



KANKAKEE COMMUNITY COLLEGE
District 520

December 17, 2024

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order by Chair Boicken at 5:00 pm in the Board Room (L241) of the Riverfront campus. Those physically in attendance were:

Mrs. Catherine Boicken, Chair
Mr. William Orr, Vice Chair
Mr. Michael Proctor, Secretary
Mr. Brad Hove
Mr. Michael Kick
Mr. Patrick Martin
Mr. Todd Widholm

Also attending in person were:
Dr. Michael Boyd, President
Ms. Claire Chaplinski, Attorney
Administrative Staff

There was no public comment. There was no change or amendment to the published agenda.

BOARD PRESENTATION

Mr. Nick Bava of Sikich gave a FY24 audit presentation. Dr. Boyd thanked him, as well as Beth Nunley, VP for Business Affairs, Sarah Peters, Director of Financial Services, and the accounting team.

APPROVAL OF MINUTES

The recording secretary presented the minutes from the November 18, 2024 Board meeting for approval. Motion was made by Mr. Orr and seconded by Mr. Proctor to approve the minutes as presented. On roll call, the vote was:

AYES: Hove, Kick, Orr, Proctor, Widholm, Boicken
ABSTAIN: Martin
Motion Carried

The recording secretary presented the minutes from the November 19, 2024 Board meeting for approval. Motion was made by Mr. Kick and seconded by Mr. Martin to approve the minutes as presented. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Boicken
ABSTAIN: Widholm
Motion Carried

The recording secretary presented the minutes from the December 6, 2024 Committee of the Whole meeting for approval. Motion was made by Mr. Hove and seconded by Mr. Orr to approve the minutes as presented. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

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

The consent agenda items were presented for approval. Motion was made by Mr. Proctor and seconded by Mr. Martin to approve the December 17, 2024 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 REIMBURSEMENT**

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

***APPROVAL OF REQUEST TO BID**

The administration recommended the Board approve the request to bid Phase III of the Manufacturing Training Academy renovations.

On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

FISCAL YEAR 2024 FINANCIAL AUDIT

The administration presented the fiscal year 2024 financial audit for acceptance. Copies of the audit were provided under separate cover. Motion was made by Mr. Martin and seconded by Mr. Widholm to accept the fiscal year 2024 financial audit as presented. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

ADOPTION OF THE TAX LEVY

The administration recommended the Board adopt the proposed tax levy for 2024. The total tax rate, including bonds, for 2024 is estimated to be at 44.42 cents, a slight decrease from the 2023 rate. Motion was made by Mr. Proctor 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: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

APPROVAL TO LEASE LIVINGSTON COUNTY OFFICE SPACE

The administration recommended the Board approve the Livingston County WIOA satellite office lease with Heartland Community College Pontiac Center for the period January 1, 2025 through December 31, 2025 in the amount of \$1,075 per month, including utilities. Motion was made by Mr. Orr and seconded by Mr. Kick to approve the office lease as presented. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
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 proposed revisions to the KCC Board of Trustees Policy Manual, specifically 103.00 Board Membership, 510.02 Board Approval for Travel Expenses, and 602.00 Approval of Capital Projects. Motion was made by Mr. Martin and seconded by Mr. Hove to accept the first reading of the KCC Board of Trustees Policy Manual revisions as presented in preparation for a second reading for approval. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

INFORMATION

VP Nugent gave a KCC Foundation update to the Board. She highlighted that two student scholarship recipients will be studying abroad in 2025, and the Alumni Association recently hosted a successful holiday brunch for KCC employee and retiree alums.

Dr. Boyd thanked the trustees for their year-long support, especially during the HLC comprehensive evaluation. He shared that the college will be on winter break from December 20 at noon through January 1.

Student Trustee Rogers gave his report to the board. Various finals week activities were a success. Students had the opportunity to meet with the HLC peer reviewers and spoke positively about their college experience. SBOT Rogers met and talked with students during his Pizza w/the [SAC] President event.

APPROVAL OF FINANCIAL REPORTS

The administration presented the Reconciled Cash Report for October 31, 2024 and the Investment and Financial Summary Report for November 30, 2024. Motion was made by Mr. Orr and seconded by Mr. Proctor to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On roll call, the vote was:

AYES: Hove, Kick, Orr, Proctor, Widholm, Boicken
ABSTAIN: Martin
Motion Carried

APPROVAL OF BILL SUMMARY AND TRAVEL PAYMENTS

Bills totaling \$6,885,811.17, twelve (12) purchase order requisitions over \$10,000, and four (4) special bills totaling \$5,132.82 were presented for Board review. Motion was made by Mr. Hove and seconded by Mr. Kick to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

The Board was scheduled to go into closed session for the purposes 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 Mr. Martin and seconded by Mr. Kick to convene to closed session. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

The Board went into closed session at 5:25 pm. The Board returned at 5:42 pm. Motion was made by Mr. Proctor and seconded by Mr. Orr to reconvene the Board meeting. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

APPROVAL OF CONSENT AGENDA ITEMS AS DISCUSSED IN CLOSED SESSION

The consent agenda items as discussed in closed sessions were presented for approval. Motion was made by Mr. Widholm and seconded by Mr. Hove to approve the December 17, 2024 Consent Agenda Action Items 1-6 as follows:

- (1) Approval of Position Description
- (2) Approval of Employment Matters, including new employment and changes/miscellaneous employment items
- (3) Approval of Student Employment Matters
- (4) Approval of Continuing Education and Business Partnership Contracts
- (5) Approval for Payroll and Payment Authorizations to Adult Participant in WIOA Work Experience Program in Kankakee and Livingston Counties
- (6) Approval of Revision of Full-Time Credit Division Overload Summary for Fall 2024

On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Widholm, Boicken
Motion Carried

ADJOURNMENT

There being no further business to come before the Board, motion to adjourn the Board meeting at 5:44 pm was made by Mr. Kick and seconded by Mr. Proctor. On roll call, the vote was:

AYES: Hove, Kick, Martin, Orr, Proctor, Boicken
Motion Carried

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:



Chair



Secretary