

MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

December 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 6:00 p.m. on Wednesday, December 17, 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, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board members absent: Daniel Jaquez and Maria Santillan; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Melinda Tejada, Dr. Toya Webb, Mary Baccheschi, Emma Donatille, Jessica Guglielmi, Darrin Kader, Abbas AL Khafaji, Katie Kripp, Suzanne Markin, Shellee McCullum, Andrea Montgomery, Julie Olczyk, J. C. Paez, Dr. Scott Peska, Jessica Price, Stacey Randall, Patricia Saccone, Ne'Keisha Stepney, and Stephanie Wennmacher; and general counsel to the College: Kenneth Florey of Robbins Schwartz.

II. Financial Reports

A. Public Hearing on the Board's Intent to Sell Bonds (BINA) - 6:00 p.m.

Conduct of Public Hearing concerning the intent of the Board of Trustees to sell not to exceed \$9,000,000 of Working Cash Fund Bonds

The public hearing on the intent of the Board of Trustees to sell not to exceed \$9,000,000 of Working Cash Fund Bonds was held at 6:00 p.m. No comments were presented. The board, on a motion by Mr. Kelsey and seconded by Mr. Guzman, unanimously approved the closing of the public hearing at 6:05 p.m.

B. Public Hearing on the 2025 Aggregate Tax Levy

The public hearing on the intent of the Board of Trustees to adopt the FY2025 aggregate tax levy was held immediately following the BINA public hearing, at 6:06 p.m. No comments were presented. The board, on a motion by Mr. Guzman and seconded by Ms. Ries, unanimously approved the closing of the public hearing at 6:07 p.m.

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.

III. Institutional Reports and Presentations (continued)

b. Adoption of Resolution No. 26-05 to Establish the 2025 Aggregate Tax Levy

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously adopted Resolution No. 26-05 to Establish the 2025 Aggregate Tax Levy, as presented.

2. Chief of Staff and Vice President of Strategy

a. RISE 2030 Quarterly Update – Redefine our Relationship with the Community

Dr. Toya Webb shared an update on the first priority of the RISE 2030 Strategic Plan: **Redefine our Relationship with the Community**. Priority Leads Ne'Keisha Stepney, Assistant Provost of Workforce Development; Andrea Montgomery, Assistant Professor of Fire Science Technology and Emergency Medical Technician; and Dr. Melinda Tejada, Vice President of Community Engagement and Executive Director of the Foundation, reported on the goals for this priority, areas of progress made to date, the great ideas that emerged from their teamwork, opportunities that exist, and key takeaways from this work, with a focus on new and existing programs and partnerships.

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

a. Pre-approval to Proceed with Naming Opportunity for Waubonsee's Baseball Field

Dr. Melinda Tejada provided an update for a naming opportunity of the college's baseball field, and requested a pre-approval by the board to move forward with finalizing a gift agreement with the donor. A recommendation for approval of the final agreement will be presented at a future board meeting.

The board, on a motion by Ms. Ries, and seconded by Mr. Thomas, unanimously approved a pre-approval to proceed with finalizing a gift agreement with the Prince Family for the naming of the baseball field, located on the Sugar Grove Campus, as presented.

4. Vice President of Talent and Culture and Chief Diversity Officer

a. Approval of the Purchase of a Compensation and Classification Study Agreement

Dr. Anthony Ramos commented on a recommendation and the need for the college to engage in a compensation and classification study, which is expected to take 12-18 months to complete. Jessica Gofforth, Compensation and Workforce Planning Manager, and Katie Kripp, Director of Human Resources, provided background information, expectations for the study, an overview of the RFP process, and highlights regarding the selection of our partner.

The board, on a motion by Mr. Kelsey, and seconded by Mr. Guzman, unanimously approved the purchase of a compensation and classification study agreement from salary.com of Waltham, MA, in the amount of \$139,500.

III. Institutional Reports and Presentations (continued)

B. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, asked the board to pause to reflect on our journey, sharing various symbolic meanings of a labyrinth, and how it represents transformational change.

C. Student Trustee Report

No report this month.

D. Board of Trustees Report

1. Waubonsee Foundation Quarterly Board Meeting Report

Trustee Stacey Ries, in her role as Waubonsee Board of Trustees Liaison for the Foundation Board of Directors, reported on the Foundation Quarterly Board Meeting held on December 2, 2025, that also included a presentation by Dr. Brian Knetl.

2. Legislative Events Report

Trustees Rebecca Oliver, Patrick Kelsey, Rick Guzman, and Tina Willson reported on two recent, successful events hosted by Waubonsee, that were held in the Technical Education Center: Illinois Speaker of the House Chris Welch visit on December 4, 2025, and the inaugural Legislative Roundtable on December 8, 2025.

3. Update Regarding Waubonsee's Free Speech and Expression Board Policy

Dr. Knetl commented that he has met with faculty, students, and staff for additional input on the new policy, with plans to bring the policy back to the board at a future meeting.

E. President's Report

Dr. Brian Knetl reported that many events and celebrations were held across campus. In addition, he commented on feedback from the Achieving the Dream coaches after their visit in November 2025, that included the college's strengths and opportunities. Dr. Knetl was very proud of the generosity shown by the campus community with all the food items and gifts donated this holiday season to our students and their children and siblings. Dr. Knetl also thanked the Board of Trustees for all their support, time, and talent. Dr. Knetl wished everyone Happy Holidays! 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

None.

Prior to adjourning to executive session, Dr. Melinda Tejada was recognized for all her significant accomplishments to the college, since this was her final board meeting. Each of the trustees shared thoughtful messages and well wishes to her on her upcoming retirement on January 6, 2026.

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 7:55 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 8:58 p.m. Roll call found the following board members present: Rick Guzman, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Greg Thomas, and Tina Willson; board members absent: Daniel Jaquez and Maria Santillan; and staff members present: Dr. Brian Knetl, Mary Baccheschi, and Abbas AL Khafaji.

VII. Approval of Consent Agenda

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

A. Meeting Minutes

1. November 17, 2025 Board Meeting Minutes
2. November 17, 2025 Executive Session Meeting Minutes

B. Personnel Reports

1. New Appointments – Administrators

<i>Administrators</i>				
<u>Candidate</u>	<u>Position</u>	<u>Salary</u>	<u>Type</u>	<u>Hire Date</u>
Dr. David Deeds	Assistant Dean for Teaching and Learning	\$106,000	New Hire	12/15/2025
Dr. Yun Xiang	Director of Institutional Research and Analytics	\$136,500	New Hire	01/12/2026

2. Other New Appointments – including Full-Time, Part-Time and Temporary, and Grant-Funded Reappointments

<i>Full-Time</i>				
<u>Candidate</u>	<u>Position</u>	<u>Salary</u>	<u>Type</u>	<u>Hire Date</u>
Mauro Guerra	Media Services Specialist and Learning	\$27.83/hr.	Transfer	12/02/2025
Andrew Tollberg	Financial Education and Outreach Coordinator	\$27.75/hr.	New Hire	01/12/2026

VII. Approval of Consent Agenda (continued)

<i>Part-Time and Temporary</i>						
<u>Candidate</u>	<u>Position</u>	<u>Hours/wk.</u>	<u>Rate</u>	<u>Stipend</u>	<u>Hire Date</u>	
Danielle Bulson	Student Worker Athletics	25 hrs./wk.	\$15.55/hr.	N/A	11/21/2025	
Elian Cabeza	Student Worker Athletics	25 hrs./wk.	\$15.55/hr.	N/A	11/17/2025	
Bruce Fraser	Head Men's and Women's Tennis Coach		\$11,699	Coach Stipend	12/15/2025	
Teno Guerrero	Custodian 2nd Shift Sugar Grove	25 hrs./wk.	\$18.74/hr.	N/A	11/17/2025	
Jovanny Marron	Student Worker Student Life	25 hrs./wk.	\$15.55/hr.	N/A	12/01/2025	
Isaiah Medina	Student Worker Fitness Center	25 hrs./wk.	\$15.55/hr.	N/A	11/17/2025	
Alvaro Perez	Head Men's Soccer Coach		\$7,311.90	Coach Stipend	11/19/2025	
Seth Roy	Access Center Technology Specialist	25 hrs./wk.	\$23.50/hr.	N/A	12/01/2025	
Diego Vargas	Media Services Technical Assistant Extension Campuses	25 hrs./wk.	\$20.27/hr.	N/A	12/04/2025	

Grant-Funded Reappointments – effective January 1, 2026 through December 31, 2026, as presented.

These positions are 100% grant funded, and the reappointments are contingent upon continuous and sufficient grant funded.

3. Separations – including Retirements and Resignations

<u>Employee</u>	<u>Position</u>	<u>Separation Date</u>	<u>Type</u>	<u>Years of Service</u>
John Bitterman	Associate Professor of Communications	12/31/2025	Retirement	25 years, 5 months
Brett Suhayda	Men's Head Soccer Coach	11/15/2025	Resignation, with Separation Agreement	16 years, 3 months

VII. Approval of Consent Agenda (continued)

C. Financial Reports

1. Payroll Report for Pay Number 21

010100	Education Fund	\$1,998,043.02
010109	Budget Stabilization Fund	9,780.52
020100	Operations and Maintenance Fund	148,923.43
050620	Bookstore	29,969.40
062101	Adult Education-State Basic	40,860.93
062102	Adult Education-Performance	6,035.92
062123	PATH Grant	1,332.32
063101	Adult Education-Federal Basic	3,301.21
063107	Perkins Postsecondary	7,341.48
063132	Federal Work Study	14,384.57
063171	TRIO/Upward Bound East	7,498.84
063172	TRIO/Upward Bound West	7,617.63
063202	Waubonsee Works	9,629.96
063944	SBDC	6,764.84
120100	Liability/Protection and Settlement	<u>61,704.74</u>
Final Total:		<u>\$2,353,188.81</u>

VII. Approval of Consent Agenda (continued)

2. Payroll Report for Pay Number 22

010100	Education Fund	\$1,970,065.14
010109	Budget Stabilization Fund	9,903.43
020100	Operations and Maintenance Fund	150,536.10
050620	Bookstore	30,187.26
062101	Adult Education-State Basic	40,752.93
062102	Adult Education-Performance	6,035.92
062123	PATH Grant FY25	1,332.32
063101	Adult Education-Federal Basic	3,613.20
063107	Perkins Postsecondary	7,926.75
063132	Federal Work Study	15,486.88
063171	TRIO/Upward Bound East	7,578.83
063172	TRIO/Upward Bound West 23-27	7,650.98
063202	Waubonsee Works	9,652.46
063944	SBDC - FED CY2025	7,035.09
120100	Liability/Protection and Settlement	<u>63,543.04</u>
	Final Total:	<u>\$2,331,300.33</u>

VII. Approval of Consent Agenda (continued)

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

010100	Education Fund	\$661,733.77
010900	Payroll Clearing Fund	76,293.06
020100	Operations and Maintenance Fund	209,756.57
030100	Operations and Maintenance Restricted	48,499.00
030108	OMR Technology/Academic Sub-Fund	94,227.12
030201	Technical Education Center (TEC)	690,972.88
030207	Restore/Renovate Tennis Courts	33,132.00
030208	Boiler Replacement - Aurora Fox Valley	11,719.45
030214	DKN Board Room Remodel	32,716.36
050503	Auto Resale	7,137.62
050620	Bookstore	103,818.51
050810	Internal Medical Insurance	996,834.40
050811	Retiree Medical Insurance	3,603.27
062101	Adult Education-State Basic	237.12
062102	Adult Education-Performance	78.55
062123	PATH Grant	68.00
062128	Non-Credit Workforce	2,970.00
062129	Scaling and Assessing DERA	1,260.00
063101	Adult Education-Federal Basic	230.91
063107	Perkins Postsecondary	1,820.55
063171	TRIO/Upward Bound East	6,834.57
063172	TRIO/Upward Bound West	3,972.02
063202	Waubonsee Works	102.25
063938	NIU Noyce Science	2,548.80
063943	Advanced Technological Ed	8,746.49
063944	SBDC	5,960.00
063945	City of Aurora-Quality of Life	1,205.00
064127	NSF ATE Indirect	6,484.42
100300	Trust and Agency	16,182.93
120100	Liability/Protection and Settlement	<u>14,304.15</u>
	Final Total:	<u>\$3,043,449.77</u>

VII. Approval of Consent Agenda (continued)

4. Treasurer's Report for the Month of November 2025

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

5. Budget Summary Ending November 2025

Comparison of budget to actual for the five months ending November 30, 2025 was accepted by the board and placed on file.

6. FY2025 Annual Comprehensive Financial Report

Accepted and filed the Annual Comprehensive Financial Report for the fiscal years ended June 30, 2025 and 2024, as presented.

7. Bids/Purchases:

a. Purchase of Industrial Maintenance Training Equipment

Purchase of industrial maintenance training equipment from Moss Enterprises, Inc. of Johnston, IA, in the amount of \$105,295. This purchase is grant funded.

b. Purchase of a Transit Shuttle Bus

Purchase of a transit shuttle bus from Midwest Transit Equipment, Inc. of Kankakee, IL, in the amount of \$59,900.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Other Reports and New Business

X. 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
2026-01-22 01:12 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees