

KANKAKEE COMMUNITY COLLEGE  
District 520

December 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 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.**

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the November 13, 2012, Board meeting for approval. Motion was made by Mr. Frey and seconded by Mr. Hoekstra 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. Widholm to approve the December 11, 2012, Consent Agenda Action Items 1 through 5 as follows:

**\* APPROVAL OF 1A PROGRAM PARTICIPANT**

The administration recommended one (1) participant addition to the programs.

**\* APPROVAL OF CHARGEBACK REQUEST**

The administration recommended one (1) student chargeback request for out-of-district tuition support for the students to attend a recognized community college in Illinois for the academic year 2012-2013.

**\* 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 REQUEST TO BID**

The administration recommended the Board approve soliciting bids for replacement of network switches.

**\* APPROVAL TO ACCEPT FUNDS**

The administration recommended the Board accept the Career and Technical Education Innovation Grant award 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 dump truck with snow plow equipment package to Dralle Chevrolet and Buick for \$37,476.65 as bid. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve awarding the bid as presented. On roll call, the vote was:

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

NAYS: None

ABSTAIN: Hove

Motion Carried

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

The administration recommended the Board adopt the addition to the Mandated Reporter Personnel Policy and addition/revisions to the Competitive Bidding effective immediately, as presented. Motion was made by Mr. Frey and seconded by Mr. Hove to adopt and approve the addition and revisions as presented effective immediately. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF THE DEDICATION OF SIDEWALK AREA TO THE VILLAGE OF BRADLEY**

The administration recommended the Board approve the dedication of the sidewalk location, as defined by Tyson Engineering, Inc. to the Village of Bradley, and authorize the President to execute such documents as are necessary to effectuate the transferred property to allow this dedication. Motion was made by Mr. Martin and seconded by Mr. Hoekstra to approve the dedication and authorize the President to execute such documents 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 TECHNOLOGY TRAINING CENTER**

The administration recommended the Board approve the proposal from Demonica Kemper Architects (DKA) to provide Phase I architectural services through conceptual design for the Technology Training Center for a fee of \$39,700. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the DKA proposal 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 November 17, 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 October 31, 2012, and the Investment and Financial Summary report for November 30, 2012. Motion was made by Mr. Martin and seconded by Mr. Hoekstra 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 \$6,262,545.26, fourteen (14) purchase order requisitions over \$5,000, and two (2) special bills totaling \$20,342 were presented for Board review. Motion was made by Mrs. Meents and seconded by Mr. Frey 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, probable or pending litigation, and semi-annual review of closed session minutes pursuant to Sections 2-c-1, 2-c-5, 2-c-11, and 2-c-21 of the Illinois Open Meetings Act. Motion was made by Mr. Hove and seconded by Mr. Hoekstra 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 5:28 p.m. The Board returned at 5:40 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.

### **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 1-4 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 Employment Matters

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: July 9, August 13, September 13, October 9, and November 13, 2012. Motion was made by Mr. Frey and seconded by Mr. Martin 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.

### **ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 5:42 p.m. was made by Mr. Hoekstra and seconded by Mr. Hove. 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