

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

March 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 5:31 p.m. on Wednesday, March 16, 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: Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Greg Thomas; board members absent: Rick Guzman, Priscila Vargas, and Tina Willson; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Linda Alberty Layhew, Mary Baccheschi, Kim Caponi, Amanda Geist, Mary Greenwood, Ryan Hanback, Dan Larsen, Kevin Modaff, Michele Needham, Dr. Scott Peska, Karla Vietinghoff, Dana Wagner, and Jim Williams; and featured alumnus Mozelle Kempiaak.

Mr. Guzman joined the meeting at 5:35 p.m. and Ms. Vargas joined the meeting at 5:36 p.m.

II. Recognition

A. Featured Alumnus

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumnus, Mozelle Kempiaak, Youth Care Specialist at Maryville Academy in Bartlett, IL.

B. Introduction of New Administrator

Dr. Peska introduced our new administrator, Mary Greenwood, Director of Student Financial Aid Services.

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 5:52 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 7:33 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Priscila Vargas; board member absent: Tina Willson; 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, Amanda Geist, Ryan Hanback, Dan Larsen, and Michele Needham.

VI. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

1. AACC Annual

Dr. Christine Sobek, President, shared the list of finalists for the AACC 2022 Awards of Excellence. The winners will be announced at the Awards of Excellence Gala event on May 2, 2022. Dr. Sobek is a finalist for CEO of the Year, and David Voorhees, Professor of Earth Science and Geology, is a finalist for Faculty Member of the Year. Trustee Tina Willson and Dr. Sobek are registered to attend AACC Annual, scheduled for April 30-May 3, 2022 in New York City, NY.

C. Illinois Board of Higher Education

D. Illinois Community College Board

VI. Communications (continued)

E. Illinois Community College Trustees Association

1. ICCTA Meetings – March 2022

Dr. Sobek commented on the ICCTA meetings held March 11-12, 2022 in East Peoria, IL.

2. ICCTA West Suburban Regional Meeting

Dr. Sobek commented that trustees were invited to participate in an ICCTA West Suburban Regional Meeting that will be held virtually on April 6, 2022. The Keynote Speaker will be Lisa Castillo-Richmond, Executive Director of Partnership for College Completion. In addition, Dr. Bernard Little, Chief Diversity Officer and Dean for Students, is scheduled to participate on a panel with other regional college officers/leaders who will present and highlight diversity, equity, and inclusion interventions and programs that made an impact at their respective colleges.

3. ICCTA Board of Representatives Meeting – April 2022

Dr. Sobek commented that an ICCTA Board of Representative meeting is scheduled for April 29, 2022 at the President Abraham Lincoln Hotel in Springfield, IL. Dr. Sobek also shared an announcement from ICCTA that there will not be a Lobby Day in Springfield this year.

F. President's Report

In her report to the board, Dr. Sobek:

- reported on the successful Business, Technology, and Workforce Education Open House/Career and Technical Education Signing Day that was held March 10, 2022;
- shared that Waubonsee Community College and Southern Illinois University (SIU) are scheduled to participate in a virtual signing meeting on March 22, 2022 to sign the Saluki Step Ahead Agreement, that will allow Waubonsee students to receive automatic admission to certain SIU online programs;
- invited the Board of Trustees to attend the Grand Opening of Waubonsee's Latinx Resource Center at the Aurora Downtown Campus on March 24, 2022;
- highlighted Waubonsee's spring events that will be held in person this year, including the commencement ceremonies on May 14, 2022; and
- publicly announced her intent to retire from her role as President of Waubonsee Community College at the end of calendar year 2022, and that a formal letter of retirement will be presented to the board for approval at the April 20, 2022 board meeting. On behalf of the Board of Trustees, Board Chair Rebecca Oliver congratulated Dr. Sobek on her many years of service at the college and expressed appreciation for all her contributions.

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 March 1, 2022.

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.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, full-time retirements, a full-time resignation, full-time appointment recommendations, a full-time grant-funded support staff appointment recommendation, and full-time grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 4 bids/purchases.

A. Meeting Minutes

- 1. February 16, 2022 Board Meeting Minutes
- 2. February 16, 2022 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

Buttry, George	Custodian	25 hrs./week	\$15.64/hr.
Coulter, Sophia	Student Worker Student Retention	25 hrs./week	\$13.00/hr.
Klotz, Tina Kalyn	Administrative Specialist Student Success and Retention		\$200.00/ Monthly Stipend
Lenz, Gracie Lou	Peer Tutor Academic Support	25 hrs./week	\$13.25/hr.
** Palacios, Jeremiah	Upward Bound East Tutor	25 hrs./week	\$19.00/hr.
** Parra, Chellsy	Federal Work Study – Bookstore	25 hrs./week	\$13.00/hr.
Russell, Robert	Campus Police Officer	25 hrs./week	\$26.65/hr.
Thakkar, Prachi	Professional Tutor Academic Support	25 hrs./week	\$24.50/hr.
** Wagner, Emily	Upward Bound West Educational Specialist	27 hrs./week	\$20.00/hr.

** *Paid by grant funds*

VII. Approval of Consent Agenda (continued)

2. Full-Time Retirements

- a. Catherine Coburn, Assistant Professor of Interpreter Training and Sign Language, effective August 9, 2022.
- b. Paula Hladik, Professor of Business, effective May 31, 2022. Ms. Hladik holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Hladik will obtain the rank of Professor Emeritus upon retirement.
- c. Lawrence Modaff, Professor of Communications, effective August 9, 2022. Mr. Modaff holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. Modaff will obtain the rank of Professor Emeritus upon retirement.
- d. Arturo Flores, Facilities Services Supervisor, effective April 29, 2022.

3. Full-Time Resignation

- a. Valry Koran, Financial Aid Advisor, effective March 18, 2022.

4. Full-Time Appointment Recommendations

- a. Jill Hruska, Information Technology Enterprise Systems Project Coordinator, at the rate of \$75,000 annually, effective March 7, 2022.
- b. Alan Jimenez, Information Desk Receptionist, at the rate of \$17.58/hr., effective March 7, 2022.
- c. Cameron Joplin, Academic and Career Advisor, at the rate of \$23.21/hr., effective March 7, 2022.
- d. Elizabeth Warkocki, Academic and Career Advisor, at the rate of \$22.71/hr., effective March 21, 2022.

5. Full-Time Grant-Funded Support Staff Appointment Recommendation

- a. Lucero Martinez, Youth Services Case Advisor, at the rate of \$23.51/hr., effective March 21, 2022 through June 30, 2022. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

6. Full-Time Grant-Funded Support Staff Reappointments

Full-time grant-funded support staff reappointments effective June 1, 2022 through May 16, 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 3

010100	Education Fund	\$1,439,259.38
020100	Operations and Maintenance Fund	108,950.73
050620	Bookstore	33,689.99
062101	Adult Education-State Basic	9,200.75
062102	Adult Education-Performance	7,229.25
062180	COVID Testing Center	6,911.61
063101	Adult Education-Federal Basic	9,859.12
063107	Perkins Postsecondary	7,004.42
063132	Federal Work Study	3,450.42
063162	Upward Bound East	7,310.48
063165	Upward Bound West	5,439.90
063169	TRIO/Student Support Services	8,689.95
063170	Increasing Retention and Completion	21,684.66
063183	HEERF III	7,641.89
063202	Waubensee Works	6,779.46
063934	Small Business Community Navigator	94.12
063936	SBDC	4,912.00
100300	Trust and Agency	100.00
120100	Liability/Protection and Settlement	<u>34,126.01</u>
	Final Total:	<u>\$1,722,334.13</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 4

010100	Education Fund	\$1,447,491.48
020100	Operations and Maintenance Fund	98,157.42
050620	Bookstore	30,235.29
062101	Adult Education-State Basic	30,044.76
062102	Adult Education-Performance	6,733.35
062180	COVID Testing Center	6,431.05
063101	Adult Education-Federal Basic	13,295.58
063102	Adult Education-EL / Civics	4,800.00
063107	Perkins Postsecondary	6,575.67
063132	Federal Work Study	4,096.97
063162	Upward Bound East	6,904.25
063165	Upward Bound West	6,133.79
063169	TRIO/Student Support Services	10,668.31
063170	Increasing Retention and Completion	21,328.59
063183	HEERF III	7,296.01
063202	Waubonsee Works	5,297.42
063934	Small Business Community Navigator	75.32
063935	AACC MentorLinks	2,296.00
063936	SBDC	4,817.82
064101	Adult and Family Literacy	1,200.00
120100	Liability/Protection and Settlement	<u>32,496.14</u>
	Final Total:	<u>\$1,746,375.21</u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending February 28, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$663,118.37
010900	Payroll Clearing Fund	79,800.28
020100	Operations and Maintenance Fund	264,009.09
030100	Operations / Maintenance Restricted	4,545.53
040100	Bond and Interest Fund	900.00
050503	Auto Resale	1,147.22
050620	Bookstore	472,409.04
050810	Internal Medical Insurance	583,858.09
050811	Retiree Medical Insurance	12,462.70
062102	Adult Education-Performance	304.38
062180	COVID Testing Center	4,086.44
063107	Perkins Postsecondary	158.61
063165	Upward Bound West	304.48
063169	TRIO/Student Support Services	5,055.27
063170	Increasing Retention and Completion	45,418.83
063183	HEERF III	163,253.14
063202	Waubonsee Works	411.90
063934	Small Business Community Navigator	1,200.00
063936	SBDC	1,489.80
064101	Adult and Family Literacy	134.42
064114	SBDC Other Sources	900.00
064122	TRIUMPH	166.17
100300	Trust and Agency	7,436.25
120100	Liability/Protection and Settlement	<u>53,458.02</u>
	Final Total:	<u>\$2,311,454.33</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Annual Landscaping Services for Extension Campuses
Award of contract to the lowest qualified bidder for landscape maintenance services for the extension campuses to West Hauling and Landscaping, Inc. of Plano, IL in the amount of \$32,800.
- b. Annual Mulching Services for Sugar Grove Campus
Award of contract to the lowest qualified bidder for mulching services to Local Lawn Care and Landscaping, Inc. of Naperville, IL in the amount of \$39,510.
- c. Childcare Restroom Conversion and Renovation in Building A
Purchase of services to convert and renovate the childcare restroom in Building A to Lite Construction, Inc. of Montgomery, IL in the amount of \$38,660.
- d. Evisions Software Maintenance and Support Agreement
Renewal of three-year Evisions software maintenance and support agreement from Evisions, LLC of Irvine, CA in the amount of \$98,864 for the coverage period of July 1, 2022 through June 30, 2025.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

IX. Personnel Reports

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

Douglas Minter, Vice President of Finance and Administration, reported on plans to pursue re-appropriation of state funding for the proposed career and technical education building to the Henning Academic Computing Center renovation project. Staff have been in dialog with both the Illinois Community College Board and Illinois State Senator Linda Holmes and will seek to achieve this re-appropriation in the State of Illinois' FY2023 budget.

XIII. Financial Reports

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

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

B. Budget Summary Ending February 2022

Comparison of budget to actual for the eight months ending February 28, 2022 was accepted by the board and placed on file.

C. Additional FY2021 Required Audit Report

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved to accept and file the additional FY2021 required audit report that includes the Report on Enrollment Data and Other Bases Upon Which Claims are Filed and Supporting Reconciliation of Semester Credit Hours for the fiscal year ending June 30, 2021 as presented.

XIV. Other Reports

A. Recognition of Student Trustee for 2021-2022

Priscila Vargas was recognized for her service on the board as Student Trustee for 2021-2022. Chair Oliver presented Ms. Vargas with a certificate of recognition and a token of appreciation on behalf of the Board of Trustees.

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:55 p.m.



Patrick Kelsey 04/20/2022 22:09 CDT

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees