

KANKAKEE COMMUNITY COLLEGE  
District 520

September 12, 2016

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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. Jerald W. Hoekstra, Chair  
Mr. Brad Hove, Vice Chair  
Mr. Patrick Martin, Secretary  
Mrs. Cathy Boicken  
Mr. Richard Frey  
Mr. Todd Widholm  
Abby Fischer, Student Representative to the Board

Also attending:

Dr. John Avendano, President  
Ms. Claire Chaplinski, Legal Counsel  
Administrative Staff

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

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the August 8, 2016 Board meeting 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, Hove, Martin, Hoekstra  
ABSTAIN: Boicken, Widholm  
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. Martin and seconded by Mr. Frey to approve the September 12, 2016 Consent Agenda Action Item 1 as follows:

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

The administration recommended the Board approve the participant additions to the 1A, 1D, 1Y-OS and TAARA programs as presented.

On roll call, the vote was:

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

### **ACCEPTANCE OF PURCHASING POLICY ADDITION**

The administration recommended the Board accept the proposed policy addition, which states that, pursuant to 30 ILCS 575, the college will set aspiration goals for the awarding of construction, professional service and state contracts to businesses owned by minorities, females and persons with disabilities. Motion was made by Mr. Martin and seconded by Mr. Widholm to accept the proposed purchasing policy addition as presented. On roll call, the vote was:

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

### **ACCEPTANCE OF HUMAN RESOURCE POLICY REVISIONS**

The administration recommended the Board accept the human resource policy revisions, which include classification of employees and time off. Motion was made by Mr. Frey and seconded by Mrs. Boicken to accept the human resource policy revisions effective September 13, 2016. On roll call the vote was:

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

### **APPROVAL AND ADOPTION OF FISCAL YEAR 2017 BUDGET**

The administration recommended the Board of Trustees approve and adopt the Fiscal Year 2017 Budget as presented. Motion was made by Mr. Frey and seconded by Mr. Hove to approve and adopt the budget for the period July 1, 2016 through June 30, 2017. On roll call, the vote was:

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

### **INFORMATION**

President Avendano provided his oral report to the Board. He highlighted the Foundation update, the FY16 Annual and 10<sup>th</sup> Day Enrollment Reports, and the report from Instruction. Dr. Avendano reported that KCC will have a plan in place to help ITT students if needed. The Board Policy Manual is being reviewed for accuracy, and changes will be presented to the Board for approval at a later date.

Trustee Frey gave his report to the Board. He attended the ICCTA meetings on September 9-10 in Springfield. Discussions included college Foundations, trustee training, and exploring the need to offer a bachelor's degree in nursing at community colleges.

Student Trustee Fischer provided her report to the Board. She attended athletic activities and met students during Welcome Back week. She attended the ICCB-SAC meeting in Springfield where students discussed the cost of textbooks and tuition, enrollment and graduation issues at community colleges, and the possibility of re-branding of the community college name. In addition, she gave an update on her Cavalier Cap Challenge - 4,519 caps have been collected to date, which is halfway to the goal.

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

The administration presented the reconciled cash report for July 31, 2016, and the Investment and Financial Summary report for August 31, 2016. Motion was made by Mr. Hove and seconded by Mrs. Boicken 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 \$2,191,579.50, thirteen (13) purchase order requisitions over \$5,000, and one special bill in the amount of \$283.00 were presented for Board review. Motion was made by Mrs. Boicken and seconded by Mr. Martin to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Widholm, Hoekstra

NAYS: None

Motion Carried

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

AYES: Boicken, Frey, Hove, Martin, Widholm, Hoekstra

NAYS: None

Motion Carried

The Board went into closed session at 5:45 p.m. The Board returned at 6:00 p.m. Motion was made by Mr. Frey and seconded by Mr. Martin 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. Martin to approve matters of Personnel Items 1-8 as presented and recommended by the administration and enumerated below:

- (1) Approval of Position Description
- (2) Approval of Employment Matters
- (3) Approval of Student Employment Matters
- (4) Approval of Continuing Education and Career Services Contracts
- (5) Approval for Payroll and Payment Authorizations to Youth Participants in WIOA Work Experience Programs in Kankakee County
- (6) Approval of Revision to the Full-Time Faculty Appointments for Summer Term 2016
- (7) Approval of Annual Load Summary for 11-month Instructor for Fall 2015-Summer 2016
- (8) Approval of Adjunct Instructor List, Credit Division, for Fall Semester 2016

On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Widholm, Hoekstra

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:01 p.m. was made by Mr. Widholm and seconded by Mrs. Boicken. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:

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Chairman

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Secretary