

**KASKASKIA COLLEGE BOARD OF TRUSTEES #501**  
**November 23, 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, November 23, 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 Bryan Holthaus and Louis Kalert. Attending remotely were Bill Hawley, Linda Stover, Laura Wedekemper and Jim Mason. Trustee Jim Beasley and Student Trustee Larissa Hoffman were absent.

College staff members attending were President George Evans, Dr. Ashley Becker, Judy Hemker, Dr. Susan Batchelor, Craig Roper, Todd Wagner, Jill Hercules, Daniel Powell, Alan Boerngen, and Cathy Quick. Dennis Weedman, Legal Counsel from Robbins Schwartz was in attendance. Others in attendance remotely were James Sager and Deana Purcell from Kane Insurance Company.

Bruce Kropp from WJBD Radio and Addison Applegate from the Centralia Sentinel attended remotely

**PLEDGE OF ALLEGIANCE**

Chair Hawley led the Pledge of Allegiance.

**PUBLIC COMMENT**

No public comment.

**RECOGNITION**

President Evans recognized the guests in attendance.

**ANNUAL PLAN UPDATE**

Dr. Susan Batchelor gave an update on the Student Services portion of the Annual Plan. Also, Alan Boerngen gave the final report on the 2019-2020 Annual Plan.

**CONSENT AGENDA**

Items on the Consent Agenda include:

- A. October 26, 2020 Regular Meeting Minutes
- B. November 9, 2020 Retreat Minutes

Ratification and approval of disbursements and payrolls for November 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 Linda Stover to approve items on the consent agenda as presented.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

## **OLD UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **CLOSED SESSION**

No closed session was conducted.

## **APPROVAL OF EMPLOYMENT OF ACADEMIC CENTER FOR EXCELLENCE LIBRARY SPECIALIST**

Motion by Linda Stover to approve the employment of Rachel Hartmann as the full-time ACE Library Specialist at a rate of \$13 per hour, with a starting date of November 30, 2020.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

## **APPROVAL OF EMPLOYMENT OF LEAD PAYROLL SPECIALIST**

Motion by Bryan Holthaus to approved the employment of Maria Zimmermann as full-time Lead Payroll Specialist, effective December 1, 2020 at an annual salary of \$43,000 with eligibility for fringe benefits.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

## **APPROVAL OF INCREASE OF PARAMEDICINE COORDINATOR FROM 30 TO 40 HOURS**

Motion by Jim Mason to approve moving the Paramedicine Coordinator from 30 to 40 hours per week.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**APPROVAL OF RESIGNATION OF CHIEF INFORMATION OFFICER**

Motion by Jim Mason to approve the resignation with regrets of Johnny Matthews as Chief Information Officer effective November 6, 2020.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**APPROVAL OF RESIGNATION OF ASSISTANT PROFESSOR OF ACCOUNTING**

Motion by Linda Stover, to accept the resignation of David Michael effective at the completion of the fall 2020 semester.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**APPROVAL OF THE RETIREMENT OF PROFESSOR OF SOCIOLOGY**

Motion by Louis Kalert to approve the retirement of Bonnie Huels as Professor of Sociology effective May 31, 2021.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**APPROVAL OF THE RESTRUCTURE OF CULINARY SERVICES SPECIALIST POSITION**

Motion by Louis Kalert to approve the restructure of the Culinary Services Specialist position to Food Service Manager with an annual salary range of \$35,000 to \$38,000 and a start date of February 1, 2020.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**APPROVAL OF NEW POSITION – INSTRUCTIONAL DESIGNER (TITLE III GRANT FUNDED)**

Motion by Jim Mason to approve the creation of a full-time, 40-hour per week Instructional Designer position with a salary range of \$60,000 - \$70,000, commensurate with experience and credentials.

Roll call:

Hawley - yes

Holthaus - yes

Kalert - yes

Mason - yes

Stover - yes

Wedekemper - yes

Motion was approved.

**APPROVAL OF NEW POSITION – SERVING WITH AN EQUITY LENS CAREER AND ACADEMIC ADVISOR (SEALS) (ICCB WORKFORCE EQUITY INITIATIVE GRANT FUNDED)**

Motion by Linda Stover to approve the SEALS Career and Academic Advisor funded by ICCT Workforce Equity Initiative Grant, to start January 4, 2021 at a salary of \$48,000 with eligibility for fringe benefits.

Roll call:

Hawley - yes

Holthaus - yes

Kalert - yes

Mason - yes

Stover - yes

Wedekemper - yes

Motion was approved.

**APPROVAL TO PROCEED WITH NEGOTIATIONS WITH THE FAMILY YMCA OF FAYETTE COUNTY – VANDALIA FOR LONG-TERM LEASE OF LAND**

Motion by Bryan Holthaus to permit College President and representatives of Robbins Schwartz to work with Mr. Frazier and the YMCA Board of Directors to develop a long-term lease to present to the Board of Trustees to review and approve in early 2021.

**RESOLUTION 20-47 FOR APPROVAL OF INSURANCE COVERAGE FOR COMMERCIAL PROPERTY AND LIABILITY INCLUDING EARTHQUAKE AND FLOOD, GENERAL LIABILITY, AUTO, UMBRELLA LIABILITY INCLUDING MEDICAL PROFESSIONAL LIABILITY, CYBER LIABILITY, AND WORKERS' COMPENSATION**

Motion by Bryan Holthaus to adopt Resolution 20-47, thereby approving the insurance coverage offered by Kane Insurance Agency through Wright Specialty Insurance, collaborating with Markel, Greene & Associates and Merchants National Insurance Company, Illinois County Risk Management, and Lloyd's of London for a combined premium quote of \$309,531 for the coverage period December 1, 2020 to December 1, 2021.

Roll call:

Hawley - yes

Holthaus - yes

Kalert - yes

Mason - yes

Stover - yes

Wedekemper - yes

Motion was approved.

**RESOLUTION 20-48 TO AWARD BID FOR GREENHOUSE REMOVAL PROJECT (PHS PROJECT)**

Motion by Linda Stover to adopt Resolution 20-48, thereby awarding the bid for the

Greenhouse Removal Project to Hails Excavating of Texico, IL in the total amount of \$22,088.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**RESOLUTION 20-49 APPROVE LIBRARY BUILDING ELEVATOR POWER UNIT REPLACEMENT PROJECT AS A PROTECTION, HEALTH AND SAFETY (PHS) PROJECT**

Motion by Jim Mason to adopt Resolution 20-49, thereby approving the Library Building Elevator Power Unit Replacement Project as a Protection, Health, and Safety Project (PHS Project) with the allocation of \$36,548.48 to be taken from the PHS Fund Balance.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**RESOLUTION 20-50 TO APPROVE PURCHASE OF A SELF-SERVICE FINANCIAL AID MODULE (GEER ACT FUNDED)**

Motion by Bryan Holthaus to adopt Resolution 20-50, thereby approving the purchase of the Colleague Self-Service Financial Aid Software License and implementation services in the amount \$16,810, including maintenance fee commitments through the end of the contract totaling \$9,976. This will be purchased from Ellucian Company LP.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

**RESOLUTION 20-51 TO AWARD BID FOR THE PURCHASE OF A SPEEDY CUTTER-LASER (PERKINS GRANT FUNDED)**

Motion by Jim Mason to adopt Resolution 20-51, thereby awarding the bid for the purchase of a Speedy Cutter-Laser to JBH Technologies of Glenview, IL in the amount of \$38,520.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

## **APPROVAL OF FY2021 STUDENT CLUB AND ORGANIZATIONS ALLOCATIONS**

Motion by Linda Stover to approve student club allocations of \$4,353 for the FY21 year as determined by the club allocation rubric and recommended by the Allocation Committee.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

## **RESOLUTION 20-52 DISPOSAL OF COLLEGE EQUIPMENT**

Motion by Jim Mason to adopt Resolution 20-52, thereby approving 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.

Roll call:

Hawley - yes	Mason - yes
Holthaus - yes	Stover - yes
Kalert - yes	Wedekemper - yes

Motion was approved.

## **FUTURE AGENDA ITEMS**

- A. Feasibility Report for Medical Lab Tech Program
- B. Feasibility Report for AMA Medical Assistant Program
- C. Employment of Maintenance Specialist
- D. Employment of Director of Trio Program (TRIO Grant Funded)
- E. Approval of New Position of Online Support Specialist (Title III Grant Funded)
- F. Approval of Bookstore Management Service
- G. Approve Contractor for Agricultural Education Center Solar Project
- H. Approval of Vendor for Photocopiers
- I. Approval of Vendor for Vending Services
- J. Approval of Vendor for Refrigeration Training System
- K. Approval of Emergency Management Plan
- L. 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 reported

- funding cuts from ICCB will not be through the equalization or operating grants. The equalization amounts will likely remain the same.

- There was a great turn out for the dedication of the Geary Loft.
- Fine arts performances are on hold with Tier 3 mitigation.
- Tier 3 mitigation does not impact Kaskaskia College as we are exempt.
- The majority of the students are now remote through the second week in January.
- Commendations go to staff and faculty for minimal impact of Covid this year.
- Please take extra time to spend money locally.

Motion by Mr. Kalert to adjourn. All members voted yes by a voice vote. The meeting adjourned at 7:20 p.m.

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Chair, Board of Trustees  
Kaskaskia College

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Secretary, Board of Trustees  
Kaskaskia College