

KANKAKEE COMMUNITY COLLEGE
District 520

June 9, 2008

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. Teresa Allen, Student Representative

Also attending:

Dr. Girard W. Weber, President
Administrative Staff

*** INDICATES APPROVAL OF MINUTES FROM THE MAY 12, 2008, BOARD MEETING AND THE JUNE 9, 2008, CONSENT AGENDA ITEMS**

* By consent, motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the Minutes from the May 12, 2008, Board meeting and the June 9, 2008, Consent Agenda Action Items 1 through 10 as follows:

*** APPROVAL OF PARTICIPANT ADDITIONS TO TITLE 1A, 1D AND 1Y-OS PROGRAM PARTICIPANTS**

The administration recommended the Board approve four (4) participant additions to the programs as presented.

*** APPROVAL FOR PAYROLL AUTHORIZATIONS TO YOUTH PARTICIPANTS IN KCC'S YOUTH PROGRAM SERVICES**

The administration recommended the Board approve the authorization for YPS participant wages at the rate of \$7.75 per hour through August 22, 2008 as presented.

*** RECOMMENDATION FOR TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve the two (2) reimbursement payments as presented.

*** CHARGEBACKS**

The administration recommended the Board approve the one (1) chargeback request as presented.

*** REQUEST TO BID**

The administration recommended the Board approve soliciting bids for D300 remodeling and audio-visual equipment, welding lab rewiring project and to solicit the bid and further authorize the bid award for the third floor remodeling project.

*** REQUEST FOR APPROVAL TO ACCEPT GRANT FUNDS AND APPROVE BUDGET**

The administration requested the Board accept the Tech Prep Transit Funds grant and approve the associated budget as presented.

*** REQUEST FOR APPROVAL OF PREVAILING WAGE RATES**

The administration recommended the Board approve the resolution as presented effective June 30, 2008, so that a certified copy can be forwarded to the Illinois Secretary of State Index Division and the Illinois Department of Labor, notice of said resolution may be published in a newspaper of general circulation within the college district, and direct the administration to make available in the college business office the Prevailing Wage Rate Schedules as defined by the Department of Labor.

*** UPDATE ON THE PROPERTY, CASUALTY, AND LIABILITY INSURANCE PROGRAMS**

The administration recommended the Board approve renewing existing insurance policies and binding the most cost-effective policies, as outlined above, effective July 1, 2008.

*** UPDATE ON BUDGET PREPARATION AND REQUEST TO OPERATE WITHIN BUDGET DRAFT**

The administration recommended the Board authorize continued college operations by allowing those expenditures required for normal operations, which includes salaries, approved contracts, utilities, maintenance, and supplies for the period July 1, 2008, through budget adoption.

*** RECOMMENDATION FOR APPROVAL OF PERMIT APPLICATIONS**

The administration recommended the Board approve the three (3) permit applications allowing the service and use of alcoholic beverages at the activities as named.

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 rejecting all vehicle bids opened on May 13, 2008, and authorize the item to be re-bid while further awarding the bids for science instructional supplies, server virtualization software, computer network traffic controller (“packet shaping” product), hospital beds and smart room equipment for the Health Career Center for Excellence as presented. Motion was made by Mr. Frey and seconded by Mr. Hove to reject and rebid the vehicles and to approve awarding the bids for the science instructional supplies, server virtualization software, computer network traffic controller, hospital beds and the smart room equipment for the HCCE as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

ACCEPTANCE/APPROVAL OF PROPOSED REVISIONS IN PERSONNEL POLICIES AND PROCEDURES

1. 1.4 – Anti-Harassment
2. 1.7 – Violence in the Workplace
3. 3.8 – Background checks
4. 7.2 – Time Off

The administration recommended the Board accept the policies as presented. Motion was made by Mrs. Meents and seconded by Mr. Frey to accept the policies as presented. On roll call, the vote was:

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

President Weber introduced Dr. Vicki Magee, Director of Institutional Effectiveness, who gave a brief report on the work being done in her office. President Weber advised that further information would be provided to the Board by Dr. Magee at the Board's Planning Meeting set for June 30, 2008.

President Weber, Mr. Frey and Teresa Allen provided their oral reports to the Board. Information Items were reviewed.

PURCHASE ORDER REQUISITIONS OVER \$5,000

The administration presented seventeen (17) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Martin and seconded by Mr. Frey to approve the seventeen (17) 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 May 1, 2008. Motion was made by Mr. Marek 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 April 30, 2008, and the Investment and Financial Summary report for May 31, 2008. Motion was made by Mr. Frey and seconded by Mr. Hove to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the motion was unanimously approved.

SPECIAL BILLS

The administration presented five (5) additional bills totaling \$9,621.20 for Board review. Motion was made by Mr. Marek and seconded by Mr. Martin to approve the special bills as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

BILL APPROVAL

Bills totaling \$2,233,634.12 were presented for Board review. Motion was made by Mr. Marek 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, collective negotiating and real property pursuant to Sections 2-c-1, 2-c-2 and 2-c-5 of the Illinois Open Meetings Act. Motion was made by Mr. Martin and seconded by Mr. Frey. 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 5:50 p.m. The Board returned at 6:55 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 matters of personnel – Items 1-9 as presented and recommended by the administration as enumerated below:

Matters of Personnel:

- (1) Approval of Student Employment
- (2) Approval of Corporate and Continuing Education Contracts
- (3) Approval of Adult Education Contracts
- (4) Approval of Position Description(s)
- (5) Employment Matters
- (6) Approval of Payments to Part-Time Instructors, Credit Division, for Spring Semester, 2008
- (7) Approval of Part-Time Instructor List, Credit Division, for Summer Term, 2008
- (8) Administration Contract Recommendations for 2008-2011
- (9) Request to Hire Administrative Staff

On roll call, the vote was:

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

NAYS: None

Motion Carried

Discussion was held on the semi-annual review of the President. Motion was made by Mr. Hove and seconded by Mr. Martin to approve the contract terms for President Weber. On roll call, the vote was:

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

NAYS: None

Motion Carried

Discussion was held on the tabled matter of hiring a Vice-President. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the hiring as presented. 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 6:58 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 Secretary

Approved:

Chairman

Secretary