

KANKAKEE COMMUNITY COLLEGE  
District 520

March 11, 2013

---

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:= 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  
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 Michael and Elaine Holtzmann and Ken Crite for their work with the Small Business Development Center and Dr. Bert Jacobson and Rich Schultz for their work with the sustainability efforts of the college.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the February 11, 2013, Board meeting for approval. Motion was made by Mr. Hoekstra and seconded by Mr. Widholm to approve the minutes as presented. On roll call, the vote was:

AYES: Hoekstra, Hove, Meents, Widholm, VanVoorst

NAYS: None

ABSTAIN: Frey

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. Hoekstra and seconded by Mr. Hove to approve the March 11, 2013, Consent Agenda Action Items 1 through 5 as follows:

**\* APPROVAL OF 1D PROGRAM PARTICIPANTS**

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

**\* APPROVAL OF CHARGEBACK REQUEST**

The administration recommended a student chargeback request for out-of-district tuition support for the student 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 employee in compliance with the Board's Tuition/Course Reimbursement Policy.

**\* APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve soliciting bids for the smart classroom equipment, computer servers, computer memory and a campus marquee.

**\* APPROVAL TO ACCEPT GRANT AWARD**

The administration recommended the Board accept the Dislocated Worker 1E-Kankakee County award as presented.

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, 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 press brake from Award Machinery Enterprises for \$37,357, and the mini-mill from Haas Factory Outlet, a division of HFO Chicago, for \$44,898, and for classroom furnishings from Desks Inc. for \$53,202 as bid. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to approve awarding the bids as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF A CONTINGENCY TRANSFER**

The administration recommended Board approval of a transfer from contingency to the Operations & Maintenance fund in the amount of \$345,000 and to the Education fund in the amount of \$150,000. Motion was made by Mr. Hove and seconded by Mrs. Meents to approve the transfer as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF REQUEST TO PURCHASE COMPUTERS FROM DELL DIRECT**

The administration recommended the Board approve the purchase of computers from Dell Direct in an amount not to exceed \$355,320. Motion was made by Mr. Frey and seconded by Mrs. Meents to approve the purchase as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF REQUEST TO RETAIN 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. Frey 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, 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 FINANCIAL REPORTS (subject to audit)**

The administration presented the reconciled cash report for January 31, 2013, and the Investment and Financial Summary report for February 28, 2013. Motion was made by Mr. Frey 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 \$4,902,908.26, sixteen (16) purchase order requisitions over \$5,000, and two (2) special bills totaling \$12,221.00 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, Meents, Widholm, VanVoorst

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel pursuant to Section 2-c-1 of the Illinois Open Meetings Act. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to convene to closed session. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 6:25 p.m. The Board returned at 6:32 p.m. Motion was made by Mr. Frey 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 was made by Mr. Widholm and seconded by Mr. Frey to approve matters of personnel – Items 1-5 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 Spring Semester, 2013
- (4) Approval of Revision to Full-Time, Credit Division, Overload Summary for 2012-13
- (5) Approval of Employment Matters

On roll call, the vote was:

AYES: Frey, Hoekstra, Hove, 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 6:32 p.m. was made by Mr. Hove and seconded by Mr. Hoekstra. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Secretary

Approved:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary