

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

May 15, 2024

Prior to convening the board meeting, Board Chair Rebecca Oliver requested a moment of silent reflection to honor two Waubonsee students, Sandra Sanchez and Emma Grzesik, and two Waubonsee employees, Deb Banker and Melissa Cole, who recently passed away. The Waubonsee Community College community extends sincere condolences to their families, friends, faculty, staff, and fellow students.

**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, May 15, 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, Ashley Hatcher, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member present by means of audio conference in compliance with Board Policy 1.100.06 and as allowed by the Open Meetings Act sections 2.01 and 7(a): Daniel Jaquez; staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Melinda Tejada, Dr. Toya Webb, Dr. Nour Al Naber, John Ardelean, Mary Baccheschi, Ramiro Cervantes, Tyler Friedland, Robert Galuski, Dr. Alyson Gaspar, Ryan Hanback, Ken Kunz, Dan Larsen, Erik Leal, Dr. Jeanine McMillen, Jessica Moreno, Michele Needham, Julie Olczyk, J. C. Paez, Dr. Stacey Randall, Marlene Russell, Dr. Chassie Sherretz, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann; and featured students: Aaron Fisher, Ryan Fotre, Jacob Guernon, Montrell Jones, Liseth Moreno, Briana Powell, Mark Price, Desiree Quintero, Matthew Seidel, Mason Seput, Eli Somlock, Joshua Stover, and Ben Swanson.

**II. Recognition**

**A. SkillsUSA and Mopar Bracket Challenge Student Recognition**

Ne'Keisha Stepney, Executive Dean for Business, Technology, and Workforce Education, recognized and congratulated the Automotive Technology; Automotive Collision and Refinishing Technology; Heating, Ventilation and Air Conditioning; Machining; and Business and Entrepreneurship students who recently participated in the statewide SkillsUSA competition, along with the finalists who competed in the Mopar Career Automotive Program (CAP) Bracket Challenge. Several faculty and staff of the career and technical education program attended the meeting and were also recognized for all their hard work and dedication. To commemorate this special recognition, they all joined in a photo that was taken beside the 2018 Challenger SRT Demon, the Mopar CAP prize.

### **III. 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 included the project timeline, current internal engagement opportunities completed to-date, and plans for external constituent engagement. Updates on the strategic planning process can be found on the web page: [www.waubonsee.edu/strategicplan](http://www.waubonsee.edu/strategicplan)

#### **B. Academic Support/Tutoring Center Update**

Jessica Moreno, Dean for Academic Support, presented an Academic Support/Tutoring Center update that focused on the student experience and how the college fosters academic success through student-centered solutions. The Tutoring Center has seen remarkable progress, success, and growth over the past year as reflected in the Tutoring Center's 2023 Annual Report.

#### **C. Illinois Community College Chief Financial Officers Spring 2024 Conference Update**

John Bryant, Interim Vice President of Finance and Administration, shared a brief update regarding expenses incurred for the Illinois Community College Chief Financial Officers (ICCCFO) spring 2024 conference. Conference expenses have been facilitated by the college whose CFO serves as the organization's Vice President. Douglas Minter served as the organization's Vice President during the period which this conference occurred. This will be paid by the college, and then will be reimbursed by the ICCCF. Mr. Bryant recommended approval for the payment of the invoice that is listed on the May 15, 2024 board meeting agenda.

Mr. Guzman departed the meeting at 6:45 p.m.

#### **D. Approval of Property Tax Abatement for KCS Montgomery LLC/DRE Chicago, Inc.**

Mr. Bryant provided an update and shared background information regarding this property tax abatement that is for approximately 200 acres in Montgomery, IL. The development is divided into two tracts: KCS Montgomery LLC (Karis) and DRE Chicago, Inc. (Ravago). Mr. Bryant commented that the abatement presented for approval is for a 10-year term beginning with the year an occupancy permit is executed on the first building of each tract. The abatement is for 75% for years 1 through 5, and 50% for years 6 through 10. The last eligible tax year for abatement is 2040. The participating taxing bodies include the Village of Montgomery, Oswego Community Unit School District 308, Oswego Library District, Oswegoland Park District, Fox Valley Park District, and Waubonsee Community College District 516.

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the property tax abatement for KCS Montgomery LLC/DRE Chicago, Inc. as presented.

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

#### **E. Student Trustee Report**

Ashley Hatcher provided her first Student Trustee report, highlighting various student events including graduation, the Social Leaders Program presentations, the National Society of Leadership and Successes Induction Ceremony, and the successes of our SkillsUSA students. Ms. Hatcher is excited to join various committees and clubs to be a student voice. She also commented that many students appreciated the efforts of support and response taken by college personnel to provide counseling services to anyone affected after the tragic loss of our students, as well as the Moment of Silence at all campuses.

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

Dr. Knetl reported on several items including highlights of the Technical Education Center groundbreaking; his trip to Springfield with Dr. Toya Webb, Chief of Staff and Vice President of Strategy, to meet with legislators; and his podcast with Dr. Susana Rivera-Mills, President of Aurora University, and Dr. Jeff Craig, Superintendent of West Aurora School District 129.

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 Ms. Ries, unanimously voted to adjourn to executive session at 7:17 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 8:24 p.m. Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member present by means of audio conference in compliance with Board Policy 1.100.06 and as allowed by the Open Meetings Act sections 2.01 and 7(a): Daniel Jaquez; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Dan Larsen, Michele Needham, J. C. Paez, Marlene Russell, Stephanie Wennmacher, and Luke Winkelmann.

**VII. 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. April 17, 2024 Board Meeting Minutes
- 2. April 17, 2024 Executive Session Meeting Minutes

**B. Personnel Reports**

1. Part-Time and Temporary Appointments

Mauer, Kayla	Student Accounts and Cashier Associate	25 hrs./wk.	\$18.74/hr.
Morales, Bonn	Administrative Specialist Registration and Records	25 hrs./wk.	\$20.00/hr.
* Sherretz, Dr. Chassie	Academic Support Manager		\$1,000 monthly stipend
* <i>Grant Funded</i>			

2. Full-Time Retirement

- a. Heather Watson, Senior Veterans Academic and Career Advisor, effective May 31, 2024.

3. Full-Time Resignations

- a. Dr. Jacqueline Hartley, Assistant Professor of Sociology, effective August 6, 2024.
- b. Amber King, Librarian, effective May 29, 2024.
- c. Stephanie Mata Gamboa, Upward Bound East Educational Specialist, effective May 24, 2024.

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

4. Full-Time Appointment Recommendations

- a. Urian Diaz Franco, Circulation Assistant, at the rate of \$21.00/hr., effective May 6, 2024.
- b. Cayla Fuechsl, Instructor of Automotive Technology, effective August 14, 2024. The recommended placement on the salary schedule is Column I, Step 8. The 2024-2025 annual salary for this placement is \$75,970.
- c. Alejandra Guzman, Senior Student Life Coordinator, at the rate of \$64,000 annually, effective May 20, 2024.
- d. Alexandra Lowe, Circulation Assistant, at the rate of \$18.00/hr., effective May 20, 2024.
- e. Miranda Rodriguez, Small Business Development Center Coordinator, at the rate of \$64,391 annually, effective May 20, 2024 through December 31, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- f. Brian Mandel, Finance Systems and Compliance Coordinator, at the rate of \$81,894 annually, effective June 3, 2024.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 7**

010100	Education Fund	\$1,840,758.20
020100	Operations and Maintenance Fund	138,209.32
050620	Bookstore	34,204.51
062101	Adult Education-State Basic	13,141.78
062102	Adult Education-Performance	5,689.32
062116	PATH Grant	3,372.79
062117	Mental Health Early Action (MHEA)	1,509.03
062118	Innovative Bridge Transitions	798.00
063101	Adult Education-Federal Basic	4,385.64
063102	Adult Education-EL / Civics	5,265.00
063107	Perkins Postsecondary	8,750.92
063132	Federal Work Study	5,449.27
063169	TRIO/Student Support Services	12,524.51
063170	Increasing Retention and Completion	19,008.72
063171	TRIO/Upward Bound East	7,505.73
063172	TRIO/Upward Bound West	7,287.47
063184	Governor's Emergency Ed Relief II	1,150.13
063202	Waubonsee Works	8,597.46
063303	ECACE-Early Childhood Grant	4,485.94
063941	SBDC	4,762.02
064124	Dunham Adult Education Bridge	834.00
120100	Liability/Protection and Settlement	<u>49,256.57</u>
	Final Total:	<u>\$2,176,946.31</u>

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

2. Payroll Report for Pay Number 8

010100	Education Fund	\$1,866,664.63
020100	Operations and Maintenance Fund	127,198.98
050620	Bookstore	32,855.27
062101	Adult Education-State Basic	12,658.06
062102	Adult Education-Performance	5,293.96
062116	PATH Grant	3,260.79
062117	Mental Health Early Action (MHEA)	1,403.03
062118	Innovative Bridge Transitions	1,428.00
063101	Adult Education-Federal Basic	3,875.44
063102	Adult Education-EL / Civics	5,265.00
063107	Perkins Postsecondary	7,379.92
063132	Federal Work Study	4,547.07
063169	TRIO/Student Support Services	12,330.95
063170	Increasing Retention and Completion	17,902.51
063171	TRIO/Upward Bound East	7,969.68
063172	TRIO/Upward Bound West	7,869.40
063184	Governor's Emergency Ed Relief II	1,037.88
063202	Waubonsee Works	8,171.54
063303	ECACE-Early Childhood Grant	3,500.94
063938	NIU Noyce Science	5,000.00
063941	SBDC	4,655.73
064124	Dunham Adult Education Bridge	684.00
120100	Liability/Protection and Settlement	<u>48,465.36</u>
	Final Total:	<u>\$2,189,418.12</u>

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

3. Accounts Payable for the Period Ending April 30, 2024 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$715,208.94
010103	Plan for Fitness Center, Phase II	11,392.30
010105	Strategic Plan Implementation	104,548.88
010109	Budget Stabilization Fund	297.50
010900	Payroll Clearing Fund	101,696.21
020100	Operations and Maintenance Fund	270,044.18
020203	Employee Dev Training Room	5,128.00
020204	AED Updates and Standard	37,184.11
020205	Feb 2024 Tornado Damage Restoration	7,659.72
030100	Operations / Maintenance Restricted	135,898.52
030201	CTE Building	1,323,608.08
050503	Auto Resale	12,831.98
050620	Bookstore	126,226.93
050810	Internal Medical Insurance	660,953.47
050811	Retiree Medical Insurance	4,104.16
062101	Adult Education-State Basic	264.45
062102	Adult Education-Performance	1,264.77
062116	PATH Grant	4,288.18
062117	Mental Health Early Action (MHEA)	41.30
062119	Digital Instruction for AdEd	19,200.00
063107	Perkins Postsecondary	4,054.00
063169	TRIO/Student Support Services	1,917.30
063170	Increasing Retention and Completion	35,204.16
063171	TRIO/Upward Bound East	8,470.84
063172	TRIO/Upward Bound West	8,023.34
063202	Waubonsee Works	1,694.20
063303	ECACE-Early Childhood Grant	200.00
063938	NIU Noyce Science	840.00
063941	SBDC	3,054.91
064124	Dunham Adult Education Bridge	965.07
100300	Trust and Agency	52,002.68
120100	Liability/Protection and Settlement	<u>23,052.93</u>
	Final Total:	<u>\$3,681,321.11</u>



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

4. Bids/Purchases:

- a. Illinois Community College Chief Financial Officers Spring 2024 Conference Expenses  
Payment of the invoice for the Illinois Community College Chief Financial Officers Spring 2024 Conference to Starved Rock Lodge and Conference Center of Utica, IL, in the amount of \$40,078.94.
- b. Resolution No. 24-06 Authorizing John Bryant to Serve as Trustee of the Illinois School District Liquid Asset Fund Plus  
Adoption of Resolution No. 24-06 authorizing John Bryant to serve as Trustee of the Illinois School District Liquid Asset Fund Plus.
- c. Replacement of the Bobcat Toolcat and Skid Steer Equipment  
Replacement of the Bobcat toolcat and skid steer equipment from Atlas Bobcat of Elk Grove Village, IL, in the amount of \$163,535.67.
- d. Purchase of Professional Material Testing Services for the New Technical Education Center  
Purchase of professional material testing services for the new Technical Education Center on a time and material basis with GeoCon Companies of Frankfort, IL, in the estimated amount of \$109,720.
- e. Purchase of Professional Engineering Services for the Boiler Replacement  
Purchase of professional engineering services for the boiler replacement with IMEG Corporation of Naperville, IL, in the amount of \$37,500.
- f. Three-Year Tree Maintenance Services Agreement  
Three-year tree maintenance services agreement with the option to renew for two additional one-year periods to SavATree, LLC of Warrenville, IL, in the estimated amount of \$300,000 (estimated \$100,000 annually) for the coverage period of June 1, 2024 through May 31, 2027.
- g. Renewal of the Library Academic Database Subscription  
Renewal of the library academic database subscription with Consortium of Academic and Research Libraries in Illinois, University of Illinois of Urbana, IL, in the amount of \$141,000 for the coverage period of July 1, 2024 through June 30, 2025.

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

No Consent Agenda Items were removed for individual consideration.

**IX. Personnel Reports**

- A. Ratification of the Collective Bargaining Agreement Between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education

The board, on a motion by Ms. Willson and seconded by Ms. Ries, ratified the Collective Bargaining Agreement between the Board of Trustees of Waubonsee Community College District #516 and Waubonsee Community College Adjunct Faculty Association – Adult Education for the period of July 1, 2024 through June 30, 2028.

## **X. Policy Reports**

### **A. Board Policy Committee Update**

Tina Willson, Board member and Board Policy Committee Chair, commented that the committee, including members Rick Guzman, Daniel Jaquez, and Stacey Ries, scheduled several meetings this summer and fall to review current and proposed board policies. The first meeting will be held on June 24, 2024.

## **XI. Curriculum Reports**

### **A. Summary of Curriculum Council Activity for the 2023-2024 Academic Year**

A summary of Curriculum Council activity for the 2023-2024 academic year was provided.

### **B. Approval of New Digital Marketing Certificate**

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, approved the Digital Marketing Certificate, as presented.

## **XII. 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 upcoming pre-bid meetings for various construction/renovation projects, including the replacement of concrete at the Sugar Grove and Aurora Downtown Campuses.

### **B. Bids/Purchases:**

#### **1. Replacement of the Dickson Center Atrium Skylight and Roofing Repairs**

Mr. Larsen commented that the replacement of the roof and atrium glass window system at Dickson Center is necessary to eliminate ongoing leaks and provide better temperature control. Various phases of the project will require certain door closures, as well as noise and other minor disruptions. In addition, discussions were held regarding the potential to move the location for the June 18, 2024 board meeting, either to another building at the Sugar Grove Campus or to an extension campus.

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the replacement of the Dickson Center atrium skylight and roofing repairs with Knickerbocker Roofing and Paving Co. Inc. of Harvey, IL, the lowest, most responsive, bidder in the amount of \$1,647,000.

**XIII. Financial Reports**

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

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

B. Budget Summary Ending April 2024

Comparison of budget to actual for the ten months ending April 30, 2024 was accepted by the board and placed on file.

**XIV. Other Reports**

A. Memorandum of Understanding Between Waubonsee Community College and the Waubonsee Community College Foundation Board

Dr. Knetl and Dr. Melinda Tejada, Vice President of Community Engagement and Executive Director of the Foundation, reviewed the draft Memorandum of Understanding (MOU) with the board and discussed the need for several edits to be made to the MOU prior to final board approval.

**XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 9:01 p.m.



Greg Thomas  
2024-06-19 01:10 UTC

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Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees