



KANKAKEE COMMUNITY COLLEGE  
District 520

August 13, 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. Patrick Martin  
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 no change to the published agenda.**

Mr. Michael Monaghan, Executive Director of the Illinois Community College Trustees Association (ICCTA), presented Dr. Avendano with the ICCTA Advocacy Award for his outstanding efforts state-wide to benefit all 39 community college districts. Board Chair Hoekstra and Dr. Avendano thanked Mr. Monaghan and the ICCTA for their work on behalf of community colleges.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the July 9, 2018 Board meeting for approval. Motion was made by Mr. Hove 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 Mrs. Boicken and seconded by Mr. Widholm to approve the August 13, 2018 Consent Agenda Action Items 1-4 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 accept the grant awards from The Workforce Board as presented.

**\*APPROVAL OF EVENTS PURSUANT TO THE COLLEGE'S USE OF DRUG & ALCOHOL POLICY**

The administration recommended the Board approve the serving and use of alcoholic beverages, pursuant to the college's Use of Drug & Alcohol policy, at the events as presented.

**\*APPROVAL OF LOCAL ELECTION OFFICIAL TO SERVE AS SECRETARY TO BOARD OF TRUSTEES FOR ACCEPTING ELECTION MATERIALS**

The administration recommended the Board approve the Board Recorder to act as Local Election Official in the name of the Secretary of the Board of Trustees for the purpose of accepting election materials for the April 2, 2019 consolidated election.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF 2019 BOARD MEETING SCHEDULE**

The administration recommended the Board approve the 2019 Board of Trustee Meeting Schedule Notice. There was discussion on the possible need to move the April 2019 meeting to accommodate the election results. Motion was made by Mr. Martin and seconded by Mr. Orr to approve the schedule as presented. On roll call, the vote was:

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF ACTIONS FOR RECOMMENDED FISCAL YEAR 2019 BUDGET**

The administration recommended the Board receive the tentative budget for fiscal year 2019 and establish the public hearing notice to be held at 5:00 p.m. on Monday, September 10, 2018 in the Board Room. Motion was made by Mr. Frey and seconded by Mrs. Hove to receive the tentative budget and establish the public hearing as stated. 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 welcomed faculty back to campus this week and noted that the Faculty Development Committee put together the fall Inservice program, which will take place on August 15-16. Classes begin on August 20. The Foundation received an estate gift from Mrs. Frances Wertz, who was a retired Bradley teacher; her gift will benefit students through scholarships and the Student Success Center. Enrollment is currently at +6% in headcount and +1% in credit hours. Upcoming events include: 1) October 3, Town Hall meeting with state representative candidates Dugan and Parkhurst; and 2) August 25, Swine, Wine & Dine fundraising event.

Trustee Frey gave his report to the Board. The ICCTA's next meeting will take place on September 14 in East Peoria. The trustees will participate in a roundtable discussion of issues affecting community colleges.

Student Trustee Villagomez provided her report to the Board. Phi Theta Kappa members will meet on August 14 to select FY19 officers. SAC, in conjunction with the Office of Student Life and the Alumni Office, will host a summer movie night on the river on September 7. Fall Club Rush will take place on September 4-5.

## **APPROVAL OF SHORT TERM INVESTMENTS**

The administration presented the short term investments issued July 27 and July 30, 2018 in the amounts of \$500,000.00 respectively. Motion was made by Mr. Hove and seconded by Mr. Widholm to approve the short term investments as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration presented the reconciled cash report for June 30, 2018 and the Investment and Financial Summary report for July 31, 2018. Motion was made by Mr. Orr 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

ABSTAIN: Martin

NAYS: None

Motion Carried

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

Bills totaling \$3,846,736.94, seventeen (17) purchase order requisitions over \$5,000, and three special bills totaling \$7,848.23 were presented for Board review. Motion was made by Mr. Martin 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, selection to fill a public office, and probable or pending litigation, pursuant to Sections 2-c-1, 2-c-3 and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Widholm and seconded by Mr. Frey 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 5:25 p.m. The Board returned at 6:13 p.m. Motion was made by Mrs. Boicken and seconded by Mr. Hove 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 1-6 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 Participants in WIOA Work Experience Program in Kankakee & Livingston Counties
- (5) Approval of Revisions to the Full-Time Faculty Appointments, Summer Term 2018
- (6) Approval of Position Description

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 6:14 p.m. was made by Mr. Orr and seconded by Mr Hove. 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