

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

December 11, 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 6:04 p.m. on Wednesday, December 11, 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, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member present by means of audio conference, in compliance with Board Policy 1.100.06 and as allowed by the Open Meetings Act, sections 2.01 and 7(a): Daniel Jaquez; staff members present: Dr. Brian Knetl, John Bryant, Dr. Diane Nyhammer, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Eric Baron, Tim Betustak, Dan Larsen, Dr. Jeanne McDonald, Kevin Modaff, Tim Moriarty, Michele Needham, J. C. Paez, Dr. Scott Peska, Dr. Stacey Randall, Patricia Saccone, Ne'Keisha Stepney, Dana Wagner, Stephanie Wennmacher, and Luke Winkelmann; and featured students: Luis Baez, Dayton Beatty, and David Valkanov.

**II. Financial Reports**

A. Public Hearing on the 2024 Aggregate Tax Levy

A public hearing on the 2024 aggregate tax levy was held at 6:00 p.m. No comments on the aggregate tax levy were presented. The board, on a motion by Mr. Kelsey and seconded by Ms. Ries, unanimously approved the closing of the public hearing at 6:05 p.m.

**III. Waubonsee Voices**

A. Recognition of Cross-Country Student-Athletes

Dr. Scott Peska, Assistant Provost of Student Services, and Dana Wagner, Athletics Manager, recognized the student-athletes who competed in the NJCAA Division II National Cross-Country Meet recently held in Richmond, VA. Ms. Wagner introduced runners: David Valkanov, who made history by placing 9<sup>th</sup>, the highest finish ever by a Waubonsee runner; Luis Baez, who finished 120<sup>th</sup>; and Dayton Beatty, who finished 193<sup>rd</sup>, out of 315 competitors. In addition, two female runners who participated in the meet were also recognized: Meghan Johnson finished 88<sup>th</sup> and Anna Green finished 146<sup>th</sup>, out of 317 competitors. Tim Betustak, Assistant Athletics Manager, Eric Baron, Head Cross Country Coach, and Jesse Laseman, Assistant Cross Country Coach, traveled with and supported the students on this trip.

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

##### **A. Waubonsee Foundation 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 Quarterly Board Meeting that was held on December 3, 2024.

##### **B. Student Trustee Report**

Ashley Hatcher noted that since this is finals week, it has been quiet the past couple weeks. Ms. Hatcher commented on recent Student Life events, including Zen Zone and the successful Feed the Need Food Drive Challenge, and she also shared an update on Women's Wellness Club activities.

##### **C. President's Report**

Dr. Knetl reported on several items including highlights of internal and external community engagements, celebrations, final projects at the college, and student connections, such as: the Music Department's live concert events, the Auto Body Hood Refinishing Competition, a Student Senate meeting, a presentation to the Illinois House of Representatives Working Group on Public Transportation to advocate for our students' transportation challenges, a meeting with Aurora University leadership to discuss innovative partnership opportunities, and the successful Feed the Need Food Drive that brought in 2,500+ food items that will benefit our students. Dr. Knetl wished everyone Happy Holidays! Then, prior to concluding his report, he recognized Dr. Jeanne McDonald, Professor of English, because this was her last board meeting as our Faculty Council President; and he also recognized Dr. Diane Nyhammer, Provost, since this was her final board meeting as she will be retiring on January 3, 2025. Dr. Knetl was appreciative of all their significant accomplishments to the college. 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 – topic: education in America
- Molly Krempski – topic: food insecurity and mental health

##### **B. Faculty Council Representative**

Waubonsee Community College Faculty Council President Dr. Jeanne McDonald, Professor of History, addressed the board regarding upcoming negotiations, announced the new Faculty Council officers and introduced President elect, Patricia Saccone, Professor of Health Information Technology, then she thanked the board for their support over the years.

**VI. Executive Session**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:40 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 7:18 p.m. Roll call found the following board members present: Rick Guzman, Ashley Hatcher, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board member present by means of audio conference, in compliance with Board Policy 1.100.06 and as allowed by the Open Meetings Act, sections 2.01 and 7(a): Daniel Jaquez; 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, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, 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 Mr. Thomas, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports.

A. Meeting Minutes

- 1. November 20, 2024 Decennial Committee Meeting Minutes
- 2. November 20, 2024 Board Meeting Minutes
- 3. November 20, 2024 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

Aldama, Ricardo	Information Technology Computer Lab Assistant	25 hrs./wk.	\$19.49/hr.
AL Khafaji, Abbas	Information Technology Computer Lab Assistant	25 hrs./wk.	\$19.49/hr.
*Mohamed, Igil	TRIO/Student Support Services Peer Tutor	25 hrs./wk.	\$15.75/hr.
Orosco, Joseph	Campus Police Officer	25 hrs./wk.	\$40.00/hr.

*\*Grant Funded*

## VIII. Approval of Consent Agenda (continued)

### 2. Full-Time Retirements

- a. Amy Frankel, Professor of Mathematics, effective May 21, 2025.  
Ms. Frankel holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Frankel will obtain the rank of Professor Emeritus upon retirement.
- b. Dr. Jeanne McDonald, Professor of English, effective August 12, 2025.  
Dr. McDonald holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Dr. McDonald will obtain the rank of Professor Emeritus upon retirement.

### 3. Full-Time Appointment Recommendations

- a. Jessie Miller, Instructor of Sociology, effective January 15, 2025. The recommended placement on the salary schedule is Column IV, Step 2. The 2024-2025 annual salary for this placement is \$78,206.
- b. Mary Polley, Athletics Trainer, at the rate of \$63,398/yr., effective December 2, 2024.
- c. Grace Klonoski, Academic and Career Advisor, at the rate of \$25.25/hr., effective December 9, 2024.
- d. Jonah Sheehan, Academic and Career Advisor, at the rate of \$25.41/hr., effective December 9, 2024.
- e. Elisa Nino, Upward Bound East Educational Specialist, at the rate of \$23.00/hr., effective December 4, 2024 through August 31, 2025. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding. Ms. Nino has resigned from her position of Information Desk Assistant to accept this position.

### 4. Grant-Funded Support Staff Reappointments

Grant-funded support staff reappointments effective January 1, 2025 through December 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 21**

010100	Education Fund	\$1,775,371.11
020100	Operations and Maintenance Fund	127,169.70
050620	Bookstore	31,476.04
062101	Adult Education-State Basic	22,726.75
062102	Adult Education-Performance	6,656.75
062118	Innovative Bridge Transitions	1,513.35
062121	Expansion of ESL Services	2,305.76
062123	PATH Grant	1,164.80
063101	Adult Education-Federal Basic	39,740.59
063102	Adult Education-EL/Civics	2,912.25
063107	Perkins Postsecondary	7,357.17
063132	Federal Work Study	8,144.45
063169	TRIO/Student Support Services	11,642.65
063170	Increasing Retention and Completion	7,048.58
063171	TRIO/Upward Bound East	4,979.80
063172	TRIO/Upward Bound West	6,450.65
063202	Waubonsee Works	9,617.98
063938	NIU Noyce Science	500.00
063941	SBDC	7,390.67
120100	Liability/Protection and Settlement	<u>60,052.17</u>
	Final Total:	<u>\$2,134,221.22</u>

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

2. Payroll Report for Pay Number 22

010100	Education Fund	\$1,836,560.43
020100	Operations and Maintenance Fund	138,493.04
050620	Bookstore	32,250.51
062101	Adult Education-State Basic	23,112.85
062102	Adult Education-Performance	7,223.95
062118	Innovative Bridge Transitions	1,593.35
062121	Expansion of ESL Services	2,305.76
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	40,665.54
063102	Adult Education-EL/Civics	2,756.25
063107	Perkins Postsecondary	7,812.22
063132	Federal Work Study	9,893.32
063169	TRIO/Student Support Services	12,454.54
063170	Increasing Retention and Completion	7,655.34
063171	TRIO/Upward Bound East	4,902.45
063172	TRIO/Upward Bound West	7,073.84
063202	Waubonsee Works	9,378.44
063938	NIU Noyce Science	500.00
063941	SBDC	7,488.12
100300	Trust and Agency	125.00
120100	Liability/Protection and Settlement	<u>64,394.77</u>
	Final Total:	<u>\$2,217,921.00</u>

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

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

010100	Education Fund	\$693,482.33
010105	Strategic Plan Implementation	122,140.22
010900	Payroll Clearing Fund	90,767.71
020100	Operations and Maintenance Fund	430,274.97
030100	Operations / Maintenance Restricted	16,427.00
030201	TEC-Technical Education Center	36,221.00
030205	Gender Neutral Restroom Collins	155,298.11
030206	Concrete Asphalt Replacement	268,897.32
030208	Boiler Replacement - Aurora Fox Valley	84,177.90
040100	Bond and Interest Fund	300.00
050503	Auto Resale	10,332.58
050620	Bookstore	99,193.05
050810	Internal Medical Insurance	711,997.54
050811	Retiree Medical Insurance	3,949.07
062101	Adult Education-State Basic	675.90
062102	Adult Education-Performance	798.33
062118	Innovative Bridge Transitions	732.51
062119	Digital Instruction for AdEd	38.62
062122	Non-Credit Workforce	2,361.27
062125	Rev Electric Vehicle Tech	162,360.09
063101	Adult Education-Federal Basic	103.53
063107	Perkins Postsecondary	277.88
063169	TRIO/Student Support Services	1,317.24
063170	Increasing Retention and Completion	25,030.51
063171	TRIO/Upward Bound East	2,945.12
063172	TRIO/Upward Bound West	5,695.62
063941	SBDC	6,961.25
063943	Advanced Technological Ed	307.22
100300	Trust and Agency	14,910.62
110100	Audit Fund	13,000.00
120100	Liability/Protection and Settlement	<u>16,866.65</u>
	Final Total:	<u>\$6,977,841.16</u>

## VIII. Approval of Consent Agenda (continued)

### 4. Bids/Purchases:

- a. Purchase of Heating, Ventilation, and Air Conditioning Lab Equipment Training Units  
Purchase of Heating, Ventilation, and Air Conditioning lab equipment training units from Moss Enterprises, Inc. of Johnston, IA, in the amount of \$157,740.
- b. Purchase of iConnect Heating, Ventilation, and Air Conditioning Lab Equipment Training Units  
Purchase of iConnect Heating, Ventilation, and Air Conditioning lab equipment training units from Advanced Technologies Consultants of Plymouth, MI, in the amount of \$41,990.
- c. Purchase of Desktop Mill and Lathe Equipment  
Purchase of the desktop mill and lathe equipment from HFO Chicago LLC of Elk Grove Village, IL, in the amount of \$37,346.88. The purchase is grant funded.
- d. Two-Year Renewal of the LinkedIn Online Recruitment Services Subscription  
Two-year renewal of the LinkedIn online recruitment services subscription from LinkedIn Corporation of Sunnyvale, CA, in the amount of \$26,083 for the coverage period of February 4, 2025 through February 3, 2027.
- e. Renewal of the Omnilert Emergency Notification System Subscription  
Renewal of the Omnilert emergency notification system subscription from Omnilert, LLC, of Leesburg, VA, in the amount of \$32,690 for the coverage period of February 23, 2025 through February 22, 2026.
- f. Renewal of the Uninterruptible Power Supply Support and Preventative Maintenance  
Renewal of the Uninterruptible Power Supply support and preventative maintenance from United Power and Battery of Arvada, CO, in the amount of \$27,350 for the coverage period of January 1, 2025 through December 31, 2025.
- g. Renewal of the Viewpoint Screening Software and Services  
Renewal of the Viewpoint Screening software and services from Viewpoint Screening of Wilmington, NC, in the amount of \$45,000 for the coverage period of April 1, 2025 through March 31, 2026.

## IX. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

## X. Personnel Reports

## XI. Policy Reports

Dr. Brian Knetl commented that Board Policy Committee meetings will be scheduled in the new year, focusing on policies identified as priorities at the recent Board Retreat, and recent discussions regarding artificial intelligence, use of facilities, and demonstrations.



**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. Bids/Purchases:

1. Additional Purchase of Automotive Technology and Automotive Body Equipment for the New Technical Education Center (Hunter)

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously approved the additional 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 \$186,295.94.

**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.

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

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

B. Budget Summary Ending November 2024

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

C. Adoption of Resolution No. 25-02 to Establish the 2024 Aggregate Tax Levy

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously adopted Resolution No. 25-02 to Establish the 2024 Aggregate Tax Levy, as presented.

D. Approval of Recommendation to Proceed with the Proposed Dickson Center Community Board Room Renovation Project

The board, on a motion by Ms. Ries and seconded by Ms. Willson, unanimously approved a recommendation to proceed with the design and construction of the proposed Dickson Center Community Board Room Area A (Board Room) and Area B (Pre-Function Space) renovation project within the conceptual design and budget, presented at the November 20, 2024 board meeting.

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

E. Bids/Purchases:

1. Purchase of a Three-Year Professional Civil Engineering Services Agreement

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, approved the purchase of a three-year professional civil engineering services agreement with the option to renew for two additional one-year periods from David Mason and Associates of Chicago, IL, in the not to exceed amount of \$100,000 annually for the coverage period of January 1, 2025 through December 31, 2027; with the vote as follows: Mr. Thomas, aye; Ms. Willson, aye; Ms. Oliver, aye; Mr. Guzman, aye; Ms. Ries, aye; Mr. Jaquez, aye; and Mr. Kelsey, abstain.

2. Five-Year Renewal of the TouchNet Application Suite Subscription

The board, on a motion by Mr. Guzman and seconded by Ms. Ries, unanimously approved the five-year renewal of the TouchNet application suite subscription from TouchNet Systems of Lenexa, KS, in the amount of \$1,090,600 for the coverage period of February 1, 2025 through January 31, 2030.

**XV. Other Reports**

A. Additional Comments by the Board of Trustees

At the end of the board meeting, each of the trustees shared thoughtful messages and well wishes to Dr. Diane Nyhammer on her upcoming retirement. In addition, the board thanked Dr. Jeanne McDonald for her representation and welcomed Patricia Saccone, in her new role as Faculty Council President.

**XVI. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 7:44 p.m.



Greg Thomas  
2025-01-16 01:48 UTC \_\_\_\_\_  
Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees