

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

November 19, 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 6:04 p.m. on Wednesday, November 19, 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, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; board members absent: Daniel Jaquez and Patrick Kelsey; staff members present: Dr. Brian Knetl, John Bryant, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Emma Donatille, Terence Felton, Jessica Guglielmi, Darrin Kader, Abbas AL Khafaji, Katie Kripp, Doug Miller, J. C. Paez, Jessica Price, Omar Salazar, and Stephanie Wennmacher; general counsel to the College: Kenneth Florey of Robbins Schwartz; featured guests: MaryAnn White with other Lifelong Learning Institute members, and featured presenter: Anthony Cervini of Sikich CPA LLC.

II. Waubonsee Voices

A. Community Voices

1. Recognition of Waubonsee Community College's 2025 Distinguished Contributor Award Recipient

Dr. Brian Knetl recognized the Lifelong Learning Institute (LLI) as the recipient of the 2025 Waubonsee Community College Distinguished Contributor Award. LLI is an open membership organization for adults aged 50 and above who are actively engaged in the pursuit of knowledge. In recognition of their important connection to the college and our community, and for their generous gift of an endowed scholarship to our Foundation, the Board of Trustees joined Dr. Knetl in honoring LLI as Waubonsee's 2025 Distinguished Contributor. MaryAnn White, LLI President, accepted the plaque on behalf of LLI.

2. Introduction of New Administrator

John Bryant, Vice President of Finance and Administration, introduced our new administrator: Darrin Kader, Assistant Vice President of Finance.

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. FY2025 Annual Comprehensive Financial Report

Anthony Cervini, Principal of Sikich CPA LLP, and Mr. Bryant presented an overview of the audit highlights and reports, shared that the college received an unmodified (clean) opinion, and announced that Waubonsee was awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting on the FY2024 Annual Comprehensive Financial Report, which is the 24th year that the college has received the award.

No action was taken on this agenda item; it is anticipated that board action, including the acceptance and filing of the FY2025 Annual Comprehensive Financial Report will occur at the next board meeting on December 17, 2025.

ii. Adoption of the Tentative 2025 Aggregate Tax Levy

The board, on a motion by Mr. Guzman and seconded by Ms. Ries, unanimously approved the tentative 2025 aggregate tax levy of \$59,907,291 and the establishment of December 17, 2025 as the date for the final adoption of the 2025 tax levies.

iii. Adoption of Resolution No. 26-02: Abatement Resolution-General Obligation Bonds (Alternate Revenue Source) Series 2023

The board, on a motion by Ms. Ries and seconded by Mr. Thomas, unanimously adopted Resolution No. 26-02: Abatement Resolution-General Obligation Bonds (Alternate Revenue Source) Series 2023, as presented.

iv. Adoption of Resolution No. 26-03 to delegate the authority to determine intervention in proceedings before the Property Tax Appeal Board of Illinois and Kane, Kendall, Dekalb, LaSalle, and Will County Boards of Review

The board, on a motion by Mr. Thomas and seconded by Ms. Willson, unanimously adopted Resolution No. 26-03 to delegate to the Vice President of Finance and Administration the authority to determine which appeals warrant intervention before the Property Tax Appeal Board of Illinois, Kane, Kendall, Dekalb, LaSalle, and Will County Boards of Review, as presented.

v. Adoption of Resolution No. 26-04 calling a public hearing concerning the intent of the Board to sell not to exceed \$9,000,000 Working Cash Fund Bonds

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously adopted Resolution 26-04 calling a public hearing concerning the intent of the Board to sell not to exceed \$9,000,000 Working Cash Fund Bonds.

III. Institutional Reports and Presentations (continued)

B. Faculty Council Update

No scheduled update this month.

C. Student Trustee Report

Maria Santillan commented that she was working with the Student Advisory Group and Dr. Toya Webb, Chief of Staff and Vice President of Strategy, exploring ideas such as a new multicultural center and a more inclusive food pantry. Ms. Santillan also reported on the thoughtful presentations and proposals delivered by the Social Leaders at an event earlier in the day.

D. Board of Trustees Report

Trustee Greg Thomas reported on the Association of Community College Trustees Leadership Congress that he attended, along with Trustees Patrick Kelsey and Daniel Jaquez, on October 22-25, 2025 in New Orleans, LA. Dr. Knetl also highlighted several Achieving the Dream sessions held at the Congress.

E. President's Report

Dr. Brian Knetl thanked Ms. Santillan for her work with the student leaders. He recognized several events on campus including Scholarship Fest, Bike the Burbs/Ribbon Cutting of the new Tennis and Racquetball Court Complex, and the annual Veterans Day Ceremony, acknowledging everyone who helped plan these successful events. Dr. Knetl also thanked Wintrust for their generous donation to the Foundation's Student Support Fund. He shared information regarding new legislation that was passed that provides guidelines for higher education institutions related to federal law enforcement activity on campus. Dr. Knetl concluded his report by wishing everyone a Happy Thanksgiving holiday and early birthday wishes to Student Trustee Maria Santillan, then a recommendation that everyone wear festive holiday apparel at the December 17, 2025 board 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 Mr. Guzman, unanimously voted to adjourn to executive session at 7:01 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; matters of collective bargaining or deliberations concerning salary schedules; and safety and security procedures.

VI. Reconvene to Open Session

The board reconvened in open session at 8:13 p.m. Roll call found the following board members present: Rick Guzman, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; board members absent: Daniel Jaquez and Patrick Kelsey; staff members present: Dr. Brian Knetl, John Bryant, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Emma Donatille, Terence Felton, Darrin Kader, Abbas AL Khafaji, Katie Kripp, J. C. Paez, Omar Salazar, and 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. October 15, 2025 Board Meeting Minutes
2. October 15, 2025 Executive Session Meeting Minutes

B. Personnel Reports

1. Part-Time and Temporary Appointments

Agema, Troy	Campus Police Officer	25 hrs./wk.	\$41.60/hr.
Aranda, Martha	Small Business Development Center Administrative Assistant	25 hrs./wk.	\$23.00/hr.
Bacani, Ella	Student Worker Library	25 hrs./wk.	\$15.55/hr.
Bohannon, Dawn	Custodian Downtown	25 hrs./wk.	\$19.00/hr.
Boyle, Nadine	Financial Aid Advisor	25 hrs./wk.	\$26.00/hr.
* Chavez Vazquez, Alejandro	Federal Work Study – Financial Aid Services	25 hrs./wk.	\$15.55/hr.
Gofforth, Jessica	Compensation and Workforce Planning Manager		\$1,000.00 Monthly Stipend
* Huerta-Huerta, Adan	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	\$17.00/hr.
Jones, Megan	Adult Education Data and Compliance Manager		\$1,000.00 Monthly Stipend
* Koka, Beatrice	Adult Education Career Advisor	25 hrs./wk.	\$26.00/hr.
Norman, Jeannie	Assistant Cheerleading Coach		\$3,510.00 Stipend
Perez, Melissa	Student Worker Mathematics and Science	25 hrs./wk.	\$15.55/hr.
* Ramirez, Adrian	Federal Work Study – Financial Aid Services	25 hrs./wk.	\$15.55/hr.
Robinson, Amanda	Student Worker Student Life	25 hrs./wk.	\$15.55/hr.
Rouse, Cameron	Information Technology Computer Laboratory Assistant	25 hrs./wk.	\$18.50/hr.
Tucek, Adam	Building and Grounds Worker	25 hrs./wk.	\$16.75/hr.
Wahrman, Anna	Nursing Laboratory Specialist	25 hrs./wk.	\$46.25/hr.
* Grant Funded			

VII. Approval of Consent Agenda (continued)

2. Full-Time Resignations

- a. Adam Schauer, Dean for Adult and Workforce Education, effective November 14, 2025.
- b. Ramon Mancilla, Custodian 2nd Shift Sugar Grove, effective November 10, 2025.
- c. Kevin Modaff, Multimedia Coordinator, effective November 18, 2025.
- d. Ebany Plascencia, Adult Education Data Administrative Assistant, effective January 9, 2026.

3. Full-Time Appointment Recommendations

- a. Abbas AL Khafaji, Information Technology Customer Service Specialist, at the rate of \$23.75/per hr., effective November 4, 2025.
- b. Suzanne Clementz, Administrative Specialist Arts and Humanities, at the rate of \$25.46/per hr., effective December 4, 2025.
- c. Mary Hall, Administrative Specialist Finance, at the rate of \$26.50/per hr., effective November 17, 2025.
- d. Rafael Morales, Senior Data Center Manager, at the rate of \$109,000 annually, effective November 17, 2025.
- e. Holly Mullins, Custodian 2nd Shift Sugar Grove, at the rate of \$18.74/per hr., effective November 17, 2025.
- f. Brandon Patterson, Financial Aid Advisor, at the rate of \$27.00/per hr., effective November 17, 2025.
- g. Lorinda Williams, Nursing Simulation Lab Specialist, at the rate of \$44.00/per hr., effective January 5, 2026.

4. Job Structure and Compensation Modification

Job structure and compensation modification, as presented.

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 19

010100	Education Fund	\$1,917,009.27
010109	Budget Stabilization Fund	12,317.49
020100	Operations and Maintenance Fund	146,925.06
050620	Bookstore	32,570.78
062101	Adult Education-State Basic	44,706.56
062102	Adult Education-Performance	6,191.92
062121	Expansion of ESL Services	488.63
062123	PATH Grant	1,332.32
063101	Adult Education-Federal Basic	11,576.16
063107	Perkins Postsecondary	7,784.00
063132	Federal Work Study	6,240.01
063171	TRIO/Upward Bound East	8,671.06
063172	TRIO/Upward Bound West	7,318.93
063202	Waubonsee Works	10,589.96
063944	SBDC	6,672.84
100300	Trust and Agency	300.00
120100	Liability/Protection and Settlement	<u>66,351.22</u>
Final Total:		<u>\$2,287,046.21</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 20

010100	Education Fund	\$2,018,195.23
010109	Budget Stabilization Fund	9,174.32
020100	Operations and Maintenance Fund	142,812.15
050620	Bookstore	27,929.42
062101	Adult Education-State Basic	42,806.02
062102	Adult Education-Performance	5,487.20
062123	PATH Grant	1,211.20
063101	Adult Education-Federal Basic	3,150.08
063107	Perkins Postsecondary	7,641.25
063132	Federal Work Study	13,050.01
063171	TRIO/Upward Bound East	6,855.79
063172	TRIO/Upward Bound West	6,927.09
063202	Waubonsee Works	9,125.32
063944	SBDC	6,672.84
120100	Liability/Protection and Settlement	<u>61,041.81</u>
	Final Total:	<u>\$2,362,079.73</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$ 1,159,213.43
010900	Payroll Clearing Fund	77,935.94
020100	Operations and Maintenance Fund	928,394.92
030100	Operations and Maintenance Restricted	183,843.17
030108	OMR Technology/Academic Sub-Fund	96,776.24
030201	Technical Education Center (TEC)	1,536,139.80
030207	Restore/Renovate Tennis Courts	685,047.68
030211	All Campus Fire Alarm Upgrades	59,933.61
030214	DKN Board Room Remodel	946,272.48
050503	Auto Resale	18,094.03
050620	Bookstore	288,865.51
050810	Internal Medical Insurance	974,755.65
050811	Retiree Medical Insurance	3,622.91
062101	Adult Education-State Basic	3,620.20
062102	Adult Education-Performance	672.48
062123	PATH Grant	896.54
062125	Rev Electric Vehicle Tech	11,538.98
062127	Digital Instruction for AdEd	11,167.13
062128	Non-Credit Workforce	16,725.00
062129	Scaling and Assessing DERA	5,175.00
063101	Adult Education-Federal Basic	78.95
063107	Perkins Postsecondary	2,318.35
063171	TRIO/Upward Bound East	19,446.58
063172	TRIO/Upward Bound West	3,337.92
063202	Waubonsee Works	59.00
063943	Advanced Technological Ed	1,607.23
063944	SBDC	12,730.18
063945	City of Aurora-Quality of Life	298.25
100300	Trust and Agency	34,477.71
110100	Audit Fund	53,000.00
120100	Liability/Protection and Settlement	<u>41,721.38</u>
Final Total:		<u>\$7,177,766.25</u>

VII. Approval of Consent Agenda (continued)

4. Treasurer's Report for the Month of October 2025
The Treasurer's Report for the month of October 2025 was accepted by the board and placed on file.
5. Budget Summary Ending October 2025
Comparison of budget to actual for the four months ending October 31, 2025 was accepted by the board and placed on file
6. Financial Advisory Services for the College's Series 2026 Working Cash Fund Bonds
Financial advisory services for the college's Series 2026 Working Cash Fund Bonds with PMA Securities, LLC of Naperville, IL, in an amount not to exceed of \$45,000.
7. Legal Services for the College's Series 2026 Working Cash Fund Bonds
Legal services for the college's Series 2026 Cash Fund Bonds with Chapman & Cutler, LLP of Chicago, IL, in the amount of \$37,500.
8. Bids/Purchases:
 - a. Purchase of Orbital Sanders and Equipment for the Auto Body Program
Purchase of orbital sanders and equipment for the Auto Body Program from Matco Tools of Stow, OH, in the amount of \$25,362.13.
 - b. Purchase of Smart Spot Welding Equipment for the Auto Body Program
Purchase of Smart Spot Welding equipment from Pro Spot International of Carlsbad, CA, in the amount of \$189,520.
 - c. Purchase of Cellular Equipment for the Technical Education Center
Purchase of cellular equipment for the Technical Education Center from Accu-Tech Corporation of Mount Prospect, IL, in the total amount of \$42,111.
 - d. Renewal of the Phone System Software Support Agreement
Renewal of the phone system software support agreement from Sound Incorporated of Naperville, IL, in the amount of \$69,627 for the coverage period of December 1, 2025 through November 30, 2026.
 - e. Three-Year Renewal of Cornerstone OnDemand Employee Development Software
Three-year renewal of Cornerstone OnDemand Employee Development Software from Cornerstone of Santa Monica, CA, in the total amount of \$337,000 for the coverage period of January 1, 2026 through December 31, 2028.
 - f. Replacement of Hardware and Software Support Renewal of the NetApp Network Data Storage
Replacement of hardware and software support renewal of the NetApp Network Data Storage from CDW Government LLC of Vernon Hills, IL, in the amount of \$467,000 for the coverage period of December 1, 2025 through November 30, 2028.
 - g. Renewal of Year Four of the Life Safety Services Agreement
Renewal of year four of the life safety services agreement from U.S. Fire Safety Services, Inc. of Elgin, IL, in the amount of \$37,364 for the coverage period of October 1, 2025 through September 30, 2026.

VII. Approval of Consent Agenda (continued)

- h. Three-Year Renewal of a Plumbing Repair and Maintenance Services Agreement
Three-year renewal of a plumbing repair and maintenance services agreement from R. J. O'Neil, Inc. of Montgomery, IL, in the not to exceed amount of \$150,000 (\$50,000 annually) for the coverage period of December 1, 2025 through November 30, 2028.
- i. Purchase of a Master Planning Services Agreement for Boiler and Heating, Ventilation, and Cooling Equipment
Purchase of a master planning services agreement for boiler and heating, ventilation, and cooling equipment from David Mason and Associates, LTD. of Chicago, IL, in the amount of \$78,000.
- j. Renewal of Life/Accidental Death and Dismemberment and Long-Term Disability Insurance
Renewal of the annual contract for life/accidental death and dismemberment, long-term disability insurance from Dearborn National Life Insurance Company of Downers Grove, IL, for the coverage period of January 1, 2026 through December 31, 2026, as presented.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Personnel Reports

A. Approval of College President's Extended Employment Agreement

The board, on a motion by Ms. Willson and seconded by Ms. Ries, unanimously approved the extended employment agreement between Dr. Brian Knetl and the Waubonsee Community College Board of Trustees, as set forth in the contract terms posted and presented.

X. Policy Reports

A. Board Policy Committee Update

Dr. Knetl commented that board policy committee meetings will be held on a quarterly basis. Listening sessions are being scheduled with students, faculty, and staff to review the new Free Speech and Expression Policy (approved at the October 15, 2025 board meeting). Feedback will be shared with the board and may include a re-read and/or possible revision of the policy for approval at an upcoming board meeting. Dr. Knetl also stated that Dr. Webb will be developing a process for the systematic review of board policies.

XI. Other Reports

A. Naming Opportunity Update

Dr. Knetl shared an update following the discussions held at the September 12, 2025 Board Retreat regarding a naming opportunity for Waubonsee's baseball field that came through from the Foundation office. Discussion was held with the board that included additional details about the process and the person being requested to honor. It is anticipated that a recommendation will be on the December 17, 2025 agenda for board approval.

XII. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Thomas, unanimously voted to adjourn the meeting at 8:40 p.m.



Greg Thomas
2025-12-18 02:59 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees