



KANKAKEE COMMUNITY COLLEGE  
District 520

August 12, 2019

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:01 p.m. in the Board Room on campus. Those physically in attendance were:

Mr. Patrick Martin, Chair  
Mr. Brad Hove, Vice Chair  
Mr. Todd Widholm, Secretary  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Jerald Hoekstra  
Ms. Daisy Solorzano, Student Representative to the Board

Also attending:

Dr. Michael Boyd, President  
Ms. Claire Chaplinski, Attorney  
Administrative Staff

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

**BOARD PRESENTATION/INTRODUCTION OF GUESTS**

Dr. Jose da Silva, Vice President of Student Affairs, presented the Student Satisfaction Inventory (SSI) results. The college exceeded state and national norms. The Board stated that they would like to see the results posted on social media and reported in *The Daily Journal*.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the July 8, 2019 Board meeting for approval. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the minutes as presented.  
On roll call, the vote was:

AYES: Boicken, Frey, Hoekstra, Hove, Widholm, Martin  
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 Mrs. Boicken to approve the August 12, 2019 Consent Agenda Action Items 1-4 as follows:

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

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

**\*APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board accept grants from The Workforce Board for adults, dislocated workers and the young adult program in Kankakee and Livingston counties as presented. The Board asked for a three year trend analysis of Adult Ed Funding levels.

**\*APPROVAL OF TUITION COURSE REIMBURSEMENT**

The administration recommended the Board approve two tuition course reimbursements 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.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF 2020 BOARD MEETING SCHEDULE**

The administration recommended the Board approve the 2020 Board of Trustee Public Meeting Schedule Notice. The 2020 Board meeting dates are as follows: January 13, February 10, March 9, April 13, May 11, June 8, July 13, August 10, September 14, Tuesday, October 13, November 9 and Tuesday, December 15. The notice will be posted on the college's website and in the Miner Memorial Library. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the 2020 Board meeting schedule as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL AND ADOPTION OF FISCAL YEAR 2020 BUDGET**

The administration recommended the Board approve and adopt the fiscal year 2020 budget with the following resolution:

THEREFORE, BE IT RESOLVED that the Fiscal Year 2020 Budget for Kankakee Community College District #520, as received by the Board of Trustees on August 12, 2019, and made available for public inspection, be adopted and put into effect for the period July 1, 2019 through June 30, 2020.

<file:///O:/Share/BOT%20Materials/FY20%20BOT%20Materials/2019-08-12/FY20%20budget.pdf>

Motion was made by Mr. Widholm and seconded by Mrs. Boicken to approve and adopt the fiscal year 2020 budget with following resolution as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF ENGAGEMENT OF ENVIRONMENTAL ENGINEERING COMPANY**

The administration recommended the Board engage Midwest Environmental Consulting (MEC) Services, Inc. for the asbestos abatement project in the library. MEC's estimate for the total project cost is \$275,850-\$333,850. Dr. Vicki Gardner clarified that the action was for approval of the engineering company only. Asbestos abatement will go out to bid and then brought to the Board for approval. Motion was made by Mr. Frey and seconded by Mr. Hove to engage Midwest Environmental Consulting Services, Inc. for the work as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **INFORMATION**

President Boyd provided his report to the Board. The college, in conjunction with the Workforce Board and the Economic Alliance, has reached out to former trustee and Board Chair Hugh Van Voorst to offer assistance as the result of a fire at his company, Van Fab, Inc. KCC has a National Incident Management System (NIMS) plan in place, and additional information will be shared with the Board at the Committee of the Whole meeting in December. The KCC Foundation received a bequest from the estate of a former Century Scholar donor. As a result of several recent estate gifts, Foundation Board member Mark Smith will present a planned giving seminar on October 10, 6pm at the college. Dr. Boyd noted that he and Kelly Myers are meeting donors for lunch as a means of introduction. He will also be taking part in pop-up events at various campus locations in an effort to meet and greet students. Over 20 KCC employees attended the Global Leadership Summit hosted by Van Drunen Farms, who is a valued college partner. Governor Pritzker's recent capital bill allocated dollars to elected state officials to use at their discretion. Dr. Boyd has sent letters to our local representatives inviting them to campus to discuss how the college could utilize those funds. A letter was sent to Riverside Healthcare stating KCC's desire to extend the lease at the South Extension Center in Watseka. Dr. Boyd congratulated 17 student-athletes who received NJCAA honors for academic achievement in 2018-2019. He also congratulated the women's basketball team for inclusion on the Women's Basketball Coaches Association's honor roll for two-year colleges. KCC welcomes faculty back to campus this week and the students on Monday as a new school year gets underway.

Trustee Frey gave his report to the Board. He encouraged all trustees to attend the ICCTA meetings on September 13-14 in Springfield. Of special interest will be the 9:30 am roundtable discussion and an afternoon seminar entitled "Majoring in Marijuana". The Illinois Community College Board has announced that up to eight community colleges will be permitted to apply for a cannabis program. The Board will make an informed decision in the near future as to whether KCC will apply to be one of the eight colleges.

SBOT Solorzano provided her report to the Board. The KCC Student Advisory Committee (SAC) volunteered at the End of Summer Bash where the club raised funds from concessions. Club Rush will take place August 27-28. She is looking forward to her first Snack & Chat with students on September 24. Ms. Solorzano applied to participate in the Illinois Community College Board's SAC. Meetings will be held in the fall, winter and spring.

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

The administration presented the Reconciled Cash Report for June 30, 2019 and the Investment and Financial Summary Report for July 31, 2019. 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, Hoekstra, Hove, Widholm

ABSTAIN: Martin

NAYS: None

Motion Carried

**APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$2,829,869.02, fifteen (15) purchase order requisitions over \$5,000, and two special bills totaling \$4,411.10 were presented for Board review. Motion was made by Mr. Hoekstra and seconded by Mrs. Boicken to approve the bill summary and payments as presented. On roll call, the vote was:

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

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, Hoekstra, Hove, Widholm, Martin

NAYS: None

Motion Carried

The Board went into closed session at 5:37 p.m. The Board returned at 5:47 p.m. Motion was made by Mr. Hoekstra and seconded by Mr. Frey 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 Youth Participants in WIOA Work Experience Programs in Livingston and Kankakee Counties
- (5) Approval of Revision to the 11-Month Full-Time Credit Division Overload Summary For Summer 2019

On roll call, the vote was:

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

NAYS: None

Motion Carried

Board Attorney Claire Chaplinski gave an overview on Conflict of Interest policy as governed by the Illinois Public Community College Act and the Public Officer Prohibited Activities Act. If a trustee has less than a 7.5% ownership interest in a closely held business (not a public one), he/she is exempt from having conflict of interest. A trustee must disclose if he/she has more than a 7.5% interest and must abstain from voting. The Foundation Board members are not public-elected officials, but rather appointed internally, so they are not governed by the 7.5% rule. Chair Martin asked the trustees if they want to revise the conflict of interest policy currently in the KCC Board of Trustees Policy Manual. The Board decided it would like to see a draft of a revised policy at the Committee of the Whole meeting in December 2019.

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 5:59 p.m. was made by Mr. Frey 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 *Pro Tem*

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Secretary