

KANKAKEE COMMUNITY COLLEGE  
District 520

September 11, 2006

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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 in attendance were:

Mr. Hugh E. VanVoorst, Chairman  
Mr. Jerald W. Hoekstra, Vice Chairman  
Mr. J. Dennis Marek, Secretary  
Mr. Richard Frey  
Mr. Brad Hove  
Mr. Patrick D. Martin  
Mrs. Betty Meents  
Ms. Kaylee Balthazor, Student Representative

Also attending:

Dr. Girard W. Weber, President  
Administrative Staff

**AWARDING OF BID FOR RE-ROUTING STORM SEWER SYSTEM IN POND**

Introduction of Dave Tyson of Tyson Engineering, Inc. was made and matter of the detention pond was discussed. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to approve the award and authorize payment to Ruben E. Smith Construction-R&R, Inc., in the amount of \$56,245.60 to re-route the storm sewer system in the pond and an estimated additional cost of \$1,000.00 to add a temporary discharge into the pond to allow for irrigation capability.

**\* INDICATES APPROVAL OF MINUTES FROM THE AUGUST 14, 2006, BOARD MEETING AND THE SEPTEMBER 11, 2006, CONSENT AGENDA ITEMS**

\* By consent motion, motion was made by Mr. Frey and seconded by Mr. Martin to approve the August 14, 2006, meeting minutes and the September 11, 2006 Consent Agenda Action Items 1, 2, 3, 4, 5, 6, and 8 with Item 7 tabled to a future Board of Trustees meeting. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**\* APPROVAL OF STUDENT EMPLOYMENT AND WAGES**

The administration presented a detailed list of student employees and wages to be paid. \* By prior consent motion, Motion was made by Mr. Frey and seconded by Mr. Martin to approve the student employment and wages as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**\* APPROVAL OF 1A, ID & 1Y-OS PROGRAM PARTICIPANTS**

The administration presented a list of six (6) participant additions to the Title 1A, Title 1D, and Title 1Y-OS programs. \* By prior consent motion, Motion was made by Mr. Marek and seconded by Mr. Martin to approve the six (6) participant additions as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**\* APPROVAL FOR PAYROLL AND PAYMENT AUTHORIZATIONS TO YOUTH PARTICIPANTS IN KCC'S YOUTH PROGRAM SERVICES**

The administration presented a list of individuals determined eligible for participation in KCC's Youth Program Services through September 29, 2006, at the rate of \$6.50 per hour. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Martin to approve the individuals for the specified authorizations for participant wages as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**\* CHARGEBACKS**

The administration recommended two (2) student chargeback requests for out-of-district tuition support for students to attend recognized community colleges in Illinois for the academic year 2006-2007. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Martin to approve the chargeback requests as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**\*APPROVAL TO ACCEPT U.S. DEPARTMENT OF EDUCATION TALENT SEARCH GRANT FUNDS IN THE AMOUNT OF \$250,261.**

The administration presented information requesting the Board accept the Talent Search Program grant award of \$250,261 and authorize the college to proceed with the goals and objectives of the grant. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Martin to approve the acceptance of the U.S. Department of Education's award of \$250,261 for the Talent Search grant program and approve the budget which accompanied said item as presented. On roll call, the vote was.

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AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**\*RECOMMENDATION FOR TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve reimbursement payment to the four (4) staff members in compliance with the Board's Tuition/Course Reimbursement Policy. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Martin to approve the

reimbursement payment to the person as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

### **REQUEST TO BID FENCING MATERIALS FOR BASEBALL FIELD**

Discussion was held. More information was requested. By consensus of the Board, matter was tabled to a future Board meeting.

### **\* REQUEST TO BID PRINTING OF BROCHURES**

The administration recommended the Board approve the request to go to bid for printing of major gifts campaign publication as presented. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Martin to approve the request to go to bid for printing of major gifts campaign publication as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

### **APPROVAL OF BID AND AUTHORIZATION TO PURCHASE COMPUTERS**

The administration recommended the Board approve the bid and authorize the purchase of computers as presented. Motion was made by Mr. Hoekstra and seconded by Mr. Hove to award the term contract for computers to MPC Solution Sales, LLC of Nampa, Idaho, with a minimum of five computer systems from the vendor through June 30, 2007, as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

### **APPROVAL OF BID AND AUTHORIZATION TO PURCHASE BIOLOGY SUPPLIES**

The administration recommended the Board approve the bid and authorize the purchase of biology supplies as presented. Motion was made by Mr. Frey and seconded by Mrs. Meents to approve the award of bid for biology supplies and equipment to the lowest responsible bidders which meet specifications, Benz Microscope, Ann Arbor, Michigan-\$44.20, Carolina Biological, Burlington, North Carolina-\$86.48, Delta Education dba Frey Scientific, Mansfield, Ohio-\$145.82, Fisher Scientific Hanover Park., Illinois-\$4,692.91, Johnson Scientific, Williamstown, New Jersey-\$1,803.00, Sargent-Welch, Buffalo Grove, Illinois-\$406.48, VWR International, Batavia, Illinois-\$3,367.91 and Ward's Natural Science, Rochester, New York-\$328.01, for a total cost of \$10,874.81, as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

### **APPROVAL OF BID AND AUTHORIZATION TO PRINT CLASS SCHEDULES**

The administration recommended the Board approve the bid and authorize the printing of class schedules as presented. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the award of bid for the printing of 2007 spring/summer, 2007 summer/fall and 2007 fall college

class schedules to the lowest responsible bidder meeting specifications, Warner Offset, Inc., of South Elgin, Illinois, at a base cost of \$25,254, plus options as necessary as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**REQUEST FOR APPROVAL OF CONTRACT MODIFICATIONS FOR KCC'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM**

The administration recommended the Board approve the modifications of the Workforce Board for FY07 WIA services as presented and approve the FY07 budgets. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the Workforce Board modifications for FY07 WIA services and the FY07 budgets as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**SUPPLEMENTAL TAX PROVISION OF THE PUBLIC COMMUNITY COLLEGE ACT**

The administration recommends the Board adopt a resolution expressing its intent to include in the fall 2006 levy a supplemental tax. Motion was made by Mr. Hove and seconded by Mr. Frey to adopt a resolution expressing the intent to include in the fall 2006 levy a supplemental tax as established in Section 3-14.3 of the Public Community College Act at a rate not to exceed the maximum allowable rate of 7.63 cents pending certification by the Illinois Community College Board on September 15, 2006, and to publish the Board's intent to meet the requirements of Section 3-14.3 of the Public Community College Act. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**APPROVAL AND ADOPTION OF THE FISCAL YEAR 2007 BUDGET**

The administration recommends the Board approve and adopt the Fiscal Year 2007 Budget and its resolution. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the Fiscal Year 2007 Budget and its Resolution as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

**FIRST READING OF A DRUG AND ALCOHOL POLICY**

The administration recommends the Board review the proposed Use of Drug and Alcohol Policy as presented. Wording will be reviewed and revised as needed. Matter will be returned for a second reading at the October Board meeting.

**FIRST READING OF A NAMED GIFT POLICY AND APPROVAL OF NAMED GIFT OPPORTUNITIES**

The administration recommends the Board review the proposed Named Gift Policy as presented. Wording will be reviewed and revised as needed. Matter will be returned for a second reading at

the October Board meeting. The administration recommended the Board approve the Named Gift Opportunities as presented for use in the Comprehensive Campaign for the Foundation. Motion was made by Mr. Hove and seconded by Mrs. Meents to approve the Named Gift Opportunities as presented. On voice vote, the motion was unanimously approved.

President Weber provided his oral report to the Board.

Interactive Recruitment Presentation viewed. Board expressed its approval of the marketing piece and thanked Ms. Sargeant and staff.

Chair Van Voorst directed staff to provide the dollar amount reimbursed for the credit hours in fiscal years 2005 and 2006 at the October Board meeting.

#### **PURCHASE ORDER REQUISITIONS OVER \$5,000**

The administration presented six (6) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the six (6) purchase order requisitions over \$5,000 as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

#### **RECONCILED CASH FUND**

The administration presented the reconciled cash report for July 31, 2006. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to accept the Reconciled Cash Report subject to audit. On voice vote, the motion was unanimously approved.

#### **BILL APPROVAL**

Bills totaling \$1,934,134.02 were presented for Board review. The total for the Operating Account was \$1,133,374.54, Payroll Account, \$795,432.28 and Imprest Account \$5,327.20. The total, by fund, were: Education Fund, \$282,823.15; Operations & Maintenance Fund, \$100,329.62; Operations & Maintenance Fund-Restricted, \$38,657.52; Auxiliary Fund, \$272,039.42, Restricted Fund, \$121,952.25, WIA Fund, \$45,723.11, Liability Protection Settlement Fund, \$30,342.43; Imprest, \$5,327.20; and Payroll and Related Bills \$1,036,939.32. Motion was made by Mr. Marek and seconded by Mr. Martin to approve the bill approval and bill summary sheets as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

#### **COMPREHENSIVE CAMPAIGN FOR THE FOUNDATION**

The Co-Chairs, Steve Smith and Tim Gernon, spoke briefly to the Board of Trustees and thanked the Board for their support of the Campaign.

The Board agenda scheduled to go into closed session for the purposes of the Board 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. Hoekstra and seconded by Mr. Frey. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

The Board went into closed session at 6:04 p.m. The Board returned at 6:42 p.m. Motion was made by Mr. Marek and seconded by Mr. Martin to reconvene the Board meeting. On voice vote, the motion was unanimously approved.

\* By consent motion, motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the Matters of Personnel presented and recommended by the administration as Items 1-9 enumerated below:

- 1) ADULT EDUCATION CONTRACTS
- 2) CORPORATE AND CONTINUING EDUCATION CONTRACTS
- 3) ADDITIONS, CANCELLATIONS AND REVISIONS TO THE PART-TIME INSTRUCTOR LIST, CREDIT DIVISION, FALL SEMESTER, 2006
- 4) ANNUAL LOAD SUMMARY FOR ITS FALL 2005 THROUGH SUMMER 2006, FOR CORPORATE AND CONTINUING EDUCATION AND BUSINESS DIVISION INSTRUCTORS
- 5) ADDITION TO PART-TIME INSTRUCTOR LIST, CREDIT DIVISION, SUMMER TERM, 2006
- 6) APPROVAL OF NEW POSITION DESCRIPTIONS
- 7) EMPLOYMENT AND TRANSFER OF STAFF
- 8) STAFF RESIGNATION
- 9) CONFIRM APPOINTMENT OF AFFIRMATIVE ACTION COORDINATOR

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst

NAYS: None

Motion Carried

#### **ADJOURNMENT**

There being no further business to come before the Board, Motion to adjourn Board Meeting at 6:46 p.m. was made by Mr. Frey and seconded by Mr. Marek. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Clerk

Approved:

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Chairman

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Secretary