

KASKASKIA COLLEGE BOARD OF TRUSTEES #501
December 21, 2020 Meeting Minutes
27210 College Road
Centralia, IL62801

ROLL CALL/ATTENDANCE

Chair, Bill Hawley convened a regular meeting of the Board of Trustees on Monday, December 21, 2020, at 6:30 p.m. in the Lifelong Learning Building on the Kaskaskia College main campus and remotely. Trustees present at the meeting in person were Jim Beasley, Bill Hawley, Bryan Holthaus and Louis Kalert. Attending remotely were Linda Stover and Laura Wedekemper. Trustee Jim Mason and Student Trustee Larissa Hoffman were absent.

College staff members attending in person were President George Evans, Todd Wagner, Jill Hercules, Daniel Powell, and Cathy Quick. Staff attending remotely were Dr. Ashley Becker, Judy Hemker, Dr. Susan Batchelor, Craig Roper, Ron Perkins, Cary Day, Christine Wheeler, and Kim Rahar.

Dennis Weedman, Legal Counsel from Robbins Schwartz was in attendance remotely. Also attending remotely were Justin Knorr and Chris Suda from Clifton Larson Allen Auditing. Nicholas Rahar also attend remotely as did Bruce Kropp from WJBD Radio.

PLEDGE OF ALLEGIANCE

Chair Hawley led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

RECOGNITION

President Evans recognized the guests in attendance.

Justin Knorr and Chris Suda from the auditing firm of Clifton Larson Allen presented the draft financial statements for 2019 and 2020.

APPROVAL – ACCEPT THE DRAFT OF THE INDEPENDENT AUDITOR’S REPORT ON THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEARS ENDED JUNE 2019 AND 2020

Motion by Bryan Holthaus to approve the draft financial statements and supplementary information as presented. The final statements are delayed due to a delay in issuance of the United States Office of Management and Budget Compliance Supplement Addendum for CARES Act awards.

Roll call:

Beasley - yes
Hawley - yes
Holthaus - yes
Kalert - yes

Stover - yes
Wedekemper - yes

Motion was approved.

ANNUAL PLAN UPDATE – ADMINISTRATIVE SERVICES

Judy Hemker gave an update on the Administrative Services portion of the Annual Plan.

CONSENT AGENDA

Items on the Consent Agenda include:

A. November 23, 2020 Minutes

Ratification and approval of disbursements and payrolls for December 2020 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 the Kaskaskia College Friends of Fine Arts Report. Administrative Reports include Administrative Services Report, Instructional Services Report, Student Services Report, and Executive Services Report to include the Annual Plan monthly update from each department.

Motion by Jim Beasley to approve items on the consent agenda as presented.

Roll call:

Beasley - yes

Stover - yes

Hawley - yes

Wedekemper - yes

Holthaus - yes

Kalert - yes

Motion was approved.

OLD UNFINISHED BUSINESS

None

NEW BUSINESS

CLOSED SESSION

No closed session was conducted.

APPROVAL OF RESIGNATION – VICE PRESIDENT OF INSTRUCTIONAL SERVICES

Motion by Bryan Holthaus to approve the resignation of Dr. Ashley Becker as Vice President of Instructional Services effective January 8, 2021.

Roll call:

Beasley - yes

Stover - yes

Hawley - yes

Wedekemper - yes

Holthaus - yes

Kalert - yes

Motion was approved.

APPROVAL OF EMPLOYMENT OF ENROLLMENT SPECIALIST

Motion by Jim Beasley to approve the employment of Whitley Wyciskalla as Enrollment Specialist at an hourly salary of \$13.00 effective January 4, 2021.

Roll call:

- | | |
|----------------|------------------|
| Beasley - yes | Stover - yes |
| Hawley - yes | Wedekemper - yes |
| Holthaus - yes | |
| Kalert - yes | |

Motion was approved.

APPROVAL OF EMPLOYMENT OF CHIEF INFORMATION OFFICER

Motion by Louis Kalert to approve the employment of George Kriss as Chief Information Officer at an annual salary of \$105,000 with eligibility for fringe benefits, effective January 11, 2021.

Roll call:

- | | |
|----------------|------------------|
| Beasley - yes | Stover - yes |
| Hawley - yes | Wedekemper - yes |
| Holthaus - yes | |
| Kalert - yes | |

Motion was approved.

APPROVAL OF EMPLOYMENT OF FOUNDATION AND GENERAL LEDGER ACCOUNTING SPECIALIST

Motion by Linda Stover to approved the employment of SarahFae Schroeder as full-time Foundation and General Ledger Accounting Specialist at an annual salary of \$45,000 with eligibility for fringe benefits, effective January 4, 2021.

Roll call:

- | | |
|----------------|------------------|
| Beasley - yes | Stover - yes |
| Hawley - yes | Wedekemper - yes |
| Holthaus - yes | |
| Kalert - yes | |

Motion was approved.

APPROVAL OF EMPLOYMENT OF PAYROLL AND ACCOUNTING SPECIALIST

Motion by Louis Kalert to approve the employment of Catherine Legrand as full-time Payroll and Accounting Specialist at an annual salary of \$40,000 with eligibility for fringe benefits, effective January 4, 2021.

Roll call:

- | | |
|----------------|------------------|
| Beasley - yes | Stover - yes |
| Hawley - yes | Wedekemper - yes |
| Holthaus - yes | |
| Kalert - yes | |

Motion was approved.

APPROVAL OF EMPLOYMENT OF MAINTENANCE SPECIALIST

Motion by Bryan Holthaus to approve the employment of Timothy J. Brown as Maintenance Specialist at an hourly salary of \$19.50 with eligibility for fringe benefits, effective January 4, 2021.

Roll call:

- Beasley - yes
- Hawley - yes
- Holthaus - yes
- Kalert - yes
- Stover - yes
- Wedekemper - yes

Motion was approved.

APPROVAL OF EMPLOYMENT OF ASSISTANT PROFESSOR OF ACCOUNTING

Motion by Linda Stover to approve the Employment of Suzanne Arndt as Assistant Professor of Accounting at an annual salary of \$57,838 with eligibility for fringe benefits, effective December 22, 2020.

Roll call:

- Beasley - yes
- Hawley - yes
- Holthaus - yes
- Kalert - yes
- Stover - yes
- Wedekemper - yes

Motion was approved.

APPROVAL OF EMPLOYMENT OF TRIO GRANT PROGRAM DIRECTOR

Motion by Louis Kalert to approve the employment of Nicholas Rahar as full time, grant funded Director of TRIO Grant at an annual salary of \$56,000 with eligibility for fringe benefits, effective January 6, 2021.

Roll call:

- Beasley - yes
- Hawley - yes
- Holthaus - yes
- Kalert - yes
- Stover - yes
- Wedekemper - yes

Motion was approved.

APPROVAL OF EMPLOYMENT OF CAREER PATHWAYS COORDINATOR

Motion by Jim Beasley to approve the employment of Kelsey Tate as Career Pathways Coordinator at an annual salary of \$45,000 with eligibility for fringe benefits, effective January 4, 2021.

Roll call:

- Beasley - yes
- Hawley - yes
- Holthaus - yes
- Kalert - yes
- Stover - yes
- Wedekemper - yes

Motion was approved.

**RESOLUTION 20-53
REAPPOINTMENT OF SECOND YEAR PROBATIONARY FACULTY TO THIRD-
YEAR STATUS, THIRD YEAR PROBATIONARY FACULTY TO TENURE, AND
CONTINUED EMPLOYMENT OF TENURE FACULTY**

Motion by Jim Beasley to adopt Resolution 20-53, thereby approving the following recommendations of Dr. Ashley Becker, Vice President of Instructional Services, and George Evans, President, effective with the 2021-2022 academic year, which begins August 11, 2021.

Second-Year Probationary Faculty Members Recommended For Third-Year Probationary Employment

Laura Mondy
Cheryl Rushing

Third-Year Probationary Faculty Members Recommended For Tenure Employment

Cory Wellen

Tenured Faculty Granted Continued Tenure Employment

Chris Browne	Ken Ingersoll
Stephanie Klie	Mark Kohlen
Robert Rhymes	Nathan Wilkins
Brian Cambron	Scott Crothers
Bruce Fink	Niranjan Goswami
Erin Landers	Lynda Marshall
Clint Stevens	Jeff Sulcer
Wayne Watkins	Josh Woods
Cynthia Hoffmann	Eric Jones
Kim Storm	Beth Urban

Roll call:

Beasley - yes	Stover - yes
Hawley - yes	Wedekemper - yes
Holthaus - yes	
Kalert - yes	

Motion was approved.

**RESOLUTION 20-54
DENYING TENURE AND DISMISSING PROFESSOR OF AUTOMOTIVE
TECHNOLOGY**

Motion by Bryan Holthaus to adopt Resolution 20-54, thereby declaring that Assistant Professor of Automotive Technology, Jesse Eagan, shall be denied tenure and that his employment with Kaskaskia College shall end on May 14, 2021 or the last day of Spring 2021 semester.

Roll call:

Beasley - yes

Hawley - yes

Holthaus - yes

Kalert - yes

Stover - yes

Wedekemper - yes

Motion was approved.

RESOLUTION 20-55

APPROVING CONTRACTOR TO PROVIDE COLLEGE BOOKSTORE MANAGEMENT SERVICES AND APPROVAL OF COLLEGE PRESIDENT TO NEGOTIATE AND FINALIZE AN AGREEMENT WITH THE CONTRACTOR

Motion by Bryan Holthaus adopting Resolution 20-55, thereby approving Barnes & Noble College of Basking Ridge, NJ to provide college bookstore management services and authorizing President, George Evans, to negotiate and finalize an agreement with the contractor for their services.

Roll call:

Beasley - yes

Hawley - yes

Holthaus - yes

Kalert - yes

Stover - yes

Wedekemper - yes

Motion was approved.

RESOLUTION 20-56

AWARD BID FOR REPLACEMENT OF WATER FOUNTAINS WITH BOTTLE FILLING STATIONS PROJECT (PHS) PROJECT

Motion by Jim Beasley to adopt Resolution 20-56, thereby awarding the bid for the Replacement of Water Fountains with Bottle Filing Stations Project to Tate's Plumbing of Centralia, IL for the Base Bid amount of \$39,450, Alternate Bid No. 1 amount of \$10,760 and Alternate Bid No. 2 amount of \$15,550 for a total bid of \$65,760.

Roll call:

Beasley - yes

Hawley - yes

Holthaus - yes

Kalert - yes

Stover - yes

Wedekemper - yes

Motion was approved.

RESOLUTION 20-57

APPROVE THE HEALTH AND PROFESSIONAL CAREERS (HPC) BUILDING HVAC CONTROLS JACE REPLACEMENT PROJECT AS A PROTECTION, HEALTH, AND SAFETY (PHS) PROJECT

Motion by Bryan Holthaus to adopt Resolution 20-57, thereby approving the Health and Professional Careers Building HVAC Automated Building System Jace Replacement Project as a Protection, Health and Safety Project with approval of the proposal for \$29,297 submitted by Taycon-TMI to complete the replacement project.

Roll call:

Beasley - yes
Hawley - yes
Holthaus - yes
Kalert - yes

Stover - yes
Wedekemper - yes

Motion was approved.

RESOLUTION 20-58

AWARD THE BID FOR THE PURCHASE OF A HAMPDEN REFRIGERATION TRAINING SYSTEM (PERKINS GRANT FUNDED)

Motion by Louis Kalert to adopt Resolution 20-58, thereby awarding the bid for the purchase of the Hampden Refrigeration Training System to Hampden Engineering of East Longmeadow, MA in the amount of \$31,309. Funding for this purchase is from the Perkins Grant.

Roll call:

Beasley - yes
Hawley - yes
Holthaus - yes
Kalert - yes

Stover - yes
Wedekemper - yes

Motion was approved.

RESOLUTION 20-59

APPROVAL AND NEED TO KEEP CONFIDENTIAL CLOSED SESSION MINUTES

Motion by Jim Beasley to approve Resolution 20-59, determining that closed session minutes from April 27, 2020; June 22, 2020; July 27, 2020 and August 24, 2020 shall remain confidential.

Roll call:

Beasley - yes
Hawley - yes
Holthaus - yes
Kalert - yes

Stover - yes
Wedekemper - yes

Motion was approved.

RESOLUTION 20-60

ACTION ON CLOSED SESSION AUDIO RECORDINGS

Motion by Bryan Holthaus to approve Resolution 20-60 approving the destruction of audio recordings from January 28, 2019; February 25, 2019, and April 29, 2019 closed sessions and authorizing the Executive Assistant to the President to destroy the recordings, pursuant to normal procedure.

Roll call:

Beasley - yes

Hawley - yes

Holthaus - yes

Kalert - yes

Stover - yes

Wedekemper - yes

Motion was approved.

FIRST READING ON REVISED AND REMOVED POLICIES

First Reading were heard for the following policies. Final readings and approval will be in January.

- 1.0000 Board Bylaws and Policies
- 1.1000 Board of Trustees Meetings
- 1.1100 Special and Emergency Board of Trustees Meetings
- 1.2000 Trustees
- 1.2100 Duties and Authority of the Board of Trustees
- 1.2110 Board of Trustees Officers
- 1.2120 Communication with the Board
- 1.3000 Committees of the Board of Trustees
- 1.4000 College President
- 2.0000 New and Revised College Policies and Procedures Policy
- 2.1100 Freedom of Information Act Policy
- 2.4006 Accuracy in Marketing and Recruitment Materials and Publications Policy
- 5.2201 Academic Advising Policy
- 5.2202 Transfer Credit Policy
- 5.4501 Student Activities Policy
- 6.0300 Faculty Credentialing Policy
- 6.0401 Syllabi Policy
- 6.0600 Grading System Policy
- 6.0800 Non-Traditional Credit Opportunities Policy
- 6.1000 Class Cancellation Policy

The following policies were requested to be removed from the Policy and Procedure Manual because they are outdated and no longer needed or they are included in another policy. Final approval will be in January.

- Proficiency Examination Policy and Procedure 3.9
- Philosophy and Goals Policy 3.011
- College Programs Policy 3.10
- Experimentation in Instruction Policy 3.201
- Extension Center Programs Policy 3.205
- Guest Speakers In Classrooms Policy 3.300
- Public Lectures Policy 3.301
- Graduation Requirements Policy 3.45
- Degrees Policy 3.450
- Syllabi Policy 3.204
- Drug Free Workplace Policy 2.75

Chief Executive Officer Policy 2.05
Sexual Offender Registration Policy 2.06
Oral English Language Proficiency Policy and Procedures 3.55
Placement Service Policy 5.25
Student Participation in Governance Policy 5.50
Board Policies 1.751
Right to Amend, Change, or Repeal 1.80
Annual Organizational Meeting 1.450
Regular Meeting Characteristics and Actions Time and Location 1.600
Notification to Members 1.601
Meeting Characteristics and Actions Open Meeting Act 1.603
Construction of Agenda 1.604
Order of Business 1.605
Rules of Procedure 1.606
Adjourned Meetings 1.607
Rules and Procedures 1.752
Special Meetings Notification of Members 1.650
Special Meetings – Agenda 1.651
Special Meetings – Order of Business 1.652
Number and Selection of Trustees 1.10
Vacancies 1.20
Remuneration 1.30
Duties of the Chairman 1.453
Duties of the Vice Chairman 1.454
Duties of the Secretary 1.455
Duties of the Treasurer 1.456
Duties of the Board of Trustees 1.500
Term of Officers 1.452
Email Communications Among Board Members 1.900
Standing Committees 1.35
The Board-President Relationship 1.551
Acting President 1.552
Responsibility to Assist Board 1.555
Emergency Action 1.556

INFORMATIONAL ITEMS

First reading was presented for the 2021-2022 Course Lab Fees. Final approval will be in January.

FUTURE AGENDA ITEMS

- A. Feasibility Report for Medical Lab Tech Program
- B. Feasibility Report for AMA Medical Assistant Program
- C. Approval of Employment of Online Student Support Specialist (Title III Grant Funded)
- D. Approval of Employment of Food Services Manager
- E. Approval of Employment of Title III Director (Title III Grant Funded)
- F. Approval of Employment of Instructional Designer (Title III Grant Funded)
- G. Restructure of Public Safety Department

- H. Approval of Vendor to Provide Photo Copiers
- I. Approve Contractor for Agricultural Education Center Solar Project
- J. Approval of Emergency Management Plan
- K. New Spending Authority Policy

TRUSTEE AND PRESIDENT’S COMMENTS AND REPORTS

Student Trustee Report

No Student Trustee report was presented this month.

PRESIDENT’S COMMENTS

President Evans congratulated those who received continued employment and tenure. Since most classes have been conducted remotely and some staff have been working remotely since Thanksgiving, some of the projects are beginning so that they can be completed early.

President Evans thanked the Trustees for their support during this last year, and noted that events of celebration were not held this year due to the pandemic, but will be celebrated at a later date.

Motion by Jim Beasley to adjourn. All members voted yes by a voice vote. The meeting adjourned at 7:30 p.m.

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College