

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

August 16, 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, August 16, 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, Stacey Ries, Greg Thomas, and Tina Willson; board members absent: Rebecca D. Oliver and Van Wheeler; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Evelyn Cassano, Amy Chaaban, Debra “Deb” Chan, Gladys Garcia, Sharon Garcia, David Gliva, Karina Guerrero, Michele Kellen, Dr. Jeanne McDonald, Kevin Modaff, Rafael Morales, Michele Needham, Julie Olczyk, J. C. Paez, Mary “Ellen” Rogers, Ne’Keisha Stepney, Dr. Sheela Vemu, Stephanie Wennmacher, Luke Winkelmann, and Lei Xie.

**II. Recognition**

**A. 2023 Support Staff Award for Excellence Recipients**

Julie Olczyk, Employee Relations Manager, recognized the 2023 Support Staff Awards for Excellence recipients: Service and Quality award - Debra "Deb" Chan, Library Technology Specialist, and Ronald Rithaler, Advanced Manufacturing Lab Coordinator (part-time); Innovation and Creativity award - Mary "Ellen" Rogers, Bookstore Technology Coordinator; and Diversity and Inclusion award - Dr. Marleigha Evans, Senior Diversity, Equity and Inclusion Coordinator.

**B. 2023 Outstanding Faculty Member Award Recipient**

Dr. Diane Nyhammer, Vice President of Educational Affairs, recognized the 2023 Outstanding Faculty Member Award Recipient: Dr. Sheela Vemu, Associate Professor of Biology.

**C. 2023 Outstanding Adjunct Faculty Member Award Recipient**

Dr. Nyhammer recognized the 2023 Outstanding Adjunct Faculty Member Award Recipient: Evelyn Cassano, Adjunct Instructor of Adult Education.

## **II. Recognition (continued)**

### **D. 2023 Dr. Christine J. Sobek Outstanding Administrator Award Recipient**

Dr. Brian Knetl, President, shared the announcement of the 2023 Dr. Christine J. Sobek Outstanding Administrator Award Recipient: Jessica Moreno, Dean for Academic Support.

### **E. Introduction of New Administrator**

Dr. Nyhammer introduced Amy Chaaban, in her new role as Interim Dean for Faculty Development and Engagement.

## **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 6:26 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; and matters of collective bargaining or deliberations concerning salary schedules.

## **V. Reconvene to Open Session**

The board reconvened in open session at 7:25 p.m. Roll call found the following board members present: Jimmie Delgado, Rick Guzman, Patrick Kelsey, Stacey Ries, Greg Thomas, and Tina Willson; board members absent: Rebecca D. Oliver and Van Wheeler; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Terence Felton, Gladys Garcia, David Gliva, Karina Guerrero, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Rafael Morales, Michele Needham, J. C. Paez, Stephanie Wennmacher, Luke Winkelmann, and Lei Xie.

## **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**

## **VI. Communications (continued)**

### **F. President's Report**

Dr. Brian Knetl reported on several items including highlights of some of his recent activity on campus and within the community. August has been a busy month with the kickoff of the fall semester: Dr. Knetl delivered his All College Address, faculty were back on campus participating in Faculty Development Days, classes began on August 14, 2023, and the fall enrollment numbers have been looking really good. September will also be busy with several Presidential Inauguration events, culminating with his Investiture on September 21, 2023. Dr. Knetl also shared an announcement that Douglas Minter, Vice President of Finance and Administration, has indicated his intent to retire from Waubonsee on May 1, 2024. For more announcements and details on Dr. Knetl's activity, his monthly [President's Report](#) can be viewed on the college website.

### **G. Institutional Reports**

#### **1. Update on the February 2022 Bookstore Staffing Reporting Structure Changes**

Lei Xie, Director of Financial and Auxiliary Services; David Gliva, Bookstore Manager; and Gladys Garcia, Assistant Bookstore Manager, shared a presentation that provided an update on the effectiveness of the February 2022 Bookstore organizational structure changes and data on desired outcomes.

## **VII. Approval of Consent Agenda**

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

### **A. Meeting Minutes**

1. July 19, 2023 Board Meeting Minutes
2. July 19, 2023 Executive Session Meeting Minutes
3. Semi-Annual Review of Executive Session Meeting Minutes

Approved the opening of executive session meeting minutes through June 30, 2023, with the exception of personnel items, litigation, collective negotiating matters, and safety and security procedures, as presented.

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

### **B. Personnel Reports**

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

|    |                     |  |             |                    |
|----|---------------------|--|-------------|--------------------|
|    | Christiansen, Kylie | Bookstore Associate                          | 25 hrs./wk. | \$16.00/hr.        |
|    | Evans, Mallory      | Administrative Coordinator Student Retention | 25 hrs./wk. | \$21.76/hr.        |
| ** | Gutierrez, Evelin   | Federal Work Study                           | 25 hrs./wk. | \$15.00/ hr.       |
|    | Johns, Robin        | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
|    | Johnson, Lucas      | Student Worker Student Services              | 25 hrs./wk. | \$15.00/hr.        |
|    | Ibarra, Miguel      | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
|    | Kaluf, Drew         | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
|    | Klingberg, Jeffrey  | Facilities Operations Assistant              | 25 hrs./wk. | \$20.18/hr.        |
|    | Lathan, Dr. Mark    | Associate Professor of Music                 |             | \$1,200.00 Stipend |
| ** | Manning, Iris       | Federal Work Study                           | 25 hrs./wk. | \$15.00/hr.        |
|    | Merker, Sara        | Temporary Bookstore Associate                | 28 hrs./wk. | 15.50/hr.          |
|    | Moreno-Soto, Alma   | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
|    | Popowitch, Mark     | Assistant Professor of Music                 |             | \$1,200.00 Stipend |
|    | Rangel, Ulises      | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
|    | Sandquist, Sophia   | Earth Science Lab Assistant                  | 25 hrs./wk. | \$16.70/hr.        |
| ** | Schuhow, Alex       | Student Worker Adult Education               | 25 hrs./wk. | \$15.00/hr.        |
|    | Somlock, Elijah     | Student Worker Student Services              | 25 hrs./wk. | \$15.00/hr.        |
|    | Thomas, Arianna     | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
|    | Wilson, Emma        | Temporary Bookstore Associate                | 28 hrs./wk. | \$15.50/hr.        |
| ** | Grant Funded        |  |             |                    |

#### **2. Full-Time Retirement**

- a. Shawn Ballee, Associate Professor of Industrial Systems Technology, effective August 4, 2023.

#### **3. Full-Time Resignation**

- a. Oscar Carlos, Database Analyst, effective August 1, 2023.

#### **4. Leave of Absence Requests**

- a. Marilee Stach, Librarian/Assistant Professor, effective August 26, 2023 through August 25, 2024.
- b. Barry Zokan, Media Services Technology Specialist, effective August 25, 2023 through August 24, 2024.

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

### **5. Full-Time Appointment Recommendations**

- a. Amber King, Librarian, effective August 28, 2023. The recommended placement on the salary schedule is Column II, Step 13. The 2023-2024 annual salary for this placement is \$112,113.
- b. Andrea Ramirez Landa, Adult Education Administrative Assistant, at the rate of \$19.77/hr., effective July 19, 2023 through June 30, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Landa will resign her position of part-time Adult Education Administrative Assistant to accept this position.
- c. Solisbell Briceno-Santos, Administrative Specialist Academic Support, at the rate of \$21.00/hr., effective August 7, 2023.
- d. Gabriela Rios, Counselor Bilingual, effective September 5, 2023. The recommended placement on the salary schedule is Column II, Step 3. The 2023-2024 annual salary for this placement is \$91,972.
- e. Alexander Marine, Data Analyst, at the rate of \$28.50/hr., effective September 5, 2023.

### **6. Full-Time Grant-Funded Support Staff Reappointments**

Full-time grant-funded support staff reappointments effective September 1, 2023 through August 31, 2024. 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 13**

|              |                                     |                       |
|--------------|-------------------------------------|-----------------------|
| 010100       | Education Fund                      | \$1,577,702.17        |
| 020100       | Operations and Maintenance Fund     | 116,118.37            |
| 050620       | Bookstore                           | 32,049.46             |
| 062101       | Adult Education-State Basic         | 16,225.65             |
| 062102       | Adult Education-Performance         | 4,142.56              |
| 062116       | PATH Grant                          | 2,028.79              |
| 063101       | Adult Education-Federal Basic       | 3,586.60              |
| 063107       | Perkins Postsecondary               | 5,832.67              |
| 063132       | Federal Work Study                  | 2,947.64              |
| 063169       | TRIO/Student Support Services       | 9,072.88              |
| 063170       | Increasing Retention and Completion | 15,277.45             |
| 063171       | TRIO/Upward Bound East              | 9,965.33              |
| 063172       | TRIO/Upward Bound West              | 8,860.55              |
| 063184       | Governor's Emergency Ed Relief II   | 672.00                |
| 063202       | Waubonsee Works                     | 7,949.94              |
| 063303       | ECACE-Early Childhood Grant         | 4,925.66              |
| 063938       | NIU Noyce Science                   | 989.00                |
| 063939       | IMEC-IL MGFT Excellence Ctr         | 4,096.00              |
| 063940       | SBDC                                | 8,016.30              |
| 100300       | Trust and Agency                    | 312.50                |
| 120100       | Liability/Protection and Settlement | <u>38,822.49</u>      |
| Final Total: |                                     | <u>\$1,869,593.99</u> |

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

**2. Payroll Report for Pay Number 14**

|              |                                     |                       |
|--------------|-------------------------------------|-----------------------|
| 010100       | Education Fund                      | \$1,572,087.83        |
| 020100       | Operations and Maintenance Fund     | 116,739.00            |
| 050620       | Bookstore                           | 32,249.20             |
| 062101       | Adult Education-State Basic         | 7,362.05              |
| 062102       | Adult Education-Performance         | 4,348.96              |
| 062116       | PATH Grant                          | 2,028.79              |
| 063101       | Adult Education-Federal Basic       | 3,762.48              |
| 063107       | Perkins Postsecondary               | 5,882.67              |
| 063132       | Federal Work Study                  | 2,982.42              |
| 063169       | TRIO/Student Support Services       | 9,538.62              |
| 063170       | Increasing Retention and Completion | 16,153.43             |
| 063171       | TRIO/Upward Bound East              | 10,270.64             |
| 063172       | TRIO/Upward Bound West              | 9,387.11              |
| 063184       | Governor's Emergency Ed Relief II   | 1,603.65              |
| 063202       | Waubonsee Works                     | 8,636.54              |
| 063303       | ECACE-Early Childhood Grant         | 4,622.62              |
| 063939       | IMEC-IL MGFT Excellence Ctr         | 1,540.00              |
| 063940       | SBDC                                | 8,071.80              |
| 120100       | Liability/Protection and Settlement | <u>42,257.72</u>      |
| Final Total: |                                     | <u>\$1,859,525.51</u> |

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

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

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,371,424.13        |
| 010900 | Payroll Clearing Fund               | 40,328.92             |
| 020100 | Operations and Maintenance Fund     | 430,064.62            |
| 030100 | Operations / Maintenance Restricted | 133,009.37            |
| 050503 | Auto Resale                         | 4,784.15              |
| 050620 | Bookstore                           | 258,037.33            |
| 050810 | Internal Medical Insurance          | 724,648.54            |
| 050811 | Retiree Medical Insurance           | 3,027.91              |
| 062101 | Adult Education-State Basic         | 5,811.50              |
| 062102 | Adult Education-Performance         | 7,600.00              |
| 062116 | PATH Grant                          | 3,171.00              |
| 063107 | Perkins Postsecondary               | 9,827.55              |
| 063162 | Upward Bound East                   | 349.30                |
| 063169 | TRIO/Student Support Services       | 1,977.94              |
| 063170 | Increasing Retention and Completion | 20,386.96             |
| 063171 | TRIO/Upward Bound East              | 14,782.68             |
| 063172 | TRIO/Upward Bound West              | 15,109.16             |
| 063184 | Governor's Emergency Ed Relief II   | 17,504.00             |
| 063202 | Waubonsee Works                     | 471.05                |
| 063303 | ECACE-Early Childhood Grant         | 32,636.52             |
| 063940 | SBDC                                | 4,615.92              |
| 064999 | Miscellaneous Restricted Funds      | 720.00                |
| 100300 | Trust and Agency                    | 6,117.87              |
| 120100 | Liability/Protection and Settlement | <u>11,199.35</u>      |
|        | Final Total:                        | <u>\$3,117,605.77</u> |



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

### **4. Bids/Purchases:**

- a. Renewal of Budgeting System Support and Maintenance Agreement  
Renewal of the budgeting system support and maintenance agreement from Questica, Inc. of Burlington, Ontario, Canada, in the amount of \$61,384 for the coverage period of August 4, 2023 through August 3, 2024.
- b. Renewal of Salesforce Customer Relationship Management (CRM) Software Subscription  
Renewal of Salesforce Customer Relationship Management (CRM) software subscription from Salesforce, Inc. of San Francisco, CA, in the amount of \$70,800 for the coverage period of September 24, 2023 through September 23, 2024.
- c. Two-Year Renewal of Civitas Learning Tools  
Two-year renewal of Civitas Learning Tools from Civitas Learning, Inc. of Grand Forks, ND, in the amount of \$234,705 for the coverage period of June 29, 2023 through June 14, 2025.
- d. Replacement of a Nursing Simulation Lab Manikin  
Replacement of a Nursing Simulation Lab manikin from Gaumard Scientific Company, Inc. of Miami, FL, in the amount of \$89,588. This purchase is grant funded.

## **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.

## **XIII. Financial Reports**

### **A. Treasurer's Report for the Month of July 2023**

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

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

#### **B. 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. Mr. Minter shared that the taxing bodies had a meeting on August 11, 2023 and are continuing to work through proposed terms of the abatement agreement. While the board has not yet endorsed those terms, they continue to support the Waubensee team with their approach to negotiate and possibly enter into an agreement.

#### **C. Bids/Purchases**

##### **1. Executive Recruitment Search Firm Contract**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the executive recruitment search firm contract from AGB Search, LLC of Washington, D.C., in an amount not to exceed \$220,500 for the period of July 1, 2023 through June 30, 2024.

##### **2. Replacement of Well Pumps 1 and 2**

The board, on a motion by Mr. Guzman and seconded by Ms. Ries, unanimously approved the replacement of well pumps one and two to the apparent lowest, most responsible bidder, Great Lakes Water Resources Group of Joliet, IL, in the amount of \$200,000.

### **XIV. Other Reports**

#### **A. Revised FY2024 Board of Trustees Meeting Calendar**

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

### **XV. Adjournment**

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 7:54 p.m.



Greg Thomas  
09/20/2023 21:19 CDT

Gregory Thomas, Secretary  
Waubensee Community College  
Board of Trustees