

Executive (KACC) Board Meeting
KARVES Administrative Board of Control Meeting
Thursday August 23, 2018 6:00 p.m.
Kankakee Country Club

Members Present

Beecher – Brad Cox
Bradley – Scott Wakeley & Thomas Cooke (KARVES Chairman)
Central – Tonya Evans (KACC Secretary)
Grant Park – John Palan (KACC Chairman) & Jerry Fick
Herscher – Dr. Richard Decman (KACC Vice Chairman)
Kankakee – Genevra Walters
Momence – Shannon Anderson & Sandra Illum (KARVES Secretary)
Peotone – Steve Stein & Richard Uthe
St. Anne – Kurt Moranz
Regional Office – Gregg Murphy

Director – Matthew Kelley
Assistant Director /Principal – Timothy Guerin
Dean/Special Projects Coordinator – Lucas Papineau
Recording Secretary – Alice Argyelan
Bookkeeper – Dan Gesell

Absent: Manteno

Minutes

The regular meeting of the Kankakee Area Career Center (KACC) Executive Committee and Kankakee Area Regional Vocational Education System (KARVES) Administrative Board of Control, Kankakee County, State of Illinois was called to order on August 23, 2018 at 6:16 p.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-6) A motion was made by Mr. Uthe, seconded by Mr. Fick at 6:17 p.m. to approve the consent agenda including the minutes from the July regular and closed sessions of the Kankakee Area Career Center, minutes from the May KARVES/KACC Combined Regular meeting, accounts payable, financial reports and the hire of Melinda Mattox, C.N.A. Clinical Supervisor and Elizabeth Schubert, Part-time Cosmetology Instructor. Motion carried by the following roll-call vote: Beecher – Present, Bradley – Yes, Central – Yes, Grant Park – Yes, Kankakee – Yes, Momence – Yes, Peotone – Yes, St. Anne – Yes, Regional Office – Yes.

KANKAKEE COMMUNITY COLLEGE UPDATE:

- 7) Dr. Boyd provided information concerning KCC highlighting the following:
 - a. Wrapping up their first full week with 2,500 Students taking 25,000 credit hours. This represents about a 4% increase in students, with just a small “tick down” in credit hours.

- b. Construction is well underway and moving quickly for the Advanced Technology Center. Plans are to include a ribbon-cutting ceremony with programs beginning in January. Dr. Boyd reminded everyone this particular building will focus on electrical programs with emphasis on renewable energy.
- c. The current KCC Strategic Plan is wrapping up this year. Dr. Boyd highlighted many of the accomplishments and spoke to the fact a new strategic planning process will begin shortly. In fact, many may have already received information as stakeholders are being contacted to participate in their focus groups.
- d. KCC was recently named the top junior college in Illinois for helping students land a job. Nationally, Kankakee ranked in the top 6% nationally.
- e. Apprenticeship Cohort #2 about to getting. Met with Mr. Kelley to talk about pre-apprenticeship opportunities between KCC and KACC as well.
- f. Working on initiating new programs in exercise science, process technology, computer science/cyber security as well as hospitality.

DIRECTOR'S REPORT

- 8) Mr. Kelley thanked everyone for coming, especially to this venue, KACC House #21. Mr. Kelley also mentioned the following:
 - a. Building Updates: Mr. Kelley shared photographs and information concerning building updates within KACC. Mr. Kelley acknowledged the exceptional work of Dan Gesell for all the coordination of such a wide variety of building/equipment improvements completed over the summer break.
 - b. KACC Video: Mr. Kelley shared a new “hype” video highlighting KACC and our programs. Mr. Kelley is hoping to share this video to all the schools we serve – at the counselor, principal and Superintendent levels. Mr. Kelley requested an opportunity to present the video and general KACC information at the individual school board meetings and encouraged everyone to reach out with him for scheduling.
 - c. KACC Open House: This year, the open house is scheduled in conjunction with Sophomore Day. The goal is to encourage sophomores to bring their parents back in the evening as well as offer an opportunity for current students, their parents and community stakeholders to visit our campus. The Open house will be held September 25th from 4:00-8:00 pm.

DISCUSSION/ACTION ITEMS

- 9) Election of KARVES Executive Officers: A motion was made by Mr. Uthe, seconded by Mr. Moranz at 6:32 p.m. to elect the following officers to the KARVES Administrative Board of Control: Chairperson, Thomas Cooke; Vice-Chairperson, David Ruder; and Secretary, Sandra Illum. Motion carried by unanimous voice vote.
- 10) KARVES Annual Budget Presentation for Second Reading and Approval: Mr. Kelly reviewed the budget information with those present highlighting both income and expense funds and demonstrating a balanced budget for FY2019. A motion was made by Ms. Illum, seconded by Mr. Uthe at 6:37 p.m. to approve the KARVES FY2019 budget. Motion carried by unanimous roll-call vote.
- 11) KACC Annual Budget Presentation for Second Reading-Final Approval: Mr. Kelly reviewed the KACC budget highlighting both revenue and expense funds, carry over from FY2018 and anticipated fund balances for the end of FY2019, demonstrating a balanced budget. A motion was made by Mr. Fick, seconded by Mr. Uthe at 6:42 p.m. to approve the KACC budget for FY2019. Motion carried by unanimous roll-call vote.
- 12) Approve Annual Bus Lease and Transportation Agreement with Cardinal Bus Lines: Mr. Kelley stated these agreements provide a bus and driver for transporting student to/from Veteran's Home and an additional bus for KACC to utilize in the Construction Technology Program. A motion was made by Mr. Moranz, seconded by Mr. Cox at 6:42 p.m. to approve the Bus Lease/Transportation agreement with Cardinal Bus Lines. Motion carried by unanimous roll-call vote.

- 13) Approve Vender/Quote for Installation of Ventilation System for New Welding Technology Stations: Mr. Kelley spoke about the three quotes received for this project. Dr. Walters questioned if the addition of the six new welding booths will allow KACC to accept additional students. Mr. Kelley stated, it will not. It will allow an opportunity to increase the workspace to benefit the curriculum. Mr. Kelley pointed out differences in the bid amounts and spoke to the variation in construction proposed. A motion was made by Mr. Cox, seconded by Mr. Uthe 6:44 p.m. to approve the quote submitted by Aire Serv to provide the ventilation system for the six new welding booths. Motion carried by unanimous roll-call vote.
- 14) Negotiations Committee Update: This item moved to Closed Session.
- 15) PRESS Policy – Second Reading and Approval/Non-Approval: A motion was made by Mr. Cox, seconded by Mr. Uthe at 6:45 p.m. to approve the second reading and approval for the policy presented with the following exceptions:
- Field Trips 6:240 *Omit Sentence relating to Policy 4.140 in 3rd paragraph KACC does not have policy 4.140 in place.*
 - School Admissions 7:750 – Maintain current policy with no changes – not accepting revisions.*
 - Accelerated Placement Program 6:135 – Not approved as not appropriate for KACC.*
- Motion carried by unanimous voice vote.

INFORMATIONAL ITEMS:

- 16) Principal's Report: Mr. Guerin thanked everyone. Mr. Guerin complimented attendees, stating this beautiful home is a direct result of "your students, and you should be proud." Mr. Guerin spoke on the following topics:
- New Employees: Messrs. Papineau and Guerin have been working together to onboard six new employees. The first week of school seems to be going very well. Mr. Guerin thanked Dr. Walters and District III for allowing the new faculty/paras, Mr. Papineau and himself to attend the Jimmy Cassas seminar. It was a wonderful opportunity.
 - ROE: Mr. Guerin is working with Patti High from the Regional Office and KACC paraprofessionals in a coaching capacity to help develop strategies and learn new techniques. The next meeting, scheduled for Thursday, will be utilized for goalsetting.
 - Back to School Bash: Mr. Guerin thanked Grant Park for allowing KACC to attend the Back to School Bash. Mr. Guerin assured all members, KACC is very willing to attend and be a partner in these types of school events.
 - Workplace Excellence: Dr. Kris Condon from KCC is presenting this program to KACC faculty and career coaching staff. Mr. Guerin stated 8 hours of the 16-hour program is already complete. It is a wonderful benefit to all.
 - TB Testing: Kankakee County Health Department personnel will be on site to begin TB Testing for the C.N.A. and Child Development Programs. This is a very nice benefit for parents and our students.
- 17) Dean of Student/Special Projects Coordinator: Mr. Papineau addressed the following:
- Student Handbook: Mr. Papineau reported he worked over the summer with Mr. Guerin to update and refine the Student Handbook, with special emphasis on discipline. The goal is to keep students in class and do everything possible work with discipline in a manner whereby students can stay in class.
 - IEP's/504's: Mr. Papineau stated these are currently being submitted. Mr. Papineau has support staff to work with him this year so he anticipates a smooth process in tracking and ensuring the support students need is provided.
 - Student Services: These meetings will be held on August 28th, December 7th and March 5th. The December meeting will have a pre-enrollment component and the March 5th will have a component to finalize enrollment for FY2020.

- d. Sophomore Day: This annual event will be held at KACC on September 25th. Mr. Papineau looks forward to welcoming students and the opportunity to share the programs KACC has to offer.
- e. Career Awareness and Emergency Workforce Events: These have yet to be scheduled. Mr. Papineau will report at a later date.
- f. School Visits: Mr. Papineau is in the process of scheduling school visits, and ensuring he attends 3 additional schools this year.
- g. Technology: Mr. Papineau reported on the litany of technology work completed over the summer including installation of a new server, Cosmetology Software, SolidWorks software for Drafting/Design Program and Certification, Proven Systems for additional printers/grading system etc. As far as staff training goes, Mr. Papineau reported he will focus on Google Classroom and Google Forms following in a similar path to KHS.

CLOSED SESSION

A motion was made by Mr. Moranz, seconded by Mr. Cox at 6:56 p.m. to go closed session to consider information regarding Employment, and Contract Negotiations, collective negotiating matters between KACC and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, {5 ILCS 120/2(c)(2)}. Motion approved by roll call vote.

REOPEN SESSION

The Regular Meeting of the KARVES Administrative Board of Control and KACC Executive Committees resumed in open session at 7:14 p.m.

18) Approve Collective Bargaining Agreement Effective July 1, 2018 through June 30, 2021: A motion was made by Ms. Illum, seconded by Mr. Uthe at 7:15 p.m. to approve the Collective Bargaining Agreement with the KACC faculty effective July 1, 2018 through June 30, 2021. Motion carried by unanimous roll-call vote.

19) Approve Salary Increase for Administrative Support Staff and Custodian Effective July 1, 2018: A motion was made by Mr. Uthe, seconded by Mr. Fick at 7:16 p.m. to approve a salary increase for administrative support and custodial staff, mirroring the increase in the approved faculty CBA effective July 1, 2018. Motion carried by unanimous roll-call vote.

20. Approve Salary Increase for Paraprofessionals, Tutors and Clinical Supervisors effective August 15, 2018: A motion was made by Mr. Uthe, seconded by Ms. Illum at 7:17 p.m. to approve a wage increase for Paraprofessionals, Tutors and Clinical Supervisors mirroring the approved CBA effective August 15, 2018. Motion carried by unanimous roll-call vote.

ADJOURN:

There being no further business to discuss, a motion was made by Mr. Uthe, seconded by Mr. Cox at 6:45 p.m. to adjourn the meeting of the Kankakee Area Regional Vocational Education System's Administrative Board of Control and Kankakee and Kankakee Area Career Center's Executive Committee. Motion carried by unanimous voice vote.

As Recorded By: _____
Sandra Illum

Attested: _____
Thomas Cooke, Chairman