

**KASKASKIA COLLEGE BOARD OF TRUSTEES #501**  
**September 24, 2018 Meeting Minutes**  
**27210 College Road**  
**Centralia, IL 62801**

**ROLL CALL/ATTENDANCE**

Chair, Bill Hawley convened the meeting of the Board of Trustees on Monday, September 24, 2018 at 6:30 p.m. in the Wedekemper Board Room of Kaskaskia College. Trustees present included Jim Beasley, Dee Boswell, Bill Hawley, Jack Mays, Linda Stover, Laura Wedekemper, and Student Trustee Alisse Koishor. Trustee Bryan Holthaus was absent.

College staff members present included President, George Evans, Dr. Susan Batchelor, Dr. Ashley Becker, Jennings Carter, Jill Hercules, Judy Hemker, Travis Henson, Craig Roper, Gina Schuetz, and Cathy Quick. Dennis Weedman, Legal Counsel from Robbins Schwartz was in attendance.

Bruce Kropp from WJBD Radio arrived at 7:22 p.m.

**PLEDGE OF ALLEGIANCE**

Chair Hawley led the Pledge of Allegiance.

**RECOGNITION OF GUESTS**

President Evans introduced staff members in attendance. Christine Wheeler, Accounting Manager, was introduced as a new employee to Kaskaskia College.

**PUBLIC COMMENT**

None

Chair Hawley amended the agenda to include a closed session to discuss a student disciplinary issue.

**CONSENT AGENDA**

Items in the Consent Agenda include:

August 27, 2018 Regular Meeting Minutes

Ratification and approval of disbursements and payrolls for September 2018 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, Alumni & Friends Report, Friends of Fine Arts Report, Kaskaskia College Sports Association Report, and the AQIP Quarterly Report. Administrative Reports included the Legal Update Report, Administrative Services Report, Instructional Services Report, and Student Services Report.

Motion by Jack Mays to approve the Consent Agenda as presented.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

## **OLD UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **CLOSED SESSION**

Motion by Jim Beasley to enter into closed session to discuss a student disciplinary issue, 120/2 (c) (9) of Open Meetings Act exceptions.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved. The meeting entered into closed session at 6:37 p.m.

Motion by Jim Beasley to end closed session.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved. Closed session ended and open session resumed at 7:03 p.m.

### **APPROVAL OF RETIREMENT OF DIRECTOR OF TRUCK DRIVER TRAINING PROGRAM**

Motion by Jack Mays to accept with regrets the retirement of Dean Daum as Director of Truck Driving Training effective December 31, 2018.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

### **APPROVAL OF RETIREMENT OF MAINTENANCE SPECIALIST**

Motion by Jack Mays to accept the retirement of Jim Walter as Maintenance Specialist effective September 17, 2018.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

### **APPROVAL OF EMPLOYMENT OF ASSOCIATE DEAN OF ASSESSMENT**

Motion by Jack Mays to approve the employment of Alan Boerngen as Associate Dean of Institutional Assessment effective October 8, 2018 at an annual salary of \$75,000, with eligibility for fringe benefits.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

**APPROVAL OF EMPLOYMENT OF ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT OF STUDENT SERVICES**

Motion by Dee Boswell to approve the employment of Terri Sanders as Administrative Assistant to the Vice President of Student Services effective October 1, 2018 at an annual salary of \$40,000, with eligibility for fringe benefits.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

**APPROVAL OF RESTRUCTURE OF DEAN OF IT POSITION**

Motion by Linda Stover to approve the restructure of Dean of IT position to Chief Information Officer (CIO).

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

**RESOLUTION 18-50**

**ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR 2019**

Motion by Dee Boswell to adopt Resolution 18-50, thereby approving the Fiscal Year 2019 annual budget in the amount of \$47,512,009 for all funds.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

**APPROVAL OF FY2019 INSTITUTIONAL PLAN**

Motion by Laura Wedekemper to approve the FY2019 Institutional Plan as presented.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

**APPROVAL OF STUDENT ORGANIZATION ALLOCATIONS FOR FY2019**

Motion by Jim Beasley to approve the student organization allocations of \$13,818 for FY2019.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

**RESOLUTION 18-51**

**AUTHORIZING WRF ENGINEERS TO PROCEED WITH CONSTRUCTION DOCUMENTS AND BIDDING PROCESS FOR THE STUDENT CENTER ROOFTOP HVAC SYSTEM UPGRADE PROJECT (PHS PROJECT)**

Motion by Jack Mays to adopt Resolution 18-51, thereby authorizing WRF Engineers to proceed with professional services to include preparation of construction documents and the bidding process for the Student Center Rooftop HVAC System Upgrade project.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

## **RESOLUTION 18-52**

### **ELECTION OF BOARD OF TRUSTEE MEMBERS**

Motion by Jack Mays to adopt Resolution 18-52, thereby resolving

- That an election is scheduled to be held for Kaskaskia Community College District No. 501 on Tuesday, April 2, 2019 through the auspices of the Offices of the County Clerks of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St. Clair, Washington, for the election of two (2) members of the Board of Trustees for full terms of six (6) years.
- That Local Election Official, Catherine Quick, is authorized and directed to function on behalf of the Board of Trustees and the Secretary of the Board in carrying out the responsibilities of said election, including the acceptance of candidate petitions.
- That notice for acceptance of petitions will be published one (1) time in the Centralia Sentinel, the same being a newspaper in Kaskaskia Community College District No. 501, the date of publication of such notice at least 10 days prior to the first date set for the filing of petitions.
- Petition packets may be picked up at the Office of the President, Administration Building of Kaskaskia College, 27210 College Road, Centralia, Illinois, between 8:00 a.m. and 5:00 p.m. Monday through Friday. Petitions may be circulated beginning September 18, 2018.
- Petitions may be filed at the Office of the President, Administration Building of Kaskaskia College, 27210 College Road, Centralia, Illinois, between 8:00 a.m. and 5:00 p.m., Monday through Friday beginning Monday, December 10, 2018 at 8:00 a.m. and ending Monday, December 17, 2018 at 5:00 p.m.
- Names will be certified on the ballot in the order of petitions filed. Ballot placement of petitions filed simultaneously will be determined by a lottery (as determined by Illinois State Board of Election guidelines).
- The petition objection period will be five business days following the final day of accepting petitions, those days being December 18, 19, 20, 21, 2018 and January 3, 2019, between the hours of 8:00 a.m. and 5:00 p.m. in the Office of the President, Kaskaskia College, 27210 College Road, Centralia, Illinois.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

### **APPROVAL OF SUMMER 2020, FALL 2020, AND SPRING 2021 CALENDARS**

Motion by Laura Wedekemper to approve the Summer 2020, Fall 2020, and Spring 2021 calendars as presented.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

### **FINAL READING AND APPROVAL OF PERSONAL LEAVE OF ABSENCE POLICY 2.3106**

Motion by Linda Stover to approve the Personal Leave of Absence Policy 2.3106 as presented.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

### **FINAL READING AND APPROVAL OF STUDENT ATTENDANCE POLICY 5.72**

Motion by Laura Wedekemper to approve the Student Attendance Policy 5.72 as presented.

Upon roll call, the following members voted yes: Beasley, Boswell, Hawley, Mays, Stover, Wedekemper, Koishor. Motion was approved.

First Readings were presented on the Alcohol Policy and Transfer Credit Policy 5.97. Final reading and approval will be at the October meeting.

### **FUTURE AGENDA ITEMS**

- A. First Reading of Volunteer Policy
- B. First Reading of Drone Policy
- C. Approval of Employment of Human Resources Generalist
- D. Approval of Employment of Director of Education Program at the Centralia Correctional Center
- E. Presentation and Action – Acceptance of Audit Report for Fiscal Year Ending June 30, 2018 from CliftonLarsonAllen
- F. Approval of Intent to Levy Equity Tax
- G. Approval of Fiscal Year 2020 Annual Tax Levy
- H. Approval of Fiscal Year 2020 Tax Abatement (Fitness Center 2009 Alternate Revenue Bonds)
- I. Approval of Property and Casualty Insurance Agent and Coverage
- J. Approval to Purchase Upgrade for College Network Storage System
- K. Approval to Purchase Upgrade of R25 Room Scheduling System

### **TRUSTEE AND PRESIDENT’S COMMENTS AND REPORTS**

Student Trustee, Alisse Koishor reported the following:

- Students are preparing for fall semester midterm.
- Students have many opportunities to get stamps on their passports at the fall picnic on October 2.
- Voter registration will be held next Monday and Tuesday from 11 a.m. to 1 p.m.
- AmeriCorps and the Student Veterans organization are holding a drive for homeless veterans in the area.
- FCA will sponsor “See You at the Pole” on Wednesday.

- The Women's Soccer Team is ranked 24<sup>th</sup> in the Nation. The volleyball team has a record of 14 and 5.

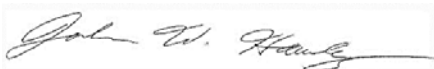
President Evans reported on the following

- The process has begun of hiring a Director of Public Safety. This position will not immediately be a sworn officer. However, it is the first step in moving to a sworn agency on campus.
- The pedestrian bridge has been identified to have structural issues, and vehicle traffic has been banned from using the bridge. We are looking at replacement of the bridge as a PHS project.
- Kaskaskia College has been identified as one of the top five community colleges in Illinois with the lowest tax base.
- President Evans and Trustee Boswell attended an event honoring Vietnam Veterans sponsored by Carl's Four Wheel Drive. The event was held at Gateway Motorsports Park in conjunction with the NHRA Midwest Nationals drag racing at the park this last weekend.
- The second Critical Skills Awareness Summit sponsored by SCIGA is scheduled for October 24 in the LLC.
- The annual Christmas reception is scheduled for December 5.
- Foundation Winter Gala tickets are on sale. Corporate sponsorships have been selling quickly, as there is only room for about four more for the event.
- The Centralia Chamber After Hours will be held at the Crisp Technology Center on September 27, 2018.

### **ADJOURNMENT**

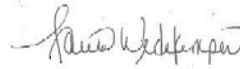
Motion by Jim Beasley to adjourn. All voted yes by voice vote. The meeting adjourned at 7:40 p.m.

The October 22, 2018 meeting will be held at the Crisp Technology Center.



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Chair, Board of Trustees  
Kaskaskia College



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Secretary, Board of Trustees  
Kaskaskia College

**RESOLUTION FOR ADOPTION OF THE ANNUAL BUDGET  
FOR FISCAL YEAR 2018-19**

**WHEREAS**, 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, caused to be prepared, in tentative form, a Budget for the Fiscal Year 2018-19, and the tentative budget has been conveniently available for public inspection at least 30 days prior to final action thereon; and

**WHEREAS**, a public hearing was held on said Budget on the 24th day of September 2018, a notice for said hearing was given prior thereto as required by law, and other legal requirements have been complied with; and

**WHEREAS**, the Board of Trustees must adopt a budget for each fiscal year within or before the first quarter of each fiscal year;

**THEREFORE**, the Budget, as presented in the Budget documents, contains an estimate of the revenue amounts available and expenditures in the amount of \$47,512,009 for all funds;

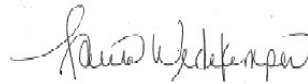
<b>EDUCATION FUND</b>	<b>\$ 22,066,108</b>
<b>OPERATIONS AND MAINTENANCE</b>	<b><u>\$ 2,393,290</u></b>
<b>SUBTOTAL OPERATING FUNDS</b>	<b><u>\$ 24,459,398</u></b>
<b>RESTRICTED PURPOSES</b>	<b>\$ 13,316,937</b>
<b>AUDIT</b>	<b>\$ 60,000</b>
<b>LIABILITY, PROTECTION AND SETTLEMENT</b>	<b>\$ 2,010,521</b>
<b>BOND AND INTEREST</b>	<b>\$ 3,657,084</b>
<b>OPERATIONS AND MAINTENANCE RESTRICTED (PHS)</b>	<b>\$ 1,648,905</b>
<b>AUXILIARY OPERATIONS</b>	<b><u>\$ 2,359,164</u></b>
<b>TOTAL – ALL FUNDS</b>	<b>\$ 47,512,009</b>

And the same is hereby adopted as the Budget of this Community College District for the said Fiscal Year.

Dated this 24th day of September 2018.



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Chair, Kaskaskia College  
Board of Trustees



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Secretary, Kaskaskia College  
Board of Trustees

**RESOLUTION AUTHORIZING WRF ENGINEERS TO PROCEED WITH  
CONSTRUCTION DOCUMENTS AND BIDDING PROCESS FOR THE STUDENT  
CENTER ROOFTOP HVAC SYSTEM UPGRADE PROJECT (PHS PROJECT)**

**WHEREAS**, the three rooftop HVAC units over the portion of the Student Center addition that was constructed in 2004 are in need of replacement; and

**WHEREAS**, the Kaskaskia College Board of Trustees has previously approved Protection, Health, and Safety (PHS) projects which include HVAC system upgrades such as this proposed project; and

**WHEREAS**, the College has previously engaged the services of WRF Engineers on prior similar projects, and the College administration desires to use this firm to assist in the preparation of the construction documents and the bidding process for the proposed PHS project.

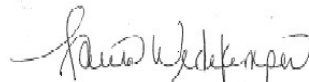
**THEREFORE BE IT RESOLVED**, by the Board of Trustees of Kaskaskia College, Community College District #501, that the Board authorizes WRF Engineers to proceed with professional services to include preparation of construction documents and the bidding process for the Student Center Rooftop HVAC System Upgrade project.

Dated this 24<sup>th</sup> day of September 2018



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Chair, Kaskaskia College  
Board of Trustees



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Secretary, Kaskaskia College  
Board of Trustees



**RESOLUTION ELECTION OF TRUSTEES  
TO THE BOARD OF TRUSTEES  
OF COMMUNITY COLLEGE DISTRICT NO. 501,  
COUNTIES OF BOND, CLINTON, FAYETTE, JEFFERSON, MADISON,  
MARION, MONTGOMERY, ST. CLAIR, WASHINGTON,  
STATE OF ILLINOIS**

WHEREAS, pursuant to the Illinois Election Code (10 ILCS 5/), a consolidated election is to be held in odd numbered years, the next election being Tuesday, April 2, 2019, for the election of members of the Board of Trustees of Kaskaskia Community College District No. 501, Counties of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St. Clair, Washington, State of Illinois; and

WHEREAS, two (2) members of the Board of Trustees of Kaskaskia Community College District No. 501, counties of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St. Clair, Washington, State of Illinois, are to be elected at said election for full terms of six (6) years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Kaskaskia Community College District No. 501, Counties of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St. Clair, Washington, State of Illinois:

1. That an election is scheduled to be held for Kaskaskia Community College District No. 501 on Tuesday, April 2, 2019 through the auspices of the Offices of the County Clerks of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St. Clair, Washington, for the election of two (2) members of the Board of Trustees for full terms of six (6) years.
2. That Local Election Official, Catherine Quick, is authorized and directed to function on behalf of the Board of Trustees and the Secretary of the Board in carrying out the responsibilities of said election, including the acceptance of candidate petitions.
3. That notice for acceptance of petitions will be published one (1) time in the Centralia Sentinel, the same being a newspaper in Kaskaskia Community College District No. 501, the date of publication of such notice at least 10 days prior to the first date set for the filing of petitions. The attached notice will appear as a legal notice in the Centralia Sentinel.
4. Petition packets may be picked up at the Office of the President, Administration Building of Kaskaskia College, 27210 College Road, Centralia, Illinois, between 8:00 a.m. and 5:00 p.m. Monday through Friday. Petitions may be circulated beginning September 18, 2018.
5. Petitions may be filed at the Office of the President, Administration Building of Kaskaskia College, 27210 College Road, Centralia, Illinois, between 8:00 a.m. and

5:00 p.m., Monday through Friday beginning Monday, December 10, 2018 at 8:00 a.m. and ending Monday, December 17, 2018 at 5:00 p.m.

6. Names will be certified on the ballot in the order of petitions filed. Ballot placement of petitions filed simultaneously will be determined by a lottery (as determined by Illinois State Board of Election guidelines).
7. The petition objection period will be five business days following the final day of accepting petitions, those days being December 18, 19, 20, 21, 2018 and January 3, 2019, between the hours of 8:00 a.m. and 5:00 p.m. in the Office of the President, Kaskaskia College, 27210 College Road, Centralia, Illinois.

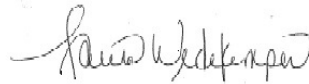
By order of the Board of Trustees of Kaskaskia Community College District No. 501, Counties of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Montgomery, St Clair, Washington, State of Illinois.

DATED THIS 24th DAY OF SEPTEMBER 2018.



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Chair, Kaskaskia College  
Board of Trustees



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Secretary, Kaskaskia College  
Board of Trustees