

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

April 15, 2020

Due to the Executive Orders issued by the Governor of Illinois in response to the coronavirus (COVID-19) outbreak, the Governor declared a stay-at-home order and suspended provisions of the Open Meetings Act requirement that “members of a public body must be physically present,” therefore, allowing remote participation. The April 15, 2020 board meeting was held remotely via audio conference call.

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 4:05 p.m. on Wednesday, April 15, 2020, via remote audio conference call.

Roll call found the following board members present on the call: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; staff members present on the call: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, and Amanda Geist.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 4:07 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; 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; and 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.

III. Reconvene to Open Session

The board reconvened in open session at 5:30 p.m. Roll call found the following board members present on the call: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present on the call: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Amanda Geist, Dan Larsen, and Michele Needham.

IV. Approval of Consent Agenda

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, full-time retirements, a full-time resignation, full-time appointment recommendations, and a sabbatical leave recommendation; Curriculum Reports including: a Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) Agreement and a revised Academic Calendar for Academic Year 2020-2021; and Financial Reports including: payroll reports, accounts payable, and 21 bids/purchases, as presented.

A. Meeting Minutes

1. February 19, 2020 Board Meeting Minutes
2. February 19, 2020 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time Appointments

** Cerda Delgado, Anayeli, Student Worker Bookstore, 20 hrs./week, \$10.50/hr.

** Derwin, Rebecca, Upward Bound East Tutor, 25 hrs./week, \$18.00/hr.

Dosselman, John, Temporary Community College Survey of Student Engagement Proctor, 10 hrs./week, \$13.95/hr.

Fiorito, Angela, Biology Lab Technician, 25 hrs./week, \$15.03/hr.

Gillogly, Carrie, Temporary Community College Survey of Student Engagement Proctor, 10 hrs./week, \$13.95/hr.

Harris, Warren, Head Men's Tennis Coach, \$7,500.00 Stipend

** Helm, Kenyon, Federal Work Study-Academic Support, 20 hrs./week, \$10.50/hr.

Juarez, Alejandro, Shipping and Receiving Clerk, 25 hrs./week, \$13.42/hr.

Larsen, Michelle, Driver Safety Program Instructor, 25 hrs./week, \$39.50/hr.

Mack, Jorie, Library Circulation Assistant, 25 hrs./week, \$15.25/hr.

Marruffo, Matthew, Buildings and Grounds Worker, 25 hrs./week, \$12.94/hr.

Pratomo, Arvinto, Computer Services Technician, 25 hrs./week, \$17.79/hr.

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

** Robinson, Allan, Federal Work Study-Athletics, 20 hrs./week, \$10.50/hr.

Schader, Mark, Driver Safety Program Instructor, 25 hrs./week, \$39.50/hr.

Viard, Kena, Financial Aid Advisor, 25 hrs./week, \$21.38/hr.

Whybrew, Jennifer, Temporary Community College Survey of Student Engagement Proctor, 10 hrs./week, \$13.95/hr.

** Paid by grant funds

IV. Approval of Consent Agenda (continued)

2. Full-Time Retirements

- a. Jacquelynn Overton, Systems Analyst, effective April 30, 2020.
- b. Lawrence Stefanski, Campus Police Sergeant, effective August 28, 2020.

3. Full-Time Resignation

- a. Brenton Munoz, Data and System Analyst Database Administrator, effective March 18, 2020.

4. Full-Time Appointment Recommendations

- a. Douglas Minter, Vice President of Finance and Administration, at a rate of \$185,000 annually effective May 18, 2020; and effective June 1, 2020, College Treasurer, Freedom of Information Act (FOIA) Officer, and Illinois Community College Risk Management Consortium (ICCRMC) Director per ICCRMC By-laws.
- b. Sharon Garcia, Dean for Communications, Humanities and Arts, at a rate of \$105,900 annually effective March 19, 2020. Ms. Garcia will resign her position of Assistant Dean for Communications, Humanities and Arts to accept this position.
- c. Lisa Giese, Instructor of Medical Assistant/Phlebotomy, effective August 19, 2020. The recommended placement on the salary schedule is Column I, Step 18. The 2018-2019 annual salary for this placement is \$76,608.
- d. Igor Haraslic, Instructor of Computer Information Systems and Cybersecurity, effective April 27, 2020. The recommended placement on the salary schedule is Column I, Step 12. The 2018-2019 annual salary for this placement is \$63,030.
- e. Solismar Briceno, Administrative Specialist Academic Support, at a rate of \$19.00/hr. effective March 16, 2020.
- f. Timothy Betustak, Assistant Athletics Manager, at a rate of \$54,080 annually effective March 16, 2020. Mr. Betustak will resign his position of Athletics Facilities Coordinator to accept this position.
- g. Michelle Dahlstrom, Student Life Coordinator, at a rate of \$22.88/hr. effective April 20, 2020.
- h. Lorena Lopez, Student Retention Coordinator, at a rate of \$22.99/hr. effective April 20, 2020.
- i. Tina Kayln Klotz, Administrative Specialist Student Success and Retention, at a rate of \$19.24/hr. effective March 16, 2020.

IV. Approval of Consent Agenda (continued)

- j. Bradley Bibbs, Senior Bookstore Associate, at a rate of \$15.77/hr. effective March 2, 2020.
- k. Pablo Castanon, Facilities Services Supervisor, at a rate of \$25.82/hr. effective March 19, 2020.
- l. Arturo Flores, Facilities Services Supervisor, at a rate of \$28.54/hr. effective March 19, 2020.
- m. Ryan Hanback, Media Services Specialist, at a rate of \$19.50/hr. effective April 6, 2020.

5. Sabbatical Leave Recommendation

C. Curriculum Reports

- 1. Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) Agreement
- 2. Revised Academic Calendar for Academic Year 2020-2021

D. Financial Reports

1. Payroll Report for Pay Number 3

010100	Education Fund	\$1,450,096.82
020100	Operations and Maintenance Fund	93,433.58
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	31,402.70
062101	Adult Education-State Basic	41,906.36
062102	Adult Education-Performance	7,118.07
062419	Small Business Dev Ctr-State	4,488.35
063101	Adult Education-Federal Basic	8,073.84
063102	Adult Education-EL / Civics	4,935.00
063107	Perkins Postsecondary	4,702.79
063132	Federal Work Study	3,794.75
063159	Improving Student Success	4,771.62
063162	Upward Bound East	5,680.15
063165	Upward Bound West	6,138.38
063168	Student Support Services	9,130.01
063202	Waubonsee Works	6,931.35
064101	Adult and Family Literacy	3,290.00
100300	Trust and Agency	100.00
120100	Liability/Protection and Settlement	<u>37,796.04</u>

Final Total: \$1,729,445.29

IV. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 4

010100	Education Fund	\$1,528,105.12
020100	Operations and Maintenance Fund	90,768.10
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	24,523.91
062101	Adult Education-State Basic	41,794.98
062102	Adult Education-Performance	7,118.07
062419	Small Business Dev Ctr-State	4,488.34
063101	Adult Education-Federal Basic	7,209.84
063102	Adult Education-EL / Civics	5,075.00
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	3,905.07
063159	Improving Student Success	4,771.62
063162	Upward Bound East	6,116.53
063165	Upward Bound West	6,194.93
063168	Student Support Services	9,066.88
063202	Waubonsee Works	7,545.60
064101	Adult and Family Literacy	3,290.00
120100	Liability/Protection and Settlement	<u>38,056.06</u>
Final Total:		<u><u>\$1,797,388.33</u></u>

3. Payroll Report for Pay Number 5

010100	Education Fund	\$1,465,187.06
020100	Operations and Maintenance Fund	83,516.48
050220	Southwest Cable Consortium	5,485.73
050620	Bookstore	22,129.39
062101	Adult Education-State Basic	41,188.84
062102	Adult Education-Performance	6,547.91
062115	Transitional Instruction	476.67
062419	Small Business Dev Ctr-Stat	4,401.29
063101	Adult Education-Federal Basic	7,256.54
063102	Adult Education-EL / Civics	5,075.00
063107	Perkins Postsecondary	4,302.79
063132	Federal Work Study	3,307.71
063159	Improving Student Success	4,565.13
063162	Upward Bound East	5,472.08
063165	Upward Bound West	5,819.34
063168	Student Support Services	8,650.42
063202	Waubonsee Works	6,482.60
064101	Adult and Family Literacy	3,290.00
100300	Trust and Agency	100.00
120100	Liability/Protection and Settlement	<u>34,609.26</u>
Final Total:		<u><u>\$1,717,864.22</u></u>

IV. Approval of Consent Agenda (continued)

4. Payroll Report for Pay Number 6

010100	Education Fund	\$1,445,341.14
020100	Operations and Maintenance Fund	89,770.42
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	25,193.15
062101	Adult Education-State Basic	9,139.18
062102	Adult Education-Performance	7,298.79
062115	Transitional Instruction	476.67
062419	Small Business Dev Ctr-State	4,488.35
063101	Adult Education-Federal Basic	3,297.34
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	3,439.46
063159	Improving Student Success	4,847.73
063162	Upward Bound East	6,469.05
063165	Upward Bound West	5,068.61
063168	Student Support Services	8,727.46
063202	Waubonsee Works	6,622.01
064122	TRIUMPH	55.13
064123	AAC&U Guided Pathways	1,200.00
120100	Liability/Protection and Settlement	<u>35,321.61</u>
Final Total:		<u>\$1,666,114.36</u>

IV. Approval of Consent Agenda (continued)

5. Accounts Payable for the Period Ending February 29, 2020 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$605,647.99
010900	Payroll Clearing Fund	110,523.73
020100	Operations and Maintenance Fund	244,369.66
030100	Operations / Maintenance Restricted	229,931.40
050220	Southwest Cable Consortium	800.00
050503	Auto Resale	6,998.60
050620	Bookstore	301,953.21
050810	Internal Medical Insurance	606,240.03
050811	Retiree Medical Insurance	11,827.46
062101	Adult Education-State Basic	87.09
062102	Adult Education-Performance	2,053.74
062419	Small Business Dev Ctr-Stat	111.41
063107	Perkins Postsecondary	22,917.33
063159	Improving Student Success	9,380.00
063162	Upward Bound East	2,093.15
063165	Upward Bound West	907.62
063167	Student Support Services	2,384.51
063168	Student Support Services	110.00
063202	Waubonsee Works	339.63
063930	Small Business Dev Ctr-Fed	6,871.33
064114	SBDC Other Sources	963.13
064122	TRIUMPH	582.55
064123	AAC&U Guided Pathways	391.96
100300	Trust and Agency	20,594.04
120100	Liability/Protection and Settlement	<u>75,210.05</u>

Final Total: \$2,263,289.62

IV. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$804,467.88
010900	Payroll Clearing Fund	97,272.86
020100	Operations and Maintenance Fund	215,479.19
030100	Operations / Maintenance Restricted	656,817.41
050220	Southwest Cable Consortium	300.00
050503	Auto Resale	9,586.53
050620	Bookstore	58,555.05
050810	Internal Medical Insurance	621,908.30
050811	Retiree Medical Insurance	9,087.62
062102	Adult Education-Performance	771.92
063107	Perkins Postsecondary	2,001.86
063159	Improving Student Success	40,352.14
063162	Upward Bound East	170.22
063165	Upward Bound West	243.69
063167	Student Support Services	167.09
063168	Student Support Services	96.36
063930	Small Business Dev Ctr-Fed	4,276.02
064114	SBDC Other Sources	1,005.64
064122	TRIUMPH	85.75
100300	Trust and Agency	4,147.17
120100	Liability/Protection and Settlement	<u>15,969.42</u>
Final Total:		<u>\$2,544,762.12</u>

IV. Approval of Consent Agenda (continued)

7. Automation Technology Lab Equipment for the Plano Campus

Equipment for the Automation Technology Lab for the Plano Campus from Moss Enterprises, Inc. of Johnston, IA in the amount of \$87,100.

8. Welding Equipment for the Plano Campus

Welding equipment for the Plano Campus from Weldstar Company of Aurora, IL in the amount of \$220,575.43.

9. Equipment for the Cybersecurity Program at the Plano Campus

Equipment for the Cybersecurity Program at the Plano Campus from CDW-Government, LLC of Vernon Hills, IL in the amount of \$44,709.93.

10. Software for the Cybersecurity Program at the Plano Campus

Software for the Cybersecurity Program at the Plano Campus from ConvergeOne, Inc. of Ontario, CA in the amount of \$30,980.

11. Equipment for the Computer-Aided Design and Drafting Program at the Plano Campus

Equipment for the Computer-Aided Design and Drafting Program at the Plano Campus from CDW-Government, LLC of Vernon Hills, IL in the amount of \$68,829.29.

12. Classroom Media Equipment for the Plano Campus

Replacement classroom media equipment for the Plano Campus from Midwest Computer Products, Inc. of West Chicago, IL in the amount of \$41,778.

13. Network Equipment for the Plano Campus

Replacement network equipment for the Plano Campus from Netrix LLC of Bannockburn, IL in the amount of \$37,602.03.

14. Wireless Network Equipment

Replacement wireless network equipment from CDW-Government, LLC of Vernon Hills, IL in the amount of \$34,773.41.

15. Landscaping Maintenance Services

Annual landscaping maintenance services agreement from Sebert Landscape, Inc. of Naperville, IL in the amount of \$79,821 for the period of April 16, 2020 through April 15, 2021.

IV. Approval of Consent Agenda (continued)

16. Electrical Repair and Maintenance Services

Annual electrical repair and services agreement from Volt Electric, Inc. of Big Rock, IL in an amount not to exceed \$40,000 for the period of May 1, 2020 through April 30, 2021.

17. Plumbing Repair and Maintenance Services

Annual plumbing repair and maintenance services agreement from Key Construction Group, Inc. of Newark, IL in an amount not to exceed \$40,000 for the period of May 1, 2020 through April 30, 2021.

18. Apple Computers

Replacement Apple computers from Apple Inc. of Austin, TX in the amount of \$31,488 including five-year warranty agreements for the period of June 1, 2020 through May 31, 2025.

19. Desktop and Laptop Computers

Replacement desktop and laptop computers from CDW-Government, LLC of Vernon Hills, IL in the amount of \$878,858 including five-year warranty agreements for the period of June 1, 2020 through May 31, 2025.

20. Flexible Delivery Classroom Equipment

Equipment to establish a flexible delivery classroom from Midwest Computer Products of West Chicago, IL in an amount not to exceed \$30,000.

21. Network Penetration and Social Engineering Testing Services

Annual network penetration and social engineering testing services contract from TechGuard Security, LLC of Scott Air Force Base, IL in the amount of \$33,822.50 per year for the total cost of \$101,467.50 for the period of March 20, 2020 through March 19, 2023.

22. Job Scheduling Software

Annual renewal of the job scheduling software agreement from Broadcom, Inc. of San Jose, CA in the amount of \$16,317.09 per year for the total cost of \$32,634.18 for the period of February 13, 2020 through February 12, 2022.

23. Micro Focus Academic Software Bundle License and Support Agreement

Annual renewal of the Micro Focus Academic Software Bundle license and support agreement from Micro Focus Software, Inc. of Provo, UT in the amount of \$91,414.26 for the period of July 1, 2020 through June 30, 2021.

IV. Approval of Consent Agenda (continued)

24. Fundraising Software Subscription and Training Agreement

Renewal of the Blackbaud Software Bundle license and training agreement from Blackbaud, Incorporated of Charleston, SC in the amount of \$26,764.18 per year for the total amount of \$80,292.54 for the period of March 31, 2020 through March 30, 2023.

25. Network Data and Video Storage Support

Annual renewal of the network data and video storage support agreement from CDW-Government, LLC of Vernon Hills, IL in the amount of \$123,870 for the period of July 1, 2020 through October 31, 2021.

26. Microsoft Office 365 Email Protection and Consulting Services

Microsoft Office 365 email protection and consulting services from Insight Public Sector SLED of Tempe, AZ in the amount of \$80,510.36 for the period of three years from the first day of use.

27. Microsoft Office 365 Email Migration

Additional contract services for Microsoft Office 365 email migration from Paragon Developmental Systems Incorporated of Brookfield, WI in the amount of \$17,000 for the total amount of \$49,900 for the period of October 15, 2019 through October 14, 2020.

V. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

VI. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A written Construction and Renovation of College Facilities Update was provided.

B. Von Ohlen Hall Renovation

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the award of contract to the lowest qualified bidder for the Von Ohlen Hall renovation to Lite Construction, Inc. of Montgomery, IL in the amount of \$2,912,676.

VII. Other Reports

A. Intergovernmental Agreement with the Southwest Fox Valley Cable and Telecommunications Consortium

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the withdrawal of Waubonsee Community College from the Intergovernmental Agreement with the Southwest Fox Valley Cable and Telecommunications Consortium effective July 31, 2020.

VIII. Financial Reports

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

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

B. Treasurer's Report for the Month of March 2020

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

C. Budget Summary ending February 2020

Comparison of budget to actual for the eight months ending February 29, 2020 was accepted by the board and placed on file.

D. Budget Summary ending March 2020

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

IX. Recognition

X. Public Comment

A. General Public Comment

Darren Crawford of Yorkville, IL submitted a request to address the board regarding the Southwest Fox Valley Cable and Telecommunications Consortium. Due to the remote audio conference call participation of the board meeting, and in accordance with current procedures, public comments were submitted by Mr. Crawford and read aloud by Mary Baccheschi, Clerk of the Board.

XI. Communications

- A. Association of Community College Trustees
- B. American Association of Community Colleges
- C. Illinois Board of Higher Education
- D. Illinois Community College Board
- E. Illinois Community College Trustees Association
- F. President's Report
- G. Institutional Reports

1. Waubonsee Foundation Quarterly Board Meeting

A written report from the Waubonsee Foundation Quarterly Board Meeting held March 3, 2020 was provided.

2. Waubonsee Community College Continuity of Operations in Response to COVID-19

Dr. Christine Sobek, President, reported on the continuity of operations at Waubonsee Community College in response to COVID-19. Dr. Sobek began by reinforcing that the college's number one concern is the health and safety of students, employees, and the community. In addition, Dr. Sobek shared information including the establishment of the COVID-19 web page on our website that continuously includes important evolving updates; the creation of task forces to manage the effects of the pandemic; the impact of online learning and services for the remainder of the spring semester; decisions that still need to be made regarding the summer and fall semesters; the unfortunate cancellation of significant celebratory events at the college such as our Commencement Ceremonies; the CARES Act guidelines; a strategic Return-to-Campus plan for employees and students which is still under review; and the management of community service and outreach programs.


On behalf of the Board of Trustees, Board Chair Rebecca Oliver expressed support for the decisions and actions of the administrative team, faculty, and staff during this unprecedented situation.

XII. Other Reports

Chair Oliver thanked all in attendance for their efforts, flexibility, and patience, and shared her sadness regarding the lost spring celebrations, especially Commencement. Chair Oliver wished everyone the best health and to stay safe.

XIII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 5:53 p.m.


Patrick Kelsey 05/20/2020 19:04 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees