

KANKAKEE COMMUNITY COLLEGE  
District 520

October 8, 2007

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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

Public comment was made by the Faculty Association when Steve DePasquale read a letter thanking the Board of Trustees for the development and implementation of an early retirement plan.

The audit presentation was made by representatives from Payne, Gray Groskreutz & Schmidt.

**\* INDICATES APPROVAL OF MINUTES FROM THE SEPTEMBER 11, 2007, BOARD MEETING, SEPTEMBER 11, 2007, PUBLIC HEARING, AND THE OCTOBER 8, 2007, CONSENT AGENDA ITEMS**

\* By consent, motion was made by Mr. Marek and seconded by Mr. Hove to approve the Minutes from September 11, 2007, Board meeting and the October 8, 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**

The administration recommended a detailed list of student employees. \* By prior consent, motion was made by Mr. Marek and seconded by Mr. Hove to approve the student employment 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 1S PROGRAM**

The administration recommended three (3) participant additions to the Title 1S program. \* By prior consent, motion was made by Mr. Marek and seconded by Mr. Hove to approve the student employment 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 payment to the person in the amount presented. \* By prior consent, motion was made by Mr. Marek and seconded by Mr. Hove to approve the student employment 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 2008-09 College Catalog and HVAC improvements to the Activities Building. \* By prior consent, motion was made by Mr. Marek and seconded by Mr. Hove to approve the student employment as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF PERMIT APPLICATION(S)**

The administration recommended the Board approve the permit applications for the October 25, and November 1, 2007, activities as presented. Motion was made by Mr. Hove and seconded by Mr. Frey to approve the permit applications as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**FISCAL YEAR 2007 FINANCIAL AUDIT**

The financial audit of college records was completed by the Board's independent auditing firm, Payne, Gray, Groskreutz and Schmidt. Representatives of the firm were present at the Board meeting to explain the report and to answer any questions Board members might have concerning the audit. Mrs. Meents complimented the Business Affairs staff on their work. Motion was made by Mr. Marek and seconded by Mr. Frey to receive the FY07 financial audit of the college records for forwarding to the ICCB. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF TOBACCO AND RELATED PRODUCT USE POLICY**

The administration recommended the Board approve the Tobacco and Related Product Use Policy as presented. Motion was made by Mr. Frey and seconded by Mr. Marek to approve the Tobacco and Related Product Use Policy as presented. On voice vote, the motion was unanimously approved.

### **APPROVAL OF FOUNDATION/COLLEGE COMPREHENSIVE OPERATING AGREEMENT AND FOUNDATION GIFT ACCEPTANCE POLICY**

The administration recommended the Board accept the Foundation/College Comprehensive Operating Agreement and Foundation Gift Acceptance Policy with revisions as presented. It was determined that the Board would further discuss the Investment Policy prior to acceptance and approval at a later Board meeting. Motion was made by Mr. Marek and seconded by Mr. Hove to accept the Operating Agreement and the Gift Acceptance Policy with revisions as presented and discuss further the Investment Policy prior to acceptance and approval at a later Board meeting. On voice vote, the motion was unanimously approved.

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

The administration recommended the Board adopt the resolution to approve the Emergency Notification System Protection, Health and Safety Project and approve the submission of the project application to the Illinois Community College Board. After receiving ICCB approval, the administration shall contract with RGB Architectural Group, Inc. to develop specifications and bid the project. All bid award recommendations will be presented to the Board for approval prior to proceeding with any project. Motion was made by Mr. Marek and seconded by Mr. Martin to adopt the resolution to approve the Emergency Notification System Protection, Health and Safety Project and approve the submission of the project application to the Illinois Community College Board. After receiving ICCB approval, the administration shall contract with RGB Architectural Group, Inc. to develop specifications and bid the project. All bid award recommendations will be presented to the Board for approval prior to proceeding with any project. On voice vote, the motion was unanimously approved.

### **APPROVAL OF CONTRACT/AWARD AND AUTHORIZATION TO PURCHASE**

The administration recommended the Board approve the awarding of bids for radiography equipment and for radio station equipment as presented. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to approve the contract bid awards as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **REQUEST TO BID - HEALTH CAREERS CENTER FOR EXCELLENCE**

The administration recommended the Board authorize submitting the "Application for Approval of a Locally Funded Construction Project" to the Illinois Community College Board and proceeding with the bidding phase of the Health Careers Center for Excellence. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to authorize submitting the "Application for Approval of a Locally Funded Construction Project" to the Illinois Community College Board and proceeding with the bidding phase of the Health Careers Center for Excellence upon completion of the design plans. On voice vote, the motion was unanimously approved.

**CONSIDERATION AND ACTION ON A RESOLUTION PROVIDING FOR AN INSTALLMENT PURCHASE AGREEMENT AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX)**

The administration recommended the Board approve the Debt Certificate Resolution in the amount of \$6.8 million as presented. Motion was made by Mrs. Meents and seconded by Mr. Frey to approve the Resolution as presented and authorize the issuance of the general obligation debt certificates. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF HORTICULTURE AAS DEGREE AND CERTIFICATE PROGRAMS**

The administration recommended the Board approve the 63 credit hour Horticulture AAS Degree and 32 credit hour Horticulture Technology Certificate. Motion was made by Mr. Marek and seconded by Mr. Frey to approve the horticulture AAS degree and certificate programs 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 six (6) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to approve the 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 September 4, 10, 17, 19, and 24, 2007. 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, Meents, VanVoorst

NAYS: None

Motion Carried

### **RECONCILED CASH BY FUND & INVESTMENT & FINANCIAL SUMMARY**

The administration presented the reconciled cash report for August 31, 2007, and the Investment and Financial Summary report for September 30, 2007. Motion was made by Mr. Marek and seconded by Mr. Martin 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 \$2,624,156.45 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 Mrs. Meents. 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 6:10 p.m. The Board returned at 6:40 p.m. Motion was made by Mr. Hove and seconded by Mr. Hoekstra 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 as presented and recommended by the administration as enumerated below:

#### Matters of Personnel:

- (1) Approval of Corporate and Continuing Education Contracts
- (2) Approval of Adult Education Contracts
- (3) Approval to Part-time Instructor List, Credit Division, Summer Term 2007
- (4) Approval to Part-time Instructor List, Credit Division, Spring Semester 2007
- (5) Approval to Part-time Instructor List, Credit Division, Fall Semester 2007
- (6) Resignation(s) and Termination(s)
- (7) Employment and Transfer of Staff
- (8) Award of Tenure

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 6:42 p.m. was made by Mr. Marek and seconded by Mr. Frey. 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