

KANKAKEE COMMUNITY COLLEGE  
District 520

June 13, 2011

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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 Iroquois Room on campus. Those in attendance were:

Mr. Hugh E. VanVoorst, Chairman  
Mr. Jerald W. Hoekstra, Vice Chairman  
Mr. Brad Hove, Secretary  
Mr. Richard Frey  
Mrs. Betty Meents  
Mr. Todd Widholm  
Michael Nemeth, Student Representative to the Board

Not Present:  
Mr. Patrick Martin

Also attending:  
Dr. John Avendano, President  
Mr. Robert LaBeau, Legal Counsel  
Administrative Staff

**There were no public comments or changes to the published agenda.**

**BOARD RECOGNITION**

The Board recognized and thanked Dr. Bert Jacobson, Rich Soderquist and Tim Wilhelm for their presentation to update them on the sustainability efforts that are ongoing at KCC. These efforts include: community involvement, building and grounds enhancements, and new curriculum offerings.

**APPROVAL OF MINUTES**

The minutes from the May 9, 2011, Board meeting was presented for approval. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the minutes as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Meents, Widholm, VanVoorst  
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. Widholm and seconded by Mr. Frey to approve the June 13, 2011, Consent Agenda Action Items as follows:

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

The administration recommended the Board approve four (4) participant additions to the programs.

**\*APPROVAL OF CHARGEBACKS**

The administration recommended the Board approve chargebacks as presented.

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

The administration recommended the Board approve the tuition reimbursements as presented.

**\*APPROVAL OF REQUEST FOR BIDS**

The administration recommended the Board approve the solicitation of bids for the enhanced security project.

**\*APPROVAL TO ACCEPT GRANT AWARD**

The administration recommended the Board accept the grant award of the Governor's Discretionary Funds (Title 1G) as presented.

**\*APPROVAL OF PREVAILING WAGE RATES**

The administration recommended the Board approve the resolution as presented effective June 30, 2011.

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

The administration recommended the Board authorize the continuance of the operation by making those expenditures required for normal operations which include salaries, approved contracts, utilities, maintenance, and supplies for the period July 1, 2011, through budget adoption.

**\*RESOLUTION HONORING 2010-11 WOMEN'S SOFTBALL TEAM ACHIEVEMENT**

The administration recommended the Board approve the resolution honoring the 2010-11 Women's Softball Team.

**\*UPDATE ON THE PROPERTY, CASUALTY, LIABILITY INSURANCE PROGRAMS**

The administration recommended the Board approve renewing existing insurance policies and binding the most cost-effective policies, as presented, effective July 1, 2011.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF CONTRACT AWARDS AND AUTHORIZATION TO PURCHASE**

The administration recommended the Board approve awarding the bids and authorizing purchases to Connected Community for Smart Classroom Equipment for \$26,354.12 and to Scanlon Excavating for the Parking Lot Improvements for \$84,011.48 as presented. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to approve awarding the bids and authorizing purchases as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **ADOPTION OF BOARD AND PERSONNEL POLICY ADDITION AND REVISIONS**

The administration requested the Board approve the addition of Board policy: 601.04 Tobacco Free Campus and changes to personnel policies relating to: 9.10 Tobacco Free Campus Policy and 6.5 Degree Completions. Motion was made by Mr. Frey and seconded by Mr. Hove to approve as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

President Avendano provided his oral report to the Board, and ICCTA Representative Frey and Student Representative Nemeth presented oral reports to the Board. An Information Item was reviewed. The KCC Foundation provided a quarterly financial report and investment summary.

### **APPROVAL OF SHORT TERM INVESTMENTS**

The administration presented one (1) short-term investment issued May 16, 2011. Motion was made by Mr. Hove and seconded by Mrs. Meents to approve as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration presented the reconciled cash report for April 30, 2011, and the Investment and Financial Summary report for May 31, 2011. Motion was made by Mr. Hove and seconded by Mr. Widholm 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 \$3,186,401.29, forty-four (44) purchase order requisitions over \$5,000, and two (2) special bills totaling \$1,303.00 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: Frey, Hoekstra, Hove, Meents, Widholm, VanVoorst

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel, collective negotiating, and probable or pending litigation pursuant to Sections 2-c-1, 2-c-2, and 2-c-11. Motion was made by Mrs. Meents and seconded by Mr. Widholm. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 5:55 p.m. The Board returned at 7:56 p.m. Motion was made by Mr. Frey and seconded by Mr. Hove 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, a motion was made by Mr. Widholm and seconded by Mr. Hoekstra to approve matters of personnel Items 1-10 as presented and recommended by the administration as enumerated below:

- (1) Approval of Continuing Education and Career Services Contracts
- (2) Approval of Student Employment
- (3) Approval of Revisions to Full-Time Credit Division Overload Summary for 2010-11
- (4) Approval for Payment to Instructors, Credit Division for Spring 2011
- (5) Approval of Adjunct Instructor List, Credit Division for Spring 2011
- (6) Approval of Adjunct Instructor List, Credit Division for Summer 2011
- (7) Approval for Payroll and Payment Authorizations to Youth Participation in KCC's Youth Program Services and WIA Youth Program in Kankakee County
- (8) Approval of Employment Matters
- (9) Request to Hire Director of Financial Affairs
- (10) Approval of Administrative Contract Recommendations for 2011-12

On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 7:58 p.m. was made by Mr. Widholm and seconded by Mr. Hove. On voice vote, the motion was unanimously approved.

Respectfully submitted,  
Judy Downey, Recording Secretary

Approved:

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Chairman

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Secretary