

KANKAKEE COMMUNITY COLLEGE  
District 520

May 12, 2008

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:00 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  
Ms. Rainie Themer, Student Representative

Also attending:

Dr. Girard W. Weber, President  
Administrative Staff

**\* INDICATES APPROVAL OF MINUTES FROM THE APRIL 14, 2008, BOARD MEETING AND THE MAY 12, 2008, CONSENT AGENDA ITEMS**

\* By consent, motion was made by Mr. Hove and seconded by Mr. Frey to approve the Minutes from the April 14, 2008, Board meeting and the May 12, 2008, Consent Agenda Action Items 1 through 6 as follows:

**\* APPROVAL OF PARTICIPANT ADDITIONS TO TITLE 1A AND 1D PROGRAM PARTICIPANTS**

The administration recommended the Board approve two (2) participant additions to the programs as presented.

**\* RECOMMENDATION FOR TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve the four (4) reimbursement payments as presented.

**\* CHARGEBACKS**

The administration recommended the Board approve the three (3) chargeback requests as presented.

**\* REQUEST TO BID**

The administration recommended the Board approve soliciting bids for server virtualization software and a computer network packet shaper product, and solicit the bid and further authorize the bid award for an internet aggregation product.

**\* REQUEST TO GO TO BID FOR FURNISHINGS, INSTRUCTIONAL EQUIPMENT AND TECHNOLOGY FOR THE HEALTH CAREERS CENTER FOR EXCELLENCE (HCCE)**

The administration recommended the Board approve soliciting bids for the furnishings, instructional equipment, and technology for the Health Careers Center for Excellence.

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

The administration recommended the Board adopt the Resolutions for the eleven (11) full-time staff retiring 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 awarding the bids for Computer Servers and Grounds Supplies as presented. Mr. LaBeaut responded to Mrs. Meents inquiry that the lowest, responsible bid is to be approved, and it may not always be the lowest bid submitted. Motion was made by Mr. Hove and seconded by Mr. Martin to approve awarding the bid as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ACCEPTANCE AS FIRST READING OF REVISIONS IN PERSONNEL POLICY AND PROCEDURES**

1. 1.4 – Anti-Harassment
2. 1.7 – Violence in the Workplace
3. 3.8 – Background checks
4. 7.2 – Time Off
5. 8.35 – Health Emergency Leave Plan (H.E.L.P.)

The administration recommended the Board accept the policies for First Reading as presented and that after suitable review, a second reading will be presented for final action by the Board of Trustees. Motion was made by Mr. Frey and seconded by Mr. Martin to accept as a first reading the policies 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. Information Items were reviewed.

**PURCHASE ORDER REQUISITIONS OVER \$5,000**

The administration presented seven (7) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the seven (7) 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, 2008. 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 BY FUND & INVESTMENT & FINANCIAL SUMMARY**

The administration presented the reconciled cash report for March 31, 2008, and the Investment and Financial Summary report for April 30, 2008. Mrs. Gardner will research how the Illinois funds are invested and if a monthly report may be obtained. Motion was made by Mr. Frey and seconded by Mrs. Meents 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 \$3,071,082.63 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Martin 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, collective negotiating and student discipline pursuant to Sections 2-c-1, 2-c-2 and 2-c-9 of the Illinois Open Meetings Act. Motion was made by Mr. Hove 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 5:36 p.m. The Board returned at 6:02 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. Martin to approve matters of personnel – Items 1-8 as presented and recommended by the administration as enumerated below:

#### Matters of Personnel:

- (1) Appointment of Legal Counsel and Treasurer
- (2) Approval of Student Employment
- (3) Approval of Corporate and Continuing Education Contracts
- (4) Approval of Position Description(s)
- (5) Employment Matters
- (6) Approval of the Part-Time Instructional Assignment List, Credit Division,

For Spring Semester, 2008

- (7) Approval of Overload Payments to 12-month Instructional Administrators
- (8) Approval of Revisions to Full-Time Overload Payments for 2007-08

On roll call, the vote was:

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

NAYS: None

Motion Carried

Discussion was held on the athletic reorganization involving the appointment of an Interim Athletic Director. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the appointment of an interim athletic director.

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 6:06 p.m. was made by Mr. Frey and seconded by Mr. Hoekstra. 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