

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

February 21, 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 6:03 p.m. on Wednesday, February 21, 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, Patrick Kelsey, Jack McGreevy, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Mary Baccheschi, John Bryant, Kim Caponi, Jason Chatman, Dr. Nancy Christensen, Gary Clark, Mark Crawford, Dr. Tim Draper, Amy Frankel, Teri Fuller, Rebecca Hansma, Dr. Jacki Hartley, Dr. Emily Heller, Eileen Keeney-Garcia, Dr. Steve Kifowit, Dan Larsen, Dr. Mark Lathan, Todd Laufenberg, Michelle Lindquist, James Makuro, Dr. Jeanne McDonald, Jennifer McGuire, Lilia Mendoza, Kevin Modaff, Michael Moran, Tim Moriarty, Michele Needham, Jon Nichols, J. C. Paez, Dr. Amy Powers, Kathleen Randall, Marlene Russell, Patricia Saccone, Jo Lynn Theobald, Dr. Sheela Vemu, and Stephanie Wennmacher; student Ashley Hatcher; Trustee appointee Daniel Jaquez; and featured presenters: Dominick Demonica of Demonica Kemper Architects, and Brian Healy and Kristin Hannemann of Pepper Construction Company.

II. Board of Trustees Updates

A. Appointment of Trustee to Fill the Vacant Seat on the Waubonsee Community College Board of Trustees

Board Chair Rebecca Oliver and Dr. Brian Knetl reviewed the process that was taken for filling the vacant seat on the board, then introduced Daniel Jaquez, CISA, CDPSE, CRISC.

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the appointment of Daniel Jaquez to fill the vacancy on the Waubonsee Community College Board of Trustees, due to the resignation of Jimmie Delgado, and in accordance with the Illinois Public Community College Act. Mr. Jaquez will serve until the next consolidated election in April 2025.

Following his appointment to the board, Campus Police Chief J. C. Paez administered an Oath of Office to Mr. Jaquez.

B. Appointment of Policy Committee Chair and New Policy Committee Member

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, appointed Tina Willson to serve as the chair of the Policy Committee of the Waubonsee Community College Board of Trustees due to the resignation of Jimmie Delgado, and the appointment of Daniel Jaquez to serve as a member of the Policy Committee with current members Rick Guzman and Stacey Ries, with the vote as follows: Mr. Thomas, aye; Mr. Kelsey, aye; Ms. Oliver, aye; Mr. Guzman, aye; Ms. Ries, aye; Ms. Willson, aye; and Mr. Jaquez, abstain.

III. Recognition

A. Recognition of the Campus Safety and Operations Department

Dr. Brian Knetl recognized the Campus Safety and Operations Department for their “commitment and dedication to protect and maintain the beautiful Waubonsee campuses at all times and through all conditions.” A reception was also held at the Sugar Grove Campus on February 14, 2024 to thank the team for their hard work.

IV. Institutional Reports and Presentations

A. Career and Technical Education Facility Presentation of "Bid Package 2" 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, 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 2.”

1. Approval of Award for “Bid Package 2” 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 2" for the Career and Technical Education facility, as presented

B. Approval of Academic Year 2024-2025 In-District Tuition and Student Fee Rates

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously approved the increase of the college in-district tuition rate from \$135 to \$138 per credit hour and to maintain the student fee at \$8 per credit hour, effective with the fall 2024 semester.

C. TIFs, Abatements, and Other Tax Revenue Considerations Discussion

Douglas Minter, Vice President of Finance and Administration, and John Bryant, Assistant Vice President of Finance, shared a presentation with the board to conceptually explain, compare, and contrast Tax Increment Financing (TIF) districts, abatements, and assessment complaints, that have potential to directly impact the college’s tax revenue. Mr. Minter also provided information about current activity in the college’s district for each type.

D. President’s Report

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

- In addition to the Campus Safety and Operations recognition reception held recently, other celebrations took place including the college’s annual WinterFest event, and several Black History Month programs in February.
- February has been a busy month for travel with the ACCT National Legislative Summit in Washington, D.C., and Achieving the Dream’s DREAM Conference in Orlando, FL.
- The In-Service this month included a great presentation on “change management” for all administrators and managers.
- Dr. Knetl announced that a groundbreaking event for the new Career and Technical Education facility is tentatively being planned for April 17, 2024.

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

B. Faculty Council Representative

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald, Professor of English, addressed the board. The submitted topic was “progressive discipline.”

VI. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 7:12 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 safety and security procedures.

VII. Reconvene to Open Session

The board reconvened in open session at 8:42 p.m. Roll call found the following board members present: Rick Guzman, Daniel Jaquez, Patrick Kelsey, Jack McGreevy, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Mary Baccheschi, John Bryant, Kim Caponi, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Marlene Russell, Patricia Saccone, and Stephanie Wennmacher; and student Ashley Hatcher.

VIII. Communications

A. Association of Community College Trustees

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

Dr. Knetl, Trustees Patrick Kelsey and Tina Willson, and Student Trustee Jack McGreevy reported on the ACCT National Legislative Summit that was held February 5-7, 2024 in Washington, D.C., that also included legislative meetings with Congressman Bill Foster and Congresswoman Lauren Underwood, as well as a meeting with U.S. Senators Richard Durbin and Tammy Duckworth that was coordinated by ICCTA.

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 – February 5, 2024

An ICCTA Board of Representatives Meeting was held on February 5, 2024 in Washington, D.C., in conjunction with the NLS.

IX. Approval of Consent Agenda

The board, on a motion by Mr. Thomas 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. January 17, 2024 Board Meeting Minutes
2. January 17, 2024 Executive Session Meeting Minutes
3. February 1, 2024 Special Board Meeting Minutes
4. February 1, 2024 Executive Session Special Meeting Minutes
5. Semi-Annual Review of Executive Session Meeting Minutes

Approved the opening of executive session meeting minutes through December 31, 2023, with the exception of sections regarding personnel items, litigation, safety and security procedures, selection of a person to fill a public office, including a vacancy in a public office, and collective negotiating matters, as presented.

B. Personnel Reports

1. Part-Time and Temporary Appointments

Duran, Sara	Peer Tutor Academic Support	25 hrs./wk.	\$15.50/hr.
Harrison, Christopher	Head Tennis Coach		\$10,816 stipend
* Narcisa, Nicole	Student Worker Library	25 hrs./wk.	\$15.00/hr.
Tapia, Alejandra	Student Worker Public Safety	25 hrs./wk.	\$15.50/hr.
¹ Thomas, Dr. Evan	Assistant Professor of Biology/ Interim Assistant Dean for Visual and Performing Arts, Education, and Sciences		\$2,000 monthly stipend

* Grant Funded

¹ Please note the Dr. Evan Thomas’s appointment was listed on the January 2024 Part-Time and Temporary Appointments list and has been added again due to an increase to the original monthly stipend. Monthly stipend was increased from \$1,500 to \$2,000.

IX. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Asia Jordan, Financial Aid Advisor, effective January 25, 2024.
- b. Dr. Tracy Metcalf, Faculty Counselor, effective February 29, 2024, and includes authorization for final payment in accordance with the resignation agreement.
- c. Ryan McKanna, Senior Computer Services Specialist, effective February 23, 2024.

3. Full-Time Appointment Recommendations

- a. Robin Borgione, Administrative Coordinator Development, at the rate of \$24.76/hr., effective February 5, 2024. Ms. Borgione moved from a part-time position to a full-time position.

C. Financial Reports

1. Payroll Report for Pay Number 1

010100	Education Fund	\$1,406,585.52
020100	Operations and Maintenance Fund	129,850.27
050620	Bookstore	32,937.41
062101	Adult Education-State Basic	7,189.98
062102	Adult Education-Performance	4,744.32
062116	PATH Grant	3,372.79
063101	Adult Education-Federal Basic	3,439.60
063107	Perkins Postsecondary	6,015.17
063132	Federal Work Study	2,520.56
063169	TRIO/Student Support Services	11,407.91
063170	Increasing Retention and Completion	16,000.96
063171	TRIO/Upward Bound East	7,145.62
063172	TRIO/Upward Bound West	7,019.75
063202	Waubonsee Works	8,822.46
063303	ECACE-Early Childhood Grant	4,428.79
063940	SBDC CY2023	956.70
063941	SBDC CY2024	7,221.40
120100	Liability/Protection and Settlement	<u>52,575.88</u>
	Final Total:	<u>\$1,712,235.07</u>

IX. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 2

010100	Education Fund	\$1,399,674.68
020100	Operations and Maintenance Fund	141,702.49
050620	Bookstore	39,414.45
062101	Adult Education-State Basic	7,012.98
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	3,330.79
063101	Adult Education-Federal Basic	3,762.48
063107	Perkins Postsecondary	7,105.51
063132	Federal Work Study	3,223.41
063169	TRIO/Student Support Services	11,267.71
063170	Increasing Retention and Completion	16,780.54
063171	TRIO/Upward Bound East	6,495.60
063172	TRIO/Upward Bound West	6,927.94
063184	Governor's Emergency Ed Relief II	156.31
063202	Waubonsee Works	8,171.54
063303	ECACE-Early Childhood Grant	4,291.34
063938	NIU Noyce Science	989.00
063941	SBDC	13,202.73
120100	Liability/Protection and Settlement	<u>52,774.12</u>
	Final Total:	<u>\$1,730,632.56</u>

IX. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending January 31, 2024 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$883,519.83
010900	Payroll Clearing Fund	34,095.56
020100	Operations and Maintenance Fund	495,045.11
030100	Operations / Maintenance Restricted	23,459.85
050503	Auto Resale	434.32
050620	Bookstore	157,457.38
050810	Internal Medical Insurance	608,195.43
050811	Retiree Medical Insurance	2,189.29
062101	Adult Education-State Basic	244.72
062116	PATH Grant	189.60
062117	Mental Health Early Action (MHEA)	373.76
063169	TRIO/Student Support Services	636.46
063170	Increasing Retention and Completion	42,337.24
063171	TRIO/Upward Bound East	3,063.66
063172	TRIO/Upward Bound West	2,701.40
063202	Waubonsee Works	148.69
064114	SBDC Other Sources	1,410.00
064124	Dunham Adult Education Bridge	1,024.56
064999	Miscellaneous Restricted Funds	14,339.44
069101	KCHD&WCC Opioid OD Prevention	5,091.91
100300	Trust and Agency	46,017.40
120100	Liability/Protection and Settlement	<u>8,739.07</u>
	Final Total:	<u>\$2,330,714.68</u>

IX. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. 2024 Commencement Furniture Rental Services
Purchase for the 2024 commencement furniture rental services to Ultimate Rental Services, Inc. of Romeoville, IL, in the amount of \$41,875.45.
- b. Automated External Defibrillator Equipment
Purchase of the Automated External Defibrillator (AED) equipment from School Health Corporation of Rolling Meadows, IL, in the amount of \$37,849.49.
- c. Renewal of OpenText Software
Renewal of OpenText software from Micro Focus Software, Inc. of Provo, UT, in the amount of \$99,428 for the coverage period of July 1, 2024 through June 30, 2025.
- d. Replacement of Autoclave Steam Sterilizer for Biology Department
Replacement of the autoclave steam sterilizer for the Biology Department from Steris Corporation of Mentor, OH, in the amount of \$57,977.
- e. Access Codes for Driver Safety Program
Purchase of access codes for the Driver Safety Program from the National Safety Council of Itasca, IL, in the amount of \$52,250.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

XI. Personnel Reports

A. Support Staff Reclassifications and Compensation Recommendations

The board, on a motion by Ms. Willson and seconded by Mr. Kelsey, unanimously approved the support staff reclassifications and compensation recommendations, effective March 1, 2024, as presented.

B. Full-Time Faculty Tenure Recommendation

The board, on a motion by Ms. Ries and seconded by Mr. Thomas, unanimously approved the recommendation to award tenure to Tyler Friedland, Instructor of Automotive Technology, effective with the fall semester 2024.

C. Non-Tenured Faculty Reappointments for Academic Year 2024-2025

The board, on a motion by Mr. Guzman and seconded by Ms. Ries, unanimously approved the non-tenured faculty reappointments for academic year 2024-2025, 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 January 2024

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

B. Budget Summary Ending January 2024

Comparison of budget to actual for the seven months ending January 31, 2024 was accepted by the board and placed on file.

C. Bids/Purchases

1. Consulting Services for Oracle Upgrades

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the purchase of consulting services for Oracle upgrades from Mythics LLC of Virginia Beach, VA, in the amount of \$275,000 for the coverage period of February 29, 2024 through February 28, 2025.

2. Consulting Services for Salesforce Customer Relationship Management Maintenance

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the purchase of consulting services for the Salesforce Customer Relationship Management maintenance from Elevation Solutions of Denver, CO, in an amount not to exceed \$100,000.

XVI. Other Reports

XVII. Reconvene to Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously voted to adjourn to executive session at 9:03 p.m. in accordance with Section 2a of the Open Meetings Act where the board discussed items covered under the following exception: the hiring, discipline, performance, and compensation of personnel.

XVIII. Reconvene to Open Session

The board reconvened in open session at 10:37 p.m. Roll call found the following board members present: Rick Guzman, Daniel Jaquez, Patrick Kelsey, Jack McGreevy, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; and staff members present: Dr. Brian Knetl, Mary Baccheschi, and Kim Caponi.

XIX. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 10:39 p.m.



Greg Thomas
~~03/20/2024 20:48 CDT~~

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees