

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

April 21, 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 5:30 p.m. on Wednesday, April 21, 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; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Tina Willson; board members absent: Armando Ferrer, Rick Guzman, and Greg Thomas; 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, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, Dr. Scott Peska, Adam Punter, and Patricia Saccone; featured alumnus Brian Olson; and featured students Jacqueline Chavez-Moreno and Jameson Flynn.

Mr. Guzman joined the meeting at 5:33 p.m. Mr. Ferrer joined the meeting at 5:34 p.m.

II. Recognition

A. Recognition of Featured Alumnus

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumnus, Brian Olson, Senior Vice President, Head of Threat Management, Deputy Practice Executive, for Northern Trust Corporation.

B. Recognition of Waubonsee Community College All-Illinois Academic Team

Dr. Peska recognized the Waubonsee Community College All-Illinois Academic Team members Jacqueline Chavez-Moreno and Jameson Flynn. Ms. Chavez-Moreno was also selected as a 2021 Coca-Cola Community College Academic Team Silver Scholar. Illinois Phi Theta Kappa, the Illinois Community College Board and the Illinois Council of Community College Presidents sponsor the All-Illinois Academic Team.

III. Public Comment

A. General Public Comment

B. Faculty Council Representative

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board regarding curriculum in pandemic austerity.

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 5:59 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 7:57 p.m. Roll call found the following board members present: Jimmie Delgado; Armando Ferrer; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Tina Willson; board member absent: 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, Dr. Jeanne McDonald, Michele Needham, and Patricia Saccone.

VI. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

1. AACC Annual Convention

Dr. Christine Sobek, President, commented that she and Trustees Greg Thomas and Tina Willson are scheduled to attend the AACC Digital program that will include plenaries and sessions that will be held on Thursdays, along with workshops on Wednesdays, during the month of May 2021.

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

1. ICCTA March Meetings – March 12-13, 2021

The Board Highlights were provided from the ICCTA Meetings held March 12-13, 2021.

2. ICCTA Board of Representatives Meeting – May 4, 2021

Dr. Sobek commented that an ICCTA Board of Representatives meeting will be held virtually on May 4, 2021, 5:00-6:30 p.m.

3. ICCTA Annual Convention – June 4-5, 2021

Dr. Sobek commented that the ICCTA Annual Convention is scheduled for June 4-5, 2021 and will be held in person at the Marriott Bloomington-Normal Hotel and Conference Center in Normal, IL. In addition, Trustees will have the option to participate remotely only in the ICCTA Board of Representatives meeting on June 5, 2021. Dr. Sobek also commented that the schedule for the convention will include the four hours of community college leadership training that is required by law, and that Waubonsee nominated several individuals for awards.

VI. Communications (continued)

F. President's Report

In her report to the board, Dr. Sobek:

- announced that Cole Wright, Host of the Chicago Cubs Marquee Sports Network and a 2018 member of the Waubonsee Community College Athletic Hall of Fame, has accepted our invitation to serve as the Commencement Speaker for the 2021 Commencement Ceremony; and she shared updates that this year's ceremony will be pre-recorded and streamed online on May 22, 2021 at 7:00 p.m., along with a celebratory parade that will be held on the Sugar Grove Campus on June 4, 2021;
- asked Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, to share an announcement that the Waubonsee Foundation Revenue Generating Committee is planning a 5K Run/Walk fundraising event scheduled for June 19, 2021 on the cross-country trail on the Sugar Grove Campus;
- reported that the unofficial results from the board of trustees election held on April 6, 2021 indicated that Patrick Kelsey and Rebecca Oliver were re-elected as members of the Waubonsee Community College Board of Trustees, and that the Board of Trustees Seating and Reorganization Meetings are scheduled for April 29, 2021 beginning at 5:45 p.m.; and
- reflected on the recent passing of former trustee, Dr. James Sandrolini, who served on the Waubonsee Community College Board of Trustees from 1983-1989, serving as Board Secretary from 1987-1989.

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, including the recent communication shared with all employees regarding plans for the balance of the spring 2021 term, and that plans for summer 2021 will be announced by May 1, 2021. Mr. Minter also reported on the current COVID vaccine availability, the Valley Industrial Association vaccination clinic held on the Sugar Grove Campus, and possible plans for an upcoming clinic for Waubonsee employees and students.

VII. 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 appointments, full-time retirements, a full-time resignation, full-time appointment recommendations, and a grant-funded support staff appointment recommendation; and Financial Reports including: payroll reports, accounts payable, and 8 bids/purchases, as presented.

A. Meeting Minutes

1. March 17, 2021 Board Meeting Minutes
2. March 17, 2021 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time Appointments

- Ayala, Manuel, Building Services Specialist, 25 hrs./week, \$18.75/hr.
- ** Guerrero, Juliana, Federal Work Study-Art, 25 hrs./week, \$12.00/hr.
- ** Mushundusi, Rebecca, Federal Work Study-Marketing & Communications, 25 hrs./week, \$12.00/hr.
- ** Pellegrine, Caitlin, Student Worker-Adult Education (WIOA), 25 hrs./week, \$12.00/hr.
- ** Rodriguez, Nicholas, Student Worker-Adult Education (WIOA), 25 hrs./week, \$15.50/hr.
- Schader, Mark, Academic Support Coach, 15 hrs./week, \$24.00/hr.
- Singleton, Alexis, Paraprofessional Tutor Academic Support, 25 hrs./week, \$18.50/hr.
- Subramani, Amutha, Professional Tutor Academic Support, 25 hrs./week, \$24.00/hr.
- Weiss, Madison, Student Worker Public Safety, 25 hrs./week, \$12.50/hr.
- Wilson, Keith, Campus Police Officer, 25 hrs./week, \$25.38/hr.
- Woltman, Hannah, Paraprofessional Tutor Academic Support, 25 hrs./week, \$18.50/hr.

** Paid by grant funds

2. Full-Time Retirements

- a. Sowjanya Dharmasankar, Associate Professor of Economics, effective August 11, 2021.
- b. Joseph Heinrich, Assistant Professor of Criminal Justice, effective May 18, 2021.

3. Full-Time Resignation

- a. J.C. Paez, Campus Police Chief, effective May 2, 2021.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Tyler Friedland, Instructor of Automotive Technology, effective August 18, 2021. The recommended placement on the salary schedule is Column I, Step 11. The 2020-2021 annual salary for this placement is \$62,313.
- b. Stephanie Valerio, Information Desk Receptionist, at the rate of \$15.71/hr. effective April 5, 2021.
- c. Amanda Corral, Administrative Specialist Health Professions and Public Service, at the rate of \$19.82/hr. effective March 15, 2021.
- d. Karen Marker, Administrative Specialist Development, at the rate of \$21.86/hr. effective April 5, 2021.
- e. Lauren Vitiello, Athletics Facilities Coordinator, at the rate of \$20.89/hr. effective March 26, 2021.

5. Full-Time Grant-Funded Support Staff Recommendation

- a. Franklin Ortega-Palaguachi, Latinx Resource Center Manager, at the rate of \$74,160 annually effective April 19, 2021 through September 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 5

010100	Education Fund	\$1,386,038.56
020100	Operations and Maintenance Fund	83,936.68
050620	Bookstore	20,240.21
062101	Adult Education-State Basic	30,609.03
062102	Adult Education-Performance	8,922.45
062420	Small Business Dev Ctr	4,466.06
063101	Adult Education-Federal Basic	13,822.50
063102	Adult Education-EL / Civics	3,637.50
063107	Perkins Postsecondary	4,428.88
063132	Federal Work Study	2,714.72
063159	Improving Student Success	1,518.21
063162	Upward Bound East	2,942.54
063165	Upward Bound West	5,057.46
063169	TRIO/Student Support Services	8,339.24
063202	Waubonsee Works	5,720.91
120100	Liability/Protection and Settlement	<u>23,902.97</u>
Final Total:		<u><u>\$1,606,297.90</u></u>

2. Payroll Report for Pay Number 6

010100	Education Fund	\$1,402,026.09
020100	Operations and Maintenance Fund	93,251.96
050620	Bookstore	23,801.00
062101	Adult Education-State Basic	14,043.94
062102	Adult Education-Performance	11,087.57
062420	Small Business Dev Ctr	4,645.36
063107	Perkins Postsecondary	3,892.88
063132	Federal Work Study	2,918.92
063159	Improving Student Success	1,826.28
063162	Upward Bound East	2,943.13
063165	Upward Bound West	5,747.52
063169	TRIO/Student Support Services	9,037.05
063202	Waubonsee Works	6,061.19
120100	Liability/Protection and Settlement	<u>27,816.92</u>
Final Total:		<u><u>\$1,609,099.78</u></u>

VII. Approval of Consent Agenda (continued)

3. Payroll Report for Separation Agreement Payments

010100	Education Fund	<u>\$71,883.76</u>
	Final Total:	<u>\$71,883.76*</u>

*Payments for board-approved separation agreements made in prior FY2021 payrolls, but not included in prior FY2021 payroll reports to the board.

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

010100	Education Fund	\$626,357.76
010900	Payroll Clearing Fund	91,171.66
020100	Operations and Maintenance Fund	303,042.87
030100	Operations / Maintenance Restricted	36,458.70
050503	Auto Resale	5,896.46
050620	Bookstore	71,106.02
050810	Internal Medical Insurance	348,205.67
050811	Retiree Medical Insurance	8,463.15
062101	Adult Education-State Basic	881.01
062102	Adult Education-Performance	810.89
062115	Transitional Instruction	850.00
062420	Small Business Dev Ctr	614.82
063101	Adult Education-Federal Basic	490.56
063107	Perkins Postsecondary	13,033.14
063159	Improving Student Success	9,879.00
063162	Upward Bound East	1,500.00
063165	Upward Bound West	3,455.00
063169	TRIO/Student Support Services	3,378.50
063180	Cares Act	4,639.96
063202	Waubonsee Works	1,138.67
063931	SBDC Supplemental	6,783.75
064114	SBDC Other Sources	125.00
064122	TRIUMPH	2,160.02
064123	AAC&U Guided Pathways	695.00
100300	Trust and Agency	4,455.33
120100	Liability/Protection and Settlement	<u>96,819.01</u>
	Final Total:	<u>\$1,642,411.95</u>

VII. Approval of Consent Agenda (continued)

5. Bids/Purchases:

- a. Contract for an Employee Engagement Survey and Related Consulting Services
Contract for conducting employee engagement surveys and related consulting services to GP Strategies of Columbia, MD in the amount of \$51,500 for the period of July 1, 2021 through June 30, 2024.
- b. Consulting Services for Banner 9 Self Service Modules
Contract for 170 hours of consulting, implementation and training services from Strata Information Group, Inc. of San Diego, CA in the amount of \$28,900 for the coverage period of May 1, 2021 through April 30, 2022.
- c. Kaltura Video Streaming License
Renewal of a three-year agreement for video streaming services with Kaltura, Inc. of New York, NY in the amount of \$81,851.89 annually for the total amount of \$254,555.67 for the period of June 30, 2021 through June 29, 2024.
- d. Micro Focus Software and Maintenance Agreement
Annual renewal of the Micro Focus software and maintenance agreement with Micro Focus Software, Inc. of Provo, UT in the amount of \$103,941.76 for the period of July 1, 2021 through June 30, 2022.
- e. Support Services for Oracle Patching and Process Documentation
Purchase of support services for Oracle patching and process documentation from Mythics, Inc. of Virginia Beach, VA in the amount of \$42,665 for the period of May 1, 2021 through August 31, 2021.
- f. Building Signage for Aurora Fox Valley Campus
Purchase of services to update the Aurora Fox Valley Campus building sign from Aurora Sign Company of Aurora, IL in the amount of \$25,063.
- g. Plumbing Services and Maintenance Agreement
Annual renewal of a plumbing services and maintenance agreement from Key Construction Group of Newark, IL in an amount not to exceed \$48,000 for the coverage period of May 1, 2021 through April 30, 2022.
- h. Electrical Services and Maintenance Agreement
Annual renewal of an electrical services and maintenance agreement from Volt Electric, Inc. of Big Rock, IL in an amount not to exceed \$75,000 for the coverage period of May 1, 2021 through April 30, 2022.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

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 March 2021

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

B. Budget Summary Ending March 2021

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

C. Resolution No. 21-07 to Adopt the State Universities Retirement System Deferred Compensation Plan (SURS DCP)

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously adopted Resolution No. 21-07 to Adopt the State Universities Retirement System Deferred Compensation Plan (SURS DCP) as presented.

D. Bids/Purchases

1. Unified Communications for Business Upgrade and Smart Dial Auto Dialer Module

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the purchase of Unified Communications for Business Upgrade services and implementation of the Smart Dial module from Sound Incorporated of Naperville, IL for the one-time not to exceed amount of \$65,000 for the period of May 1, 2021 through April 30, 2022. Annual voice and data usage fees are not expected to be more than \$50,000.

2. Parking Lot N4 Drainage Improvements

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the award of contract to the lowest qualified bidder for the Parking Lot N4 Drainage Improvements project to Geneva Construction Company of Aurora, IL in the amount of \$141,659.90.

XIV. Other Reports

A. Recognition of Student Trustee for 2020-2021

Armando Ferrer was recognized for his service on the board as Student Trustee for 2020-2021.

XV. Adjournment

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously voted to adjourn the meeting at 8:18 p.m.



Patrick Kelsey 05/19/2021 20:36 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees