

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

February 16, 2022

**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, February 16, 2022, 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; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; Priscila Vargas; and Tina Willson; board member absent: Rick Guzman; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Mary Baccheschi, Kim Caponi, Heather Engelhart, Darla Essalih, Kevin Farmer, Amanda Geist, Dr. Sara Gregory, Ryan Hanback, Imelda Koehler, Dan Larsen, Erik Leal, Christian Locke, Jeanine McMillen, Michele Needham, Dr. Laura Ortiz, Adam Schauer, and Kelli Sinclair; and featured presenters: Dominick Demonica and Greg Spitzer.

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

**II. Recognition**

**A. 2022 Outstanding Adjunct Faculty Member Award Recipients**

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized the 2022 Outstanding Adjunct Faculty Member award recipients: Heather Engelhart, Adjunct Instructor of Adult Education, and Dr. Sara Gregory, Adjunct Instructor of Music/Humanities and Adjunct Faculty Development Coordinator. Board Chair Rebecca Oliver presented the recognition plaques to the recipients.

**B. Introduction of New Administrator**

Dr. Nyhammer introduced our new administrator: Jeanine McMillen, Assistant Dean for Business, Technology, and Workforce Education.

**C. Introduction of New Full-Time Counseling Faculty**

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, introduced our new full-time counseling faculty: Imelda Koehler, Counselor Bilingual, and Christian Locke, Counselor,

**III. Public Comment**

**A. General Public Comment**

#### **IV. Buildings and Grounds**

##### **A. Career and Technical Education Building Presentation**

Douglas Minter, Vice President of Finance and Administration, introduced Dominick Demonica and Greg Spitzer, Principals of Demonica Kemper Architects LLC, who presented a follow-up report on the Conceptual Planning Study for the proposed career and technical education building.

#### **V. Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:33 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.

#### **VI. Reconvene to Open Session**

The board reconvened in open session at 8:00 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, Kevin Farmer, Amanda Geist, Ryan Hanback, Ronna Jones, Dan Larsen, and Michele Needham.

#### **VII. Communications**

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

###### **1. ACCT National Legislative Summit**

Dr. Christine Sobek, President, reported on the ACCT National Legislative Summit (NLS) that was held February 7-9, 2022 in Washington, D.C.

## VII. Communications (continued)

### B. American Association of Community Colleges

#### 1. AACC Annual

Dr. Sobek announced that Waubonsee's presentation, "Breaking the Fourth Wall," has been accepted for AACC Annual in New York City, NY, and will be presented on May 1, 2022. Dr. Sobek also shared the announcement that our Outstanding Alumni Award Nominee, Dr. Indigo Triplett, has been selected as one of only three 2022 AACC Outstanding Alumni Award recipients and will be recognized during AACC Annual. In addition, David Voorhees, Professor of Earth Science and Geology, will be recognized during AACC Annual as a recipient of an AACC 2022 Dale P. Parnell Faculty Distinction Recognition.

### C. Illinois Board of Higher Education

### D. Illinois Community College Board

### E. Illinois Community College Trustees Association

#### 1. ICCTA Board of Representatives Meeting – February 2022

Dr. Sobek reported that she attended the virtual ICCTA Board of Representatives meeting on February 7, 2022, that was held in conjunction with the ACCT NLS.

#### 2. Virtual Meeting with U.S. Senators – February 2022

Trustee Rick Guzman and Dr. Sobek reported on a virtual meeting they attended with U.S. Senators Tammy Duckworth and Dick Durbin on February 8, 2022, that was coordinated by the ICCTA, and also held in conjunction with the ACCT NLS.

#### 3. ICCTA Meetings – March 2022

Dr. Sobek commented that ICCTA meetings are scheduled for March 11-12, 2022 at the Holiday Inn and Suites in East Peoria, IL.

### F. President's Report

In her report to the board, Dr. Sobek:

- recognized the five community leaders who will serve as judges for the 2022 John J. Swalec, Jr. President's Achievement Awards: Marcia Ayala, President of Aurora Specialty Textiles Group, Inc.; Julie Christman, President and CEO of the Community Foundation of the Fox River Valley; David Dibo, Director of Economic Development for the Aurora Mayor's Office of Economic Development; Orphe Divounguy, Chief Economist at the Illinois Policy Institute; and Kathy Gilmore, President of Valley Industrial Association, and
- announced that, for the eleventh consecutive year, Waubonsee has received Tree Campus Higher Education recognition, a program launched by the Arbor Day Foundation.

## **VII. Communications (continued)**

### **G. Institutional Reports**

#### **1. 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 reported on the Cleared4 Campus Access Pass program implementation. Mr. Minter also commented on Governor Pritzker's announcement regarding the lifting of Illinois' indoor mask mandate.

## **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, full-time resignations, full-time appointment recommendations, a full-time grant-funded support staff appointment recommendation, and bookstore staffing reporting structure changes and salary adjustment; and Financial Reports including: payroll reports, accounts payable, and 5 bids/purchases.

### **A. Meeting Minutes**

1. January 19, 2022 Board Meeting Minutes
2. January 19, 2022 Executive Session Meeting Minutes
3. February 2, 2022 Special Board Meeting Minutes
4. February 2, 2022 Special Board Meeting Executive Session Meeting Minutes

## VIII. Approval of Consent Agenda (continued)

### B. Personnel Reports

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

Alzate Ortega, Brisa	SI Student Leader Academic Support	25 hrs./week	\$13.00/hr.
Caul, Kaitlyn	Biology Lab Technician	25 hrs./week	\$16.81/hr.
Cladis Hodge, Andrea	Professional Tutor Academic Support	4 hrs./week	\$24.50/hr.
** Eident, Paul	Upward Bound East Peer Tutor	25 hrs./week	\$13.25/hr.
** Herrera-Carrillo, Diane	Upward Bound East Peer Tutor	25 hrs./week	\$13.25/hr.
Hollenbeck, Kera	Marketing and Communications Specialist		\$1,000.00/ Monthly Stipend
Kadison, Taylor	Liberal Arts and Sciences Lab Technician	25 hrs./week	\$16.81/hr.
Kristich, Christa	Financial Aid Manager		\$1,500.00/ Monthly Stipend
Loconte, Joseph	Professional Tutor Academic Support	10 hrs./week	\$24.50/hr.
** Magana Jr., Gonzalo	Upward Bound East Peer Tutor	25 hrs./week	\$13.25/hr.
Mares, Richard	Campus Safety and Operations Project Coordinator		\$530.00/ Monthly Stipend
** Minguez, Julian	Federal Work Study – Liberal Arts and Sciences	25 hrs./week	\$13.00/hr.
Phillips, Shayne	Library Circulation Assistant	25 hrs./week	\$16.81/hr.
** Socha, Eugene	Upward Bound East Tutor	25 hrs./week	\$19.00/hr.
Trowbridge, Janet	Professional Tutor Academic Support	2 hrs./week	\$24.50/hr.
** Vegrzyn, Emily	Student Worker Peer Finance Educator	25 hrs./week	\$13.00/hr.
Wilhelm, Erin	Professional Tutor Academic Support	25 hrs./week	\$24.50/hr.
** Paid by grant funds			

#### 2. Full-Time Resignations

- a. Yadira Cisneros, Admissions Advisor, effective January 7, 2022.
- b. Tanya Ortiz, Administrative Specialist Registration and Records, effective February 18, 2022.
- c. Emily Thomas Cheney, Data Analyst, effective February 4, 2022.

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

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

- a. Mary Greenwood, Director of Student Financial Aid Services, at the rate of \$112,000 annually, effective March 14, 2022.
- b. Jessica Chrisman Denegri, Senior Student Technology Support Specialist, at the rate of \$24.50/hr., effective February 21, 2022. Ms. Denegri will resign from her position of Library Technology Specialist to accept this position.
- c. Marleigha Evans, Senior Diversity, Equity and Inclusion Coordinator, at the rate of \$63,731 annually, effective February 21, 2022.
- d. Jeremy Falk, Assessment Technology Coordinator, at the rate of \$24.21/hr., effective February 21, 2022. Mr. Falk will resign from his position of Imaging Data Specialist to accept this position.
- e. James Makuro, General Maintenance Supervisor, at the rate of \$27.00/hr., effective February 4, 2022. Mr. Makuro will resign from his position of General Maintenance Mechanic to accept this position.
- f. Elizabeth Metcalf, Academic and Career Advisor, at the rate of \$21.90/hr., effective February 7, 2022.
- g. Dora Soto, Senior Administrative Coordinator to Vice President of Strategy and Community Development, at the rate of \$26.43/hr., effective February 7, 2022.
- h. Dr. Melissa Tolla, Physical Science Lab Coordinator, at the rate of \$26.39/hr., effective February 7, 2022.
- i. Myra Torres, Administrative Specialist Student Retention, at the rate of \$20.55/hr., effective February 7, 2022.
- j. Karina Vallez, Student Accounts and Cashier Associate, at the rate of \$18.50/hr., effective February 21, 2022.

### **4. Full-Time Grant-Funded Support Staff Appointment Recommendation**

- a. Erika Iniguez, TRIO/Student Support Services Educational Advisor, at the rate of \$27.99/hr., effective February 4, 2022 through August 31, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Iniguez will resign from her position of Academic and Career Advisor to accept this position.

### **5. Bookstore Staffing Reporting Structure Changes and Salary Adjustment**

Bookstore staffing reporting structure changes as presented, and salary adjustment for Gladys Garcia, Assistant Bookstore Manager, to the rate of \$66,734 annually, effective February 21, 2022.

## VIII. Approval of Consent Agenda (continued)

### C. Financial Reports

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

010100	Education Fund	\$1,250,938.45
020100	Operations and Maintenance Fund	96,948.06
050620	Bookstore	25,152.61
062101	Adult Education-State Basic	7,991.21
062102	Adult Education-Performance	6,076.73
062180	COVID Testing Center	15,481.76
063101	Adult Education-Federal Basic	6,364.97
063107	Perkins Postsecondary	6,197.42
063132	Federal Work Study	1,502.68
063162	Upward Bound East	5,206.42
063165	Upward Bound West	4,699.18
063169	TRIO/Student Support Services	6,518.27
063170	Increasing Retention and Completion	17,785.12
063183	HEERF III	7,500.76
063202	Waubonsee Works	14,140.68
063933	Small Business Dev Ctr	941.50
063934	Small Business Community Navigator	37.66
063936	SBDC	3,876.32
120100	Liability/Protection and Settlement	<u>32,398.04</u>
Final Total:		<u>\$1,509,757.83</u>

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

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

010100	Education Fund	\$1,204,379.84
020100	Operations and Maintenance Fund	95,943.47
050620	Bookstore	30,838.46
062101	Adult Education-State Basic	8,398.32
062102	Adult Education-Performance	6,733.35
062180	COVID Testing Center	7,454.75
063101	Adult Education-Federal Basic	11,177.74
063107	Perkins Postsecondary	6,440.92
063132	Federal Work Study	2,532.20
063162	Upward Bound East	5,352.42
063165	Upward Bound West	4,621.18
063169	TRIO/Student Support Services	6,862.75
063170	Increasing Retention and Completion	18,958.55
063183	HEERF III	7,254.01
063202	Waubonsee Works	5,472.51
063934	Small Business Community Navigator	84.77
063936	SBDC	4,817.79
100300	Trust and Agency	300.00
120100	Liability/Protection and Settlement	<u>31,833.86</u>
Final Total:		<u><u>\$1,459,456.88</u></u>



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

3. Accounts Payable for the Period Ending January 31, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$721,008.46
010900	Payroll Clearing Fund	68,605.34
020100	Operations and Maintenance Fund	295,113.18
030100	Operations / Maintenance Restricted	85,888.94
050503	Auto Resale	1,754.80
050620	Bookstore	139,355.11
050810	Internal Medical Insurance	600,631.96
050811	Retiree Medical Insurance	5,888.65
062102	Adult Education-Performance	458.64
062180	COVID Testing Center	9,690.10
062445	SBDC Program Income	500.00
063107	Perkins Postsecondary	100.68
063162	Upward Bound East	5,771.24
063165	Upward Bound West	7,890.39
063169	TRIO/Student Support Services	942.25
063170	Increasing Retention and Completion	46,142.90
063183	HEERF III	86,460.99
063202	Waubonsee Works	720.81
063931	SBDC Supplemental	1,610.00
063933	Small Business Dev Ctr	69.22
063934	Small Business Community Navigator	1,625.00
063936	SBDC	507.50
064114	SBDC Other Sources	950.00
064122	TRIUMPH	317.83
064123	AAC&U Guided Pathways	6,000.00
100300	Trust and Agency	8,008.02
110100	Audit Fund	15,000.00
120100	Liability/Protection and Settlement	<u>27,416.62</u>
Final Total:		<u>\$2,138,428.63</u>

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

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

- a. Mechanical Preventative Maintenance Services Agreement  
Renewal of a three-year mechanical preventative maintenance services agreement from Air Comfort, LLC of Broadview, IL in the not to exceed amount of \$246,375 for the coverage period of March 1, 2022 through February 28, 2025.
- b. Waste Collection and Recycling Services  
Renewal for waste collection and recycling services to Waste Management, Inc. of Batavia, IL, in the amount of \$25,287.85 for the coverage period of March 1, 2022 through February 28, 2023.
- c. Hot Water Heaters Replacement Project  
Award of contract to the lowest qualified bidder for the Hot Water Heaters Replacement project to Key Construction Group of Newark, IL in the amount of \$36,800.
- d. Sign Language Interpreting Services  
Purchase of sign language interpreting services from Sign Language Interpreters, Inc. of Sugar Grove, IL in the not to exceed amount of \$40,000 for the coverage period through June 30, 2022.
- e. Omnilert Emergency Notification System  
Subscription of the Omnilert emergency notification system from Omnilert, LLC, of Leesburg, VA, in the amount of \$32,690 for the coverage period of February 23, 2022 through February 22, 2023.

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

No Consent Agenda Items were removed.

## **X. Approval of Minutes**

### **A. Semi-Annual Review of Executive Session Meeting Minutes**

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the opening of executive session meeting minutes through December 31, 2021, with the exception of personnel items, litigation, and collective negotiating matters as presented.

## **XI. Personnel Reports**

### **A. Faculty Tenure Recommendation**

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the faculty tenure recommendation, effective fall semester 2022, as presented.

### **B. Non-Tenured Faculty Reappointments for Academic Year 2022-2023**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the non-tenured faculty reappointments for academic year 2022-2023 as presented.

## **XII. Policy Reports**

## **XIII. Curriculum Reports**

## **XIV. Buildings and Grounds (continued)**

### **A. Construction and Renovation of College Facilities Update**

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

## **XV. Financial Reports**

### **A. Treasurer's Report for the Month of January 2022**

The Treasurer's Report for the month of January 2022 was accepted by the board and placed on file.

### **B. Budget Summary Ending January 2022**

Comparison of budget to actual for the seven months ending January 31, 2022 was accepted by the board and placed on file.

### **C. Academic Year 2022-2023 In-District Tuition and Student Fee Rates**

The board, on a motion by Mr. Guzman and seconded by Mr. Michels, unanimously approved the college in-district tuition rate to be maintained at \$132 per credit hour and the student fee to be maintained at \$8 per credit hour effective with the fall 2022 semester.

### **D. Auditor to Conduct the College's FY2022 Financial Audit**

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the authorization of the Vice President of Finance and Administration to enter into an agreement with Sikich LLP of Naperville, IL to conduct the June 30, 2022 fiscal year-end audit for the proposed maximum fee of \$88,347.

**XV. Financial Reports (continued)**

**E. Bids/Purchases:**

**1. Pavement and Site Improvements Project**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the award of contract to the lowest qualified bidder for the Pavement and Site Improvements project to Schroeder Asphalt Services, Inc. of Huntley, IL in the amount of \$210,750.

**2. Science Building Corridor Flooring Replacement Project**

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the award of contract to the lowest qualified bidder for the Science Building Corridor Flooring Replacement project to Johnson Flooring Company of Countryside, IL in the amount of \$120,630.

**XVI. Other Reports**

**XVII. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:20 p.m.



Patrick Kelsey 03/16/2022 19:58 CDT

Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees