

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

May 17, 2023

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, May 17, 2023, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Rebecca D. Oliver; Stacey Ries; Greg Thomas; Van Wheeler; and Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Jami Hinshaw, Erik Leal, Michele Needham, J. C. Paez, Stephanie Wennmacher, and Luke Winkelmann; and featured students: Juan Chiu and Travis Johnson.

II. Buildings and Grounds

A. Public Hearing on Bond Issue Notification Act (BINA) – 6:00 p.m.

Conduct of Public Hearing concerning the intent of the Board of Trustees to sell not to exceed \$30,000,000 General Obligation Bonds (Alternate Revenue Source) for the purpose of constructing and equipping a new Career and Technical Education Building in and for the District

The public hearing on Bond Issue Notification Act (BINA) was held at 6:02 p.m. No comments, or written or oral testimony, were presented. The board, on a motion by Mr. Delgado and seconded by Mr. Thomas, unanimously approved the closing of the public hearing at 6:04 p.m.

III. Recognition

A. Phi Theta Kapa All-Illinois Academic Team Members

Jami Hinshaw, Dean for Student Engagement, recognized the Phi Theta Kappa All-Illinois Academic Team members, including two transfer nominees, Juan Chiu and Travis Johnson, and one workforce nominee, Whitney Mariani.

IV. Public Comment

A. General Public Comment

V. Policy Reports

A. Appointment of Ad Hoc Committee

1. Decennial Committee on Local Government Efficiency

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously voted, pursuant to Waubensee Board Policy regarding Committee Appointments, to appoint an Ad Hoc Committee to study and report on local government efficiencies, in accordance with the Decennial Committees on Local Government Efficiency Act.

VI. Recess Regular Board Meeting

The board, on a motion by Mr. Kelsey and seconded by Mr. Delgado, unanimously recessed the regular board meeting at 6:12 p.m. to convene a special meeting of the Decennial Committee on Local Government Efficiency.

VII. Reconvene to Open Session of the Regular Board Meeting

The board reconvened in open session at 6:20 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Rebecca D. Oliver; Stacey Ries; Greg Thomas; Van Wheeler; and Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Erik Leal, Michele Needham, J. C. Paez, Stephanie Wennmacher, and Luke Winkelmann.

VIII. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:21 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.

IX. Reconvene to Open Session

The board reconvened in open session at 7:46 p.m. Roll call found the following board members present: Jimmie Delgado; Rick Guzman; Patrick Kelsey; Rebecca D. Oliver; Stacey Ries; Greg Thomas; Van Wheeler; and Tina Willson; staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Jamal Scott, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Dan Larsen, Erik Leal, Michele Needham, J. C. Paez, Stephanie Wennmacher, and Luke Winkelmann.

X. Communications

A. Association of Community College Trustees

1. ACCT Leadership Congress – October 9-12, 2023

Dr. Brian Knetl, President, reminded the board to complete the survey to confirm their attendance for the ACCT Leadership Congress that is scheduled for October 9-12, 2023 at the Aria Resort & Casino in Las Vegas, NV.

B. American Association of Community Colleges

C. Illinois Board of Higher Education

D. Illinois Community College Board

1. ICCB Monthly Newsletter

A copy of the ICCB monthly newsletter for May 2023 was provided.

E. Illinois Community College Trustees Association

1. ICCTA Board of Representatives Meeting/Illinois Community College Caucus Legislative Reception/Lobby Day – May 2-3, 2023

Dr. Knetl and Trustee Tina Willson reported on the ICCTA Board of Representatives meeting, the Illinois Community College Caucus Inaugural Legislative Reception, and Lobby Day, that were held on May 2-3, 2023 in Springfield, IL.

2. ICCTA Annual Convention – June 2-3, 2023

Dr. Knetl reminded the board to complete the survey to confirm their attendance for the ICCTA Annual Convention that is scheduled for June 2-3, 2023 at the Bloomington-Normal Marriott Hotel & Conference Center in Normal, IL.

F. President's Report

In his report to the board, Dr. Knetl highlighted some of his recent activity on campus and within the community, including:

- Waubonsee's Commencement, which is always a highlight at the college, the stories shared at the Adult and Workforce Education Recognition Ceremony that were so inspirational, and the large number of faculty who were part of the Association of College and University Educators (ACUE) Class of 2023 Pinning Ceremony;
- his Administrator and Manager Summer Read: *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future* by Arthur Levine and Scott Van Pelt;
- his all-campus meeting on May 10, 2023 when he shared his reflections on the themes he heard during his Tour de Waubonsee listening tours, and announced that a recording of his presentation will be made available soon even though there were technical difficulties that day;

X. Communications (continued)

- upcoming college events including the Athletic Hall of Fame Induction Ceremony/ Student-Athlete Recognition on May 18, 2023, the Foundation's annual Walk, Run and WIN Trail Race on June 3, 2023, and the next board meeting on June 21, 2023; and
- he shared belated birthday wishes to Trustee Patrick Kelsey, and congratulated Trustee Tina Willson for recently earning her Master of Public Health from the University of Alabama at Birmingham.

To stay connected with Dr. Knetl, and for more details on his activity, check out his monthly [President's Report](#) (that is posted on the college website).

G. Institutional Reports

XI. Approval of Consent Agenda

The board, on a motion by Mr. Kelsey 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. April 19, 2023 Board Meeting Minutes
2. April 19, 2023 Executive Session Meeting Minutes
3. April 27, 2023 Special Board Seating Meeting Minutes
4. April 27, 2023 Special Board Reorganization Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Barker, James	Cable and Fiber Optic Technician	25 hrs./week	\$22.87/hr.
	Coronado, Enrique	Information Technology Computer Lab Assistant	25 hrs./week	\$18.74/hr.
	Crowe, Brittney	Athletics Digital Specialist	25 hrs./week	\$22.19/hr.
**	Davis, Jordan	Federal Work Study Bookstore	25 hrs./week	\$14.00/hr.
**	Grant, Sarah	Federal Work Study Bookstore	25 hrs./week	\$14.00/hr.
	Kovack, Ben	Campus Safety Officer	25 hrs./week	\$18.05/hr.
**	Grant Funded			

XI. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Dr. Laura Ortiz, Dean for Faculty Development and Engagement, effective July 7, 2023.
- b. Lakeisha Frazier, Administrative Coordinator Student Engagement, effective May 18, 2023.

3. Full-Time Appointment Recommendations

- a. Alesha Blank, Senior Work-Based Learning Coordinator, at the rate of \$67,555 annually, effective May 1, 2023.
- b. Solismar Briceno Santos, Administrative Coordinator Health Professions and Public Service, at the rate of \$23.47/hr., effective May 4, 2023. Ms. Briceno Santos has resigned from her position of Administrative Specialist Academic Support to accept this position.
- c. Robert Cofield, Dean for Health Professions and Public Service, at the rate of \$120,000 annually, effective May 15, 2023. Mr. Cofield has resigned from his position of Director for School District Partnerships to accept this position.
- d. Jennifer Howard, Instructional Designer/Technologist, at the rate of \$77,168 annually, effective May 15, 2023.
- e. Loren Mustard, Assessment Assistant, at the rate of \$19.80/hr., effective May 15, 2023. Ms. Mustard has resigned from her position of Senior Textbook Associate to accept this position.
- f. Noelia Ruiz, Small Business Development Center Coordinator, at the rate of \$61,179 annually, effective May 1, 2023 through December 31, 2023. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- g. Dr. Reshmi Sen, Instructor of Communications, effective August 16, 2023. The recommended placement on the salary schedule is Column VI, Step 17. The 2023-2024 annual salary for this placement is \$115,296.
- h. Eric Weber, Assessment Program Specialist - External Testing, at the rate of \$20.83/hr., effective June 5, 2023.
- i. Dianna Cortez, General Merchandise Buyer, at the rate of \$20.58/hr., effective May 15, 2023.
- j. Hopeanne Montalbano, Administrative Specialist Campus Police, at the rate of \$21.76/hr., effective May 4, 2023. Ms. Montalbano has resigned from her position of part-time Administrative Coordinator Student Retention to accept this position.

XI. Approval of Consent Agenda (continued)

- k. Dawn Lamz-Smith, Campus Operations Event Supervisor, at the rate of \$28.24/hr., effective May 15, 2023.
 - l. Elisa Nino, Information Desk Assistant, at the rate of \$18.74/hr., effective June 5, 2023.
 - m. Imelda Koehler, Counseling and Student Support Manager, at the rate of \$90,327 annually, effective June 5, 2023. Ms. Koehler will resign from her position of Counselor Bilingual to accept this position.
 - n. John Popik, Counselor, effective July 10, 2023. The recommended placement on the salary schedule is Column II, Step 8. The 2022-2023 annual salary for this placement is \$89,347.
 - o. Daniela Salazar De Luna, Senior Student Retention Advisor, at the rate of \$27.41/hr., effective May 19, 2023. Ms. Salazar will resign from her position of Admissions Advisor to accept this position.
4. Employment Dispute Resolution
- a. Approval of General Release and Waiver of Claims by former employee Kerri Wilson, for consideration in amount of \$50,000

XI. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 7

010100	Education Fund	\$1,663,874.06
020100	Operations and Maintenance Fund	106,846.17
050620	Bookstore	30,422.83
062101	Adult Education-State Basic	32,222.53
062102	Adult Education-Performance	5,825.13
063101	Adult Education-Federal Basic	19,852.99
063102	Adult Education-EL / Civics	4,500.00
063107	Perkins Postsecondary	7,305.67
063132	Federal Work Study	5,306.58
063169	TRIO/Student Support Services	11,306.20
063170	Increasing Retention and Completion	19,642.11
063171	TRIO/Upward Bound East	7,032.81
063172	TRIO/Upward Bound West	7,298.64
063184	Governor's Emergency Ed Relief II	1,071.00
063202	Waubonsee Works	10,348.86
063234	Adult & Dislocated Worker Training	554.63
063303	ECACE - Early Childhood Grant	7,629.96
063940	SBDC	5,117.33
064101	Adult and Family Literacy	2,133.00
120100	Liability/Protection and Settlement	<u>40,567.21</u>
Final Total:		<u>\$1,988,857.69</u>

XI. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 8

010100	Education Fund	\$1,734,927.23
020100	Operations and Maintenance Fund	107,598.77
050620	Bookstore	30,232.27
062101	Adult Education-State Basic	32,212.79
062102	Adult Education-Performance	6,281.13
063101	Adult Education-Federal Basic	19,710.77
063102	Adult Education-EL / Civics	4,500.00
063107	Perkins Postsecondary	7,092.67
063132	Federal Work Study	5,991.95
063169	TRIO/Student Support Services	11,793.95
063170	Increasing Retention and Completion	19,653.20
063171	TRIO/Upward Bound East	6,523.02
063172	TRIO/Upward Bound West	6,975.31
063184	Governor's Emergency Ed Relief II	1,025.50
063202	Waubonsee Works	9,888.86
063234	Adult & Dislocated Worker Training	933.49
063303	ECACE - Early Childhood Grant	7,611.73
063940	SBDC	5,117.33
064101	Adult and Family Literacy	1,907.00
064999	Miscellaneous Restricted Funds	1,824.00
100300	Trust and Agency	175.00
120100	Liability/Protection and Settlement	<u>37,715.45</u>
Final Total:		<u>\$2,059,691.40</u>

XI. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending April 30, 2023 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$913,305.81
010109	Budget Stabilization Fund	10,350.00
010900	Payroll Clearing Fund	75,519.22
020100	Operations and Maintenance Fund	260,929.10
030100	Operations / Maintenance Restricted	358,872.97
050503	Auto Resale	16,701.22
050620	Bookstore	142,854.74
050810	Internal Medical Insurance	776,537.02
050811	Retiree Medical Insurance	7,361.04
062101	Adult Education-State Basic	989.49
062102	Adult Education-Performance	10,954.56
063101	Adult Education-Federal Basic	100.00
063107	Perkins Postsecondary	4,724.71
063162	Upward Bound East	12,649.79
063165	Upward Bound West	12,642.15
063169	TRIO/Student Support Services	1,508.94
063170	Increasing Retention and Completion	2,072.09
063171	TRIO/Upward Bound East	7,464.22
063172	TRIO/Upward Bound West	6,730.55
063202	Waubonsee Works	775.00
063234	Adult & Dislocated Worker Training	6,515.80
063303	ECACE - Early Childhood Grant	1,302.47
063940	SBDC	5,964.28
064101	Adult and Family Literacy	894.12
064114	SBDC Other Sources	925.00
064122	TRIUMPH	2,488.47
064999	Miscellaneous Restricted Funds	3,354.80
100300	Trust and Agency	20,245.36
120100	Liability/Protection and Settlement	<u>10,096.43</u>
Final Total:		<u>\$2,674,828.35</u>

XI. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Replacement of Grand Piano
Replacement of a grand piano from Cordogan's Pianoland of Geneva, IL, in the amount of \$33,375.
- b. Renewal of Agreement to Purchase Newly Released Print Books, Updated Volumes, and e-Books for the College Libraries
Renewal of the agreement to purchase newly released print books, updated volumes, and e-books from GOBI Library Solutions from EBSCO of Atlanta, GA, in an amount not to exceed \$115,000 for the coverage period of July 1, 2023 through June 30, 2024.
- c. Renewal of the Electronic Reference Materials for the College Libraries
Renewal of the electronic reference materials for the college libraries from The Gale Group of Chicago, IL, in the amount of \$32,000 for the coverage period of July 1, 2023 through June 30, 2024.
- d. Renewal of the Information Services Subscription Agreement
Renewal of the information services subscription agreement from EBSCO Industries, Inc. of Cary, IL, in the amount of \$98,400 for the coverage period of July 1, 2023 through June 30, 2024.
- e. Renewal of the Library Academic Database Subscription
Renewal of the library academic database subscription with Consortium of Academic and Research Libraries in Illinois, University of Illinois of Urbana, IL, in the amount of \$141,000 for the coverage period of July 1, 2023 through June 30, 2024.
- f. Renewal of the Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases
Renewal of the community colleges membership and electronic resource databases from the Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI, in the amount of \$34,000 for the coverage period of July 1, 2023 through June 30, 2024.

XII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

XIII. Personnel Reports

XIV. Curriculum Reports

XV. Buildings and Grounds (continued)

A. Construction and Renovation of College Facilities Update

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

XVI. Financial Reports

A. Treasurer's Report for the Month of April 2023

The Treasurer's Report for the month of April 2023 was accepted by the board and placed on file.

B. Budget Summary Ending April 2023

Comparison of budget to actual for the ten months ending April 30, 2023 was accepted by the board and placed on file.

C. Consideration of Possible Property Tax Abatement

A written update was provided regarding a possible property tax abatement for development of 200 acres of farmland in Montgomery, IL.

D. Moody's Investors Service Upgrades Waubonsee Community College to Aaa Rating

A written update was provided regarding the announcement from Moody's Investors Service to upgrade Waubonsee's rating to Aaa.

E. Bids/Purchases

1. Purchase of Access Controls for the Science Building

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the purchase of access controls for the Science Building from Sound, Inc. of Naperville, IL, in the amount of \$79,175.

2. Purchase of Professional Services for the Wellhouse Updates and Rehabilitation

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the purchase of professional services for the Wellhouse updates and rehabilitation from Demonica Kemper Architects of Chicago, IL, in the amount of \$117,700 plus reimbursables.

XVII. Other Reports

XVIII. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Delgado, unanimously voted to adjourn the meeting at 8:06 p.m.

A handwritten signature in black ink that reads "Greg Thomas". The signature is written in a cursive style with a large, stylized "G" and "T".

Greg Thomas
06/21/2023 22:13 CDT

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees