

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

February 19, 2025

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 6:03 p.m. on Wednesday, February 19, 2025, 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: John Bryant, Dr. Kimberly Chavis, Dr. Melinda Tejada, Dr. Nour Al Naber, Dr. Eric Aurand, Mary Baccheschi, Spencer Brayton, Andrew Clements, Dr. Tim Draper, Sharon Garcia, Debra Kayes Halpern, Dr. Danielle Hardesty, Justin Hoshaw, Dan Larsen, Michelle Lindquist, Christian Locke, Suzanne Markin, Dr. Bill Marzano, Jessie Miller, Kevin Modaff, Michele Needham, J. C. Paez, Dr. Scott Peska, Jessica Price, Patricia Saccone, Dr. Tamekia Smith, Ne'Keisha Stepney, Nathaniel Wagner, Stephanie Wennmacher, and Luke Winkelmann; staff members present by means of video conference: Dr. Brian Knetl, Dr. Anthony Ramos, and Dr. Toya Webb; and Kenneth Florey of Robbins Schwartz.

II. Waubonsee Voices

A. Introduction of New Administrators

Dr. Toya Webb, Chief of Staff and Vice President of Strategy, introduced our new administrator: Jessica Price, Associate Chief of Staff.

Sharon Garcia, Assistant Provost of Teaching and Learning, introduced our new administrators: Dr. Eric Aurand, Dean for Math and Science; Dr. Danielle Hardesty, Dean for Arts and Humanities; and Dr. Tamekia Smith, Dean for Business and Social Science.

B. Introduction of New Full-Time Faculty Members

Sharon Garcia also introduced our new full-time faculty member: Jessie Miller, Instructor of Sociology.

Spencer Brayton, Director of Library Services, introduced our new full-time faculty members: Nathaniel Wagner, Librarian, and Annette Alvarado, Librarian.

III. Institutional Reports and Presentations

A. 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.

1. Approval of Academic Year 2025-2026 In-District Tuition and Student Fee Rates

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the increase of the college in-district tuition rate from \$138 to \$141 per credit hour and to maintain the student fee at \$8 per credit hour effective with the fall 2025 semester, as presented.

B. Faculty Council President Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, addressed the board regarding upcoming collective bargaining agreement negotiations, and she also introduced the newly elected Waubensee Community College Faculty Council Executive and Negotiating Teams.

C. Student Trustee Report

Ashley Hatcher shared updates on athletics, the upcoming Student Trustee and Student Senate elections, an Illinois Community College Board Student Advisory Committee meeting, and Women's Wellness activities. In addition, Ms. Hatcher commented on her attendance at the Association of Community College Trustees National Legislative Summit (NLS) in Washington, D.C. Ms. Hatcher was also proud to share that she was invited to be the guest speaker at the Illinois Community College Trustees Association Board of Representatives meeting and enjoyed sharing information about her role and experiences as a Student Trustee

D. President's Report

Dr. Knetl reported virtually from Philadelphia while at the Achieving the Dream DREAM 2025 conference with a strong team from Waubensee. He also highlighted the NLS event where they met with several legislators, and a couple on-campus events including the celebration to kick off RISE 2030, and the launch of the College-wide "Current Conversations." Dr. Knetl shared that Governor Pritzker announced his support for new legislation that would allow community colleges to offer baccalaureate degrees. Dr. Knetl concluded his President's Report by leading into the next agenda item, in which he shared his support on the recommendation to award tenure to our three full-time faculty members, Dr. Nour Al Naber, Andrew Clements, and Debra Kayes Halpern.

E. Approval of Full-Time Faculty Tenure Recommendations

The board, on a motion by Ms. Ries and seconded by Ms. Willson, unanimously approved the faculty tenure recommendation to award tenure to Dr. Nour Al Naber, Instructor of Business; Andrew Clements, Instructor of Business; and Debra Kayes Halpern, Instructor of Art; effective with the fall semester 2025.

IV. Public Comment

A. General Public Comment

A community member addressed the board:

- Michael Krempski – topic: pledge of allegiance

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously voted to adjourn to executive session at 7:02 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 8:15 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; staff members present: John Bryant, Dr. Kimberly Chavis, Dr. Melinda Tejada, Mary Baccheschi, Terence Felton, Sharon Garcia, Dan Larsen, Michele Needham, J. C. Paez, Patricia Saccone, Omar Salazar, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann; staff members present by means of video conference: Dr. Brian Knetl, Dr. Anthony Ramos, and Dr. Toya Webb; and Kenneth Florey of Robbins Schwartz.

VII. Approval of Consent Agenda

The board, on a motion by Ms. Willson 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. January 15, 2025 Board Meeting Minutes
2. January 15, 2025 Executive Session Meeting Minutes
3. February 5, 2025 Special Board Meeting Minutes
4. February 5, 2025 Executive Session Special Meeting Minutes
5. Semi-Annual Review of Executive Session Meeting Minutes

Approved the opening of executive session meeting minutes through December 31, 2024, with the exception of sections regarding personnel items, litigation, potential litigation, safety and security procedures, and collective negotiating matters, as presented.

VII. Approval of Consent Agenda (continued)

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Ignatowski, Eric	Assistant Baseball Coach		\$7,874 Stipend
	Fraus, Mackenzie	Student Worker General Athletics	25 hrs./wk.	\$15.25/hr.
*	Rai, Rose	Federal Work Study, Financial Aid Services	25 hrs./wk.	\$15.25/hr.
	Sauder, Aleah	Student Intern Business, Technology and Workforce Education	25 hrs./wk.	\$15.25/hr.
*	Tagarao, Noah	Federal Work Study, Student Success and Retention	25 hrs./wk.	\$15.25/hr.
	Zierer, Brandon	Art Lab Technician Photography	25 hrs./wk.	\$20.43/hr.
*	<i>Grant Funded</i>			

2. Full-Time Retirements

- a. Pamela Brooks, Assistant Professor of Nurse Assistant and Allied Health, effective August 12, 2025.
- b. Michael Moran, Assistant Professor of Human Services, effective May 30, 2025.
- c. Dr. Marjie Schoolfield, Associate Professor of Nursing, effective May 30, 2025.
- d. Janet Koehring, Administrative Specialist Business and Social Science, effective February 28, 2025.
- e. Larry Wiess, Campus Safety Officer Supervisor, effective February 28, 2025.

3. Full-Time Resignations

- a. Adrian Dominguez, Upward Bound East Advisor, effective February 6, 2025.
- b. Caitlin Simmons, Senior Academic and Career Advisor, effective March 7, 2025.

4. Full-Time Appointment Recommendations

- a. Sofia Briones, Information Desk Assistant-Bilingual, at the rate of \$19.49/hr., effective February 17, 2025.
- b. Mark Nilles, Athletic Training and Fitness Program Supervisor, at the rate of \$80,103/annually, effective February 3, 2025.
- c. Nicole Werner, Assessment Assistant, at the rate of \$19.49/hr., effective January 21, 2025.
- d. Jonathon Cerqua, Senior Computer Support Specialist, at the rate of \$26.00/hr., effective February 3, 2025.
- e. Kristin Millard, Information Technology Project Coordinator, at the rate of \$71,723/annually, effective February 17, 2025. Ms. Millard has resigned from her position of Administrative Specialist Information Technology to accept this position.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 1

010100	Education Fund	\$1,483,251.33
020100	Operations and Maintenance Fund	136,551.70
050620	Bookstore	32,566.52
062101	Adult Education-State Basic	7,092.20
062102	Adult Education-Performance	4,934.40
062123	PATH Grant	1,397.76
063101	Adult Education-Federal Basic	2,843.10
063107	Perkins Postsecondary	10,490.43
063132	Federal Work Study	1,064.64
063169	TRIO/Student Support Services	10,384.09
063171	TRIO/Upward Bound East	7,020.47
063172	TRIO/Upward Bound West	7,110.88
063202	Waubonsee Works	8,941.40
063938	NIU Noyce Science	500.00
063941	SBDC-CY2024	97.45
063944	SBDC-CY2025	6,611.08
120100	Liability/Protection and Settlement	<u>65,709.70</u>

Final Total: \$1,786,567.15

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 2

010100	Education Fund	\$1,468,789.43
020100	Operations and Maintenance Fund	126,505.11
050620	Bookstore	33,267.62
062101	Adult Education-State Basic	14,908.00
062102	Adult Education-Performance	4,112.00
062122	Non-Credit Workforce	1,520.00
062123	PATH Grant	1,164.80
063101	Adult Education-Federal Basic	3,235.67
063107	Perkins Postsecondary	5,979.67
063132	Federal Work Study	5,038.89
063169	TRIO/Student Support Services	11,454.02
063171	TRIO/Upward Bound East	6,688.94
063172	TRIO/Upward Bound West	6,409.49
063202	Waubonsee Works	8,055.48
063938	NIU Noyce Science	500.00
063944	SBDC	7,410.16
120100	Liability/Protection and Settlement	<u>59,718.57</u>
	Final Total:	<u>\$1,764,757.85</u>

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending January 31, 2025 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$849,374.37
010105	Strategic Plan Implementation	139,503.20
010109	Budget Stabilization Fund	1,260.00
010900	Payroll Clearing Fund	52,927.53
020100	Operations and Maintenance Fund	549,134.41
030100	Operations / Maintenance Restricted	76,081.64
030201	TEC-Technical Education Center	3,124,779.92
030208	Boiler Replacement-Aurora Fox Valley	111,386.55
050503	Auto Resale	1,244.24
050620	Bookstore	105,865.27
050810	Internal Medical Insurance	873,860.04
050811	Retiree Medical Insurance	19,365.72
062101	Adult Education-State Basic	981.31
062102	Adult Education-Performance	228.56
062118	Innovative Bridge Transitions	1,338.12
062122	Non-Credit Workforce	1,620.92
062123	PATH Grant	96.90
063107	Perkins Postsecondary	2,609.31
063169	TRIO/Student Support Services	441.53
063170	Increasing Retention and Completion	357.00
063171	TRIO/Upward Bound East	1,567.07
063172	TRIO/Upward Bound West	1,717.42
063202	Waubonsee Works	69.99
063938	NIU Noyce Science	1,680.00
063941	SBDC-CY2024	25,737.54
063943	Advanced Technological Ed	935.00
063944	SBDC-CY2025	150.00
064125	CAT-Advanced Mfg. Pathway	38,696.00
100300	Trust and Agency	36,203.65
120100	Liability/Protection and Settlement	<u>3,717.08</u>
	Final Total:	<u>\$6,022,930.29</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Approval of a Contract for Professional Services for the Tennis and Pickleball Court Complex Project
Contract for professional services for the tennis and pickleball court complex project with Demonica Kemper Architects of Chicago, IL, in the estimated amount of \$296,300 for the coverage period of January 20, 2025 through November 1, 2025.
- b. Approval of a Contract for Professional Services for the Dickson Center Community Board Room Renovation Project
Contract for professional services for the Dickson Center community board room renovation with Demonica Kemper Architects of Chicago, IL, in the estimated amount of \$223,400 for the coverage period of January 20, 2025 through November 1, 2025.
- c. Purchase of Furniture for the Technical Education Center (Interiors for Business)
Purchase of furniture for the Technical Education Center from Interiors for Business, Inc. of Batavia, IL, in the amount of \$280,857.
- d. Purchase of Furniture for the Technical Education Center (Krueger International)
Purchase of furniture for the Technical Education Center from Krueger International, Inc. of Chicago, IL, in the amount of \$275,907.46.
- e. Purchase of Various Automotive Technology Equipment for the Technical Education Center
Purchase of various automotive technology equipment for the Technical Education Center from the lowest, most responsive, bidders: SafetyLane Automotive Equipment of Maxwell, IN; W. W. Grainger, Inc. of Lake Forest, IL; LiftNow, Inc. of Yorktown Heights, NY, and Rubber Inc. of Chicago, IL in the amount of \$262,973 (\$158,557, \$45,685, \$45,464 and \$13,267 respectively).
- f. Purchase of Seven New Workforce Development Trainers for the Automation Lab
Purchase of seven new Workforce Development trainers for the Automation Lab from Moss Enterprises of Johnston, IA, in the amount of \$211,030. This purchase is grant funded.
- g. Purchase of Consulting Services for Non-Credit Registration Vendor Selection
Purchase of consulting services for non-credit registration vendor selection from Strata Information Group (SIG) of San Francisco, CA, in the not to exceed amount of \$85,000.
- h. Three-Year Renewal of the Argos Reporting Tool, FormFusion, IntelleCheck Accounts Payable, and IntelleCheck Payroll Subscriptions
Three-year renewal of the Argos Reporting Tool, FormFusion, IntelleCheck Accounts Payable, and IntelleCheck Payroll subscriptions from Evisions LLC of Irvine, CA, in the amount of \$320,800 for the coverage period of April 1, 2025 through June 30, 2028.

VII. Approval of Consent Agenda (continued)

- i. Renewal of the Automic Job Scheduler Software
Renewal of the Automic Job Scheduler software from AutomWorx, Inc. of Memphis, TN, in the amount of \$25,113 for the coverage period of February 13, 2025 through February 12, 2026.
- j. Renewal of Auditor to Conduct the College's FY2025 Financial Audit
Authorization of the Interim Vice President of Finance and Administration to enter into an agreement with Sikich CPA LLP of Naperville, IL, to conduct the June 30, 2025 fiscal year-end audit for the proposed maximum fees of \$97,500.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Non-Tenured Faculty Reappointments for Academic Year 2025-2026

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously approved the non-tenured faculty reappointments for academic year 2025-2026, as presented.

X. Policy Reports

A. Board Policy Committee Meeting Update

Trustee Tina Willson and Dr. Knetl reported that the Board Policy Committee reviewed several policies at their meeting on February 17, 2025. The Investment of College Funds policy has been revised and is on the agenda for approval by the Board. Other revised policies are expected to be on the March 19, 2025 agenda for Board approval.

1. Approval of Revised Board Policy 2.050.04 – Investment of College Funds

The board, on a motion by Ms. Ries and seconded by Ms. Willson, unanimously approved revised Board Policy 2.050.04 – Investment of College Funds, as presented.

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.

XIV. Financial Reports

A. Treasurer's Report for the Month of January 2025

The Treasurer's Report for the month of January 2025 was accepted by the board and placed on file.

B. Budget Summary Ending January 2025

Comparison of budget to actual for the seven months ending January 31, 2025 was accepted by the board and placed on file.

C. Bids/Purchases:

1. Replacement of the Oracle Upgraded Licenses

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the replacement of the Oracle upgraded licenses from Mythics, Inc. of Virginia Beach, VA, in the amount of \$495,216 for the coverage period of February 28, 2025 through February 27, 2026.

XIV. Other Reports

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously voted to adjourn the meeting at 8:42 p.m.



Greg Thomas
~~2025-03-20 00:44 UTC~~
Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees