

KANKAKEE COMMUNITY COLLEGE  
District 520

August 11, 2008

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:02 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  
Mrs. Betty Meents  
Teresa Allen, Student Representative to the Board

Also attending:

Dr. Girard W. Weber, President  
Administrative Staff

**\* INDICATES APPROVAL OF MINUTES FROM THE JULY 14, 2008, BOARD MEETING AND THE AUGUST 11, 2008, CONSENT AGENDA ITEMS**

\* By consent, motion was made by Mr. Marek and seconded by Mr. Frey to approve the Minutes from July 14, 2008, Board meeting and the August 11, 2008, Consent Agenda Action Items 1 through 6 as follows:

**\* APPROVAL OF WIA LIVINGSTON COUNTY OUTPOST AGREEMENT**

The administration recommended the Board approve the renewal Outpost Agreement with the Illinois Department of Employment Security for Employment Services office space at 741 W. Washington, Suite #2, Pontiac, Illinois from July 1, 2008, to June 30, 2009.

**\* APPROVAL OF CHARGEBACKS**

The administration recommended two (3) student chargeback requests for out-of-district tuition support for the students to attend a recognized community college in Illinois for the academic year 2008-09.

**\* APPROVAL OF TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve reimbursement payment to the five (5) staff member in compliance with the Board's Tuition/Course Reimbursement Policy.

**\* APPROVAL OF PERMIT APPLICATIONS**

The administration recommended the Board approve the permit application for the September 8 and September 25, 2008, activities as presented.

**\* APPROVAL TO ACCEPT FUNDS AND APPROVE ACCOMPANYING BUDGET**

The administration recommended the Board accept the award and approve the budget as presented for the Digital Divide Grant.

**\* APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve the solicitation of bids for printing of the 2009 class schedules.

On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration recommended the Board approve awarding the bids and authorizing purchases as presented of the athletic and printer supplies. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve awarding the bids for athletic and printer supplies as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL TO ADJUST FEE FOR HIGH SCHOOL COMPLETION COURSES**

The administration recommended the Board approve an adjustment in the high school completion course fee to \$103.50 effective fall term 2009. Motion was made by Frey and seconded by Mr. Marek to approve the fee adjustment as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**RECOMMENDED FISCAL YEAR 2009 BUDGET**

The administration recommended the Board receive the tentative budget for Fiscal Year 2009; approve having it available for public inspection beginning August 8, 2008; and establish the public hearing to be held at 5:00 p.m., Monday, September 8, 2008, in the Board Room. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to receive the FY09 budget, approve for public inspection and establish a public hearing to be held as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ACCEPTANCE/APPROVAL OF PROPOSED STRATEGIC PLAN – FY09-FY13**

The administration recommended the Board accept the Strategic Plan as a first reading in preparation for a second reading as an action item; or, in the alternative, approve the Strategic Plan in its entirety without further readings and authorize the administration to proceed with the implementation of said Strategic Plan. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to receive the proposed Strategic Plan – FY09-FY13 and to approve same as presented. On roll call, the vote was:

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

Chair Van Voorst, on behalf of the Board of Trustees, thanked the administration, staff and faculty for their work on the Strategic Plan. Dr. Weber advised that the results of the community outreach would be shared with the plan's approval.

President Weber provided his oral report to the Board. Information Items were reviewed.

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

The administration presented twenty-five (25) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the twenty-five (25) 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 July 16, 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, Meents, VanVoorst  
NAYS: None  
Motion Carried

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

The administration presented the reconciled cash report for June 30, 2008, and the Investment and Financial Summary report for July 31, 2008. Motion was made by Mr. Marek 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.

**BILL APPROVAL**

Bills totaling \$3,007,563.17 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Marek to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Marek, 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, real property and self-evaluation pursuant to Sections 2-c-1, 2-c-2, 2-c-5, and 2-c-16 of the Illinois Open Meetings Act. Motion was made by Mr. Hove and seconded by Mr. Hoekstra. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 5:32 p.m. The Board returned at 6:26 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 1-10 and collective negotiating – Item 1 as presented and recommended by the administration as enumerated below:

Matters of Personnel:

- (1) Approval of Salary Program for Part-time, Non-credit and Adult Education Hourly Instructional Staff
- (2) Approval of Corporate and Continuing Education Contracts
- (3) Approval of Adult Education Contracts
- (4) Approval of Student Employment
- (5) Approval of Full-Time Faculty Assignments, Summer Term, 2008
- (6) Approval of Payment to Instructors, Credit Division, Spring Semester, 2008
- (7) Approval of Part-time Instructor List, Credit Division, Summer Term, 2008
- (8) Approval of Part-time Instructor List, Credit Division, Fall Semester, 2008
- (9) Approval of New Position Descriptions
- (10) Employment Matters – including amendment to DeHaan contract as presented

Collective Negotiating Matters:

- (1) Approval of Adjunct Faculty Association Contract

On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn Board Meeting at 6:27 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:

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Chairman

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Secretary