

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

June 16, 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 5:32 p.m. on Wednesday, June 16, 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; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Priscila Vargas; and Tina Willson; board member absent: Greg Thomas; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Linda Alberty Layhew, Mary Baccheschi, Timothy Betustak, Kim Caponi, Kevin Farmer, Amanda Geist, Ryan Hanback, Dan Larsen, Dr. Mark Lathan, Dr. Jeanne McDonald, Dr. Laura Ortiz, Dr. Scott Peska, Adam Punter, Dr. Stacey Randall, Brad Schlemmer, Dana Wagner, Melissa Waidzulis, and Micah Wells; featured students: Yariliz Aguado, Cynthia Brunswig, Lindsay Ferris, Isabelle Harkleroad, Kathleen Jones, Kiara McPherson, Olivia McPherson, Emely Mendoza, Sarai Munoz, Halima Osman, Rachel Polignone, Tori Prellberg, Bailey Prichard, Daisy Quinonez, and Eliana Zagoren; and featured guests Michael Isaacson and Laura Barrett of the Kane County Health Department.

II. Recognition

A. Waubonsee Chiefs Women's Soccer Program

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, and Dana Wagner, Athletics Manager, introduced the women's soccer coaches: Brad Schlemmer, Head Women's Soccer Coach, and Melissa Waidzulis, Assistant Women's Soccer Coach, and players: Yariliz Aguado, Cynthia Brunswig, Lindsay Ferris, Isabelle Harkleroad, Kathleen Jones, Kiara McPherson, Olivia McPherson, Emely Mendoza, Sarai Munoz, Halima Osman, Rachel Polignone, Tori Prellberg, Bailey Prichard, Daisy Quinonez, Priscila Vargas, and Eliana Zagoren; and recognized the Waubonsee Chiefs Women's Soccer program for their outstanding season and competition at nationals.

B. 2021 Distinguished Contributor Award Recipient

Douglas Minter, Vice President of Finance and Administration, recognized Waubonsee's 2021 Distinguished Contributor award recipient, the Kane County Health Department, and introduced Michael Isaacson, Assistant Director for Community Health, and Laura Barrett, Director of Disease Prevention. Rebecca Oliver, Board Chair, presented the award to Mr. Isaacson and Ms. Barrett.

III. Public Comment

A. General Public Comment

Waubonsee students Elsa Martinez of Sandwich, IL and Samuel Sennett of Geneva, IL addressed the board regarding scheduling music classes.

B. Faculty Council Representative

Faculty Council Representative Dr. Mark Lathan addressed the board regarding scheduling music classes.

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:09 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 the setting of a price for sale or lease of property owned by the public body.

V. Reconvene to Open Session

The board reconvened in open session at 7:24 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Priscila Vargas; 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, Amy Chabaan, Kevin Farmer, Terence Felton, Amanda Geist, Sara Gregory, Ryan Hanback, Ronna Jones, Dan Larsen, Dr. Jeanne McDonald, Dr. Laura Ortiz, Dr. Amy Powers, Dr. Stacey Randall, Ne'Keisha Stepney, David Voorhees, and Micah Wells.

VI. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Christine Sobek, President, commented that the ACCT Leadership Congress is scheduled for October 13-16, 2021 in San Diego, CA.

B. American Association of Community Colleges

1. AACC Annual Convention

Dr. Sobek and Trustee Tina Willson reported on the AACC Digital program that concluded at the end of May 2021.

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

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

Trustee Willson reported on the ICCTA Annual Convention held June 4-5, 2021 at the Marriott Bloomington-Normal Hotel and Conference Center in Normal, IL.

F. President's Report

In her report to the board, Dr. Sobek:

- highlighted the June 11, 2021 visit of Gaston Stronck, the Ambassador of the Grand Duchy of Luxembourg to the United States. The visit to the Sugar Grove Campus was coordinated by Trustee James Michels; and
- announced that plans are under way for the celebration of her 20th anniversary as President of Waubensee Community College on July 1, 2021 and that details will be shared as plans are finalized.

G. Institutional Reports

1. Faculty Development and Engagement: Faculty Development Coordinators' Contributions

Dr. Amy Powers, Professor of History and Full-Time Faculty Development Coordinator; David Voorhees, Professor of Earth Science/Geology and Full-Time Faculty Development Coordinator; and Sara Gregory, Adjunct Instructor of Music/Humanities and Adjunct Faculty Development Coordinator, shared a presentation that highlighted their work, roles, and contributions as Faculty Development Coordinators.

VI. Communications (continued)

2. Waubonsee Foundation Quarterly Board Meeting

Trustee Michels reported on the Waubonsee Foundation Quarterly Board Meeting held virtually on June 1, 2021. Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, shared updates on the upcoming “Walk, Run, and Win with Waubonsee” 5K trail race fundraiser that will be held at the Sugar Grove Campus on June 19, 2021 at 9:00 a.m. and will support the Waubonsee Foundation Scholarship Program.

3. FY2022 State of Illinois and College Budgets and Higher Education Emergency Relief Fund (HEERF)

Mr. Minter provided a report on the FY2022 State of Illinois and college budgets. Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, reported on the Higher Education Emergency Relief Fund (HEERF), which is federal stimulus funding allocated to the college to provide emergency grants to students and to support institutional needs as a result of the COVID-19 pandemic.

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

Regarding the continuity of operations at Waubonsee Community College in response to COVID-19, Mr. Minter reported on a partnership between Waubonsee and the Department of Education to host a vaccination clinic at the Aurora Downtown Campus on June 17, 2021.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time appointments, full-time resignations, a full-time appointment recommendation, a grant-funded support staff appointment recommendation, and grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 8 bids/purchases, as presented.

A. Meeting Minutes

1. May 19, 2021 Board Meeting Minutes
2. May 19, 2021 Executive Session Meeting Minutes

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time Appointments

- ** Cannon, Jennifer, Upward Bound Summer Instructor, 25 hrs./week, \$34.00/hr.
Catuara, Hope, Nursing Lab Specialist, 25 hrs./week, \$37.75/hr.
Corning, Kristen, Head Softball Coach, \$14,000.00 Stipend
Cotton, Jill, Head Cheerleading Coach, \$7,500.00 Stipend
- ** Escalante Aguirre, Octavio, Upward Bound Summer Instructor, 25 hrs./week, \$34.00/hr.
Galusha, Justin, Assistant Men's Basketball Coach, \$6,500.00 Stipend
Goldsmith, Rebecca, Head Men's and Women's Cross-Country Coach, \$7,500.00 Stipend
Harris, Warren, Head Men's and Women's Tennis Coach, \$10,000.00 Stipend
Heiss, David, Head Golf Coach, \$7,500.00 Stipend
Jones Jr., Robert, Assistant Volleyball Coach, \$5,000.00 Stipend
Kinsland, William, Health Professions and Public Service Coordinator, 25 hrs./week, \$26.78/hr.
Kish, Steven, Head Volleyball Coach, \$10,000.00 Stipend
- ** Lee, Honey, TRIO/Student Support Services Administrative Assistant, 25 hrs./week, \$17.02/hr.
- ** Lenski, Giovanna, Upward Bound Summer Instructor, 25 hrs./week, \$34.00/hr.
Lopez, Rodney, Head Baseball Coach, \$14,000.00 Stipend
- ** McLaughlin, Megan, Upward Bound West Educational Specialist, 27 hrs./week, \$19.37/hr.
- ** Morales, Eduardo, Student Worker-Adult Education (WIOA), 25 hrs./week, \$12.00/hr.
Robinson, Lance, Head Men's Basketball Coach, \$12,700.00 Stipend
Ruiz Smith, Barbara, Information Technology Computer Lab Assistant, 25 hrs./week, \$17.02/hr.
Salerno, Kristen, Mailroom Clerk, 14 hrs./week, \$16.07/hr.
Schlemmer, Bradley, Head Women's Soccer Coach, \$10,000.00 Stipend
Sowter, Douglas, Custodian, 25 hrs./week, \$14.46/hr.
Spitzzeri, Joseph, Assistant Softball Coach, \$7,000.00 Stipend
Suhayda, Brett, Head Men's Soccer Coach, \$10,000.00 Stipend
Taylor IV, William, Assistant Esports Coach, \$5,000.00 Stipend
Vietinghoff, Karla, Assistant Women's Basketball Coach, \$6,500.00 Stipend
Waidzulis, Laura, Assistant Women's Soccer Coach, \$5,000.00 Stipend
Williams, James, Head Women's Basketball Coach, \$12,700.00 Stipend
- ** Williamson, Kevin, Upward Bound Summer Instructor, 25 hrs./week, \$34.00/hr.
- ** Paid by grant funds

VII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Cynthia Bowman, Academic Support Coordinator, effective June 1, 2021.
- b. Amanda Corral, Administrative Specialist Health Professions and Public Service, effective June 2, 2021.
- c. Allison Hostetler, Financial Aid Veterans Coordinator, effective June 4, 2021.
- d. Jill Pierson, Registration and Records Manager, effective June 23, 2021.
- e. Holly Kessler, Information Technology Purchasing Administrative Coordinator, effective June 10, 2021.

3. Full-Time Appointment Recommendation

- a. Debra Weber, Bookstore Accounting Coordinator, at the rate of \$22.00/hr. effective June 7, 2021.

4. Full-Time Grant-Funded Support Staff Recommendation

- a. Jenny Becker, Financial Education Coordinator, at the rate of \$25.96/hr. effective June 7, 2021 through September 30, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

5. Grant-Funded Support Staff Reappointments

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 9

010100	Education Fund	\$1,497,506.82
020100	Operations and Maintenance Fund	94,293.10
050620	Bookstore	37,649.58
062101	Adult Education-State Basic	20,935.67
062102	Adult Education-Performance	10,727.38
062115	Transitional Instruction	450.00
063101	Adult Education-Federal Basic	28,597.00
063102	Adult Education-EL / Civics	2,910.00
063107	Perkins Postsecondary	4,828.88
063132	Federal Work Study	3,614.38
063159	Improving Student Success	1,826.70
063162	Upward Bound East	3,301.42
063165	Upward Bound West	6,779.43
063169	TRIO/Student Support Services	9,695.71
063170	Increasing Retention and Completion	3,105.00
063202	Waubonsee Works	6,622.63
063933	Small Business Dev Ctr	4,645.36
120100	Liability/Protection and Settlement	<u>38,643.65</u>
Final Total:		<u>\$1,776,132.69</u>

2. Payroll Report for Pay Number 10

010100	Education Fund	\$1,290,250.34
020100	Operations and Maintenance Fund	95,602.80
050620	Bookstore	23,624.76
062101	Adult Education-State Basic	7,266.51
062102	Adult Education-Performance	11,248.63
063101	Adult Education-Federal Basic	4,744.00
063107	Perkins Postsecondary	3,828.88
063132	Federal Work Study	3,135.72
063159	Improving Student Success	1,813.26
063162	Upward Bound East	5,286.52
063165	Upward Bound West	5,724.23
063169	TRIO/Student Support Services	9,080.97
063170	Increasing Retention and Completion	3,105.00
063202	Waubonsee Works	6,053.14
063933	Small Business Dev Ctr	4,645.36
120100	Liability/Protection and Settlement	<u>26,712.13</u>
Final Total:		<u>\$1,502,122.24</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$760,202.98
010900	Payroll Clearing Fund	91,142.90
020100	Operations and Maintenance Fund	472,425.55
030100	Operations / Maintenance Restricted	100,944.27
050503	Auto Resale	5,615.17
050620	Bookstore	103,451.88
050810	Internal Medical Insurance	578,178.79
050811	Retiree Medical Insurance	7,812.57
062101	Adult Education-State Basic	505.28
062102	Adult Education-Performance	1,958.20
062115	Transitional Instruction	2,600.00
063107	Perkins Postsecondary	2,395.98
063159	Improving Student Success	500.00
063162	Upward Bound East	7,620.76
063165	Upward Bound West	6,834.18
063169	TRIO/Student Support Services	660.00
063180	Cares Act	11,189.15
063202	Waubonsee Works	1,628.84
063931	SBDC Supplemental	8,022.50
063933	Small Business Dev Ctr	942.50
064114	SBDC Other Sources	952.50
064122	TRIUMPH	438.40
064123	AAC&U Guided Pathways	499.80
100300	Trust and Agency	4,906.14
120100	Liability/Protection and Settlement	<u>8,167.90</u>
Final Total:		<u>\$2,179,596.24</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Electrical Submetering Services
Purchase of the variable refrigerant flow system for the Heating, Ventilation and Air Conditioning Lab from Thermosystems, Inc. of Elmhurst, IL in the amount of \$35,095. This purchase is grant funded.
- b. Equipment for Hybrid Conference Rooms
Purchase of new media equipment from Midwest Computer Products, Inc. of West Chicago, IL in the amount of \$48,720.
- c. LogPoint Software Licenses, Maintenance and Support Solution
Three-year agreement for the LogPoint Software Licenses, Maintenance and Support Solution from Insight Public Sector, Inc. of Tempe, AZ in the total amount of \$73,977.00 for the period of June 28, 2021 through June 27, 2024.
- d. TOPdesk Information Technology Service Management
Five-year renewal of the TOPdesk service management system from TOPdesk USA, Inc. of Orlando, FL in the amount of \$172,069.20 for the period of August 1, 2021 through July 31, 2026.
- e. Assessment, Evaluation, Feedback, and Intervention System
Renewal of the Assessment, Evaluation, Feedback, and Intervention System (AEFIS) from AEFIS, LLC of Philadelphia, PA, in the amount of \$46,060 for period of August 1, 2021 through July 31, 2022.
- f. Preventative Maintenance Services for Deep Well #1
Purchase of preventative maintenance services for Deep Well #1 from Layne Christensen Company of Aurora, IL in the not to exceed amount of \$61,280.
- g. Janitorial Supplies
Purchase of janitorial supplies from Interline Brands, Inc. d/b/a Home Depot Pro of Lombard, IL in the not to exceed amount of \$125,000 for the period of July 1, 2021 through June 30, 2022.
- h. Fire and Life Safety Maintenance Services Agreement
Renewal of the fire and life safety agreement from U.S. Fire and Safety, Inc. of Chicago, IL in the not to exceed amount of \$72,000 for the period of June 17, 2021 through November 30, 2022.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

A. Ratification of the Collective Bargaining Agreement Between the Board of Trustees of Waubonsee Community College District #516 and the Waubonsee Community College Faculty Council Local #604

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously ratified the collective bargaining agreement between the Board of Trustees of Waubonsee Community College District #516 and the Waubonsee Community College Faculty Council Local #604 for the period of July 1, 2021 through June 30, 2022.

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

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. Guzman, 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 extension of full- or partial-furlough status from June 30, 2021 to July 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. Adam Punter, Visual Media Coordinator

2. the elimination of certain support staff 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 employees whose positions are being eliminated by this action, as follows:

Full-Time Employees:

- a. Christopher Foster, Video Production Specialist
- b. Adam Punter, Visual Media Coordinator

3. 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.

X. Policy Reports

A. Annual Report on Board Policy 2.050.04 – Investment of College Funds

A written annual report on Board Policy 2.050.04 – Investment of College Funds was provided.

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.

B. Plano Campus Welding Lab Update

A written Plano Campus welding lab update was provided.

XIII. Financial Reports

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

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

B. Budget Summary Ending May 2021

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

C. Bids/Purchases

1. Illinois Community College Risk Management Consortium Insurance for FY2022

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the renewal of Illinois Community College Risk Management Consortium insurance coverage in the amount of \$626,313 for the period beginning July 1, 2021 through June 30, 2022.

XIV. Other Reports

A. FY2022 Compliance Officials

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the appointment of compliance officials for FY2022 as presented.

XV. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:25 p.m.



Patrick Kelsey 07/21/2021 21:07 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees