

**MINUTES**  
**WAUBONSEE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Regular Board Meeting**

May 20, 2020

Due to the Executive Orders issued by the Governor of Illinois in response to the coronavirus (COVID-19) outbreak, the Governor extended the stay-at-home order including the suspension of provisions of the Open Meetings Act requirement that “members of a public body must be physically present,” therefore, allowing remote participation. The May 20, 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 5:32 p.m. on Wednesday, May 20, 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; and confirmed staff members present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Amanda Geist, Dan Larsen, and Michele Needham.

**II. Executive Session**

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:34 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; 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 discussions whether a particular parcel should be acquired.

### **III. Reconvene to Open Session**

The board reconvened in open session at 6:32 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 confirmed staff members present on the call: Dr. Christine J. Sobek, Douglas E. Minter, 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. Guzman, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: a part-time appointment, full-time retirements, and a full-time resignation; and Financial Reports including: payroll reports, accounts payable, and 17 bids/purchases, as presented.

#### **A. Meeting Minutes**

1. April 15, 2020 Board Meeting Minutes
2. April 15, 2020 Executive Session Meeting Minutes

#### **B. Personnel Reports**

1. Part-Time Appointment  
McFarland, Joel, Data Analyst, 25 hrs./week, \$24.96/hr.
2. Full-Time Retirements
  - a. Clifford Luxion, Associate Professor of Real Estate and Construction Management, effective August 5, 2020.
  - b. Nancy Virumbrales, Assistant Professor of Foreign Language, effective July 31, 2020.
3. Full-Time Resignation
  - a. Molly Durava, Outcomes Assessment Coordinator, effective May 15, 2020.

#### IV. Approval of Consent Agenda (continued)

##### C. Financial Reports

###### 1. Payroll Report for Pay Number 7

010100	Education Fund	\$1,609,391.37
020100	Operations and Maintenance Fund	122,156.74
050220	Southwest Cable Consortium	5,825.25
050620	Bookstore	28,345.07
062101	Adult Education-State Basic	14,345.35
062102	Adult Education-Performance	8,397.03
062115	Transitional Instruction	476.67
062419	Small Business Dev Ctr-State	4,575.39
063101	Adult Education-Federal Basic	33,519.32
063102	Adult Education-EL / Civics	5,075.00
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	4,109.23
063159	Improving Student Success	5,426.49
063162	Upward Bound East	6,761.50
063165	Upward Bound West	5,214.86
063168	Student Support Services	9,495.07
063202	Waubonsee Works	6,097.01
064101	Adult and Family Literacy	4,112.50
064122	TRIUMPH	39.38
120100	Liability/Protection and Settlement	<u>52,391.70</u>
Final Total:		<u>\$1,929,457.69</u>

**IV. Approval of Consent Agenda (continued)**

**2. Payroll Report for Pay Number 8**

010100	Education Fund	\$1,535,080.53
020100	Operations and Maintenance Fund	84,037.92
050220	Southwest Cable Consortium	5,485.73
050620	Bookstore	23,201.26
062101	Adult Education-State Basic	13,158.75
062102	Adult Education-Performance	6,744.02
062115	Transitional Instruction	476.67
062419	Small Business Dev Ctr-State	4,401.29
063101	Adult Education-Federal Basic	32,779.04
063102	Adult Education-EL / Civics	4,935.00
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	4,140.14
063159	Improving Student Success	4,565.13
063162	Upward Bound East	6,148.26
063165	Upward Bound West	4,737.86
063168	Student Support Service	8,730.74
063202	Waubonsee Works	5,677.31
064101	Adult and Family Literacy	4,112.50
064122	TRIUMPH	78.75
120100	Liability/Protection and Settlement	<u>32,956.28</u>
Final Total:		<u>\$1,785,149.96</u>

**IV. Approval of Consent Agenda (continued)**

3. Accounts Payable for the Period Ending April 30, 2020 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$598,121.68
010900	Payroll Clearing Fund	94,465.39
020100	Operations and Maintenance Fund	204,889.42
030100	Operations / Maintenance Restricted	606,502.09
050503	Auto Resale	1,147.70
050620	Bookstore	52,295.28
050810	Internal Medical Insurance	609,418.04
050811	Retiree Medical Insurance	8,969.80
062102	Adult Education-Performance	74.80
063107	Perkins Postsecondary	719.82
063159	Improving Student Success	1,143.98
063162	Upward Bound East	1,357.99
063165	Upward Bound West	1,260.93
063930	Small Business Dev Ctr	5,591.25
064122	TRIUMPH	155.70
064123	AAC&U Guided Pathways	169.50
100300	Trust and Agency	1,480.12
120100	Liability/Protection and Settlement	<u>31,594.18</u>
	Final Total:	<u>\$2,219,357.67</u>

#### **IV. Approval of Consent Agenda (continued)**

4. Furniture for Von Ohlen Hall

Replacement furniture for Von Ohlen Hall from Interiors for Business, Inc. of Batavia, IL in the amount of \$105,943.10; Klopfenstein Art Equipment of Mansfield, OH in the amount of \$30,919.43; Krueger International, Inc. of Itasca, IL in the amount of \$157,484.08; and Warehouse Direct USA of Des Plaines, IL in the amount of \$36,071.23; for the total amount of \$330,417.84.

5. Moving and Storage Services for the Von Ohlen Hall Renovation

Moving and storage services for the Von Ohlen Hall renovation from Blackhawk Moving and Storage, Inc. of Sycamore, IL in an amount not to exceed \$50,000.

6. Lawn Mowers for the Sugar Grove Campus

Replacement lawn mowers for the Sugar Grove Campus from Russo Power Equipment of Naperville, IL in the amount of \$39,145.

7. Building Controls System

Additional services to upgrade the building controls system from Sound Incorporated of Naperville, IL in the amount of \$45,810.63.

8. Science Lab Kits for Online Courses

Science lab kits for online courses from Carolina Biological Supply Company of Burlington, NC in an amount not to exceed \$46,080, and Science Interactive Group, Inc. of Englewood, CO in the amount of \$29,592.

9. Hiring and Recruitment Software Subscription and Support and Maintenance Agreement

Renewal of the hiring and recruitment software subscription and support and maintenance agreement from LocalJobNetwork of Chicago, IL in the amount of \$27,609 for the period of May 25, 2020 through May 24, 2023.

10. Scholarship Award Management System

Replacement scholarship award management system from Blackbaud, Incorporated of Charleston, SC in the amount of \$42,770 for the period of July 1, 2020 through June 30, 2023.

11. Consulting and Configuration Services for the External Engagement System

Consulting and configuration services for the external engagement system from Elevation Solutions of Denver, CO in an amount not to exceed \$375,600 for the period of June 1, 2020 through May 31, 2021.

#### **IV. Approval of Consent Agenda (continued)**

12. Microsoft Enrollment for Education Solutions License Agreement

Renewal of the annual Microsoft Enrollment for Education Solutions license agreement from CDW-Government, LLC of Vernon Hills, IL in the amount of \$140,135.02 for the period of September 1, 2020 through August 31, 2021.

13. Network Firewall and Firewall Management Software Subscriptions and Related Support and Maintenance Agreements

Renewal of the annual network firewall and firewall management software subscriptions and related support and maintenance agreements from Nexum, Inc. of Chicago, IL in the amount of \$171,726 for the period of July 11, 2020 through July 10, 2023.

14. Application Delivery and Management Software Subscriptions

Extension of the application delivery and management software subscriptions from Software2 Americas Inc. of Cambridge, MA in the additional amount of \$94,250 for the total amount of \$176,000 for the period of May 29, 2020 through May 28, 2023.

15. Oracle Software Maintenance and Support Agreement

Renewal of the annual Oracle software maintenance and support agreement from Mythics, Inc. of Virginia Beach, VA in the amount of \$73,022 for the period of July 1, 2020 through June 30, 2021.

16. Library Academic Database Subscriptions

Renewal of library academic database subscriptions from the Consortium of Academic and Research Libraries in Illinois, University of Illinois, Urbana, IL in the amount of \$113,629 for the period of July 1, 2020 through June 30, 2021.

17. Information Services Subscription Agreement

Renewal of the annual information services subscription agreement from EBSCO Industries, Inc. of Cary, IL in an amount not to exceed \$98,200 for the period of July 1, 2020 through June 30, 2021.

18. Online Reference Materials Agreement

Renewal of the annual online reference materials agreement from The Gale Group of Chicago, IL in an amount not to exceed \$26,932.26 for the period of July 1, 2020 through June 30, 2021.

#### **IV. Approval of Consent Agenda (continued)**

19. Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases

Renewal of the annual Network of Illinois Learning Resources in Community Colleges membership from the Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI in the amount of \$28,903.37 for the period of July 1, 2020 through June 30, 2021.

20. Library Software Systems Licenses and Support Agreements

Renewal of the annual library software systems licenses and support agreements from Sirsi Corporation d/b/a SirsiDynix Corporation of Lehi, UT in the amount of \$54,542 for the period of July 1, 2020 through June 30, 2021.

#### **V. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed.

#### **VI. Personnel Reports**

A. Support Staff Changes

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the elimination of the two full-time support staff positions associated with the college's withdrawal from the Southwest Fox Valley Cable and Telecommunications Consortium Intergovernmental Agreement, Public Access Programming Manager, Michael Rennels, and Public Access Video Production Specialist, Victor Mejia, effective July 31, 2020, or in accordance with the consortium's end date if earlier than July 31, 2020.

B. Ratification of the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Credit

Discussion and action for this item were not needed.

C. Ratification of the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously ratified the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education for the period of July 1, 2020 through June 30, 2021.



**VII. Curriculum Reports**

A. Summary of Curriculum Council Activity for the 2019-2020 Academic Year

A written summary of the Curriculum Council Activity for the 2019-2020 Academic Year was provided.

**VIII. Buildings and Grounds**

A. Construction and Renovation of College Facilities Update

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

**IX. Financial Reports**

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

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

B. Budget Summary ending April 2020

Comparison of budget to actual for the ten months ending April 30, 2020 was accepted by the board and placed on file.

C. Food Service Contract

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the termination of the college's food service contract with Sodexo, Inc. of Chicago, IL effective no later than August 31, 2020.

**X. Recognition**

**XI. Public Comment**

A. General Public Comment

**XII. 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

## **XII. Communications (continued)**

### **F. President's Report**

In her report to the board, Dr. Christine Sobek, President:

- recognized David Quillen, Executive Vice President of Finance and Operations, in acknowledgement of his final board meeting with the college and retirement effective May 31, and wished him well in his retirement, and thanked him for his outstanding service at the college for the past 14 years. The board also expressed their appreciation and gratitude for Mr. Quillen's contributions and achievements;
- introduced and welcomed Douglas Minter, new Vice President of Finance and Administration;
- announced the retirement of Penelope (Penny) Cameron, Foundation President, from the Waubensee Community College Foundation Board of Directors at the end of her term in September 2020;
- reported that with the cancellation of Waubensee's traditional Commencement Ceremonies due to the coronavirus pandemic, plans are underway for a virtual Commencement Ceremony scheduled for release on May 29, 7:00 p.m., and a drive-thru celebratory parade for our graduates on June 5, 5:00-7:00 p.m. at the Sugar Grove Campus. In addition, each graduate will receive a celebratory box containing their diploma, diploma cover, cap, tassel, program, and an alumni memento. Dr. Sobek applauded the teams who helped to coordinate the activities and their efforts to make Commencement a special and lasting memory for the graduates;
- publicly announced Waubensee's 2020 Distinguished Contributor, Angelo Kleronomos, and our 2020 Distinguished Alumnus, Mary Ellen Thielemann. Mr. Kleronomos is the Owner of Property Concepts, Inc. and has served on the Waubensee Foundation Board of Directors for 17 years and as co-chair of the Revenue Generating Committee for 15 years. Ms. Thielemann, who graduated from Waubensee in 1998, is the Managing Director of CIBC Bank and serves in leadership roles in a number of community organizations; and
- publicly recognized Waubensee's 2020 Hall of Fame inductees: John Bell, Cross Country Head Coach (1984-2013) and Men's Tennis Head Coach (2000-2012); Robin Reder, Men's Basketball (1973-1975) and Baseball (1974-1975); and Maxzine Rossler, Women's Soccer (2010-2011) and Women's Basketball (2010-2012).

### **G. Institutional Reports**

#### **1. Annual Report on Board Policy 2.050.04 – Investment of College Funds**

A written annual report on Board Policy 2.050.04 – Investment of College Funds was provided.

## **XII. Communications (continued)**

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

Dr. Sobek reported on the continuity of operations at Waubonsee Community College in response to COVID-19. Dr. Sobek began by recognizing the heroic efforts of the faculty, staff, and students in transitioning to working, teaching, and learning remotely. With a great deal of collaboration and teamwork, we were able to complete the spring semester and finish strong.

The summer semester officially began on May 18, 2020. Based on the provisions of the phases as outlined in the Governor's plan, all Waubonsee summer credit courses will be delivered via online instruction and alternative delivery methods. Also, academic and student support services will continue to be delivered virtually. Staff from the Governor's team and the Illinois Community College Board (ICCB) are still determining if students will be permitted to use the summer session to finish the Career and Technical Education courses that they were unable to complete remotely during the spring semester.

A decision regarding credit course delivery for the fall semester will be made in June after we receive recommendations from planning sessions with faculty and staff, recommendations from the ICCB and Illinois Board of Higher Education return-to-campus committees, and recommendations from the Governor's office.

We continue to work on a campus-wide Return-to-Campus plan that aligns with the five phases of the Governor's plan and incorporates safety, employee, and student protocols. Dr. Sobek ended her report by once again expressing her appreciation to our students and employees for all their efforts, and for doing everything they can to provide hope and support for our community. Board members expressed their appreciation and recognition of everyone's hard work and commitment.

## **XIII. Other Reports**

## **XIV. Adjournment**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:03 p.m.



Patrick Kelsey 06/17/2020 19:01 CDT

Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees