



KANKAKEE COMMUNITY COLLEGE  
District 520

December 11, 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  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Brad Hove  
Mr. Patrick Martin  
Mr. William Orr  
Mr. Todd Widholm  
Melany Villagomez, 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 November 13, 2018 Board meeting for approval. Motion was made by Mrs. Boicken and seconded by Mr. Martin to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Hoekstra  
ABSTAIN: Frey, Widholm  
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. Orr and seconded by Mr. Hove to approve the December 11, 2018 Consent Agenda Action Items 1-3 as follows:

**\*APPROVAL OF 1A PROGRAM PARTICIPANTS**

The administration recommended the Board approve the participant additions to the 1A program as presented.

**\*APPROVAL OF TUITION COURSE REIMBURSEMENTS**

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

**\*RENEWAL OF PROPERTY, CASUALTY, LIABILITY INSURANCE PROGRAMS**

The administration recommended the Board approve binding insurance coverage as presented with Mesirow Insurance Services, in conjunction with George Ryan Jr. Insurance Group, effective January 1, 2019.

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

NAYS: None

Motion Carried

**APPROVAL OF CONTRACT AWARD**

The administration recommended the Board approve a contract award for a 25 passenger bus in the amount of \$60,981 from Midwest Transit Equipment. Motion was made by Mrs. Boicken and seconded by Mr. Frey to approve awarding the bid 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 full-time employee retirees Judy Downey and Donna Mann. 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

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

The administration recommended the Board review personnel policy revisions with respect to bereavement leave and utilizing sick leave, and accept the revisions as a first reading in preparation for a second reading for approval. Motion was made by Mr. Frey and seconded by Mr. Martin to accept the personnel policy revisions as a first reading. 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. He thanked the Board and the vice-presidents for their time, commitment and participation in the Committee of the Whole meeting. Two trustees have filed nominating papers to be named on the ballot for the April 2, 2019 Consolidated Election. The KCC Foundation's update highlighted the assistance given to students. Employee giving is on target to hit its goals. Communication will go out re: the president search process. Dr. Avendano expressed condolences to alum Judge Mike Kick at the passing of his wife Lisa.

Trustee Widholm provided a report to the Board. He attended the November ICCTA meeting where he took part in a roundtable discussion with other community college trustees. He thanked Trustee Frey for his commitment to the ICCTA. Trustee Frey stated there would be no ICCTA meeting in January.

Student Trustee Villagomez provided her report to the Board. The November 4 basketball game raised \$700, which was split between the Student Advisory Committee and the Veterans Club. There was a club recognition dinner on November 30. Relaxation activities before finals week included Express Your Stress art event, puppy therapy, yoga and massage. On November 19, Phi Theta Kappa students participated in a “sleep out” to raise awareness of homelessness. As part of Blessings in a Backpack, Baccalaureate students filled 18 backpacks and delivered them to the Student Nursing Association for those in need. SBOT Villagomez thanked Dr. Vicki Gardner for her presentation on Russia to the Global Awareness Club on 11.3.

### **APPROVAL OF SHORT-TERM INVESTMENTS**

The administration presented the short-term investments issued November 8, 2018 totaling \$1,000,000.00. Motion was made by Mr. Hove and seconded by Mr. Orr to approve the short-term investments as presented. On roll call, the vote was:

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

NAYS: None

Motion Carried

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

The administration presented the reconciled cash report for October 31, 2018 and the Investment and Financial Summary report for November 30, 2018. Motion was made by Mr. Frey and seconded by Mr. Widholm to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the vote was:

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

ABSTAIN: Martin

NAYS: None

Motion Carried

### **APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$8,057,227.90, fifteen (15) purchase order requisitions over \$5,000, and one special bill in the amount of \$849.00 were presented for Board review. Motion was made by Mr. Hove 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 selection to fill a public office, pursuant to Sections 2-c-1, 2-c-11 and 2-c-3 of the Illinois Open Meetings Act. Motion was made by Mr. Widholm and seconded by Mr. Orr 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 5:20 p.m. The Board returned at 5:28 p.m. Motion was made by Mr. Martin 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 and enumerated below:

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

On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPOINTMENT OF TEMPORARY ELECTION CHAIR**

Motion was made by Mr. Hoekstra and seconded by Mr. Hove to appoint President Avendano as Temporary Election Chair. On voice vote, the motion was unanimously approved.

The Board addressed itself to reorganization.

### **APPROVAL OF TERM OF OFFICE**

Motion was made by Mr. Hove and seconded by Mrs. Boicken that the terms of the Board Chair, Vice Chair and Secretary be established until after the April 2, 2019 election. On voice vote, the motion was unanimously approved.

### **ELECTION OF OFFICERS**

Motion was made by Mr. Frey and seconded by Mr. Orr that Mr. Pat Martin be elected as Chair of the Board, Mr. Brad Hove be elected as Vice Chair of the Board, and Mr. Todd Widholm be elected as Secretary of the Board. On voice vote, the motion was unanimously approved.

The meeting was turned over to Chair Martin.

### **ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 5:35 p.m. was made by Mr. Widholm and seconded by Mr. Orr. 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