

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

September 16, 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 5:32 p.m. on Wednesday, September 16, 2020, in the Academic and Professional Center Event Room 110 BC, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Jimmie Delgado; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Rick Guzman and Patrick Kelsey; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Amanda Geist, Ryan Hanback, Dan Larsen, Michele Needham, Micah Wells, and Luke Winkelmann.

Appointment of Secretary Pro Tem

Board Chair Rebecca Oliver appointed Tina Willson as the Secretary Pro Tem.

II. Financial Reports

A. Public Hearing on the FY2021 College Budget

The public hearing on the FY2021 college budget was held at 5:30 p.m. No comments on the budget were presented. The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the closing of the public hearing at 5:34 p.m.

III. Recognition

IV. Public Comment

A. General Public Comment

V. Policy Reports

Greg Thomas, Board Policy Committee Chair, reported on the policy discussed during the Board Policy Committee Meeting held on September 3, 2020.

A. New Board Policy 1.100.06 – Remote Attendance

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved new Board Policy 1.100.06 – Remote Attendance, effective immediately, as presented.

VI. Executive Session

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:38 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.

VII. Reconvene to Open Session

The board reconvened in open session at 7:08 p.m. Roll call found the following board members present: Jimmie Delgado; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member present by means of video conference and in compliance with Board Policy 1.100.06: Rick Guzman; board member absent: Patrick Kelsey; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Amanda Geist, Ryan Hanback, Dan Larsen, Michele Needham, Dr. Stacey Randall, and Micah Wells.

VIII. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Christine Sobek, President, commented that Trustees Rebecca Oliver, Tina Willson, and Rick Guzman are registered to attend the virtual 2020 ACCT Leadership Congress scheduled for October 5-8, 2020. Dr. Sobek also shared the positive feedback she received from the ACCT on Waubonsee's presentation, "Trustee Transitions," that she pre-recorded with Ms. Oliver for the event.

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 Meetings

Dr. Sobek commented that ICCTA Meetings were held September 11-12, 2020 in Springfield, IL with a virtual ICCTA Board of Representatives meeting on September 12, 2020. Dr. Sobek also reflected on the sudden death of Gregg Chadwick, Heartland Community College Board Chair, who had been elected to serve as the ICCTA President for 2020-2021.

F. President's Report

In her report to the board, Dr. Sobek:

- reported on tours that were held for members of the board of trustees on September 9, 2020 of our Plano Campus that has been transformed into the college's Innovation and Design Center, and another tour held September 16, 2020 of the newly renovated Von Ohlen Hall.

G. Institutional Reports

1. Waubonsee Community College Foundation Annual and Quarterly Board Meetings

Trustee James Michels reported on the Waubonsee Community College Foundation Annual and Quarterly Board Meetings held September 15, 2020. In addition, Dr. Sobek publicly recognized Penelope "Penny" Cameron, Foundation Board President, upon her retirement and for her many years of service on the Foundation Board.

VIII. Communications (continued)

2. New Title V Grant Award

Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, reported on Waubonsee's recent approval for a new Developing Hispanic-Serving Institutions - Title V grant award. This grant was funded for a total of \$3 million over a five-year grant period (October 1, 2020 to September 3, 2025) to support diversity, equity, and inclusion across our four campuses, with a focus on our Hispanic/Latinx student population.

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

An update on the continuity of operations at Waubonsee Community College in response to COVID-19 was provided.

IX. 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 appointment recommendations, and full-time grant-funded support staff recommendations; and Financial Reports including: payroll reports, accounts payable, and 4 bids/purchases, as presented.

A. Meeting Minutes

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

B. Personnel Reports

1. Part-Time Appointments

- ** Cano, Gabriel, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
- ** Escalante Aguirre, Octavio, Upward Bound West Tutor, 25 hrs./week, \$18.00/hr.
- ** Fries, Nicholas, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
- Kostelny, Lauren, Student Accounts Representative, 25 hrs./week, \$16.20/hr.
- ** Lenski, Giovanna, Upward Bound West Tutor, 25 hrs./week, \$18.00/hr.

** Paid by grant funds

IX. Approval of Consent Agenda (continued)

2. Full-Time Retirements

- a. Paula Davids, Senior Administrative Coordinator to Vice President of Finance and Administration, effective November 19, 2020.
- b. Valerie Spizzirri, Bookstore Accounting Coordinator, effective March 31, 2021.
- c. Lisbeth Anderson, Fitness Center Manager, effective August 31, 2020.

3. Full-Time Appointment Recommendations

- a. Mary Paton, Instructor of Nursing, effective October 19, 2020. The recommended placement on the salary schedule is Column II, Step 15. The 2020-2021 annual salary for this placement is \$70,516.
- b. Matthew Faga, Systems Analyst, at the rate of \$63,531 annually effective September 8, 2020.
- c. Frank Lass, Data and Systems Analyst Database Administrator, at the rate of \$78,067 annually effective September 8, 2020.

4. Full-Time Grant-Funded Support Staff Recommendations

- a. Iris Castellanos, TRIO/Academic and Career Advisor, at a rate of \$21.74/hr. effective August 31, 2020 through August 31, 2021. Ms. Castellanos will resign her current position of Student Success Coach to accept this position. This position is partially grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2021 grant year.
- b. Monica Woodward, Adult Education Assessment Specialist, at the rate of \$21.87/hr. effective September 4, 2020 through June 30, 2021. Ms. Woodward will resign her current position of Assessment Assistant to accept this position. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2021 grant year.

IX. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 15

| | | |
|--------------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,345,512.52 |
| 020100 | Operations and Maintenance Fund | 92,441.17 |
| 050220 | Southwest Cable Consortium | 4,045.10 |
| 050620 | Bookstore | 24,186.18 |
| 062101 | Adult Education-State Basic | 7,777.36 |
| 062102 | Adult Education-Performance | 7,330.26 |
| 063101 | Adult Education-Federal Basic | 4,379.34 |
| 063107 | Perkins Postsecondary | 3,717.79 |
| 063159 | Improving Student Success | 4,801.62 |
| 063162 | Upward Bound East | 6,320.05 |
| 063165 | Upward Bound West | 4,312.61 |
| 063168 | Student Support Services | 7,609.94 |
| 063202 | Waubonsee Works | 6,130.76 |
| 063930 | Small Business Dev Ctr | 4,510.84 |
| 120100 | Liability/Protection and Settlement | <u>29,892.11</u> |
| Final Total: | | <u>\$1,552,967.64</u> |

2. Payroll Report for Pay Number 16

| | | |
|--------------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,186,846.91 |
| 020100 | Operations and Maintenance Fund | 98,123.08 |
| 050620 | Bookstore | 24,694.23 |
| 062101 | Adult Education-State Basic | 11,326.76 |
| 062102 | Adult Education-Performance | 8,972.02 |
| 063101 | Adult Education-Federal Basic | 2,155.34 |
| 063107 | Perkins Postsecondary | 3,717.79 |
| 063132 | Federal Work Study | 78.75 |
| 063159 | Improving Student Success | 6,123.35 |
| 063162 | Upward Bound East | 5,425.55 |
| 063165 | Upward Bound West | 4,077.11 |
| 063168 | Student Support Services | 7,196.38 |
| 063202 | Waubonsee Works | 6,152.50 |
| 063930 | Small Business Dev Ctr | 4,510.84 |
| 120100 | Liability/Protection and Settlement | <u>27,564.31</u> |
| Final Total: | | <u>\$1,396,964.91</u> |

IX. Approval of Consent Agenda (continued)

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

| | | |
|--------|-------------------------------------|------------------|
| 010100 | Education Fund | \$1,154,456.89 |
| 010900 | Payroll Clearing Fund | 87,332.03 |
| 020100 | Operations and Maintenance Fund | 310,900.49 |
| 030100 | Operations / Maintenance Restricted | 1,996,195.33 |
| 050503 | Auto Resale | 4,964.04 |
| 050620 | Bookstore | 265,077.86 |
| 050810 | Internal Medical Insurance | 627,051.24 |
| 050811 | Retiree Medical Insurance | 9,343.97 |
| 062102 | Adult Education-Performance | 5,599.81 |
| 063107 | Perkins Postsecondary | 23,291.50 |
| 063159 | Improving Student Success | 1,100.00 |
| 063162 | Upward Bound East | 641.41 |
| 063165 | Upward Bound West | 27.04 |
| 063168 | Student Support Services | 73.62 |
| 063180 | Cares Act | 68,111.76 |
| 063202 | Waubonsee Works | 1,441.33 |
| 063930 | Small Business Dev Ctr | 2,620.00 |
| 063931 | SBDC Supplemental | 3,912.40 |
| 064122 | TRIUMPH | 130.12 |
| 100300 | Trust and Agency | 4,172.62 |
| 120100 | Liability/Protection and Settlement | <u>33,462.17</u> |

Final Total: \$4,599,905.63

IX. Approval of Consent Agenda (continued)

4. Pavement and Sidewalk Improvements

Award of contract to the lowest qualified bidder for pavement and sidewalk improvements from Geneva Construction Company of Aurora, IL in the amount of \$203,095.95 for the period of October 1, 2020 through November 15, 2020.

5. Data and Device Security Software Licenses

Emergency purchase of additional data and device security software licenses from CDW-Government, LLC of Vernon Hills, IL in the amount of \$26,312 for the period of September 1, 2020 through August 31, 2025.

6. Automated Remote Proctoring Software Licenses and Support Agreements

Purchase of automated remote proctoring software licenses and support agreements from Proctorio Incorporated of Scottsdale, AZ in the amount of \$37,500 for the period of October 1, 2020 through September 30, 2021. This purchase is grant funded.

7. Microsoft Office 365 Email Migration

Payment for emergency contractual services for Microsoft Office 365 email migration from Paragon Developmental Systems Incorporated of Brookfield, WI in the amount of \$20,000 for the period of October 15, 2019 through October 14, 2020.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XI. Personnel Reports

A. Ratification of the Collective Bargaining Agreement Between the Board of Trustees of Waubonsee Community College District #516 and the Waubonsee Community College Faculty Council Local #604

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously ratified the collective bargaining agreement between the Board of Trustees of Waubonsee Community College District #516 and the Waubonsee Community College Faculty Council Local #604 for the period of July 1, 2019 through June 30, 2021.

B. Faculty Tenure Recommendations

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the recommendations to award tenure to Joshua Brown, Instructor of Nursing, and Joseph Kloke, Instructor of Heating, Ventilation and Air Conditioning, effective spring semester 2021 as presented; and to approve an optional one-year extension of the probationary period for non-tenured faculty member Elior Iseli, Instructor of Economics, pursuant to Section 3B-2 of the Illinois Public Community College Act.

XII. Curriculum Reports

XIII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A Construction and Renovation of College Facilities Update was provided.

XIV. Financial Reports (continued)

A. Adoption of the FY2021 College Budget and Resolution No. 21-01

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously adopted the FY2021 college budget and Resolution No. 21-01 as presented.

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

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

C. FY2020 Year-End Transfers

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the FY2020 year-end transfers as presented.

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:40 p.m.


Patrick Kelsey 10/27/2020 19:49 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees