

KANKAKEE COMMUNITY COLLEGE  
District 520

November 13, 2006

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:10 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

Introductions were made to the Board of Trustees for Heather Dillander, Gary Wright and Fred DeHaan.

**\* INDICATES APPROVAL OF MINUTES FROM THE OCTOBER 9, 2006, COMMITTEE OF THE WHOLE MEETING, THE OCTOBER 9, 2006, BOARD MEETING AND THE NOVEMBER 13, 2006, CONSENT AGENDA ITEMS**

\* By consent, motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the Minutes from the October 9, 2006, Committee of the Whole Meeting, the October 9, 2006, Board meeting and the November 13, 2006, Consent Agenda Action Items 1 through 8.. 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. Hoekstra 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 and IY-OS Program Participants PROGRAM.**

The administration presented a list of six (6) participants in the Title \*A, ID and IY-OS programs.

\* By prior consent motion, Motion was made by Mr. Frey and seconded by Mr. Hoekstra to

approve the six (6) participants 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. Hoekstra 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 one (1) staff member in compliance with the Board's Tuition/Course Reimbursement Policy. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hoekstra 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

**\* APPROVAL FOR PAYROLL AND PAYMENT AUTHORIZATIONS TO WIA YOUTH PARTICIPANTS**

The administration presented a list of individuals determined eligible for participation in KCC's Youth Program Services from August 21, 2006 – June 30, 2007. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the individuals for the specified authorizations for participant wages, training stipends and mileage reimbursements as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**\* APPROVAL OF LIVINGSTON COUNTY OUTPOST AGREEMENT**

The administration recommends the Board of Trustees approve the renewal Outpost Agreement with the Illinois Department of Employment Security for Employment Services office space at 741 W. Washington, Suite #2, Pontiac, Illinois from July 1, 2006, to June 30, 2007. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hoekstra to renew the Outpost Agreement as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**\* REQUEST TO BID**

The administration recommends the Board of Trustees approve soliciting bids for printing of the 2007-08 college catalog and purchase programmable logic controllers. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the request to bid the printing of the 2007-08 college catalog and purchase programmable logic controllers as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**\* RECOMMENDED 2007-2008 ACADEMIC CALENDAR**

The recommended calendar for 2007-08 was presented. This calendar is similar to calendars approved during the past years, with 15 paid holidays for administrators and supportive staff and extra instructional days scheduled beyond the number required by state law. \* By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hoekstra, to approve the academic calendar for 2007-08 as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**AWARDING OF BIDS**

The administration recommended the Board approve the bid and authorize the purchase of the bids for science supplies and equipment for Arts & Science Building and materials for the Baseball Outfield as presented. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to award the bids as follows:

A. Science Supplies and Equipment for Arts & Science Building

Bid awards:

American 3B Scientific, Tucker, Georgia	\$ 425.80
Benz Microscope, Ann Arbor, Michigan	1,107.28
Carolina Biological, Burlington, North Carolina	1,213.02
A. Daigger & Co., Inc., Vernon Hills, Illinois	6,233.78
Denoyer Geppert International, Skokie, Illinois	19.00
Fisher Scientific, Hanover Park, Illinois	2,865.63
Johnson Scientific, Williamstown, New Jersey	22,980.00
Sargent-Welch, Buffalo Grove, Illinois	1,032.07
Sciencelabs.com, Kyle, Texas	732.08
Spectrum Chemicals, Gardena, California	883.16
VWR International, Batavia, Illinois	14,862.16
Ward's Natural Science, Rochester, New York	681.76
Wilkens-Anderson, Chicago, Illinois	<u>454.95</u>
Total:	\$53,490.69

B. Baseball Outfield Fence

Bid award:

American Industrial Fencing Corp., Joliet, Illinois	\$ 16,480.00
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On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst  
NAYS: None  
Motion Carried

**CONSIDERATION AND APPROVAL OF PROTECTION, HEALTH AND SAFETY PROJECT RESOLUTION**

The administration recommends the Board of Trustees adopt the resolution to approve Protection, Health and Safety Projects: Video Surveillance System (Phase 2), Bleacher Renovation/Replacement and Backboard Safety Cables, and Abatement of Vinyl Asbestos Tile, and approve the submission of the attached project applications to the Illinois Community College Board. After receiving ICCB approval, the administration requests approval to contract with RGB Architectural Group, Inc. to develop specifications and bid the projects. Motion was made by Mr. Frey and seconded by Mrs. Meents to approve the Protection, Health and Safety Project Resolution and upon ICCB approval, contract with RGB Architectural Group, Inc., to develop specifications and bid the projects. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, Martin, Meents, VanVoorst  
NAYS: None  
Motion Carried

**RESOLUTION REGARDING ESTIMATED AMOUNTS TO BE LEVIED FOR THE YEAR 2006**

The administration recommends approval of the resolution for estimated amounts to be levied for the year 2006, permission to proceed with public notice requirements, and the establishment of a public hearing regarding the tax levy on December 11, 2006 at 5:00 p.m. Motion was made by Mr. Marek and seconded by Mr. Martin to approve the resolution 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; Student Representative Balthazor presented her oral report to the Board and ICCTA Representative Frey presented his oral report to the Board. Information Items were reviewed.

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

The administration presented seven (7) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Marek and seconded by Mr. Frey to approve the seven (7) 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

**SHORT TERM INVESTMENTS**

The administration presented short-term investments to the Board of Trustees for approval. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to approve the investments 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 September 29, 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.

### **INVESTMENT & FINANCIAL SUMMARY**

The administration presented the Investment and Financial Summary report for October 31, 2006. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to accept the Investment and Financial Summary Report subject to audit. On voice vote, the motion was unanimously approved.

### **BILL APPROVAL**

Bills totaling \$2,265,028.53 were presented for Board review. The total for the Operating Account was \$1,371,932.92, Payroll Account, \$884,629.61 and Imprest Account \$8,466.00. The total, by fund, were: Education Fund, \$360,423.55; Operations & Maintenance Fund, \$152,055.18; Bond & Interest Fund, \$225,955.00; Auxiliary Fund, \$8,327.06, Restricted Fund, \$168,399.03, WIA Fund, \$65,289.15, Audit Fund, \$42,368.50; Liability Protection Settlement Fund, \$12,463.32; Imprest, \$8,466.00; and Payroll and Related Bills \$1,141,281.74. Motion was made by Mr. Marek and seconded by Mr. Frey 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, matters of business, and probable or pending litigation, pursuant to Sections 2-c-1, 2-c-6, and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mrs. Meents 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 5:50 p.m. The Board returned at 7:18 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 Mrs. Meents to approve the matters of personnel – Items 1-6 and matter of business – Item 1 as presented and recommended by the administration as enumerated below:

Matters of Personnel:

- 1) CORPORATE AND CONTINUING EDUCATION CONTRACTS
- 2) ADDITIONS, CANCELLATIONS AND REVISIONS TO PART-TIME INSTRUCTOR LIST, CREDIT DIVISION, FALL SEMESTER, 2006

- 3) APPROVAL OF NEW POSITION DESCRIPTIONS
- 4) EMPLOYMENT AND TRANSFER OF STAFF
- 5) STAFF RESIGNATION
- 6) POLICY FOR EMPLOYEE PORTION OF DEPENDENT INSURANCE COVERAGE

Matters of Business:

- 1) EMPLOYMENT OF GARY WRIGHT AS A TEMPORARY FULL-TIME EMPLOYEE TO ASSIST WITH OPERATIONS OF WKCC

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 7:20 p.m. was made by Mrs. Meents and seconded by Mr. Hove. 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