

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

March 20, 2024

**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, March 20, 2024, 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, Daniel Jaquez, Patrick Kelsey, Jack McGreevy, Stacey Ries, Greg Thomas, and Tina Willson; board member present by means of video conference: Rebecca D. Oliver; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, Kim Caponi, Ryan Hanback, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Rafael Morales, Michele Needham, Julie Olczyk, J. C. Paez, Dr. Stacey Randall, Marlene Russell, and Stephanie Wennmacher; and guest: Dr. Toya Webb.

After convening the board meeting, Mr. Kelsey congratulated Mr. Guzman, Executive Director of The Neighbor Project in Aurora, on the recent announcement that The Neighbor Project received a \$2 million gift from Mackenzie Scott's "Yield Giving" Foundation.

**II. Recognition**

(No recognitions were scheduled.)

**III. Institutional Reports and Presentations**

**A. 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 March 5, 2024 that also included a presentation from President Dr. Brian Knetl.

**B. Strategic Planning Update**

Dr. Knetl and Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, presented a strategic planning update that highlighted several key themes that emerged from Huron Consulting's engagement with the Steering Committee and the Board of Trustees. Providing a high-quality student experience is the overarching goal as the team identifies the new priorities that will shape the strategic plan. Dr. Randall also reviewed the updated timeline including the numerous engagement opportunities for faculty, staff, students, and the community that will occur over the next several months. The goal is to finalize a draft strategic plan by August 2024.

### **III. Institutional Reports and Presentations** (continued)

#### **C. Fall 2023 End of Term Success Report**

Dr. Randall shared an End-of-Term Success Report for Fall 2023, that focused on disaggregated course success rates. Dr. Randall was happy to announce several successes on the report, as compared to Fall 2022, including an increase in the overall success rate percentage and number of completed credits. While we also saw improvement in our success rates for our Black student population, the discussion with the board reinforced the need for continued assessment of areas of opportunities when reviewing the data disaggregated by race and gender, as well as by age and gender.

#### **D. Student Trustee Report**

Student Trustee Jack McGreevy was proud to provide the inaugural “Student Trustee Report” that was, and will continue to be, included on the board meeting agenda. He felt that as a Student Trustee, it’s important to make the students’ voices heard at the top level, so instituting a report at the board meeting meant a lot to him. Mr. McGreevy was happy to report on some of his student experiences and since this was his last board meeting, he also shared heartfelt inspirational comments and memories from his time serving on the board.

#### **E. President’s Report**

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

- He was pleased to report that over 300 high school students attended our annual Automotive/Career and Technical Education Open House and Signing Day to explore options in various career and technical education fields offered by Waubonsee, such as the Automotive Technology, Auto Body Repair, Automation Technology, CAD/Engineering, HVAC, and Machine Tool Technology programs. Of those attending, 50 students signed letters declaring their intent to enroll in the program for Fall 2024.
- Dr. Knetl announced that we have a large group of students who qualified to go to the SkillsUSA state competition, and will hopefully qualify to go on to the national conference.
- He recently attended the Alliance for Innovation and Transformation CEO Forum and Reps Meeting with a team from Waubonsee. The event focused on how artificial intelligence (AI) and emerging technologies are reshaping jobs, organizations, and industries, and how we apply AI and emerging technologies to our core business to enhance the student experience and operations.
- Dr. Knetl highlighted his tour of Fermilab to discuss potential collaborations between Waubonsee, Batavia School District #101, and Fermilab. In addition, he had the pleasure of meeting with Waubonsee alum, Chris Edwards, an engineer at Fermilab.

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. Jaquez, unanimously voted to adjourn to executive session at 6:39 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 8:28 p.m. Roll call found the following board members present: Rick Guzman, Daniel Jaquez, Patrick Kelsey, Jack McGreevy, Stacey Ries, Greg Thomas, and Tina Willson; board member present by means of video conference: Rebecca D. Oliver; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi,, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Rafael Morales, Michele Needham, J. C. Paez, Marlene Russell, and Stephanie Wennmacher; and guest: Dr. Toya Webb.

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

### 1. ICCTA Meetings – March 8-9, 2024

Dr. Knetl and Trustee Tina Willson reported on the ICCTA meetings that were held on March 8-9, 2024 at Kankakee Community College in Kankakee, IL.

### 2. ICCTA Meeting/Illinois Community College Caucus Legislative Reception/Lobby Day – May 1-2, 2024

Dr. Knetl commented that an ICCTA Board of Representatives meeting and the Illinois Community College Caucus Legislative Reception are scheduled for May 1, 2024, and Lobby Day is scheduled for May 2, 2024, in Springfield, IL.

## VIII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman 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. February 21, 2024 Board Meeting Minutes
2. February 21, 2024 Executive Session Meeting Minutes

### B. Personnel Reports

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

* Bustamante Fontanel, Kevin	Federal Work Study (Financial Aid Services)	25 hrs./wk.	\$15.00/hr.
Croft, Madeline	Administrative Specialist Student Life		\$250.00 monthly stipend
Fraser, Molly	Life Drawing Model	25 hrs./wk.	\$26.50/hr.
Jokiel, Heather	Life Drawing Model	25 hrs./wk.	\$26.50/hr.
Juarez, Samantha	Assistant Volleyball Coach		\$5,408.00 stipend
Quilty, Michael **	General Maintenance Mechanic	25 hrs./wk.	\$25.51/hr.
Zefo, James	Campus Safety Officer	25 hrs./wk.	\$23.43/hr.

\* Grant Funded

\*\* Mr. Quilty will resign from his full-time position of General Maintenance Mechanic to become part time.

#### 2. Full-Time Retirements

- a. Suzette Murray, Assistant Provost of Teaching and Learning, effective June 30, 2024.
- b. Denise Nakaji, Professor of Massage Therapy, effective May 31, 2024. Ms. Nakaji holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Nakaji will obtain the rank of Professor Emeritus upon retirement.
- c. Jane Zwergel, Circulation Assistant, effective February 29, 2024.

#### 3. Full-Time Resignations

- a. Gerald Houston, High School Transition Advisor, effective March 8, 2024.
- b. Ambre Rowland, Early Childhood Education Academic and Career Advisor, effective March 19, 2024.

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

4. Full-Time Appointment Recommendations

- a. Samantha Escalante, Admissions Data Administrative Assistant, at the rate of \$18.74/hr., effective March 4, 2024.
- b. Jesus Macias, Student Retention Analyst, at the rate of \$25.32/hr., effective March 4, 2024.
- c. Noelia Ruiz, Small Business Development Center Manager, at the rate of \$83,674 annually, effective March 1, 2024 through December 31, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Ruiz has resigned from her position of Small Business Development Center Coordinator to accept this position.
- d. Ying Liu Almanza, Grants Accounting Specialist, at the rate of \$23.10/hr., effective March 18, 2024.
- e. Laura Elliott, Human Resources Generalist, at the rate of \$64,787 annually, effective March 1, 2024. Ms. Elliott has resigned from her position of Administrative Coordinator Human Resources to accept this position.
- f. Maury Guerra, Senior Information Technology Specialist Extension Campuses, at the rate of \$25.73/hr., effective March 19, 2024.
- g. Jason Jump, General Maintenance Mechanic, at the rate of \$24.00/hr., effective March 18, 2024.
- h. Ethan Pike, Facilities Operations Specialist, at the rate of \$20.00/hr., effective March 18, 2024.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 3**

010100	Education Fund	\$1,655,909.98
020100	Operations and Maintenance Fund	130,406.70
050620	Bookstore	37,793.62
062101	Adult Education-State Basic	33,262.98
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	3,274.79
063101	Adult Education-Federal Basic	3,762.48
063102	Adult Education-EL / Civics	5,265.00
063107	Perkins Postsecondary	7,194.42
063132	Federal Work Study	6,788.72
063169	TRIO/Student Support Services	11,392.27
063170	Increasing Retention and Completion	17,118.95
063171	TRIO/Upward Bound East	6,426.72
063172	TRIO/Upward Bound West	6,385.52
063184	Governor's Emergency Ed Relief II	427.00
063202	Waubonsee Works	8,171.54
063303	ECACE-Early Childhood Grant	5,648.94
063941	SBDC	3,852.26
120100	Liability/Protection and Settlement	<u>50,445.53</u>
Final Total:		<u>\$1,997,876.36</u>

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

2. Payroll Report for Pay Number 4

010100	Education Fund	\$1,711,564.08
020100	Operations and Maintenance Fund	113,630.04
050620	Bookstore	30,209.01
062101	Adult Education-State Basic	32,565.30
062102	Adult Education-Performance	3,953.60
062116	PATH Grant	3,148.79
063101	Adult Education-Federal Basic	3,548.80
063102	Adult Education-EL / Civics	5,265.00
063107	Perkins Postsecondary	7,075.17
063132	Federal Work Study	6,202.31
063169	TRIO/Student Support Services	11,013.59
063170	Increasing Retention and Completion	16,171.47
063171	TRIO/Upward Bound East	6,273.72
063172	TRIO/Upward Bound West	6,057.72
063184	Governor's Emergency Ed Relief II	687.88
063202	Waubonsee Works	7,745.62
063303	ECACE-Early Childhood Grant	5,448.94
063941	SBDC	3,745.96
064124	Dunham Adult Education Bridge	684.00
120100	Liability/Protection and Settlement	<u>42,093.79</u>

Final Total: \$2,017,084.76

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

3. Accounts Payable for the Period Ending February 29, 2024 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$863,886.03
010900	Payroll Clearing Fund	95,449.89
020100	Operations and Maintenance Fund	288,744.85
030100	Operations / Maintenance Restricted	74,234.63
040100	Bond and Interest Fund	900.00
050503	Auto Resale	11,908.89
050620	Bookstore	688,198.55
050810	Internal Medical Insurance	761,390.17
050811	Retiree Medical Insurance	3,813.63
062101	Adult Education-State Basic	933.13
062102	Adult Education-Performance	152.85
062116	PATH Grant	103,983.03
062117	Mental Health Early Action (MHEA)	19.99
063169	TRIO/Student Support Services	744.96
063171	TRIO/Upward Bound East	2,239.36
063172	TRIO/Upward Bound West	2,281.84
063202	Waubonsee Works	93.80
063303	ECACE-Early Childhood Grant	6,781.73
063941	SBDC	1,675.56
064114	SBDC Other Sources	150.00
064124	Dunham Adult Education Bridge	133.25
100300	Trust and Agency	33,146.42
120100	Liability/Protection and Settlement	<u>62,211.86</u>
Final Total:		<u>\$3,003,074.42</u>



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

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

- a. Purchase of Mulching Services for the Sugar Grove Campus  
Purchase of mulching services for the Sugar Grove Campus for one year, with the option to renew for four additional one-year periods, from Langton Group of Woodstock, IL, the lowest responsive bidder in the amount of \$34,624.
- b. Purchase of Landscaping Services for the Extension Campuses  
Purchase of landscaping services for the extension campuses for one year, with the option to renew for four additional one-year periods, from Langton Group of Woodstock, IL, the lowest responsive bidder for all three extension campuses in the amount of \$30,210.
- c. Purchase of NodeZero Autonomous Network Penetration Testing Solution  
Purchase of the NodeZero Autonomous Network Penetration Testing solution from Horizon3 AI of Dover, DE, in the amount of \$44,995 for the coverage period of April 1, 2024 through March 31, 2027.
- d. Purchase of Viewpoint Screening Software and Services  
Purchase of Viewpoint Screening software and services from Viewpoint Screening of Wilmington, NC, in the not to exceed amount of \$45,000 for the coverage period of April 1, 2024 to March 31, 2025.
- e. Purchase of Additional BeyondTrust Endpoint Privilege Management Software Licenses  
Purchase of the additional BeyondTrust Endpoint Privilege Management Software licenses from SHI International of Somerset, NJ, in the amount of \$123,926 for the coverage period of April 1, 2024 through June 30, 2026.
- f. Renewal of KnowBe4 Online Security Awareness Training and Phishing Test Modules  
Renewal of the KnowBe4 Online Security Awareness Training and Phishing Test Modules from Insight Public Sector of Chandler, AZ, in the amount of \$37,050 for the coverage period of June 30, 2024 through June 29, 2027.
- g. Renewal of LogPoint Security Event and Incident Management Solution Software  
Renewal of the LogPoint Security Event and Incident Management (SEIM) solution software from Insight Public Sector of Chandler, AZ, in the amount of \$81,842 for the coverage period of May 18, 2024 through May 18, 2027.
- h. Renewal of the DUO Multi-Factor Authentication Software Subscription  
Renewal of the DUO Multi-Factor Authentication (MFA) software subscription from DUO Security of Ann Arbor, MI, in the amount of \$48,375 for the coverage period of May 15, 2024 through May 14, 2025.

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

No Consent Agenda Items were removed for individual consideration.

## **X. Personnel Reports**

### **A. Renewal of the College President's Employment Agreement**

The board, on a motion by Ms. Willson and seconded by Ms. Ries, unanimously approved the renewal of the employment agreement between Dr. Brian Knetl and the Board of Trustees of Waubonsee Community College, as set forth in the contract terms posted and presented.

### **B. Sabbatical Leave Recommendation**

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the sabbatical leave recommendation for Keith Bickley, Assistant Professor of Philosophy, for the fall 2024 semester, as presented.

### **C. Full-Time Administrative Appointment Recommendation**

#### **1. Chief of Staff and Vice President of Strategy**

The board, on a motion by Mr. Jaquez and seconded by Mr. Guzman, unanimously approved the full-time administrative appointment of Dr. Toya Webb, Chief of Staff and Vice President of Strategy, at the rate of \$198,000 annually, effective April 1, 2024.

## **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. Naming of the Proposed Career and Technical Education Facility**

Dr. Knetl and Douglas Minter, Vice President of Finance and Administration, shared a recommendation for the naming of the proposed career and technical education facility to the Technical Education Center (TEC), which better describes the various programs that will be housed in the building. The board endorsed this recommendation.

## **XIV. Financial Reports**

### **A. Treasurer's Report for the Month of February 2024**

The Treasurer's Report for the month of February 2024 was accepted by the board and placed on file.

### **B. Budget Summary Ending February 2024**

Comparison of budget to actual for the eight months ending February 29, 2024 was accepted by the board and placed on file.

#### **XIV. Financial Reports (continued)**

##### **C. Bids/Purchases**

###### **1. Purchase of Replacement Furniture for the Todd Library**

The board, on a motion by Ms. Ries and seconded by Ms. Willson, unanimously approved the purchase of replacement furniture for the Todd Library from Krueger International of Chicago, IL in the amount of \$58,314.20.

###### **2. Purchase of Consulting Services for Revised Financial Aid Module in Banner (Emergency Procurement)**

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the purchase of consulting services for the revised Financial Aid module in Banner from Strata Information Group of San Diego, CA, in the not to exceed amount of \$40,000.

###### **3. Renewal of Kaltura Software Subscription for Video Streaming and Closed Captioning**

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously approved the renewal of the Kaltura software subscription from Kaltura Inc. of New York, NY, in the amount of \$278,383 for the coverage period of June 30, 2024 through June 29, 2027.

#### **XV. Other Reports**

##### **A. Recognition of Student Trustee for 2023-2024**

Jack McGreevy was recognized for his service on the board as Student Trustee for 2023-2024. The Board of Trustees and Dr. Knetl shared comments, memories, and well wishes to Mr. McGreevy. In addition, he was presented with a certificate of recognition and a token of appreciation on behalf of the Board of Trustees.

#### **XVI. Adjournment**

The board, on a motion by Mr. Thomas and seconded by Ms. Ries, unanimously voted to adjourn the meeting at 9:07 p.m.



Greg Thomas  
04/17/2024 20:43 CDT

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Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees