

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

May 19, 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, May 19, 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; 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, Dr. Melinda Tejada, Linda Alberty Layhew, Mary Baccheschi, Kim Caponi, Kevin Farmer, Sharon Garcia, Amanda Geist, Scott Hollenback, Dan Larsen, James Magara, Dr. Jeanne McDonald, Michele Needham, Dr. Scott Peska, Dan Portincaso, Adam Punter, and Micah Wells; featured students Abigail Black, Emily Murphy, and Kylie Tevonian; and featured guest Dr. Indigo Debra Triplett.

Mr. Guzman joined the meeting at 5:32 p.m.

**II. Recognition**

**A. Recognition of the 25th Anniversary of Horizons Literary Magazine**

Sharon Garcia, Executive Dean for Liberal Arts and Sciences, recognized the *Horizons* magazine's 25th anniversary and shared a *Horizons* celebration video. Dan Portincaso, Associate Professor of English and Faculty Advisor, provided remarks and highlights about the history of the magazine and introduced three Waubonsee students who have directly contributed to the magazine's success: Abigail Black, Co-Editor in Chief; Kylie Tevonian, Graphic Designer; and Emily Murphy, Graphic Designer. The students recited a poem from the magazine, "The List I Created," by Brenda Perez.

**B. Recognition of the 2021 Distinguished Alumnus Award Recipient**

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized Waubonsee's 2021 Distinguished Alumnus award recipient, Dr. Indigo Debra Triplett '88. Dr. Indigo is a U.S. Marine veteran, a nationally and internationally recognized speaker and author, owner of 4D Performance SDN BHD in Malaysia, Founder and CEO of Careers in Transition Inc., and the founder of Indigo Insights. Rebecca Oliver, Board Chair, presented the award to Dr. Indigo.

### **III. Public Comment**

#### **A. General Public Comment**

#### **B. Faculty Council Representative**

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board regarding shared governance.

### **IV. Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:29 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; and 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.

### **V. Reconvene to Open Session**

The board reconvened in open session at 7:38 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, Linda Alberty Layhew, Mary Baccheschi, Spencer Brayton, Kim Caponi, Darla Cardine, Kevin Farmer, Terence Felton, Amanda Geist, David Gliva, Ryan Hanback, Scott Hollenback, Ronna Jones, Dan Larsen, Dr. Jeanne McDonald, Jessica Moreno, Michele Needham, and Micah Wells.

### **VI. Communications**

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

##### **1. ACCT Central Regional Meeting**

Dr. Christine Sobek, President, commented that the ACCT is hosting five free virtual Regional Meetings designed for trustees to connect with other trustees in their region, and that the Central Regional Meeting will be held on May 20, 2021, 12:00-1:00 p.m.

## **VI. Communications (continued)**

### **B. American Association of Community Colleges**

#### **1. AACC Annual Convention**

Dr. Sobek and Trustees Greg Thomas and Tina Willson reported on the AACC Digital program that is being held during the month of May 2021. Dr. Sobek shared the AACC video from their virtual Outstanding Alumni Celebration event on May 13, 2021 that recognized Aurora Chief of Police Kristen Ziman as one of three 2021 AACC Outstanding Alumni Award recipients. Other highlighted program events include a virtual recognition ceremony on May 20, 2021 recognizing Dr. Aaron Lawler, Assistant Professor of Humanities, as a recipient of an AACC 2021 Dale P. Parnell Faculty Distinction Recognition, and a virtual session, "Navigate Your Way to Success in a Virtual World," presented by Dr. Sobek and Anita Moore-Bohannon, Executive Dean for Academic Support, on May 20, 2021.

### **C. Illinois Board of Higher Education**

#### **1. IBHE Town Hall Meeting**

Dr. Sobek reported that she participated in a virtual IBHE Town Hall meeting on April 27, 2021, that was held as part of their community engagement process to share their draft Strategic Plan.

### **D. Illinois Community College Board**

### **E. Illinois Community College Trustees Association**

#### **1. ICCTA Board of Representatives Meeting – May 4, 2021**

The Board Highlights were provided from the ICCTA Board of Representatives Meeting held virtually on May 4, 2021.

#### **2. ICCTA Annual Convention – June 4-5, 2021**

Dr. Sobek commented that Trustee Tina Willson has indicated her intent to attend the ICCTA Annual Convention scheduled for June 4-5, 2021 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.

## **VI. Communications (continued)**

### **F. President's Report**

In her report to the board, Dr. Sobek:

- commented on 2021 commencement activities including the pre-recorded virtual commencement ceremony posted on Waubonsee's web page beginning on May 22, 2021 at 7:00 p.m., as well as a drive-thru celebratory parade for graduates at the Sugar Grove Campus on June 4, 2021, kickoff at 5:30 p.m.;
- encouraged participation in the "Walk, Run, and Win with Waubonsee" 5K trail race fundraiser supporting the Waubonsee Foundation Scholarship Program that will be held at the Sugar Grove Campus on June 19, 2021 at 9:00 a.m.; and
- reflected on the passing of a member of the Waubonsee family, Arvind Aggarwal, Senior Data Center Manager, on April 30, 2021 and requested a moment of silence.

### **G. Institutional Reports**

#### **1. Inclusive Access Update**

Jessica Moreno, Dean for Academic Support, and David Gliva, Bookstore Manager, presented an update on MyMaterials (Inclusive Access), which is a program designed to address textbook affordability for students and has been successful in providing students with the lowest possible price and automatic access online to the correct course materials.

#### **2. FY2022 Strategic Plan Update**

Dr. Jamal Scott, Vice President of Strategy and Community Development, provided a FY2022 Strategic Plan update and shared the 17 priorities that have been identified for FY2022.

#### **3. 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.

## **VII. Approval of Consent Agenda**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, 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, full-time appointment recommendations, and a grant-funded support staff appointment recommendation; and Financial Reports including: payroll reports, accounts payable, and 13 bids/purchases, as presented.

### **A. Meeting Minutes**

1. April 21, 2021 Board Meeting Minutes
2. April 21, 2021 Executive Session Meeting Minutes
3. April 29, 2021 Board Seating Meeting Minutes
4. April 29, 2021 Board Reorganization Meeting Minutes

### **B. Personnel Reports**

#### **1. Part-Time Appointments**

- \*\* Finn, Bryan, Federal Work Study-Information Technology, 25 hrs./week, \$12.00/hr.
- \*\* Gonzalez, Alexis, Student Worker-Adult Education (WIOA), 25 hrs./week, \$12.00/hr.
- Gonzalez, Emmanuel, Custodian, 25 hrs./week, \$13.33/hr.
- \*\* Jafar Zadeh, Melika, Federal Work Study-Student Services and Alumni Relations, 25 hrs./week, \$12.00/hr.
- Lederman, Nathaniel, Professional Tutor Academic Support, 25 hrs./week, \$24.00/hr.
- Lehnert, Maria, Bookstore Associate, 25 hrs./week, \$15.84/hr.
- Rabehl, Lori, Academic Support Coach, 25 hrs./week, \$24.00/hr.
- Rus, Blake, Student Worker Public Safety, 25 hrs./week, \$12.50/hr.
- Waidzulis, Laura, Assistant Women's Soccer Coach, \$5,000.00 Stipend
- \*\* Washington, Tearra, Federal Work Study-Financial Aid, 25 hrs./week, \$12.00/hr.
- Wiess, Larry, Campus Police Sergeant, \$600.00 Monthly Stipend
- Wold, Jeffrey, Campus Police Officer, \$480.00 Monthly Stipend.

\*\* Paid by grant funds

#### **2. Full-Time Retirement**

- a. James Magara, Marketing and Communications Video Production Manager, effective June 30, 2021.

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

### **3. Full-Time Resignations**

- a. Kristin Santillan, Counselor/Associate Professor, effective September 30, 2021.
- b. Sandra Patino-Lemus, Assessment Technology Coordinator, effective May 14, 2021.

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

- a. Linda Alberty Layhew, Communications Manager, at the rate of \$82,750 annually effective May 3, 2021.
- b. Christopher Braun, Campus Police Officer, at the rate of \$25.38/hr. effective May 3, 2021.
- c. Noel Marquez, Custodian, at the rate of \$15.97/hr. effective April 19, 2021.
- d. Joel McFarland, Data Analyst, at the rate of \$26.00/hr. effective May 4, 2021.

### **5. Full-Time Grant-Funded Support Staff Recommendation**

- a. Adrian Dominguez, Upward Bound East Advisor, at the rate of \$23.18/hr. effective May 3, 2021 through August 31, 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 7**

010100	Education Fund	\$1,468,010.38
020100	Operations and Maintenance Fund	94,057.16
050620	Bookstore	23,679.41
062101	Adult Education-State Basic	22,750.25
062102	Adult Education-Performance	10,391.03
062420	Small Business Dev Ctr	4,645.36
063101	Adult Education-Federal Basic	27,677.00
063102	Adult Education-EL/Civics	2,910.00
063107	Perkins Postsecondary	3,828.88
063132	Federal Work Study	3,079.72
063159	Improving Student Success	1,813.26
063162	Upward Bound East	2,976.81
063165	Upward Bound West	5,532.32
063169	TRIO/Student Support Services	9,273.62
063202	Waubonsee Works	6,504.24
120100	Liability/Protection and Settlement	<u>28,732.75</u>

Final Total: \$1,715,862.19

#### **2. Payroll Report for Pay Number 8**

010100	Education Fund	\$1,443,567.34
020100	Operations and Maintenance Fund	87,461.10
050620	Bookstore	22,447.34
062101	Adult Education-State Basic	22,071.82
062102	Adult Education-Performance	10,130.53
062420	Small Business Dev Ctr	4,555.71
063101	Adult Education-Federal Basic	27,765.00
063102	Adult Education-EL/Civics	2,910.00
063107	Perkins Postsecondary	4,828.88
063132	Federal Work Study	3,214.19
063159	Improving Student Success	1,672.24
063162	Upward Bound East	2,964.95
063165	Upward Bound West	4,497.74
063169	TRIO/Student Support Services	8,943.43
063170	Increasing Retention and Completion	2,824.09
063202	Waubonsee Works	6,271.10
120100	Liability/Protection and Settlement	<u>27,650.69</u>

Final Total: \$1,683,776.13

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

3. Accounts Payable for the Period Ending April 30, 2021 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$601,944.25
010900	Payroll Clearing Fund	90,007.44
020100	Operations and Maintenance Fund	276,239.84
030100	Operations / Maintenance Restricted	326,335.77
050503	Auto Resale	4,997.08
050620	Bookstore	98,489.87
050810	Internal Medical Insurance	538,575.42
050811	Retiree Medical Insurance	7,998.45
062101	Adult Education-State Basic	2,116.32
062102	Adult Education-Performance	5,864.24
062420	Small Business Dev Ctr	951.98
063101	Adult Education-Federal Basic	19,782.26
063107	Perkins Postsecondary	21,269.49
063159	Improving Student Success	500.00
063165	Upward Bound West	284.26
063169	TRIO/Student Support Services	594.00
063170	Increasing Retention and Completion	51,999.99
063180	Cares Act	16,754.00
063202	Waubonsee Works	803.52
063931	SBDC Supplemental	9,081.36
064114	SBDC Other Sources	467.50
064122	TRIUMPH	464.88
064999	Miscellaneous Restricted Funds	19,702.50
100300	Trust and Agency	5,147.34
120100	Liability/Protection and Settlement	<u>34,274.19</u>
Final Total:		<u>\$2,134,642.95</u>



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

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

- a. Electrical Submetering Services  
Agreement for the submetering project implementation with AECOM of Chicago, IL in an amount not to exceed \$94,690.
- b. Tree Maintenance Services  
Award of a contract for one year with the option to renew for two additional one-year periods for tree maintenance services to SavATree, LLC of Warrenville, IL in an amount not to exceed \$80,000 for the period of May 19, 2021 through May 18, 2022.
- c. Annual Agreement to Purchase Newly Released Print Books, Updated Volumes and e-Books for the College Library  
Renewal of the annual agreement to purchase newly released print books and updated volumes and books from GOBI Library Solutions from EBSCO of Atlanta, GA in an amount not to exceed \$156,550 for the period of July 1, 2021 through June 30, 2022.
- d. Library Academic Database Subscription  
Renewal of the annual library academic database subscription with Consortium of Academic and Research Libraries in Illinois, University of Illinois of Urbana-Champaign, IL in the amount of \$116,500 for the period of July 1, 2021 through June 30, 2022.
- e. Electronic Reference Materials for the College Libraries  
Renewal of electronic reference materials from The Gale Group of Chicago, IL in the amount of \$30,000 for the period of July 1, 2021 through June 30, 2022.
- f. Library Software Systems Licenses and Support Agreements  
Five-year renewal for the library software systems licenses and support agreements with Sirsi Corporation d/b/a SirsiDynix Corporation of Lehi, UT in the amount of \$54,541.97 annually and the total amount of \$272,709.85 for the period of July 1, 2021 through June 30, 2026.
- g. Annual Information Services Subscription Agreement  
Renewal of the information services subscription agreement from EBSCO Industries, Inc. of Cary, IL in the amount of \$98,400 for the period of July 1, 2021 through June 30, 2022.
- h. Annual Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases  
Renewal of the electronic resources' membership from the Network of Illinois Learning Resources in Community Colleges of Buffalo Grove, IL in the amount of \$31,100 for the period of July 1, 2021 through June 30, 2022.

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

- i. NetSkope Cloud Services  
Purchase of a three-year agreement for the NetSkope Cloud Services with RKON, Inc. of Chicago, IL in the amount of \$23,101.50 annually and the total amount of \$69,304.50 for the period of June 19, 2021 through June 18, 2024.
- j. Microsoft Enrollment for Education Solutions Agreement  
Renewal of the three-year agreement for the Microsoft Enrollment for Education Solutions license agreement from CDW-Government, Inc. of Vernon Hills, IL in the amount of \$146,697.64 for the period of September 1, 2021 through August 31, 2024.
- k. Hardware and Software Support for Juniper Network Switches and Junos Space Network Management Software  
Renewal of a three-year agreement for hardware and network support agreement with Netrix, LLC of Carol Stream, IL in the amount of \$114,022.78 for the period of July 1, 2021 through June 30, 2024.
- l. DocuSign Electronic Signature Tool  
Renewal of a three-year agreement for the DocuSign Electronic Signature Tool with DocuSign, Inc. of San Francisco, CA in the amount of \$29,000 annually and the total amount of \$87,000 for the period of May 20, 2021 through May 19, 2024.
- m. Annual Oracle Software Maintenance and Support Agreement  
Renewal of the Oracle software maintenance and support agreement with Mythics, Inc. of Virginia Beach, VA in the amount of \$67,876.09 for the period of July 1, 2021 through June 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**

### **A. Summary of Curriculum Council Activity for the 2020-2021 Academic Year**

A written Summary of Curriculum Council Activity for the 2020-2021 Academic Year was provided.

## **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 April 2021**

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

#### **B. Budget Summary Ending April 2021**

Comparison of budget to actual for the ten months ending April 30, 2021 was accepted by the board and placed on file.

#### **C. Bids/Purchases**

##### **1. Science Lab Kits for Online Courses**

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the purchase of lab kits from Science Interactive Group, Inc. of Englewood, CO in the amount of \$134,674.00 and Carolina Biological Supply Company of Burlington, NC in an amount not to exceed \$48,147.50, and McGraw Hill, Inc. of Blacklick, OH in the amount of \$11,880.00 for the total not to exceed amount of \$194,701.50. This purchase is grant funded.

##### **2. Managed Print Services**

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the renewal of a five-year agreement for managed print services with Marco Technologies of St. Cloud, MN in a budgeted amount of \$500,000 per year and a total amount not to exceed \$2,500,000 for the period of June 1, 2021 through May 31, 2026.

### **XIV. Other Reports**

### **XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:34 p.m.



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Patrick Kelsey 06/16/2021 20:27 CDT

Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees