

KANKAKEE COMMUNITY COLLEGE
District 520

February 20, 2007

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:03 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

Public comments were received from Diane Berger and Jean Janssen about the improved facilities afforded in the Arts & Sciences building allowing them to serve the student needs more effectively. Chair Van Voorst thanked the faculty and staff for their support and work to get the building ready for students.

*** INDICATES APPROVAL OF MINUTES FROM THE JANUARY 9, 2007, BOARD MEETING AND THE FEBRUARY 20, 2007, CONSENT AGENDA ITEMS**

* By consent, motion was made by Mr. Frey and seconded by Mr. Hove to approve the Minutes from the January 9, 2007, Board meeting and the February 20, 2007, Consent Agenda Action Items 1 through 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. Hove 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

*** 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 2007-2008. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hove

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 six (6) 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. Hove to approve the reimbursement payments to the persons as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

*** APPROVAL TO ACCEPT FUNDS**

The administration recommended the acceptance of an award of \$9,714 to support the Tech Prep program and approve the budget as presented. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hove to approve the acceptance of the award of \$9,714 as the Community College Tech Prep Support Grant and approve the proposed budget.

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 a five-year lease for two (2) digital copiers as presented. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to award the bids as follows:

A. Digital Copier Lease (2)

Bid awards:

Xerox Corporation, Chicago, Illinois

\$ 3,111.06/per month

Future leasing bids shall provide purchase/lease comparison data available for the Board's review upon request.

On roll call, the vote was:

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

NAYS: None

Motion Carried

PERMIT APPLICATION

The administration recommends the Board of Trustees approve the permit application for the February 22, 2007, Nursing Alumni Reception as presented. Motion was made by Mrs. Meents and seconded by Mr. Marek to approve the permit application for the event as presented.

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

NAYS: None

Motion Carried

ACTIVITIES CENTER – HVAC PROJECT

The administration recommends the Board approve the use of local funds up to \$242,000 to complete the Activities Center HVAC upgrade project in the event that sufficient Capital Renewal funds are unavailable at the deadline for project initiation, and the administration further recommends the local funds and the Illinois First funds be set aside in an account specifically designated for this project. Dr. Weber confirmed that Board approval will be sought before an expenditure of said funds. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the use of funds as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF TUITION INCREASE

The administration recommends an increase of \$3 per credit hour in the current tuition rate to \$63 resulting in a total tuition and fee rate of \$69 before lab fees, effective summer term 2007. Motion was made by Mr. Frey and seconded by Mrs. Meents to approve the increase in tuition of \$3 per credit hour as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF REVISIONS TO COURSE FEES LIST

The administration has reviewed the course fees and recommends that the fees presented be added, deleted, or revised as specified effective Summer 2007. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the revisions to the Course fees list as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF ELECTRICAL UPGRADE FOR INFORMATION TECHNICAL SYSTEMS

Maximum capacity of the power supplied by the battery backup system in the college's computing center has been reached. An engineering study resulted in the recommendation for the installation of a larger backup system and additional electrical wiring to handle future growth. The administration has recommended that bids be solicited and awarded to add new battery backup equipment and power in the college's computing center. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to approve the solicitation and award a bid 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 ten (10) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the ten (10) 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

The administration presented the reconciled cash report for December 31, 2006. Motion was made by Mr. Frey and seconded by Mr. Marek 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 January 31, 2007. Motion was made by Mr. Frey and seconded by Mr. Marek to accept the Investment and Financial Summary Report subject to audit. On voice vote, the motion was unanimously approved.

BILL APPROVAL

Bills totaling \$1,965,652.58 were presented for Board review. The total for the Operating Account was \$1,153,988.69, Payroll Account, \$806,640.34 and Imprest Account \$5,023.55. The total, by fund, were: Education Fund, \$527,655.64; Operations & Maintenance Fund, \$135,182.35; Auxiliary Fund, \$107,387.89, Restricted Fund, \$73,774.48, WIA Fund, \$10,023.11, Liability Protection Settlement Fund, \$25,087.36; Imprest, \$5,023.55; and Payroll and Related Bills \$1,081,518.20. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents 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 pursuant to Section 2-c-1 of the Illinois Open Meetings Act. Motion was made by Mr. Marek and seconded by Mr. Martin. 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 6:18 p.m. The Board returned at 7:05 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 – Items 2-10 as presented and recommended by the administration as enumerated below:

Matters of Personnel:

- (2) Approval of Adult Education Contract(s)
- (3) Approval of Corporate and Continuing Education Contract(s)
- (4) Revisions to Part-time Instructor List, Credit Division, Fall Semester, 2006
- (5) Revisions to Part-time Instructor List, Credit Division, Spring Semester, 2007
- (6) Full-time Credit Division Overload Summary 2006-2007
- (7) Approval of Request to Hire Administrative Staff
- (8) Employment and Transfer of Staff
- (9) Resignation(s) and/or Termination(s)
- (10) Awarding of Tenure and Reemployment of Non-Tenured Faculty

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 7:07 p.m. was made by Mr. Marek and seconded by Mr. Martin. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Clerk

Approved:

Chairman

Secretary