

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

February 19, 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, February 19, 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: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; 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, Cassie Coburn, Maria Fisher, Amy Frankel, Dr. Janette Funaro, Amanda Geist, Jeff Gregor, Jacqueline Hartley, Scott Hollenback, Dan Larsen, Steven Miller, Anita Moore-Bohannon, Jessica Moreno, Tim Moriarty, Suzette Murray, Michele Needham, Dr. Laura Ortiz, Adam Punter, Adam Schauer, Dr. Chassie Sherretz, Dr. Samantha Solecki, Lorrie Stahl, Jo Lynn Theobald, Heather Weber, and Luke Winkelmann; featured students Emmanuel Buckley, Jorge Gonzalez, Kenyon Helm, Jose Lechuga, Gonzalo Magaña, Jr., John McCarney, and Angel Venegas; and other Waubonsee students.

II. Recognition

A. Waubonsee Win – TRIUMPH Program

Anita Moore-Bohannon, Dean for Academic Support, highlighted our TRIUMPH (Transforming and Inspiring Undergraduate Men Pursuing Higher Education) Program and recognized Dr. Chassie Sherretz, Academic Success Initiatives Manager, for her leadership with the program. Dr. Sherretz introduced current students in the program: Emmanuel Buckley, Jorge Gonzalez, Kenyon X. Helm, Jose Lechuga, Gonzalo Magaña, Jr., John McCarney, and Angel Venegas.

B. Recognition of the 2020 Outstanding Adjunct Faculty Members

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized the 2020 Outstanding Adjunct Faculty Members: Dr. Samantha Solecki, Adjunct Instructor of Biology, and Maria Fisher, Adjunct Instructor of Adult Education.

C. Introduction of New Instructor of Sociology

Dr. Nyhammer introduced new faculty member Jacqueline Hartley, Instructor of Sociology.

III. Public Comment

Eric Scheidler of Aurora, IL addressed the board regarding the Interpreter Training Program at Waubonsee.

Leslie Elizarraras of North Aurora, IL addressed the board regarding the Interpreter Training Program at Waubonsee.

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:16 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 8:16 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, and Amanda Geist.

VI. Approval of Minutes

A. January 15, 2020 Board Meeting Minutes

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the January 15, 2020 board meeting minutes.

B. January 15, 2020 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the January 15, 2020 executive session meeting minutes.

C. January 29, 2020 Special Board Meeting Minutes

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the January 29, 2020 special board meeting minutes.

D. Semi-Annual Review of Executive Session Meeting Minutes

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the opening of the executive session meeting minutes through December 31, 2019, with the exception of personnel items, litigation, collective negotiating matters, and purchase or lease of real property as presented.

VII. Communications

A. Association of Community College Trustees

1. National Legislative Summit

Dr. Christine Sobek, President, and Trustees Patrick Kelsey, Rebecca Oliver, and Tina Willson, and Student Trustee Angela Nwalie, reported on the ACCT National Legislative Summit (NLS) held February 10-12, 2020 in Washington, D.C. Ms. Nwalie was recognized for her outstanding efforts and participation at the summit.

B. American Association of Community Colleges

1. AACC Annual Convention

Dr. Sobek announced that Steve Zusman, Associate Professor of Philosophy, will be recognized as a recipient of an AACC 2020 Dale P. Parnell Faculty Distinction Recognition at the AACC Annual Convention scheduled for March 28-30, 2020 in National Harbor, MD. Trustees Rick Guzman, Ms. Oliver, and Ms. Willson are registered to attend the convention.

C. Illinois Board of Higher Education

VII. Communications (continued)

D. Illinois Community College Board

1. ICCB Board Meeting

Dr. Sobek reported that Waubonsee is scheduled to host the next ICCB Board Meeting on March 20, 2020 at 9:00 a.m. at the Sugar Grove Campus.

2. Appointment of Dr. Teresa Garate

Dr. Sobek reported that Governor Pritzker announced that Dr. Teresa Garate, Vice President of Strategic Partnerships and Engagement at Gateway Foundation, will continue to serve on the ICCB.

E. Illinois Community College Trustees Association

1. ICCTA Meetings

- a. Dr. Sobek reported that an ICCTA Board of Representatives meeting was held on February 10, 2020 in Washington, D.C. in conjunction with the ACCT NLS.
- b. Dr. Sobek announced that Waubonsee was invited to participate in an ICCTA seminar, “A Safe College Campus! Campus Safety & Compliance” at their next meeting on March 13, 2020 in Normal, IL. Dan Larsen, Executive Director of Campus Safety and Operations, will represent Waubonsee and serve as a panelist and provide a presentation.

F. President’s Report

In her report to the board, Dr. Sobek:

- thanked the board members and employees who attended her State of the College - Midyear Update on February 4, and announced that the session was recorded and will be made available on mywcc;
- reported that she and Amanda Geist, Executive Director of Marketing and Communications, joined Mayor Richard Irvin, City of Aurora, for his February 18 Media Briefing where he shared information and encouraged attendance at the March 14 Aurora Downtown Campus Open House that he plans to attend;
- recognized the community leaders who will serve as judges for the John J. Swalec, Jr. President’s Achievement Awards;
- announced that James Pilmer, Executive Director of the Fox Valley Park District, former Waubonsee board of trustees member, and recipient of the 1991 Waubonsee Community College Distinguished Alumnus Award, has accepted our invitation to serve as the commencement speaker for the 2020 Commencement Ceremonies; and
- reflected on the passing of recently retired trustee, Richard C. Bodie, M.D., on January 19, and requested a moment of silence. Dr. Bodie served on the board from 1998 until his retirement in April 2019.

G. Institutional Reports

VIII. Approval of Consent Agenda

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Personnel Reports including: part-time appointments, full-time retirements, 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

Benson, Dewayne, Custodian, 25 hrs./week, \$14.04/hr.

** Diericks, Sarah, Federal Work Study-Admissions, 20 hrs./week, \$10.50/hr.

Gallardo, Destiny, Temporary Bookstore Associate, 28 hrs./week, \$13.95/hr.

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

Hansen, Johnathon, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.

Hart, Richard, Campus Police Officer, 25 hrs./week, \$24.64/hr.

Jungels, Paxon, Assistant Baseball Coach, \$7,000.00 Stipend

** Mangato, Valeria, Federal Work Study-Academic Support Assistant,
20 hrs./week, \$10.50/hr.

Moctezuma Martinez, Viviana, Student Worker Public Safety, 25 hrs./week,
\$11.00/hr.

Myers, Rebecca, Nursing Lab Specialist, 25 hrs./week, \$37.75/hr.

** O'Sullivan, Connor, Student Worker Adult Education (WIOA), 20 hrs./week,
\$10.50/hr.

Quinn, Torey, Access Center Technology Specialist, 25 hrs./week, \$20.73/hr.

Reyes, Gerardo, Peer Tutor Academic Support, 25 hrs./week, \$11.00/hr.

Saenz, Maria, Supplemental Instruction Student Leader Academic Support,
20 hrs./week, \$10.50/hr.

** Paid by grant funds

2. Full-Time Retirements

a. Cynthia Sparr, Dean for Communications, Humanities and Arts, effective
February 28, 2020.

b. Janet Gaff, Assistant Professor of English Developmental Education, effective
May 31, 2020.

c. Karin Vilmin, Administrative Specialist Academic Support, effective
February 28, 2020.

VIII. Approval of Consent Agenda (continued)

3. Full-Time Resignations

- a. Debra Biard, Healthcare Programs Administrative Assistant, effective January 24, 2020.
- b. Karalyn Horn, Admissions Advisor, effective February 5, 2020.

4. Full-Time Appointment Recommendations

- a. Nora Silvia, Assistant Dean for Health Professions and Public Service, at a rate of \$97,000 annually, effective April 6, 2020.
- b. Dr. Suzanne Crookshank, Textbook Coordinator, at a rate of \$21.84/hr. effective February 4, 2020. Dr. Crookshank will resign her position of Bookstore Inventory Lead to accept this position.
- c. Ryan Parker, Information Technology Specialist – Extension Campuses, at a rate of \$21.45/hr. effective January 27, 2020. Mr. Parker will resign his position of Media Services Specialist to accept this position.
- d. Jeffrey Wold, Campus Police Officer, at a rate of \$24.64/hr. effective January 20, 2020.
- e. Rebecca Carney, Academic and Career Advisor, at a rate of \$21.74/hr. effective February 3, 2020.
- f. Melissa Hubbuch, Assessment Program Specialist – Specialized Testing, at a rate of \$19.60/hr. effective February 4, 2020.

VIII. Approval of Consent Agenda (continued)

B. Financial Reports

1. Payroll Report for Pay Number 1

010100	Education Fund	\$1,207,775.55
020100	Operations and Maintenance Fund	89,481.99
050220	Southwest Cable Consortium	5,825.25
050620	Bookstore	25,613.69
062101	Adult Education-State Basic	6,211.20
062102	Adult Education-Performance	10,963.84
063101	Adult Education-Federal Basic	2,471.65
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	603.95
063159	Improving Student Success	6,642.13
063162	Upward Bound East	5,691.29
063165	Upward Bound West	3,986.12
063168	Student Support Services	6,789.31
063202	Waubonsee Works	5,301.03
063925	Small Business Dev Ctr-Fed	4,540.57
100300	Trust and Agency	956.25
120100	Liability/Protection and Settlement	<u>33,109.48</u>
Final Total:		<u>\$1,419,666.06</u>

2. Payroll Report for Pay Number 2

010100	Education Fund	\$1,179,048.23
020100	Operations and Maintenance Fund	89,739.06
050220	Southwest Cable Consortium	5,485.73
050620	Bookstore	29,380.44
062101	Adult Education-State Basic	8,740.67
062102	Adult Education-Performance	6,547.90
062419	Small Business Dev Ctr-Stat	4,401.29
063101	Adult Education-Federal Basic	2,970.04
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	3,273.66
063159	Improving Student Success	4,565.13
063162	Upward Bound East	5,380.86
063165	Upward Bound West	5,762.46
063168	Student Support Services	7,259.40
063202	Waubonsee Works	6,874.31
100300	Trust and Agency	150.00
120100	Liability/Protection and Settlement	<u>32,871.27</u>
Final Total:		<u>\$1,396,153.23</u>

VIII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending January 31, 2020 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented.

010100	Education Fund	\$770,676.83
010900	Payroll Clearing Fund	48,849.44
020100	Operations and Maintenance Fund	305,964.38
030100	Operations / Maintenance Restricted	222,620.79
040100	Bond and Interest Fund	400.00
050220	Southwest Cable Consortium	319.00
050503	Auto Resale	1,445.18
050620	Bookstore	218,193.27
050810	Internal Medical Insurance	624,406.79
050811	Retiree Medical Insurance	9,325.54
062101	Adult Education-State Basic	419.76
062102	Adult Education-Performance	935.93
062445	SBDC Program Income	76.62
063107	Perkins Postsecondary	879.56
063159	Improving Student Success	1,341.60
063162	Upward Bound East	3,298.76
063165	Upward Bound West	1,241.04
063167	Student Support Services	44.46
063168	Student Support Services	40.00
063202	Waubonsee Works	2,528.98
064114	SBDC Other Sources	2,770.00
064122	TRIUMPH	1,012.23
100300	Trust and Agency	11,484.72
120100	Liability/Protection and Settlement	<u>16,484.55</u>
Final Total:		<u>\$2,244,759.43</u>

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

X. Personnel Reports

A. Faculty Tenure Recommendations

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the faculty tenure recommendations, effective fall 2020, as presented.

B. Non-Tenured Faculty Reappointments for Academic Year 2020-2021

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the non-tenured faculty reappointments for academic year 2020-2021 as presented.

XI. 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. Pete Adams, Campus Safety Project Manager, presented a 2020 Finishes Remodel Project Overview for Von Ohlen Hall.

XII. Financial Reports

A. Treasurer's Report for the Month of January 2020

The Treasurer's Report for the month of January 2020 was accepted by the board and placed on file.

B. Budget Summary

Comparison of budget to actual for the seven months ending January 31, 2020 was accepted by the board and placed on file.

C. Auditor to Conduct the College's FY2020 Financial Audit

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the letter of engagement from Sikich LLP of Naperville, IL to conduct the June 30, 2020 fiscal year-end audit for the proposed maximum fee of \$85,168.

D. Academic Year 2020-2021 Tuition and Student Fee Rates

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the increase of the college in-district tuition rate from \$130 to \$132 per credit hour and maintain the student fee at \$8 per credit hour effective with the fall 2020 semester.

XII. Financial Reports (continued)

E. Digital Marketing Services

The board, on a motion by Mr. Michels and seconded by Mr. Guzman, unanimously approved additional digital marketing services to Joshua Fountaine of San Diego, CA in an amount not to exceed \$40,000 for the period of July 1, 2019 through June 30, 2020.

F. Furniture for the Plano Campus

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the purchase of furniture for the Plano Campus from Interiors for Business, Inc. of Batavia, IL in the amount of \$217,092.94, and from Krueger International, Inc. of Chicago, IL in the amount of \$85,786.12, for the total amount of \$302,879.06.

G. Campus Commerce Software Subscription

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the renewal of the campus commerce software subscription from TouchNet Information Systems, Inc. of Lenexa, KS in an amount not to exceed \$843,483 for the period of February 1, 2020 through January 31, 2025.

H. Adobe Creative Cloud Acrobat and Enterprise Software License Agreement

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the renewal of the Adobe Creative Cloud Acrobat and Enterprise software license agreement from CDW-Government LLC of Vernon Hills, IL in the amount of \$67,945 per year for the period of February 28, 2020 through February 27, 2023 for the total amount of \$204,835.

I. Antivirus Software Subscription

The board, on a motion by Mr. Guzman and seconded by Mr. Michels, unanimously approved the renewal of the antivirus software license agreement from CDW-Government LLC of Vernon Hills, IL in the one-time payment amount of \$60,360 for the period of March 30, 2020 through March 29, 2023.


J. Oracle Systems Servers

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved contractual services for updating the college's Oracle systems servers from Mythics, Inc. of Virginia Beach, VA in the amount of \$99,812 for the period of March 1, 2020 through June 30, 2020.

XIII. Other Reports

XIV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:58 p.m.


Patrick Kelsey 04/15/2020 17:55 CDT
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees