

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

March 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 5:33 p.m. on Wednesday, March 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; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Patrick Kelsey and James K. Michels, P.E.; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Spencer Brayton, Kim Caponi, Kevin Farmer, Amanda Geist, Ryan Hanback, Dan Larsen, Dr. Jeanne McDonald, Patricia Saccone, and Barry Zokan.

Appointment of Secretary Pro Tem

Board Chair Rebecca Oliver appointed Rick Guzman as Secretary Pro Tem.

II. Recognition

A. Introduction of New Administrator

Spencer Brayton was introduced in his new role as Director of Library Services.

III. Public Comment

A. General Public Comment

B. Faculty Council Representative

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board regarding faculty and decision-making.

IV. Executive Session

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 5:46 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 7:26 p.m. Roll call found the following board members present: Jimmie Delgado; Armando Ferrer; Rick Guzman; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Patrick Kelsey and James K. Michels, P.E.; 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, Dr. Jeanne McDonald, Patricia Saccone, and Barry Zokan.

VI. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

1. AACC Annual Convention

Dr. Sobek shared an announcement from the AACC that they are consolidating their two events originally planned for their annual meeting. The AACC Live event, scheduled for April 11-14, 2021 in Nashville, TN, has been consolidated into the AACC Digital program, a virtual conference that will be held on Thursdays during May 2021.

Dr. Sobek announced that Waubonsee's presentation, "Navigate Your Way to Success in a Virtual World," has been accepted for the AACC Digital program. Dr. Sobek and Anita Moore-Bohannon, Executive Dean for Academic Support, will present the virtual session on May 20, 2021, 12:00-12:30 p.m.

VI. Communications (continued)

2. AACC Webinar

Dr. Sobek reported that she and other staff attended a webinar on March 9, 2021, hosted by the AACC and ACCT government relations teams, on the current state of the implementation of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and related legislative developments.

C. Illinois Board of Higher Education

1. IBHE Strategic Planning

Dr. Sobek reported that she participated in several IBHE State Educator Workforce Design Work Group meetings, and attended a presentation on “The Future of Work and Learning” on February 22, 2021, by Nate Anderson, Senior Program Director of Jobs for the Future, and Charla Long, Executive Director of Competency-Based Education Network, about the future of postsecondary education and how we can position the Illinois higher education system accordingly.

D. Illinois Community College Board

1. ICCB Webinar

Dr. Sobek reported that she and other Illinois community college presidents attended an informational webinar on March 10, 2021, hosted by Brian Durham, Executive Director of the ICCB, on how colleges can serve their respective communities and expand COVID-19 testing to include faculty, staff, and students in the summer and fall of 2021.

E. Illinois Community College Trustees Association

1. ICCTA Meetings

Dr. Sobek commented on the ICCTA Meetings that were held March 12-13, 2021 in Schaumburg, IL.

2. ICCTA North Suburban and West Suburban Regional Joint Meeting

Dr. Sobek reported that she participated in a virtual ICCTA North Suburban and West Suburban Regional Joint Meeting on February 22, 2021, that was facilitated by Jim Reed, Executive Director of the ICCTA. Dr. Sobek served on a panel with other Illinois community college presidents and responded to questions regarding diversity, equity and inclusion, along with addressing enrollment challenges in a pandemic.

VI. Communications (continued)

F. President's Report

In her report to the board, Dr. Sobek:

- commented that she is scheduled as a guest on WGN Live Radio on March 18, 2021 and will participate in an interview that will focus on Waubonsee's Pandemic Relief Plan; and
- highlighted April calendar items including the April 6, 2021 Board of Trustees election and the April 29, 2021 Board of Trustees Seating and Reorganization meetings.

G. Institutional Reports

1. Waubonsee Foundation Quarterly Board Meeting

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, reported on the Waubonsee Foundation Quarterly Board Meeting held virtually on March 2, 2021.

2. 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, and Dr. Sobek. Mr. Minter reported on our efforts to use campus facilities as a mass vaccination site, our successful pandemic relief plan for students, and a Waubonsee spring sports update.

Dr. Sobek reported that Waubonsee's annual spring events will be held virtually this year, including the Retirement and Service Awards Banquet, Gustafson Scholarship Banquet, Athletic Hall of Fame Induction Ceremony and Student-Athlete Recognition Banquet, and Commencement. Additional information and links for the virtual events will be shared as plans are finalized.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, a full-time retirement, 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. February 17, 2021 Board Meeting Minutes
2. February 17, 2021 Executive Session Meeting Minutes

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time Appointments

- Barrette, Gregory, Custodian, 25 hrs./week, \$13.33/hr.
- ** Castillo, Maria, Adult Education Administrative Assistant, 25 hrs./week, \$16.68/hr.
- Evans, Marleigha, Academic Support Coach, 25 hrs./week, \$24.00/hr.
- ** Fernandez, Matthew, Student Worker-Adult Education (WIOA), 25 hrs./week, \$12.00/hr.
- ** Hoedemaker, Jesse-Leigh, Federal Work Study-Bookstore, 25 hrs./week, \$12.00/hr.
- Hommema, Alex, Automotive Technology Lab Assistant, 25 hrs./week, \$17.14/hr.
- Montalbano, Hopeanne, Administrative Coordinator Academic and Career Advising, 25 hrs./week, \$19.37/hr.
- ** Moraetes, Alexander, Federal Work Study-Campus Services, 25 hrs./week, \$12.00/hr.
- Osman, Halima, Wellness Ambassador, 25 hrs./week, \$12.00/hr.
- ** Plascencia, Ebany, Adult Education Administrative Assistant, 25 hrs./week, \$16.68/hr.
- Raglione, Brittany, Wellness Ambassador, 25 hrs./week, \$12.00/hr.
- Subramani, Amutha, Paraprofessional Tutor Academic Support, 25 hrs./week, \$18.50/hr.
- ** Tello, Brittany, Student Worker-Adult Education (WIOA), 25 hrs./week, \$12.00/hr.
- Thiem, Samuel, Wellness Ambassador, 25 hrs./week, \$12.00/hr.
- ** Tochimani, Yesenia, Federal Work Study-Bookstore, 25 hrs./week, \$12.00/hr.

** Paid by grant funds

2. Full-Time Retirement

- a. Martine Stuckey, Professor of Art, Painting and Drawing, effective August 11, 2021. Ms. Stuckey holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Stuckey will obtain the rank of Professor Emerita upon retirement.

3. Full-Time Resignations

- a. Rachel Vaughn, Assessment Data Specialist, effective March 12, 2021.
- b. Amanda Beasley, Admissions Advisor, effective March 1, 2021.
- c. James Lara, Video Production Specialist, effective March 5, 2021.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Arvinto Pratomo, Computer Support Specialist, at the rate of \$20.00/hr. effective February 19, 2021.
- b. Jared Carreno, Information Technology Specialist - Extension Campuses, at the rate of \$20.68/hr. effective February 19, 2021.
- c. Nicholas Donka, Senior Information Technology Specialist - Extension Campuses, at the rate of \$21.63/hr. effective March 4, 2021.
- d. Tarah Geye, Athletics Trainer, at the rate of \$48,531 annually effective March 15, 2021.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 3

010100	Education Fund	\$1,415,279.41
020100	Operations and Maintenance Fund	109,931.84
050620	Bookstore	29,322.78
062101	Adult Education-State Basic	28,485.32
062102	Adult Education-Performance	9,835.47
062420	Small Business Dev Ctr	4,735.01
063101	Adult Education-Federal Basic	13,822.50
063102	Adult Education-EL / Civics	3,637.50
063107	Perkins Postsecondary	3,854.88
063132	Federal Work Study	2,867.21
063159	Improving Student Success	1,975.97
063162	Upward Bound East	2,974.02
063165	Upward Bound West	6,245.70
063169	TRIO/Student Support Services	9,856.66
063202	Waubonsee Works	6,068.54
120100	Liability/Protection and Settlement	<u>34,940.54</u>
Final Total:		<u><u>\$1,683,833.32</u></u>

2. Payroll Report for Pay Number 4

010100	Education Fund	\$1,482,104.69
020100	Operations and Maintenance Fund	108,451.15
050620	Bookstore	23,843.90
062101	Adult Education-State Basic	35,092.15
062102	Adult Education-Performance	9,717.71
062420	Small Business Dev Ctr	4,645.36
063101	Adult Education-Federal Basic	13,822.50
063102	Adult Education-EL / Civics	3,637.50
063107	Perkins Postsecondary	3,859.51
063132	Federal Work Study	2,731.71
063159	Improving Student Success	1,791.58
063162	Upward Bound East	3,149.35
063165	Upward Bound West	5,863.97
063169	TRIO/Student Support Services	9,530.79
063202	Waubonsee Works	5,538.79
120100	Liability/Protection and Settlement	<u>27,233.86</u>
Final Total:		<u><u>\$1,741,014.50</u></u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending February 28, 2021 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$585,227.40
010900	Payroll Clearing Fund	86,046.26
020100	Operations and Maintenance Fund	239,349.63
030100	Operations / Maintenance Restricted	43,076.81
040100	Bond and Interest Fund	416.67
050503	Auto Resale	3,639.54
050620	Bookstore	383,737.78
050810	Internal Medical Insurance	534,440.59
050811	Retiree Medical Insurance	6,976.11
062101	Adult Education-State Basic	1,328.27
062102	Adult Education-Performance	2,824.96
062420	Small Business Dev Ctr	269.44
063107	Perkins Postsecondary	18,121.17
063159	Improving Student Success	4,480.00
063162	Upward Bound East	5,348.46
063165	Upward Bound West	7,455.47
063169	TRIO/Student Support Services	750.00
063202	Waubonsee Works	5,323.76
063931	SBDC Supplemental	7,843.75
064114	SBDC Other Sources	312.50
064122	TRIUMPH	195.00
100300	Trust and Agency	3,414.65
120100	Liability/Protection and Settlement	<u>21,497.70</u>
	Final Total:	<u>\$1,962,075.92</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

a. Web Application Firewall

Renewal of a three-year agreement for a web application firewall from SHI International Corporation of Somerset, NJ in the amount of \$42,801.15 for the period of March 20, 2021 through March 19, 2024.

b. VMware Support Agreement and Software Licensing

Renewal of the VMware support agreement and software licensing from SHI International Corporation of Somerset, NJ in the amount of \$47,964.92 for the period of July 30, 2021 through August 3, 2022.

c. Additional Support and Development for mywcc Redesign Project

Additional services for the mywcc redesign project from Promet Solutions Corporation of Chicago, IL in the amount of \$43,400 for the period of March 18, 2021 with anticipation of work within the scope of this engagement being completed by September 30, 2021.

d. Landscaping Maintenance Services

Renewal for landscape maintenance services with Sebert Landscape, Inc. of Naperville, IL in the amount of \$79,821 for the period of April 1, 2021 through March 31, 2022.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

A. Two Support Staff Positions to Continue Implementation of Case Management Advisement Model

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved two support staff positions to continue the implementation of the case management advisement model, as presented.

IX. Personnel Reports (continued)

B. Workforce Furloughs and Reductions - Academic Year 2020-2021

Recall of Certain Employees from Furlough Status and Extension of Certain Employee Furloughs.

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, 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:

Part-Time Employees:

- a. Laura Bartoszek, Chemistry Lab Technician
- b. Steven Moga, Sports Information Specialist

2. the extension of full- or partial-furlough status from March 31, 2021 to June 30, 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. Adam Punter, Visual Media Coordinator

3. the extension of full- or partial-furlough status from March 31, 2021 to August 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 Employee:

- a. Katherine Ragsdale, Biology Lab Coordinator

Part-Time Employees:

- b. Cari Anderson, Chemistry Lab Technician
- c. Emilie Duy, Biology Lab Technician
- d. Deborah Moore, Biology Lab Technician
- e. Erin Menig, Physics Lab Coordinator

Board Chair Rebecca Oliver thanked all the employees who have returned to prior employment status or who will have their furlough status extended for their contributions to the college.

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, that includes a project for two rooftop “Waubonsee Community College” LED signs at the Aurora Fox Valley Campus.

XIII. Financial Reports

A. Treasurer’s Report for the Month of February 2021

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

B. Budget Summary Ending February 2021

Comparison of budget to actual for the eight months ending February 28, 2021 was accepted by the board and placed on file.

C. Bids/Purchases

1. Science Building Flooring Replacement

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 science building flooring replacement project to Continental Construction Company, Inc. of Evanston, IL in the amount of \$102,800.

2. Educational Advisory Board Navigate Agreement

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the purchase of Educational Advisory Board (EAB) Navigate software licenses for the period of April 1, 2021 through March 31, 2026, and one-time configuration and data interface development services in the amount not to exceed \$365,600 for the first year from EAB Global, Inc. of Washington, D.C. Third-party contractors may also be involved in data interface development. Annual costs are expected not to exceed \$175,000.

3. Point of Sale System for the College Bookstore Operations

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the purchase of a point of sale system from PrismRBS Retail Business Solutions, Inc. of Lincoln, NE in the amount not to exceed \$127,999 for the period of April 1, 2021 through March 31, 2022.

XIV. Other Reports

XV. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:59 p.m.



Patrick Kelsey 04/21/2021 20:21 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees