

KANKAKEE COMMUNITY COLLEGE  
District 520

December 10, 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  
Mr. Todd Widholm  
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.**

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the November 14, 2013, 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: Frey, Hoekstra, Hove, Martin, Meents, VanVoorst  
NAYS: None  
ABSTAIN: 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. Widholm to approve the December 10, 2013, Consent Agenda Action Items 1 through 5 as follows:

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

The administration recommended six (6) participant additions to the programs.

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

The administration recommended the Board approve reimbursement payment to the employee in compliance with the Board's Tuition/Course Reimbursement Policy.

**\* APPROVAL OF PERMIT APPLICATIONS**

The administration recommended the Board approve the permit applications for the activities as presented.

**\* APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve soliciting bids for the electrical run from the proposed solar array to the existing transformer.

**\* APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board accept the awards as presented.

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Martin, Meents, Widholm, 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 security vehicle to Watseka Ford Lincoln, Inc. for \$15,094.30, and for a commercial rotary trim diesel mower to Reinders for \$24,968.30 as bid. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve awarding the bid as presented. On roll call, the vote was:

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

NAYS: None

ABSTAIN: Hove

Motion Carried

**ADOPTION OF ADDITIONS AND REVISIONS TO BOARD AND PERSONNEL POLICY**

The administration requested the Board approve the addition to Board Policy 900.00 Campus Security and 901.00 Concealed Carry, and the addition or revisions to Personnel Policies 9.10 Tobacco Free Campus (revised), 10.11 Concealed Carry (new), and 13.3 Drug-Free Workplace (revised) as presented. Motion was made by Mr. Hove and seconded by Mr. Frey to approve the policy changes as presented effective January 1, 2014. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF CERTIFICATE PROGRAMS**

The administration recommended the Board approve the 38-hour Instrumentation and Process Control Advanced Certificate and the 18-hour Electronic Technician Certificate. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the programs 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 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 October 31, 2013, and the Investment and Financial Summary report for November 30, 2013. Motion was made by Mr. Hove 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 \$7,324,778.57, fourteen (14) purchase order requisitions over \$5,000, and two (2) special bills totaling \$48,296 were presented for Board review. Motion was made by Mr. Martin and seconded by Mr. Hoekstra 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, selection to fill a public office, probable or pending litigation, and semi-annual review of closed session minutes pursuant to Sections 2-c-1, 2-c-3, 2-c-11, and 2-c-21 of the Illinois Open Meetings Act. Motion was made by Mr. Frey and seconded by Mr. Hoekstra 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 5:25 p.m. The Board returned at 5:55 p.m. Motion was made by Mr. Frey and seconded by Mrs. Meents 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. Hove to approve matters of personnel – Items 1-4 as presented and recommended by the administration as enumerated below:

- (1) Approval of Continuing Education and Career Services Contracts
- (2) Approval of Student Employment Matters
- (3) Approval of Revision to the Full-Time Credit Division Overload Summary for Fall, 2013
- (4) Approval of Employment Matters

On roll call, the vote was:

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

NAYS: None

Motion Carried

**SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

President Avendano provided a review of the closed session discussion minutes for the following meeting dates: May 13, June 10, July 8, August 13, September 9, October 15, November 14, and December 3, 2013, Planning Meeting. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the closed session minutes as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

No minutes approved were approved for release due to the continued need for confidentiality as determined by the Board upon advice of legal counsel.

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 5:57 p.m. was made by Mr. Hove 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