

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

September 18, 2019

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 4:34 p.m. on Wednesday, September 18, 2019, in the Community Board Room of Dickson Center, 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.; Angela Nwalie; Rebecca D. Oliver; and Greg Thomas; board members absent: Rick Guzman and Tina Willson; and staff members present: Dr. Christine J. Sobek, Mary Baccheschi, Kim Caponi, Amanda Geist, and Erik Leal.

Ms. Willson arrived at 4:37 p.m. and Mr. Guzman arrived at 4:40 p.m.

II. Board of Trustees Technology Training

The new OnBoard digital portal from Passageways, Inc. was launched with the September 18, 2019 board meeting. The Board of Trustees received training on the new portal.

III. Recess

IV. Reconvene to Open Session

The board reconvened in open session at 5:31 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: James K. Michels, P.E.; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Keith Bickley, Kim Caponi, Dr. Nancy Christensen, Bob Cofield, Darren Duffy, Amanda Geist, Sandra Gonzalez, Dan Larsen, Todd Laufenberg, Erik Leal, Steven Miller, Adam Punter, and Heather Weber; and featured guests Laura Edwards, Jessica Wilkin, Whitney Martino, Matt Love, and Dr. Jamie Max.

Mr. Michels arrived at 5:32 p.m.

V. Recognition

A. Waubonsee Win – Partnerships with High Schools

Bob Cofield, Director of School District Partnerships, highlighted our partnerships with high schools and recognized Laura Edwards, Assistant Director at Indian Valley Vocational Center; Jessica Wilkin, Mathematics Teacher at Rosary High School and Adjunct Instructor of Mathematics at Waubonsee Community College; Whitney Martino, Assistant Principal at West Aurora High School; Matt Love, Mathematics Teacher at West Aurora High School and Adjunct Instructor of Mathematics at Waubonsee Community College; and Dr. Jamie Max, Director of Secondary Teaching and Learning at West Aurora School District #129.

VI. Public Comment

Jose Rodriguez of Aurora, IL, a Waubonsee student, addressed the board regarding the U.S. Secretary of Education’s visit to Waubonsee Community College on September 16, 2019.

VII. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously voted to adjourn to executive session at 5:55 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; 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 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.

VIII. Reconvene to Open Session

The board reconvened in open session at 7:13 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Arvind Aggarwal, Mary Baccheschi, Kim Caponi, Amanda Geist, Dan Larsen, and Erik Leal.

IX. Approval of Minutes

A. August 21, 2019 Board Meeting Minutes

The board, on a motion by Mr. Michels and seconded by Mr. Thomas, unanimously approved the August 21, 2019 board meeting minutes.

B. August 21, 2019 Executive Session Meeting Minutes

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the August 21, 2019 executive session meeting minutes.

X. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

C. Illinois Board of Higher Education

Dr. Christine Sobek, President, reported on the IBHE Board Meeting hosted by Waubonsee on September 10, 2019. Dr. Sobek publicly recognized the outstanding efforts by Kim Caponi, Director of Presidential Communications and Operations, Ronna Jones, Administrative Specialist Office of the President, and the staff from Campus Safety and Operations, Information Technology, and Marketing and Communications, for working together to coordinate this successful event at the Sugar Grove Campus.

D. Illinois Community College Board

The FY2019 ICCB Program Review Report has been submitted.

E. Illinois Community College Trustees Association

Board Chair Rebecca Oliver reported on the ICCTA Board of Representatives and Committee meetings held September 13-14, 2019 in Springfield, IL. Chair Oliver shared that ICCTA recognized Trustee James Michels for his past service as the ICCTA Representative.

Dr. Sobek commented that the next ICCTA Board of Representatives and Committee meetings are scheduled for November 8-9, 2019 in Lisle, IL.

X. Communications (continued)

F. President's Report

In her report to the board, Dr. Sobek:

- reported on a meeting held September 11 with Chair Oliver and Dan Olsem, Vice President of Engineering and Construction, and other members of the Crown Community Development team;
- reported on the hosting of the U.S. Secretary of Education, Betsy DeVos, on September 16. Students and faculty from the automotive technology, machine tool technology, computer aided design and drafting, and heating, ventilation and air conditioning programs were highlighted. Ne'Keisha Stepney, Dean for Business and Career Technologies, was recognized for her outstanding work in coordinating this event with short notice;
- announced that she is scheduled to host Alicia Diaz, Interim Chief Advocacy Officer, and John Aguilar, Executive Director of Legislative Affairs, from the Hispanic Association of Colleges and Universities (HACU) on October 4 for meetings with students and employees at the Sugar Grove and Aurora Downtown Campuses;
- announced that Waubonsee is scheduled to host two former U.S. Congressmen, James K. Coyne III, PA, and Richard H. Stallings, ID, as part of the "Congress to Campus" program on October 29-30, where former members of the U.S. Congress will interact with students and employees; and
- congratulated Trustee Rick Guzman for being the recipient of the "2019 Young Alumnus Award" presented by the Northern Illinois University College of Law.

G. Institutional Reports

Trustee James Michels reported on the Waubonsee Foundation Annual and Quarterly Board Meetings held September 10, 2019.

Dr. Jamal Scott, Vice President of Strategic Development, and Dr. Diane Nyhammer, Vice President of Educational Affairs, presented the first in a series of monthly reports, Strategic Plan Highlights. The report focused on Student Equity and Success, one of the three pillars of the new FY2020-FY2022 Strategic Plan.

XI. Approval of Consent Agenda

The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the Consent Agenda Items as presented:

A. Personnel Reports

1. Part-Time Appointments

- Abejide, Temitope, Student Worker Library, 20 hrs./week, \$10.50/hr.
- Aguilar, Maria, Paraprofessional Tutor Academic Support, 18 hrs./week, \$18.00/hr.
- ** Belt, Teshura, Student Worker Bookstore, 20 hrs./week, \$10.50/hr.
- Bluml, Madison, Access Center for Disability Resources Interpreter, 25 hrs./week, \$38.00/hr.
- Bonner, Justin, Campus Safety Officer, 25 hrs./week, \$15.50/hr.
- ** Cano Sosa, Leslie, Student Worker Adult Education, 20 hrs./week, \$10.50/hr.
- Davis, Kyle, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.
- ** Escalante Aguirre, Octavio, Upward Bound West Tutor, 25 hrs./week, \$18.00/hr.
- Friedman, Adam, Peer Tutor Academic Support, 20 hrs./week, \$11.00/hr.
- Galusha, Justin, Assistant Men's Basketball Coach, \$6,500/Stipend
- ** Herrera, Rozanna, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
- Johns, Robin, Temporary Bookstore Associate, 25 hrs./week, \$13.95/hr.
- ** Lane, Paige, Federal Work Study-Academic and Career Advising, 17 hrs./week, \$10.75/hr.
- Lathan, Dr. Mark, Associate Professor of Music, Stipend, \$1,200/year
- ** Lenski, Giovanna, Upward Bound West Tutor, 25 hrs./week, \$18.00/hr.
- Lopez Herrera, Arlet, Temporary Bookstore Associate, 25 hrs./week, \$13.95/hr.
- ** Martinez, Karen, Federal Work Study-Bookstore, 20 hrs./week, \$10.50/hr.
- Martinez Jr., Raul, Temporary Bookstore Associate, 25 hrs./week, \$13.95/hr.
- McReynolds, David, Buildings and Grounds Worker, 25 hrs./week, \$12.94/hr.
- Pappas, Kostandino, Information Technology Computer Lab Assistant, 25 hrs./week, \$16.20/hr.
- Popowitch, Mark, Assistant Professor of Music, Stipend, \$1,200/year
- Ramirez, Stephanie, Student Account Associate, 25 hrs./week, \$16.20/hr.
- Robertson, Monica, Temporary Bookstore Associate, 25 hrs./week, \$13.95/hr.
- Shafi-Mcdonald, Harris, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.
- Smith, Kevin, Campus Safety Officer, 25 hrs./week, \$16.57/hr.
- Smith, Victoria, Temporary Bookstore Associate, 25 hrs./week, \$13.95/hr.
- Strnad, Christopher, Information Technology Computer Lab Assistant, 25 hrs./week, \$16.52/hr.
- Sweeney, Rebecca, Student Worker Athletics, 20 hrs./week, \$10.50/hr.
- Tickel, Samuel, Student Worker Athletics, 20 hrs./week, \$10.50/hr.
- ** Vega Ceja, Valeria, Student Worker Bookstore, 20 hrs./week, \$10.50/hr.
- Wiesbrook, Kristin, Music Lab Assistant, 20 hrs./week, \$13.95/hr.

** Paid by grant funds

XI. Approval of Consent Agenda (continued)

2. Full-Time Retirement

- a. David McKinney, Facilities Operations Specialist, effective November 18, 2019

3. Full-Time Appointment Recommendation

- a. Jamie Feiza, Marketing and Communications Coordinator, at a rate of \$30.11/hr. effective September 9, 2019

4. Full-Time Grand-Funded Appointment Recommendations

- a. Thomas Pietrzyk, Adult Education Transition Advisor, at a rate of \$23.14/hr. effective September 19, 2019 through June 30, 2020. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2020 grant year.
- b. Marlena Rios, Adult Education Transition Advisor, at a rate of \$23.14/hr. effective September 19, 2019 through June 30, 2020. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding for the FY2020 grant year.

5. Full-Time Grant-Funded Support Staff Reappointments

B. Financial Reports

1. Payroll Report for Pay Number 15

010100	Education Fund	\$1,469,714.95
020100	Operations and Maintenance Fund	97,500.26
050220	Southwest Cable Consortium	5,671.41
050620	Bookstore	27,700.21
062101	Adult Education-State Basic	10,646.10
062102	Adult Education-Performance	5,284.15
063101	Adult Education-Federal Basic	2,137.34
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	1,633.84
063159	Improving Student Success	6,488.68
063162	Upward Bound East	6,655.25
063165	Upward Bound West	5,492.87
063167	Student Support Services	6,170.15
063202	Waubonsee Works	5,702.99
063925	Small Business Dev Ctr-Fed	4,488.34
120100	Liability/Protection and Settlement	37,032.64
	Final Total:	<u>\$1,696,021.97</u>

XI. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 16

010100	Education Fund	\$1,190,146.83
020100	Operations and Maintenance Fund	92,942.64
050220	Southwest Cable Consortium	5,485.73
050620	Bookstore	29,865.99
062101	Adult Education-State Basic	24,853.71
062102	Adult Education-Performance	3,622.72
063101	Adult Education-Federal Basic	1,943.04
063107	Perkins Postsecondary	3,738.04
063132	Federal Work Study	1,375.13
063159	Improving Student Success	7,852.69
063162	Upward Bound East	5,298.37
063165	Upward Bound West	4,506.91
063167	Student Support Services	7,815.86
063202	Waubonsee Works	8,604.94
063925	Small Business Dev Ctr-Fed	4,401.29
120100	Liability/Protection and Settlement	<u>32,342.36</u>
	Final Total:	<u>\$1,424,796.25</u>

3. Accounts Payable for the Period Ending August 31, 2019 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,133,125.39
010900	Payroll Clearing Fund	128,143.67
020100	Operations and Maintenance Fund	241,274.58
030100	Operations / Maintenance Restricted	107,738.68
050220	Southwest Cable Consortium	750.00
050503	Auto Resale	156.93
050620	Bookstore	822,370.47
050810	Internal Medical Insurance	711,269.66
050811	Retiree Medical Insurance	9,717.42
062102	Adult Education-Performance	4,069.25
062445	SBDC Program Income	90.25
063107	Perkins Postsecondary	14,648.67
063159	Improving Student Success	4,464.85
063162	Upward Bound East	13,103.81
063165	Upward Bound West	12,874.16
063167	Student Support Services	48.18
063202	Waubonsee Works	457.49
063925	Small Business Dev Ctr-Fed	6,122.85
064122	TRIUMPH	56.49
064123	AAC&U Guided Pathways	(124.83)
100300	Trust and Agency	10,162.51
120100	Liability/Protection and Settlement	<u>515,052.62</u>
	Final Total:	<u>\$3,735,573.10</u>

XII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XIII. Policy Reports

XIV. Curriculum Reports

XV. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A Construction and Renovation of College Facilities Update was provided.

XVI. Financial Reports

A. Treasurer's Report for the Month of August 2019

The Treasurer's Report for the month of August 2019 was accepted by the board and placed on file.

B. Budget Summary

Comparison of budget to actual for the two months ending August 31, 2019 was accepted by the board and placed on file.

C. FY2019 Year-End Transfers

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the FY2019 year-end transfers as presented.

D. Approval of a Contract for a Sugar Grove Campus Water System Study

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved a contract for a Sugar Grove Campus water system study from Crawford, Murphy and Tilly, Inc. of Springfield, IL in the amount of \$74,100.

E. Approval of a Contract for Fire Alarm and Safety Systems Monitoring Services

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the award of a three-year contract for fire alarm and safety systems monitoring services from Sound, Inc. of Naperville, IL in the amount of \$61,320 for the period of October 1, 2019 through September 30, 2022.

XVI. Financial Reports (continued)

F. Approval of a Contract for Fire Alarm Maintenance and Testing

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the award of a three-year contract for fire alarm maintenance and testing services to LaMarco Systems, Inc. of Northbrook, IL in the amount of \$192,600 for the period of October 1, 2019 through September 30, 2022.

G. Approval of Contract Services for Microsoft Office 365 Email Migration

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved contract services for Microsoft Office 365 email migration from Paragon Development Systems Incorporated of Brookfield, WI in the amount of \$32,900 for the period of October 15, 2019 through October 14, 2020.

H. Approval of the Purchase of Email Security Protection and Backup and Recovery Services

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the purchase of email security protection and backup and recovery services from Insight Public Sector SLED of Tempe, AZ in the amount of \$70,940.65 for the period of three years upon completion of the transition to the Microsoft Office 365 email system.

I. Bid for the Printing of the Spring and Summer 2020 Credit Course Schedules and Postcards

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the award of contract to the lowest qualified bidder for the printing of the spring and summer 2020 credit course schedules and postcards from K.K. Stevens Publishing Company of Astoria, IL in the amount of \$56,453.96.

J. Renewal of the Annual Title IX Consulting Services Agreement

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved the renewal of the annual Title IX consulting services agreement from the National Center for Higher Education Risk Management of Malvern, PA in the amount of \$35,000 for the period of September 30, 2019 through September 29, 2020.

XVII. Other Reports

XVIII. Reconvene to Executive Session

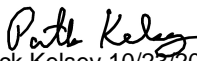
The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 8:20 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: litigation, when an action against, affecting 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.

XIX. Reconvene to Open Session

The board reconvened in open session at 9:55 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, David Quillen, Mary Baccheschi, and Erik Leal.

XX. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 9:56 p.m.


Patrick Kelsey 10/23/2019 21:06 Central Daylig _____
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees