# MINUTES WAUBONSEE COMMUNITY COLLEGE Board of Trustees Regular Board Meeting

April 19, 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, April 19, 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; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Patrick Kelsey; 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, Dani Fischer, Rozanna Herrera, Jami Hinshaw, Dr. Mary Beth Hutches, Dr. Jeanne McDonald, Kevin Modaff, Suzette Murray, Michele Needham, J. C. Paez, Dr. Scott Peska, Dr. Amy Powers, Dr. Stacey Randall, Patricia Saccone, Stephanie Wennmacher, Luke Winkelmann; and featured student Roland Asongakap.

# **Appointment of Secretary Pro Tem**

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

# II. Recognition

# A. Jack Kent Cooke Undergraduate Transfer Scholarship Semifinalists

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, recognized the semifinalists for the Jake Kent Cooke Undergraduate Transfer Scholarship, Student Trustee Juan Chiu and Roland Asongakap, both of Aurora, IL.

# B. 2023 Coca-Cola Community College Academic Team Silver Scholar

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized the 2023 Coca-Cola Community College Academic Team Silver Scholar, Student Trustee Juan Chiu.

# C. American Association of Community Colleges Faculty Award Winners

Dr. Brian Knetl, President, recognized Dr. Amy Powers, Professor of History, as the winner of the AACC Faculty Member of the Year Award; and Denise Nakaji, Professor of Massage Therapy, as the recipient of an AACC Dale P. Parnell Faculty Distinction.

# **II.** Recognition (continued)

# D. Introduction of New Administrators

Dr. Melinda Tejada introduced Jami Hinshaw, Dean for Student Engagement. Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Dr. Mary Beth Hutches, Director of Nursing.

#### E. Student Trustee for 2022-2023

Juan Chiu was recognized for his service on the board as Student Trustee for 2022-2023. Board Chair Rebecca Oliver presented Mr. Chiu with a certificate of recognition and a token of appreciation on behalf of the Board of Trustees.

# F. Adoption of Resolution No. 23-07 – Recognition of James K. Michels

The Board of Trustees and Dr. Knetl shared comments, memories, and well wishes for Trustee James Michels.

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, adopted Resolution No. 23-07 – Recognition of James K. Michels for his commitment, dedication and many years of distinguished service on the Waubonsee Community College Board of Trustees and bestowed upon James K. Michels the honorary title of Trustee Emeritus; with the vote as follows: Mr. Guzman, aye; Ms. Willson, aye; Ms. Oliver, aye; Mr. Thomas, aye; Mr. Delgado, aye; and Mr. Michels, abstain.

# III. Public Comment

## A. General Public Comment

# IV. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:48 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 semiannual 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.

# V. Reconvene to Open Session

The board reconvened in open session at 8:04 p.m. Roll call found the following board members present: Juan Chiu; Jimmie Delgado; Rick Guzman; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board members absent: Patrick Kelsey and James K. Michels, P.E.; 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, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, J. C. Paez, Patricia Saccone, and Luke Winkelmann.

# VI. <u>Communications</u>

# A. Association of Community College Trustees

# 1. ACCT Leadership Congress – October 9-12, 2023

Dr. Knetl commented that the ACCT Leadership Congress is scheduled for October 9-12, 2023 at the Aria Resort & Casino in Las Vegas, NV.

# B. American Association of Community Colleges

# 1. AACC Annual – April 1-4, 2023

Dr. Knetl and Trustee Tina Willson reported on AACC Annual that was held April 1-4, 2023 in Denver, CO. Dr. Amy Powers, Professor of History, was recognized as the 2023 AACC Awards of Excellence winner of the Faculty Member of the Year Award. Denise Nakaji, Professor of Massage Therapy, was recognized as a recipient of a 2023 AACC Dale P. Parnell Faculty Distinction Recognition.

### C. Illinois Board of Higher Education

# D. Illinois Community College Board

### 1. ICCB Monthly Newsletters

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

## E. Illinois Community College Trustees Association

# 1. <u>ICCTA Meetings – March 10-11, 2023</u>

A copy of the Board Highlights for the ICCTA meetings held on March 10-11, 2023 in Lombard, IL was provided.

# 2. <u>ICCTA Board of Representatives Meeting/Illinois Community College Caucus Legislative</u> Reception/Lobby Day – May 2-3, 2023

Dr. Knetl commented that he and Trustee Tina Willson are scheduled to attend the ICCTA Board of Representatives meeting and the Illinois Community College Caucus Inaugural Legislative Reception on May 2, 2023, and Lobby Day on May 3, 2023, in Springfield, IL.

# VI. <u>Communications</u> (continued)

# 3. ICCTA Annual Convention – June 2-3, 2023

Dr. Knetl commented that the ICCTA Annual Convention is scheduled for June 2-3, 2023 at the Bloomington-Normal Marriott Hotel & Conference Center in Normal, IL, and that several Waubonsee nominees will be recognized at an Awards Banquet on June 2.

# F. President's Report

In his report to the board, Dr. Knetl:

- highlighted some of his recent activity on campus and within the community:
  - meetings with Illinois Representative Barbara Hernandez, 50<sup>th</sup> District; Dr. Evan Glazer, President and CEO of the Illinois Mathematics and Science Academy; and Loretta Daly, Acting President and CEO of Invest Aurora, as well as an announcement that he will be serving on the Invest Aurora Board of Directors;
  - shared a brief update that the Waubonsee Foundation is excited to explore the potential
    of a capital campaign for the Foundation which could have an impact on removing
    obstacles for students;
  - o provided an update on his Tour de Waubonsee listening tours and announced that the tour will culminate in an all-campus meeting on May 10, 2023 when he will share themes from the tour and provide information on moving the college forward;
  - o congratulated Dr. Jamal Scott, Vice President of Strategy and Community Development, on his acceptance to the Aspen Institute Rising Presidents Fellowship;
  - o commented on upcoming college events including Commencement on May 13, 2023, the Foundation's annual Walk, Run and WIN Trail Race on June 3, 2023, and a "Save the Date" for his presidential investiture event on September 21, 2023;
  - o thanked and recognized Darla Essalih, Assistant Vice President of Finance, for her years of service and contributions to Waubonsee and wished her well on her retirement.

### G. Institutional Reports

### 1. Decennial Committees on Local Government Efficiency Act

Douglas Minter, Vice President of Finance and Administration, provided background information on a new law that was signed by Governor Pritzker in June 2022, the Decennial Committees on Local Government Efficiency Act, which requires that all Illinois local governments that impose a tax, except for municipalities and counties, will need to convene a committee to study and report on local government efficiency. Mr. Minter discussed the committee membership and meeting considerations, and shared certain actions the college must take to begin compliance with this law by June 10, 2023.

### 2. Commencement Update

Dr. Melinda Tejada provided an update on the 2023 Commencement Ceremonies that will be held on May 13, 2023 including the announcement of the individuals who have been selected for key roles: Commencement Speaker - Lore Baker, President and CEO of Association for Individual Development; Student Speaker - Student Trustee Juan Chiu; Faculty Marshal - Andrea Montgomery, Assistant Professor of Fire Science Technology and Emergency Medical Technician; and Student Marshal - Christopher Salgado, Student Senate.

# VII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes; Personnel Reports including: part-time and temporary appointments, full-time retirements, and full-time appointment recommendations; and Financial Reports including: payroll reports, accounts payable, and 9 bids/purchases.

# A. Meeting Minutes

- 1. March 15, 2023 Board Meeting Minutes
- 2. March 15, 2023 Executive Session Meeting Minutes

# B. Personnel Reports

1. Part-Time and Temporary Appointments

**	Aguilar, Yaneth	Federal Work Study Student Technology and Library Services	25 hrs./week	\$14.00/hr.
	Dharkar, Priya	Academic Support Coach	25 hrs./week	\$25.50/hr.
	Dwinnells, Sarah	Administrative Coordinator		\$500 Monthly
		Education and Workforce		Stipend
		Development		
	Espino, Leticia	Admissions Data Administrative Assistant	25 hrs./week	\$19.38/hr.
**	Garcia Malagon,	Federal Work Study Adult	25 hrs./week	\$14.00/hr.
	Jazmin	Education Programs		
	Jones, Edmund	Head Tennis Coach		\$10,400 Stipend
**	Martinez Fernandez,	Federal Work Study Visual and	25 hrs./week	\$14.00/hr.
	Carlos	Performing Arts, Education and		
		Sciences		
	Mason, Carol	Student Accounts Representative	25 hrs./week	\$21.01/hr.
**	McKee, Mason	Federal Work Study Tutoring	25 hrs./week	\$14.00/hr.
	Olupekan, Enioluwa	Peer Tutor Academic Support	25 hrs./week	\$14.00/hr.
**	Perez, Francis	Professional Tutor TRIO/Student Support Services	10 hrs./week	\$25.50/hr.
**	Rogers, Joshua	Federal Work Study Bookstore	25 hrs./week	\$14.00/hr.
**	Ruckh, Seth	Academic Support Coach	25 hrs./week	\$25.50/hr.
	Shea, Jacob	Professional Tutor Academic Support	25 hrs./week	\$25.50/hr.
	Shafi-McDonald,	Campus Safety Officer	25 hrs./week	\$18.05/hr.
	Harris			
	Skelton, Sharon	Nursing Lab Specialist	25 hrs./week	\$41.50/hr.

<sup>\*\*</sup> Paid by grant funds

# 2. Full-Time Retirements

- a. Cynthia Gebauer, Senior Administrative Coordinator to Vice President of Educational Affairs, effective June 13, 2023.
- b. Douglas Szempruch, Counseling and Student Support Manager, effective May 31, 2023.

# 3. Full-Time Appointment Recommendations

- a. Davin Allen, Student Life Coordinator, at the rate of \$26.00/hr., effective April 3, 2023.
- b. Cecilia Campos, Custodian, at the rate of \$19.30/hr., effective March 20, 2023.
- c. Rebecca Hansma, Administrative Specialist Campus Safety and Operations, at the rate of \$22.27/hr., effective April 10, 2023. Ms. Hansma has resigned from her position of Administrative Specialist Campus Police to accept this position.
- d. Jessica Kellenberger, Library Technical Services Specialist, at the rate of \$24.39/hr., effective April 17, 2023.
- e. Fernando Marin, Grounds Mechanic, at the rate of \$20.71/hr., effective March 20, 2023.
- f. Douglas Miller, Digital Marketing Manager, at the rate of \$91,224 annually, effective April 17, 2023.
- g. Brian Munch, Custodian, at the rate of \$19.00/hr., effective March 20, 2023.

# C. Financial Reports

# 1. Payroll Report for Pay Number 5

010100	Education Fund	\$1,565,290.87
020100	Operations and Maintenance Fund	91,995.64
050620	Bookstore	30,341.67
062101	Adult Education-State Basic	31,263.93
062102	Adult Education-Performance	5,450.41
063101	Adult Education-Federal Basic	37,209.31
063102	Adult Education-EL / Civics	3,705.00
063107	Perkins Postsecondary	7,754.42
063132	Federal Work Study	3,535.88
063169	TRIO/Student Support Services	10,392.94
063170	Increasing Retention and Completion	15,895.39
063171	TRIO/Upward Bound East	6,322.29
063172	TRIO/Upward Bound West	6,469.45
063184	Governor's Emergency Ed Relief II	1,060.50
063202	Waubonsee Works	9,655.10
063234	Adult & Dislocated Worker Training	800.00
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	988.00
120100	Liability/Protection and Settlement	37,091.58

Final Total: \$1,876,823.94

# 2. Payroll Report for Pay Number 6

Final Total:

010100	Education Fund	\$1,530,377.86
020100	Operations and Maintenance Fund	101,143.66
050620	Bookstore	27,227.38
062101	Adult Education-State Basic	12,318.87
062102	Adult Education-Performance	6,381.42
063101	Adult Education-Federal Basic	6,000.80
063107	Perkins Postsecondary	7,499.55
063132	Federal Work Study	3,044.96
063169	TRIO/Student Support Services	10,463.88
063170	Increasing Retention and Completion	18,564.26
063171	TRIO/Upward Bound East	6,394.59
063172	TRIO/Upward Bound West	6,245.97
063184	Governor's Emergency Ed Relief II	535.50
063202	Waubonsee Works	9,760.10
063234	Adult & Dislocated Worker Training	200.00
063303	ECACE-Early Childhood Grant	5,745.00
063940	SBDC	5,016.58
064101	Adult and Family Literacy	304.00
120100	Liability/Protection and Settlement	37,837.10

\$1,795,061.47

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

010100	Education Fund	\$955,596.57
010109	Budget Stabilization Fund	10,845.00
010900	Payroll Clearing Fund	75,510.64
020100	Operations and Maintenance Fund	479,393.39
030100	Operations / Maintenance Restricted	48,313.00
050503	Auto Resale	4,843.45
050620	Bookstore	118,828.24
050810	Internal Medical Insurance	514,041.21
050811	Retiree Medical Insurance	17,204.68
062101	Adult Education-State Basic	616.13
062102	Adult Education-Performance	1,181.49
062116	PATH Grant	100,688.14
063107	Perkins Postsecondary	4,815.33
063162	Upward Bound East	3,402.19
063165	Upward Bound West	5,351.57
063169	TRIO/Student Support Services	863.28
063170	Increasing Retention and Completion	179,551.24
063171	TRIO/Upward Bound East	2,414.97
063172	TRIO/Upward Bound West	3,173.43
063234	Adult & Dislocated Worker Training	1,501.51
063303	ECACE - Early Childhood Grant	81,024.60
063938	NIU Noyce Science	13,440.00
063940	SBDC	3,495.00
064101	Adult and Family Literacy	424.78
064114	SBDC Other Sources	2,985.00
064122	TRIUMPH	1,668.04
064999	Miscellaneous Restricted Funds	6,211.00
100300	Trust and Agency	34,332.48
120100	Liability/Protection and Settlement	70,548.05
	Final Total:	\$2,742,264.41

### 4. Bids/Purchases:

- a. <u>Purchase of Absorber Repair Services for the Henning Academic Computing Center</u> Purchase of absorber repair services for the Henning Academic Computing Center from Air Comfort, Inc. of Broadview, IL, in the amount of \$44,685.
- b. <u>Purchase of Esports Computers, Equipment, and Extended Warranty</u> Purchase of Esports computers, equipment and extended warranty from CDW-Government LLC of Vernon Hills, IL, in the amount of \$25,954 for the coverage period of April 25, 2023 through April 24, 2026.
- c. Replacement of Roof Top Unit Controllers for Erickson Hall and the Science Building Replacement of roof top unit controllers for Erickson Hall and the Science Building from Interactive Building Solutions, LLC of Joliet, IL, in the amount of \$39,800.
- d. Replacement of Two Spectrometers and OPUS Software Package for Chemistry Labs Replacement of two spectrometers and OPUS software package for the Chemistry labs from Bruker Scientific, LLC of Billerica, MA, in the amount of \$61,964.07.
- e. Renewal of the Electrical Services and Maintenance Agreement
  Renewal of the electrical services and maintenance agreement from Volt Electric, Inc.
  of Big Rock, IL, in the not to exceed amount of \$127,000 for the coverage period of
  May 1, 2023 through April 30, 2024.
- f. Renewal of the Plumbing Repair Services and Maintenance Agreement Renewal of the plumbing repair services and maintenance agreement from Key Construction Group of Newark, IL, in the not to exceed amount of \$54,000 for the coverage period of May 1, 2023 through April 30, 2024.
- g. Renewal of a Five-year Subscription for Blackboard Ally Building Block Renewal of a five-year subscription for Blackboard Ally Building Block from Blackboard, Inc. of Boca Raton, FL, in the amount of \$159,042.71 for the coverage period of June 30, 2023 through June 29, 2028.
- h. <u>Renewal of Micro Focus Software</u>
  Renewal of Micro Focus software from Micro Focus Software, Inc. of Provo, UT, in the amount of \$102,601 for the coverage period of July 1, 2023 through June 30, 2024.
- i. Renewal of the Oracle Software Maintenance and Support Agreement Renewal of the Oracle software maintenance and support agreement with Mythics, Inc. of Virginia Beach, VA, in the amount of \$73,415 for the period of July 1, 2023 through June 30, 2024.

# VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

- IX. Personnel Reports
- X. Policy Reports
- XI. Curriculum Reports

# XII. Buildings and Grounds

# A. Construction and Renovation of College Facilities Update

A copy of the Construction and Renovation of College Facilities Update was provided.

# B. Approvals of Specific Financing Terms and Related Expenses for the Proposed Career and Technical Education Facility Project

Douglas Minter was pleased to begin his report with an announcement that Waubonsee Community College's credit rating from Moody's Investors Service was recently upgraded to Aaa, the highest possible credit rating! He emphasized that achievement of this rating has been a longstanding college priority, reminded the board that the metric is on the College Scorecard, and expressed thanks to the various players, past and present, who contributed to this accomplishment.

Mr. Minter then stated that following the board's approval at the March 15, 2023 board meeting to proceed with financing for the proposed Career and Technical Education facility project, utilizing a combination of fund balance and alternate revenue bonds, board action for several approvals would be required for specific financing terms and related expenses to authorize bond issuance.

### 1. Financial Advisory Services for the College's Series 2023 Alternate Revenue Bonds

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved a contract for financial advisory services for the college's Series 2023 Alternate Revenue Bonds with PMA Securities, LLC of Naperville, IL, in an estimated amount of \$63,500.

# 2. <u>Legal Services for the College's Series 2023 Alternate Revenue Bonds</u>

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved a contract for legal services for the college's Series 2023 Alternate Revenue Bonds with Chapman and Cutler, LLP of Chicago, IL, in the amount of \$90,000.

# XII. <u>Buildings and Grounds</u> (continued)

3. Adoption of Resolution 23-04 authorizing the issuance of not to exceed \$30,000,000 General Obligation Bonds (Alternate Revenue Source) for the purpose of constructing and equipping a new Career and Technical Education Building in and for the District

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously adopted Resolution No. 23-04 authorizing the issuance of not to exceed \$30,000,000 General Obligation Bonds (Alternate Revenue Source) for the purpose of constructing and equipping a new Career and Technical Education Building in and for the District as presented.

4. Adoption of Resolution 23-05 calling a public hearing concerning the intent of the Board to sell not to exceed \$30,000,000 General Obligation Bonds (Alternate Revenue Source)

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously adopted Resolution No. 23-05 calling a public hearing concerning the intent of the Board to sell not to exceed \$30,000,000 General Obligation Bonds (Alternate Revenue Source) as presented.

5. Adoption of Resolution 23-06 expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously adopted Resolution No. 23-06 expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District as presented.

# **XIII.** Financial Reports

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

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

B. Budget Summary Ending March 2023

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

C. Consideration of Possible Property Tax Abatement

Douglas Minter provided an update regarding a possible property tax abatement for development of 200 acres of farmland in Montgomery, IL. The college is in dialog with the other taxing bodies as terms of the possible abatement are being evaluated. The board continues to support the Waubonsee team with their approach to negotiate and possibly enter into an agreement.

# **XIII.** Financial Reports (continued)

# D. <u>Bids/Purchases</u>

# 1. Replacement of 175 Laptop Computers

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the replacement of 175 laptop computers from CDW Government, LLC, of Vernon Hills, IL, in the amount of \$239,540 for the period of April 21, 2023 through April 20, 2028.

# 2. Replacement of 575 Desktop Computers

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the replacement of 575 desktop computers from CDW Government, LLC, of Vernon Hills, IL, in the amount of \$691,410 for the period of April 21, 2023 through April 20, 2028.

# 3. Replacement of New Juniper Network Switches

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously approved the replacement of new Juniper network switches from Nexum, Inc. of Hammond, IN, in the amount of \$459,810.

# XIV. Other Reports

### XV. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 9:04 p.m.

Greg Thomas

-05/17/2023 20:09 CDT

Gregory Thomas, Secretary

Waubonsee Community College

Zreg Thomas

**Board of Trustees**