

**MINUTES**  
**WAUBONSEE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Regular Board Meeting**

January 18, 2023

**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 6:02 p.m. on Wednesday, January 18, 2023, 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. Diane Nyhammer, Douglas E. Minter, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Essalih, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Rafael Morales, Michele Needham, Dr. Scott Peska, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

**II. Recognition**

A. Featured Alumnus

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumnus, Sharkisha Jones, Regional Council Manager (for Region 24) at Birth to Five Illinois in Aurora, IL.

**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 6:13 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

#### **IV. Executive Session (continued)**

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 7:08 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. Diane Nyhammer, Douglas E. Minter, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Darla Essalih, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, Patricia Saccone, Stephanie Wennmacher, Luke Winkelmann, and Lei Xie.

#### **VI. Communications**

##### **A. Association of Community College Trustees**

###### **1. ACCT National Legislative Summit – February 6-8, 2023**

Dr. Diane Nyhammer, Interim President/Vice President of Educational Affairs, confirmed that Trustee Tina Willson and Student Trustee Juan Chiu are registered to attend the ACCT National Legislative Summit (NLS) that is scheduled for February 6-8, 2023 at the Marriott Marquis Hotel in Washington, D.C.

###### **2. ACCT Committee Appointment**

Dr. Nyhammer announced that Trustee Tina Willson was appointed to serve on the ACCT Governance and Bylaws Committee and that the first committee meeting for 2023 will be held on February 4, 2023 during the NLS.

##### **B. American Association of Community Colleges**

###### **1. AACC Annual – April 1-4, 2023**

Dr. Nyhammer commented on AACC Annual that is scheduled for April 1-4, 2023 at the Gaylord Rockies Resort and Convention Center in Denver, CO.

Dr. Nyhammer shared an announcement from AACC that Dr. Amy Powers, Professor of History, is a 2023 Awards of Excellence finalist for Faculty of the Year. Award winners will be announced at the Awards of Excellence Gala event on April 3, 2023.

##### **C. Illinois Board of Higher Education**

## VI. Communications (continued)

### D. Illinois Community College Board

#### 1. ICCB Monthly Newsletter

A copy of the ICCB monthly newsletter for January 2023 was provided.

### E. Illinois Community College Trustees Association

#### 1. ICCTA Meeting – February 6, 2023

Dr. Nyhammer commented on an ICCTA Board of Representatives Meeting that is scheduled for February 6, 2023 in Washington, D.C. in conjunction with the NLS. In addition, the ICCTA is in the process of scheduling meetings with our senators to be held during the NLS for those attending the summit.

#### 2. ICCTA Meetings – March 10-11, 2023

Dr. Nyhammer commented on the ICCTA meetings that are scheduled for March 10-11, 2023 at The Westin Chicago Lombard hotel in Lombard, IL.

### F. President's Report

In her report to the board, Dr. Nyhammer:

- reported on the “2023 Spring Faculty Development Days: Collaboration, Retention, and Success” conference program that was held January 11-13, 2023. She thanked all the employees who helped plan this robust event, noting that approximately 35 employees including full-time and adjunct faculty, staff, and administrators facilitated sessions during the three-day program. She also commented that incoming President Dr. Brian Knetl shared welcome remarks while she provided an Educational Affairs update;
- announced that the Special Board Meeting that was scheduled for February 1, 2023 has been canceled; and
- highlighted the annual Waubensee WinterFest event that will be held on February 10, 2023.

### G. Institutional Reports

#### 1. College Scorecard Update

A College Scorecard update 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, a full-time retirement, full-time resignations, full-time appointment recommendations, and grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 5 bids/purchases.

### A. Meeting Minutes

1. December 14, 2022 Board Meeting Minutes
2. December 14, 2022 Executive Session Meeting Minutes

### B. Personnel Reports

#### 1. Part-Time and Temporary Appointments

|                    |  |              |                         |
|--------------------|--|--------------|-------------------------|
| Ashbrook, Sarah    | Campus Police Administrative Assistant                         | 25 hrs./week | \$18.74/hr.             |
| Braun, Christopher | Campus Police Officer  |              | \$500 Monthly Stipend   |
| Brayton, Spencer   | Director of Library Services                                   |              | \$1,500 Monthly Stipend |
| Clark, Christina   | Professional Tutor Academic Support                            | 25 hrs./week | \$25.50/hr.             |
| Collins, Devlin    | Academic Support Coach   | 25 hrs./week | \$25.50/hr.             |
| Contreras, Aaron   | Temporary Bookstore Associate                                  | 25 hrs./week | \$15.00/hr.             |
| Frederick, Karen   | Campus Safety and Operations Senior Administrative Coordinator |              | \$1,000 Monthly Stipend |
| Ginn, Lauren       | Professional Tutor Academic Support                            | 25 hrs./week | \$25.50/hr.             |
| Koudjiwan, Peace   | Student Ambassador Admissions                                  | 25 hrs./week | \$14.00/hr.             |
| Parra, Chellsy     | Temporary Bookstore Associate                                  | 25 hrs./week | \$15.00/hr.             |
| ** Rosales, Albino | Federal Work Study – Athletics                                 | 25 hrs./week | \$14.00/hr.             |
| Tolemy, Adam       | Automotive Technology Lab Assistant                            | 25 hrs./week | \$18.10/hr.             |
| Vargas, Diego      | Bookstore Associate  | 25 hrs./week | \$15.75/hr.             |
| Vasquez, Julia     | Campus Safety Officer  | 25 hrs./week | \$18.05/hr.             |

\*\* Paid by grant funds

## **VII. Approval of Consent Agenda (continued)**

### 2. Full-Time Retirement

- a. Rhea Hunter, Circulation Assistant, effective January 6, 2023.

### 3. Full-Time Resignations

- a. Dr. Bernard Little, Chief Diversity Officer and Executive Dean for Academic Support, effective January 4, 2023.
- b. Claudia Bustos-Gomez, High School Transition Advisor, effective January 13, 2023.
- c. Jennifer Tochimani, Administrative Specialist Campus Safety and Operations, effective December 20, 2022.

### 4. Full-Time Appointment Recommendations

- a. Amber King, Librarian (Non-Tenure Track), effective January 19, 2023. The recommended placement on the salary schedule is Column II, Step 12. The 2023-2024 annual salary for this placement is \$101,643.
- b. Lorena Lopez, Student Retention Manager, at the rate of \$78,000 annually, effective January 3, 2023. Ms. Lopez will resign from her position of Senior Student Retention Coordinator to accept this position.
- c. Krupalatha Rondla, Data Analyst, at the rate of \$30.00/hr., effective January 4, 2023.

### 5. Grant-Funded Support Staff Reappointments

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

**VII. Approval of Consent Agenda (continued)**

**C. Financial Reports**

**1. Payroll Report for Pay Number 23**

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,599,822.67        |
| 020100 | Operations and Maintenance Fund     | 95,225.83             |
| 050620 | Bookstore                           | 29,164.76             |
| 062101 | Adult Education-State Basic         | 24,010.89             |
| 062102 | Adult Education-Performance         | 5,450.41              |
| 063101 | Adult Education-Federal Basic       | 21,687.98             |
| 063102 | Adult Education-EL / Civics         | 3,135.00              |
| 063107 | Perkins Postsecondary               | 6,484.42              |
| 063132 | Federal Work Study                  | 3,413.39              |
| 063169 | TRIO/Student Support Services       | 10,700.38             |
| 063170 | Increasing Retention and Completion | 19,038.52             |
| 063171 | TRIO/Upward Bound East              | 6,400.00              |
| 063172 | TRIO/Upward Bound West              | 6,066.40              |
| 063184 | Governor's Emergency Ed Relief II   | 532.00                |
| 063202 | Waubonsee Works                     | 9,150.10              |
| 063303 | ECACE - Early Childhood Grant       | 5,745.00              |
| 063936 | SBDC                                | 5,016.58              |
| 100300 | Trust and Agency                    | 1,500.00              |
| 120100 | Liability/Protection and Settlement | <u>36,769.85</u>      |
|        | Final Total:                        | <u>\$1,889,314.17</u> |

**VII. Approval of Consent Agenda (continued)**

2. Payroll Report for Pay Number 24

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,987,658.42        |
| 020100 | Operations and Maintenance Fund     | 90,940.15             |
| 050620 | Bookstore                           | 29,856.56             |
| 062101 | Adult Education-State Basic         | 25,409.38             |
| 062102 | Adult Education-Performance         | 5,450.41              |
| 063101 | Adult Education-Federal Basic       | 22,166.98             |
| 063102 | Adult Education-EL / Civics         | 3,510.00              |
| 063107 | Perkins Postsecondary               | 6,754.42              |
| 063132 | Federal Work Study                  | 5,288.68              |
| 063169 | TRIO/Student Support Services       | 10,922.87             |
| 063170 | Increasing Retention and Completion | 19,682.13             |
| 063171 | TRIO/Upward Bound East              | 6,626.21              |
| 063172 | TRIO/Upward Bound West              | 6,006.40              |
| 063184 | Governor's Emergency Ed Relief II   | 1,039.50              |
| 063202 | Waubensee Works                     | 9,810.10              |
| 063303 | ECACE - Early Childhood Grant       | 5,745.00              |
| 063936 | SBDC                                | 5,016.58              |
| 100300 | Trust and Agency                    | 650.00                |
| 120100 | Liability/Protection and Settlement | <u>39,172.51</u>      |
|        | Final Total:                        | <u>\$2,281,706.29</u> |

**VII. Approval of Consent Agenda (continued)**

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

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,109,069.05        |
| 010109 | Budget Stabilization Fund           | 9,885.69              |
| 010900 | Payroll Clearing Fund               | 159,492.02            |
| 020100 | Operations and Maintenance Fund     | 403,634.69            |
| 030100 | Operations / Maintenance Restricted | 32,657.71             |
| 040100 | Bond and Interest Fund              | 4,173,853.13          |
| 050503 | Auto Resale                         | 9,625.34              |
| 050620 | Bookstore                           | 220,187.62            |
| 050810 | Internal Medical Insurance          | 622,291.70            |
| 050811 | Retiree Medical Insurance           | 7,514.97              |
| 062101 | Adult Education-State Basic         | 6,322.86              |
| 062116 | PATH Grant                          | 5,082.87              |
| 063101 | Adult Education-Federal Basic       | 2,795.00              |
| 063107 | Perkins Postsecondary               | 5,559.90              |
| 063162 | Upward Bound East                   | 1,908.86              |
| 063169 | TRIO/Student Support Services       | 2,139.52              |
| 063170 | Increasing Retention and Completion | 4,913.69              |
| 063171 | TRIO/Upward Bound East              | 2,271.72              |
| 063172 | TRIO/Upward Bound West              | 5,710.93              |
| 063202 | Waubonsee Works                     | 246.13                |
| 063303 | ECACE - Early Childhood Grant       | 1,679.00              |
| 063935 | AACC MentorLinks                    | 1,463.32              |
| 063936 | SBDC                                | 929.55                |
| 064114 | SBDC Other Sources                  | 3,392.80              |
| 064122 | TRIUMPH                             | 1,516.45              |
| 100300 | Trust and Agency                    | 18,750.87             |
| 110100 | Audit Fund                          | 88,347.00             |
| 120100 | Liability/Protection and Settlement | <u>33,524.07</u>      |
|        | Final Total:                        | <u>\$6,934,766.46</u> |

**VII. Approval of Consent Agenda (continued)**

4. Bids/Purchases:

- a. Renewal of the Omnilert Emergency Notification System Subscription  
Renewal of the Omnilert emergency notification system subscription from Omnilert, LLC of Leesburg, VA, in the amount of \$32,690 for the coverage period of February 23, 2023 through February 22, 2024.
- b. Renewal of the Micro Focus Technical Account Manager Premium Support  
Renewal of the Micro Focus Technical Account Manager premium support from Micro Focus Software Inc. of Provo, UT, in the amount of \$43,200 for the coverage period of February 5, 2023 through February 4, 2024.
- c. Renewal of a Three-Year Adobe Creative Cloud Complete Enterprise Software Subscription  
Three-year renewal of Adobe Creative Cloud Complete Enterprise software subscription from CDW-Government of Vernon Hills, IL, in the annual amount of \$126,359 and a total amount of \$379,077, for the coverage period of February 28, 2023 through February 27, 2026.
- d. Renewal for Three-Year Software Support and Maintenance with Innovative Educators  
Three-year renewal for software support and maintenance with Innovative Educators from Innovative Educators, Inc. of Boulder, CO, in the amount of \$42,074.14 for the coverage period of July 1, 2021 through June 30, 2024.
- e. Purchase of a Hyundai 25L-9A Forklift  
Purchase of one new Hyundai 25L-9A forklift from Midway Industrial Equipment of University Park, IL, in the amount of \$33,335.30.

**VIII. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed for individual consideration.

**IX. Personnel Reports**

A. FY2024 Administrative Work Calendar

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the FY2024 Administrative Work Calendar as presented.

**X. Policy Reports**

**XI. Curriculum Reports**

A. Academic Calendar for 2024-2025

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the Academic Calendar for 2024-2025 as presented.

**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. Academic Year 2023-2024 Tuition and Student Fee Rate Considerations

Douglas Minter, Vice President of Finance and Administration, provided a report on academic year 2023-2024 tuition and student fee rate considerations, including a presentation on financial strategies and principles as well as next steps regarding a recommendation for board approval at the February 15, 2023 board meeting.

B. Proposed Fee Adjustments for the 2023-2024 Academic Year

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the proposed fee adjustments for the 2023-2024 academic year as presented.

C. Treasurer's Report for the Month of December 2022

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

D. Budget Summary Ending December 2022

Comparison of budget to actual for the six months ending December 31, 2022 was accepted by the board and placed on file.

**XIV. Other Reports**

A. Selection Process for the Recipient of the 2023 Waubonsee Athletic Hall of Fame Award

Dr. Nyhammer reported on the selection process for the 2023 Waubonsee Athletic Hall of Fame Awards.

Prior to adjourning the meeting, Board Chair Rebecca Oliver thanked Dr. Diane Nyhammer for her service as Interim President and for her guidance and leadership in this role.

**XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:41 p.m.



Greg Thomas  
02/15/2023 20:24 CST Secretary Pro Tem  
Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees