

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

August 20, 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 6:02 p.m. on Wednesday, August 20, 2025, in Akerlow Hall, Room 242, 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. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Sol Briceno Santos, Audrey Farrell, Jamie Feiza, Terence Felton, Dr. Lisa Fozio-Thielk, Sharon Garcia, Rebecca Goode, Justin Hoshaw, Katie Kripp, Kevin Modaff, Julie Olczyk, J. C. Paez, Jessica Price, Patricia Saccone, Omar Salazar, Renee Skrabacz, Dr. Tamekia Smith, Ne'Keisha Stepney, and Stephanie Wennmacher; featured guest: Sean Nadeau; and general counsel to the College: Kevin Noll of Robbins Schwartz.

II. Waubonsee Voices

A. Alum Reflection

Dr. Melinda Tejada, Vice President of Community Engagement and Executive Director of the Foundation, introduced our featured alum, Sean Nadeau, Senior District Executive, Three Fires Council, Scouting America. Mr. Nadeau is one of four brothers in his family, three of which attended Waubonsee. He shared a moving story about his positive experiences as a Waubonsee student, his involvement with the Boy Scouts of America, and his many successes over the years supporting the community.

B. Recognition of Award Recipients

1. 2025 Support Staff Awards for Excellence

Julie Olczyk, Employee Relations Manager, recognized the 2025 Support Staff Award for Excellence recipients: Service and Quality award - Sol Briceno Santos, Administrative Coordinator Health Professions and Public Service; Innovation and Creativity award - Rebecca Goode, Library Services Coordinator; and Diversity and Inclusion award - Jamie Feiza, Marketing and Communications Coordinator.

2. 2025 Outstanding Full-Time Faculty Member Award

Dr. Kimberly Chavis, Provost and Vice President of Teaching, Learning, and Student Success, recognized the 2025 Outstanding Full-Time Faculty Member Award recipient: Dr. Lisa Fozio-Thielk, Professor of Psychology.

II. Waubonsee Voices (continued)

3. 2025 Outstanding Adjunct Faculty Member Award

Dr. Chavis recognized the 2025 Outstanding Adjunct Faculty Member Award recipient: Audrey Farrell, Adjunct Instructor of Personal Wellness and Yoga.

4. 2025 Dr. Christine J. Sobek Outstanding Administrator Award

Dr. Brian Knetl recognized the 2025 Dr. Christine J. Sobek Outstanding Administrator Award recipient: Sharon Garcia, Assistant Provost of Teaching and Learning.

C. Introduction of New Administrator

Dr. Chavis introduced our new administrator, Renee Skrabacz, Dean for Industry and Technology.

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 Purchase for the College-Wide Implementation of Salesforce Customer Relationship Management Software

The board, on a motion by Mr. Thomas and seconded by Ms. Ries, unanimously approved the purchase for the college-wide implementation of Salesforce Customer Relationship Management software from Servio Consulting, LLC of Frankfort, IL, in the amount of \$225,000 for the coverage period of October 1, 2025 through July 1, 2028.

B. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, addressed the Board regarding the faculty's continued focus and commitment to providing an exceptional learning experience to our students.

C. Student Trustee Report

Maria Santillan was happy to report on several successful and well-attended Student Life events that welcomed students as they began their fall semester. She proudly mentioned that a highlight for her, and for many other students, was seeing Dr. Knetl walking around campus, engaging with everyone. Ms. Santillan was also excited to share that Dr. Toya Webb, Chief of Staff and Vice President of Strategy, will mentor her as she will be co-leading a new RISE Student Advisory Group.

III. Institutional Reports and Presentations (continued)

D. President's Report

Dr. Knetl highlighted the excitement that the start of a semester always brings, including many activities planned to engage and support our students, as well as the official kickoff, his All-College Address, where he shared updates and publicly announced that Waubonsee is now part of the Aspen Institute's Unlocking Opportunity program. Dr. Knetl provided a brief update on a Board Retreat, scheduled for September 12, 2025, that will include the FY2026 college budget approval, an update on RISE 2030, along with other presentations, followed by the Technical Education Center's Ribbon Cutting event. The September 17, 2025 Board Meeting will be dedicated to a tour of other buildings on the Sugar Grove Campus for additional discussions on spaces, recommendations for renovation work, etc. 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. Guzman, unanimously voted to adjourn to executive session at 7:03 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 8:16 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. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Terence Felton, Sharon Garcia, Katie Kripp, Dan Larsen, J. C. Paez, Omar Salazar, Ne'Keisha Stepney, 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, and Financial Reports.

VII. Approval of Consent Agenda (continued)

A. Meeting Minutes

1. July 16, 2025 Board Meeting Minutes
2. July 16, 2025 Executive Session Meeting Minutes
3. Semi-Annual Review of Executive Session Meeting Minutes

Approved the opening of the executive session meeting minutes through June 30, 2025, with the exception of sections regarding personnel items, litigation, potential litigation, collective negotiating matters, and safety and security procedures, as presented.

B. Personnel Reports

1. Part-Time and Temporary Appointments

Clanton, Jessica	Librarian	25 hrs./wk.	\$30.50/hr.
DeChaud, Sophia	Campus Safety and Projects Administrative Assistant	25 hrs./wk.	\$21.25/hr.
Durham, Thomas	Campus Police Officer	25 hrs./wk.	\$41.60/hr.
* Gates, Silas	Federal Work Study	25 hrs./wk.	\$15.55/hr.
Placido, Abbigail	Assistant Cross Country Coach		\$3,510 Stipend
Teske, Zach	Assistant Baseball Coach		\$8,189 Stipend
Marzano, William Dr.	Interim Assistant Dean		\$3,675 Monthly Stipend

* *Grant Funded*

2. Full-Time Resignations

- a. John Metych III, Assistant Dean for Arts and Humanities, effective August 20, 2025, including a Separation Agreement and Release.
- b. Naren Bhatt, Senior Data Center Manager, effective September 5, 2025.
- c. Ethan Pike, Facilities Operations Specialist, effective July 10, 2025

3. Full-Time Termination

- a. Dianne Buettner, Administrative Specialist Finance, effective August 20, 2025.

VII. Approval of Consent Agenda (continued)

4. Full-Time Appointment Recommendations

- a. Colleen Budziak, Instructor of Chemistry, effective August 11, 2025. The recommended placement on the salary schedule is Column II, Step 16. The 2024-2025 annual salary for this placement is \$91,681.
- b. Emanuel Chavez, Instructor of Welding Technology, effective August 25, 2025. The recommended placement on the salary schedule is Column I, Step 10. The 2024-2025 annual salary for this placement is \$79,039.
- c. Dennis Hood, Instructor of Welding Technology, effective August 11, 2025. The recommended placement on the salary schedule is Column I, Step 9. The 2024-2025 annual salary for this placement is \$77,489.
- d. M'Kaila Clark, Instructor of Health Information Technology, effective August 11, 2025. The recommended placement on the salary schedule is Column II, Step 3. The 2024-2025 annual salary for this placement is \$70,872.
- e. Amber Keare, Instructor of Heating, Ventilation and Air Conditioning, effective August 11, 2025. The recommended placement on the salary schedule is Column I, Step 7. The 2024-2025 annual salary for this placement is \$74,480.
- f. Beatrix Keneseine Pollak, Instructor of Biology, effective August 11, 2025. The recommended placement on the salary schedule is Column II, Step 1. The 2024-2025 annual salary for this placement is \$68,120.
- g. Allison Durand, Student Conduct and Education Coordinator, at the rate of \$27.50/hr., effective August 4, 2025.
- h. Joy Jurkovic, Student Technology Services Coordinator, at the rate of \$30.26/hr., effective August 4, 2025. Ms. Jurkovic resigned from her current position of part-time Access Center Technology Specialist to accept this position.
- i. Daisy Sanchez, Admissions Advisor, at the rate of \$25.96/hr., effective August 19, 2025. Ms. Sanchez will resign from her current position of High School Transition Advisor, to accept this position.
- j. Dr. Erin Wilhelm, Senior Access Center Specialist, at the rate of \$27.16/hr., effective August 4, 2025.
- k. Antonio Vazquez, Custodian 2nd Shift Sugar Grove Campus, at the rate of \$18.74/hr., effective August 13, 2025.
- l. Emma Hinkle, Administrative Specialist Development, at the rate of \$21.28/hr., effective July 21, 2025.

5. Grant-Funded Support Staff Reappointments

Full-time grant-funded support staff reappointments effective September 1, 2025 through June 30, 2026, as presented, due to the non-renewal of the TRIO Student Support Services grant funding.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 13

010100	Education Fund	\$1,736,917.05
020100	Operations and Maintenance Fund	136,845.00
050620	Bookstore	32,388.47
062101	Adult Education-State Basic	10,636.83
062102	Adult Education-Performance	4,935.76
062118	Innovative Bridge Transitions	0.00
062123	PATH Grant	1,295.20
063101	Adult Education-Federal Basic	2,471.28
063107	Perkins Postsecondary	7,687.96
063132	Federal Work Study	1,261.94
063169	TRIO/Student Support Services	10,264.89
063171	TRIO/Upward Bound East	8,857.14
063172	TRIO/Upward Bound West	9,104.42
063202	Waubonsee Works	10,364.52
063943	Advanced Technological Ed	13,294.00
063944	SBDC	7,659.04
100300	Trust and Agency	1,260.00
120100	Liability/Protection and Settlement	<u>62,919.60</u>
Final Total:		<u>\$2,058,163.10</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 14

010100	Education Fund	\$1,713,371.26
020100	Operations and Maintenance Fund	137,646.22
050620	Bookstore	30,895.25
062101	Adult Education-State Basic	13,885.46
062102	Adult Education-Performance	6,035.92
062123	PATH Grant	1,332.32
063101	Adult Education-Federal Basic	2,542.32
063107	Perkins Postsecondary	7,412.85
063132	Federal Work Study	1,265.75
063169	TRIO/Student Support Services	10,279.60
063171	TRIO/Upward Bound East	8,245.21
063172	TRIO/Upward Bound West	8,472.52
063202	Waubonsee Works	10,451.96
063944	SBDC	7,686.34
120100	Liability/Protection and Settlement	<u>62,587.38</u>
	Final Total:	<u>\$2,022,110.36</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$ 1,944,899.64
010900	Payroll Clearing Fund	109,492.41
020100	Operations and Maintenance Fund	198,977.15
020204	AED Updates and Standard	-1,630.40
020205	Feb 2024 Tornado Damage Restoration	24,650.00
030100	Operations/Maintenance Restricted	59,431.15
030201	Technical Education Center (TEC)	5,189,344.18
030204	Collins Todd Library Improvements	37,558.30
030207	Restore/Renovate Tennis Courts	2,963.00
030211	All Campus Fire Alarm Upgrades	91,625.85
030213	VON Acoustical Testing	8,000.00
030214	DKN Board Room Remodel	2,063.78
050503	Auto Resale	190.76
050620	Bookstore	378,010.04
050810	Internal Medical Insurance	904,461.90
050811	Retiree Medical Insurance	7,649.25
062101	Adult Education-State Basic	857.89
062102	Adult Education-Performance	3,069.31
062117	Mental Health Early Action (MHEA)	49,426.58
062118	Innovative Bridge Transitions	3,453.48
062123	PATH Grant	31,175.77
062125	Rev Electric Vehicle Tech	6,211.43
062127	Digital Instruction for AdEd	148.09
062129	Scaling and Assessing DERA	2,250.00
063107	Perkins Postsecondary	1,241.57
063169	TRIO/Student Support Services	70.76
063171	TRIO/Upward Bound East	6,677.62
063172	TRIO/Upward Bound West	6,612.91
063202	Waubonsee Works	320.11
063943	Advanced Technological Ed	13,095.80
063944	SBDC	2,503.98
063945	City of Aurora-Quality of Life	31.00
064114	SBDC Other Sources	385.00
064999	Miscellaneous Restricted Funds	1,620.76
100300	Trust and Agency	3,702.25
110100	Audit Fund	20,000.00
120100	Liability/Protection and Settlement	<u>1,142,416.93</u>
	Final Total:	<u>\$10,252,958.25</u>

VII. Approval of Consent Agenda (continued)

4. Bids/Purchases:

- a. Renewal of the Food Services Agreement for the Sugar Grove Campus Café
Renewal of the food services agreement for the Waubonsee Café at the Sugar Grove Campus from Paisano's Pizza & Grill SG Company of Elburn, IL, in the not to exceed amount of \$40,000 for the coverage period of August 2025 through May 2026.
- b. Renewal of the Food Services Agreement for the Aurora Downtown Campus Café
Renewal of the food services agreement for the Aurora Downtown Campus Café from Endiro Coffee LLC of Aurora, IL, in the not to exceed amount of \$20,000 for the coverage period of August 2025 through May 2026.
- c. Purchase of Air Conditioning Machines for the Technical Education Center
Purchase of air conditioning machines for the Technical Education Center from Amazon Business of Amazon.com, in the amount of \$30,694.14.
- d. Purchase of a X15 Pro-Cut Lathe for the Technical Education Center
Purchase of a X15 Pro-cut lathe for the Technical Education Center from Snap-On Industrial of Crystal Lake, IL, in the amount of \$82,908.45.
- e. Purchase of Paint Booth Equipment and Supplies for the Technical Education Center
Purchase of paint booth equipment and supplies for the Technical Education Center from Fox Valley Auto Paints, Inc. of Aurora, IL, in the amount of \$90,691.
- f. Renewal of the Salesforce Marketing Cloud Licenses
Renewal of the Salesforce Marketing Cloud licenses from Salesforce, Inc. of San Francisco, CA, in the amount of \$25,500 for the coverage period of September 25, 2025 through September 24, 2026.
- g. Three-Year Renewal of the NetApp Network Data Storage Systems Support Services
Three-year renewal of the NetApp network data storage systems support services from CDW Government LLC of Vernon Hills, IL, in the amount of \$70,765 for the coverage period of November 1, 2025 through October 31, 2028.
- h. Three-Year Purchase of the DUO Multi-Factor Authentication Solution for Student Accounts
Three-year purchase of the DUO Multi-Factor Authentication solution for student accounts from DUO Security of Ann Arbor, MI, in the amount of \$416,840 for the coverage period of September 14, 2025 through May 14, 2028.
- i. Renewal of Year Four of the Roof Preventative Maintenance Services Agreement
Renewal of year four of the roof preventative maintenance services agreement from Weatherproofing Technologies, Inc., subsidiary of Tremco Incorporated of Beechwood, OH, in the amount of \$54,278.65 for the coverage period of November 1, 2025 through October 31, 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

1. Appointment of Additional Board Policy Committee Members

Dr. Knetl commented that no action will need to be taken on this agenda item.

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 July 2025

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

XIV. Other Reports

XV. Adjournment

The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously voted to adjourn the meeting at 8:25 p.m.



Greg Thomas
2025-09-17 23:44 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees