

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

November 15, 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, November 15, 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, Greg Thomas, and Tina Willson; board members absent: Jack McGreevy and Stacey Ries; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Steven Collins, Shannon Flavin, Mary Greenwood, Karina Guerrero, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Marlene Russell, Stephanie Wennmacher, and Lei Xie; and featured presenter Anthony Cervini of Sikich LLP.

II. Recognition

A. Presentation to the College by Campus Police Sergeant Steven Collins

Campus Police Sergeant Steven Collins presented appreciation gifts to the Waubonsee Community College Board of Trustees and President Dr. Brian Knetl for the support he received from the college while he was deployed in the Middle East. Board Chair Rebecca Oliver and Dr. Knetl thanked Sergeant Collins for the plaque, U.S. flag, and for his service.

III. Institutional Reports and Presentations

A. FY2023 Annual Comprehensive Financial Report

Anthony Cervini, Partner-in-Charge, Government Services, of Sikich LLP, and John Bryant, Assistant Vice President of Finance, provided an overview of the audit reports. The college received an unmodified (clean) opinion.

The board, on a motion by Mr. Delgado and seconded by Mr. Guzman, unanimously accepted and filed the Annual Comprehensive Financial Report and Single Audit Report for the fiscal years ended June 30, 2023 and 2022, as presented.

B. FY2023 Grants Annual Report

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, presented the FY2023 Grants Annual Report and highlighted significant trends in the funding landscape and how it impacts our students. Dr. Randall was happy to share that for FY2023, the grant award success rate was 90% and the total amount awarded was \$5,829,675.

III. Institutional Reports and Presentations (continued)

C. Financial Aid Update

Mary Greenwood, Director of Student Financial Aid Services, presented a Financial Aid Update that highlighted financial aid changes at the federal, state, and institutional levels. Topics included Federal Pell Grant, Illinois Map Grant, ECACE, FAFSA Simplification, Gainful Employment rules, among other topics. Ms. Greenwood was pleased to report on Waubonsee's strong cohort default rate trends, as well as the retention successes resulting from the Waubonsee Success Scholarship (WSS). Retention rates for WSS recipients from Fall 2022 to Spring 2023 were 85%, while Fall 2022 to Fall 2023 retention was 70%.

D. President's Report

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

- He started his report by commending all veterans, including Sergeant Collins, and the impact of the various events that were held on campus in celebration of Veterans Day.
- Dr. Knetl was excited to share that Waubonsee was accepted into an American Association of Community Colleges' sponsored cohort, a three-year program focused on elevating cybersecurity pathways.
- He also announced that the Community Colleges of Illinois launched a new statewide brand campaign, "For Every Student, For Every Community," to increase the profile, visibility, and benefits of Illinois community colleges.
- Dr. Knetl reported on the college-wide Data Summit that focused on our use of data to inspire and track improvements at the college, and through our new partnership with Achieving the Dream, we also reviewed the results of the Institutional Capacity Assessment Tool survey (which are available on mywcc).
- He congratulated Robert Cook, TRIO/Upward Bound Manager, for successfully defending his doctoral dissertation, and so he can now be referred to as Dr. Robert Cook.
- Dr. Knetl plans to walk with Waubonsee's Cheer Team at the Winter Lights Holiday Parade in downtown Aurora.
- He announced that the All-Staff Holiday Open House event has been scheduled for December 7, 2023 and will include a "Comfy and Cozy" theme.
- Dr. Knetl remembered that it had been a year since he came on campus to interview for the position of President; he expressed his gratitude to the board, thankful to be part of the Waubonsee community.

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

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 7:05 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; and matters of collective bargaining or deliberations concerning salary schedules.

VI. Reconvene to Open Session

The board reconvened in open session at 8:00 p.m. Roll call found the following board members present: Jimmie Delgado, Rick Guzman, Patrick Kelsey, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board members absent: Jack McGreevy and Stacey Ries; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Terence Felton, Karina Guerrero, Dan Larsen, Erik Leal, Michele Needham, J. C. Paez, Marlene Russell, and Stephanie Wennmacher.

VII. Communications

A. Association of Community College Trustees

1. ACCT National Legislative Summit – February 5-7, 2024

Dr. Knetl commented that the ACCT National Legislative Summit is scheduled for February 5-7, 2024 at the Marriott Marquis Hotel in Washington, D.C.

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 reported on the ICCTA Meetings that were held on November 10-11, 2023 at the Chicago Marriott Schaumburg hotel in Schaumburg, IL.

VIII. Approval of Consent Agenda

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

A. Meeting Minutes

1. October 18, 2023 Board Meeting Minutes
2. October 18, 2023 Executive Session Meeting Minutes

VIII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

Eriksen, Nicholas	Student Worker Athletics	25 hrs./wk.	\$15.00/hr.
Lupo, Nancy	Librarian	25 hrs./wk.	\$31.15/hr.
Nicosia, Mia	Bookstore Associate	25 hrs./wk.	\$16.00/hr.
Secor, Bruce	General Maintenance Mechanic	25 hrs./wk.	\$24.00/hr.
Smith, Amanda	Bookstore Associate	25 hrs./wk.	\$16.00/hr.
Wrage, William	Peer Tutor Academic Support	25 hrs./wk.	\$15.50/hr.

2. Full-Time Retirements

- a. Harriet Parker, Small Business Development Center Manager, effective January 31, 2024.
- b. Kathleen Thomas, Athletics Administrative Assistant, effective January 5, 2024.

3. Full-Time Resignations

- a. Irais Carrasco-Unive, Assessment Program Specialist and Academic Testing, effective November 3, 2023.
- b. Nancy Morales, Administrative Specialist Student Retention, effective October 12, 2023.

4. Full-Time Appointment Recommendations

- a. Kaylie Hanson, Accounts Payable Associate, at the rate of \$20.00/hr., effective December 4, 2023.
- b. Joseph Hawkins, Database Analyst, at the rate of \$90,000 annually, effective November 6, 2023.
- c. Silvia Martinez Junco, Custodian 2nd Shift SG, at the rate of \$20.00/hr., effective November 6, 2023.
- d. Emily Ruiz, Senior Bookstore Associate, at the rate of \$20.05/hr., effective November 4, 2023. Ms. Ruiz has resigned her position of part-time Bookstore Associate to accept this position.
- e. Emma Donatille, Director of Development, at the rate of \$115,000 annually, effective December 4, 2023.

VIII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 19

010100	Education Fund	\$1,692,239.30
020100	Operations and Maintenance Fund	128,520.31
050620	Bookstore	30,228.92
062101	Adult Education-State Basic	29,617.25
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	3,260.79
063101	Adult Education-Federal Basic	37,037.79
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	7,575.80
063132	Federal Work Study	6,458.63
063169	TRIO/Student Support Services	12,117.46
063170	Increasing Retention and Completion	16,360.59
063171	TRIO/Upward Bound East	6,899.72
063172	TRIO/Upward Bound West	6,917.12
063184	Governor's Emergency Ed Relief II	1,124.69
063202	Waubonsee Works	9,349.04
063303	ECACE-Early Childhood Grant	4,228.79
063935	AACC MentorLinks	4,800.00
063939	IMEC-IL MGFT Excellence Center	2,873.40
063940	SBDC	8,071.80
064124	Dunham Adult Education Bridge	1,684.80
100300	Trust and Agency	250.00
120100	Liability/Protection and Settlement	<u>48,136.07</u>
Final Total:		<u>\$2,065,611.21</u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 20

010100	Education Fund	\$1,681,203.92
020100	Operations and Maintenance Fund	125,590.01
050620	Bookstore	30,464.00
062101	Adult Education-State Basic	10,322.74
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	3,260.79
063101	Adult Education-Federal Basic	11,290.60
063102	Adult Education-EL / Civics	300.00
063107	Perkins Postsecondary	8,341.02
063132	Federal Work Study	6,926.35
063169	TRIO/Student Support Services	12,607.51
063170	Increasing Retention and Completion	12,948.76
063171	TRIO/Upward Bound East	6,854.37
063172	TRIO/Upward Bound West	6,878.32
063184	Governor's Emergency Ed Relief II	1,166.63
063202	Waubonsee Works	9,919.04
063303	ECACE-Early Childhood Grant	4,228.79
063939	IMEC-IL MGFT Excellence Ctr	2,331.00
063940	SBDC	8,071.80
064124	Dunham Adult Education Bridge	1,834.80
064999	Miscellaneous Restricted Funds	9,874.82
100300	Trust and Agency	400.00
120100	Liability/Protection and Settlement	<u>50,185.75</u>
Final Total:		<u>\$2,009,349.96</u>

VIII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,258,393.09
010109	Budget Stabilization Fund	1,578.74
010900	Payroll Clearing Fund	82,748.83
020100	Operations and Maintenance Fund	294,460.40
030100	Operations / Maintenance Restricted	30,525.11
050503	Auto Resale	9,731.37
050620	Bookstore	94,393.22
050810	Internal Medical Insurance	637,223.05
050811	Retiree Medical Insurance	11,925.31
062101	Adult Education-State Basic	353.27
063102	Adult Education-EL / Civics	1,747.50
063107	Perkins Postsecondary	3,724.42
063162	Upward Bound East	8,339.87
063165	Upward Bound West	7,036.99
063169	TRIO/Student Support Services	1,698.85
063170	Increasing Retention and Completion	10,997.58
063171	TRIO/Upward Bound East	203.14
063172	TRIO/Upward Bound West	73.03
063234	Adult & Dislocated Worker Training	830.00
063936	SBDC	3,907.06
064114	SBDC Other Sources	149.90
064122	TRIUMPH	685.87
064999	Miscellaneous Restricted Funds	572.50
100300	Trust and Agency	10,000.83
110100	Audit Fund	2,100.00
120100	Liability/Protection and Settlement	<u>20,321.80</u>
	Final Total:	<u>\$2,493,721.73</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Renewal of Life/Accidental Death and Dismemberment and Long-Term Disability Insurance
Renewal of the annual contract for life/accidental death and dismemberment and long-term disability insurance from Dearborn National Life Insurance Company of Downers Grove, IL, for the coverage period of January 1, 2024 through December 31, 2024, as presented.
- b. Renewal of the Telephone Software Support Agreement
Renewal of the telephone software support agreement from Sound Incorporated of Naperville, IL, in the amount of \$56,731 for the coverage period of December 1, 2023 through November 30, 2024.
- c. Renewal of the Drupal Managed Services Agreement
Renewal of the Drupal Managed Services agreement from Promet Solutions Corporation (DBA Promet Source) of Chicago, IL, in the amount of \$173,880 for the coverage period of February 1, 2024 through January 31, 2027.
- d. Renewal of NetApp E-Series Software and Hardware Support and Warranty Extension
Renewal of the NetApp E-Series software and hardware support and warranty extension from CDW-G of Vernon Hills, IL, in the amount of \$120,564 for the coverage period of January 1, 2024 through December 31, 2024.
- e. Replacement of Hardware and Software Support Renewal of the NetApp Network Data Storage
Replacement of hardware and software support renewal of the NetApp network data storage from CDW-G of Vernon Hills, IL, in the amount of \$111,737 for the coverage period of January 1, 2024 through December 31, 2026.
- f. Replacement of the 3D Printing Equipment at the Sugar Grove Campus
Replacement of the 3D printing equipment at the Sugar Grove Campus from H2I Group of Minneapolis, MN, in the amount of \$39,747 for the coverage period of November 16, 2023 through November 15, 2024.
- g. Revision to the Rental of a Wheel Loader for the 2023-2024 Winter Season
Revision to the rental of a wheel loader for the 2023-2024 winter season from Alta Enterprises, LLC of South Elgin, IL, in the amount of \$39,195 for the coverage period of November 1, 2023 through March 31, 2024.

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.

B. Resource Allocation Management Program – FY2025

Douglas Minter, Vice President of Finance and Administration, and Dan Larsen, Executive Director of Campus Safety and Operations, debriefed the board on the RAMP process and on the general scope of the Collins Hall project

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the submission of the FY2025 Resource Allocation Management Program application to the Illinois Community College Board.

XIV. Financial Reports

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

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

B. Budget Summary Ending October 2023

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

C. Adoption of the Tentative 2023 Aggregate Tax Levy

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously adopted the tentative 2023 aggregate tax levy of \$54,621,716 and the establishment of December 13, 2023 as the date for the final adoption of the 2023 tax levies.

D. Adoption of Resolution No. 24-02: Abatement Resolution-General Obligation Bonds (Alternate Revenue Source) Series 2023

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously adopted Resolution No. 24-02: Abatement Resolution-General Obligation Bonds (Alternate Revenue Source) Series 2023, as presented.

XV. Other Reports

A. Land Acknowledgment

Dr. Knetl provided an update on the work that has been done to develop a Land Acknowledgment Statement for Waubensee Community College. Dr. Knetl shared a proposed statement for review by the board. It is anticipated that a final version of the Land Acknowledgment Statement will be on the December 13, 2023 agenda for board approval.

XVI. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:13 p.m.



Greg Thomas

~~12/13/2023 19:36 CST~~

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees