ROLL CALL/ATTENDANCE
Mr. Bill Hawley, Chairman, convened the regular meeting of the Board of Trustees on Thursday, November 17, 2011 at 7:00 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; Ms. Chelsea Miller, Student Trustee; Mr. Jack Mays; and Mrs. Linda Stover.

Those present included Dr. James Underwood, President; Ms. Lisa Atkins, Director of Adult Education; Ms. Rhonda Boehne, Direct of Human Resources/ Legal Liaison; Mrs. Suzanne Christ, Coordinator of Institutional Advancement Programs; Ms. Mary Dant, Controller; Dr. Denise Derrick, Dean of Enrollment Management; Mr. Jeff Ebel, Interim Director of Institutional Effectiveness; Mr. George Evans, Director of Education Program at Centralia Correctional Center; Mr. Phil Ellrich, Director of Facilities; Mr. Sedgwick Harris, Vice President of Student Services; Ms. Kellie Henegar, Dean of Arts and Sciences; Mr. Travis Henson, Director of Marketing; Mrs. 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 Janet Garretson, Professor of Nursing; and Josh Woods, Assistant Professor of English. New employees in attendance were Melissa Woods, Administrative Assistant for Advising and Carrie Hancock, Financial Aid Advisor. Coach Joe Basch and the Women’s Soccer Team were in attendance in honor of their season. Assistant Professor of Agriculture, Aaron Heinzmann and students Matt Rostenkors, Tyler Carter and Rhanda Coleman were in attendance in honor of Diary Judging competition honors. Attending from the news media were Amber McCoy from the Centralia Sentinel, Will Doolen from WJBD Radio, and Mark Hodapp from the Carlyle Union Banner.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Jack Mays.

RECOGNITION OF VISITORS
Dr. Underwood introduced new employees Melissa Woods, and Carrie Hancock. He also introduced Coach Joe Basch and the Women’s Soccer Team; he
congratulated them on a great year. Next he introduced Aaron Heinzmann and the Dairy Judging Team; he also congratulated them on a great year.

PUBLIC COMMENT
None

CONSENT AGENDA
Items included in the Consent Agenda were:
- Minutes: October 20, 2011 regular meeting
- Ratification and Approval of Disbursements and Payrolls for November 2011
- Treasurer’s Report, Budget Report, and President’s Reports

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

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.

ACCEPTANCE OF RETIREMENT—ASSISTANT PROFESSOR OF ACCOUNTING
Motion by Dee Boswell to accept the retirement of Sue Aman as Assistant Professor of Accounting, effective December 29, 2011. Roll call: Bennett, Boswell, Cain, Hawley, Mays, Miller, Stover, Beasley. With all members voting aye and no member voting nay, the motion was approved.

RESOLUTION #11-50—CALENDAR YEAR 2011 TAX LEVY FOR FISCAL YEAR 2013
Motion by Kelly Bennett to adopt resolution #11-50, thereby approving the tax extension of $7,943,159, for Levy Year 2011, to be received in Fiscal Year 2013. Roll call: Boswell, Cain, Hawley, Mays, Miller, Stover, Beasley, Bennett. With all members voting aye and no member voting nay, the motion was approved.

RESOLUTION #11-51—CONSIDERATION AND ACTION ON A RESOLUTION PROVIDING FOR AN INSTALLMENT PURCHASE AGREEMENT AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX) FOR THE COLLEGE
Motion by Dee Boswell to adopt Resolution #11-51, thereby authorizing and providing for the issuance of general obligation debt certificates to fund capital projects. Roll call:
Cain, Hawley, Mays, Miller, Stover, Beasley, Bennett, Boswell. With all members voting aye and no members voting nay, the motion was approved.

**APPROVAL OF EMPLOYMENT—TEMPORARY FULL TIME PARAMEDICINE COORDINATOR**
Motion by Jack Mays to approve the position of Temporary, Full-time Paramedicine Coordinator, and reclassify Ms. Lucinda Spencer from part-time Coordinator /Instructor status to the Temporary, Full-time Professional/Managerial position of Coordinator of Paramedicine Program, effective January 3, 2012 at the recommended salary. The initial appointment for this position would be from January 3, 2012 to June 30, 2012. The position would be reviewed at that time for continuation. Roll call: Hawley, Mays, Miller, Stover, Beasley, Bennett, Boswell, Cain. With all members voting aye and no member voting nay, motion was approved.

**APPROVAL OF EMPLOYMENT TECHNOLOGY SUPPORT SPECIALIST**
Motion by Kelly Bennett to employ Brittany Butcher as Technology Support Specialist effective January 3, 2012 at the recommended salary. Roll call: Mays, Miller, Stover, Beasley, Bennett, Boswell, Cain, Hawley. With all members voting aye, and no member voting nay, the motion was approved.

**APPROVAL OF CERTIFICATE—ALCOHOL AND OTHER DRUG ABUSE**
Motion by Kelly Bennett to approve a 35-hour certificate in Alcohol and Other Drug Abuse and submit the certificate to the Illinois Community College Board for approval. Roll call: Miller, Stover, Beasley, Bennett, Boswell, Cain, Hawley, Mays. With all members voting aye and no member voting nay, the motion was approved.

**RESOLUTION #11-52—APPROVAL TO AWARD BID FOR PURCHASE & RENTAL OF GRADUATION REGALIA**
Motion by Jack Mays to adopt Resolution #11-52, thereby awarding the bid for the purchase and rental of graduation regalia for the College’s 2012, 2013, and 2014 graduation ceremonies to Oak Hall Cap & Gown of Salem, VA in the amount of $6,688.25 annually for a total of $20,064.75. Funding for the purchase of student caps and gowns will come from the Student Activities budget and funding for the purchase and rental of faculty and staff regalia will come from the College’s institutional budget. Roll call: Stover, Beasley, Bennett, Boswell, Cain, Hawley, Mays Miller. With all members voting aye and no member voting nay, the motion was approved.

**RESOLUTION #11-53—APPROVAL TO AWARD BID FOR PURCHASE OF COMPUTER & TECHNOLOGY EQUIPMENT**
Motion by Dee Boswell to adopt Resolution #11-53, thereby awarding the bid for 60 desktop computer systems with 19 inch flat panel displays, 20 notebook computers, 19 notebook computers with carrying cases, 1 LCD projector, 1 laser printer, and 1 notebook security cart to Dell, Inc. of Round Rock, Texas for the amount of $103,768.30. Roll call: Beasley, Bennett, Boswell, Cain, Hawley, Mays, Miller, Stover. With all members voting aye and no members voting nay, the motion was approved.
RESOLUTION #11-54—APPROVAL TO AWARD BID FOR INSTALLATION OF ATHLETIC SPORTS FLOORING
Motion by Jim Beasley to adopt Resolution #11-54, thereby awarding the bid for the purchase and installation of athletic sports flooring to Paul Abt Flooring of Belleville, IL in the amount of $68,325.00. Roll call: Bennett, Boswell, Cain, Hawley, Mays, Miller, Stover, Beasley. With all members voting aye and no member voting nay, the motion was approved.

APPROVAL OF 2012-13 LAB FEES
Motion by Kelly Bennett to approved the 2012-13 lab fees as presented. The fees are effective with Summer 2012. Roll call: Boswell, Cain, Hawley, Mays, Miller, Stover, Beasley, Bennett. With all members voting aye, and no member voting nay, the motion was approved.

FINAL READING—APPROVAL OF STUDENT FUSION CLUB CONSTITUTION
Motion by Jim Beasley to approve the Constitution of the Student Fusion Club. Roll call: Cain – no, Hawley – yes, Mays – yes, Miller – yes, Stover – yes, Beasley – yes, Bennett – yes, Boswell – yes. With seven yes votes and one no vote, the motion was approved.

BOARD/PRESIDENT REPORTS AND RECOMMENDATIONS
Illinois Community College Trustees Association Report
Dr. Dee Boswell attended the ICCTA meeting in November. Items discussed at the November meeting included College Readiness and the SURS Retirement System.

ICCTA is adding a new award this year, Outstanding Professional Staff Member.

The next meeting will be in Washington DC on February 13.

Foundation Report
Chairman Hawley reported the quarterly meeting was held on October 24. The O’Neill property sold at auction for $320,000. The Foundation is moving forward with the sale; the funds will be added to the scholarship Endowment Fund.

The Scholarship Committee continues to make improvements in the scholarship process. Scholarship booklets should be ready by the first of January.

Sports & Wellness Steering Committee Update
No report.

Alumni & Friends Association Report
Jack Mays reported the Kaskaskia College Alumni & Friends held their monthly meeting on Tuesday, November 15, 2011. There are currently 352 members.
Fundraising efforts continue for the Fitness Trail with another Fitness Station sold this month bringing the total number of seven Fitness Stations sold to date. Several proposals to sell the last three stations have been sent out, and follow ups continue to be made.

The KC Alumni & Friends Scholarship was reviewed by the Alumni Board and it was unanimously approved to keep the same purpose and criteria except to open the award to cover childcare provided by the KC Children’s Learning Center and food tokens to be used in the KC Cafeteria in addition to the tuition, books, fees, and supplies that it was already covering. Once again there will be six awards for $500 each for a total of $3,000 that will be available for qualified recipients.

Upcoming events:
• Todd Allen Show Friday, November 18th at 7:00 p.m. in the Jane Knight Auditorium.
• Mardi Gras Dance at Bretz Winery Saturday, Feb. 11, 2012
• George Portz, local fiddler, March 2012.

The next meeting of the Alumni & Friends Association is scheduled for Tuesday, January 17, 2012 at 5:00 p.m.

KCSA and Athletic Review Committee Report
Bryan Cain reported that over $4,500 was raised from the electronics raffle with all proceeds going to the flooring for the Sports and Activities Building. Other fundraisers scheduled will be a Cheerleading Competition scheduled for January 28th and a fundraiser with St. Louis University Basketball Coach Rick Majerus.

The Book Fair was held on October 25th with over $2,000 in sales. The Annual Hospitality Room will be scheduled for Saturday, February 11th.

Friends of Fine Arts Report
Linda Stover reported the KC Friends of the Fine Arts Membership stands currently at 331 memberships. The Executive Committee met on Tuesday, November 15. Preliminary plans were made for the upcoming KCFFA/Rotary Scholarship Banquet & Auction on April 14, 2012. Plans include a raffle for a tv/blu-ray player and entertainment provided by the Theatre Guild. The date of next meeting is Tuesday, January 24, 2012 at 12:15pm.

October/November Events Overview
Dee and Sue Boswell Art Gallery
November, December - Intrusive Thoughts: Artwork from the National Vietnam Veterans Art Museum

Wednesday, November 9 - Visiting Writer Series: Fred Venturini

The second year of the Visiting Writers Series was launched on November 9th to an audience of approximately 100 students, faculty, and staff. The author, Fred Venturini, read a selection from his current book, The Samaritan, and then answered
questions from the audience. Mr. Venturini is from Patoka, IL. A speaker for the spring Visiting Writers Series is still being explored and a date is still being investigated.

Upcoming Fine and Performing Arts Events:
Thursday, November 17th @ 7:30 pm  
KC Choir and Community Chorale  
Nashville High School

Saturday, November 19th @ 7:00 pm  
Sunday, November 20th @ 2:00 pm  
KC Theatre Guild – Rehearsal for Murder  
Jane Knight Auditorium

Friday, December 2nd @ 6:30 pm  
Saturday, December 3rd @ 6:30 pm  
KC Choirs: A Feast of Song at Christmastide  
LLC  
Tickets are still on sale via the SOE Ticket Office

Sunday, December 11th @ 3:00 pm  
The Grascals Christmas Show  
Jane Knight Auditorium

Tuesday, December 6th @ 7:30 pm  
KC Concert Band and Jazz Band  
Jane Knight Auditorium

**Student Trustee Report**
Chelsea Miller reported that recent student activities include a pumpkin carving contest, pizza party, haunted trail, and turkey bingo.

Work is underway on the Angel Tree. Over 60 names have been submitted for gifts this year.

**PRESIDENT'S COMMUNICATIONS**
Nancy Kinsey discussed Nelnet briefly with Trustees. Nelnet is a program that funds installment payments for student tuition payments at no cost to the College. Various payment plans are available to students.

The Academic Calendar for 2013-2014 was presented. Approval will be at the December meeting.

Dr. Underwood thanked Kellie Henegar and staff members who participated in the HLC Site Visit. The exit interview was positive.
Dr. Underwood recognized Travis Henson for chairing the Enduring Freedom ceremony on November 10. He also thanked administration and staff for helping with the breakfast.

INFORMATIONAL
November certificates of accomplishment were presented in the board materials.

FUTURE AGENDA ITEMS
A. Purchase of Datatel Servers
B. Physical Plant Maintenance Building Bids
C. Cafeteria POS System
D. Presentation & Proposal on Completion Data & Goals and Retention Data & Goals
E. Sex Offender Registration Policy

ADJOURNMENT
Motion by Jim Beasley to adjourn. Members voted by voice vote. With all members voting aye and no member voting nay, the motion was approved.

The meeting adjourned at 9:25 p.m.

Chairman, Board of Trustees

Secretary, Board of Trustees