

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

December 11, 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, December 11, 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; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: 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, Dr. Nancy Christensen, Tracey Dosch, Amanda Geist, Scott Hollenback, Rodney Holmes, Therese Kewin, Dan Larsen, Todd Laufenberg, Steven Miller, Timothy Moriarty, Michele Needham, Ryan Parker, Adam Punter, Karl Schulze, David Voorhees, Alfred Weiss, and Mike Wilson; featured student Roxana Garcia; featured guest Nicole LaDue of Northern Illinois University; and featured presenters Dominick Demonica and Greg Spitzer of Demonica Kemper Architects.

Mr. Guzman arrived at 5:32 p.m.

II. Recognition

A. Waubonsee Win – Earth Science

Mary Edith Butler, Dean for Mathematics and Sciences, recognized Waubonsee student Roxana Garcia, who was selected to study climate change in Estonia through an International Research Experiences for Students program and the National Science Foundation. This project was hosted by the Northern Illinois University (NIU) Department of Geology and Environmental Geosciences. Ms. Butler commented on Waubonsee's partnership with NIU and recognized Nicole LaDue, Associate Professor of Geoscience Education at NIU. Ms. Butler also introduced faculty members David Voorhees, Professor of Earth Science and Geology; Karl Schulze, Associate Professor of Earth Science; Alfred Weiss, Assistant Professor of Earth Science and Geography; and Mike Wilson, Adjunct Instructor of Earth Science and Astronomy.

III. Buildings and Grounds

A. Presentation by Demonica Kemper Architects

Dan Larsen, Executive Director of Campus Safety and Operations, introduced Dominick Demonica and Greg Spitzer, Principal Architects with Demonica Kemper Architects. Mr. Demonica and Mr. Spitzer provided information regarding their firm, shared an update on the Plano Campus renovation project, and presented a conceptual design of the proposed new career and technical education building at the Sugar Grove Campus.

IV. Public Comment

V. 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, 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.

VI. Reconvene to Open Session

The board reconvened in open session at 6:55 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, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, Michele Needham, Ryan Parker, and Dr. Scott Peska.

VII. Approval of Minutes

A. November 20, 2019 Board Meeting Minutes

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the November 20, 2019 board meeting minutes.

B. November 20, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the November 20, 2019 executive session meeting minutes.

VIII. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

Dr. Christine Sobek, President, commented on the AACC Annual Convention scheduled for March 28-30, 2020 in National Harbor, MD.

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

F. President's Report

In her report to the board, Dr. Sobek:

- shared communication she received from Waubonsee's Founding President Dr. James Nelson, including his reflections on the passing of Waubonsee's Founding Board of Trustees President Dale Von Ohlen, as well as a recent newspaper article highlighting Dr. Nelson's first skydive at age 90;
- highlighted the photos from the All Staff Holiday Open House event on December 5;
- announced that an Illinois Tollway ribbon cutting ceremony was held December 10 at the Sugar Grove Campus to celebrate the opening of the I-88 at IL 47 full interchange;
- commented that the Spring 2020 Faculty Development activities are scheduled for January 15-17, 2020, and invited the board to the Spring Faculty Development Dinner on January 16 where she and Dr. Diane Nyhammer, Vice President of Educational Affairs, will present the Outstanding Adjunct Faculty Awards; and
- invited the board to her State of the College Address – Midyear Update on February 4, 2020, 2:00-3:00 p.m., in the Academic and Professional Center Event Room.

VIII. Communications (continued)

G. Institutional Reports

1. Waubonsee Foundation Quarterly Board Meeting

Trustee James Michels reported on the Waubonsee Foundation Quarterly Board Meeting held December 3, 2019.

IX. Approval of Consent Agenda

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the Consent Agenda that contains the following items – Personnel Reports including: part-time appointments, a full-time retirement, full-time resignations, full-time appointment recommendations, and a full-time grant-funded reappointment recommendation; and Financial Reports including: payroll reports and the accounts payable, as presented.

A. Personnel Reports

1. Part-Time Appointments

Bahe, Craig, Campus Police Officer, 25 hrs./week, \$24.64/hr.

Bollman, Jessica, Peer Tutor Academic Support, 20 hrs./week, \$11.00/hr.

Crafton, Kebra, Administrative Specialist Health Professions and Public Service, \$500.00 Monthly Stipend

Dominguez, Karime, Student Ambassador, 20 hrs./week, \$10.50/hr.

Ericksen, Jarod, Head Esports Coach, \$7,500 Stipend

** Kozubal, Valerie, Adult Education Career Advisor, 25 hrs./week, \$23.14/hr.

** McCullum, Houston, Student Worker Adult Education 20 hrs./week, \$10.50/hr.

O'Connor, Sarah, Custodian, 25 hrs./week, \$13.20/hr.

Spangler, Lisa, Campus Police Administrative Assistant, 25 hrs./week, \$17.41/hr.

** Thornton, Rowan, Federal Work Study-Art, 20 hrs./week, \$10.50/hr.

** Paid by grant funds

2. Full-Time Retirement

- a. Carla Diez, Professor of Early Childhood Education, effective May 29, 2020.
Per the Faculty Council Agreement, Ms. Diez will obtain the rank of Professor Emeritus upon retirement.

3. Full-Time Resignations

- a. Elizabeth Moe Garcia, Corporate Account Representative, effective December 2, 2019
- b. Elizabeth Goodman, Textbook Coordinator, effective January 10, 2020
- c. Cheyanne Haney, Senior Bookstore Associate, effective December 10, 2019

IX. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Jacqueline Hartley, Instructor of Sociology, effective January 15, 2020. The recommended placement on the salary schedule is Column IV A, Step 5. The 2018-2019 annual salary for this placement is \$60,667.
- b. Stacy Wendt, Administrative Specialist Students, at a rate of \$19.28/hr. effective December 4, 2019. Ms. Wendt will resign her position of Testing Services Administrative Assistant to accept this position.
- c. Joseph Halder, Data Center Analyst, at a rate of \$25.35/hr. effective January 6, 2020

5. Full-Time Grant-Funded Reappointment Recommendation

B. Financial Reports

1. Payroll Report for Pay Number 21

010100	Education Fund	\$1,519,809.07
020100	Operations and Maintenance Fund	91,972.08
050220	Southwest Cable Consortium	5,485.73
050620	Bookstore	23,754.11
062101	Adult Education-State Basic	22,194.62
062102	Adult Education-Performance	8,181.51
063101	Adult Education-Federal Basic	16,727.00
063102	Adult Education-EL / Civics	1,850.64
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	4,016.51
063159	Improving Student Success	2,064.96
063162	Upward Bound East	5,150.57
063165	Upward Bound West	5,156.36
063168	Student Support Services	8,636.66
063202	Waubensee Works	7,714.31
063925	Small Business Dev Ctr-Fed	4,401.29
100300	Trust and Agency	543.75
120100	Liability/Protection and Settlement	<u>34,244.61</u>
Final Total:		<u>\$1,765,606.56</u>

IX. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 22

010100	Education Fund	\$1,555,820.61
020100	Operations and Maintenance Fund	105,546.25
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	26,071.45
062101	Adult Education-State Basic	25,136.58
062102	Adult Education-Performance	8,915.03
063101	Adult Education-Federal Basic	17,285.30
063102	Adult Education-EL / Civics	1,850.64
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	4,321.61
063159	Improving Student Success	5,421.46
063162	Upward Bound East	5,861.95
063165	Upward Bound West	6,649.67
063168	Student Support Services	9,244.38
063202	Waubonsee Works	8,065.06
063925	Small Business Dev Ctr-Fed	4,488.34
120100	Liability/Protection and Settlement	<u>34,803.20</u>
Final Total:		<u>\$1,828,839.80</u>

IX. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$516,219.23
010900	Payroll Clearing Fund	40,921.04
020100	Operations and Maintenance Fund	150,682.69
030100	Operations / Maintenance Restricted	166,848.58
050220	Southwest Cable Consortium	1,017.90
050503	Auto Resale	10,257.69
050620	Bookstore	378,695.59
050810	Internal Medical Insurance	523,117.45
050811	Retiree Medical Insurance	8,959.75
062102	Adult Education-Performance	1,643.68
062445	SBDC Program Income	724.07
063107	Perkins Postsecondary	13,146.53
063159	Improving Student Success	19,952.78
063162	Upward Bound East	6,348.79
063165	Upward Bound West	5,300.92
063167	Student Support Services	1,873.69
063168	Student Support Services	1,539.96
063202	Waubonsee Works	652.08
064101	Adult and Family Literacy	375.20
064114	SBDC Other Sources	4,085.00
064122	TRIUMPH	3,220.14
100300	Trust and Agency	12,176.50
120100	Liability/Protection and Settlement	<u>28,780.10</u>

Final Total: \$1,896,539.36

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XI. Personnel Reports

A. FY2021 Administrative Work Calendar

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the FY2021 Administrative Work Calendar as presented.

XII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A Construction and Renovation of College Facilities Update was provided.

XIII. Financial Reports

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

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

B. Budget Summary

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

C. Adoption of Resolution No. 20-03 to Establish the 2019 Aggregate Tax Levy

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously adopted Resolution No. 20-03 to Establish the 2019 Aggregate Tax Levy as presented.

D. Adoption of Resolution No. 20-04 to Establish the 2019 Debt Service Extension Base Supplemental Debt Levy

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously adopted Resolution No. 20-04 to Establish the 2019 Debt Service Extension Base Supplemental Debt Levy as presented.

E. Temporary Staffing Services

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

F. Salesforce Customer Relationship Management Software License Agreement

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the renewal of the annual Salesforce customer relationship management software license agreement from Salesforce.org of San Francisco, CA in the amount of \$41,820 for the period of January 2, 2020 through January 1, 2021.

G. Esports Competition Equipment

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the purchase of Esports competition equipment from CDW-Government, Inc. of Vernon Hills, IL in the amount of \$31,504.

H. Auto Lift Equipment and Installation

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the award of contract to the lowest qualified bidder for the purchase and installation of six auto lifts from Rack'M Up Equipment Distributors, Inc. of Elk Grove Village, IL in the amount of \$74,518.

XIV. Other Reports

XV. Reconvene to Executive Session


The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 7:21 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: 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.

XVI. Reconvene to Open Session

The board reconvened in open session at 9:05 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, Amanda Geist, and Ryan Parker.

XVII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 9:06 p.m.



Patrick Kelsey 01/15/2020 20:26 Central Stand:
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees