

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

September 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 Wednesday, September 18, 2024, in the Dickson Center Community Board Room, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Daniel Jaquez, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member absent: Patrick Kelsey; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Anthony Ramos, Mary Baccheschi, Sharon Garcia, Dan Larsen, Erik Leal, Christian Locke, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Marlene Russell, Dr. Sheela Vemu, Stephanie Wennmacher, and Luke Winkelmann.

Moment of Recognition to Reflect on the Passing of James K. Michels, Trustee Emeritus, Waubonsee Community College Board of Trustees

Board Chair Rebecca Oliver shared kind remarks about James Michels and reflected on his time as a member of the Board of Trustees, then requested a moment of silence.

II. Financial Reports

A. Public Hearing on the FY2025 College Budget – 6:00 p.m.

The public hearing on the FY2025 college budget was held at 6:00 p.m. No comments on the budget were presented. The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the closing of the public hearing at 6:04 p.m.

III. Recognition

A. Illinois Community College Trustees Association 2024 Outstanding Full-Time Faculty Member Award Recipient

Dr. Brian Knetl and Chair Oliver recognized Dr. Sheela Vemu, Associate Professor of Biology, as the recipient of ICCTA's 2024 Outstanding Full-Time Faculty Member Award.

B. Introduction of New Full-Time Faculty Members

Dr. Diane Nyhammer, Provost, introduced new full-time faculty members: Sara Levi, Counselor; Cayla Fuechsl, Instructor of Automotive Technology; and Donna Mikrut, Instructor of Manufacturing Technology.

IV. Institutional Reports and Presentations

A. Adoption of the FY2025 College Budget and Resolution No. 25-01

The board, on a motion by Ms. Ries and seconded by Mr. Jaquez, unanimously adopted the FY2025 College Budget and Resolution No. 25-01, as presented.

B. Strategic Planning Update

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, previewed a draft version with the board of Waubonsee RISE 2030, the college's new Strategic Plan for 2025-2030. While it is not final yet, Dr. Randall was happy to acknowledge that the feedback received aligns with the four priorities outlined in the plan: **Relevance to the Community, Invest in Academic Innovation, Student-Ready College Experience, and Enrich the Employee Experience.** Dr. Knetl mentioned that the goal is to bring a draft version to the board in October 2024 for their endorsement, then staff can proceed with an action plan to implement the new strategic plan and the initiatives we need to undertake to address the priorities.

Updates on the strategic planning process can be found on the web page: www.waubonsee.edu/strategicplan.

C. Waubonsee Foundation Annual and 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 Annual and Quarterly Board Meetings held on September 10, 2024.

D. ICCTA Update

Trustee Tina Willson, and member of the ICCTA Executive Committee, reported on meetings held in August and September 2024.

E. Student Trustee Report

Ashley Hatcher reported on student senate activities, clubs, and various other events on campus, hosted by students.

F. President's Report

Dr. Knetl reported on several items including highlights of: Latinx Heritage Month celebrations; Mayor Irvin's State of the City Address on the State of Education in Aurora; successful legislative meetings with Representative Jed Davis and Senator Karina Villa; his attendance at the Illinois Council of Community College Presidents Retreat; the fun he had participating in a penalty kick challenge against a student during halftime at a women's soccer game; and wished Happy Birthday to Trustees Tina Willson and Greg Thomas, who have birthdays in September.

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 7:10 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.

VII. Reconvene to Open Session

The board reconvened in open session at 8:07 p.m. Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Daniel Jaquez, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board members absent: Patrick Kelsey and Stacey Ries; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Anthony Ramos, Mary Baccheschi, Dan Larsen, Christian Locke, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Marlene Russell, Dr. Sheela Vemu, Stephanie Wennmacher, and Luke Winkelmann.

VIII. Approval of Consent Agenda

The board, on a motion by Ms. Willson 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. August 21, 2024 Board Meeting Minutes
2. August 21, 2024 Executive Session Meeting Minutes

VIII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

**	Armstrong Yoskowitz, Dhara	Federal Work Study (Peer Tutor Academic Support)	25 hrs./wk.	\$15.75/hr.
*	Britt, Avontis	Federal Work Study	25 hrs./wk.	\$15.25/hr.
*	Courts, Donshaya	Upward Bound West Tutor	25 hrs./wk.	\$21.85/hr.
	Dunne, Scott	Assistant Softball Coach		\$7,874 Stipend
	Hales, Alex	Head Baseball Coach		\$15,748 Stipend
	Fraire, Amy	Student Worker Library	25 hrs./wk.	\$15.25/hr.
*	Gallo, Jose	Upward Bound East Tutor	25 hrs./wk.	\$21.85/hr.
	Gibson, Nicos	Peer Tutor Academic Support	25 hrs./wk.	\$15.75/hr.
	Jones, Gillian	Assistant Volleyball Coach		\$5,624 Stipend
*	King, Gianna	Federal Work Study	25 hrs./wk.	\$15.25/hr.
*	Klotz, Bella	Federal Work Study	25 hrs./wk.	\$15.25/hr.
	Kyei Baffour, Chris	Peer Tutor Academic Support	25 hrs./wk.	\$15.75/hr.
	Lerma, Dailyn	Student Worker Mental Health Peer Support Leader	25 hrs./wk.	\$15.75/hr.
	Lopez, Angy	Small Business Development Center Administrative Assistant	25 hrs./wk.	\$19.49/hr.
	Maren, Jean	Assistant Tennis Coach		\$5,624 Stipend
**	Mercado Galan, Elisa	Federal Work Study (Peer Tutor Academic Support)	25 hrs./wk.	\$15.75/hr.
*	Molleda Villalobos, Cristina	Federal Work Study	25 hrs./wk.	\$15.25/hr.
*	Needs, Milan	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	\$15.25/hr.
**	Ortiz, Jayda	Federal Work Study (Mental Health Peer Support Leader)	25 hrs./wk.	\$15.75/hr.
*	Petty, Malik	Federal Work Study	25 hrs./wk.	\$15.25/hr.
	Price, Mark	Student Worker Peer Finance Educator	25 hrs./wk.	\$15.25/hr.
**	Serna, Cynthia	Federal Work Study (Mental Health Peer Support Leader)	25 hrs./wk.	\$15.75/hr.
	Stephens, David	Head Golf Coach		\$11,249 Stipend
	Thapa, Durga	Financial Aid Advisor	25 hrs./wk.	\$24.96/hr.
	Valentin, Joshua	Student Worker Mental Health Peer Support Leader	25 hrs./wk.	\$15.75/hr.
	Yackley, Brianna	Peer Tutor Academic Support	25 hrs./wk.	\$15.75/hr.

* *Grant funded*

** *Grant funded at higher rate due to nature of tutor/mentor role*

VIII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Kimberly Caponi, Director of Presidential Communications and Operations, effective September 18, 2024.
- b. Jenny Becker, Financial Education Coordinator, effective September 5, 2024.
- c. Tarah Geye, Athletics Trainer, effective October 4, 2024.
- d. Stephan Macey, Computer Services Coordinator, effective August 15, 2024.

3. Full-Time Appointment Recommendations

- a. Sharon Garcia, Assistant Provost of Teaching and Learning, at the rate of \$164,440 annually, effective September 19, 2024. Ms. Garcia will resign from her position of Executive Dean for Liberal Arts and Sciences to accept this position.
- b. Kristine Cesario-Price, Senior Curriculum Coordinator, at the rate of \$77,059 annually, effective September 3, 2024.
- c. Nathan Moravec, Campus Police Officer, at the rate of \$40.00/hr., effective September 16, 2024.
- d. Barbara Ruiz Smith, Media Services Technology Specialist, at the rate of \$24.35/hr., effective September 19, 2024. Ms. Smith will resign from her position of Library Services Specialist to accept this position.

4. Grant-Funded Support Staff Reappointments

Grant-funded support staff reappointments effective October 1, 2024 through September 30, 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 15

010100	Education Fund	\$1,598,685.61
020100	Operations and Maintenance Fund	\$134,452.22
050620	Bookstore	\$32,868.01
062101	Adult Education-State Basic	\$7,759.86
062102	Adult Education-Performance	\$4,523.20
062118	Innovative Bridge Transitions	\$2,509.00
062122	Non-Credit Workforce	\$1,805.00
062123	PATH Grant	\$1,281.28
063101	Adult Education-Federal Basic	\$3,913.14
063107	Perkins Postsecondary	\$7,605.12
063132	Federal Work Study	\$2,047.44
063169	TRIO/Student Support Services	\$9,884.38
063170	Increasing Retention and Completion	\$11,188.37
063171	TRIO/Upward Bound East	\$5,530.91
063172	TRIO/Upward Bound West	\$6,343.11
063202	Waubensee Works	\$9,712.19
063938	NIU Noyce Science	\$500.00
063941	SBDC	\$6,416.17
064124	Dunham Adult Education Bridge	\$1,282.50
120100	Liability/Protection and Settlement	<u>\$60,269.16</u>
	Final Total:	<u>\$1,908,576.68</u>

VIII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 16

010100	Education Fund	\$1,473,920.91
020100	Operations and Maintenance Fund	\$125,593.91
050620	Bookstore	\$34,835.56
062101	Adult Education-State Basic	\$6,724.00
062102	Adult Education-Performance	\$4,112.00
062118	Innovative Bridge Transitions	\$1,040.00
062122	Non-Credit Workforce	\$160.00
062123	PATH Grant	\$1,164.80
063101	Adult Education-Federal Basic	\$14,030.90
063107	Perkins Postsecondary	\$7,357.17
063132	Federal Work Study	\$2,561.70
063169	TRIO/Student Support Services	\$9,797.35
063170	Increasing Retention and Completion	\$12,145.53
063171	TRIO/Upward Bound East	\$4,389.85
063172	TRIO/Upward Bound West	\$6,339.63
063202	Waubonsee Works	\$10,535.48
063938	NIU Noyce Science	\$500.00
063941	SBDC	\$6,416.17
064124	Dunham Adult Education Bridge	\$160.00
100300	Trust and Agency	\$150.00
120100	Liability/Protection and Settlement	<u>\$55,545.08</u>
	Final Total:	<u>\$1,777,480.04</u>

VIII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$ 1,435,368.27
010103	Plan for Fitness Center, Phase II	526.00
010105	Strategic Plan Implementation	240,766.45
010109	Budget Stabilization Fund	1,845.00
010900	Payroll Clearing Fund	82,955.22
020100	Operations and Maintenance Fund	457,788.92
020205	Feb 2024 Tornado Damage Restoration	14,750.00
020206	Plano Campus EV Charging Station	28,749.00
030100	Operations / Maintenance Restricted	82,899.28
030201	TEC Building	1,959,328.46
030205	Gender Neutral Restroom Collins	17,886.74
030208	Boiler Replacement - Aurora Fox Valley	27,228.01
030209	BDE AHU 1 Chilled Water Coil Replacement	43,882.00
050503	Auto Resale	1,032.92
050620	Bookstore	262,737.22
050810	Internal Medical Insurance	644,371.41
050811	Retiree Medical Insurance	4,639.29
062101	Adult Education-State Basic	1,342.26
062117	Mental Health Early Action (MHEA)	11,935.46
062118	Innovative Bridge Transitions	80.00
062119	Digital Instruction for AdEd	6,963.74
062122	Non-Credit Workforce	1,707.36
062124	FAFSA IGA	1,687.59
063107	Perkins Postsecondary	3,300.17
063169	TRIO/Student Support Services	2,057.44
063171	TRIO/Upward Bound East	11,832.62
063172	TRIO/Upward Bound West	17,496.35
063941	SBDC	872.94
063943	Advanced Technological Ed	352.95
064124	Dunham Adult Education Bridge	1,140.16
064999	Miscellaneous Restricted Funds	2,438.09
100300	Trust and Agency	34,204.23
120100	Liability/Protection and Settlement	<u>1,007,357.43</u>
	Final Total:	<u>\$6,411,523.08</u>

VIII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Purchase of a 2023 Ford F-150 Electric Vehicle for the Automotive Technology Program
Purchase of a 2023 Ford F-150 Electric Vehicle for the Automotive Technology Program from National Auto Fleet Group of Watsonville, CA, in the amount of \$72,185. This purchase is grant funded.
- b. Purchase of Additional Juniper Network Switches
Purchase of additional Juniper network switches from IT Savvy of Chicago, IL, in the amount of \$41,640.
- c. Purchase of Furniture for the Relocation of the Employee Development Suite
Purchase of furniture for the relocation of the Employee Development suite from Interiors for Business of Batavia, IL, in the amount of \$56,132.39.
- d. Purchase of Professional Engineering Services for Fire Alarm Panel Replacements and Upgrades
Purchase of professional engineering services for the fire alarm panel replacements and upgrades with IMEG Corporation of Naperville, IL, in the amount of \$45,000.
- e. Purchase of a Three-Year Agreement for Water System Services
Purchase of a three-year agreement for water system services from Fehr Graham & Associates LLC of Aurora, IL, in the not-to-exceed amount of \$60,000 (\$20,000 annually) for the coverage period of October 1, 2024 through September 30, 2027.
- f. Renewal for Snow and Ice Removal Services for the 2024-2025 Winter Season
Renewal of the snow and ice removal services for the 2024-2025 winter season from Mark 1 Landscape of Bartlett, IL, in the estimated amount of \$17,837.88 for the Aurora Downtown Campus, and in the estimated amount of \$43,465.30 for the Plano Campus; and from ACSOI LLC of Oswego, IL, in the estimated amount of \$18,749.42 for the Aurora Fox Valley Campus, for the total estimated cost of \$80,052.60 for the 2024-2025 winter season.
- g. Rental of Wheel Loader for Winter 2024-2025 Season
Rental of a wheel loader for the 2024-2025 winter season from Alta Enterprises of South Elgin, IL, the lowest, most responsive, bidder in the amount of \$32,000 for the coverage period of November 1, 2024 through March 31, 2025.
- h. Replacement of a John Deere Gator for Campus Safety and Operations
Replacement of a John Deere Gator for Campus Safety and Operations from AHW LLC of Hampshire, IL, in the amount of \$26,589.33.

IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

Trustee Ries rejoined the meeting at 8:10 p.m.

X. Personnel Reports

A. Faculty Tenure Recommendation

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously approved the recommendation to award tenure to Christian Locke, Counselor, effective with the spring semester 2025.

XI. Policy Reports

XII. Curriculum Reports

XIII. Buildings and Grounds

A. Construction and Renovation of College Facilities Update

A copy of the Construction and Renovation of College Facilities Update was provided.

XIV. Financial Reports

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

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

B. FY2024 Year-End Transfers

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the FY2024 year-end transfers, as presented.

C. Bids/Purchases:

1. Renewal of a Three-Year Agreement for Human Resources Consulting Services

The board, on a motion by Mr. Guzman and seconded by Mr. Jaquez, unanimously approved the renewal of a three-year agreement for Human Resources consulting services from McLean & Company of Las Vegas, NV, in the amount of \$339,296.28 for the period of July 1, 2024 through June 30, 2027.

D. FY2025 Financial Planning Calendar

A summary calendar of financial activities scheduled in FY2025 was provided to the board.

XV. Other Reports

XVI. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:24 p.m.



Greg Thomas
2024-10-17 01:43 UTC _____
Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees