

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

October 19, 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 6:00 p.m. on Wednesday, October 19, 2022, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Juan Chiu; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Jimmie Delgado; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Linda Alberty Layhew, Vicky Archos, Mary Baccheschi, Jenny Becker, Keith Bickley, Pam Brooks, Adam Burke, Kim Caponi, Gary Clark, Andrew Clements, Tracey Dosch, Sharon Erickson, Darla Essalih, Amy Frankel, Teri Fuller, Dr. Emily Heller, Katherine Hodur, Scott Hollenback, Justin Hoshaw, Ronna Jones, Laurel Krueger, Dan Larsen, Todd Laufenberg, Dr. Aaron Lawler, Tracy Limbrunner, Michelle Lindquist, Kim Livingston, Dr. Jeanne McDonald, Jennifer McGuire, Lilia Mendoza, Kevin Modaff, Jon Nichols, Linda O'Connell-Knuth, Dr. Scott Peska, Dan Portincaso, Kathleen Randall, Patricia Saccone, Dr. Marjie Schoolfield, Jennifer Showalter, Ne'Keisha Stepney, Jo Lynn Theobald, Heather Weber, Stephanie Wennmacher, Luke Winkelmann, and Steve Zusman; featured guests Angie Hibben of Oswego Area Chamber of Commerce, and Illinois State Representative Keith Wheeler and District Director Ben Marcum; featured student Destiny Mitchell; and guests Anthony Cervini and Fred Lantz of Sikich, LLP.

II. Recognition

A. Chamber of Commerce Recognition for Dr. Christine Sobek on her Retirement as President of Waubonsee Community College

Angie Hibben, President/CEO of the Oswego Area Chamber of Commerce, who also represented the Aurora Regional Chamber of Commerce, Batavia Chamber of Commerce, Greater Montgomery Area Chamber of Commerce, Plano Area Chamber of Commerce, Sugar Grove Chamber of Commerce, and Yorkville Area Chamber of Commerce, presented Dr. Christine Sobek with a Proclamation recognizing her retirement as President of Waubonsee Community College, and her commitment, achievements, and years of service as President. In addition, the Oswego Area Chamber of Commerce presented a donation to the Dr. Christine J. Sobek Endowed Scholarship Fund.

II. Recognition (continued)

On behalf of Linda Holmes, Illinois State Senator, 42nd District, Angie Hibben also presented an Illinois State Senate Certificate of Recognition to honor Dr. Sobek for her many years of dedication, service, and as the fourth President of Waubonsee Community College, and extended wishes for happiness and health in her retirement.

Keith Wheeler, Illinois State Representative, 50th District, recognized Dr. Sobek with Illinois House Resolution No. 921. The Resolution congratulates Dr. Sobek on her retirement, commends her dedication, service, and enormous contribution as President of Waubonsee Community College, and wishes her well in her future endeavors.

B. Featured Student

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, recognized our Featured Student, Destiny Mitchell of Aurora, for her perseverance and commitment to reaching her academic goals.

C. Introduction of New Full-Time Faculty Member

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced full-time faculty member Andrew Clements, Instructor of Business.

D. Condolences for Passing of College Employee

Dr. Sobek commented on the loss of a member of the Waubonsee family, Ed Plante, Chief Plant Operator, who passed away on October 19, 2022 and requested a moment of silence.

III. Financial Reports

A. FY2022 Annual Comprehensive Financial Report

Anthony Cervini, Partner-in-Charge, Government Services, of Sikich, LLP provided an overview of the audit reports. Mr. Cervini publicly announced that Waubonsee received an unmodified (clean) opinion on the Annual Comprehensive Financial Report and Single Audit Report for the fiscal years ended June 30, 2022 and 2021. Mr. Cervini also commended the college for earning the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting for the 23rd consecutive year for the FY2021 Annual Comprehensive Financial Report. Trustee Patrick Kelsey publicly recognized Fred Lantz, Director, Government Services, of Sikich LLP, on his upcoming retirement and thanked him for his service over the years.

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously accepted and filed the Annual Comprehensive Financial Report and Single Audit Report for the fiscal years ended June 30, 2022 and 2021 as presented.

IV. Public Comment

A. General Public Comment

1. Dr. Jeanne McDonald addressed the board. The submitted topic was working conditions.

V. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:42 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; and 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.

VI. Reconvene to Open Session

The board reconvened in open session at 7:43 p.m. Roll call found the following board members present: Juan Chiu; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Jimmie Delgado; staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Darla Essalih, Dan Larsen, Michele Needham, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann; and guest Dominick Demonica of Demonica Kemper Architects.

VII. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress

Dr. Sobek commented that plans are being finalized for the ACCT Leadership Congress scheduled for October 26-29, 2022 in New York City, NY.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

VII. Communications (continued)

D. Illinois Community College Board

1. ICCB Board Elects New Vice Chair

Dr. Sobek reported that Dr. Teresa Garate, Vice President for Strategic Partnerships and Engagement at The Gateway Foundation, was elected to serve as Vice Chair of the ICCB.

2. ICCB Monthly Newsletter

A copy of the ICCB monthly newsletter for October 2022 was provided.

E. Illinois Community College Trustees Association

1. ICCTA Meetings – November 11-12, 2022

Dr. Sobek commented that Trustee Tina Willson indicated her intent to attend the ICCTA meetings that are scheduled for November 11-12, 2022 at the DoubleTree Suites by Hilton Hotel and Conference Center in Downers Grove, IL.

F. President's Report

In her report to the board, Dr. Sobek:

- congratulated Juan Chiu, Student Trustee, for being selected as the community college recipient of the 2022 Lincoln Academy of Illinois Student Laureate Award. A formal recognition for Juan will be held at the November board meeting; and
- highlighted two upcoming college events: Scholarship Fest on November 10, 2022 and the Veterans Day Observance Ceremony on November 11, 2022.

G. Institutional Reports

1. Presidential Search Process Update

Michele Needham, Executive Director of Human Resources, shared an update on the progress of the presidential search process. The work of the Presidential Search Committee is now complete as they have recommended the three finalist candidates who will be advancing to the Board of Trustees for the next step in the search process. Ms. Needham thanked the committee members for all their dedication and time commitment. The three finalists are as follows:

- Dr. Mark Curtis-Chávez, Provost at College of DuPage
- Dr. Brian Knetl, Provost and Executive Vice President of Academic and Student Affairs at Grand Rapids Community College in Grand Rapids, Michigan
- Dr. Jamal Scott, Vice President of Strategy and Community Development at Waubonsee Community College

Updates continue to be posted on the Presidential Search web page.

VIII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman 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, a full-time retirement, full-time resignations, a leave of absence request, full-time appointment recommendations, and full-time grant-funded support staff appointment recommendations; Financial Reports including: payroll reports, accounts payable, and 4 bids/purchases; and Other including: a technical correction of Resolution No. 17-04.

A. Meeting Minutes

1. September 21, 2022 Board Meeting Minutes
2. September 21, 2022 Executive Session Meeting Minutes
3. October 5, 2022 Special Board Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

** Alcala, Tanya	Student Worker Adult Education	25 hrs./week	\$15.00/hr.
Beavers, Mikayla	Student Worker Public Safety Cadet	25 hrs./week	\$15.00/hr.
Becker, Lawrence	Professional Tutor Academic Support	25 hrs./week	\$25.50/hr.
Cardenas, Mirari	Student Worker Athletics	25 hrs./week	\$14.00/hr.
Delgado, Angelica	Financial Aid Administrative Assistant	25 hrs./week	\$19.38/hr.
Donnelly, Romana	Nursing Lab Specialist	11 hrs./week	\$41.50/hr.
** Gomez, Andrew	Student Worker Adult Education	25 hrs./week	\$15.00/hr.
** Maldonado De La Rosa, Gary	Student Worker Adult Education	25 hrs./week	\$15.00/hr.
** Mateo, Allen	Federal Work Study Bookstore	25 hrs./week	\$14.00/hr.
** Medrano, Cristian	Federal Work Study Athletics	25 hrs./week	\$14.00/hr.
** Mushundusi, Rebecca	Federal Work Study Marketing and Communications	25 hrs./week	\$14.25/hr.
** Paw, September	Student Worker Peer Finance Educator	25 hrs./week	\$14.00/hr.
Puttin, Brett	Student Worker Athletics	25 hrs./week	\$14.00/hr.
Reyes, Gerardo	Student Worker Peer Tutor Academic Support	25 hrs./week	\$14.25/hr.
Reynolds, Christian	Professional Tutor Academic Support	25 hrs./week	\$25.50/hr.
** Reynoso, Ricardo	Student Worker Adult Education	25 hrs./week	\$15.00/hr.
Rus, Blake	Building Services Specialist	25 hrs./week	\$19.81/hr.
Sanoev, Azizbek	Student Worker Peer Tutor Academic Support	25 hrs./week	\$14.25/hr.
Sotelo, Amy	Student Worker Public Safety Cadet	25 hrs./week	\$15.00/hr.

** Paid by grant funds

VIII. Approval of Consent Agenda (continued)

2. Full-Time Retirement

- a. William Trunkhill, Professor of Mathematics, effective December 20, 2022. Mr. Trunkhill holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. Trunkhill will obtain the rank of Professor Emeritus upon retirement.

3. Full-Time Resignations

- a. Matthew DeLaCroix, Academic Support Coordinator, effective September 23, 2022.
- b. Ann Walder, Assessment Program Specialist – External Testing, effective September 22, 2022.

4. Leave of Absence Request

- a. Marilee Stach, Librarian/Assistant Professor, effective August 25, 2022 through August 25, 2023.

5. Full-Time Appointment Recommendations

- a. Dr. Bernard Little, Chief Diversity Officer and Executive Dean for Academic Support, at the rate of \$150,000 annually, effective October 20, 2022. Dr. Little will resign from his position of Dean for Students to accept this position.
- b. Dr. Lisa Richardson, Executive Dean for Student Success and Retention, at the rate of \$125,000 annually, effective October 20, 2022. Dr. Richardson will resign from her position of Student Retention Manager to accept this position.
- c. Karina Guerrero, Information Technology Customer Service Specialist, at the rate of \$22.19/hr., effective October 17, 2022.
- d. Carolina Gutierrez, Student Conduct and Education Coordinator, at the rate of \$26.60/hr., effective November 9, 2022.
- e. Suzanne Markin, Workforce Education Manager, at the rate of \$90,467 annually, effective November 9, 2022.
- f. Raul Martinez, Jr., Campus Operations Event Specialist, at the rate of \$21.99/hr., effective October 19, 2022.
- g. Nancy Morales, Administrative Specialist Student Retention, at the rate of \$20.33/hr., effective October 3, 2022.
- h. Benjamin Nicholson, IT Coordinator – Systems Analyst, at the rate of \$77,000 annually, effective October 3, 2022.
- i. Jeremy Storey, Lead Custodian (3rd Shift), at the rate of \$24.08/hr., effective October 17, 2022.
- j. Kevin Washlow, General Maintenance Mechanic, at the rate of \$23.00/hr., effective October 17, 2022.

VIII. Approval of Consent Agenda (continued)

6. Full-Time Grant-Funded Support Staff Appointment Recommendations

- a. Claudia Bustos-Gomez, High School Transition Advisor, at the rate of \$23.43/hr., effective October 17, 2022 through September 30, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- b. Anna Halvax, Early Childhood Education Academic and Career Advisor, at the rate of \$24.30/hr., effective October 17, 2022 through June 30, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

C. Financial Reports

1. Payroll Report for Pay Number 17

010100	Education Fund	\$1,458,009.19
010109	Budget Stabilization Fund	1,483.58
020100	Operations and Maintenance Fund	109,231.74
050620	Bookstore	37,885.42
062101	Adult Education-State Basic	29,969.16
062102	Adult Education-Performance	5,825.13
063101	Adult Education-Federal Basic	30,905.29
063102	Adult Education-EL / Civics	4,390.00
063107	Perkins Postsecondary	6,971.17
063132	Federal Work Study	2,152.79
063162	Upward Bound East	9,279.58
063165	Upward Bound West	4,389.69
063169	TRIO/Student Support Services	9,934.70
063170	Increasing Retention and Completion	14,257.06
063202	Waubonsee Works	9,133.86
063303	ECACE-Early Childhood Grant	2,764.36
063936	SBDC	5,117.33
120100	Liability/Protection and Settlement	<u>39,871.23</u>
	Final Total:	<u>\$1,781,571.26</u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 18

010100	Education Fund	\$1,446,923.90
020100	Operations and Maintenance Fund	100,798.85
050620	Bookstore	29,505.25
062101	Adult Education-State Basic	29,096.11
062102	Adult Education-Performance	5,450.41
063101	Adult Education-Federal Basic	36,469.27
063102	Adult Education-EL / Civics	4,180.00
063107	Perkins Postsecondary	6,754.42
063132	Federal Work Study	3,401.25
063169	TRIO/Student Support Services	9,500.40
063170	Increasing Retention and Completion	13,458.75
063171	TRIO/Upward Bound East	6,572.45
063172	TRIO/Upward Bound West	4,420.13
063202	Waubonsee Works	7,350.10
063303	ECACE-Early Childhood Grant	3,801.00
063936	SBDC	5,016.58
120100	Liability/Protection and Settlement	<u>38,160.93</u>
	Final Total:	<u>\$1,750,859.78</u>

VIII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$967,525.14
010109	Budget Stabilization Fund	1,161.49
010900	Payroll Clearing Fund	83,276.08
020100	Operations and Maintenance Fund	399,080.08
030100	Operations / Maintenance Restricted	100,625.33
050503	Auto Resale	22,965.88
050620	Bookstore	715,269.80
050810	Internal Medical Insurance	506,845.57
050811	Retiree Medical Insurance	48,358.89
062101	Adult Education-State Basic	636.31
062102	Adult Education-Performance	4,180.75
063101	Adult Education-Federal Basic	26,543.83
063107	Perkins Postsecondary	11,723.33
063162	Upward Bound East	27,787.83
063165	Upward Bound West	24,924.30
063169	TRIO/Student Support Services	1,302.61
063170	Increasing Retention and Completion	224,312.71
063234	Adult & Dislocated Worker Training	1,639.19
063931	SBDC Supplemental	14.36
063936	SBDC	4,347.55
064114	SBDC Other Sources	500.00
100300	Trust and Agency	4,490.53
120100	Liability/Protection and Settlement	<u>54,034.40</u>
	Final Total:	<u>\$3,231,545.96</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Henning Academic Computing Center Data Cooling System Replacement
Replacement of the Henning Academic Computing Center data cooling system from Air Comfort, LLC of Broadview, IL, the lowest responsive bidder, in the amount of \$98,250.
- b. Field House High Bay Light Fixture Replacement
Replacement of the Field House high bay light fixture from Volt Electric, Inc. of Big Rock, IL, in the amount of \$39,293.
- c. Purchase of Heating, Ventilation, and Air Conditioning Lab Trainers
Purchase of six new heating, ventilation, and air conditioning lab trainers from Hampden Engineering Corporation of East Longmeadow, MA, in the amount of \$178,670.
- d. Purchase of Television Advertising
Purchase of television advertising from Comcast Holdings Corporation, d/b/a Effectv of Boston, MA, in the amount of \$51,996 for the coverage period of November 1, 2022 through June 30, 2023.

D. Other

1. Technical Correction of Resolution No. 17-04 – Destruction of Closed Board Meeting Audio and/or Video Recordings as presented

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

X. Personnel Reports

A. Full-Time Administrative Retirement

The board, on a motion by Mr. Michels and seconded by Ms. Willson, unanimously approved the retirement of Darla Essalih, Assistant Vice President of Finance, effective April 28, 2023.

XI. Policy Reports

XII. Curriculum Reports

XIII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A written Construction and Renovation of College Facilities Update was provided.

B. Approval of Recommendation to Proceed with the Design and Construction of the Proposed Career and Technical Education Facility

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the recommendation to proceed with the design and construction of the proposed career and technical education facility within the conceptual design, budget, and programs as presented at the October 5, 2022 Special Board Meeting.

XIV. Financial Reports

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

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

B. Budget Summary Ending September 2022

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

D. Financial Principles Report

Douglas Minter, Vice President of Finance and Administration, reported on the college's financial principles and presented a tax levy management strategy. The college has a longstanding financial principle of maximizing the aggregate levy. For several years, levy increases have been in the 2% to 3% range. Mr. Minter reviewed the two laws related to the levy process. The Property Tax Extension Limitation Law (PTELL) limits the college's levy increase to the lesser of 5% and CPI, and the Truth in Taxation Act requires the college hold a public hearing and perform other compliance actions if the levy will exceed 105% of the prior year's tax extension. Mr. Minter also commented on the college's strategy for managing the tax levy holistically, with sensitivity to both the aggregate and the bond and interest levies and total tax rates. Because of the college's refinancing of existing debt when interest rates were at historic lows, the college can recover levy revenue with less impact on taxpayers. Following discussion, the board concurred with Mr. Minter's recommendation that the college adhere to its financial principle of maximizing the aggregate levy in preparation of the tentative levy for the November board meeting.

E. Bids/Purchases:

1. Renewal of the Annual Contract for Dental Insurance

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the renewal of the annual contract for dental insurance from Delta Dental of Illinois of Naperville, IL, for the coverage period of January 1, 2023 through December 31, 2023.

2. Renewal of the Annual Contract for Medical Insurance Including the Individual and Aggregate Stop Loss Coverage

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the renewal of the annual contract for medical insurance including the individual and aggregate stop loss insurance from Blue Cross Blue Shield of Illinois of Chicago, IL, for the coverage period of January 1, 2023 through December 31, 2023.

XV. Other Reports

XVI. Reconvene to Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 8:23 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exceptions: 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.

XVII. Reconvene to Open Session

The board reconvened in open session at 9:27 p.m. Roll call found the following board members present: Juan Chiu; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Jimmie Delgado; and staff members present: Dr. Christine J. Sobek, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Michele Needham, Stephanie Wennmacher, and Luke Winkelmann.

XVIII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 9:28 p.m.

Patrick Kelsey

Patrick Kelsey
11/16/2022 20:34 CST

Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees