

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

June 15, 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 5:30 p.m. on Wednesday, June 15, 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; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Greg Thomas; board member absent: Tina Willson; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Linda Alberty Layhew, Mary Baccheschi, Kevin Broy, Kim Caponi, Mike Fier, Erik Leal, Dan Larsen, Dr. Scott Peska, Dr. Ruth Anne Rehfeldt, and Stephanie Wennmacher; and featured alumnus Rosa Brolley.

Ms. Willson joined the meeting at 5:32 p.m.

II. Recognition

A. Featured Alumnus

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumnus, Rosa Brolley, English Language Learner teacher at Peterson Elementary School in the Indian Prairie School District 204.

B. Introduction of New Administrator

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Dr. Ruth Anne Rehfeldt, Dean for Visual and Performing Arts, Education, and Sciences.

III. Public Comment

A. General Public Comment

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 5:48 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 8:00 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kevin Broy, Kim Caponi, Darla Essalih, Terence Felton, Mike Fier, Ronna Jones, Dan Larsen, and Stephanie Wennmacher.

VI. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Christine Sobek, President, announced that Waubonsee's presentation, "An Hispanic-Serving Institution (HSI) Journey of Student and Community Support," has been accepted for the ACCT Leadership Congress, scheduled for October 26-29, 2022 at the Marriott Marquis Hotel in New York City, NY. Trustees James Michels and Tina Willson have indicated their intent to attend.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

VI. Communications (continued)

E. Illinois Community College Trustees Association

1. ICCTA Annual Convention

Trustees Rebecca Oliver and James Michels reported on the ICCTA Awards Banquet held on June 10, 2022 in conjunction with the ICCTA Annual Convention at the Chicago Marriott Downtown Magnificent Mile in Chicago, IL. Several Waubonsee individuals were recognized at the banquet: Trustee Michels - recipient of a 35-Year Trustee Award; Board Chair Oliver - recipient of a 25-Year Trustee Award; Dr. Sobek - recipient of a Certificate of Merit; Mary Baccheschi, Executive Administrative Coordinator to President/Clerk of the Board - nominated for the Professional Board Staff Member Award; Danielle Fischer, Associate Professor of Biology - nominated for the Outstanding Full-Time Faculty Member Award; former Student Trustee Priscila Vargas - nominated for the Gigi Campbell Student Trustee Excellence Scholarship; Jerald Murphy, Partner-in-Charge of Manufacturing and Distribution Services for Sikich LLP - nominated for the Distinguished Alumnus Award; Waubonsee student Carlos Solis - nominated for the Paul Simon Student Essay Scholarship; and Waubonsee student Estella Tejada - nominated for the Gregg Chadwick Student Service Scholarship.

F. President's Report

In her report to the board, Dr. Sobek:

- publicly announced the 2022 Support Staff Award for Excellence recipients and noted that they would be recognized at the July 2022 board meeting: Service and Quality Award recipients - Jesus Arceo, Upward Bound West Advisor, and Ryan McKanna, Senior Computer Services Specialist; Innovation and Creativity Award recipient - Jessica Chrisman-DeNegri, Senior Student Technology Support Specialist; and Diversity and Inclusion Award recipient - Rozanna Herrera, Senior Bookstore Associate;
- reported on the Illinois Council of Community College Presidents meeting held on June 10, 2022 in Chicago, IL and highlighted that Jee Hang Lee, President and CEO of the Association of Community College Trustees, was also in attendance and shared some exciting updates;
- publicly announced that Waubonsee's Plano Campus was selected as the location to host the National Health and Nutrition Examination Survey (NHANES) for Kendall County, that will be conducted in a portable facility called the Mobile Examination Center. Open House events are scheduled for July 7, 2022, 2:30-5 p.m., and July 8, 2022, 8:30-11 a.m.; and
- shared proposed events and activities to be scheduled through the end of the year, that were provided by the Presidential Retirement Recognition Committee to recognize Dr. Sobek's retirement.

VI. Communications (continued)

G. Institutional Reports

1. Waubonsee Foundation Quarterly Board Meeting

Trustee James Michels, in his role as Waubonsee Board of Trustees Liaison for the Foundation Board of Directors, reported on the Waubonsee Foundation Quarterly Board Meeting held on June 7, 2022. Mr. Michels also shared that Mike Williams, current member of the Foundation Board of Directors, was elected to serve as their Vice President. In addition, Marcia Ayala, President of Aurora Specialty Textiles Group, Inc. in Yorkville; Behati Hart, Director of Innovation and Strategy for the City of Aurora; and Colette Rozanski, President of R. C. Wegman Construction Company in Aurora, were elected to join the Foundation Board of Directors.

2. FY2022 Strategic Plan Accomplishments

Dr. Jamal Scott, Vice President of Strategy and Community Development, reported on the FY2022 Strategic Plan accomplishments. Dr. Scott stated that the college embarked on a “reflect and reset” focus this year and realized many significant successes within our three strategic pillars: Student Equity and Success, Community Connections, and Employee and Organizational Excellence. The FY2023 Strategic Plan will be presented at the August 2022 board meeting.

3. 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.

VII. Approval of Consent Agenda

A motion by Mr. Delgado and seconded by Mr. Guzman was made to approve the Consent Agenda Items as presented. There was a request to remove an item under Personnel Reports, the full-time appointment recommendation of a General Maintenance Mechanic, from the 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 and temporary appointments, a full-time retirement, full-time resignations, full-time appointment recommendations with the exception of the General Maintenance Mechanic, and full-time grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 8 bids/purchases.

A. Meeting Minutes

1. May 18, 2022 Board Meeting Minutes
2. May 18, 2022 Executive Session Meeting Minutes

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Alfaro Jr., Mario	Head Esports Coach		\$10,400 Stipend
	Baron, Eric	Head Cross Country Coach		\$7,800 Stipend
	Damato, Gina	Head Cheerleading Coach		\$7,800 Stipend
	Darnold, Dustin	Head Golf Coach		\$7,800 Stipend
	Galusha, Justin	Assistant Men's Basketball Coach		\$6,760 Stipend
**	Gibson, Cody	Upward Bound Summer Instructor	25 hrs./week	\$34.00/hr.
	Isham, Kenneth	Assistant Baseball Coach		\$7,280 Stipend
	Kirsch, Shelby	SOAR Program Clerk	25 hrs./week	\$17.00/hr.
	Kronschnabel, Megan	Head Volleyball Coach		\$10,400 Stipend
	Laseman, Jesse	Assistant Cross Country Coach		\$3,120 Stipend
	Lopez, Rodney	Head Baseball Coach		\$14,560 Stipend
**	Nunez, Mayra	Upward Bound Summer Instructor	25 hrs./week	\$34.00/hr.
	Odom Flores, Isabel	Assistant Softball Coach		\$7,280 Stipend
	Oess, Timothy	SOAR Program Supervisor	25 hrs./week	\$34.00/hr.
	Perez, Alvaro	Assistant Men's Soccer Coach		\$5,200 Stipend
	Robinson, Lance	Head Men's Basketball Coach		\$13,208 Stipend
	Rymarz, Lauren	SOAR Program Supervisor	25 hrs./week	\$34.00/hr.
	Schlemmer, Bradley	Head Women's Soccer Coach		\$10,400 Stipend
	Spitzzeri, Joseph	Head Softball Coach		\$14,560 Stipend
	Suhayda, Brett	Head Men's Soccer Coach		\$10,400 Stipend
	Vincent, Brieanna	Assistant Cheerleading Coach		\$3,120 Stipend
	Waidzulis, Laura	Assistant Women's Soccer Coach		\$5,200 Stipend
	Williams, James	Head Women's Basketball Coach		\$13,208 Stipend
	Williams, Lynda	Assessment Assistant	25 hrs./week	\$17.71/hr.
**	Wolf, Kathleen	Upward Bound Summer Instructor	25 hrs./week	\$34.00/hr.
**	Paid by grant funds			

2. Full-Time Retirement

- a. Deborah Arsenault, Administrative Coordinator Education and Workforce Development, effective August 31, 2022.

VII. Approval of Consent Agenda (continued)

3. Full-Time Resignations

- a. Peter Adams, Campus Safety Project Manager, effective June 3, 2022.
- b. Iris Castellanos, Latinx Engagement Coordinator, effective June 10, 2022.
- c. Nancy Guzman Gama, Student Retention Coordinator, effective May 26, 2022.
- d. Cameron Joplin, Academic and Career Advisor, effective May 26, 2022.
- e. Madeline Rangel, High School Transition Advisor, effective June 15, 2022.
- f. Karen Schmidt, Administrative Specialist Human Resources, effective July 29, 2022.

4. Full-Time Appointment Recommendations

- a. Dr. Crystal Aschenbrener, Dean for Health Professions and Public Service, at the rate of \$125,000 annually, effective August 1, 2022.
- b. Tracy Metcalf, Counselor, effective June 21, 2022. The recommended placement on the salary schedule is Column IVA, Step 5. The 2021-2022 annual salary for this placement is \$85,749.
- c. General Maintenance Mechanic – this full-time appointment recommendation was removed from the Consent Agenda
- d. Jason Gulas, Facilities Services Supervisor, at the rate of \$26.39/hr., effective May 16, 2022.
- e. Christa Kristich, Student Accounts and Cashier Manager, at the rate of \$85,214 annually, effective June 6, 2022. Ms. Kristich will resign from her position of Financial Aid Manager to accept this position.

5. Full-Time Grant-Funded Support Staff Reappointments

Grant-funded support staff reappointments effective July 1, 2022 through June 30, 2023 as presented. These reappointments are contingent upon continuous and sufficient grant funding.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 9

010100	Education Fund	\$1,489,131.86
020100	Operations and Maintenance Fund	122,721.14
050620	Bookstore	29,038.36
062101	Adult Education-State Basic	37,877.76
062102	Adult Education-Performance	6,842.80
062180	COVID Testing Center	6,924.72
063101	Adult Education-Federal Basic	11,895.71
063102	Adult Education-EL / Civics	4,800.00
063107	Perkins Postsecondary	6,999.80
063132	Federal Work Study	3,947.98
063162	Upward Bound East	7,261.23
063165	Upward Bound West	6,326.11
063169	TRIO/Student Support Services	11,550.67
063170	Increasing Retention and Completion	21,884.41
063183	HEERF III	8,160.26
063202	Waubonsee Works	8,091.86
063934	Small Business Community Navigator	84.77
063936	SBDC	4,817.79
064101	Adult and Family Literacy	1,200.00
120100	Liability/Protection and Settlement	<u>39,084.50</u>
Final Total:		<u>\$1,828,641.72</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 10

010100	Education Fund	\$1,359,946.10
020100	Operations and Maintenance Fund	108,720.63
050620	Bookstore	30,853.64
062101	Adult Education-State Basic	8,643.35
062102	Adult Education-Performance	7,098.79
062180	COVID Testing Center	6,672.35
063101	Adult Education-Federal Basic	3,464.44
063102	Adult Education-EL / Civics	128.00
063107	Perkins Postsecondary	6,710.42
063132	Federal Work Study	2,762.19
063162	Upward Bound East	6,379.68
063165	Upward Bound West	6,279.29
063169	TRIO/Student Support Services	14,129.99
063170	Increasing Retention and Completion	20,443.06
063183	HEERF III	5,423.33
063202	Waubonsee Works	6,271.14
063934	Small Business Community Navigator	94.11
063936	SBDC	4,817.86
064999	Miscellaneous Restricted Funds	8,027.42
120100	Liability/Protection and Settlement	<u>42,296.71</u>
Final Total:		<u>\$1,649,162.49</u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending May 31, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$988,140.82
010900	Payroll Clearing Fund	84,193.71
020100	Operations and Maintenance Fund	319,274.64
030100	Operations / Maintenance Restricted	(1,411.14)
050503	Auto Resale	10,659.97
050620	Bookstore	53,242.83
050810	Internal Medical Insurance	634,234.62
050811	Retiree Medical Insurance	20,680.34
062102	Adult Education-Performance	788.09
062180	COVID Testing Center	422.28
063101	Adult Education-Federal Basic	6,000.00
063107	Perkins Postsecondary	2,203.99
063162	Upward Bound East	4,580.80
063165	Upward Bound West	4,704.73
063169	TRIO/Student Support Services	1,088.28
063170	Increasing Retention and Completion	2,710.57
063183	HEERF III	308,951.25
063184	Governor's Emergency Ed Relief II	11,100.00
063202	Waubonsee Works	8,357.41
063931	SBDC Supplemental	950.00
063934	Small Business Community Navigator	1,000.00
063936	SBDC	2,566.01
064114	SBDC Other Sources	21.98
064122	TRIUMPH	713.53
064999	Miscellaneous Restricted Funds	1,990.00
100300	Trust and Agency	33,584.74
120100	Liability/Protection and Settlement	<u>28,971.46</u>
Final Total:		<u>\$2,528,334.55</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Broadbean Job Distribution Tool
Renewal of a three-year subscription of the Broadbean Job Distribution Tool from Broadbean, Inc. of Newport Beach, CA, in the amount of \$25,200 for the coverage period of June 24, 2022 through June 23, 2025.
- b. F5 Load Balancer Support Agreement and Hardware
Renewal of the F5 Load Balancer support agreement and hardware from CDW Government, LLC of Vernon Hills, IL, in the amount of \$54,438.50 for the coverage period of June 24, 2022 through June 23, 2023.
- c. Micro Focus Software Agreement
Renewal of the Micro Focus software agreement from Micro Focus Software, Inc. of Provo, UT, in the amount of \$104,000 for the coverage period of July 1, 2022 through June 30, 2023.
- d. Telephone Network Technical Support and Consultation Services
Renewal of telephone network technical support and consultation services from Steve Zahn of Saint Charles, IL, in the not to exceed amount of \$50,000 for the coverage period of July 1, 2022 through December 31, 2022.
- e. Geothermal Lab Equipment and Installation
Award for the lowest qualified quote for the geothermal lab equipment and installation to Air Comfort Corporation of Broadview, IL, in the amount of \$28,418.
- f. Exterior Painting Project Rebid
Award to the lowest qualified bidder for the exterior painting project rebid to J & K Painting and Decorating, LLC of Park Ridge, IL, in the amount of \$38,680.
- 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 coverage period of July 1, 2022 through June 30, 2023.
- h. Digital Marketing Contractual Services
Purchase of digital marketing contractual services from Joshua Fountaine of San Diego, CA, in a not to exceed amount of \$45,000 for the coverage period of July 1, 2022 through June 30, 2023.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Full-Time Administrative Appointment

1. Executive Director of Marketing and Communications

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the appointment of Stephanie Wennmacher to the position of Executive Director of Marketing and Communications, at a rate of \$130,000 annually, effective June 16, 2022. Ms. Wennmacher will resign from her position of Senior Marketing Manager to accept this position.

B. Administrative and Support Staff Salary Ranges Recommendations and Other Rates of Pay for FY2023

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the administrative and support staff salary ranges recommendations and other rates of pay for FY2023, effective July 1, 2022, as presented.

C. Administrative and Support Staff Compensation Recommendations for FY2023

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the administrative and support staff compensation recommendations for FY2023, effective July 1, 2022, as presented.

D. Administrative and Support Staff Reclassifications and Compensation Recommendations for FY2023

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the administrative and support staff reclassifications and compensation recommendations for FY2023, effective July 1, 2022, as presented.

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.

B. Career and Technical Education Building Update

A written Career and Technical Education Building Update was provided.

XII. Buildings and Grounds (continued)

C. Approval of a Contract for Construction Management Services for the New Career and Technical Education Facility

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the authorization for the college to enter into a contract with Pepper Construction Company of Barrington, IL, to provide construction management services for the new Career and Technical Education Facility project.

XIII. Financial Reports

A. Treasurer's Report for the Month of May 2022

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

B. Budget Summary Ending May 2022

Comparison of budget to actual for the eleven months ending May 31, 2022 was accepted by the board and placed on file.

C. Budget Stabilization Fund Tentative Use Recommendations

Douglas Minter, Vice President of Finance and Administration, provided recommendations for the tentative use of the Budget Stabilization Fund for FY2023 to support enrollments and student success with institutionally-funded scholarships, as well as provide temporary, supplemental funding to grant programs in order to maintain services during periods of high inflation and volatility.

D. Bids/Purchases:

1. Executive Search Firm Contract for President of Waubonsee Community College

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the award of contract for the executive search firm for President of Waubonsee Community College to AGB Search, LLC, of Washington, D.C., in the not to exceed amount of \$113,650.

Board Chair Rebecca Oliver publicly shared an update regarding the presidential search process. A Board Transition Committee has been formed and includes Rebecca Oliver as chair of the committee, Jimmie Delgado, and Patrick Kelsey. The committee unanimously identified AGB Search as the firm best positioned to provide executive recruitment services in our search for the next president of Waubonsee Community College. The Board Transition Committee intends to meet with AGB Search soon to discuss logistics and operations, as well as next steps, including the formation of the Search Committee.

XIV. Other Reports

XV. 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 8:43 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exceptions: 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 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.

XVI. Reconvene to Open Session

The board reconvened in open session at 10:21 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, Mary Baccheschi, Kim Caponi, Kevin Farmer, Ryan Hanback, and Ronna Jones.

XVII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 10:22 p.m.



Patrick Kelsey
07/20/2022 21:01 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees