate of \$21.75/hr. effective October 21, 2019. Ms. Hollenbeck will resign her position of Administrative Specialist Student Administration to accept this position.
- f. Yadira Cisneros, Admissions Advisor, at a rate of \$21.00/hr. effective October 7, 2019
- g. Lisa Richardson, Student Retention Manager, at a rate of \$75,005 annually effective September 23, 2019. Ms. Richardson will resign her current position of Student Success Manager to accept this position.
- h. Caitlin Simmons, Academic and Career Advisor, at a rate of \$22.39/hr. effective October 21, 2019
- i. Dana Wagner, Athletics Manager, at a rate of \$80,340 annually effective October 4, 2019. Ms. Wagner will resign her current position of Assistant Athletic Manager to accept this position.

X. Approval of Consent Agenda (continued)

B. Financial Reports

1. Payroll Report for Pay Number 17

010100	Education Fund	\$1,462,906.72
020100	Operations and Maintenance Fund	103,400.82
050220	Southwest Cable Consortium	5,825.25
050620	Bookstore	34,044.21
062101	Adult Education-State Basic	36,878.06
062102	Adult Education-Performance	4,997.01
063101	Adult Education-Federal Basic	23,805.15
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	2,297.54
063159	Improving Student Success	12,691.74
063162	Upward Bound East	6,671.11
063165	Upward Bound West	6,602.85
063167	Student Support Services	5,242.41
063168	Student Support Services	4,424.50
063202	Waubonsee Works	7,679.73
063925	Small Business Dev Ctr-Fed	4,575.39
120100	Liability/Protection and Settlement	<u>36,920.39</u>
Final Total:		<u>\$1,762,665.64</u>

2. Payroll Report for Pay Number 18

010100	Education Fund	\$1,486,705.06
020100	Operations and Maintenance Fund	98,005.50
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	26,697.34
062101	Adult Education-State Basic	36,763.63
062102	Adult Education-Performance	3,894.34
063101	Adult Education-Federal Basic	22,957.34
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	2,595.00
063159	Improving Student Success	9,966.78
063162	Upward Bound East	6,534.83
063165	Upward Bound West	5,865.11
063168	Student Support Services	9,287.08
063202	Waubonsee Works	7,628.91
063925	Small Business Dev Ctr-Fed	4,514.46
120100	Liability/Protection and Settlement	<u>36,737.50</u>
Final Total:		<u>\$1,767,511.15</u>

X. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending September 30, 2019 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented.

010100	Education Fund	\$1,431,109.92
010900	Payroll Clearing Fund	87,802.55
020100	Operations and Maintenance Fund	239,795.47
030100	Operations / Maintenance Restricted	131,516.96
050220	Southwest Cable Consortium	150.00
050503	Auto Resale	17,653.74
050620	Bookstore	329,154.80
050810	Internal Medical Insurance	554,988.68
050811	Retiree Medical Insurance	45,928.24
062102	Adult Education-Performance	410.83
063107	Perkins Postsecondary	20,731.00
063159	Improving Student Success	79,068.08
063162	Upward Bound East	9,350.32
063165	Upward Bound West	9,863.60
063167	Student Support Services	1,388.86
063202	Waubonsee Works	1,385.38
063925	Small Business Dev Ctr-Fed	4,555.92
064114	SBDC Other Sources	3,012.50
064123	AAC&U Guided Pathways	1,200.00
100300	Trust and Agency	10,336.83
110100	Audit Fund	43,000.00
120100	Liability/Protection and Settlement	<u>36,593.51</u>
Final Total:		<u>\$3,058,997.19</u>

XI. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XII. Personnel Reports

A. Full-Time Retirement

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved with regret the full-time retirement of David Quillen, Executive Vice President of Finance and Operations, effective May 31, 2020.

XIII. Policy Reports

A. Board Policy Committee Meeting

Dr. Sobek commented that a Board Policy Committee meeting has been scheduled for November 7, 2019 at 3:30 p.m.

XIV. Curriculum Reports

A. New Cybersecurity Degree and Certificate

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the Cybersecurity Associate in Applied Science Degree and the Cybersecurity Certificate as presented.

XV. Buildings and Grounds (continued)

A. Construction and Renovation of College Facilities Update

A Construction and Renovation of College Facilities Update was provided.

XVI. Financial Reports (continued)

A. Treasurer's Report for the Month of September 2019

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

B. Budget Summary

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

C. Plano Campus Renovation

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the award of contract to the lowest qualified bidder for the renovation of the Plano Campus to R.C. Wegman Construction Company of Aurora, IL in the amount of \$4,346,000.

D. Snow and Ice Removal Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the award of contract to the lowest qualified bidder for snow and ice removal services from Everest Snow Management of Hickory Hills, IL in the estimated amount of \$20,533.40 for the Aurora Fox Valley Campus, and in the estimated amount of \$23,535.25 for the Plano Campus, for the total estimated cost of \$44,068.65.

E. Printing of the Spring and Summer 2020 Noncredit Course Schedules

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the award of contract to the lowest qualified bidder for printing services for the spring and summer 2020 noncredit course schedules from Woodward Printing Services, Inc. of Platteville, WI in the amount of \$58,964.

XVI. Financial Reports (continued)

F. Television Advertising

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved a contract for television advertising from Comcast Corporation of Philadelphia, PA in the amount of \$50,790 for the period of November 1, 2019 through June 30, 2020.

G. Access Codes for the Driver Safety Program

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the purchase of up to 5,000 access codes for the Driver Safety program from the National Safety Council of Itasca, IL in an amount not to exceed \$49,750.

H. Replacement Network Switches and Support Equipment

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the purchase of replacement network switches and support equipment with one-year support agreements from Nexum, Inc. of Chicago, IL in the amount of \$41,764.45 for the period of November 1, 2019 through October 31, 2020.

I. Additional Network Data Storage and Support Agreements

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the purchase of additional network data storage and support agreements from CDW-Government LLC of Vernon Hills, IL in the amount of \$744,311.48 for three years from the date of installation.

J. Services to Upgrade the Building Controls System and Support Agreement

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the award of contract for the completion of the building controls system upgrade and the balance of the three-year support agreement to Interactive Building Solutions, LLC of Joliet, IL in the amount of \$137,418.46 for the period of October 24, 2019 through March 31, 2022.

K. Heating, Ventilation, and Air Conditioning Maintenance Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the renewal of the annual contract for heating, ventilation, and air conditioning maintenance services from Air Comfort Corporation of Broadview, IL in the amount of \$32,329 for the period of November 1, 2019 through October 31, 2020.

L. Voluntary Vision Insurance

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved a four-year contract for voluntary vision insurance with EyeMed Vision Care of Mason, OH for the period of January 1, 2020 through December 31, 2023 as presented.

XVI. Financial Reports (continued)

M. Dental Insurance

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the renewal of the annual contract for dental insurance from Delta Dental of Illinois of Oak Brook, IL for the period of January 1, 2020 through December 31, 2020 as presented.

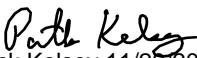
N. Medical Insurance Including the Individual and Aggregate Stop Loss Coverage

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the renewal of the annual contract for medical insurance and individual and aggregate stop loss insurance from Blue Cross Blue Shield of Illinois of Chicago, IL for the period of January 1, 2020 through December 31, 2020 as presented.

XVII. Other Reports

XVIII. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 9:04 p.m.



Patrick Kelsey 11/20/2019 20:44 Central Stand:
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees