

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

May 21, 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, May 21, 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, Maria Santillan, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Keith Bickley, Jonathon Cerqua, Marc Dale, Jr., Terence Felton, Dr. Marjorie Hildebrand, Katie Kripp, Dan Larsen, Todd Laufenberg, Dr. Aaron Lawler, Kevin Modaff, Michele Needham, Jon Nichols, J. C. Paez, Dr. Scott Peska, Jessica Price, Dr. Stacey Randall, Barbara Ruiz Smith, Patricia Saccone, Omar Salazar, Heather Weber, Stephanie Wennmacher, and Steve Zusman; featured student: Tyler Vercillo; and general counsel to the College: Kenneth Florey of Robbins Schwartz.

**II. Waubonsee Voices**

**A. Student Voices**

Dr. Toya Webb, Chief of Staff and Vice President of Strategy, introduced our featured Student Voices speaker, Tyler Vercillo. Tyler shared a moving story about his background, journey, and positive experiences as a Gustafson Scholar and Waubonsee Nursing student.

**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.

**b. Approval of Purchase of the Degree Audit System Implementation and Licensing**

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously approved the purchase of the Degree Audit System implementation and licensing from Ellucian Inc of Reston, VA, in the amount of \$700,000 for the coverage period of July 1, 2025 through August 31, 2030.

Terence Felton, Chief Information Officer, and Marc Dale, Jr., Director of Registration and Records and Registrar, commented on the Degree Audit System.

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

c. Approval of Award of "Bid Period 2" and the Purchase of Furniture for Phase 1 for the Dickson Center Community Board Room Renovation Project

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously approved the award of "Bid Period #2" from Pepper Construction Company of Barrington, IL, in the amount of \$1,780,149; and the purchase of furniture for Phase 1 from Interior for Business, Inc. of Batavia, IL, in the not to exceed amount of \$141,000; for the Dickson Center Community Board Room Renovation Project.

Dan Larsen, Executive Director of Campus Safety and Operations, introduced Dominick Demonica, Principal of Demonica Kemper Architects. Mr. Demonica shared a presentation that included timelines and renderings of the project.

d. Approval of Award of "Bid Period 2" for the Tennis and Pickleball Courts Complex Project

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously approved the award of "Bid Period #2" for the Tennis and Pickleball Courts Complex project from Pepper Construction Company of Barrington, IL, in the amount of \$3,547,459.

Mr. Demonica shared a presentation that included timelines and renderings of the project.

e. Technical Education Center Update

Mr. Demonica shared an update on the progress of the new Technical Education Center.

2. Chief of Staff and Vice President of Strategy

a. Approval of Purchase of a Lobbyist Consulting Services Agreement

The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the purchase of a lobbyist consulting services agreement for one year from McGuireWoods Consulting LLC of Chicago, IL, in the amount of \$90,000.

B. Board of Trustees Report

1. Illinois Community College Trustees Association Meetings/Lobby Day

Trustee Tina Willson reported on the ICCTA Meetings and Lobby Day held May 6-7, 2025 in Springfield, IL, that she attended with Dr. Brian Knetl and Dr. Toya Webb, and their meetings with several legislators. Dr. Knetl also highlighted the visits and their discussions.

C. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, addressed the collective efforts to create a space for all students.

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

#### **D. Student Trustee Report**

Maria Santillan reported on a couple recent events on campus, including the well-attended end-of-year carnival celebration that was hosted by the Campus Activities Board, and the Commencement Ceremonies.

#### **E. President's Report**

Dr. Knetl reflected on all the excitement from Commencement, and thanked staff for planning a wonderful celebration. He also commented on the upcoming Adult Education Recognition Ceremony, and highlighted all the students who competed, and placed, at the SkillsUSA Illinois 2025 State Championships and the annual Skyway STEM Poster Competition. Dr. Knetl announced that Guy Tiberio, Associate Professor of Automotive Technology, was awarded "Mitchell 1 Educator of the Year." In addition, there were several great opportunities where he met, listened to, and collaborated with students. 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**

Heather Weber, Assistant Professor of Art – topic: Signing the AAC&U Public Statement "A Call for Constructive Engagement." <https://www.aacu.org/newsroom/a-call-for-constructive-engagement>

### **V. Executive Session**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 7:54 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 9:10 p.m. Roll call found the following board members present: Rick Guzman, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Jonathon Cerqua, Terence Felton, Katie Kripp, Dan Larsen, Michele Needham, J. C. Paez, Dr. Stacey Randall, Barbara Ruiz Smith, Patricia Saccone, Omar Salazar, Stephanie Wennmacher; and general counsel to the College: Kenneth Florey of Robbins Schwartz.

## VII. 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. April 24, 2025 Board Seating Meeting Minutes
2. April 24, 2025 Board Reorganization Meeting Minutes
3. April 16, 2025 Board Meeting Minutes
4. April 16, 2025 Executive Session Meeting Minutes

### B. Personnel Reports

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

Adebisi, Ayotomiwa	Student Worker Peer Financial Educator	25 hrs./wk.	\$15.25/hr.
* Echegoyen Ancona, Gloria	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	\$16.00/hr.
Fabrizio, Erin	Counselor	25 hrs./wk.	\$40.00/hr.
Gutierrez, Diego	Student Worker Peer Finance Educator	25 hrs./wk.	\$15.25/hr.
Patrick, Cole	Student Worker Peer Finance Educator	25 hrs./wk.	\$15.25/hr.
Weber, Lauren	Fitness Associate	25 hrs./wk.	\$19.49/hr.

\* *Grant Funded*

#### 2. Full-Time Retirements

- a. Tracey Dosch, Professor of Biology, effective August 12, 2025. Ms. Dosch holds the academic rank of Professor. Pursuant to the collective bargaining agreement with the full-time faculty, Ms. Dosch will obtain the rank of Professor Emeritus upon retirement.
- b. Mark Gloudeman, Assistant Professor of Welding, effective May 31, 2025.
- c. Barbara Gore, Assistant Professor of Chemistry, effective May 31, 2025.

#### 3. Full-Time Resignations

- a. Anisa Landrum, Senior Student Technology Support Specialist, effective May 15, 2025.
- b. Stacy Wendt, Administrative Coordinator Employee Development, effective May 9, 2025.

#### 4. Full-Time Appointment Recommendations

- a. Aaron Stevens, Director of Emergency Management, at the rate of \$126,000/annually, effective June 2, 2025.
- b. Nathaniel Thompson, Instructor of Automotive Technology, effective August 15, 2025. The recommended placement on the salary schedule is Column I, Step 8. The 2024-2025 annual salary for this placement is \$75,970.
- c. Alicia Behan, Administrative Specialist Mathematics and Science, at the rate of \$23.99/hr., effective April 21, 2025.
- d. Fabiola Duensing, Administrative Specialist Business and Social Science, at the rate of \$23.99/hr., effective April 21, 2025.
- e. Yahayra Garcia, Upward Bound East Advisor, at the rate of \$26.67/hr., effective May 19, 2025 through August 31, 2025. Ms. Garcia will resign from her position of Admissions Advisor to accept this position. This position is grant funded. This appointment is contingent upon continuous and sufficient grant funding.
- f. Jessica Gofforth, Compensation and Workforce Planning Manager, at the rate of \$99,200/annually, effective April 21, 2025.
- g. Carolina Gutierrez, Community Engagement Outreach Coordinator, at the rate of \$32.00/hr., effective June 4, 2025. Ms. Gutierrez will resign from her current position of Student Conduct and Education Coordinator to accept this position.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 7**

010100	Education Fund	\$1,923,787.74
020100	Operations and Maintenance Fund	143,939.21
050620	Bookstore	31,000.59
062101	Adult Education-State Basic	11,441.07
062102	Adult Education-Performance	4,934.40
062118	Innovative Bridge Transitions	958.00
062122	Non-Credit Workforce	225.00
062123	PATH Grant	1,397.76
062609	Nursing Educator Fellow	9,857.00
063101	Adult Education-Federal Basic	3,533.30
063102	Adult Education-EL/Civics	7,529.50
063107	Perkins Postsecondary	6,469.40
063132	Federal Work Study	6,079.45
063169	TRIO/Student Support Services	13,482.60
063171	TRIO/Upward Bound East	4,611.83
063172	TRIO/Upward Bound West	8,529.59
063185	IELCE Supplemental	160.00
063202	Waubonsee Works	9,581.40
063938	NIU Noyce Science	375.00
063944	SBDC	7,585.57
120100	Liability/Protection and Settlement	<u>61,868.80</u>
Final Total:		<u>\$2,257,347.21</u>

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

2. Payroll Report for Pay Number 8

010100	Education Fund	\$1,883,715.91
020100	Operations and Maintenance Fund	136,096.68
050620	Bookstore	29,538.72
062101	Adult Education-State Basic	10,794.67
062102	Adult Education-Performance	4,523.20
062118	Innovative Bridge Transitions	708.00
062123	PATH Grant	1,281.28
063101	Adult Education-Federal Basic	3,046.73
063102	Adult Education-EL/Civics	7,841.50
063107	Perkins Postsecondary	7,269.42
063132	Federal Work Study	5,402.76
063169	TRIO/Student Support Services	12,240.43
063171	TRIO/Upward Bound East	4,112.73
063172	TRIO/Upward Bound West	6,942.80
063185	IELCE Supplemental	1,360.00
063202	Waubonsee Works	9,394.44
063944	SBDC	7,473.50
120100	Liability/Protection and Settlement	<u>56,358.57</u>
	Final Total:	<u>\$2,188,101.34</u>

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

3. Accounts Payable for the Period Ending April 30, 2025 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	\$ 902,989.70
010109	Budget Stabilization Fund	467.50
010900	Payroll Clearing Fund	77,935.09
020100	Operations and Maintenance Fund	459,773.68
020207	Top Dressing for Three (3) Athletics Fields	10,000.00
030100	Operations / Maintenance Restricted	3,375.00
030201	TEC-Technical Education Center	3,616,505.19
030211	All Campus Fire Alarm Upgrades	23,625.00
050503	Auto Resale	9,477.94
050620	Bookstore	89,166.42
050810	Internal Medical Insurance	866,474.44
050811	Retiree Medical Insurance	8,002.46
062101	Adult Education-State Basic	286.39
062102	Adult Education-Performance	450.80
062123	PATH Grant	108.94
062127	Digital Instruction for AdEd	2,933.00
062128	Non-Credit Workforce	675.00
063101	Adult Education-Federal Basic	308.75
063107	Perkins Postsecondary	45,557.89
063169	TRIO/Student Support Services	2,223.59
063171	TRIO/Upward Bound East	1,358.03
063172	TRIO/Upward Bound West	1,523.86
063185	IELCE Supplemental	26,217.00
063202	Waubonsee Works	1,284.33
063938	NIU Noyce Science	207.25
063943	Advanced Technological Ed	1,889.96
063944	SBDC	3,934.43
063945	City of Aurora-Quality of Life	6,000.00
100300	Trust and Agency	58,321.61
120100	Liability/Protection and Settlement	<u>12,741.21</u>
Final Total:		<u>\$6,233,814.46</u>



## VII. Approval of Consent Agenda (continued)

### 4. Bids/Purchases:

- a. Purchase of Automotive Technology Tools for the Technical Education Center  
Purchase of Automotive Technology tools for the Technical Education Center from the lowest, most responsive, bidders, Rubber Inc. of Chicago, IL, Napa Auto Parts of Elburn, IL, and Topline Tool Warehouse, Inc. of Farmingdale, NY, in the amount of \$130,834 (\$63,284, \$12,275, and \$55,275 respectively).
- b. Purchase of a New Hydraulic Wrap-Around Bender for the Technical Education Center  
Purchase of a new hydraulic wrap-around bender for the Technical Education Center from Triangle Engineering of Hanover, MA, in the amount of \$29,800.
- c. Purchase of an Automated Paint Mixing System for the Technical Education Center  
Purchase of an automated paint mixing system for the Technical Education Center from PPG Industries, Inc. of Naperville, IL, in the amount of \$55,050.
- d. Purchase of New Welders for the Technical Education Center  
Purchase of new welders for the Technical Education Center from Weldstar Company of Aurora, IL, the lowest, most responsive bidder, in the amount of \$572,956.
- e. Purchase of Pico Scopes for the Technical Education Center  
Purchase of pico scopes for the Technical Education Center from Automotive Electronics Services, Inc. of Fresno, CA, in the amount of \$32,256.
- f. Purchase of Reconditioned Transmissions, Engines, and Differentials Training Aids for the Technical Education Center  
Purchase of reconditioned transmissions, engines, and differentials training aids for the Technical Education Center from Powertrain Products, Inc. of Stevensville, MD, in the amount of \$169,140. This purchase is partially grant funded.
- g. Replacement for Reconditioned Hospital Beds for the Certified Nursing Assistants Program  
Replacement for reconditioned hospital beds for the Certified Nursing Assistants program from Express Hospital Beds of Lehi, UT, in the amount of \$26,545. This purchase is grant funded.
- h. Replacement of Vestibule Tiles  
Replacement of the vestibule tiles from Core Construction, Inc. of Frisco, TX, in the not to exceed amount of \$172,700.
- i. Renewal of Agreement to Purchase Newly Released Print Books, Updated Volumes, and e-Books for the College Library  
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 the not to exceed amount of \$80,000 for the coverage period of July 1, 2025 through June 30, 2026.
- j. Renewal of the EBSCO Discovery Service  
Renewal of the EBSCO Discovery Service from EBSCO Industries, Inc. of Cary, IL, in the amount of \$27,343 for the coverage period of July 1, 2025 through June 30, 2026.

## **VII. Approval of Consent Agenda (continued)**

- k. 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 \$60,000 for the coverage period of July 1, 2025 through June 30, 2026.
- l. Renewal of the Library Academic Database Subscription  
Renewal of the library academic database subscription from Consortium of Academic and Research Libraries in Illinois, University of Illinois of Urbana, IL, in the amount of \$130,000 for the coverage period of July 1, 2025 through June 30, 2026.
- m. 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 \$45,700 for the coverage period of July 1, 2025 through June 30, 2026.
- n. Five-Year Renewal of the Absolute Data and Device Security Software, Maintenance, and Support Subscription  
Five-year renewal of the Absolute Data and Device Security software, maintenance, and support subscription from Softchoice Corporation of Chicago, IL, in the amount of \$178,581 for the coverage period of June 20, 2025 through April 25, 2030.
- o. Three-Year Renewal of the Canvas Learning Management System  
Three-year renewal of the Canvas Learning Management System from Instructure Inc. of Salt Lake City, UT, in the amount of \$650,000 for the coverage period of June 30, 2025 through June 29, 2028.
- p. Three-Year Renewal of the Broadbean Job Distribution Tool Subscription  
Three-year renewal of the Broadbean job distribution tool subscription from Broadbean, Inc. of Newport Beach, CA, in the amount of \$25,800 for the coverage period of June 24, 2025 through June 23, 2028.
- q. Renewal of the Association of College and University Educators Effective Teaching Practices: Comprehensive Courses for Certification Subscription  
Renewal of the Association of College and University Educators Effective Teaching Practices: Comprehensive Courses for Certification subscription from Association of College and University Educators of New York, NY, in the amount of \$34,425 for the coverage period of August 4, 2025 through August 3, 2026.
- r. Renewal of the DUO Multi-Factor Authentication Solution  
Renewal of the DUO Multi-Factor Authentication Solution from DUO Security of Ann Arbor, MI, in the amount of \$48,375 for the coverage period of May 15, 2025 through May 14, 2026.
- s. Renewal of the OpenText Account Manager Premium Support Agreement  
Renewal of the OpenText account manager premium support agreement from Micro Focus Software, Inc. of Provo, UT, in the amount of \$50,000 for the coverage period of July 1, 2025 through June 30, 2026.

## **VII. Approval of Consent Agenda (continued)**

- t. Renewal of the OpenText Software Products  
Renewal of the OpenText software products from Micro Focus Software, Inc. of Provo, UT, in the amount of \$99,428 for the coverage period of July 1, 2025 through June 30, 2026.
- u. Renewal of the Linux and Micro Focus Professional Consulting Services  
Renewal of the Linux and Micro Focus professional consulting services from The Written Word of Roselle, IL, in the amount of \$177,600 for the coverage period of July 1, 2025 through June 30, 2026.
- v. Renewal of Tutor.com Online Tutoring Service  
Renewal of Tutor.com online tutoring service from The Princeton Review, Inc. of New York, NY, in the amount of \$28,000 for the coverage period of August 1, 2025 through July 31, 2026.
- w. Replacement of Computers for the Computer Aided Design and Engineering Programs  
Replacement of computers for the Computer Aided Design and Engineering programs from CDW Government LLC of Vernon Hills, IL, in the not to exceed amount of \$125,000 for the coverage period of May 23, 2025 through May 22, 2030.
- x. Purchase of Mythics Oracle Patching Support  
Purchase of the Mythics Oracle Patching support from Mythics Inc. of Virginia Beach, VA, in the amount of \$80,390 for the coverage period of July 1, 2025 through June 30, 2026.
- y. Purchase of Salesforce Integration Consulting for Workforce Development  
Purchase of Salesforce integration consulting for Workforce Development from Servio Consulting, LLC of Frankfort, IL, in the not to exceed amount of \$50,000. This purchase is grant funded.

## **VIII. Consent Agenda Items Removed for Individual Consideration**

No Consent Agenda Items were removed for individual consideration.

## **IX. Personnel Reports**

### **A. Full-Time Administrative Appointment Recommendation**

#### **1. Vice President of Finance and Administration**

The board, on a motion by Mr. Jaquez and seconded by Mr. Thomas, unanimously approved the full-time administrative appointment of John Bryant, Vice President of Finance and Administration, at the rate of \$203,000/annually, effective June 2, 2025.

## **X. Policy Reports**

### **A. Board Policy Committee Update**

Dr. Knetl commented that the committee reviewed a schedule and process for updating the current Board Policy Manual, and discussed plans for approving new or revised policies, as needed. It is anticipated that a new anti-hazing policy, as required by Illinois law, will be shared with the board for adoption at the June 18, 2025 meeting.

**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 April 2025

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

B. Budget Summary Ending April 2025

Comparison of budget to actual for the ten months ending April 30, 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 on the proposed changes to the Federal Pell Grant program, cuts to the TRIO and Adult Education grants, and the potential impact to our students and the college. Staff and our legal counsel continue to actively monitor and track new developments and share updates.

**XV. Adjournment**

The board, on a motion by Mr. Kelsey and seconded by Mr. Jaquez, unanimously voted to adjourn the meeting at 9:27 p.m.



Greg Thomas  
~~2025-06-19 02:10 UTC~~  
Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees