

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

January 20, 2021

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 20, 2021 board meeting was held remotely via audio conference call 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 20, 2021, via remote audio conference call.

Roll call found the following board members present on the call: Jimmie Delgado; Armando Ferrer; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members confirmed present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Amanda Geist, Dan Larsen, and Michele Needham.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, 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; 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.

III. Reconvene to Open Session

The board reconvened in open session at 7:00 p.m. Roll call found the following board members present on the call: Jimmie Delgado; Armando Ferrer; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members confirmed present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Terence Felton, Amanda Geist, Dan Larsen, and Michele Needham.

IV. Recognition

A. Recognition of the 2021 Outstanding Adjunct Faculty Member Award Recipients

Dr. Christine Sobek, President, and Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized the 2021 Outstanding Adjunct Faculty Members: Andres Campos, Ph.D., Adjunct Instructor of Biology, and Jennifer Siegfried, Adjunct Instructor of Adult Education, via a recorded video recognition.

V. Public Comment

A. General Public Comment

B. Faculty Council Representative

A Faculty Council representative, Dr. Jeanne McDonald, Professor of English, submitted a statement of introduction as the newly elected President of the Waubonsee Community College Faculty Council.

VI. Communications

A. Association of Community College Trustees

1. ACCT National Legislative Summit

Dr. Sobek commented that she and Trustees Jimmie Delgado, Rebecca Oliver, and Tina Willson are registered to attend the virtual 2021 ACCT National Legislative Summit scheduled for February 8-10, 2021. Dr. Sobek also shared that ACCT is hosting a 3-part webinar series focused on preparing attendees for the summit and that she is scheduled to attend these sessions.

VI. Communications (continued)

B. American Association of Community Colleges

1. AACC Annual Convention

Dr. Sobek commented that AACC will be offering two options for their AACC Annual Convention this year: AACC Live will be in-person from April 11-14, 2021 in Nashville, TN and AACC Digital will be scheduled on Thursdays during May 2021. Dr. Sobek is planning to attend the AACC Digital program and shared that we submitted two proposals for inclusion in the digital conference.

2. AACC Virtual Listening Tours

Dr. Sobek shared that Dr. Walter Bumphus, President and CEO of the AACC, is hosting a series of virtual Listening Tours with community college CEOs to hear about their priority issues and that she is scheduled to participate in the Illinois session on February 22, 2021.

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

1. ICCTA Meeting

Dr. Sobek commented that the next ICCTA Board of Representatives meeting will be held virtually on Saturday, January 30, 2021, 8:30-10:30 a.m.

2. Legislative Update

Dr. Sobek provided a report on recent state legislative activity submitted by the ICCTA, and highlighted the education reform bill that was passed.

F. President's Report

In her report to the board, Dr. Sobek:

- commented on her virtual State of the College – Midyear Update on January 13 and that a link will be shared soon of the recorded session;
- announced that, beginning January 29, she will host five bi-weekly virtual Town Hall meetings that will be held on Fridays at 10:00 a.m., and will cover various topics of interest and changes at the college; and
- confirmed the annual Board of Trustees Special Meeting has been scheduled for February 3.

VI. Communications (continued)

G. Institutional Reports

1. College Scorecard Update

A College Scorecard update was provided.

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

Dr. Sobek and Douglas Minter, Vice President of Finance and Administration, provided an update on the continuity of operations at Waubonsee Community College in response to COVID-19.

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 appointments, a full-time retirement, a full-time resignation, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 1 bid/purchase, as presented.

A. Meeting Minutes

1. December 16, 2020 Board Meeting Minutes
2. December 16, 2020 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time Appointments

Costello, Taylor, Bookstore Associate, 25 hrs./week, \$15.00/hr.

** Gonzalez, Franco, Student Worker Adult Education, 20 hrs./week, \$11.00/hr.

Ruiz, Emily, Bookstore Associate, 25 hrs./week, \$15.00/hr.

** Sondgeroth, Aaron, Paraprofessional CAD Tutor, 10 hrs./week, \$18.00/hr.

** Paid by grant funds

2. Full-Time Retirement

- a. Kebra Crafton, Administrative Specialist Health Professions and Public Service, effective January 29, 2021.

3. Full-Time Resignation

- a. Camille Williams, Upward Bound East Advisor, effective December 23, 2020.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Justin Kline, Instructor of Computer Information Systems and Cybersecurity, effective January 13, 2021. The recommended placement on the salary schedule is Column II, Step 10. The 2020-2021 annual salary for this placement is \$63,226.
- b. Jason Rochon, Instructor of Computer Information Systems and Cybersecurity, effective January 13, 2021. The recommended placement on the salary schedule is Column IIA, Step 11. The 2020-2021 annual salary for this placement is \$65,197.
- c. Brandon Slatton, Assessment Data Assistant, at the rate of \$16.38/hr. effective January 5, 2021.
- d. Jessica Yung, Assessment Program Specialist - Specialized Testing, at the rate of \$19.24/hr. effective January 19, 2021.
- e. Ryan Maloney, Instructional Technology and Media Specialist, at the rate of \$24.00/hr. effective January 5, 2021.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 23

010100	Education Fund	\$1,402,150.17
020100	Operations and Maintenance Fund	90,495.02
050620	Bookstore	23,988.24
062101	Adult Education-State Basic	24,283.69
062102	Adult Education-Performance	9,005.85
063101	Adult Education-Federal Basic	4,493.04
063102	Adult Education-EL / Civics	2,182.52
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	1,421.74
063159	Improving Student Success	1,789.26
063162	Upward Bound East	5,666.15
063165	Upward Bound West	5,065.61
063169	TRIO/Student Support Services	8,335.44
063202	Waubonsee Works	6,324.75
063930	Small Business Dev Ctr	4,510.84
120100	Liability/Protection and Settlement	<u>29,571.93</u>
Final Total:		<u><u>\$1,623,002.01</u></u>

2. Payroll Report for Pay Number 24

010100	Education Fund	\$1,394,578.04
020100	Operations and Maintenance Fund	90,660.10
050620	Bookstore	24,008.08
062101	Adult Education-State Basic	24,711.27
062102	Adult Education-Performance	8,929.56
063101	Adult Education-Federal Basic	4,365.04
063102	Adult Education-EL / Civics	2,182.52
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	1,859.81
063159	Improving Student Success	1,726.11
063162	Upward Bound East	5,446.20
063165	Upward Bound West	5,378.36
063169	TRIO/Student Support Services	8,826.31
063202	Waubonsee Works	7,827.03
063930	Small Business Dev Ctr	4,510.84
120100	Liability/Protection and Settlement	<u>28,626.91</u>
Final Total:		<u><u>\$1,617,353.96</u></u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending December 31, 2020 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,116,167.19
010900	Payroll Clearing Fund	112,149.25
020100	Operations and Maintenance Fund	225,052.94
030100	Operations / Maintenance Restricted	499,828.70
040100	Bond and Interest Fund	7,575,562.50
050503	Auto Resale	12,912.53
050620	Bookstore	192,618.80
050810	Internal Medical Insurance	502,845.19
050811	Retiree Medical Insurance	19,653.95
062101	Adult Education-State Basic	24,855.45
062102	Adult Education-Performance	10,035.95
062115	Transitional Instruction	4,850.00
063107	Perkins Postsecondary	6,656.58
063159	Improving Student Success	3,599.00
063162	Upward Bound East	4,494.67
063165	Upward Bound West	4,929.84
063170	Increasing Retention and Completion	424.92
063180	Cares Act	51,675.64
063202	Waubonsee Works	2,696.67
063930	Small Business Dev Ctr	5,539.94
063931	SBDC Supplemental	6,012.50
063932	Adult Ed IDHS CURES Act	122.35
064114	SBDC Other Sources	575.00
064122	TRIUMPH	1,184.00
100300	Trust and Agency	5,893.95
110100	Audit Fund	5,000.00
120100	Liability/Protection and Settlement	<u>11,907.00</u>
Final Total:		<u>\$10,407,244.51</u>

4. Bid/Purchase:

- a. Information Security Auditing Software Licenses, Support and Maintenance Agreement

Three-year agreement for information security auditing software licenses, support and maintenance from Netwrix Corporation of Irvine, CA in the amount of \$29,832.60 for the period of January 21, 2021 through December 27, 2023.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

A. Midyear FY2021 Administrative and Support Staff Salary Range Recommendations and Other Rates of Pay

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the midyear FY2021 administrative and support staff salary range recommendations and other rates of pay, effective January 1, 2021, as presented.

B. Midyear FY2021 Administrative and Support Staff Compensation Recommendations

The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the midyear FY2021 administrative and support staff compensation recommendations, effective January 1, 2021, as presented.

C. Midyear FY2021 Redesign of Organizational Structure

Redesign of Organizational Structure for FY2021 Due to COVID-19 Global Pandemic, Workforce Changes, and Enrollment Declines

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, vacancies in key administrative positions, enrollment and efficiency concerns, and President Dr. Christine Sobek's recommendations:

1. a restructuring of departments and divisions including but not limited to merging three transfer divisions (Math and Science; Communication, Humanities and Arts; and Social Sciences, Education and World Languages) into Liberal Arts and Sciences; expansion of Business and Career Technologies to include Workforce Education; and
2. the elimination of certain college departments and positions, including but not limited to Community Education and Corporate Outreach, as well as certain positions included within, as deemed necessary by Dr. Christine Sobek, President; and
3. the reassignment, retitling, and reclassification, as appropriate, of certain administrative and support staff positions, including but not limited to the establishment of an Executive Dean level role to conform with the newly formed business units and to reflect redistribution and expansion of responsibilities for certain positions as deemed necessary by Dr. Sobek; and
4. the delegation of authority to Dr. Sobek, or her duly named designee, to conduct any necessary planning and implementation to carry out the reorganization and to effectuate all necessary actions, including the preparation and execution of reorganization documentation.

Board Chair Rebecca Oliver thanked employees for their resilience and ongoing efforts during these times of great change as we strive to be responsive to the ever-changing environment.

IX. Personnel Reports (continued)

D. Workforce Furloughs and Reductions – Academic Year 2020/2021

Recall of Certain Employees from Furlough Status, Extension of Certain Employee Furloughs, Elimination of Certain Positions Due to COVID-19 Global Pandemic and Organizational Restructuring Plans, and Offering of Separation Agreements to Certain Incumbents of Eliminated Positions

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, 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 Employees:

- a. Donna Larkin, Human Resources Recruitment Coordinator
- b. Thomas Pietrzyk, Adult Education Transition Advisor
- c. Marlena Rios, Adult Education Transition Advisor

Part-Time Employees:

- d. Robin Borgione, Advancement Administrative Assistant
- e. Dawn Harvey, Access Center Administrative Assistant
- f. Julie Shoemaker, Athletics Administrative Assistant

2. the extension of full- or partial-furlough status from January 31, 2021 to March 31, 2021 of certain support staff employees, whose duties are not currently necessary for the ongoing operations of the College due to the COVID-19 global pandemic and organizational restructuring, as follows:

Full-Time Employees:

- a. Christopher Foster, Video Production Specialist
- b. James Lara, Video Production Specialist
- c. Adam Punter, Visual Media Coordinator
- d. Katherine Ragsdale, Biology Lab Coordinator

Part-Time Employees:

- e. Cari Anderson, Chemistry Lab Technician
- f. Laura Bartoszek, Chemistry Lab Technician
- g. Emilie Duy, Biology Lab Technician
- h. Steven Moga, Sports Information Specialist
- i. Deborah Moore, Biology Lab Technician
- j. Erin Menig, Physics Lab Coordinator

IX. Personnel Reports (continued)

3. the elimination of a certain support staff employee's position, whose duties are no longer necessary for the ongoing operations of the College due to the COVID-19 global pandemic and organizational restructuring, as follows:

Part-Time Employee:

- a. Yvonne Keifer, Fitness Center Specialist

4. the elimination of certain support staff and administrative employees' positions, whose duties are no longer necessary for the ongoing operations of the College due to the COVID-19 global pandemic and organizational restructuring, and the offering of separation agreements to certain support staff and administrative employees whose positions are being eliminated by this action, as follows:

Full-Time Employees:

- a. Michelle Anderson, Fitness Center Coordinator
- b. Ken Cohn, Dean of Community Education and Corporate Outreach
- c. Katherine Edinger, Community Education Program Developer
- d. Barbara Jachna, Community Education Program Developer
- e. Stephanie Keifer, Fitness Center Operations Specialist
- f. Cecilia Vargas, Art Coordinator

Part-Time Employees:

- g. Kimberly Gailes, Adult Education Computer Center Instructional Aide
- h. Nicholas Karasch, Fitness Center Technical Assistant
- i. Cynthia Neacy, Fitness Center Technical Assistant
- j. Kathleen Roberts, Adult Education Computer Center Instructional Aide
- k. Nicholas Thielk, Fitness Center Technical Assistant
- l. Lauren Vitiello, Athletics Facilities Specialist
- m. Kristin Wiesbrook, Music Lab Assistant

5. the delegation of authority to Dr. Sobek, or her duly named designee, to conduct any necessary planning and implementation to carry out the workforce furloughs and reductions program and to effectuate all necessary actions.

Board Chair Rebecca Oliver thanked all the employees who have returned to prior employment status, who will have their furlough status extended, and who will have their positions eliminated, for their valuable contributions to the college.

E. FY2022 Administrative Work Calendar

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the FY2022 Administrative Work Calendar as presented.

X. Policy Reports

XI. Curriculum Reports

A. Academic Calendar for 2022-2023

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the Academic Calendar for 2022-2023 as presented.

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 2020

The Treasurer's Report for the month of December 2020 was accepted by the board and placed on file.

B. Budget Summary Ending December 2020

Comparison of budget to actual for the six months ending December 31, 2020 was accepted by the board and placed on file.

C. Debt and Tax Levy Management Update

Mr. Minter provided a debt and tax levy management update including an announcement that Moody's reaffirmed Waubonsee's credit rating of Aa1 with stable outlook, which is one less than the highest rating of Aaa. He also shared an update on the sale of the college's bonds as part of the debt refinancing process.

D. Proposed Fee Adjustments for the 2021-2022 Academic Year

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the proposed fee adjustments for the 2021-2022 academic year as presented.

E. Bid/Purchase

1. Website Content Management Software Support and Maintenance Agreement

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the purchase of a three-year website content management software support and maintenance agreement from Promet Solutions Corporation of Chicago, IL in the amount of \$194,400 for the period of January 21, 2021 through January 20, 2024.

XIV. Other Reports

A. FY2022 Board of Trustees Meeting Calendar

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the FY2022 Board of Trustees Meeting Calendar as presented.

XV. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:05 p.m.



~~Patrick Kelsey 02/17/2021 19:36 CST~~_____

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees