

KANKAKEE COMMUNITY COLLEGE
District 520

May 21, 2007

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 Martin
Mrs. Betty Meents

Also attending:
Dr. Girard W. Weber, President
Administrative Staff

An introduction of selected Student Representative Rainie Themer was made. Dr. Weber advised that Rainie will be seated at the June Board of Trustees meeting.

*** INDICATES APPROVAL OF MINUTES FROM THE APRIL 9, 2007, BOARD MEETING AND THE APRIL 19, 2007, BOARD REORGANIZATION MEETING AND THE MAY 21, 2007, CONSENT AGENDA ITEMS**

* By consent, motion was made by Mr. Frey and seconded by Mr. Hove to approve the Minutes from the April 9, 2007, Board meeting, the April 19, 2007, Board meeting, and the May 21, 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 recommended 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 four (4) student chargeback requests for out-of-district tuition support for students to attend recognized community colleges in Illinois for the academic years 2006-2007 and 2007-2008. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hove 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 FOR TUITION/COURSE REIMBURSEMENTS**

The administration recommended the approval of reimbursement payments to three employees as presented. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hove to approve the reimbursements as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

*** APPROVAL OF REQUESTS TO BID**

The administration recommended the Board approve the requests to bid science supplies and smartroom technology and presentation equipment as presented. * By prior consent motion, motion was made by Mr. Frey and seconded by Mr. Hove to approve the requests to bid as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

AWARDING OF BID FOR PARKING LOT AND ROADWAY MAINTENANCE

The administration recommended the Board approve the bid award for parking lot and roadway maintenance to Iroquois Parking Corporation of Watseka, Illinois, for \$82,348.90 plus engineering and supervision fees to Tyson Engineering. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve the bid award to Iroquois Parking Corporation for \$82,348.90 plus engineering and supervision fees to Tyson Engineering. 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 June 12, 2007, activity as presented. Motion was made by Mr. Martin and seconded by Mr. Hove to approve the one (1) permit application for the event as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

RESOLUTION HONORING STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES

The administration recommended the Board approve and issue a resolution commending Kaylee Balthazor for her service as student representative to the Board of Trustees. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the Resolution honoring Kaylee Balthazor as presented. On voice vote, the motion was unanimously approved.

REQUEST FOR APPROVAL TO REVISE PROCEDURES FOR STUDENT COMPLAINTS/GRIEVANCES/APPEALS

The administration recommended the Board approve the revised Procedures for Student Complaints/Grievances/Appeals and authorize its use effective May 22, 2007. Motion was made by Mr. Hoekstra and seconded by Mr. Martin to approve the revised procedures and their effective use as of May 22, 2007, as presented. On voice vote, the motion was unanimously approved.

REQUEST FOR APPROVAL TO REVISE KANKAKEE COMMUNITY COLLEGE FOUNDATION GOVERNANCE

The administration conducted a review of the organizational structure for governance of the Kankakee Community College Foundation. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to begin the process seeking not-for-profit corporate status for the Kankakee Community College Foundation as follows: (1) The Kankakee Community College Foundation will present an investment policy for approval; (2) Subsequent to said authorization to proceed, the Board will consider approval of not-for-profit corporate status for the Kankakee Community College Foundation; and (3) the Kankakee Community College Foundation will present for approval by-laws detailing the committee structure and responsibilities and new or revised policies to address gift acceptance, spending, grants and conflicts of interest. 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 ICCTA Representative Frey presented his oral report to the Board. Information Items were reviewed.

PURCHASE ORDER REQUISITIONS OVER \$5,000

The administration presented three (3) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the three (3) 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 issued April 2, 23 and 24, 2007. 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 BY FUND & INVESTMENT & FINANCIAL SUMMARY

The administration presented the reconciled cash report for March 30, 2007, and the Investment and Financial Summary report for April 30, 2007. Motion was made by Mr. Hoekstra and seconded by Mr. Marek to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the motion was unanimously approved.

BILL APPROVAL

Bills totaling \$2,338,848.37 were presented for Board review. The total for the Operating Account was \$1,451,237.18, Payroll Account, \$881,455.99 and Imprest Account \$6,155.20. The total, by fund, were: Education Fund, \$457,763.81; Operations & Maintenance Fund, \$122,936.26; Bond & Interest Fund, \$16,867.50; Auxiliary Fund, \$189,845.62, Restricted Fund, \$84,705.03, WIA Fund, \$199,134.60, Liability Protection Settlement Fund, \$11,305.46; Imprest, \$6,155.20; and Payroll and Related Bills \$1,250,134.89. Motion was made by Mr. Martin 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 business pursuant to Sections 2-c-1 and 2-c-6 of the Illinois Open Meetings Act. Motion was made by Mr. Martin 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 5:42 p.m. The Board returned at 6:46 p.m. Motion was made by Mr. Hove and seconded by Mr. Marek 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 2-9 as presented with modifications to Item 2 to pay an additional \$2000 for legal services for the Kankakee Community College Foundation and Item 6 approving the adjustment to step 10 on the 2006-07 salary schedule for specific faculty members as identified providing the faculty association agrees that no other adjustments will be made to any other faculty members salary placement and recommended by the administration as enumerated below:

Matters of Personnel:

- (2) Appointment of Legal Counsel and Treasurer
- (3) Approval of Corporate and Continuing Education Contract(s)
- (4) Revisions to Part-time Instructor List, Credit Division, Spring, 2007
- (5) Anticipated Full-time Faculty Assignments, Summer Term, 2007
- (6) Technical Change to 2006-2010 Agreement
- (7) Approval of New Position Descriptions
- (8) Employment and Transfer of Staff
- (9) Resignation(s) and/or Termination(s)

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 6:48 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