

KANKAKEE COMMUNITY COLLEGE
District 520

December 11, 2006

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

*** INDICATES APPROVAL OF MINUTES FROM THE NOVEMBER 13, 2006, COMMITTEE OF THE WHOLE MEETING, THE NOVEMBER 13, 2006, BOARD MEETING AND THE DECEMBER 11, 2006, CONSENT AGENDA ITEMS**

* By consent, motion was made by Mr. Frey and seconded by Mr. Marek to approve the Minutes from the November 13, 2006, Committee of the Whole Meeting, the November 13, 2006, Board Meeting and the December 11, 2006, Consent Agenda Action Items 1 through 3. 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

***RECOMMENDATION FOR TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve reimbursement payment to the two (2) 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

*** REQUEST TO BID**

The administration recommends the Board of Trustees approve soliciting bids for the five-year lease of two (2) digital copiers. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Marek to approve the request to bid the five year lease of two digital copiers 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 printing of the 2007-08 college catalog and programmable logic controllers for the Industrial Electricity Program as presented. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to award the bids as follows:

A. Printing of the 2007-2008 College Catalog

Estimated cost: \$13,000.00

Funding source: Education Fund

Bid award:

Central Plains Book Manufacturing, Winfield, Kansas \$ 10,428.00 Plus options as bid

B. Programmable Logic Controllers

Estimated cost: \$13,000

Funding source: Grant Funds (Perkins and CTE-PIG)

Bid award:

Englewood Electric Supply Co., Kankakee, Illinois \$ 12,836.50

On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF 2007 BOARD MEETING SCHEDULE

The administration recommends approval of the 2007 Board meeting schedule with a copy of said schedule to be provided to the local media. Motion was made by Mr. Hove and seconded by Mr. Martin to approve the 2007 Board Meeting Schedule as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

Board directed Mitchell to poll trustees regarding February, 2007, meeting date,, and provide information to President Weber for January, 2007, meeting.

ADOPTION OF THE TAX LEVY

The administration recommends the Board of Trustees adopt the tax levy as presented. Motion was made by Mr. Marek and seconded by Mr. Frey to adopt the tax levy as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF FOUNDATION SCHOLARSHIP PROGRAM FOR 2007

The administration recommends the Board approve the Foundation Scholarship Program for 2007 as presented with the necessary expenditure of Foundation funds. The program will be administered by the Division of Institutional Advancement and reviewed by the college's Scholarship Committee. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the Foundation Scholarship Program for 2007 as presented with the necessary expenditure of Foundation funds. 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 had no report and ICCTA Representative Frey presented his oral report to the Board. 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. Marek 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

SHORT TERM INVESTMENTS

The administration presented short-term investments to the Board of Trustees for approval. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents 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 and INVESTMENT & FINANCIAL SUMMARY

The administration presented the reconciled cash report for October 31, 2006, and the Investment and Financial Summary report for November 30, 2006.. Motion was made by Mr. Frey and seconded by Mr. Marek to accept the Reconciled Cash Report and Investment and Financial Summary subject to audit. On voice vote, the motion was unanimously approved.

BILL APPROVAL

Bills totaling \$2,902,359.00 were presented for Board review. The total for the Operating Account was \$1,997,450.78, Payroll Account, \$899,910.82 and Imprest Account \$4,997.40. The total, by fund, were: Education Fund, \$861,121.99; Operations & Maintenance Fund, \$65,553.60; Bond & Interest Fund, \$432,954.170; Auxiliary Fund, \$204,932.71, Restricted Fund, \$54,829.63, WIA Fund, \$90,083.29, Liability Protection Settlement Fund, \$15,791.50; Imprest, \$4,997.40; and Payroll and Related Bills \$1,172,094.71. 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 Mr. Martin and seconded by Mr. Hove. 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 5:32 p.m. The Board returned at 6:43 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 – Items 1-8 and matter of business – Item 1 as presented and recommended by the administration as enumerated hereinbelow:

Matters of Personnel:

- (1) Approval of Corporate and Continuing Education Contracts
- (2) Approval of Adult Education Contracts
- (3) Revisions to Part-time Instructor List, Credit Division, Fall Semester, 2006

- (4) Revisions to Part-time Instructor List, Credit Division, Spring Semester, 2007
- (5) Revisions to Temporary Instructor List, Credit Division, Spring Semester, 2007
- (6) Approval of New Position Descriptions
- (7) Employment and Transfer of Staff
- (8) Staff Resignation(s)

B. Matters of Business

- (1) Lease plans for Manteno site of Kankakee Community College classes

On roll call, the vote was:

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

NAYS: None

Motion Carried

Motion was made by Mr. Marek and seconded by Mrs. Meents to authorize the Chairman and Vice Chairman to take such necessary legal action for the resolution of the lease completion for WKCC with the Board Attorney Robert LaBeau. On roll call, the vote was:

AYES: Frey, 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 6:45 p.m. was made by Mr. Hove and seconded by Mr. Frey. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Clerk

Approved:

Chairman

Secretary