MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

September 17, 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 6:05 p.m. on Wednesday, September 17, 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, and Greg Thomas; board member absent: Tina Willson; and staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Sharon Garcia, Katie Kripp, Dan Larsen, Erik Leal, J. C. Paez, Dr. Scott Peska, Jessica Price, Marlene Russell, Patricia Saccone, Ne'Keisha Stepney, Aaron Stevens, Stephanie Wennmacher, and Luke Winkelmann.

Tina Willson arrived at 6:06 p.m. and joined the meeting.

II. Waubonsee Voices

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 a brief executive summary and highlights of the financial reports.

i. Treasurer's Report for the Month of August 2025

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

B. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, addressed the board regarding the collective bargaining agreement, and stated that, after months of collaboration and a transformative negotiating process, it is on the agenda for ratification by the board.

IV. Public Comment

A. General Public Comment

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously voted to adjourn to executive session at 6:14 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 6:40 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; and 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, Marlene Russell, Patricia Saccone, Ne'Keisha Stepney, Aaron Stevens, Stephanie Wennmacher, and Luke Winkelmann.

VII. Approval of Consent Agenda

The board, on a motion by Mr. Thomas 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. September 12, 2025 Board Retreat Minutes
2. September 12, 2025 Board Retreat Executive Session Meeting Minutes
3. August 20, 2025 Board Meeting Minutes
4. August 20, 2025 Executive Session Meeting Minutes

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

B. Personnel Reports

1. Part-Time and Temporary Appointments

Brauer, Michael	Campus Safety Officer	25 hrs./wk.	$23.73/hr.
Bustamante Fontanel, Kevin	Financial Aid Administrative Assistant	25 hrs./wk.	$19.71/hr.
Celani, Neil	Ceramics Laboratory Coordinator	25 hrs./wk.	$27.00/hr.
Chacon, Noah	Student Worker Public Safety Cadet	25 hrs./wk.	$16.05/hr.
*Herrera, Melany	Federal Work Study – Student Life	25 hrs./wk.	$15.55/hr.
Licht, Jacob	Student Worker Public Safety Cadet	25 hrs./wk.	$16.05/hr.
*Milhousen, Cosmos	Federal Work Study – Financial Aid Services	25 hrs./wk.	$15.55/hr.
*Muniz, Melissa	Federal Work Study – VP of Community Engagement and Development	25 hrs./wk.	$15.55/hr.
*Salgado, Andres	Federal Work Study – Mathematics and Science	25 hrs./wk.	$15.55/hr.
*Santillan, Maria	Federal Work Study – Title V Latinx Resource Center	25 hrs./wk.	$15.55/hr.
Saunders, Jakob	Campus Safety Officer	25 hrs./wk.	$23.00/hr.
*Schimandle, Kaiden	Federal Work Study – Student Life	25 hrs./wk.	$15.55/hr.
*Veliz, Adriana (Nemo)	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	$16.00/hr.

* *Grant Funded*

2. Full-Time Retirement

   a. Victoria Markley, Library Budget and Cataloging Specialist, effective September 25, 2025.

3. Full-Time Resignations

   a. Cayla Fuechsl, Instructor of Automotive Technology, effective September 10, 2025.

   b. Nathaniel Thompson, Instructor of Automotive Technology, effective August 26, 2025.

   c. Morelia Delgado, High School Transition Advisor, effective September 5, 2025.

   d. Luke Winkelmann, Information Technology Customer Service Specialist, effective September 26, 2025.

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

4. Full-Time Appointment Recommendations

   a. Sharon Rainbolt, Director of Dual Credit and P-20 Partnerships, at the rate of $120,000 annually, effective October 6, 2025.

   b. Paige Thompson, Assessment Assistant, at the rate of $20.00/hr., effective September 15, 2025.

   c. Chad Mauer, Custodian Early AM Shift Sugar Grove, at the rate of $19.50/hr., effective September 19, 2025. Mr. Mauer will resign from his current position of part-time Custodian to accept this position.

   d. Brian Munch, Groundskeeper, at the rate of $21.79/hr., effective September 4, 2025. Mr. Munch resigned from his current position of Custodian to accept this position.

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

C. Financial Reports

1. Payroll Report for Pay Number 15

010100	Education Fund	$1,726,308.03
010109	Budget Stabilization Fund	10,041.81
020100	Operations and Maintenance Fund	133,560.77
050620	Bookstore	29,516.82
062101	Adult Education-State Basic	12,551.17
062102	Adult Education-Performance	5,487.20
062123	PATH Grant	1,211.20
063101	Adult Education-Federal Basic	2,311.20
063107	Perkins Postsecondary	7,584.15
063132	Federal Work Study	1,159.00
063171	TRIO/Upward Bound East	6,339.16
063172	TRIO/Upward Bound West	6,552.42
063202	Waubonsee Works	9,421.32
063943	Advanced Technological Ed	13,294.00
063944	SBDC	7,686.34
120100	Liability/Protection and Settlement	60,000.61
	Final Total:	$2,033,025.20

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

2. Payroll Report for Pay Number 16

010100	Education Fund	$1,631,682.09
010109	Budget Stabilization Fund	11,521.58
020100	Operations and Maintenance Fund	149,174.34
050620	Bookstore	33,213.33
062101	Adult Education-State Basic	9,212.75
062102	Adult Education-Performance	6,035.92
062123	PATH Grant	1,332.32
063101	Adult Education-Federal Basic	2,542.32
063107	Perkins Postsecondary	7,919.61
063132	Federal Work Study	1,338.28
063171	TRIO/Upward Bound East	8,340.09
063172	TRIO/Upward Bound West	7,003.68
063202	Waubonsee Works	9,897.96
063944	SBDC	7,767.42
120100	Liability/Protection and Settlement	62,347.09
	Final Total:	$1,949,328.77

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	$2,140,184.62
010105	Strategic Plan Implementation	65,615.87
010900	Payroll Clearing Fund	71,169.44
020100	Operations and Maintenance Fund	377,259.03
030100	Operations/Maintenance Restricted	34,591.05
030201	Technical Education Center (TEC)	2,261,372.09
030207	Restore/Renovate Tennis Courts	7,951.00
030211	All Campus Fire Alarm Upgrades	29,785.50
050620	Bookstore	223,768.18
050810	Internal Medical Insurance	851,362.70
050811	Retiree Medical Insurance	4,764.33
062101	Adult Education-State Basic	516.46
062123	PATH Grant	1,707.90
062125	Rev Electric Vehicle Tech	372.67
062127	Digital Instruction for AdEd	449.10
063107	Perkins Postsecondary	696.84
063162	Upward Bound East	-6.00
063169	TRIO/Student Support Services	1,890.00
063171	TRIO/Upward Bound East	13,455.89
063172	TRIO/Upward Bound West	12,339.94
063938	NIU Noyce Science	1,000.00
063943	Advanced Technological Ed	816.83
063944	SBDC	2,772.97
063945	City of Aurora-Quality of Life	50.00
100300	Trust and Agency	16,175.69
120100	Liability/Protection and Settlement	43,155.14
	Final Total:	$6,163,217.24

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

4. Bids/Purchases:

   a. Renewal of the Annual Contract for Medical Insurance Including the Individual and Aggregate Stop Loss Coverage
   Renewal of the annual contract for medical insurance including the individual and aggregate stop loss coverage from Blue Cross Blue Shield of Illinois of Chicago, IL, for the coverage period of January 1, 2026 through December 31, 2026.

   b. Renewal of the Annual Contract for Dental Insurance
   Renewal of the annual contract for dental insurance from Delta Dental of Illinois of Naperville, IL, for the coverage period of January 1, 2026 through December 31, 2026.

   c. Purchase of Various Automotive Tools for the Auto Body Program
   Purchase of various automotive tools for the Auto Body Program from Matco Tools, Inc. of Stow, OH, in the amount of $25,100.

   d. Purchase of Baileigh Industrial Tools for the Auto Body Program
   Purchase of Baileigh Industrial tools from JPW Industries, Inc of Manitowoc, WI, in the amount of $48,822.

   e. Purchase of Equipment and Scanning Tools for the Automotive Technology Program
   Purchase of equipment and scanning tools for the Automotive Technology Program from Snap-On Industrial of Crystal Lake, IL, in the not to exceed amount of $56,907.

   f. Purchase of Two Autel Advanced Driver Assistance Systems for the Automotive Technology and Auto Body Programs
   Purchase of two Autel Advanced Driver Assistance Systems for Automotive Technology and Auto Body Programs from Elburn Napa, Inc. of Elburn, IL, in the amount of $85,644.

   g. Purchase of Welders and Supplies for the Auto Body Program
   Purchase of welders and supplies for the Auto Body Program from Airgas, an Air Liquid Company of Aurora, IL, in the amount of $93,370.

   h. Purchase of Banner Consulting Services for Institutional Effectiveness, Innovation, and Planning
   Purchase of Banner consulting services for Institutional Effectiveness, Innovation, and Planning from Strata Information Group of San Diego, CA, in the not to exceed amount of $50,000 for the coverage period of September 1, 2024 through December 31, 2025.

   i. Replacement of Network Core Switches
   Replacement of network core switches from Xerox IT Solutions, Inc. of Oak Brook, IL, in the amount of $192,000 for the coverage period of December 1, 2025 through November 30, 2026.

   j. Replacement of Building Automation System Controllers
   Replacement of Building Automation System Controllers from Interactive Building Solutions, LLC of Joliet, IL, in the amount of $62,530.

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

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Full-Time Administrator Retirement

1. Vice President of Community Engagement and Executive Director of the Foundation.

   The board, on a motion by Ms. Ries and seconded by Mr. Kelsey, unanimously approved the retirement of Dr. Melinda Tejada, Vice President of Community Engagement and Executive Director of the Foundation, effective January 5, 2026.

B. Ratification of the Collective Bargaining Agreement Between the Board of Trustees of Waubonsee Community College District #516 and the Waubonsee Community College Faculty Council Local #604

The board, on a motion by Mr. Kelsey and seconded by Mr. Thomas, unanimously ratified the collective bargaining agreement between the Board of Trustees of Waubonsee Community College District #516 and the Waubonsee Community College Faculty Council Local #604 for the period of July 1, 2025 through June 30, 2028.

X. Policy Reports

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.

1. Walking Tour of Sugar Grove Campus Buildings

   As part of the master facilities planning process, the board members engaged in a tour of several buildings on campus, conducted by staff, to observe the overall existing condition of the spaces, and discuss potential uses and opportunities for improvement/renovation. The tour included: Akerlow Hall, Henning Academic Computing Center, Collins Hall, and Weigel Hall. The tour began at 6:55 p.m. and ended at 8:39 p.m.

XIII. Financial Reports

XIV. Other Reports

XV. Adjournment

The board, on a motion by Ms. Ries and seconded by Mr. Jaquez, unanimously voted to adjourn the meeting at 8:45 p.m.

Greg Thomas
Greg Thomas
2025-10-16 03:01 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees