

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

June 18, 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 6:03 p.m. on Wednesday, June 18, 2025, at the Aurora Downtown Campus, 18 S. River Street, Room 160C, Aurora, IL.

Roll call found the following board members present: Rick Guzman, Daniel Jaquez, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; board member absent: Patrick Kelsey; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Dr. Nancy Christensen, Terence Felton, Dr. Marjorie Hildebrand, Katie Kripp, Dan Larsen, Erik Leal, Michele Needham, Jon Nichols, J. C. Paez, Jessica Price, Dr. Stacey Randall, Marlene Russell, Patricia Saccone, Omar Salazar, Dr. Sheela Vemu, and Stephanie Wennmacher; featured student: Jonah Wade; and general counsel to the College: Kevin Noll of Robbins Schwartz.

**II. Waubonsee Voices**

A. Student Voices

Jon Nichols, Assistant Professor of English, was proud to introduce our featured Student Voices speaker, Jonah Wade. Jonah shared a moving story about his background, journey, and positive experiences as a Waubonsee student who will be studying social work.

**III. Institutional Reports and Presentations**

A. Vice Presidents' Reports

1. Vice President of Finance and Administration

a. Executive Summary of Financial Reports

John Bryant provided an executive summary and highlights of the financial reports.

i. Approval of Five-Year Purchase Contract of Three New Ellucian Systems: Ethos, Experience, and Intelligent Processes

The board, on a motion by Ms. Willson and seconded by Mr. Jaquez, unanimously approved the five-year purchase contract of three new Ellucian systems: Ethos, Experience, and Intelligent Processes from Ellucian Company LP of Reston, VA, in the amount of \$583,288 for the coverage period of July 1, 2025 through August 31, 2030.

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

#### ii. Approval of Five-Year Renewal of the Banner Enterprise Resource Planning System

The board, on a motion by Mr. Guzman and seconded by Ms. Ries, unanimously approved the five-year renewal of the Banner Enterprise Resource Planning system from Ellucian Company LP of Reston, Virginia, in the amount of \$2,804,466 for the coverage period of September 1, 2025 through August 31, 2030.

#### iii. Approval of Three-Year Renewal of the Civitas Learning Tools Software

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously approved the three-year renewal of the Civitas Learning Tools software from Civitas Learning of Austin, TX, in the amount of \$810,000 for the coverage period of July 15, 2025 through July 14, 2028.

#### b. Update on Federal Budget and Impact

Dr. Brian Knetl commented on potential changes/updates with the recent federal budget bill, and the uncertainty of funding for some grant programs. Staff and our legal counsel continue to actively monitor, track new developments, and share updates when available.

### 2. Interim Provost

#### a. National Science Foundation (NSF) Advanced Technological Education (ATE) Water/Wastewater Program Report

Dr. Sheela Vemu, Associate Professor of Biology, and Dr. Nancy Christensen, Associate Professor of Chemistry, shared a presentation regarding Waubonsee's new Water and Wastewater Technology One-Year Certificate Program that will be launched in the fall 2025 semester. This program is funded by a grant from the National Science Foundation Advanced Technological Education Program.

### B. Board of Trustees Report

#### 1. Waubonsee Foundation Quarterly Board Meeting Report

Trustee Stacey Ries, in her role as the Waubonsee Board of Trustees Liaison for the Foundation Board of Directors, reported on the Foundation Quarterly Board Meeting held on June 3, 2025, that also included a presentation by Dr. Knetl.

### C. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, addressed the Board regarding the Promise of RISE 2030.

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

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

Maria Santillan provided a brief update regarding the PRIDE Club's recent participation at a local event, and her plans to share a presentation at the July board meeting, with a focus on the TRIO program at Waubonsee.

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

Dr. Knetl reflected on Jonah Wade's inspiring story and all the great work that faculty and staff do to support our students, then recognized the three recipients of this year's Support Staff Awards for Excellence. Dr. Knetl was happy to announce that summer 2025 enrollment was up, and that the Waubonsee Foundation Trail Run was a big success. He also commented on some of the current topics impacting higher education that were discussed at an Illinois Council of Community College Presidents meeting. 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 Ms. Ries, unanimously voted to adjourn to executive session at 7:23 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 9:07 p.m. Roll call found the following board members present: Rick Guzman, Daniel Jaquez, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; board member absent: Patrick Kelsey; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Terence Felton, Katie Kripp, Dan Larsen, Michele Needham, J. C. Paez, Dr. Stacey Randall, Patricia Saccone, Omar Salazar, and Stephanie Wennmacher; and general counsel to the College: Kevin Noll of Robbins Schwartz.

### **VII. Approval of Consent Agenda**

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

#### **A. Meeting Minutes**

1. May 21, 2025 Board Meeting Minutes
2. May 21, 2025 Executive Session Meeting Minutes

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

**B. Personnel Reports**

1. Part-Time and Temporary Appointments

Ademola, Jemimah	Student Worker Peer Finance Educator	25 hrs./wk.	\$15.25/hr.
* Augustin, Natacha	Upward Bound Summer Instructor	25 hrs./wk.	\$37.50/hr.
Brummel, Dilyn	Campus Safety Officer	25 hrs./wk.	\$22.82/hr.
* Centeno Moreno, Ivonne	Adult Education Administrative Assistant	25 hrs./wk.	\$18.95/hr.
Kripp, Katie	Director of Human Resources		\$1,800 Monthly Stipend
* Pietrus, Cyndee	Upward Bound Summer Instructor	25 hrs./wk.	\$37.50/hr.
Pritchard, James	Campus Safety Officer	25 hrs./wk.	\$22.82/hr.
* Salgado, Chris	Upward Bound Summer Instructor	25 hrs./wk.	\$37.50/hr.
Tapia, Alex	Campus Safety Officer	25 hrs./wk.	\$22.82/hr.
Teske, Zach	Assistant Baseball Coach		\$7,874 Stipend
* <i>Grant Funded</i>			

2. Full-Time Resignations

- a. Sara Levi, Counselor, effective July 7, 2025.
- b. Rachel Diaz, Assessment Assistant, effective June 13, 2025.
- c. Jasmine Sims, Senior Access Center Specialist, effective June 5, 2025.
- d. Stephanie Valerio, High School Transition Advisor, effective May 30, 2025.

3. Full-Time Appointment Recommendations

- a. Dr. Rosianna Gray, Dean for Teaching and Learning, at the rate of \$135,000/annually, effective July 7, 2025.
- b. Anna Halvax, Senior Academic and Career Advisor, at the rate of \$28.00/hr., effective June 19, 2025. Ms. Halvax will resign from her current position of Academic and Career Advisor to accept this position.
- c. Karen Marker, Development and Alumni Relations Coordinator, at the rate of \$37.42/hr., effective June 19, 2025. Ms. Marker will resign from her current position of Senior Administrative Coordinator Development to accept this position.
- d. Jenissa Nino, Senior Diversity, Equity and Inclusion Coordinator, at the rate of \$67,000/annually, effective June 2, 2025. Ms. Nino resigned from her current position of Latinx Engagement Coordinator to accept this position.

4. Full-Time Grant-Funded Support Staff Reappointments

Full-time grant-funded support staff reappointments effective July 1, 2025 through December 31, 2025, as presented. These reappointments are contingent upon continuous and sufficient grant funding.

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

5. Administrative and Support Staff Salary Ranges Recommendations and Other Rates of Pay for FY2026

Administrative and support staff salary ranges recommendations and other rates of pay for FY2026, effective July 1, 2025, as presented.

6. Administrative and Support Staff Compensation Recommendations for FY2026

Administrative and support staff compensation recommendations for FY2026, effective July 1, 2025, as presented.

7. Support Staff Reclassifications and Compensation Recommendations

Support staff reclassifications and compensation recommendations effective July 1, 2025, as presented.

8. Administrative and Support Staff Transfers and Reassignments

Administrative and support staff transfers and reassignments, as presented.

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 9**

010100	Education Fund	\$1,878,513.62
020100	Operations and Maintenance Fund	131,899.77
050620	Bookstore	27,359.07
062101	Adult Education-State Basic	9,680.27
062102	Adult Education-Performance	4,112.00
062118	Innovative Bridge Transitions	708.00
062123	PATH Grant	1,164.80
063101	Adult Education-Federal Basic	2,435.33
063102	Adult Education-EL/Civics	7,685.50
063107	Perkins Postsecondary	5,979.67
063132	Federal Work Study	4,380.01
063169	TRIO/Student Support Services	11,901.71
063171	TRIO/Upward Bound East	3,996.00
063172	TRIO/Upward Bound West	7,088.14
063202	Waubonsee Works	11,735.48
063944	SBDC	7,376.05
120100	Liability/Protection and Settlement	<u>58,575.08</u>
	Final Total:	<u>\$2,174,590.50</u>

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

2. Payroll Report for Pay Number 10

010100	Education Fund	\$1,973,413.02
020100	Operations and Maintenance Fund	132,694.80
050620	Bookstore	29,611.75
062101	Adult Education-State Basic	9,836.27
062102	Adult Education-Performance	4,112.00
062118	Innovative Bridge Transitions	708.00
062123	PATH Grant	1,164.80
063101	Adult Education-Federal Basic	2,383.94
063102	Adult Education-EL/Civics	7,685.50
063107	Perkins Postsecondary	6,771.73
063132	Federal Work Study	3,852.88
063169	TRIO/Student Support Services	12,306.91
063171	TRIO/Upward Bound East	4,021.88
063172	TRIO/Upward Bound West	7,143.32
063202	Waubonsee Works	10,239.48
063944	SBDC	7,419.91
100300	Trust and Agency	400.00
120100	Liability/Protection and Settlement	<u>64,618.32</u>
	Final Total:	<u>\$2,278,384.51</u>

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

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

010100	Education Fund	\$ 1,904,500.88
010105	Strategic Plan Implementation	156,539.68
010900	Payroll Clearing Fund	103,505.79
020100	Operations and Maintenance Fund	329,531.41
020205	Feb 2024 Tornado Damage Restoration	1,199.90
030100	Operations/Maintenance Restricted	10,456.00
030201	TEC-Technical Education Center	6,648,885.23
030206	Concrete Asphalt Replacement	14,707.19
030208	Boiler Replacement - Aurora Fox Valley	2,850.00
030211	All Campus Fire Alarm Upgrades	3,600.00
050503	Auto Resale	11,214.46
050620	Bookstore	58,909.05
050810	Internal Medical Insurance	794,751.91
050811	Retiree Medical Insurance	8,877.79
062101	Adult Education-State Basic	832.50
062102	Adult Education-Performance	1,618.70
062118	Innovative Bridge Transitions	1,261.26
062122	Non-Credit Workforce	2,500.00
062123	PATH Grant	182.05
062125	Rev Electric Vehicle Tech	7,661.60
062127	Digital Instruction for Ad Ed	35,300.82
062128	Non-Credit Workforce	1,125.00
063107	Perkins Postsecondary	2,742.58
063169	TRIO/Student Support Services	560.74
063170	Increasing Retention and Completion	10,000.00
063171	TRIO/Upward Bound East	9,645.95
063172	TRIO/Upward Bound West	12,513.14
063202	Waubonsee Works	300.00
063938	NIU Noyce Science	393.51
063943	Advanced Technological Ed	11,990.54
063944	SBDC	3,905.00
063945	City of Aurora-Quality of Life	365.00
064114	SBDC Other Sources	1,309.88
064127	NSF ATE Indirect	40.00
100300	Trust and Agency	27,799.64
120100	Liability/Protection and Settlement	<u>35,946.26</u>
	Final Total:	<u>\$10,217,523.46</u>



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

4. Bids/Purchases:

- a. Replacement of the Public Official Surety Bond for the College Treasurer  
Replacement of the Public Official Surety Bond for the College Treasurer in the amount of \$56,902 for the coverage period of June 1, 2025 through June 1, 2026.
- b. Renewal of Contracts for Temporary Staffing Services (FY2026)  
Renewal of the contracts for temporary staffing services in an amount not to exceed \$700,000 for the period of July 1, 2025 through June 30, 2026.
- c. Purchase of the Remaining Furniture for the Dickson Center Community Board Room Renovation Project  
Purchase of the remaining furniture for the Dickson Community Board Room Renovation Project from Interior for Business, Inc. of Batavia, IL, and Krueger International of Green Bay, WI, in the amount of \$91,209.11 (\$58,829.51 and \$32,379.60 respectively).
- d. Purchase of Welding Equipment for the Technical Education Center  
Purchase of welding equipment for the Technical Education Center from Airgas, Inc. of Aurora, IL, and Weldingmart, Inc. of Kaukauna, WI, the lowest, most responsive, bidders, in the amount of \$109,920.41 (\$30,192.10, and \$79,728.31 respectively).
- e. Purchase of Matco Tools for the Technical Education Center  
Purchase of Matco tools for the Technical Education Center from Matco Tools, Inc. of Westerville, OH, in the amount of \$102,002.
- f. Purchase of a Plasma Cutting Machine for the Technical Education Center  
Purchase of a plasma cutting machine for the Technical Education Center from Lincoln Electric Company of Reno, NV, in the amount of \$36,298.
- g. Purchase of a Anatomage Virtual Cadaver Convertible Table  
Purchase of a Anatomage virtual cadaver convertible table from Anatomage, Inc. of Santa Clara, CA, in the amount of \$119,790.
- h. Purchase of Pitch Clocks for the Athletics Department  
Purchase of pitch clocks for the Athletics Department from Correct Digital Displays, Inc. of Sandwich, IL, in the amount of \$29,284.91.
- i. Replacement of a Piano for the Music Department  
Replacement of a piano for the Music Department from Cordogan's Pianoland of Geneva, IL, in the amount of \$34,440.
- j. Replacement for Repair to Boilers 3 and 4  
Replacement for repairs to boilers 3 and 4 from Air Comfort, Inc. of Broadview, IL, in the amount of \$123,796.
- k. Renewal of a One-Year Extension of the Electrical Services and Maintenance Agreement  
Renewal of a one-year extension of the electrical services and maintenance agreement from Volt Electric, Inc. of Big Rock, IL, in the not to exceed amount of \$127,000 for the coverage period of July 1, 2025 through June 30, 2026.

## VII. Approval of Consent Agenda (continued)

- l. Renewal of a One-Year Extension of the Plumbing Repairs and Maintenance Services Agreement  
Renewal of a one-year extension of the plumbing repair and maintenance services agreement from Key Construction Group of Newark, IL, in the not to exceed amount of \$54,000 for the coverage period of July 1, 2025 through June 30, 2026.
- m. Renewal of Year Four of the Building Automation Systems Support and Maintenance Services Agreement  
Renewal of year four of the building automation systems support and maintenance services agreement from Interactive Building Solutions, Inc. of Joliet, IL, in the amount of \$54,080 for the coverage period of July 1, 2025 through June 30, 2026.
- n. Three-Year Renewal of the Questica Budgeting Software Subscription  
Three-year renewal of the Questica budgeting software subscription from Euna Solutions of Chicago, IL, in the amount of \$215,380 for the coverage period of August 4, 2025 through August 3, 2028.
- o. Two-Year Renewal of Hudl Sports Streaming and Statistics Service Agreement  
Two-year renewal of Hudl sports streaming and statistics service agreement from Agile Sports Technologies, Inc. (d/b/a Hudl) of Lincoln, NE, in the amount of \$27,200 for the coverage period of August 1, 2025 through July 31, 2027.
- p. Renewal of the Microsoft Enrollment for Education Solutions Software  
Renewal of the Microsoft Enrollment for Education Solutions software from CDW Government LLC of Vernon Hills, IL, in the amount of \$194,235 for the coverage period of September 1, 2025 through August 31, 2026.
- q. Renewal of the Oracle Software Maintenance and Support Agreement  
Renewal of the Oracle software maintenance and support agreement from Mythics Inc. of Virginia Beach, VA, in the amount of \$61,182 for the coverage period of July 1, 2025 through June 30, 2026.
- r. Renewal of the Catalogic DPX Backup Software License Support Agreement  
Renewal of the Catalogic DPX backup software license support agreement from Catalogic Software Inc. of Paramus, NJ, in the amount of \$50,585 for the coverage period of August 31, 2025 through August 30, 2026.
- s. Renewal of the Telephone Network Temporary Technical Support and Consultation  
Renewal of the telephone network temporary technical support and consultation from Steve Zahn of Saint Charles, IL, in the amount \$50,000 for the coverage period of July 1, 2025 through December 31, 2025.
- t. Renewal of the Xerox iMonitor Monitoring and Network Operations Center Software  
Renewal of the Xerox iMonitor monitoring and Network Operations Center software from Xerox of Oak Brook, IL, in the amount of \$60,018 for the coverage period of September 1, 2025 through August 31, 2026.

### D. Other Reports

#### 1. FY2026 Compliance Officials

Appointment of the compliance officials for FY2026, as presented.

## **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. Provost and Vice President of Teaching, Learning, and Student Success**

The board, on a motion by Mr. Jaquez and seconded by Ms. Ries, unanimously approved the full-time administrative appointment of Dr. Kimberly Chavis, Provost and Vice President of Teaching, Learning, and Student Success, at the rate of \$219,500/annually, effective July 1, 2025.

## **X. Policy Reports**

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

Dr. Knetl and Trustee Tina Willson, Policy Committee Chair, commented on a new anti-hazing policy that the committee reviewed at the Board Policy Committee meeting held on May 24, 2025. As required by federal law, this policy is on the agenda for adoption by the board.

#### **1. Adoption of New Board Policy 3.180.01 – Anti-Hazing**

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously approved the adoption of new Board Policy 3.180.01 – Anti-Hazing, as presented.

## **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 May 2025**

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

### **B. Budget Summary Ending May 2025**

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

#### **XIV. Other Reports**

##### **A. Future Board of Trustees Meetings**

The Community Board Room is currently under construction, and the renovations are expected to be completed in September 2025. At this time, we anticipate being back in the new board room space in October 2025. Until then, Dr. Knetl commented that the next few Board of Trustees meetings will be held instead in other buildings at the Sugar Grove or extension campuses.

Dr. Knetl also mentioned his plans to schedule a Board Retreat in late summer/early fall in an effort to provide more comprehensive updates on various (tentative) topics, such as RISE 2030, master planning, and/or a board self-evaluation.

Prior to adjournment, the Board of Trustees shared comments and well wishes to Michele Needham, Executive Director of Human Resources, on her upcoming retirement.

#### **XV. Adjournment**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn the meeting at 9:26 p.m.



Greg Thomas  
2025-07-17 02:13 UTC  
\_\_\_\_\_  
Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees