

KANKAKEE COMMUNITY COLLEGE
District 520

September 11, 2007

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:08 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
Student Representative to the Board

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

*** INDICATES APPROVAL OF MINUTES FROM THE AUGUST 13, 2007, BOARD MEETING AND THE SEPTEMBER 11, 2007, CONSENT AGENDA ITEMS**

* By consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the Minutes from August 13, 2007, Board meeting and the September 13, 2007, Consent Agenda Action Items 1 through 10. 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 was made by Mr. Frey and seconded by Mrs. Meents 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 FOR PAYROLL AND PAYMENT AUTHORIZATIONS TO YOUTH PARTICIPANTS IN KCC'S YOUTH PROGRAMS**

The administration recommended the Board approve the authorization for participant wages at the rate of \$7.50 per hour through September 30, 2007, for the individuals as presented. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

*** APPROVAL OF PARTICIPANT ADDITIONS TO TITLE 1A AND 1D PROGRAMS**

The administration recommended five (5) participant additions to the Title 1A and 1D programs. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

*** REQUEST FOR APPROVAL OF CONTRACT AWARDS AND BUDGETS FOR KCC'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM**

The administration recommended the Board approve the Workforce Board FY08 contract awards and budgets for FY08 WIA services as presented. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

*** CHARGEBACKS**

The administration recommended the Board approve the three (3) chargeback requests as presented. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

*** APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve soliciting bids for radiography equipment, radio broadcasting equipment and the asbestos abatement project. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

*** RESOLUTIONS HONORING RETIRING FULL-TIME EMPLOYEES**

The administration recommended the Board adoption of the Resolutions honoring Claire McElroy and Carol Webber, as presented. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

*** RECOMMENDATION FOR TUITION/COURSE REIMBURSEMENTS**

The administration recommended the Board approve the reimbursement payments to the persons in the amounts presented. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

*** APPOINTMENT OF 2007 ACCT CONGRESS DELEGATE**

The administration recommended the Board appoint Trustee Richard Frey as the delegate at the 2007 ACCT Congress and afford him the authority to vote as said delegate representing Kankakee Community College. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to approve the item as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

*** ACCEPTANCE OF FIRST READING OF TOBACCO AND RELATED PRODUCT USE POLICY**

The administration recommended the Board accept as a First Reading the proposed Tobacco and Related Product Use Policy as presented. * By prior consent, motion was made by Mr. Frey and seconded by Mrs. Meents to accept the proposed policy as a First Reading as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF FIRST READING: PROPOSED FOUNDATION GOVERNANCE DOCUMENTS - FOUNDATION/COLLEGE COMPREHENSIVE OPERATING AGREEMENT AND FOUNDATION GIFT ACCEPTANCE AGREEMENT

Matter of Foundation Governance Documents was tabled to October 8, 2007, Board meeting.

ADOPTION OF FISCAL YEAR 2008 BUDGET

The administration recommended the Board adopt the Fiscal Year 2008 Budget as presented by resolution and put into effect for the period July 1, 2007 through June 30, 2008. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to adopt the FY2008 Budget as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

SUPPLEMENTAL TAX PROVISION OF THE PUBLIC COMMUNITY COLLEGE ACT

The administration recommended the Board adopt a resolution expressing intent to include in the fall 2007 levy a supplemental tax as established in Section 3-14.3 of the Public Community College Act at a rate not to exceed the maximum allowable rate of 7.18 cents pending certification by the Illinois Community College Board on September 10, 2007. It was further resolved that the administration shall publish the Board's intent and meet the requirements of Section 3-14.3 of the Public Community College Act. Motion was made by Mr. Frey and seconded by Mr. Hove to adopt the resolution as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

REQUEST TO RETAIN BOND UNDERWRITER AND BOND COUNSEL

The administration recommended the Board approve retaining the firms of First Midstate, Inc. as bond underwriter and Chapman & Cutler as bond counsel to provide services in conjunction with the proposed 2008 bond issues for \$3 million bond issue and the \$3.8 million for the Health Careers Center for Excellence, in accordance with the Board-approved bonding plan for a combined total of \$6.8 million. Motion was made by Mr. Hoekstra and seconded by Mr. Martin to approve the retention of First Midstate, Inc., and Chapman & Cutler for bond services as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF CONTRACT/AWARD AND AUTHORIZATION TO PURCHASE

The administration recommended the Board approve awarding the bids for class schedules, printer cartridges, and an annual computer contract as presented. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to approve the bid awards 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 ICCTA Representative Frey presented his oral report to the Board. Information Items were reviewed.

PURCHASE ORDER REQUISITIONS OVER \$5,000

The administration presented sixteen (16) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mrs. Meents to approve the sixteen (16) purchase order requisitions over \$5,000 as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

SHORT TERM INVESTMENTS

The administration presented short-term investments issued August 7 and 13, 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, Meents, VanVoorst

NAYS: None

Motion Carried

RECONCILED CASH BY FUND & INVESTMENT & FINANCIAL SUMMARY

The administration presented the reconciled cash report for July 31, 2007, and the Investment and Financial Summary report for August 31 2007. Motion was made by Mr. Frey 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 \$2,634,182.03 were presented for Board review. 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 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. 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 5:53 p.m. The Board returned at 6:34 p.m. Motion was made by Mr. Frey 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 matters of personnel – Items 1-8 with revisions to Item 8 relative to the insurance provisions as discussed and recommended by the administration as enumerated below:

Matters of Personnel:

- (1) Approval of Corporate and Continuing Education Contract(s)
- (2) Approval of Annual Load Summary for Fall 2006-Summer 2007 for
11-month Corporate and Continuing Education and Business Division
Instructors
- (3) Approval to Part-time Instructor List, Credit Division, Summer Term 2007
- (4) Revisions to Part-time Instructor List, Credit Division, Fall Semester 2007
- (5) Staff Resignation(s)
- (6) Approval of New Position Descriptions
- (7) Employment and Transfer of Staff
- (8) Early Retirement Program

On roll call, the vote was:

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

NAYS: None

Motion Carried

Motion was made by Mrs. Meents and seconded by Mr. Marek to have the Board attorney secure the audiotape. 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 6:36 p.m. was made by Mr. Hoekstra and seconded by Mr. Marek. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Clerk

Approved:

Chairman

Secretary