

KANKAKEE COMMUNITY COLLEGE
District 520

June 10, 2013

The Public Hearing on Kankakee Community College's Intent to Sell Funding Bonds was conducted and held immediately prior to this Board meeting pursuant to the Notice as published and posted.

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 physically in attendance were:

Mr. Hugh E. VanVoorst, Chairman
Mr. Jerald W. Hoekstra, Vice Chairman
Mr. Richard Frey
Mr. Patrick Martin
Mrs. Betty Meents
Mr. Todd Widholm
Sydney Hartman, Student Representative to the Board

Also attending:

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

APPOINTMENT OF SECRETARY PRO TEM

In the absence of Mr. Hove at said meeting, a Secretary Pro Tem is needed. Motion was made by Mr. Widholm and seconded by Mr. Hoekstra to name Mr. Patrick Martin as Secretary Pro Tem for the June 10, 2013, Board of Trustees meeting. On roll call, the vote was:

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

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

APPROVAL OF MINUTES

The Recording Secretary presented the Minutes from the May 13, 2013, Board meeting for approval. Motion was made by Mrs. Meents and seconded by Mr. Hoekstra to approve the minutes as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, 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 Mrs. Meents and seconded by Mr. Hoekstra to approve the June 10, 2013, Consent Agenda Action Items 1 through 6 as follows:

*** APPROVAL OF 1Y-OS AND TGAAA 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 two (2) employees in compliance with the Board's Tuition/Course Reimbursement Policy.

*** APPROVAL OF REQUEST TO BID**

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

*** 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, 2013, through budget adoption.

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

The administration recommended the Board authorize and approve permission to bind the most cost-effective insurance policies as outlined effective July 1, 2013.

*** APPROVAL OF PREVAILING WAGE RATES**

The administration recommended the Board approve the resolution as presented effective June 30, 2013.

On roll call, the vote was:

AYES: Frey, Hoekstra, 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 Roof replacement Phase II to Bennett and Brosseau for \$236,100.00 (base), plus alternates 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, Martin, Meents, Widholm, VanVoorst

NAYS: None

Motion Carried

APPROVAL AND ADOPTION OF ADDITIONS TO PERSONNEL POLICIES AND PROCEDURES

The administration recommended the Board approve the additions of 1.5 Volunteers and Unpaid Interns Policy and 1.6 Whistleblower Policy, first reading having been held May 13, 2013, with an effective date of July 1, 2013, as presented. Discussion was held. Motion was made by Mr. Widholm and seconded by Mr. Frey to approve the personnel policy additions as presented with an effective date of July 1, 2013. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF MANUFACTURING TECHNOLOGY PROGRAMS

The administration recommended the Board approve the Manufacturing Technology Program. Motion was made by Mr. Martin and seconded by Mr. Frey to approve the Manufacturing Technology Programs as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

APPROVAL OF REQUEST TO BID THE TECHNOLOGY EDUCATION CENTER REMODELING PROJECT

The administration recommended the Board approve the solicitation of bids for the Technology Education Center remodeling project and the submission of the associated capital project application to the Illinois Community College Board. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to approve the request to bid and submit the project as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

NO SHORT TERM INVESTMENTS

APPROVAL OF FINANCIAL REPORTS (subject to audit)

The administration presented the reconciled cash report for April 30, 2013, and the Investment and Financial Summary report for May 31, 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 \$3,575,368.78, thirty-eight (38) purchase order requisitions over \$5,000, and two (2) special bills totaling \$41,377.00 were presented for Board review. Motion was made by Mrs. Meents and seconded by Mr. Martin to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Frey, Hoekstra, 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, salary schedules, and probable or pending litigation pursuant to Sections 2-c-1, 2-c-2, and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Hoekstra and seconded by Mr. Widholm to convene to closed session. On roll call, the vote was:

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

NAYS: None

Motion Carried

The Board went into closed session at 5:37 p.m. The Board returned at 6:17 p.m. Motion was made by Mr. Hoekstra and seconded by Mr. Martin to reconvene the Board meeting. On voice vote, the motion was unanimously approved.

MATTERS OF PERSONNEL AND SALARY SCHEDULE

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 1-9 and matter of salary schedule – Item 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 Matters
- (3) Approval for Payroll and Payment Authorization for Youth Participants in KCC's Youth Program Services
- (4) Approval of Payment to Instructors, Credit Division, for Spring Semester, 2013
- (5) Approval of Adjunct Instructor List, Credit Division, for Spring Semester, 2013
- (6) Approval of Additions to the Adjunct Instructor List, Credit Division for Summer Term, 2013
- (7) Approval of Employment Matters
- (8) Approval of Administrative Contract Recommendations
- (9) Approval of President's Contract Renewal
- (10) Approval of Salary and Fringe Benefit Program for Fiscal Year 2014

On roll call, the vote was:

AYES: Frey, Hoekstra, 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 6:18 p.m. was made by Mr. Widholm and seconded by Mr. Hoekstra. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Rose Devine Mitchell, Recording Secretary

Approved:

Chairman

Secretary