



KANKAKEE COMMUNITY COLLEGE  
District 520

June 11, 2018

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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  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. William Orr  
Mr. Todd Widholm  
Melany Villagomez, Student Representative to the Board

Also attending:

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

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

**APPOINT A SECRETARY PRO TEM**

In the absence of Secretary Martin at said meeting, a Secretary Pro Tem was needed. Motion was made by Mr. Hove and seconded by Mr. Widholm to name Richard Frey as Secretary Pro Tem for the June 11, 2018 Board of Trustees meeting. On roll call, the vote was:

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

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the May 14, 2018 Board meeting for approval. Motion was made by Mrs. Boicken and seconded by Mr. Orr to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Orr, Widholm, Hoekstra  
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. Orr and seconded by Mr. Frey to approve the June 11, 2018 Consent Agenda Action Items 1-4 as follows:

**\*APPROVAL OF 1A and 1Y-OS PROGRAM PARTICIPANTS**

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

**\*APPROVAL OF TUITION COURSE REIMBURSEMENTS**

The administration recommended the Board approve four tuition course reimbursements as presented.

**\*APPROVAL OF PREVAILING WAGE ORDINANCE**

The administration recommended the Board approve the ordinance as presented effective June 30, 2018. A certified copy will be forwarded to the Illinois Secretary of State Index Division and the Illinois Department of Labor. Notice of said ordinance may be published in a newspaper within the college district. The administration will make available in the college business office the Prevailing Wage Rate Schedules.

**\*UPDATE ON BUDGET PREPARATION AND REQUEST TO OPERATE WITHIN BUDGET DRAFT**

The administration recommended the Board authorize continued college operations by allowing those expenditures required for normal operations, which include salaries, approved contracts, utilities, maintenance and supplies, for the period July 1, 2018 through budget adoption.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADOPTION OF PERSONNEL POLICY REVISIONS**

The administration recommended the Board approve the personnel policy revisions to 3.8 Background Checks and 9.15 Use of College Vehicles. Motion was made by Mrs. Boicken and seconded by Mr. Frey to accept the personnel policy revisions as presented, with an effective date of July 1, 2018. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL TO PROCEED WITH LETTER OF INTENT FOR SOLAR ARRAY**

The administration recommended the Board approve the submission of a letter of intent to proceed with the Microgrid solar array proposal. Proposals were solicited by the South Metropolitan Higher Education Consortium (SMHEC), of which KCC is a member. Motion was made by Mr. Widholm and seconded by Mr. Hove to approve the submission of a letter of intent to Microgrid. On roll call, the vote was:

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

NAYS: None

Motion Carried

## **INFORMATION**

President Avendano provided his oral report to the Board. He thanked the KCC Foundation staff and KCC Foundation Board for continued growth over the years. The State of Illinois passed a budget, which included a 2% increase for all community colleges; however, that translated to \$350K less for KCC due to enrollment numbers. In addition, the 6% salary cap was decreased to 3%. Dr. Avendano thanked Trustee Frey for his support and participation in the 2018 GED commencement ceremony. The college has agreed to participate in a Zagster bike-sharing initiative; KCC will receive free advertising for the bike dock placed at the North Extension Center. Dr. Avendano invited the Board to attend the LPN pinning ceremony on July 17.

Trustee Frey gave his report to the Board. He accepted the Advocacy Award on behalf of Dr. Avendano at the ICCTA Awards Banquet. At the ICCTA meeting, new officers were elected, and a \$100 increase in dues per college was approved. Topics of discussion included the 3% salary cap and dual credit.

Dr. Avendano welcomed new Student Trustee Villagomez, and she provided her report to the Board. She attended the Phi Theta Kappa regional convention in June, and she will attend a SAC conference in Florida in November. The Office of Student Learning is planning a movie night on the river, and the college is planning a Great Expectations Day on October 5.

## **APPROVAL OF SHORT TERM INVESTMENTS**

The administration presented the short term investment issued May 9, 2018 in the amount of \$500,000.00 Motion was made by Mr. Hove and seconded by Mr. Orr to approve the short term investment as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration presented the reconciled cash report for April 30, 2018 and the Investment and Financial Summary report for May 31, 2018. Motion was made by Mr. Widholm and seconded by Mr. Hove to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On roll call, the vote was:

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

NAYS: None

Motion Carried

## **APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$3,047,688.59, twenty-nine (29) purchase order requisitions over \$5,000, and one special bill in the amount of \$352.00 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Orr to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, 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 Mrs. Boicken and seconded by Mr. Widholm to convene to closed session. On roll call, the vote was:

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

The Board went into closed session at 5:31 p.m. The Board returned at 5:50 p.m. Motion was made by Mr. Frey and seconded by Mr. Orr 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 Mrs. Boicken to approve matters of Personnel Items 1-9 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 Youth and Dislocated Worker Participants in WIOA Work Experience Program in Kankakee & Livingston Counties
- (5) Approval of Salary Increase for Fiscal Year 2019
- (6) Approval of Adjunct Instructor List, Credit Division, for Summer Term 2018
- (7) Approval of Full-Time Faculty Appointments, Summer Term 2018
- (8) Approval of 11-month Full-Time Credit Division Overload Summary for Summer Term 2018

On roll call, the vote was:

AYES: Boicken, Frey, Hove, 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 5:51 p.m. was made by Mr. Hove and seconded by Mr. Widholm. 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