BOARD OF TRUSTEES  
Kaskaskia College  
Community College District #501  
27210 College Road  
Centralia, IL 62801

Monday, July 23, 2012

ROLL CALL/ATTENDANCE
Mr. Bill Hawley convened the regular meeting of the Kaskaskia College Board of Trustees on Monday, July 23, 2012 at 7:10 p.m. in the Wedekemper Boardroom at Kaskaskia College. Trustees present include Mr. Jim Beasley, Mr. Kelly Bennett, Mr. Bill Hawley, Mr. Bryan Holthaus, Mr. Jack Mays, and Mrs. Linda Stover. Trustee, Dee Boswell, and Student Trustee, Zach McGeehon were absent.

Others present included Dr. James Underwood, President; Ms. Susan Batchelor, Dean of Nursing; Ms. Rhonda Boehne, Human Resources Director; Mrs. Mary Dant, Controller; Dr. Denise Derrick, Dean of Enrollment Management; Mr. Jeff Ebel, Interim Director of Institutional Effectiveness; Mr. Phil Ellrich, Director of Physical Plant; Mr. George Evans, Interim Dean of Career and Technical Education; Mr. Sedgwick Harris, Vice President of Student Services; Mrs. Kellie Henegar, Dean of Arts and Sciences; Mr. Travis Henson, Director of Marketing; Mrs. Nancy Kinsey, Interim Vice President of Administrative Services; Mr. Craig Roper, Director of Purchasing and Auxiliary Operations; Ms. Gina Schuetz, Director of Information Technology; and Ms. Cathy Quick, Executive Assistant to the President/Board of Trustees.

Attending from the media was Mr. Bruce Kropp from WJBD Radio and Mr. Jason Silvey from the Centralia Sentinel.

PLEDGE OF ALLEGIANCE  
Chair Bill Hawley led the Pledge of Allegiance.

RECOGNITION OF VISITORS  
Dr. Underwood recognized Jill Klostermann, Director of Title III, who was in attendance.

PUBLIC COMMENT  
None

CONSENT AGENDA  
Items included in the Consent Agenda were:
Minutes:     June 18, 2012 Special Meeting  
             June 25, 2012 Regular Meeting
Ratification and Approval of Disbursements and Payrolls for July 2012 Treasurer’s Report, Budget Report, and President’s Reports
Motion by Jack Mays to approved the Consent Agenda as presented. Roll call: Jim Beasley, Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover. With all members voting aye and no member voting nay, the motion was approved.

REPORT OF ADMINISTRATIVE OFFICERS
Mr. Hawley thanked the Administrators for their reports.

OLD BUSINESS
None.

NEW BUSINESS
CLOSED SESSION
None

RESOLUTION #12-45—ADOPTON OF ANNUAL BUDGET FOR FISCAL YEAR 2012-2013
Motion by Kellie Bennett to adopt Resolution 12-45, thereby approving the annual budget as presented. Roll call: Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley. With all members voting aye and no member voting nay, the motion was approved.

RESOLUTION #12-46—APPROVAL TO AWARD BIID FOR PURCHASE OF COSMETOLOGY PROGRAM KITS
Motion by Kelly Bennett to adopt Resolution 12-46, thereby awarding the bid for the purchase of Cosmetology kits for the fall 2012, spring 2013, and summer 2013 semesters to Marianna Industries of Omaha, NE in the amount of $549.72 per kit for a projected total cost of $30,234.60. Roll call: Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley, Kellie Bennett. With all members voting aye and no member voting nay, the motion was approved.

RESOLUTION #12-47—APPROVAL TO PURCHASE COLLEAGUE STUDENT RETENTION ALERT AND GRADE BOOK SOLUTION
Motion by Kelly Bennett to adopt Resolution 12-47, thereby approving the purchase of Colleague Retention Alert and GradeBook modules, including implementation services and maintenance to Ellucian, Inc. of Fairfax, VA for a total cost of $53,475. Roll call: Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Bill Hawley. With all members voting aye and no member voting nay, the motion was approved.

APPROVAL TO PROCEED TO ACQUIRE PROPOSALS FOR A STAGE ORCHESTRA PIT PLATFORM COVER
Motion by Bryan Holthaus to approval the Administration to proceed to acquire proposals for an orchestra pit cover for the Board of Trustees consideration (of the lowest acceptable proposal) at a future meeting of the Board of Trustees. Roll call: Jack Mays, yes; Linda Stover, abstain; Jim Beasley, yes; Kelly Bennett, no; Bill Hawley,
yes; Bryan Holthaus, yes. With 4 yes votes, 1 no vote, and 1 abstain vote, the motion was approved.

**APPROVAL OF CERTIFICATE IN AERONAUTICAL SCIENCE**
Motion by Jack Mays to approve the 18 credit hour certificate in Aeronautical Science and to authorize Administration to submit the certificate to the ICCB for approval. Roll call: Linda Stover, Jim Beasley, Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays. With all members voting aye and no member voting nay, the motion was approved.

**APPROVAL OF RESTRUCTURING OF CAFETERIA/CATERING**
Motion by Kelly Bennett to approve reclassification of Laura Hudson from the part-time Professional/Managerial position of Catering Events Specialist to a full-time Professional/Managerial position of Manager of Culinary Services at the recommended salary and to approve reclassification of Sandy Taylor from full-time Professional/Managerial Position of Culinary Services Manager to the full-time Professional/Managerial position of Lead Culinary Services Specialist at the recommended salary. The changes would be effective August 1, 2012. Roll call: Jim Beasley, Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover. With all members voting aye and no member voting nay, the motion was approved.

**APPROVAL OF RECLASSIFICATION OF PART TIME ONLINE SUPPORT SPECIALIST TO FULL TIME ONLINE SUPPORT SPECIALIST**
Motion by Kelly Bennett to approve reclassification of Joyce Pryor from a 30-hour Online Student Support Specialist to a Full-time Professional/Managerial Online Student Support Specialist at the recommended salary, effective August 1, 2012. Roll call: Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley. With all members voting aye and no member voting nay, the motion was approved.

**APPROVAL OF RECLASSIFICATION OF PART-TIME ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES TO FULL TIME ADMINISTRATIVE ASSISTANT OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES.**
Motion by Linda Stover to approve reclassification of Donna Matanane from a 30-hour Administrative Assistant to a full-time Professional/Managerial Administrative Services Specialist at the recommended salary, effective August 1, 2012. Roll call: Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett. With all members voting aye and no member voting nay, the motion was approved.

**APPROVAL OF RECLASSIFICATION OF COMMUNICATION SPECIALIST**
Motion by Jack Mays to reclassify Dale Hill from an hourly, contractual position of Scroll Sponsor and Public Information Assistant to a full-time Professional/Managerial Communications Outreach Specialist at the recommended salary, effective August 1, 2012. Roll call: Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Bill Hawley. With all members voting aye and no member voting nay, the motion was approved.

**RESOLUTION #12-48—RENEWAL OF HEALTH INSURANCE PLAN**
Motion by Linda Stover to adopt Resolution 12-48, thereby renewing the College health insurance plan with Blue Cross/Blue Shield at a decrease of .55% in premium rates for the period of September 1, 2012 to August 31, 2013 as presented. Roll call: Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Bill Hawley, Bryan Holthaus. With all members voting aye and no member voting nay, the motion was approved.

Motion by Kelly Bennett to adopt Resolution 12-49, thereby approving the destruction of audio tape recordings from July 14, 2009, March 18, 2010, June 14, 2010, November 16, 2010 and December 20, 2010 and authorizing the Executive Assistant to the President and Board of Trustees, Catherine Quick, to destroy the recordings pursuant to normal procedures. Roll call: Linda Stover – No, Jim Beasley – Yes, Kelly Bennett – yes, Bill Hawley – yes, Bryan Holthaus – yes, Jack Mays – yes. With 1 no vote and 5 yes votes, the motion was approved.

RESOLUTION #12-50—APPROVAL OF MASTER DESIGN FOR THE TRENTON EDUCATION CENTER EXPANSION PROJECT
Motion by Jack Mays to adopt Resolution 12-50, thereby approving the proposed building renovation design subject to funding, as shown on the floor plan dated July 13, 2012, and affirming that the Administration is hereby authorized to proceed with the construction documents for the expansion and renovation of the Trenton Education Center with the bidding process delayed until further Board authorization. Roll call: Jim Beasley, Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover. With all members voting aye and no member voting nay, the motion was approved.

FINAL READING—APPROVAL OF LONGEVITY PAY POLICY 2.301 REVISION
Motion by Kelly Bennett approving the Longevity Pay Policy 2.301 Revision as presented. Roll call: Kelly Bennett, Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley. With all members voting aye and no member voting nay, the motion was approved.

APPROVAL OF RESIGNATION—RETENTION FACILITATOR
Motion by Jack Mays to approved the resignation of Jill Boehne as Retention Facilitator effective August 3, 2012 with regrets. Roll call: Bill Hawley, Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett. With all members voting aye and no member voting nay, the motion was approved.

APPROVAL OF CERTIFICATE—MEDICAL BILLING AND CODING
Motion by Kelly Bennett to approved the 19 credit hour certificate of Medical Billing and Coding as presented and to authorize Administration to submit the certificate to the ICCB for approval. Roll call: Bryan Holthaus, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Bill Hawley. With all members voting aye and no member voting nay, the motion was approved.
BOARD PRESIDENTS REPORTS AND RECOMMENDATIONS

ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION REPORT

The next ICCTA meeting will be September 14 and 15, 2012. The 2012 Association of Community College Trustees Leadership Conference will be October 10 – 13. Kaskaskia College will present a program on the SICCM Partnership at the conference.

FOUNDATION REPORTS

KC FOUNDATION UPDATE

Mr. Hawley reported that the next Foundation meeting will be July 30, 2012 at 6 p.m. New officers will be elected at that meeting. Approximately $13,000 was raised at the Golf Tournament. Approximately $130,000 in scholarship awards will be presented at 2 scholarship dinners this fall.

SPORTS AND WELLNESS STEERING COMMITTEE UPDATE

Dr. Underwood reported that the KCSA continues to raise funds to pay for the floor of the KCSA Sports and Activities Building. Athletic teams continue to sell bricks and hold camps to raise money.

Alumni & Friends continue to fund raise to pay the remainder of the balance on the Fitness Trail. The next Sports and Wellness project being discussed is adding lights to the softball field.

ALUMNI & FRIENDS ASSOCIATION UPDATE

Mr. Mays reported that current membership is 333 members. Fitness Trail donations continue to be collected. The Alumni & Friends have a balance of approximately $3,800 remaining on their pledge which will be paid in 2013. The Portrait of a Soldier exhibit will be opening 9-11-12 and the final day of viewing will be at the Family Reunion and Open House on Saturday, September 22, 2012. A ceremony is being planned for the opening day. The KC Family Reunion & Open House plans are being made to be held on Saturday, September 22, 2012 from 10:00 a.m. - 4:00 p.m. This year’s event will include many of the same attractions as in past years with new features to include a portable planetarium, a black light puppet show and a celebration of the anniversary of the War of 1812.

Other upcoming events for the Alumni & Friends Association include:

• Kaskaskia College Alumni & Friends night at the Gateway Grizzlie’s game on Friday, August 24th. Tickets are available for $8 each.
• A Fall fundraiser is being planned for November 10, 2012. This event will be a Mouse Race and it will be held at the Roundhouse Winery in Centralia.

KCSA and ATHLETIC REVIEW COMMITTEE UPDATE

Mr. Mays reported that the KCSA had a terrific year of athletic fundraising for the completion of the flooring for the Sports Facility. As of July 2012, $30,463.25 has been raised toward this project.
A successful softball tournament was held on July 14 and 15 with concession profits also going toward the project.

Fall KCSA fundraisers scheduled include Meet and Greets for athletic families, the Par-3 Golf Tournament on September 15 at Governor’s Run, Grade School Cross Country Meet on September 25, Book Fair on October 23, and the Grade School Soccer Shootout on October 20.

The KCSA is also busy selling advertisement for the Fall athletic posters.

**FRIENDS OF FINE ARTS ASSOCIATION UPDATE**

Mrs. Stover reported that the KC Friends of the Fine Arts Membership stands currently at 367 memberships.

The Friends of the Fine Arts Executive Committee met on July 12, 2012 @ 12:15 pm – 1:30 pm in the Southeast Conference Room on the KC Main Campus. At this meeting the date of the annual meeting was decided on 9-21-12 @ 5:30 pm.

An update was provided of the KCFFA commitments this year to the KC Title III Endowed Scholarship and the KC Fitness Trail. In addition, the KCFFA voted to provide funding in conjunction with the College on a portable orchestra pit for the Jane Knight Auditorium.

Currently, in the Dee and Sue Boswell Art Gallery an exhibit entitled *Knowledge* is currently being displayed. The exhibit contains original art work from KC students. This exhibit will remain up for the summer months.

The 2012-13 Fine Arts Calendar is currently being developed and will be shared later this summer.

**STUDENT TRUSTEE REPORT**

No report this month.

**PRESIDENT’S COMMUNICATIONS**

Dr. Underwood reported that the Portrait of the Soldier Exhibit will be coming to Kaskaskia College. He also reported that a local artist, Jennifer Thompson, has agreed to give a free performance on September 11 to raise money for the Veterans Tribute.

The Eagle sculpture has arrived on campus and will be unveiled at the Veterans Tribute Luncheon on August 3.

Dr. Underwood reported the process has begun in selection of a Health Care Specialist Coordinator, formerly the CNA Coordinator. Trustees agreed that the College could move forward with the selection contingent on approval at the August Board meeting.
Dr. Underwood shared with Trustee the 3 successful accreditations received by the College this year.
   1. The College recently received successful Reaffirmation of Accreditation for 7 years from AQIP with no findings.
   2. Approval has been received through the Higher Learning Commission to offer degrees at off campus sites.
   3. Approval has been received from the Higher Learning Commission to offer online degrees.
All those involved in receiving these approvals were congratulated and thanked for their work.

ADJOURNMENT
Motion by Jack Mays to adjourn. All members voted aye by voice vote. The meeting adjourned at 8:15 p.m.


Chairman  
Board of Trustees``

Secretary  
Board of Trustees