

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

November 16, 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 6:00 p.m. on Wednesday, November 16, 2022, in the Community Board Room of Dickson Center, 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; Greg Thomas; and Tina Willson; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Tess Corral, Michelle Dahlstrom, Darla Essalih, Mary Greenwood, Ryan Hanback, Dan Larsen, Dr. Bernard Little, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, Dr. Scott Peska, Dr. Lisa Richardson, Patricia Saccone, Brad Schlemmer, and Stephanie Wennmacher; featured alumni Danni Garcia-Havens and Chaz Garcia; and Student Senate members President Angel Camarillo-Tolentino, George Alba, Albino Rosales, Christopher Salgado, and Riff Talsma.

**II. Recognition**

**A. Featured Alumni**

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumni: the Garcia family siblings, Danni Garcia-Havens, Hayley Garcia, and Chaz Garcia.

**B. 2022-2023 Student Government Leaders**

Dr. Peska recognized the 2022-2023 Student Government leaders.

**C. Community College Recipient of the 2022 Lincoln Academy of Illinois Student Laureate Award**

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, recognized Student Trustee Juan Chiu, the community college recipient of the 2022 Lincoln Academy of Illinois Student Laureate Award. Board Chair Rebecca Oliver and Dr. Tejada presented Juan with a certificate, \$500 stipend, challenge coin, and the Lincoln Medallion, on behalf of the Lincoln Academy of Illinois and Governor JB Pritzker.

## **II. Recognition (continued)**

### **D. Introduction of New Administrators**

Dr. Diane Nyhammer, Vice President of Education Affairs, introduced Dr. Bernard Little in his new role as Chief Diversity Officer and Executive Dean for Academic Support. Dr. Tejada introduced Dr. Lisa Richardson in her new role as Executive Dean for Student Success and Retention.

## **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 6:37 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 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.

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

The board reconvened in open session at 7:15 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, Darla Essalih, Terence Felton, Ryan Hanback, Dan Larsen, Dr. Bernard Little, Dr. Jeanne McDonald, Michele Needham, Patricia Saccone, and Stephanie Wennmacher.

## **VI. Communications**

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

#### **1. ACCT Leadership Congress**

Trustees James Michels and Tina Willson, and Dr. Christine Sobek, President, reported on the ACCT Leadership Congress, held on October 26-29, 2022 at the Marriott Marquis Hotel in New York City, NY. Ms. Willson, Dr. Sobek, and Dr. Jamal Scott, Vice President of Strategy and Community Development, co-presented a successful and well-attended session, “An Hispanic-Serving Institution (HSI) Journey of Student and Community Support.”

#### **2. ACCT National Legislative Summit**

Dr. Sobek commented that the ACCT National Legislative Summit is scheduled for February 6-8, 2023 at the Marriott Marquis Hotel in Washington, D.C.

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

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

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

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

#### **1. ICCTA Meetings – November 11-12, 2022**

Trustees Rebecca Oliver and Tina Willson, and Dr. Sobek reported on the ICCTA meetings held on November 11-12, 2022 at the DoubleTree Suites by Hilton in Downers Grove, IL. Dr. Sobek was the featured guest speaker at the ICCTA luncheon, and she shared some perspectives as one of the longest-serving community college presidents in Illinois, including her advice about “The Art of Leaving Well.” Dr. Sobek also reported that she received recognition on her upcoming retirement during the Illinois Council of Community College Presidents meetings, held in conjunction with the ICCTA meetings.

### **F. President’s Report**

In her report to the board, Dr. Sobek:

- expressed appreciation to the speakers, students, and donors in attendance at the Foundation Scholarship Fest event on November 10, 2022.

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

### **G. Institutional Reports**

#### **1. FY2022 Grants Annual Report**

The FY2022 Grants Annual Report was provided.

#### **2. Waubonsee Community College Equity Plan**

The Waubonsee Community College Equity Plan was provided.

#### **3. Presidential Search Process Update**

Michele Needham, Executive Director of Human Resources, shared an update on the progress of the presidential search process, including the schedule of the on-campus interviews and open forums with the three presidential finalist candidates, that were held on November 14-16, 2022. Participants in the open forums were encouraged to provide feedback via an anonymous survey online. Ms. Needham thanked all who were involved during the presidential candidate interview process. Updates continue to be posted on the Presidential Search web page.

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

The board, on a motion by Mr. Thomas 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, full-time resignations, full-time appointment recommendations, and full-time grant-funded support staff appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 12 bids/purchases.

### **A. Meeting Minutes**

1. October 19, 2022 Board Meeting Minutes
2. October 19, 2022 Executive Session Meeting Minutes

## VII. Approval of Consent Agenda (continued)

### B. Personnel Reports

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

	Banker, John (Bob)	Delivery Clerk	25 hrs./week	\$16.79/hr.
	Bennett, Kevin	Custodian	25 hrs./week	\$16.35/hr.
**	Camarillo, Angel	Federal Work Study Student Life	25 hrs./week	\$14.00/hr.
	Lies, Jeffrey	Data Analyst	25 hrs./week	\$32.89/hr.
	Melendez, Nadia	Student Worker Athletics	25 hrs./week	\$14.00/hr.
	Montalbano, Hope	Administrative Coordinator Student Retention	25 hrs./week	\$21.76/hr.
**	Rodriguez, Marla	Federal Work Study Athletics	25 hrs./week	\$14.00/hr.
	Schweisthal, Eric	Student Worker Marketing and Communications	25 hrs./week	\$14.00/hr.
	Shinn, Emily	Administrative Coordinator Health Professions and Public Service		\$500.00 Monthly Stipend
	Swain, Kathleen	Professional Tutor Academic Support	25 hrs./week	\$25.50/hr.
	Taylor, Layna	Custodian	25 hrs./week	\$16.35/hr.
**	Vivrette, Omarion	Federal Work Study Visual and Performing Arts, Education, and Sciences	25 hrs./week	\$14.00/hr.

\*\* Paid by grant funds

#### 2. Full-Time Resignations

- Dr. Crystal Aschenbrener, Dean for Health Professions and Public Service, effective December 31, 2022.
- Donna Larkin, Human Resources Recruitment Coordinator, effective December 2, 2022.
- Samuel Laskowski, Custodian (3rd Shift), effective October 20, 2022.
- Kevin Washlow, General Maintenance Mechanic, effective November 4, 2022.

#### 3. Full-Time Appointment Recommendations

- Dr. Hoitung Terry Leung, Assistant Dean for Visual and Performing Arts, Education, and Sciences, at the rate of \$92,400 annually, effective November 17, 2022. Dr. Leung will resign from his position of Instructional Designer/Technologist to accept this position.
- Lindsay Janssen, Financial Aid Veterans' Coordinator, at the rate of \$29.46/hr., effective November 4, 2022. Ms. Janssen will resign from her position of Financial Aid Advisor to accept this position.
- Lydia Lesniak, Administrative Specialist Visual and Performing Arts, Education, and Sciences, at the rate of \$20.33/hr., effective November 9, 2022.
- Jennifer Tochimani, Administrative Specialist Campus Safety and Operations, at the rate of \$21.00/hr., effective November 9, 2022.

## VII. Approval of Consent Agenda (continued)

### 4. Full-Time Grant-Funded Support Staff Appointment Recommendations

- a. Rena Johnson, Upward Bound West Educational Specialist, at the rate of \$21.76/hr., effective November 9, 2022 through August 31, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- b. Araceli Muñoz Salazar, Latinx Engagement Coordinator, at the rate of \$24.00/hr., effective November 9, 2022 through September 30, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

### C. Financial Reports

#### 1. Payroll Report for Pay Number 19

010100	Education Fund	\$1,495,885.35
020100	Operations and Maintenance Fund	104,763.49
050620	Bookstore	33,422.26
062101	Adult Education-State Basic	31,799.07
062102	Adult Education-Performance	5,825.13
063101	Adult Education-Federal Basic	33,641.91
063102	Adult Education-EL / Civics	4,864.00
063107	Perkins Postsecondary	7,034.92
063132	Federal Work Study	5,022.28
063169	TRIO/Student Support Services	10,541.52
063170	Increasing Retention and Completion	16,744.18
063171	TRIO/Upward Bound East	7,321.36
063172	TRIO/Upward Bound West	4,679.12
063202	Waubonsee Works	8,338.86
063303	ECACE - Early Childhood Grant	3,801.00
063935	AACC MentorLinks	4,800.00
063936	SBDC	5,117.33
120100	Liability/Protection and Settlement	<u>41,111.90</u>
Final Total:		<u>\$1,824,713.66</u>

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

2. Payroll Report for Pay Number 20

010100	Education Fund	\$1,468,700.52
020100	Operations and Maintenance Fund	120,068.64
050620	Bookstore	31,159.16
062101	Adult Education-State Basic	12,150.93
062102	Adult Education-Performance	5,825.13
063101	Adult Education-Federal Basic	6,971.67
063102	Adult Education-EL / Civics	684.00
063107	Perkins Postsecondary	7,117.80
063132	Federal Work Study	5,354.21
063169	TRIO/Student Support Services	10,849.69
063170	Increasing Retention and Completion	17,339.29
063171	TRIO/Upward Bound East	7,579.12
063172	TRIO/Upward Bound West	4,616.00
063202	Waubonsee Works	9,823.86
063303	ECACE - Early Childhood Grant	4,153.35
063936	SBDC	5,117.33
120100	Liability/Protection and Settlement	<u>42,843.28</u>
Final Total:		<u>\$1,760,353.95</u>

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

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

010100	Education Fund	\$1,260,235.63
010109	Budget Stabilization Fund	1,578.74
010900	Payroll Clearing Fund	82,748.83
020100	Operations and Maintenance Fund	294,460.40
030100	Operations / Maintenance Restricted	30,525.11
050503	Auto Resale	9,731.37
050620	Bookstore	95,084.52
050810	Internal Medical Insurance	637,223.05
050811	Retiree Medical Insurance	17,323.09
062101	Adult Education-State Basic	353.27
063102	Adult Education-EL / Civics	1,747.50
063107	Perkins Postsecondary	3,724.42
063162	Upward Bound East	8,339.87
063165	Upward Bound West	7,036.99
063169	TRIO/Student Support Services	1,698.85
063170	Increasing Retention and Completion	10,997.58
063171	TRIO/Upward Bound East	203.14
063172	TRIO/Upward Bound West	73.03
063234	Adult & Dislocated Worker Training	830.00
063936	SBDC	3,907.06
064114	SBDC Other Sources	899.90
064122	TRIUMPH	685.87
064999	Miscellaneous Restricted Funds	572.50
100300	Trust and Agency	10,000.83
110100	Audit Fund	2,100.00
120100	Liability/Protection and Settlement	<u>20,321.80</u>
	Final Total:	<u>\$2,502,403.35</u>



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

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

- a. Renewal of Life/Accidental Death and Dismemberment and Long-Term Disability Insurance  
Renewal of the annual contract for life/accidental death and dismemberment and long-term disability insurance from Dearborn National Life Insurance Company of Downers Grove, IL for the period of January 1, 2023 through December 31, 2023 as presented.
- b. Renewal of Three-Year Agreement for Zoom Video Communications Subscription  
Renewal of a three-year agreement for Zoom Video Communications subscription from Zoom Video Communications Inc. of San Jose, CA, in the amount of \$217,350 (\$72,450 annually) for the coverage period of January 27, 2023 through January 26, 2026.
- c. Renewal of Three-Year Agreement for Cornerstone OnDemand Professional Development Training Programs  
Renewal of a three-year agreement for Cornerstone OnDemand Professional Development Training programs from Cornerstone OnDemand, Inc. of Santa Monica, CA, in the amount of \$89,925 (\$29,975 annually) for the coverage period of January 1, 2023 through December 31, 2025.
- d. Renewal of Annual TransAct Software Maintenance and Management Agreement  
Renewal of the annual TransAct software maintenance and management agreement from TransAct Campus Inc. of Phoenix, AZ, in the amount of \$25,515 for the coverage period of December 1, 2022 through November 30, 2023.
- e. Renewal of Annual Telephone Software Support Agreement  
Renewal of the annual telephone software support agreement from Sound Incorporated of Naperville, IL, in the amount of \$49,981 for the coverage period of December 1, 2022 through November 30, 2023.
- f. Renewal of Temporary Staffing Services for Telephone Network Technical Support and Consultation  
Renewal of temporary staffing services for telephone network technical support and consultation from Steve Zahn of Saint Charles, IL, in an amount not to exceed \$50,000 for the coverage period of January 1, 2023 through June 30, 2023.
- g. Banner 9 Student Self-Service Consulting Services  
Banner 9 Student Self-Service consulting services from Strata Information Group (SIG) of San Diego, CA, in the amount of \$34,170.
- h. Purchase of Additional DocuSign Electronic Signature Tool Envelopes  
Purchase of additional DocuSign Electronic Signature Tool envelopes from DocuSign, Inc. of San Francisco, CA, in the amount of \$96,600 for the coverage period of November 18, 2022 through April 30, 2024.

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

- i. Purchase of Two Nursing Lab Simulation Manikins  
Purchase of two nursing lab simulation manikins from Gaumard Scientific Company, Inc. of Miami, FL, in the amount of \$100,688.14. This purchase is grant funded.
- j. Purchase of MedDispenser Equipment  
Purchase of MedDispenser equipment from TouchPoint Medical (d/b/a VAR Pocket Nurse) of Odessa, FL, in the amount of \$28,995.
- k. Agreement for Food Services (Paisano's Pizza & Grill)  
Award of an agreement for food services from Paisano's Pizza and Grill of Sugar Grove, IL, in the not to exceed amount of \$38,000 for the coverage period of October 1, 2022 through May 31, 2023.
- l. Water Pump Repairs  
Purchase of labor and components for the rebuild and installation of two water pumps from Well Water Solutions, Inc. of Elburn, IL, in the amount of \$40,388.

## **VIII. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed for individual consideration.

## **IX. Personnel Reports**

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

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously ratified the collective bargaining agreement between the Board of Trustees of Waubensee Community College District #516 and the Waubensee Community College Faculty Council Local #604 for the period of July 1, 2022 through June 30, 2025.

## **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.

### **XIII. Financial Reports**

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

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

#### **B. Budget Summary Ending October 2022**

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

#### **C. Adoption of the Tentative 2022 Aggregate Tax Levy**

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously adopted the tentative 2022 aggregate tax levy of \$51,683,792 and the establishment of December 14, 2022 as the date for the final adoption of the 2022 tax levies.

### **XIV. Other Reports**

#### **XV. Reconvene to Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 7:32 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: 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.

#### **XVI. Reconvene to Open Session**

The board reconvened in open session at 8:29 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, and Michele Needham.

#### **XVII. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:30 p.m.



Patrick Kelsey  
12/14/2022 20:00 CST

Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees