

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

June 18, 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 6:00 p.m. on Tuesday, June 18, 2024, at the Aurora Downtown Campus, 18 S. River Street, Room 160C, Aurora, IL.

Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Toya Webb, Mary Baccheschi, Kim Caponi, Kevin Farmer, Ronna Jones, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, J. C. Paez, Dr. Stacey Randall, Marlene Russell, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann; and guest: Dr. Anthony Ramos.

II. Recognition

No recognitions were scheduled this month.

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 June 4, 2024 that also included a presentation from President Dr. Brian Knetl.

B. Strategic Planning Update

Dr. Knetl presented a progress update on the college's engagement with Huron Consulting Services for Waubonsee's new strategic plan. Employees and students have had several opportunities to offer input to the plan including participation in surveys, interviews, and focus groups. At this time, there is an enhanced strategic focus on building community engagement. A 3-tier approach has been developed to maximize external engagement: a district-wide Strategic Planning Survey has been launched, feedback sessions with various sectors within our community will be held in July, and constituents will have a chance to respond to a draft document that will be shared publicly during an open comment period. The board is very interested in participating in opportunities to engage and provide their feedback during the strategic planning process. Updates on the strategic planning process can be found on the web page: www.waubonsee.edu/strategicplan.

III. Institutional Reports and Presentations (continued)

C. Spring 2024 End of Term Success Report

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, shared an End-of-Term Success Report for Spring 2024 as well as some trend data. After attending the Achieving the Dream (ATD) Kickoff Institute where the focus was on student success, Dr. Randall also shared a presentation that highlighted different areas of opportunities for student success at Waubensee and how we will think of data moving forward.

D. Student Trustee Report

No report was scheduled this month.

E. President's Report

Dr. Knetl reported on several items including highlights of an emergency management exercise/drill held on campus; a new book for the college-wide summer read program; our positive experiences with ATD and participation at their recent event which marked our formal journey with ATD; and the successful Foundation's Walk, Run, and WIN with Waubensee 5K/10K fundraiser.

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. Guzman, unanimously voted to adjourn to executive session at 7:00 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 8:01 p.m. Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Toya Webb, Mary Baccheschi, Kim Caponi, Kevin Farmer, Terence Felton, Ronna Jones, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, J. C. Paez, Marlene Russell, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann; and guest: Dr. Anthony Ramos.

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, and Financial Reports.

A. Meeting Minutes

1. May 15, 2024 Board Meeting Minutes
2. May 15, 2024 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

* Aguilar, Jennifer	Upward Bound Summer Instructor	25 hrs./wk.	\$36.00/hr.
Baron, Eric	Head Cross Country Coach		\$8,436 Stipend
* Barrientos Jimenez, Candelaria	Upward Bound Summer Instructor	25 hrs./wk.	\$36.00/hr.
Beatty, Dayton	Student Worker Fitness Center	25 hrs./wk.	\$15.00/hr.
Chmielewski, Heather	Building and Grounds Administrative Assistant		\$500 Monthly Stipend
Chiquito, Mark	Campus Safety Officer	25 hrs./wk.	\$21.00/hr.
Craig, Teagan	Assistant Esports Coach		\$5,624 Stipend
Cruz Zamora, Luz	Student Worker Human Resources	25 hrs./wk.	\$15.00/hr.
Damato, Gina	Head Cheerleading Coach		\$8,436 Stipend
* Elaine, Linda	Upward Bound Summer Instructor	25 hrs./wk.	\$36.00/hr.
* Franzen, Kristie	Upward Bound Summer Instructor	25 hrs./wk.	\$36.00/hr.
Gonzalez, Juan	Head Esports Coach		\$11,249 Stipend
Harrison, Chris	Head Tennis Coach		\$11,249 Stipend
Hernandez, Antonio	Information Technology Specialist Extension Campuses	25 hrs./wk.	\$22.60/hr.
Hodges, TJ Jr.	Assistant Women's Basketball Coach		\$7,311 Stipend
Isham, Ken	Assistant Baseball Coach		\$7,874 Stipend
Laseman, Jesse	Assistant Cross-Country Coach		\$3,375 Stipend
Lopez, Rodney	Head Baseball Coach		\$15,748 Stipend
Marzano, Dr. William	Interim Assistant Provost of Teaching and Learning		\$7,350 Monthly Stipend

VII. Approval of Consent Agenda (continued)

* Marin, Antonio	Student Worker Waubonsee Works	25 hrs./wk.	\$15.00/hr.
Martinez Arroyo, Julia	Student Worker Marketing and Communication	25 hrs./wk.	\$15.00/hr.
McAllister, Ryan	Assistant Men's Basketball Coach		\$7,311 Stipend
Panzek, Annette	Workforce Education Trainer	25 hrs./wk.	\$75.00/hr.
Perez, Alvaro	Assistant Men's Soccer Coach		\$5,624 Stipend
Preston, Kathleen	Assistant Tennis Coach		\$5,624 Stipend
Robinson, Lance	Head Men's Basketball Coach		\$14,285 Stipend
Roche, Joselyn	Student Worker Fitness Center	25 hrs./wk.	\$15.00/hr.
Schlemmer, Bradley	Head Women's Soccer Coach		\$11,249 Stipend
Suhayda, Brett	Head Men's Soccer Coach		\$11,249 Stipend
Vincent, Brianna	Assistant Cheerleading Coach		\$3,375 Stipend
Waidzulis, Laura Melissa	Assistant Women's Soccer Coach		\$5,624 Stipend
Williams, Jim	Head Women's Basketball Coach		\$14,285 Stipend

* *Grant funded*

2. Full-Time Retirements

- a. Marilee Stach, Librarian/Assistant Professor, effective August 26, 2024.
- b. Kristia Mapes, Research and Reporting Manager, effective August 31, 2024.
- c. Randy Mapes, Campus Safety Officer Supervisor, effective August 31, 2024.
- d. Brian Terpstra, General Maintenance Mechanic, effective June 28, 2024.
- e. Donald Wiercinski, Campus Operations Purchasing and Receiving Supervisor, effective May 31, 2024.

3. Full-Time Resignation

- a. Teresa Rodriguez Sotelo, Administrative Specialist Registration and Records, effective June 4, 2024.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Carlos Suarez, Senior Veterans Academic and Career Advisor, at the rate of \$31.61/hr., effective June 4, 2024. Mr. Suarez resigned from his position of Academic and Career Advisor to accept this position.
- b. Denelle Banez, Custodian 2nd Shift Sugar Grove, at the rate of \$20.00/hr., effective June 3, 2024.
- c. Indravadan Merai, Finance Systems and Compliance Coordinator, at the rate of \$76,846 annually, effective July 1, 2024. *Brian Mandel was approved at the May 15, 2024 board meeting for this position, and rescinded his employment offer prior to his start date of June 3, 2024.*
- d. Heidi Saltijeral, Administrative Coordinator Human Resources, at the rate of \$25.75/hr., effective June 17, 2024.
- e. William Schultz, Senior Computer Support Services, at the rate of \$25.73/hr., effective June 19, 2024. Mr. Schultz will resign from his position of Information Technology Computer Lab Assistant to accept this position.
- f. Drew Winterton, Custodian 3rd Shift Sugar Grove, at the rate of \$18.41/hr., effective May 20, 2024.

5. Full-Time Grant-Funded Support Staff Reappointments

Full-time grant-funded support staff reappointments effective July 1, 2024 through June 30, 2025 as presented. These reappointments are contingent upon continuous and sufficient grant funding.

6. Technical Correction for Full-Time Automotive Technology Faculty Placement

Adjustment of the placement on the salary schedule are as follows for the full-time faculty member approved at the May 15, 2024 board meeting:
Cayla Fuechsl, Instructor of Automotive Technology: Column I, Step 6, annual salary \$73,020.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 9

010100	Education Fund	\$1,791,910.64
020100	Operations and Maintenance Fund	127,945.09
050620	Bookstore	33,049.78
062101	Adult Education-State Basic	12,696.98
062102	Adult Education-Performance	5,293.96
062116	PATH Grant	3,260.79
062117	Mental Health Early Action (MHEA)	1,437.16
062118	Innovative Bridge Transitions	1,728.00
063101	Adult Education-Federal Basic	3,762.48
063102	Adult Education-EL/Civics	5,415.00
063107	Perkins Postsecondary	7,220.92
063132	Federal Work Study	4,109.39
063169	TRIO/Student Support Services	12,020.02
063170	Increasing Retention and Completion	17,515.94
063171	TRIO/Upward Bound East	6,917.41
063172	TRIO/Upward Bound West	6,539.24
063184	Governor's Emergency Ed Relief II	1,036.50
063202	Waubonsee Works	8,171.54
063303	ECACE-Early Childhood Grant	3,448.94
063938	NIU Noyce Science	500.00
063941	SBDC-CY2024	4,655.72
064124	Dunham Adult Education Bridge	684.00
120100	Liability/Protection and Settlement	<u>49,728.21</u>
	Final Total:	<u>\$2,109,047.69</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 10

010100	Education Fund	\$1,452,141.25
020100	Operations and Maintenance Fund	124,754.94
050620	Bookstore	31,150.37
062101	Adult Education-State Basic	6,865.30
062102	Adult Education-Performance	3,953.60
062116	PATH Grant	3,148.79
062117	Mental Health Early Action (MHEA)	1,261.72
062118	Innovative Bridge Transitions	1,890.00
063101	Adult Education-Federal Basic	3,548.80
063107	Perkins Postsecondary	7,114.92
063132	Federal Work Study	3,334.60
063169	TRIO/Student Support Services	10,963.40
063170	Increasing Retention and Completion	11,221.45
063171	TRIO/Upward Bound East	6,147.72
063172	TRIO/Upward Bound West	6,141.72
063184	Governor's Emergency Ed Relief II	525.75
063202	Waubonsee Works	7,745.62
063303	ECACE-Early Childhood Grant	2,028.79
063938	NIU Noyce Science	500.00
063940	SBDC-CY2023	2,235.80
063941	SBDC-CY2024	4,549.42
100300	Trust and Agency	200.00
120100	Liability/Protection and Settlement	<u>46,220.91</u>
	Final Total:	<u>\$1,737,644.84</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$1,341,097.63
010103	Plan for Fitness Center, Phase II	7,655.59
010104	SIG-FAFSA Consulting	3,465.00
010105	Strategic Plan Implementation	146,118.72
010109	Budget Stabilization Fund	96,332.71
010900	Payroll Clearing Fund	93,249.25
020100	Operations and Maintenance Fund	375,813.22
020204	AED Updates and Standard	509.50
020205	Feb 2024 Tornado Damage Restoration	4,340.00
030100	Operations / Maintenance Restricted	26,582.86
030201	CTE Building	1,234,539.94
030204	Collins Todd Library Improvements	1,500.00
050503	Auto Resale	7,009.12
050620	Bookstore	123,722.13
050810	Internal Medical Insurance	811,098.80
050811	Retiree Medical Insurance	5,783.01
062101	Adult Education-State Basic	664.41
062102	Adult Education-Performance	1,069.33
062117	Mental Health Early Action (MHEA)	841.90
062118	Innovative Bridge Transitions	3,540.36
062119	Digital Instruction for AdEd	7,133.40
062609	Nursing Educator Fellow	1,525.12
063107	Perkins Postsecondary	39,500.19
063169	TRIO/Student Support Services	5,031.63
063170	Increasing Retention and Completion	375.00
063171	TRIO/Upward Bound East	12,168.38
063172	TRIO/Upward Bound West	12,568.83
063202	Waubonsee Works	337.45
063303	ECACE-Early Childhood Grant	9,129.99
063941	SBDC	2,437.56
064124	Dunham Adult Education Bridge	1,000.00
064125	CAT-Advanced Mfg Pathway	1,304.00
064999	Miscellaneous Restricted Funds	795.00
100300	Trust and Agency	11,591.33
120100	Liability/Protection and Settlement	<u>30,160.50</u>
	Final Total:	<u>\$4,419,991.86</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Public Official Surety Bond for the College Treasurer
Approval of the Public Official Surety Bond for the College Treasurer in the amount of \$56,902 for the coverage period of June 1, 2024 through June 1, 2025.
- b. Renewal of Contracts for Temporary Staffing Services (FY2025)
Renewal of the contracts for temporary staffing services in an amount not to exceed \$650,000 for the coverage period of July 1, 2024 through June 30, 2025.
- c. Renewal of the Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases
Renewal of the community colleges membership and electronic resource databases from the Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI, in the amount of \$47,800 for the coverage period of July 1, 2024 through June 30, 2025.
- d. Renewal of the EBSCO Discovery Service
Renewal of the EBSCO Discovery Service from EBSCO Industries, Inc. of Cary, IL, in the amount of \$26,000 for the coverage period of July 1, 2024 through June 30, 2025.
- e. Renewal of Agreement to Purchase Newly Released Print Books, Updated Volumes, and e-Books for the College Libraries
Renewal of the agreement to purchase newly released print books, updated volumes, and e-books from GOBI Library Solutions from EBSCO of Atlanta, GA, in an amount not to exceed \$85,000 for the coverage period of July 1, 2024 through June 30, 2025.
- f. Renewal of the Information Services Subscription Agreement
Renewal of the information services subscription agreement from EBSCO Industries, Inc. of Cary, IL, in the amount of \$65,000 for the coverage period of July 1, 2024 through June 30, 2025.
- g. Renewal of Hardware and Software Support for the Juniper Network Switches
Renewal of hardware and software support for the Juniper network switches from IT Savvy of Chicago, IL, in the amount of \$47,985 for the coverage period of July 1, 2024 through June 30, 2025.
- g. Renewal of the Oracle Software Maintenance and Support Agreement
Renewal of the Oracle software maintenance and support agreement from Mythics Inc. of Virginia Beach, VA, in the amount of \$73,415 for the coverage period of July 1, 2024 through June 30, 2025.
- i. Renewal of Microsoft Enrollment for Education Solutions Software
Renewal of Microsoft Enrollment for Education Solutions software from CDW Government LLC of Vernon Hills, IL, in the amount of \$164,407 for the coverage period of September 1, 2024 through August 31, 2025.

VII. Approval of Consent Agenda (continued)

- j. Renewal of Subscription for the Association of College and University Educators Effective Teaching Practices on Comprehensive Courses for Certification
Renewal of subscription for the Association of College and University Educators Effective Teaching Practices on Comprehensive Courses for Certification from Association of College and University Educators of New York, NY, in the amount of \$50,000 for the coverage period of August 4, 2024 through August 3, 2025.
- k. Purchase of Subscriptions to the Association of College and University Educators Effective College Instruction Course on Generative Artificial Intelligence
Purchase of subscriptions to the Association of College and University Educators Effective College Instruction Course on Generative Artificial Intelligence from the Association of College and University Educators of New York, NY, in the amount of \$35,000 for the coverage period of August 4, 2024 through August 3, 2025.
- l. Purchase of 300 Licenses for Grammarly Writing Software
Purchase of 300 licenses for Grammarly Writing Software from Grammarly, Inc of San Francisco, CA, in the amount of \$26,700 for the coverage period of June 20, 2024 through June 19, 2025.
- m. Three-Year Renewal of the VMware Software and Support Subscription
Three-year renewal of the VMware software and support subscription from CDW Government LLC of Vernon Hills, IL, in the amount of \$241,101 for the coverage period of August 2, 2024 through August 1, 2027.
- n. Three-Year Renewal of VMware Horizon
Three-year renewal of VMware Horizon from CDW Government LLC of Vernon Hills, IL, in the amount of \$69,966 for the coverage period of August 4, 2024 through August 3, 2027.
- o. Three-Year Renewal of the Netskope Cloud Security Access Broker Subscription
Three-year renewal of the Netskope Cloud Security Access Broker subscription from RKON Technologies of Chicago, IL, in the amount of \$96,721 for the coverage period of June 19, 2024 through June 18, 2027.
- p. Replacement of the Upper Chilled Water Coil on Unit AHU #1 (Emergency Procurement)
Replacement of the upper chilled water coil on unit AHU #1 from Air Comfort, Inc. of Broadview, IL, in the amount of \$43,882.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Full-Time Administrative Appointment Recommendation

1. Vice President of Talent and Culture and Chief Diversity Officer

The board, on a motion by Ms. Ries and seconded by Mr. Jaquez, unanimously approved the full-time administrative appointment of Dr. Anthony Ramos, Vice President of Talent and Culture and Chief Diversity Officer, at the rate of \$193,500 annually, effective July 1, 2024.

B. Administrative and Support Staff Salary Ranges Recommendations and Other Rates of Pay for FY2025

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the administrative and support staff salary ranges recommendations and other rates of pay for FY2025, as presented.

C. Administrative and Support Staff Compensation Recommendations for FY2025

The board, on a motion by Ms. Willson and seconded by Ms. Ries, unanimously approved the administrative and support staff compensation recommendations for FY2025, as presented.

D. Support Staff Reclassifications and Compensation Recommendations

The board, on a motion by Mr. Jaquez and seconded by Mr. Thomas, unanimously approved the support staff reclassifications and compensation recommendations, as presented.

X. Policy Reports

XI. Curriculum Reports

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.

B. Bids/Purchases:

1. Replacement of Concrete at Sugar Grove and Aurora Downtown Campuses

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the replacement of concrete at the Sugar Grove and Aurora Downtown Campuses from Abbey Paving of Aurora, IL, the lowest, responsive bidder, in the amount of \$904,589.

XIII. Financial Reports

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

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

B. Budget Summary Ending May 2024

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

C. Bids/Purchases:

1. Purchase of Vending and Coffee Breakroom Services

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously approved the five-year agreement for vending and coffee breakroom services with the Illinois Department of Human Services, Division of Rehabilitation Services, Bureau of Customer & Community Blind Services, Business Enterprise Program for the Blind of Chicago, IL, and Super G Vending of Chicago, IL, for the coverage period of July 1, 2024 through June 30, 2029.

XIV. Other Reports

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

Dr. Knetl commented that this inaugural Memorandum of Understanding is an important step in the process of aligning the great work the Foundation does with the college's interest in supporting student success, and in recognizing that shared collaborative relationship.

The board, on a motion by Ms. Ries and seconded by Mr. Thomas, unanimously approved the Memorandum of Understanding Between Waubonsee Community College and the Waubonsee Community College Foundation Board, as presented.

Prior to the adjournment of the board meeting, Dr. Knetl wished a Happy Birthday to Mr. Guzman whose birthday is at the end of June. He also was happy to announce that he noticed Dr. Anthony Ramos, who was sitting in the audience, put on a Waubonsee Community College cap following the board's approval of his appointment.

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:14 p.m.



Greg Thomas
2024-07-18 01:55 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees