

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

April 20, 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 3:02 p.m. on Wednesday, April 20, 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 and Tina Willson; staff members present: Dr. Christine J. Sobek, Mary Baccheschi, Kim Caponi, Kevin Farmer, Amanda Geist, Ryan Hanback, and Dan Larsen; and guest Jim Reed, Executive Director of the Illinois Community College Trustees Association.

Mr. Guzman and Ms. Willson joined the meeting at 3:03 p.m.

II. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 3:04 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 5:32 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 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, Kim Caponi, Amanda Geist, Ryan Hanback, Dan Larsen, Erik Leal, Michele Needham, J. C. Paez, and Dr. Mary Tosch; guest State Representative Stephanie Kifowit; and featured student Tiffany Kinsey.

IV. Oath of Office to Newly Elected Student Trustee

Dr. Christine Sobek, President, introduced Juan Chiu, the newly elected student trustee for 2022-2023. The Oath of Office was administered and notarized by Campus Police Chief J. C. Paez.

V. Recognition

A. Presentation of Illinois House of Representatives Resolution Honoring Dr. Christine Sobek for her 20 Years of Service as President of Waubonsee Community College

Stephanie Kifowit, Illinois State Representative, 84th District, presented a House Resolution to Dr. Sobek in honor of her 20 years of service as President of Waubonsee Community College.

B. Featured Student

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, recognized our Featured Student, Tiffany Kinsey of Yorkville, for her outstanding academic and personal accomplishments.

VI. Public Comment

A. General Public Comment

VII. Reconvene to Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, 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.

VIII. Reconvene to Open Session

The board reconvened in open session at 7:19 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; 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, Kevin Farmer, Terence Felton, Amanda Geist, Ryan Hanback, Ronna Jones, Dan Larsen, and Michele Needham; and college attorney Justin Petrarca of Himes, Petrarca & Fester.

IX. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Sobek 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

Dr. Sobek commented that final details are being confirmed for 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

1. Dr. Sobek reported on the virtual meeting held on April 13, 2022 with other Illinois community college presidents for an early childhood education consortium funding discussion with Dr. Brian Durham, ICCB Executive Director.

E. Illinois Community College Trustees Association

1. ICCTA West Suburban Regional Meeting

Trustees Rick Guzman, Greg Thomas, and Tina Willson commented on an ICCTA West Suburban Regional Meeting held virtually on April 6, 2022, and that Dr. Bernard Little, Chief Diversity Officer and Dean for Students, participated on a panel with other regional college officers/leaders for presentations on diversity, equity, and inclusion interventions and programs.

2. ICCTA Meetings

Dr. Sobek commented that the next ICCTA meetings are scheduled for April 29, 2022 at the President Abraham Lincoln Hotel in Springfield, IL.

3. 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.

IX. Communications (continued)

F. President's Report

In her report to the board, Dr. Sobek:

- publicly announced the recipients of Waubonsee's 2022 Distinguished Contributor Award, Diane D. Homan, M.D., and 2022 Distinguished Alumnus Award, Tim Buckley, and that they will be recognized during the 2022 Commencement Ceremonies on May 14, 2022; and
- thanked Amanda Geist, Executive Director of Marketing and Communications, for her years of service and contributions to Waubonsee, and noted that her resignation from the college is on the April agenda for board approval.

G. Institutional Reports

1. 2022 Commencement Update

Dr. Tejada provided an update on the 2022 Commencement Ceremonies scheduled for 10:00 a.m. and 2:00 p.m. on May 14, 2022, including the announcement of the individuals who have been selected for key roles: Commencement Speaker - Brian Olson, Featured Alumnus in April 2021, and Northern Trust Chief Information Security Officer for North America; Student Speaker - Priscila Vargas, Student Trustee 2021-2022; Faculty Marshal - Kenneth Kunz, Professor of Automotive Technology; and Student Marshal - Elias Tamer, Student Senate President.

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. 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, a full-time retirement, full-time resignations, a leave of absence, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 9 bids/purchases.

A. Meeting Minutes

1. March 16, 2022 Board Meeting Minutes
2. March 16, 2022 Executive Session Meeting Minutes

X. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

Acosta, Giovanni	Student Worker Public Safety	25 hrs./week	\$13.25/hr.
Choi, Duri	Accounting Manager		\$500.00/Monthly Stipend
Darnold, Dustin	Head Golf Coach		\$7,500.00 Stipend
Gaetz, Elizabeth	Physics Lab Technician	25 hrs./week	\$17.00/hr.
Hannah, Danica	Earth Science Lab Assistant	25 hrs./week	\$15.00/hr.
Podschweit, Douglas	Campus Police Officer	25 hrs./week	\$26.65/hr.
Ramirez, Danny	Campus Police Officer	25 hrs./week	\$26.65/hr.
Shinn, Emily	Administrative Specialist Health Professions and Public Service		\$500.00/Monthly Stipend
Vincent, Brianna	Assistant Cheerleading Coach		\$3,000.00 Stipend

2. Full-Time Retirement

- a. Therese Kewin, Counselor/Professor, effective May 31, 2022. Ms. Kewin holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Kewin will obtain the rank of Professor Emeritus upon retirement.

3. Full-Time Resignations

- a. Amanda Geist, Executive Director of Marketing and Communications, effective April 23, 2022.
- b. Joel McFarland, Data Analyst, effective April 1, 2022.
- c. Gabriela Rios, Federal Scholarship Coordinator, effective April 21, 2022.
- d. Scott Strain, Information Security Specialist, effective March 11, 2022.
- e. Myra Torres, Administrative Specialist Student Retention, effective March 28, 2022.

4. Leave of Absence

- a. Daniel Kero, Voice Systems Supervisor, effective March 29, 2022 through September 30, 2022.

X. Approval of Consent Agenda (continued)

5. Full-Time Appointment Recommendations

- a. Dr. Ruth Anne Rehfeldt, Dean for Visual and Performing Arts, Education, and Sciences, at the rate of \$125,000 annually, effective June 6, 2022.
- b. Duri Choi, Accounting Manager, at the rate of \$85,214 annually, effective April 4, 2022. Ms. Choi will resign from her position of Student Accounts and Cashier Manager to accept this position.
- c. Chadd Engel, Senior Outcomes Assessment Coordinator, at the rate of \$66,414 annually, effective April 4, 2022.
- d. Denise Halverson, Senior Curriculum Coordinator, at the rate of \$68,414 annually, effective April 4, 2022.
- e. Samuel Laskowski, Custodian, at the rate of \$16.25/hr., effective April 18, 2022.
- f. Mary Mills, Lead Academic Support Coach, at the rate of \$27.26/hr., effective April 4, 2022.
- g. Kelly Newlin, Campus Operations Event Specialist, at the rate of \$22.71/hr., effective March 28, 2022.
- h. Emily Rollins, Marketing and Communications Outreach Coordinator, at the rate of \$34.91/hr., effective April 4, 2022. Ms. Rollins will resign from her position of Marketing and Communications Coordinator to accept this position.
- i. Barbara Ruiz Smith, Library Technology Specialist, at the rate of \$20.74/hr., effective April 4, 2022.
- j. Laurinda Sellers, Custodian, at the rate of \$16.25/hr., effective April 4, 2022.
- k. Kendall Vance, Student Technology and Library Services Manager, at the rate of \$77,126 annually, effective April 1, 2022. Mr. Vance will resign from his position of Resource Sharing Specialist to accept this position.

X. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 5

010100	Education Fund	\$1,384,278.92
020100	Operations and Maintenance Fund	87,175.19
050620	Bookstore	25,523.70
062101	Adult Education-State Basic	29,386.80
062102	Adult Education-Performance	5,960.43
062180	COVID Testing Center	6,549.20
063101	Adult Education-Federal Basic	12,854.52
063102	Adult Education-EL / Civics	4,800.00
063107	Perkins Postsecondary	7,330.67
063132	Federal Work Study	3,132.72
063162	Upward Bound East	6,472.81
063165	Upward Bound West	5,734.01
063169	TRIO/Student Support Services	9,928.94
063170	Increasing Retention and Completion	18,400.28
063183	HEERF III	6,719.75
063202	Waubonsee Works	4,173.23
063934	Small Business Community Navigator	65.90
063935	AACC MentorLinks	2,296.00
063936	SBDC	4,629.53
064101	Adult and Family Literacy	1,200.00
100300	Trust and Agency	100.00
120100	Liability/Protection and Settlement	<u>28,696.31</u>
	Final Total:	<u>\$1,655,408.89</u>

X. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 6

010100	Education Fund	\$1,489,163.04
020100	Operations and Maintenance Fund	99,283.54
050620	Bookstore	28,337.95
062101	Adult Education-State Basic	10,514.76
062102	Adult Education-Performance	6,733.35
062180	COVID Testing Center	6,911.62
063101	Adult Education-Federal Basic	12,333.08
063102	Adult Education-EL / Civics	4,800.00
063107	Perkins Postsecondary	6,624.67
063132	Federal Work Study	3,855.30
063162	Upward Bound East	7,446.75
063165	Upward Bound West	6,006.66
063169	TRIO/Student Support Services	10,184.49
063170	Increasing Retention and Completion	20,141.07
063183	HEERF III	7,327.51
063202	Waubonsee Works	6,294.56
063934	Small Business Community Navigator	169.43
063935	AACC MentorLinks	2,296.00
063936	SBDC	4,733.13
064101	Adult and Family Literacy	1,200.00
120100	Liability/Protection and Settlement	<u>3,215.64</u>
	Final Total:	<u>\$1,767,572.53</u>

X. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$746,687.59
010900	Payroll Clearing Fund	82,009.28
020100	Operations and Maintenance Fund	597,462.01
030100	Operations / Maintenance Restricted	18,340.37
050503	Auto Resale	8,347.74
050620	Bookstore	124,778.27
050810	Internal Medical Insurance	782,113.55
050811	Retiree Medical Insurance	9,204.97
062102	Adult Education-Performance	759.04
062180	COVID Testing Center	2,568.13
063107	Perkins Postsecondary	3,101.76
063162	Upward Bound East	229.36
063165	Upward Bound West	576.56
063170	Increasing Retention and Completion	7,888.21
063183	HEERF III	295,534.88
063931	SBDC Supplemental	425.00
063934	Small Business Community Navigator	900.00
063936	SBDC	687.50
064114	SBDC Other Sources	82.48
064122	TRIUMPH	12,301.00
064123	AAC&U Guided Pathways	1,500.00
064999	Miscellaneous Restricted Funds	975.00
100300	Trust and Agency	24,919.19
120100	Liability/Protection and Settlement	<u>23,653.25</u>
	Final Total:	<u>\$2,745,045.14</u>

X. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. 2022 Commencement Furniture Rental Services
Award of contract to the lowest qualified bidder for the 2022 commencement furniture rental services to Ultimate Rental Services, Inc. of Romeoville, IL in the amount of \$39,788.49.
- b. Purchase of Utility Tractor and Multi-Purpose Bucket
Purchase of a new John Deere 5125M PowrQuad™ PLUS/Powr8™ Utility Tractor with a John Deere 540M loader and John Deere MP78B Multi-purpose Bucket from Arends Hogan Walker, LLC of Elburn, IL in the amount of \$101,868.82.
- c. Building Automation Systems Support and Maintenance Services Agreement
Three-year building automation system support and maintenance services agreement from Interactive Building Solutions, Inc. of Joliet, IL in the amount of \$162,240 for the coverage period of April 21, 2022 through April 20, 2025.
- d. Elevator Maintenance Services Agreement
Three-year elevator maintenance services agreement from Advanced Elevator, Inc. of Aurora, IL in the amount of \$75,600 for the coverage period of April 21, 2022 through April 20, 2025.
- e. Electrical Services and Maintenance Agreement
Renewal of the electrical services and maintenance agreement from Volt Electric, Inc. of Big Rock, IL in the not to exceed amount of \$75,000 for the coverage period of May 1, 2022 through April 30, 2023.
- f. Plumbing Repair Services and Maintenance Agreement
Renewal of the plumbing repair services and maintenance agreement from Key Construction Group of Newark, IL in the not to exceed amount of \$48,000 for the coverage period of May 1, 2022 through April 30, 2023.
- g. Absolute Data and Device Security Software, Maintenance, and Support Agreement
Three-year Absolute Data and Device Security software, maintenance, and support agreement from CDW-Government, LLC of Vernon Hills, IL in the amount of \$40,170 for the coverage period of June 20, 2022 through June 20, 2025.
- h. Automic Job Scheduler Application Consulting and Contractual Services (Emergency Procurement)
Automic Job Scheduler Application consulting and contractual services from Robert Mark Technologies, Inc. of Woodbury, MN in the amount of \$35,000.
- i. Juniper Network Switches
Juniper network switches from Nexum, Inc. of Hammond, IN in the amount of \$44,564.

XI. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XII. Personnel Reports

A. Retirement of College President and Award of President Emeritus Status

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the retirement of Dr. Christine Sobek, President, effective January 4, 2023, and in recognition of her 21 years of distinguished service, commitment, leadership, and contributions as President of the college, the Waubonsee Community College Board of Trustees bestowed upon Dr. Christine Sobek the honorary title of President Emeritus upon her retirement.

Board Chair Rebecca Oliver shared sentiments of appreciation and deepest thanks to Dr. Sobek for all her contributions.

Chair Oliver announced the board's intention to conduct a national presidential search for the college's fifth president and to contract for the services of a professional search and consultation firm to assist with the search process. The board is forming a Board Transition Committee to oversee the selection of a search firm and other related tasks. Michele Needham, Executive Director of Human Resources, will serve as the administrative liaison to the Board Transition Committee.

B. Full-Time Termination

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the termination of Dashaun Phillips, Financial Aid Advisor, effective April 20, 2022.

XIII. Policy Reports

XIV. Curriculum Reports

XV. 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.

XVI. Financial Reports

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

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

B. Budget Summary Ending March 2022

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

C. Bids/Purchases:

1. Replacement of Desktop Computers

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the replacement of desktop computers with warranties from CDW Government, LLC of Vernon Hills, IL in the amount of \$423,840 for the coverage period of June 1, 2022 through May 31, 2027.

2. Replacement of Laptop Computers

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the replacement of laptop computers with warranties from CDW Government, LLC of Vernon Hills, IL in the amount of \$382,554 for the coverage period of June 1, 2022 through May 31, 2027.

3. Contracts for Additional Temporary Staffing Services

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the contracts for additional temporary staffing services in the not to exceed amount of \$200,000 for the coverage period of July 1, 2021 through June 30, 2022.

4. Contracts for Temporary Staffing Services for the Cleared4 Campus Access Pass Program

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the contracts for temporary staffing services for the Cleared4 Campus Access Pass program in the not to exceed additional amount of \$300,000 through May 13, 2022. This purchase is grant funded.

XVII. Other Reports

XVIII. 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 7:46 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: 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.

XIX. Reconvene to Open Session

The board reconvened in open session at 10:03 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, Kim Caponi, Kevin Farmer, Ryan Hanback, and Ronna Jones.

XX. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 10:04 p.m.



Patrick Kelsey
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees