



KANKAKEE COMMUNITY COLLEGE  
District 520

December 15, 2020

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A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order by Chair Martin at 5:01 pm in the Iroquois Room (D152) of the Riverfront campus and via Zoom. Those physically in attendance were:

Mr. Patrick Martin, Chair  
Mr. Brad Hove, Vice Chair  
Mrs. Catherine Boicken  
Mr. Richard Frey  
Mr. Jerald Hoekstra  
Mr. William Orr  
Ms. Ariana Ramirez, Student Representative to the Board

Those participating remotely via Zoom were:

Mr. Todd Widholm, Secretary  
Ms. Claire Chaplinski, Attorney

Also attending in person were:

Dr. Michael Boyd, President  
Administrative Staff

Dr. Boyd stated that the meeting was being recorded via Zoom for audio and video access per Governor Pritzker's executive order.

**APPOINT A SECRETARY PRO TEM**

In the physical absence of Secretary Widholm at said meeting, a secretary *pro tem* was needed. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to name Catherine Boicken as Secretary *pro tem* for the December 15, 2020 Board of Trustees meeting. On roll call, the vote was:

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

ABSTAIN: Boicken

NAYS: None

Motion Carried

Public comment was made by Ms. Tinker Parker, retiring adjunct faculty member and president of the adjunct faculty association. Ms. Parker thanked the Board for the opportunity, and President Boyd thanked her for her service. Chair Martin and Trustee Frey thanked her for all she has done for the college and the community.

**BOARD PRESENTATION**

Mr. Dominick Demonica, Demonica Kemper Architects, gave a presentation on the proposed technology building renovation and timeline.

Trustee Hove presented the Trudy Dickinson and Jean Thomas Student Leadership Award to SBOT Ramirez, who thanked the Foundation and said it was an honor to be the first recipient of the award.

There was one change to the published agenda: a motion to appoint a secretary *pro tem* was added.

**APPROVAL OF MINUTES**

The Recording Secretary presented the Minutes from the November 9, 2020 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: Frey, Hoekstra, Hove, Orr, Widholm, Martin

ABSTAIN: Boicken

NAYS: None

Motion Carried

The Recording Secretary presented the Minutes from the December 4, 2020 Committee of the Whole meeting for approval. Motion was made by Mr. Hove and seconded by Mrs. Boicken to approve the minutes as presented. On roll call, the vote was:

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

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. Frey and seconded by Mr. Orr to approve the December 15, 2020 Consent Agenda Action Items 1-3 as follows:

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

The administration recommended the Board approve the 1A and 1D program participants as presented.

**\*APPROVAL OF TUITION/COURSE REIMBURSEMENTS**

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

**\*APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board approve the solicitation of bids for Phase 1 of renovations to the technology building.

On roll call, the vote was:

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

NAYS: None

Motion Carried

**APPROVAL OF ON-THE-JOB (OJT) CONTRACT)**

The administration recommended the Board approve the OJT contract with Plochman, Inc. effective 10.5.20 to 4.2.21. Motion was made by Mrs. Boicken and seconded by Mr. Hoekstra to approve the OJT contract as presented. On roll call, the vote was:

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

**APPROVAL OF CONTRACT AWARD(S)**

The administration recommended the Board approve awarding the bid for an Autoclave to Steris Corporation in the amount of \$43,766.00 and the bid for an Equity, Diversity and Inclusion Center to R&R Construction in the amount of \$66,765.00. Interim VPAA Sheri Cagle described the Autoclave and its purpose for Health Careers. 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, Hoekstra, Hove, Orr, Widholm, Martin  
NAYS: None  
Motion Carried

**ADOPTION OF THE TAX LEVY**

The administration recommended the Board adopt the tax levy for 2020 in the amount of \$10,364,391, which is \$309,647, or 3.08%, higher than the 2019 extension. This amount does not include bond levies which are added by county clerks. Motion was made by Mr. Frey and seconded by Mr. Hove to adopt the tax levy as presented on the Certificate of Tax Levy. On roll call, the vote was:

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

**APPROVAL OF RECOMMENDED 2021-22 ACADEMIC CALENDAR**

The administration recommended the Board approve the 2021-22 academic calendar, which provides for instructional days beyond the number required by state law. Motion was made by Mr. Hoekstra and seconded by Mrs. Boicken to approve the 2021-22 academic calendar as presented. On roll call, the vote was:

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

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

The administration recommended the Board approve and sign the resolution honoring KCC full-time retiree Bruce Myers. Motion was made by Mr. Hove and seconded by Mr. Hoekstra to approve the resolution as presented. On roll call, the vote was:

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

### **ACCEPTANCE OF FIRST READING OF KCC BOARD OF TRUSTEES POLICY MANUAL REVISIONS**

The administration recommended the Board accept as a first reading the KCC Board of Trustees Policy Manual revisions as presented under separate cover. Motion was made by Mr. Frey and seconded by Mr. Hoekstra to accept the KCC Board of Trustees Policy Manual revisions as a first reading in preparation for a second reading and approval at the January 11, 2021 Board meeting. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **APPROVAL OF NEW PERSONNEL POLICIES AND REVISIONS**

The administration recommended the Board approve three new policies and six policy revisions as presented to be effective January 1, 2021. Dr. Boyd noted that administrators listened to the full-time faculty's concerns and made adjustments accordingly. Motion was made by Mr. Hove and seconded by Mr. Orr to approve the presented policies and revisions as a second reading. On roll call, the vote was:

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

NAYS: None

Motion Carried

### **INFORMATION**

Dr. Boyd gave his report to the Board. He recognized Kari Nugent and the Marketing team for the virtual employee recognition event. The Reopening Task Force has plans in place for all employees to return to work full-time by March 15. Dr. Boyd thanked Midland States Bank for their generous donation of gently used office furniture. He also thanked Rob Kenney and his team for orchestrating the furniture move. Dr. Boyd shared KCC Foundation highlights. He recognized Sheri Cagle and three Health Careers colleagues for volunteering to administer the vaccines.

Trustee Frey gave his report to the Board. The ICCTA is waiting for the General Assembly to convene.

SBOT Ramirez gave her report to the Board. The virtual pet contest was the most successful event to date and gained 81 new followers on the KCC Student Life Facebook page. Virtual yoga and finals preparation tips took the place of finals relaxation week. SAC is planning both online and on campus programs and events for the spring semester. SAC is also updating its constitution. The Psychology Club is selling \$1 "Don't Give Up" bracelets to promote suicide prevention.

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

The administration presented the Reconciled Cash Report for October 31, 2020 and the Investment and Financial Summary Report for November 30, 2020. Motion was made by Mr. Orr and seconded by Mrs. Boicken to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On roll call, the vote was:

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

**APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS**

Bills totaling \$4,926,326.21, eleven (11) purchase order requisitions over \$5,000, and two (2) special bill totaling \$1,493.19 were presented for Board review. Motion was made by Mr. Hoekstra and seconded by Mr. Frey to approve the bill summary and payments as presented. On roll call, the vote was:

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

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

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

Dr. Boyd stated that the Board would reconvene into Open Session after Closed Session adjourned.

The Board went into closed session at 5:47 pm. The Board returned at 6:00 p.m. Motion was made by Mr. Hove and seconded by Mr. Frey to reconvene the Board meeting. On roll call, the vote was:

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

**MATTERS OF PERSONNEL**

The Board reviewed matters of personnel presented in closed session. By consent, motion was made by Mr. Hove and seconded by Mr. Hoekstra 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 of Wage & Salary Scale for Supportive Staff, Professional/Technical Staff and Administrators
- (5) Approval of Full-Time Credit Division Overload Summary for Fall 2020

On roll call, the vote was:

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

NAYS: None

Motion Carried

**ADJOURNMENT**

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:02 p.m. was made by Mr. Hove and seconded by Mr. Frey. On roll call, the vote was:

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

NAYS: None

Motion Carried

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:

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Chair

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Secretary *pro tem*