

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

December 13, 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, December 13, 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, Jack McGreevy, Rebecca D. Oliver, Stacey Ries, and Greg Thomas; board member absent: Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Karina Guerrero, Randall Hines, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, J. C. Paez, Dr. Stacey Randall, Marlene Russell, Ne'Keisha Stepney, and Stephanie Wennmacher; and featured presenters Dominick Demonica of Demonica Kemper Architects, and Brian Healy, Eric Schwab, and Kristin Hannemann of Pepper Construction Company.

II. Financial Reports

A. Public Hearing on the 2023 Aggregate Tax Levy

The public hearing on the 2023 aggregate tax levy was held at 6:00 p.m. No comments on the aggregate tax levy were presented. The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously approved the closing of the public hearing at 6:02 p.m.

B. Adoption of Resolution No. 24-03 to Establish the 2023 Aggregate Tax Levy

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously adopted Resolution No. 24-03 to Establish the 2023 Aggregate Tax Levy of \$54,621,716, as presented.

III. Recognition

A. Featured Program - Computer Aided Design and Drafting

Ne'Keisha Stepney, Executive Dean for Business, Technology, and Workforce Education, recognized Waubonsee's CAD Program and introduced Randall Hines, Associate Professor of Computer Aided Design and Drafting. Mr. Hines provided information regarding the program, equipment, and its faculty and students. He also displayed various items created by students in the CAD program.

IV. Institutional Reports and Presentations

A. Career and Technical Education Facility Presentation of “Bid Package 1” Bids and Update on Project Schedule and Budget

Dan Larsen, Executive Director of Campus Safety and Operations, introduced Dominick Demonica, Principal of Demonica Kemper Architects; and Brian Healy, Senior Vice President, Eric Schwab, Project Director, and Kristin Hannemann, Senior Project Manager, of Pepper Construction Company; who presented an update on the Career and Technical Education facility project schedule and budget, and reviewed “Bid Package 1.”

1. Approval of Award for “Bid Package 1” for the Career and Technical Education Facility

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the award for "Bid Package 1" for the Career and Technical Education facility, as presented.

B. Waubonsee Foundation Quarterly Board Meeting Report

Trustee Stacey Ries, in her role as Waubonsee Board of Trustees Liaison for the Foundation Board of Directors, reported on the Foundation Quarterly Board Meeting held on December 5, 2023.

C. Update on the Strategic Planning and Continuous Improvement Request for Proposal and Consultant Selection Process

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, reported on the progress made to date regarding the selection of a consultant to assist the college in developing four discrete plans: a new Strategic Plan, and three operational plans including Continuous Improvement, Strategic Enrollment Management, and Technology. Ten proposals were received and after the committee selected four semi-finalists to interview via Zoom, two finalists were invited to campus for in-person meetings and presentations. It is anticipated that a final recommendation will be presented to the board for approval at the January 2024 meeting. As part of this approval, Dr. Brian Knetl shared a financial strategy that would involve allocating up to \$5 million from the college's Budget Stabilization Fund to support the work of developing and implementing the plans.

D. President’s Report

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

- Faculty, staff, and students have been busy with the end of semester rush, and it’s the time of year for many concerts and holiday gatherings.
- Dr. Knetl mentioned the successful presentations that were held with all employees by the two strategic planning consultants, as well as the listening sessions with AGB Search for the two new vice president roles.
- Making connections with community partners such as Tony Rivera, the new President/CEO of the Aurora Regional Chamber of Commerce, and with Dr. Susana Rivera-Mills, the president at Aurora University, are important for the college in building opportunities for collaboration.
- Dr. Knetl was excited to share a couple videos: holiday-themed ad spot (that will be played at local movie theatres) and the 2023 Holiday Greetings from Waubonsee message.
- He highlighted his All-College Address that will be held on January 10, 2024.
- Dr. Knetl ended his report by wishing everyone Happy Holidays! He also thanked the board for supporting the college throughout the year.

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

V. Public Comment

A. General Public Comment

VI. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Delgado, unanimously voted to adjourn to executive session at 6:40 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 the selection of a person to fill a public office, including a vacancy in a public office.

VII. Reconvene to Open Session

The board reconvened in open session at 7:24 p.m. Roll call found the following board members present: Jimmie Delgado, Patrick Kelsey, Jack McGreevy, Rebecca D. Oliver, Stacey Ries, and Greg Thomas; board members absent: Rick Guzman and Tina Willson; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Terence Felton, Karina Guerrero, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, J. C. Paez, Marlene Russell, and Stephanie Wennmacher.

VIII. Communications

A. Association of Community College Trustees

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

Dr. Knetl commented that he and Trustees Tina Willson and Patrick Kelsey, and Student Trustee Jack McGreevy, have indicated their intent to attend the ACCT National Legislative Summit that is scheduled for February 5-7, 2024 at the Marriott Marquis Hotel in Washington, D.C.

B. American Association of Community Colleges

1. AACC Annual – April 6-9, 2024

Dr. Knetl commented that AACC Annual is scheduled for April 6-9, 2024 at the Kentucky International Convention Center in Louisville, KY.

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

IX. Approval of Consent Agenda

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

A. Meeting Minutes

1. November 15, 2023 Board Meeting Minutes
2. November 15, 2023 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

Condos, Corinne	Student Worker Ceramics	25 hrs./wk.	\$15.00/hr.
Guglielmi, Jessica	Administrative Coordinator Liberal Arts and Sciences		\$500 Monthly Stipend
McMillen, Dr. Jeanine	Assistant Dean for Business, Technology, and Workforce Education		\$1,000 Monthly Stipend
Rangel, Grant	IT Computer Lab Specialist	25 hrs./wk.	\$19.00/hr.
Yui, Gloria	Professional Tutor Academic Support	25 hrs./wk.	\$26.50/hr.

2. Full-Time Resignations

- a. Dr. Hoitung Leung, Assistant Dean for Visual and Performing Arts, Education, and Sciences, effective December 13, 2023.
- b. William Mitchell, Driver Safety Program Manager, effective February 29, 2024.
- c. Nicholas Donka, Senior Information Technology Specialist Extension Campus, effective December 1, 2023.
- d. Torey Quinn, Financial Aid Data Specialist, effective December 15, 2023.

3. Full-Time Appointment Recommendations

- a. Amy Chaaban, Interim Dean for Faculty Development and Engagement, at the rate of \$127,370 annually, effective December 16, 2023. Ms. Chaaban will continue in her position of Professor of Information Systems. This appointment has been extended through May 17, 2024; the initial appointment expires on December 15, 2023.
- b. Loren Mustard, Assessment Program Specialist, at an hourly rate of \$21.87, effective December 1, 2023. Ms. Mustard has resigned her position of Assessment Assistant to accept this position.
- c. Renee Arcos, Academic and Career Advisor, at the rate of \$26.20/hr., effective January 8, 2024.

4. Grant-Funded Support Staff Reappointments

Grant-funded support staff reappointments effective January 1, 2024 through December 31, 2024. These reappointments are contingent upon continuous and sufficient grant funding.

IX. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 21

010100	Education Fund	\$1,771,670.01
020100	Operations and Maintenance Fund	133,579.03
050620	Bookstore	34,463.98
062101	Adult Education-State Basic	31,100.42
062102	Adult Education-Performance	4,744.32
062116	PATH Grant	3,372.79
063101	Adult Education-Federal Basic	45,098.28
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	9,284.75
063132	Federal Work Study	7,641.66
063169	TRIO/Student Support Services	12,791.64
063170	Increasing Retention and Completion	15,861.38
063171	TRIO/Upward Bound East	7,147.16
063172	TRIO/Upward Bound West	6,637.49
063184	Governor's Emergency Ed Relief II	1,048.44
063202	Waubonsee Works	10,022.46
063303	ECACE-Early Childhood Grant	5,465.79
063939	IMEC-IL MGFT Excellence Center	3,780.00
063940	SBDC	8,178.10
064124	Dunham Adult Education Bridge	1,684.80
120100	Liability/Protection and Settlement	<u>53,232.83</u>
Final Total:		<u>\$2,170,315.31</u>

IX. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 22

010100	Education Fund	\$1,674,932.67
020100	Operations and Maintenance Fund	119,438.76
050620	Bookstore	30,461.96
062101	Adult Education-State Basic	29,521.50
062102	Adult Education-Performance	3,953.60
062116	PATH Grant	3,148.79
063101	Adult Education-Federal Basic	44,515.60
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	7,275.70
063132	Federal Work Study	6,786.14
063169	TRIO/Student Support Services	11,596.59
063170	Increasing Retention and Completion	13,701.16
063171	TRIO/Upward Bound East	6,448.10
063172	TRIO/Upward Bound West	6,742.14
063184	Governor's Emergency Ed Relief II	1,098.00
063202	Waubonsee Works	8,495.62
063303	ECACE-Early Childhood Grant	4,028.79
063939	IMEC-IL MGFT Excellence Center	3,195.00
063940	SBDC	7,965.50
064124	Dunham Adult Education Bridge	1,684.80
120100	Liability/Protection and Settlement	<u>51,866.39</u>
Final Total:		<u>\$2,040,366.79</u>

IX. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$949,166.47
010900	Payroll Clearing Fund	78,552.59
020100	Operations and Maintenance Fund	353,415.32
030100	Operations/Maintenance Restricted	75,789.59
050503	Auto Resale	12,062.57
050620	Bookstore	116,090.48
050810	Internal Medical Insurance	664,324.10
050811	Retiree Medical Insurance	4,550.68
062101	Adult Education-State Basic	1,185.95
062102	Adult Education-Performance	326.13
062116	PATH Grant	80,886.69
062117	Mental Health Early Action (MHEA)	317.80
063101	Adult Education-Federal Basic	3,495.00
063107	Perkins Postsecondary	451.97
063169	TRIO/Student Support Services	1,309.55
063171	TRIO/Upward Bound East	6,693.45
063172	TRIO/Upward Bound West	8,933.16
063202	Waubonsee Works	268.68
063938	NIU Noyce Science	3,360.00
063940	SBDC	3,398.61
064114	SBDC Other Sources	2,687.50
064124	Dunham Adult Education Bridge	1,328.44
064999	Miscellaneous Restricted Funds	4,407.51
069101	KCHD&WCC Opioid OD Prevention	6,878.52
100300	Trust and Agency	38,450.97
110100	Audit Fund	27,300.00
120100	Liability/Protection and Settlement	<u>48,798.71</u>
Final Total:		<u>\$2,494,430.44</u>

IX. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Renewal of Imperva Web Application Firewall
Renewal of Imperva Web Application Firewall from SHI International Corp. of Somerset, NJ, in the amount of \$59,902 for the coverage period of December 15, 2023 through March 20, 2027.
- b. Renewal of a Three-Year Agreement for the Netwrix Auditor Software Support and Maintenance
Renewal of a three-year agreement for the Netwrix Auditor software support and maintenance with Netwrix Corporation of Irvine, CA, in the amount of \$52,900 for the coverage period of December 28, 2023 through December 26, 2026.
- c. Renewal of a Three-Year Agreement for the Omnilert Emergency Notification System
Renewal of a three-year agreement for the Omnilert emergency notification system from Omnilert, LLC of Leesburg, VA, in the amount of \$88,263 for the coverage period of February 23, 2024 through February 22, 2027.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

XI. Personnel Reports

A. Adoption of Resolution No. 24-04 - Freezing the 457(b) Deferred Compensation Plan

The board, on a motion by Mr. Delgado and seconded by Mr. Kelsey, unanimously adopted Resolution No. 24-04 - Freezing the Waubonsee Community College 457(b) Deferred Compensation Plan, as presented.

XII. Policy Reports

XIII. Curriculum Reports

XIV. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

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

XV. Financial Reports

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

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

B. Budget Summary Ending November 2023

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

XVI. Other Reports

A. Land Acknowledgement Statement for Waubonsee Community College

Dr. Knetl provided an update on the work that has been done over the years to develop a Land Acknowledgement Statement for Waubonsee Community College, and he shared next steps for implementing the statement at the College.

The board, on a motion by Mr. Kelsey and seconded by Ms. Ries, unanimously approved the Land Acknowledgement Statement for Waubonsee Community College, as presented (below).

The four campuses of Waubonsee Community College occupy the traditional homelands of the Peoria, Bodwéwadmí (Potawatomi), Mascoutin, Myaamia (Miami), Ojibwe (People of Seven Council Fires, also known as the Sioux Nation), Hoocąk (HoChunk), Kaskaskia, and Kiikaapoi (Kickapoo). We respectfully acknowledge these individuals and communities, along with their cultures, stories, and struggles – past and present.

We honor Chief Waubonsee (Wah-bahn-se) of the Potawatomi, for whom our college is named, and the indigenous owners of the area we now occupy and whose dispossession allowed for the growth of this institution. As we acknowledge past injustices, we honor the historical stewardship of the land and recognize our responsibility for continued care and respect of the people and traditions of the communities to whom we are indebted and to stand against injustice in our world today.

As an educational institution focused on access and equity, the college is committed to pairing this acknowledgement with action-leading to greater levels of respect and inclusivity in all our teaching, learning, and community building efforts.

B. Acceptance of Jimmie Delgado's Resignation from the Waubonsee Community College Board of Trustees

The Board of Trustees and Dr. Knetl shared comments, memories, and well wishes to Trustee Jimmie Delgado.

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, accepted Jimmie Delgado's resignation from the Waubonsee Community College Board of Trustees effective December 31, 2023; with the vote as follows: Mr. Kelsey-aye, Mr. Thomas-aye, Ms. Oliver-aye, Ms. Ries-aye, and Mr. Delgado-aye.

C. Adoption of Resolution No. 24-05 - Recognition of Jimmie Delgado

Board Chair Rebecca Oliver read the resolution out loud, then Mr. Delgado expressed his appreciation to all and wished everyone well.

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, adopted Resolution No. 24-05 - Recognition of Jimmie Delgado, for his commitment, dedication, and years of distinguished service on the Waubonsee Community College Board of Trustees; with the vote as follows: Mr. Thomas-aye, Mr. Kelsey-aye, Ms. Oliver-aye, Ms. Ries-aye, and Mr. Delgado-abstain.

XVII. Adjournment

The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 7:43 p.m.



Greg Thomas

~~01/17/2024 20:45 CST~~

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees