

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

March 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 6:00 p.m. on Wednesday, March 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, Patrick Kelsey, 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): Rebecca D. Oliver; board members absent: Ashley Hatcher and Daniel Jaquez; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Melinda Tejada, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Keith Bickley, Steve Collins, Terence Felton, Mike Fier, Sharon Garcia, Ryan Hanback, Dr. Marjorie Hildebrand, Dan Larsen, Dr. Aaron Lawler, Erik Leal, Kris Millard, Michele Needham, Franklin Ortega-Palaguachi, Jim Pike, Jessica Price, Dr. Stacey Randall, Patricia Saccone, Omar Salazar, Ne'Keisha Stepney, Heather Weber, Stephanie Wennmacher, Luke Winkelmann, and Steven Zusman; featured student: Jonathan Chavarria Perez; and general counsel to the College: Kenneth Florey of Robbins Schwartz.

II. Waubonsee Voices

A. Student Voices

Franklin Ortega-Palaguachi, Latinx Resource Center Manager, introduced our featured student speaker, Jonathan Chavarria Perez. Jonathan shared a moving story about his background, journey, and positive experiences as a Waubonsee student.

B. Sabbatical Leave Report

Sharon Garcia, Assistant Provost of Teaching and Learning, introduced Keith Bickley, Assistant Professor of Philosophy, who provided an overview of his sabbatical leave report, "The Value of Liberal Arts Education in a Destabilized Society."

C. Recognition of the Information Technology Department

Dr. Brian Knetl highlighted the Information Technology (IT) Department for all their great work and dedication. Several employees expressed their gratitude to the IT team with their personal thank you's that were captured in a special appreciation video and shared during the board meeting.

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.

B. Board of Trustees Report

1. 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 held on March 4, 2025.

2. Illinois Community College Trustees Association Meetings Report

Trustee Tina Willson reported on the ICCTA Meetings held on March 14-15, 2025 in Lisle, IL.

3. Board Vice Chair Patrick Kelsey gave special thanks to Waubonsee's Music Program and Doug Jeppesen, Associate Professor of Art and Ceramics, for organizing such a wonderful "Day of Jazz" event.

C. Faculty Council President Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, provided an update and highlighted the faculty's commitment to student success.

D. President's Report

Dr. Knetl highlighted several items including: the Adult Education staff who won statewide awards, and Waubonsee's attendance at our first official Achieving the Dream conference as a cohort school; our community work of providing free tax prep services, hosting a job fair for the new Hollywood Casino, and celebrating Small Business Development Center Day; and a couple successful events on campus such as the Automotive/CTE Open House and National Signing Day, and a Student Senate Town Hall. 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

A community member addressed the board:

- Michael Krempski, representing The United States Patriots Society – topic: Republican principles

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:58 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 7:28 p.m. Roll call found the following board members present: Rick Guzman, Patrick Kelsey, 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): Rebecca D. Oliver; board members absent: Ashley Hatcher and Daniel Jaquez; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Melinda Tejada, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Steve Collins, Terence Felton, Sharon Garcia, Michele Needham, Dr. Stacey Randall, Patricia Saccone, Omar Salazar, Ne'Keisha Stepney, Stephanie Wennmacher, and Luke Winkelmann; and general counsel to the College: Kenneth Florey of Robbins Schwartz.

VII. Approval of Consent Agenda

The board, on a motion by Ms. Ries 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. February 19, 2025 Board Meeting Minutes
2. February 19, 2025 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

* Adela, Priscila	Federal Work Study – Student Life	25 hrs./wk.	\$15.25/hr.
* August, Daniel	Federal Work Study – Waubonsee Café	25 hrs./wk.	\$15.25/hr.
Hankerson, Alphonso	Custodian	25 hrs./wk.	\$18.58/hr.
* Stevens, Maya	Upward Bound Tutor	25 hrs./wk.	\$21.85/hr.
* <i>Grant Funded</i>			

VII. Approval of Consent Agenda (continued)

2. Full-Time Retirement

- a. Michele Needham, Executive Director of Human Resources, effective July 1, 2025.

3. Full-Time Resignations

- a. Dr. Daniel McDonnell, Director of School District Partnerships, effective June 30, 2025.
- b. Robin Borgione, Development Outreach Associate, effective March 6, 2025.

4. Full-Time Appointment Recommendations

- a. Jensen Plata, Athletics Trainer, at the rate of \$60,000 annually, effective March 3, 2025.
- b. Brian Richards, General Maintenance Mechanic, at the rate of \$24.96/hr., effective March 17, 2025.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 3

010100	Education Fund	\$1,732,446.24
020100	Operations and Maintenance Fund	129,492.51
050620	Bookstore	33,662.06
062101	Adult Education-State Basic	45,302.07
062102	Adult Education-Performance	24,434.20
062118	Innovative Bridge Transitions	828.00
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	3,457.91
063102	Adult Education-EL/Civics	6,751.88
063107	Perkins Postsecondary	7,062.32
063132	Federal Work Study	7,923.78
063169	TRIO/Student Support Services	12,724.48
063171	TRIO/Upward Bound East	12,275.50
063172	TRIO/Upward Bound West	6,819.53
063185	IELCE Supplemental	2,948.00
063202	Waubonsee Works	8,498.44
063938	NIU Noyce Science	500.00
063944	SBDC	7,553.90
120100	Liability/Protection and Settlement	<u>64,359.07</u>
Final Total:		<u>\$2,108,321.17</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 4

010100	Education Fund	\$1,806,995.25
020100	Operations and Maintenance Fund	135,083.49
050620	Bookstore	29,373.21
062101	Adult Education-State Basic	47,291.56
062102	Adult Education-Performance	25,622.20
062118	Innovative Bridge Transitions	968.00
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	3,501.96
063102	Adult Education-EL/Civics	7,071.88
063107	Perkins Postsecondary	6,076.10
063132	Federal Work Study	7,894.08
063169	TRIO/Student Support Services	12,686.05
063171	TRIO/Upward Bound East	4,659.52
063172	TRIO/Upward Bound West	6,933.45
063185	IELCE Supplemental	4,878.00
063202	Waubonsee Works	8,498.44
063938	NIU Noyce Science	500.00
063944	SBDC	7,507.61
120100	Liability/Protection and Settlement	<u>61,821.51</u>

Final Total: \$2,178,643.59

VII. Approval of Consent Agenda (continued)

3. Accounts Payable for the Period Ending February 28, 2025 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$ 700,639.69
010105	Strategic Plan Implementation	69,765.73
010900	Payroll Clearing Fund	95,445.26
020100	Operations and Maintenance Fund	499,802.43
020205	Tornado Damage Restoration	6,964.16
030100	Operations / Maintenance Restricted	14,500.00
030201	TEC-Technical Education Center	3,007,649.44
030204	Collins Todd Library Improvements	27,961.50
030206	Concrete Asphalt Replacement	216,908.45
040100	Bond and Interest Fund	450.00
050503	Auto Resale	5,148.59
050620	Bookstore	915,488.01
050810	Internal Medical Insurance	636,465.78
050811	Retiree Medical Insurance	3,154.31
062101	Adult Education-State Basic	181.78
062102	Adult Education-Performance	510.19
062118	Innovative Bridge Transitions	124.00
062122	Non-Credit Workforce	2,938.15
063101	Adult Education-Federal Basic	541.84
063107	Perkins Postsecondary	253.41
063169	TRIO/Student Support Services	126.50
063171	TRIO/Upward Bound East	2,394.22
063172	TRIO/Upward Bound West	1,168.51
063943	Advanced Technological Ed	935.00
063944	SBDC	3,850.00
100300	Trust and Agency	5,164.60
120100	Liability/Protection and Settlement	<u>42,321.77</u>

Final Total: \$6,260,853.32

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Award of Bid Period 1 for the Dickson Center Community Board Room Renovation Project
Award of "Bid Period 1" for the Dickson Center Community Board Room renovation project from the lowest, most responsive, bidders: Bid Package #1: Doors, Frames, Hardware Pre-purchase from Pepper Construction Company of Barrington, IL; Bid Package #2: Ceilings from Integrated Ceiling Systems of Elk Grove Village, IL; and Bid Package #3: Electrical Pre-purchase from Block Electric of Niles, IL. The total cost for Bid Period 1 is \$412,273.
- b. Purchase of the Automotive Technology Hand Tools for the Technical Education Center
Purchase of the Automotive Technology hand tools for the Technical Education Center from Snap-On Industrial of Crystal Lake, IL, in the not to exceed amount of \$216,924.01.
- c. Purchase of Video Data Storage Equipment for the Technical Education Center
Purchase of video data storage equipment for the Technical Education Center from CDW Government LLC of Vernon Hills, IL, in the amount of \$142,650 for the coverage period of July 15, 2025 through August 15, 2026.
- d. Purchase of Consulting Services for Financial Aid Technical Support
Purchase of consulting services for Financial Aid technical support from Strata Information Group of San Diego, CA, in the not to exceed amount of \$35,000 for the coverage period of March 20, 2025 through March 19, 2026.
- e. Replacement of the Aurora Fox Valley Windows
Replacement of the Aurora Fox Valley windows from AGAE Contractors, Inc. of Elk Grove Village, IL, the lowest, most responsive bidder, in the amount of \$1,916,000.
- f. Replacement of Laptop Computers
Replacement of the laptop computers from CDW Government LLC of Vernon Hills, IL, in the amount of \$742,101 for the coverage period of April 1, 2025 through April 1, 2030.
- g. Replacement of Desktop Computers
Replacement of the desktop computers from CDW Government LLC of Vernon Hills, IL, in the amount of \$508,472 for the coverage period of April 1, 2025 through April 1, 2030.
- h. Replacement of the Light-Emitting Diode (LED) Lighting Upgrades Project
Replacement of the Light-Emitting Diode (LED) lighting upgrades project from Twin Supplies, Ltd., of Oak Brook, IL, in the amount of \$39,722.83.
- i. Three-Year Renewal of the Exacq Vision Security Camera Management Support and Licensing Agreement
Three-year renewal of the Exacq Vision security camera management support and licensing agreement from Sound Inc. of Naperville, IL, in the amount of \$67,737 for the coverage period of June 1, 2025 through June 1, 2028.

VIII. Approval of Consent Agenda (continued)

- j. Renewal of the Mechanical Preventative Maintenance Services Agreement
Renewal of the mechanical preventative maintenance services agreement for year four from Air Comfort, LLC of Broadview, IL, in the not to exceed amount of \$150,000 for the coverage period of March 1, 2025 through February 28, 2026.
- k. Renewal of Mulching Services for the Sugar Grove Campus
Renewal of mulching services for the Sugar Grove Campus for year two of five from Langton Group of Woodstock, IL, the lowest, responsive bidder, in the amount of \$36,355 for the coverage period of March 17, 2025 through May 5, 2025.
- l. Renewal of Landscaping Services for the Extension Campuses
Renewal of landscaping services for the extension campuses for year two of five from Langton Group of Woodstock, IL, the lowest, responsive bidder, in the amount of \$31,115 for the coverage period of March 17, 2025 through December 28, 2025.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Sabbatical Leave Recommendations

The board, on a motion by Ms. Willson and seconded by Mr. Guzman, unanimously approved the sabbatical leave recommendations for Kim Livingston, Professor of English; Dan Portincaso, Associate Professor of English; Dr. Aaron Lawler, Associate Professor of Humanities; and Steven Zusman, Associate Professor of Philosophy.

X. Policy Reports

A. Board Policy Committee Update

Dr. Knetl commented that a Robbins Schwartz representative, as general counsel for the College, is expected to attend the next committee meeting on March 25, 2025 to facilitate a discussion regarding board and college policies and procedures.

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.

XIII. Financial Reports

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

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

B. Budget Summary Ending February 2025

Comparison of budget to actual for the eight months ending February 28, 2025 was accepted by the board and placed on file.

XIV. Other Reports

A. Recognition of Student Trustee for 2024-2025

Ashley Hatcher was recognized for her service on the board as Student Trustee for 2024-2025. Ashley attended virtually to hear the comments and well wishes shared by the Board of Trustees and Dr. Knetl, and received a certificate of recognition along with a token of appreciation on behalf of the board. Ashley also shared her own remarks and a gift symbolizing her appreciation.

B. Updates and Discussion on Current Federal Actions and their Impact on Higher Education and Waubonsee

Dr. Knetl, Mr. Bryant, and Kenneth Florey of Robbins Schwartz reported that, while the status of federal actions continue to change quickly, our attorneys have been tracking developments regarding the recent Executive Orders related to Diversity, Equity and Inclusion, as well as various other related federal actions, and published updates/summaries on their website.

XV. Adjournment

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



Greg Thomas
~~2025-04-17 00:34 UTC~~
Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees