

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

April 16, 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 6:04 p.m. on Wednesday, April 16, 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, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, John Bryant, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Madeline Croft, Michelle Dahlstrom, Alejandra Guzman, Dan Larsen, Kevin Modaff, Araceli Munoz Salazar, Michele Needham, Jenissa Nino, Franklin Ortega-Palaguachi, J. C. Paez, Dr. Scott Peska, Jessica Price, Patricia Saccone, Stephanie Wennmacher, and Luke Winkelmann; students: Michelle Alaniz, Luis Baez, Patrick Cole, Huitzi Del Real, Sydney Ebert, Itzel Gutierrez, Ashley Hatcher, Yissell Hernandez, Cynthia Ponce, London Sabalones, and Sahara Santschi, featured students: Maria Santillan and Michelle Alaniz; and general counsel to the College: Kenneth Florey of Robbins Schwartz.

II. Waubonsee Voices

A. Student Voices

1. Introduction and Seating of Newly Elected Student Trustee for 2025-2026

Dr. Brian Knetl introduced Maria (Mari) Santillan, our newly elected Student Trustee for 2025-2026, then an Oath of Office was administered to Ms. Santillan by Campus Police Chief J. C. Paez.

2. Introduction of Newly Elected Student Senate President for 2025-2026

Dr. Knetl introduced Michelle Alaniz, our newly elected Student Senate President for 2025-2026.

III. Institutional Reports and Presentations

A. Vice Presidents' Reports

1. Interim Vice President of Finance and Administration

a. Executive Summary of Financial Reports

John Bryant provided an executive summary and highlights of the financial reports, that included a new dashboard format with graphs, charts, and other updates.

III. Institutional Reports and Presentations (continued)

Trustee Guzman departed the meeting at 6:29 p.m.

a. Board of Trustees Election Information Update

Mr. Bryant shared an update of the preliminary election results, indicating that current Trustees Rick Guzman, Daniel Jaquez, and Tina Willson are in the lead; however, the counties will certify the election results next week. The board's seating and reorganization meetings are scheduled for April 24, 2025.

2. Chief of Staff and Vice President of Strategy

a. Waubonsee Commencement Update

Dr. Toya Webb shared an update on the plans for this year's commencement ceremonies, including the names of the commencement and student speakers, the faculty and student marshals, and activities that are scheduled for May 17, 2025.

b. Lobbyist Consulting Services Update

Dr. Webb provided information and an update regarding the college's request for proposal for professional lobbyist consulting services. A final recommendation for the selection of a lobbyist firm is expected to be on the May 21, 2025 agenda for board approval.

B. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, focused her report on the student-faculty relationship, reflecting on the accomplishments over the past year and connections to this academic success.

C. President's Report

Dr. Knetl shared some exciting faculty news, congratulating Kathleen Randall, Professor of Education, for being selected as a finalist for the Faculty Member of the Year award from the American Association of Community Colleges, and he was pleased that many faculty members volunteered to be part of the RISE 2030 implementation infrastructure. Dr. Knetl also shared a couple announcements from the Higher Learning Commission that their recent multi-campus visit to Waubonsee was a success, and that a new Hybrid and Electric Vehicles Certificate was approved. In addition, he highlighted the campus open house events, and the Spring Joint Honors Induction Ceremony and Student Life Awards event. 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. Kelsey, 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 7:31 p.m. Roll call found the following board members present: Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; board member absent: Rick Guzman; staff members present: Dr. Brian Knetl, John Bryant, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Terence Felton, Dan Larsen, Michele Needham, J. C. Paez, Patricia Saccone, 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 Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports.

A. Meeting Minutes

1. March 19, 2025 Board Meeting Minutes
2. March 19, 2025 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

	Alderson, Gina	Academic Support Coach	25 hrs./wk.	\$27.55/hr.
	Andrews, Melissa	Fitness Associate	25 hrs./wk.	\$20.56/hr.
	Burns, Brooke	Professional Tutor Academic Support	25 hrs./wk.	\$27.55/hr.
*	Farrell, Jack	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	\$16.00/hr.
*	Reyes Montenegro, Irais	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	\$18.00/hr.
*	Rogers, Adyanna	Federal Work Study (Waubonsee Café)	25 hrs./wk.	\$15.25/hr.
*	<i>Grant Funded</i>			

VII. Approval of Consent Agenda (continued)

2. Full-Time Resignation

- a. Kourtney Gallagher, Development Engagement Manager, effective March 27, 2025.

3. Leave of Absence Request

- a. Liset Lopez, Student Accounts and Cashier Associate, effective April 3, 2025 through January 2, 2026.

4. Full-Time Appointment Recommendations

- a. Mary Kloss, Administrative Specialist Arts and Humanities, at the rate of \$23.99/hr., effective April 7, 2025.
- b. Emily Rollins, Community Engagement Manager, at the rate of \$91,532 annually, effective April 1, 2025. Ms. Rollins resigned from her position of Community Engagement Outreach Coordinator to accept this position.
- c. Michael Dakan, Custodian-Sugar Grove Campus, at the rate of \$19.75/hr., effective April 7, 2025.
- d. Lew Girmscheid, Campus Safety Officer Supervisor, at the rate of \$29.10/hr., effective April 4, 2025. Mr. Girmscheid resigned from his position of Campus Safety Officer to accept this position.
- e. Steven Ragsdale, Campus Safety Officer, at the rate of \$22.82/hr., effective April 4, 2025. Mr. Ragsdale resigned from his position of part-time Campus Safety Officer to accept this position.
- f. Jason Hartman, Campus Safety and Operations Project Coordinator, at the rate of \$75,000 annually, effective April 7, 2025.
- g. Connor James, General Maintenance Mechanic, at the rate of \$22.51/hr., effective April 7, 2025.
- h. Sarah Herring, Administrative Specialist Information Technology, at the rate of \$23.99/hr., effective April 21, 2025.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 5

010100	Education Fund	\$1,747,965.74
020100	Operations and Maintenance Fund	112,939.92
050620	Bookstore	25,350.03
062101	Adult Education-State Basic	42,375.87
062102	Adult Education-Performance	23,455.80
062118	Innovative Bridge Transitions	1,068.00
062122	Non-Credit Workforce	450.00
062123	PATH Grant	1,048.32
063101	Adult Education-Federal Basic	2,455.40
063102	Adult Education-EL/Civics	6,641.24
063107	Perkins Postsecondary	6,963.05
063132	Federal Work Study	7,824.90
063169	TRIO/Student Support Services	10,945.19
063171	TRIO/Upward Bound East	4,364.50
063172	TRIO/Upward Bound West	5,976.11
063185	IELCE Supplemental	3,652.00
063202	Waubonsee Works	7,612.52
063938	NIU Noyce Science	500.00
063944	SBDC	7,298.09
120100	Liability/Protection and Settlement	<u>64,638.51</u>
Final Total:		<u>\$2,083,525.19</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 6

010100	Education Fund	\$1,800,194.45
020100	Operations and Maintenance Fund	130,542.82
050620	Bookstore	28,620.32
062101	Adult Education-State Basic	10,794.67
062102	Adult Education-Performance	4,679.20
062118	Innovative Bridge Transitions	708.00
062122	Non-Credit Workforce	450.00
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	3,267.00
063102	Adult Education-EL/Civics	3,412.00
063107	Perkins Postsecondary	6,701.20
063132	Federal Work Study	7,347.33
063169	TRIO/Student Support Services	12,720.41
063171	TRIO/Upward Bound East	4,341.58
063172	TRIO/Upward Bound West	7,593.49
063185	IELCE Supplemental	1,616.00
063202	Waubonsee Works	8,498.44
063938	NIU Noyce Science	500.00
063944	SBDC	7,488.12
120100	Liability/Protection and Settlement	<u>57,799.65</u>
	Final Total:	<u>\$2,098,555.96</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$	1,850,716.38
010105	Strategic Plan Implementation		73,298.61
010109	Budget Stabilization Fund		1,845.00
010900	Payroll Clearing Fund		94,381.85
020100	Operations and Maintenance Fund		457,258.67
020205	Tornado Damage Restoration		2,980.00
030100	Operations/Maintenance Restricted		89,485.63
030201	TEC-Technical Education Center		2,793,545.49
030204	Collins Todd Library Improvements		7,000.00
030210	Al54 Relocation of Development Trainers		2,695.87
030211	All Campus Fire Alarm Upgrades		317,014.41
040100	Bond and Interest Fund		393.75
050503	Auto Resale		11,628.21
050620	Bookstore		102,447.63
050810	Internal Medical Insurance		878,933.05
050811	Retiree Medical Insurance		1,814.43
062101	Adult Education-State Basic		3,005.93
062102	Adult Education-Performance		450.39
062118	Innovative Bridge Transitions		1,245.82
062122	Non-Credit Workforce (April-March)		1,969.07
062125	Rev Electric Vehicle Tech		12,220.00
062127	Digital Instruction for AdEd		5,970.00
062128	Non-Credit Workforce (CY25)		577.44
063101	Adult Education-Federal Basic		408.96
063107	Perkins Postsecondary		6,572.59
063169	TRIO/Student Support Services		969.09
063171	TRIO/Upward Bound East		4,524.43
063172	TRIO/Upward Bound West		4,457.45
063202	Waubonsee Works		196.81
063938	NIU Noyce Science		13,757.38
063943	Advanced Technological Ed		935.00
063944	SBDC		5,084.40
100300	Trust and Agency		24,693.92
120100	Liability/Protection and Settlement		<u>12,937.99</u>

Final Total: \$6,785,356.14

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Award of "Bid Period 1" for the Tennis and Pickleball Court Complex Project
Award of "Bid Period 1" for the tennis and pickleball court complex project from the lowest, most responsive, bidders: Bid Package #1: Precast from StressCore, Inc. of South Bend, IN; Bid Package #2: Steel from K&K Iron Works of McCook, IL; Bid Package #3: Metal Panels from Olsson Roofing of Romeoville, IL; and Bid Package #4: Electrical Pre-Purchase from Block Electric of Niles, IL. The total cost for Bid Period 1 is \$583,279.
- b. Three-Year Purchase of a Boiler Preventative Maintenance Services Agreement
Three-year purchase of a boiler preventative maintenance services agreement with Air Comfort, LLC of Broadview, IL, the lowest, most responsive bidder, in the amount of \$59,475 (\$19,825 annually) for the coverage period of April 17, 2025 through April 16, 2028.
- c. Three-Year Purchase of a Painting Services Agreement
Three-year purchase of a painting services agreement with Nedrow Painting, Inc. of Aurora, IL, in the not to exceed amount of \$150,000 (\$50,000 annually) for the coverage period of May 1, 2025 through April 30, 2028.
- d. Purchase of Exterior Signage for the Technical Education Center
Purchase of the exterior signage for the Technical Education Center from Parvin-Clauss Sign Company, Inc. of Carol Stream, IL, in the amount of \$40,411.
- e. Purchase of Weld Coupon Stations for the Technical Education Center
Purchase of the weld coupon stations for the Technical Education Center from E. H. Wachs, a division of Illinois Tool Works of Lincolnshire, IL, in the amount of \$25,775.
- f. Purchase of Automotive Technology Equipment and Tools for the Technical Education Center
Purchase of the Automotive Technology equipment and tools for the Technical Education Center from Snap-On Industrial of Crystal Lake, IL, in the amount of \$754,751.
- g. Purchase of Executive Recruitment Search Firm Contract
Purchase of the executive recruitment search firm contract from AGB Search, LLC of Washington, D.C., in the not to exceed amount of \$70,000 for the coverage period of April 17, 2025 through April 16, 2026.
- h. Purchase of Aruba Wireless Access Points for the Technical Education Center
Purchase of the Aruba wireless access points for the Technical Education Center from Bit Direct of Tampa, FL, in the amount of \$39,671.
- i. Purchase of Network Switches for the Technical Education Center
Purchase of the network switches for the Technical Education Center from IT Savvy of Chicago, IL, in the amount of \$52,350.

VII. Approval of Consent Agenda (continued)

- j. Purchase of Chromebook Laptops for the Adult Education Department
Purchase of the Chromebook laptops for the Adult Education Department from CDW Government LLC of Vernon Hills, IL, in the not to exceed amount of \$37,000 for the coverage period of April 28, 2025 through April 27, 2026. This purchase is grant funded.
- k. Renewal of Juniper Network Switches and Software
Renewal of the Juniper network switches and software from IT Savvy of Chicago, IL, in the amount of \$46,183 for the coverage period of July 1, 2025 through June 30, 2026.
- l. Renewal of CurriQunet Software Subscription
Renewal of the CurriQunet software subscription from CurriQunet of Idaho Falls, ID, in the amount of \$53,280 for the coverage period of July 1, 2025 through June 30, 2026.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

X. Policy Reports

A. Board Policy Committee Update

Dr. Knetl shared an update following the last Board Policy Committee meeting, that the committee, along with Robbins Schwartz, have plans to review and revise Waubonsee's current Board Policy Manual to separate board and college policies/procedures and identify any gaps. The next Board Policy Committee meeting is scheduled for May 14, 2025.

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 March 2025

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

B. Budget Summary Ending March 2025

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

XIV. Other Reports

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

Dr. Knetl commented that the college and our legal counsel continue to monitor and track any new developments, and plan to keep this topic on the agenda as a standing item, probably for the next couple of months.

XV. Adjournment

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously voted to adjourn the meeting at 7:36 p.m.



Greg Thomas
2025-05-22 02:16 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees