

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

November 20, 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 6:02 p.m. on Wednesday, November 20, 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, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Michelle Dahlstrom, Dr. Marleigha Evans, Terence Felton, Mike Fier, Shannon Flavin, Alejandra Guzman, Dr. Marjorie Hildebrand, Jami Hinshaw, Katie Kripp, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Scott Peska, Jim Pike, Dr. Stacey Randall, Patricia Saccone, Michael Thoms, Stephanie Wennmacher, and Luke Winkelmann; featured students: Kevin Bustamante, Scott Eaves, Matt Manugas, Sarah Pawlus, and Julie Tingaeva; and featured presenter: Dominick Demonica of Demonica Kemper Architects.

**II. Waubonsee Voices**

A. Waubonsee's Social Leaders Program

Michelle Dahlstrom, Student Life Manager, highlighted Waubonsee's Social Leaders Program, along with Alejandra Guzman, Senior Student Life Coordinator, and Michael Thoms, Graduate Assistant for Student Life, who provided an overview and introduced the students in our Social Leaders Program. The students shared remarks about the projects they proudly crafted, which were set out on display.

**III. Recognition**

A. Introduction of New Administrators

Dr. Anthony Ramos, Vice President of Talent and Culture and Chief Diversity Officer, introduced our new administrators: J. C. Paez, Campus Police Chief; Dr. Marleigha Evans, Director of Diversity, Equity, and Inclusion; Mike Fier, Jr., Director of Technology Services; Shannon Flavin Cox, Director of Grants Compliance; Dr. Marjorie Hildebrand, Director of Enterprise Systems; Katie Kripp, Director of Human Resources; and Jim Pike, Director of Network Services.

#### **IV. Institutional Reports and Presentations**

##### **A. Dickson Center Community Board Room Renovation Project**

Dominick Demonica, Principal of Demonica Kemper Architects, presented a new renovation plan for the Dickson Center Community Board Room.

##### **B. Association of Community College Trustees (ACCT) Update**

Dr. Brian Knetl, Trustees Rebecca Oliver, Patrick Kelsey, Greg Thomas, and Tina Willson, and Student Trustee Ashley Hatcher reported on the ACCT Leadership Congress held in Seattle, WA on October 23-26, 2024. Dr. Knetl, Chair Oliver, and Christian Locke, Counselor, presented a successful session: “Empowering Student Wellbeing: Waubonsee’s Peer Support Program and Innovations in Mental Health Support.”

##### **C. Illinois Community College Trustees Association (ICCTA) Update**

Trustees Tina Willson and Daniel Jaquez and Student Trustee Ashley Hatcher reported on the ICCTA meetings held in Schaumburg, IL on November 15-16, 2024.

##### **D. Student Trustee Report**

Ashley Hatcher commented that as finals season approaches, students have been juggling coursework, extra curriculars, and their leadership work. Ms. Hatcher reported on various initiatives at the state and campus levels, including Student Senate activities, an Illinois Community College Board Student Advisory Committee meeting update, several student endeavors, and recent athletics updates.

##### **E. President’s Report**

Dr. Knetl reported on several items including highlights of internal and external community engagements: two events were recently held to honor our veterans; Scholarship Fest, which is always a great celebration of the work done by our Foundation; partnership opportunities with the City of Aurora; apprenticeship opportunities with Harper College; and an upcoming meeting with Aurora University that will focus on innovative partnerships. As a highlight of our Achieving the Dream (ATD) efforts, Dr. Knetl was happy to share that we hosted our two ATD coaches for an all-college meeting, as well as other meetings with key teams to talk about how we can work together to help our community thrive and our students succeed. Dr. Knetl concluded his report by wishing everyone a Happy Thanksgiving! 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**

Two community members addressed the board:

- Michael Krempski
- Molly Krempski

## VI. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously voted to adjourn to executive session at 7:15 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; matters of collective bargaining or deliberations concerning salary schedules; and safety and security procedures.

## VII. Reconvene to Open Session

The board reconvened in open session at 8:24 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, Terence Felton, Dan Larsen, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann.

## VIII. Approval of Consent Agenda

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports; no discussion or action was taken on item C.4.f. “Purchase of Automation Lab Training Units for the Plano Campus” and was excluded from this approval.

### A. Meeting Minutes

1. October 16, 2024 Board Meeting Minutes
2. October 16, 2024 Executive Session Meeting Minutes

### B. Personnel Reports

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

Camacho, Julia	Academic Support Coach	25 hrs./wk.	\$27.55/hr.
Cassie, Ashley	Student Worker Visual and Performing Arts, Education, and Science	25 hrs./wk.	\$15.25/hr.
Hernandez, Crystal	Administrative Specialist Registration and Records	25 hrs./wk.	\$20.80/hr.
Kwiat, Julia	Peer Tutor Academic Support	25 hrs./wk.	\$15.75/hr.
Ragsdale, Steven	Campus Safety Officer	25 hrs./wk.	\$22.82/hr.
Starwood, Jarrett	Academic Support Coach	25 hrs./wk.	\$27.55/hr.
Steurer, R. Craig	Police Officer	25 hrs./wk.	\$40.00/hr.
*Velazquez, Citlali	Federal Work Study	25 hrs./wk.	\$15.25/hr.
von Ende, Allison	Academic Support Coach	25 hrs./wk.	\$27.55/hr.

*\*Grant Funded*

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

2. Full-Time Retirements

- a. Kenneth Kunz, Professor of Automotive Technology, effective May 31, 2025. Mr. Kunz holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Mr. Kunz will obtain the rank of Professor Emeritus upon retirement.
- b. Jose Solano, Custodian, effective December 2, 2024.

3. Full-Time Resignations

- a. Renee Arcos, Academic and Career Advisor, effective October 25, 2024.
- b. Angela Way, Senior Administrative Coordinator to Vice President of Community Engagement and Executive Director of the Foundation, effective January 3, 2025.

4. Full-Time Appointment Recommendations

- a. Annette Alvarado, Librarian, effective January 13, 2025. The recommended placement on the salary schedule is Column III, Step 12. The 2024-2025 annual salary for this placement is \$119,809.
- b. Derrick Maturno, Plant Operations Manager, at the rate of \$99,771 annually, effective November 18, 2024.
- c. Hammad Khan, Information Technology Customer Service Specialist, at the rate of \$23.50/hr., effective November 18, 2024.
- d. Jake Pineda, Information Technology Customer Service Specialist, at the rate of \$26.51/hr., effective November 18, 2024.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 19**

010100	Education Fund	\$1,804,678.38
020100	Operations and Maintenance Fund	144,328.14
050620	Bookstore	35,658.99
062101	Adult Education-State Basic	31,303.11
062102	Adult Education-Performance	5,453.20
062118	Innovative Bridge Transitions	2,617.60
062121	Expansion of ESL Services	10,995.26
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	35,527.91
063102	Adult Education-EL/Civics	3,675.00
063107	Perkins Postsecondary	7,625.78
063132	Federal Work Study	9,591.40
063169	TRIO/Student Support Services	12,456.49
063170	Increasing Retention and Completion	9,485.87
063171	TRIO/Upward Bound East	5,263.48
063172	TRIO/Upward Bound West	6,735.23
063202	Waubonsee Works	11,028.19
063938	NIU Noyce Science	500.00
063941	SBDC	7,215.26
063943	Advanced Technological Ed	6,888.00
100300	Trust and Agency	50.00
120100	Liability/Protection and Settlement	<u>60,715.95</u>
	Final Total:	<u>\$2,213,074.52</u>

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

2. Payroll Report for Pay Number 20

010100	Education Fund	\$1,799,622.47
020100	Operations and Maintenance Fund	137,514.65
050620	Bookstore	34,475.76
062101	Adult Education-State Basic	24,264.37
062102	Adult Education-Performance	7,067.95
062118	Innovative Bridge Transitions	1,513.35
062121	Expansion of ESL Services	2,305.76
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	41,762.80
063102	Adult Education-EL/Civics	2,912.25
063107	Perkins Postsecondary	7,556.91
063132	Federal Work Study	8,449.52
063169	TRIO/Student Support Services	12,013.14
063170	Increasing Retention and Completion	7,791.96
063171	TRIO/Upward Bound East	4,987.31
063172	TRIO/Upward Bound West	7,164.34
063202	Waubonsee Works	11,464.44
063938	NIU Noyce Science	500.00
063941	SBDC	6,674.41
120100	Liability/Protection and Settlement	<u>62,804.28</u>
	Final Total:	<u>\$2,182,126.95</u>

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

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

010100	Education Fund	\$ 1,247,100.38
010104	SIG - FAFSA Consulting	3,825.00
010109	Budget Stabilization Fund	4,620.00
010900	Payroll Clearing Fund	88,866.86
020100	Operations and Maintenance Fund	521,413.44
030100	Operations / Maintenance Restricted	98,681.88
030201	TEC Building	2,775,430.49
030204	Collins Todd Library Improvements	10,994.29
030205	Gender Neutral Restroom Collins	9,742.20
030206	Concrete Asphalt Replacement	628,432.60
030208	Boiler Replacement - Aurora Fox Valley	74,339.10
050503	Auto Resale	5,541.38
050620	Bookstore	144,252.17
050810	Internal Medical Insurance	714,561.59
050811	Retiree Medical Insurance	24,773.55
062101	Adult Education-State Basic	10,152.90
062102	Adult Education-Performance	1,245.81
062118	Innovative Bridge Transitions	455.00
062119	Digital Instruction for AdEd	30,696.13
062122	Non-Credit Workforce	7,312.11
062123	PATH Grant	662.66
062125	Rev Electric Vehicle Tech	73,054.00
063101	Adult Education-Federal Basic	4,152.27
063107	Perkins Postsecondary	961.89
063169	TRIO/Student Support Services	2,093.19
063171	TRIO/Upward Bound East	2,787.07
063172	TRIO/Upward Bound West	2,724.07
063202	Waubonsee Works	167.85
063938	NIU Noyce Science	15,463.68
063941	SBDC	622.29
063943	Advanced Technological Ed	2,805.00
064114	SBDC Other Sources	184.41
064124	Dunham Adult Education Bridge	1,011.00
064127	NSF ATE Indirect	391.17
100300	Trust and Agency	23,793.05
110100	Audit Fund	64,750.00
120100	Liability/Protection and Settlement	<u>4,296.38</u>
	Final Total:	<u>\$6,602,356.86</u>

## VIII. Approval of Consent Agenda (continued)

### 4. Bids/Purchases:

- a. Renewal of Life/Accidental Death and Dismemberment and Long-Term Disability Insurance  
Renewal of the annual contract for life/accidental death and dismemberment and long-term disability insurance from Dearborn National Life Insurance Company of Downers Grove, IL, for the coverage period of January 1, 2025 through December 31, 2025, as presented.
- b. Renewal of the Phone System Software Support Agreement  
Renewal of the phone system software support agreement from Sound Incorporated of Naperville, IL, in the amount of \$65,624 for the coverage period of December 1, 2024 through November 30, 2025.
- c. Renewal of the NetApp E-Series Software and Hardware Support Agreement  
Renewal of the NetApp E-Series software and hardware support agreement from Howard Technology Solutions of Ellisville, MS, in the amount of \$92,934 for the coverage period of January 1, 2025 through December 31, 2025.
- d. Renewal of the Telephone Network Technical Support and Consultation  
Renewal of the telephone network technical support and consultation from Steve Zahn of Saint Charles, IL, in an amount not to exceed \$50,000 for the coverage period of August 20, 2024 through December 20, 2024.
- e. Purchase of 2025 Commencement Furniture Rental Services  
Purchase for the 2025 commencement furniture rental services from Ultimate Rental Services, Inc. of Romeoville, IL, in the amount of \$46,344.69.
- f. ~~Purchase of Automation Lab Training Units for the Plano Campus~~ (*excluded*)
- g. Purchase of Chiller Repairs for the Academic and Professional Center  
Purchase of chiller repairs for the Academic and Professional Center from Air Comfort, Inc. of Broadview, IL, in the amount of \$27,148.
- h. Purchase of Four Used Minivans for Campus Safety and Operations  
Purchase of four used minivans for Campus Safety and Operations from Dempsey Dodge Chrysler of Plano, IL, in the amount of \$60,000.
- i. Purchase of a Kia Wind EV6 Electric Vehicle for the Automotive Technology Program  
Purchase of a Kia Wind EV6 electric vehicle for the Automotive Technology Program from Gerald Kia of Naperville, IL in the amount of \$44,309.03. This purchase is grant funded.
- j. Purchase of Two Toyota Electric Vehicles for the Automotive Technology Program  
Purchase of two Toyota electric vehicles for the Automotive Technology Program from Elgin Toyota of Elgin, IL, in the amount of \$91,451.06. This purchase is grant funded.



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

No Consent Agenda Items were removed for individual consideration.

**X. Personnel Reports**

**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.

B. Approval of Recommendation to Proceed with the Proposed New Tennis and Pickleball Courts Complex

The board, on a motion by Mr. Kelsey and seconded by Ms. Willson, unanimously approved a recommendation to proceed with the design and construction of the proposed new tennis and pickleball courts complex within the conceptual design and budget, presented at the October 16, 2024 board meeting.

**XIV. Interim Vice President of Finance and Administration Financial Report**

John Bryant, Interim Vice President of Finance and Administration, provided an executive summary and highlights of the financial reports, as well as an update regarding the Board of Trustees election in April 2025.

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

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

B. Budget Summary Ending October 2024

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

C. Adoption of the Tentative 2024 Aggregate Tax Levy

The board, on a motion by Ms. Ries and seconded by Mr. Jaquez, unanimously adopted the tentative 2024 aggregate tax levy of \$57,101,985 and the establishment of December 11, 2024 as the date for the final adoption of the 2024 tax levies.

D. Adoption of Resolution No. 25-03: Abatement Resolution-General Obligation Bonds (Alternate Revenue Source) Series 2023

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously adopted Resolution No. 25-03: Abatement Resolution-General Obligation Bonds (Alternate Revenue Source) Series 2023, as presented.

**XIV. Interim Vice President of Finance and Administration Financial Report** (continued)

E. Bids/Purchases:

1. Purchase for Additional Cost and Services for Professional Material Testing Services for the New Technical Education Center

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously approved the purchase for the additional cost and services for professional material testing services for the new Technical Education Center from GeoCon Companies of Frankfort, IL, in the new estimated amount of \$146,000.

2. Replacement of Fire Alarm Control Panels

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously approved the replacement of the fire alarm control panels from Convergent Technologies LLC of Schaumburg, IL, the lowest, most responsive, bidder in the amount of \$796,715.

**XV. Other Reports**

A. Legal Services Request for Proposal Update

Mr. Bryant commented that the college received responses from five law firms on a Request for Proposal (RFP) for legal services in the form of general counsel for the college. Following a review of the RFPs, college staff will update and engage the board in developing their recommendations for finalists to the board during the month of December, and it is expected that an award recommendation for legal services will be on the January agenda for board approval.

B. Strategic Planning Update and Discussion

Dr. Knetl and Dr. Toya Webb, Chief of Staff and Vice President of Strategy, shared a revised, more concise version of the new Strategic Plan (that reflects feedback from discussions held at the October 2024 board meeting) for review with the board. Anticipated next steps would be for the board to approve the priorities and goals in December or January for launch. Updates on the strategic planning process can be found on the web page: [www.waubonsee.edu/strategicplan](http://www.waubonsee.edu/strategicplan)

**XVI. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously voted to adjourn the meeting at 9:18 p.m.



Greg Thomas  
~~2024-12-12 01:24 UTC~~  
Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees