

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

November 18, 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 November 18, 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 5:30 p.m. on Wednesday, November 18, 2020, via remote audio conference call.

Roll call found the following board members present on the call: Jimmie Delgado; Armando Ferrer; 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, Amanda Geist, Dan Larsen, and Michele Needham.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:33 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.

III. Reconvene to Open Session

The board reconvened in open session at 6:30 p.m. Roll call found the following board members present on the call: Jimmie Delgado; Armando Ferrer; 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, Amanda Geist, Dan Larsen, and Michele Needham.

IV. Recognition

A. Recognition of the 2020 Support Staff Award for Excellence Recipients

Michele Needham, Executive Director of Human Resources, recognized the 2020 Support Staff Award for Excellence recipients and shared their recorded video thank you messages: Carolyn Chrusciel, Administrative Specialist Business and Career Technologies, Service and Quality Award Recipient; Ellen Rogers, Bookstore Technology Coordinator, Innovation and Creativity Award Recipient; and Dr. Chassie Sherretz, Academic Success Initiatives Manager, Diversity and Inclusion Award Recipient.

B. Recognition of the 2020 Outstanding Faculty Member Award Recipient

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized 2020 Outstanding Faculty Member Dr. Aaron Lawler, Assistant Professor of Humanities, via a recorded video recognition.

C. Introduction of New Full-Time Faculty Members

Dr. Nyhammer introduced our two new faculty members via recorded video introductions: Lisa Giese, Instructor of Medical Assistant/Phlebotomy, and Mary Paton, Instructor of Nursing.

V. Public Comment

A. General Public Comment

VI. Communications

A. Association of Community College Trustees

1. ACCT National Legislative Summit

Dr. Christine Sobek, President, shared the announcement from the ACCT that the 2021 National Legislative Summit will be convened online as a virtual event on February 8-10, 2021.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

1. Strategic Plan for Higher Education

Dr. Sobek commented that the IBHE, in cooperation with the Illinois Community College Board and the Illinois Student Assistance Commission, is developing a new 10-year strategic plan for higher education, and that the IBHE expects to approve the final strategic plan in March 2021.

D. Illinois Community College Board

F. Illinois Community College Trustees Association

1. ICCTA Meetings

Trustee Tina Willson and Dr. Sobek reported on the virtual ICCTA meetings held November 13-14, 2020.

F. President's Report

In her report to the board, Dr. Sobek:

- commented on the virtual Veterans Day Celebration on November 11 and highlighted the web page: www.waubonsee.edu/veteransday that includes Dr. Sobek's welcome, featured student stories and faculty perspectives, along with music from Waubonsee's music faculty; and
- invited the board to participate in the virtual All Staff Holiday Open House event scheduled for December 3, 1:30-2:30 p.m., via a Zoom webinar, and promoted the web page: www.waubonsee.edu/virtualASHOH for additional details on the event including the introduction of a Waubonsee cookbook compiled with recipes from employees, and a photo collage of employees' favorite holiday photos.

VI. Communications (continued)

G. Institutional Reports

1. Financial Stewardship

Douglas Minter, Vice President of Finance and Administration, reported on the college's financial stewardship practices, shared a presentation focusing on tax levy and debt management principles, and offered recommendations for the restructuring of outstanding debt. After considering the implications of low interest rates on both college debt and investments, the importance of forecasting of tax levy scenarios, and the negative impact of the current pandemic on district taxpayers, the board endorsed a recommendation to abate the 2020 debt levy as a means of providing relief to district taxpayers.

2. Financial Aid Update

Dr. Melinda Tejada, Vice President of Student Development, provided highlights regarding Waubonsee's Financial Aid program.

3. FY2020 Grants Annual Report

Dr. Jamal Scott, Vice President of Strategic Development, shared highlights from the FY2020 Grants Annual Report.

4. 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, including the college's shift from "responding" to "managing" the pandemic. In preparation for the new mitigations in effect, the college will move instruction primarily online except those courses where face-to-face instruction is essential, along with virtual teaching, learning, and service, effective November 30, 2020.

VII. Approval of Consent Agenda

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, full-time resignations, full-time appointment recommendations, and a full-time grant-funded support staff recommendation; and Financial Reports including: payroll reports, accounts payable, and 1 bid/purchase, as presented.

A. Meeting Minutes

1. October 21, 2020 Board Meeting Minutes
2. October 21, 2020 Executive Session Meeting Minutes

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time Appointments

- ** Baez, Valencia, Federal Work Study-TRIO/Student Support Services, 20 hrs./week, \$10.50/hr.
Burnham, April, Custodian, 25 hrs./week, \$12.94/hr.
Farhath, Zainab, Wellness Ambassador, 20 hrs./week, \$10.50/hr.
- ** Fischer, Kelly, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
- ** Johnson, Alexander, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
- ** Kabemba, Mumba, Federal Work Study-Admissions, 20 hrs./week, \$10.50/hr.
Nelson, Valerie, Wellness Ambassador, 20 hrs./week, \$10.50/hr.
- ** Palanisamy, Prasana Devi, Federal Work Study-Information Technology, 20 hrs./week, \$10.50/hr.
Richardson, Lisa, Student Retention Manager, \$500.00 per month stipend
Salazar, Mavees, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.
Silvestri, Maurizio, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.
Slogar, Amy, Campus Police Administrative Assistant, 25 hrs./week, \$19.32/hr.
- ** Valdez, Gisselle, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
Valerio, Stephanie, Information Desk Receptionist, 25 hrs./week, \$15.25/hr.
- ** Vazquez, Vincent, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
Wennmacher, Stephanie, Marketing Manager, \$1,000.00 one-time stipend
- ** Wiitanen, Daniel, Student Worker Adult Education, 20 hrs./week, \$10.50/hr.

- ** Paid by grant funds

2. Full-Time Resignations

- a. Robert Barto, Chief Advancement Officer, effective December 23, 2020.
- b. Steven Miller, Communications Manager, effective November 20, 2020.

VII. Approval of Consent Agenda (continued)

3. Full-Time Appointment Recommendations

- a. Jeremy Falk, Imaging Data Specialist, at the rate of \$21.74/hr. effective November 4, 2020.
- b. Lori Fedele, Registration and Records Administrative Assistant, at the rate of \$18.46/hr. effective November 4, 2020.
- c. Marcelo "Richie" Heredia, Student Conduct and Education Coordinator, at the rate of \$22.88/hr. effective November 16, 2020.
- d. Douglas Brauer, Campus Police Officer, at the rate of \$25.81/hr. effective November 4, 2020.
- e. Kathryn Doebler, General Merchandise Buyer, at the rate of \$21.00/hr. effective November 16, 2020.
- f. Duri Choi, Student Accounts and Cashier Manager, at the rate of \$79,550 annually effective November 4, 2020.
- g. Scott Strain, Information Security Specialist, at the rate of \$26.00/hr. effective November 9, 2020. Mr. Strain will resign his position of Information Technology Specialist-Extension Campuses to accept this position.

4. Full-Time Grant-Funded Support Staff Recommendation

Megan Jones, Adult Education Data and Compliance Manager, at the rate of \$72,000 annually effective November 4, 2020 through June 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2021 grant year.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 19

010100	Education Fund	\$1,345,507.02
020100	Operations and Maintenance Fund	82,108.09
050620	Bookstore	21,171.96
062101	Adult Education-State Basic	20,554.44
062102	Adult Education-Performance	9,532.96
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	1,122.62
063159	Improving Student Success	1,381.28
063162	Upward Bound East	5,315.76
063165	Upward Bound West	4,498.61
063169	TRIO/Student Support Services	8,491.50
063202	Waubonsee Works	5,711.06
063930	Small Business Dev Ctr	4,423.79
120100	Liability/Protection and Settlement	<u>25,385.00</u>
Final Total:		<u><u>\$1,555,654.36</u></u>

2. Payroll Report for Pay Number 20

010100	Education Fund	\$1,377,939.92
020100	Operations and Maintenance Fund	81,514.33
050620	Bookstore	22,255.98
062101	Adult Education-State Basic	9,368.31
062102	Adult Education-Performance	17,314.84
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	1,178.16
063159	Improving Student Success	1,381.28
063162	Upward Bound East	6,442.76
063165	Upward Bound West	5,732.86
063169	TRIO/Student Support Services	8,585.54
063202	Waubonsee Works	5,711.06
063930	Small Business Dev Ctr	4,423.79
120100	Liability/Protection and Settlement	<u>25,441.06</u>
Final Total:		<u><u>\$1,571,007.66</u></u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,104,366.00
010900	Payroll Clearing Fund	85,300.74
020100	Operations and Maintenance Fund	250,453.50
030100	Operations / Maintenance Restricted	576,173.83
050503	Auto Resale	14,145.52
050620	Bookstore	537,847.73
050810	Internal Medical Insurance	565,791.33
050811	Retiree Medical Insurance	58,187.63
062102	Adult Education-Performance	1,941.54
063101	Adult Education-Federal Basic	206.83
063107	Perkins Postsecondary	20,789.43
063159	Improving Student Success	2,100.00
063162	Upward Bound East	326.48
063165	Upward Bound West	1,430.80
063169	TRIO/Student Support Services	1,923.68
063202	Waubonsee Works	581.82
063930	Small Business Dev Ctr	2,328.96
063931	SBDC Supplemental	13,929.50
064114	SBDC Other Sources	675.00
064122	TRIUMPH	103.95
064123	AAC&U Guided Pathways	56.32
100300	Trust and Agency	3,453.71
110100	Audit Fund	55,968.00
120100	Liability/Protection and Settlement	<u>17,616.10</u>
Final Total:		<u>\$3,315,698.40</u>

4. Heating, Ventilation, and Air Conditioning Maintenance Services

Renewal of the annual contract for heating, ventilation, and air conditioning maintenance services from Air Comfort Corporation of Broadview, IL in the amount of \$32,329 for the period of November 1, 2020 through October 31, 2021.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Policy Reports

X. Curriculum Reports

XI. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

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

B. Resource Allocation Management Plan – FY2022

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the submission of the FY2022 Resource Allocation Management Plan to the Illinois Community College Board.

XII. Financial Reports

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

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

B. Budget Summary Ending October 2020

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

C. Adoption of the Tentative 2020 Aggregate Tax Levy

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously adopted the tentative 2020 aggregate tax levy of \$47,479,695 and the establishment of December 16, 2020 as the date for the final adoption of the 2020 tax levies.


D. Life/Accidental Death and Dismemberment and Long-Term Disability Insurance

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the renewal of the annual contract for life/accidental death and dismemberment and long-term disability insurance to Dearborn National Life Insurance Company of Downers Grove, IL for the period of January 1, 2021 through December 31, 2021 as presented.

XIII. Other Reports

XIV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously voted to adjourn the meeting at 7:52 p.m.


Patrick Kelsey 12/16/2020 20:59 CST

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees