

KANKAKEE COMMUNITY COLLEGE  
District 520

September 13, 2012

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:02 p.m. in the Board Room on campus. Those physically in attendance were:

Mr. Hugh E. VanVoorst, Chairman  
Mr. Jerald W. Hoekstra, Vice Chairman  
Mr. Brad Hove, Secretary  
Mr. Richard Frey  
Mr. Patrick Martin  
Mrs. Betty Meents  
Mr. Todd Widholm  
Taylor O'Connor, Student Representative to the Board

Also attending:

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

**There was no public comment or changes to the published agenda.**

**BOARD RECOGNITION**

The Board recognized and thanked the faculty members nominated for ICCTA Awards – Jessica Fehland and Jennifer Huggins.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the August 13, 2012, Board meeting for approval. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the minutes as presented. On roll call, the vote was:

AYES: Hoekstra, Hove, Martin, Meents, VanVoorst

NAYS: None

ABSTAIN: Frey, Widholm

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. Frey and seconded by Mr. Hove to approve the September 13, 2012, Consent Agenda Action Items 1 through 3 as follows:

**\* APPROVAL OF 1A PROGRAM PARTICIPANTS**

The administration recommended two (2) participant additions to the programs.

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

The administration recommended the Board approve reimbursement payment to the one (1) staff member in compliance with the Board's Tuition/Course Reimbursement Policy.

**\* APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board accept the two (2) awards as presented.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL TO PROCEED WITH STRATEGIC PLANNING SERVICES**

The administration recommended the Board approve the Maher and Maher proposal to provide professional services for an environmental scan and strategic planning services for a fee not to exceed \$26,250, plus travel expenses. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to approve securing the services of Maher and Maher at a cost not to exceed \$26,250 plus travel expenses. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL AND ADOPTION OF FISCAL YEAR 2013 BUDGET**

The administration recommended the Board approve and adopt the Fiscal Year 2013 Budget and Resolution as presented for the period July 1, 2012, through June 30, 2013. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to adopt and approve the FY13 budget as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

President Avendano provided his oral report to the Board, and ICCTA Representative Frey and Student Representative O'Connor presented oral reports to the Board. Information Items were reviewed.

**APPROVAL OF SHORT TERM INVESTMENTS**

The administration presented short-term investments issued August 4, 2012. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the investments as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration presented the reconciled cash report for July 31, 2012, and the Investment and Financial Summary report for August 31, 2012. Motion was made by Mr. Hove and seconded by Mr. Hoekstra 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 \$2,892,667.56, nine (9) purchase order requisitions over \$5,000, and two (2) special bills totaling \$5,374.00 were presented for Board review. Motion was made by Mr. Martin and seconded by Mr. Widholm to approve the bill summary and payments as presented. On roll call, the vote was:

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

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel and real property pursuant to Sections 2-c-1 and 2-c-5 of the Illinois Open Meetings Act. Motion was made by Mr. Hove and seconded by Mr. Widholm to convene to closed session. On roll call, the vote was:

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

The Board went into closed session at 5:30 p.m. The Board returned at 5:52 p.m. Motion was made by Mr. Martin 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 was made by Mr. Widholm and seconded by Mr. Frey to approve matters of personnel – Items 1- 7 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 Additions to the Adjunct Instructor List, Credit Division, for Fall Semester, 2012
- (4) Approval of Payment to Instructors, Credit Division, for Fall, 2012
- (5) Approval of Annual Load Summary for 11-month Instructor for Fall, 2011-Summer, 2012
- (6) Approval of Position Description
- (7) Approval of Employment Matters

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Martin, 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 5:56 p.m. was made by Mr. Hoekstra and seconded by Mr. Widholm. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Secretary

Approved:

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Chairman

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Secretary