

KANKAKEE COMMUNITY COLLEGE
District 520

November 13, 2012

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 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

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

BOARD RECOGNITION

The Board recognized and thanked the new full-time faculty, men's basketball coach, and the College and Career Readiness Steering Committee.

APPROVAL OF MINUTES

The Recording Secretary presented the Minutes from the October 9, 2012, Board meeting for approval. Motion was made by Mr. Martin and seconded by Mr. Frey 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. Frey and seconded by Mr. Widholm to approve the November 13, 2012, Consent Agenda Action Items 1 through 4 as follows:

*** APPROVAL OF 1A AND 1D PROGRAM PARTICIPANTS**

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

*** APPROVAL OF TUITION/COURSE REIMBURSEMENT**

The administration recommended the Board approve reimbursement payment to the one (1) staff member in compliance with the Board's Tuition/Course Reimbursement Policy.

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

The administration recommended the Board approve the PY12 subcontract as presented.

*** APPROVAL TO ACCEPT FUNDS**

The administration recommended the Board accept the award as presented.

On roll call, the vote was:

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

NAYS: None

Motion Carried

ACCEPTANCE OF FIRST READING OF POLICY ADDITIONS AND REVISIONS

The administration recommended the Board review the addition/revisions in the Mandated Reporter policy and Competitive Bidding policies as presented and accept the proposed addition/revisions as a first reading in preparation for a second reading for approval. Motion was made by Mr. Hoekstra and seconded by Mr. Hove to accept as a first reading the additions and revisions as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF ADDENDUM TO THE CAMPUS MASTER PLAN

The administration recommended Board approval of the Addendum to the Campus Master Plan as presented. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve the addendum as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, Martin, Meents, Widholm, 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. Frey and seconded by Mrs. Meents to approve and adopt the tax levy for 2012 as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF RECOMMENDED 2013-14 ACADEMIC CALENDAR

The recommended calendar for 2013-14 was presented. This calendar is similar to calendars approved during the past years, with 15 paid holidays for administrators and supportive staff and extra instructional days scheduled beyond the number required by state law. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the Academic Calendar 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.

APPROVAL OF SHORT TERM INVESTMENTS

The administration presented short-term investments issued October 17, 2012. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve the investments as presented. On roll call, the vote was:

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

NAYS: None

ABSTAIN: Martin

Motion Carried

APPROVAL OF FINANCIAL REPORTS (subject to audit)

The administration presented the reconciled cash report for September 30, 2012, and the Investment and Financial Summary report for October 31, 2012. 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.

APPROVAL OF BILL SUMMARY AND PAYMENTS

Bills totaling \$5,625,876.63, fourteen (14) purchase order requisitions over \$5,000, and two (2) special bills totaling \$2,273.00 were presented for Board review. Motion was made by Mr. Hove and seconded by Mr. Hoekstra 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. 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 5:52 p.m. The Board returned at 6:26 p.m. Motion was made by Mr. Frey and seconded by Mr. Martin 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. Hove to approve matters of personnel – Items 1-8 as presented and recommended by the administration as enumerated below:

- (1) Approval of Continuing Education and Career Services Contracts
- (2) Approval of Student Employment Matters
- (3) Approval of Payment to Instructor, Credit Division, for Fall Semester, 2012
- (4) Approval of Full-Time Credit, Faculty and Administrators, Overload Summary, Fall Semester, 2012
- (5) Approval of Tenure Award
- (6) Approval of Employment Matters
- (7) Approval of Position Description
- (8) Approval of Request to Hire

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 6:27 p.m. was made by Mr. Frey and seconded by Mr. Widholm. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Secretary

Approved:

Chairman

Secretary