

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

August 18, 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 5:33 p.m. on Wednesday, August 18, 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: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Greg Thomas; and Priscila Vargas; board members absent: Rebecca D. Oliver 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, Kevin Farmer, Amanda Geist, Ryan Hanback, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, and David Voorhees.

Ms. Willson joined the meeting at 5:40 p.m.

II. Recognition

A. 2021 Outstanding Faculty Member Award

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized the 2021 Outstanding Faculty Member award recipient, David Voorhees, Professor of Earth Science and Geology.

III. Public Comment

A. General Public Comment

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 5:45 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.

V. Reconvene to Open Session

The board reconvened in open session at 7:30 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Greg Thomas; Priscila Vargas; and Tina Willson; board member absent: Rebecca D. Oliver; 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, Dan Larsen, and Michele Needham.

VI. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Christine Sobek, President, commented that she and Trustee Rebecca Oliver are registered to attend the ACCT Leadership Congress scheduled for October 13-16, 2021 in San Diego, CA.

2. ACCT Appoints New President and CEO

Dr. Sobek shared an announcement that the ACCT Board of Directors appointed Jee Hang Lee, current ACCT Senior Vice President, to serve as the new ACCT President and CEO, beginning November 1, 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 – September 10-11, 2021

Dr. Sobek commented that Trustee Tina Willson is registered to attend the ICCTA meetings scheduled for September 10-11, 2021 at the Wyndham Springfield City Centre Hotel in Springfield, IL, and that she will attend the ICCTA seminar on September 10.

VI. Communications (continued)

F. President's Report

In her report to the board, Dr. Sobek:

- announced that she delivered her annual State of the College Address on August 18, 2021 in the Academic and Professional Center and that the address was also livestreamed. Several trustees attended in person while others watched via livestream; and
- shared that the Waubonsee Foundation Annual Golf Outing will be held on September 27, 2021 at the Aurora Country Club and that golfers and sponsors may register online or by contacting the Development Office.

G. Institutional Reports

1. Faculty Development Days

Dr. Nyhammer reported on the activities scheduled for the 2021 Fall Faculty Development Days program that is being held virtually August 18-20, 2021.

2. Higher Learning Commission Assurance Review

Dr. Jamal Scott, Vice President of Strategy and Community Development, provided an update on Waubonsee's submission of our Higher Learning Commission (HLC) Assurance Review, which is a self-study of the college's adherence to the HLC Criteria and Core Components. Dr. Scott was proud to announce that Waubonsee successfully completed its Year 4 Assurance Review with no recommended monitoring, and that all five HLC Criteria were met, with no concerns.

3. FY2022 Strategic Plan Update

Dr. Scott shared the FY2022 final Strategic Plan update, which is the third year of the FY2020-FY2022 Strategic Plan, and highlighted some of the new priorities listed under the three pillars, with a special focus on Student Equity and Success.

4. 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 the recent updated mask mandate, as well as upcoming vaccination clinics and incentive programs for students in our efforts to combat the pandemic and maintain a safe environment.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, a full-time retirement, a full-time resignation, full-time appointment recommendations, full-time grant-funded support staff appointment recommendations, and grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 2 bids/purchases, as presented.

A. Meeting Minutes

1. July 21, 2021 Board Meeting Minutes
2. July 21, 2021 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

Blank, Alesha	Academic Support Coach	25 hrs./week	\$24.00/hr.
Denny, Amanda	Academic Support Coach	25 hrs./week	\$24.00/hr.
Elliott, Laura	Campus Safety and Project Specialist		\$1,000/month stipend
Hart, Joseph	General Maintenance Mechanic		\$1,000/month stipend
Johns, Robin	Temporary Bookstore Associate	28 hrs./week	\$13.95/hr.
Lopez, Orlando	Information Technology Computer Lab Assistant Extension Campuses	25 hrs./week	\$16.68/hr.
Slaughter, Ethan	Information Technology Computer Lab Assistant	25 hrs./week	\$16.75/hr.

2. Full-Time Retirement

- a. Joseph Hart, General Maintenance Mechanic, effective November 30, 2021.

3. Full-Time Resignation

- a. Neftaly Hernandez, Testing Services Administrative Assistant, effective August 3, 2021.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Amanda Dewey, Information Technology Purchasing Administrative Coordinator, at the rate of \$22.41/hr. effective August 19, 2021. Ms. Dewey will resign her position of Administrative Specialist Information Technology to accept this position.
- b. Jo Ellen Sobieraj, Testing Services Department Coordinator, at the rate of \$23.68/hr. effective August 19, 2021. Ms. Sobieraj will resign her position of Assessment Program Specialist and Academic Testing to accept this position.
- c. Emily Shinn, Administrative Specialist Health Professions and Public Service, at the rate of \$18.62/hr. effective August 2, 2021.
- d. Guadalupe Martinez, Academic and Career Advisor, at the rate of \$22.10/hr. effective August 2, 2021.

5. Full-Time Grant-Funded Support Staff Recommendations

- a. Jasmine Sims, High School Transition Advisor, at the rate of \$21.63/hr. effective August 16, 2021 through September 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- b. Luz Trejo Camarillo, High School Transition Advisor, at the rate of \$21.26/hr. effective September 7, 2021 through September 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

6. Grant-Funded Support Staff Reappointments

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 13

010100	Education Fund	\$1,341,539.62
020100	Operations and Maintenance Fund	89,411.22
050620	Bookstore	22,701.94
062101	Adult Education-State Basic	6,732.86
062102	Adult Education-Performance	13,940.68
063101	Adult Education-Federal Basic	512.00
063107	Perkins Postsecondary	3,828.88
063132	Federal Work Study	2,998.60
063159	Improving Student Success	2,392.24
063162	Upward Bound East	7,719.22
063165	Upward Bound West	7,043.73
063169	TRIO/Student Support Services	7,269.50
063170	Increasing Retention and Completion	5,196.80
063202	Waubonsee Works	4,777.86
063933	Small Business Dev Ctr	4,555.71
120100	Liability/Protection and Settlement	<u>24,449.07</u>

Final Total: \$1,545,069.91

2. Payroll Report for Pay Number 14

010100	Education Fund	\$1,366,950.51
020100	Operations and Maintenance Fund	85,686.84
050620	Bookstore	22,687.31
062101	Adult Education-State Basic	10,917.55
062102	Adult Education-Performance	8,418.90
063107	Perkins Postsecondary	5,828.88
063132	Federal Work Study	2,177.81
063159	Improving Student Success	1,672.24
063162	Upward Bound East	8,420.97
063165	Upward Bound West	7,654.47
063169	TRIO/Student Support Services	6,720.70
063170	Increasing Retention and Completion	5,196.80
063202	Waubonsee Works	4,681.85
063933	Small Business Dev Ctr	4,555.71
120100	Liability/Protection and Settlement	<u>25,646.49</u>

Final Total: \$1,567,217.02

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending July 31, 2021 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$840,658.59
010900	Payroll Clearing Fund	52,711.43
020100	Operations and Maintenance Fund	224,233.95
030100	Operations / Maintenance Restricted	388,173.36
050503	Auto Resale	526.16
050620	Bookstore	193,575.14
050810	Internal Medical Insurance	527,400.77
050811	Retiree Medical Insurance	16,911.31
062101	Adult Education-State Basic	503.24
062102	Adult Education-Performance	678.50
063107	Perkins Postsecondary	28,696.30
063159	Improving Student Success	337.97
063162	Upward Bound East	7,828.22
063165	Upward Bound West	6,756.40
063180	Cares Act	18,836.27
063182	CRRSAA HEERF II	3,838.87
063202	Waubonsee Works	3,595.52
063931	SBDC Supplemental	448.49
063933	Small Business Dev Ctr	3,630.72
064114	SBDC Other Sources	130.00
100300	Trust and Agency	2,203.81
110100	Audit Fund	8,000.00
120100	Liability/Protection and Settlement	<u>30,952.53</u>

Final Total: \$2,360,627.55

4. Bids/Purchases:

a. Network Infrastructure Monitoring Services

Renewal of the network infrastructure monitoring services agreement from iNOC, LLC of Northbrook, IL in the not to exceed amount of \$58,134.30 for the period of September 1, 2021 through August 31, 2022.

b. Change Orders for the Ceramics Building Exterior Restoration Project

Change orders to add to the contract for the Ceramics Building Exterior Restoration project with Precision Quality Contractors, Inc. of Wood Dale, IL in the amount of \$31,547.47.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Approval of Minutes

A. Semi-Annual Review of Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the opening of executive session meeting minutes through June 30, 2021, with the exception of personnel items, litigation, collective negotiating matters, and setting of a price for sale or lease of property owned by the public body as presented.

X. Personnel Reports

A. Full-Time Resignation

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the agreed resignation of Dr. H. Rodney Holmes, Professor of Biology, effective August 18, 2021.

B. Workforce Furloughs and Reductions – Final Academic Year 2020-2021 Actions Recall of Certain Employees from Furlough Status

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously authorized and approved the following, based on the impact of COVID-19 on campus operations, and President Dr. Christine Sobek's recommendations:

1. the recall of certain support staff to their prior employment status with the designation of the names and titles of employees to be recalled to their prior employment status as follows:

Full-Time Employee:

- a. Katherine Ragsdale, Biology Lab Coordinator

Part-Time Employees:

- a. Cari Anderson, Chemistry Lab Technician
- b. Emilie Duy, Biology Lab Technician
- c. Deborah Moore, Biology Lab Technician
- d. Erin Menig, Physics Lab Coordinator

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

A. Treasurer's Report for the Month of July 2021

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

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously voted to adjourn the meeting at 7:58 p.m.



Patrick Kelsey 09/15/2021 20:31 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees