ROLL CALL/ATTENDANCE
Mr. Bill Hawley, Chairman, convened the regular meeting of the Board of Trustees on Thursday, July 28, 2011 at 7:05 p.m. in the Wedekemper Board Room at Kaskaskia College. The following board members were present: Mr. Jim Beasley, Mr. Kelly Bennett, Dr. Dee Boswell, Mr. Bryan Cain, Mr. Bill Hawley, Jack Mays, Mrs. Linda Stover. Student Trustee Chelsea Miller was absent.

Those present included Dr. James Underwood, President; Ms. Lisa Atkins, Director of Adult Education; Ms. Susan Batchelor, Dean of Nursing; Ms. Rhonda Boehne, Human Resources Director/Legal Liaison; Ms. Suzanne Christ, Coordinator of Institutional Advancement Programs; Dr. Denise Derrick, Director of Admissions and Registration; Mr. Phil Ellrich, Director of Facilities; Mr. George Evans, Director of Correctional Center Program; Mr. Sedgwick Harris, Vice President of Student Services; Ms. Kellie Henegar, Dean of Arts and Sciences; Mr. Travis Henson, Director of Marketing; Ms. Cathy Karrick, Director of Public Information; Ms. Nancy Kinsey, Interim Vice President of Administrative Services; Dr. Gregory Labyak, Vice President of Instructional Services; Ms. Ava Rawlings, Dean of Career and Technical Education; Mr. Craig Roper, Director of Purchasing and Auxiliary Services; Ms. Gina Schuetz, Director of Information Technology; and Ms. Cathy Quick, Executive Assistant to the President/Board of Trustees.

Guests in attendance included Mr. Brian Courtney, Ms. Tina Wolfe, and Mrs. Chris Browne. Attending from the media were Mr. Jeff Leidel from the Greenville Advocate and Mr. Jon Mattson from WJBD Radio.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Brian Courtney.

RECOGNITION OF VISITORS
Dr. Underwood recognized the following guests Ms. Tina Wolfe, and Mrs. Chris Browne, and Mr. Brian Courtney.

PUBLIC COMMENT
None

CONSENT AGENDA
Items included in the Consent Agenda were:

Minutes: June 16, 2011 Regular Meeting
July 11, 2011 Workshop
Ratification and Approval of Disbursements and Payrolls for July 2011.
Treasurer’s Report, Budget Report, and President’s Reports

Motion by Bryan Cain to approve the Consent Agenda as presented. Roll call: Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley. With all voting aye and no member voting nay, the motion was approved.

Chairman Hawley thanked administrators for reports which were presented for the Grant Activity Report, Legislative & Legal Update and Personnel Update in the book.

REPORTS OF ADMINISTRATIVE OFFICERS
All administrative reports were included in the board book prior to the meeting. Chairman Hawley thanked everyone for their reports.

OLD BUSINESS
None

NEW BUSINESS
Closed Session
None.

RESOLUTION #11-40—ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR 2011-2012
Motion by Jim Beasley to adopt Resolution #11-40, thereby approving the annual budget for 2011-2012 as presented. Roll call: Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett. With all members voting aye and no member voting nay, the motion was approved.

APPROVAL OF CERTIFICATES
- AutoCAD Civil
- AutoCAD Construction
- AutoCAD Electrical
- AutoCAD Mechanical
- AutoCAD Pre-Engineering Civil
- AutoCAD Pre-Engineering Construction
- AutoCAD Pre-Engineering Electrical
- AutoCAD Pre-Engineering Mechanical

Motion by Kelly Bennett to approve the certificates as presented and authorize College administration to submit them to ICCB for approval and implementation. Roll call: Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell. With all members voting aye and no members voting nay, the motion was approved.
APPROVAL OF EMPLOYMENT—INTERIM DIRECTOR OF INSTITUTIONAL EFFECTIVENESS
Motion by Linda Stover to approve Jeff Ebel as Interim Director of Institutional Effectiveness at the recommended salary, effective August 1, 2011. Roll call: Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain. With all members voting aye and no members voting nay, the motion was approved.

APPROVAL OF FULL TIME PAYROLL TECHNICIAN
Motion by Kelly Bennett to approve reclassification of Donna McKay from part-time Business Services Assistant to Full-time Payroll Technician (KCTOP) at the recommended salary, effective August 1, 2011. Roll call: Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley. With all members voting aye and no members voting nay, the motion was approved.

APPROVAL OF TEMPORARY FULL TIME ASSISTANT PROFESSOR OF HORTICULTURE
Motion by Kelly Bennett to approve the position of Temporary, Full-time Assistant Professor of Horticulture and the employment of Jennifer Heinzmann as Temporary, Full-time Assistant Professor of Horticulture at the recommended salary, effective Spring semester 2012. Roll call: Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays. With all members voting aye and no members voting nay, the motion was approved.

APPROVAL OF FULL TIME CNA COORDINATOR
Motion by Dee Boswell to approve the full-time Professional/Managerial position of CNA Program Coordinator and the reclassification of Kimberly Storm from part-time Coordinator/Instructor status to full-time Professional/Managerial position of Coordinator of CNA Program at the recommended salary, effective August 1, 2011. Roll call: Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover. With all members voting aye and no members voting nay, the motion was approved.

APPROVAL OF EMPLOYMENT—ASSISTANT PROFESSOR OF CISCO
Motion by Linda Stover to approve the employment of Caroline Brewer as the Assistant Professor of CISCO at the recommended salary, effective August 17, 2011. Roll call: Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley. With all members voting aye and no members voting nay, the motion was approved.

APPROVAL OF EMPLOYMENT—HEAD WOMEN’S BASKETBALL COACH/INSTRUCTOR
Motion by Kelly Bennett to approve the employment of Shane Larson as Head Women’s Basketball Coach/Instructor at the recommended salary, effective August 1, 2011. Roll call: Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim
Beasley, Kelly Bennett. With all members voting aye and no members voting nay, the motion was approved.

**APPROVAL OF EMPLOYMENT—CONTROLLER**
Motion by Kelly Bennett to approved the employment of Mary Dant as Controller at the recommended salary, effective August 8, 2011. Roll call: Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell. With all members voting aye and no members voting nay, the motion was approved.

**APPROVAL OF EMPLOYMENT—TEMPORARY FULL TIME ASSISTANT PROFESSOR OF PTA**
Motion by Kelly Bennett to approve the employment of Jennie Larson as Temporary Full-time Assistant Professor of Physical Therapy Assistant Program as the recommended salary, effective August 15, 2011. Roll call: Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain. With all members voting aye and no members voting nay, the motion was approved.

**APPROVAL OF RESIGNATION—DIRECTOR OF TITLE III**
Motion by Jack Mays to accept the resignation of Robert Blinn as Director of Title III with his last day of employment as August 12, 2011. Roll call: Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley. With all members voting aye and no members voting nay, the motion was approved.

**APPROVAL OF RESTRUCTURING OF STUDENT SERVICES DEPARTMENT**
Motion by Kelly Bennett to approve the restructuring of Student Services as follows: Dr. Denise Derrick, currently Director of Admissions and Registration, will become the Dean of Enrollment Management; Mrs. Cheryl Boehne will become the Director of Admissions, Registration, and Dual Credit. Roll call: Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays. With all members voting aye and no members voting nay, the motion was approved.

**RESOLUTION #11-41—RENEWAL OF HEALTH INSURANCE PLAN**
Motion by Kelly Bennett to approve Resolution #11-41, thereby renewing the College health insurance plan with Blue Cross/Blue Shield at an increase in premium rates for the period of September 1, 2011 to August 31, 2012 as presented. Roll call: Jim Beasley, Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover. With all members voting aye and no members voting nay, the motion was approved.

**RESOLUTION #11-42—APPROVAL OF HEALTH INSURANCE STIPEND**
Motion by Linda Stover to approve the payment of a stipend in the September 16, 2011 payroll to all College employees who are currently covered by the health insurance plan and who will be on the health insurance plan for the upcoming plan year, which runs from September 1, 2011 to August 31, 2012. Roll call: Kelly Bennett, Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley. With all members voting aye and no members voting nay, the motion was approved.
RESOLUTION #11-43—APPROVAL TO AWARD BID FOR PURCHASE OF COSMETOLOGY PROGRAM KITS
Motion by Jim Beasley to approve Resolution #11-43, thereby awarding the bid for purchase of Cosmetology kits for the fall 2011, spring 2012 and summer 2012 semesters to The Burmax Company of Holtsville, NY in the amount of $488.57 per kit for a projected total cost of $27,848.49. Roll call: Dee Boswell, Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett. With all members voting aye and no members voting nay, the motion was approved.

RESOLUTION #11-44—APPROVAL TO AWARD BID FOR PURCHASE OF COSMETOLOGY PROGRAM NAIL KITS
Motion by Jim Beasley to approve Resolution #11-44, thereby awarding the bid for the purchase of Cosmetology nail kits for the fall for the fall 2011, spring 2012 and summer 2012 semesters to Nail Technicians Supply of Gladstone, MO in the amount of $278.25 per kit for a projected total cost of $15,860.25. Roll call: Bryan Cain, Bill Hawley, Jack Mays, Linda Stover, Jim Beasley, Kelly Bennett, Dee Boswell. With all members voting aye and no members voting nay, the motion was approved.

FIRST READING—CLASS CANCELLATION POLICY #3.16
The First reading of the Class Cancellation Policy #3.16 was heard. Final reading and approval will be at the August meeting.

FIRST READING—ADJUNCT FACULTY PAY POLICY #2.303 REVISION
The First reading of the Adjunct Faculty Pay Policy #2.303 was heard. Final reading and approval will be at the August meeting.

FIRST READING—INCOMPLETE GRADES POLICY #3.41
The First reading of the Incomplete Grades Policy #3.41 was heard. Final reading and approval will be at the August meeting.

FIRST READING—FACULTY CREDENTIALING POLICY AND PROCEDURES #3.11 REVISION
The First reading of the Faculty Credentialing Policy and Procedures Revision #3.11 was heard. Final reading and approval will be at the August meeting.

PHYSICAL PLANT EQUIPMENT FACILITY
Dr. Underwood indicated this project is tabled currently until more information can be collected on a location for the building.

PROPOSAL TO CREATE ENDOWED SCHOLARSHIP MATCHING FUNDS—FIRST READING.
Dr. Underwood discussed with the Trustees the first reading of the proposal to authorize up to $100,000 of budget savings each year for no more than ten years starting in FY11 to be transferred to the Kaskaskia College Foundation to be utilized
as matching funds. The overall goal is to create endowments totaling $200,000 per year for 10 years.

RESOLUTION—APPROVAL OF DESTRUCTION OF CLOSED SESSION AUDIOTAPES
Motion by Dee Boswell to approve the resolution thereby authorizing the destruction of the Closed Session Audiotape from July 14, 2009. Roll call: Bill Hawley, yes; Jack Mays, no; Linda Stover, no; Jim Beasley, yes; Kelly Bennett, no; Dee Boswell, yes; Bryan Cain, no. With 3 yes and 4 no votes, the motion failed.

BOARD/PRESIDENT REPORTS AND RECOMMENDATIONS
Illinois Community College Trustees Association Report
Jim Beasley reported that the next Executive meeting will be August 13 to set the course for next year. The ACCT Leadership Congress will be October 12-15. Dr. Underwood and some trustees will present at that conference.

KC Foundation Report
Bill Hawley reported that there was a Directors meeting on July 25 with new directors installed at that meeting. Design work will begin on the second building in Vandalia. The next quarterly meeting will be October 24 at 6 p.m. There will be 2 scholarship awards dinners this fall, September 26 and October 3.

The Foundation Golf Tournament had 80 hole sponsors, 31 teams and raised approximately $13,000 for scholarships. Mr. Hawley thanked the Coordinators of the golf tournament, Suzanne Christ and Mary Ann Langenfeld.

Alumni & Friends Association Report
Jack Mays reported that the Kaskaskia College Alumni & Friends Association held their monthly meeting on Monday, July 11th. They presently have 357 charter members, 82 of these are new members that joined after January 1, 2011.

The Alumni & Friends Association have pledged $60,000 to the Kaskaskia College Fitness Trail Project and will receive naming rights to the trail. The trail will officially be named the Kaskaskia College Alumni & Friends Fitness Trail. They paid $10,000 down and the remaining $50,000 will be paid over five years. To help raise the necessary money, fitness stations are being sold for a price of $5,000 each. To date, four fitness stations have been sold:

1. St. Mary’s Good Samaritan Hospital in Centralia
2. Salem Township Hospital
3. KC Friends of the Fine Arts
4. Dr. Jim and Roxie Underwood Family

Other events being planned by the KC Alumni & Friends Association include KC Alumni & Friends Night at the Gateway Grizzlie Baseball Game on Friday, August 26, 2011, Annual KC Family Reunion & Open House is scheduled for Saturday, October 8, 2011 from 10:00 a.m. to 4:00 p.m., Todd Allen Show on Friday, November 18th at 7:00 p.m. in the Jane Knight
Auditorium, Mardi Gras Dance at Bretz Winery on Saturday, February 11, 2012, and a Murder Mystery Dinner is also being planned for next spring.

KCSA and Athletic Review Committee Report
Bryan Cain reported the KCSA is busy working on their fall fundraisers. Advertisements are currently being sold for the Athletic Posters. Dates have been set for the KCSA’s major fundraisers for 2011-12 including Par-3 Golf Tourney – September 17; Grade School Cross Country Meet – September 27; Grade School Basketball Shoot-Out – October 15; and Book Fair – October 25.

New membership letters to athletic parents have also been mailed and new memberships are already being received.

Friends of Fine Arts Report
Linda Stover reported that the KC Friends of the Fine Arts Membership stands currently at 304 (296 last month) memberships. The next Executive Board Meeting is scheduled for Thursday, August 18, 2011. Plans will be discussed regarding the annual meeting scheduled for Wednesday, September 14, 2011.

Student Trustee Report
No report this month.

PRESIDENT’S COMMUNICATIONS
Dr. Underwood reported on recent successful events to include LPN Pinnings at East St. Louis Community College Center and the Main Campus, Cosmetology (first ever) Pinning, Sonography Pinning.

The Season of Entertainment held it preview of the events scheduled for next year. Dr. Underwood thanked Mike Loomis and Travis Henson for their hard work on the schedule for next year.

INFORMATIONAL
Certificates of Acknowledgement issued during July were listed in the Board report.

FUTURE AGENDA ITEMS
Approval of 2011-2012 Student Club Allocations

ADJOURNMENT
Motion by Jack Mays to adjourn. All voted aye and the meeting adjourned at p.m. 8:10 p.m.