



KANKAKEE COMMUNITY COLLEGE  
District 520

February 11, 2019

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:00 p.m. in the Board Room on campus. Those physically in attendance were:

Mr. Patrick Martin, Chair  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Jerald Hoekstra  
Mr. Brad Hove  
Mr. William Orr  
Melany Villagomez, Student Representative to the Board

Also attending:  
Dr. John Avendano, President  
Claire Chaplinski, Attorney  
Administrative Staff

**There was no public comment. There was no change to the published agenda.**

**APPOINT A SECRETARY PRO TEM**

In the absence of Secretary Widholm at said meeting, a Secretary Pro Tem was needed. Motion was made by Mr. Hove and seconded by Mr. Frey to name Jerald Hoekstra as Secretary Pro Tem for the February 11, 2019 Board of Trustees meeting. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Orr, Martin  
NAYS: None  
Motion Carried

**BOARD PRESENTATION**

State Representative Lindsay Parkhurst presented Dr. Avendano with a resolution honoring his service to KCC and the community. Dr. Avendano thanked Rep. Parkhurst for her support of the college and its district.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the January 14, 2019 Board meeting for approval. Motion was made by Mr. Orr and seconded by Mrs. Boicken to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin  
NAYS: None  
Motion Carried

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the January 16, 2019 Board special meeting for approval. Motion was made by Mrs. Boicken and seconded by Mr. Hove to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

**APPROVAL OF CONSENT AGENDA ITEMS (\* indicates Consent Agenda Item)**

The consent agenda items were presented for approval. By consent, motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the February 11, 2019 Consent Agenda Action Items 1-3 as follows:

**\*APPROVAL OF 1A, 1D AND 1Y-OS PROGRAM PARTICIPANTS**

The administration recommended the Board approve the participant additions to the 1A, 1D and 1Y-OS programs as presented.

**\*APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board approve accepting grant awards from The Workforce Board in the amounts of \$5,763.31 and \$3,731.0 for Trade Adjustment Assistance in Kankakee and Livingston Counties.

**\*APPROVAL OF REQUEST FOR BIDS**

The administration recommended the Board approve the solicitation of bids for a College Drive roadway project at an estimated cost of \$220,000.

**APPROVAL OF RECOMMENDED ADDITIONS AND REVISIONS TO THE COURSE FEES LIST**

The administration recommended the Board approve additions and revisions to course fees effective Summer 2019. Motion was made by Mr. Frey and seconded by Mr. Orr to approve the additions and revisions as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

**APPROVAL OF HOSPITALITY OPERATIONS CERTIFICATE PROGRAM**

The administration recommended the Board approve a Hospitality Operations Certificate Program, which will prepare the student to enter the hospitality operations profession. Courses will be taught at KCC, and internship experiences will be held on-site and in area facilities. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to approve the program as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

**APPROVAL OF TUITION AND FEE INCREASE FOR FISCAL YEAR 2020**

The administration recommended the Board approve an increase of \$5 in the current tuition rate and an increase of \$2 in the student activity fee per credit hour effective Summer 2019. The total tuition and mandatory fee rate, before course fees, would be \$161 per credit hour. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to approve the increases as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

**APPROVAL OF NORTHEASTERN ILLINOIS AREA AGENCY ON AGING LEASE AGREEMENT**

The administration recommended the Board approve an agreement with the Northeastern Illinois Area Agency on Aging for the period of October 1, 2019 through March 31, 2021 at a rate of \$2,710.50 per month for 50% of West Campus Building #5. Motion was made by Mrs. Boicken and seconded by Mr. Orr to approve the lease agreement as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

**APPROVAL TO PROCEED WITH ARCHITECTURAL SERVICES FOR THE STUDENT SUCCESS CENTER**

The administration recommended the Board approve a proposal from Demonica Kemper Architects to provide architectural services for the Student Success Center for a fee of \$390,000. The proposal includes schematic design/design development, construction documents, bidding process, construction administration, and coordination of furniture, furnishings and equipment. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the proposal as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

**INFORMATION**

President Avendano provided his oral report to the Board. The Board reviewed the Spring 2019 Census Day Enrollment Report. Former employee Paul O'Connor, Coach Donnie Denson, and the 1995 women's basketball team will be inducted into the IBCA Hall of Fame in May. Architect Dominick Demonica met with college employees for input on the Master Facilities Renovation Plan, a copy of which will be presented to the Board in June. The ATEC Grand Opening will take place on April 17, 4-6:30 pm. The Athletic Department will host their annual Cash Bash fundraiser on February 16 at the Quality Inn & Suites in Bradley. The Illinois Senate passed a proposal to increase Illinois' minimum wage over a five-year period; the bill goes to the House next.

Trustee Frey provided a report to the Board. He plans to attend the March 8-9 ICCTA meetings, which will include roundtable discussion and a program.

Student Trustee Villagomez provided her report to the Board. Phi Theta Kappa met to discuss their service project and the April convention. SAC recently hosted a paint night, and they will host a movie night, as well as create a display of notable African Americans, for Black History Month. SBOT Villagomez prepared a letter template for all trustees to send to state representatives prior to Student Advocacy Day on April 10 in Springfield. The KCC Veterans Club will host a fundraiser on February 12 with 1Pet1Vet.

**APPROVAL OF FINANCIAL REPORTS (subject to audit)**

The administration presented the reconciled cash report for December 31, 2018 and the Investment and Financial Summary report for January 31, 2019. Motion was made by Mrs. Boicken and seconded by Mr. Orr to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr

ABSTAIN: Martin

NAYS: None

Motion Carried

**APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$2,531.562.96, eleven (11) purchase order requisitions over \$5,000, and special bills totaling \$5,844.00 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel and probable or pending litigation, pursuant to Sections 2-c-1 and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mrs. Boicken and seconded by Mr. Orr to convene to closed session. On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

The Board went into closed session at 5:36 p.m. The Board returned at 5:40 p.m. Motion was made by Mr. Hove and seconded by Mr. Frey to reconvene the Board meeting. On voice vote, the motion was unanimously approved.

**MATTERS OF PERSONNEL**

The Board reviewed matters of personnel presented in closed session. By consent, motion was made by Mr. Hove and seconded by Mr. Orr to approve matters of Personnel Items 1-6 as presented and recommended by the administration and enumerated below:

- (1) Approval of Employment Matters
- (2) Approval of Student Employment Matters
- (3) Approval of Continuing Education and Career Services Contracts

- (4) Approval for Payroll and Payment Authorizations to Youth Participants in WIOA Work Experience Program in Kankakee and Livingston Counties
- (5) Approval of Full-Time Credit Division Overload Summary for Spring 2019
- (6) Approval of Adjunct Instructor List, Credit Division, Spring Semester 2019

On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Orr, Martin

NAYS: None

Motion Carried

Dr. Avendano reported that Phil Kambic, CEO of Riverside Medical Center (RMC), spoke to him regarding our lease agreement at the South Extension Center. RMC would like to occupy the space as early as Fall 2019. The Board agreed that the college should maintain a presence in Iroquois County. The administration will look into available options in Watseka.

#### **ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 5:50 p.m. was made by Mr. Frey and seconded by Mr. Orr. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:

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Chairman

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Secretary Pro Tem