



**Kankakee Community College  
Board of Trustees  
November 13, 2018 – Agenda**

1. Call to Order/Roll Call.....Board Chair
2. Public Comment.....Board Chair
3. Introduction of Guests/Recognition..... Board Chair
  - FY18 Audit Report – Dale Gerretse of Groskreutz, Abraham, Eshleman & Gerretse LLC
4. Amendments or Changes to Published Agenda.....Board Chair
5. Approval of Minutes ..... Board Chair
  - October 9, 2018 – 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

- |       |   |        |
|-------|---|--------|
| * (1) | Approval of 1D and 1D Program Participants        | (A-1)  |
| * (2) | Approval to Accept Grant Awards                   | (A-3)  |
| * (3) | Approval of Tuition/Course Reimbursement          | (A-5)  |
| * (4) | Approval of Request for Bids                      | (A-7)  |
|       | ◆ 25 Passenger Bus                                |        |
| (5)   | Fiscal Year 2018 Financial Audit                  | (A-9)  |
| (6)   | Approval of On-the-Job Training (OJT) Contract    | (A-11) |
|       | ◆ Plochman, Inc.                                  |        |
| (7)   | Adoption of the Tax Levy                          | (A-13) |
| (8)   | Approval of Protection, Health and Safety Project | (A-15) |
| (9)   | Approval to Proceed with Capital Renewal Project  | (A-17) |

B. Information Items

- (1) President and Trustee Reports

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

A. Finance Items

- (1) Approval of Short Term Investments - None
- (2) Approval of Financial Reports (subject to audit) (F-1)
  - ◆ Reconciled Cash By Fund – September 30, 2018
  - ◆ Investment and Financial Summary – October 31, 2018
- (3) Approval of Bill Summary and Travel Expenses (F-7)
  - ◆ Purchase Order Requisitions Over \$5,000
  - ◆ Special Bill(s)
  - ◆ AP Check Register

9. Convene to Closed Session.....Board Chair

10. Reconvene to Open Session.....Board Chair

11. Closed Session Action Items.....Board Chair

- A. Personnel Matters pursuant to 5 ILCS 120/2(c)(1)
  - ◆ Employment Contract for Dr. Jose da Silva, Vice President for Student Development & Services
- B. Probable or Pending Litigation pursuant to 5 ILCS 120/2(c)(11)
- C. Semi-Annual Review of Closed Session Minutes pursuant to 5 ILCS 120/2(c)(21)

12. Adjournment.....Board Chair

# 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 **JOSE Da SILVA** as **VICE PRESIDENT FOR STUDENT DEVELOPMENT & SERVICES** for the remainder of the 2018-2019 fiscal year, beginning November 26, 2018. 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's employment may be changed or modified from time to time by the College at its sole discretion. In addition, the administrator's employment may be terminated for cause as described in the Personnel Policy and Procedures Handbook.

In addition to his annualized salary of \$115,000, he will be reimbursed up to \$5,000 for moving expenses and up to \$1,000 for temporary housing from November 21 through December 31, 2018.

On or before June 15, 2019, 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 Dr. Jose da Silva fails to accept the offer within this time period, his position will be declared open.

\_\_\_\_\_

Date

\_\_\_\_\_

President

\_\_\_\_\_

Chairman, Board of Trustees

\_\_\_\_\_

Secretary, Board of Trustees

I accept the contract as described above.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_

Date

\_\_\_\_\_

Administrator