

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

February 17, 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 5:34 p.m. on Wednesday, February 17, 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; Armando Ferrer; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; and Tina Willson; board members absent: Rebecca D. Oliver and Greg Thomas; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Kevin Farmer, Amanda Geist, Ryan Hanback, Ronna Jones, Dan Larsen, Michele Needham, Julie Olczyk, and Micah Wells.

II. Recognition

A. Introduction of New Full-Time Faculty Members

Dr. Christine Sobek, President, introduced our two new full-time faculty members via video introductions: Justin Kline, Instructor of Computer Information Systems and Cybersecurity, and Jason Rochon, Instructor of Computer Information Systems and Cybersecurity.

III. Public Comment

A. General Public Comment

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 5:41 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.

V. Reconvene to Open Session

The board reconvened in open session at 6:49 p.m. Roll call found the following board members present: Jimmie Delgado; Armando Ferrer; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; and Tina Willson; board members absent: Rebecca D. Oliver and Greg Thomas; 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 Cardine, Kevin Farmer, Terence Felton, Amanda Geist, Ryan Hanback, Ronna Jones, Dan Larsen, Michele Needham, Julie Olczyk, and Micah Wells.

VI. Communications

A. Association of Community College Trustees

1. ACCT National Legislative Summit

Dr. Sobek and Trustees Jimmie Delgado and Tina Willson reported on the virtual 2021 ACCT National Legislative Summit (NLS) held February 8-10, 2021, and commented on virtual meetings held in conjunction with the NLS with United States Senators Dick Durbin and Tammy Duckworth and with United States Representative Bill Foster.

B. American Association of Community Colleges

1. AACC Annual Convention

Dr. Sobek shared an announcement that our Outstanding Alumni Award Nominee, Aurora Chief of Police Kristen Ziman, has been selected as one of only three 2021 AACC Outstanding Alumni Award recipients. The recipients will be honored during a virtual recognition ceremony held as part of the AACC Annual Convention.

In addition, Dr. Sobek also announced that Dr. Aaron Lawler, Assistant Professor of Humanities, will be recognized as a recipient of an AACC 2021 Dale P. Parnell Faculty Distinction Recognition at a virtual recognition ceremony.

Dr. Sobek commented that Trustees Greg Thomas and Tina Willson have indicated their intent to attend the AACC Digital program that will be held on Thursdays during May 2021, and that we submitted two proposals for inclusion in the digital conference.

VI. Communications (continued)

C. Illinois Board of Higher Education

1. IBHE Strategic Planning

Dr. Sobek commented that she is scheduled to attend a virtual IBHE Strategic Planning meeting on February 23, 2021 for a presentation and updates on their process for developing a 10-year strategic plan for higher education. Dr. Sobek also shared that she was invited by the IBHE to serve on a Work Group on Meeting the State's Educator Workforce Needs, also as part of their strategic planning process, and will be attending virtual meetings scheduled in February and March.

D. Illinois Community College Board

E. Illinois Community College Trustees Association

1. ICCTA Meetings

a. ICCTA Meeting – January 2021

Trustee Tina Willson reported on the ICCTA Board of Representatives meeting held virtually on January 30, 2021.

b. ICCTA Meeting – March 2021

Dr. Sobek commented that the next ICCTA Meetings are scheduled for March 12-13, 2021 and will be held in person at the Hyatt Regency, Schaumburg, IL. Trustees will also have the option to participate remotely in the ICCTA Board of Representatives meeting on March 13, 2021.

2. ICCTA North Suburban and West Suburban Regional Joint Meeting

Dr. Sobek commented that all trustees and college presidents are invited to attend a joint virtual meeting of the ICCTA North Suburban Region (Oakton Community College, College of Lake County, McHenry County College, Triton College, and Harper College) and the ICCTA West Suburban Region (College of DuPage, Elgin Community College, Morton College, and Waubonsee Community College), on February 22, 2021.

F. President's Report

In her report to the board, Dr. Sobek:

- recognized the community leaders who will serve as judges for the 2021 John J. Swalec, Jr. President's Achievement Awards; and
- announced that Waubonsee has received certification to work with employer partners as a Department of Labor Registered Apprenticeship Program for Industrial Maintenance.

VI. Communications (continued)

G. Institutional Reports

1. Employee Engagement Update

Michele Needham, Executive Director of Human Resources, introduced Julie Olczyk, Employee Relations Manager, who provided an Employee Engagement Plan update, which included results from our recent Employee Engagement Pulse Survey and a progress report on the current Employee Engagement Plan.

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

A written update on the continuity of operations at Waubonsee Community College in response to COVID-19 was provided.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, full-time resignations, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 4 bids/purchases, as presented.

A. Meeting Minutes

1. January 20, 2021 Board Meeting Minutes
2. January 20, 2021 Executive Session Meeting Minutes
3. February 3, 2021 Special Board Meeting Minutes

B. Personnel Reports

1. Part-Time Appointments

Adams, Yolanda, SI Student Leader Academic Support, 20 hrs./week, \$12.00/hr.
Burnham, Mary, Peer Tutor Academic Support, 20 hrs./week, \$12.50/hr.
Kalligher, Thomas, Custodian, 25 hrs./week, \$13.60/hr.
Kanellakis, Alexis, Building Services Specialist, 25 hrs./week, \$17.97/hr.
Lehnert, Steven, Custodian, 25 hrs./week, \$13.33/hr.
Taylor IV, William, Assistant Esports Coach, \$3,000.00 Stipend
Toles, Elvin, Custodian, 25 hrs./week, \$13.33/hr.

VII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Dr. Antonio Rodriguez, Jr., Institutional Data and Analytics Manager, effective January 29, 2021.
- b. Andrew Uhler, Campus Police Officer, effective January 29, 2021.

3. Full-Time Appointment Recommendations

- a. Rashante' Zackery, Admissions Advisor, at the rate of \$22.10/hr. effective February 1, 2021.
- b. Alec Muschong, Admissions Advisor, at the rate of \$21.26/hr. effective February 1, 2021.
- c. Genesis Flores, Information Desk Assistant, at the rate of \$17.50/hr. effective February 1, 2021.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 1

010100	Education Fund	\$1,115,724.58
020100	Operations and Maintenance Fund	86,987.33
050620	Bookstore	22,068.07
062101	Adult Education-State Basic	5,797.31
062102	Adult Education-Performance	8,253.25
062420	Small Business Dev Ctr	3,632.84
063101	Adult Education-Federal Basic	96.00
063107	Perkins Postsecondary	3,717.79
063132	Federal Work Study	749.91
063159	Improving Student Success	1,631.28
063162	Upward Bound East	5,488.04
063165	Upward Bound West	4,191.86
063169	TRIO/Student Support Services	7,460.58
063202	Waubonsee Works	4,782.82
063930	Small Business Dev Ctr	790.95
120100	Liability/Protection and Settlement	<u>29,404.51</u>
Final Total:		<u><u>\$1,300,777.10</u></u>

2. Payroll Report for Pay Number 2

010100	Education Fund	\$1,211,468.00
020100	Operations and Maintenance Fund	96,077.03
050620	Bookstore	26,475.47
062101	Adult Education-State Basic	7,524.27
062102	Adult Education-Performance	9,321.46
062420	Small Business Dev Ctr	4,753.90
063101	Adult Education-Federal Basic	6,104.00
063107	Perkins Postsecondary	3,939.97
063132	Federal Work Study	2,152.71
063159	Improving Student Success	1,817.37
063162	Upward Bound East	3,888.52
063165	Upward Bound West	5,599.68
063169	TRIO/Student Support Services	8,215.02
063202	Waubonsee Works	5,458.72
120100	Liability/Protection and Settlement	<u>28,979.34</u>
Final Total:		<u><u>\$1,421,775.46</u></u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$832,423.97
010900	Payroll Clearing Fund	47,811.29
020100	Operations and Maintenance Fund	231,068.89
030100	Operations / Maintenance Restricted	85,821.67
050503	Auto Resale	1,375.88
050620	Bookstore	188,445.14
050810	Internal Medical Insurance	458,064.40
050811	Retiree Medical Insurance	7,926.44
062102	Adult Education-Performance	1,743.78
062420	Small Business Dev Ctr	80.00
063107	Perkins Postsecondary	5,647.48
063162	Upward Bound East	3,541.78
063165	Upward Bound West	4,548.24
063930	Small Business Dev Ctr	450.27
063931	SBDC Supplemental	6,732.75
100300	Trust and Agency	1,644.47
120100	Liability/Protection and Settlement	<u>6,101.67</u>
Final Total:		<u>\$1,883,428.12</u>

4. Bids/Purchases:

- a. Kaltura Captioning and Enrichment Services
Renewal of a three-year agreement for Kaltura Reach with Kaltura, Inc. of New York, NY in the amount of \$10,000 annually for the total cost of \$30,000 for the period of June 30, 2021 through June 29, 2024. This purchase is partially grant funded.
- b. Zoom Video Communications
Renewal of an annual subscription agreement for Zoom Video Communications with Zoom Video Communications Inc. of San Jose, CA in the amount of \$27,432 for the period of January 27, 2021 through January 26, 2022.
- c. e2Campus Emergency Notification System
Renewal of a one-year agreement for the e2Campus emergency mass notification system from Omnilert, LLC of Leesburg, VA in the amount of \$32,690 for the period of February 23, 2021 through February 22, 2022.
- d. ADVANCE Data Warehouse Software System
Renewal of a three-year agreement for the ADVANCE data warehouse software system support and maintenance from Zogo Technologies, LLC of Dallas, TX in the amount of \$60,004.62 annually for the total cost of \$180,013.86 for the period of June 1, 2021 through May 31, 2024.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Approval of Minutes

A. Semi-Annual Review of Executive Session Minutes

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the opening of executive session meeting minutes through December 31, 2020, with the exception of personnel items, litigation, and collective negotiating matters as presented.

X. Personnel Reports

A. FY2021 Support Staff and Administrative Reclassifications and Compensation

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the FY2021 support staff reclassifications and compensation recommendations, effective January 1, 2021, and the administrative reclassifications and compensation recommendations, effective January 21, 2021, as presented.

B. Individual Separation Agreements and Releases of Claims

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the executed separation agreements and releases of claims and authorized Dr. Christine Sobek, President, to undertake all necessary actions to satisfy the terms and conditions of the agreements for the individuals as identified in the January 20, 2021 board minutes.

C. Faculty Tenure

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the faculty tenure recommendations, effective fall 2021, as presented.

D. Non-Tenured Faculty Reappointments for Academic Year 2021-2022

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the non-tenured faculty reappointments for academic year 2021-2022 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.

XIV. Financial Reports

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

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

B. Budget Summary Ending January 2021

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

C. Auditor to Conduct the College's FY2021 Financial Audit

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the letter of engagement from Sikich LLP of Naperville, IL to conduct the June 30, 2021 fiscal year-end audit for the proposed maximum fee of \$87,127.

D. Academic Year 2021-2022 In-District Tuition and Student Fee Rates

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, 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 2021 semester.

E. Adoption of Resolution No. 21-06 to Establish the Transfer and Abatement of Taxes Levied for the Year 2020 to Pay Debt Service

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously adopted Resolution No. 21-06 to establish the transfer and abatement of taxes levied for the year 2020 to pay debt service as presented.

XIV. Financial Reports (continued)

F. Bids/Purchases

1. Temporary Staffing Services

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved to increase the cost for temporary staffing services to a total amount not to exceed \$550,000 (an additional \$300,000) for the period of July 1, 2020 through June 30, 2021. This purchase is partially grant funded.

2. Managed Print Services Contract Extension and Modification

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved a three-month extension of the five-year agreement for Managed Print Services with Marco Technologies of St. Cloud, MN in the amount of \$164,133 for the period of March 10, 2021 through June 9, 2021, and the approval of the modification to the original agreement in the amount of \$258,792, for the total amount of \$422,925.

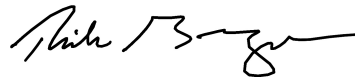
XV. Other Reports

A. Selection Process for the Recipients of the 2021 Waubonsee Athletic Hall of Fame and the 2021 Distinguished Contributor and Distinguished Alumnus Awards

Dr. Sobek reported on the selection process for the recipients of the 2021 Waubonsee Athletic Hall of Fame and the 2021 Distinguished Contributor and Distinguished Alumnus Awards.

XVI. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:30 p.m.



Rick Guzman 03/17/2021 20:02 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees