

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

July 21, 2021

**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 3:35 p.m. on Wednesday, July 21, 2021, 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: Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; board members absent: Jimmie Delgado and Rick Guzman; staff members present: Dr. Christine J. Sobek, Mary Baccheschi, Ryan Hanback, and Barry Zokan.

Mr. Guzman joined the meeting at 3:36 p.m.

**II. Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 3:37 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.

**III. Reconvene to Open Session**

The board reconvened in open session at 5:30 p.m. Roll call found the following board members present: Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; board member absent: Rick Guzman; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Kevin Farmer, Amanda Geist, Ryan Hanback, Erika Iniguez, Eileen Keeney-Garcia, Christa Kristich, Dan Larsen, Dr. Hoitung "Terry" Leung, Dr. Jeanne McDonald, Bradley Naugle, Michele Needham, Eamon Newman, Dr. Laura Ortiz, Dr. Stacey Randall, and Kelli Sinclair.

Mr. Guzman joined the meeting at 5:31 p.m.

#### **IV. Recognition**

##### **A. 2021 Support Staff Awards for Excellence Recipients**

Michele Needham, Executive Director of Human Resources, introduced and recognized the 2021 Support Staff Awards for Excellence recipients: Joan Coghlan, Library Circulation Assistant, Service and Quality award; Eileen Keeney-Garcia, Senior Buildings and Grounds Manager, Service and Quality award; Dr. Hoitung “Terry” Leung, Instructional Designer/Technologist, Service and Quality award; Christa Kristich, Financial Aid Manager, Innovation and Creativity award; and Erika Iniguez, Academic and Career Advisor, Diversity and Inclusion award. Ms. Needham also recognized Waubonsee’s Information Technology and Campus Safety and Operations Departments for their extraordinary efforts and the positive impact they have had on employees and students since the onset of the pandemic.

#### **V. Public Comment**

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

##### **B. Faculty Council Representative**

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board regarding health and safety.

#### **VI. Reconvene to Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:01 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.

## **VII. Reconvene to Open Session**

The board reconvened in open session at 7:15 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; 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, Kevin Farmer, Terence Felton, Amanda Geist, Ryan Hanback, Scott Hollenback, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, Dr. Stacey Randall, Ne'Keisha Stepney, and Lei Xie.

## **VIII. Communications**

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

#### **1. ACCT Leadership Congress**

Dr. Christine Sobek, President, announced that Waubonsee's presentation, "The Buck Stops Here: Creating Expectations for a Culture of Diversity, Equity, and Inclusion," has been accepted for the ACCT Leadership Congress, scheduled for October 13-16, 2021 in San Diego, CA.

### **B. American Association of Community Colleges**

### **C. Illinois Board of Higher Education**

#### **1. New Strategic Plan**

Dr. Sobek commented on the release of a new strategic plan for higher education institutions across the state. The IBHE's Strategic Plan document, "A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth," was provided.

### **D. Illinois Community College Board**

### **E. Illinois Community College Trustees Association**

#### **1. ICCTA Meetings – September 10-11, 2021**

Dr. Sobek commented that ICCTA meetings are scheduled for September 10-11, 2021 at the Wyndham Springfield City Centre Hotel in Springfield, IL.

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

In her report to the board, Dr. Sobek:

- highlighted the July 12, 2021 meeting with Lauren Underwood, U.S. Representative, Illinois 14th Congressional District, and the discussions with leadership and students on the impact of COVID-19 and how federal COVID relief funding has benefited both the college and students; and
- announced that she is scheduled to provide her annual State of the College Address on August 18, 2021 at 10:00 a.m. and that details of the format will be shared when plans are finalized.

## **VIII. Communications (continued)**

### **G. Institutional Reports**

#### **1. FY2021 Annual Enrollment Report**

Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, presented the FY2021 Annual Enrollment Report.

#### **2. FY2021 Strategic Plan Accomplishments**

The FY2021 Strategic Plan Accomplishments Report was discussed.

#### **3. FY2022 College Scorecard Update**

Dr. Jamal Scott, Vice President of Strategy and Community Development, reported on a FY2022 College Scorecard update.

#### **4. Waubonsee Community College Mission Statement Review**

The process and timeline for a review of the Waubonsee Community College Mission Statement were discussed.

#### **5. Waubonsee Community College Continuity of Operations in Response to COVID-19**

Updates on the continuity of operations at Waubonsee Community College in response to COVID-19 were provided by Douglas Minter, Vice President of Finance and Administration, and included an overview of the recent guidance released by the Illinois Board of Higher Education and the Illinois Community College Board.

## **IX. Approval of Consent Agenda**

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, a full-time retirement, full-time resignations, full-time appointment recommendations, and full-time grant-funded support staff appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 8 bids/purchases, as presented.

### **A. Meeting Minutes**

1. June 16, 2021 Board Meeting Minutes
2. June 16, 2021 Executive Session Meeting Minutes

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

### **B. Personnel Reports**

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

Barzyk, Jason	Information Technology Specialist, Extension Campuses	25 hrs./week	\$19.75/hr.
Clark, Jackson	Campus Safety Officer	25 hrs./week	\$15.48/hr.
Del Villar, Ariel	Information Technology Computer Lab Assistant	25 hrs./week	\$16.68/hr.
** Edwards-Smith, Desiree	Upward Bound Summer Instructor	25 hrs./week	\$34.00/hr.
Evans, Marleigha	Interim Academic Success Initiatives Manager	40 hrs./week	\$33.78/hr.
Lawrence, Brian	Campus Police Officer	25 hrs./week	\$25.38/hr.
LeClaire, Melissa	Interim Academic Support Coordinator	40 hrs./week	\$28.13/hr.
Perez, Alvaro	Assistant Men's Soccer Coach		\$5,000.00 Stipend
Rithaler, Ronald	Advanced Manufacturing Lab Coordinator	25 hrs./week	\$22.41/hr.

\*\* Paid by grant funds

#### **2. Full-Time Retirement**

- a. Heidi Kindelin, Counselor Access Center for Disability Resources/Professor, effective August 31, 2021. Ms. Kindelin holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Kindelin will obtain the rank of Professor Emerita upon retirement.

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

- a. Dr. Janette Funaro, Dean for Social Sciences, Education and World Languages, effective July 1, 2021.
- b. Carolyn Chrusciel, Administrative Specialist Business, Technology, and Workforce Education, effective July 7, 2021.
- c. Lori Fedele, Administrative Specialist Registration and Records, effective July 2, 2021.

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

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

- a. Kathleen Smith, Financial Aid Veterans' Coordinator, at the rate of \$27.00/hr. effective July 6, 2021. Ms. Smith will resign her position of Financial Aid Advisor to accept this position.
- b. Jessica Jensen, Academic and Career Advisor, at the rate of \$22.39/hr. effective July 19, 2021.
- c. Carlos Suarez, Academic and Career Advisor, at the rate of \$23.21/hr. effective July 19, 2021. Mr. Suarez will resign his position of Admissions Advisor to accept this position.
- d. Kevin Modaff, Multimedia Coordinator, at the rate of \$29.46/hr. effective August 2, 2021.
- e. Bradley Naugle, Multimedia Coordinator, at the rate of \$29.46/hr. effective August 2, 2021.

### **5. Full-Time Grant-Funded Support Staff Recommendations**

- a. Dr. Lisa Machtemes, Pandemic Relief Grant Manager, at the rate of \$82,750 annually effective July 19, 2021 through May 31, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- b. Gabriel Chacon Jr., Latinx Engagement Coordinator, at the rate of \$23.68/hr. effective July 19, 2021 through September 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- c. Iris Castellanos, Latinx Engagement Coordinator, at the rate of \$24.00/hr. effective July 19, 2021 through September 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Castellanos will resign her position of TRIO/Academic and Career Advisor to accept this position.
- d. Gabriela Rios, Federal Scholarship Coordinator, at the rate of \$23.68/hr. effective July 19, 2021 through May 31, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Rios will resign her position of Student Success Coach to accept this position.
- e. Jennifer Lara, Adult Education Career and Workforce Advisor, at the rate of \$23.18/hr. effective July 19, 2021 through June 30, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

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

### **C. Financial Reports**

#### **1. Payroll Report for Pay Number 11**

010100	Education Fund	\$1,422,663.67
020100	Operations and Maintenance Fund	101,099.41
050620	Bookstore	24,214.20
062101	Adult Education-State Basic	9,948.88
062102	Adult Education-Performance	11,772.50
063101	Adult Education-Federal Basic	40,796.50
063102	Adult Education-EL / Civics	1,940.00
063107	Perkins Postsecondary	5,828.88
063132	Federal Work Study	2,350.13
063159	Improving Student Success	1,954.29
063162	Upward Bound East	5,429.42
063165	Upward Bound West	5,315.25
063169	TRIO/Student Support Services	7,976.80
063170	Increasing Retention and Completion	3,105.00
063202	Waubonsee Works	5,802.33
063933	Small Business Dev Ctr	4,735.01
120100	Liability/Protection and Settlement	<u>28,772.20</u>
Final Total:		<u>\$1,683,704.45</u>

#### **2. Payroll Report for Pay Number 12**

010100	Education Fund	\$1,385,576.82
020100	Operations and Maintenance Fund	94,767.82
050620	Bookstore	24,986.79
062101	Adult Education-State Basic	8,947.59
062102	Adult Education-Performance	10,912.28
063101	Adult Education-Federal Basic	41,324.50
063102	Adult Education-EL / Civics	1,940.00
063107	Perkins Postsecondary	5,404.88
063132	Federal Work Study	2,840.25
063159	Improving Student Success	1,813.26
063162	Upward Bound East	7,740.37
063165	Upward Bound West	6,757.48
063169	TRIO/Student Support Services	7,648.68
063170	Increasing Retention and Completion	5,196.80
063202	Waubonsee Works	5,508.33
063933	Small Business Dev Ctr	4,645.36
120100	Liability/Protection and Settlement	<u>25,972.56</u>
Final Total:		<u>\$1,641,983.76</u>

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

3. Accounts Payable for the Period Ending June 30, 2021 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,294,261.14
010900	Payroll Clearing Fund	131,732.46
020100	Operations and Maintenance Fund	289,496.21
030100	Operations / Maintenance Restricted	60,590.76
040100	Bond and Interest Fund	279,485.43
050503	Auto Resale	2,743.17
050620	Bookstore	116,314.40
050810	Internal Medical Insurance	515,224.69
050811	Retiree Medical Insurance	10,654.50
062101	Adult Education-State Basic	11,615.71
062102	Adult Education-Performance	1,085.64
062115	Transitional Instruction	3,927.00
063101	Adult Education-Federal Basic	11,112.25
063107	Perkins Postsecondary	44,277.77
063162	Upward Bound East	2,201.10
063165	Upward Bound West	1,684.92
063169	TRIO/Student Support Services	79.87
063170	Increasing Retention and Completion	6,266.21
063180	Cares Act	10,288.20
063202	Waubonsee Works	383.07
063931	SBDC Supplemental	8,587.32
063933	Small Business Dev Ctr	3,071.58
064114	SBDC Other Sources	507.50
064123	AAC&U Guided Pathways	49.98
100300	Trust and Agency	1,110.91
110100	Audit Fund	6,000.00
120100	Liability/Protection and Settlement	<u>17,455.55</u>
Final Total:		<u>\$2,830,207.34</u>



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

### **4. Bids/Purchases:**

- a. Association of College and University Educator's (ACUE) Effective Teaching Practices Course  
Renewal of the two-year faculty professional development course subscription from the Association of College and University Educators of New York, NY in the amount of \$80,000 for the period of September 4, 2021 through December 31, 2023. This purchase is grant funded.
- b. Civitas Learning Tools  
Renewal of the Civitas Learning Tools from Civitas Learning, Inc. of Austin, TX in the amount of \$241,039 for the period of June 29, 2021 through June 28, 2022. This purchase is grant funded.
- c. Digital Marketing Contractual Services  
Renewal of digital marketing contractual services from Joshua Fountaine of San Diego, CA in a not to exceed amount of \$40,000 for the period of July 1, 2021 through June 30, 2022.
- d. Temporary Staffing Services  
Renewal of the contracts for temporary staffing services in an amount not to exceed \$300,000 for the period of July 1, 2021 through June 30, 2022.
- e. ATech Electrical Troubleshooting Training Boards  
Purchase of 10 ATech troubleshooting boards and curriculum from ATech Training, Inc. of Walton, KY in the amount of \$28,755.
- f. Questica Budgeting System  
Renewal of the budgeting system license and support agreement from Questica, Inc. of Burlington, Ontario in the amount of \$53,045 for the period of August 4, 2021 through August 3, 2022.
- g. Linux Operating System Support for Banner and Websites  
Renewal of the Linux operating system support agreement from The Written Word, Inc. of Roselle, IL in the not to exceed amount of \$150,000 for the period of July 22, 2021 through June 30, 2022.
- h. Floor Scrubbing Equipment  
Purchase of floor scrubbing equipment from Home Depot Pro (formerly Supplyworks) of Lombard, IL in the not to exceed amount of \$39,304.90.

## **X. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed.

**XI. Personnel Reports**

**XII. Policy Reports**

A. Annual Report on Board Policy 3.170.01 – Harassment, Sexual Harassment, Discrimination, and Sexual Misconduct

A written annual report on Board Policy 3.170.01 – Harassment, Sexual Harassment, Discrimination, and Sexual Misconduct was provided.

**XIII. Curriculum Reports**

**XIV. Buildings and Grounds**

A. Construction and Renovation of College Facilities Update

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

B. Proposed Career and Technical Education Building Update

Dan Larsen, Executive Director of Campus Safety and Operations, reported on the proposed career and technical education building.

**XV. Financial Reports**

A. Treasurer’s Report for the Month of June 2021

The Treasurer’s Report for the month of June 2021 was accepted by the board and placed on file.

B. Budget Summary Ending June 2021

Comparison of budget to actual for the twelve months ending June 30, 2021 was accepted by the board and placed on file.

C. Tentative FY2022 College Budget

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously accepted the tentative FY2022 College Budget as presented.

D. Bids/Purchases

1. Food Services

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the award of an annual agreement for food services with Fooda, Inc. of Chicago, IL in the not to exceed amount of \$100,000 for the period of July 22, 2021 through July 21, 2022.

**XV. Financial Reports (continued)**

**2. Council for Adult and Experiential Learning (CAEL) Agreement**

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved a three-year agreement with the Council for Adult and Experiential Learning of Indianapolis, IN in the amount of \$734,009 for the period of August 1, 2021 through July 31, 2024. This purchase is grant funded.

**3. Welding Equipment**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the purchase of welding equipment from Weldstar Company of Aurora, IL in the amount of \$203,228.16.

**XVI. Other Reports**

**XVII. Reconvene to Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 8:13 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.

**XVIII. Reconvene to Open Session**

The board reconvened in open session at 9:04 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Mary Baccheschi, Kim Caponi, Kevin Farmer, Ryan Hanback, Scott Hollenback, and Dr. Jeanne McDonald.

**XIX. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 9:05 p.m.



Patrick Kelsey 08/18/2021 19:59 CDT

Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees