

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

July 15, 2020

In accordance with the Government Emergency Administration Act, Public Act 101-0640, and subject to the requirements of the Open Meetings Act, Section 7 (e) (5 ILCS 120/7), the July 15, 2020 board meeting was held remotely via audio conference call with Dr. Christine Sobek, President, physically present at the regular meeting location.

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 5:31 p.m. on Wednesday, July 15, 2020, via remote audio conference call.

Roll call found the following board members present on the call: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members confirmed present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Amanda Geist, Dan Larsen, and Michele Needham.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:33 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.

III. Reconvene to Open Session

The board reconvened in open session at 6:30 p.m. Roll call found the following board members present on the call: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members confirmed present on the call: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Cardine, Terence Felton, Amanda Geist, Dan Larsen, Michele Needham, and Dr. Stacey Randall.

IV. 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 and full-time resignations; and Financial Reports including: payroll reports, accounts payable, and 6 bids/purchases, as presented.

A. Meeting Minutes

1. June 17, 2020 Board Meeting Minutes
2. June 17, 2020 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time Appointments

- Ebener, Abigail, Head Cross Country Coach, \$7,500.00 Stipend
- ** Escalante Aguirre, Octavio, Upward Bound Summer Instructor, 20 hrs./week, \$33.00/hr.
- Ericksen, Jarod, Head Esports Coach, \$7,500.00 Stipend
- Heiss, David, Head Golf Coach, \$7,500.00 Stipend
- ** Lenski, Giovanna, Upward Bound Summer Instructor, 20 hrs./week, \$33.00/hr.
- Passett, Douglas, Head Women's Tennis Coach, \$7,500.00 Stipend

** Paid by grant funds

2. Full-Time Resignations

- a. Christina Cicero, Instructor of Nursing, effective July 29, 2020.
- b. Christopher Purdy, Instructor of Mathematics, effective August 5, 2020.
- c. Lauren Black, Digital Marketing Manager, effective July 31, 2020.
- d. Dianna Cortez, General Merchandise Buyer, effective July 10, 2020.

IV. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 11

010100	Education Fund	\$1,414,239.96
020100	Operations and Maintenance Fund	103,707.43
050220	Southwest Cable Consortium	5,855.25
050620	Bookstore	26,860.08
062101	Adult Education-State Basic	9,489.64
062102	Adult Education-Performance	7,954.60
062115	Transitional Instruction	478.62
063101	Adult Education-Federal Basic	18,865.15
063102	Adult Education-EL / Civics	2,467.50
063107	Perkins Postsecondary	4,717.79
063159	Improving Student Success	5,008.12
063162	Upward Bound East	6,294.44
063165	Upward Bound West	5,117.36
063168	Student Support Services	7,895.69
063202	Waubonsee Works	6,555.53
063930	Small Business Dev Ctr	4,597.90
064101	Adult and Family Literacy	1,645.00
120100	Liability/Protection and Settlement	<u>33,354.26</u>
Final Total:		<u>\$1,665,104.30</u>

IV. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 12

010100	Education Fund	\$1,357,526.15
020100	Operations and Maintenance Fund	92,718.12
050220	Southwest Cable Consortium	5,685.49
050620	Bookstore	27,015.87
062101	Adult Education-State Basic	9,038.56
062102	Adult Education-Performance	7,238.89
062115	Transitional Instruction	478.62
063101	Adult Education-Federal Basic	17,878.84
063102	Adult Education-EL / Civics	2,467.50
063107	Perkins Postsecondary	3,717.79
063159	Improving Student Success	4,801.62
063162	Upward Bound East	5,902.40
063165	Upward Bound West	4,098.86
063168	Student Support Services	7,608.14
063202	Waubonsee Works	5,988.75
063930	Small Business Dev Ctr	4,510.84
064101	Adult and Family Literacy	1,645.00
064999	Miscellaneous Restricted Funds	4,904.36
120100	Liability/Protection and Settlement	<u>28,916.20</u>
Final Total:		<u>\$1,592,141.99</u>

IV. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending June 30, 2020 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,571,853.02
010900	Payroll Clearing Fund	121,635.44
020100	Operations and Maintenance Fund	241,910.71
030100	Operations / Maintenance Restricted	1,461,089.46
040100	Bond and Interest Fund	1,135,562.50
050503	Auto Resale	1,689.14
050620	Bookstore	162,543.05
050810	Internal Medical Insurance	384,239.47
050811	Retiree Medical Insurance	8,735.87
062102	Adult Education-Performance	131.90
062419	Small Business Dev Ctr-State	1,225.00
063107	Perkins Postsecondary	1,219.94
063162	Upward Bound East	479.67
063165	Upward Bound West	436.77
063167	Student Support Services	1,608.56
063168	Student Support Services	1,425.00
063202	Waubonsee Works	1,652.79
063930	Small Business Dev Ctr	495.00
064114	SBDC Other Sources	5,587.50
064122	TRIUMPH	484.61
100300	Trust and Agency	20,529.40
120100	Liability/Protection and Settlement	<u>27,682.00</u>
	Final Total:	<u>\$5,152,216.83</u>

IV. Approval of Consent Agenda (continued)

4. Science Lab Kits for Online Courses

Purchase of science lab kits for online courses from Carolina Biological Supply Company of Burlington, NC in an amount not to exceed \$26,000, and Science Interactive Group, Inc. of Englewood, CO in the amount of \$119,722.35, for the total amount not to exceed \$145,722.35. This purchase is grant funded.

5. Contracts for Temporary Staffing Services

Renewal of the contracts for temporary staffing services from Kane County Personnel, Inc. d/b/a Manpower of Aurora, IL; Robert Half Finance and Accounting of Warrenville, IL; Stivers Staffing Services, Inc. of Naperville, IL; and Ajilon Professional Staffing of Oak Brook, IL; in an amount not to exceed \$250,000 for the period of July 1, 2020 to June 30, 2021.

6. Network Routers and Support

Purchase of replacement network routers and support from Nexum, Inc. of Chicago, IL in the amount of \$40,465 for the period of July 1, 2020 through June 30, 2021.

7. Assessment System and Support and Maintenance Agreement

Renewal of the annual assessment system and support agreement from AEFIS, LLC of Philadelphia, PA in the amount of \$46,000 for the period of August 1, 2020 through July 31, 2021.

8. Customer Relationship Management License Agreement

Renewal of the annual customer relationship management license agreement from Wiley Education Services of Oak Brook, IL in the amount of \$42,500 for the period of July 15, 2020 through July 14, 2021.

9. Budgeting System Support Agreement

Renewal of the annual budgeting system support agreement from Questica, Inc. of Burlington, Ontario, Canada in the amount of \$53,045 for the period of August 4, 2020 through August 3, 2021.

V. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

VI. Policy Reports

Greg Thomas, Board Policy Committee Chair, reported on the policies discussed during the Board Policy Committee Meeting held on July 2, 2020. These policies were presented to the board for approval.

A. Revised Board Policy 2.050.06 – Purchasing

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the revised Board Policy 2.050.06 – Purchasing as presented.

B. Revised Board Policy 6.050.08 – Nepotism

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the revised Board Policy 6.050.08 – Nepotism as presented.

C. Revised Board Policy 3.050.01 – Providing Information to Agencies

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the revised Board Policy 3.050.01 – Providing Information to Agencies as presented.

D. Revised Board Policy 3.050.02 – Release of Personal and Private Information

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the revised Board Policy 3.050.02 – Release of Personal and Private Information (currently titled: Release of Personal Information) as presented.

E. Revised Board Policy 3.170.01 – Harassment, Sexual Harassment, Discrimination and Sexual Misconduct

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the revised Board Policy 3.170.01 – Harassment, Sexual Harassment, Discrimination and Sexual Misconduct (currently titled: Harassment, Discrimination and Sexual Misconduct) as presented.

VII. Curriculum Reports

VIII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A Construction and Renovation of College Facilities Update was provided.

B. Facilities Renovation and Space Utilization Project Plan Timeline Updates

Dan Larsen, Executive Director of Campus Safety and Operations, reported on recommendations for adjustments to the Facilities Renovation and Space Utilization Project plan timeline due to space usage restrictions created by the COVID-19 pandemic. The endorsed adjustments included moving the Aurora Downtown Campus remodel project to the top of the development schedule, and postponing the bid date and construction of the building that will connect the Student Center to Collins Hall for at least six months.

IX. Financial Reports

A. Tentative FY2021 College Budget

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously accepted the tentative FY2021 College Budget as presented.

B. Illinois Community College Risk Management Consortium Insurance for FY2021

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the renewal of Illinois Community College Risk Management Consortium insurance coverage in the amount of \$597,657 for the period beginning July 1, 2020 through June 30, 2021.

C. Treasurer's Report for the Month of June 2020

The Treasurer's Report for the month of June 2020 was accepted by the board and placed on file.

D. Budget Summary ending June 2020

Comparison of budget to actual for the twelve months ending June 30, 2020 was accepted by the board and placed on file.

X. Other Reports

A. Appointment of Local Election Official

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the appointment of Douglas E. Minter, Vice President of Finance and Administration, to serve as the college's Local Election Official for the April 6, 2021 consolidated election.

XI. Recognition

XII. Public Comment

A. General Public Comment

XIII. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. Board Appointments

Dr. Christine Sobek, President, shared the announcement from the ICCB of their two new board appointments: Dr. Larry Peterson, former President of Shawnee Community College, and Dr. Lynette Stokes, President of South Suburban College.

E. Illinois Community College Trustees Association

F. President's Report

In her report to the board, Dr. Sobek:

- announced that she is scheduled to provide a virtual State of the College Address on August 19 at 10:00 a.m. Details will be shared as soon as they have been finalized.

G. Institutional Reports

1. Office 365 Migration Update

Mr. Minter reported on the successful migration to Office 365 for all employees, effective July 1, 2020. Mr. Minter recognized all the individuals involved for their outstanding efforts with this year-long project, including the project core team, the stakeholders team, peer support team, and contract service providers.

2. FY2020 Annual Enrollment Report

Dr. Stacey Randall, Dean for Institutional Effectiveness and Title V Project Director, presented the FY2020 Annual Enrollment Report.

XIII. Communications (continued)

3. FY2020-FY2022 Strategic Plan Update

Dr. Jamal Scott, Vice President of Strategic Development, presented a draft FY2021 update of the FY2020-FY2022 Strategic Plan.

4. FY2021 College Scorecard Update

Dr. Scott provided the July 2020 update to the College Scorecard.

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

Dr. Sobek reported on the continuity of operations at Waubonsee Community College in response to COVID-19. Dr. Sobek began by recognizing again the collaborative efforts by all employees in preparation of the phased-in return to campus on July 20. The Waubonsee Return-to-Campus Plan outlines key objectives and expectations. Through the implementation of new cleaning and screening protocols/procedures, additional safety measures, alternative work arrangements, and staff communications including emails, webinars, and Town Hall meetings, all employees can be assured that Waubonsee's leadership teams continue to prioritize the health and safety of all employees and students as the college begins to resume some in-person services. In addition, we recognize the needs of our students and the importance of the caring connections and support that are better established in-person, so students are able to select from five distinct course delivery modalities for the fall semester as well as have the opportunity to participate in face-to-face services.

Dr. Melinda Tejada, Vice President of Student Development, shared an update regarding athletics at Waubonsee and the plans for fall and winter sports.

XIV. Other Reports (continued)

XV. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:13 p.m.



Patrick Kelsey 08/19/2020 19:33 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees