

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

August 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 6:00 p.m. on Wednesday, August 21, 2024, in the Student Center, Room 106, 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, Greg Thomas, and Tina Willson; board member absent: Stacey Ries; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Amy Chaaban, Genesis Flores, DiDi Foley, Sharon Garcia, Debra Gardner, Carolina Gutierrez, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Brandy Monthe, Michele Needham, J. C. Paez, Dr. Scott Peska, Kathleen Randall, Dr. Stacey Randall, Jason Rochon, Marlene Russell, Patricia Saccone, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann.

**II. Recognition**

**A. 2024 Support Staff Award for Excellence Recipients**

Michele Needham, Executive Director of Human Resources, recognized the 2024 Support Staff Awards for Excellence recipients: Service and Quality award - Brandy Monthe, Administrative Coordinator Business, Technology, and Workforce Education; Diversity and Inclusion award - Genesis Flores, Information Desk Assistant; and Innovation and Creativity award - Jeremy Falk, Assessment Technology Coordinator.

**B. 2024 Outstanding Full-Time Faculty Member Award Recipient**

Sharon Garcia, Executive Dean for Liberal Arts and Sciences, recognized the 2024 Outstanding Full-Time Faculty Member Award recipient: Kathleen Randall, Professor of Education.

**C. 2024 Outstanding Adjunct Faculty Member Award Recipient**

Ms. Garcia also recognized the 2024 Outstanding Adjunct Faculty Member Award recipient: Debra Gardner, Adjunct Instructor of Psychology.

**D. 2024 Dr. Christine J. Sobek Outstanding Administrator Award Recipient**

Dr. Brian Knetl recognized the 2024 Dr. Christine J. Sobek Outstanding Administrator Award recipient: Ne'Keisha Stepney, Executive Dean for Business, Technology, and Workforce Education.

On behalf of the Board of Trustees, Board Chair Rebecca Oliver congratulated each of the award recipients for all their achievements.

### III. Institutional Reports and Presentations

#### A. Strategic Planning Update

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, shared in her latest update that we are on the road to finalizing Waubonsee's new strategic plan. Dr. Randall highlighted several upcoming opportunities for feedback from the Waubonsee Board of Trustees, President's Cabinet, our students, the President's State of the College Address, and the Board of Trustees retreat, that will help in the development and implementation of the plan. The goal is to present the new strategic plan to the board for final approval at the October 16, 2024 board meeting. The next projects to be developed are three college operational plans: a new Strategic Enrollment Management Plan, a Technology Plan, then a Process Improvement Plan.

Dr. Randall reviewed the four draft priorities that emerged from all the input received: 1) Invest in Academic Innovation; 2) Create an excellent student experience for all; 3) Engage the Community; and 4) Enrich the Employee Experience. In addition, two draft vision statements were derived from the Steering Committee's input to reflect Waubonsee's priority aspirations that will be realized through the new strategic plan. Board members shared comments and feedback regarding the draft priorities and vision statements.

Updates on the strategic planning process can be found on the web page: [www.waubonsee.edu/strategicplan](http://www.waubonsee.edu/strategicplan).

#### B. Student Trustee Report

Ashley Hatcher reported that the fall semester has commenced with a vibrant start with successful student engagement initiatives, and much enthusiasm on campus. Ms. Hatcher listed several "welcome week" events that were well received and fostered excitement among the student body. These actions have all contributed to a positive and supportive campus environment. In her role as Student Trustee, Ms. Hatcher is excited to gather a diverse student perspective on the strategic plan by engaging with various groups of students to actively involve them and to participate in student feedback strategic planning sessions.

#### C. President's Report

Dr. Knetl reported on several items including highlights of: all the excitement and activity on the campuses with the start of the fall semester, including the collective efforts from faculty and staff with assisting students; the various topics and speakers featured in his All-College Address and how proud he was to see all the board members and many of the staff who wore their "Waubonsee Together" t-shirts to the August 21, 2024 board meeting; shared an update following his attendance at the AFIT conference that focused on embracing artificial intelligence (AI) and how to use it, that also informed next steps of *policy, programs, and process* (pilots for progress to leverage AI in different services) at Waubonsee; and he announced that Ashley Hatcher will be serving on the Illinois Community College Board Student Advisory Committee, and Trustee Tina Willson was appointed as the Illinois Community College Trustees Association Regional Chair for the West Suburban Region.

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 6:58 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 7:36 p.m. Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board member absent: Stacey Ries; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Terence Felton, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Marlene Russell, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

#### **VII. Approval of Consent Agenda**

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports.

##### **A. Meeting Minutes**

1. July 17, 2024 Board Meeting Minutes
2. July 17, 2024 Executive Session Meeting Minutes
3. Semi-Annual Review of Executive Session Meeting Minutes

Approved the opening of executive session meeting minutes through June 30, 2024, with the exception of sections regarding personnel items, litigation, collective negotiating matters, safety and security procedures, and selection of a person to fill a public office, as presented.

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

**B. Personnel Reports**

**1. Part-Time and Temporary Appointments**

* Alanis, Alfonso	Federal Work Study Student Life	25 hrs./wk.	\$15.25/hr.
* Allen, Tyler	Student Worker Waubonsee Works	25 hrs./wk.	\$15.25/hr.
Alstott, Nick	Student Worker General Athletics	20 hrs./wk.	\$15.25/hr.
Broce, Alyssa	Student Worker Student Life	25 hrs./wk.	\$15.25/hr.
Dee, Shanna	Temporary Bookstore Associate	28 hrs./wk.	\$16.00/hr.
Ebert, Sydney	Student Worker Student Life	25 hrs./wk.	\$15.25/hr.
Flanagan, Bryan	General Maintenance Mechanic	25 hrs./wk.	\$24.96/hr.
Georgi, Tanis	Student Worker Peer Tutor Academic Support	20 hrs./wk.	\$15.75/hr.
Garich, Caitlyn	Student Worker Student Success and Retention	9 hrs./wk.	\$15.25/hr.
Hinkle, Emma	Student Worker VP Comm Engagement	25 hrs./wk.	\$15.25/hr.
Jordano, Ella	Student Worker Bookstore	20 hrs./wk.	\$15.25/hr.
Kish, Steven	Head Volleyball Coach		\$11,249 Stipend
Knauer, Joan	Temporary Bookstore Associate	28 hrs./wk.	\$16.00/hr.
* Lewis, Richard	Federal Work Study Peer Tutor Academic Support	20 hrs./wk.	\$15.75/hr.
Metych, John	Student Worker Bookstore	20 hrs./wk.	\$15.25/hr.
Nied, Brady	Student Worker General Athletics	20 hrs./wk.	\$15.25/hr.
Olunlade, Fatimah	Student Worker Student Tech and Library Services	15 hrs./wk.	\$15.25/hr.
Preston, Kathleen	Head Tennis Coach		\$11,249 Stipend
* Ramirez, Gabriel	Student Worker Waubonsee Works	25 hrs./wk.	\$15.25/hr.
Salerno, Michael	Custodian	25 hrs./wk.	\$18.02/hr.
* Stage, Natasha	Student Worker Waubonsee Works	25 hrs./wk.	\$15.25/hr.
* Steele, Marcella	Federal Work Study Bookstore	15 hrs./wk.	\$15.25/hr.
Torres, Alejandro	Student Worker Bookstore	15 hrs./wk.	\$15.25/hr.
Valdez, Bianka	Student Worker Bookstore	25 hrs./wk.	\$15.25/hr.
Valignota, Kisella	Student Worker Bookstore	15 hrs./wk.	\$15.25/hr.
Villa, Maveya	Custodian 2 <sup>nd</sup> Shift	25 hrs./wk.	\$18.02/hr.
Walker, Valerie	Temporary Bookstore Associate	28 hrs./wk.	\$16.00/hr.
Weilandt, Nicole	Temporary Bookstore Associate	28 hrs./wk.	\$16.00/hr.
* Williams, Shaleyah	Federal Work Study Student Ambassador	25 hrs./wk.	\$15.25/hr.
* <i>Grant Funded</i>			

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

2. Full-Time Resignations

- a. Kaitlyn Christie, Assessment Assistant, effective August 23, 2024.
- b. Courtney Nomiya, Librarian, effective July 31, 2024.
- c. Samantha Zuniga, Upward Bound East Educational Specialist, effective July 31, 2024.
- d. Barry Zokan, Media Services Technology Specialist, effective August 24, 2024.
- e. Lisa Machtemes, External Grants Manager, effective July 30, 2024.

3. Full-Time Appointment Recommendations

- a. Yue Ma, Financial Aid Data Specialist, at the rate of \$24.96/hr., effective August 5, 2024.
- b. Donna Mikrut, Instructor of Manufacturing Technology, effective August 14, 2024. The recommended placement on the salary schedule is Column 1, Step 16. The 2024-2025 annual salary for this placement is \$89,010. Ms. Mikrut has resigned from her position of Adjunct Faculty – Business, Technology, and Workforce Education to accept this position.
- c. Bonn Morales, Administrative Specialist Registration and Records, at the rate of \$21.44/hr., effective August 5, 2024. Ms. Morales has resigned from her position of part-time Administrative Specialist Registration and Records to accept this position.
- d. Ne'Keisha Stepney, Assistant Provost of Workforce Development, at the rate of \$164,440 annually, effective September 16, 2024. Ms. Stepney will resign from her position of Executive Dean for Business, Technology, and Workforce Education to accept this position.
- e. Armend Dzemali, Information Technology Computer Lab Assistant, at the rate of \$20.00/hr., effective July 19, 2024. Mr. Dzemali has resigned from his position of part-time Information Technology Computer Lab Assistant to accept this position.
- f. John McGarry, Campus Operations Purchasing and Receiving Supervisor, at the rate of \$32.53/hr., effective September 3, 2024.
- g. Douglas Podschweit, Campus Police Officer, at the rate of \$40.00/hr., effective July 19, 2024. Mr. Podschweit has resigned from his position of part-time Campus Police Officer to accept this position.

4. Grant-Funded Support Staff Reappointments

Grant-funded support staff reappointments effective September 1, 2024 through August 31, 2025, as presented. These reappointments are contingent upon continuous and sufficient grant funding.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 13**

010100	Education Fund	\$1,593,505.09
010103	Plan for Fitness Center, Phase II	915.00
020100	Operations and Maintenance Fund	131,295.69
050620	Bookstore	32,548.87
062101	Adult Education-State Basic	7,093.56
062102	Adult Education-Performance	4,396.48
062116	PATH Grant	1,245.44
062117	Mental Health Early Action (MHEA)	241.00
062118	Innovative Bridge Transitions	2,687.00
062123	PATH Grant	2,109.94
063101	Adult Education-Federal Basic	3,780.26
063107	Perkins Postsecondary	7,410.92
063132	Federal Work Study	2,275.40
063169	TRIO/Student Support Services	9,933.80
063170	Increasing Retention and Completion	12,156.66
063171	TRIO/Upward Bound East	7,698.01
063172	TRIO/Upward Bound West	8,645.93
063184	Governor's Emergency Ed Relief II	702.00
063202	Waubonsee Works	9,039.62
063938	NIU Noyce Science	500.00
063941	SBDC	7,208.53
064124	Dunham Adult Education Bridge	38.00
120100	Liability/Protection and Settlement	<u>52,221.54</u>
	Final Total:	<u>\$1,897,648.74</u>

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

2. Payroll Report for Pay Number 14

010100	Education Fund	\$1,604,242.53
020100	Operations and Maintenance Fund	130,774.15
050620	Bookstore	32,971.34
062101	Adult Education-State Basic	7,422.11
062102	Adult Education-Performance	4,523.20
062118	Innovative Bridge Transitions	1,774.00
062122	Non-Credit Workforce	1,786.00
062123	PATH Grant	4,811.66
063101	Adult Education-Federal Basic	3,927.83
063107	Perkins Postsecondary	7,797.97
063132	Federal Work Study	1,909.82
063169	TRIO/Student Support Services	9,747.29
063170	Increasing Retention and Completion	12,214.20
063171	TRIO/Upward Bound East	7,176.41
063172	TRIO/Upward Bound West	8,465.37
063184	Governor's Emergency Ed Relief II	609.25
063202	Waubonsee Works	9,260.94
063938	NIU Noyce Science	500.00
063941	SBDC	6,416.17
063943	Advanced Technological Ed	25,322.00
064124	Dunham Adult Education Bridge	1,282.50
120100	Liability/Protection and Settlement	<u>65,781.55</u>
	Final Total:	<u>\$1,948,716.29</u>

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

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

010100	Education Fund	\$2,099,255.97
010103	Plan for Fitness Center, Phase II	5,124.04
010104	SIG-FAFSA Consulting	2,565.00
010105	Strategic Plan Implementation	178,112.30
010109	Budget Stabilization Fund	1,135.00
010900	Payroll Clearing Fund	45,498.39
020100	Operations and Maintenance Fund	341,884.36
020205	Feb 2024 Tornado Damage Restoration	37,871.60
030100	Operations/Maintenance Restricted	105,001.25
030201	CTE Building	2,349,712.32
050620	Bookstore	318,077.23
050810	Internal Medical Insurance	538,031.55
050811	Retiree Medical Insurance	3,025.00
062101	Adult Education-State Basic	301.57
062116	PATH Grant	704.60
062117	Mental Health Early Action (MHEA)	2,776.66
062118	Innovative Bridge Transitions	2,095.00
062122	Non-Credit Workforce	500.00
062609	Nursing Educator Fellow	3,622.53
063107	Perkins Postsecondary	4,973.87
063170	Increasing Retention and Completion	700.00
063171	TRIO/Upward Bound East	4,754.56
063172	TRIO/Upward Bound West	5,127.82
063202	Waubonsee Works	2,177.53
063235	Waubonsee Works-Adult	433.91
063303	Early Childhood Grant (ECACE)	2,565.52
063938	NIU Noyce Science	7,440.00
063941	SBDC	2,036.39
064114	SBDC Other Sources	184.85
064124	Dunham Adult Education Bridge	257.25
064999	Miscellaneous Restricted Funds	449.05
100300	Trust and Agency	9,431.71
120100	Liability/Protection and Settlement	<u>67,879.29</u>
	Final Total:	<u>\$6,143,706.12</u>



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

4. Bids/Purchases:

- a. Purchase of Two Three-Line Solar Mobile Message Centers  
Purchase of two three-line solar mobile message centers from Transportation Supply LLC of Austin, TX, the lowest, responsive bidder, in the amount of \$43,067.
- b. Replacement of Carpeting for the Todd Library Improvements  
Replacement of carpeting for the Todd Library improvements from Consolidated Flooring, Inc. of Addison, IL, in the amount of \$27,961.50.
- c. Renewal of the Electrical Services and Maintenance Agreement  
Renewal of the electrical services and maintenance agreement from Volt Electric, Inc. of Big Rock, IL, in the not to exceed amount of \$127,000 for the coverage period of May 1, 2024 through April 30, 2025.
- d. Renewal of the Plumbing Repair Services and Maintenance Agreement  
Renewal of the plumbing repair services and maintenance agreement from Key Construction Group of Newark, IL, in the not to exceed amount of \$54,000 for the coverage period of May 1, 2024 through April 30, 2025.
- e. Purchase of Training Equipment for the Automotive Technology Program  
Purchase of training equipment for the Automotive Technology program from Automotive Career Development Center of Worcester, MA, in the amount of \$40,100.
- f. Purchase of Consulting Services for the Redesign of the Identity Management System  
Purchase of consulting services for the redesign of the Identity Management System from Talus Solutions LLC of Houston, TX, in an amount not to exceed \$54,000 for the coverage period of July 1, 2024 through June 30, 2025.
- g. Replacement of Eight Servers  
Replacement of eight servers from Dell Technologies of Round Rock, TX, in the amount of \$144,738.
- h. Renewal of Consulting Services for Linux and Micro Focus Products  
Renewal of consulting services for Linux and Micro Focus products from The Written Word of Roselle, IL, in the amount of \$125,000 for the coverage period of July 1, 2024 through June 30, 2025.
- i. Renewal of the Salesforce Customer Relationship Management Software Subscription  
Renewal of the Salesforce Customer Relationship Management software subscription from Salesforce, Inc. of San Francisco, CA, in the amount of \$95,838 for the coverage period of September 24, 2024 through September 23, 2025.

**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**

Dr. Knetl shared an update that Jim Reed, Executive Director of the Illinois Community Colleges Trustees Association, is scheduled to facilitate a Board of Trustees retreat on September 25, 2024, that will include a policy discussion overview and a strategic planning discussion.

### **B. Discussion of Draft Board Policy 3.170.01 Harassment, Sexual Harassment, Discrimination and Sexual Misconduct**

Ms. Needham provided an update regarding new Title IX regulations that went into effect on August 1, 2024; however, since Waubonsee (along with many other schools throughout the U.S.) is involved in one of the injunctions filed against the U.S. Department of Education, the college is required to continue to utilize our current policy and procedures rather than implement the new regulations at this time. The U.S. Supreme Court recently reviewed the injunctions and decided not to act on it or overturn the lower courts' rulings. A draft version of how our policy would be amended to reflect the new Title IX regulations was shared with the board, so that when this case passes in the courts, we will be ready to move forward with implementing new procedures.

## **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. Purchase of Automotive Technology and Automotive Body Equipment for the New Technical Education Center (Celette)**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the purchase of Automotive Technology and Automotive Body equipment for the new Technical Education Center (Celette) from Celette Inc. of Riverside, CA, in the amount of \$392,683.

#### **2. Purchase of Automotive Technology and Automotive Body Equipment for the New Technical Education Center (Hunter)**

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the purchase of Automotive Technology and Automotive Body equipment for the new Technical Education Center (Hunter) from Automotive Equipment Specialists of Hanover Park, IL, in the amount of \$284,140.

**XIII. Financial Reports**

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

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

**XIV. Other Reports**

A. Appointment of Local Election Official

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the appointment of John Bryant, Interim Vice President of Finance and Administration, to serve as the college's Local Election Official for the April 1, 2025 consolidated election

**XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 7:52 p.m.



Greg Thomas  
~~2024-09-19 01:00 UTC~~  
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Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees