

KASKASKIA COLLEGE BOARD OF TRUSTEES #501

August 28, 2023 Meeting Minutes

27210 College Road

Centralia, IL 62801

ROLL CALL/ATTENDANCE

Chair Bill Hawley convened a regular meeting of the Board of Trustees (Board) on Monday, August 28, 2023, at 6:30 p.m. in HB145 (Kaskaskia Room) on the Kaskaskia College (College) main campus. Trustees present at the meeting in person were Jim Beasley, Craig Finke, Bill Hawley, Bryan Holthaus, Louis Kalert, Linda Stover, and Student Trustee Madison Johnson. Trustee Laura Wedekemper was absent.

Kevin Noll, Legal Counsel from Robbins Schwartz attended the meeting in person.

College staff members attending in person were George Evans, Shawn Connelly, Cary Day, Sara Hanks, Judy Hemker, George Kriss, Julie Obermark, Karol Potter, Shawn Richards, Craig Roper, and Amy Zanton.

Media attending in person were Steven Stilt of the Centralia Sentinel. Bruce Kropp from WJBD joined the meeting at 7:37 p.m.

PLEDGE OF ALLEGIANCE

Chair Hawley led in the Pledge of Allegiance.

RECOGNITION

President Evans introduced everyone in the room and welcomed new employee Cody Paul – Assistant Professor of Music.

PUBLIC COMMENT

No public comment.

CONSENT AGENDA

Items on the Consent Agenda included

July 24, 2023 Regular Meeting Minutes

July 28, 2023 Special Meeting Minutes

Ratification and approval of disbursements and payrolls for July 2023 which includes travel reimbursements for board members and College employees if any requested reimbursement exceeds maximum allowable costs, Treasurer Report, Budget Report, Personnel Report, Foundation Report, and Kaskaskia College Sports Association Report. Administrative Reports include Executive Services Report, Administrative Services Report, Information Technology Services Report, Instructional Services Report, and Student Services Report.

Motion by Jim Beasley to accept the Consent Agenda.

APPROVED 09/25/23

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

OLD UNFINISHED BUSINESS

None

NEW BUSINESS

CLOSED SESSION

Motion by Louis Kalert to enter into Closed Session in accordance with the Illinois Open Meetings Act, and pursuant to Section 2(c) of the Act, the specific reason for conducting an executive session meeting is as follows:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; 5 ILCS 120/2(c)(1);

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved and the meeting entered closed session at 6:34 p.m.

Motion by Jim Beasley to end closed session and resume open session.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved and the closed session ended and open session resumed at 6:45 p.m.

PRESENTATION OF TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024

Judy Hemker presented the tentative budget for Fiscal Year 2023-2024.

RESOLUTION 23-49**RESOLUTION IN SUPPORT OF EXTENSION OF TRENTON TAX INCREMENT FINANCING (TIF) REDEVELOPMENT PROJECT AREA #1**

Motion by Bryan Holthaus to adopt Resolution 23-49 to support the City of Trenton's request, and to direct President Evans to compose and certify a letter to the Illinois State Legislature in support of the City of Trenton's request to extend the term of the Trenton Tax Increment Financing Redevelopment Project Area #1 from twenty-three (23) to thirty-five (35) years.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

RESOLUTION 23-50**RESOLUTION TO RATIFY THE PURCHASE OF AN ELECTRIC STAND-UP FORKLIFT TRUCK (100% WEI GRANT FUNDED)**

Motion by Bryan Holthaus to adopt Resolution 23-50 ratifying the purchase of an electric stand-up forklift truck from Crown Lift Trucks of Evansville, IN in the amount of \$50,000.00.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

RESOLUTION 23-51**RESOLUTION TO APPROVE THE PURCHASE OF THE AD, ST, ST ANNEX AND FA RENOVATION PROJECT FURNITURE PACKAGE (100% 3-YEAR CAPITAL PLAN FUNDED)**

Motion by Louis Kalert to adopt Resolution 23-51 approving the purchase of the AD, ST, ST Annex and FA Renovation Project Furniture Package as follows:

- Proposal submitted by Louer Facility Planning, Inc. of Collinsville, IL in the amount of \$17,630.76.
- Proposal submitted by CI Select of St. Louis, MO in the amount of \$47,154.19.
- Proposal submitted by KI of Green Bay, WI in the amount of \$35,447.97.

The total amount of the proposals to be approved is \$100,232.92.

APPROVED 09/25/23

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

RESOLUTION 23-52

RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT CAMPUS LICENSE AGREEMENT (100% INSTITUTIONAL FUNDING)

Motion by Bryan Holthaus to adopt Resolution 23-52 approving the renewal of the Microsoft Campus License Agreement, from CDWG, of Chicago, IL in an amount of \$26,504.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF NEW POSITION OF ASSISTANT PROFESSOR OF PSYCHOLOGY

Motion by Linda Stover to approve the Assistant Professor of Psychology position, a new position, effective January 3, 2024, at an annual salary consistent with the KCFT salary scale and eligibility for fringe benefits.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF RESTRUCTURE OF ACE LIBRARY SPECIALIST POSITION TO ACE LIBRARY AND STUDENT SUCCESS SPECIALIST POSITION

Motion by Louis Kalert to approve the restructure of Rachel Hartmann's position from ACE Library Specialist to ACE Library and Student Success Specialist, effective September 1, 2023 at a recommended salary of \$40,000.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVED 09/25/23

**APPROVAL OF EMPLOYMENT OF WEI WORKFORCE PARTNERSHIP
COORDINATOR (WEI GRANT FUNDED)**

Motion by Bryan Holthaus to approve the hire of Mr. David Miller as the WEI Workforce Partnership Coordinator at a salary of \$50,000 with an effective start date of September 25, 2023. This position is fully grant-funded through June 30, 2024 by the Workforce Equity Initiative Grant.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

**APPROVAL OF EMPLOYMENT OF ACCOUNTS RECEIVABLE SPECIALIST
(REPLACEMENT POSITION)**

Motion by Jim Beasley to approve the hire of Rayne Niederhofer as full-time Accounts Receivable Specialist at a salary of \$14.26/hour with an effective start date of September 5, 2023.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF RESIGNATION OF PARAMEDICINE COORDINATOR

Motion by Linda Stover to accept the resignation of Stephen Durbin as the Paramedicine Coordinator effective August 14, 2023.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF RESIGNATION OF STUDENT SUCCESS COACH

Motion by Bryan Holthaus to accept the resignation of Paige Reese as the Student Success Coach effective July 31, 2023.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

APPROVED 09/25/23

Motion was approved.

APPROVAL OF RESIGNATION OF ASSOCIATE PROFESSOR OF HEALTH INFORMATION TECHNOLOGY

Motion by Bryan Holthaus to accept the resignation of Denise VanFleet as the Associate Professor of Health Information Technology effective December 15, 2023.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF RESIGNATION OF BUILDINGS & GROUNDS TECHNICIAN

Motion by Louis Kalert to accept the resignation of Chane Lyons as a Buildings & Grounds Technician effective July 31, 2023.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF RETIREMENT OF PROFESSOR OF BIOLOGICAL SCIENCES

Motion by Bryan Holthaus to accept the retirement of Julie Littrell as Professor of Biology effective July 31, 2024.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF CIO – VICE PRESIDENT OF INSTITUTIONAL SUPPORT & TECHNOLOGY CONTRACT

Motion by Bryan Holthaus to approve the employment contract with CIO – Vice President of Institutional Support & Technology George Kriss for the period of July 1, 2023 – June 30, 2025 as presented. The annual base salary rate for the period of July 1, 2023 – June 30, 2024 will be \$121,475. The annual base salary rate for the period of July 1, 2024 – June 30, 2025 will be increased at the same increase percentage to base salary as granted to other Administrators of the College.

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Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF PROVOST – VICE PRESIDENT OF INSTRUCTIONAL SERVICES CONTRACT

Motion by Linda Stover to approve the employment contract with Provost – Vice President of Instructional Services Julie Obermark for the period of July 1, 2023 – June 30, 2025 as presented. The annual base salary rate for the period of July 1, 2023 – June 30, 2024 will be \$118,246. The annual base salary rate for the period of July 1, 2024 – June 30, 2025 will be increased at the same increase percentage to base salary as granted to other Administrators of the College.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF VICE PRESIDENT OF ADMINISTRATIVE SERVICES CONTRACT

Motion by Jim Beasley to approve the employment contract with Vice President of Administrative Services Judy Hemker for the period of July 1, 2023 – June 30, 2025 as presented. The annual base salary rate for the period of July 1, 2023 – June 30, 2024 will be \$121,476. The annual base salary rate for the period of July 1, 2024 – June 30, 2025 will be increased at the same increase percentage to base salary as granted to other Administrators of the College.

Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

APPROVAL OF VICE PRESIDENT OF STUDENT SERVICES CONTRACT

Motion Craig Finke by to approve the employment contract with Vice President of Student Services Amy Zanton for the period of July 1, 2023 – June 30, 2025 as presented. The annual base salary rate for the period of July 1, 2023 – June 30, 2024 will be \$113,200. The annual base salary rate for the period of July 1, 2024 – June 30, 2025 will be increased at the same increase percentage to base salary as granted to other Administrators of the College.

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Roll call:

Jim Beasley	yes	Louis Kalert	yes
Craig Finke	yes	Linda Stover	yes
Bill Hawley	yes	Madison Johnson	yes
Bryan Holthaus	yes		

Motion was approved.

FIRST READING – STRATEGIC PLANNING INSTITUTIONAL GOALS POLICY

2.1001

The first reading of the Strategic Planning Institutional Goals Policy 2.1001 was presented. The final reading and approval will be at the September 25, 2023 meeting.

FUTURE AGENDA ITEMS

- A. Resolution for Adoption of the Annual Budget for Fiscal Year 2023-2024
- B. Resolution for Transfer of Working Cash Fund Interest for Fiscal Year 2024 (September)
- C. Resolution to Approve Protection, Health, and Safety (PHS) Projects for Fiscal Year 2024 (September)
- D. Resolution on Intent to Levy an Equity Tax Pursuant to Section 3-14.3 of the Illinois Public Community College Act
- E. Resolution to Approve the Calendar Year 2023 Tax Levy – Fiscal Year 2025
- F. Resolution to Abate the Tax Levy for Series 2018 General Obligation Refunding Bonds (Alternate Revenue Source) for 2023 Levy, Fiscal Year 2025
- G. Resolution for Approval of Commercial Property, Liability, and Workers' Compensation Insurance Coverages

TRUSTEE AND PRESIDENT'S COMMENTS AND REPORTS

STUDENT TRUSTEE REPORT

Student Trustee Madison Johnson orally presented a written report to the Board which summarized the following:

- The LPN pinning was held on July 26, 2023.
- The Dental Assisting Pinning Ceremony was held on July 27, 2023.
- The Kaskaskia College Cross County Team held the Kaskaskia Blue Classic 5K on July 29, 2023.
- The first day of classes began on August 14, 2023.
- The Kaskaskia College softball team helped at the Centralia Balloon Fest held August 18-19, 2023.
- The Welcome Back Breakfast and Meet the Clubs Day were held on August 22, 2023.
- Seventeen students signed up for Student Congress.
- The Education Centers continue to hold community education courses this Fall.

PRESIDENT'S COMMENTS

- The College has been well represented by Board of Trustee members, College employees and athletes at events occurring throughout the College district such

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as the Centralia Balloon Fest and local parades and festivals. Representatives from the College also staffed a table in the Governor's tent at the Illinois State Fair and handed out over 2,500 cooling towels with the KC logo.

- President Evans reminded everyone the September 25, 2023, Board of Trustees meeting will be held at the Greenville Education Center.
- College staff are preparing for the Higher Learning Commission visit scheduled for next April. Board members will be receiving information on the visit in the coming months.
- Enduring Freedom is scheduled for November 7, 2023. Senator Jason Plummer will be the guest speaker.
- The KCSA golf tournament is scheduled for this weekend. The college will be well represented at this event.

ADJOURNMENT

Motion by Jim Beasley to adjourn. All members voted yes by voice vote. The meeting adjourned at 7:41 p.m.

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

RESOLUTION 23-49

RESOLUTION IN SUPPORT OF EXTENSION OF TRENTON TAX INCREMENT FINANCING (TIF) REDEVELOPMENT PROJECT AREA #1

WHEREAS, on February 11, 2002, the City of Trenton, Illinois, adopted various municipal ordinances which created the Trenton Tax Increment Financing Redevelopment Project Area #1 (the “TIF District”) in order to assist in development and redevelopment efforts, create and retain jobs in the community as well as remediate and cure certain detrimental conditions found present with the TIF District; and

WHEREAS, the TIF District is set to expire in 2025; and

WHEREAS, the City of Trenton is currently considering a major upgrade to its water infrastructure and improving the safety and access to motorists and pedestrians in its downtown area as well as securing opportunities to improve business development; and

WHEREAS, Kaskaskia College, Community College District #501 supports the City of Trenton in accomplishing these activities; and

WHEREAS, Kaskaskia College, Community College District #501 has considered the City of Trenton’s request to approve a resolution and provide a letter of support to extend the term of the TIF District; and

WHEREAS, based on the demonstration of need, the Board of Trustees, Kaskaskia College, Community College District #501 believes that it is in the best interest of the college district to support such a request and allow for the City of Trenton to extend the term of TIF District as requested; and

THEREFORE, BE IT RESOLVED, that the Board of Trustees, Kaskaskia College, Community College District #501, supports the City of Trenton’s request, and directs President Evans to compose and certify a letter to the Illinois State Legislature in support of the City of Trenton’s request to extend the term of the Trenton Tax Increment Financing Redevelopment Project Area #1 from twenty-three (23) to thirty-five (35) years.

Dated this 28th Day of August, 2023

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

RESOLUTION 23-50

RESOLUTION TO RATIFY THE PURCHASE OF AN ELECTRIC STAND-UP FORKLIFT TRUCK (100% WEI GRANT FUNDING)

WHEREAS, at the February 2023 meeting of the Board of Trustees, the Board approved the purchase of a used/reconditioned electric stand-up forklift truck at a price not to exceed \$50,000 with ratification of the purchase to occur at a subsequent Board meeting; and

WHEREAS, the electric stand-up forklift truck will be used for instructional and training purposes in various locations throughout the College district; and

WHEREAS, since that time, several vendors received a request for a proposal for a used/reconditioned stand-up forklift truck with minimum specifications that included lifting capacity, age, hours of operation, overall condition, applicable warranty, prior maintenance information, dealer's inspection and repairs, and price; and

WHEREAS, while the College received several proposals for used/reconditioned units, Crown Lift Trucks of Evansville, IN submitted a proposal for a demo electric stand-up forklift truck which the company considers new; and

WHEREAS, the proposal includes the electric stand-up forklift truck, a new battery charger, and reconditioned battery at a proposed price of \$50,000; and

WHEREAS, The WEI Grant budget includes funding for this purchase in the amount of \$50,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KASKASKIA COLLEGE, COMMUNITY COLLEGE DISTRICT #501, that the Board ratifies the purchase of an electric stand-up forklift truck from Crown Lift Trucks of Evansville, IN in the amount of \$50,000.00.

Dated this 28th day of August 2023

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

RESOLUTION 23-51

RESOLUTION TO APPROVE THE PURCHASE OF THE AD, ST, ST ANNEX AND FA RENOVATION PROJECT FURNITURE PACKAGE (100% 3-YEAR CAPITAL PLAN FUNDING)

WHEREAS, the AD, ST, ST Annex and FA Renovation Project includes the purchase of new furniture for specific areas on the first floor of the Administration and ST Annex Buildings; and

WHEREAS, staff from the Business Office, Payroll Department, and Purchasing Department have worked with FGM Architects to identify the new furniture to be purchased; and

WHEREAS, with the recent purchase of furniture for the HB & L Building Renovation Project, the same furniture purchased for that project will be purchased for this new project; and

WHEREAS, FGM Architects requested price proposals from the vendors who provided furniture for the HB & L Building Renovation Project; and

WHEREAS, the table below indicates the proposals submitted by each vendor based on contracts awarded by various purchasing cooperatives:

Vendor	Furniture Category	Price Proposal
Louer Facility Planning, Inc. Collinsville, IL	Desks for private offices and furniture for student gathering area	\$17,630.76
CI Select St. Louis, MO	Workstations	\$47,154.19
KI Green Bay, WI	File storage, furniture for conference room and student gathering area	\$35,447.97
Total:		\$100,232.92

And,

WHEREAS, the Illinois Public Community College Act (110 ILCS 805/3-27.2), and the College's Purchasing and Contracts Policy (Policy #3.6002) provides for participation in joint purchases by governmental units to include contracts awarded by purchasing cooperatives; and

WHEREAS, utilizing contracts awarded by purchasing cooperatives eliminates the need to seek competitive bids for the furniture, and allows for the furniture orders to be placed with each respective vendor so that the furniture will be available for installation when renovations of the areas are finished; and

WHEREAS, the 3-Year Capital Plan includes 100% of the funding for the purchase of the furniture.

RESOLUTION 23-51

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KASKASKIA COLLEGE, COMMUNITY COLLEGE DISTRICT #501, that the Board approve the purchase of the AD, ST, ST Annex and FA Renovation Project Furniture Package as follows:

“Approve the proposal submitted by Louer Facility Planning, Inc. of Collinsville, IL in the amount of \$17,630.76”

“Approve the proposal submitted by CI Select of St. Louis, MO in the amount of \$47,154.19”

“Approve the proposal submitted by KI of Green Bay, WI in the amount of \$35,447.97”

The total amount of the proposals to be approved is \$100,232.92.

Dated this 28th day of August 2023

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

RESOLUTION 23-52

**RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT CAMPUS
LICENSE AGREEMENT
(100% INSTITUTIONAL FUNDING)**

WHEREAS, Kaskaskia currently uses Microsoft products; and

WHEREAS, Microsoft is the industry-standard software utilized in multiple industries and organizations; and

WHEREAS, Information Technology has allocated funding from the institutional budget; and

WHEREAS, per the Illinois Public Community College Act (110 ILCS 805/), this purchase is exempt from the formal bidding process; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KASKASKIA COLLEGE, COMMUNITY COLLEGE DISTRICT #501, that the Board approve the renewal of the Microsoft Campus License Agreement, from CDWG, of Chicago, IL in an amount of \$26,504.

Dated this 28th day of August 2023

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College