

KANKAKEE COMMUNITY COLLEGE  
District 520

November 17, 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  
Mr. Patrick Martin  
Mrs. Betty Meents  
Ms. Teresa Allen, Student Representative to the Board

Also attending:

Dr. Girard W. Weber, President  
Administrative Staff  
Guest Mr. Joe Franco

Public comment was made by Mr. Joe Franco about a community arts center.

**\* INDICATES APPROVAL OF MINUTES FROM THE OCTOBER 13, 2008, BOARD MEETING AND THE NOVEMBER 17, 2008, CONSENT AGENDA ITEMS**

\* By consent, motion was made by Mr. Marek and seconded by Mr. Hoekstra to approve the Minutes from October 13, 2008, Board meeting and the November 17, 2008, Consent Agenda Action Items 1 through 5 as follows:

**\*1A, 1D AND TAA (TRADE ADJUSTMENT ACT) PROGRAM PARTICIPANTS**

The administration recommended the Board approve the participant additions to the 1A, 1D and TAA (Trade Adjustment Act) programs as presented.

**\* APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve the solicitation of bids for the annual computer contract as presented.

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

The administration recommended the Board accept the grant awards and approve the budgets as presented.

**\* 2009 BOARD MEETING SCHEDULE**

The administration recommended the Board approve the 2009 Board of Trustee Meeting Schedule Notice as presented.

**\* APPROVAL OF RECOMMENDED 2009-2010 ACADEMIC CALENDAR**

The administration recommended the Board approve the academic calendar for 2009-2010 as presented.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF CONTRACT AWARD(S) AND AUTHORIZATION TO PURCHASE**

The administration recommended the Board approve awarding the bids and authorizing purchases of office chairs and the 2009-2010 college catalog as presented. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to approve awarding the bids and authorizing the purchases as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF PERSONNEL POLICY –HELP**

The administration recommended the Board approve the Personnel Policy for the Health Emergency Leave Program (HELP). Motion was made by Mr. Frey and seconded by Mr. Martin to approve the HELP personnel policy as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ACCEPTANCE/APPROVAL OF FIRST READING OF BOARD POLICY AND PROCEDURE – GRANT BUDGETS AND COMPETITIVE BIDDING**

The administration recommended the Board accept the proposed changes to Board Policy sections 503 and 509 as a first reading in preparation for a second reading as an action item to be presented to the Board at a later date. Motion was made by Mr. Marek and seconded by Mr. Hoekstra to waive further readings and to approve the Board Policy and Procedure for grant budgets and competitive bidding as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration recommended the Board adopt the resolution to approve the Backup Generator 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 requests

approval to contract with Henneman Engineering 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 Mrs. Meents to approve the protection, health, and safety project resolution as presented. On roll call, the vote was:

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

#### **ADOPTION OF THE TAX LEVY**

The administration recommended the Board adopt the tax levy as presented on the Certificate of Tax Levy. Motion was made by Mr. Martin and seconded by Mr. Frey to approve and adopt the tax levy for 2008 as presented. On roll call, the vote was:

ATES: 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 eight (8) purchase order requisitions over \$5,000 for Board approval. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the eight (8) 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 October 14 and October 29, 2008. 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, Martin, Meents, VanVoorst  
NAYS: None  
Motion Carried

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

The administration presented the reconciled cash report for September 30, 2008, and the Investment and Financial Summary report for October 31, 2008. 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 \$4,971,308.68 were presented for Board review. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve the bill summary and payments 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, real property, business and probable or pending litigation pursuant to Sections 2-c-1, 2-c-5, 2-c-6, and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Frey 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 5:55 p.m. The Board returned at 6:42 p.m. Motion was made by Mr. Martin and seconded by Mr. Frey 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 1-6 as presented and recommended by the administration as enumerated below:

Matters of Personnel:

- (1) Approval of Corporate and Continuing Education Contracts
- (2) Approval of Student Employment
- (3) Approval of Addition to Part-time Instructor List, Credit Division, Fall Semester, 2008
- (4) Approval of Payments to Instructors, Credit Division, Fall Semester, 2008
- (5) Approval of Position Descriptions
- (6) Employment Matters

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 6:43 p.m. was made by Mr. Marek and seconded by Mr. Hoekstra. 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