



KANKAKEE COMMUNITY COLLEGE  
District 520

September 10, 2018

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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 Hoekstra, Chair  
Mr. Brad Hove, Vice Chair  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Patrick Martin  
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.**

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the August 13, 2018 Board meeting for approval. Motion was made by Mr. Frey and seconded by Mrs. Boicken to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, 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. Martin and seconded by Mr. Hove to approve the September 10, 2018 Consent Agenda Action Items 1-3 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 REQUEST FOR BIDS**

The administration recommended the Board approve the solicitation of bids for the Advanced Technology Education Center technology equipment and a PacketShaper replacement.

### **APPROVAL AND ADOPTION OF FISCAL YEAR 2019 BUDGET**

The administration recommended the Board approve and adopt the Fiscal Year 2019 Budget, having made the tentative budget available for public inspection for the required 30-day period on August 10, 2018 and having conducting a public hearing concerning the budget. Motion was made by Mr. Hove and seconded by Mrs. Boicken to approve and adopt the Fiscal Year 2019 Budget for Kankakee Community College District #520 for the period July 1, 2018 through June 30, 2019. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Hoekstra

NAYS: None

Motion Carried

### **APPROVAL OF CONTRACT AWARDS**

The administration recommended the Board approve contract awards for furniture for the Advanced Technology Education Center in the amount of \$195,004 as follows: \$181,004 direct furniture purchase through the Illinois Public Higher Education Consortium; and \$14,000 furniture installation by Heritage Development Construction. Motion was made by Mr. Frey and seconded by Mr. Hove to approve awarding the bids as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Hoekstra

NAYS: None

Motion Carried

### **APPROVAL OF RESOLUTIONS HONORING FULL-TIME EMPLOYEES**

The administration recommended the Board approve and sign resolutions honoring retirees Kari Livesey, Dr. Christine Young and Julia Waskosky. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the resolutions as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Hoekstra

NAYS: None

Motion Carried

Dr. Avendano read aloud Dean Julia Waskosky's retirement resolution. Dean Waskosky thanked the Board and stated it was an honor to have been a part of KCC for 25 years. Chair Hoekstra, Trustee Frey and Dr. Avendano thanked her for her leadership.

### **INFORMATION**

President Avendano provided his oral report to the Board. He shared the FY2018 Annual Enrollment Report and the Census Enrollment Report for Fall 2018. He stated that administration continues to make enrollment a high priority. Dr. Avendano encouraged the Board to provide feedback in a survey sent to them regarding KCC's next strategic plan. Community focus groups will participate in roundtable discussions at the NEC and SEC in the upcoming weeks. *Great Expectations*, a strategic planning event for KCC faculty and staff, will take place on campus on October 5. On September 24, the Higher Learning Commission will conduct an on-site accreditation visit at the SEC. Dr. Avendano shared the KCC Foundation update, and he thanked those who participated in the recent Swine, Wine & Dine fundraising event. For the sixth year in a row, the Foundation hosted a financial officers lunch. The college received notice of two estate gifts. The college will host its annual job fair on October 4. Dr. Avendano thanked Dr. Gardner and her staff for negotiating a

contract for a solar array, which will be erected on campus in the near future. Dr. Karen Hunter-Anderson, Executive Director of the Illinois Community College Board, will retire on November 30, 2018. Dr. Avendano will participate in the ICCCP meetings on September 12-14 in East Peoria.

Trustee Frey gave his report to the Board. He will participate in the ICCTA meetings on September 14-15 in East Peoria. An ICCTA conference call will take place on September 13 re: the legislative impact of the upcoming November election. Trustee Frey encouraged the Board to read article on the ICCTA's website re: the characteristics of community college students. He commended Dr. Karen Hunter-Anderson's leadership at the ICCB.

Student Trustee Villagomez provided her report to the Board. Eight Phi Theta Kappa members will take part in an upcoming leadership institute. PTK will hold a fundraiser in November to raise awareness of youth and homelessness. SAC, in conjunction with the Office of Student Life, has planned events for Mexican Heritage Month. Club Rush took place and recruited new club members. Due to inclement weather, the Movies on the River event was rescheduled to September 14.

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

The administration presented the reconciled cash report for July 31, 2018 and the Investment and Financial Summary report for August 31 2018. Motion was made by Mr. Frey 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, Hoekstra

ABSTAIN: Martin

NAYS: None

Motion Carried

**APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$2,755,226.61, eleven (11) purchase order requisitions over \$5,000, and one special bill in the amount of \$754.00 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, 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. Frey to convene to closed session. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Hoekstra

NAYS: None

Motion Carried

The Board went into closed session at 5:33 p.m. The Board returned at 6:04 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 Mrs. Boicken and seconded by Mr. Martin to approve matters of Personnel Items 1-7 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 Annual Load Summary for 11-Month Instructor for Fall 2017-Summer 2018
- (6) Approval of Revision to the Full-Time Faculty Appointments, Summer Term 2018
- (7) Approval of Credit Division Adjunct Instructor List for Fall Semester 2018

On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Hoekstra

NAYS: None

Motion Carried

### **ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:06 p.m. was made by Mr. Frey 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