

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

September 20, 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, September 20, 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: Rick Guzman, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member absent: Jimmie Delgado; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Divya Ajinth, Mary Baccheschi, John Bryant, Kim Caponi, Ramiro Cervantes, Amy Chaaban, Sharon Garcia, Emily Heller, Erik Leal, Dr. Jeanne McDonald, Laura Meredith, Rafael Morales, Jessica Moreno, Michele Needham, Eamon Newman, J. C. Paez, John Popik, Gabriela Rios, Dr. Reshmi Sen, Ne'Keisha Stepney, and Stephanie Wennmacher.

II. Public Hearing on the FY2024 College Budget – 6:00 p.m.

The public hearing on the FY2024 college budget was held at 6:00 p.m. No comments on the budget were presented. The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the closing of the public hearing at 6:02 p.m.

III. Recognition

A. 2023 Dr. Christine J. Sobek Outstanding Administrator Award Recipient

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

B. Introduction of New Full-Time Faculty Members

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced new faculty members: Divya Ajinth, Instructor of Mathematics; Ramiro Cervantes, Instructor of Auto Collision and Refinishing Technology; Laura Meredith, Instructor of Psychology; Eamon Newman, Instructor of Information Systems; and Dr. Reshmi Sen, Instructor of Communications.

Dr. Melinda Tejada, Vice President of Student Development and Executive Director of the Foundation, introduced new faculty members: John Popik, Counselor, and Gabriela Rios, Counselor Bilingual.

IV. Public Comment

A. General Public Comment

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:20 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.

VI. Reconvene to Open Session

The board reconvened in open session at 8:37 p.m. Roll call found the following board members present: Rick Guzman, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member absent: Jimmie Delgado; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Erik Leal, Dan Larsen, Rafael Morales, Michele Needham, J. C. Paez, and Stephanie Wennmacher.

VII. Communications

A. Association of Community College Trustees

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. ICCB Program Review Report

The FY2023 Program Review update has been submitted to the ICCB.

E. Illinois Community College Trustees Association

1. ICCTA Meetings – September 8-9, 2023

The Board Highlights were provided for the ICCTA Meetings held September 8-9, 2023 at the Crowne Plaza Hotel in Springfield, IL.

2. ICCTA Meetings – November 10-11, 2023

Dr. Knetl commented that ICCTA Meetings have been scheduled for November 10-11, 2023 at the Chicago Marriott Schaumburg Hotel in Schaumburg, IL.

VII. Communications (continued)

F. President's Report

Dr. Knetl reported on several items including highlights of some of his recent activity on campus and within the community:

- Dr. Knetl enjoyed attending East Aurora High School's annual Red & Black Welcome Back Staff Celebration event.
- Various activities and events have been planned in recognition of National Latinx Heritage Month (September 15 through October 15).
- Dr. Knetl shared several announcements:
 - ♦ Dr. Sheela Vemu, Associate Professor of Biology, was selected as the recipient of the 2023 Two-Year College Biology Teaching Award, and she recently presented "[Science is for everyone, and everyone can do science](#)" on National Public Radio's Teachers' Lounge podcast
 - ♦ several Waubensee students were recognized as recipients of scholarships, funded and awarded by City of Aurora, Juany Garza, Alderwoman of Ward 2, and other community organizations, at the 18th Annual Aurora Hispanic Pioneers Breakfast
 - ♦ Trustee Rick Guzman was one of three Family Focus honorees at their Roots Aurora event

Dr. Knetl also highlighted the events surrounding his official Investiture on September 21, 2023, including events to engage the College and community.

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. Foundation Annual and Quarterly Board Meetings Report

Trustee Stacey Ries, in her role as Waubensee Board of Trustees Liaison for the Foundation Board of Directors, reported on the Foundation Annual and Quarterly Board Meetings held on September 12, 2023.

VIII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas 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. August 16, 2023 Board Meeting Minutes
2. August 16, 2023 Executive Session Meeting Minutes

VIII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

**	Abisuga, Toluwani	Federal Work Study	25 hrs./wk.	\$15.00/hr.
	Arguello, Andrew	Student Worker Information Technology	25 hrs./wk.	\$15.00/hr.
	Bonner, Justin	Campus Safety Officer	25 hrs./wk.	\$22.21/hr.
	Bores, Suzelle	Professional Tutor Academic Support	25 hrs./wk.	\$26.50/hr.
**	Brenes, Guadalupe	Federal Work Study	25 hrs./wk.	\$15.00/hr.
**	Britt, Avontis	Federal Work Study	25 hrs./wk.	\$15.00/hr.
	Carr, Breanna	Paraprofessional Tutor Academic Support	25 hrs./wk.	\$21.00/hr.
	Costa, Anthony	Student Worker Public Safety	25 hrs./wk.	\$15.50/hr.
	Costin, Kristin	School District Partnerships Administrative Coordinator		\$500 Stipend
**	Cruz, Kimberly	Student Worker Adult Education	25 hrs./wk.	\$15.00/hr.
	Eastabrooks, Brandon	Custodian (2 nd Shift)	25 hrs./wk.	\$17.33/hr.
**	Hernandez, Oscar (Danny)	Academic Support Coach	25 hrs./wk.	\$26.50/hr.
**	Ibarra, Miguel	Federal Work Study	25 hrs./wk.	\$15.00/hr.
**	Lopez, Lupita	Federal Work Study	25 hrs./wk.	\$15.00/hr.
	Moreno, Alejandra	Campus Safety Officer	25 hrs./wk.	\$24.80/hr.
**	Pedro, David	Federal Work Study	25 hrs./wk.	\$15.00/hr.
	Peska, Dr. Scott	Assistant Vice President of Student Services and Alumni Relations		\$500 Monthly Stipend
	Pritchard, James	Student Worker Public Safety	25 hrs./wk.	\$15.50/hr.
	Schleuning, Jeffrey	Facilities Operations Assistant	25 hrs./wk.	\$20.18/hr.
	Vargas, Diego	IT Computer Lab Assistant	25 hrs./wk.	\$18.74/hr.
**	Vil, Phillipe	Federal Work Study	25 hrs./wk.	\$15.00/hr.
**	<i>Grant Funded</i>			

VIII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Brandon Blagg, Assistant Professor of Manufacturing Technology, effective August 15, 2023.
- b. Rocio Ramirez, Library Specialist, effective August 18, 2023.
- c. Dianna Cortez, General Merchandise Buyer, effective August 25, 2023.
- d. Sandra Ochoa, Accounts Payable Associate, effective August 25, 2023.
- e. Jeffrey Wold, Campus Police Officer, effective September 15, 2023.
- f. Guadalupe Powers, Academic and Career Advisor, effective September 1, 2023.

3. Full-Time Appointment Recommendations

- a. Fawn Clarke-Peterson, Art Lab Coordinator, at the rate of \$25.25/hr., effective September 18, 2023. Ms. Clarke-Peterson will resign her position of part-time Adjunct Faculty Art after the fall 2023 semester.
- b. Amanda Denny, Health Professions and Public Service Coordinator, at the rate of \$28.00/hr., effective August 21, 2023 through June 30, 2024. This position is partially grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Denny has resigned her position of part-time Academic Support Coach to accept this position.
- c. Anisa Landrum, Senior Student Technology Support Specialist, at the rate of \$23.59/hr., effective August 21, 2023. Ms. Landrum has resigned her position of part-time Student Worker Library to accept this position.
- d. Dr. Daniel McDonnell, Director of School District Partnerships, at the rate of \$120,000 annually, effective August 28, 2023.
- e. Heather Chmielewski, Buildings and Grounds Administrative Assistant, at the rate of \$21.59/hr., effective September 5, 2023. Ms. Chmielewski has resigned her position of part-time Buildings and Grounds Administrative Assistant to accept this position.
- f. Kevin Davis, Finance Systems Specialist, at the rate of \$21.76/hr., effective September 5, 2023.
- g. Dawson Diederich, Campus Safety Officer, at the rate of \$20.90/hr., effective September 5, 2023. Mr. Diederich has resigned his position of part-time Building Services Specialist to accept this position.

VIII. Approval of Consent Agenda (continued)

- h. Llewellyn (Lew) Girmscheid, Campus Safety Officer, at the rate of \$22.21/hr., effective September 18, 2023.
 - i. Randy Mapes, Campus Safety Officer Supervisor, at the rate of \$29.79/hr., effective September 5, 2023. Mr. Mapes has resigned his position of part-time Campus Safety Officer to accept this position.
 - j. Matthew Sikora, Campus Safety Officer, at the rate of \$22.21/hr., effective September 5, 2023.
 - k. Madeline Croft, Administrative Specialist Student Life, at the rate of \$20.00/hr., effective September 18, 2023.
 - l. Ambre Rowland, Early Childhood Education Academic and Career Advisor, at the rate of \$25.00/hr., effective September 18, 2023 through June 30, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
4. Full-Time Grant-Funded Support Staff Reappointments
- Full-time grant-funded support staff reappointments effective October 1, 2023 through September 30, 2024. These reappointments are contingent upon continuous and sufficient grant funding.
5. Technical Correction for a Grant-Funded Support Staff Appointment, as presented

VIII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 15

010100	Education Fund	\$1,628,920.32
020100	Operations and Maintenance Fund	127,229.94
050620	Bookstore	34,867.33
062101	Adult Education-State Basic	10,809.79
062102	Adult Education-Performance	4,744.32
062116	PATH Grant	2,028.79
063101	Adult Education-Federal Basic	7,203.04
063107	Perkins Postsecondary	6,015.17
063132	Federal Work Study	3,304.88
063169	TRIO/Student Support Services	9,906.62
063170	Increasing Retention and Completion	17,684.34
063171	TRIO/Upward Bound East	6,899.04
063172	TRIO/Upward Bound West	7,029.73
063184	Governor's Emergency Ed Relief II	3,274.31
063202	Waubonsee Works	9,212.46
063303	ECACE-Early Childhood Grant	2,776.54
063939	IMEC-IL MGFT Excellence Ctr	800.00
063940	SBDC	8,178.10
120100	Liability/Protection and Settlement	<u>45,086.25</u>
Final Total:		<u>\$1,935,970.94</u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 16

010100	Education Fund	\$1,495,112.71
020100	Operations and Maintenance Fund	122,225.38
050620	Bookstore	37,912.56
062101	Adult Education-State Basic	7,012.98
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	2,028.79
063101	Adult Education-Federal Basic	16,397.48
063107	Perkins Postsecondary	8,329.43
063132	Federal Work Study	2,986.69
063169	TRIO/Student Support Services	10,115.97
063170	Increasing Retention and Completion	15,922.77
063171	TRIO/Upward Bound East	6,608.41
063172	TRIO/Upward Bound West	6,528.01
063184	Governor's Emergency Ed Relief II	246.98
063202	Waubonsee Works	9,461.54
063303	ECACE-Early Childhood Grant	2,028.79
063940	SBDC	8,071.80
120100	Liability/Protection and Settlement	<u>44,536.99</u>
Final Total:		<u>\$1,799,876.23</u>

VIII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,495,535.97
010900	Payroll Clearing Fund	87,756.58
020100	Operations and Maintenance Fund	377,116.69
030100	Operations / Maintenance Restricted	76,614.99
040100	Bond and Interest Fund	900.00
050503	Auto Resale	1,904.43
050620	Bookstore	385,204.61
050810	Internal Medical Insurance	473,773.19
050811	Retiree Medical Insurance	40,070.54
062101	Adult Education-State Basic	131.00
062102	Adult Education-Performance	350.36
062116	PATH Grant	1,278.43
062117	Mental Health Early Action (MHEA)	2,200.00
063101	Adult Education-Federal Basic	20,352.00
063107	Perkins Postsecondary	1,031.55
063159	Improving Student Success	440.00
063169	TRIO/Student Support Services	940.66
063170	Increasing Retention and Completion	7,006.42
063171	TRIO/Upward Bound East	9,740.82
063172	TRIO/Upward Bound West	9,718.60
063303	ECACE-Early Childhood Grant	2,508.00
063940	SBDC	5,198.19
064114	SBDC Other Sources	140.00
064999	Miscellaneous Restricted Funds	5,344.64
100300	Trust and Agency	12,076.10
120100	Liability/Protection and Settlement	<u>1,013,652.91</u>
	Final Total:	<u>\$4,030,986.68</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Renewal of the Fire Alarm Maintenance and Testing Services Agreement
Renewal of year five of the fire alarm maintenance and testing services agreement with LaMarco Systems, Inc. of Northbrook, IL, in the amount of \$34,450 for the period of October 1, 2023 through September 30, 2024.
- b. Purchase of Flooring for the Esports Room in Erickson Hall
Purchase of flooring for the Esports room from Consolidated Flooring, Inc. of Addison, IL, in the amount of \$29,777.98.
- c. Purchase of Paramedic Diagnostic Equipment
Purchase of paramedic diagnostic equipment from ZOLL Medical Corporation of Chelmsford, MA, in the amount of \$31,313.02. This purchase is grant funded.
- d. Purchase of Laptops for Students in Early Childhood Education for FY2024
Purchase of laptops for students in Early Childhood Education for FY2024 from Best Buy for Government and Education of Richfield, MN, in the amount not to exceed \$60,000. This purchase is grant funded.

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

X. Personnel Reports

A. Full-Time Administrative Retirement

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the retirement of Douglas E. Minter, Vice President of Finance and Administration, effective April 30, 2024.

B. Faculty Tenure Recommendations

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously approved the tenure recommendations to award tenure to Mary Paton, Instructor of Nursing, and Jason Rochon, Instructor of Computer Information Systems and Cybersecurity, effective with the spring semester 2024; and the non-renewal of tenure and dismissal of Justin Kline, Instructor of Computer Information Systems and Cybersecurity, at the conclusion of the fall semester 2023.

XI. Policy Reports

A. Annual Report on Board Policy 2.050.04 – Investment of College Funds

Mr. Minter provided a report to the Board of Trustees on Board Policy 2.050.04 - Investment of College Funds, as required by the policy that a review be performed annually. He commented that some changes to the policy will likely be recommended by staff for possible board action in the coming months, but that those will be considered first by the Board Policy Committee when it is able to convene.

XII. Curriculum Reports

XIII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

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

XIV. Financial Reports

A. Adoption of the FY2024 College Budget and Resolution No. 24-01

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously adopted the FY2024 College Budget and Resolution No. 24-01, as presented.

B. Treasurer's Report for the Month of August 2023

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

C. FY2023 Year-End Transfers

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the FY2023 year-end transfers, as presented.

D. Approval of Revised Property Tax Abatement for TMF Management, LLC

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, approved the revised property tax abatement for TMF Management, LLC, as presented.

E. Letter of Support to Extend Geneva TIF 2

Mr. Minter commented on a request from the Geneva City Council seeking college approval of a resolution supporting a 12-year extension of a TIF. Ms. Cathleen Tymoszenko, Economic Development Director for the City of Geneva, was in attendance and briefly addressed the board to explain Geneva's interests. The board endorsed this request and Dr. Knetl will provide a letter of support.

XIV. Financial Reports (continued)

F. Fiscal Financial Planning Calendar Template

Mr. Minter shared a FY2024 calendar template of financial activities and action items for FY2024. He drew the board's attention to staff plans to focus efforts for the February 1, 2024 Special Board Meeting on economic development strategies as they relate to property tax incentives, and a multi-year, strategic budget. The board expressed its support for these topics.

G. Bids/Purchases

1. Replacement of Furniture for the President's Office Suite in Dickson Center

The board, on a motion by Ms. Ries and seconded by Ms. Willson, unanimously approved the replacement of furniture for the President's office suite from Interiors for Business, Inc. of Batavia, IL, in the amount of \$85,824.45.

2. Approval of the Food Services Agreement for the Aurora Downtown Café (Endiro Coffee LLC)

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the food services agreement for the Aurora Downtown Café with Endiro Coffee LLC of Aurora, IL, for the coverage period of October 1, 2023 through May 14, 2024.

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously voted to adjourn the meeting at 9:21 p.m.



Greg Thomas
10/18/2023 20:50 CDT

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees