

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

August 17, 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 5:30 p.m. on Wednesday, August 17, 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; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Dr. Crystal Aschenbrener, Mary Baccheschi, Keith Bickley, Pam Brooks, Kim Caponi, Mark Crawford, Tracey Dosch, Darla Essalih, Barbara Gore, Mary Greenwood, Ryan Hanback, Randall Hines, Scott Hollenback, Justin Hoshaw, Doug Jeppesen, Dr. Aaron Lawler, Erik Leal, Dr. Jeanne McDonald, Jennifer McGuire, Lilia Mendoza, Tim Moriarty, Suzette Murray, Denise Nakaji, Michele Needham, Jon Nichols, Linda O'Connell-Knuth, J. C. Paez, Dan Portincaso, Kathleen Randall, Dr. Stacey Randall, Patricia Saccone, Steven Skaggs, Heather Weber, and Stephanie Wennmacher; and Dr. Jeanne Jacobs and Fred Moore, AGB Search Consultants.

Mr. Guzman joined the meeting at 5:31 p.m. and Ms. Willson joined the meeting at 5:32 p.m.

II. Recognition

A. 2022 Outstanding Faculty Member Award Recipient

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized the 2022 Outstanding Faculty Member Award Recipient: Denise Nakaji, Professor of Massage Therapy.

B. Introduction of New Administrator

Dr. Nyhammer introduced Dr. Crystal Aschenbrener, Dean for Health Professions and Public Service.

III. Public Comment

A. General Public Comment

IV. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 5:40 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. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Essalih, Kevin Farmer, Terence Felton, Mary Greenwood, Ryan Hanback, Ronna Jones, Michele Needham, J. C. Paez, Dr. Stacey Randall, and Stephanie Wennmacher.

VI. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

1. Confirmation of New Assistant Secretary for Postsecondary Education, U.S. Department of Education

Dr. Christine Sobek, President, reported that on August 4, 2022, Dr. Nassar Paydar, Chancellor Emeritus of Indiana University-Purdue University Indiana (IUPUI) who also served as Executive Vice President of Indiana University, was confirmed by the U.S. Senate to serve as the U.S. Department of Education's (USDE) Assistant Secretary for Postsecondary Education. The Assistant Secretary is USDE's senior position in the Office of Postsecondary Education, which oversees higher education.

VI. Communications (continued)

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. ICCB Monthly Newsletter

Dr. Sobek commented that a copy of the ICCB monthly newsletter for August 2022 was provided.

E. Illinois Community College Trustees Association

1. ICCTA Meetings – September 9-10, 2022

Dr. Sobek commented that Trustee Tina Willson has indicated her intent to attend the ICCTA meetings that 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:

- announced that she delivered her annual State of the College Address on August 17, 2022 in the Academic and Professional Center, and that the address was also livestreamed and recorded for future viewing. Several trustees attended in person while others watched via livestream;
- highlighted two videos, with links for viewing online, that were released by the Marketing and Communications Department to showcase the core aspects of the college's updated mission statement; and
- recognized the Presidential Retirement Recognition Committee for all their great work to launch a dedicated web page highlighting Dr. Sobek's upcoming retirement. Dr. Sobek also shared an announcement regarding the launch of the Dr. Christine J. Sobek Endowed Scholarship, established by the Waubonsee Foundation Board of Directors in her honor. In addition, plans are underway for the college community to celebrate Dr. Sobek's retirement at two upcoming events: an All-College Holiday Open House/Dr. Sobek's Retirement Reception on December 1, 2022, and a President's Retirement Dinner on December 9, 2022. More details will follow soon.

G. Institutional Reports

1. Waubonsee Success Scholarship

Mary Greenwood, Director of Student Financial Aid Services, presented an overview of the Waubonsee Success Scholarship, a new institutionally-funded scholarship, effective for the fall 2022 semester.

VI. Communications (continued)

2. FY2023 Strategic Plan Update

Dr. Jamal Scott, Vice President of Strategy and Community Development, provided an update on the launch of the FY2023 Strategic Plan, which is a continuation of the FY2020-FY2022 Strategic Plan framework that includes our three pillars of Student Equity and Success, Community Connections, and Employee and Organizational Excellence.

3. Presidential Search Process

Michele Needham, Executive Director of Human Resources, shared an update on the presidential search process, including confirmation that the presidential search officially launched on August 3, 2022 with the posting of the position profile, and a web page has been created to provide periodic updates on the search process.

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

A written update on the continuity of operations at Waubonsee 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 Mr. Delgado, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes including the semi-annual review of executive sessions meeting minutes; Personnel Reports including: part-time and temporary appointments, full-time resignations, full-time appointment recommendations, full-time grant-funded support staff reappointments, and technical corrections for full-time business faculty placements; and Financial Reports including: payroll reports, accounts payable, and 8 bids/purchases.

A. Meeting Minutes

1. July 20, 2022 Board Meeting Minutes
2. July 20, 2022 Executive Session Meeting Minutes
3. Semi-Annual Review of Executive Session Meeting Minutes

Approved the opening of executive session meeting minutes through June 30, 2022, with the exception of self-evaluation, practices and procedures or professional ethics, personnel items, litigation, collective negotiating matters, and setting of a price for sale or lease of property owned by the public body, as presented.

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

** Afoakwah, Edna	Access Center Student Worker	25 hrs./week	\$14.00/hr.
Aguirre, Olivia	Student Worker Peer Finance Educator	25 hrs./week	\$14.00/hr.
Bowman, Cynthia	Academic Support Coach	25 hrs./week	\$25.50/hr.
Brayton, Spencer	Director of Library Services		\$1,500 Monthly Stipend
Brummel, Dilyn	Student Worker Public Safety	25 hrs./week	\$15.00/hr.
Dedic, Kimberly	Administrative Specialist Registration and Records	25 hrs./week	\$20.33/hr.
Gavin, Cayla	Paraprofessional Tutor Academic Support	25 hrs./week	\$20.00/hr.
Jackson, Hannah	Librarian	25 hrs./week	\$28.00/hr.
King, Amber	Librarian	25 hrs./week	\$30.10/hr.
Landrum, Anisa	Student Worker Library	25 hrs./week	\$14.00/hr.
McWaine, Brittany	Assistant Women's Basketball Coach		\$6,760 Stipend
Peterson,	Student Worker Library	25 hrs./week	\$14.00/hr.
Shaw, Barbara	Custodian	25 hrs./week	\$16.35/hr.
Smith, Dylan	Custodian	25 hrs./week	\$16.35/hr.
Stevens, Madison	Student Worker Public Safety	25 hrs./week	\$15.00/hr.
Talsma, Riff	Student Worker Library	25 hrs./week	\$14.00/hr.

** Paid by grant funds

2. Full-Time Resignations

- a. Dr. Anita Moore-Bohannon, Executive Dean for Academic Support, effective August 1, 2022.
- b. Nora Silvia, Assistant Dean for Health Professions and Public Service, effective August 10, 2022.
- c. Amy Brooks, Administrative Specialist Registration and Records, effective July 26, 2022.
- d. Trucker Harber, Administrative Specialist Student Retention, effective July 29, 2022.
- e. Katherine Ragsdale, Biology Lab Coordinator, effective August 1, 2022.
- f. John Wicker, Computer Services Coordinator, effective August 3, 2022.

VII. Approval of Consent Agenda (continued)

3. Full-Time Appointment Recommendations

- a. Theresa Corral, Financial Aid Advisor, at the rate of \$24.50/hr., effective July 18, 2022.
- b. Max Ellis, Information Security Specialist, at the rate of \$29.46/hr., effective August 15, 2022.
- c. Liset Lopez, Student Accounts and Cashier Associate, at the rate of \$18.74/hr., effective July 18, 2022.
- d. Alejandra Owen, Grants Accounting Specialist, at the rate of \$21.97/hr., effective August 1, 2022.
- e. Kate Sampson, Marketing and Communications Coordinator, at the rate of \$33.00/hr., effective August 15, 2022.
- f. Kathleen Smith, Financial Aid Manager, at the rate of \$81,754 annually, effective August 15, 2022. Ms. Smith will resign from her position of Financial Aid Veterans' Coordinator to accept this position.
- g. Michael Treve, Campus Safety Project Manager, at the rate of \$85,166 annually, effective August 15, 2022.

4. Full-Time Grant-Funded Support Staff Reappointments

Grant-funded support staff reappointments effective September 1, 2022 through August 31, 2023 as presented. These reappointments are contingent upon continuous and sufficient grant funding.

5. Technical Corrections for Full-Time Business Faculty Placements

Adjustment of the placements on the salary schedule are as follows for two full-time faculty approved at the July 20, 2022 board meeting:

- Andrew Clements, Instructor of Business: Column III, Step 20, annual salary \$88,590.
- Dr. Nour Al Naber, Instructor of Business, Column VI, Step 19, annual salary \$104,028.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 13

010100	Education Fund	\$1,374,912.14
010109	Budget Stabilization Fund	3,801.00
020100	Operations and Maintenance Fund	91,935.54
050620	Bookstore	27,027.82
062101	Adult Education-State Basic	7,600.74
062102	Adult Education-Performance	6,322.13
062180	COVID Testing Center	6,314.31
063101	Adult Education-Federal Basic	3,157.08
063107	Perkins Postsecondary	6,979.42
063132	Federal Work Study	2,030.70
063162	Upward Bound East	8,498.31
063165	Upward Bound West	7,000.65
063169	TRIO/Student Support Services	8,126.17
063170	Increasing Retention and Completion	11,803.48
063202	Waubonsee Works	6,648.51
063936	SBDC	4,957.18
120100	Liability/Protection and Settlement	<u>36,096.67</u>
Final Total:		<u>\$1,613,211.84</u>

2. Payroll Report for Pay Number 14

010100	Education Fund	\$1,495,639.55
010109	Budget Stabilization Fund	3,801.00
020100	Operations and Maintenance Fund	108,232.73
050620	Bookstore	32,250.67
062101	Adult Education-State Basic	10,301.93
062102	Adult Education-Performance	5,825.13
062180	COVID Testing Center	4,713.46
063101	Adult Education-Federal Basic	3,727.28
063107	Perkins Postsecondary	7,060.42
063132	Federal Work Study	1,850.56
063162	Upward Bound East	9,315.71
063165	Upward Bound West	7,409.45
063169	TRIO/Student Support Services	9,234.84
063170	Increasing Retention and Completion	13,117.57
063202	Waubonsee Works	7,216.06
063936	SBDC	5,117.33
120100	Liability/Protection and Settlement	<u>42,044.41</u>
Final Total:		<u>\$1,766,858.09</u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending July 31, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,212,601.10
010109	Budget Stabilization Fund	29,326.04
010900	Payroll Clearing Fund	44,474.30
020100	Operations and Maintenance Fund	253,908.43
030100	Operations / Maintenance Restricted	39,884.60
050503	Auto Resale	3,009.52
050620	Bookstore	134,962.19
050810	Internal Medical Insurance	564,135.62
050811	Retiree Medical Insurance	7,729.45
062180	COVID Testing Center	116.71
063107	Perkins Postsecondary	9,259.72
063162	Upward Bound East	12,795.00
063165	Upward Bound West	17,868.21
063169	TRIO/Student Support Services	2,142.80
063170	Increasing Retention and Completion	4,149.73
063183	HEERF III	234,707.54
063184	Governor's Emergency Ed Relief II	2,000.00
063931	SBDC Supplemental	1,125.00
063936	SBDC	3,540.35
064122	TRIUMPH	3,379.21
100300	Trust and Agency	8,893.00
120100	Liability/Protection and Settlement	<u>742,104.05</u>
Final Total:		<u><u>\$3,332,112.57</u></u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Renewal of VMware Support and Subscription
Renewal of the VMware support and subscription from SHI International Corporation of Somerset, NJ in the amount of \$29,812.40 for the coverage period of August 2, 2022 through August 1, 2023.
- b. Renewal of Microsoft Software Subscription and Maintenance
Renewal of the Microsoft software subscription and maintenance from CDW-Government LLC of Vernon Hills, IL in the amount of \$155,555 for the coverage period of September 1, 2022 through August 31, 2023.
- c. Renewal of Civitas Learning Tools
Renewal of the Civitas Learning Tools from Civitas Learning, Inc. of Austin, TX in the amount of \$199,143 for the coverage period of June 29, 2022 through June 28, 2023. This purchase is grant funded.
- d. Purchase of Certified Logistics, Transportation, and Distribution Learning System Licenses
Purchase of the Certified Logistics, Transportation, and Distribution (CLTD) Learning System licenses from American Production and Inventory Control Society (APICS) of Chicago, IL in the amount of \$68,500 for the coverage period of September 7, 2022 through September 6, 2023.
- e. Purchase of Access Codes for the Driver Safety Program
Purchase of access codes for the Driver Safety Program from the National Safety Council of Itasca, IL in the amount of \$49,750.
- f. Purchase of a 2022 Ford Police Interceptor® Utility Vehicle
Purchase of a new 2022 Ford Police Interceptor® Utility vehicle from Morrow Brothers Ford, Inc. of Greenfield, IL in the amount of \$44,480.
- g. Purchase of a 2023 Ford Transit Cutaway T-350 AWD Truck with a Morgan 12' Dry Freight Box and Lift Gate
Purchase of a new 2023 Transit Cutaway T-350 AWD truck with a Morgan 12' dry freight box and lift gate from National Auto Fleet Group of Watsonville, CA in the amount of \$69,825.16.
- h. Change Order Number One for the Childcare Restroom Conversion and Renovation in Building A
Change order number one for the additional work to be performed for the conversion and renovation of the childcare restroom in Building A to Lite Construction, Inc. of Montgomery, IL in the amount of \$6,240, increasing the contract amount to \$44,900.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. College President's FY2023 Employment Contract

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the FY2023 employment contract between Dr. Christine Sobek and the Board of Trustees of Waubensee Community College, as set forth in the contract terms posted and presented.

B. Administrative and Full-Time Support Staff Benefit Change Recommendations

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the administrative and full-time support staff benefit change recommendations, as presented.

X. Policy Reports

A. Annual Report on Board Policy 2.050.04 – Investment of College Funds

A written annual report on Board Policy 2.050.04 – Investment of College Funds was provided.

1. Renewal of Agreement for Investment Management Firm

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the continuation of the investment advisory agreement with PMA Asset Management, LLC for an additional five-year period of September 12, 2022 through September 11, 2027.

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.

XIII. Financial Reports

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

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

B. Reserve Targets Project Update - Operating Fund Reserve and Budget Stabilization Fund Guideline

Darla Essalih, Assistant Vice President of Finance, provided a report on the reserve targets project and presented a recommendation to establish a comprehensive Operating Fund Reserve and Budget Stabilization Fund Guideline. Staff will proceed with implementation of this guideline, which provides direction on what to do if fund reserves fall below or exceed the fund reserve target balance range, and sets parameters for appropriate uses of the Budget Stabilization Fund. These include institutionally-funded scholarships, grant-funded program transition, one-time costs for college strategic initiatives, and coverage of residual HEERF expenditures not final as of June 30, 2022.

XIV. Other Reports

A. Appointment of Local Election Official

The board, on a motion by Mr. Kelsey and seconded by Mr. Michels, unanimously approved the appointment of Douglas E. Minter, Vice President of Finance and Administration, to serve as the college's Local Election Official for the April 4, 2023 consolidated election.

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:47 p.m.



Patrick Kelsey
09/21/2022 21:17 CDT
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees