



**Kankakee Community College
Board of Trustees
April 11, 2016 – Agenda**

1. Call to Order/Roll Call.....Board Chair
2. Introduction of Guests/Recognition.....Board Chair
 - New Faculty – Bridget Bertrand-Essington, Elior Iseli
 - Tenured Faculty – Jacqueline Billings, Jennifer Huggins, Roger Koerner, Mary Kyrouac, Stephanie Rayman
 - KCC Outstanding Full-Time Faculty Award Winner – Jessica Greminger
 - KCC Outstanding Part-Time Faculty Award Winner – Scott Lemenager
 - KCC Outstanding Alum Award Winner – Robert de Oliveira
 - New Student Board of Trustees – Abby Fischer
3. Amendments or Changes to Published Agenda.....Board Chair
4. Approval of Minutes.....Board Chair
 - March 14, 2016 - Board Meeting
5. Approval of Consent Agenda Action Items (**items preceded by asterisk**).....Board Chair
6. Approval of Action Items Remaining & Presentation of Information Items.....Board Chair
 - A. Action Items
 - * (1) Approval of 1A, 1D and TAA Program Participants (A-1)
 - * (2) Approval to Accept Grant Awards (A-3)
 - ◆ Youth Program – Livingston County
 - ◆ Trade Adjustment Assistance – Kankakee & Livingston Counties
 - * (3) Approval of Tuition/Course Reimbursement (A-5)
 - * (4) Approval of Request for Bids (A-7)
 - ◆ Replacement of Servers
 - ◆ Gymnasium Fire Alarm Project
 - * (5) Approval of Update of Joint Agreement between the College of Lake County and Kankakee Community College (A-9)
 - (6) Approval of On-the-Job Training (OJT) Contracts (A-11)
 - (7) Approval of Contract Award (A-13)
 - ◆ Replacement of Telephones
 - (8) Approval of a Resolution Honoring Student Representative to the Board of Trustees (A-15)

B. Information Items

- (1) President and Trustee Reports
- (2) Student Representative to the Board of Trustees (I-1)
- (3) Report from the Vice President, Instruction (I-3)

7. Approval of Finance Items.....Board Chair

A. Finance Items

- (1) Approval of Financial Reports (subject to audit) (F-1)
 - ◆ Reconciled Cash By Fund – February 29, 2016
 - ◆ Investment and Financial Summary – March 31, 2016
- (2) Approval of Bill Summary (F-7)
 - ◆ Purchase Order Requisitions Over \$5,000
 - ◆ Special Bills
 - ◆ AP Check Register

8. Convene to Closed Session

9. Reconvene to Open Session

10. Closed Session Action Items

A. Personnel Matters pursuant to 5 ILCS 120/2(c)(1)

- ◆ Employment Contract for Laura Gardner as Coordinator of Admissions and Student Services

B. Matters of Business pursuant to 5 ILCS 120/2(c)(6)

C. Probable or Pending Litigation pursuant to 5 ILCS 120/2(c)(11)

11. Adjournment

ADMINISTRATIVE CONTRACT

Kankakee Community College
Kankakee, Illinois

The Board of Trustees of Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will and Ford, State of Illinois, hereby agrees to employ **LAURA GARDNER** as **COORDINATOR of ADMISSIONS & SUPPORT SERVICES** for the period of April 4, 2016 through June 30, 2016 during the 2015-2016 fiscal year. The fiscal year shall begin on July 1 and end on June 30.

The administrator will be assigned duties which are consistent with her educational and experiential qualifications.

The administrator agrees to perform faithfully and to discharge all assigned duties to the satisfaction of the College, and to abide by all policies, rules, and regulations adopted by the Board of Trustees. The administrator further agrees to a reassignment or transfer at any time from this position to another position for which the administrator is qualified as determined by the college. In addition, the administrator's employment may be terminated, changed, or modified from time to time by the College in its sole discretion for cause as described in the Personnel Policy and Procedures Handbook.

The annualized salary for the 2015-2016 fiscal year will be \$43,916.

On or before June 15, 2016, notification as to renewal of appointment will be given. Such renewal is neither automatic nor to be expected.

The administrator has ten days after the date of official board action as shown below to accept or reject this contract. If she fails to accept the offer within this time period, her position will be declared open.

April 11, 2016
Date

President

Chairman, Board of Trustees

Secretary, Board of Trustees

I accept the contract as described above. Yes No

Date

Administrator