

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

June 17, 2020

In accordance with the Government Emergency Administration Act, Public Act 101-0640, and subject to the requirements of the Open Meetings Act, Section 7 (e) (5 ILCS 120/7), the June 17, 2020 board meeting was held remotely via audio conference call with Rebecca Oliver, Board Chair, and Dr. Christine Sobek, President, physically present at the regular meeting location.

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 5:34 p.m. on Wednesday, June 17, 2020, via remote audio conference call.

Roll call found the following board members present on the call: Jimmie Delgado; Rick Guzman; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members not present on the call: Patrick Kelsey and James K. Michels, P.E.; and staff members confirmed present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, 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. Guzman, unanimously voted to adjourn to executive session at 5:37 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 6:34 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 confirmed present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Terence Felton, Amanda Geist, Dan Larsen, and Michele Needham.

IV. 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 – Meeting Minutes; Personnel Reports including: a full-time retirement, a full-time resignation, full-time appointments, and grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 8 bids/purchases, as presented.

A. Meeting Minutes

1. May 20, 2020 Board Meeting Minutes
2. May 20, 2020 Executive Session Meeting Minutes

B. Personnel Reports

1. Full-Time Retirement
 - a. Jose Sanchez, Custodian, effective May 29, 2020
2. Full-Time Resignation
 - a. Igor Haraslic, Instructor of Computer Information Systems and Cybersecurity, effective June 9, 2020
3. Full-Time Appointments
 - a. Oscar Carlos, Database Analyst, at a rate of \$64,164 annually effective June 1, 2020. Mr. Carlos will resign his position as Imaging Data Specialist to accept this position.
 - b. Eva Pattinson, Bookstore Inventory Lead, at a rate of \$18.34/hr. effective June 19, 2020.
4. Grant-Funded Support Staff Reappointments

IV. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 9

010100	Education Fund	\$1,541,447.93
020100	Operations and Maintenance Fund	87,279.05
050220	Southwest Cable Consortium	5,575.73
050620	Bookstore	23,763.77
062101	Adult Education-State Basic	12,733.25
062102	Adult Education-Performance	6,881.28
062115	Transitional Instruction	482.37
062419	Small Business Dev Ctr-State	4,468.79
063101	Adult Education-Federal Basic	32,927.04
063102	Adult Education-EL / Civics	4,935.00
063107	Perkins Postsecondary	3,747.79
063132	Federal Work Study	4,065.33
063159	Improving Student Success	7,205.13
063162	Upward Bound East	5,932.26
063165	Upward Bound West	4,850.36
063168	Student Support Services	8,910.74
063202	Waubonsee Works	5,778.56
064101	Adult and Family Literacy	4,112.50
064122	TRIUMPH	78.75
120100	Liability/Protection and Settlement	<u>30,111.15</u>
	Final Total:	<u>\$1,795,286.77</u>

IV. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 10

010100	Education Fund	\$1,445,218.57
020100	Operations and Maintenance Fund	92,165.71
050220	Southwest Cable Consortium	5,685.49
050620	Bookstore	25,496.77
062101	Adult Education-State Basic	9,253.00
062102	Adult Education-Performance	7,359.12
062115	Transitional Instruction	478.62
062419	Small Business Dev Ctr	4,510.85
063101	Adult Education-Federal Basic	2,731.34
063107	Perkins Postsecondary	5,577.79
063132	Federal Work Study	3,976.89
063159	Improving Student Success	4,801.62
063162	Upward Bound East	6,270.05
063165	Upward Bound West	5,142.11
063168	Student Support Services	9,282.41
063202	Waubonsee Works	8,866.38
064122	TRIUMPH	78.75
120100	Liability/Protection and Settlement	<u>30,983.11</u>

Final Total: \$1,667,878.57

IV. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$932,297.86
010900	Payroll Clearing Fund	98,528.73
020100	Operations and Maintenance Fund	155,411.04
030100	Operations / Maintenance Restricted	731,311.84
050503	Auto Resale	331.94
050620	Bookstore	33,050.50
050810	Internal Medical Insurance	341,272.56
050811	Retiree Medical Insurance	8,969.80
062102	Adult Education-Performance	868.81
062115	Transitional Instruction	1,697.50
062419	Small Business Dev Ctr	812.50
063107	Perkins Postsecondary	7,705.83
063159	Improving Student Success	450.00
063162	Upward Bound East	2,289.21
063165	Upward Bound West	2,070.24
063167	Student Support Services	600.50
063168	Student Support Services	1,140.00
063202	Waubonsee Works	121.50
063930	Small Business Dev Ctr	10,187.50
064122	TRIUMPH	35.75
064123	AAC&U Guided Pathways	88.29
100300	Trust and Agency	3,213.96
110100	Audit Fund	3,000.00
120100	Liability/Protection and Settlement	<u>13,898.14</u>
	Final Total:	<u>\$2,349,354.00</u>

IV. Approval of Consent Agenda (continued)

4. Digital Marketing Services

Digital marketing services from Joshua Fountaine of San Diego, CA in an amount not to exceed \$40,000 for the period of July 1, 2020 through June 30, 2021.

5. Janitorial Products

Annual purchase of janitorial products from Interline Brands, Inc. d/b/a Home Depot Pro of Lombard, IL in an amount not to exceed \$125,000.

6. Virtual Desktop Infrastructure and Support and Maintenance Agreement

Purchase of a Virtual Desktop Infrastructure, configuration services, and five years of support and maintenance from Dell Marketing, LP of Round Rock, TX in the amount of \$345,512.92 for the period of July 1, 2020 through June 30, 2025. This purchase is grant funded.

7. Additional Modules for Cornerstone OnDemand System

Purchase of additional modules for the Cornerstone OnDemand system from Cornerstone OnDemand, Inc. of Santa Monica, CA in the amount of \$26,875 for the period of July 1, 2020 through June 30, 2021.

8. Additional Module for the Canvas Learning Management System

Purchase of additional module for the Canvas learning management system from Instructure, Inc. of Salt Lake City, UT in the amount of \$12,466 per year for the total amount of \$62,330 for the period of July 1, 2020 through June 30, 2025.

9. Flexible Delivery Classroom Equipment

Purchase and installation of equipment for flexible delivery classrooms from Midwest Computer Products of West Chicago, IL in an amount not to exceed \$180,000. This purchase is grant funded.

10. Course Content Accessibility Tool Agreement

Renewal of the advising course content accessibility tool agreement from Blackboard, Inc. of Washington, D.C. in the amount of \$88,270 for the period of June 30, 2020 through June 29, 2023. This purchase is partially grant funded.

11. Advising Tracking Software Agreement

Renewal of the annual advising tracking software agreement and professional services from Civitas Learning, Inc. of Austin, TX in the amount of \$251,039 for the period of July 1, 2020 through June 30, 2021. This purchase is grant funded.

V. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

VI. Personnel Reports

A. 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

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 – Credit for the period of August 16, 2020 through August 15, 2021.

VII. Other Reports

A. FY2021 Compliance Officials

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the appointment of compliance officials for FY2021 as presented.

B. Resolution No. 20-05 Authorizing Douglas E. Minter to Serve as Trustee of the Illinois School District Liquid Asset Fund Plus

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously adopted Resolution No. 20-05 authorizing Douglas E. Minter to serve as Trustee of the Illinois School District Liquid Asset Fund Plus.

VIII. Policy Reports

A. Board Policy Committee Meeting

Dr. Christine Sobek, President, commented that in order to review time-sensitive board policies, it will be necessary to schedule a Board Policy Committee Meeting prior to the July 15, 2020 Board Meeting. Board Policy Committee Members include: Greg Thomas, Chair, Rick Guzman, James Michels, and Tina Willson.

IX. Curriculum Reports

X. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

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

XI. Financial Reports

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

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

B. Budget Summary ending May 2020

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

XII. Recognition

XIII. Public Comment

A. General Public Comment

XIV. 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

1. ICCTA Meeting

Board Chair Rebecca Oliver reported on the Illinois Community College Trustees Association Board of Representatives Annual Meeting held June 6, 2020 via conference call.

XIV. Communications (continued)

F. President's Report

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

- recognized Dr. Aaron Lawler, Assistant Professor of Humanities, for being selected as the 2020 Outstanding Faculty Member;
- recognized the Support Staff Award for Excellence recipients: Carolyn Chrusciel, Administrative Specialist Business and Career Technologies, Service and Quality award; Ellen Rogers, Bookstore Technology Coordinator, Innovation and Creativity award; and Dr. Chassie Sherretz, Academic Success Initiatives Manager, Diversity and Inclusion award;
- complimented everyone involved in the successful productions of the May 29 Waubensee Community College 2020 virtual commencement ceremony and the fun Drive-Thru Commencement Celebration held June 5;
- reported on The Sustained Dialogue, a series of conversations for students and employees, hosted by senior leadership, our Council for Access and Inclusion, and our Student Life, Employee Development, and Faculty Development and Engagement offices, that are designed to provide a safe space for discussion regarding current events and civil unrest in the wake of George Floyd's death;
- announced the launch of our new online Public Health Contact Tracing course beginning June 16; and
- publicly recognized the Elburn and Countryside Fire Protection District for their donation of a 2002 Spartan Alexis Fire Engine/Pumper to Waubensee to help support students in the Fire Science Technology program.

G. Institutional Reports

1. Waubensee Foundation Quarterly Board Meeting

Trustee James Michels reported on the virtual Waubensee Foundation Quarterly Board Meeting held June 2, 2020.

2. FY2021 State of Illinois and College Budgets

Douglas Minter, Vice President of Finance and Administration, provided a report on the FY2021 State of Illinois and college budgets.

3. Waubensee Community College Workforce and Solutions Council

Dr. Jamal Scott, Vice President of Strategic Development, announced the creation of the Waubensee Community College Workforce and Solutions Council.

XIV. 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 hard work involved in developing and refining our campus-wide Return-to-Campus plan that aligns with the five phases of Governor Pritzker’s *Restore Illinois* Plan, and is structured around guidance by the Illinois Department of Public Health in conjunction with the Illinois Community College Board (ICCB) and the Centers for Disease Control and Prevention. In anticipation of a move to “Phase 4 Revitalization” by the end of June, we have identified July 20 as the date for the start of the phased re-opening of campus buildings.

Dr. Scott provided an update on the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Instructional strategies for fall 2020 were provided by Dr. Diane Nyhammer, Vice President of Educational Affairs. Assuming the State of Illinois is in Phase 4 of Governor Pritzker’s *Restore Illinois* Plan at the beginning of the fall semester, and based on statewide discussions about higher education plans for the fall, the draft guidance developed by the ICCB Return to Campus Committee, as well as internal discussions with faculty, Waubonsee will be delivering instruction in the fall in the following five modalities: face-to-face; traditional online (with asynchronous delivery); hybrid (with some instruction online and some face-to-face); scheduled online (synchronous delivery with instruction occurring through a video conferencing tool such as Zoom on the days and times currently scheduled for the course); and flex.

Dr. Melinda Tejada, Vice President of Student Development, shared information regarding athletics at Waubonsee and how it has been impacted by COVID-19.

XV. Other Reports (continued)

XVI. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 7:36 p.m.



Patrick Kelsey 07/15/2020 20:38 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees