



KANKAKEE COMMUNITY COLLEGE
District 520

November 13, 2018

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
Mrs. Catherine Boicken
Mr. Brad Hove
Mr. Patrick Martin
Mr. William Orr
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.

BOARD EDUCATION

Mr. Dale Gerretse of Abraham, Eshleman & Gerretse LLC gave a FY18 audit presentation. The Board thanked Mr. Gerretse, who stated that the firm appreciated the opportunity to serve such a quality organization as the college.

APPROVAL OF MINUTES

The Recording Secretary presented the Minutes from the October 9, 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, Hove, Martin, Orr, 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 November 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 approve acceptance of the following grant awards: Adult-Kankakee County, Adult-Livingston County, Dislocated Worker-Kankakee County, Dislocated Worker-Livingston County, Trade Adjustment Assistance-Kankakee and Livingston Counties (2), and Talent Pipeline-Bridging Opportunity-Kankakee and Livingston Counties.

***APPROVAL OF TUITION COURSE REIMBURSEMENTS**

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

***APPROVAL OF REQUEST FOR BIDS**

The administration recommended the Board approve the request for bids for a 25 passenger bus.

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

FISCAL YEAR 2018 FINANCIAL AUDIT

The administration recommended the Board accept the fiscal year 2018 financial audit prepared by the independent auditing firm of Groskreutz, Abraham, Eshleman & Gerretse LLC. Motion was made by Mr. Orr and seconded by Mrs. Boicken to accept the fiscal year 2018 financial audit as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

APPROVAL OF ON-THE-JOB TRAINING (OJT) CONTRACT

The administration recommended the Board approve the Department of Workforce Services/WIOA's on-the-job training contract with Plochman, Inc. Motion was made by Mr. Hove and seconded by Mr. Martin to approve the contract as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

ADOPTION OF THE TAX LEVY

The administration recommended the Board adopt the proposed tax levy for 2018. The proposed levy total is \$9,625,216, which is \$103,185 or .08% higher than the 2017 extension. The levy does not include bond levies. The total tax rate for 2018 is estimated to be at 49.7 cents, a decrease of the 2017 rate of 50.1 cents. Motion was made by Mr. Martin and seconded by Mr. Orr to adopt the tax levy as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

APPROVAL OF PROTECTION, HEALTH AND SAFETY PROJECT

The administration recommended the Board approve combining phases two and three of the boiler and chiller replacement PHS project to be completed between the spring of 2019 and the spring of 2020 at an estimated cost of \$1.8 million. Depending on the actual cost, the college may need to provide supplemental funding, which would be returned to equity with a subsequent PHS levy. Motion was made by Mr. Hove and seconded by Mrs. Boicken to approve the PHS project as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

APPROVAL TO PROCEED WITH A CAPITAL RENEWAL PROJECT

The administration recommended the Board approve proceeding with a Capital Renewal Project funded by a Capital Renewal Grant. The administration recommended the grant funds be used for the installation of an elevator in the Harold and Jean Minor Memorial Library to replace the current lift as part of the Student Success Center project. The KCC Foundation would provide supplemental funding from past donations to the Student Success Center. The administration will submit application to the Illinois Community College Board and the Capital Development Board, along with the recommendation to engage Demonica Kemper Architects. Motion was made by Mr. Martin and seconded by Mrs. Boicken to proceed with the Capital Renewal Project and submission of documents as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

INFORMATION

President Avendano provided his oral report to the Board. He thanked the KCC Foundation for a successful Scholarship Recognition Breakfast, and he thanked the physical plant department for setting up the College Center. Dr. Avendano also thanked Kendra Souligne and Dr. Cari Stevenson for planning this year's veterans' recognition ceremony. He thanked the college staff for initiating the Cavaliers Care Book, a copy of which was provided to each Board member. The college's Employee Recognition Dinner will be held on November 16. The Foundation will interview investment firms on November 28. In Trustee Frey's absence, Dr. Avendano noted that he attended the recent regional trustees meeting at Joliet Junior College.

Student Trustee Villagomez provided her report to the Board. Phi Theta Kappa students are hoping for good weather for the PTK Sleep Out Honors in Action event on November 16. Money raised will benefit Fortitude Community Outreach. Over 300 community members attended SAC's Halloween Spooktacular. Students celebrated The Day of the Dead. Student and viewed the movie "We Still Live Here" as part of global awareness. Villagomez was elected by her peers to lead Student Advocacy Day in the spring. Baccalaureate Scholars are preparing "Blessings in a Backpack" to help the homeless during the holiday season.

APPROVAL OF FINANCIAL REPORTS (subject to audit)

The administration presented the reconciled cash report for September 30, 2018 and the Investment and Financial Summary report for October 31, 2018. Motion was made by Mr. Hove and seconded by Mr. Orr to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the vote was:

AYES: Boicken, Hove, Orr, Hoekstra

ABSTAIN: Martin

NAYS: None

Motion Carried

APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS

Bills totaling \$2,575,167.39, twenty (20) purchase order requisitions over \$5,000, and one special bill totaling \$2,585.00 were presented for Board review. Motion was made by Mr. Orr and seconded by Mr. Hove to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel, probable or pending litigation, and the semi-annual review of closed session minutes, pursuant to Sections 2-c-1, 2-c-11 and 2-c-21 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, Hove, Martin, Orr, 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 Mrs. Boicken 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. Hove and seconded by Mrs. Boicken 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 & Youth Participants in WIOA Work Experience Program in Kankakee County
- (5) Full-Time Credit Division Overload Summary for Fall 2018

On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Dr. Avendano provided a review of the closed session discussion minutes for the following meeting dates: May 14, 2018, June 11, 2018, July 9, 2018, August 13, 2018, September 10, 2018 and October 9, 2018. Due to the continued need for confidentiality, Dr. Avendano recommended the Board approve the closed session minutes without release. Motion was made by Mr. Hove and seconded by Mr. Martin to approve the closed session minutes without release. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra

NAYS: None

Motion Carried

ADJOURNMENT

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:04 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:

Chairman

Secretary