

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

October 21, 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, October 21, 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; Patrick Kelsey; 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; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Kevin Farmer, Amanda Geist, Ryan Hanback, Dan Larsen, Bernard Little, Anita Moore-Bohannon, Michele Needham, Dr. Mary Tosch, and Micah Wells; featured guests Diana Iracheta, and Illinois Community College Trustees Association representatives Jim Reed and Jon Looney; and featured presenter Fred Lantz of Sikich LLP.

II. Recognition

A. Introduction of the 2020-2021 Student Government Leaders

Dr. Mary Tosch, Student Life Manager, recognized the 2020-2021 Student Government leaders, via video introductions.

B. Recognition of the Illinois Community College Trustees Association 2020 Pacesetter Award Recipient

Dr. Christine Sobek, President, introduced Illinois Community College Trustees Association (ICCTA) Executive Director Jim Reed, and ICCTA President Jon Looney of Black Hawk College, who recognized Waubonsee alumna Diana Iracheta '14, Engineer at Methode Electronics, as the recipient of the ICCTA 2020 Pacesetter Award. The Pacesetter Award recognizes the accomplishments of Illinois' more recent community college students. Mr. Reed and Mr. Looney presented the award to Ms. Iracheta for making her mark as a mechanical engineer and role model for women and Latinx students interested in STEM careers.

Dr. Sobek was also recognized by the ICCTA and received a medallion as the first Illinois community college president to earn three ICCTA Trustee Education Awards for her commitment to lifelong learning.

III. Financial Reports

A. FY2020 Comprehensive Annual Financial Report

Fred Lantz, CPA, Partner-in-Charge, Government Services, of Sikich LLP provided an overview of the audit reports via a pre-recorded presentation that was shared prior to the board meeting. At the meeting, Mr. Lantz publicly announced that the college received an unmodified (clean) opinion and that it is one of only 4% of community colleges in the country who annually publish a Comprehensive Annual Financial Report, who receive a clean unmodified opinion on their financial statements from their independent auditor, and who receive the coveted Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously accepted and filed the Comprehensive Annual Financial Report and Single Audit Report for the fiscal year ending June 30, 2020 as presented.

IV. Public Comment

A. General Public Comment

V. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:05 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 litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

VI. 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; Patrick Kelsey; 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; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Kevin Farmer, Terence Felton, Amanda Geist, Ryan Hanback, Ronna Jones, Dan Larsen, Anita Moore-Bohannon, Michele Needham, and Micah Wells.

VII. Seating of the Student Trustee for 2020-2021

Armando Ferrer of Aurora, IL was seated as the student trustee for 2020-2021.

VIII. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Sobek and Trustees Rebecca Oliver, Tina Willson, and Rick Guzman reported on the virtual 2020 ACCT Leadership Congress held October 5-8, 2020. Dr. Sobek also shared the positive feedback she received from several individuals who viewed Waubonsee's virtual presentation, "Trustee Transitions."

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. FY2020 ICCB Program Review Report

The FY2020 ICCB Program Review Report has been submitted.

F. Illinois Community College Trustees Association

1. ICCTA Awards

A list of Waubonsee Community College ICCTA award recipients and nominees for 2020 was provided.

2. ICCTA Meetings

- a. Dr. Sobek commented on the ICCTA meetings held September 11-12, 2020 in Springfield, IL.
- b. Dr. Sobek also commented that the next ICCTA meetings are scheduled for November 13-14, 2020 in Schaumburg, IL.

VIII. Communications (continued)

F. President's Report

In her report to the board, Dr. Sobek:

- commented on the Special Board Meeting that is scheduled for February 3, 2021, and solicited suggestions for agenda topics from the board of trustees.

G. Institutional Reports

1. Academic Support Update

Anita Moore-Bohannon, Dean for Academic Support, reported on the work led by the Academic Support team to identify and respond to the continuing and additional support needs of Waubonsee students, including strategic planning for the college's return to campus and the start of fall semester through the development of a set of "Promises" they would deliver. Ms. Moore-Bohannon's presentation focused on the promises that centered around technology, tutoring, and library supports available to students.

2. National League of Cities Partnership

Dr. Sobek shared the exciting news that Waubonsee, through a partnership with the City of Aurora, joined a new peer-learning cohort led by the National League of Cities to remove barriers to basic needs that often prevent college students from successfully completing postsecondary degrees, certificates, or other credentials needed to gain access to rewarding careers. Aurora was one of 13 cities across the country that was selected to be part of this cohort, and will work in collaboration engaging in a two-year shared project focusing on technology as a need for postsecondary students

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

Dr. Sobek provided an update on the continuity of operations at Waubonsee Community College in response to COVID-19, stating that the college continues to follow all safety protocols and procedures. Dr. Sobek also shared Illinois Governor Pritzker's announcement on October 20, 2020, via email communications to employees and students, that suburban Kane, DuPage, Will, and Kankakee counties will return to "heightened resurgence mitigations" beginning October 23, 2020 due to high positivity rates. The Illinois Community College Board has advised that schools and colleges are not in the scope of the governor's orders. However, Waubonsee's executive leadership team is committed to making the health and safety of all employees and students a top priority and is monitoring all developments. The Kane County Health Department has re-validated the college's current practices to help reduce the spread of the coronavirus and did not recommend making any major changes. Dr. Sobek emphasized that it is essential for everyone to wash up, mask up, and measure up!

IX. Approval of Consent Agenda

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, a full-time retirement, full-time resignations, full-time appointment recommendations, and full-time grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 6 bids/purchases, as presented.

A. Meeting Minutes

1. September 16, 2020 Board Meeting Minutes
2. September 16, 2020 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time Appointments

- ** Arriaga, Nancy, Federal Work Study – Two Rivers Head Start Agency, 20 hrs./week, \$10.50/hr.
Arndt, Austin, Wellness Ambassador, 20 hrs./week, \$10.50/hr.
- ** Davis, Jeremy, Federal Work Study – Bookstore, 20 hrs./week, \$10.50/hr.
Galuski, Robert, Professional Tutor Academic Support, 20 hrs./week, \$23.50/hr.
Goldsmith, Rebecca, Head Cross Country Coach, \$7,500.00 Stipend
Malawski, Alexander, Wellness Ambassador, 20 hrs./week, \$10.50/hr.
McMillen, Jeanine, Professional Tutor Academic Support, 20 hrs./week, \$23.50/hr.
Norris, Jacob, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.

** Paid by grant funds

2. Full-Time Retirement

- a. James Armitage, Professor of Automotive Technology, effective December 23, 2020. Mr. Armitage holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. Armitage will obtain the rank of Professor Emeritus upon retirement.

IX. Approval of Consent Agenda (continued)

3. Full-Time Resignations

- a. Karla Barajas, Admissions Advisor, effective September 18, 2020.
- b. Bradley Bibbs, Senior Bookstore Associate, effective October 23, 2020.
- c. Melissa Hubbuch, Assessment Program Specialist-Specialized Testing, effective October 16, 2020.
- d. Deborah Jones, Workforce Coordinator Health Professions and Public Service, effective October 20, 2020.
- e. Eduardo Saucedo, Administrative Specialist Adult Education, effective October 23, 2020.
- f. Michael Zeigler, Campus Police Officer, effective September 11, 2020.

4. Full-Time Appointment Recommendations

- a. Rebecca Hansma, Campus Police Administrative Assistant, at the rate of \$18.27/hr. effective September 21, 2020.
- b. Edna Marlene Russell, Senior Administrative Coordinator to Vice President of Finance and Administration, at the rate of \$24.44/hr. effective October 5, 2020. Ms. Russell will resign her position of Community Education Administrative Coordinator to accept this position.
- c. Edith Rojas, Corporate Sales and Support Coordinator, at the rate of \$24.00/hr. effective October 19, 2020. Ms. Rojas will resign her position of Corporate Operations Support Specialist to accept this position.
- d. Neftaly Hernandez, Testing Services Administrative Assistant, at the rate of \$16.38/hr. effective October 5, 2020.
- e. Irais Carrasco-Unive, Assessment Assistant, at the rate of \$16.38/hr. effective October 5, 2020.
- f. Jennifer Johnson, Assessment Assistant, at the rate of \$16.38/hr. effective October 19, 2020.

5. Full-Time Grant-Funded Support Staff Reappointments

The full-time grant-funded support staff reappointments are effective October 1, 2020 through September 30, 2021 as presented. These positions are grant funded and the reappointments are contingent upon continuous and sufficient grant funding.

IX. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 17

010100	Education Fund	\$1,425,076.54
020100	Operations and Maintenance Fund	94,756.15
050620	Bookstore	30,554.28
062101	Adult Education-State Basic	21,688.54
062102	Adult Education-Performance	12,457.56
063101	Adult Education-Federal Basic	16,172.15
063102	Adult Education-EL / Civics	2,910.00
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	450.85
063159	Improving Student Success	7,271.95
063162	Upward Bound East	5,838.94
063165	Upward Bound West	3,867.86
063168	Student Support Services	4,542.63
063169	TRIO/Student Support Services	5,424.69
063202	Waubonsee Works	6,467.87
063930	Small Business Dev Ctr	4,597.89
120100	Liability/Protection and Settlement	<u>38,277.29</u>
Final Total:		<u>\$1,684,072.97</u>

2. Payroll Report for Pay Number 18

010100	Education Fund	\$1,778,147.76
020100	Operations and Maintenance Fund	86,459.61
050620	Bookstore	22,988.68
062101	Adult Education-State Basic	20,290.55
062102	Adult Education-Performance	10,158.26
063101	Adult Education-Federal Basic	13,822.50
063102	Adult Education-EL / Civics	2,910.00
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	667.27
063159	Improving Student Success	3,988.28
063162	Upward Bound East	5,467.10
063165	Upward Bound West	4,428.11
063169	TRIO/Student Support Services	8,920.83
063202	Waubonsee Works	5,770.50
063930	Small Business Dev Ctr	4,510.84
120100	Liability/Protection and Settlement	<u>30,816.28</u>
Final Total:		<u>\$2,003,064.34</u>

IX. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$961,823.92
010900	Payroll Clearing Fund	81,725.62
020100	Operations and Maintenance Fund	280,637.63
030100	Operations / Maintenance Restricted	1,024,572.60
050503	Auto Resale	(53.06)
050620	Bookstore	280,781.81
050810	Internal Medical Insurance	560,994.02
050811	Retiree Medical Insurance	8,715.08
062102	Adult Education-Performance	348.54
063101	Adult Education-Federal Basic	68.00
063107	Perkins Postsecondary	622.79
063159	Improving Student Success	37,500.00
063162	Upward Bound East	15,329.91
063165	Upward Bound West	15,215.24
063180	Cares Act	277,410.16
063202	Waubonsee Works	787.59
063930	Small Business Dev Ctr	5,478.28
063931	SBDC Supplemental	3,149.50
064114	SBDC Other Sources	275.00
064122	TRIUMPH	100.00
100300	Trust and Agency	4,983.19
120100	Liability/Protection and Settlement	<u>62,027.21</u>
	Final Total:	<u>\$3,622,493.03</u>

IX. Approval of Consent Agenda (continued)

4. Bid for Snow and Ice Removal Services

Award of contract to the lowest qualified bidder for snow and ice removal services from Semper Fi Land, Inc. of Yorkville, IL in the estimated amount of \$16,660 for the Aurora Downtown Campus, and in the estimated amount of \$32,139.33 for the Plano Campus for the total estimated cost of \$48,799.33.

5. Access Codes for the Driver Safety Program

Purchase of up to 5,000 access codes from the National Safety Council of Itasca, IL in an amount not to exceed \$49,750.

6. Television Advertising

Purchase of television advertising from Comcast Corporation of Philadelphia, PA in an amount not to exceed \$50,045.87 for the period of November 1, 2020 through June 30, 2021.

7. Science Lab Kits for Online Courses

Purchase of science lab kits for online courses from the Science Interactive Group, Inc of Englewood, CO in an amount not to exceed \$101,900, Carolina Biological Supply Company of Burlington, NC in the amount of \$27,258.25, and McGraw Hill, LLC of Blacklick, OH in the amount of \$9,240 for the total amount not to exceed \$138,398.25. This purchase is grant funded.

8. Extension of the Adobe Creative Cloud Complete Enterprise Software Subscription

Extension of the Adobe Creative Cloud Complete Enterprise software subscription from CDW-Government, LLC of Vernon Hills, IL for the additional amount of \$125,077 for the period of October 21, 2020 through February 27, 2023. This purchase is partially grant funded.

9. Telephone System Software License and Support Agreements

Renewal of the annual telephone system software license and support agreements from Sound Incorporated of Naperville, IL in the amount of \$43,009 for the period of December 1, 2020 through November 30, 2021.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XI. Policy Reports

XII. Curriculum Reports

XIII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

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

XIV. Financial Reports (continued)

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

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

B. Budget Summary Ending September 2020

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

C. Extension of the Ellucian Software Maintenance Agreement

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the extension of the Ellucian software maintenance agreement from Ellucian Company L.P. of Malvern, PA for the additional amount not to exceed \$1,709,978.00 for a total amount not to exceed \$2,087,821.00 for the period of September 1, 2020 through August 31, 2025.

D. Laptop Computers

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the emergency purchase of laptop computers with five-year support agreements, to support remote operations for students and employees, from CDW-Government, LLC of Vernon Hills, IL in an estimated amount not to exceed \$969,642. This purchase is partially grant funded.

E. Dental Insurance

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the renewal of the annual contract for dental insurance from Delta Dental of Illinois of Oak Brook, IL for the period of January 1, 2021 through December 31, 2021 as presented.

F. Medical Insurance Including the Individual and Aggregate Stop Loss Coverage

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the renewal of the annual contract for medical insurance including the individual and aggregate stop loss insurance from Blue Cross Blue Shield of Illinois of Chicago, IL for the period of January 1, 2021 through December 31, 2021 as presented.

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:45 p.m.



Patrick Kelsey November 18, 2020 20:06 CST

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees