

KANKAKEE COMMUNITY COLLEGE  
District 520

October 10, 2017

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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. Jerald Hoekstra, Chair  
Mr. Brad Hove, Vice Chair  
Mr. Patrick Martin, Secretary  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Bill Orr  
Mr. Todd Widholm  
Justin Hasselbring, Student Representative to the Board

Also attending:

Dr. John Avendano, President  
Claire Chaplinski, Attorney  
Administrative Staff

**There was no public comment. There was no change to the published agenda.**

**BOARD EDUCATION**

Mr. Dale Gerretse of Abraham, Eshleman & Gerretse LLC gave an audit presentation as of June 30, 2017. The Board thanked them for their work, and Mr. Gerretse stated that the firm appreciated the opportunity to serve the college.

**FISCAL YEAR 2016 FINANCIAL AUDIT**

The administration recommended the Board accept the fiscal year 2017 financial audit prepared by the independent auditing firm of Groskreutz, Abraham, Eshleman & Gerretse LLC. Motion was made by Mr. Hove and seconded by Mr. Frey to accept the fiscal year 2017 financial audit as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the September 11, 2017 Public Hearing. Motion was made by Mr. Martin and seconded by Mr. Widholm to approve the minutes as presented. On roll call, the vote was:

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

ABSTAIN: Orr

NAYS: None

Motion Carried

### **APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the September 11, 2017 Board meeting for approval. Motion was made by Mrs. Boicken and seconded by Mr. Frey to approve the minutes as presented. On roll call, the vote was:

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

ABSTAIN: Orr

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. Frey and seconded by Mr. Orr to approve the October 10, 2017 Consent Agenda Action Items 2-3 as follows:

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

The administration recommended the Board approve the participant additions to the 1A and 1D programs as presented.

#### **\*APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board approve the grant awards as presented.

On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF RECOMMENDED 2018-2019 ACADEMIC CALENDAR**

The administration recommended the Board approve the 2018-2019 academic calendar, which provides 14 paid holidays for administrators and supportive staff and extra instructional days scheduled beyond the number required by state law. Motion was made by Mr. Widholm and seconded by Mrs. Boicken to approve the 2018-2019 academic calendar as presented. On roll call the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF ACADEMIC CONTINUITY PLAN**

The administration recommended the Board approve the academic continuity plan in the event that the college experiences an emergency which necessitates closure of campus and extended cancellation of classes. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the academic continuity plan as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

## **APPROVAL OF SUPPLEMENTAL TAX PROVISION OF THE PUBLIC COMMUNITY COLLEGE ACT**

The administration recommended the Board adopt a resolution expressing the Board's intent to include in the Fall 2017 levy a supplemental tax as established in Section 3-14.3 of the Public Community College Act at a rate not to exceed the maximum allowable rate of 11.62 cents and further resolved that the Board direct the administration to publish the Board's intent and to meet the requirements of Section 3-14.3 of the Public Community College Act. Motion was made by Mr. Orr and seconded by Mr. Frey to approval the supplemental tax provision as described. On roll call, the vote was:

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

NAYS: None

Motion Carried

## **INFORMATION**

President Avendano provided his oral report to the Board. He presented the Report from the Vice President for Instructional and Student Success regarding KCC's Associate of Arts Degrees. He also presented an updated Tenth Day Enrollment Report for Fall 2017. Dr. Avendano noted that the college's HVAC system at the central plant needs to be replaced. Money from the PHS levy would be used to fund the project. Dr. Avendano reported that he recently gave a presentation to the Kankakee County Mayors' Association, and he will attend an upcoming State of the County breakfast. He noted that he took part in a proposal to bring Amazon HQ2 to Kankakee County. Dr. Avendano thanked the Women's Giving Circle for the lovely Farm to Table event and for exceeding their fundraising goal of \$100K. The ribbon cutting for The Walter "Jack" & Gretchen Charlton Career Services Center was well-attended. The college concluded its 50<sup>th</sup> anniversary year with an employee party and photo.

Trustee Frey gave his report to the Board. He noted that the next ICCTA meeting will take place on November 10-11 in Lisle.

Student Trustee Hasselbring provided his report to the Board. He and other SAC students attended the recent ICCSAA conference at Southwestern Illinois College. He also attended the Phi Theta Kappa regional conference at Lewis & Clark Community College. He held his first Chew & Chat to receive student feedback, and he will compile data and present it at the November meeting. Justin plans to work with the Student Life Coordinator, as well as MITC faculty and students, to provide two bleachers for the soccer field.

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

The administration presented the reconciled cash report for August 31, 2017, and the Investment and Financial Summary report for September 30, 2017. Motion was made by Mr. Martin and seconded by Mrs. Orr 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 \$2,642,047.59, nine (9) purchase order requisitions over \$5,000, and two special bills in the amount of \$32,434.00 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: Boicken, Frey, Hove, Martin, Orr, 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 Mr. Hove and seconded by Mr. Martin to convene to closed session. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 5:54 p.m. The Board returned at 6:04 p.m. Motion was made by Mr. Martin and seconded by Mrs. Boicken 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 1-5 as presented and recommended by the administration and enumerated below:

- (1) Approval of Employment Matters
- (2) Approval of Student Employment Matters
- (3) Approval of Continuing Education and Career Services Contracts
- (4) Approval for Payroll and Payment Authorizations to Adult and Youth Participants in WIOA Work Experience Programs in Kankakee County
- (5) Approval of Adjunct Instructor List, Credit Division, for Fall Semester 2017

On roll call, the vote was:

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

NAYS: None

Motion Carried

#### **ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:05 p.m. was made by Mrs. Boicken and seconded by Mr. Orr. 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