MINUTES
WAUBONSEE COMMUNITY COLLEGE
Board of Trustees
Regular Board Meeting

May 13, 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 6:02 p.m. on Wednesday, May 13, 2026, in the Dickson Center Community Board Room, Route 47 at Waubonsee Drive, Sugar Grove, IL.

Roll call found the following board members present: Daniela Alfano, Rick Guzman, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board member absent: Stacey Ries; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Clayton Muhammad, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Bob Cofield, Michelle Dahlstrom, Emma Donatille, Terence Felton, Sharon Garcia, Dr. Rosianna Gray, Mary Greenwood, Darrin Kader, Abbas AL Khafaji, Dan Larsen, Faith LaShure, Dr. Jeanine McMillen, Joey Milano, J. C. Paez, Dr. Scott Peska, Dr. Stacey Randall, Dr. Lisa Richardson, Marlene Russell, Patricia Saccone, Renee Skrabacz, Dr. Tamekia Smith, Jacqueline Stepherson, Ne'Keisha Stepney, Stephanie Wennmacher; featured students present: Connor Anderson and Ennis Ballines; featured guest present: Dominick Demonica; and general counsel to the College present: Kenneth Florey of Robbins Schwartz.

II. Waubonsee Voices

A. Student Voices

Michelle Dahlstrom, Student Life Manager, introduced two Waubonsee students, Connor Anderson and Ennis Ballines, who attended Student Advocacy Day in Springfield, IL. 13 students in all, joined by administrators, staff, and the college's lobbyists, participated in the event, and met with several legislators to advocate on behalf of the college and its students. Connor and Ennis shared their stories and positive experiences.

III. Public Comment

A. General Public Comment

No public comments were submitted.

IV. 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.

IV. **Institutional Reports and Presentations** (continued)

b. Operating Reserve Guideline (Capital Reserve) Review

Mr. Bryant reviewed the Operating Reserve Guideline (Capital Reserve), that targets maintaining unrestricted reserves at 30-40% of annual operating expenditures. He also discussed factors that impact the capital reserve levels, and that maintaining this reserve is essential for demonstrating financial stability and fulfilling the board's fiduciary responsibilities.

c. Capital Project Update

Dan Larsen, Executive Director of Campus Safety and Operations, introduced Dominick Demonica, Principal of Demonica Kemper Architects, who presented proposed project plans, timelines, and preliminary cost projections for the relocation and renovation of several offices/departments on the Sugar Grove Campus. These projects are aligned with RISE 2030 as they are designed to "Strengthen the Student Experience" by creating a more student-centered space on campus.

In addition, Mr. Larsen was happy to announce that the Chicago Building Congress presented Pepper Construction with the Merit Award for "Education - Higher Education" for Waubonsee's Technical Education Center project, at its annual awards event.

B. Faculty Council Update

Patricia Saccone, Professor of Health Information Technology and Faculty Council President, highlighted graduation in her report, and commented on ways to better serve and support our students throughout their journey.

C. Student Trustee Report

Daniela Alfano shared her first Student Trustee report, highlighting important updates, students' experiences, and campus developments that have recently taken place. She commented on Student Advocacy Day, the RISE advisory group's accomplishments (micro pantries and the multi-cultural center), and voiced students' concerns regarding food services and preferred names on XCards.

D. President's Report

Dr. Brian Knetl was excited to report about various celebrations, with a special focus on this year's Commencement, that included a record 1,005 individuals who earned degrees. He highlighted the work of our welding students who built a custom fire behavior prop for the Sugar Grove Fire Protection District to use for their training, and congratulated our first cohort of students who participated in our Water/Wastewater Technology Program. Dr. Knetl shared his appreciation for all the faculty and staff behind the scenes that support the work of our students. For more announcements and details on Dr. Knetl's activity, his monthly President's Report can be viewed on the college website.

V. Executive Session

The board, on a motion by Mr. Thomas and seconded by Mr. Guzman, unanimously voted to adjourn to executive session at 7:20 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 8:33 p.m. Roll call found the following board members present: Daniela Alfano, Rick Guzman, Daniel Jaquez, Patrick Kelsey, Rebecca D. Oliver, Greg Thomas, and Tina Willson; board member absent: Stacey Ries; staff members present: Dr. Brian Knetl, John Bryant, Dr. Kimberly Chavis, Clayton Muhammad, Dr. Anthony Ramos, Dr. Toya Webb, Mary Baccheschi, Abbas AL Khafaji, J. C. Paez, Marlene Russell, and Jacqueline Stepherson; 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. Guzman, unanimously approved the Consent Agenda that contains the following items – Meeting Minutes, Personnel Reports, and Financial Reports.

A. Meeting Minutes

1. April 15, 2026 Board Meeting Minutes

2. April 15, 2026 Executive Session Meeting Minutes

B. Personnel Reports

1. New Appointments – Administrators (one) and Faculty (none)

Administrators

Candidate	Position	Salary	Type	Hire Date
Dr. Josehua Watson	Assistant Dean for Academic Affairs	$131,500	New Hire	06/01/2026

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

Full-Time

Candidate	Position	Salary	Type	Hire Date
Jessica Guglielmi	Executive Administrative Coordinator to the Executive Vice President and Chief of Staff	$37.50/hr.	Promotion	05/04/2026
Kayla Mauer	Student Accounts Specialist	$24.25/hr.	Promotion	04/27/2026
Kaley Oplt	Degree Audit System Analyst	$71,250	New Hire	05/04/2026

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

Part-Time and Temporary

Candidate	Position	Hours/wk.	Rate	Stipend	Hire Date
Elizabeth Ayala	Small Business Development Center Administrative Assistant	25 hrs./wk.	$20.00/hr.	N/A	05/04/2026
Chileayah Batiest McGhee	Student Worker Adult Education Waubonsee Works	25 hrs./wk.	$16.00/hr.	N/A	04/16/2026
Vivian Lee	Administrative Assistant Financial Aid	25 hrs./wk.	$19.75/hr.	N/A	04/20/2026
Kayla Lightfoot	Student Worker Adult Education	25 hrs./wk.	$16.00/hr.	N/A	05/04/2026
Michael Maynard	Assistant Baseball Coach		$8,189	Coach	05/04/2026
Lucero Mondragon	Student Worker Student Life	25 hrs./wk.	$15.55/hr.	N/A	05/06/2026

3. Separations – including Retirement and Termination

Employee	Position	Separation Date	Type	Years of Service
Hilario Fernandez	Adult Education Career and Workforce Advisor	05/05/2026	Termination	3 years, 10 months
Dana Wagner	Director of Athletics	09/25/2026	Retirement	29 years, 1 months

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

C. Financial Reports

1. Payroll Report for Pay Number 7

010100	Education Fund	$2,055,513.09
010109	Budget Stabilization Fund	9,334.88
020100	Operations and Maintenance Fund	168,980.37
050620	Bookstore	32,307.78
062101	Adult Education-State Basic	8,142.70
062102	Adult Education-Performance	17,993.54
062123	PATH Grant	1,453.44
062135	Adult Education-Digital Instruction	640.02
063101	Adult Education-Federal Basic	14,411.74
063102	Adult Education-EL/Civics	15,273.45
063107	Perkins Postsecondary	8,233.48
063132	Federal Work Study	11,634.11
063171	TRIO/Upward Bound East	7,678.40
063172	TRIO/Upward Bound West	7,685.09
063202	Waubonsee Works	9,682.61
063946	SBDC	6,672.84
069103	IGA Adult & Dislocated Worker Train	1,428.34
120100	Liability/Protection and Settlement	65,276.31
	Final Total:	$2,442.342.19

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

2. Payroll Report for Pay Number 8

010100	Education Fund	$2,117,393.54
010109	Budget Stabilization Fund	9,174.32
020100	Operations and Maintenance Fund	144,709.80
050620	Bookstore	28,323.60
062101	Adult Education-State Basic	7,035.61
062102	Adult Education-Performance	16,896.10
062123	PATH Grant	1,211.20
062135	Adult Education-Digital Instruction	104.00
063101	Adult Education-Federal Basic	13,267.00
063102	Adult Education-EL/Civics	14,389.45
063107	Perkins Postsecondary	7,962.25
063132	Federal Work Study	10,526.09
063171	TRIO/Upward Bound East	6,897.35
063172	TRIO/Upward Bound West	6,775.32
063202	Waubonsee Works	8,969.32
063946	SBDC	6,672.84
069103	IGA Adult & Dislocated Worker Train	2,918.78
120100	Liability/Protection and Settlement	59,244.71
	Final Total:	$2,462,471.28

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

3. Accounts Payable for the Period Ending April 30, 2026 and Travel Expenses of the Members of the Board of Trustees and of Employees as presented

010100	Education Fund	$1,318,075.08
010109	Budget Stabilization Fund	17,202.01
010900	Payroll Clearing Fund	104,009.98
020100	Operations and Maintenance Fund	431,132.02
020210	Sugar Grove Provost Suite Remodel	5,123.27
030100	Operations/Maintenance Restricted	64,872.02
030108	OMR Technology/Academic Sub-Fund	13,761.16
030201	Technical Education Center (TEC)	246,995.50
030206	Concrete Asphalt Replacement	91,082.78
030207	Restore/Renovate Tennis Courts	34,444.23
050503	Auto Resale	8,553.80
050620	Bookstore	45,062.53
050810	Internal Medical Insurance	197,865.77
050811	Retiree Medical Insurance	5,197.56
062102	Adult Education-Performance	597.59
062123	PATH Grant	4,317.71
062129	Scaling and Assessing DERA	21,480.00
062610	Grow Your Own Illinois (GYO)	249.48
063101	Adult Education-Federal Basic	45.00
063107	Perkins Postsecondary	693.19
063171	TRIO/Upward Bound East	8,332.70
063172	TRIO/Upward Bound West	4,412.13
063943	Advanced Technological Ed	928.19
063946	SBDC	3,130.00
064114	SBDC Other Sources	2,042.77
064127	NSF ATE Indirect	570.85
100300	Trust and Agency	56,989.68
120100	Liability/Protection and Settlement	31,287.25
	Final Total:	$2,718,454.25

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

4. Treasurer's Report for the Month of April 2026
   The Treasurer's Report for the month of April 2026 was accepted by the board and placed on file.

5. Budget Summary Ending April 2026
   Comparison of budget to actual for the ten months ending April 30, 2026 was accepted by the board and placed on file.

6. Bids/Purchases:

   a. Renewal of the Library Academic Database Subscription
      Renewal of the library academic database subscription from Consortium of Academic and Research Libraries in Illinois, University of Illinois of Urbana, IL, in the amount of $125,558 for the period of July 1, 2026 through June 30, 2027.

   b. Renewal of Agreement to Purchase Newly Released Print Books, Updated Volumes, and e-Books
      Renewal of agreement to purchase newly released print books, updated volumes, and e-books from GOBI Library Solutions from EBSCO of Atlanta, GA, in an amount not to exceed $80,000 for the period of July 1, 2026 through June 30, 2027.

   c. Renewal of the Network of Illinois Learning Resources in Community Colleges Membership and Electronic Resource Databases
      Renewal of the Network of Illinois Learning Resources in community colleges membership and electronic resource databases from Network of Illinois Learning Resources in Community Colleges of Blanchardville, WI, in the amount of $50,735 for the period of July 1, 2026 through June 30, 2027.

   d. Renewal of the Information Services Subscription Agreement
      Renewal of the information services subscription agreement from EBSCO Industries, Inc. of Cary, IL, in the amount of $45,000 for the period of July 1, 2026 through June 30, 2027.

   e. Renewal of the EBSCO Discovery Service
      Renewal of the EBSCO discovery service from EBSCO Industries, Inc. of Cary, IL, in the amount of $28,710 for the period of July 1, 2026 through June 30, 2027.

   f. Renewal of the OpenText Account Manager Premium Support Agreement
      Renewal of the OpenText account manager premium support agreement from Micro Focus LLC of Menlo Park, CA, in the amount of $53,710 for the period of July 1, 2026 through June 30, 2027.

   g. Renewal of the OpenText Software Licenses
      Renewal of the OpenText software licenses from Micro Focus LLC of Menlo Park, CA, in the amount of $99,428 for the period of July 1, 2026 through June 30, 2027.

VII. Approval of Consent Agenda (continued)

h. Replacement of Apple Computers and Laptops
Replacement of Apple computers and laptops inclusive of warranties from Apple, Inc. of Cupertino, CA, in the amount of $48,088 for the warranty period of May 2026 through May 2030.

i. Replacement of Classroom Media Equipment
Replacement of classroom media equipment from Midwest Computer Products, Inc. of West Chicago, IL, in the amount of $114,886.

j. Three-Year Purchase Agreement for Fire Alarm Maintenance and Testing Services
Three-year purchase agreement with the option to renew for two additional one-year periods for fire alarm maintenance and testing services from Convergint Technologies of Hoffman Estates, IL, in the amount of $166,145 for the period of May 14, 2026 through May 13, 2029.

k. Replacement of Eight Rooftop Units for Building A
Replacement of eight rooftop units for Building A from Trane US, Inc. of Willowbrook, IL, in the amount of $169,009.

l. Purchase of a Crisis Communication Services Agreement
Purchase of a Crisis Communication services agreement from Social Simulator, Inc. of Denver, CO, in the amount of $33,000.

VIII. Consent Agenda Items Removed for Individual Consideration

No Consent Agenda Items were removed for individual consideration.

IX. Adjournment

The board, on a motion by Mr. Guzman and seconded by Mr. Jaquez, unanimously voted to adjourn the meeting at 8:35 p.m.

Greg Thomas
2026-06-18 01:45 UTC

Gregory Thomas, Secretary
Waubonsee Community College
Board of Trustees