

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

September 15, 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 5:31 p.m. on Wednesday, September 15, 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; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; board member absent: James K. Michels, P.E.; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Linda Alberty-Layhew, Mary Baccheschi, Kim Caponi, Kevin Farmer, Amanda Geist, Ryan Hanback, Dan Larsen, Kevin Modaff, and Michele Needham; and featured alumnus Simon Rodriguez, Jr.

II. Financial Reports

A. Public Hearing on the FY2022 College Budget

The public hearing on the FY2022 college budget was held at 5:30 p.m. No comments on the budget were presented. The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the closing of the public hearing at 5:32 p.m.

B. Adoption of the FY2022 College Budget and Resolution No. 22-01

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously adopted the FY2022 college budget and Resolution No. 22-01 as presented.

III. Recognition

A. Featured Alumnus

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumnus, Simon Rodriguez, Jr., Youth Services Manager for the City of Aurora.

B. Introduction of New Full-Time Faculty Member

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced our new full-time faculty member, Tyler Friedland, Instructor of Automotive Technology.

IV. Public Comment

A. General Public Comment

B. Faculty Council Representative

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board regarding working conditions during COVID.

V. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 5:58 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; and 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.

VI. Reconvene to Open Session

The board reconvened in open session at 7:33 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; board member absent: James K. Michels, P.E.; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Bob Cofield, Kevin Farmer, Terence Felton, Amanda Geist, Ryan Hanback, Dan Larsen, Dr. Jeanne McDonald, and Michele Needham.

VII. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Christine Sobek, President, commented that she and Board Chair Rebecca Oliver will not be attending the ACCT Leadership Congress, scheduled for October 13-16, 2021 in San Diego, CA due to pandemic-related travel restrictions.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. Dr. Sobek shared the announcement that Governor JB Pritzker appointed Dr. An-Me Chung, consultant to non-profit organizations, and Craig Bradley, Electronics/Computer Science/Astronomy Instructor at Shawnee Community College, to the ICCB.

E. Illinois Community College Trustees Association

1. ICCTA Meetings – September 10-11, 2021

Trustee Tina Willson reported on the ICCTA meetings held September 10-11, 2021 in Springfield, IL.

F. President's Report

In her report to the board, Dr. Sobek:

- announced that she has agreed to serve on the Bank On Illinois Financial Empowerment Task Force, which was created, pursuant to House Resolution 270, to develop recommendations for improving the financial capability of students enrolled in Illinois' public colleges and universities; and
- reflected on the recent passing of former trustee, William Glenn, who served on the Waubensee Community College Board of Trustees from 1987-1993.

VII. Communications (continued)

G. Institutional Reports

1. Waubonsee Community College Foundation Annual and Quarterly Board Meetings

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, reported on the Waubonsee Community College Foundation Annual and Quarterly Board Meetings held September 14, 2021. Dr. Tejada also shared updates on upcoming Foundation events including the Annual Golf Outing that is scheduled for September 27, 2021 at the Aurora Country Club, and Scholarship Fest that will be held on October 8, 2021 in the Academic and Professional Center.

2. Dual Credit Update

Bob Cofield, Director of School District Partnerships, presented a Dual Credit Update and highlighted Waubonsee's successful school district partnerships.

3. 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 Dr. Sobek and Douglas Minter, Vice President of Finance and Administration, to address Governor Pritzker's latest executive order. Mr. Minter reported that the college is utilizing the Cleared4 software program for COVID-19 vaccination tracking and will implement the SHIELD Illinois program for testing requirements. Dr. Sobek thanked all Waubonsee team members involved for their hard work and efforts to comply with the governor's mandate. On behalf of the board, Board Chair Rebecca Oliver expressed appreciation to the team.

VIII. Approval of Consent Agenda

The board, on a motion by Mr. Delgado 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, a leave of absence, 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 3 bids/purchases.

A. Meeting Minutes

1. August 18, 2021 Board Meeting Minutes
2. August 18, 2021 Executive Session Meeting Minutes

VIII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

Abruzzo, Anthony	Student Worker Athletics	25 hrs./week	\$12.00/hr.
Alfaro Jr., Mario	Head Esports Coach		\$10,000.00 Stipend
Cadena, Emilio	Student Worker Public Safety	25 hrs./week	\$12.50/hr.
Diederich, Elizabeth	Custodian	25 hrs./week	\$13.33/hr.
Dudley, Beverly	Temporary Bookstore Associate	25 hrs./week	\$13.95/hr.
Lathan, Dr. Mark	Associate Professor of Music		\$600.00 Stipend
** Morales, Eduardo	Student Worker Bookstore (WIOA)	25 hrs./week	\$12.00/hr.
Pellegrin, Barbra	Peer Tutor Academic Support	25 hrs./week	\$12.50/hr.
** Provenzano, Gianna	Student Worker Peer Finance Educator	25 hrs./week	\$12.00/hr.
Robertson, Monica	Temporary Bookstore Associate	25 hrs./week	\$13.95/hr.
Rocha, Cindy	Temporary Bookstore Associate	25 hrs./week	\$13.95/hr.
Ryan, Sally	Athletics Administrative Assistant	25 hrs./week	\$18.94/hr.
Shafi-McDonald, Harris	Student Worker Public Safety	25 hrs./week	\$12.50/hr.
Sobieraj, Jo Ellen	Testing Services Department Coordinator		\$1,500.00/Monthly Stipend
Tripathi, Jennifer	Student Worker Athletics	25 hrs./week	\$12.00/hr.

** Paid by grant funds

VIII. Approval of Consent Agenda (continued)

2. Full-Time Retirement

- a. Kathleen Bartel, Librarian/Assistant Professor, effective December 23, 2021.

3. Full-Time Resignations

- a. Carol Byrd, Testing Services Manager, effective August 13, 2021.
- b. Bradley Naugle, Multimedia Coordinator, effective August 27, 2021.

4. Leave of Absence

- a. Daniel Kero, Voice Systems Supervisor, effective September 29, 2021 through March 28, 2022.

5. Full-Time Appointment Recommendations

- a. Brandy Monthe, Administrative Specialist Business, Technology, and Workforce Education, at the rate of \$21.36/hr. effective August 19, 2021. Ms. Monthe resigned her position of Administrative Coordinator Employee Development to accept this position.
- b. Maria Patricia Matsuda, Institutional Data and Analytics Manager, at the rate of \$82,750 annually effective September 7, 2021.
- c. Priya Dharkar, Admissions Advisor, at the rate of \$21.63/hr. effective September 20, 2021.
- d. Nancy Guzman, Student Retention Coordinator, at the rate of \$25.00/hr. effective September 20, 2021.

6. Full-Time Grant-Funded Support Staff Recommendations

- a. Madeline Rangel, High School Transition Advisor, at the rate of \$21.26/hr. effective September 7, 2021 through September 30, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- b. Ebany Plascencia, Adult Education Data Administrative Assistant, at the rate of \$17.25/hr. effective September 7, 2021 through June 30, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

7. Grant-Funded Support Staff Reappointments

VIII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 15

010100	Education Fund	\$1,428,892.53
020100	Operations and Maintenance Fund	99,561.05
050620	Bookstore	29,115.20
062101	Adult Education-State Basic	12,375.03
062102	Adult Education-Performance	10,093.02
063107	Perkins Postsecondary	6,753.88
063132	Federal Work Study	3,608.16
063159	Improving Student Success	1,115.78
063162	Upward Bound East	5,726.65
063165	Upward Bound West	5,746.02
063169	TRIO/Student Support Services	6,556.02
063170	Increasing Retention and Completion	10,219.44
063182	CRRSAA HEERF II	5,751.20
063202	Waubonsee Works	7,360.81
063933	Small Business Dev Ctr	4,735.01
120100	Liability/Protection and Settlement	<u>29,593.09</u>

Final Total: \$1,667,202.88

2. Payroll Report for Pay Number 16

010100	Education Fund	\$1,204,913.14
020100	Operations and Maintenance Fund	92,682.49
050620	Bookstore	28,188.01
062101	Adult Education-State Basic	14,873.31
062102	Adult Education-Performance	9,291.36
063107	Perkins Postsecondary	6,579.88
063132	Federal Work Study	2,447.05
063159	Improving Student Success	1,764.13
063162	Upward Bound East	4,941.98
063165	Upward Bound West	5,140.09
063169	TRIO/Student Support Services	8,086.72
063170	Increasing Retention and Completion	10,190.81
063182	CRRSAA HEERF II	5,810.40
063202	Waubonsee Works	7,036.76
063933	Small Business Dev Ctr	4,645.36
063934	Small Business Community Navigator	71.72
120100	Liability/Protection and Settlement	<u>25,789.06</u>

Final Total: \$1,432,452.25

VIII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,217,108.40
010900	Payroll Clearing Fund	94,646.00
020100	Operations and Maintenance Fund	244,150.37
030100	Operations / Maintenance Restricted	58,716.65
040100	Bond and Interest Fund	800.00
050503	Auto Resale	5,461.32
050620	Bookstore	189,810.76
050810	Internal Medical Insurance	585,733.67
050811	Retiree Medical Insurance	9,133.33
062102	Adult Education-Performance	826.51
062115	Transitional Instruction	50.00
063107	Perkins Postsecondary	995.00
063159	Improving Student Success	201.63
063162	Upward Bound East	12,595.86
063165	Upward Bound West	16,410.10
063169	TRIO/Student Support Services	3,006.67
063170	Increasing Retention and Completion	10,156.45
063182	CRRSAA HEERF II	13,449.58
063202	Waubonsee Works	2,450.65
063931	SBDC Supplemental	2,807.56
063933	Small Business Dev Ctr-Fed	4,010.00
064114	SBDC Other Sources	640.43
064122	TRIUMPH	3,540.09
100300	Trust and Agency	5,791.30
120100	Liability/Protection and Settlement	<u>635,941.89</u>
Final Total:		<u>\$3,118,434.22</u>

4. Bids/Purchases:

a. Mower and Groomer Equipment Purchase for Athletics

Purchase of a new mower and groomer from Reinders, Inc. of Mundelein, IL in the amount of \$50,783.22.

b. Purchase of Furniture for Latinx Resource Center

Purchase of furniture for the Latinx Resource Center from Interiors for Business, Inc. of Batavia, IL in the amount of \$33,467.83. This purchase is grant funded.

c. Strategic Enrollment Management through CRM 2.0 Enhancements

Purchase for the CRM 2.0 enhancements from Elevation Solutions, Inc. of Beaverton, OR in the not to exceed amount of \$100,000.

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

X. Personnel Reports

A. Administrative and Support Staff Salary Ranges Recommendations and Other Rates of Pay for FY2022

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the administrative and support staff salary ranges recommendations and other rates of pay for FY2022, effective October 1, 2021, as presented.

B. Administrative and Support Staff Compensation Recommendations for FY2022

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the administrative and support staff compensation recommendations for FY2022, effective October 1, 2021, as presented.

C. Support Staff Reclassifications and Compensation Recommendations for FY2022

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the support staff reclassifications and compensation recommendations for FY2022, effective October 1, 2021, as presented.

D. Approval of the College President's Employment Contract

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the four-year renewal of the employment contract between Dr. Christine Sobek and the Board of Trustees of Waubonsee Community College, as set forth in the contract terms posted and presented.

E. Faculty Tenure Recommendations

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the faculty tenure recommendations, effective spring semester 2022, as presented.

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.

Dan Larsen, Executive Director of Campus Safety and Operations, reported on the Aurora Fox Valley Campus Replace Exterior Window Systems Project.

XIV. Financial Reports (continued)

A. Approval of the Aurora Fox Valley Campus Replace Exterior Window Systems Project with the Illinois Capital Development Board

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the Aurora Fox Valley Campus Replace Exterior Window Systems Project with the Illinois Capital Development Board and a trust agreement naming the Illinois Capital Development Board as beneficiary in the amount of \$813,337 for the purpose of funding the college's share of the project cost for the project.

B. Treasurer's Report for the Month of August 2021

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

C. Budget Summary Ending August 2021

Comparison of budget to actual for the two months ending August 31, 2021 was accepted by the board and placed on file.

D. Bids/Purchases

1. Telephone Network Technical Support and Consultation

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved telephone network technical support and consultation from Steve Zahn of Saint Charles, IL in the not to exceed amount of \$100,000.

2. Cleared4 Software and Services for COVID-19 Vaccination and Testing

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved software and services for COVID-19 vaccination and testing from Cleared4 Inc. of Dallas, TX in the amount of \$98,000. This purchase is grant funded.

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 8:26 p.m.



Patrick Kelsey 10/20/2021 20:33 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees