

MINUTES
WAUBONSEE COMMUNITY COLLEGE
REGULAR BOARD MEETING

November 14, 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, November 14, 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; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent Richard “Shorty” W. Dickson; 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, Denise Nakaji, Adam Punter, Adam Schauer, and Dr. Jess Toussaint; and other Waubonsee staff, faculty, and students.

Recognition

Dr. Jess Toussaint, Dean for Health Professions and Public Service, introduced Denise Nakaji, Professor of Therapeutic Massage, and recognized her and the Therapeutic Massage Program as part of our Student Success: Featured Faculty and Program recognition. Dr. Toussaint also shared a brief video highlighting the program.

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Adam Schauer, Dean for Adult Education.

Public Comment

Kaiden Bumbar of Kaneville, IL addressed the board of trustees to express support of faculty member, Kathleen Westman, Professor of Sociology.

Executive Session

The board, on a motion by Mr. Delgado and seconded by Dr. Bodie, unanimously voted to adjourn to executive session at 5:49 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; 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 7:35 p.m. with the following in attendance: board members Richard C. Bodie, M.D.; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Allison Rott; and Greg Thomas; board member absent Richard “Shorty” W. Dickson; staff members Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Terence Felton, Amanda Geist, Dan Larsen, Erik Leal, and Michele Needham; and Waubensee staff, faculty, and students.

1.0 Approval of Minutes

1.1 Approval of Board Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously approved the October 17, 2018 board meeting minutes.

1.2 Approval of Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the October 17, 2018 executive session meeting minutes.

4.0 Personnel Reports

4.1 Approval of a Separation Agreement and Release of Claims

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved a Separation Agreement and Release of Claims with Kathleen Westman, Professor of Sociology, as presented. Ms. Westman has voluntarily resigned from her employment effective May 31, 2019 and will remain on Professional Leave until that date. Ms. Westman and the College have mutually agreed to resolve employment disputes through compromise rather than through protracted litigation. Separation includes payments to Ms. Westman of \$70,000 in calendar year 2018 and \$70,000 in calendar year 2019.

2.0 Communications

Association of Community College Trustees

Dr. Christine Sobek, President, and Trustee Greg Thomas reported on the ACCT Annual Leadership Congress held October 24-27, 2018 in New York City, NY. Dr. Sobek, Mr. Thomas, and Rob Barto, Chief Advancement Officer, presented “Leveraging Community Partnerships to Grow Scholarships” which was a successful and well attended session.

American Association of Community Colleges

Illinois Board of Higher Education

2.0 Communications (continued)

Illinois Community College Board

Student Trustee Allison Rott provided a report on the activities of the ICCB-Student Advisory Committee.

Dr. Sobek reported on the Illinois Council of Community College Presidents meeting held November 9, 2018 in Lisle, IL. A special recognition for the retirement of Dr. Karen Hunter Anderson, Executive Director of ICCB, was held during a luncheon in conjunction with the Illinois Community College Trustees Association (ICCTA) meetings.

Illinois Community College Trustees Association

Dr. Sobek and Trustees Dr. Richard Bodie and James Michels reported on the ICCTA Board of Representatives and Committee meetings held November 9-10, 2018 in Lisle, IL.

President's Report

In her report to the board, Dr. Sobek:

- highlighted the November 12 visit at the Aurora Downtown Campus by Illinois Governor-Elect J. B. Pritzker where he hosted a meet and greet meeting with veterans then held a press conference announcing the formation of the bipartisan Serving Illinois' Heroes Committee that will focus on veterans' issues; other State of Illinois elected officials in attendance included Lieutenant Governor-Elect Juliana Stratton and Secretary of State Jesse White;
- expressed appreciation for the heartwarming Veterans Day Observance Ceremony on November 12 that featured a keynote address by Dr. Paul Herbert, Executive Director of the First Division Museum at Cantigny, and a United States Navy Band Concert;
- commented on the All Staff Holiday Open House scheduled for December 6; and
- announced that she will change her approach to her January State of the College Address, based on feedback received from the employee engagement team, and replace it with President's Perspective *Live*, which will be informal, interactive midyear update sessions open to all employees.

Institutional Reports

Dr. Diane Nyhammer, Vice President of Educational Affairs, presented a report on the Plano Campus programming reinvention. The board of trustees endorsed the creation of a brand identity specific to the Plano Campus which will now serve as Waubonsee's Innovation and Design Center.

The FY2018 Grants Annual Report was provided.

A Higher Learning Commission update was provided.

A Facilities Renovation and Space Utilization Project update was provided.

3.0 Policy Reports

Patrick Kelsey, Board Policy Committee Chair, reported on the Board Policy Committee meeting held October 22, 2018.

The next Board Policy Committee meeting has been scheduled for December 10, 2018 at 3:30 p.m.

3.1 Approval of Revised Board Policy 2.050.06 – Purchasing

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved revised Board Policy 2.050.06 – Purchasing as presented.

3.2 Approval of Revised Board Policy 2.200.04 – Cooperative Agreement

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved revised Board Policy 2.200.04 – Cooperative Agreement (currently titled: Chargebacks and Cooperative Agreements) as presented.

3.3 Approval of Revised Board Policy 5.050.01 – Admission Requirements

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved revised Board Policy 5.050.01 – Admission Requirements as presented.

3.4 Approval of Revised Board Policy 5.050.02 – Placement

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved revised Board Policy 5.050.02 – Placement (currently titled: Assessment and Placement) as presented.

3.5 Adoption of Board Policy 4.100.03 – Credit Hour

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously adopted Board Policy 4.100.03 – Credit Hour as presented.

4.0 Personnel Reports (continued)

4.2 Part-Time Appointments

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

- ** Artwohl, Brian, Federal Work Study-Information Technology, 20 hrs./week, \$10.30/hr.
Bergey, Leanne, Assistant Cheerleading Coach, \$3,000.00 Stipend
Clarence, Fitzgerald, Custodian, 25 hrs./week, \$12.90/hr.
- ** Gailes, Kimberly, Adult Education Computer Center Instructional Aide, 12 hrs./week,
\$18.85/hr.
Geiger, Daniel, Professional Tutor Academic Support, 25 hrs./week, \$22.50/hr.
- ** Huerta, Galilea, Federal Work Study-Adult Education, 20 hrs./week, \$10.30/hr.
Johnson, Ian, Information Technology Computer Lab Assistant, 25 hrs./week, \$19.13/hr.
Konecny, Jessica, Access Center for Disability Resources Interpreter, 25 hrs./week,
\$35.00/hr.
- ** Martinez, Jorge, Federal Work Study-Information Technology, 20 hrs./week, \$10.30/hr.
Metych III, John, Assistant Dean for Social Sciences, Education and World Languages,
Stipend, \$1,500.00/month
Noufele, Emmanuel, Supplemental Instruction Student Leader Academic Support,
20 hrs./week, \$10.30/hr.
- ** Quan, John, English Language Acquisition Test Administration Specialist, 4 hrs./week,
\$15.00/hr.
Rieger, Ryan, Professional Tutor Academic Support, 15 hrs./week, \$22.50/hr.
Roysdon, Jori, Student Ambassador, 20 hrs./week, \$10.30/hr.
Taylor, Curlie, Custodian, 25 hrs./week, \$13.00/hr.

** Paid by grant funds

4.3 Full-Time Support Staff Retirement

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the retirement of Sally Luman, Finance Administrative Assistant, effective January 8, 2019.

4.4 Full-Time Administrative Resignation

The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the resignation of Dr. David Beer, Assistant Dean for Business and Career Technologies, effective November 9, 2018.

4.5 Full-Time Support Staff Resignation

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the resignation of Keith Goode, Admissions Advisor, effective October 26, 2018.

4.0 Personnel Reports (continued)

4.6 Full-Time Administrative Appointment

The board, on a motion by Dr. Bodie and seconded by Mr. Kelsey, unanimously approved the appointment of Dr. Janette Funaro to the position of Dean for Social Sciences, Education and World Languages, at a rate of \$110,000 annually effective January 3, 2019.

4.7 Full-Time Faculty Appointment

The board, on a motion by Mr. Michels and seconded by Dr. Bodie, unanimously approved the appointment of Christina Cicero to the position of Instructor of Nursing, effective January 16, 2019. The recommended placement on the salary schedule is Column II, Step 5. The 2018-2019 annual salary for this placement is \$52,989.

4.8 Full-Time Support Staff Recommendations

4.8.1 The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the appointment of Joseph Ciancio to the position of Campus Police Officer at a rate of \$23.69/hr. effective November 5, 2018.

4.8.2 The board, on a motion by Mr. Kelsey and seconded by Dr. Bodie, unanimously approved the appointment of Kera Hollenbeck to the position of Administrative Specialist Student and Community Engagement at a rate of \$18.50/hr. effective November 26, 2018.

4.8.3 The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the appointment of Michael Ramirez to the position of Financial Aid Advisor at a rate of \$20.90/hr. effective October 24, 2018.

4.8.4 The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the appointment of Jaqueline Soto to the position of Information Desk Receptionist at a rate of \$16.00/hr. effective November 5, 2018.

4.9 Full-Time Grant-Funded Support Staff Recommendation

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Mary Taylor to the position of Adult Education Assessment Specialist at a rate of \$19.63/hr. effective November 5, 2018 through June 30, 2019. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2019 grant year.

5.0 Curriculum Reports

6.0 Buildings and Grounds

7.0 Financial Reports

7.1 Payroll Report for Pay Number 19

The board, on a motion by Mr. Michels and seconded by Dr. Bodie, unanimously approved the payroll report for pay number 19.

010100	Education Fund	\$1,496,890.32
020100	Operations and Maintenance Fund	98,797.68
050220	Southwest Cable Consortium	5,514.12
050620	Bookstore	27,909.62
062101	Adult Education-State Basic	29,242.07
062102	Adult Education-Performance	3,440.77
063101	Adult Education-Federal Basic	7,675.03
063102	Adult Education-EL / Civics	3,330.00
063107	Perkins Postsecondary	4,505.38
063132	Federal Work Study	3,324.18
063159	Improving Student Success	7,274.70
063162	Upward Bound East	6,045.05
063165	Upward Bound West	6,086.29
063167	Student Support Services	10,540.38
063202	WIOA Youth Services	5,994.85
063924	Small Business Dev Center-Fed	4,336.63
100300	Trust and Agency	400.00
120100	Liability/Protection and Settlement	<u>31,511.02</u>
	Final Total:	<u>\$1,752,818.08</u>

7.0 Financial Reports (continued)

7.2 Payroll Report for Pay Number 20

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the payroll report for pay number 20.

010100	Education Fund	\$1,523,541.79
020100	Operations and Maintenance Fund	92,619.19
050220	Southwest Cable Consortium	5,437.62
050620	Bookstore	26,768.81
062101	Adult Education-State Basic	32,451.46
062102	Adult Education-Performance	3,437.19
063101	Adult Education-Federal Basic	13,820.98
063102	Adult Education-EL / Civics	5,550.00
063107	Perkins Postsecondary	4,505.38
063132	Federal Work Study	3,755.31
063159	Improving Student Success	6,207.05
063162	Upward Bound East	5,380.69
063165	Upward Bound West	5,381.38
063167	Student Support Services	10,118.63
063202	WIOA Youth Services	6,047.79
063924	Small Business Dev Center-Fed	4,315.70
100300	Trust and Agency	100.00
120100	Liability/Protection and Settlement	<u>31,792.33</u>
	Final Total:	<u>\$1,781,231.29</u>

7.0 Financial Reports (continued)

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

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

010100	Education Fund	\$788,024.75
010900	Payroll Clearing Fund	97,657.94
020100	Operations and Maintenance Fund	230,098.52
030100	Operations / Maintenance Restricted	44,429.82
050220	Southwest Cable Consortium	400.00
050503	Auto Resale	18,575.85
050620	Bookstore	212,313.29
050810	Internal Medical Insurance	516,963.01
050811	Retiree Medical Insurance	12,999.66
062101	Adult Education-State Basic	603.12
063107	Perkins Postsecondary	4,926.45
063159	Improving Student Success	8,716.34
063162	Upward Bound East	1,659.06
063165	Upward Bound West	4,509.92
063166	Student Support Services	4,777.14
063202	WIOA Youth Services	817.75
063924	Small Business Dev Center-Fed	19,036.17
064117	Dunham Fund Quick Path	351.50
100300	Trust and Agency	24,242.10
120100	Liability/Protection and Settlement	<u>15,208.56</u>
	Final Total:	<u>\$2,006,310.95</u>

7.0 Financial Reports (continued)

7.4 Treasurer's Report

David Quillen, Executive Vice President of Finance and Operations, reported on a recommended change in the monthly Treasurer's Report. The board endorsed the new reporting format of the Investment Report that will reflect the investments at market value.

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

7.5 Budget Summary

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

7.6 Adoption of the Tentative 2018 Aggregate Tax Levy

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously adopted the tentative 2018 aggregate tax levy of \$44,162,512 and the establishment of December 12, 2018 as the date for the final adoption of the 2018 tax levies.

7.7 Bids/Purchases

7.7.1 Renewal of the Annual Unified Communications for Business System Support Agreement

The board, on a motion by Mr. Thomas and seconded by Dr. Bodie, unanimously approved the renewal of the annual Unified Communications for Business system support agreement from Sound Incorporated of Naperville, IL in the amount of \$28,543.35 for the period of December 1, 2018 through November 30, 2019.

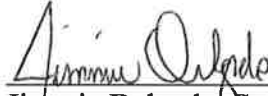
7.7.2 Renewal of the Annual Life/Accidental Death and Dismemberment and Long Term Disability Insurance Contract

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the renewal of the annual life/accidental death and dismemberment and long term disability insurance contract with Dearborn National Life Insurance Company of Downers Grove, IL for the period of January 1, 2019 through December 31, 2019 as presented.

8.0 Other Reports

9.0 Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:20 p.m.



Jimmie Delgado, Secretary
Waubonsee Community College
Board of Trustees