



**Kankakee Community College
Board of Trustees
May 21, 2024 – Agenda
100 College Dr, Board Room (L241), 5 pm**

1. Call to Order/Roll Call.....Board Chair
2. Public Comment.....Board Chair
3. Introduction of Guests/Recognition/Education.....Board Chair
 - Connor O'Malley, Phi Theta Kappa Vice President and College Project Chair;
Frances Hebert, Phi Theta Kappa Advisor and Professor, Mathematics
4. Amendments or Changes to Published Agenda.....Board Chair
5. Approval of Minutes.....Board Chair
 - April 30, 2024 - Board Meeting
6. Approval of Consent Agenda Action Items (**items preceded by asterisk**).....Board Chair
7. Approval of Action Items & Presentation of Information Items.....Board Chair

A. Action Items

- *(1) Approval of Tuition/Course Reimbursement (A-1)
- *(2) Approval of Request to Bid (A-3)
 - ◆ VMWare Annual Renewal
- (3) Approval of Furniture Purchase for the College Center Renovation (A-5)
- (4) Acceptance of First Reading of One New Employee Policy (A-7)

B. Information Items

- (1) President and Trustee Reports
8. Approval of Finance Items.....Board Chair

A. Finance Items

- (1) Approval of Short-Term Investments (F-1)
- (2) Approval of Financial Reports (subject to audit) (F-3)
 - ◆ Reconciled Cash by Fund – March 31, 2024
 - ◆ Investment and Financial Summary – April 30, 2024

- (3) Approval of Bill Summary and Travel Expenses (F-9)
 - ◆ Purchase Order Requisitions Over \$10,000
 - ◆ Special Bill(s)
 - ◆ AP Check Register

- 9. Convene to Closed Session.....Board Chair
- 10. Reconvene to Open Session.....Board Chair
- 11. Closed Session Action Items.....Board Chair
 - A. Matters of Personnel pursuant to 5 ILCS 120/2(c)(1)
 - (1) Approval of Meredith Purcell's employment contract for the position of vice president for student affairs for year one of a three-year contract. The FY25 annualized salary will be \$133,000.
 - B. Probable or Pending Litigation pursuant to 5 ILCS 120/2(c)(11)
 - C. Semi-Annual Review of Closed Session Minutes pursuant to 5 ILCS 120/2(c)(21)
- 12. Approval of Action Items.....Board Chair
 - A. Action Items
 - (5) Approval of Appointment to Fill a Public Office Vacancy (A-9)
 - (6) Approval of a Resolution Honoring Board Service (A-11)
- 13. Adjournment.....Board Chair

ADMINISTRATIVE CONTRACT

Kankakee Community College
Kankakee, Illinois

The Board of Trustees of Community College District 520 of the Counties of Kankakee, Iroquois, Livingston, Grundy, Will and Ford, State of Illinois, hereby agrees to employ **MEREDITH PURCELL as VICE PRESIDENT FOR STUDENT AFFAIRS** for the 2024-2025, 2025-2026, and 2026-2027 fiscal years. The fiscal year begins on July 1 and ends on June 30.

The administrator will be assigned duties which are consistent with her educational and experiential qualifications.

The administrator agrees to perform faithfully and to discharge all assigned duties to the satisfaction of the College, and to abide by all policies, rules, and regulations adopted by the Board of Trustees. The administrator further agrees to a reassignment or transfer at any time from this position to another position for which the administrator is qualified as determined by the college. In addition, the administrator's employment may be terminated, changed, or modified from time to time by the College in its sole discretion.

The annualized salary for the 2024-2025 fiscal year will be \$133,000. This salary shall not be reduced for the following years while the administrator remains in the above-named position. In addition, the Board agrees to consider an increase of said salary for the following fiscal years based upon a satisfactory evaluation of performance.

On or before June 15, 2027, notification as to renewal of appointment will be given. Such renewal is neither automatic nor to be expected.

The administrator has ten days after the date of official board action as shown below to accept or reject this contract. If she fails to accept the offer within this time period, this position will be declared open.

Date

President

Chair, Board of Trustees

Secretary, Board of Trustees

I accept the contract as described above.

_____ Yes _____ No

Date

Administrator