

**MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING**

June 20, 2018

The regular meeting of the Board of Trustees of Waubonsee Community College, Community College District 516, Kane, Kendall, DeKalb, LaSalle, and Will Counties, IL, was held on Wednesday, June 20, 2018, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL. The meeting convened at 5:30 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent James K. Michels, P.E.; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kathy Bartel, Tim Betustak, Kim Caponi, Amanda Geist, Laurel Krueger, Kristy Laurx, Erik Leal, Michele Needham, Adam Punter, and Marjie Schoolfield; and featured alumnus Mojisola Ayorinde.

Recognition

Kim Caponi, Director of Presidential Communications and Operations, introduced our Featured Alumnus, Mojisola (Moji) Ayorinde, a nurse at the Joliet Treatment Center.

David Quillen, Executive Vice President of Finance and Operations, recognized the most recent Leadership Academy Tier 2 completers: Kathy Bartel, Librarian; and Tim Betustak, Athletics Facilities Specialist.

Public Comment

Executive Session

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously voted to adjourn to executive session at 5:44 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 purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; 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; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee 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.

Reconvene to Open Session

The board reconvened in open session at 7:34 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Richard "Shorty" W. Dickson; Patrick Kelsey; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent James K. Michels, P.E.; and staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Amanda Geist, Dan Larsen, Erik Leal, Michele Needham, and Dr. Stacey Randall.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Dickson and seconded by Dr. Bodie, unanimously approved the May 16, 2018 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the May 16, 2018 executive session meeting minutes.

2.0 Communications

Association of Community College Trustees

American Association of Community Colleges

Illinois Board of Higher Education

Illinois Community College Board

Illinois Community College Trustees Association

Trustee Dr. Richard Bodie reported on the ICCTA Annual Convention held June 1-2, 2018 in Springfield, IL. Former Trustee, Karen Cotter, was recognized with a Certificate of Merit. Dr. Amy Powers, Associate Professor of History, and Steven Henrikson, Managing Partner of Henrikson & Graul Capital Partners LLC, were recognized as nominees for the ICCTA Outstanding Full-Time Faculty Member Award and ICCTA Distinguished Alumnus Award respectively.

President's Report

In her report to the board, Dr. Sobek:

- commented on the numerous staff who earned degrees from Waubonsee during the 2017-2018 academic year; and
- reviewed upcoming dates to remember.

2.0 Communications (continued)

Institutional Reports

Dr. Melinda Tejada, Vice President of Student Development, reported on the successful WCC Foundation Golf Outing held June 4, 2018 at Rich Harvest Farms where 84 golfers participated in the event that raised a gross of \$139,500 for student scholarships. The date for next year's golf outing has been scheduled for June 3, 2019. Dr. Tejada also reported on the WCC Foundation Quarterly Board Meeting held June 5, 2018.

Dr. Jamal Scott, Vice President of Strategic Development, provided an executive summary of the Community Needs Assessment report.

Dr. Scott provided an update on the Higher Learning Commission and the AQIP Pathway.

Mr. Quillen provided a report on the FY2019 College Budget and announced that Waubonsee received its nineteenth consecutive Certificate of Achievement for Excellence in Financial Reporting.

A Facilities Renovation and Space Utilization Project update was provided.

3.0 Policy Reports

4.0 Personnel Reports

4.1 Part-Time Appointments

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the following:

- Aguila, Jesus, Student Worker-Public Safety, 25 hrs./week, \$10.50/hr.
- ** Bazizane, Ange, Federal Work Study-Financial Aid, 20 hrs./week, \$10.15/hr.
- ** Gallardo, Destiny, Federal Work Study-Bookstore, 20 hrs./week, \$10.15/hr.
- Gomez, Pamela, Professional Tutor Academic Support, 9 hrs./week, \$21.90/hr.
- Macias, Jesus, Student Worker-Public Safety, 25 hrs./week, \$10.50/hr.
- Marquez, Melissa, Delivery Clerk, 25 hrs./week, \$13.11/hr.
- ** Medeles, Julie, Upward Bound Summer Instructor, 25 hrs./week, \$31.00/hr.
- Mitchell, Chad, Student Worker-Public Safety, 25 hrs./week, \$10.50/hr.
- ** Nelson, Meredith, Federal Work Study-Bookstore, 20 hrs./week, \$10.15/hr.
- ** Reyes, Elizabeth, Federal Work Study-Admissions, 20 hrs./week, \$10.15/hr.
- ** Rodriguez, Simon, Upward Bound Summer Instructor, 25 hrs./week, \$31.00/hr.
- Szigeti, Sabrina, Student Worker-Bookstore, 20 hrs./week, \$10.40/hr.

** Paid by grant funds

4.0 Personnel Reports (continued)

4.2 Full-Time Support Staff Retirement

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the retirement of Karen Sargent, Systems Analyst, effective August 31, 2018.

4.3 Full-Time Support Staff Resignations

4.3.1 The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the resignation of Henry Hinkle, Lead Data Analyst, effective May 30, 2018.

4.3.2 The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously approved the resignation of Michaela McDaid, Adult Education Manager, effective July 6, 2018.

4.4 Leave of Absence

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the leave of absence request from Natalie Dresden, Student Success Coach, effective April 2, 2018 through April 1, 2019.

4.5 Full-Time Administrative Appointments

4.5.1 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the merger of the Campus Operations and Emergency Management and Safety Departments to create the Campus Safety and Operations Department and the appointment of Daniel Larsen to the position of Executive Director of Campus Safety and Operations at the rate of \$130,000 annually, effective June 21, 2018.

4.5.2 The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the appointment of Eamon Newman to the position of Assistant Dean for Online Learning and Flexible Delivery, at a rate of \$80,364 annually, effective May 21, 2018.

4.6 Full-Time Faculty Appointment

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of Jason Chatman to the position of Instructor of Sociology, effective August 15, 2018. The recommended placement on the salary schedule is Column II, Step 6. The 2018-2019 annual salary for this placement is \$53,524.

4.0 Personnel Reports (continued)

4.7 Full-Time Support Staff Recommendations

- 4.7.1 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Brandy Baker to the position of Administrative Specialist Employee Development at a rate of \$18.03/hr. effective May 21, 2018.
- 4.7.2 The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the appointment of Holly Kessler to the position of Information Technology Purchasing Administrative Coordinator at a rate of \$19.81/hr. effective June 4, 2018. Ms. Kessler will resign her position of Administrative Specialist Information Technology to accept this position.
- 4.7.3 The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the appointment of Jose Solano to the position of Custodian (Sugar Grove Campus – day) at a rate of \$15.00/hr. effective May 21, 2018.
- 4.7.4 The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the appointment of Edith Rojas to the position of Corporate Operations Support Specialist at a rate of \$19.12/hr. effective May 21, 2018.
- 4.7.5 The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the appointment of Kathleen Smith to the position of Financial Aid Advisor at a rate of \$22.91/hr. effective June 18, 2018.

4.8 Grant-Funded Support Staff Reappointments

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the grant-funded support staff reappointments effective July 1, 2018 through June 30, 2019 as presented. These reappointments are contingent upon continuous and sufficient grant funding for the FY2019 grant year.

4.9 Ratification of the Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously ratified the Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education for the period of July 1, 2018 through June 30, 2020.

4.0 Personnel Reports (continued)

4.10 Approval of the College President's Employment Contract

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the four-year renewal of the employment contract between Dr. Christine Sobek and the Board of Trustees of Waubensee Community College, as set forth in the contract terms posted and presented.

4.11 Support Staff and Administrative Salary Range Recommendations

The board, on a motion by Mr. Dickson and seconded by Mr. Kelsey, unanimously approved the support staff and administrative salary range recommendations for FY2019 as presented.

4.12 Administrative Staff Compensation Recommendations

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the administrative staff compensation recommendations as presented.

4.13 Support Staff Compensation Recommendations

The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the support staff compensation recommendations for FY2019 as presented.

4.14 Approval of Individual Separation Agreements and Releases of Claims

Dr. Sobek presented a recommendation concerning agreements for the individuals whose employment was impacted as a result of the reinvention of the college that was effective June 1, 2018. This reinvention involved the elimination of certain College departments and positions, including the Workforce Development, Center for Teaching, Learning and Technology, and Online Learning and Instructional Support Departments as well as the elimination of one position in Institutional Effectiveness. In April 2018, the 23 employees whose jobs were being eliminated by the reinvention received offers of Separation Agreements, which included a severance benefit equal to two weeks' pay for each year of service, with a cap of 26 weeks, and health and dental care benefits for a period of three months following their termination date. Twenty employees have accepted this offer. Three employees accepted new jobs at the college. The estimated total cost of the agreement packages is \$489,045.

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the executed separation agreements and releases of claims and authorized Dr. Christine Sobek, President, to undertake all necessary actions to satisfy the terms and conditions of the agreements for the following individuals:

Spring Barrett, Patty Brueschke, Grace Cherry, Amanda Corral, Christine Corrigan, Cathleen Cunz, Sean Henson, Stephanie Hornkohl, Jennifer James, Gary Kecskés, Debra Lester, Lesa Norris, Linda Ochoa, Leon Pedraza, Kevin Riley, Ellen Scalpelli, Gary Smith, Renee Tonioni, Jessica Underwood, and Andre Williams.

5.0 Curriculum Reports

6.0 Buildings and Grounds

6.1 Resource Allocation Management Plan – FY2020

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the submission of the FY2020 Resource Allocation Management Plan Report to the Illinois Community College Board.

7.0 Financial Reports

7.1 Payroll Report for Pay Number 9

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 9.

010100	Education Fund	\$1,598,470.38
020100	Operations and Maintenance Fund	87,175.37
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	27,785.49
062101	Adult Education-State Basic	23,283.20
062102	Adult Education-Performance	12,102.84
062417	Small Business Dev Ctr-State 18	3,296.13
063101	Adult Education-Federal Basic	9,468.00
063107	Perkins Postsecondary	4,442.17
063132	Federal Work Study	4,478.10
063135	Bridging the Gap	2,200.00
063159	Improving Student Success	6,651.60
063162	Upward Bound East-18	5,497.03
063165	Upward Bound West-18	4,654.23
063166	Student Support Services-18	10,079.79
063202	WIOA Youth Services	5,799.70
120100	Liability/Protection and Settlement	<u>32,617.96</u>
	Final Total:	<u>\$1,843,281.60</u>

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 10

The board, on a motion by Mr. Dickson and seconded by Mr. Delgado, unanimously approved the payroll report for pay number 10.

010100	Education Fund	\$1,593,859.88
020100	Operations and Maintenance Fund	90,483.36
050220	Southwest Cable Consortium	5,279.61
050620	Bookstore	31,193.18
062101	Adult Education-State Basic	26,763.01
062102	Adult Education-Performance	12,061.13
062417	Small Business Dev Ctr-State 18	3,296.13
063101	Adult Education-Federal Basic	13,143.00
063107	Perkins Postsecondary	4,850.87
063132	Federal Work Study	2,787.27
063159	Improving Student Success	6,801.60
063162	Upward Bound East-18	5,171.73
063165	Upward Bound West-18	4,412.49
063166	Student Support Services-18	13,854.46
063202	WIOA Youth Services	5,472.26
100300	Trust and Agency	1,195.00
120100	Liability/Protection and Settlement	<u>34,065.24</u>
Final Total:		<u>\$1,854,690.22</u>

7.0 Financial Reports (continued)

7.3 Accounts Payable for the Period Ending May 31, 2018 and Travel Expenses

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the Accounts Payable for the period ending May 31, 2018, including travel expenses of members of the Board of Trustees and of employees as presented.

010100	Education Fund	\$1,745,058.68
010900	Payroll Clearing Fund	131,241.97
020100	Operations and Maintenance Fund	423,852.61
030100	Operations / Maintenance Restricted	79,734.04
050220	Southwest Cable Consortium	450.00
050503	Auto Resale	15,385.90
050620	Bookstore	125,531.20
050810	Internal Medical Insurance	692,580.65
050811	Retiree Medical Insurance	11,461.32
062101	Adult Education-State Basic	8,627.82
062102	Adult Education-Performance	143.88
062417	Small Business Dev Ctr-State 18	6,785.04
063101	Adult Education-Federal Basic	9,950.00
063107	Perkins Postsecondary	12,316.31
063111	CTE Leadership Improvement Grant	837.65
063159	Improving Student Success 16	23,540.79
063162	Upward Bound East-18	6,854.47
063165	Upward Bound West-18	9,584.72
063166	Student Support Services-18	1,928.16
063202	WIOA Youth Services	559.62
064117	Dunham Fund Quick Path	1,199.95
100300	Trust and Agency	15,631.58
120100	Liability/Protection and Settlement	<u>32,214.04</u>

Final Total: \$3,355,470.40

7.0 Financial Reports (continued)

7.4 Treasurer's Report

The Treasurer's Report for the month of May 2018 was accepted by the board and placed on file.

7.5 Budget Summary

Comparison of budget to actual for the eleven months ending May 31, 2018 was accepted by the board and placed on file.

7.6 Adoption of Resolution No. 18-05 – Prevailing Wage

The board, on a motion by Mr. Kelsey and seconded by Mr. Dickson, unanimously adopted Resolution No. 18-05 ascertaining the state's prevailing wage as determined by the Illinois Department of Labor for FY2019.

7.7 Bids/Purchases

7.7.1 Approval of the Purchase of the AdviseStream Module for the Civitas Learning System

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously approved the purchase of the AdviseStream Module for the Civitas Learning System from Civitas Learning of Austin, TX, for the total amount of \$80,000 for the period of June 29, 2018 through December 14, 2020. This purchase is funded by the Title V Grant.

7.7.2 Approval of a Contract for an Employee Engagement Survey and Related Consulting Services

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the award of contract for an employee engagement survey and related consulting services to GP Strategies Corporation d/b/a BlessingWhite, A Division of GP Strategies of Hamilton, NJ in the amount of \$60,000 for the period of July 1, 2018 through June 30, 2021.

7.7.3 Approval of the Purchase of Janitorial Products

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the purchase of janitorial products from Interline Brands, Inc. d/b/a SupplyWorks of Lombard, IL in an amount not to exceed \$125,000.

7.0 Financial Reports (continued)

7.7.4 Bid for Facade Improvements for the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Campuses

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the lowest qualified bid for facade improvements for the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Campuses from Weathershield, LLC of Downers Grove, IL in the amount of \$196,923.

7.7.5 Renewal of Illinois Community College Risk Management Consortium Insurance for FY2019

The board, on a motion by Mr. Delgado and seconded by Mr. Dickson, unanimously approved the renewal of Illinois Community College Risk Management Consortium insurance coverage in the amount of \$508,627 for the period beginning July 1, 2018 through June 30, 2019.

7.7.6 Renewal of the Compliance Training Program Subscription and Support Agreement

The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the renewal of the compliance training program subscription and support agreement from EVERFI, Inc. of Washington, DC in the amount of \$60,000 for the period of July 1, 2018 through June 30, 2021.

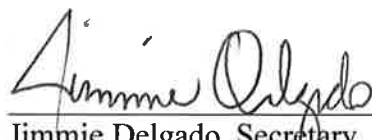
8.0 Other Reports

8.1 Emergency Succession Plan

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the Emergency Succession Plan for Waubonsee Community College as presented.

9.0 Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:39 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees