

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

August 19, 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 August 19, 2020 board meeting was held remotely via audio conference call with 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 5:31 p.m. on Wednesday, August 19, 2020, via remote audio conference call.

Roll call found the following board members present on the call: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: 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, and Dan Larsen.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, 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; 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 6:32 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 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, Michele Needham, and Dr. Stacey Randall.

IV. Public Comment

A. General Public Comment

Roderic Moyer/Northern Illinois University, of Evergreen Park, IL submitted a request to address the board regarding The KK Project. Due to the remote audio conference call participation of the board meeting, and in accordance with current procedures, public comments were submitted by Mr. Moyer and read aloud by Mary Baccheschi, Clerk of the Board.

V. Approval of Consent Agenda

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, full-time retirements, full-time resignations, full-time appointment recommendations, and grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 5 bids/purchases, as presented.

A. Meeting Minutes

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

V. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time Appointments

Corning, Kristen, Head Softball Coach, \$14,000.00 Stipend
Cotton, Jill, Head Cheerleading Coach, \$7,500.00 Stipend
Galusha, Justin, Assistant Men's Basketball Coach, \$6,500.00 Stipend
Harris, Warren, Head Men's Tennis Coach, \$7,500.00 Stipend
Jones Jr., Robert, Assistant Volleyball Coach, \$5,000.00 Stipend
Jungels, Paxon, Assistant Baseball Coach, \$7,000.00 Stipend
Kish, Steven, Head Volleyball Coach, \$10,000.00 Stipend
Lopez, Rodney, Head Baseball Coach, \$14,000.00 Stipend
Orth, Sarah, Finance System and Compliance Analyst, and acting Student Accounts and Cashier Manager, \$1,500.00 Monthly Stipend
Robinson, Lance, Head Men's Basketball Coach, \$12,700.00 Stipend
Rodriguez, Gibran, Assistant Men's Soccer Coach, \$5,000.00 Stipend
Schlemmer, Bradley, Head Women's Soccer Coach, \$10,000.00 Stipend
Spitzzeri, Joseph, Assistant Softball Coach, \$7,000.00 Stipend
Suhayda, Brett, Head Men's Soccer Coach, \$10,000.00 Stipend
Vietinghoff, Karla, Assistant Women's Basketball Coach, \$6,500.00 Stipend
Williams, James, Head Women's Basketball Coach, \$12,700.00 Stipend

2. Full-Time Retirements

- a. Lawrence Stefanski, Campus Police Sergeant, effective September 3, 2020 (revised retirement date).
- b. Mary Edith Butler, Dean for Mathematics and Sciences, effective September 30, 2020.
- c. Gale Holladay-Baxter, Adult Education Data and Compliance Manager, effective October 30, 2020.
- d. Angelita Arzola, Information Desk Assistant, effective August 31, 2020.

3. Full-Time Resignations

- a. Monica Ionutas, Student Accounts and Cashier Manager, effective July 31, 2020.
- b. Nathan Krauz, Registration and Records Administrative Assistant, effective July 24, 2020

V. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Joseph A. Zappia, Facilities Operations Specialist, at a rate of \$19.90/hr. effective July 19, 2020. Mr. Zappia will resign his position as General Maintenance Mechanic to accept this position.
- b. Additional duties and title change from Dean for Students to Dean for Students and Chief Diversity Officer for Bernard Little, effective September 1, 2020

5. Grant-Funded Support Staff Reappointments

C. Financial Reports

1. Payroll Report for Pay Number 13

010100	Education Fund	\$1,367,524.82
020100	Operations and Maintenance Fund	92,223.48
050220	Southwest Cable Consortium	5,685.49
050620	Bookstore	25,798.77
062101	Adult Education-State Basic	8,127.55
062102	Adult Education-Performance	7,180.49
063101	Adult Education-Federal Basic	2,683.34
063107	Perkins Postsecondary	3,717.79
063159	Improving Student Success	5,201.62
063162	Upward Bound East	6,177.70
063165	Upward Bound West	4,277.36
063168	Student Support Services	7,496.82
063202	Waubonsee Works	5,841.50
063930	Small Business Dev Ctr	4,510.84
120100	Liability/Protection and Settlement	<u>28,731.06</u>
Final Total:		<u>\$1,575,178.62</u>

V. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 14

010100	Education Fund	\$1,374,525.73
020100	Operations and Maintenance Fund	86,470.75
050220	Southwest Cable Consortium	27,500.99
050620	Bookstore	24,453.14
062101	Adult Education-State Basic	8,979.46
062102	Adult Education-Performance	6,789.77
063101	Adult Education-Federal Basic	2,809.04
063107	Perkins Postsecondary	3,717.79
063159	Improving Student Success	4,595.13
063162	Upward Bound East	6,095.26
063165	Upward Bound West	4,076.36
063168	Student Support Services	7,243.00
063202	Waubonsee Works	5,711.06
063930	Small Business Dev Ctr	4,423.79
120100	Liability/Protection and Settlement	<u>27,332.77</u>
Final Total:		<u><u>\$1,594,724.03</u></u>

V. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,307,236.17
010900	Payroll Clearing Fund	58,300.89
020100	Operations and Maintenance Fund	286,002.11
030100	Operations / Maintenance Restricted	1,477,767.23
040100	Bond and Interest Fund	800.00
050503	Auto Resale	564.25
050620	Bookstore	86,912.14
050810	Internal Medical Insurance	472,294.78
050811	Retiree Medical Insurance	12,116.96
062102	Adult Education-Performance	2,280.53
062419	Small Business Dev Ctr-State	856.34
063101	Adult Education-Federal Basic	7,998.19
063107	Perkins Postsecondary	16,502.15
063159	Improving Student Success	277,483.22
063162	Upward Bound East	375.00
063165	Upward Bound West	375.00
063202	Waubonsee Works	404.70
063930	Small Business Dev Ctr-Federal	1,285.00
063931	SBDC Supplemental	2,100.00
064114	SBDC Other Sources	3,375.00
100300	Trust and Agency	1,289.23
110100	Audit Fund	23,000.00
120100	Liability/Protection and Settlement	<u>609,397.52</u>
Final Total:		<u>\$4,648,716.41</u>

V. Approval of Consent Agenda (continued)

4. Utility Work Machine

Purchase of a replacement utility work machine from Clark Equipment Company d/b/a Bobcat Company of West Fargo, ND in the amount of \$57,836.85.

5. Ellucian Software Maintenance Agreements

Renewal of the Ellucian software maintenance agreements from Ellucian Company L.P. of Malvern, PA in the amount of \$377,843 for the period of September 1, 2020 through August 31, 2021.

6. Infrastructure Monitoring Service Agreement

Renewal of the infrastructure monitoring service agreement from iNOC, LLC of Northbrook, IL in the amount of \$47,281.50 for the period of September 1, 2020 through August 31, 2021.

7. Banner 9 Consulting Services

Additional Banner 9 consulting services from Strata Information Group, Inc. of San Diego, CA in an amount not to exceed \$64,900 for the period of August 20, 2020 through December 31, 2020.

8. 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 \$240,000. This purchase is grant funded.

VI. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

VII. Approval of Minutes

A. Semi-Annual Review of Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the opening of executive session meeting minutes through June 30, 2020, with the exception of personnel items, litigation, collective negotiating matters, and purchase or lease of real property as presented.

VIII. Personnel Reports

A. Full-Time Termination

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the termination of Alberto Rodriguez, Lead Custodian, effective August 19, 2020.

B. Employee Furloughs – Academic Year 2020/2021

Motion to Approve Employee Furloughs Due to COVID-19 Global Pandemic

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously authorized and approved the following, based on the impact of COVID-19 on campus operations and President Dr. Christine Sobek's furlough recommendations:

1. the placement on furlough status of certain support staff employees, whose duties are not currently necessary for the ongoing operations of the College due to the COVID-19 global pandemic; and
2. the commencement of the COVID-19 furlough status to begin on September 1, 2020 and to extend through January 31, 2021; and
3. the designation of the names and titles of employees to be placed on full furlough status as follows:
 - a. Cari Anderson, Chemistry Lab Technician
 - b. Lisbeth Anderson, Fitness Center Manager
 - c. Michelle Anderson, Fitness Center Coordinator
 - d. Laura Bartoszek, Chemistry Lab Technician
 - e. Robin Borgione, Advancement Administrative Assistant
 - f. Emilie Duy, Biology Lab Technician
 - g. Katherine Edinger, Community Education Program Developer
 - h. Christopher Foster, Video Production Specialist
 - i. Kimberly Gailes, Adult Education Computer Center Instructional Aide
 - j. Dawn Harvey, Access Center Administrative Assistant
 - k. Barbara Jachna, Community Education Program Developer
 - l. Nicholas Karasch, Fitness Center Technical Assistant
 - m. Stephanie Keifer, Fitness Center Operations Specialist
 - n. Yvonne Keifer, Fitness Center Specialist
 - o. James Lara, Video Production Specialist
 - p. Deborah Moore, Biology Lab Technician
 - q. Cynthia Neacy, Fitness Center Technical Assistant
 - r. Cristhian Retiz Martinez, Adult Education Administrative Assistant
 - s. Kathleen Roberts, Adult Education Computer Center Instructional Aide
 - t. Bryan Ruff, Fitness Center Specialist
 - u. Julie Shoemaker, Athletics Administrative Assistant
 - v. Nicholas Thielk, Fitness Center Technical Assistant
 - w. Cecilia Vargas, Art Coordinator
 - x. Lauren Vitiello, Athletics Facilities Specialist
 - y. Kristin Wiesbrook, Music Lab Assistant
 - z. Jessica Yung, Adult Education Computer Center Instructional Aide; and

VIII. Personnel Reports (continued)

4. the designation of the names and titles of employees to be placed on partial furlough status as follows:
 - a. May Foster, Administrative Coordinator Advancement
 - b. Donna Larkin, Human Resources Recruitment Coordinator
 - c. Thomas Pietrzyk, Adult Education Transition Advisor
 - d. Adam Punter, Visual Media Coordinator
 - e. Katherine Ragsdale, Biology Lab Coordinator
 - f. Marlena Rios, Adult Education Transition Advisor
 - g. Steven Moga, Sports Information Specialist
 - h. Jeanine Niedzwiedz, Administrative Coordinator Academic/Career Advising
 - i. Edith Rojas, Corporate Operations Support Specialist
 - j. Katherine Wall, Chemistry Lab Coordinator; and
5. the delegation of authority to Dr. Sobek, or her duly named designee, to conduct any necessary planning and implementation to carry out the furlough program and to effectuate all necessary actions.

Board Chair Rebecca Oliver, on behalf of the Board of Trustees, thanked all the employees affected for their valuable contributions to the college.

IX. Other Reports

A. Illinois Election Day Holiday

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the amended 2020-2021 Academic Calendar and the FY2021 Administrative Work Calendar to include the 2020 General Election Day holiday, November 3, 2020 as presented.

X. Recognition

XI. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Sobek shared the announcement from the ACCT that the 2020 ACCT Leadership Congress will be convened online as a virtual event October 5-8, 2020, which changed from the previously scheduled dates of September 30-October 3, 2020. In addition, Waubonsee's presentation, "Trustee Transitions," has been accepted for the Congress and will be held virtually on October 8 at 10:15-11:15 a.m.

B. American Association of Community Colleges

XI. Communications (continued)

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

1. ICCTA Meetings

Dr. Sobek also shared the announcement from the ICCTA that they are in the process of planning their next ICCTA meetings in Springfield, IL on September 11-12, 2020. Trustees will also have the option to participate remotely only in the Board of Representatives meeting on September 12, 2020.

In addition, the 2020 ICCTA Awards Banquet rescheduled for September 11, 2020 has been canceled due to the coronavirus pandemic. The ICCTA is researching alternative ways to recognize their outstanding award winners.

F. President's Report

In her report to the board, Dr. Sobek:

- reported that she and nine other administrators participated in the virtual Alliance for Innovation and Transformation (AFIT) Summer Institute that was held July 30-31, 2020;
- announced that she delivered her annual State of the College Address virtually on August 19, 2020 and that the address was also recorded for future viewing. Dr. Aaron Lawler, Assistant Professor of Humanities, was recognized by Dr. Sobek and Dr. Diane Nyhammer, Vice President of Educational Affairs, as this year's Waubonsee Community College Outstanding Faculty Member award recipient during the virtual 2020 Faculty Development Days program; and
- shared Waubonsee Foundation event updates, including the cancellation of the Annual Golf Outing, the rescheduled date for the "Evening with Jay Leno" fundraiser to June 11, 2021, and that plans and options for Scholarship Fest, typically held in September, are under review.

G. Institutional Reports

1. 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 and thanked everyone who worked so hard planning for the successful phased-in return to campus that began on July 20, 2020.

2. MyChoice Initiative Update

Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, provided an update on the MyChoice Initiative for students including the utilization rates for the five instructional modalities offered for the fall semester.

XI. Communications (continued)

3. Fall 2020 Enrollment Update

Dr. Jamal Scott, Vice President of Strategic Development, provided an update on enrollment for the fall 2020 semester.

4. Fall 2020 Faculty Development Days

Dr. Nyhammer reported on the fully remote Fall 2020 Faculty Development Days program being held August 19-21.

5. FY2021 Final Strategic Plan Update

Dr. Scott shared the FY2021 final Strategic Plan update, which is the second year of the FY2020-FY2022 Strategic Plan, and reported on the key successes from the first year of the plan.

XII. Policy Reports

XIII. Curriculum Reports

XIV. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A Construction and Renovation of College Facilities Update was provided.

B. Plano Campus

Dan Larsen, Executive Director of Campus Safety and Operations, and Amanda Geist, Executive Director of Marketing and Communications, reported on the progress of the newly renovated Plano Campus, which has been transformed into the college's Innovation and Design Center, and is scheduled to open on August 24, 2020. In the absence of being able to plan large group events, board members and other VIP groups will be able to tour the updated facility in small group settings. The tour for board members is scheduled for September 9, 2020, 4:00-5:00 p.m. A virtual 360° tour of the Plano Campus will also be available soon.

C. Von Ohlen Hall

Mr. Larsen and Ms. Geist also reported on the progress of the newly renovated Von Ohlen Hall, which is scheduled to open on August 24, 2020. Again, in the absence of being able to plan large group events, board members and other VIP groups will be able to tour the updated facility in small group settings. The tour for board members is scheduled for September 16, 2020, 4:00-5:00 p.m. A virtual 360° tour of Von Ohlen Hall will also be available soon.

XV. Financial Reports

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

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

XVI. Other Reports (continued)

XVII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:30 p.m.



Tina Willson 09/16/2020 19:43 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees