

KASKASKIA COLLEGE BOARD OF TRUSTEES #501
January 25,2021 Meeting Minutes
27210 College Road
Centralia, IL62801

ROLL CALL/ATTENDANCE

Chair, Bill Hawley convened a regular meeting of the Board of Trustees on Monday, January 25, 2021 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, Jim Mason, Linda Stover and Louis Kalert. Attending remotely were Bryan Holthaus, Laura Wedekemper, and Student Trustee Larissa Hoffman.

College staff members attending in person were Susan Batchelor, Travis Henson, George Kriss, Judy Hemker, Cary Day, Jill Hercules, SarahFae Schroeder, Craig Roper, Daniel Powell, and Cathy Quick. Staff attending remotely were George Evans, Laura Vahlkamp, Kellie Henegar, and Julie Obermark. Also, in attendance was Patrick Ashby. Dennis Weedman, Legal Counsel from Robbins Schwartz was in attendance remotely. Also attending remotely were Bruce Kropp from WJBD Radio, Addison Applegate from Centralia Sentinel, Erica Foltz from WKRV Radio, and Bryan Hunt from Breese Journal.

PLEDGE OF ALLEGIANCE

Chair Hawley led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

RECOGNITION

President Evans recognized the guests in attendance and new employees George Kriss and SarahFae Beasley.

Laura Vahlkamp reported on results of the recent Student Satisfaction Survey.

Jim Beasley made a motion that New Business Item I be tabled to a future meeting.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

The motion was approved.

CONSENT AGENDA

Items on the Consent Agenda include:

A. December 21, 2020 Minutes

Ratification and approval of disbursements and payrolls for January 2021 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, Kaskaskia College Sports Association 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 Linda Stover to approve items on the consent agenda as presented.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

OLD UNFINISHED BUSINESS

None

NEW BUSINESS

CLOSED SESSION

Motion by Jim Beasley to enter into closed session to discuss:

(1) 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; and

(11) Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed session.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

The meeting moved into closed session at 7:12 p.m.

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

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved. The closed session ended at 7:52 p.m. and open session resumed.

APPROVAL OF RESIGNATION OF FINANCIAL AID SPECIALIST

Motion by Linda Stover to approve the resignation of Monecia Boozer as Financial Aid Specialist effective January 4, 2021.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

APPROVAL OF RESIGNATION OF PURCHASING COORDINATOR

Motion by Louis Kalert to approve the resignation of Rebecca Gossett effective December 31, 2020.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

APPROVAL OF RESTRUCTURE OF THE PUBLIC SAFETY DEPARTMENT

Motion by Linda Stover to approve the restructure of the Public Safety Department to include the hierarchy of Director of Public Safety, Assistant Director of Public Safety, three sworn law enforcement officers and additional non-sworn safety and security staff.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

APPROVAL OF NEW POSITION OF RETENTION AND ONLINE STUDENT SUCCESS COORDINATOR (PARTIALLY GRANT FUNDED)

Motion by Jim Mason to approve the new position of Retention and Online

Student Success Coordinator. This position is partially grant funded by the Title III Grant.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

APPROVAL OF PERSONAL LEAVE OF ABSENCE

Motion by Linda Stover to approve the personal leave of absence for Lester Maue for the period of time beginning January 2 through May 2021.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

RESOLUTION 21-01

ACKNOWLEDGING CURRENT COLLEGE WIDE SAFETY POLICIES AND PROCEDURES AND ENDORSING PROPOSED SAFETY AND SECURITY INITIATIVES (CEO PLAN)

Motion by Linda Stover to adopt resolution 2021-01, thereby acknowledging the efforts and systems implemented by the Kaskaskia College Department of Public Safety and endorsing initiatives in place as well as those in the planning phase to strengthen our knowledge and response in providing a secure environment for students, faculty, staff, visitors and community.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

APPROVAL OF COURSE LAB FEES

Motion by Jim Mason to approve the course lab fees as presented for 2021-2022.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

RESOLUTION TO APPROVE THE REALLOCATION OF FUNDS TO THE PARKING LOT AND ROADWAY REPLACEMENT/IMPROVEMENTS – PHASE III PROJECT (PHS PROJECT)

Tabled

**RESOLUTION 21-02
DISPOSITION OF COLLEGE PROPERTY**

Motion by Louis Kalert adopting resolution 2021-02, thereby declaring equipment listed as “no longer needed for College purposes” and approving College Administration to dispose of such equipment in accordance with College policy.

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

FIRST READING OF POLICIES

The first readings were heard for the revised 2.5000 Logo and Seal Usage Policy, and the revised 5.3004 Student Attendance Policy revision. The final reading and approval will be at the February meeting.

FINAL READING AND APPROVAL

Motion by Louis Kalert to approved the following revised policies.

- 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
- 2.1100 Freedom of Information Act 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

Roll call:

Beasley – yes

Bill Hawley – yes

Bryan Holthaus – yes

Louis Kalert – yes

Jim Mason – yes

Linda Stover – yes

Laura Wedekemper – yes

Larissa Hoffman – yes

Motion was approved.

APPROVAL OF POLICIES

Motion by Jim Mason to approve the following policies and procedures to be removed from the Policy and Procedure manual due to being outdated, subject covered in another document or policy no longer needed.

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

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

Drug Free Workplace Policy 2.75

Chief Executive Officer Policy 2.05

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

Roll call:

Beasley – yes	Jim Mason – yes
Bill Hawley – yes	Linda Stover – yes
Bryan Holthaus – yes	Laura Wedekemper – yes
Louis Kalert – yes	Larissa Hoffman – yes

Motion was approved.

FUTURE AGENDA ITEMS

- A. Approval of Tuition and Mandatory Fees for 2021-2022
- B. Feasibility Report for Medical Lab Tech Program
- C. Feasibility Report for AMA Medical Assistant Program
- 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. Approval of Employment of Human Resources Generalist
- H. Approval of Vendor to Provide Photo Copy Service
- I. Approve Contractor for Agricultural Education Center Solar Project
- J. Approval of Vendor to Provide Vending Services
- K. New Spending Authority Policy

TRUSTEE AND PRESIDENT'S COMMENTS AND REPORTS

Student Trustee Report

Larissa Hoffman reported:

- Students returned for spring semester. Some are attending face-to-face and others are attending remotely.
- January 20 Student Life held a welcome back breakfast.
- Sporting events will begin this week.
- February 1-5 is Sexual Assault Awareness Week. An informational table will be set up in the HB hallway.
- Meet the KC Student Clubs Week will be February 8-11.
- February 16 Student Clubs will celebrate Fat Tuesday.

PRESIDENT'S COMMENTS

President Evans reported:

- The renovation of the Human Resources office area is close to being done.
- The HLC site visit will be March 29 and 30. One visitor will be in person.
- Complements to Director of Public Safety and his team on completion of the Campus Emergency Operation Plan.
- Complements to our grant writer on successfully receiving some grants including and Illinois Green Economy Network (IGEN) grant to install come car charging stations.
- Thank you to everybody for efforts during the pandemic. It is good to see students on campus.

Motion by Jim Beasley to adjourn. All members voted yes by a voice vote. The meeting adjourned at 8:26 p.m.

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

**RESOLUTION ACKNOWLEDGING CURRENT COLLEGE-WIDE
SAFETY POLICIES AND PROCEDURES AND ENDORSING
PROPOSED SAFETY AND SECURITY INITIATIVES**

WHEREAS, given recent tragic incidents involving school shootings and other mass casualty incidents, educational institutions across the nation are reviewing and enhancing emergency plans as concern for students, faculty, staff, and the community is heightened; and

WHEREAS, the Kaskaskia College Department of Public Safety is dedicated to providing a safe and secure learning environment for Kaskaskia College students, employees, visitors, and community members. The department consists of certified, trained police officers and safety officers trained in CPR, first aid and many other aspects of public safety. Furthermore, the Department provides safety lectures, maintains college-wide safety programs, provides motorist assistance, completes routine safety inspections, provides personal assistance, responds to emergency notifications, investigates criminal incidents on campus in conjunction with proper authorities, manages campus parking; and

WHEREAS, the Kaskaskia College Department of Public Safety has developed an Emergency Operations Plan; to include individual plans for each Education Center, of which a copy will be emailed to each staff member employed at the respective center. Additionally, an electronic copy of the Emergency Operations Plan will be made available for faculty and staff to access electronically via the Kaskaskia College website and myKC web site; and

WHEREAS, the College has conducted training in cooperation with the Southern Illinois Criminal Justice Training Program for all College faculty and staff. Such training focused on procedures to follow in the event of an active shooter response on campus; and

WHEREAS, the Kaskaskia College Department of Public Safety publishes an Annual Campus Security Report as required by federal mandates. The report is made available electronically on the Kaskaskia.edu and myKC web site; and

WHEREAS, in order to further enhance College-wide safety and security, designated representatives from Kaskaskia College will participate in training on multi-hazard emergency planning for higher education hosted by FEMA and other emergency response training organizations; and

WHEREAS, other initiatives include, but are not limited to, the ongoing evaluation of all campus locations for improving security measures and maintaining a safe environment, as is the responsibility of the Department of Public Safety. Additional training to be provided during the October Professional Growth and Development workshop and periodic training for faculty and staff throughout the year. The Campus Emergency Operations Plan will contain information on what faculty, staff and students should do in the event of an emergency, and providing local law enforcement officials with updated Kaskaskia College building maps and emergency plans. An annual reminder to review the Campus Emergency Operations Plan, which is available on college web site, will be emailed to students, staff and faculty.

THEREFORE BE IT RESOLVED, by the Board of Trustees of Kaskaskia College, Community College District #501, that the Board acknowledges the efforts and systems implemented by the Kaskaskia College Department of Public Safety and endorses initiatives in place as well as those in the planning phase to strengthen our knowledge and response in providing a secure environment for students, faculty, staff, visitors, and community.

Dated this 25th day of January 2021

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

RESOLUTION FOR DISPOSITION OF COLLEGE PROPERTY

WHEREAS, in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-41, the Board is authorized “to sell at private or public sale any personal or real property not needed for community college purposes”; and

WHEREAS, a written accounting of such personal property is identified in the accompanying list of equipment.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Kaskaskia College, Community College District #501, that the equipment listed be declared as “no longer needed for College purposes” and that the College Administration dispose of such equipment in accordance with College Policy #6.3.

Dated this 25TH day of January 2021

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College