

KANKAKEE COMMUNITY COLLEGE
District 520

September 12, 2011

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. Brad Hove, Secretary
Mr. Richard Frey
Mr. Patrick Martin
Mrs. Betty Meents
Mr. Todd Widholm
Michael Nemeth, Student Representative to the Board

Also attending:

Dr. John Avendano, President
Mr. Robert LaBeau, Legal Counsel
Administrative Staff

There was no public comment or changes to the published agenda.

APPROVAL OF MINUTES

The Recording Secretary presented the Minutes from the August 8, 2011, Board meeting for approval. Motion was made by Mr. Martin and seconded by Mrs. Meents to approve the minutes as presented. On roll call, the vote was:

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

APPROVAL OF CONSENT AGENDA ITEMS (* indicates Consent Agenda Items)

The consent agenda items were presented for approval. By consent, motion was made by Mr. Hove and seconded by Mr. Frey to approve the September 12, 2011, Consent Agenda Action Items 1 through 4 as follows:

*** APPROVAL OF 1A PROGRAM PARTICIPANTS**

The administration recommended two (2) participant additions to the program.

*** APPROVAL OF TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve reimbursement payment to the two (2) staff members in compliance with the Board's Tuition/Course Reimbursement Policy.

*** APPROVAL OF REQUEST FOR BIDS**

The administration recommended the Board approve soliciting bids for smart classroom equipment and tuckpointing.

*** APPROVAL TO ACCEPT GRANT AWARD**

The administration recommended the Board accept the College and Career Readiness award of \$71,000.00 as presented.

On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF CONTRACT AWARD(S) AND AUTHORIZATION TO PURCHASE

The administration recommended the Board approve awarding the bid for the disk de-duplication project to CDWG for \$54,388.26 and Phase I roof replacement to Langlois Roofing for \$418,295.00 as bid. Motion was made by Mr. Hoekstra and seconded by Mr. Hove to approve awarding the bids as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF NORTHEASTERN ILLINOIS AREA AGENCY ON AGING LEASE AGREEMENT

The administration recommended the Board approve an agreement with Northeastern Illinois Area Agency on Aging for the period October 1, 2011, through September 30, 2014, at rates of \$4,472.78 per month for the year ending September 30, 2012; \$4,606.96 per month for the year ending September 30, 2013; and \$4,745.17 per month for the year ending September 30, 2014. Motion was made by Mr. Martin and seconded by Mr. Frey to approve leasing the space as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL TO LEASE LIVINGSTON COUNTY OFFICE SPACE

The administration recommended the Board approve the lease for the Livingston County WIA office as presented. Motion was made by Mr. Martin and seconded by Mr. Hove to approve leasing the space as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF LIVINGSTON COUNTY OUTPOST AGREEMENT

The administration recommended the Board approve the renewal of the Livingston County Outpost Agreement as presented. Motion was made by Mr. Hoekstra and seconded by Mr. Martin to approve the Livingston County Outpost Agreement as presented. On roll call, the vote was:

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

NAYS: None
Motion Carried

APPROVAL OF KCC'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM SUBCONTRACT FOR LIVINGSTON COUNTY SATELLITE OFFICE

The administration recommended the Board approve the PY11 subcontract as presented. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the program year subcontract as presented. On roll call, the vote was:

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

APPROVAL OF COURSE TUITION WAIVER

The administration recommended the Board approve waiving tuition for one college-level class for qualifying high school seniors as presented. Motion was made by Mr. Martin and seconded by Mr. Hove to approve the course tuition waiver as presented. On roll call, the vote was:

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

REQUEST TO APPROVE BOND UNDERWRITER AND COUNSEL

The administration recommended the Board authorize the college retain the firm of First Midstate, Inc. as bond underwriter and Chapman and Cutler as bond counsel to provide services in conjunction with Kankakee Community College bond issues. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the retention of First Midstate, Inc. as bond underwriter and Chapman and Cutler as bond counsel as presented. On roll call, the vote was:

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

APPROVAL TO PROCEED WITH ARCHITECTURAL SERVICES FOR THE NORTH EXTENSION CENTER

The administration recommended the Board approve the proposal from Demonica Kemper Architects to provide Phase I architectural services through conceptual design for the North Extension Center for a fee of \$39,800. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve hiring Demonica Kemper Architects for Phase I architectural services as presented. On roll call, the vote was:

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

APPROVAL AND ADOPTION OF FISCAL YEAR 2012 BUDGET

The administration recommended the Board approve and adopt the Fiscal Year 2012 Budget and Resolution as presented for the period July 1, 2011, through June 30, 2012. Motion was made by Mr. Widholm and seconded by Mr. Hoekstra to adopt and approve the FY12 budget as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

President Avendano provided his oral report to the Board, and ICCTA Representative Frey and Student Representative Nemeth presented oral reports to the Board. Information Items were reviewed.

APPROVAL OF FINANCIAL REPORTS (subject to audit)

The administration presented the reconciled cash report for July 31, 2011, and the Investment and Financial Summary report for August 31, 2011. Motion was made by Mrs. Meents 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.

APPROVAL OF BILL SUMMARY AND PAYMENTS

Bills totaling \$3,300,691.62, twenty (20) purchase order requisitions over \$5,000, and one special bill totaling \$1,861.00 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the bill summary and payments as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel, business, probable or pending litigation, and semi-annual review of closed session minutes pursuant to Sections 2-c-1, 2-c-6, 2-c-11 and 2-c-21 of the Illinois Open Meetings Act. Motion was made by Mr. Hove and seconded by Mr. Widholm. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 5:59 p.m. The Board returned at 6:14 p.m. Motion was made by Mr. Martin and seconded by Mr. Hove to reconvene the Board meeting. On voice vote, the motion was unanimously approved.

MATTERS OF PERSONNEL

The Board reviewed matters of personnel presented in closed session. By consent motion, motion was made by Mr. Widholm and seconded by Mr. Hoekstra to approve matters of personnel – Items 1-10 as presented and recommended by the administration as enumerated below:

- (1) Approval of Continuing Education and Career Services Contracts
- (2) Approval of Student Employment
- (3) Approval of Annual Load Summary for 11-month Instructor for Fall-2010-Summer 2011
- (4) Approval of Payment to Instructors, Credit Division, for Spring Semester, 2011
- (5) Approval of Payment to Instructor, Credit Division, for Fall Semester, 2011
- (6) Approval of Additions to Adjunct Instructor List, Credit Division, Fall -2011
- (7) Approval for Payroll and Payment Authorizations to Youth Participation in KCC's Youth Program Services
- (8) Approval of Employment Matters
- (9) Request to Hire Director of Instructional Technology & Faculty Development
- (10) Approval of Position Description

On roll call, the vote was:

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

NAYS: None

Motion Carried

PROBABLE OR PENDING LITIGATION

Discussion was held about a pending claim and possible settlement. Motion was made by Mr. Widholm and seconded by Mr. Hoekstra to authorize the president to settle the matter as presented.

On roll call, the vote was:

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

NAYS: None

Motion Carried

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

President Avendano provided a review of the closed session discussion minutes for the following meeting dates: May 9, June 13, July 11, and August 8 – first and second session, 2011. Motion was made by Mr. Martin and seconded by Mr. Widholm to approve the closed session minutes as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

No minutes approved were approved for release due to the continued need for confidentiality as determined by the Board upon advice of legal counsel. An exception was made to allow the minutes to be used to confirm a matter with SURS.

ADJOURNMENT

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:16 p.m. was made by Mr. Martin and seconded by Mr. Widholm. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Secretary

Approved:

Chairman

Secretary