

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

January 17, 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 6:03 p.m. on Wednesday, January 17, 2024, in the Community Board Room of Dickson Center, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Rick Guzman, Patrick Kelsey, Jack McGreevy, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board member absent: Stacey Ries; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Emma Donatille, Karina Guerrero, Erik Leal, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Dr. Stacey Randall, Patricia Saccone, and Stephanie Wennmacher.

**II. Recognition**

A. Introduction of New Administrator

Dr. Melinda Tejada, Vice President of Community Engagement and Executive Director of the Foundation, introduced our new administrator, Emma Donatille, Director of Development.

**III. Institutional Reports and Presentations**

A. Approval of Consultant to Support the Development of the College's Strategic Plan

Dr. Stacey Randall, Executive Dean for Institutional Effectiveness and Title V Project Director, provided a thorough and informative report on the recommendation for the board to approve a consulting partner for our strategic planning work. Dr. Randall began her report by providing an overview of several factors that led the college to pursue the request for a consulting firm. This project is significant in its scope because it involves the development of a new 3-5 year Strategic Plan and three operational plans: Continuous Process Improvement, Strategic Enrollment Management, and Technology. In addition, the project will require a high level of engagement and involvement from as many stakeholders as possible, to be sure that we are accurately defining the college's strategy going forward. After a thorough review of materials received and feedback from their on-campus presentations, Dr. Randall recommended a partnership with Huron Consulting Services, LLC for a total not-to-exceed cost of \$1.4 million. Since the cost is significant, Dr. Randall shared additional information on the project including the deliverables and fiscal and project controls that are built into the Statement of Work. The project will have four phases for its execution, each with their own deliverables: vision alignment, current state discovery, Strategic Plan development, and the development of the three operational plans. The board had several questions and concerns, which were discussed in the meeting, and they were satisfied and happy with moving forward with our partnership with Huron Consulting Services, LLC on this project. Dr. Randall will serve as the project manager and is happy to answer any questions about the upcoming project and ways to get involved.

### **III. Institutional Reports and Presentations (continued)**

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved Huron Consulting Services, LLC as our partner in the development and implementation of the college's next Strategic Plan, inclusive of a Continuous Process Improvement Plan, a Strategic Enrollment Management Plan, and a Technology Plan, in a total, not to exceed amount of \$1,400,000.

#### **B. College Scorecard Update**

Dr. Brian Knetl provided brief comments regarding several metrics that have been updated in the College Scorecard.

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

Dr. Knetl reported on several items including highlights of some of his recent activity on campus and within the community:

- January has been busy a busy month at the college: faculty were prepping for the spring semester and participated in Faculty Development Days; staff have been working hard handling student registrations; and even with the college experiencing a few snow days and closures, enrollment is looking strong.
- Dr. Knetl delivered his All-College Address to kick off the spring semester. During his address, Dr. Knetl reflected on the accomplishments over the year since he began his presidency at Waubonsee on January 30, 2023, and his plans for moving forward.
- He enjoyed attending a well-attended event on campus, "Celebrating the Life and Legacy of the Rev. Dr. Martin Luther King, Jr." that featured Waubonsee Foundation Director Theodia Gillespie, President and CEO of the Quad County Urban League, as the keynote speaker.

For more announcements and details on Dr. Knetl's activity, his monthly [President's Report](#) can be viewed on the college website.

### **IV. Public Comment**

#### **A. General Public Comment**

### **V. Executive Session**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:51 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 the selection of a person to fill a public office, including a vacancy in a public office.

### **VI. Reconvene to Open Session**

The board reconvened in open session at 8:34 p.m. Roll call found the following board members present: Rick Guzman, Patrick Kelsey, Jack McGreevy, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board member absent: Stacey Ries; and staff members present: Dr. Brian Knetl, Douglas E. Minter, Dr. Diane Nyhammer, Dr. Melinda Tejada, Mary Baccheschi, John Bryant, Kim Caponi, Terence Felton, Karina Guerrero, Dan Larsen, Erik Leal, Dr. Jeanne McDonald, Michele Needham, J. C. Paez, Patricia Saccone, and Stephanie Wennmacher.

## **VII. Communications**

### **A. Association of Community College Trustees**

#### **1. ACCT National Legislative Summit – February 5-7, 2024**

Dr. Knetl, Trustees Patrick Kelsey and Tina Willson, and Student Trustee Jack McGreevy, are registered to attend the ACCT National Legislative Summit (NLS) that is scheduled for February 5-7, 2024 at the Marriott Marquis Hotel in Washington, D.C. In addition, legislative meetings are being scheduled with Congressman Bill Foster and Congresswoman Lauren Underwood, in conjunction with the NLS.

### **B. American Association of Community Colleges**

#### **1. AACC Annual – April 6-9, 2024**

Dr. Knetl commented that Waubonsee's presentation, "Mental Health Wins Across the Board with Peer Support Leaders," was accepted for AACC Annual, that is scheduled for April 6-9, 2024 at the Kentucky International Convention Center in Louisville, KY.

### **C. Illinois Board of Higher Education**

### **D. Illinois Community College Board**

### **E. Illinois Community College Trustees Association**

#### **1. ICCTA Meetings – February 5-6, 2024**

Dr. Knetl commented that an ICCTA Board of Representatives Meeting is scheduled for February 5, 2024 in Washington, D.C., in conjunction with the NLS, as well as a legislative meeting on February 6, 2024 with U.S. Senators Richard Durbin and Tammy Duckworth.

#### **2. ICCTA Meetings – March 8-9, 2024**

Dr. Knetl commented that the next ICCTA meetings are scheduled for March 8-9, 2024 at Kankakee Community College in Kankakee, IL.

## **VIII. Approval of Consent Agenda**

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

### **A. Meeting Minutes**

1. December 13, 2023 Board Meeting Minutes
2. December 13, 2023 Executive Session Meeting Minutes

## VIII. Approval of Consent Agenda (continued)

### B. Personnel Reports

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

Eberhardt, Emily	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Kong, Kiana	Music Lab Coordinator	25 hrs./wk.	\$20.95/hr.
Koutselas, Denise	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Maes, Rylie	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Metych IV, John	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Rocha, Cindy	Admissions Data Administrative Assistant	25 hrs./wk.	\$19.77/hr.
Rodriguez, Daniel	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Rodriguez, Mindy	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Siljander, William	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.
Thomas, Dr. Evan	Interim Assistant Dean for Visual and Performing Arts, Education and Sciences		\$1,500 monthly stipend
Walker, Valerie	Temporary Bookstore Associate	25 hrs./wk.	\$15.50/hr.

#### 2. Full-Time Resignations

- a. Davin Allen, Student Life Coordinator, effective January 24, 2024.
- b. Dallas Pulvermacher, Grants Accounting Specialist, effective January 2, 2024.

#### 3. Full-Time Appointment Recommendations

- a. Amanda Beasley, Academic and Career Advisor, at the rate of \$26.20, effective January 19, 2024. Ms. Beasley will resign from her position of Admissions Advisor to accept this position.
- b. Kaitlyn Christie, Assessment Assistant, at the rate of \$18.74, effective January 8, 2024.
- c. Rachel Diaz, Assessment Assistant, at the rate of \$18.05, effective January 8, 2024.
- d. Rebecca Goode, Library Services Coordinator, at the rate of \$27.32, effective January 8, 2024.
- e. Amy Renner, Administrative Specialist Student Retention, at the rate of \$26.29, effective January 4, 2024. Ms. Renner has resigned from her position of Admissions Data Administrative Assistant to accept this position.
- f. Francesca Ventura, Athletics Administrative Assistant, at the rate of \$18.74, effective January 5, 2024.
- g. Kenneth Collier, Voice Systems Supervisor, at the rate of \$34.04, effective January 22, 2024.
- h. Sarah Orth, Contracts Compliance Manager, at the rate of \$87,838 annually, effective January 16, 2024. Ms. Orth has resigned from her position of Finance Systems and Compliance Coordinator to accept this position.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 23**

010100	Education Fund	\$1,698,343.53
020100	Operations and Maintenance Fund	116,439.60
050620	Bookstore	29,299.65
062101	Adult Education-State Basic	28,134.38
062102	Adult Education-Performance	3,953.60
062116	PATH Grant	3,148.79
063101	Adult Education-Federal Basic	43,996.72
063102	Adult Education-EL / Civics	3,510.00
063107	Perkins Postsecondary	6,520.08
063132	Federal Work Study	5,160.14
063169	TRIO/Student Support Services	11,225.59
063170	Increasing Retention and Completion	12,910.33
063171	TRIO/Upward Bound East	6,335.97
063172	TRIO/Upward Bound West	6,234.73
063184	Governor's Emergency Ed Relief II	549.00
063202	Waubonsee Works	8,195.62
063303	ECACE-Early Childhood Grant	4,028.79
063939	IMEC-IL MGFT Excellence Center	1,065.60
063940	SBDC	7,965.50
064124	Dunham Adult Education Bridge	1,834.80
120100	Liability/Protection and Settlement	<u>48,416.94</u>
	Final Total:	<u>\$2,047,269.33</u>

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

2. Payroll Report for Pay Number 24

010100	Education Fund	\$1,656,936.21
020100	Operations and Maintenance Fund	127,781.98
050620	Bookstore	32,920.79
062101	Adult Education-State Basic	7,286.55
062102	Adult Education-Performance	4,348.96
062116	PATH Grant	3,260.79
063101	Adult Education-Federal Basic	4,081.92
063107	Perkins Postsecondary	7,392.92
063132	Federal Work Study	7,071.43
063169	TRIO/Student Support Services	12,219.20
063170	Increasing Retention and Completion	14,599.36
063171	TRIO/Upward Bound East	7,400.74
063172	TRIO/Upward Bound West	7,335.13
063184	Governor's Emergency Ed Relief II	861.63
063202	Waubonsee Works	8,996.54
063303	ECACE-Early Childhood Grant	4,228.79
063940	SBDC	8,071.80
100300	Trust and Agency	400.01
120100	Liability/Protection and Settlement	<u>50,969.32</u>
	Final Total:	<u>\$1,966,164.05</u>

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

3. Accounts Payable for the Period Ending December 31, 2023 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$971,369.07
010900	Payroll Clearing Fund	109,277.13
020100	Operations and Maintenance Fund	260,288.77
030100	Operations/Maintenance Restricted	856,239.17
040100	Bond and Interest Fund	4,205,908.13
050503	Auto Resale	9,729.07
050620	Bookstore	148,056.32
050810	Internal Medical Insurance	636,004.43
050811	Retiree Medical Insurance	30,286.82
062101	Adult Education-State Basic	486.97
062102	Adult Education-Performance	623.45
062116	PATH Grant	2,006.22
062117	Mental Health Early Action (MHEA)	12.97
063107	Perkins Postsecondary	335.09
063169	TRIO/Student Support Services	793.46
063170	Increasing Retention and Completion	178.46
063171	TRIO/Upward Bound East	834.78
063172	TRIO/Upward Bound West	1,507.97
063202	Waubensee Works	245.17
063303	ECACE-Early Childhood Grant	8,100.32
063938	NIU Noyce Science	1,575.00
063939	IMEC-IL MGFT Excellence Center	9,308.38
063940	SBDC	853.24
064114	SBDC Other Sources	1,484.58
064124	Dunham Adult Education Bridge	450.00
064999	Miscellaneous Restricted Funds	2,434.57
069101	KCHD & WCC Opioid OD Prevention	2,010.80
100300	Trust and Agency	20,420.64
110100	Audit Fund	8,550.00
120100	Liability/Protection and Settlement	<u>15,664.30</u>
	Final Total:	<u>\$7,305,035.28</u>

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

4. Bids/Purchases:

- a. Renewal of OpenText Account Manager Premium Support  
Renewal of the OpenText Account Manager Premium Support from Micro Focus Software, Inc. of Provo, UT, in the amount of \$65,144 for the coverage period of February 4, 2024 through June 30, 2025.
- b. Purchase of Furniture for the Institutional Effectiveness Office Suite  
Purchase of furniture for the Institutional Effectiveness office suite from Interior for Business, Inc. of Batavia, IL in the amount of \$52,075.15.

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

No Consent Agenda Items were removed for individual consideration.

**X. Personnel Reports**

A. Faculty Counselor – Violation of Board Policies, Guidelines, and Procedures

Discussion and action for this item were not needed at this time.

**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.

**XIV. Financial Reports**

A. Treasurer’s Report for the Month of December 2023

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

B. Budget Summary Ending December 2023

Comparison of budget to actual for the six months ending December 31, 2023 was accepted by the board and placed on file.

C. Academic Year 2024-2025 Tuition and Student Fee Rate Considerations

Discussion for this item is scheduled to be held instead at the Special Board Meeting on February 1, 2024; therefore, it was not needed at this time.



**XIV. Financial Reports (continued)**

D. Proposed Fee Adjustments for the 2024-2025 Academic Year

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the proposed fee adjustments for the 2024-2025 academic year, as presented.

E. Bids/Purchases

1. Purchase for Professional Services for Site Improvements

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the purchase for professional services for site improvements from Smith Group, Inc. of Chicago, IL, in the amount of \$138,013.

**XV. Other Reports**

A. Approval of College Calendars

The board, on a motion by Ms. Willson and seconded by Mr. Thomas, unanimously approved the FY2025 Board of Trustees Meeting Calendar, FY2025 Administrative Work Calendar, and Academic Calendar for 2025-2026, as presented.

B. FY2024 Special Board Meeting Agenda Review

Dr. Knetl reviewed a draft agenda with the board for the Special Board Meeting that is scheduled for February 1, 2024, beginning at 8:30 a.m.

C. Selection Process for the Recipients of the 2024 Waubonsee Athletic Hall of Fame and Distinguished Alumnus Awards

Dr. Knetl commented on the selection process for the recipients of the 2024 Waubonsee Athletic Hall of Fame and Distinguished Alumnus Awards and asked for two board members to assist.

**XVI. Adjournment**

The board, on a motion by Mr. Guzman and seconded by Mr. Kelsey, unanimously voted to adjourn the meeting at 8:50 p.m.



Greg Thomas  
02/21/2024 21:18 CST

Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees