

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

December 14, 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, December 14, 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; 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, Dan Larsen, Dr. Hoitung Leung, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, Eamon Newman, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

II. Financial Reports

A. Public Hearing on the 2022 Aggregate Tax Levy

The public hearing on the 2022 aggregate tax levy was held at 6:00 p.m. No comments on the aggregate tax levy were presented. The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the closing of the public hearing at 6:01 p.m.

B. Adoption of Resolution No. 23-02 to Establish the 2022 Aggregate Tax Levy

The board, on a motion by Mr. Michels and seconded by Mr. Kelsey, unanimously adopted Resolution No. 23-02 to Establish the 2022 Aggregate Tax Levy of \$51,683,792 as presented.

III. Personnel Reports

A. Appointment of Dr. Brian Knetl to Serve as the Fifth President of Waubonsee Community College Effective January 30, 2023

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of Dr. Brian Knetl to serve as the fifth President of Waubonsee Community College, effective January 30, 2023, as set forth in the contract terms posted and presented between Dr. Brian Knetl and the Board of Trustees of Waubonsee Community College.

Board Chair Rebecca Oliver, on behalf of the Board of Trustees, publicly congratulated Dr. Knetl on his appointment to serve as the fifth President of Waubonsee Community College.

IV. Recognition

A. Introduction of New Administrator

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Dr. Hoitung Leung in his new role as Assistant Dean for Visual and Performing Arts, Education, and Sciences.

V. Public Comment

A. General Public Comment

VI. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn to executive session at 6:09 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 7:07 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, Darla Essalih, Kevin Farmer, Terence Felton, Ronna Jones, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

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 6-8, 2023 at the Marriott Marquis Hotel in Washington, D.C.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. ICCB Monthly Newsletter

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

E. Illinois Community College Trustees Association

F. President's Report

In her report to the board, Dr. Christine Sobek, President:

- highlighted two upcoming meetings that she will participate in regarding presidential transition, including an interview with a reporter from WSPY News in Plano, and a virtual meeting with *Excelencia* in Education leadership; and
- commented that she was invited to attend Aurora's City Council Meeting on January 3, 2023 to be recognized for her service as President of Waubonsee Community College.

G. Institutional Reports

1. Waubonsee Foundation Quarterly Board Meeting

Trustee James Michels, in his role as Waubonsee Board of Trustees Liaison for the Foundation Board of Directors, reported on the Waubonsee Community College Foundation Quarterly Board Meeting held on December 6, 2022. Mr. Michels also shared that Jimi Allen, Founder and CEO of Bureau Gravity in Aurora; Carl Dekker, President and Owner of Met-L-Flo in Sugar Grove; Kevin Pennington, Manager of Athletic Training and Sports Performance at Northwestern Medicine in Warrenville; and Kristi Wano, Vice President and Senior Wealth Advisor of Calamos Wealth Management in Naperville, were elected to join the Foundation Board of Directors.

IX. Approval of Consent Agenda

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, full-time retirements, a full-time resignation, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 3 bids/purchases.

A. Meeting Minutes

1. November 14, 2022 Special Board Meeting Minutes
2. November 14, 2022 Special Board Meeting Executive Session Meeting Minutes
3. November 15, 2022 Special Board Meeting Minutes
4. November 15, 2022 Special Board Meeting Executive Session Meeting Minutes
5. November 16, 2022 Special Board Meeting Minutes
6. November 16, 2022 Special Board Meeting Executive Session Meeting Minutes
7. November 16, 2022 Board Meeting Minutes
8. November 16, 2022 Executive Session Meeting Minutes
9. November 30, 2022 Special Board Meeting Minutes
10. November 30, 2022 Special Board Meeting Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Eul, Daniel	Campus Police Officer	25 hrs./week	\$25.00/hr.
	Gonzalez, Juan	Head Esports Coach		\$10,400 Stipend
	Lothschultz, David	Custodian	25 hrs./week	\$16.35/hr.
	Metych, John	Assistant Dean for Liberal Arts		\$1,500 Monthly Stipend
**	Mthethwa, Kathato	Peer Tutor Academic Support	7 hrs./week	\$14.25/hr.
	Nevarez, Maria	Custodian	25 hrs./week	\$16.35/hr.
	Patel, Saloni	Peer Tutor Academic Support	25 hrs./week	\$14.25/hr.
**	Wheeler, Caylin	Federal Work Study Student Life	25 hrs./week	\$14.00/hr.
**	Paid by grant funds			

IX. Approval of Consent Agenda (continued)

2. Full-Time Retirements

- a. Scott Hollenback, Professor of Psychology, effective August 8, 2023. Mr. Hollenback holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. Hollenback will obtain the rank of Professor Emeritus upon retirement.
- b. Andrew MacDonald, Assistant Professor of Auto Body Repair, effective June 30, 2023.

3. Full-Time Resignation

- a. John (J.P.) Murray, Automotive Technology Lab Coordinator, effective November 16, 2022.

4. Full-Time Appointment Recommendations

- a. Dr. Osman Cen, Senior Data Analyst, at the rate of \$37.00/hr., effective January 4, 2023.
- b. Michelle Dahlstrom, Student Life Manager, at the rate of \$79,500 annually, effective December 16, 2022. Ms. Dahlstrom will resign from her position of Student Life Coordinator to accept this position.
- c. Robert Galuski, Academic Support Coordinator, at the rate of \$61,179 annually, effective December 1, 2022.
- d. Stephan Macey, Computer Services Coordinator, at the rate of \$69,960 annually, effective December 5, 2022.
- e. Linda Nevarez, Admissions Advisor, at the rate of \$23.43/hr., effective December 5, 2022.
- f. Brenda Novak, Academic and Career Advisor, at the rate of \$24.83/hr., effective December 5, 2022. Ms. Novak will resign from her position of Administrative Specialist Registration and Records to accept this position.
- g. Vanessa Ramos, Admissions Coordinator, at the rate of \$24.50/hr., effective December 5, 2022.
- h. Lacy Thurman, Administrative Specialist Testing Services, at the rate of \$20.83/hr., effective January 4, 2023.

IX. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 21

010100	Education Fund	\$1,571,471.43
020100	Operations and Maintenance Fund	107,720.39
050620	Bookstore	32,181.80
062101	Adult Education-State Basic	28,150.34
062102	Adult Education-Performance	6,199.85
063101	Adult Education-Federal Basic	23,445.80
063102	Adult Education-EL / Civics	3,385.00
063107	Perkins Postsecondary	7,961.05
063132	Federal Work Study	5,631.76
063169	TRIO/Student Support Services	12,659.40
063170	Increasing Retention and Completion	20,780.10
063171	TRIO/Upward Bound East	7,363.48
063172	TRIO/Upward Bound West	4,986.87
063184	Governor's Emergency Ed Relief II	1,323.00
063202	Waubonsee Works	10,947.62
063303	ECACE - Early Childhood Grant	6,133.80
063936	SBDC	5,218.08
120100	Liability/Protection and Settlement	<u>43,896.37</u>
Final Total:		<u><u>\$1,899,456.13</u></u>

2. Payroll Report for Pay Number 22

010100	Education Fund	\$1,535,938.73
020100	Operations and Maintenance Fund	100,877.07
050620	Bookstore	31,495.86
062101	Adult Education-State Basic	26,528.12
062102	Adult Education-Performance	5,825.13
063101	Adult Education-Federal Basic	22,717.08
063102	Adult Education-EL / Civics	3,135.00
063107	Perkins Postsecondary	7,312.92
063132	Federal Work Study	5,658.85
063169	TRIO/Student Support Services	11,256.31
063170	Increasing Retention and Completion	20,474.86
063171	TRIO/Upward Bound East	7,410.60
063172	TRIO/Upward Bound West	5,907.70
063184	Governor's Emergency Ed Relief II	871.50
063202	Waubonsee Works	9,973.86
063303	ECACE - Early Childhood Grant	5,939.40
063936	SBDC	5,117.33
120100	Liability/Protection and Settlement	<u>38,400.63</u>
Final Total:		<u><u>\$1,844,840.94</u></u>

IX. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$772,147.00
010109	Budget Stabilization Fund	7,875.00
010900	Payroll Clearing Fund	49,026.58
020100	Operations and Maintenance Fund	193,876.86
030100	Operations / Maintenance Restricted	25,624.81
050220	Southwest Cable Consortium	100.00
050503	Auto Resale	3,083.68
050620	Bookstore	80,364.79
050810	Internal Medical Insurance	741,907.37
050811	Retiree Medical Insurance	7,541.49
062101	Adult Education-State Basic	627.32
063107	Perkins Postsecondary	2,822.45
063162	Upward Bound East	5,295.10
063165	Upward Bound West	5,112.95
063169	TRIO/Student Support Services	1,236.13
063170	Increasing Retention and Completion	939.99
063202	Waubonsee Works	225.50
063936	SBDC	981.75
064114	SBDC Other Sources	3,375.00
064122	TRIUMPH	1,098.29
064999	Miscellaneous Restricted Funds	584.90
100300	Trust and Agency	19,241.56
120100	Liability/Protection and Settlement	<u>19,793.03</u>

Final Total: \$1,942,881.55

4. Bids/Purchases:

a. Renewal of LinkedIn Online Recruitment Services

Two-year renewal for LinkedIn online job recruitment services from LinkedIn Corporation of Sunnyvale, CA, in the amount of \$26,083 for the coverage period of February 4, 2023 through February 3, 2025.

b. Renewal of Bibliotheca Software and Hardware Support and Maintenance

Two-year renewal for the Bibliotheca software and hardware support and maintenance from Bibliotheca, LLC of Norcross, GA, in the amount of \$30,062 for the coverage period of January 4, 2023 through January 3, 2025.

c. Renewal of Net App E-Series Software and Hardware Support and Warranty Extension

Renewal of the NetApp E-Series software and hardware support and warranty extension from CDW Government of Vernon Hills, IL, in the amount of \$80,444 for the coverage period of January 1, 2023 through December 31, 2023.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

XI. Personnel Reports (continued)

A. Appointment of Dr. Diane Nyhammer to Serve as Interim President of Waubonsee Community College Effective January 5, 2023 through January 29, 2023

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the appointment of Dr. Diane Nyhammer, Vice President of Educational Affairs, to serve as Interim President of Waubonsee Community College, effective January 5, 2023 through January 29, 2023, as presented.

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.

XV. Financial Reports (continued)

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

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

B. Budget Summary Ending November 2022

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

XVI. Other Reports

Each board member acknowledged Dr. Sobek's upcoming retirement with their special heartfelt retirement wishes.

A. Adoption of Resolution 23-03 - Recognition of President Dr. Christine J. Sobek

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously adopted Resolution No. 23-03 - Recognition of President Dr. Christine J. Sobek to honor Dr. Sobek for her commitment, dedication, and many years of distinguished service as President of Waubonsee Community College and bestow upon her the title of President Emeritus and establish the Waubonsee Community College Dr. Christine J. Sobek Outstanding Administrator Award.

XVI. Other Reports (continued)

B. Final Report from the President

At the end of the agenda of Dr. Sobek's last Board of Trustees meeting, Dr. Sobek provided her final report by sharing a presentation that highlighted her top ten accomplishments and memories from her years as President of the college. The board meeting concluded after viewing Dr. Sobek's video to the college community, "2022 Holiday and Retirement Message."

XVII. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:52 p.m.



Patrick Kelsey
~~01/18/2023 19:45 CST~~ _____
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees