

KANKAKEE COMMUNITY COLLEGE  
District 520

November 14, 2013

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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. Hugh E. VanVoorst, Chair  
Mr. Jerald W. Hoekstra, Vice Chair  
Mr. Brad Hove, Secretary  
Mr. Richard Frey  
Mr. Patrick Martin  
Mrs. Betty Meents  
Sydney Hartman, 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.**

A presentation was provided on the Concealed Carry training program the college will be offering and information was shared about security.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the October 15, 2013, Board meeting for approval. Motion was made by Mr. Martin and seconded by Mr. Frey to approve the minutes as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Martin, VanVoorst

NAYS: None

ABSTAIN: Meents

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. Martin and seconded by Mr. Hove to approve the November 14, 2013, Consent Agenda Action Items 1 through 2 as follows:

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

The administration recommended three (3) participant additions to the programs.

**\* APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve soliciting bids for a security vehicle and a commercial rotary trim diesel mower.

On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration recommended the Board approve awarding the bid for a 12-passenger van for \$23,175.80 and for a pickup truck with snowplow equipment package for \$30,585.10 to Dralle Chevrolet and Buick as bid. Motion was made by Mr. Hove and seconded by Mr. Frey to approve awarding the bids as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADOPTION OF THE TAX LEVY**

The administration recommended the Board adopt the tax levy as presented on the Certificate of Tax Levy. Motion was made by Mr. Frey and seconded by Mr. Hove to approve and adopt the tax levy for 2013 as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF RECOMMENDED 2014-15 ACADEMIC CALENDAR**

The administration recommended the Board approve the academic calendar for 2014-15 as presented. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the 2014-15 Academic Calendar as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADOPTION OF KCC POLICE DEPARTMENT POLICY AND PROCEDURES**

The administration recommended the Board approve the Kankakee Community College Police Department Policies and Procedures as presented. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to approve the policy and procedures as presented effective November 15, 2013. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF AGRI-HORT TECHNOLOGY PROGRAMS**

The administration recommended the Board approve the Agri-Hort Technology Program, including the AAS, certificates, and new courses. Motion was made by Mr. Hoekstra and seconded by Mr. Hove to approve the programs as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF COMPUTER GRAPHIC TECHNOLOGY PROGRAM**

The administration recommended the Board approve the Computer Graphic Technology AAS, certificates, and new courses. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the program as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **ACCEPTANCE OF FIRST READING OF BOARD AND PERSONNEL POLICY ADDITION AND REVISIONS**

The administration recommended the Board review the addition of the Concealed Carry Board policy, revisions to the Personnel policies for Drug Free Workplace and Tobacco Free Campus and the addition of the Concealed Carry Personnel policy as presented and accept the proposed addition/revisions as a first reading in preparation for a second reading for approval. Motion was made by Mr. Frey and seconded by Mr. Hove to accept as a first reading. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

### **NO SHORT TERM INVESTMENTS**

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

The administration presented the reconciled cash report for September 30, 2013, and the Investment and Financial Summary report for October 31, 2013. Motion was made by Mr. Martin and seconded by Mrs. Meents 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 \$5,621,717.41, fourteen (14) purchase order requisitions over \$5,000, and one (1) special bill totaling \$1,134.00 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, 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, and probable or pending litigation pursuant to Sections 2-c-1, 2-c-2, and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to convene to closed session. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 6:12 p.m. The Board returned at 6:25 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. Martin and seconded by Mr. Hoekstra to approve matters of personnel – Items 1-7 as presented and recommended by the administration as enumerated below:

- (1) Approval of Student Employment Matters
- (2) Approval of Payment to Instructor, Credit Division, for Fall Semester, 2013
- (3) Approval of Revision to the Full-Time Credit Division, Overload Summary, Fall Semester, 2013
- (4) Approval for Payroll and Payment Authorization for Youth Participants in KCC's Youth Program Services
- (5) Approval of additions to the Adjunct Instructor List, Credit Division, Fall Semester, 2013
- (6) Approval of Employment Matters
- (7) Approval of Continuing Education and Career Services Contracts

On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:29 p.m. was made by Mr. Frey and seconded by Mr. Hoekstra. 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