

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

July 20, 2022

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 5:32 p.m. on Wednesday, July 20, 2022, 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: Juan Chiu; Jimmie Delgado; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; and Greg Thomas; board members absent: Rick Guzman and Tina Willson; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Melinda Tejada, Linda Alberty Layhew, Jesus Arceo, Mary Baccheschi, Spencer Brayton, Kim Caponi, Jessica Chrisman-DeNegri, Tyler Friedland, Dr. Alyson Gaspar, David Gliva, Ryan Hanback, Rozanna Herrera, Ken Kunz, Dan Larsen, Ryan McKanna, Kevin Modaff, Suzette Murray, Michele Needham, Julie Olczyk, Dr. Stacey Randall, Marilyn Rockstroh, Kendall Vance, and Lei Xie.

Mr. Guzman joined the meeting at 5:37 p.m.

II. Recognition

A. 2022 SkillsUSA National Leadership and Skills Conference Gold Medal Recipient

Suzette Murray, Assistant Vice President of Education and Workforce Development, introduced Ken Kunz, Professor of Automotive Technology, and Tyler Friedland, Instructor of Automotive Technology, who recognized Liam Richardson for earning gold in the Automotive Service Technology competition at the 2022 SkillsUSA National Leadership and Skills Conference. Board Chair Rebecca Oliver presented Liam with a Certificate of Recognition.

B. 2022 Support Staff Awards for Excellence Recipients

Michele Needham, Executive Director of Human Resources, and Julie Olczyk, Employee Relations Manager, introduced and recognized the 2022 Support Staff Awards for Excellence recipients: Service and Quality award - Jesus Arceo, Upward Bound West Advisor, and Ryan McKanna, Senior Computer Services Specialist; Innovation and Creativity award - Jessica Chrisman-DeNegri, Senior Student Technology Support Specialist; and Diversity and Inclusion award - Rozanna Herrera, Senior Bookstore Associate.

III. Public Comment

A. General Public Comment

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 5:57 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.

V. Reconvene to Open Session

The board reconvened in open session at 8:10 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Melinda Tejada, Linda Alberty Layhew, Mary Baccheschi, Kim Caponi, Darla Essalih, Terence Felton, Ryan Hanback, Dan Larsen, Dr. Aaron Lawler, Michele Needham, Dr. Stacey Randall, Marilyn Rockstroh, and Dr. Mary Tosch.

VI. Communications

- A. Association of Community College Trustees
- B. American Association of Community Colleges
- C. Illinois Board of Higher Education
- D. Illinois Community College Board
 - 1. Governor Pritzker Announces Appointment to the ICCB

Dr. Christine Sobek, President, announced that Governor JB Pritzker appointed Dr. Sylvia Jenkins, President of Moraine Valley Community College, to the ICCB.

VI. Communications (continued)

2. ICCB Recognition Report Update

The college received official written communication and a Certificate of Recognition attesting to the fact that Waubonsee Community College District #516 has been “recognized” by the ICCB in accordance with the provisions of Section 2-15 of the *Public Community College Act*. This status is granted to districts which meet the ICCB standards and affirms the district’s eligibility to receive state grants appropriated to the ICCB.

3. ICCB Monthly Newsletter

Dr. Sobek commented that ICCB launched its first monthly newsletter and a copy was provided.

E. Illinois Community College Trustees Association

1. ICCTA Meetings – September 9-10, 2022

Dr. Sobek commented that ICCTA meetings are scheduled for September 9-10, 2022 at the Crowne Plaza Hotel in Springfield, IL.

F. President’s Report

In her report to the board, Dr. Sobek:

- reported that she hosted Dr. Amaal Tokars, Acting Director for the Illinois Department of Public Health, on July 7, 2022 for a tour of the Mobile Examination Center located on the Plano Campus as part of the National Health and Nutrition Examination Survey (NHANES) for Kendall County;
- reported that she attended the virtual Alliance for Innovation and Transformation (AFIT) Mid-Year Review meeting on July 15, 2022, and also commented that she and several administrators are scheduled to participate in the AFIT Summer Institute in Nashville, TN on July 20-23, 2022; and
- announced that she is scheduled to provide her annual State of the College Address on August 17, 2022 at 10:00 a.m. in the Academic and Professional Center, and that the address will also be livestreamed and recorded for future viewing.

G. Institutional Reports

1. Land Acknowledgment Project

Land Acknowledgment subcommittee co-chairs Dr. Aaron Lawler, Assistant Professor of Humanities, and Dr. Mary Tosch, Student Life Manager, reported on the launch of the land acknowledgment project in an effort to acknowledge, recognize, and provide understanding and education of the importance of the Waubonsee Community College name, Chief Waubonsee, the Potawatomi Native American chief who lived in the Fox River Valley during the 1800’s.

VI. Communications (continued)

2. FY2022 Annual Enrollment Report

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, presented the FY2022 Annual Enrollment Report.

3. FY2023 College Scorecard Update

The FY2023 College Scorecard update was provided.

4. Presidential Search Process

Michele Needham, Executive Director of Human Resources, shared an update on the presidential search process, including the appointment of a Presidential Search Committee with Ms. Needham serving as Chair. Ms. Needham also reported that the committee has been working with AGB Search and that their first task is to help develop the profile that will be used in the recruitment process. AGB Search has conducted many Listening Sessions with various college constituent groups to elicit their input regarding the college's strengths, opportunities, challenges, and key desired attributes of the new president. Ms. Needham also stressed the importance of confidentiality during the search process, therefore, all members have signed an Ethics and Confidentiality Commitment. A presidential search web page on the Waubensee Community College site will be launched soon that will provide periodic updates to the college community throughout the search process.

5. Waubensee Community College Continuity of Operations in Response to COVID-19

A written update on the continuity of operations at Waubensee Community College in response to COVID-19 was provided.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, 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 3 bids/purchases.

A. Meeting Minutes

1. June 15, 2022 Board Meeting Minutes
2. June 15, 2022 Executive Session Meeting Minutes

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

Bechtold, Julie	Academic and Career Advising Manager		\$1,500.00/ Monthly Stipend
Dobson, Marcia	Financial Aid Administrative Assistant	25 hrs./week	\$19.74/hr.
** Gallegos, Alexander	Student Worker Adult Education	25 hrs./week	\$15.00/hr.
Golovakha, Svetlana	Chemistry Lab Technician	25 hrs./week	\$18.32/hr.
** Jefferson, Joshlyn	Federal Work Study	25 hrs./week	\$14.00/hr.
Mader, Anthony	Campus Safety Officer	25 hrs./week	\$20.00/hr.
Minguez, Julian	Biology Lab Technician	25 hrs./week	\$18.32/hr.
O'Sullivan, Connor	Information Technology Computer Lab Assistant	25 hrs./week	\$19.00/hr.
Richardson, Dr. Lisa	Student Retention Manager		\$1,500.00/ Monthly Stipend
Santiago, Nathalia	Peer Tutor Academic Support	25 hrs./week	\$14.25/hr.
Sirkin, Jennifer	Paraprofessional Tutor Academic Support	25 hrs./week	\$20.00/hr.
Wold, Jeffrey	Campus Police Officer	25 hrs./week	\$28.52/hr.

** Paid by grant funds

2. Full-Time Resignations

- a. Kelli Sinclair, Executive Dean for Student Success and Retention, effective July 29, 2022.
- b. Andrea Brus, Assistant Professor of Health Information Technology, effective August 9, 2022.
- c. Rajni Chaturvedi, Information Technology Report Developer, effective June 13, 2022.
- d. Priya Dharkar, Admissions Advisor, effective June 24, 2022.
- e. Matthew Faga, Systems Analyst, effective July 8, 2022.
- f. Marcelo (Richie) Heredia, Student Conduct and Education Coordinator, effective July 19, 2022.
- g. Kelly Newlin, Campus Operations Event Specialist, effective June 23, 2022.

VII. Approval of Consent Agenda (continued)

3. Full-Time Appointment Recommendations

- a. Dr. Nour Al Naber, Instructor of Business, effective August 17, 2022. The recommended placement on the salary schedule is Column VI, Step 12. The 2022-2023 annual salary for this placement is \$83,316.
- b. Andrew Clements, Instructor of Business, effective August 17, 2022. The recommended placement on the salary schedule is Column II, Step 12. The 2022-2023 annual salary for this placement is \$66,637.
- c. Debra Kayes Halpern, Instructor of Art Foundations, effective August 17, 2022. The recommended placement on the salary schedule is Column III, Step 17. The 2022-2023 annual salary for this placement is \$81,165.
- d. James Ingallino, Systems Analyst, at the rate of \$56,781 annually, effective July 18, 2022. Mr. Ingallino will resign from his position of Information Technology Customer Service Specialist to accept this position.
- e. Sandra Ochoa, Accounts Payable Associate, at the rate of \$21.00/hr., effective July 5, 2022.

4. Full-Time Grant-Funded Support Staff Appointment Recommendation

- a. Hilario Fernandez, Adult Education Career and Workforce Advisor, at the rate of \$25.31/hr., effective July 18, 2022 through June 30, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 11

010100	Education Fund	\$1,390,426.89
020100	Operations and Maintenance Fund	108,378.61
050620	Bookstore	30,662.11
062101	Adult Education-State Basic	10,137.81
062102	Adult Education-Performance	10,223.81
062180	COVID Testing Center	7,405.11
063101	Adult Education-Federal Basic	4,303.76
063102	Adult Education-EL / Civics	7,906.00
063107	Perkins Postsecondary	7,877.30
063132	Federal Work Study	1,965.94
063162	Upward Bound East	5,831.30
063165	Upward Bound West	6,893.10
063169	TRIO/Student Support Services	8,651.07
063170	Increasing Retention and Completion	18,411.01
063183	HEERF III	4,310.33
063202	Waubonsee Works	6,520.96
063934	Small Business Community Navigator	75.29
063936	SBDC	4,912.00
064101	Adult and Family Literacy	1,800.00
100300	Trust and Agency	300.00
120100	Liability/Protection and Settlement	<u>40,648.31</u>
	Final Total:	<u>\$1,677,640.70</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 12

010100	Education Fund	\$1,353,994.76
020100	Operations and Maintenance Fund	93,032.03
050620	Bookstore	27,352.90
062101	Adult Education-State Basic	8,835.78
062102	Adult Education-Performance	12,148.89
062180	COVID Testing Center	4,974.00
063101	Adult Education-Federal Basic	3,743.80
063102	Adult Education-EL / Civics	9,574.00
063107	Perkins Postsecondary	6,416.42
063132	Federal Work Study	2,208.05
063162	Upward Bound East	8,567.24
063165	Upward Bound West	7,453.96
063169	TRIO/Student Support Services	7,887.53
063170	Increasing Retention and Completion	22,742.75
063183	HEERF III	3,585.83
063202	Waubonsee Works	6,145.80
063934	Small Business Community Navigator	244.75
063936	SBDC	4,554.24
064101	Adult and Family Literacy	1,800.00
100300	Trust and Agency	175.00
120100	Liability/Protection and Settlement	<u>34,671.20</u>
	Final Total:	<u>\$1,620,108.92</u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending June 30, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,830,477.79
010900	Payroll Clearing Fund	114,203.58
020100	Operations and Maintenance Fund	292,901.61
030100	Operations / Maintenance Restricted	426,812.80
040100	Bond and Interest Fund	168,853.13
050503	Auto Resale	2,408.67
050620	Bookstore	209,766.64
050810	Internal Medical Insurance	585,709.53
050811	Retiree Medical Insurance	98,2776.1
062101	Adult Education-State Basic	210.84
062102	Adult Education-Performance	431.71
062180	COVID Testing Center	4,220.33
063107	Perkins Postsecondary	10,201.26
063162	Upward Bound East	3,613.59
063165	Upward Bound West	2,610.96
063169	TRIO/Student Support Services	4,477.23
063170	Increasing Retention and Completion	125,642.54
063183	HEERF III	185,676.27
063184	Governor's Emergency Ed Relief II	1,480.61
063202	Waubonsee Works	375.00
063931	SBDC Supplemental	1,810.00
063934	Small Business Community Navigator	784.68
063936	SBDC	2,429.92
064114	SBDC Other Sources	229.43
064122	TRIUMPH	811.04
064999	Miscellaneous Restricted Funds	10,000.00
100300	Trust and Agency	11,119.38
120100	Liability/Protection and Settlement	<u>18,029.96</u>
	Final Total:	<u>\$4,113,564.50</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

a. Renewal of Bookstore Point of Sale System

Renewal of the Bookstore Point of Sale system from PrismRBS (NBC) Retail Business Solutions of Lincoln, NE in the amount of \$39,700 for the coverage period of July 1, 2022 through June 30, 2023.

b. Renewal of Network Infrastructure Monitoring Services Agreement

Renewal of the network infrastructure monitoring services agreement from iNOC, LLC of Northbrook, IL in the amount of \$54,632 for the coverage period of September 1, 2022 through August 31, 2023.

c. Architectural and Engineering Services for the Latinx Resource Center

Payment of architectural and engineering services to Demonica Kemper Architects LLC of Chicago, IL in the amount of \$43,062.43.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Technical Corrections for Salary Increase Recommendations for FY2023

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the technical corrections for salary increase recommendations for FY2023, as presented.

X. Policy Reports

A. Annual Report on Board Policy 3.170.01 – Harassment, Sexual Harassment, Discrimination, and Sexual Misconduct

A written annual report on Board Policy 3.170.01 – Harassment, Sexual Harassment, Discrimination, and Sexual Misconduct was provided.

XI. Curriculum Reports

XII. 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

A written Career and Technical Education Building Update was provided.

XIII. Financial Reports

A. Treasurer's Report for the Month of June 2022

The Treasurer's Report for the month of June 2022 was accepted by the board and placed on file.

B. Budget Summary Ending June 2022

Comparison of budget to actual for the twelve months ending June 30, 2022 was accepted by the board and placed on file.

C. Reserve Targets Project Recommendations

Douglas Minter, Vice President of Finance and Administration, debriefed the board on the outcome of the Reserve Targets Project, a new guideline recommending that operating reserves be targeted to a range of 30% to 40% of annual operating expenditures. Mr. Minter reminded the board that during the last bond refinancing cycle, Moody's credit analysts indicated that higher reserves would be desirable if the college wanted to achieve the highest possible credit rating of Aaa. Currently, the college's rating is one step below that at Aa1. In collaboration with Sikich LLC, staff applied a Government Finance Officers Association (GFOA)-recommended methodology for determining an appropriate target based on institution-specific circumstances. At its February 2, 2022 Special Board Meeting, the board participated in the process by identifying financial risks it deemed important. Board Chair Rebecca Oliver indicated that she thought the exercise at the February Special Meeting provided a good level of board engagement in the process. Board Vice Chair Jimmie Delgado thanked the staff team for its proactive work on this project. The new guideline is effective for the FY2023 Annual Budget.

D. Tentative FY2023 College Budget

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously accepted the tentative FY2023 college budget, as presented.

E. Bids/Purchases:

1. Illinois Community College Risk Management Consortium Insurance for FY2023

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the renewal of the Illinois Community College Risk Management Consortium insurance coverage in the amount of \$715,857 for the coverage period of July 1, 2022 through June 30, 2023.

2. Renewal of Contracts for Temporary Staffing Services

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the renewal of the contracts for temporary staffing services in an amount not to exceed \$500,000 for the period of July 1, 2022 through June 30, 2023.

XIV. Other Reports

A. FY2023 Compliance Officials

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the appointment of compliance officials for FY2023, as presented.

B. Presidential Search Ethics and Confidentiality Commitment

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the acceptance of the Presidential Search Ethics and Confidentiality Commitment, as presented.

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:57 p.m.



Patrick Kelsey
08/17/2022 20:50 CDT
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees