

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

May 18, 2022

**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 3:00 p.m. on Wednesday, May 18, 2022, 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: Juan Chiu; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; and Rebecca D. Oliver; board members absent: Rick Guzman, Greg Thomas, and Tina Willson; staff members present: Dr. Christine J. Sobek, Mary Baccheschi, Kim Caponi, Ryan Hanback, Dan Larsen; and Stephanie Wennmacher; and guest Jim Reed, Executive Director of the Illinois Community College Trustees Association.

**II. Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 3:02 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exceptions: self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member; and 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.

**III. Reconvene to Open Session**

The board reconvened in open session at 5:30 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Tina Willson; board members absent: 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, Joshua Brown, Kim Caponi, Sharon Erickson, Ryan Hanback, Laurel Krueger, Dan Larsen, Tracy Limbrunner, Kevin Modaff, Suzette Murray, Michele Needham, Mary Paton, Dr. Marjie Schoolfield, Nora Silvia, Monica Smogur, and Stephanie Wennmacher; featured student Jatniel Morales Gomez; and featured presenter Robert Martinelli of Pepper Construction Company.

#### **IV. Recognition**

##### **A. Recognition of the 50th Anniversary of Waubonsee's Nursing Program**

Suzette Murray, Assistant Vice President of Education and Workforce Development, introduced Nora Silvia, Assistant Dean for Health Professions and Public Service, who recognized the 50th Anniversary of Waubonsee's Nursing Program and the nursing faculty members: Joshua Brown, Assistant Professor of Nursing; Sharon Erickson, Associate Professor of Nursing; Katherine Hodur, Assistant Professor of Nursing; Laurel Krueger, Associate Professor of Nursing; Tracy Limbrunner, Associate Professor of Nursing; Mary Paton, Instructor; Dr. Marjie Schoolfield, Associate Professor of Nursing and Associate Degree Nursing Program Director; and Monica Smogur, Assistant Professor of Nursing.

##### **B. Waubonsee Community College All-Illinois Academic Team**

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, recognized the Waubonsee Community College All-Illinois Academic Team members Jatniel Morales Gomez of Oswego and Jennifer Tripathi of Aurora. Illinois Phi Theta Kappa, the Illinois Community College Board, and the Illinois Council of Community College Presidents sponsor the All-Illinois Academic Team.

#### **V. Public Comment**

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

#### **VI. Buildings and Grounds**

##### **A. Construction Management Services Firm Presentation for the Career and Technical Education Facility Project**

Douglas Minter, Vice President of Finance and Administration, introduced Robert Martinelli, Vice President, Project Director, Illinois, for Pepper Construction Company, who shared a presentation on his firm. Pepper Construction Company is a finalist for the engagement of a Construction Management Services firm for Waubonsee's new career and technical education (CTE) facility project. The board supported engaging their services and a recommendation to approve Pepper Construction Company as the Construction Management firm for the CTE facility project is expected to be on the June 2022 board meeting agenda.

## **VII. Reconvene to Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:10 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.

## **VIII. Reconvene to Open Session**

The board reconvened in open session at 7:07 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Tina Willson; board members absent: Rick Guzman and 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 Essalih, Terence Felton, Ryan Hanback, Dan Larsen, Michele Needham, and Stephanie Wennmacher.

## **IX. 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 26-29, 2022 at the Marriott Marquis Hotel in New York City, NY.

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

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

Trustee Tina Willson and Dr. Sobek reported on AACC Annual that was held April 30-May 3, 2022 at the New York Hilton Midtown in New York City, NY. Dr. Sobek, Dr. Laura Ortiz, Dean for Faculty Development and Engagement, and David Voorhees, Professor of Earth Science and Geology, presented a successful session, "Breaking the Fourth Wall." In addition, several Waubonsee recognitions took place: Dr. Sobek was recognized as a retiring CEO at the Hail and Farewell Luncheon and as a finalist for the AACC CEO of the Year; David Voorhees was recognized as a recipient of a Dale P. Parnell Distinguished Faculty Recognition and as a finalist for the AACC Faculty Member of the Year; and Dr. Indigo Triplett, entrepreneur, author, and speaker, was recognized as one of three AACC Outstanding Alumni Award recipients.

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

## **IX. Communications (continued)**

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

#### **1. ICCB Recognition Report**

The ICCB Recognition Report was submitted.

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

#### **1. ICCTA Meetings**

The written Board Highlights were provided for the ICCTA meetings held on April 29, 2022 at the President Abraham Lincoln Hotel in Springfield, IL.

#### **2. ICCTA Annual Convention**

Dr. Sobek commented that the ICCTA Annual Convention is scheduled for June 10-11, 2022 at the Chicago Marriott Downtown Magnificent Mile, in Chicago, IL. Dr. Sobek shared an announcement from ICCTA of the individuals who will be recognized at the Awards Banquet on June 10, 2022 for receiving the following awards: 25-Year Trustee Service Award: Rebecca Oliver; 35-Year Trustee Service Award: James Michels; and Certificate of Merit: Dr. Christine Sobek.

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

In her report to the board, Dr. Sobek:

- celebrated all the special college spring events that were recently held in person; and
- highlighted the spectacular 2022 commencement ceremonies held on May 14, 2022, and recognized the Waubonsee team for planning a very successful day.

### **G. Institutional Reports**

Board Chair Rebecca Oliver publicly shared an update regarding the presidential search process. Responses to the Request for Proposals for a presidential search firm have been received. A Board Transition Committee is forming that will include some board members, along with Michele Needham, Executive Director of Human Resources, and Mary Baccheschi, Executive Administrative Coordinator to the President/Clerk of the Board, who will provide staff support to the committee. The goal of the committee is to interview and identify a recommended search firm. Approval of the selected firm by the full board of trustees, has been targeted for the June 15, 2022 board meeting.

#### **1. FY2023 State of Illinois and College Budgets and Update on Reserve Targets Project**

Mr. Minter provided a report on the FY2023 State of Illinois and college budgets and an update on the Reserve Targets Project.

#### **2. Waubonsee Community College Continuity of Operations in Response to COVID-19**

A written update on the continuity of operations at Waubonsee Community College in response to COVID-19 was provided.

## **X. Approval of Consent Agenda**

The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, full-time resignations, full-time appointment recommendations, and a full-time grant-funded support staff appointment recommendation; and Financial Reports including: payroll reports, accounts payable, and 13 bids/purchases.

### **A. Meeting Minutes**

1. April 20, 2022 Board Meeting Minutes
2. April 20, 2022 Executive Session Meeting Minutes

### **B. Personnel Reports**

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

Baron, Eric	Head Cross Country Coach		\$7,500.00 Stipend
Gomez, Izac	Building Services Specialist	25 hrs./week	\$18.87/hr.
Holmes, Douglas	Peer Tutor Academic Support	25 hrs./week	\$13.25/hr.
Kronschnabel, Megan	Head Volleyball Coach		\$10,000.00 Stipend
Lara, Alina	Student Worker Public Safety	25 hrs./week	\$13.25/hr.
Teubner, Steven	Life Drawing Model	25 hrs./week	\$25.00/hr.
Wennmacher, Stephanie	Senior Marketing Manager		\$1,500.00/ Monthly Stipend

#### **2. Full-Time Resignations**

- a. Karina Vallez, Student Accounts and Cashier Associate, effective April 21, 2022.
- b. Luz Trejo Camarillo, High School Transition Advisor, effective May 6, 2022.
- c. Daniel Rische, Senior Access Center Specialist, effective May 13, 2022.
- d. Jennifer Wagner, Accounts Payable Associate, effective May 13, 2022.

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

- a. Courtney Nomiya, Librarian, effective July 18, 2022. The recommended placement on the salary schedule is Column II, Step 2. The 2022-2023 annual salary for this placement is \$71,995. Note: This offer is contingent upon the completion of Ms. Nomiya Master's degree that is expected to be awarded in June 2022.
- b. Brandon Board, Digital Services Coordinator, at the rate of \$63,000 annually, effective June 6, 2022.

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

- c. Kevin Broy, Media Services Coordinator, at the rate of \$66,000 annually, effective May 16, 2022.
  - d. Trucker Harber, Administrative Specialist Student Retention, at the rate of \$19.00/hr., effective May 16, 2022.
  - e. Asia Jordan, Financial Aid Advisor, at the rate of \$21.90/hr., effective May 4, 2022.
  - f. Lisa Landwehr, Administrative Specialist Registration and Records, at the rate of \$20.44/hr., effective May 16, 2022.
  - g. Torey Quinn, Financial Aid Data Specialist, at the rate of \$24.14/hr., effective May 19, 2022.
4. Full-Time Grant-Funded Support Staff Appointment Recommendation
- a. Jennifer Lara, Waubonsee Works Program Manager, at the rate of \$75,000 annually, effective May 2, 2022 through June 30, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Lara will resign from her position of Adult Education Career and Workforce Advisor to accept this position.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 7**

10100	Education Fund	\$1,467,311.29
020100	Operations and Maintenance Fund	93,225.93
050620	Bookstore	27,778.59
062101	Adult Education-State Basic	36,525.79
062102	Adult Education-Performance	6,346.89
062180	COVID Testing Center	5,926.87
063101	Adult Education-Federal Basic	11,543.80
063102	Adult Education-EL / Civics	4,800.00
063107	Perkins Postsecondary	7,416.42
063132	Federal Work Study	4,217.13
063162	Upward Bound East	6,370.65
063165	Upward Bound West	5,974.98
063169	TRIO/Student Support Services	10,314.53
063170	Increasing Retention and Completion	19,657.48
063183	HEERF III	7,002.63
063202	Waubonsee Works	5,442.50
063934	Small Business Community Navigator	75.35
063936	SBDC	4,723.64
064101	Adult and Family Literacy	1,200.00
120100	Liability/Protection and Settlement	<u>37,070.38</u>
Final Total:		<u>\$1,762,924.84</u>

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

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

010100	Education Fund	\$1,526,328.65
020100	Operations and Maintenance Fund	100,615.00
050620	Bookstore	28,522.41
062101	Adult Education-State Basic	38,252.67
062102	Adult Education-Performance	6,842.79
062180	COVID Testing Center	6,538.12
063101	Adult Education-Federal Basic	11,883.20
063102	Adult Education-EL / Civics	4,800.00
063107	Perkins Postsecondary	8,716.55
063132	Federal Work Study	4,811.20
063162	Upward Bound East	7,057.61
063165	Upward Bound West	6,359.99
063169	TRIO/Student Support Services	10,885.47
063170	Increasing Retention and Completion	21,606.26
063183	HEERF III	7,479.76
063202	Waubonsee Works	6,067.30
063934	Small Business Community Navigator	169.52
063936	SBDC	4,733.04
064101	Adult and Family Literacy	1,200.00
120100	Liability/Protection and Settlement	<u>38,221.31</u>
Final Total:		<u>\$1,841,090.84</u>



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

3. Accounts Payable for the Period Ending April 30, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$504,259.91
010900	Payroll Clearing Fund	84,015.53
020100	Operations and Maintenance Fund	270,727.96
030100	Operations / Maintenance Restricted	19,338.96
050503	Auto Resale	5,353.34
050620	Bookstore	154,167.30
050810	Internal Medical Insurance	715,423.52
050811	Retiree Medical Insurance	24,426.18
062180	COVID Testing Center	464.54
063101	Adult Education-Federal Basic	500.00
063107	Perkins Postsecondary	3,324.19
063162	Upward Bound East	4,976.30
063165	Upward Bound West	3,074.76
063169	TRIO/Student Support Services	1,188.15
063170	Increasing Retention and Completion	19,940.73
063183	HEERF III	129,472.09
063202	Waubonsee Works	364.14
063931	SBDC Supplemental	1,507.50
063934	Small Business Community Navigator	2,725.00
063936	SBDC	3,036.87
064101	Adult and Family Literacy	498.67
064114	SBDC Other Sources	2,307.50
064122	TRIUMPH	509.38
064123	AAC&U Guided Pathways	1,500.00
100300	Trust and Agency	21,563.68
120100	Liability/Protection and Settlement	<u>16,929.57</u>
Final Total:		<u>\$1,991,595.77</u>

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

**4. Bids/Purchases:**

- a. Annual Tree Maintenance Services Agreement  
Renewal of the annual tree maintenance services agreement from SavATree, LLC of Warrenville, IL, in the amount not to exceed \$80,000 for the coverage period of May 19, 2022 through May 18, 2023.
- b. 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 \$125,000 for the coverage period of July 1, 2022 through June 30, 2023.
- c. Annual 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, IL, in the amount of \$134,000 for the coverage period of July 1, 2022 through June 30, 2023.
- d. Annual Electronic Reference Materials for College Libraries  
Renewal of the annual electronic reference materials from The Gale Group of Chicago, IL, in the amount of \$30,000 for the coverage period of July 1, 2022 through June 30, 2023.
- e. Annual Information Services Subscription Agreement  
Renewal of the annual information services subscription agreement from EBSCO Industries, Inc. of Cary, IL, in the amount of \$98,400 for the coverage period of July 1, 2022 through June 30, 2023.
- f. Annual Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases  
Renewal of the annual electronic resources' membership from the Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI, in the amount of \$32,000 for the coverage period of July 1, 2022 through June 30, 2023.
- g. Annual Oracle Software, Maintenance, and Support Agreement  
Renewal of the annual Oracle software, maintenance, and support agreement with Mythics, Inc. of Virginia Beach, VA, in the amount of \$80,000 for the coverage period of July 1, 2022 through June 30, 2023.
- h. Annual DUO Multi-Factor Authentication Software, Maintenance, and Support Subscription  
Renewal of the annual DUO Multi-Factor Authentication software, maintenance, and support subscription from DUO Security, Inc. of Ann Arbor, MI, in the amount of \$48,375 for the coverage period of May 15, 2022 through May 14, 2023.

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

- i. Annual AppsAnywhere Software Subscription  
Renewal of the annual AppsAnywhere software subscription from AppsAnywhere, Ltd. of Cambridge, MA, in the amount of \$56,074 for the coverage period of June 1, 2022 through May 31, 2023.
- j. Annual Questica Budgeting System Support Agreement  
Renewal of the annual Questica budgeting system support agreement from Questica, Inc. of Burlington, Ontario, Canada, in the amount of \$56,000 for the coverage period of August 4, 2022 through August 3, 2023.
- k. Annual Linux Professional Consulting Services Agreement  
Renewal of the annual Linux professional consulting services agreement from The Written Word, Inc. of Roselle, IL, in the amount of \$96,000 for the coverage period of July 1, 2022 to June 30, 2023.
- l. Assessment, Evaluation, Feedback, and Intervention System (AEFIS) Software Subscription Agreement  
Renewal of a three-year Assessment, Evaluation, Feedback, and Intervention System (AEFIS) software subscription agreement from HelioCampus, Inc. of Bethesda, MD, in the amount of \$150,021.84 for the coverage period of August 1, 2022 through July 31, 2025.
- m. Catalogic DPX Backup Software License Support Agreement  
Renewal of a three-year Catalogic DPX backup software license support agreement from Catalogic Software, Inc. of Woodcliff Lake, NJ, in the amount of \$124,775.10 for the coverage period of August 31, 2022 through August 30, 2025.

**XI. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed.

**XII. Personnel Reports**

**XIII. Policy Reports**

**XIV. Curriculum Reports**

**A. Summary of Curriculum Council Activity for the 2021-2022 Academic Year**

A Summary of the Curriculum Council Activity for the 2021-2022 Academic Year was provided.

**XV. Buildings and Grounds (continued)**

**A. Construction and Renovation of College Facilities Update**

A written Construction and Renovation of College Facilities Update was provided.

**B. Career and Technical Education Building Update**

A written Career and Technical Education Building Update was provided.

**XVI. Financial Reports**

**A. Treasurer's Report for the Month of April 2022**

The Treasurer's Report for the month of April 2022 was accepted by the board and placed on file.

**B. Budget Summary Ending April 2022**

Comparison of budget to actual for the ten months ending April 30, 2022 was accepted by the board and placed on file.

**C. Bids/Purchases:**

**1. Access Control Door Upgrades**

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the purchase of access control door upgrades from Sound, Inc. of Naperville, IL in the amount of \$204,778.54. This purchase is grant funded.

**XVII. Other Reports**

**A. Intergovernmental Agreement with Kane County Office of Community Reinvestment for Adult and Dislocated Worker Training Services**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the Intergovernmental Agreement with Kane County Office of Community Reinvestment for Adult and Dislocated Worker Training Services as presented.

**XVIII. Reconvene to Executive Session**

(Action for this item was not needed.)

**XIX. Reconvene to Open Session**

(Action for this item was not needed.)

**XX. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:24 p.m.



Patrick Kelsey  
06/15/2022 22:23 CDT

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Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees