

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

April 17, 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 6:02 p.m. on Wednesday, April 17, 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, 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, Dr. Toya Webb, Mary Baccheschi, John Bryant, Kim Caponi, Ryan Hanback, Dan Larsen, Kevin Modaff, Michele Needham, Julie Olczyk, J. C. Paez, Dr. Scott Peska, Dr. Stacey Randall, Marlene Russell, Patricia Saccone, Dr. Sheela Vemu, and Stephanie Wennmacher; featured student: Ashley Hatcher; and guests: Carl Hill of Ravago, and Kate Coxworth of JLL and Betsy Gates-Alford of Burke, Warren, MacKay & Serritella, P.C., representing Karis.

II. Board of Trustees Update

A. Seating of Newly Elected Student Trustee for 2024-2025

Dr. Brian Knetl introduced Ashley Hatcher, our newly elected Student Trustee for 2024-2025, then an Oath of Office was administered to Ms. Hatcher by Campus Police Chief J. C. Paez.

III. Recognition

A. Introduction of Waubonsee Campus Police Comfort K-9

Chief Paez and Campus Police Officer Danny Ramirez surprised the board with a visit from Hope, the College's first ever comfort dog. Several photos of Hope's swearing-in ceremony and her visits across campus were displayed in a slideshow. Hope was also presented with a certificate of recognition for having a positive impact on Waubonsee's students, faculty, and staff by providing emotional support and comfort.

B. Introduction of New Administrator

Dr. Knetl introduced Dr. Toya Webb, Chief of Staff and Vice President of Strategy.

C. American Association of Community College Award Recipients

Dr. Knetl recognized Dr. Scott Peska, Assistant Provost of Student Services, for being selected as one of three finalists for the AACC's Awards of Excellence, Rising Star - Executive Award. Dr. Knetl also recognized Dr. Sheela Vemu, Associate Professor of Biology, as a recipient of an AACC Dale P. Parnell Faculty Distinction.

III. Recognition (continued)

In addition to the AACC recognitions, Dr. Knetl was proud to announce some recent and exciting news: Dr. Peska has been named one of 40 leaders selected for the 2024-2025 Aspen Rising Presidents Fellowship; and Dr. Vemu was instrumental, along with Dr. Nancy Christensen, Associate Professor of Chemistry, and our grants team, in the College being awarded a \$350,000 National Science Foundation (NSF) Grant to explore a new water and wastewater treatment program.

IV. Institutional Reports and Presentations

A. Strategic Planning Update

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, presented a strategic planning update that highlighted various ways the College is engaging internal and external Waubonsee constituents to generate insights to inform strategic and operational plan development. Updates on the strategic planning process can be found on the new web page: www.waubonsee.edu/strategicplan.

B. Food Service Update

Dr. Scott Peska presented an update for new food service operations in an effort to recommend solutions that are sustainable for the College. Surveys, studies, and consultations with experts were conducted by Dr. Peska and the Food Services Committee that led to exploring various types of food service and vending options. We have already partnered with Paisano's Pizza & Grill at the Sugar Grove Campus and Endiro Coffee at the Aurora Downtown Campus, both of which have been successful. A recommendation was made by the committee to consider the possibility of a franchise opportunity at the Student Center Café, which has been a proven model at existing community colleges, because it would offer name recognition/brand identity and menu options all day. In addition, possibly expanding a grab-n-go concept in the bookstore and exploring local vendor partnerships are also being considered.

C. Commencement Update

Kim Caponi, Director of Presidential Communications and Operations, provided an update on this year's Commencement activities. The ceremonies are scheduled for 10:00 a.m. and 2:00 p.m. on May 11, 2024 with lunch planned for the trustees and other members of the platform party at an off-campus restaurant.

D. Consideration of Possible Property Tax Abatement Update

Douglas Minter, Vice President of Finance and Administration, presented an update on the status of the Village of Montgomery abatement request for Karis and Ravago. Mr. Minter provided a tax abatement refresher/primer (his last "chalk talk") to provide a better understanding of the economic benefits and concerns associated with this abatement. It is anticipated that the Village of Montgomery will be seeking board approval to enter into an agreement with the College at the May 2024 board meeting.

E. Student Trustee Report

No report is scheduled this month.

IV. Institutional Reports and Presentations (continued)

F. President's Report

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

- He commented that construction was well underway at the South Entrance on the Sugar Grove Campus, the site for the new Technical Education Center, and getting ready for the Groundbreaking Ceremony that is scheduled for April 23, 2024.
- Dr. Knetl and other staff have also recently traveled to attend the American Association of Community Colleges and the Higher Learning Commission annual conferences.
- He was excited to announce that Waubonsee will soon be offering more programs for our community. In addition to the new water and wastewater treatment program through NSF, we're working on a new aviation maintenance program in partnership with REVV Aviation, and he recently signed a grant to develop and expand our noncredit program offerings.
- Dr. Knetl concluded his report when he announced, with sadness, that this was Douglas Minter's last board meeting as he will be retiring from Waubonsee on April 30, 2024. He publicly thanked Mr. Minter for his great work and leadership, and shared that he will be missed by the College and community.

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. Guzman, unanimously voted to adjourn to executive session at 7:30 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.

Mr. Guzman departed the meeting at 7:30 p.m.

VII. Reconvene to Open Session

The board reconvened in open session at 8:51 p.m. Roll call found the following board members present: Ashley Hatcher, Daniel Jaquez, Patrick Kelsey, 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, Dr. Toya Webb, Mary Baccheschi, John Bryant, Kim Caponi, Terence Felton, Ryan Hanback, Dan Larsen, Michele Needham, J. C. Paez, Marlene Russell, Patricia Saccone, and Stephanie Wennmacher.

VIII. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress – October 23-26, 2024

Dr. Knetl commented that the ACCT Leadership Congress is scheduled for October 23-26, 2024 at the Seattle Convention Center in Seattle, WA.

B. American Association of Community Colleges

1. AACC Annual – April 6-9, 2024

Dr. Knetl reported on AACC Annual that was held April 6-9, 2024 at the Kentucky International Convention Center in Louisville, KY. In addition to recognizing the award recipients (highlighted under “Recognition”), Dr. Knetl and Christian Locke, Faculty Counselor, also had a presentation accepted, “Mental Health Wins Across the Board with Peer Support Leaders.”

C. Illinois Board of Higher Education

D. Illinois Community College Board

E. Illinois Community College Trustees Association

1. 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.

2. ICCTA Annual Convention – June 7-8, 2024

Dr. Knetl commented that the ICCTA Annual Convention is scheduled for June 7-8, 2024 at the Westin Chicago Lombard hotel in Lombard, IL

IX. Approval of Consent Agenda

The board, on a motion by Mr. Kelsey 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. March 20, 2024 Board Meeting Minutes
2. March 20, 2024 Executive Session Meeting Minutes

IX. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

| | | | |
|------------------|--|-------------|-------------|
| Ademola, Jemimah | Peer Tutor Academic Support | 25 hrs./wk. | \$15.50/hr. |
| Berger, Kathleen | TRIO/Student Support Services Writing Tutor | 25 hrs./wk. | \$21.00/hr. |
| * Essalih, Darla | Temporary Senior Accountant | 25 hrs./wk. | \$50.00/hr. |
| Ibarra, Miguel | Bookstore Associate | 25 hrs./wk. | 16.00/hr. |
| Parry, Logan | Campus Safety Officer | 25 hrs./wk. | \$20.90/hr. |
| Stupengia, Sarah | TRIO/Student Support Services Writing Tutor | 10 hrs./wk. | \$26.50/hr. |

- * Retired Assistant Vice President of Finance, Darla Essalih, will provide part-time, temporary support during Mr. Bryant's assignment of Interim Vice President of Finance and Administration.

2. Full-Time Resignations

- a. Denise Halverson, Senior Curriculum Coordinator, effective April 23, 2024.
- b. Emily McMicken, Circulation Assistant, effective April 19, 2024.

3. Full-Time Appointment Recommendations

- a. Alvaro Fernandez, Driver Safety Program Manager, at the rate of \$86,046 annually, effective April 15, 2024.
- b. Crystal Nino, Adult Education Bridge and Transition Advisor, at the rate of \$25.00/hr., effective April 15, 2024 through December 31, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- c. Rachel Plasch, Admissions Advisor, at the rate of \$24.00/hr., effective April 15, 2024.
- d. Victoria Wittman, Financial Aid Systems Analyst, at the rate of \$31.15/hr., effective April 4, 2024. Ms. Wittman has resigned from her position of Financial Aid Data Analyst to accept this position.
- e. John Bryant, Interim Vice President of Finance and Administration, effective May 1, 2024, at a monthly stipend of \$2,000 for the duration of his interim assignment. Mr. Bryant will continue in his position of Assistant Vice President of Finance.
- f. Brandon Kraybill, Reporting and Applications Analyst, at the rate of \$74,000 annually, effective April 15, 2024.

IX. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 5

| | | |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,700,828.73 |
| 020100 | Operations and Maintenance Fund | 114,650.29 |
| 050620 | Bookstore | 30,429.55 |
| 062101 | Adult Education-State Basic | 32,715.31 |
| 062102 | Adult Education-Performance | 3,953.60 |
| 062116 | PATH Grant | 3,148.79 |
| 062117 | Mental Health Early Action (MHEA) | 1,339.66 |
| 063101 | Adult Education-Federal Basic | 3,562.92 |
| 063102 | Adult Education-EL / Civics | 5,265.00 |
| 063107 | Perkins Postsecondary | 9,675.17 |
| 063132 | Federal Work Study | 5,351.63 |
| 063169 | TRIO/Student Support Services | 11,392.79 |
| 063170 | Increasing Retention and Completion | 19,035.22 |
| 063171 | TRIO/Upward Bound East | 6,216.60 |
| 063172 | TRIO/Upward Bound West | 6,135.22 |
| 063184 | Governor's Emergency Ed Relief II | 1,006.50 |
| 063202 | Waubonsee Works | 7,745.63 |
| 063303 | ECACE-Early Childhood Grant | 5,448.94 |
| 063941 | SBDC | 4,549.42 |
| 064124 | Dunham Adult Education Bridge | 684.00 |
| 120100 | Liability/Protection and Settlement | <u>42,985.07</u> |
| | Final Total: | <u>\$2,016,120.00</u> |

IX. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 6

| | | |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,679,251.97 |
| 020100 | Operations and Maintenance Fund | 123,053.66 |
| 050620 | Bookstore | 32,686.60 |
| 062101 | Adult Education-State Basic | 7,586.54 |
| 062102 | Adult Education-Performance | 4,348.96 |
| 062116 | PATH Grant | 3,260.79 |
| 062117 | Mental Health Early Action (MHEA) | 1,302.16 |
| 062118 | Innovative Bridge Transitions | 1,000.00 |
| 063101 | Adult Education-Federal Basic | 3,974.28 |
| 063107 | Perkins Postsecondary | 7,410.92 |
| 063132 | Federal Work Study | 4,398.56 |
| 063169 | TRIO/Student Support Services | 11,827.39 |
| 063170 | Increasing Retention and Completion | 12,939.21 |
| 063171 | TRIO/Upward Bound East | 6,773.88 |
| 063172 | TRIO/Upward Bound West | 6,736.86 |
| 063184 | Governor's Emergency Ed Relief II | 692.63 |
| 063202 | Waubonsee Works | 8,171.54 |
| 063303 | ECACE-Early Childhood Grant | 7,048.94 |
| 063941 | SBDC | 4,655.72 |
| 064124 | Dunham Adult Education Bridge | 684.00 |
| 120100 | Liability/Protection and Settlement | <u>48,494.55</u> |
| | Final Total: | <u>\$1,976,299.15</u> |

IX. Approval of Consent Agenda (continued)

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

| | | |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund | \$1,119,989.49 |
| 010103 | Plan for Fitness Center, Phase II | 7,494.08 |
| 010104 | SIG-FAFSA Consulting | 2,250.00 |
| 010900 | Payroll Clearing Fund | 74,951.16 |
| 020100 | Operations and Maintenance Fund | 532,418.14 |
| 020205 | Feb 2024 Tornado Damage Restoration | 38,608.00 |
| 030100 | Operations/Maintenance Restricted | 604,435.86 |
| 030203 | Dickson Ctr Roof Glass Replacement | 32,169.00 |
| 050503 | Auto Resale | 7,033.06 |
| 050620 | Bookstore | 103,385.17 |
| 050810 | Internal Medical Insurance | 642,825.92 |
| 050811 | Retiree Medical Insurance | 2,553.67 |
| 062101 | Adult Education-State Basic | 1,367.95 |
| 062102 | Adult Education-Performance | 5,718.75 |
| 062116 | PATH Grant | 6,124.95 |
| 062118 | Innovative Bridge Transitions | 48.68 |
| 063101 | Adult Education-Federal Basic | 13,761.00 |
| 063107 | Perkins Postsecondary | 5,475.20 |
| 063169 | TRIO/Student Support Services | 1,520.28 |
| 063170 | Increasing Retention and Completion | 875.00 |
| 063171 | TRIO/Upward Bound East | 11,086.89 |
| 063172 | TRIO/Upward Bound West | 10,925.23 |
| 063202 | Waubonsee Works | 964.51 |
| 063235 | Waubonsee Works-Adult | 317.85 |
| 063303 | ECACE-Early Childhood Grant | 14,173.92 |
| 063938 | NIU Noyce Science | 8,400.00 |
| 063941 | SBDC | 2,794.50 |
| 064124 | Dunham Adult Education Bridge | 256.00 |
| 064126 | AACC Cyber Skills | 1,008.45 |
| 100300 | Trust and Agency | 6,987.99 |
| 120100 | Liability/Protection and Settlement | <u>15,318.72</u> |
| | Final Total: | <u>\$3,275,239.42</u> |

IX. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Purchase of a New Flex Classroom for Adult Education at the Aurora Downtown Campus
Purchase of a new flex classroom for Adult Education at the Aurora Downtown Campus from Midwest Computer Products of West Chicago, IL, in the amount of \$30,930 for the coverage period of April 17, 2024 through April 16, 2025. This purchase is grant funded.
- b. Renewal of DocuSign Electronic Signature Tool
Renewal of DocuSign Electronic Signature Tool from DocuSign Inc. of San Francisco, CA, in the amount of \$193,200 for the coverage period of May 1, 2024 through April 30, 2027.
- c. Replacement of 124 Apple Computers and Laptops
Replacement of 124 Apple computers and laptops from Apple, Inc. of Cupertino, CA, in the amount of \$251,910 for the warranty coverage period of May 1, 2024 through April 30, 2028.
- d. Replacement of 340 Desktop Computers
Replacement of 340 desktop computers from CDW Government LLC, of Vernon Hills, IL, in the amount of \$422,056 for the warranty coverage period of April 21, 2024 through April 20, 2029.
- e. Replacement of 135 Laptop Computers
Replacement of 135 laptop computers from CDW Government LLC, of Vernon Hills, IL, in the amount of \$199,046 for the warranty coverage period of April 21, 2024 through April 20, 2029.
- f. Certificate of Authority by Vote
Approval of the Certificate of Authority by Vote duly authorizing Daniel Larsen, Executive Director of Campus Safety and Operations, to enter into contracts with the State of Illinois, as presented.

X. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

XI. Personnel Reports

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.

Dan Larsen, Executive Director of Campus Safety and Operations, provided an update on the status of several upcoming pre-bid meetings for various construction/renovation projects, including the replacement of exterior windows at the Aurora Fox Valley Campus; repair and replacement of concrete/asphalt at the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Campuses; and replacement of the roof and atrium glass window system at Dickson Center.

B. Bids/Purchases:

1. Purchase and Installation of Paint Booths for the New Technical Education Center

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously approved the purchase and installation of paint booths for the new Technical Education Center to Spanesi Americas, Inc. of Naperville, IL, the lowest, most responsive bidder, in the amount of \$524,699.65.

2. Purchase and Installation of Vehicle Lifts for the New Technical Education Center

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously approved the purchase and installation of vehicle lifts for the new Technical Education Center to LiftNow Automotive Equipment Corp. of Yorktown Heights, NY, the lowest, most responsive bidder, in the amount of \$738,844.

XV. Financial Reports

A. Treasurer's Report for the Month of March 2024

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

B. Budget Summary Ending March 2024

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

C. Bids/Purchases

1. Purchase for Todd Library Gender-Neutral Restroom Renovation

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously approved the purchase for the Todd Library gender-neutral restroom renovation to CORE Construction, Inc, of Frisco, TX, in the amount of \$217,000.

XVI. Other Reports

A. Revised FY2024 Board of Trustees Meeting Calendar

The board, on a motion by Mr. Kelsey and seconded by Ms. Ries, unanimously approved the revised FY2024 Board of Trustees Meeting Calendar, as presented.

Prior to adjournment, the Board of Trustees shared comments, memories, and well wishes to Douglas Minter on his upcoming retirement.

XVII. Adjournment

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously voted to adjourn the meeting at 9:08 p.m.



Greg Thomas
~~05/15/2024 21:05 CDT~~
Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees