



KANKAKEE COMMUNITY COLLEGE  
District 520

May 14, 2018

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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. Jerald Hoekstra, Chair  
Mr. Brad Hove, Vice Chair  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Patrick Martin  
Mr. William Orr  
Mr. Todd Widholm  
Justin Hasselbring, Student Representative to the Board

Also attending:

Dr. John Avendano, President  
Claire Chaplinski, Attorney  
Administrative Staff

**There was no public comment. There was no change to the published agenda.**

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the April 9, 2018 Board meeting for approval. Motion was made by Mrs. Boicken and seconded by Mr. Orr to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra  
NAYS: None  
Motion Carried

**APPROVAL OF CONSENT AGENDA ITEMS (\* indicates Consent Agenda Item)**

The consent agenda items were presented for approval. By consent, motion was made by Mr. Martin and seconded by Mr. Frey to approve the May 14, 2018 Consent Agenda Action Items 1-2 as follows:

**\*APPROVAL OF TUITION COURSE REIMBURSEMENTS**

The administration recommended the Board approve four tuition course reimbursements as presented.

**\*APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board accept grant awards from The Workforce Board for the Talent Pipeline-Bridging Opportunity and for Trade Adjustment Assistance, both for Kankakee and Livingston Counties.

On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**APPROVAL OF KCC's WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) PROGRAM MEMORANDUM OF UNDERSTANDING (MOU) FOR LIVINGSTON COUNTY SATELLITE OFFICE**

The administration recommended the Board approve the MOU agreement for four (4) WIOA eligible youth participants to receive GED tutoring assistance for Program Year 2018. Motion was made by Mr. Frey and seconded by Mr. Orr to approve awarding the bids as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**ACCEPTANCE OF FIRST READING OF PERSONNEL POLICY REVISIONS**

The administration recommended the Board review, as a first reading, the personnel policy revisions with respect to 3.8 Background Checks and 9.15 Use of College Vehicles. A second reading for approval will be presented in June 2018. Motion was made by Mr. Martin and seconded by Mr. Hove to accept as a first reading the personnel policy revisions as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**APPROVAL OF RESOLUTIONS HONORING FULL-TIME EMPLOYEES**

The administration recommended the Board approve and sign resolutions honoring retirees Nicki DePatis, Kim Garretson, Jean Janssen, Susan LaMore, Nancy Ozee and Elise Schultz. Motion was made by Mr. Frey and seconded by Mr. Hove to approve the resolutions as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**APPROVAL OF A RESOLUTION HONORING STUDENT REPRESENTATIVE TO THE BOARD**

The administration recommended the Board approve and sign a resolution commending Justin Hasselbring for his service as Student Representative to the Board for 2017-2018. Motion was made by Mrs. Boicken and seconded by Mr. Widholm to approve the resolution as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**INFORMATION**

President Avendano provided his oral report to the Board, who he thanked for a memorable year and for their attendance at commencement and other year-end events. Approximately 450 students graduated, and over 200 attended the ceremony. Dr. Avendano thanked Dean Waskosky and her team for their collaboration and a job well done. He commended Dr. Kris Condon and the paralegal students for a successful Trivia Night fundraiser for Prairie State Legal Services. Also during Law Week, author Denny Marek had a conversation with Walter Pieszka, the subject of his book “The Ultimate Survivor”. On May 17, Meijer’s will hold their Grand Opening in Bradley. They will be donating gift cards totaling \$1K to KCC’s food pantry. Dr. Avendano encouraged the Board to attend the Adult Education graduation on June 7. He provided an update on the BSN: Lewis & Clark Community College is in the bill to be the pilot project in Illinois for a BS in Nursing program. Dr. Avendano will continue to meet with a group of Illinois college and university presidents to look for better ways to collaborate, specifically with regard to the out migration and ways to increase enrollment and student aid.

Trustee Frey gave his report to the Board. The ICCTA Annual Convention and Awards Banquet will be held June 1-2 in Springfield. He congratulated Dr. Avendano for his leadership in Springfield and for receiving the ICCTA Advocacy Award.

Student Trustee Hasselbring provided his report to the Board. He stated that ten KCC students attended the PTK International Convention, which was a memorable experience. Over the course of the year, he raised over \$400 for soccer bleachers, which have been installed, and the dedication ceremony was held on May 3. Justin stated that it was an honor to participate in the graduation ceremony. He thanked the Board for the wonderful opportunity this past year, and he welcomed Melany Villagomez as the student representative for 2018-2019. Chair Hoekstra and Dr. Avendano thanked Justin for his service and wished him well in his educational career.

**APPROVAL OF FINANCIAL REPORTS (subject to audit)**

The administration presented the reconciled cash report for March 31, 2018 and the Investment and Financial Summary report for April 30, 2018. Motion was made by Mr. Hove and seconded by Mr. Orr to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$2,853,856.10, twenty-six (26) purchase order requisitions over \$5,000, and two special bills in the amounts of \$493.00 and \$1,989.84 were presented for Board review. Motion was made by Mr. Frey and seconded by Mr. Martin to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel, probable or pending litigation, and semi-annual review of closed session minutes, pursuant to Sections 2-c-1, 2-c-11 and 2-c-21 of the Illinois Open Meetings Act. Motion was made by Mr. Widholm and seconded by Mrs. Boicken to convene to closed session. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

The Board went into closed session at 5:28 p.m. The Board returned at 5:50 p.m. Motion was made by Mrs. Boicken and seconded by Mr. Orr 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 1-5 as presented and recommended by the administration and enumerated below:

- (1) Approval of Position Description
- (2) Approval of Employment Matters
- (3) Approval of Student Employment Matters
- (4) Approval of Continuing Education and Career Services Contracts
- (5) Approval for Payroll and Payment Authorizations to Youth Participants in WIOA Work Experience Program in Kankakee & Livingston Counties

On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

### **SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

Dr. Avendano provided a review of the closed session discussion minutes for the following meeting dates: November 13, 2017, December 12, 2017, December 18, 2017, January 8, 2018, February 12, 2018, March 12, 2018 and April 9, 2018. Due to the continued need for confidentiality, Dr. Avendano recommended the Board approve the closed session minutes without release. Motion was made by Mr. Hove and seconded by Mr. Frey to approve the closed session minutes without release. On roll call, the vote was:

AYES: Boicken, Frey, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 5:52 p.m. was made by Mr. Orr and seconded by Mr. Widholm. On voice vote, the motion was unanimously approved.

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:

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Chairman

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Secretary