

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

July 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 6:00 p.m. on Wednesday, July 17, 2024, in the Academic and Professional Center Room 110D, Route 47 at Waubonsee Drive, Sugar Grove, 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; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Kim Caponi, Dan Larsen, Dr. William Marzano, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Marlene Russell, Stephanie Wennmacher, and Luke Winkelmann.

**II. Recognition**

A. Introduction of New Administrators

1. Dr. Brian Knetl, President, introduced Dr. Anthony Ramos, Vice President of Talent and Culture and Chief Diversity Officer.
2. Dr. Diane Nyhammer, Provost, introduced Dr. William Marzano, Interim Assistant Provost of Teaching and Learning.

**III. Institutional Reports and Presentations**

A. Strategic Planning Update

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, shared an update that focused on the various engagement opportunities that are being held with the community and internally. The Strategic Planning Survey responses have been very informative and will allow the college to use the data to help understand trends and themes. As part of the strategic planning process, eight priority-level listening sessions with employees are being held where they can provide feedback on draft priorities being considered. Dr. Randall also shared in her presentation that the survey responses from external constituents provided great feedback on some strengths we can build on and what we can strive toward as we move forward. In addition, Dr. Randall commented that five sector-oriented focus group sessions have been scheduled, the first one held on July 16, and she was pleased with the discussions. Dr. Randall was happy to report that there is positive energy all around and she's looking forward to integrating feedback received from all the sessions and the survey to be sure we are aligning all of our initiatives. Updates on the strategic planning process can be found on the web page: [www.waubonsee.edu/strategicplan](http://www.waubonsee.edu/strategicplan).

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

#### B. College Scorecard Update

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, presented a College Scorecard update, utilizing Power BI (a data visualization and interactive report tool), to better view and share Waubonsee's trend data. As provided previously, the metrics on the Scorecard are aligned with the three pillars of our current Strategic Plan: Student Equity & Success, Community Connections, and Employee & Organizational Excellence. This update shows our progress or opportunities in these areas, as well as targets that have been met. Since the College Scorecard is tied to our Strategic Plan, future scorecards may be different as we identify new metrics that will align with the new Strategic Plan.

#### C. FY2024 Enrollment Report

Dr. Randall shared a "FY2024 Data Review: Enrollment, Retention, and Completion" presentation, that focused on trends in headcount and credit hours. Dr. Randall also shared the ongoing Cohort Retention Study which is being used to identify areas of opportunity to encourage retention and persistence. The report includes a variety of disaggregated data which will support our work with Achieving the Dream and our new Strategic Plan.

#### D. Acceptance of the Tentative FY2025 College Budget

John Bryant, Interim Vice President of Finance and Administration, reported on the tentative FY2025 College Budget and expects to present a final, balanced budget for adoption by the board at the September 18, 2024 meeting.

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to accept the tentative FY2025 College Budget, as presented.

#### E. Student Trustee Report

Ashley Hatcher reported that student activity on campus has been increasing because students have been shifting their focus towards the upcoming fall semester. Ms. Hatcher also posed some questions regarding transfer plans and associated challenges following conversations with fellow students.

#### F. President's Report

Dr. Knetl reported on several items including highlights of: the Memorandum of Understanding Signing Ceremony between the Board of Trustees and Foundation Board to commemorate their collaboration; a storm/tornado update on the Sugar Grove Campus; a revamped New Student Orientation process; his upcoming attendance at the Alliance for Innovation and Transformation Summer Institute, where the theme this year is a focus on artificial intelligence and emerging technologies; and he also encouraged participation at the Foundation Golf Outing on September 16, 2024, and his All-College Address on August 14, 2024.

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 7:29 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 8:33 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; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Kim Caponi, Kevin Farmer, Terence Felton, Ronna Jones, 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. Guzman and seconded by Mr. Kelsey, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, Financial Reports, and Other Reports.

A. Meeting Minutes

1. June 18, 2024 Board Meeting Minutes
2. June 18, 2024 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

|                  |   |             |                  |
|------------------|---|-------------|------------------|
| Baez, Luis Jr.   | Student Worker Fitness Center               | 25 hrs./wk. | \$15.25/hr.      |
| Gray, Rachel     | Head Golf Coach                             |             | \$11,249 Stipend |
| Montano, Sofia   | Student Worker Peer Finance Educator        | 25 hrs./wk. | \$15.25/hr.      |
| Rivera, Maria    | Campus Operations Event Assistant           | 25 hrs./wk. | \$20.56/hr.      |
| Tomasko, Hannah  | Head Softball Coach                         |             | \$15,748 Stipend |
| Uribe, Jackeline | Student Ambassador                          | 25 hrs./wk. | \$15.25/hr.      |
| Vega, Jonathan   | Student Worker Peer Finance Educator        | 25 hrs./wk. | \$15.25/hr.      |
| Wright, Anna     | Student Worker Library Technology Assistant | 25 hrs./wk. | \$15.25/hr.      |

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

2. Full-Time Resignation

- a. Urian Diaz Franco, Circulation Assistant, effective June 28, 2024.

3. Full-Time Appointment Recommendations

- a. Sara Levi, Counselor, effective July 15, 2024. The recommended placement on the salary schedule is Column IIA, Step 17. The 2024-2025 annual salary for this placement is \$124,995.
- b. Katie Rowe, Financial Aid Advisor, at the rate of \$26.00/hr., effective July 1, 2024.
- c. Samantha Zuniga, Upward Bound East Educational Specialist, at the rate of \$25.00/hr., effective July 15, 2024 through August 31, 2024. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- d. Christopher Braun, Campus Police Sergeant, at the rate of \$45.00/hr., effective July 19, 2024. Mr. Braun will resign from his position of Campus Police Officer to accept this position.
- e. Larry Wiess, Campus Safety Officer Supervisor, at the rate of \$40.57/hr., effective July 1, 2024. Mr. Wiess has resigned from his position of Campus Police Sergeant to accept this position.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 11**

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,524,073.57        |
| 010103 | Plan for Fitness Center, Phase II   | 105.00                |
| 020100 | Operations and Maintenance Fund     | 142,847.18            |
| 050620 | Bookstore                           | 31,926.07             |
| 062101 | Adult Education-State Basic         | 10,344.98             |
| 062102 | Adult Education-Performance         | 5,068.96              |
| 062116 | PATH Grant                          | 3,260.79              |
| 062117 | Mental Health Early Action (MHEA)   | 1,092.78              |
| 062118 | Innovative Bridge Transitions       | 2,542.50              |
| 062119 | Digital Instruction for AdEd        | 12,606.00             |
| 062609 | Nursing Educator Fellow             | 272.00                |
| 063101 | Adult Education-Federal Basic       | 3,847.20              |
| 063102 | Adult Education-EL / Civics         | 5,760.00              |
| 063107 | Perkins Postsecondary               | 7,834.17              |
| 063132 | Federal Work Study                  | 2,171.25              |
| 063169 | TRIO/Student Support Services       | 9,698.56              |
| 063170 | Increasing Retention and Completion | 14,275.69             |
| 063171 | TRIO/Upward Bound East              | 7,461.71              |
| 063172 | TRIO/Upward Bound West              | 6,793.92              |
| 063184 | Governor's Emergency Ed Relief II   | 828.75                |
| 063202 | Waubonsee Works                     | 8,546.55              |
| 063303 | ECACE-Early Childhood Grant         | 2,028.79              |
| 063938 | NIU Noyce Science                   | 500.00                |
| 063940 | SBDC CY2023                         | 2,682.96              |
| 063941 | SBDC CY2024                         | 4,655.72              |
| 120100 | Liability/Protection and Settlement | <u>52,454.78</u>      |
|        | Final Total:                        | <u>\$1,863,679.86</u> |

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

2. Payroll Report for Pay Number 12

|        |                                     |                       |
|--------|-------------------------------------|-----------------------|
| 010100 | Education Fund                      | \$1,576,886.45        |
| 010103 | Plan for Fitness Center, Phase II   | 731.25                |
| 020100 | Operations and Maintenance Fund     | 129,652.82            |
| 050620 | Bookstore                           | 32,687.12             |
| 062101 | Adult Education-State Basic         | 9,518.55              |
| 062102 | Adult Education-Performance         | 5,068.97              |
| 062116 | PATH Grant                          | 3,260.79              |
| 062117 | Mental Health Early Action (MHEA)   | 1,118.91              |
| 062118 | Innovative Bridge Transitions       | 4,172.50              |
| 062121 | Expansion of ESL Services           | 13,206.02             |
| 062609 | Nursing Educator Fellow             | 9,995.00              |
| 063101 | Adult Education-Federal Basic       | 3,960.16              |
| 063102 | Adult Education-EL / Civics         | 5,910.00              |
| 063107 | Perkins Postsecondary               | 7,340.17              |
| 063132 | Federal Work Study                  | 2,764.31              |
| 063169 | TRIO/Student Support Services       | 9,483.76              |
| 063170 | Increasing Retention and Completion | 14,063.06             |
| 063171 | TRIO/Upward Bound East              | 8,128.80              |
| 063172 | TRIO/Upward Bound West              | 8,945.71              |
| 063184 | Governor's Emergency Ed Relief II   | 901.88                |
| 063202 | Waubensee Works                     | 8,996.55              |
| 063303 | ECACE-Early Childhood Grant         | 2,806.54              |
| 063938 | NIU Noyce Science                   | 500.00                |
| 063941 | SBDC                                | 7,391.83              |
| 064999 | Miscellaneous Restricted Funds      | 2,296.00              |
| 120100 | Liability/Protection and Settlement | <u>48,704.05</u>      |
|        | Final Total:                        | <u>\$1,918,491.18</u> |

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

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

|        |                                     |                  |
|--------|-------------------------------------|------------------|
| 010100 | Education Fund                      | \$1,173,507.97   |
| 010103 | Plan for Fitness Center, Phase II   | 15,460.94        |
| 010104 | SIG-FAFSA Consulting                | 5,580.00         |
| 010109 | Budget Stabilization Fund           | 25,486.94        |
| 010900 | Payroll Clearing Fund               | 132,176.54       |
| 020100 | Operations and Maintenance Fund     | 345,471.47       |
| 020205 | Feb 2024 Tornado Damage Restoration | 4,375.00         |
| 030100 | Operations / Maintenance Restricted | 15,882.00        |
| 030201 | CTE Building                        | 46,439.86        |
| 030203 | Dickson Ctr Roof Glass Replacement  | 12,355.96        |
| 040100 | Bond and Interest Fund              | 1,326,243.41     |
| 050503 | Auto Resale                         | 1,354.24         |
| 050620 | Bookstore                           | 105,095.29       |
| 050810 | Internal Medical Insurance          | 610,452.32       |
| 050811 | Retiree Medical Insurance           | 4,008.02         |
| 062101 | Adult Education-State Basic         | 842.10           |
| 062102 | Adult Education-Performance         | 1,260.25         |
| 062117 | Mental Health Early Action (MHEA)   | 124.91           |
| 062609 | Nursing Educator Fellow             | 4,442.82         |
| 063101 | Adult Education-Federal Basic       | 500.00           |
| 063107 | Perkins Postsecondary               | 4,779.37         |
| 063170 | Increasing Retention and Completion | 1,038.55         |
| 063171 | TRIO/Upward Bound East              | 10,628.73        |
| 063172 | TRIO/Upward Bound West              | 11,949.02        |
| 063202 | Waubonsee Works                     | 1,388.21         |
| 063235 | Waubonsee Works-Adult               | 64.71            |
| 063303 | ECACE-Early Childhood Grant         | 5,555.99         |
| 063938 | NIU Noyce Science                   | 4,713.37         |
| 063941 | SBDC                                | 3,342.49         |
| 063942 | City of Aurora-Quality of Life      | 9,984.00         |
| 064124 | Dunham Adult Education Bridge       | 574.00           |
| 069102 | UIC Econ. For IL Innovation Network | 755.00           |
| 100300 | Trust and Agency                    | 5,241.86         |
| 120100 | Liability/Protection and Settlement | <u>13,440.04</u> |

Final Total: \$3,904,515.38

## VII. Approval of Consent Agenda (continued)

### 4. Bids/Purchases:

- a. Purchase of Achieving the Dream Membership and Coaching Services  
Purchase of membership and coaching services from Achieving the Dream of Silver Spring, MD, for a total amount of \$234,000 (\$78,000/year) for the coverage period of July 1, 2024 through June 30, 2027.
- b. Purchase of Salesforce Integration for Business, Technology, and Workforce Education, and Adult Education  
Purchase of Salesforce integration for Business, Technology, and Workforce Education and Adult Education from Elevation Solutions of Denver, CO, in an amount not to exceed \$80,000. This purchase is grant funded.
- c. Purchase of the Oracle Active Data Guard for a Read-Only Banner Database  
Purchase of the Oracle Active Data Guard for a read-only Banner database from Mythics Inc. of Virginia Beach, VA, in the amount of \$47,362 for the coverage period of August 1, 2024 through July 31, 2025.
- d. Purchase of Consulting Services for a New Degree Audit System  
Purchase of consulting services for a new degree audit system from Strata Information Group of San Francisco, CA, in an amount not to exceed \$50,000 for the coverage period of July 18, 2024 through March 17, 2025.
- e. Renewal of the INOC iMonitor Monitoring and Network Operations Center Software  
Renewal of the INOC iMonitor Monitoring and Network Operations Center software from INOC of Northbrook, IL, in the amount of \$55,150 for the coverage period of September 1, 2024 through August 31, 2025.
- f. Renewal of the Budgeting Software System Support Agreement  
Renewal of the budgeting software system support agreement from Questica, Ltd. of Pasadena, CA, in the amount of \$65,067 for the coverage period of August 4, 2024 through August 3, 2025.
- g. Three-Year Renewal for Employee Engagement Surveys and Related Consulting Services  
Three-year renewal for employee engagement surveys and related consulting services from GP Strategies of Columbia, MD, in an amount not to exceed \$70,000 for the coverage period of July 1, 2024 through June 30, 2027.
- h. Replacement of Entrances and Parking Lot Improvements at the Aurora Fox Valley Campus  
Replacement of entrances and parking lot improvements at the Aurora Fox Valley Campus from Abbey Paving of Aurora, IL, the lowest, responsive bidder, in the amount of \$287,335.

### D. Other Reports

1. FY2025 Emergency Succession Plan  
Emergency Succession Plan for FY2025, as presented.
2. FY2025 Compliance Officials  
Appointment of compliance officials for FY2025, as presented.



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

No Consent Agenda Items were removed for individual consideration.

**IX. Personnel Reports**

**X. Policy Reports**

A. Board Policy Committee Meetings Update

Trustee Tina Willson, Policy Committee Chair, provided an update following Policy Committee meetings held on June 24, 2024 and July 17, 2024, including discussions regarding current and best practices for organizing and implementing board policies. Ms. Willson also stated that several policies are expected to be presented to the full board for approval at the August 21, 2024 meeting.

**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. FY2026 Resource Allocation Management Program

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved the submission of the FY2026 Resource Allocation Management Program application to the Illinois Community College Board requesting state funding for the remodel of Collins Hall.

C. Bids/Purchases:

1. Purchase of Automotive Technology and Automotive Body Equipment for the New Technical Education Center

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the purchase of Automotive Technology and Automotive Body equipment for the new Technical Education Center from Snap-On Industrial of Crystal Lake, IL, in an amount not to exceed \$1,941,256.

2. Replacement of Boilers at the Aurora Fox Valley Campus

The board, on a motion by Ms. Ries and seconded by Mr. Jaquez, unanimously approved the replacement of boilers at the Aurora Fox Valley Campus from Commercial Mechanical Inc. of Dunlap, IL, the lowest, responsive bidder, in the amount of \$241,000.

### **XIII. Financial Reports**

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

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

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

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

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

##### **1. Renewal of the Illinois Community College Risk Management Consortium Insurance for FY2025**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the renewal of the Illinois Community College Risk Management Consortium insurance coverage in the amount of \$976,455 for the coverage period of July 1, 2024 through June 30, 2025.

### **XIV. Other Reports**

### **XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 8:52 p.m.



Greg Thomas  
~~2024-08-22 00:37 UTC~~  
Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees