

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

January 19, 2022

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 January 19, 2022 board meeting was held remotely via audio/video conference 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 5:30 p.m. on Wednesday, January 19, 2022, remotely via audio/video conference.

Roll call found the following board members present via audio/video conference: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; and staff members confirmed present via audio/video conference: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Mary Baccheschi, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, and Dr. Stacey Randall.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 5:34 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.

III. Reconvene to Open Session

The board reconvened in open session at 6:45 p.m. Roll call found the following board members present via audio/conference: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; and staff members confirmed present via audio/conference: 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, Dan Larsen, Michele Needham, and Dr. Stacey Randall.

Due to technical issues, Mr. Michels, although visible via audio/video conference, was unable to hear discussion and testimony during the meeting and therefore did not participate in any votes of the members of the board of trustees.

IV. 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 there will be no Waubonsee attendance for the in-person portion of the ACCT National Legislative Summit (NLS), scheduled for February 7-9, 2022 in Washington, D.C.

B. American Association of Community Colleges

1. AACC Annual

Dr. Sobek commented on AACC Annual, scheduled for April 30-May 3, 2022 in New York, NY.

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. ICCB Recognition Evaluation Submission

The ICCB Recognition Evaluation was submitted.

F. Illinois Community College Trustees Association

1. ICCTA Board of Representatives Meeting

Dr. Sobek commented on the ICCTA Board of Representatives Meeting, scheduled for February 7, 2022 that will be held in conjunction with the ACCT NLS as well as via Zoom for those not attending the NLS. ICCTA is also planning to schedule virtual meetings with our United States Senators during the NLS and information will be shared when available.

VI. Communications (continued)

G. President's Report

In her report to the board, Dr. Sobek:

- reported that she shared her virtual President's Midyear College Address, with the theme of "*Reflect and Reset*," on January 12, 2022;
- confirmed that the annual Board of Trustees Special Meeting has been scheduled for February 2, 2022; and
- reflected on the recent passing of a member of the Waubonsee family, Mike Polchopek, Driver Safety Program Instructor, on December 23, 2021, and requested a moment of silence.

H. Institutional Reports

1. Mission Statement Recommendation

Dr. Jamal Scott, Vice President of Strategy and Community Development, and Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, acknowledged the efforts of the Mission Statement Committee Review Team and shared a presentation on the extensive process that involved input from employees, students, and community members to create a new mission statement for the college. The board endorsed the recommended new Waubonsee Community College Mission Statement: *Waubonsee Community College provides exceptional learning through accessible, equitable, and innovative education. We are committed to enriching the lives of our students, employees, and community by working together to create opportunities to discover new passions, share knowledge, and embrace diversity.*

2. Faculty Development Days Update

Dr. Diane Nyhammer, Vice President of Educational Affairs, provided an update on the 2022 Spring Virtual Faculty Development Days held January 12-14, 2022.

3. College Scorecard Update

A College Scorecard update was provided

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. Mr. Minter highlighted all the great teamwork that has occurred to implement the Cleared4 Campus Access Pass project.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, full-time resignations, a leave of absence, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, fee adjustments, and 3 bids/purchases.

A. Meeting Minutes

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

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Bailey, Ryan	Temporary Bookstore Associate	25 hrs./week	\$15.00/hr.
**	Blood, Ruby	Student Worker Adult Education (WIOA)	25 hrs./week	\$13.00/hr.
	Carlson, Erik	Temporary Bookstore Associate	25 hrs./week	\$15.00/hr.
**	Caskey, Ellen	TRIO/Student Support Services Administrative Assistant	25 hrs./week	\$18.94/hr.
**	Casurella III, Rocco	Student Worker Adult Education (WIOA)	25 hrs./week	\$15.00/hr.
	Connatser, Emily	Librarian	25 hrs./week	\$28.50/hr.
	Heneghan, Denver	Temporary Bookstore Associate	25 hrs./week	\$15.00/hr.
	Johns, Robin	Temporary Bookstore Associate	25 hrs./week	\$15.00/hr.
**	Juarez, Brisa	Student Worker Adult Education (WIOA)	25 hrs./week	\$13.00/hr.
**	Lightfoot, Michayla	Student Worker Adult Education (WIOA)	25 hrs./week	\$15.00/hr.
	Marin, Fernando	Buildings and Grounds Worker	25 hrs./week	\$15.00/hr.
	Nelson, Logan	Buildings and Grounds Worker	25 hrs./week	\$15.00/hr.
	Odom Flores, Isabel	Assistant Softball Coach		\$7,000.00 Stipend
**	Raglione, Brittany	Federal Work Study – Admissions	25 hrs./week	\$13.00/hr.
**	Ruiz, Sergio	Federal Work Study – Adult Education	25 hrs./week	\$13.00/hr.
**	Silva, Lauren	Federal Work Study – Financial Aid	25 hrs./week	\$13.00/hr.
	Summers, Brett	Custodian	25 hrs./week	\$15.00/hr.
**	Thomas, Janiece	Federal Work Study – Athletics	25 hrs./week	\$13.00/hr.
	Weiss, Madison	Campus Police Administrative Assistant – PM	25 hrs./week	\$17.18/hr.
**	Paid by grant funds			

VII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Jeffrey Gregor, Dean for Health Professions and Public Service, effective January 14, 2022.
- b. Marques Clark, Adult Education Special Programs Manager, effective January 14, 2022.
- c. Christie Konen, Campus Operations Event Specialist, effective January 3, 2022.
- d. Heather Pierce, Workforce Education Program Manager, effective January 11, 2022.
- e. Micah Wells, Media Services Coordinator, effective January 6, 2022.

3. Leave of Absence

- a. Joseph Ciano, Campus Police Officer, effective November 30, 2021 through April 30, 2022.

4. Full-Time Appointment Recommendations

- a. Jeanine McMillen, Assistant Dean for Business, Technology, and Workforce Education, at the rate of \$88,000 annually, effective January 31, 2022.
- b. Lakeisha Frazier, Administrative Coordinator Students, at the rate of \$20.34/hr., effective January 4, 2022.
- c. James Ingallino, Information Technology Customer Service Specialist, at the rate of \$21.00/hr., effective February 7, 2022.
- d. Ramon Mancilla, Custodian, at the rate of \$15.94/hr., effective January 4, 2022.
- e. Loren Mustard, Senior Textbook Associate, at the rate of \$18.50/hr., effective January 4, 2022.
- f. Miguel Silva, Academic and Career Advisor, at the rate of \$25.00/hr., effective January 4, 2022.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 23

010100	Education Fund	\$1,463,825.38
020100	Operations and Maintenance Fund	96,595.68
050620	Bookstore	26,050.05
062101	Adult Education-State Basic	29,962.87
062102	Adult Education-Performance	6,620.13
062180	COVID Testing Center	12,283.93
063101	Adult Education-Federal Basic	25,846.13
063102	Adult Education-EL / Civics	1,642.86
063107	Perkins Postsecondary	5,938.05
063132	Federal Work Study	2,913.88
063162	Upward Bound East	6,386.87
063165	Upward Bound West	5,096.68
063169	TRIO/Student Support Services	6,674.18
063170	Increasing Retention and Completion	18,725.02
063183	HEERF III	7,288.51
063202	Waubonsee Works	9,225.24
063933	Small Business Dev Ctr	4,840.34
063934	Small Business Community Navigator	75.30
064101	Adult and Family Literacy	1,500.00
100300	Trust and Agency	600.00
120100	Liability/Protection and Settlement	<u>32,839.21</u>
Final Total:		<u>\$1,764,930.30</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 24

010100	Education Fund	\$1,440,791.78
020100	Operations and Maintenance Fund	94,018.86
050620	Bookstore	25,560.52
062101	Adult Education-State Basic	7,713.18
062102	Adult Education-Performance	6,395.64
062180	COVID Testing Center	7,011.33
063101	Adult Education-Federal Basic	4,334.84
063107	Perkins Postsecondary	6,446.42
063132	Federal Work Study	3,115.13
063162	Upward Bound East	5,428.40
063165	Upward Bound West	4,838.55
063169	TRIO/Student Support Services	7,702.07
063170	Increasing Retention and Completion	17,875.74
063183	HEERF III	7,100.13
063202	Waubonsee Works	8,358.33
063933	Small Business Dev Ctr	4,746.14
063934	Small Business Community Navigator	75.35
120100	Liability/Protection and Settlement	<u>31,349.34</u>
Final Total:		<u>\$1,682,861.74</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$939,750.60
010900	Payroll Clearing Fund	134,635.02
020100	Operations and Maintenance Fund	376,853.95
030100	Operations / Maintenance Restricted	28,015.98
040100	Bond and Interest Fund	7,211,723.13
050503	Auto Resale	9,887.49
050620	Bookstore	211,832.73
050810	Internal Medical Insurance	565,125.60
050811	Retiree Medical Insurance	13,600.27
062102	Adult Education-Performance	600.59
062180	COVID Testing Center	504.27
063101	Adult Education-Federal Basic	199.00
063107	Perkins Postsecondary	300.52
063159	Improving Student Success	69.98
063162	Upward Bound East	7,356.32
063165	Upward Bound West	7,627.75
063169	TRIO/Student Support Services	218.67
063170	Increasing Retention and Completion	4,634.18
063183	HEERF III	84,239.74
063202	Waubonsee Works	551.69
063931	SBDC Supplemental	5,142.50
063933	Small Business Dev Ctr	591.00
063934	Small Business Community Navigator	6,700.00
064114	SBDC Other Sources	1,319.20
064122	TRIUMPH	176.15
100300	Trust and Agency	21,742.13
120100	Liability/Protection and Settlement	<u>21,030.38</u>
Final Total:		<u>\$9,654,428.84</u>

VII. Approval of Consent Agenda (continued)

4. Proposed course and other fee adjustments for the 2022-2023 academic year
5. Bids/Purchases:
 - a. Exacq Vision Security Camera Management Support and Licensing
Renewal of three-year agreement for Exacq Vision security camera management support and licensing from Sound Inc. of Naperville, IL in the amount of \$67,389 for the coverage period of March 1, 2022 through March 1, 2025.
 - b. Micro Focus Technical Account Manager Premium Support
Renewal of agreement for Micro Focus Technical Account Manager Premium Support from Micro Focus Software, Inc. of Provo, UT in the amount of \$40,000 for the coverage period of January 1, 2022 through December 31, 2022.
 - c. Zoom Video Communications
Renewal of subscription agreement of Zoom Video Communications software from Zoom Video Communications Inc. of San Jose, CA in the amount of \$45,180 for the coverage period of January 27, 2022 through January 26, 2023.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

A. Proposed Staffing Reallocation Plan for the Learning Outcomes, Curriculum and Program Development Department

1. The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the proposed staffing reallocation plan for the Learning Outcomes, Curriculum and Program Development Department (LOCPD) to be implemented within the next 60 days, and based on President Dr. Christine Sobek's recommendations:
 - a. Elimination of two job titles as follows:
 - (1) Instructional Services Manager
 - (2) Instructional Services Coordinator
 - b. Presentation of Separation Agreements to employees who will be terminated as a result of the elimination of their job titles as follows:
 - (1) Loretta Malley (Instructional Services Manager)
 - (2) Kelly Diederich (Instructional Services Coordinator)
 - c. Creation of two new job titles as follows:
 - (1) Outcomes Assessment Coordinator
 - (2) Curriculum Coordinator
2. The delegation of authority to Dr. Sobek, or her duly named designee, to conduct any necessary planning and implementation to carry out the Staffing Reallocation for the LOCPD and to effectuate all necessary actions.

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.

XIII. Financial Reports

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

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

B. Budget Summary Ending December 2021

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

C. Bids/Purchases:

1. Evisions Argos Reporting Tool

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the three-year agreement for Evisions Argos, the new reporting tool replacing Crystal Reports, from Evisions LLC of Irvine, CA, in the amount of \$265,000 for the coverage period of December 1, 2021 through November 30, 2024.

2. Emergency Contracts for Temporary Staffing Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the emergency contracts for temporary staffing services in the not to exceed amount of \$595,000. This purchase is grant funded.

XIV. Other Reports

A. FY2023 Board of Trustees Meeting Calendar

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously approved the FY2023 Board of Trustees Meeting Calendar as presented.

B. Selection Process for the Recipients of the 2022 Waubonsee Athletic Hall of Fame and the 2022 Distinguished Contributor and Distinguished Alumnus Awards

Dr. Sobek reported on the selection process for the recipients of the 2022 Waubonsee Athletic Hall of Fame and the 2022 Distinguished Contributor and Distinguished Alumnus Awards.

XV. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:40 p.m.



Patrick Kelsey 02/16/2022 20:23 CST

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees