

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

March 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 6:00 p.m. on Wednesday, March 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; Jimmie Delgado; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Elizabeth Aguilar-Barrios, Linda Alberty-Layhew, Mary Baccheschi, John Bryant, Kim Caponi, Maria Castillo, Esmeralda Chavez-Hernandez, Kathy Dahl, Heather Engelhart, Darla Essalih, Misty Gardner, Rozanna Herrera, Megan Jones, Michele Kellen, Jennifer Lara, Kristy Laurx, Erik Leal, Lucero Martinez, Nora Munro, Michele Needham, J. C. Paez, Dr. Scott Peska, Ebany Plascencia, John Quan, Marlena Rios, Margarita Sanchez, Wendy Sato, Adam Schauer, Edith Vazquez, Luke Winkelmann, Monica Woodward, and Lei Xei; and featured presenters Tammie Beckwith Schallmo and Jennifer Currier of PMA Securities, LLC, Brian Hextell of PMA Asset Management, LLC, and Tom Lanzara of PMA Securities, LLC.

II. Recognition

A. Featured Program: Adult Education

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Adam Schauer, Dean for Adult and Workforce Education, who shared highlights of the Adult Education Program and recognized the Adult Education faculty and staff members.

B. Introduction of New Administrator

Douglas Minter, Vice President of Finance and Administration, introduced John Bryant, Assistant Vice President of Finance.

III. Buildings and Grounds

A. Approval to Proceed with Financing for the Proposed Career and Technical Education Facility Project

Douglas Minter introduced representatives from PMA, the college's financial advisors: Tammie Beckwith Schallmo, Senior Vice President, Managing Director, and Jennifer Currier, Vice President, Senior Quantitative Analyst, of PMA Securities, LLC; Brian Hextell, Senior Vice President, Institutional Portfolio Manager, of PMA Asset Management, LLC; and Fenil Patel, Senior Vice President, Investment Services-IL, of The PMA Companies. The PMA advisors provided background information and a recommended strategy for funding the proposed Career and Technology Education (CTE) facility project.

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved a recommendation to proceed with financing for the proposed CTE facility project in alignment with the strategy proposed by PMA and Waubonsee staff as presented at the March 15, 2023 board meeting, which is an approach utilizing a combination of fund balance and alternate revenue bonds.

IV. Public Comment

A. General Public Comment

V. Executive Session

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 7:10 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; 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; and security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

VI. Reconvene to Open Session

The board reconvened in open session at 8:05 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. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Darla Essalih, Terence Felton, Erik Leal, Michele Needham, J. C. Paez, and Luke Winkelmann.

VII. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

1. AACC Annual – April 1-4, 2023

Dr. Brian Knetl, President, commented that he and Trustee Tina Willson are registered to attend AACC Annual that is scheduled for April 1-4, 2023 in Denver, CO. Two faculty members will be recognized at the event: Dr. Amy Powers, Professor of History, is an AACC 2023 Awards of Excellence finalist for Faculty Member of the Year; and Denise Nakaji, Professor of Massage Therapy, is a recipient of an AACC 2023 Dale P. Parnell Faculty Distinction Recognition. Suzette Murray, Assistant Vice President of Education and Workforce Development, will attend to support the honorees. Dr. Laura Ortiz, Dean for Faculty Development and Engagement, is scheduled to present a session during AACC Annual.

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. ICCB Monthly Newsletters

Copies of the ICCB monthly newsletters for February 2023 and March 2023 were provided.

E. Illinois Community College Trustees Association

1. ICCTA Meetings – March 10-11, 2023

Trustee Willson reported on the ICCTA meetings that were held March 10-11 2023 in Lombard, IL, including the announcement of a new Illinois Community College Caucus.

VII. Communications (continued)

F. President's Report

In his report to the board, Dr. Knetl:

- highlighted some of his recent activity within the community:
 - attended the Illinois Council of Community College Presidents meetings
 - provided welcome remarks at the Sugar Grove State of the Village meeting
 - attended Aurora Mayor Richard Irvin's State of the City Address
 - met with Mayor Irvin, his staff, and Dr. Jamal Scott, Vice President of Strategy and Community Development
 - provided welcome remarks at the Student Life Leadership Summit where Student Trustee Juan Chiu was the keynote speaker
 - attended his first Waubonsee Community College Foundation Board meeting, and provided a college update
 - attended the Aurora African American Heritage Advisory Board's 17th Annual Heritage Dinner
 - enjoyed attending a world premiere reading of *Brighter Futures/Daskalos* at the Copley Theatre
 - attended an exciting men's basketball Region 4 Championship game where the team came back from 19 points down to win and advance to the NJCAA's Division II National Championship Tournament in Danville, IL
- announced that Business, Technology, and Workforce Education hosted a successful Open House and CTE Signing Day that included over 400 high school students, and several students signed a "letter of intent" to enroll in the program for Fall 2023;
- congratulated Student Trustee Juan Chiu and Roland Asongakap for being named semifinalists for the highly competitive Cooke Undergraduate Transfer Scholarship, and the official announcement of the recipients will be made in April; and
- encouraged the board to complete surveys to indicate their plans for attendance at each of Waubonsee's upcoming spring events and commencement.

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 March 7, 2023. Trustee Michels and Board Chair Rebecca Oliver also praised Ed Keating, Waubonsee Foundation Board President, for his ongoing support and commitment to the Foundation.

VIII. 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; Personnel Reports including: part-time and temporary appointments, full-time resignations, a leave of absence request, full-time appointment recommendations, and a full-time grant-funded appointment recommendation; and Financial Reports including: payroll reports, accounts payable, and 10 bids/purchases.

A. Meeting Minutes

1. February 15, 2023 Board Meeting Minutes
2. February 15, 2023 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

** Blood, Ruby	Student Worker Adult Education	25 hrs./week	\$15.00/hr.
** Corea, Jorge	Student Worker Mental Health	25 hrs./week	\$14.00/hr.
	Peer Support Leaders		
Guerra, Maury	Information Technology Specialist	25 hrs./week	\$24.39/hr.
	Extension Campuses		
Guglielmi, Jessica	Administrative Coordinator		\$500 Monthly
	Liberal Arts and Sciences		Stipend
** Minguez, Julian	Federal Work Study Student	25 hrs./week	\$14.00/hr.
	Development		
** Miranda-Gonzalez, Ileri	Student Worker Mental Health	25 hrs./week	\$14.00/hr.
	Peer Support Leaders		
Moore, Weyna	Administrative Specialist	25 hrs./week	\$21.87/hr.
	Registrations and Records		
** Petry, Joshua	Student Worker Mental Health	25 hrs./week	\$14.00/hr.
	Peer Support Leaders		
Rodriguez, Jose	Web Designer	25 hrs./week	\$25.00/hr.
Sunderland, Kathryn	Life Drawing Model	25 hrs./week	\$26.50/hr.
** Valdovinos, Lizette	Federal Work Study Bookstore	25 hrs./week	\$14.00/hr.
** Paid by grant funds			

VIII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Alejandra Owen, Grants Accounting Specialist, effective February 16, 2023.
- b. Emily Shinn, Administrative Coordinator Health Professions and Public Service, effective March 10, 2023.
- c. Jaqueline Soto, Information Desk Assistant, effective March 31, 2023.
- d. Kendall Vance, Student Technology and Library Services Manager, effective March 24, 2023.

3. Leave of Absence Request

- a. Daniel Kero, Voice Systems Supervisor, effective April 1, 2023 through September 30, 2023.

4. Full-Time Appointment Recommendations

- a. Edward Montelo, Chief Plant Operator, at the rate of \$87,715 annually, effective March 20, 2023.
- b. Alondra Ramirez, Administrative Specialist Registration and Records, at the rate of \$20.33/hr., effective February 20, 2023.
- c. Matthew Schwartz, Financial Aid Advisor, at the rate of \$23.43/hr., effective February 20, 2023.
- d. Jo Sobieraj, Testing Services Manager, at the rate of \$79,500 annually, effective February 20, 2023. Ms. Sobieraj will resign from her position of Testing Services Department Coordinator to accept this position.
- e. Vynnessa Winberg, Human Resources Recruitment Coordinator, at the rate of \$24.50/hr., effective March 20, 2023.

5. Full-Time Grant-Funded Appointment Recommendation

- a. Stephanie Valerio, High School Transition Advisor, at the rate of \$23.43/hr., effective March 6, 2023 through September 30, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Valerio will resign from her position of Administrative Specialist Academic Support to accept this position.

VIII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 3

010100	Education Fund	\$1,563,761.59
020100	Operations and Maintenance Fund	111,281.79
050620	Bookstore	37,302.52
062101	Adult Education-State Basic	32,227.45
062102	Adult Education-Performance	6,199.85
063101	Adult Education-Federal Basic	38,577.55
063102	Adult Education-EL / Civics	3,555.00
063107	Perkins Postsecondary	7,340.92
063132	Federal Work Study	4,592.39
063169	TRIO/Student Support Services	11,444.48
063170	Increasing Retention and Completion	18,949.03
063171	TRIO/Upward Bound East	7,254.46
063172	TRIO/Upward Bound West	7,273.75
063184	Governor's Emergency Ed Relief II	1,253.00
063202	Waubonsee Works	9,757.62
063234	Adult & Dislocated Worker Training	2,300.00
063303	ECACE - Early Childhood Grant	6,133.81
063939	IMEC-IL MGFT Excellence Ctr	840.00
063940	SBDC	5,218.08
064101	Adult and Family Literacy	304.00
120100	Liability/Protection and Settlement	<u>45,181.10</u>
Final Total:		<u><u>\$1,920,748.38</u></u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 4

010100	Education Fund	\$1,567,218.57
020100	Operations and Maintenance Fund	97,055.28
050620	Bookstore	30,454.75
062101	Adult Education-State Basic	31,001.49
062102	Adult Education-Performance	6,115.41
063101	Adult Education-Federal Basic	37,398.31
063102	Adult Education-EL / Civics	3,555.00
063107	Perkins Postsecondary	6,754.42
063132	Federal Work Study	4,142.26
063169	TRIO/Student Support Services	10,463.88
063170	Increasing Retention and Completion	15,648.49
063171	TRIO/Upward Bound East	6,300.10
063172	TRIO/Upward Bound West	6,287.71
063184	Governor's Emergency Ed Relief II	1,078.00
063202	Waubonsee Works	9,565.10
063303	ECACE - Early Childhood Grant	5,745.00
063939	IMEC-IL MGFT Excellence Ctr	840.00
063940	SBDC	5,016.58
064101	Adult and Family Literacy	228.00
120100	Liability/Protection and Settlement	<u>36,939.85</u>
Final Total:		<u>\$1,881,808.19</u>

VIII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending February 28, 2023 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$531,446.22
010900	Payroll Clearing Fund	73,209.32
020100	Operations and Maintenance Fund	317,132.33
030100	Operations / Maintenance Restricted	328,019.41
050503	Auto Resale	7,920.34
050620	Bookstore	546,847.34
050810	Internal Medical Insurance	695,526.58
050811	Retiree Medical Insurance	4,635.00
062102	Adult Education-Performance	259.98
063107	Perkins Postsecondary	4,819.98
063162	Upward Bound East	3,181.24
063165	Upward Bound West	2,245.00
063170	Increasing Retention and Completion	4,368.40
063171	TRIO/Upward Bound East	2,886.58
063172	TRIO/Upward Bound West	2,332.31
063303	ECACE - Early Childhood Grant	4,384.44
063939	IMEC-IL MGFT Excellence Ctr	689.97
063940	SBDC	4,476.64
064114	SBDC Other Sources	1,062.79
100300	Trust and Agency	18,362.87
120100	Liability/Protection and Settlement	<u>68,374.50</u>
Final Total:		<u>\$2,622,181.24</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Purchase of the 2023 Commencement Furniture Rental Services
Purchase of the 2023 commencement furniture rental services from Ultimate Rental Services, Inc. of Romeoville, IL, in the amount of \$39,984.29.
- b. Purchase of Security Services for Network Penetration and Social Engineering Tests
Purchase of security services for network penetration and social engineering tests from AT&T of Carol Stream, IL, in the amount of \$96,000 for the coverage period of March 20, 2023 through June 30, 2025.
- c. Purchase of Consulting Services for the Ellucian Ethos Implementation
Purchase of consulting services for the Ellucian Ethos implementation from Strata Information Group of San Diego, CA, in the amount not to exceed \$35,000.
- d. Extension of Consulting Services for the Banner Scholarship Integration Project
Extension of consulting services for the Banner Scholarship Integration project from Strata Information Group of San Diego, CA, in the amount of \$13,140, for a new total in the amount of \$31,140.
- e. Renewal of a Five-year Subscription and Training for Blackbaud Fundraising Management Software
Renewal of a five-year subscription and training for Blackbaud Fundraising Management software from Blackbaud of Charleston, SC, in the amount of \$181,945.69 for the coverage period of March 31, 2023 through March 30, 2028.
- f. Renewal of a Three-year Blackbaud Engage Award Management Package
Renewal of a three-year Blackbaud Engage Award Management package from Blackbaud of Charleston, SC, in the amount of \$69,439.69 for the coverage period of June 30, 2023 through June 29, 2026.
- g. Renewal of a Three-year Subscription for AppsAnywhere Software
Renewal of a three-year subscription for AppsAnywhere software from AppsAnywhere Ltd. of Charlotte, NC, in the amount of \$168,222 for the coverage period of June 1, 2023 through May 31, 2026.
- h. Renewal of a Three-year Subscription for Barracuda E-Mail Impersonation Protection License
Renewal of a three-year subscription for Barracuda E-Mail Impersonation Protection license from Insight Public Sector SLED of Chandler, AZ, in the amount of \$173,880 for the coverage period of April 28, 2023 through April 27, 2026.

VIII. Approval of Consent Agenda (continued)

- i. Renewal of the Bookstore Point of Sale System
Renewal of the Bookstore Point of Sale (PoS) system from PrismRBS (Retail Business Solutions) of Lincoln, NE, in the amount of \$42,876 for the coverage period of July 1, 2023 through June 30, 2024.
- j. Renewal of the DUO Multi-Factor Authentication Software Subscription
Renewal of the DUO Multi-Factor Authentication (MFA) software subscription from DUO Security of Ann Arbor, MI, in the amount of \$48,375 for the coverage period of May 15, 2023 through May 14, 2024.

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

X. Personnel Reports

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 February 2023

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

B. Budget Summary Ending February 2023

Comparison of budget to actual for the eight months ending February 28, 2023 was accepted by the board and placed on file.

C. Consideration of Possible Property Tax Abatement

Douglas Minter provided preliminary information regarding a possible property tax abatement for a development in Montgomery, IL. The board expressed general support for the abatement and provided staff with direction for further investigation.

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:40 p.m.



Greg Thomas
~~04/19/2023 21:07 CDT~~ Secretary Pro Tem
Patrick Kelsey, Secretary
Waubonsee Community College
Board of Trustees