

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

November 17, 2021

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 17, 2021, 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; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Greg Thomas; board members absent: Priscila Vargas and Tina Willson; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Linda Alberty-Layhew, Mary Baccheschi, Kathy Bartel, Kim Caponi, Darla Essalih, Kevin Farmer, Amanda Geist, Ryan Hanback, Scott Hollenback, Dan Larsen, Dr. Mark Lathan, Erik Leal, Kevin Modaff, Michele Needham, Marilee Stach, Heather Weber, and Lei Xie; featured students Jessica Bollman and Jeremy Sullivan; and featured presenter Fred Lantz.

Ms. Willson joined the meeting at 5:32 p.m.

II. Moment of Silence to Reflect on the Passing of Richard “Shorty” W. Dickson, Board of Trustees Chair Emeritus

Board Chair Rebecca Oliver, other trustees, and Dr. Christine Sobek, President, reflected on the passing of Richard “Shorty” W. Dickson, Board of Trustees Chair Emeritus, who passed away on November 9, 2021. A moment of silence was observed.

III. Recognition

A. Featured Students

1. Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, recognized Waubonsee student Jessica Bollman of Big Rock, IL, for her outstanding academic and personal accomplishments, and as the recipient of the Dr. Gina Santori Nursing Scholarship.
2. Dr. Tejada recognized Waubonsee student Jeremy Sullivan, of Aurora, IL, for his outstanding academic and personal accomplishments, and for being selected to participate in the National Hot Rod Association U.S. Nationals internship opportunity with the Randy Meyer Racing Team.

IV. Public Comment

A. General Public Comment

B. Faculty Council Representative

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald addressed the board. The submitted topic was health and safety.

V. Financial Reports

A. FY2021 Comprehensive Annual Financial Report

Fred Lantz, CPA, Director, Government Services, of Sikich LLP provided an overview of the audit reports via a pre-recorded presentation. At the board meeting, Mr. Lantz publicly announced that Waubonsee received an unmodified (clean) opinion on the Comprehensive Annual Financial Report and Single Audit Report for FY2021. In response to a question from Ms. Oliver about the growing state pension liability and the potential for a cost shift to community colleges, he indicated that this issue continues to be a strategic concern. Mr. Lantz also commended the college for earning the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting for the 22nd consecutive year for the FY2020 Comprehensive Annual Financial Report.

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously accepted and filed the Comprehensive Annual Financial Report and Single Audit Report for the fiscal year ending June 30, 2021 as presented.

VI. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:24 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.

VII. Reconvene to Open Session

The board reconvened in open session at 8:25 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; board member absent: Priscila Vargas; and 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, Dan Larsen, and Michele Needham.

VIII. Communications

A. Association of Community College Trustees

1. ACCT National Legislative Summit

Dr. Sobek commented that the ACCT National Legislative Summit is scheduled for February 7-9, 2022 in Washington, D.C.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

1. Governor Pritzker Appointment of Deputy Governor for Education

Dr. Sobek shared the announcement from Governor JB Pritzker that First Assistant Deputy Governor for Education Martin V. Torres will serve the administration as Deputy Governor for Education.

2. ICCTA Meetings – November 12-13, 2021

Trustee Tina Willson reported on the ICCTA meetings held November 12-13, 2021 at the Chicago Marriott Hotel in Schaumburg, IL.

F. President's Report

In her report to the board, Dr. Sobek:

- invited the board of trustees to the All Staff Holiday Open House scheduled for December 1, 2021 in the Academic and Professional Center;
- encouraged participation from the board of trustees to provide feedback on the Mission Statement review initiative via a survey questionnaire; and
- commented on the Special Board Meeting scheduled for February 2, 2022.

VIII. Communications (continued)

G. Institutional Reports

1. FY2021 Grants Annual Report

A written FY2021 Grants Annual Report was provided.

2. Waubonsee Community College Continuity of Operations in Response to COVID-19

Updates on the continuity of operations at Waubonsee Community College in response to COVID-19 were provided by Douglas Minter, Vice President of Finance and Administration. Mr. Minter reported on our ongoing strategies and actions as we continue the restoration of in-person learning and services, including a “pass” functionality in the Cleared4 software that will be launched for the spring semester.

IX. Approval of Consent Agenda

The board, on a motion by Mr. Michels 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, full-time retirements, full-time resignations, full-time appointment recommendations, and a full-time grant-funded support staff appointment recommendation; and Financial Reports including: payroll reports, accounts payable, and 4 bids/purchases.

A. Meeting Minutes

1. October 20, 2021 Board Meeting Minutes
2. October 20, 2021 Executive Session Meeting Minutes

IX. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Aurelio, Gabriella	Information Desk Receptionist	25 hrs./week	\$15.94/hr.
**	Barnes, Marquise	Student Worker Adult Education (WIOA)	25 hrs./week	\$13.00/hr.
	Damato, Gina	Head Cheerleading Coach		\$7,500.00 Stipend
**	Dettman, Alice	Federal Work Study – Liberal Arts and Sciences	25 hrs./week	\$13.00/hr.
	Diederich, Dawson	Building Services Specialist	25 hrs./week	\$18.51/hr.
	Gavin, Cayla	Peer Tutor Academic Support	25 hrs./week	\$13.25/hr.
	Gonzalez, Sandra	Academic Support Coach	25 hrs./week	\$24.50/hr.
	Hartle, Liliana	Peer Tutor Academic Support	25 hrs./week	\$13.25/hr.
**	Hawkins, Jerome	Federal Work Study – Athletics	25 hrs./week	\$13.00/hr.
**	Jimenez, Juanita	Upward Bound East Peer Tutor	25 hrs./week	\$13.00/hr.
	Jordan, Asia	Financial Aid Advisor	25 hrs./week	\$21.26/hr.
	Lauper, Robert	Mechanic	25 hrs./week	\$19.00/hr.
**	McGreevy, Samantha	Student Worker Peer Finance Educator	25 hrs./week	\$13.00/hr.
**	Minton, Haylee	Student Worker Adult Education (WIOA)	25 hrs./week	\$13.00/hr.
	Powell, Brandon	Student Worker Library	25 hrs./week	\$13.00/hr.
**	Rodriguez, Nicholas	Student Worker Adult Education (WIOA)	25 hrs./week	\$16.00/hr.
	Sirkin, Jennifer	Peer Tutor Academic Support	25 hrs./week	\$13.25/hr.
	Spitzzeri, Joseph	Head Softball Coach		\$14,000.00 Stipend
**	Swiderski III, Edward	Federal Work Study – Information Technology	25 hrs./week	\$13.00/hr.
**	Tello, Brittany	Student Worker Adult Education (WIOA)	25 hrs./week	\$15.00/hr.
**	Teran, Leslie	Federal Work Study – Financial Aid	25 hrs./week	\$13.00/hr.
	Thiem, Samuel	Student Worker Marketing and Communications	25 hrs./week	\$13.00/hr.
	White-Shepard, Kisha	Testing Services Department Coordinator		\$1,500.00 Monthly Stipend
	Zaragoza Napoles, Eduardo	Bookstore Associate	25 hrs./week	\$15.00/hr.
**	Zollers, Naomi	Federal Work Study – Liberal Arts and Sciences	25 hrs./week	\$13.00/hr.

** Paid by grant funds

On-Site COVID Testing

*** Martinez, Raul COVID Test Site Specialist 40 hrs./week \$21.00/hr.

*** Part-time employee going to temporary full-time position through the HEERF grant for the duration of the on-site COVID testing.

IX. Approval of Consent Agenda (continued)

2. Full-Time Retirements

- a. Dr. Charles Boudreau, Director of Student Financial Aid Services, effective January 7, 2022.
- b. David Heiss, Professor of Physical Education, effective December 23, 2021. Mr. Heiss holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. Heiss will obtain the rank of Professor Emeritus upon retirement.

3. Full-Time Resignations

- a. Weerawanna Hamilton, Academic and Career Advisor, effective November 12, 2021.
- b. Grace Wahler, Grants Accounting Specialist, effective November 19, 2021.

4. Full-Time Appointment Recommendations

- a. Imelda Koehler, Counselor Bilingual, effective November 18, 2021. The recommended placement on the salary schedule is Column II, Step 5. The 2021-2022 annual salary for this placement is \$74,896. Ms. Koehler will resign her position of TRIO/Student Support Services Educational Advisor to accept this position.
- b. Amanda Beasley, Admissions Advisor, at the rate of \$22.71/hr., effective November 1, 2021.
- c. Matthew DeLaCroix, Academic Support Coordinator, at the rate of \$67,957 annually, effective November 1, 2021.
- d. Lindsay Janssen, Financial Aid Advisor, at the rate of \$25.00/hr., effective November 1, 2021.
- e. Brian Lawrence, Campus Police Officer, at the rate of \$26.65/hr., effective November 4, 2021.
- f. Erik Leal, Multimedia Coordinator, at the rate of \$30.64/hr., effective November 15, 2021. Mr. Leal will resign his position of Information Technology Customer Service Specialist to accept this position.
- g. Kristin Millard, Administrative Specialist Information Technology, at the rate of \$20.55/hr., effective November 15, 2021.
- h. Tanya Ortiz, Administrative Specialist Registration and Records, at the rate of \$20.44/hr., effective November 15, 2021.
- i. Stephanie Valerio, Administrative Specialist Academic Support, at the rate of \$19.00/hr., effective October 25, 2021. Ms. Valerio will resign her position of Information Desk Receptionist to accept this position.
- j. Dr. Vilayack Soulivong, Human Resources Recruitment Coordinator, at the rate of \$25.42/hr., effective November 19, 2021.

IX. Approval of Consent Agenda (continued)

5. Full-Time Grant-Funded Support Staff Recommendation

- a. Dr. Vilaylack Soulivong, Human Resources Recruitment Coordinator, at the rate of \$25.42/hr., effective November 19, 2021. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

C. Financial Reports

1. Payroll Report for Pay Number 19

010100	Education Fund	\$1,432,513.92
020100	Operations and Maintenance Fund	87,820.87
050620	Bookstore	23,752.22
062101	Adult Education-State Basic	32,198.20
062102	Adult Education-Performance	5,347.41
063101	Adult Education-Federal Basic	23,505.18
063102	Adult Education-EL / Civics	642.86
063107	Perkins Postsecondary	6,398.92
063132	Federal Work Study	2,825.74
063159	Improving Student Success	1,102.84
063162	Upward Bound East	5,043.50
063165	Upward Bound West	5,899.05
063169	TRIO/Student Support Services	7,981.91
063170	Increasing Retention and Completion	14,756.10
063183	HEERF III	8,823.76
063202	Waubonsee Works	7,140.75
063933	Small Business Dev Ctr	4,712.86
063934	Small Business Community Navigator	64.54
120100	Liability/Protection and Settlement	<u>29,902.17</u>
	Final Total:	<u>\$1,700,432.79</u>

IX. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 20

010100	Education Fund	\$1,442,890.06
020100	Operations and Maintenance Fund	98,804.01
050620	Bookstore	26,854.52
062101	Adult Education-State Basic	9,778.16
062102	Adult Education-Performance	5,899.10
063101	Adult Education-Federal Basic	20,506.46
063102	Adult Education-EL / Civics	642.86
063107	Perkins Postsecondary	6,728.17
063132	Federal Work Study	3,256.70
063162	Upward Bound East	5,443.67
063165	Upward Bound West	7,609.91
063169	TRIO/Student Support Services	8,672.57
063170	Increasing Retention and Completion	15,674.27
063183	HEERF III	10,608.01
063202	Waubonsee Works	8,646.37
063933	Small Business Dev Ctr	4,840.29
063934	Small Business Community Navigator	84.77
064999	Miscellaneous Restricted Funds	200.00
120100	Liability/Protection and Settlement	<u>32,186.77</u>

Final Total: \$1,709,326.65

IX. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending October 31, 2021 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$792,734.19
010900	Payroll Clearing Fund	94,422.81
020100	Operations and Maintenance Fund	458,873.93
030100	Operations / Maintenance Restricted	31,060.95
050503	Auto Resale	7,687.12
050620	Bookstore	202,876.23
050810	Internal Medical Insurance	796,647.81
050811	Retiree Medical Insurance	7,878.64
062102	Adult Education-Performance	900.94
062445	SBDC Program Income	500.00
063101	Adult Education-Federal Basic	12,480.00
063107	Perkins Postsecondary	1,270.80
063162	Upward Bound East	7,819.43
063165	Upward Bound West	7,562.32
063169	TRIO/Student Support Services	1,044.25
063170	Increasing Retention and Completion	5,915.41
063182	CRRSAA HEERF II	6,521.04
063183	HEERF III	15,098.60
063202	Waubonsee Works	4,183.97
063933	Small Business Dev Ctr	5,508.05
063934	Small Business Community Navigator	7,092.51
064101	Adult and Family Literacy	556.55
064114	SBDC Other Sources	1,496.70
100300	Trust and Agency	15,412.69
120100	Liability/Protection and Settlement	<u>24,020.84</u>
	Final Total:	<u>\$2,509,565.78</u>

IX. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. TransAct Software Maintenance and Management Agreement
Annual renewal for TransAct software maintenance and management agreement from TransAct Campus Inc. of Phoenix, AZ in the amount of \$25,515 for the coverage period of December 1, 2021 through November 30, 2022.
- b. Cornerstone OnDemand Professional Development Training Programs
Two-year agreement for Cornerstone OnDemand Professional Development Training programs from Cornerstone OnDemand, Inc. of Santa Monica, CA in the amount of \$29,975 for the coverage period of January 1, 2022 through December 31, 2023.
- c. Americans with Disabilities Act (ADA) Compliant Automatic Door Operators
Purchase and installation of the Americans with Disabilities Act (ADA) compliant automatic door operators from Suburban Door Check and Lock Services, Inc. of Westmont, IL in the amount of \$25,204.
- d. Science Lab Kits for Online Courses
Purchase of lab kits from Carolina Biological Supply Company of Burlington, NC in an amount of \$7,625 and Science Interactive Group, Inc. of Englewood, CO in the amount of \$48,599 for the total not to exceed amount of \$56,224. This purchase is grant funded.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed.

XI. Personnel Reports

XII. Policy Reports

XIII. Curriculum Reports

XIV. 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

Douglas Minter provided an update on funding options for the proposed career and technical education building. The board endorsed and supported the urgency to move forward with the building project.

XV. Financial Reports (continued)

A. Treasurer's Report for the Month of October 2021

The Treasurer's Report for the month of October 2021 was accepted by the board and placed on file.

B. Budget Summary Ending October 2021

Comparison of budget to actual for the four months ending October 31, 2021 was accepted by the board and placed on file.

C. Adoption of the Tentative 2021 Aggregate Tax Levy

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously adopted the tentative 2021 aggregate tax levy of \$48,310,176 and the establishment of December 15, 2021 as the date for the final adoption of the 2021 tax levies.

D. Erickson Hall Competition Gymnasium Air Conditioning Project

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the Erickson Hall Competition Gymnasium Air Conditioning project with the Capital Development Board and authorized an additional contribution to the previously established project trust in the amount of \$219,550.

E. Bids/Purchases

1. Human Resources Leadership Membership Service and Subscription

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the three-year agreement for the Human Resources leadership membership service and subscription from McLean & Company, a division of Info-Tech Group, Inc. of Las Vegas, NV in the amount of \$160,156 for the period of December 1, 2021 through November 30, 2024.

2. Life/Accidental Death and Dismemberment and Long-Term Disability Insurance

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the renewal of the annual contract for life/accidental death and dismemberment and long-term disability insurance from Dearborn National Life Insurance Company of Downers Grove, IL for the period of January 1, 2022 through December 31, 2022 as presented.

XVI. Other Reports

XVII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:54 p.m.



Patrick Kelsey 12/15/2021 20:26 CST

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees