

KANKAKEE COMMUNITY COLLEGE  
District 520

June 11, 2012

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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 Iroquois Room on campus. Those physically 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  
Taylor O'Connor, Student Representative to the Board

Also attending:

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

#### **PUBLIC COMMENT**

Public comment was made by Howard Willis and Theodis Pace. On behalf of the Board of Trustees, President Avendano thanked the guests for their comments.

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel pursuant to Sections 2-c-1 of the Illinois Open Meetings Act. Motion was made by Mr. Martin and seconded by Mr. Frey to convene to closed session. 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 5:20 p.m. The Board returned at 5:40 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.

**There were no changes to the published agenda.**

#### **APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the May 14, 2012, Board meeting for approval. Motion was made by Mr. Hove and seconded by Mr. Widholm 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. Martin and seconded by Mr. Frey to approve the June 11, 2012, Consent Agenda Action Items 1 through 5 as follows:

**\* APPROVAL OF 1A AND 1Y-OS PROGRAM PARTICIPANTS**

The administration recommended three (3) participant additions to the programs.

**\* APPROVAL OF TUITION/COURSE REIMBURSEMENTS**

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

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

The administration recommended the Board authorize the continuance of the operation of the college by making those expenditures required for normal operations, which includes salaries, approved contracts, utilities, maintenance, and supplies for the period July 1, 2012, through budget adoption.

**\* UPDATE ON THE PROPERTY, CASUALTY, LIABILITY, HEALTH, AND LIFE INSURANCE PROGRAMS**

The administration recommended the Board authorize and approve renewing existing policies and binding the most cost-effective insurance policies as presented effective July 1, 2012.

**\* APPROVAL OF PREVAILING WAGE RATES**

The administration recommended the Board approve the resolution as presented effective June 30, 2012.

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 Activities Building Sound System to Professional Communications for \$46,894.50 as bid. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to approve awarding the bid as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADOPTION OF POLICY RELATED TO LEED CONSTRUCTION STANDARDS**

The administration requested the Board adopt the policy for Facility Construction Standards as presented. Motion was made by Mrs. Meents and seconded by Mr. Frey to approve the Facility Construction Standards policy as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADOPTION OF REVISIONS TO PERSONNEL POLICIES & PROCEDURES**

The administration requested the Board approve the revisions to the Selection process and Family and Medical leave Policies and Procedures as presented. Motion was made by Mr. Widholm and seconded by Mr. Frey to approve the personnel policy revisions as presented with an effective date of July 1, 2012. On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADOPTION OF THE RESOLUTION TO ESTABLISH THE KANKAKEE COMMUNITY COLLEGE POLICE DEPARTMENT**

The administration requested the Board approve the Resolution to Establish the Kankakee Community College Police Department. Motion was made by Mr. Hoekstra and seconded by Mrs. Meents to approve the Resolution 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 O'Connor presented oral reports to the Board. Information Items were reviewed.

**APPROVAL OF SHORT TERM INVESTMENTS**

The administration presented short-term investments issued May 3, 2012. Motion was made by Mr. Hove and seconded by Mr. Frey to approve the investments as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF FINANCIAL REPORTS (subject to audit)**

The administration presented the reconciled cash report for April 30, 2012, and the Investment and Financial Summary report for May 31, 2012. Motion was made by Mr. Hoekstra 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 \$3,422,858.58, thirty-six (36) purchase order requisitions over \$5,000, and two (2) special bills totaling \$32,194.97 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Widholm 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, real property, and probable or pending litigation pursuant to Sections 2-c-1, 2-c-5, and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Hove and seconded by Mr. Widholm to convene to closed session. 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 5:55 p.m. The Board returned at 6:46 p.m. Motion was made by Mr. Frey and seconded by Mr. Hoekstra 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 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 Adjunct Instructor List, Credit Division, for Spring Semester, 2012
- (4) Approval of Additions to the Adjunct Instructor List, Credit Division,  
for Summer Term, 2012
- (5) Approval for Payroll and Payment Authorizations to Youth Participants in KCC's  
Youth Program Services
- (6) Approval for Payroll and Payment Authorization to Youth Participants in  
WIA Youth Program in Livingston County
- (7) Approval of Position Description
- (8) Approval of Employment Matters
- (9) Salary and Fringe Benefit Program for Fiscal Year 2013
- (10) Administrative Contract Recommendations for 2012-2013

On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:53 p.m. was made by Mr. Widholm and seconded by Mr. Frey. 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