

**MINUTES**  
**WAUBONSEE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Regular Board Meeting**

November 20, 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 5:31 p.m. on Wednesday, November 20, 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; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Angela Nwalie; Rebecca D. Oliver; and Greg Thomas; board member absent: Tina Willson; staff members present: Dr. Christine J. Sobek, Dr. Diane Nyhammer, David Quillen, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Keith Bickley, Kim Caponi, Tracey Dosch, Dr. Janette Funaro, Amanda Geist, Jeffrey Gregor, Scott Hollenback, Rodney Holmes, Elier Iseli, Richard Kiefer, Dan Larsen, Todd Laufenberg, Bernard Little, Larry Modaff, Timothy Moriarty, Suzette Murray, Michele Needham, Dr. Scott Peska, Adam Punter, Martine Stuckey, Heather Weber, and Luke Winkelmann; and featured students Joseph Einsle and Natalie Wakileh.

Ms. Willson arrived at 5:33 p.m.

**II. Recognition**

A. Waubonsee Win – Political Science

Dr. Janette Funaro, Dean for Social Sciences, Education and World Languages, recognized Richard Kiefer, Professor of Political Science and History. Mr. Kiefer introduced current Political Science students, Joseph Einsle and Natalie Wakileh.

B. Introduction of the Dean for Health Professions and Public Service

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Jeffrey Gregor, Dean for Health Professions and Public Service.

C. Introduction of the Dean for Students

Dr. Melinda Tejada, Vice President of Students, introduced Bernard Little, Dean for Students.

### **III. Public Comment**

Two Faculty Council representatives, Timothy Moriarty, Assistant Professor of Information Systems, and Scott Hollenback, Professor of Psychology, addressed the board regarding the topics of the grievance process and shared decision-making, respectively. Speaking as a taxpayer, a Waubensee faculty member, Martine Stuckey, Professor of Art, Painting and Drawing, addressed the board regarding the topic of cost of operations.

### **IV. Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:07 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, 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 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.

### **V. Reconvene to Open Session**

The board reconvened in open session at 7:48 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, Mary Baccheschi, Dr. Charles Boudreau, Kim Caponi, Terence Felton, Amanda Geist, Heidy Kindelin, Christa Kristich, Dan Larsen, Michele Needham, Eamon Newman, Dr. Laura Ortiz, and Luke Winkelmann.

## **VI. Approval of Minutes**

### **A. October 23, 2019 Board Meeting Minutes**

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the October 23, 2019 board meeting minutes.

### **B. October 23, 2019 Executive Session Meeting Minutes**

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the October 23, 2019 executive session meeting minutes.

## **VII. Communications**

### **A. Association of Community College Trustees**

### **B. American Association of Community Colleges**

Dr. Christine Sobek, President, commented on the AACC Annual Convention scheduled for March 28-30, 2020 in National Harbor, MD.

### **C. Illinois Board of Higher Education**

### **D. Illinois Community College Board**

### **E. Illinois Community College Trustees Association**

Board Chair Rebecca Oliver and Dr. Christine Sobek, President, reported on the ICCTA Board of Representatives and Committee meetings held November 8-9, 2019 in Lisle, IL.

### **F. President's Report**

In her report to the board, Dr. Sobek:

- expressed appreciation to Jeff Schielke, Mayor of Batavia and Chair of the Kane-Kendall Council of Mayors, for his successful request to the Illinois Tollway to relocate signage for the college along the Reagan Memorial Tollway (I-88);
- shared a copy of the 2019 Annual Report to the Community and complimented the Marketing and Communications team for their outstanding efforts;
- invited the board to the All Staff Holiday Open House scheduled for December 5;
- announced that she will be presenting her State of the College Address – Midyear Update on February 4, 2020, 2:00-3:00 p.m., in the Academic and Professional Center Event Room; and
- reflected on the passing of Dale Von Ohlen, Waubonsee's Founding Board of Trustees President, on November 10, and requested a moment of silence. Mr. Von Ohlen served as the Aurora representative on the Steering Committee that formed Waubonsee Community College. He then served as a member of Waubonsee's Board of Trustees from 1966-1983, and as Board Chair from 1966-1971. In July 1981, the college's Fine Arts Building was renamed Von Ohlen Hall.

## **VII. Communications (continued)**

### **G. Institutional Reports**

#### **1. Strategic Plan Highlights – Student Equity and Success**

Dr. Charles Boudreau, Director of Student Financial Aid Services, and Christa Kristich, Financial Aid Manager, provided a Financial Aid update.

## **VIII. 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: Personnel Reports including part-time appointments for October 2019, full-time resignations, and full-time appointment recommendations; and Financial Reports including payroll reports and the accounts payable, as presented.

### **A. Personnel Reports**

#### **1. Part-Time Appointments**

Baxter, Angela, Senior Textbook Associate, 25 hrs./week, \$15.03/hr.

\*\* Beltran, Desiree, Student Worker Bookstore, 20 hrs./week, \$10.50/hr.

\*\* Clausen, Donna, Upward Bound West Educational Specialist, 27 hrs./week, \$19.48/hr.

Hanback, Ryan, Assessment Assistant, 25 hrs./week, \$18.00/hr.

\*\* Lenske-Poncher, Olivia, Federal Work Study-Admissions, 20 hrs./week, \$10.50/hr.

\*\* Marshall, Brandon, Student Worker Adult Education, 20 hrs./week, \$10.50/hr.

Ochoa Jr., Samuel, Driver Safety Program Instructor, 25 hrs./week, \$39.50/hr.

Plummer, Michelle, Paraprofessional Tutor STAR, 25 hrs./week, \$23.50/hr.

\*\* Rodriguez, Neilany, Federal Work Study-Student Life, 20 hrs./week, \$10.50/hr.

\*\* Romero, Valerie, Federal Work Study-Community Education, 20 hrs./week, \$10.50/hr.

Vasquez, Julia, Student Worker Public Safety, 25 hrs./week, \$11.00/hr.

Woltman, Hannah, Peer Tutor Academic Support, 20 hrs./week, \$11.00/hr.

\*\* Paid by grant funds

#### **2. Full-Time Resignations**

a. Kady Halbmaier, Student Life Coordinator, effective October 31, 2019

b. Joseph Grimaldi, Campus Police Officer, effective November 24, 2019

c. Lilian Monzani-Stanek, Information Desk Receptionist, effective November 1, 2019

d. Enid Vargaz Ortiz, Information Desk Receptionist, effective November 1, 2019

**VIII. Approval of Consent Agenda (continued)**

3. Full-Time Appointment Recommendations

- a. Rebecah Palazzola, Employee Development Trainer, at a rate of \$62,000 annually effective November 1, 2019. Ms. Palazzola will resign her position of Assessment Program Specialist – Specialized Testing to accept this position.
- b. Karla Barajas, Admissions Advisor, at a rate of \$21.00/hr. effective November 4, 2019
- c. Karalyn Horn, Admissions Advisor, at a rate of \$22.00/hr. effective November 19, 2019. Ms. Horn will resign her position of Registration and Records Administrative Assistant to accept this position.
- d. Brenda Novak, Campus Administrative Assistant, at a rate of \$18.00/hr. effective October 21, 2019

B. Financial Reports

1. Payroll Report for Pay Number 19

010100	Education Fund	\$1,525,877.42
020100	Operations and Maintenance Fund	97,423.38
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	25,266.87
062101	Adult Education-State Basic	33,504.55
062102	Adult Education-Performance	8,733.37
063101	Adult Education-Federal Basic	23,604.94
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	3,761.60
063159	Improving Student Success	4,260.59
063162	Upward Bound East	5,843.17
063165	Upward Bound West	5,257.59
063168	Student Support Services	9,235.83
063202	Waubonsee Works	6,968.25
063925	Small Business Dev Ctr-Fed	4,466.58
120100	Liability/Protection and Settlement	<u>33,606.61</u>
	Final Total:	<u>\$1,797,169.02</u>

**VIII. Approval of Consent Agenda (continued)**

2. Payroll Report for Pay Number 20

010100	Education Fund	\$1,498,456.40
020100	Operations and Maintenance Fund	98,918.78
050220	Southwest Cable Consortium	5,655.49
050620	Bookstore	25,705.98
062101	Adult Education-State Basic	23,137.33
062102	Adult Education-Performance	8,654.17
063101	Adult Education-Federal Basic	18,709.30
063102	Adult Education-EL / Civics	1,850.64
063107	Perkins Postsecondary	3,702.79
063132	Federal Work Study	3,697.88
063159	Improving Student Success	2,785.00
063162	Upward Bound East	5,718.60
063165	Upward Bound West	5,456.74
063168	Student Support Services	8,816.00
063202	Waubonsee Works	6,826.63
063925	Small Business Dev Ctr-Fed	4,479.64
100300	Trust and Agency	675.00
120100	Liability/Protection and Settlement	<u>35,752.18</u>
	Final Total:	<u>\$1,758,998.55</u>

**VIII. Approval of Consent Agenda (continued)**

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

010100	Education Fund	\$64,581.82
010900	Payroll Clearing Fund	159,933.33
020100	Operations and Maintenance Fund	303,101.72
030100	Operations / Maintenance Restricted	31,728.52
050220	Southwest Cable Consortium	2,828.05
050503	Auto Resale	16,320.37
050620	Bookstore	107,861.99
050810	Internal Medical Insurance	517,502.74
050811	Retiree Medical Insurance	19,641.54
062102	Adult Education-Performance	4,242.38
062445	SBDC Program Income	1,378.33
063101	Adult Education-Federal Basic	9,600.00
063107	Perkins Postsecondary	6,499.97
063159	Improving Student Success	5,586.37
063162	Upward Bound East	1,261.83
063165	Upward Bound West	1,394.05
063167	Student Support Services	1,979.12
063168	Student Support Services	465.00
063202	Waubonsee Works	176.26
063925	Small Business Dev Ctr-Fed	168.81
064114	SBDC Other Sources	4,347.50
064122	TRIUMPH	215.55
064123	AAC&U Guided Pathways	1,891.35
100300	Trust and Agency	10,508.10
110100	Audit Fund	10,580.00
120100	Liability/Protection and Settlement	<u>13,777.37</u>
	Final Total:	<u>\$1,997,572.07</u>

**IX. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed.

## **X. Policy Reports**

Trustee Greg Thomas, Board Policy Committee Chair, reported on the policies discussed during the Board Policy Committee meeting held on November 7, 2019.

### **A. Revised Board Policy 1.050.05 – Standards of Practice**

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the revised Board Policy 1.050.05 – Standards of Practice as presented.

### **B. Revised Board Policy 3.100.02 – Smoking and Tobacco**

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the revised Board Policy 3.100.02 – Smoking and Tobacco as presented.

### **C. Revised Board Policy 6.050.04 – Equal Employment Opportunity and Affirmative Action**

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the revised Board Policy 6.050.04 – Equal Employment Opportunity and Affirmative Action as presented.

### **D. Revised Board Policy 6.050.07 – Employee Discipline**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the revised Board Policy 6.050.07 – Employee Discipline as presented.

### **E. Revised Board Policy 6.300.01 – Tenured Faculty**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the revised Board Policy 6.300.01 – Tenured Faculty as presented.

### **F. Revised Board Policy 6.300.02 – Non-Tenured Faculty**

The board, on a motion by Ms. Willson and seconded by Mr. Michels, unanimously approved the revised Board Policy 6.300.02 – Non-Tenured Faculty as presented.

### **G. New Board Policy 6.050.08 – Nepotism**

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously adopted Board Policy 6.050.08 – Nepotism as presented.



## **XI. Buildings and Grounds**

### **A. Construction and Renovation of College Facilities Update**

Dan Larsen, Executive Director of Campus Safety and Operations, provided a Construction and Renovation of College Facilities Update, including our request to the Illinois Capital Development Board and ICCB to shift project funding from the Aurora Fox Valley Campus exterior project to the Erickson Hall HVAC project.

### **B. Architect for the Building Connecting the Student Center and Collins Hall**

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved FGM Architects of Oak Brook, IL as college architect for the building connecting the Student Center and Collins Hall as presented.

## **XII. Financial Reports**

### **A. Treasurer's Report for the Month of October 2019**

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

### **B. Budget Summary**

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

### **C. Adoption of the Tentative 2019 Aggregate Tax Levy**

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously adopted the tentative 2019 aggregate tax levy of \$45,696,749 and the establishment of December 11, 2019 as the date for the final adoption of the 2019 tax levies.

### **D. Architectural and Engineering Services for the Plano Campus Remodel**

The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the payment for architectural and engineering services for the Plano Campus remodel from Demonica Kemper Architects of Chicago, IL in an amount not to exceed \$385,000.

### **E. Contractual Services for Updating the College's Oracle Systems**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved contractual services for updating the college's Oracle systems from Mythics, Inc. of Virginia Beach, VA in the amount of \$74,860 for the period of December 1, 2019 through June 30, 2020.

## **XII. Financial Reports (continued)**

### **F. Learning Management System**

The board, on a motion by Ms. Willson and seconded by Mr. Delgado, unanimously approved the purchase of a replacement learning management system from Instructure, Inc. of Salt Lake City, UT in an amount not to exceed \$972,466 for the period of five years from the date of full implementation.

### **G. Application Delivery and Management Software Subscriptions**

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the purchase of application delivery and management software subscriptions from Software2 Americas Inc. of Cambridge, MA in the amount of \$81,750 for the period of one year from the date of full implementation.

### **H. Talent Management Suite for Cornerstone Software Agreement**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the renewal of the annual Talent Management Suite for Cornerstone Software Agreement from Ellucian Company, LLC of Malvern, PA in the amount of \$52,150 for the period of January 1, 2020 through December 31, 2020.

### **I. Telephone System Software Support Agreement**

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved the renewal of the annual telephone system software support agreement from Sound Incorporated of Naperville, IL in the amount of \$40,970 for the period of December 1, 2019 through November 30, 2020.

### **J. Contract for Life/Accidental Death and Dismemberment and Long-Term Disability Insurance**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the renewal of the annual contract for life/accidental death and dismemberment and long-term disability insurance to Dearborn National Life Insurance Company of Downers Grove, IL for the period of January 1, 2020 through December 31, 2020 as presented.

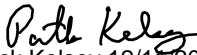
## **XIII. Other Reports**

### **A. Appointment of Compliance Official**

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved the appointment of Michele Needham, Executive Director of Human Resources, as the college's Section 504 Coordinator for FY2020.

**XIV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:40 p.m.

  
Patrick Kelsey 12/17/2019 21:40 Central Stand: \_\_\_\_\_  
Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees