



**Kankakee Community College  
Board of Trustees  
June 13, 2016 – Agenda**

1. Call to Order/Roll Call.....Board Chair
2. Public Comment/Introduction of Guests/Recognition.....Board Chair
  - Coach Dennis Clark, Women’s Softball Team
3. Approval of Action Item .....Board Chair
 

A. Action Item:

  - (1) Approval of Resolution Honoring the 2015-2016 Women’s Softball Team Achievement (A-1)
4. Amendments or Changes to Published Agenda.....Board Chair
5. Approval of Minutes .....Board Chair
  - May 9, 2016 - Board Meeting
6. Approval of Consent Agenda Action Items (**items preceded by asterisk**).....Board Chair
7. Approval of Action Items Remaining & Presentation of Information Items.....Board Chair
 

A. Action Items

  - \* (2) Approval of 1A Program Participant (A-3)
  - \* (3) Approval of Tuition/Course Reimbursements (A-5)
  - \* (4) Approval to Accept Grant Awards (A-7)
    - ◆ Dislocated Worker – Kankakee County
    - ◆ Trade Adjustment – Kankakee and Livingston Counties
  - \* (5) Approval of Prevailing Wage Ordinance (A-9)
  - \* (6) Update on Budget Preparation and Request to Operate Within Budget Draft (A-13)
  - \* (7) Update on the Property, Casualty, Liability Insurance Programs (A-15)
  - (8) Acceptance of Personnel Policy Revisions (A-17)
  - (9) Acceptance of Purchasing Policy Addition (A-19)
  - (10) Approval of Contract Awards (A-21)
    - ◆ Replacement of Switches
  - (11) Approval of Resolution Honoring Full-Time Employee (A-23)

B. Information Items

- (1) President and Trustee Reports
- (2) Kankakee Community Foundation Update (I-1)
- (3) 50<sup>th</sup> Anniversary Logo (I-3)

8. Approval of Finance Items.....Board Chair

A. Finance Items

- (1) Approval of Financial Reports (subject to audit) (F-1)
  - ◆ Reconciled Cash By Fund – April 30, 2016
  - ◆ Investment and Financial Summary – May 31, 2016
- (2) Approval of Bill Summary (F-7)
  - ◆ Purchase Order Requisitions Over \$5,000
  - ◆ Special Bills
  - ◆ AP Check Register

9. Convene to Closed Session

10. Reconvene to Open Session

11. Closed Session Action Items

A. Personnel Matters pursuant to 5 ILCS 120/2(c)(1)

- ◆ Employment Contract for Mark Anderson as Director of Manufacturing Training
- ◆ Employment Contract for Sarah Reyling as Coordinator of Financial Affairs
- ◆ Employment Contract for Linh Williams as Coordinator of Student Life and Development
- ◆ Employment Contract for Jennifer Zimmerman as Coordinator of Scholarships and Donor Relations

B. Probable or Pending Litigation pursuant to 5 ILCS 120/2(c)(11)

12. Adjournment

# ADMINISTRATIVE CONTRACT

Kankakee Community College  
Kankakee, Illinois

The Board of Trustees of Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will and Ford, State of Illinois, hereby agrees to employ **MARK ANDERSON** as **DIRECTOR OF MANUFACTURING TRAINING** for the period of June 13, 2016 through June 30, 2016 during the 2015-2016 fiscal year. The fiscal year shall begin on July 1 and end on June 30.

The administrator will be assigned duties which are consistent with his educational and experiential qualifications.

The administrator agrees to perform faithfully and to discharge all assigned duties to the satisfaction of the College, and to abide by all policies, rules, and regulations adopted by the Board of Trustees. The administrator further agrees to a reassignment or transfer at any time from this position to another position for which the administrator is qualified as determined by the college. In addition, the administrator's employment may be terminated, changed, or modified from time to time by the College in its sole discretion for cause as described in the Personnel Policy and Procedures Handbook.

The annualized salary for the 2015-2016 fiscal year will be \$55,000.

On or before June 15, 2016, notification as to renewal of appointment will be given. Such renewal is neither automatic nor to be expected.

The administrator has ten days after the date of official board action as shown below to accept or reject this contract. If he fails to accept the offer within this time period, his position will be declared open.

\_\_\_\_\_  
June 13, 2016  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

I accept the contract as described above.     Yes     No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

# ADMINISTRATIVE CONTRACT

Kankakee Community College  
Kankakee, Illinois

The Board of Trustees of Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will and Ford, State of Illinois, hereby agrees to employ **SARAH REYLING** as **COORDINATOR OF FINANCIAL AFFAIRS** for the period of June 13, 2016 through June 30, 2016 during the 2015-2016 fiscal year. The fiscal year shall begin on July 1 and end on June 30.

The administrator will be assigned duties which are consistent with her educational and experiential qualifications.

The administrator agrees to perform faithfully and to discharge all assigned duties to the satisfaction of the College, and to abide by all policies, rules, and regulations adopted by the Board of Trustees. The administrator further agrees to a reassignment or transfer at any time from this position to another position for which the administrator is qualified as determined by the college. In addition, the administrator's employment may be terminated, changed, or modified from time to time by the College in its sole discretion for cause as described in the Personnel Policy and Procedures Handbook.

The annualized salary for the 2015-2016 fiscal year will be \$52,000.

On or before June 15, 2016, notification as to renewal of appointment will be given. Such renewal is neither automatic nor to be expected.

The administrator has ten days after the date of official board action as shown below to accept or reject this contract. If she fails to accept the offer within this time period, her position will be declared open.

\_\_\_\_\_  
June 13, 2016  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

I accept the contract as described above.     Yes     No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

# ADMINISTRATIVE CONTRACT

Kankakee Community College  
Kankakee, Illinois

The Board of Trustees of Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will and Ford, State of Illinois, hereby agrees to employ **LINH WILLIAMS** as **COORDINATOR OF STUDENT LIFE AND DEVELOPMENT** for the period of May 31, 2016 through June 30, 2016 during the 2015-2016 fiscal year. The fiscal year shall begin on July 1 and end on June 30.

The administrator will be assigned duties which are consistent with her educational and experiential qualifications.

The administrator agrees to perform faithfully and to discharge all assigned duties to the satisfaction of the College, and to abide by all policies, rules, and regulations adopted by the Board of Trustees. The administrator further agrees to a reassignment or transfer at any time from this position to another position for which the administrator is qualified as determined by the college. In addition, the administrator's employment may be terminated, changed, or modified from time to time by the College in its sole discretion for cause as described in the Personnel Policy and Procedures Handbook.

The annualized salary for the 2015-2016 fiscal year will be \$40,000.

On or before June 15, 2016, notification as to renewal of appointment will be given. Such renewal is neither automatic nor to be expected.

The administrator has ten days after the date of official board action as shown below to accept or reject this contract. If she fails to accept the offer within this time period, her position will be declared open.

\_\_\_\_\_  
Date

June 13, 2016

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

I accept the contract as described above.     Yes     No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

# ADMINISTRATIVE CONTRACT

Kankakee Community College  
Kankakee, Illinois

The Board of Trustees of Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will and Ford, State of Illinois, hereby agrees to employ **JENNIFER ZIMMERMAN** as **COORDINATOR OF SCHOLARSHIPS AND DONOR RELATIONS** for the period of May 31, 2016 through June 30, 2016 during the 2015-2016 fiscal year. The fiscal year shall begin on July 1 and end on June 30.

The administrator will be assigned duties which are consistent with her educational and experiential qualifications.

The administrator agrees to perform faithfully and to discharge all assigned duties to the satisfaction of the College, and to abide by all policies, rules, and regulations adopted by the Board of Trustees. The administrator further agrees to a reassignment or transfer at any time from this position to another position for which the administrator is qualified as determined by the college. In addition, the administrator's employment may be terminated, changed, or modified from time to time by the College in its sole discretion for cause as described in the Personnel Policy and Procedures Handbook.

The annualized salary for the 2015-2016 fiscal year will be \$50,000.

On or before June 15, 2016, notification as to renewal of appointment will be given. Such renewal is neither automatic nor to be expected.

The administrator has ten days after the date of official board action as shown below to accept or reject this contract. If she fails to accept the offer within this time period, her position will be declared open.

\_\_\_\_\_  
Date

June 13, 2016

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

I accept the contract as described above.     Yes     No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator