ROLL CALL/ATTENDANCE
Mr. Bill Hawley, Chairman, convened the regular meeting of the Board of Trustees on July 17, 2008 at 7:00 p.m. in the Board Room. The following Board Members were present: Mr. Jim Beasley, Mr. Brian Courtney, Mr. Louis Fogleman, Mr. Bob Funderburk, Mr. Bob Gaffner, Mr. Bill Hawley, Ms. Linda Stover and Mr. Trent Gherardini.

Those present included Dr. James Underwood, President; Ms. Rhonda Boehne, Human Resources Director; Mr. Bob Bowen, Director of Facilities; Mr. Sedgwick Harris, Vice President of Student Services; Ms. Kellie Henegar, Dean of Arts & Sciences; Mr. Travis Henson, Director of Marketing; Ms. Donna Hilgenbrink, Vice President of Administrative Services; Mr. Tim Hood, Vice President of Instructional Services; Ms. Cathy Karrick, Director of Public Information; Ms. Nancy Kinsey, Associate Dean of Institutional Effectiveness; Planning & Research; Ms. Deb Massena, Controller; Ms. Tonya Odum, Dean of Corporate Training & Continuing Education; Ms. Ava Rawlings, Dean of Career & Technical Education; Mr. Craig Roper, Director of Auxiliary Operations & Purchasing; Mr. C.W. Stewart, Director of Institutional Advancement; Ms. Mary Lou Whitten, Dean of Nursing, and Ms. Shirley Martin, Executive Assistant to the President/Board of Trustees.

Ms. Cheryl Boehne, Tech Prep Coordinator; Ms. Chris Browne, Assistant Professor of Cosmetology; Mr. Brian Cambron, Assistant Professor of Biological Sciences; Ms. Sandra Cox, Assistant Professor of Math; Mr. Brian Hancock, Head Men’s Basketball Coach and Recruit Jordan Lee; Mr. Mike Hoyt, Director of Adult Education; Mrs. Sue Hoyt; Mr. Steve Jerden, Director of Distance Learning; Mr. James Kellerman, Bookstore Manager; Ms. Kellie Malone, Assistant Professor of Cosmetology; Mr. John Maynerich, BLDD Architects; Mr. Larry Smith, Retired Men’s Baseball Coach; Ms. Amy Troutt, Director of Student Life; Ms. Sheri Uchitjil, Principal, Odin High School; Ms. Laura Wedekemper, Capital Projects Coordinator; Mr. Joe Witthaus, Centralia Sentinel and Mr. Alan Hoffmann, WJBD Radio were also present.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Student Trustee Trent Gherardini.

RECOGNITION
Trustee Achievement Award
Sandra Cox and Brian Cambron were present to accept the Trustee Achievement Award presented to the College Scholar Bowl team in recognition of their success in placing 4th in State finals competition.

**Approval of Retirement—Director of Adult Education & Literacy**
Motion by Mr. Beasley to approve the retirement of Mike Hoyt effective August 1, 2008. Roll call: Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini—all voting aye, motion carried.

**Resolution #08-63—Director of Adult Education & Literacy**
Motion by Ms. Stover to adopt Resolution #08-63, thereby extending appreciation and best wishes to Mr. Mike Hoyt on his retirement on the behalf of the Board, Faculty and Staff Roll call: Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley—all voting aye, motion carried.

**Signing of College Now Agreement**
Motion by Mr. Gaffner to approve the College Now Agreement with Odin High School. Roll call: Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney—all voting aye, motion carried.

Sheri Uchitjil, Principal of Odin High School, was present to sign the College Now Program Agreement, forming a cooperative partnership with KC, effective the 2008-09 academic year.

**PUBLIC COMMENT**
None

**CONSENT AGENDA**
**Items included in the Consent Agenda are:**
1. Minutes: June 19, 2008--Regular Meeting
2. Ratification and Approval of Disbursements and Payrolls for July 2008
3. Treasurer’s Report and Budget Report

Written reports were presented to the Board for the Grant Activity Report, Legislative & Legal Update and Personnel Update.

Motion by Mr. Beasley made a motion to approve the Consent Agenda. Roll call: Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman—all voting aye, motion carried.

**REPORT OF ADMINISTRATIVE OFFICERS**
**Educational Report**
**WebCT Demonstration**—Steve Jerden gave a PowerPoint presentation on the KC Learning Management System. He reported that faculty were surveyed throughout the year and in May 2008, it was determined that KC Faculty chose Blackboard 8/WebCT.

**Radio/TV Broadcasting**—A new certificate program in TV Field/Studio Production is being proposed. This 19-credit hour certificate program will allow students to gain experience with equipment used in studio and on-location television productions and learn to work as a director, editor, audio engineer, floor director, and camera operator.

**GIS Mapping**—Dr. Mike Rudibaugh, Professor from Lake Land College, was present to discuss a grant enabling KC to use ArcGIS Business Analyst software to integrate data from federal, state, regional and local sources to develop regional and local partnerships and assist the collaborators in identifying the issues that are shaping regional economic development opportunities. Dr. Rudibaugh chose KC to participate in the project because of KC’s work with SCIGA and regional economic development.

**Administrative Report**

**Capital Projects**—Donna Hilgenbrink reviewed the monthly Facilities Report prepared for the Board. John Maynerich, BLDD Architects, presented the floor plan of the new Greenville Education Center.

**Text Book Rental Update**—James Kellerman and Craig Roper presented a report on Textbook Rental. Plans are being made to make students more accountable for returning textbooks. This pilot program will continue for the same courses in Fall 2008.

**Technology**—Gina Glotfelty reviewed the Technology Report which highlighted the three levels of Smartrooms at KC: general purpose, multi-purpose and high-end.

**Student Services Report**

**Enrollment Update**—Sedgwick Harris reported that fall enrollment numbers are still fluctuating. The projected unduplicated headcount enrollment for 2008-09 (credit and non-credit), is 12,300 (8% over 2007-08). The total projected credit hours for 2008-09 is 104,500 (1.2% increase over 2007-08). Unduplicated headcount enrollment for FY2007-08 was a record 11,375.

**Alumni Weekend Update**—Amy Troutt reported on plans for the Alumni Weekend, including a 3-mile fun run, baseball and softball games, an open house, campus tours and an art exhibit. The date of the event is going to be on October 11.

**Saturday Registration**—Mr. Harris reported that Saturday Registration is scheduled for August 16.

**Services for NAL Layoff**—A program is being designed to help 100 people who have lost their jobs at North American Lighting. Meetings will be held at the Salem Education Center.

**OLD BUSINESS** None

**CLOSED SESSION** Closed Session was not held.

**NEW BUSINESS**
Resolution #08-64—Health Insurance Renewal
Motion by Mr. Beasley to adopt Resolution #08-64, thereby approving the renewal of the health insurance plan with Blue Cross/Blue Shield at an increase of 3.1% in premium rates for the period of September 1, 2008 to August 31, 2009, as presented. Roll call: Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk—all voting aye, motion carried.

Property Insurance Renewal
Motion by Mr. Beasley to approve renewing our property insurance with State Auto effective August 1, 2008, and to quote all casualty and liability insurance policies, in conjunction with the renewal of our liability policy which renews December, 2008. Roll call: Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner—all voting aye, motion carried.

Resolution #08-65—Approval of Design and authorization to Proceed with Construction Documents and Bidding Process for Greenville Property Renovations
Motion by Mr. Gaffner to adopt Resolution #08-65, thereby approving the proposed building renovation design and authorizing the Administration to proceed with the construction documents and bidding process for the renovation of the Greenville property located at 208 North Third Street, Greenville, Illinois. Roll call: Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley—all voting aye, motion carried.

Resolution #08-66—Approval of Contractor for Salem Property Renovations
Motion by Mr. Beasley to adopt Resolution #08-66, thereby accepting the bid of $1,653,000 and entering in a contract with Shores Builders, Centralia, Illinois, to provide renovations to the property located at 1437 West Whitaker, Salem, Illinois. Roll call: Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover—all voting aye, motion carried.

Resolution #08-67—Acceptance of Architect for Fitness Center Project
Motion by Mr. Gaffner to adopt Resolution #08-67, thereby approving the firm of BLDD Architects of Decatur, Illinois to perform professional architectural services for the proposed fitness center. Roll call: Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini—all voting aye, motion carried.

Resolution #08-68—Approval of Purchase of Lifelong Learning Center Furniture
Motion by Mr. Beasley to adopt Resolution #08-68, thereby awarding the bid for the purchase of furniture for the Lifelong Learning Center to Corporate Express of St. Louis,
Missouri in the amount of $168,936.61. Roll call: Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney—all voting aye, motion carried.

Resolution #08-69—Approval of Vendors to Provide Anti-Virus Software
Mr. Courtney made a motion to adopt Resolution #08-69, thereby awarding the bid for the purchase of anti-virus software to DDWG, Inc., of Chicago, Illinois in the amount of $6,000. Roll call: Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney—all voting aye, motion carried.

Resolution #08-70—Disposition of College Property
Motion by Mr. Beasley to adopt Resolution #08-70, thereby approving the disposal of equipment no longer needed for College purposes, in accordance with College Policy #6.3. Roll call: Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman—all voting aye, motion carried.

Approval of Resignation—Baseball Coach/Instructor
Motion by Ms. Stover to accept the resignation of Mr. Brad Tuttle, Baseball Coach/Instructor, effective July 31, 2008. Roll call: Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk—all voting aye, motion carried.

Ratification of Interim Head Baseball Coach/Student Success Center
Motion by Mr. Gaffner to ratify the appointment of Mr. Mitch Koester as Interim Head Baseball Coach/Student Success Center at the recommended salary.

The position will be reviewed at the end of the 2009 Spring baseball season. If both parties agree that Mr. Koester should continue in this position, the Interim title will be removed. During the interim appointment, Mr. Koester will serve the equivalent of nine semester hours as a tutor in the Student Success Center. If appointed to the regular position, Mr. Koester will be given 3 years from July 1, 2009 to complete a Master’s degree in a teaching discipline to assume teaching duties required of a full-time coach.

Roll call: Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner—all voting aye, motion carried.

Assessment Coordinator—Additional Responsibilities
Motion by Ms. Stover to approve the recommended salary adjustment for Ms. Beth Sundermeyer in consideration of the additional responsibilities she has assumed. Roll call: Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley—all voting aye, motion carried.
**Director of Advancement Contract**  
Mr. Gaffner made a motion to approve the recommended salary adjustment for C. W. Stewart, Director of Advancement agreed to at the time he was hired. Roll call: Gherardini-yes; Beasley-yes; Courtney-yes; Fogleman-present; Funderburk-yes; Gaffner-yes; Hawley-yes; Stover-yes—with 7 voting “yes” and 1 voting “present”, motion carried.

**Advancement Office Administrative Assistant from Part-Time to Full-Time**  
Motion by Mr. Gaffner to approve the recommendation to reclassify the 30 hour position of Part-time Advancement Office Administrative Assistant held by Ms. Suzanne Christ to a 40 hour position. Roll call: Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini—all voting aye, motion carried.

**Upgrade of Buildings & Grounds Position to Maintenance Service Technician**  
Motion by Ms. Stover to approve the upgrade of the Building & Grounds position held by Mr. Bruce Valade to Maintenance Service Technician with a corresponding salary increase as recommended. Roll call: Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley—all voting aye, motion carried.

**Approval of Portion of Moving Expenses**  
Motion by Mr. Gaffner to approve paying a portion of moving expenses for the Men’s Basketball Coach Brian Hancock, committing an amount not to exceed $2,000. An agreement will be signed committing to at least 3 years and if the coach leaves prior to that this time, the $2,000 will be paid back to the college. Roll call: Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney—all voting aye, motion carried.

**Approval of Retirement—Administrative Assistant for Facilities**  
Motion by Mr. Beasley to approve the retirement of Ms. Jo Agnes Beckemeyer, Administrative Assistant for Facilities, with regrets. Roll call: Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman—all voting aye, motion carried.

**Approval of Resignation—**  
**Director of Physical Therapist Assistant and Massage Therapy Programs**  
Motion by Mr. Courtney to accept the resignation of Mr. Keith Shaw as Director of Physical Therapist Assistant and Massage Therapy programs, with regrets. Roll call: Gaffner, Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk—all voting aye, motion carried.

**Approval of Resignation—Assistant Professor of Nursing**
Motion by Ms. Stover to accept the resignation of Ms. Heather Payne as Assistant Professor of Nursing. Roll call: Hawley, Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner—all voting aye, motion carried.

**Approval of Resignation—Volleyball Coach/Instructor**
Motion by Mr. Courtney to approve the resignation of Ms. Tracy Plagemann as Volleyball Coach/Instructor. Roll call: Stover, Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley—all voting aye, motion carried.

**Approval of Resignation—Administrative Assistant, Career & Technical Education**
Motion by Mr. Funderburk to approve the resignation of Ms. Kristina Shelton, Administrative Assistant, Career & Technical Education. Roll call: Gherardini, Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover—all voting aye, motion carried.

**Final Reading—Longevity Pay Policy & Procedures**
Motion by Mr. Beasley to approve the Final Reading of the Longevity Pay Policy & Procedures 2.301, awarding employees longevity pay pursuant to established procedures or to applicable collective bargaining agreements. Roll call: Beasley, Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini—all voting aye, motion carried.

**Final Reading—Disability Services Policy & Procedures**
Ms. Stover made a motion to approve the Final Reading of the Disability Services Policy & Procedures 5.56, which addresses the needs of Students. Roll call: Courtney, Fogleman, Funderburk, Gaffner, Hawley, Stover, Gherardini, Beasley—all voting aye, motion carried.

**First Reading—Cell Phone Policy**
The Board reviewed the First Reading of the Cell Phone Policy regarding the safety of cell phone use while driving College owned vehicles or equipment or a personal vehicle for College business. There were no questions. The Final reading of the Cell Phone Policy will be on the August Board of Trustees

**BOARD/PRESIDENT REPORTS AND RECOMMENDATIONS**

**Illinois Community College Trustees Association Report**
Mr. Beasley reported on an ICCTA meeting scheduled for August 15 & 16 to set the agenda for the upcoming year. He asked if anyone had suggestions to give them to him prior to the meeting.

**Reports**
KC Foundation
Mr. Hawley reported the following:
• The Annual Foundation Golf Tournament held on June 27 at Governor’s Run was a big success.
• The Foundation Quarterly meeting is July 28 at 6:00 p.m.
• The Scholarship dinner will be September 29 at 5:00 p.m. in the gym.

Sports & Wellness Update
Mr. Hawley reported a Sports & Wellness Community Breakfast meeting will be held on July 24 at 8:30 a.m. He asked all Board Members to be present, if possible.

Alumni and Friends Association
The Alumni Weekend, includes a 3-mile fun run, baseball and softball games, an open house, campus tours and an art exhibit. The date scheduled is in conflict with an event in Salem and will be rescheduled.

KCSA Report
• KCSA has contributed $20,000 towards Sports & Wellness.
• Posters and ads are being sold.
• A Par 3 tournament is scheduled for September 13.
• The Basketball Shootout is scheduled for October 20.

Friends of the Fine Arts
Mr. Fogleman reported that ticket sales for the Season of Entertainment are 25% ahead of last year. The Season of Entertainment took in $53,047, with expenses of $51,214 for a surplus of $1,833.

Student Trustee Report
• Mr. Gherardini reported that he attended a PTK International meeting in San Francisco last month and he is now a State officer.
• KC is hosting a regional convention at KC on June 5-7, 2009.
• PTK was on a KC float in the Carlyle parade and are planning to redecorate the float for upcoming parades and for the Carlyle Christmas parade.
• New Student Mentors are being trained. Student orientation is scheduled for 6 days, with a fewer amount of students each day. They will be going to Vandalia campus on July 31 and August 1.
• The Fall Picnic is scheduled for August 27, 2008.
• Student Congress is working on recycling and waiting on an expected grant to do this campus wide.

President’s Communication
• Dr. Underwood reported a dinner meeting will be held on August 12 at 6:00 with Dr. Ed Gordon. Dr. Gordon will be at Staff Development on August 13.
• DCEO has encouraged KC to apply to become international trade center for Southern Illinois.

ADJOURNMENT
Motion by Mr. Funderburk to adjourn the meeting. All voting aye, motion carried. The meeting adjourned at 9:35 p.m.

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Chairman                                 Secretary