

KASKASKIA COLLEGE BOARD OF TRUSTEES #501
June 24, 2019 Meeting Minutes
27210 College Road
Centralia, IL62801

ROLL CALL/ATTENDANCE

Chair, Bill Hawley convened the meeting of the Board of Trustees on Monday, June 24, 2019, at 6:30 p.m. in the Wedekemper Board Room of Kaskaskia College. Trustees present were Jim Beasley, Bill Hawley, Bryan Holthaus, Louis Kalert, Jack Mays, Linda Stover, Laura Wedekemper, and Student Trustee, Justin Huff.

College staff members present included President, George Evans, Dr. Susan Batchelor, Dr. Ashley Becker, Judy Hemker, Jennings Carter, Travis Henson, Craig Roper, Jill Hercules, John Mathews, Amy Troutt, and Cathy Quick. College Legal Counsel, Gene Hanses, from Robbins Schwartz was in attendance.

Attending from the media was Bryan Hunt from the Centralia Sentinel. Bruce Kropp from WJBD Radio entered the meeting at 7:06 p.m.

PLEDGE OF ALLEGIANCE

Chair Hawley led the Pledge of Allegiance.

RECOGNITION

Chair Hawley announced that New Business, Item O, Resolution to Approve FY2021 Resource Allocation Management Program (RAMP) Application, is tabled to a future meeting.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion by Bryan Holthaus to approved the Consent Agenda as presented. Items on the Consent Agenda include May 15, 2019 special meeting minutes, May 20, 2019 regular meeting minutes, ratification and approval of disbursements and payrolls for June 2019 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, Friends of Fine Arts Report, Kaskaskia College Sports Association Report, and Alumni and Friends Report. Administrative Reports include Executive Services Report, Administrative Services Report, Instructional Services Report, and Student Services Report.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

OLD UNFINISHED BUSINESS

None

NEW BUSINESS
CLOSED SESSION

Motion by Jim Beasley to enter into closed session to discuss topics pursuant to Section 2 (c) of the the Illinois Open Meetings Act (5 ILCS 120/2), specifically exemption (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 probable or imminent.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved. The meeting entered into closed session at 6:34 p.m.

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

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved. Closed session ended and open session resumed at 7:02 p.m.

APPROVAL OF RESTRUCTURE
ATHLETIC DEPARTMENT

Motion by Laura Wedekemper to approve the restructure of the athletic department, reclassifying the Head Women's Basketball Coach position from part-time to full-time, and the Head Softball Coach position from full-time to part-time.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

EMPLOYMENT
HEAD WOMEN'S BASKETBALL COACH

Motion by Linda Stover to approve the employment of Jay Jenkins as full-time Head Women's Basketball Coach at an annual salary of \$44,000, effective July 1, 2019.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF RESTRUCTURE
ENROLLMENT SPECIALIST

Motion by Bryan Holthaus to approve the restructure of 30-hour Enrollment Specialist, Tabatha Thomas, to 40 hours to fill the role of Registrar and Support Specialist, effective July 1, 2019 at an hourly rate of \$13.50.

Upon roll call, the following members voted yes Beasley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Trustee Hawley voted abstain. With 7 yes votes and one abstain vote, the motion was approved.

**APPROVE RESTRUCTURE
FINANCIAL AID SPECIALIST**

Motion by Bryan Holthaus to approve the promotion of Sarah Ratermann to full-time Financial Aid Specialist, effective July 1, 2019, at an annual salary of \$27,040. This position will be part of the Kaskaskia College Technical Office Personnel Union.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

**APPROVAL OF RESTRUCTURE
IT SUPPORT TECHNICIAN**

Motion by Bryan Holthaus to approve the change in hours of Matthew Taylor, Information Technology Support Technician, from 20 hours to 40 hours per week, effective July 1, 2019 at an hourly rate of \$16.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

**APPROVAL OF EMPLOYMENT
ACADEMIC ADVISOR**

Motion by Linda Stover to approve the employment of Staci Palm as full-time Academic Advisor at an annual salary of \$36,500, effective July 1, 2019.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

**APPROVAL OF EMPLOYMENT
DIRECTOR OF INSTITUTIONAL EFFECTIVENESS**

Motion by Bryan Holthaus to approve the employment of Bruce Fischer as Director of Institutional Effectiveness at an annual salary of \$70,000 with eligibility for fringe benefits, effective July 1, 2019.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

**APPROVAL OF EMPLOYMENT
ASSISTANT PROFESSOR OF ASSOCIATE DEGREE NURSING**

Motion by Jack Mays to approve the employment of Marsha Baro as Assistant Professor of Associate Degree Nursing, effective July 22, 2019, at a base salary of \$56,545 with eligibility for fringe benefits.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF EMPLOYMENT

ASSISTANT PROFESSOR OF HEALTH INFORMATION TECHNOLOGY

Motion by Jack Mays to approved the employment of Kristina Rickhoff as Assistant Professor of Health Information Technology Degree program, effective August 1, 2019 at a base salary of \$78,614 with eligibility for fringe benefits.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF NEW POSITION

TEMPORARY FULL-TIME PROFESSIONAL MANAGERIAL ART INSTRUCTOR

Motion by Laura Wedekemper to approve the temporary full-time Professional Managerial Art Instructor position for the AY19-20 and AY20-21 and assess the growth of the program, at the recommended salary range of \$40,000 - \$45,000 with eligibility for fringe benefits.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF EMPLOYMENT

ASSITANT PROFESSOR OF RESIDENT/COMMERCIAL ELECTRICAL TECHNOLOGY

Motion by Jack Mays to approve the employment of Mark Litteken as the Assistant Professor of Resident/Commercial Electrical Technology, effective July 1, 2019, at a base annual salary of \$62,977 with eligibility for fringe benefits.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF RESTRUCTURE

STUDENT RECRUITMENT SPECIALIST

Motion by Bryan Holthaus to approve the reclassification of Fran Windler as Coordinator of Student Outreach and Athlete Engagement with a salary adjustment from \$34,561.71, to include the proposed 2.5% salary increase, and \$2,000 adjustment for a total of \$37,425.75, effective July 1, 2019.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF SALARY ADJUSTMENT

DIRECTOR OF STUDENT ACCOUNTS

Motion by Linda Stover to approve a salary adjustment of \$3,000 for Nancy Mattson, Director of Student Accounts, over and above the annual percentage increase approved by the Board of Trustees for Professional/Managerial staff, effective July 1, 2019.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

APPROVAL OF SALARY ADJUSTMENTS FOR FY2020

Motion by Bryan Holthaus to approve the 2.5 percent salary increase for non-faculty as presented.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

RESOLUTION 19-27

RENEW STUDENT ATHLETE ACCIDENT INSURANCE COVERAGE

Motion by Jim Beasley to adopt Resolution 19-27, thereby approving the renewal of the student accident insurance policy for the 2019-20 school year (August 1, 2019 – August 1, 2020) with First Agency for a premium of \$48,006 and renewal of the NJCAA Mutual of Omaha Catastrophic Coverage for a premium of \$7,538.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

RESOLUTION 19-28

PROVIDING PUBLIC INSPECTION AVAILABILITY AND PUBLIC HEARING NOTIFICATION REGARDING THE TENTATIVE BUDGET

Motion by Jack Mays to adopt Resolution 19-28, thereby providing:

Section 1: That the fiscal year of Kaskaskia College, Community College District No. 501 be defined, and the same is hereby fixed and declared to commence on July 1, 2019 and terminate on June 30, 2020.

Section 2: The tentative budget will be on display for public review Monday through Friday, between 8:00 a.m. and 5:00 p.m. (except Friday, July 26), in the Vice President of Administrative Services' office for a minimum of 30 days beginning no later than July 24, 2019 through August 23, 2019.

Section 3: That a public hearing shall be held as to the tentative budget of Kaskaskia College, Community College District No. 501 for Fiscal Year 2020 on August 26, 2019, at 6:15 p.m. prior to commencement of the regular Board meeting in the Wedekemper Boardroom of the Lifelong Learning Center at Kaskaskia College, 27210 College Road, Centralia, Illinois.

Section 4: That a notice of availability of the tentative budget for public inspection and the date of the public hearing shall be published at least 30 days prior to August 26, 2019 in the Centralia Sentinel.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

RESOLUTION 19-29

APPROVAL AND NEED FO KEEP CONFIDENTIAL CLOSED SESSION MINUTES

Motion by Jim Beasley to adopt Resolution 19-29, thereby determining that with regard to closed session minutes from January 28, 2019; February 25, 2019; March 25, 2019; April 22, 2019; and April 29, 2019 the need for confidentiality still exists as to all or part of those minutes and such minutes shall remain confidential.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

RESOLUTION 19-30

ACTION ON CLOSED SESSION AUDIO RECORDINGS

Motion by Bryan Holthaus to adopt Resolution 19-30, thereby approving the destruction of closed session audio recordings from June 26, 2017; August 5, 2017; August 28, 2017; and October 23, 2017 and authorizing the Executive Assistant to the President and Secretary to the Board of Trustees, Catherine Quick, to destroy such recordings, pursuant to normal procedures.

Upon roll call, the following members voted yes Beasley, Hawley, Holthaus, Kalert, Mays, Stover, Wedekemper, and Huff. Motion was approved.

FUTURE AGENDA ITEMS

- First Reading of Volunteer Policy
- First Reading of Drone Policy
- Resolution QBS for selection of Architect Services-July
- Resolution Approval of Ellucian-Colleague Yearly Maintenance Payment and Contract Extension-July
- Resolution Seek Bids for Maintenance Department Truck-July
- Approval of Easement to Kaskaskia Springs Water Company, LLC (Vandalia)
- Resolution for Transfer of Working Cash Fund Interest for Fiscal Year 2020

TRUSTEE AND PRESIDENT'S COMMENTS AND REPORTS

Student Trustee Report

Student Trustee, Justin Huff, reported the following items:

- President's and Deans' Lists for spring have been published.
- Athletic Teams are currently holding camps for area youth.
- Kids in College at Kaskaskia, KICK, classes are being held this summer at the education centers.
- Summer classes have begun at main campus and education centers. Salem Education Center classes are being held at Salem High School this summer while the center is under renovation. Salem KICK classes are being held at the public library.
- Students are preparing for fall semester which begins August 19, 2019.

President’s Comments

President, George Evans, reported the following items:

- Each Trustee received a copy of the revised Athletic Manual for 2019-20. Recruitment will have a focus on character, integrity and ability. We are now requiring two references for each athlete coming to KC.
- Trustees received a notebook outlining issues at the Nashville Education Center. Plans are to move forward with an RFP to get the issues corrected.
- There are currently 15 PHS projects ongoing. The College would like to discuss at the next meeting employing a construction manager to oversee projects.
- President Evans congratulated Trustee, Jim Beasley for being awarded the ICCTA Linden A. Warfel Trustee Education Award at the recent ICCTA awards program in recognition of outstanding achievement in the area of trustee professional development.

ADJOURNMENT

Motion by Jim Beasley to adjourn. Trustees approved by a voice vote. The meeting adjourned at 7:55 p.m.

John W. Hawley

Laura Wedekemper

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

**RESOLUTION TO RENEW STUDENT ATHLETE ACCIDENT
INSURANCE COVERAGE**

WHEREAS, First Agency, the College's current agent for student athlete accident insurance has satisfactorily provided services for the past 21 years; and

WHEREAS, College Administration has queried Illinois Community Colleges to ascertain the provider for student athlete accident insurance, and

WHEREAS, the College determined that First Agency of Kalamazoo, Michigan is the provider for most other Community Colleges, with the exception of a group who participate in a northern Illinois buying coalition and

WHEREAS, current renewal premium for First Agency coverage are not increasing for the coming year (was \$48,006 for the 2018-19 year and is \$48,006 for 2019-20) and

WHEREAS, in provision of excellent care to student athletes and following the guidance offered by First Agency and the NJCAA, a catastrophic insurance policy has been secured by the College and

WHEREAS, the premium for the NJCAA Mutual of Omaha Catastrophic Coverage for the coming year is \$7,538 (compared to \$6,730 for the 2018-19 year), and this coverage offers student athletes lifetime benefits for \$5,000,000 limits of liability under the plan due to anyone accident and

THEREFORE BE IT RESOLVED, by the Kaskaskia College Board of Trustees, Community College District #501, that the College approves the renewal of student accident insurance policy for the 2019-20 school year (August 1, 2019 – August 1, 2020) with First Agency for a premium of \$48,006 and renewal of the NJCAA Mutual of Omaha Catastrophic Coverage for a premium of \$7,538.

Dated this 24th Day of June, 2019

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

**RESOLUTION PROVIDING PUBLIC INSPECTION AVAILABILITY AND
PUBLIC HEARING NOTIFICATION REGARDING THE TENTATIVE BUDGET**

WHEREAS, the Illinois Public Community College Act requires each community college district to fix a fiscal year and adopt an annual budget within or before the first quarter of the fiscal year; and

WHEREAS, it is required that the budget be made available in tentative form for public inspection for at least 30 days and that a public hearing be held as to the budget prior to Board approval and action thereon; and

WHEREAS, notice of availability of the tentative budget for public inspection and the date of the hearing must be published at least 30 days prior to the time of hearing.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Kaskaskia College, Community College District 501, Counties of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St. Clair, and Washington, State of Illinois, as follows:

Section 1: That the fiscal year of Kaskaskia College, Community College District No. 501 be defined, and the same is hereby fixed and declared to commence on July 1, 2019 and terminate on June 30, 2020.

Section 2: The tentative budget will be on display for public review Monday through Friday, between 8:00 a.m. and 5:00 p.m. (except Friday, July 26), in the Vice President of Administrative Services' office for a minimum of 30 days beginning no later than July 24, 2019 through August 23, 2019.

Section 3: That a public hearing shall be held as to the tentative budget of Kaskaskia College, Community College District No. 501 for Fiscal Year 2020 on August 26, 2019, at 6:15 p.m. prior to commencement of the regular Board meeting in the Wedekemper Boardroom of the Lifelong Learning Center at Kaskaskia College, 27210 College Road, Centralia, Illinois.

Section 4: That a notice of availability of the tentative budget for public inspection and the date of the public hearing shall be published at least 30 days prior to August 26, 2019 in the *Centralia Sentinel*.

Dated this 24th day of June, 2019

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

**RESOLUTION FOR APPROVAL
AND NEED TO KEEP CONFIDENTIAL CLOSED SESSION MINUTES**

WHEREAS, pursuant to the Illinois Open Meetings Act, each public body is required to periodically meet to review minutes of all closed meetings; and

WHEREAS, pursuant to the Act, the purpose of such review is to make a determination that the need for confidentiality still exists as to all or part of those minutes or that the minutes or portions thereof no longer require confidential treatment and are available for public inspection; and

WHEREAS, Closed session Minutes from January 28, 2019; February 25, 2019; March 25, 2019; April 22, 2019; and April 29, 2019 are being considered and each Board member has had an opportunity to review such minutes; and

WHEREAS, pursuant to the Act, the allowable topics for conducting a closed session are limited to sensitive items, including, but not limited to, personnel issues and imminent legal actions. If such sensitive information is not kept confidential, College employees could be publicly harmed, legal liability with regard to privacy issues could be created or information that would otherwise be privileged in a legal proceeding could harm the College. Such legal liability could negatively affect both the College and individual Trustees; and

WHEREAS, consistent with past practice, closed session minutes should remain confidential for the above reasons; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Kaskaskia College, Community College District #501, has determined that with regard to closed session minutes from January 28, 2019; February 25, 2019; March 25, 2019; April 22, 2019; and April 29, 2019 the need for confidentiality still exists as to all or part of those minutes and such minutes shall remain confidential.

Dated this 24th day of June 2019.

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

**RESOLUTION FOR ACTION ON
CLOSED SESSION AUDIO RECORDINGS**

WHEREAS, pursuant to the Illinois Open Meetings Act, each public body is required to keep a verbatim record of all their closed meetings in the form of an audio or video recording; and

WHEREAS, pursuant to the Act, the verbatim record may be destroyed without notification to or the approval of any external authority no less than 18 months after the completion of the meeting recorded after the public body approves the destruction of a particular recording and the public body approves the minutes of the closed meeting; and

WHEREAS, closed session audio recordings from June 26, 2017; August 5, 2017; August 28, 2017; and October 23, 2017 regular meeting are being considered and each Board member has had an opportunity to review the recordings from such meetings; and

WHEREAS, closed session minutes for the above meetings were approved by the Board of Trustees on December 18, 2017. Such minutes will not be destroyed. The minutes will be kept in confidential status pursuant to the requirements of the Open Meetings Act.

WHEREAS, pursuant to the Open Meetings Act, the allowable topics for conducting a closed session are limited to sensitive items, including, but not limited to, personnel issues and imminent legal actions. If such sensitive information is not kept confidential, College employees could be publicly harmed, legal liability with regard to privacy issues could be created or information that would otherwise be privileged in a legal proceeding could harm the College. Such legal liability could negatively affect both the College and individual Trustees; and

WHEREAS, consistent with past practice, the above audio recordings of closed sessions should be destroyed for the above reasons, pursuant to the timeline established by the legislature in the Open Meetings Act.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Kaskaskia College, Community College District #501, approves the destruction of audio recordings from June 26, 2017; August 5, 2017; August 28, 2017; and October 23, 2017 and authorizes the Executive Assistant to the President and Secretary to the Board of Trustees, Catherine Quick, to destroy such recordings, pursuant to normal procedures.

Dated this 25th Day of June 2018.

Chair, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College