

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

January 21, 2026

**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, January 21, 2026, 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, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Stacey Ries, Maria Santillan, Greg Thomas, and Tina Willson; staff members present: Dr. Brian Knetl (joined virtually), John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Dr. David Deeds, Emma Donatille, Dr. Rosianna Gray, Mary Greenwood, Megan Jones, Darrin Kader, Abbas AL Khafaji, Katie Kripp, Dan Larsen, J. C. Paez, Dr. Scott Peska, Jessica Price, Dr. Stacey Randall, Patricia Saccone, Jacqueline Stepherson, Ne'Keisha Stepney, Stephanie Wennmacher, and Dr. Yun Xiang; general counsel to the College present: Kenneth Florey of Robbins Schwartz; and featured student: Daniel Basurto Gutierrez.

**II. Waubonsee Voices**

**A. Student Voices**

Franklin Ortega-Palaguachi, Latinx Resource Center Manager, introduced our featured Student Voices speaker, Daniel Basurto Gutierrez. Daniel shared his story of moving from Mexico to Aurora in search of better educational opportunities. He spoke about the challenges of adjusting to a new country, including financial struggles and the language barrier, as well as the strong support he found at Waubonsee. Daniel highlighted the impact of the Tutoring Center and the Latinx Resource Center, as well as his participation in the USHLI conference, which helped him build confidence and leadership skills. He also shared how receiving his first scholarship allowed him to focus on his studies. Daniel plans to transfer to UIC to study engineering and hopes to give back to his community through his future career.

**B. Introduction of New Administrators**

Dr. Kimberly Chavis, Provost and Vice President of Teaching, Learning, and Student Success, introduced Dr. David Deeds, Assistant Dean for Teaching and Learning, and Megan Jones, Interim Dean for Adult and Workforce Education.

Dr. Anthony Ramos, Vice President of Talent and Culture and Chief Diversity Officer, introduced Jacqueline Stepherson, Interim Chief Human Resources Officer.

Dr. Stacey Randall, Executive Director of Institutional Effectiveness, Innovation, and Planning, introduced Dr. Yun Xiang, Director of Institutional Research and Analytics.

### 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.

###### b. Adoption of Resolution No. 26-06 Providing for the Issue and Sale of Not to Exceed \$9,000,000 of Working Cash Fund Bonds and for the Levy of Property Taxes to Repay the Bonds

The board, on a motion by Ms. Ries and seconded by Mr. Guzman, unanimously adopted Resolution No. 26-06 Providing for the Issue and Sale of Not to Exceed \$9,000,000 of Working Cash Fund Bonds and for the Levy of Property Taxes to Repay the Bonds, as presented.

#### B. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, reflected on the importance of the words that have resonated with faculty: *student success*.

#### C. Student Trustee Report

Maria Santillan commented on the excitement of the new semester, the RISE Student Advisory Group, and a Multicultural Center survey for students that will be launching soon. Maria is also excited to travel to Washington, DC to attend the National Legislative Summit and meet with our legislators, followed by an opportunity to attend the USHLI National Conference in Chicago, IL after returning from DC.

#### D. Other Reports and New Business

##### 1. Approval of College Calendars

The board, on a motion by Mr. Thomas and seconded by Mr. Jaquez, unanimously approved the FY2027 Board of Trustees Meeting Calendar and the FY2027 Administrative Work Calendar, as presented.

##### 2. Review of 2026 Special Board Meeting Agenda

Dr. Brian Knetl commented on a draft agenda for the Special Board Meeting, scheduled for February 4, 2026, at 1:00 pm, that will include topics such as finances, budget projections, master planning and capital improvement facilities projects, and a Human Resources overview.

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

#### **D. President's Report**

Dr. Brian Knetl attended the board meeting virtually due to his attendance at the American Association of Colleges and Universities Annual Meeting in Washington, DC, where he participated in a Presidents' Symposium, and will also be on a panel with other college presidents. Dr. Knetl thanked the Campus Safety and Operations and the Information Technology teams for their work during winter break. He also highlighted: his All-College Address, the start of classes, the launch of a free campus shuttle bus service for our students, and a new Early Interest/Admission Agreement signed by Waubensee and Aurora University. Dr. Knetl was proud to recognize student Anna-Marie Godina, who broke the Waubensee record for most career 3-point baskets made (139). 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**

No public comments were submitted.

### **V. Executive Session**

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 6:43 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 7:09 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 (joined virtually), John Bryant, Dr. Kimberly Chavis, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Emma Donatille, Terence Felton, Mary Greenwood, Darrin Kader, Abbas AL Khafaji, Katie Kripp, Dan Larsen, J. C. Paez, Jessica Price, Jacqueline Stepherson, and Stephanie Wennmacher; and general counsel to the College present: Kenneth Florey of Robbins Schwartz.

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

The board, on a motion by Mr. Thomas and seconded by Mr. Kelsey, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports, with the exception of item “C. Financial Reports, 6. Bids/Purchases, a. Purchase of Professional Engineering Services for Reservoir Cleaning and Structural Review,” which has been removed for separate consideration.

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

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

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

**B. Personnel Reports**

**1. New Appointments – Administrators**

*Administrators*

<u>Candidate</u>	<u>Position</u>	<u>Salary</u>	<u>Type</u>	<u>Hire Date</u>
Emma Donatille	Executive Director of Development and of the Waubonsee Foundation	\$140,000	Restructure	01/01/2026
Dr. Toya Webb	Executive Vice President and Chief of Staff	\$238,000	Restructure	01/01/2026

**2. Other New Appointments – including Full-Time, Part-Time and Temporary**

*Full-Time*

<u>Candidate</u>	<u>Position</u>	<u>Salary</u>	<u>Type</u>	<u>Hire Date</u>
Ann Druce-Hoffman	Administrative Specialist Adult Education	\$23.25/hr.	Promotion	01/06/2026
Albert Hare	Assessment Assistant	\$20.00/hr.	New Hire	01/12/2026
Brian Munch	Custodian Sugar Grove	\$21.79/hr.	Transfer	01/12/2026
John Weber	General Maintenance Mechanic	\$26.00/hr.	New Hire	01/12/2026

*Part-Time and Temporary*

<u>Candidate</u>	<u>Position</u>	<u>Hours/wk.</u>	<u>Rate</u>	<u>Stipend</u>	<u>Hire Date</u>
Sierrah Anderson	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	\$16.00/hr.	N/A	01/20/2026
Francesca Galarza	Financial Aid Advisor	25 hrs./wk.	\$25.50/hr.	N/A	01/12/2026
Sophia Gunkel	Student Worker Mental Health Peer Support Leader	25 hrs./wk.	\$16.05/hr.	N/A	01/12/2026
Cora Hemby	Biology Laboratory Technician	25 hrs./wk.	\$21.25/hr.	N/A	01/12/2026
Emily Honn	Student Worker Mental Health Peer Support Leader	25 hrs./wk.	\$16.05/hr.	N/A	01/12/2026
Ana Jelaca	Student Worker Public Safety	25 hrs./wk.	\$16.05/hr.	N/A	01/08/2026
Gregory Lindstrom	Temporary Shuttle Bus Driver	25 hrs./wk.	\$21.00/hr.	N/A	01/06/2026
Meredith Manning	Information Technology Computer Laboratory Assistant  Extension Campuses	25 hrs./wk.	\$20.27/hr.	N/A	01/12/2026
Kyle Ngo	Information Technology Computer Laboratory Assistant	25 hrs./wk.	\$20.27/hr.	N/A	01/12/2026
Edward Phelps	Student Worker Student Retention	25 hrs./wk.	\$15.55/hr.	N/A	01/05/2026
Casja Pryor	Temporary Shuttle Bus Driver	25 hrs./wk.	\$21.00/hr.	N/A	01/06/2026
Emily Rollins	Community Engagement Manager		\$1000.00	Monthly	
Frank Tonkovich	Campus Police Officer	25 hrs./wk.	\$41.60/hr.	N/A	12/08/2025

**3. Separations – including Retirements and Resignations**

<u>Employee</u>	<u>Position</u>	<u>Separation Date</u>	<u>Type</u>	<u>Years of Service</u>
Linda Frieders	Student Accounts Technician	04/30/2026	Retirement	22 years, 4 months
Mary Hall	Administrative Specialist Finance	01/15/2026	Resignation	2 months
Jennifer Johnson	Assessment Assistant	01/30/2026	Resignation	8 years, 5 months
Ronna Jones	Administrative Specialist Office of the President	01/16/2026	Retirement	31 years, 5 months
Douglas McKeen	Administrative Specialist Financial Aid	03/03/2026	Retirement	11 years, 3 months

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

**C. Financial Reports**

**1. Payroll Report for Pay Number 23**

010100	Education Fund	\$1,939,533.45
010109	Budget Stabilization Fund	9,688.72
020100	Operations and Maintenance Fund	155,478.78
050620	Bookstore	28,820.40
062101	Adult Education-State Basic	39,468.93
062102	Adult Education-Performance	6,035.92
062123	PATH Grant	1,332.32
063101	Adult Education-Federal Basic	7,763.70
063107	Perkins Postsecondary	7,027.43
063132	Federal Work Study	9,655.04
063171	TRIO/Upward Bound East	7,282.79
063172	TRIO/Upward Bound West	7,301.24
063202	Waubonsee Works	9,721.96
063944	SBDC	7,592.84
100300	Trust and Agency	400.00
120100	Liability/Protection and Settlement	<u>60,012.01</u>
	Final Total:	<u>\$2,297,115.53</u>

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

2. Payroll Report for Pay Number 24

010100	Education Fund	\$1,652,466.31
010109	Budget Stabilization Fund	9,481.82
020100	Operations and Maintenance Fund	156,765.08
050620	Bookstore	30,357.53
062101	Adult Education-State Basic	9,014.78
062102	Adult Education-Performance	6,035.92
062123	PATH Grant	1,332.32
063101	Adult Education-Federal Basic	6,656.32
063107	Perkins Postsecondary	7,612.70
063132	Federal Work Study	13,067.05
063171	TRIO/Upward Bound East	7,436.50
063172	TRIO/Upward Bound West	7,658.10
063202	Waubonsee Works	10,631.46
063944	SBDC	7,937.84
120100	Liability/Protection and Settlement	<u>61,407.14</u>
	Final Total:	<u>\$1,987,860.87</u>

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

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

010100	Education Fund	\$	951,485.14
010109	Budget Stabilization Fund		185.49
010900	Payroll Clearing Fund		111,360.94
020100	Operations and Maintenance Fund		417,030.45
020205	Feb 2024 Tornado Damage Restoration		5,505.00
030100	Operations/Maintenance Restricted		21,523.92
030201	Technical Education Center (TEC)		2,924,055.22
030207	Restore/Renovate Tennis Courts		1,294,382.75
030211	All Campus Fire Alarm Upgrades		3,744.00
030214	DKN Board Room Remodel		204,147.53
040100	Bond and Interest Fund		4,651,175.63
050503	Auto Resale		7,126.02
050620	Bookstore		101,419.19
050810	Internal Medical Insurance		756,291.49
050811	Retiree Medical Insurance		6,864.54
062101	Adult Education-State Basic		362.13
062102	Adult Education-Performance		818.06
062129	Scaling and Assessing DERA		1,125.00
063107	Perkins Postsecondary		1,152.58
063171	TRIO/Upward Bound East		3,540.88
063172	TRIO/Upward Bound West		1,228.71
063202	Waubonsee Works		98.00
063943	Advanced Technological Ed		1,271.15
063944	SBDC		5,301.46
063945	City of Aurora-Quality of Life		502.00
064114	SBDC Other Sources		20.99
100300	Trust and Agency		26,597.46
110100	Audit Fund		15,250.00
120100	Liability/Protection and Settlement		<u>6,798.94</u>
	Final Total:		<u>\$11,520,364.67</u>

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

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

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

5. Budget Summary Ending December 2025

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

6. Bids/Purchases:

a. Purchase of Professional Engineering Services for Reservoir Cleaning and Structural Review (*removed for separate consideration, see section VIII.*)

b. Purchase of the 2026 Commencement Furniture Rental Services

Purchase of the 2026 commencement furniture rental services from Ultimate Rental Services, Inc. of Romeoville, IL, in the amount of \$47,056.68.

c. Purchase of Furniture for the Institutional Effectiveness, Innovation, and Planning Office Renovation

Purchase of furniture for the Institutional Effectiveness, Innovation, and Planning office renovation from Interiors for Business of Batavia, IL, in the amount of \$45,387.

d. Replacement of the Existing Uninterruptible Power Supply at the Aurora Downtown Campus

Replacement of the existing Uninterruptible Power Supply at the Aurora Downtown Campus from Volt Electric, Inc. of Big Rock, IL, in the amount of \$154,750.

e. Renewal of the Viewpoint Screening Software and Services

Renewal of the Viewpoint Screening software and services from Viewpoint Screening of Wilmington, NC, in the amount of \$55,000 for the coverage period of February 22, 2026 through February 21, 2027.

f. Renewal of the Telephone Network Temporary Technical Support and Consultation

Renewal of the telephone network temporary technical support and consultation from Steve Zahn of St. Charles, IL, in the amount of \$55,000 for the coverage period of January 1, 2026 through June 30, 2026.

g. Renewal of Indeed Online Recruitment Services

Renewal of Indeed online recruitment services from Indeed, Inc. of Austin, TX, in the not to exceed amount of \$30,000 for the coverage period of February 1, 2026, through January 31, 2027.

h. Three-Year Renewal of the Barracuda E-Mail Impersonation Protection Subscription License

Three-year renewal of the Barracuda E-Mail Impersonation Protection subscription license from CDW Government LLC of Vernon Hills, IL, in the amount of \$149,350 for the coverage period of April 28, 2026 through April 27, 2029

i. Three-Year Renewal of the Automic Job Scheduler Software

Three-year renewal of the Automic Job Scheduler software from AutomWorx, Inc. of Memphis, TN, in the amount of \$85,642 for the coverage period of February 13, 2026 through February 12, 2029.

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

Item “C. Financial Reports, 6. Bids/Purchases, a. Purchase of Professional Engineering Services for Reservoir Cleaning and Structural Review,” was removed from the Consent Agenda for separate consideration.

The board, on a motion by Mr. Guzman and seconded by Ms. Ries, approved the purchase of professional engineering services for reservoir cleaning and structural review from Fehr Graham Engineering and Environmental of Aurora, IL, in the amount of \$61,750; with the vote as follows: Mr. Guzman, aye; Ms. Ries, aye; Mr. Kelsey, abstain; Ms. Oliver, aye; Mr. Jaquez, aye; Mr. Thomas, aye; and Ms. Willson, aye.

**IX. Adjournment**

The board, on a motion by Mr. Guzman and seconded by Ms. Willson, unanimously voted to adjourn the meeting at 7:12 p.m.



Greg Thomas  
2026-02-19 02:44 UTC

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Gregory Thomas, Secretary  
Waubonsee Community College  
Board of Trustees