

**MINUTES**  
**WAUBONSEE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Regular Board Meeting**

December 16, 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 December 16, 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, December 16, 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, 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 5:33 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 6:31 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, Terence Felton, Amanda Geist, and Dan Larsen.

### **IV. Recognition**

#### **A. Recognition of the 2020 Distinguished Contributor and 2020 Distinguished Alumnus Award Recipients**

Dr. Christine Sobek, President, recognized the 2020 Distinguished Contributor Award Recipient, Angelo Kleronomos, and 2020 Distinguished Alumnus Award Recipient, Mary Ellen Thielemann, via a recorded video recognition.

### **V. Public Comment**

#### **A. General Public Comment**

### **VI. Communications**

#### **A. Association of Community College Trustees**

##### **1. ACCT National Legislative Summit**

Dr. Christine Sobek, President, commented that Trustees Jimmie Delgado, Patrick Kelsey, and Tina Willson have indicated their intent to participate in the virtual 2021 ACCT National Legislative Summit scheduled for February 8-10, 2021.

#### **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**

The Board Highlights from the virtual ICCTA meetings held November 13-14, 2020 were provided.

## **VI. Communications (continued)**

### **F. President's Report**

In her report to the board, Dr. Sobek:

- announced that she is scheduled to provide a virtual State of the College – Midyear Update on January 13, 2021 at 10:00 a.m. and that the link for remote viewing will be shared in January. Her remarks will be recorded and made available for later viewing.

### **G. Institutional Reports**

#### **1. Waubonsee Foundation Quarterly Board Meeting**

Trustee James Michels reported on the Waubonsee Foundation Quarterly Board Meeting held on December 1, 2020.

#### **2. 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 an update on spring plans at the college. Dr. Sobek shared that emails have been sent to all employees and students announcing that when the college reopens after winter break on January 4, 2021, access to campus buildings will remain limited and services will be virtual. However, when classes start on January 19, in-person services will resume and courses will meet on-campus as originally scheduled. In addition, Douglas Minter, Vice President of Finance and Administration, reported on Waubonsee's pandemic relief plan for students that focuses on four primary categories: institutional scholarships, debt forgiveness, temporary changes to student payment options and policies, and seeking feedback on barriers, financial and otherwise.

## **VII. 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, 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 3 bids/purchases, as presented.

### **A. Meeting Minutes**

1. November 18, 2020 Board Meeting Minutes
2. November 18, 2020 Executive Session Meeting Minutes

## **VII. Approval of Consent Agenda (continued)**

### **B. Personnel Reports**

#### **1. Part-Time Appointments**

- \*\* Aguirre, Korina, Federal Work Study-Admissions, 20 hrs./week, \$10.50/hr.  
Bartel, Jenna, Shipping and Receiving Clerk, 25 hrs./week, \$15.50/hr.
- \*\* Carrillo, Antonia, Federal Work Study-Financial Aid, 20 hrs./week, \$10.50/hr.  
Davis, Kyle, Campus Safety Officer, 25 hrs./week, \$15.03/hr.  
Markuro, James, General Maintenance Mechanic, 25 hrs./week, \$21.00/hr.  
Soulivong, Vilaylack, Human Resources Recruitment Coordinator, 25 hrs./week,  
\$23.50/hr.
- \*\* Tupper, Caitlin, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
- \*\* Paid by grant funds

#### **2. Full-Time Retirements**

- a. Katherine Wall, Chemistry Lab Coordinator, effective December 3, 2020.
- b. Nancy Horton, Testing Services Department Coordinator, effective January 29, 2021.
- c. Valerie Spizzirri, Bookstore Accounting Coordinator, effective April 30, 2021  
(revised retirement date).

#### **3. Full-Time Resignations**

- a. May Foster, Administrative Coordinator Advancement, effective November 23, 2020.
- b. Lesa Simon, Data Analyst, effective November 19, 2020.

#### **4. Full-Time Appointment Recommendations**

- a. Lynne Campbell, Lead Custodian, at the rate of \$19.50/hr. effective  
November 16, 2020. Ms. Campbell will resign her position of full-time Custodian  
to accept this position.
- b. Daniel Hernandez, Custodian, at the rate of \$15.50/hr. effective December 4, 2020.
- c. Esmeralda Chavez-Hernandez, Administrative Specialist Adult Education, at the  
rate of \$21.00/hr. effective November 19, 2020.
- d. Rozanna Herrera, Senior Bookstore Associate, at the rate of \$16.00/hr. effective  
December 4, 2020.

#### **5. Grant-Funded Support Staff Reappointments**

## **VII. Approval of Consent Agenda (continued)**

### **C. Financial Reports**

#### **1. Payroll Report for Pay Number 21**

010100	Education Fund	\$1,431,527.09
020100	Operations and Maintenance Fund	93,432.87
050620	Bookstore	23,768.06
062101	Adult Education-State Basic	25,889.33
062102	Adult Education-Performance	10,705.63
063101	Adult Education-Federal Basic	4,365.04
063102	Adult Education-EL / Civics	2,182.52
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	2,205.25
063159	Improving Student Success	1,676.19
063162	Upward Bound East	6,172.07
063165	Upward Bound West	5,407.61
063169	TRIO/Student Support Services	9,517.75
063202	Waubonsee Works	6,628.67
063930	Small Business Dev Ctr	4,597.89
120100	Liability/Protection and Settlement	<u>31,564.33</u>
Final Total:		<u><u>\$1,663,358.07</u></u>

#### **2. Payroll Report for Pay Number 22**

010100	Education Fund	\$1,432,631.79
020100	Operations and Maintenance Fund	88,484.46
050620	Bookstore	21,259.97
062101	Adult Education-State Basic	25,818.75
062102	Adult Education-Performance	13,739.34
063101	Adult Education-Federal Basic	4,365.04
063102	Adult Education-EL / Civics	2,182.52
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	3,071.45
063159	Improving Student Success	5,818.21
063162	Upward Bound East	5,832.42
063165	Upward Bound West	5,346.86
063169	TRIO/Student Support Services	9,310.24
063202	Waubonsee Works	6,555.84
063930	Small Business Dev Ctr	4,510.84
120100	Liability/Protection and Settlement	<u>29,624.08</u>
Final Total:		<u><u>\$1,662,269.57</u></u>

**VII. Approval of Consent Agenda (continued)**

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

010100	Education Fund	\$502,439.55
010900	Payroll Clearing Fund	81,650.56
020100	Operations and Maintenance Fund	229,451.54
030100	Operations / Maintenance Restricted	359,646.71
050503	Auto Resale	1,195.92
050620	Bookstore	129,370.62
050810	Internal Medical Insurance	484,358.72
050811	Retiree Medical Insurance	9,186.34
062102	Adult Education-Performance	3,676.44
062115	Transitional Instruction	950.00
063101	Adult Education-Federal Basic	1,341.19
063107	Perkins Postsecondary	155.17
063159	Improving Student Success	17,165.00
063162	Upward Bound East	8,927.62
063165	Upward Bound West	7,846.38
063169	TRIO/Student Support Services	600.00
063180	Cares Act	87,507.00
063202	Waubonsee Works	1,514.58
063930	Small Business Dev Ctr	1,710.77
063931	SBDC Supplemental	3,727.50
064114	SBDC Other Sources	325.00
064122	TRIUMPH	1,710.00
064123	AAC&U Guided Pathways	366.08
100300	Trust and Agency	5,112.65
120100	Liability/Protection and Settlement	<u>51,700.96</u>
Final Total:		<u>\$1,991,636.30</u>

**VII. Approval of Consent Agenda (continued)**

4. Bids/Purchases:

a. Painting and Surface Restoration Services Contract

Three-year contract for painting and surface restoration services with Five Star Decorating, Inc. of Itasca, IL in an amount not to exceed \$50,000 annually and not to exceed \$150,000 for the period of January 1, 2021 through December 31, 2023.

b. Microfiche and Microfilm Scanning Services

Purchase of microfiche and microfilm scanning services from OpenText, Inc. of San Antonio, TX in an amount not to exceed \$115,000.

c. Micro Focus Product Support

Purchase of Micro Focus product support from Micro Focus Software, Inc. of Provo, UT in the amount of \$40,000 for the period of January 1, 2021 through December 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.

**XII. Financial Reports**

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

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

B. Budget Summary Ending November 2020

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

## **XII. Financial Reports (continued)**

### **C. Adoption of Resolution No 21-02 to Establish the 2020 Aggregate Tax Levy**

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously adopted Resolution No. 21-02 to Establish the 2020 Aggregate Tax Levy of \$47,479,695 as presented.

### **D. Adoption of Resolution No. 21-03 to Establish the 2020 Debt Service Extension Base Supplemental Debt Levy**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously adopted Resolution No. 21-03 to Establish the 2020 Debt Service Extension Base Supplemental Debt Levy of \$12,421.11 as presented.

### **E. Legal Services for the College's Debt Refinancing Process**

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved a contract for legal services with Chapman and Cutler LLP of Chicago, IL in the amount of \$120,000.

### **F. Financial Advisory Services for the College's Debt Refinancing Process**

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved a contract for financial advisory services with PMA Securities, LLC of Naperville, IL in an amount not to exceed \$75,000.

### **G. Adoption of Resolution No. 21-04 Providing for the Issue of Not to Exceed \$33,500,000 Taxable General Obligation Refunding Bonds and Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Such Bonds**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously adopted Resolution No. 21-04 Providing for the Issue of Not to Exceed \$33,500,000 Taxable General Obligation Refunding Bonds and Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Such Bonds as presented.

### **H. Adoption of Resolution No. 21-05 Providing for the Issue of Not to Exceed \$2,100,000 Taxable General Obligation Limited Tax Refunding Bonds and Providing for the Levy of a Direct Annual Tax to Pay the Principal and Interest on Such Bonds**

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously adopted Resolution No. 21-05 Providing for the Issue of Not to Exceed \$2,100,000 Taxable General Obligation Limited Tax Refunding Bonds and Providing for the Levy of a Direct Annual Tax to Pay the Principal and Interest on Such Bonds as presented.

## **XII. Financial Reports (continued)**

### **I. Bids/Purchases**

#### **1. Bid for Ceramics Building Exterior Restoration**

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the award of contract to the lowest qualified bidder for the Ceramics Building exterior restoration to Precision Quality Contractors, Inc. of Wood Dale, IL in the amount of \$224,700.

#### **2. Cornerstone License Agreement**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the five-year renewal of the Cornerstone License Agreement from Cornerstone OnDemand, Inc. of Santa Monica, CA in the total amount of \$338,875.50 for the period of January 1, 2021 through December 31, 2025.

## **XIII. Other Reports**

Board Chair Rebecca Oliver announced that the board will reconvene to Executive Session, and that when the board reconvenes back to Open Session, the meeting will be immediately adjourned and no additional action items or reports will occur.

## **XIV. Reconvene to Executive Session**

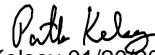
The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to reconvene to executive session at 7:25 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: the appointment, employment, compensation, discipline, 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.

## **XV. Reconvene to Open Session**

The board reconvened in open session at 8:55 p.m. Roll call found the following board members present on the call: Jimmie Delgado; Armando Ferrer; Rick Guzman; Patrick Kelsey; and Rebecca D. Oliver; board members not present on the call: James K. Michels, P.E.; 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, Mary Baccheschi, and Kim Caponi.

**XVI. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:56 p.m.



Patrick Kelsey 01/20/2021 20:07 CST

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Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees