

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

October 16, 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 6:01 p.m. on Wednesday, October 16, 2024, in the Dickson Center Community Board Room, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Ashley Hatcher, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member absent: Rick Guzman; staff members present: Dr. Brian Knetl, John Bryant, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Michelle Dahlstrom, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Michele Needham, J. C. Paez, Dr. Scott Peska, Patricia Saccone, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann; featured students: Student Senate members Luis Baez, Kevin Bustamante Fontanel, Gianna King, Luke Lockwood, Sofia Montano, Mark Price, Ronja Schmitz-Wiencke; featured guest: Edward Keating; and featured presenters: Anthony Cervini of Sikich CPA LLC, and Dominick Demonica of Demonica Kemper Architects.

**II. Waubonsee Voices**

A. 2024-2025 Student Government Leaders

Dr. Scott Peska, Assistant Provost of Student Services, and Michelle Dahlstrom, Student Life Manager, provided information regarding the Student Senate elections, and some of their current projects and events. Ms. Dahlstrom then introduced our 2024-2025 Student Government leaders. Each of the senators shared brief remarks and a fun fact about themselves.

**III. Recognition**

A. Waubonsee Community College's 2024 Distinguished Contributor Award Recipient

Dr. Brian Knetl recognized Edward Keating, the recipient of the 2024 Waubonsee Community College Distinguished Contributor Award. Mr. Keating joined the Foundation Board of Directors in 2016 and currently serves as its President. Dr. Knetl was proud to share the many accolades he earned over the years as a great leader, aligning the Foundation's mission with the future of the college. For all his support and commitment to the college, the Board of Trustees joined Dr. Knetl in honoring Mr. Keating as Waubonsee's 2024 Distinguished Contributor.

#### IV. Institutional Reports and Presentations

##### A. FY2024 Annual Comprehensive Financial Report

Anthony Cervini, Principal-in-Charge, Government Services, of Sikich CPA LLC, and John Bryant, Interim Vice President of Finance and Administration, presented an overview of the audit highlights and reports. The college received an unmodified (clean) opinion.

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously accepted and filed the Annual Comprehensive Financial Report and Single Audit Report for the fiscal years ended June 30, 2024 and 2023, as presented.

##### B. Technical Education Center Update

Dominick Demonica, Principal of Demonica Kemper Architects, presented an update on the Technical Education Center's progress and timeline.

##### C. Tennis Courts Renovation Project

Mr. Demonica presented a new renovation plan for the existing tennis courts that will include pickleball courts and outdoor restroom facilities.

##### D. Strategic Planning Update

Dr. Knetl indicated in his brief update that a revised version of the new Strategic Plan (following feedback received from several recent internal and external meetings), is expected to be shared at the November 20, 2024 board meeting for a review and discussion with the board. The intent would then be to bring the final Strategic Plan to the December 11, 2024 board meeting for their endorsement. Updates on the strategic planning process can be found on the web page: [www.waubonsee.edu/strategicplan](http://www.waubonsee.edu/strategicplan).

##### E. Student Trustee Report

Ashley Hatcher reported on Student Senate activities, meeting updates from her participation as a member on the Illinois Community College Board Student Advisory Committee, Women's Wellness Club events, and she also shared athletics updates. In addition, Ms. Hatcher has been actively sharing information regarding the upcoming election process with students interested in the Student Trustee position.

##### F. President's Report

Dr. Knetl reported on several items including highlights of internal and external community engagements: his State of the College Address, a strategic planning session with non-profit and service organizations, several meetings with elected officials, Bike the Burbs, Biscuits with the Boss, Flapjacks with the Faculty, and the all-employee picnic. Dr. Knetl also shared a few announcements: a Waubonsee Small Business Development Center satellite office recently opened at the Kane County Sheriff's Office; Trustee Guzman will be recognized as an Outstanding Alumni from North Central College; Trustee Kelsey was honored by Fehr Graham on his recent retirement; and Dr. Knetl wished Happy Birthday to Trustees Daniel Jaquez and Rebecca Oliver, as well as Student Trustee Ashley Hatcher, who all have birthdays in October. 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**

A community member addressed the board:

- Michael Krempski – public comment topic: oaths of office

**VI. Executive Session**

The board, on a motion by Mr. Thomas and seconded by Ms. Ries, unanimously voted to adjourn to executive session at 7:19 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 8:40 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. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Patricia Saccone, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann.

**VIII. Approval of Consent Agenda**

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

**A. Meeting Minutes**

1. September 18, 2024 Board Meeting Minutes
2. September 18, 2024 Executive Session Meeting Minutes
3. September 25, 2024 Board Retreat Meeting Minutes
4. September 25, 2024 Board Retreat Meeting Minutes

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

**B. Personnel Reports**

1. Part-Time and Temporary Appointments

Eaves, Scott	Peer Tutor Academic Support	25 hrs./wk.	\$15.75/hr.
Espindola, Edgar	Campus Safety Officer	25 hrs./wk.	\$22.82/hr.
Kong, Lisa	Library Circulation Assistant	25 hrs./wk.	\$20.00/hr.
Leon, Jiovanni	Biology Lab Technician	25 hrs./wk.	\$19.00/hr.
Loughary, Hayden	Student Worker Public Safety Cadet	25 hrs./wk.	\$15.75 hr.
Marzano, Dr. William	Interim Executive Dean		\$3,675 Monthly Stipend
Nieckula, Aaron (Nuke)	Assistant Baseball Coach		\$7,874 Stipend
Talsma, Riff	Information Technology Computer Lab Assistant	25 hrs./wk.	\$19.49/hr.

2. Full-Time Retirements

- a. Dr. Diane Nyhammer, Provost, effective January 3, 2025.
- b. Hassan Rquibi, Data Center Engineer, effective September 24, 2024.

3. Full-Time Resignations

- a. Lydia Lesniak, Administrative Specialist Visual & Performing Arts, Education, and Sciences, effective October 1, 2024.
- b. Crystal Nino, Adult Education Bridge and Transition Advisor, effective October 4, 2024.
- c. Lacy Thurman, Administrative Specialist Testing Services, effective September 13, 2024.
- d. Edward Montello, Chief Plant Operator, effective October 4, 2024.

4. Full-Time Appointment Recommendations

- a. Jacob Kierczynski, Assessment Assistant, at the rate of \$19.49/hr., effective October 7, 2024.
- b. Kimberlee King, Library Services Specialist, at the rate of \$22.25/hr., effective October 21, 2024.
- c. Ariel Del Villar, Library Services Specialist, at the rate of \$22.25/hr., effective October 21, 2024. Mr. Del Villar will resign from his position of part-time Information Technology Computer Lab Assistant to accept this position.
- d. Arvinto Pratomo, Computer Services Coordinator, at the rate of \$76,578 annually, effective October 1, 2024. Mr. Pratomo has resigned from his position of Senior Computer Support Specialist to accept this position.
- e. Kourtney Gallagher, Development Engagement Manager, at the rate of \$87,021 annually, effective October 21, 2024.

5. Support Staff Reclassifications and Compensation Recommendations, effective November 1, 2024, as presented.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 17**

010100	Education Fund	\$1,742,642.07
020100	Operations and Maintenance Fund	144,693.27
050620	Bookstore	42,519.42
062101	Adult Education-State Basic	30,603.88
062102	Adult Education-Performance	5,864.40
062118	Innovative Bridge Transitions	1,248.00
062121	Expansion of ESL Services	9,648.86
062123	PATH Grant	1,397.76
063101	Adult Education-Federal Basic	33,268.55
063102	Adult Education-EL / Civics	3,675.00
063107	Perkins Postsecondary	7,825.52
063132	Federal Work Study	6,214.08
063169	TRIO/Student Support Services	12,924.79
063170	Increasing Retention and Completion	13,667.96
063171	TRIO/Upward Bound East	5,169.98
063172	TRIO/Upward Bound West	7,354.37
063202	Waubonsee Works	11,518.28
063938	NIU Noyce Science	500.00
063941	SBDC	6,542.86
120100	Liability/Protection and Settlement	<u>66,249.93</u>
	Final Total:	<u>\$2,153,528.98</u>

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

2. Payroll Report for Pay Number 18

010100	Education Fund	\$1,869,843.93
020100	Operations and Maintenance Fund	139,524.97
050620	Bookstore	36,224.88
062101	Adult Education-State Basic	30,747.10
062102	Adult Education-Performance	5,453.20
062118	Innovative Bridge Transitions	1,204.00
062121	Expansion of ESL Services	9,960.86
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	30,239.57
063102	Adult Education-EL / Civics	3,675.00
063107	Perkins Postsecondary	8,205.52
063132	Federal Work Study	8,900.46
063169	TRIO/Student Support Services	12,160.72
063170	Increasing Retention and Completion	11,008.78
063171	TRIO/Upward Bound East	5,317.61
063172	TRIO/Upward Bound West	6,942.36
063202	Waubonsee Works	11,096.82
063938	NIU Noyce Science	500.00
063941	SBDC	7,332.20
120100	Liability/Protection and Settlement	<u>55,944.37</u>
	Final Total:	<u>\$2,255,563.63</u>

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

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

010100	Education Fund	\$ 956,138.51
010105	Strategic Plan Implementation	105,287.53
010109	Budget Stabilization Fund	1,870.00
010900	Payroll Clearing Fund	87,303.33
020100	Operations and Maintenance Fund	570,395.53
020205	Feb 2024 Tornado Damage Restoration	8,742.00
030100	Operations / Maintenance Restricted	7,393.00
030201	TEC Building	1,379,035.27
030205	Gender Neutral Restroom Collins	41,616.12
030207	Restore/Renovate Tennis Courts	1,125.00
050503	Auto Resale	17,039.64
050620	Bookstore	957,152.63
050810	Internal Medical Insurance	715,379.86
050811	Retiree Medical Insurance	75,671.4
062101	Adult Education-State Basic	5,153.72
062102	Adult Education-Performance	85.66
062118	Innovative Bridge Transitions	1,475.52
062122	Non-Credit Workfare	725.00
062124	FAFSA IGA	661.86
062125	Rev Electric Vehicle Tech	15,050.00
063101	Adult Education-Federal Basic	19,044.50
063107	Perkins Postsecondary	2,713.51
063169	TRIO/Student Support Services	583.38
063171	TRIO/Upward Bound East	1,642.87
063172	TRIO/Upward Bound West	2,062.00
063202	Waubonsee Works	605.41
063941	SBDC	2,652.50
064124	Dunham Adult Education Bridge	447.27
100300	Trust and Agency	16,617.84
120100	Liability/Protection and Settlement	<u>12,508.08</u>
	Final Total:	<u>\$5,006,178.94</u>

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

4. Bids/Purchases:

- a. Purchase of Facilitator Services for College Retreats  
Purchase of facilitator services for the college retreats with Dr. Kenya Ayers, Ed.D. of Dallas, TX, in the not to exceed amount of \$30,000.
- b. Purchase of Consulting Services for the Implementation of DUO Multi-Factor Authentication for Students  
Purchase of consulting services for the implementation of DUO Multi-Factor Authentication for Students from Talus Solutions of Houston, TX, in the not to exceed amount of \$90,000 for the coverage period of October 16, 2024 through August 31, 2025.
- c. Renewal of Nursing Mannikins Preventative Maintenance Agreement  
Renewal of the nursing mannikins preventative maintenance agreement from Gaumard Scientific of Miami, FL, in the amount of \$26,290 for the coverage period of January 21, 2025 through January 20, 2027.

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

No Consent Agenda Items were removed for individual consideration.

**X. Personnel Reports**

**XI. Policy Reports**

A. Board Policy Committee Next Steps

Dr. Knetl provided an update on the Board Policy Committee's next steps. As a result of the discussions held during the recent Board Retreat, the committee will review the current board and college policies at their next meeting.

B. Annual Report on Board Policy 2.050.04 – Investment of College Funds

Mr. Bryant provided a report to the board of trustees on Board Policy 2.050.04 – Investment of College Funds, as required by the policy that a review be performed annually. A recommendation to update the current policy will be shared with the Board Policy Committee for consideration.

**XII. Curriculum Reports**

A. Approval of New Water/Wastewater Certificate

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the new Water/Wastewater Certificate, effective fall 2025, as presented.



**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 September 2024

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

B. Budget Summary Ending September 2024

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

C. Bids/Purchases:

1. Renewal of the Annual Contract for Medical Insurance Including the Individual and Aggregate Stop Loss Coverage

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously approved the renewal of the annual contract for medical insurance including the individual and aggregate stop loss coverage from Blue Cross Blue Shield of Illinois of Chicago, IL, for the coverage period of January 1, 2025 through December 31, 2025.

2. Renewal of the Annual Contract for Dental Insurance

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the renewal of the annual contract for dental insurance from Delta Dental of Illinois of Naperville, IL, for the coverage period of January 1, 2025 through December 31, 2025.

**XV. Other Reports**

Prior to adjournment, Chair Oliver publicly thanked the Board of Trustees for all their continued hard work, input, feedback, and dedication.

**XVI. Adjournment**

The board, on a motion by Mr. Jaquez and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:59 p.m.



Greg Thomas  
~~2024-11-21 02:50 UTC~~  
Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees