

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

October 18, 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, October 18, 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, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member absent: Patrick Kelsey; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Mary Baccheschi, John Bryant, Michelle Dahlstrom, Karina Guerrero, Jami Hinshaw, Dan Larsen, Dr. Jeanne McDonald, Dr. Daniel McDonnell, Kevin Modaff, Michele Needham, J. C. Paez, Dr. Stacey Randall, Marlena Rios, Adam Schauer, and Stephanie Wennmacher; Student Senate members: President Angel Camarillo-Tolentino, Alyssa Alexander, Oluwaseun Fakeye, Lesli Herrera, Gabrielle Jackson, Joyce Tikeng Tiotso, and Vanessa Torres; featured student: Olivia Nieves; and featured presenter Dominick Demonica of Demonica Kemper Architects.

II. Recognition

A. Oath of Office to Newly Elected Student Trustee

Dr. Brian Knetl, President, introduced Jack McGreevy, the newly elected student trustee for 2023-2024. The Oath of Office was administered and notarized by Campus Police Chief J. C. Paez.

B. 2023-2024 Student Government Leaders

Jami Hinshaw, Dean for Student Engagement, introduced Michelle Dahlstrom, Student Life Manager, who recognized the 2023-2024 Student Government leaders.

C. 2023 Coca-Cola Leaders of Promise Scholar

Jami Hinshaw recognized the 2023 Coca-Cola Leaders of Promise Scholar, Olivia Nieves.

D. Featured Program: Education Careers Bridge Program

Adam Schauer, Dean for Adult and Workforce Education, highlighted the new Education Careers Bridge Program. With support from the Dunham Foundation to address the bilingual teacher shortage in our district, Waubonsee launched this program to provide free career training to bilingual students, helping them to accelerate into a paraprofessional career. Mr. Schauer also recognized Marlena Rios, Adult Education Transition Advisor, for her role in coordinating/facilitating this program.

II. Recognition (continued)

E. Introduction of New Administrator

Dr. Diane Nyhammer, Vice President of Educational Affairs, introduced our new administrator: Dr. Daniel McDonnell, Director of School District Partnerships.

III. Institutional Reports and Presentations

A. Career and Technical Education Facility Project Update Presentation

Douglas Minter, Vice President of Finance and Administration, introduced Dominick Demonica, Principal of Demonica Kemper Architects, who shared a presentation on the Career and Technical Education facility. Design and construction planning documents are at the 50% stage, and Mr. Demonica provided updates on the project scope, design, budget, and timeline.

B. Update on the Strategic Planning and Continuous Improvement Consulting Services Request for Proposal Process

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, shared an update on a Request for Proposal (RFP) issued for consulting services to facilitate a strategic planning process to assist the college in developing a new comprehensive strategic plan, as well as reviewing internal processes for improvement, and evaluating our strategic enrollment management plan for possible integration into the strategic plan. This RFP also includes the development of a Technology Plan and a Campus Master Plan as a part of a later phase of this work. Ten proposals were received for review, and it is anticipated that a recommendation will be shared at the December board meeting.

C. President's Report

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

- Dr. Knetl noted that many of his activities involved gala events and community celebrations that provided opportunities for many shared ideas, conversations, and connections, including events with the Association for Individual Development (AID), Rush Copley, the Community Foundation of the Fox River Valley, CASA Kane County, Batavia Chamber of Commerce, and the Aurora Area Hispanic Chamber of Commerce.
- This was also an all-college meeting month for Dr. Knetl, that included the various events leading up to his Investiture, his first All College Q&A meeting (“Biscuits with the Boss”), and a meeting with all employees about a restructuring overview. Also being planned is a college-wide Data Summit on October 27, 2023 that will kick off our engagement with Achieving the Dream.
- Dr. Knetl commented that he and Dr. Diane Nyhammer recently met with leadership from Southern Illinois University to discuss ways to build on our partnership and enhance our transfer program.
- He thanked Dan Larson, Executive Director of Campus Safety and Operations, and the Buildings and Grounds team, for all the beautiful displays of fall decorations on campus.
- Dr. Knetl also remarked on the new board meeting agenda format of providing all the reports and presentations at the beginning of the meeting, rather than incorporated throughout the board meeting.

For more announcements and details on Dr. Knetl's activity, his monthly [President's Report](#) can be viewed on the college website.

IV. Public Comment

A. General Public Comment

Two community members addressed the board:

- Shannon Cameron – public comment topic: “Voting on the TIF proposal for the new casino”
- Helen Ratzlow – public comment topic: “Farnsworth-Bilter TIF District vote upcoming”

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 7:21 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 8:14 p.m. Roll call found the following board members present: Jimmie Delgado, Rick Guzman, Jack McGreevy, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member absent: Patrick Kelsey; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Mary Baccheschi, John Bryant, Terence Felton, Karina Guerrero, Dan Larsen, Kevin Modaff, Michele Needham, J. C. Paez, and Stephanie Wennmacher.

VII. Communications

A. Association of Community College Trustees

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

Dr. Knetl, Board Chair Rebecca Oliver, and Trustees Greg Thomas and Tina Willson, reported on the ACCT Leadership Congress that was held on October 9-12, 2023 at the ARIA Resort & Casino in Las Vegas, NV. Dr. Knetl also shared that he co-presented a very successful and well-attended session, “One Door: Integrating Adult Education, Workforce Development and Credit Programs,” with Board Chair Oliver; Ne’Keisha Stepney, Executive Dean for Business, Technology, and Workforce Education; and Megan Jones, Adult Education Data and Compliance Manager. Dr. Knetl and Board Chair Oliver complimented Ms. Stepney and Ms. Jones for their outstanding efforts with the presentation.

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 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.

VIII. 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. September 20, 2023 Board Meeting Minutes
2. September 20, 2023 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

**	Avila, Naidelyn	Federal Work Study	25 hrs./wk.	\$15.50/hr.
	Bores, Suzelle	Professional Tutor Academic Support	25 hrs./wk.	\$26.50/hr.
	Cruz Zamora, Luz Maria	Peer Tutor Academic Support	25 hrs./wk.	\$15.50/hr.
**	Elizalde-Apantenco, Melanie	Federal Work Study	25 hrs./wk.	\$15.00/hr.
**	Fallmaier, Tiler	Student Worker Adult Education	25 hrs./wk.	\$15.00/hr.
	Guernon, Jacob	Peer Tutor Academic Support	25 hrs./wk.	\$15.50/hr.
	Hernandez, David	Campus Safety Officer	25 hrs./wk.	\$25.54/hr.
	Hlavacek, Mitchell	Chemistry Lab Technician	25 hrs./wk.	\$19.64/hr.
	Mathialakan, Kukapalini	Professional Tutor Academic Support	25 hrs./wk.	\$26.50/hr.
**	Maldonado De La Rosa, Gary	Student Worker Adult Education	25 hrs./wk.	\$18.00/hr.
**	Moreno Lopez, Heidy	Federal Work Study	25 hrs./wk.	\$15.00/hr.
	Padilla, Daniela	Peer Tutor Academic Support	25 hrs./wk.	\$15.50/hr.
	Ruiz, Ana	Life Drawing Model	25 hrs./wk.	\$26.50/hr.
	Schulter, Anthony	Buildings and Grounds Worker	25 hr./wk.	\$17.33/hr.
**	Skokna, Jacob	Federal Work Study	25 hrs./wk.	\$15.50/hr.
	Vargas, Diego	IT Computer Lab Assistant Extension Campuses	25 hrs./wk.	\$18.74/hr.
	Vazquez Acosta, Carlos	Peer Tutor Academic Support	25 hrs./wk.	\$15.50/hr.
	Widlarz, Michael	Campus Police Officer	25 hrs./wk.	\$30.09/hr.
	Woodward, Jackson	Campus Safety Officer	25 hrs./wk.	\$22.21/hr.
**	<i>Grant Funded</i>			

VIII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Joshua Perez, Student Retention Analyst, effective October 13, 2023.
- b. Miguel Silva, Academic and Career Advisor, effective October 6, 2023.

3. Full-Time Appointment Recommendations

- a. Hannah Bramos, Assessment Data Coordinator, at the rate of \$23.59/hr., effective October 2, 2023.
- b. Rozanna Herrera, General Merchandise Buyer, at the rate of \$23.43/hr., effective October 4, 2023. Ms. Herrera has resigned her position of Senior Bookstore Associate to accept this position.
- c. Daisy Sanchez, High School Transition Advisor, at the rate of \$24.00/hr., effective October 16, 2023 through September 30, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.

VIII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 17

010100	Education Fund	\$1,572,740.88
020100	Operations and Maintenance Fund	118,334.34
050620	Bookstore	39,020.86
062101	Adult Education-State Basic	27,921.32
062102	Adult Education-Performance	3,953.60
062116	PATH Grant	3,148.79
063101	Adult Education-Federal Basic	32,957.82
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	7,136.42
063132	Federal Work Study	3,781.55
063169	TRIO/Student Support Services	11,848.34
063170	Increasing Retention and Completion	16,638.48
063171	TRIO/Upward Bound East	6,185.60
063172	TRIO/Upward Bound West	6,341.44
063184	Governor's Emergency Ed Relief II	1,128.50
063202	Waubonsee Works	8,765.62
063303	ECACE-Early Childhood Grant	2,028.79
063939	IMEC-IL MGFT Excellence Center	1,404.00
063940	SBDC	7,965.50
120100	Liability/Protection and Settlement	<u>43,711.93</u>
Final Total:		<u>\$1,918,523.75</u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 18

010100	Education Fund	\$1,655,304.91
020100	Operations and Maintenance Fund	124,736.19
050620	Bookstore	31,306.76
062101	Adult Education-State Basic	29,429.04
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	3,260.79
063101	Adult Education-Federal Basic	31,494.84
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	7,587.23
063132	Federal Work Study	5,423.63
063169	TRIO/Student Support Services	12,806.96
063170	Increasing Retention and Completion	17,656.44
063171	TRIO/Upward Bound East	6,674.77
063172	TRIO/Upward Bound West	6,799.88
063184	Governor's Emergency Ed Relief II	1,098.00
063202	Waubonsee Works	9,461.54
063303	ECACE-Early Childhood Grant	2,191.29
063939	IMEC-IL MGFT Excellence Ctr	1,404.00
063940	SBDC	8,071.80
120100	Liability/Protection and Settlement	<u>48,310.55</u>
Final Total:		<u>\$2,010,877.56</u>

VIII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$962,393.69
010900	Payroll Clearing Fund	76,228.89
020100	Operations and Maintenance Fund	483,794.62
030100	Operations / Maintenance Restricted	460,368.52
050503	Auto Resale	15,729.15
050620	Bookstore	195,975.25
050810	Internal Medical Insurance	584,464.11
050811	Retiree Medical Insurance	4,498.34
062101	Adult Education-State Basic	557.50
062115	Transitional Instruction	100.00
062116	PATH Grant	64,100.57
063107	Perkins Postsecondary	3,525.88
063165	Upward Bound West	345.88
063169	TRIO/Student Support Services	415.56
063170	Increasing Retention and Completion	1,814.06
063171	TRIO/Upward Bound East	9,509.63
063172	TRIO/Upward Bound West	10,469.09
063202	Waubonsee Works	363.42
063940	SBDC	4,256.85
064999	Miscellaneous Restricted Funds	4,657.86
100300	Trust and Agency	15,415.62
110100	Audit Fund	18,200.00
120100	Liability/Protection and Settlement	<u>6,645.24</u>
Final Total:		<u>\$2,923,829.73</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Renewal of Civitas Learning Tools
Renewal of Civitas Learning Tools from Civitas Learning, Inc. of Grand Forks, ND, in the total amount of \$469,205 for the coverage period of June 29, 2023 through June 14, 2025.
- b. Replacement of Aruba Wireless Access Points
Replacement of the Aruba Wireless Access Points from CXtec of Syracuse, NY, in the amount of \$43,280.
- c. Purchase of Consulting Services for Micro Focus Data Center Components
Purchase of consulting services for Micro Focus Data Center components from Talus Solutions, LLC of Houston, TX, in the not to exceed amount of \$100,000 for the coverage period of October 19, 2023 through October 18, 2024.
- d. Rental of a Wheel Loader for the 2023-2024 Winter Season
Rental of a wheel loader for the 2023-2024 winter season from TCB Equipment Leasing, Wheeling, IL, in the amount of \$33,500 for the coverage period of November 1, 2023 through March 31, 2024.
- e. Purchase of Snow and Ice Removal Services for the 2023-2024 Winter Season
Purchase of snow and ice removal services for the 2023-2024 winter season with the option to renew for two additional one-year periods from Mark1 Landscape of Bartlett, IL, in the estimated amount of \$17,318.33 for the Aurora Downtown Campus; ACSOI LLC of Oswego, IL, in the estimated amount of \$18,203.32 for the Aurora Fox Valley Campus; and Snow Systems, Inc. of Wheeling, IL, in the estimated amount of \$30,678.13 for the Plano Campus, for the total estimated cost of \$66,208.78 for the 2023-2024 winter season.

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

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. Treasurer's Report for the Month of September 2023

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

B. Budget Summary Ending September 2023

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

Douglas Minter explained that the current fiscal year budget (adopted by the board at the September 20, 2023 board meeting) includes an assumption of a 6% tax levy increase. CPI for 2022 was 6.5%, but due to the Property Tax Extension Limitation Law (PTELL), the college's tax levy increase will be limited to 5% (plus an additional allowance of at least 1% for "new construction"). Mr. Minter reminded the board that similar and unusual circumstances occurred last year, and that trustees may wish to go back and review the October 2022 board memo that provides information on both PTELL and Illinois' Truth in Taxation compliance requirements. Staff plan to present a tentative levy recommendation next month, as planned, that will align with annual budget assumptions. He also noted that financial principles will be reviewed again at the February 1, 2024 Special Board meeting so that the board may affirm or revise future strategies for managing revenues and expenditures.

C. Bids/Purchases

1. Renewal of the Annual Contract for Dental Insurance

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously approved the renewal of the annual contract for dental insurance from Delta Dental of Illinois of Oak Brook, IL for the coverage period of January 1, 2024 through December 31, 2024.

2. Renewal of the Annual Contract for Medical Insurance Including the Individual and Aggregate Stop Loss Coverage

The board, on a motion by Ms. Ries and seconded by Mr. Thomas, unanimously approved the renewal of the annual contract for medical insurance including the individual and aggregate stop loss insurance from Blue Cross Blue Shield of Illinois of Chicago, IL for the coverage period of January 1, 2024 through December 31, 2024.

3. Renewal of Managed Print Services

The board, on a motion by Mr. Delgado and seconded by Ms. Willson, unanimously approved the renewal of Managed Print Services from Marco Technologies of St. Cloud, MN, in a budgeted amount of \$150,000 per year and a total not to exceed amount of \$450,000 for the coverage period of November 2023 through August 2026.

XIV. Financial Reports (continued)

4. Purchase of Architectural/Engineering Services for the Dickson Center Roof and Atrium Glass Replacement Project

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously approved the purchase of Architectural/Engineering services for the Dickson Center roof and atrium glass replacement project from Demonica Kemper Architects of Chicago, IL, in the amount of \$98,000 plus reimbursables.

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:52 p.m.



Greg Thomas
11/15/2023 20:10 CST

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees