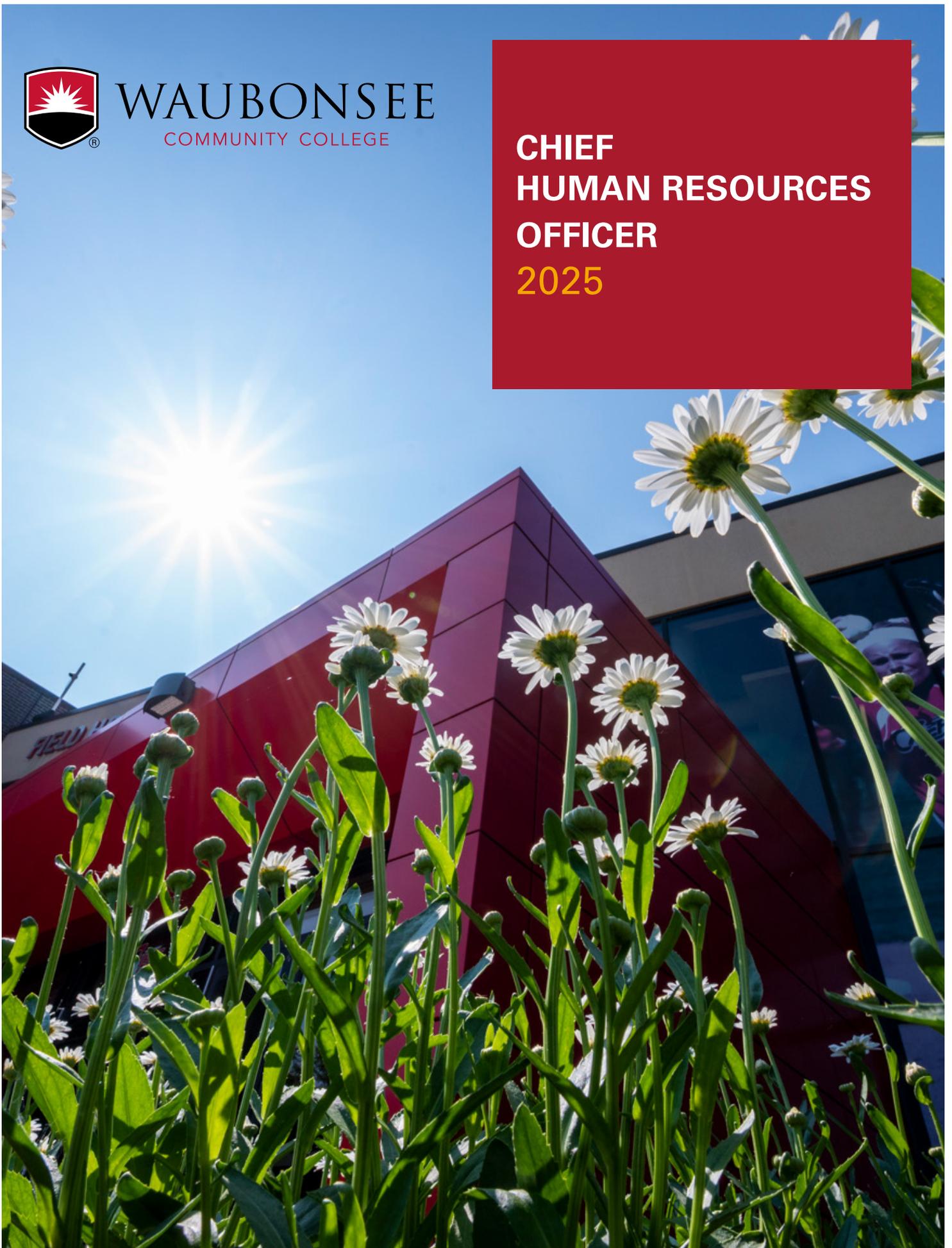




WAUBONSEE
COMMUNITY COLLEGE

**CHIEF
HUMAN RESOURCES
OFFICER
2025**





59 years



45k+ graduates



335k+ students served

BUILD ON A STRONG FOUNDATION

A vibrant four-campus community college in the western suburbs of Chicago, Illinois, Waubonsee Community College invites applications and nominations for the role of Chief Human Resources Officer.

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OUR NAME AND ITS MEANING –

The college was named as part of a district-wide contest held in 1967. Waubonsee means “early dawn” or “early day” and comes from a Pottawatomie Native American chief who lived in the Fox River Valley during the 1800s. You can see the idea of dawn captured in the rising sun of the college’s logo.



WAUBONSEE
COMMUNITY COLLEGE

MISSION, VISION AND VALUES

MISSION

Waubonsee Community College provides exceptional learning through accessible, equitable, and innovative education. We are committed to enriching the lives of our students, employees, and community by working together to create opportunities to discover new passions, share knowledge, and embrace diversity.

VISION

Waubonsee Community College opens the door of knowledge, sparks imaginations, and enlightens lives through learning. We welcome the diverse abilities, goals, and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design, and the futures we help create.

CORE VALUES

Quality — We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.

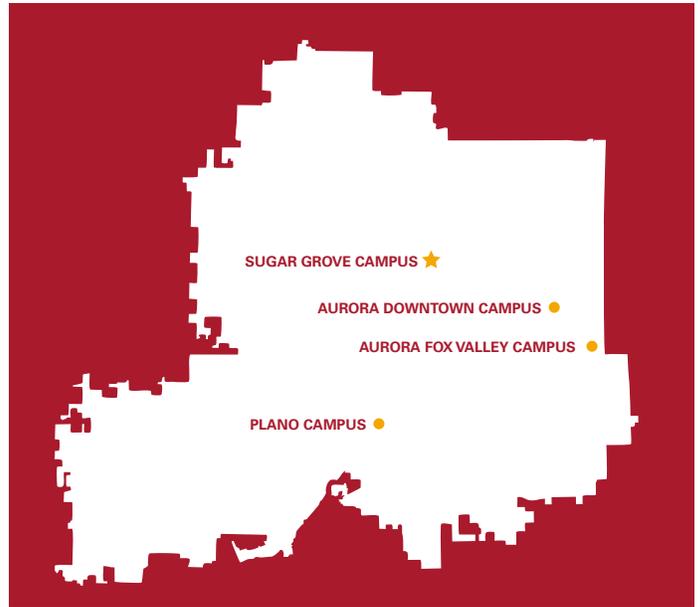
Value — We focus every resource directly on the search for learning, creating tangible benefits in everything we do.

Innovation — We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.

Service — We view the world from the perspective of those we serve — anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.

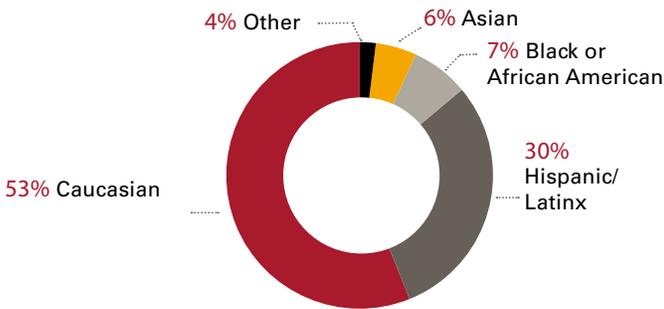
Accessibility — We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

DISTRICT AND STUDENT DEMOGRAPHICS



DISTRICT 516 —

430k+ RESIDENTS



624 SQUARE MILES

22 MUNICIPALITIES

The district's communities range from the more urban population center of Aurora, which is the second largest city in the state, to the smaller and more rural communities in the southwest portion of the district.

5 COUNTIES

Kane, Kendall, DeKalb, LaSalle, and Will

From 2010 to 2020, the population in these counties increased by more than **40k** residents. Since 2010, Kendall County experienced an **11.7%** population growth, and Kane County experienced a **3.7%** increase in population, bucking the state's overall trend of a **1.8%** decline.

12 PUBLIC HIGH SCHOOL DISTRICTS

8 PRIVATE HIGH SCHOOLS

OUR STUDENTS

12,490

credit students enrolled at Waubonsee

4,643

noncredit enrollments

55%

female

80%

enrolled part-time

24

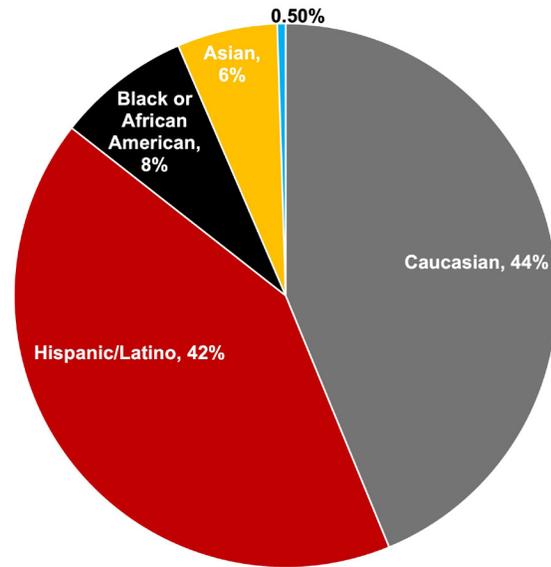
average age of a credit student

20:1

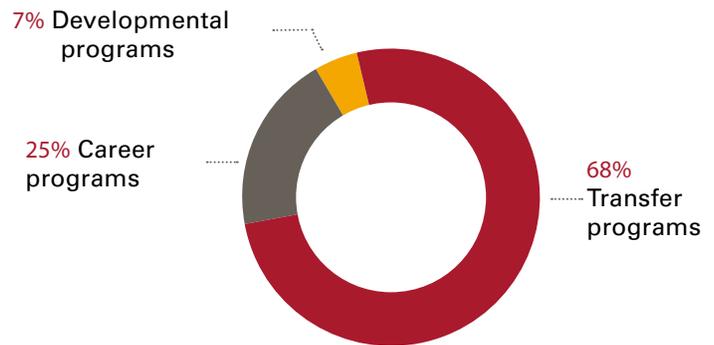
student-faculty ratio

Sources: ICCB/IPEDS and internal reports for FY2023, Banner and Datamart, Fall 2024.

STUDENT RACE/ETHNICITY



STUDENTS' ACADEMIC GOALS



OUR EMPLOYEES

94

FT faculty

369

adjuncts

32

administrators

470

support staff



BEING A HISPANIC SERVING INSTITUTION

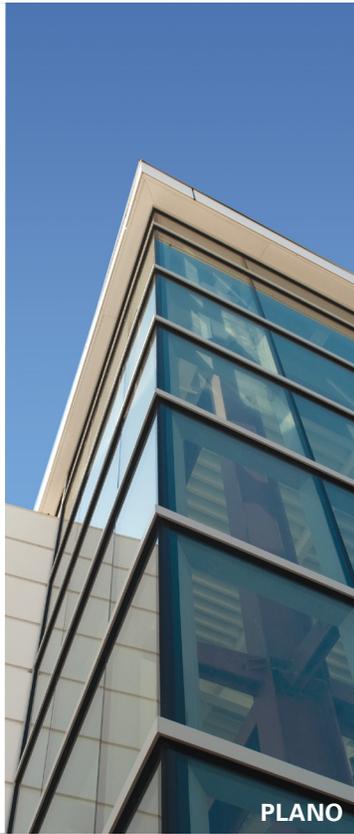
With a student enrollment that is consistently more than 25% Hispanic, Waubonsee is proud to continue its designation as a Hispanic Serving Institution (HSI), originally received from the U.S. Department of Education in 2009. The college has been awarded three consecutive Title V Developing Hispanic Serving Institution Grants, which have been used to establish the Latinx Resource Center, among other inclusive and success-focused projects.



SUGAR GROVE



AURORA DOWNTOWN



PLANO



AURORA FOX VALLEY

CAMPUSES AND FACILITIES

SUGAR GROVE CAMPUS

On 243 beautiful acres in Sugar Grove sits the college’s main and only multi-building campus. While it was the college’s first campus, it has plenty of modern facilities, thanks to a 2020 College Master Plan that introduced five new buildings here between 2005-2015. Highlights include a one-stop Student Center, cutting-edge Science Building, classroom and event space in the Academic and Professional Center, and an athletics-focused Field House. This campus has also helped the college earn Tree Campus Higher Education recognition from the Arbor Day Foundation for 10 years straight.

AURORA DOWNTOWN CAMPUS

Located in the heart of Illinois’ second largest city, the Aurora Downtown Campus offers one-stop student services, transferable general education courses, and signature Associate in Applied Science (AAS) Degree and Certificate Programs. It is also the home of the college’s Adult Education programs, the Small Business Development Center, and the Latinx Resource Center.

AURORA FOX VALLEY CAMPUS

A specialized facility located on the campus of the Rush-Copley Medical Center, this building is focused on health care programs, and features state-of-the-art labs that give students hands-on, realistic experience with current equipment and procedures.

PLANO CAMPUS

This campus serves as the college’s Innovation and Design Center. As such, it houses a variety of programs including welding, computer aided design and drafting, cybersecurity, and more.

Thanks to the MyChoice program, students can choose to learn in five different modalities — face-to-face, online, hybrid, sync online, and flex.



ACCREDITATION AND ACADEMICS

ACCREDITATION

In 2017, Waubonsee was recommended for continued accreditation by The Higher Learning Commission. Waubonsee's accreditation is completed through the Commission's Open Pathway, which follows a 10-year cycle and focuses on quality assurance and institutional improvement. In July 2021, Waubonsee successfully completed the fourth year of the 10-year cycle known as the Assurance Review, a 125-page self-study report that is externally reviewed by a team of peer reviewers. The college met all five criteria with no concerns. November 2026 will mark the college's next comprehensive visit.

Go online to learn more –
waubonsee.edu/accreditation

PROGRAMS AND SERVICES

Transfer Programs:

Associate degree education consisting of communications, social and behavioral sciences, physical and life sciences, mathematics, humanities and arts, education, engineering, and other pre-professional fields designed to prepare students for transfer to baccalaureate degree granting institutions.

Workforce Education:

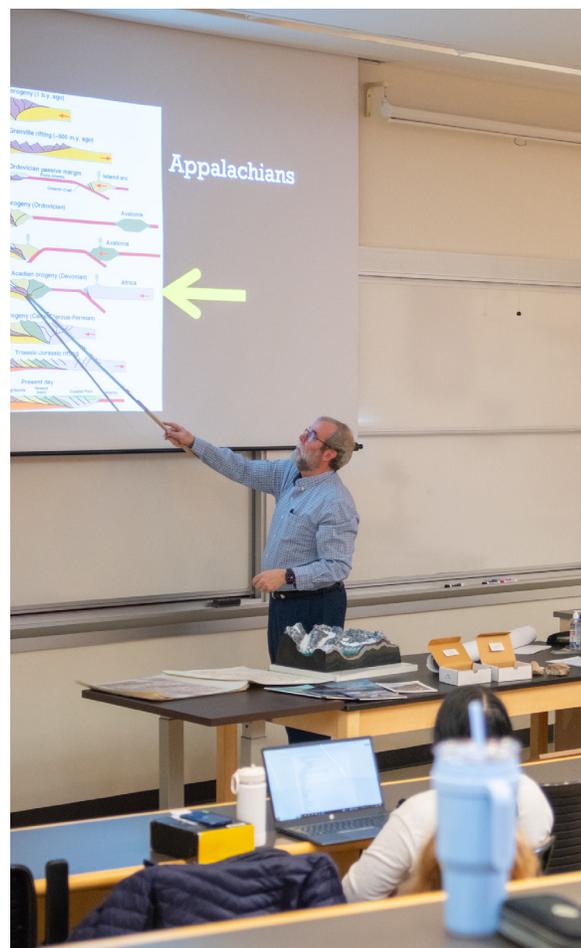
Business, health care, technical and professional education programming designed for entry-level employment, transitioning, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends. Education and training opportunities include courses, programs, and contract training designed to meet the workplace needs of both individuals and organizations with an emphasis on skill building and improved productivity.

Pre-College Programs:

Courses, programs and services designed to assist academically underprepared students to be successful in the next level of education, including reading, mathematics, writing, college success, literacy, high school equivalency exam preparation (HSE), General Education Diploma (GED), Adult Basic Education (ABE) and English Language Acquisition (ELA)/ English as a Second Language (ESL).

Student Services:

Services designed to meet the holistic development of all students including counseling, advising, transfer planning, admissions, registration and records, assessment, financial aid, scholarships, career development, student life programming, intercollegiate athletics and assistance for students with



QUALITY IN THE CLASSROOM

With the classroom experience so central to students' overall experience, Waubonsee is proud of the work of its nearly 100 full-time and 370 adjunct faculty members. Many have furthered their teaching skills through the college's partnership with the Association of College and University Educators (ACUE).



STUDENT AND COMMUNITY ENGAGEMENT

95%

of Waubonsee students would recommend the college to a friend.

CHIEFS ATHLETICS

As part of the National Junior College Athletic Association, Waubonsee's 14 sports teams compete in the Illinois Skyway Collegiate Conference. The Chiefs consistently vie for the conference's annual All-Sports Trophy.



STUDENT LIFE

Students can enrich their college experience by participating in one of 30 student organizations.

- Academic and honor societies
- Arts and culture clubs
- Student government

ENGAGING WITH EMPLOYERS

Waubonsee has long worked with local businesses on a variety of levels — providing training, gathering curricular feedback and guidance, connecting students to job opportunities, and more. This work has only become more important in recent years, expanding to encompass more work-based learning experiences, including popular apprenticeship programs.

CONNECTING WITH THE COMMUNITY

Waubonsee is not just a college, it is a community college. And that is something it takes seriously. Whether it's inviting the public to campus to enjoy a concert, art exhibit, or other event; having a presence at a local community festival; or something in between, the college is always looking to strengthen its community connections.

SERVING THE COMMUNITY

Student organizations typically log more than 200 community service hours each academic year. The college's Day of Service draws participants from all levels of the institution, and Alternative Spring Break is a unique opportunity for students to spend their break time making a difference.

STRATEGIC DIRECTION

THE RISE 2030 STRATEGIC PLAN

Officially launched in February 2025, RISE 2030 is a commitment to continuing Waubonsee's tradition of excellence while redefining and reinvigorating its position as The Community's College. The culmination of an inclusive process that gathered input from our employees, students, and community, RISE 2030 will guide the college's work for the next five years. The priorities and goals in the plan are reflective of the changing landscape of higher education and the evolving needs of our community. With this new plan, Waubonsee will lead the way into the future – rising to meet new opportunities and further lighting the way for our students.

The 4 Priorities of RISE:

- Redefine our Relationship with the Community
- Invest in Academic Innovation
- Strengthen the Student Experience
- Enrich the Employee Experience

MEASURING OUR PROGRESS

RISE 2030 will include its own success metrics and dashboard. In the meantime, the College Scorecard is a quantitative measurement of the institution's performance and progress in key areas, including student equity and success, community connections, and employee and organizational excellence. To ensure the utmost transparency and accountability, as many metrics as possible are from publicly available data sources and are updated on an annual basis to reflect the most current data.

View the latest College Scorecard at waubonsee.edu/scorecard

ACHIEVING THE DREAM

To leverage our progress and institutional learning from our current strategic plan and student success initiatives, Waubonsee has partnered with Achieving the Dream. Our goals for this partnership are to: expand our strategic focus from the college to the community to maintain impact and relevancy; to identify key data points to measure as a mark of progress; and to support the development and enhancement of programs and services that result in student success and community vibrancy.



LEADERSHIP AGENDA



STRATEGIC AND TRUSTED PARTNER

The new CHRO will need to be a strategic partner with their colleagues to strengthen the level of trust between the HR team and the employees they serve. Trust is highly correlated with employee engagement and performance. The CHRO will look at ways to create new partnerships and strengthen existing ones between HR and the rest of the institution. A comprehensive HR audit will be elemental to these all important dimensions.

BECOMING A DESTINATION EMPLOYER

The CHRO will place a keen importance on enhancing a strong inclusive culture that helps attract and retain high performing faculty and staff by enhancing their growth and recognition of their contributions to the College's compelling mission, including celebrations and promotions. In short, the CHRO will lead to further realization of WCC as a Destination Employer. Career pathways, training/ professional development and greater transparency will be integral to that process.

STREAMLINING PROCESSES

HR and related business and administrative process and procedures review will be extremely important as HR modernizes and reflects current best practices. Streamlining is necessary to allow a strong focus on mission-centric work and a more intentional action-oriented approach to employee concerns as well as greater accountability in all processes and procedures. The revised processes and procedures should reflect an effective balance between compliance and connection.

A WELCOMING ENVIRONMENT

The CHRO will focus on creating an improved welcoming environment for HR. This dimension deals not only with interpersonal dynamics and privacy concerns but also an assessment of the office space to see if a physical reconfiguration is in order.

CARING FOR THE WHOLE EMPLOYEE

It will be important to concentrate on ways that HR might introduce enhancements to the wellness program, including physical and mental health topics.

COMPENSATION STUDY

HR is in the midst of an RFP process for a compensation study. The results of this analysis will be integral to ensuring that salary and benefits topics such as equity, market competitiveness, classification and compression issues are at the forefront of this Leadership Agenda.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

As community colleges enroll the nation's most diverse student populations, WCC embraces this responsibility in serving our district. Additionally, the College celebrates that it is a Hispanic-Serving Institution, which is one important lens among many that showcases WCC as a diverse community of learners. The CHRO will leverage this dimension to fully integrate Diversity, Equity, and Inclusion into HR policies, programs and initiatives.

EMPLOYEE PRIDE AND DEDICATION

WCC is proud of its commitment to student success and service to the broader community. Participants in the listening sessions extolled these virtues and the passion with which they are put into practice. In addition, the College celebrates its financial stability and an atmosphere of helpfulness among colleagues. These points of pride make for a strong foundation from which the CHRO will seize the opportunities and meet the challenges described above.



QUALITIES AND QUALIFICATIONS

The Chief Human Resources Officer (CHRO) for Waubonsee Community College will be a visionary, transparent, and collaborative leader who is a systems thinker focused on enriching the experience of both students and employees. Embracing Waubonsee Community College’s mission, the CHRO will transform Human Resources to attract, retain, develop, and celebrate a workforce for a forward-thinking organization committed to academic excellence, student success, and community service.

Successful candidates will have a minimum of a master’s degree in Human Resources, Business Administration, or a related field; 10–15 years of progressively responsible experience in human resources, including at least five years in a senior or executive HR leadership role, preferably within government, the public sector, or higher education. They will demonstrate an in-depth knowledge of employment laws and regulations.

Professional HR certification (e.g., SHRM-SCP or SPHR) and experience serving as a Title IX Coordinator are preferred; familiarity with faculty personnel processes such as tenure, sabbaticals, and adjunct pay; and a working knowledge of compliance areas including Title IX, Clery, and FERPA are preferred.

In addition, the CHRO will modernize and lead the Human Resources unit within a complex, multi-campus college; exercise diplomacy; address diverse human resource needs; and have a proven record of successful, effective interaction with internal and external stakeholders.

OTHER QUALITIES INCLUDE:

- Clear understanding of and commitment to the community college mission and the diverse educational needs that it addresses.
- Deep knowledge of current business partner models and best practices in Human Resources; demonstrated experience in successfully implementing sustainable change, leading innovation, and incorporating business process improvements into a Human Resources unit.
- Demonstrated leadership across multiple core HR functions, including talent acquisition, compensation and benefits, employee and labor relations, diversity, equity, and inclusion (DEI), organizational development, succession planning, and HRIS/analytics. Candidates should have experience managing a multidisciplinary HR team, overseeing divisional budgets and resources.
- Successful experience collaborating with organizational units to create a shared vision for Human Resources and executing a college's strategic plan with section(s) focused on human resources.
- High emotional intelligence; a compassionate, inclusive leadership style demonstrated by the ability to empathize, listen, be visible and approachable, exercise fairness, and actively engage with internal stakeholders to create a stronger sense of community with Human Resources.
- Proven ability to build trust and respect with faculty, staff, and administrators to support the institution's organizational development and promote a positive work environment.
- Track record of anticipating organizational issues and having issues resolved at the appropriate level; proven ability to achieve consensus but to be decisive, when appropriate.
- Equity focused with proven ability to integrate Diversity, Equity, and Inclusion (DEI) principles and strategies within all Human Resources functions.
- Capacity to report to and work collegially with the Vice President of Talent and Culture and other key senior-level administrators; deep understanding of and appreciation for the mutually supportive roles and responsibilities between the CHRO and Vice President of Talent and Culture.
- Demonstrated experience in collective bargaining and effective productive working relationships with labor and governance groups to address operational issues, resolve grievances and complaints, and make appropriate recommendations.
- Supervisory and team building skills to lead and manage a cohesive, multidisciplinary team and hold team members accountable for their respective areas, share credit, and celebrate successes.
- Ability to be a strong advocate for employees and have a genuine appreciation for faculty, staff, and administrators' roles and responsibilities; demonstrated experience organizing employee recognition and professional development programs.
- Exceptional skill in building and nurturing working relationships with community organizations, businesses, and other educational institutions to support talent acquisition and the overall college.
- Strong financial acumen to develop and manage budgets effectively, with a deep understanding of the collegewide budget implications of HR/benefit programs.
- Working knowledge of state-of-the-art technology systems to automate and support HR processes and administrative applications effectively.
- Effective and clear oral and written communication skills, including the ability to communicate regularly and effectively with a wide range of stakeholders.
- Strong critical thinking and problem-solving skills and the ability to make well-informed decisions with the support of quantitative and qualitative data.
- Proven record of exercising discretion and confidentiality.
- Professional and personal integrity and ethical conduct.



NOMINATIONS AND APPLICATIONS

The Waubensee Community College CHRO Search Committee will begin the review of applications immediately and continue until an appointment is made. To ensure full consideration, applications should be received by August 1, 2025.

Application materials should be submitted through the [Waubensee Community College CHRO Portal](#) and must include the following:

- A letter of interest addressing the strategic objectives and qualifications identified in the profile;
- A curriculum vitae; and
- Contact information for five professional references, including email address, phone number, and relationship to the candidate.

The Waubensee Community College CHRO search is being assisted by AGB Search.

Nominations and confidential inquiries should be sent to WaubenseeCHRO@agbsearch.com or one of the AGB Search consultants listed below:

Frederick V. Moore, J.D./M.B.A
Senior Executive Search Consultant
fred.moore@agbsearch.com
(712) 299-2544

Jeanne F. Jacobs, Ph.D.
Executive Search Consultant
jeanne.jacobs@agbsearch.com
(937) 470-9068



WAUBONSEE

COMMUNITY COLLEGE

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Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545
(630) 552-7900

waubonsee.edu

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