

KANKAKEE COMMUNITY COLLEGE
District 520

October 9, 2006

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 4:05 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

Dr. Weber introduced the auditors: Bruce Payne, Dale Gerretse, Steve Schmidt and MJ Abraham.

The Board proceeded to view the auditor's presentation. Presentation concluded at 4:35 p.m.

Chair Van Voorst complimented the staff on behalf of the Board on the October 8 Birthday Bash event. Trustee Meents complimented the look of the facility and grounds for the event. Dr. Weber will send an e-mail to staff sharing the Board's compliments and recognition of the staff efforts.

REQUEST FOR APPROVAL TO BID FENCING MATERIALS FOR BASEBALL FIELDS

Dr. Weber introduced Coaches Holstein and Post. Coach Holstein provided information addressing concerns presented by the Trustees in relation to a wooden fence installation at the baseball fields. Motion made by Mr. Marek and seconded by Mr. Hoekstra to request bids for a new six-foot wooden baseball fence as recommended. On roll call, the vote was:

AYES: Hoekstra, Hove, Marek, Martin, Meents, Van Voorst
NAYS: Frey
Motion Carried

*** INDICATES APPROVAL OF MINUTES FROM THE SEPTEMBER 11, 2006, BUDGET AND APPROPRIATIONS ORDINANCE PUBLIC HEARING, THE SEPTEMBER 11, 2006, BOARD MEETING AND THE OCTOBER 9, 2006, CONSENT AGENDA ITEMS**

* By consent motion, motion was made by Mr. Frey and seconded by Mr. Marek to approve the September 11, 2006, Budget and Appropriations Ordinance Public Hearing notes, the September 11, 2006, meeting minutes and the October 9, 2006 Consent Agenda Action Items 1, 2, 3, and 4. 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. Marek 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

*** REQUEST TO ACCEPT ICCB POSTSECONDARY CAREER AND TECHNICAL EDUCATION CONTINUOUS QUALITY IMPROVEMENT, PROGRAM ENHANCEMENT AND INNOVATION GRANT FUNDS AND APPROVE THE BUDGET FOR SAME.**

The administration recommends the acceptance of the grant funds and approval of the grant budget as presented. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Marek to accept the \$20,000 grant funds and approve the grant budget as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

*** CHARGEBACKS**

The administration recommended one (1) student chargeback request for out-of-district tuition support for the student to attend a recognized community college in Illinois for the academic year 2006-2007. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Marek to approve the chargeback request as presented. On roll call, the vote was:

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 three (3) 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. Marek to approve the reimbursement payment to the persons as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

FISCAL YEAR 2006 AUDIT

The financial audit of college records was completed by the Board's independent auditing firm, Payne, Gray, Groskreutz and Schmidt. Representatives of the firm were present at the Board meeting to explain the report and to answer any questions Board members might have concerning the audit. Chair Van Voorst directed staff to provide an information item at November's Board meeting to answer the question of why Foundation expenses exceeded the revenue in the audit. Mrs. Meents complimented the Business Affairs staff on their work. Motion was made by Mrs. Meents and seconded by Mr. Hove to receive the FY06 financial audit of the college records for

forwarding to the ICCB. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF BID AWARD FOR PRINTER CARTRIDGES

The administration recommended the Board approve the bid and authorize the purchase of printer cartridges as presented. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to award the bid for inkjet and laser printer cartridges to the lowest, responsible bidder meeting specifications for each item, as follows: Best Computer Supplies of Reno, Nevada – Items I-3, I-6, I-7, I-8, I-10, I-11, I-12, I-13, I-14, III-1, III-3, III-4, III-7 and III-18; Chicago Laser of Lansing, Illinois – Items III-2 and III-12; Mark 20 Business Supply of Plainfield, Illinois – Items I-4, I-5, I-15, II-1 thru II-13, II-15, and II-19; Modern Imaging Solutions of Culver City, California – Item II-14; Thresholds Rehab Industries of Chicago, Illinois – Items III-6, III-10 and III-11; TonerPlus, Inc. of Austin, Texas – Items I-1, I-2, I-9, II-16, II-17, II-18, III-5, III-8, III-9, III-13 thru III-17. The cartridges will be purchased as needed through June 30, 2007. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF BID AWARD TO PRINT BROCHURES FOR THE COMPREHENSIVE CAMPAIGN

The administration recommended the Board approve the request to go to bid for the printing of brochures for the comprehensive campaign as presented. Motion was made by Mr. Hoekstra and seconded by Mr. Hove to award the bid for printing 3,000 sets of the comprehensive campaign brochures to the lowest, responsible bidder meeting specifications, Liberty Creative Solutions, Inc. of Tinley Park, Illinois at a cost of \$13,183 as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF BID AWARD FOR ART & SCIENCE TECHNOLOGY AND FURNITURE

The administration recommended the Board approve the bid and authorize the purchase of Art & Science technology and furnishings and model classroom furniture as presented. Motion was made by Mr. Frey and seconded by Mr. Marek to approve the award of bid for Art & Science technology and furnishings and model classroom furniture as follows:

Technology

Bid awards:

M & M Computers of Brooklyn, New York	\$ 21,252.00
CPU Options of Brooklyn, New York	21,685.00
Netrix, LLC of Bannockburn, Illinois	23,954.00
Dexon Computer, Inc. of Bloomington, Minnesota	3,125.00
Pinnacle Audio Visual of Elgin, Illinois	127,926.72
Gateway Computers	35,475.00
Total:	\$233,417.72

Furnishings and Equipment

Bid awards:

Martin Whalen Office Solutions of Bradley, Illinois	\$210,873.04
Creative Office Systems, Inc. of Watseka, Illinois	10,215.14
Stevens Industries of Teutopolis, Illinois	<u>6,872.94</u>
Total:	\$267,961.12

Model Classroom Furniture

Bid award:

Martin Whalen Office Solutions of Bradley, Illinois	\$41,852.16
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On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF TUITION AND FEE WAIVER FOR ORIN 1501 FOR STUDENTS NEAR COMPLETION OF THE GED

The administration recommended the Board approve the waiver of tuition and fees for ORIN 1501 for students near completion of the GED as presented. Motion was made by Mr. Frey and seconded by Mr. Marek to approve the waiver of tuition and fees for ORIN 1501 for students near completion of the GED as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

SECOND READING OF A USE OF DRUG AND ALCOHOL POLICY

The administration recommends the Board approve the Use of Drug and Alcohol Policy as presented. Motion was made by Mrs. Meents and seconded by Mr. Martin to approve the adoption of the Use of Drug and Alcohol Policy as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

SECOND READING OF A NAMED GIFT POLICY

The administration recommends the Board approve the Named Gift Policy as presented. Motion was made by Mr. Hove and seconded by Mrs. Frey to approve the adoption of the Named Gift Policy as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

President Weber provided his oral report to the Board, and Information Items were reviewed. .

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 August 31, 2006. Motion was made by Mr. Frey and seconded by Mr. Martin to accept the Reconciled Cash Report subject to audit. On voice vote, the motion was unanimously approved.

BILL APPROVAL

Bills totaling \$2,689,206.23 were presented for Board review. The total for the Operating Account was \$1,374,024.54, Payroll Account, \$1,307,746.68 and Imprest Account \$7,435.01. The total, by fund, were: Education Fund, \$518,614.37; Operations & Maintenance Fund, \$90,121.17; Operations & Maintenance Fund-Restricted, \$1,357.01; Auxiliary Fund, \$226,947.97, Restricted Fund, \$39,822.31, WIA Fund, \$37,920.32, Liability Protection Settlement Fund, \$31,418.84; Imprest, \$7,435.01; and Payroll and Related Bills \$1,735,569.23. Motion was made by Mr. Marek and seconded by Mr. Hoekstra 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

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. Marek. 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 5:45 p.m. The Board returned at 5:58 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. Marek to approve the matters of personnel presented and recommended by the administration as Items 1-5 enumerated below:

- 1) CORPORATE AND CONTINUING EDUCATION CONTRACTS
- 2) REVISIONS TO THE PART-TIME INSTRUCTOR LIST, CREDIT DIVISION, SPRING SEMESTER, 2006
- 3) REVISIONS TO THE PART-TIME INSTRUCTOR LIST, CREDIT DIVISION, FALL SEMESTER, 2006
- 4) EMPLOYMENT AND TRANSFER OF STAFF
- 5) STAFF TERMINATIONS

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 6:00 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:

Chairman

Secretary