

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

February 15, 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 6:01 p.m. on Wednesday, February 15, 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; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Jimmie Delgado and Patrick Kelsey; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Essalih, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, Patricia Saccone, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann; featured presenter Dominick Demonica of Demonica Kemper Architects; and guest Robert Martinelli of Pepper Construction Company.

Mr. Delgado arrived at 6:02 p.m. and joined the meeting. Mr. Kelsey joined the meeting at 6:06 p.m. by means of audio conference and in compliance with Board Policy 1.100.06 – Remote Attendance, and ended the call at 6:18 p.m.

Appointment of Secretary Pro Tem

Board Chair Rebecca Oliver appointed Greg Thomas as Secretary Pro Tem.

II. Recognition

III. Buildings and Grounds

A. Recommendation to Proceed with the Design and Construction of the Proposed Career and Technical Education Facility Project

Douglas Minter, Vice President of Finance and Administration, introduced Dominick Demonica, Principal of Demonica Kemper Architects, who shared a presentation on the proposed Career and Technical Education (CTE) facility project that included a review of an updated schematic design, schedule, and budget estimates. Ne'Keisha Stepney, Executive Dean for Business, Technology, and Workforce Education, also participated in the discussion with the board.

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved the recommendation to proceed with the design and construction of the proposed CTE facility project within the schematic design, budget, and programming parameters presented at the February 15, 2023 board meeting.

III. Buildings and Grounds (continued)

B. Funding Considerations for the Proposed Career and Technical Education Facility Project

Mr. Minter shared a brief overview regarding funding considerations for the proposed Career and Technical Education facility project. He stated that the college's financial advisors from PMA Asset Management, LLC and PMA Securities, LLC are scheduled to attend the March 15, 2023 board meeting to provide background information and recommend a strategy for funding the \$60 million project.

IV. Public Comment

A. General Public Comment

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:51 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.

VI. Reconvene to Open Session

The board reconvened in open session at 7:58 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Rick Guzman; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Patrick Kelsey; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Essalih, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

VII. Communications

A. Association of Community College Trustees

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

President Dr. Brian Knetl, Trustee Tina Willson, and Student Trustee Juan Chiu reported on the ACCT National Legislative Summit (NLS) held on February 6-8, 2023 at the Marriott Marquis hotel in Washington, D.C.

a. Legislative Meetings

Dr. Knetl, Trustee Willson and Student Trustee Chiu reported on legislative meetings held on February 7, 2023 with Congressman Bill Foster, Congresswoman Lauren Underwood, and U.S. Senators Richard Durbin and Tammy Duckworth.

2. ACCT Governance and Bylaws Committee Meeting

As a newly appointed member of the ACCT Governance and Bylaws Committee, Trustee Willson reported on the first committee meeting for 2023 that was held on February 4, 2023 during the NLS.

B. American Association of Community Colleges

1. AACC Annual – April 1-4, 2023

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

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. Governor Pritzker Announces Appointments to the ICCB

Information was provided regarding two recent appointments to the ICCB: Dr. Maureen C. Mosley Banks, former Director of Safety and Compliance at the University of Illinois at Urbana Champaign, who will be representing the Community College Trustees on the Board; and Marlon McClinton, President and CEO of Utilivate Technologies.

2. Governor Pritzker Announces Proposed FY2024 Budget

Dr. Knetl shared an update from the ICCB regarding the unveiling of Governor Pritzker's proposed FY2024 budget in a joint address to the General Assembly, that includes a 7% increase for the community college system and new grant funding opportunities.

VII. Communications (continued)

E. Illinois Community College Trustees Association

1. ICCTA Meeting – February 6, 2023

Trustee Willson reported on the ICCTA Board of Representatives Meeting held on February 6, 2023 in Washington, D.C. in conjunction with the NLS.

2. ICCTA Meetings – March 10-11, 2023

Dr. Knetl 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 his first report to the board, Dr. Knetl:

- excitedly reported on his first couple weeks as President, spending time getting familiar with the campus, and meeting students, faculty, and staff;
- shared that he attended various events including an informal “After Hours” gathering with faculty and administrators, the Spring 2023 Welcome Back TRIO event, an Aurora Education Commission meeting, WinterFest, a Waubensee basketball game, and the Day of Jazz event;
- announced that he plans to launch several “Listening Tours” in March 2023, which would provide opportunities for various departments, teams, or focus groups to meet with him and engage in active conversations;
- commented on his legislative work and making connections during his attendance at the ACCT NLS in Washington, D.C. with other board members;
- was excited to share that he will be representing Two Rivers Headstart in Aurora when he participates in the Kane County Farm Bureau’s 22nd Annual Food Check Out Challenge Shopping Spree on February 20, 2023 at the Jewel-Osco in Batavia, an event held to raise hunger awareness in our communities and restock the shelves of local food pantries; and
- highlighted Brooke Heiman, who was named the National Junior College Athletic Association Region 4 Player of the Week, for the second time during the 2022-2023 women’s basketball season.

G. Institutional Reports

VIII. 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 including: semi-annual review of executive session meeting minutes; Personnel Reports including: part-time and temporary appointments, a full-time resignation, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 7 bids/purchases.

A. Meeting Minutes

1. January 18, 2023 Board Meeting Minutes
2. January 18, 2023 Executive Session Meeting Minutes
3. Semi-Annual Review of Executive Session Meeting Minutes through December 31, 2022, with the exception of personnel items, litigation, and collective negotiating matters, as presented

B. Personnel Reports

1. Part-Time and Temporary Appointments

Buckley, Barbara	Biology Lab Technician	25 hrs./week	\$20.13/hr.
Carr, Breanna	Student Worker Supplemental Instruction	25 hrs./week	\$14.25/hr.
	Student Leader Academic Support		
Craig, Teagan	Assistant Esports Coach		\$5,200 Stipend
Handtmann, Celeste	Life Drawing Model	25 hrs./week	\$26.50/hr.
** Hser, Eh	Federal Work Study Student Life	25 hrs./week	\$14.00/hr.
Kellen, Michele	Payroll and Accounting Supervisor		\$1,000 Monthly Stipend
Kinley, Alex	Student Worker Waubensee Works	25 hrs./week	\$15.00/hr.
Mauer, Chad	Custodian	25 hrs./week	\$16.35/hr.
Sanchez Rocha, Joanna	Paraprofessional Tutor Academic Support	25 hrs./week	\$20.00/hr.
Vahedian Khezerlou, Nessa	Librarian	25 hrs./week	\$28.00/hr.
** Vil, Philippe	Federal Work Study Admissions	25 hrs./week	\$14.00/hr.

** Paid by grant funds

VIII. Approval of Consent Agenda (continued)

2. Full-Time Resignation

- a. Kathryn Doebler, General Merchandise Buyer, effective February 24, 2023.

3. Full-Time Appointment Recommendations

- a. John Bryant, Assistant Vice President of Finance, at the rate of \$158,000 annually, effective March 6, 2023.
- b. Jami Hinshaw, Dean for Student Engagement, at the rate of \$117,600 annually plus \$5,000 job transition stipend, effective April 3, 2023.
- c. Dr. Mary Beth Hutches, Director of Nursing, at the rate of \$119,000 annually, effective March 20, 2023. This appointment is contingent upon approval from the State Universities Retirement System to suspend annuity payments during the period of re-employment.
- d. Johnathan Ardelean, Automotive Technology Lab Coordinator, at the rate of \$26.44/hr., effective February 6, 2023.
- e. Irais Carrasco-Unive, Assessment Program Specialist and Academic Testing, at the rate of \$21.61/hr., effective February 6, 2023. Ms. Carrasco-Unive will resign from her position of Assessment Assistant to accept this position.
- f. Amanda Gregolunas, Marketing Manager, at the rate of \$81,754 annually, effective February 20, 2023.
- g. Teresa Rodriguez Sotelo, Administrative Specialist Registration and Records, at the rate of \$20.33/hr., effective February 6, 2023.

VIII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 1

010100	Education Fund	\$1,446,257.24
020100	Operations and Maintenance Fund	107,207.37
050620	Bookstore	31,891.34
062101	Adult Education-State Basic	10,762.20
062102	Adult Education-Performance	7,699.85
063101	Adult Education-Federal Basic	3,260.59
063107	Perkins Postsecondary	6,371.92
063132	Federal Work Study	1,173.23
063169	TRIO/Student Support Services	11,048.14
063170	Increasing Retention and Completion	23,392.55
063171	TRIO/Upward Bound East	6,511.20
063172	TRIO/Upward Bound West	6,631.10
063184	Governor's Emergency Ed Relief II	153.00
063202	Waubonsee Works	9,807.62
063303	ECACE - Early Childhood Grant	6,133.80
063936	SBDC (CY2022)	1,209.00
063940	SBDC (CY2023)	4,009.08
120100	Liability/Protection and Settlement	<u>43,397.65</u>
Final Total:		<u>\$1,726,916.87</u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 2

010100	Education Fund	\$1,304,040.79
020100	Operations and Maintenance Fund	95,858.11
050620	Bookstore	35,150.49
062101	Adult Education-State Basic	10,285.96
062102	Adult Education-Performance	5,825.13
063101	Adult Education-Federal Basic	8,615.05
063107	Perkins Postsecondary	6,550.42
063132	Federal Work Study	2,855.68
063169	TRIO/Student Support Services	10,722.67
063170	Increasing Retention and Completion	16,195.50
063171	TRIO/Upward Bound East	6,569.52
063172	TRIO/Upward Bound West	6,712.94
063184	Governor's Emergency Ed Relief II	795.47
063202	Waubonsee Works	8,263.86
063303	ECACE - Early Childhood Grant	5,939.40
063940	SBDC	5,117.33
064101	Adult and Family Literacy	380.00
120100	Liability/Protection and Settlement	<u>41,400.63</u>
Final Total:		<u>\$1,571,278.94</u>

VIII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending January 31, 2023 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$773,785.80
010900	Payroll Clearing Fund	102,672.92
020100	Operations and Maintenance Fund	179,450.11
030100	Operations / Maintenance Restricted	77,577.30
050503	Auto Resale	1,568.97
050620	Bookstore	207,144.81
050810	Internal Medical Insurance	743,713.88
050811	Retiree Medical Insurance	24,577.71
062101	Adult Education-State Basic	195.34
062102	Adult Education-Performance	714.02
063107	Perkins Postsecondary	540.94
063162	Upward Bound East	1,059.06
063165	Upward Bound West	1,059.05
063169	TRIO/Student Support Services	1,744.12
063170	Increasing Retention and Completion	44,782.59
063171	TRIO/Upward Bound East	1,336.47
063172	TRIO/Upward Bound West	1,571.32
063202	Waubonsee Works	140.00
063303	ECACE - Early Childhood Grant	3,270.00
063936	SBDC	260.00
063939	IMEC-IL MGFT Excellence Ctr	11,554.50
064114	SBDC Other Sources	6,952.19
100300	Trust and Agency	26,035.50
120100	Liability/Protection and Settlement	<u>10,671.67</u>
Final Total:		<u>\$2,222,378.27</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Purchase of Laptop Computers to Support Early Childhood Education Students as Part of the Early Childhood Access Consortium for Equity Grant
Purchase of laptop computers for students in Early Childhood Education from Best Buy for Government and Education of Richfield, MN, in the amount not to exceed \$90,000. This purchase is grant funded.
- b. Renewal of a Three-Year Subscription for Sophos Endpoint Protection Software
Renewal of a three-year subscription for Sophos Endpoint Protection software from CDW-Government of Chicago, IL, in the amount of \$67,078.50 for the coverage period of March 31, 2023 through March 30, 2026.
- c. Renewal of a Three-Year Subscription for Network Firewall Support, Maintenance, and Security Updates
Renewal of a three-year subscription for network firewall support, maintenance, and security updates from Nexum, Inc. of Hammond, IN, in the amount of \$224,470 for the coverage period of June 12, 2023 through June 12, 2026.
- d. Renewal of Landscape Maintenance Services for the Extension Campuses
Renewal of landscape maintenance services for the extension campuses to West Hauling and Landscaping, Inc. of Plano, IL, in the amount of \$34,850.
- e. Three-Year Waste Collections and Recycling Services Agreement
Award to the lowest qualified bidder of a three-year waste collections and recycling services agreement to Groot Industries of Plano, IL, in the amount of \$95,137.29 for the coverage period of March 1, 2023 through February 28, 2026.
- f. Purchase of a 2024 Ford E-Series Cutaway E-450 Glaval Universal Conversion 14 Passenger Bus
Purchase of one (1) 2024 Ford E-Series Cutaway E-450 Glaval Universal Conversion 14 passenger bus from National Auto Fleet Group of Watsonville, CA, in the amount of \$113,025.
- g. Replacement of Two (2) Scoreboards
Replacement of two (2) scoreboards from Correct Digital Displays, Inc. of Sandwich, IL, in the amount of \$82,949.

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

X. Personnel Reports

A. Full-Time Faculty Tenure Recommendation

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the faculty tenure recommendation, effective fall semester 2023, for Lisa Giese, Instructor of Medical Assistant/Phlebotomy, as presented.

B. Non-Tenured Faculty Reappointments for Academic Year 2023-2024

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the non-tenured faculty reappointments for academic year 2023-2024, as presented.

XI. Policy Reports

XII. Curriculum Reports

XIII. Buildings and Grounds (continued)

A. Construction and Renovation of College Facilities Update

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

XIV. Financial Reports

A. Treasurer's Report for the Month of January 2023

The Treasurer's Report for the month of January 2023 was accepted by the board and placed on file.

B. Budget Summary Ending January 2023

Comparison of budget to actual for the seven months ending January 31, 2023 was accepted by the board and placed on file.

C. Academic Year 2023-2024 In-District Tuition and Student Fee Rates

The board, on a motion by Mr. Delgado and seconded by Mr. Michels, unanimously approved the increase of the college in-district tuition rate from \$132 to \$135 per credit hour and to maintain the student fee at \$8 per credit hour, effective with the fall 2023 semester.

D. Auditor to Conduct the College's FY2023 and FY2024 Financial Audits

The board, on a motion by Mr. Michels and seconded by Mr. Delgado, unanimously approved the authorization for the Vice President of Finance and Administration to enter into an agreement with Sikich LLP of Naperville, IL to conduct the June 30, 2023 and 2024 fiscal year-end audits for the proposed maximum fees of \$91,000 and \$93,730, respectively.

XV. Other Reports

A. FY2024 Board of Trustees Meeting Calendar

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado unanimously approved the FY2024 Board of Trustees Meeting Calendar, as presented.

XVI. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:23 p.m.



Patrick Kelsey
~~03/15/2023 20:52 CDT~~
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees