

KANKAKEE COMMUNITY COLLEGE  
District 520

June 14, 2010

---

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:08 p.m. in the Board Room on campus. Those in attendance were:

Mr. Hugh E. VanVoorst, Chairman  
Mr. Jerald W. Hoekstra, Vice Chairman  
Mr. J. Dennis Marek, Secretary  
Mr. Richard Frey  
Mr. Brad Hove  
Mr. Patrick Martin  
Mrs. Betty Meents  
Tyler Fuller, Student Representative to the Board

Also attending:

Dr. John Avendano, President  
Administrative Staff

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the May 10, 2010, Board meeting for approval. Motion was made by Mr. Frey and seconded by Mr. Marek to approve the minutes as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

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

The consent agenda items were presented for approval. By consent, motion was made by Mr. Hove and seconded by Mr. Marek to approve the May 10, 2010, Consent Agenda Action Items 1 through 6 as follows:

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

The administration recommended eight (8) participant additions to the programs.

**\* APPROVAL OF TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve reimbursement payment to the two (2) staff members in compliance with the Board's Tuition/Course Reimbursement Policy.

**\* APPROVAL TO ACCEPT FUNDS**

The administration recommended the Board accept the DCEO/SWIC and CTE-Perkins funds as presented.

**\* APPROVAL OF PREVAILING WAGE RATES**

The administration recommended the Board approve the resolution as presented effective June 30, 2010.

**\* UPDATE ON BUDGET PREPARATION AND REQUEST TO OPERATE WITHIN BUDGET DRAFT**

The administration recommended the Board authorize the continuance of the operation of the college by making those expenditures required for normal operations, which includes salaries, approved contracts, utilities, maintenance, and supplies for the period July 1, 2010, through budget adoption.

**\* RESOLUTION HONORING 2009-2010 WOMEN'S SOFTBALL TEAM ACHIEVEMENT**

The administration recommended the Board approve the resolution honoring the 2009-2010 Women's Softball Team.

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**ADOPTION OF THE RED FLAGS POLICY**

The administration requested the Board approve the red flags policy as presented. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the Red Flags Policy as presented.

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**ADOPTION OF REVISIONS IN PERSONNEL POLICIES AND PROCEDURES**

The administration requested the Board approve the changes to personnel policies relating to: 9.19 Acceptable Use of Computing Resources; 9.195 Electronic Mail; 9.15 Driving on College Business and 3.8 Anti-Nepotism. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the changes to personnel policies relating to: 9.19 Acceptable Use of Computing Resources; 9.195 Electronic Mail; 9.15 Driving on College Business and 3.8 Anti-Nepotism as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**APPROVAL OF PROPOSAL FOR COFFEE CART OPERATIONS**

The administration recommended the Board approve the college administration to enter into an agreement for coffee cart operations with Digital Grounds Café Inc. of Bourbonnais, Illinois.

Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the agreement for coffee cart operations with Digital Grounds Café, Inc., as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

#### **APPROVAL OF RENEWAL OF INSURANCE COVERAGE**

The administration recommended the Board approve and authorize the administration to bind insurance policies with Indiana Insurance Company as indicated effective 7/1/10 and to retain the current workers' compensation insurance program with IPRF. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the Pierce-Pristach-Lemenager bid for property and casualty insurances for \$95,692 as presented with the workers' compensation insurance program to be bid at the time of its renewal with IPRF. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

#### **APPROVAL OF CONTRACT AWARD(S) AND AUTHORIZATION TO PURCHASE**

The administration recommended the Board approve awarding the bids and authorizing purchases to Tenco Excavating for \$44,051.10 and Oakwood Enterprises for \$36,554.29 as presented. Motion was made by Mr. Martin and seconded by Mr. Frey to approve the contract awards to Tenco Excavating and Oakwood Enterprises as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

#### **APPROVAL OF REQUEST TO PURCHASE DATATEL COLLEAGUE ADVANCEMENT MODULE**

The administration recommended the Board approve the purchase of the Datatel Colleague Advancement module at a cost not to exceed \$55,605. Motion was made by Mr. Hove and seconded by Mr. Frey to approve the purchase as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

President Avendano welcomed Mr. Tyler Fuller to the Kankakee Community College Board of Trustees as the student representative. President Avendano provided his oral report to the Board, and ICCTA Representative Frey and Student Representative Fuller presented oral reports to the Board. Information Items were reviewed.

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

The administration presented the reconciled cash report for April 30, 2010, and the Investment and Financial Summary report for May 31, 2010. Motion was made by Mr. Frey and seconded by Mr. Hove to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the motion was unanimously approved.

**APPROVAL OF BILL SUMMARY AND PAYMENTS**

Bills totaling \$2,945,405.99, twenty-seven (27) purchase order requisitions over \$5,000, and two (2) special bills totaling \$70,000.00 were presented for Board review. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst  
NAYS: None  
Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel, collective negotiating, salary schedules, public office, and probable or pending litigation pursuant to Sections 2-c-1, 2-c-2, 2-c-3, and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Hoekstra and seconded by Mr. Martin. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst  
NAYS: None  
Motion Carried

The Board went into closed session at 6:11 p.m. The Board returned at 6:38 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, motion was made by Mr. Hove and seconded by Mr. Martin to approve matters of personnel – Items 1-13 as presented and recommended by the administration as enumerated below:

- (1) Approval of Corporate and Continuing Education Contracts
- (2) Approval of Student Employment Matters
- (3) Approval of Payment to Instructors, Credit Division, for Summer, 2010
- (4) Approval of Part-Time Instructor List, Credit Division, for Spring Semester, 2010
- (5) Approval of Part-Time Instructor List, Credit Division, for Summer Semester, 2010
- (6) Approval for Payroll and Payment Authorizations to Youth Participation in KCC's Youth Program Services and WIA Youth Program in Kankakee and Livingston Counties
- (7) Approval of Salary and Fringe Benefit Program for Supportive Staff and Administrators
- (8) Approval of Salary Program for part-Time Hourly Instructional Staff
- (9) Request to Hire Director of Financial Affairs
- (10) Approval of Position Descriptions
- (11) Administrative Contract Recommendations for 2010-2011

- (12) Approval of Employment Matters
- (13) Approval of Organizational Structure

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

### **MATTERS OF PUBLIC OFFICE**

The Board reviewed matters of public office presented in closed session. With respect and regrets, motion was made by Mr. Hoekstra and seconded by Mr. Frey to accept the resignation of J. Dennis Marek from the Board of Trustees of Kankakee Community College effective June 15, 2010. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Martin, Meents, VanVoorst

NAYS: None

PRESENT: Marek

Motion Carried

Motion was made by Mr. Hoekstra and seconded by Mr. Martin to appoint Brad Hove as the Secretary for the Board of Trustees of Kankakee Community College effective June 15, 2010. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

President Avendano thanked Trustee Marek for his service of seventeen years to the Board of Trustees of Kankakee Community College. Mr. Marek acknowledged the thanks of President Avendano and his fellow Trustees and noted that the decision was a tough one to reach and was done with regrets. He further stated that he will continue to be an advocate and supporter of Kankakee Community College.

### **ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:43 p.m. was made by Mr. Marek and seconded by Mr. Hoekstra. On voice vote, the motion was unanimously approved.

Respectfully submitted,  
Rose Devine Mitchell, Recording Secretary

Approved:

---

Chairman

---

Secretary