

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

January 15, 2020

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, January 15, 2020, 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; and 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, Keith Bickley, Kim Caponi, Ulysses Diaz, Amanda Geist, Scott Hollenback, Heidy Kindelin, Dan Larsen, Steven Miller, Suzette Murray, Michele Needham, Heather Pierce, Adam Punter, Kristin Santillan, Ne'Keisha Stepney, Martine Stuckey, Heather Weber, and Luke Winkelmann; featured guest Michelle Phillips of The Hartford; and featured students Arlene Castaneda, Keisler Taylor Glover, Caden Gudmunson, Kayla Johnson, Chianti Moore, Bailee Taxis, and Durga Thapa.

Mr. Delgado arrived at 5:37 p.m.

II. Recognition

A. Waubonsee Win – Partnership and Apprenticeships with The Hartford

Ne'Keisha Stepney, Dean for Business and Career Technologies, highlighted our partnership and apprenticeships with The Hartford, and introduced Michelle Phillips, Co-lead of The Hartford's Aurora office. Ms. Stepney also recognized Heather Pierce, Workforce Coordinator Business and Career Technologies, for her leadership with The Hartford Apprenticeship Program. Ms. Pierce introduced the students in the program: Arlene Castaneda, Keisler Taylor Glover, Caden Gudmunson, Kayla Johnson, Chianti Moore, Bailee Taxis, and Durga Thapa.

III. Public Comment

Speaking as a taxpayer, a Waubonsee faculty member, Martine Stuckey, Professor of Art, Painting and Drawing, addressed the board regarding the topic of transparency for district taxpayers.

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:08 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.

V. Reconvene to Open Session

The board reconvened in open session at 7:40 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, Terence Felton, Amanda Geist, Dan Larsen, Suzette Murray, and Luke Winkelmann.

VI. Approval of Minutes

A. December 11, 2019 Board Meeting Minutes

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the December 11, 2019 board meeting minutes.

B. December 11, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the December 11, 2019 executive session meeting minutes.

VII. Communications

A. Association of Community College Trustees

1. National Legislative Summit

Dr. Christine Sobek, President, commented that the final details are being confirmed for the ACCT National Legislative Summit (NLS) scheduled for February 10-12, 2020 in Washington, D.C. Patrick Kelsey, Rebecca Oliver, Tina Willson, and Angela Nwalie are registered to attend.

B. American Association of Community Colleges

1. AACC Annual Convention

- a. Dr. Sobek commented on the AACC Annual Convention scheduled for March 28-30, 2020 in National Harbor, MD.
- b. Dr. Sobek announced that Waubonsee's presentation, "Begin with an Idea: Meeting Our Mission Through Program Development and Review," has been accepted for the AACC Annual Convention, and that she and Dr. Kathleen Gorski, Dean for Learning Outcomes, Curriculum and Program Development, will present the session on March 30, 2020, 2:00-2:30 p.m.

C. Illinois Board of Higher Education

1. Appointment of Dr. Clarence Wyatt

Dr. Sobek reported that Governor Pritzker announced the appointment of Dr. Clarence Wyatt, President of Monmouth College, to serve on the IBHE Board.

2. Appointments of Ginger Ostro and Dr. Stephanie Bernoteit

Dr. Sobek reported that the IBHE named Ginger Ostro, Interim Chief Financial Officer and Vice President of Financial Operations at Chicago State University, as the new Executive Director, and Dr. Stephanie Bernoteit, Deputy Director for Academic Affairs at the IBHE, was named as the new Deputy Executive Director.

D. Illinois Community College Board

1. Appointment of Dr. Lazaro Lopez

Dr. Sobek reported that Governor Pritzker announced that Dr. Lazaro Lopez, Associate Superintendent for Teaching and Learning at High School District 214, will continue to serve as Chair of the ICCB.

VII. Communications (continued)

E. Illinois Community College Trustees Association

1. ICCTA Meetings

- a. Dr. Sobek commented that an ICCTA Board of Representatives meeting will be held in Washington, D.C., in conjunction with the ACCT NLS, on Monday, February 10, 2020 at 4:00 p.m. (EST), and will also be accessible by conference call at 3:00 p.m. (CST) for anyone not attending the NLS.
- b. Dr. Sobek commented that the next ICCTA Board of Representatives and Committee meetings are scheduled for March 13-14, 2020 in Normal, IL.

F. President's Report

In her report to the board, Dr. Sobek:

- reported that the Spring 2020 Faculty Development Days were off to a good start and that she attended the opening keynote session, *The Real Work of Faculty: Myths and Facts*, by Dr. Judy Loveless-Morris, Vice President for Equity, Diversity, and Inclusion at Tacoma Community College. She also reminded the board of 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;
- confirmed the annual Board of Trustees Special Meeting has been scheduled for January 29;
- commented on her State of the College Address - Midyear Update that is scheduled for February 4, 2:00-3:00 p.m., in the Academic and Professional Center Event Room, and stated that the session will be recorded and made available later for staff who are unable to attend as well as for new employees;
- highlighted the annual Waubensee WinterFest that is scheduled for February 7; and
- reflected on the recent passing of a member of the Waubensee family, Phillip "Phil" Jacobs, Athletic Trainer, on January 7 and offered condolences to his family and friends.

G. Institutional Reports

1. College Scorecard Update

A College Scorecard update was provided.

VIII. Approval of Consent Agenda

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

A. Personnel Reports

1. Part-Time Appointments

Alvarado, Unique, Custodian, 25 hrs./week, \$12.94/hr.

Brownlee, Brian, Custodian, 25 hrs./week, \$14.04/hr.

Cotton, Jill, Head Cheerleading Coach, \$7,500.00 Stipend

De Guzman, Mikhaela Gabrielle, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Dudley, Beverly, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Dunham, Scott, Web Designer, 25 hrs./week, \$24.00/hr.

Johns, Robin, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Kawalek, Jacqueline, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Lopez Herrera, Arlet, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Pauls, Anthony, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Robertson, Monica, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Sanchez, Paola, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Smith, Victoria, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

Walters, Kassandra, Human Resources Recruitment Coordinator, 25 hrs./week, \$21.00/hr.

Valenzuela, Juan, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.

White, Larry, Professional Tutor Academic Support, 25 hrs./week, \$23.50/hr.

Wilkins III, Charles, Professional Tutor Academic Support, 15 hrs./week, \$23.50/hr.

2. Full-Time Resignation

- a. Mary Taylor, Adult Education Assessment Specialist, effective January 3, 2020.

3. Full-Time Appointment Recommendations

- a. Laura Elliott, Campus Safety and Project Specialist, at a rate of \$19.24/hr. effective January 6, 2020. Ms. Elliott will resign her position of Administrative Specialist Student Success and Retention to accept this position.
- b. Nathan Krauz, Registration and Records Administrative Assistant, at a rate of \$18.61/hr. effective January 20, 2020.
- c. Daniela Salazar De Luna, Admissions Advisor, at a rate of \$21.00/hr. effective January 6, 2020.

VIII. Approval of Consent Agenda (continued)

B. Financial Reports

1. Payroll Report for Pay Number 23

| | | |
|--------------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,533,570.68 |
| 020100 | Operations and Maintenance Fund | 88,027.65 |
| 050220 | Southwest Cable Consortium | 5,655.49 |
| 050620 | Bookstore | 25,223.24 |
| 062101 | Adult Education-State Basic | 22,398.44 |
| 062102 | Adult Education-Performance | 8,767.85 |
| 063101 | Adult Education-Federal Basic | 16,921.30 |
| 063102 | Adult Education-EL / Civics | 1,850.64 |
| 063107 | Perkins Postsecondary | 3,702.79 |
| 063132 | Federal Work Study | 2,946.54 |
| 063159 | Improving Student Success | 2,271.46 |
| 063162 | Upward Bound East | 5,561.45 |
| 063165 | Upward Bound West | 6,038.85 |
| 063168 | Student Support Services | 8,738.29 |
| 063202 | Waubonsee Works | 6,961.17 |
| 063925 | Small Business Dev Ctr | 4,488.34 |
| 100300 | Trust and Agency | 162.50 |
| 120100 | Liability/Protection and Settlement | <u>32,998.14</u> |
| Final Total: | | <u>\$1,776,284.80</u> |

2. Payroll Report for Pay Number 24

| | | |
|--------------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,271,743.16 |
| 020100 | Operations and Maintenance Fund | 91,396.18 |
| 050220 | Southwest Cable Consortium | 5,655.49 |
| 050620 | Bookstore | 28,054.22 |
| 062101 | Adult Education-State Basic | 9,346.08 |
| 062102 | Adult Education-Performance | 9,034.64 |
| 063101 | Adult Education-Federal Basic | 2,297.34 |
| 063107 | Perkins Postsecondary | 3,702.79 |
| 063132 | Federal Work Study | 3,725.69 |
| 063159 | Improving Student Success | 2,653.57 |
| 063162 | Upward Bound East | 6,608.13 |
| 063165 | Upward Bound West | 7,590.26 |
| 063168 | Student Support Services | 8,321.40 |
| 063202 | Waubonsee Works | 7,686.29 |
| 063925 | Small Business Dev Ctr | 4,488.34 |
| 100300 | Trust and Agency | 675.00 |
| 120100 | Liability/Protection and Settlement | <u>34,978.91</u> |
| Final Total: | | <u>\$1,497,957.48</u> |

VIII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending December 31, 2019 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented.

| | | |
|--------------|-------------------------------------|------------------------|
| 010100 | Education Fund | \$1,575,920.65 |
| 010900 | Payroll Clearing Fund | 145,422.80 |
| 020100 | Operations and Maintenance Fund | 381,801.60 |
| 030100 | Operations / Maintenance Restricted | 56,989.17 |
| 040100 | Bond and Interest Fund | 7,454,612.50 |
| 050220 | Southwest Cable Consortium | 650.00 |
| 050503 | Auto Resale | 5,169.88 |
| 050620 | Bookstore | 272,382.97 |
| 050810 | Internal Medical Insurance | 588,794.97 |
| 050811 | Retiree Medical Insurance | 10,783.46 |
| 062102 | Adult Education-Performance | 1,750.83 |
| 062445 | SBDC Program Income | 1,665.58 |
| 063107 | Perkins Postsecondary | 1,100.71 |
| 063159 | Improving Student Success | 325.76 |
| 063162 | Upward Bound East | 3,812.52 |
| 063165 | Upward Bound West | 3,322.07 |
| 063167 | Student Support Services | 404.05 |
| 063168 | Student Support Services | 1,992.95 |
| 063202 | Waubensee Works | 706.95 |
| 064101 | Adult and Family Literacy | 115.50 |
| 064114 | SBDC Other Sources | 3,410.00 |
| 064122 | TRIUMPH | 3,989.21 |
| 100300 | Trust and Agency | 11,659.69 |
| 110100 | Audit Fund | 10,000.00 |
| 120100 | Liability/Protection and Settlement | <u>13,125.89</u> |
| Final Total: | | <u>\$10,549,909.71</u> |

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

X. Personnel Reports

A. Full-Time Support Staff Termination

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the termination of Heidi Vicino, Corporate Sales Manager, effective January 15, 2020.

XI. Curriculum Reports

A. Academic Calendar for 2021-2022

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the Academic Calendar for 2021-2022 as presented.

XII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

Dan Larsen, Executive Director of Campus Safety and Operations, provided a Construction and Renovation of College Facilities Update, that included information on the Plano Campus renovation and the Von Ohlen Hall finishes remodel; both scheduled to be completed in time for the fall 2020 semester.

B. Architect of Record

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the appointment of Demonica Kemper Architects of Chicago, IL as Architect of Record.

C. Capital Development Board Projects – Erickson Hall Competition Gymnasium Air Conditioning Project and Aurora Fox Valley Campus Project

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the Erickson Hall Competition Gymnasium Air Conditioning Project with the Capital Development Board and authorized the establishment of a trust agreement in the amount of \$276,777, and approved the closure of the Aurora Fox Valley Campus Window Replacement and Exterior Improvements Project with the Capital Development Board and the closure of the related trust as presented.

XIII. Financial Reports

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

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

B. Budget Summary

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

XIII. Financial Reports (continued)

C. Approval of Proposed Fee Adjustments for the 2020-2021 Academic Year

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the proposed fee adjustments for the 2020-2021 Academic Year as presented.

D. Services to Upgrade the Building Controls System

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved additional services to upgrade the building controls system from Interactive Building Solutions, LLC of Joliet, IL in the amount of \$28,400 for the period of January 16, 2020 through April 15, 2021.

E. Contractual Services for mywcc Development

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved contractual services for mywcc development from Promet Solutions Corporation d/b/a Promet Source of Chicago, IL in an amount not to exceed \$220,000 for the period of January 1, 2020 through December 31, 2020.

F. Contractual Services for the Linux Systems

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the renewal of the annual contract for Linux operating system professional services from The Written Word, Inc. of Roselle, IL in an amount not to exceed \$168,000 for the period of March 1, 2020 through June 30, 2021.

XIV. Other Reports

A. FY2021 Board of Trustees Meeting Calendar

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the FY2021 Board of Trustees Meeting Calendar as presented.

B. Selection Process for the Recipients of the 2020 Waubonsee Athletic Hall of Fame and the 2020 Distinguished Contributor and Distinguished Alumnus Awards

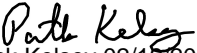
Dr. Sobek reported on the selection process for the recipients of the 2020 Waubonsee Athletic Hall of Fame and the 2020 Distinguished Contributor and Distinguished Alumnus Awards.

C. Board Technology Updates

Kim Caponi, Director of Presidential Communications and Operations, commented on processes and procedures related to board technology updates.

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:15 p.m.


____Patrick Kelsey 02/19/2020 21:01 Central Stand:____
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees