

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

October 20, 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, October 20, 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: Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Jimmie Delgado and Priscila Vargas; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Keith Bickley, Andrea Brus, Kim Caponi, Amanda Geist, Ryan Hanback, Scott Hollenback, Dan Larsen, Dr. Mark Lathan, Bernard Little, Dr. Jeanne McDonald, Lilia Mendoza, Kevin Modaff, Michele Needham, Patricia Saccone, Ne'Keisha Stepney, Dr. Mary Tosch, and Heather Weber; and Student Senate members President Elias Tamer, Janae Brown, Cheyanne Lowery, and Keilan McCann.

Mr. Delgado joined the meeting at 5:32 p.m.

II. Recognition

A. 2021-2022 Student Government Leaders

Dr. Mary Tosch, Student Life Manager, recognized the 2021-2022 Student Government leaders.

III. Public Comment

A. General Public Comment

B. Faculty Council Representative

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board. The submitted topic was health and safety as it impacts working conditions.

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:47 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.

V. Reconvene to Open Session

The board reconvened in open session at 7:43 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 Essalih, Terence Felton, Amanda Geist, Ryan Hanback, Dan Larsen, Michele Needham, and Ne'Keisha Stepney.

VI. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. Illinois Community Colleges' Economic Impacts and Student Employment Outcomes Reports

The statewide and Waubonsee Community College Economic Impacts and Student Employment Outcomes Reports, prepared by the ICCB and the Center for Governmental Studies at Northern Illinois University, were shared with the board.

2. FY2021 ICCB Program Review Update

The FY2021 ICCB Program Review Report has been submitted.

VI. Communications (continued)

E. Illinois Community College Trustees Association

1. ICCTA Meetings – September 10-11, 2021

The Board Highlights from the ICCTA Meetings held September 10-11, 2021 were provided.

2. ICCTA Meetings – November 12-13, 2021

Dr. Christine Sobek, President, commented that ICCTA meetings are scheduled for November 12-13, 2021 at the Chicago Marriott Hotel in Schaumburg, IL, and that trustees will have the option to participate remotely only in the ICCTA Board of Representatives meeting on November 13, 2021.

F. President's Report

In her report to the board, Dr. Sobek:

- announced that the Foundation Annual Golf Outing, held on September 27, 2021, raised more than \$63,000 to fund next year's scholarships;
- expressed appreciation to the speakers, students, and donors in attendance at the Foundation Scholarship Fest event on October 8, 2021 and congratulated Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, on her efforts to recognize the 277 students who received scholarships;
- highlighted the Veterans Day Observance Ceremony scheduled for November 11, 2021; and
- reported on a meeting held virtually with Board Chair Rebecca Oliver and Jim Reed, Executive Director of the Illinois Community College Trustees Association, regarding board self-evaluation processes.

G. Institutional Reports

1. Mission Statement Review Update

Dr. Jamal Scott, Vice President of Strategy and Community Development, shared an update on the Waubensee Community College Mission Statement review process.

2. Waubensee Community College Continuity of Operations in Response to COVID-19

Updates on the continuity of operations at Waubensee Community College in response to COVID-19 were provided by Douglas Minter, Vice President of Finance and Administration. Mr. Minter reported that vaccination tracking and on-site testing continue for employees and students, and that the focus of the college's Mandate Response Team is to remain diligent in the college's continuous efforts to maintain a safe campus environment.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas 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 a full-time grant-funded support staff appointment recommendation; and Financial Reports including: payroll reports, accounts payable, and 6 bids/purchases.

A. Meeting Minutes

1. September 15, 2021 Board Meeting Minutes
2. September 15, 2021 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

Benson, Danielle	Bookstore Associate	25 hrs./week	\$16.47/hr.
** Blackmore, Sophie	Federal Work Study – Student Life	25 hrs./week	\$12.00/hr.
Carpenter, Brian	Building Services Specialist	25 hrs./week	\$20.41/hr.
Carrillo, Antonia	Admissions Data Administrative Assistant	25 hrs./week	\$17.18/hr.
** Diederich, Nora	Federal Work Study – Student Life	25 hrs./week	\$12.00/hr.
** Hernandez, Emely	Federal Work Study – Business Technology and Workforce Education	25 hrs./week	\$12.00/hr.
Isham, Kenneth	Assistant Baseball Coach		\$7,000.00 Stipend
** Johnson, Travis	Student Worker Peer Finance Educator	25 hrs./week	\$12.00/hr.
Kovack, Benjamin	Student Worker Public Safety	25 hrs./week	\$12.50/hr.
** Langford, Melvin	Federal Work Study – Athletics	25 hrs./week	\$12.00/hr.
Laseman, Jesse	Assistant Cross-Country Coach		\$3,000.00 Stipend
** McDonough, Linda	Upward Bound West Tutor	25 hrs./week	\$18.50/hr.
** Osman, Halima	Federal Work Study – Athletics	25 hrs./week	\$12.00/hr.
Penland, Anabela	Student Worker Public Safety	25 hrs./week	\$12.50/hr.
** Perez, Bryan	Federal Work Study – Bookstore	25 hrs./week	\$12.00/hr.
Price, Ryan	Student Worker – Library	25 hrs./week	\$12.00/hr.
Rocha, Cindy	Bookstore Associate	25 hrs./week	\$14.80/hr.
Schader, Mark	Academic Support Coach	25 hrs./week	\$24.00/hr.
** Smith, Jordan	Federal Work Study – Athletics	25 hrs./week	\$12.00/hr.
** Wallace, Summer	Federal Work Study – Bookstore	25 hrs./week	\$12.00/hr.
** Paid by grant funds			

VII. Approval of Consent Agenda (continued)

1. Part-Time and Temporary Appointments (continued)

On-Site COVID Testing

***	Bartel, Shay	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Barzyk, Jason	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Camarillo, Angelica	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
*	Hernandez, Daniel	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Johnson, Ian	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Kanellakis, Alexis	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Kinsland, William	Collection Site Partner System Manager	40 hrs./week	\$72,360.00 Annually
***	Marquez, Melissa	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Marruffo, Matt	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Moran, Tim	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Myers, Dale	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
*	Pattinson, Seth	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
***	Rivas, Irma	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
*	Taylor, Linda	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.
*	Torres, Eustaquio	COVID Test Site Specialist	40 hrs./week	\$21.00/hr.

- * Full-time employees taking on additional duties through the HEERF grant for the duration of the on-site COVID testing.
- *** Part-time employees going to temporary full-time positions through the HEERF grant for the duration of the on-site COVID testing.

2. Full-Time Retirement

- a. Kimberly Forney, Senior Administrative Coordinator to Vice President of Strategy and Community Development, effective January 20, 2022.

3. Full-Time Resignations

- a. Derek Schreiner, Assistant Dean for Business, Technology, and Workforce Education, effective October 29, 2021.
- b. Ulysses Diaz, Bilingual Counselor/Associate Professor, effective October 15, 2021.
- c. Jeffrey Wold, Campus Police Officer, effective August 30, 2021.
- d. Jessica Jensen, Academic and Career Advisor, effective September 16, 2021.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. J. C. Paez, Campus Police Chief, at the rate of \$104,485 annually effective October 4, 2021.
- b. Laura Cronan, Registration and Records Manager, at the rate of \$80,345 annually effective October 4, 2021.
- c. Scott Levine, Groundskeeper, at the rate of \$19.50/hr. effective September 20, 2021. Mr. Levine resigned his position of General Maintenance Mechanic to accept this position.
- d. Stacy Wendt, Administrative Coordinator Employee Development, at the rate of \$21.93/hr. effective October 19, 2021. Ms. Wendt will resign her position of Administrative Specialist Students to accept this position.

5. Full-Time Grant-Funded Support Staff Recommendation

- a. Octavio Escalante Aguirre, TRIO/Academic & Career Advisor, at the rate of \$22.49/hr. effective October 18, 2021 through August 31, 2022. This position is partially grant funded. This appointment is contingent upon continuous and sufficient grant funding.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 17

010100	Education Fund	\$1,401,534.95
020100	Operations and Maintenance Fund	99,924.18
050620	Bookstore	33,037.07
062101	Adult Education-State Basic	40,045.39
062102	Adult Education-Performance	10,363.98
063101	Adult Education-Federal Basic	17,350.06
063102	Adult Education-EL / Civics	642.86
063107	Perkins Postsecondary	6,645.88
063132	Federal Work Study	2,884.73
063159	Improving Student Success	1,115.78
063162	Upward Bound East	6,482.27
063165	Upward Bound West	7,063.53
063169	TRIO/Student Support Services	7,735.20
063170	Increasing Retention and Completion	12,621.08
063182	CRRSAA HEERF II	5,857.76
063202	Waubonsee Works	7,211.72
063933	Small Business Dev Ctr	4,735.04
063934	Small Business Community Navigator	71.69
120100	Liability/Protection and Settlement	<u>29,836.71</u>
Final Total:		<u>\$1,695,159.86</u>

2. Payroll Report for Pay Number 18

010100	Education Fund	\$1,382,407.72
020100	Operations and Maintenance Fund	87,800.38
050620	Bookstore	22,399.13
062101	Adult Education-State Basic	32,293.55
062102	Adult Education-Performance	8,838.97
063101	Adult Education-Federal Basic	16,584.34
063102	Adult Education-EL / Civics	642.86
063107	Perkins Postsecondary	6,243.88
063132	Federal Work Study	2,539.27
063159	Improving Student Success	972.48
063162	Upward Bound East	4,854.60
063165	Upward Bound West	5,393.97
063169	TRIO/Student Support Services	7,534.30
063170	Increasing Retention and Completion	14,270.26
063182	CRRSAA HEERF II	5,372.32
063202	Waubonsee Works	7,091.26
063933	Small Business Dev Ctr	4,566.45
063934	Small Business Community Navigator	60.98
120100	Liability/Protection and Settlement	<u>25,218.98</u>
Final Total:		<u>\$1,635,085.68</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,435,567.35
010900	Payroll Clearing Fund	87,696.10
020100	Operations and Maintenance Fund	248,045.73
030100	Operations / Maintenance Restricted	23,248.00
050503	Auto Resale	10,897.22
050620	Bookstore	664,438.33
050810	Internal Medical Insurance	660,634.11
050811	Retiree Medical Insurance	52,308.80
062101	Adult Education-State Basic	50.55
062102	Adult Education-Performance	808.82
063107	Perkins Postsecondary	1,378.40
063159	Improving Student Success	76,211.97
063162	Upward Bound East	8,686.29
063165	Upward Bound West	8,832.09
063169	TRIO/Student Support Services	723.12
063170	Increasing Retention and Completion	94,234.51
063182	CRRSAA HEERF II	11,531.42
063183	HEERF III	73,800.03
063202	Waubonsee Works	1,400.45
063931	SBDC Supplemental	899.90
063933	Small Business Dev Ctr	8,616.64
063934	Small Business Community Navigator	12,800.00
064114	SBDC Other Sources	470.57
064122	TRIUMPH	190.00
100300	Trust and Agency	10,529.27
110100	Audit Fund	29,927.00
120100	Liability/Protection and Settlement	<u>23,908.34</u>
Final Total:		<u>\$3,547,835.01</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. NetApp Data and Video Storage System Support
Renewal of the NetApp Data and Video Storage System Support in the amount of \$164,975.17 from CDW-Government LLC of Vernon Hills, IL for the coverage period of December 1, 2021 through November 30, 2022.
- b. Telephone System Software License and Support Agreements
Renewal of the telephone system software support agreements in the amount of \$46,766.01 from Sound Incorporated of Naperville, IL for the coverage period of December 1, 2021 through November 30, 2022.
- c. Scholarship Integration for Banner and Blackbaud
Purchase of services for the integration between BlackBaud and Banner from Strata Information Group, Inc. of San Diego, CA in the amount of \$26,520. This purchase is grant funded.
- d. Television Advertising
Purchase of television advertising from Comcast Holdings Corporation, d/b/a Effectv of Boston, MA in the amount of \$50,298 for the coverage period of November 1, 2021 through June 26, 2022.
- e. Installation Services of New Variable Refrigerant Flow Equipment in the HVAC Lab
Purchase of the installation, commissioning, and training for new Variable Refrigerant Flow equipment in the college's HVAC Lab from Ram Mechanical Services, LLC of Carol Stream, IL in the amount of \$59,600.
- f. Snow and Ice Removal Services
Award of contract to the lowest qualified bidder for snow and ice removal from Hanson Landscape Design and Installation, Inc. of Big Rock, IL in the estimated amount of \$12,811.31 for the Aurora Downtown Campus, in the estimated amount of \$19,809.29 for the Aurora Fox Valley Campus, and in the estimated amount of \$30,612.86 for the Plano Campus, for the total estimated cost of \$63,233.46 for the 2021-2022 Winter Season.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

A. FY2022 Reallocated Position Requests

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the support staff position recommendations for FY2022 as presented.

B. Ratification of the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously ratified the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education for the period of July 1, 2021 through June 30, 2022.

C. Ratification of the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Credit

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously ratified the Memorandum of Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Credit for the period of August 16, 2021 through August 15, 2022.

X. Policy Reports

XI. Curriculum Reports

XII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

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

B. Career and Technical Education Building Update

Ne'Keisha Stepney, Executive Dean for Business, Technology, and Workforce Education, provided an update on the proposed career and technical education building, including the programs and opportunities the new building would support. Douglas Minter also briefed the board regarding the importance and urgency for our students and our district employers to resume this capital project that was paused due to the pandemic.

XIII. Financial Reports

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

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

B. Budget Summary Ending September 2021

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

C. FY2021 Year-End Transfers and Establishment of the Budget Stabilization Fund

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the FY2021 year-end transfers and the establishment of the Budget Stabilization Fund as presented.

D. Bids/Purchases

1. Medical Insurance Including the Individual and Aggregate Stop Loss Coverage

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved the renewal of the annual contract for medical insurance including the individual and aggregate stop loss insurance from Blue Cross Blue Shield of Illinois of Chicago, IL for the coverage period of January 1, 2022 through December 31, 2022.

2. Dental Insurance

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the renewal of the annual contract for dental insurance from Delta Dental of Illinois of Oak Brook, IL for the coverage period of January 1, 2022 through December 31, 2022.

XIV. Other Reports

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:24 p.m.



Patrick Kelsey 11/17/2021 20:55 CST

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees