

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

January 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 6:02 p.m. on Wednesday, January 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: Juan Chiu; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Jimmie Delgado; and staff members present: Dr. Diane Nyhammer, Douglas E. Minter, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Darla Essalih, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Rafael Morales, Michele Needham, Dr. Scott Peska, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

**II. Recognition**

A. Featured Alumnus

Dr. Scott Peska, Assistant Vice President of Student Services and Alumni Relations, recognized our Featured Alumnus, Sharkisha Jones, Regional Council Manager (for Region 24) at Birth to Five Illinois in Aurora, IL.

**III. Public Comment**

A. General Public Comment

**IV. Executive Session**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:13 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exceptions: discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity; collective negotiating matters between the public body and its employees

#### **IV. Executive Session (continued)**

or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

The board reconvened in open session at 7:08 p.m. Roll call found the following board members present: Juan Chiu; Rick Guzman; Patrick Kelsey; James K. Michels, P.E.; Rebecca D. Oliver; Greg Thomas; and Tina Willson; board member absent: Jimmie Delgado; and staff members present: Dr. Diane Nyhammer, Douglas E. Minter, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, Darla Essalih, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, Patricia Saccone, Stephanie Wennmacher, Luke Winkelmann, and Lei Xie.

#### **VI. Communications**

##### **A. Association of Community College Trustees**

###### **1. ACCT National Legislative Summit – February 6-8, 2023**

Dr. Diane Nyhammer, Interim President/Vice President of Educational Affairs, confirmed that Trustee Tina Willson and Student Trustee Juan Chiu are registered to attend the ACCT National Legislative Summit (NLS) that is scheduled for February 6-8, 2023 at the Marriott Marquis Hotel in Washington, D.C.

###### **2. ACCT Committee Appointment**

Dr. Nyhammer announced that Trustee Tina Willson was appointed to serve on the ACCT Governance and Bylaws Committee and that the first committee meeting for 2023 will be held on February 4, 2023 during the NLS.

##### **B. American Association of Community Colleges**

###### **1. AACC Annual – April 1-4, 2023**

Dr. Nyhammer commented on AACC Annual that is scheduled for April 1-4, 2023 at the Gaylord Rockies Resort and Convention Center in Denver, CO.

Dr. Nyhammer shared an announcement from AACC that Dr. Amy Powers, Professor of History, is a 2023 Awards of Excellence finalist for Faculty of the Year. Award winners will be announced at the Awards of Excellence Gala event on April 3, 2023.

##### **C. Illinois Board of Higher Education**

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

### **D. Illinois Community College Board**

#### **1. ICCB Monthly Newsletter**

A copy of the ICCB monthly newsletter for January 2023 was provided.

### **E. Illinois Community College Trustees Association**

#### **1. ICCTA Meeting – February 6, 2023**

Dr. Nyhammer commented on an ICCTA Board of Representatives Meeting that is scheduled for February 6, 2023 in Washington, D.C. in conjunction with the NLS. In addition, the ICCTA is in the process of scheduling meetings with our senators to be held during the NLS for those attending the summit.

#### **2. ICCTA Meetings – March 10-11, 2023**

Dr. Nyhammer commented on the ICCTA meetings that are scheduled for March 10-11, 2023 at The Westin Chicago Lombard hotel in Lombard, IL.

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

In her report to the board, Dr. Nyhammer:

- reported on the “2023 Spring Faculty Development Days: Collaboration, Retention, and Success” conference program that was held January 11-13, 2023. She thanked all the employees who helped plan this robust event, noting that approximately 35 employees including full-time and adjunct faculty, staff, and administrators facilitated sessions during the three-day program. She also commented that incoming President Dr. Brian Knetl shared welcome remarks while she provided an Educational Affairs update;
- announced that the Special Board Meeting that was scheduled for February 1, 2023 has been canceled; and
- highlighted the annual Waubensee WinterFest event that will be held on February 10, 2023.

### **G. Institutional Reports**

#### **1. College Scorecard Update**

A College Scorecard update was provided.

## VII. 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 including: part-time and temporary appointments, a full-time retirement, full-time resignations, full-time appointment recommendations, and grant-funded support staff reappointments; and Financial Reports including: payroll reports, accounts payable, and 5 bids/purchases.

### A. Meeting Minutes

1. December 14, 2022 Board Meeting Minutes
2. December 14, 2022 Executive Session Meeting Minutes

### B. Personnel Reports

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

Ashbrook, Sarah	Campus Police Administrative Assistant	25 hrs./week	\$18.74/hr.
Braun, Christopher	Campus Police Officer		\$500 Monthly Stipend
Brayton, Spencer	Director of Library Services		\$1,500 Monthly Stipend
Clark, Christina	Professional Tutor Academic Support	25 hrs./week	\$25.50/hr.
Collins, Devlin	Academic Support Coach	25 hrs./week	\$25.50/hr.
Contreras, Aaron	Temporary Bookstore Associate	25 hrs./week	\$15.00/hr.
Frederick, Karen	Campus Safety and Operations Senior Administrative Coordinator		\$1,000 Monthly Stipend
Ginn, Lauren	Professional Tutor Academic Support	25 hrs./week	\$25.50/hr.
Koudjiwan, Peace	Student Ambassador Admissions	25 hrs./week	\$14.00/hr.
Parra, Chellsy	Temporary Bookstore Associate	25 hrs./week	\$15.00/hr.
** Rosales, Albino	Federal Work Study – Athletics	25 hrs./week	\$14.00/hr.
Tolemy, Adam	Automotive Technology Lab Assistant	25 hrs./week	\$18.10/hr.
Vargas, Diego	Bookstore Associate	25 hrs./week	\$15.75/hr.
Vasquez, Julia	Campus Safety Officer	25 hrs./week	\$18.05/hr.

\*\* Paid by grant funds

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

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

- a. Rhea Hunter, Circulation Assistant, effective January 6, 2023.

### **3. Full-Time Resignations**

- a. Dr. Bernard Little, Chief Diversity Officer and Executive Dean for Academic Support, effective January 4, 2023.
- b. Claudia Bustos-Gomez, High School Transition Advisor, effective January 13, 2023.
- c. Jennifer Tochimani, Administrative Specialist Campus Safety and Operations, effective December 20, 2022.

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

- a. Amber King, Librarian (Non-Tenure Track), effective January 19, 2023. The recommended placement on the salary schedule is Column II, Step 12. The 2023-2024 annual salary for this placement is \$101,643.
- b. Lorena Lopez, Student Retention Manager, at the rate of \$78,000 annually, effective January 3, 2023. Ms. Lopez will resign from her position of Senior Student Retention Coordinator to accept this position.
- c. Krupalatha Rondla, Data Analyst, at the rate of \$30.00/hr., effective January 4, 2023.

### **5. Grant-Funded Support Staff Reappointments**

Grant-funded support staff reappointments effective January 1, 2023 through December 31, 2023 as presented. 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 23**

010100	Education Fund	\$1,599,822.67
020100	Operations and Maintenance Fund	95,225.83
050620	Bookstore	29,164.76
062101	Adult Education-State Basic	24,010.89
062102	Adult Education-Performance	5,450.41
063101	Adult Education-Federal Basic	21,687.98
063102	Adult Education-EL / Civics	3,135.00
063107	Perkins Postsecondary	6,484.42
063132	Federal Work Study	3,413.39
063169	TRIO/Student Support Services	10,700.38
063170	Increasing Retention and Completion	19,038.52
063171	TRIO/Upward Bound East	6,400.00
063172	TRIO/Upward Bound West	6,066.40
063184	Governor's Emergency Ed Relief II	532.00
063202	Waubonsee Works	9,150.10
063303	ECACE - Early Childhood Grant	5,745.00
063936	SBDC	5,016.58
100300	Trust and Agency	1,500.00
120100	Liability/Protection and Settlement	<u>36,769.85</u>
Final Total:		<u>\$1,889,314.17</u>

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

**2. Payroll Report for Pay Number 24**

010100	Education Fund	\$1,987,658.42
020100	Operations and Maintenance Fund	90,940.15
050620	Bookstore	29,856.56
062101	Adult Education-State Basic	25,409.38
062102	Adult Education-Performance	5,450.41
063101	Adult Education-Federal Basic	22,166.98
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	6,754.42
063132	Federal Work Study	5,288.68
063169	TRIO/Student Support Services	10,922.87
063170	Increasing Retention and Completion	19,682.13
063171	TRIO/Upward Bound East	6,626.21
063172	TRIO/Upward Bound West	6,006.40
063184	Governor's Emergency Ed Relief II	1,039.50
063202	Waubonsee Works	9,810.10
063303	ECACE - Early Childhood Grant	5,745.00
063936	SBDC	5,016.58
100300	Trust and Agency	650.00
120100	Liability/Protection and Settlement	<u>39,172.51</u>
Final Total:		<u>\$2,281,706.29</u>

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

3. Accounts Payable for the Period Ending December 31, 2022 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$1,109,069.05
010109	Budget Stabilization Fund	9,885.69
010900	Payroll Clearing Fund	159,492.02
020100	Operations and Maintenance Fund	403,634.69
030100	Operations / Maintenance Restricted	32,657.71
040100	Bond and Interest Fund	4,173,853.13
050503	Auto Resale	9,625.34
050620	Bookstore	220,187.62
050810	Internal Medical Insurance	622,291.70
050811	Retiree Medical Insurance	7,514.97
062101	Adult Education-State Basic	6,322.86
062116	PATH Grant	5,082.87
063101	Adult Education-Federal Basic	2,795.00
063107	Perkins Postsecondary	5,559.90
063162	Upward Bound East	1,908.86
063169	TRIO/Student Support Services	2,139.52
063170	Increasing Retention and Completion	4,913.69
063171	TRIO/Upward Bound East	2,271.72
063172	TRIO/Upward Bound West	5,710.93
063202	Waubonsee Works	246.13
063303	ECACE - Early Childhood Grant	1,679.00
063935	AACC MentorLinks	1,463.32
063936	SBDC	929.55
064114	SBDC Other Sources	3,392.80
064122	TRIUMPH	1,516.45
100300	Trust and Agency	18,750.87
110100	Audit Fund	88,347.00
120100	Liability/Protection and Settlement	<u>33,524.07</u>
	Final Total:	<u>\$6,934,766.46</u>



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

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

- a. Renewal of the Omnilert Emergency Notification System Subscription  
Renewal of the Omnilert emergency notification system subscription from Omnilert, LLC of Leesburg, VA, in the amount of \$32,690 for the coverage period of February 23, 2023 through February 22, 2024.
- b. Renewal of the Micro Focus Technical Account Manager Premium Support  
Renewal of the Micro Focus Technical Account Manager premium support from Micro Focus Software Inc. of Provo, UT, in the amount of \$43,200 for the coverage period of February 5, 2023 through February 4, 2024.
- c. Renewal of a Three-Year Adobe Creative Cloud Complete Enterprise Software Subscription  
Three-year renewal of Adobe Creative Cloud Complete Enterprise software subscription from CDW-Government of Vernon Hills, IL, in the annual amount of \$126,359 and a total amount of \$379,077, for the coverage period of February 28, 2023 through February 27, 2026.
- d. Renewal for Three-Year Software Support and Maintenance with Innovative Educators  
Three-year renewal for software support and maintenance with Innovative Educators from Innovative Educators, Inc. of Boulder, CO, in the amount of \$42,074.14 for the coverage period of July 1, 2021 through June 30, 2024.
- e. Purchase of a Hyundai 25L-9A Forklift  
Purchase of one new Hyundai 25L-9A forklift from Midway Industrial Equipment of University Park, IL, in the amount of \$33,335.30.

## **VIII. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed for individual consideration.

## **IX. Personnel Reports**

### **A. FY2024 Administrative Work Calendar**

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the FY2024 Administrative Work Calendar as presented.

## **X. Policy Reports**

## **XI. Curriculum Reports**

### **A. Academic Calendar for 2024-2025**

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the Academic Calendar for 2024-2025 as presented.

## **XII. Buildings and Grounds**

### **A. Construction and Renovation of College Facilities Update**

A written Construction and Renovation of College Facilities Update was provided.

## **XIII. Financial Reports**

### **A. Academic Year 2023-2024 Tuition and Student Fee Rate Considerations**

Douglas Minter, Vice President of Finance and Administration, provided a report on academic year 2023-2024 tuition and student fee rate considerations, including a presentation on financial strategies and principles as well as next steps regarding a recommendation for board approval at the February 15, 2023 board meeting.

### **B. Proposed Fee Adjustments for the 2023-2024 Academic Year**

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the proposed fee adjustments for the 2023-2024 academic year as presented.

### **C. Treasurer's Report for the Month of December 2022**

The Treasurer's Report for the month of December 2022 was accepted by the board and placed on file.

### **D. Budget Summary Ending December 2022**

Comparison of budget to actual for the six months ending December 31, 2022 was accepted by the board and placed on file.

## **XIV. Other Reports**

### **A. Selection Process for the Recipient of the 2023 Waubensee Athletic Hall of Fame Award**

Dr. Nyhammer reported on the selection process for the 2023 Waubensee Athletic Hall of Fame Awards.

Prior to adjourning the meeting, Board Chair Rebecca Oliver thanked Dr. Diane Nyhammer for her service as Interim President and for her guidance and leadership in this role.

**XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:41 p.m.



Greg Thomas  
02/15/2023 20:24 CST Secretary Pro Tem  
Patrick Kelsey, Secretary  
Waubonsee Community College  
Board of Trustees