

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

July 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, July 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: Jimmie Delgado, Rick Guzman, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, and Greg Thomas; board members absent: Van Wheeler and Tina Willson; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Mary Baccheschi, John Bryant, Kim Caponi, Robert Cofield, Erik Leal, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

**II. Recognition**

A. Introduction of New Administrator

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced Robert Cofield, in his new role as Dean for Health Professions and Public Service.

**III. Public Comment**

A. General Public Comment

**IV. Executive Session**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:05 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exceptions: review of closed session meeting minutes; the hiring, discipline, performance, and compensation of personnel; matters of pending, probable, or imminent litigation; matters of collective bargaining or deliberations concerning salary schedules; and safety and security procedures.

**V. Reconvene to Open Session**

The board reconvened in open session at 7:45 p.m. Roll call found the following board members present: Jimmie Delgado, Rick Guzman, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, and Greg Thomas; board members absent: Van Wheeler and Tina Willson; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Mary Baccheschi, John Bryant, Kim Caponi, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

## VI. Communications

- A. Association of Community College Trustees
- B. American Association of Community Colleges
- C. Illinois Board of Higher Education
- D. Illinois Community College Board
- E. Illinois Community College Trustees Association

### 1. ICCTA September Meetings – September 8-9, 2023

Dr. Brian Knetl, President, commented that ICCTA Meetings are scheduled for September 8-9, 2023 at the Crowne Plaza Hotel in Springfield, IL.

### F. President's Report

In his report to the board, Dr. Knetl highlighted some of his recent activity on campus and within the community, and shared several announcements, including:

- his attendance at the Alliance for Innovation and Transformation Summer Institute with Dr. Jamal Scott and several staff members; and
- the development of a Statement of Work document that describes the key initiatives that the college will focus on in FY2024 in preparation of the rollout of a new strategic plan.

To stay connected with Dr. Knetl, and for more details on his activity, his monthly [President's Report](#) can be viewed on the college website.

### G. Institutional Reports

#### 1. FY2023 Enrollment Report

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, shared a "FY2023 Data Review: Enrollment, Success, and Completion" presentation, focusing on success metrics and the importance of using disaggregated and intersectional data.

#### 2. College Scorecard Update

Dr. Jamal Scott, Vice President of Strategy and Community Development, commented on the College Scorecard that included several updated metrics.

## VII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports.

### A. Meeting Minutes

1. June 21, 2023 Board Meeting Minutes
2. June 21, 2023 Executive Session Meeting Minutes

### B. Personnel Reports

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

Hartigan, Ryan	Custodian	25 hrs./wk.	\$17.33/hr.
Leung, Dr. Hoitung	Assistant Dean for Visual and Performing Arts, Education, and Sciences		\$1,000 Monthly Stipend
Leon, Lorena	Student Worker Public Safety Cadet	25 hrs./wk.	\$15.50/hr.
Lopez, Orlando	IT Media Services Technical Assistant Extension Campuses	25 hrs./wk.	\$18.74/hr.
Martinez, Nico	Student Worker Information Technology	25 hrs./wk.	\$15.00/hr.
Metych, John	Assistant Dean for Liberal Arts		\$1,000 Monthly Stipend

#### 2. Full-Time Resignation

- a. Tonya Whitlock, Liberal Arts and Sciences Lab Coordinator, effective August 3, 2023.

#### 3. Full-Time Appointment Recommendations

- a. Amy Chaaban, Interim Dean for Faculty Development and Engagement, at the rate of \$122,880 annually, effective July 17, 2023. Ms. Chaaban will continue in her position of Professor of Information Systems.
- b. Lina “Griselda” Lerma, Senior Administrative Coordinator to Vice President of Educational Affairs, at the rate of \$29.84/hr., effective August 4, 2023. Ms. Lerma will resign from her position of Administrative Specialist Student Life to accept this position.

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

- c. Eamon Newman, Instructor of Computer Information Systems, effective August 16, 2023. The recommended placement on the salary schedule is Column II, Step II. The 2023-2024 annual salary for this placement is \$80,819. Mr. Newman will resign from his position of Assistant Dean for Online Learning and Flexible Delivery to accept this position.
- d. Yahayra Garcia, Admissions Advisor, at the rate of \$23.43/hr., effective June 20, 2023. Ms. Garcia has resigned from her position of High School Transition Advisor to accept this position.
- e. Brandon Slatton, Admissions Advisor, at the rate of \$24.00/hr., effective July 19, 2023. Mr. Slatton has resigned from his position of Assessment Data Assistant to accept this position.
- f. Gianna Provenzano, Administrative Specialist Student Engagement, at the rate of \$20.00/hr., effective July 17, 2023. Ms. Provenzano has resigned from her position of part-time Student Worker Peer Finance Educator to accept this position.
- g. Anna Halvax, Academic and Career Advisor, at the rate of \$25.64/hr., effective July 17, 2023. Ms. Halvax has resigned from her position of Early Childhood Education Academic and Career Advisor to accept this position.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 11**

010100	Education Fund	\$1,474,880.39
020100	Operations and Maintenance Fund	112,018.08
050620	Bookstore	29,977.12
062101	Adult Education-State Basic	10,219.03
062102	Adult Education-Performance	11,116.13
063101	Adult Education-Federal Basic	4,261.04
063102	Adult Education-EL / Civics	4,284.00
063107	Perkins Postsecondary	5,606.92
063132	Federal Work Study	3,111.71
063169	TRIO/Student Support Services	8,889.28
063170	Increasing Retention and Completion	19,240.30
063171	TRIO/Upward Bound East	7,603.27
063172	TRIO/Upward Bound West	7,429.55
063184	Governor's Emergency Ed Relief II	875.00
063202	Waubonsee Works	7,753.86
063303	ECACE-Early Childhood Grant	6,439.40
063940	SBDC	7,666.46
064101	Adult and Family Literacy	5,004.00
100300	Trust and Agency	800.00
120100	Liability/Protection and Settlement	<u>41,442.98</u>
Final Total:		<u>\$1,768,618.51</u>

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

**2. Payroll Report for Pay Number 12**

010100	Education Fund	\$1,511,299.92
020100	Operations and Maintenance Fund	104,392.97
050620	Bookstore	28,826.07
062101	Adult Education-State Basic	9,559.40
062102	Adult Education-Performance	7,758.41
063101	Adult Education-Federal Basic	3,364.11
063102	Adult Education-EL / Civics	4,284.00
063107	Perkins Postsecondary	5,479.42
063132	Federal Work Study	3,602.54
063169	TRIO/Student Support Services	8,455.89
063170	Increasing Retention and Completion	17,311.89
063171	TRIO/Upward Bound East	9,651.40
063172	TRIO/Upward Bound West	8,907.34
063184	Governor's Emergency Ed Relief II	924.00
063202	Waubonsee Works	7,350.10
063303	ECACE - Early Childhood Grant	6,492.75
063939	IMEC-IL MGFT Excellence Ctr	3,434.00
063940	SBDC	7,565.71
064101	Adult and Family Literacy	5,604.00
120100	Liability/Protection and Settlement	<u>38,655.72</u>
Final Total:		<u><u>\$1,792,919.63</u></u>

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

3. Accounts Payable for the Period Ending June 30, 2023 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,472,108.03
010900	Payroll Clearing Fund	103,048.11
020100	Operations and Maintenance Fund	351,933.03
030100	Operations / Maintenance Restricted	577,635.94
040100	Bond and Interest Fund	150,908.13
050503	Auto Resale	4,124.29
050620	Bookstore	175,090.20
050810	Internal Medical Insurance	625,787.71
050811	Retiree Medical Insurance	4,882.40
062101	Adult Education-State Basic	518.10
062102	Adult Education-Performance	697.49
062116	PATH Grant	5,644.44
063101	Adult Education-Federal Basic	900.00
063107	Perkins Postsecondary	10,481.82
063162	Upward Bound East	1,013.59
063165	Upward Bound West	1,013.58
063169	TRIO/Student Support Services	3,712.24
063170	Increasing Retention and Completion	104,851.65
063171	TRIO/Upward Bound East	1,532.35
063172	TRIO/Upward Bound West	1,309.57
063184	Governor's Emergency Ed Relief II	1,500.00
063202	Waubonsee Works	922.91
063303	ECACE-Early Childhood Grant	14,695.56
063940	SBDC	2,261.43
064101	Adult and Family Literacy	5,300.00
064122	TRIUMPH	2,290.00
064999	Miscellaneous Restricted Funds	6,231.29
100300	Trust and Agency	12,067.05
120100	Liability/Protection and Settlement	<u>20,691.31</u>
	Final Total:	<u><u>\$3,663,152.22</u></u>

4. Bids/Purchases:

a. Renewal of the INOC iMonitor Monitoring and Network Operations Center Agreement

Renewal of the INOC iMonitor monitoring and network operations center agreement from iNOC, LLC of Northbrook, IL, in an amount of \$56,666 for the coverage period of September 1, 2023 through August 31, 2024.

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

No Consent Agenda Items were removed for individual consideration.

## **IX. Personnel Reports**

### **A. Proposed Staffing Reallocation Plan for Campus Safety and Operations**

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously authorized and approved the following staffing reallocation plan for Campus Safety and Operations, to be implemented by December 15, 2023, based on President Knetl's recommendations:

1. The approval of the proposed staffing reallocation plan for Campus Safety and Operations, which will include:
  - a. Elimination of one job title as follows:
    - (1.) Building Services Specialist
  - b. Presentation of Separation Agreements to employees who will be terminated as a result of the elimination of their job titles as follows:
    - (1.) Alejandra Moreno (Building Services Specialist)
    - (2.) Blake Rus (Building Services Specialist)
    - (3.) Brian Carpenter (Building Services Specialist)
    - (4.) David Hernandez (Building Services Specialist)
    - (5.) Dawson Diederich (Building Services Specialist)
    - (6.) Epifanio Perez (Building Services Specialist)
    - (7.) Izac Gomez (Building Services Specialist)
    - (8.) James Kenney (Building Services Specialist)
    - (9.) Lynn Koza (Building Services Specialist)
    - (10.) Manuel Ayala (Building Services Specialist)
  - c. Creation of one new job title as follows:
    - (1.) Full-time Campus Safety Officer Supervisor (1)
  - d. Revision of the College's existing Campus Safety Officer role and addition of both full-time and part-time positions as follows:
    - (1.) Full-time Campus Safety Officer (3)
    - (2.) Part-time Campus Safety Officer (3)
2. The delegation of authority to Dr. Knetl, or his duly named designee, to conduct any necessary planning and implementation to carry out the Staffing Reallocation for Campus Safety and Operations and to effectuate all necessary actions.

Douglas Minter, Vice President of Finance and Administration, commented that the staffing reallocation plan for Campus Safety and Operations was developed in response to a need for expanded safety and security services at the college's four campuses. Board Chair Rebecca Oliver and the board recognized the importance of creating a safe atmosphere at our campuses, and acknowledged the work done by Waubonsee's Public Safety Committee.



**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. Bid Results and Closing on Sale of General Obligation Bonds for the Career and Technical Education Building Project

Mr. Minter provided an update on the bid results and successful sale of the General Obligation Bonds for the Career and Technical Education building project.

**XIII. Financial Reports**

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

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

B. Budget Summary Ending June 2023

Comparison of budget to actual for the twelve months ending June 30, 2023 was accepted by the board and placed on file.

C. Consideration of Property Tax Abatement

Mr. Minter provided an update regarding a possible property tax abatement for development of 200 acres of farmland in Montgomery, IL. While the board has not yet endorsed the proposed abatement terms, as presented to the taxing bodies, they continue to support the Waubonsee team with their approach to negotiate and possibly enter into an agreement.

D. Tentative FY2024 College Budget

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously accepted the tentative FY2024 college budget, as presented.

E. Bids/Purchases

1. Renewal of the Food Services Agreement (Paisano's Pizza & Grill)

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously approved the renewal of the Food Services Agreement with Paisano's Pizza and Grill of Sugar Grove, IL, in the not to exceed amount of \$43,750 for the period of August 15, 2023 through May 14, 2024.

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

#### **2. Renewal of Contracts for Temporary Staffing Services**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the renewal of the contracts for temporary staffing services in an amount not to exceed \$600,000 for the period of July 1, 2023 through June 30, 2024.

#### **3. Illinois Community College Risk Management Consortium Insurance for FY2024**

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously approved the renewal of the Illinois Community College Risk Management Consortium insurance coverage in the amount of \$988,276 for the coverage period of July 1, 2023 through June 30, 2024.

### **XIV. Other Reports**

#### **A. FY2024 Compliance Officials**

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously approved the appointment of compliance officials for FY2024, as presented.

#### **B. FY2024 Emergency Succession Plan**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the FY2024 Emergency Succession Plan for Waubonsee Community College, as presented.

#### **C. President's Performance Goals for FY2024**

The board, on a motion by Mr. Delgado and seconded by Ms. Ries, unanimously approved the President's Performance Goals for FY2024, as presented.

### **XV. Adjournment**

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously voted to adjourn the meeting at 8:48 p.m.



Greg Thomas  
08/16/2023 19:56 CDT

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Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees