

CARL SANDBURG COLLEGE

(573rd Meeting)

Regular Meeting – March 25, 2004

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Thursday, March 25, 2004, at 7:00 p.m.

ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Ms. Nancy Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco

Others: Mr. Thomas A. Schmidt, President; and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Jill Johnson, Mr. David Kellogg, Ms. Misty Lewis, Ms. Elaine Long, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, and Mr. Mike Walters. Faculty: Ms. Lauri Weichmann, Faculty Representative; Mr. Craig Johnson, Mr. Matt Kendall, and Mr. Tim Krause. Staff: Ms. Angela Strom, Staff Representative; and Ms. Jan Hipple. Others: Mr. Bob Maus, President Galesburg Area Chamber of Commerce; Mr. Eric Voyles, President/CEO GREDA; and a representative of the media.

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Consent/Non-Personnel: Dr. D. Wayne Green moved and Mr. John Kraus seconded to approve the following items under the Consent Agenda/Non-Personnel:

- minutes of February 26, 2004, and February 27-28, 2004, meetings of the Board,
- bills for the month of February 2004.

MOTION: On roll call vote, five members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative voted "Aye."

Consent/Personnel: Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded to approve the following item under the Consent Agenda/Personnel:

- resignation of Ms. Tracy Colter, WIA Office Manager/Assistant to Director, effective April 15, 2004.

MOTION: On roll call vote, five members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative voted "Aye."

Financial Reports: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded that the minutes reflect receipt of the financial reports.

MOTION: On roll call vote, five members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative voted "Aye."

Mini Treat-GREDA
"Champions of Industry": Heard a report and video presentation by Ms. Sherry Berg, Dean of Community & Extension Services; and Mr. Bob Maus, President of Galesburg Area Chamber of Commerce; on the "Champions of Industry"-Galesburg Regional Economic Development Association (GREDA).

Entered: Ms. Gayla J. Pacheco entered the meeting at 7:24 p.m.

Appointment of Privacy Officer: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded to approve the position of Dean of Human Resources and Organizational Development as the Privacy Officer for Carl Sandburg College effective immediately.

MOTION: On roll call vote, six members voted “Aye”; none voted “Nay.”
Motion carried. Faculty Representative voted “Aye”; Staff Representative voted “Aye”; Student Representative voted “Aye.”

Welding Material Agreement:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded to approve an agreement for welding practice metal with Olympic Steel of Bettendorf, Iowa.

MOTION: On roll call vote, six members voted “Aye”; none voted “Nay.”
Motion carried. Faculty Representative voted “Aye”; Staff Representative voted “Aye”; Student Representative voted “Aye.”

Allied Health Building-

Capital Project Application: Mr. John Kraus moved and Dr. D. Wayne Green seconded to approve a Capital Project Application form and submit the same to ICCB to provide for an Allied Health Building with a project budget of \$1,099,540.

MOTION: On roll call vote, six members voted “Aye”; none voted “Nay.”
Motion carried. Faculty Representative voted “Aye”; Staff Representative voted “Aye”; Student Representative voted “Aye.”

PRESIDENT:

President Schmidt reported that CSC has been successfully visiting our legislators. Mr. John Huston and Dr. Lori Sundberg have joined him on numerous visits. They have been leaving them packets of information. They have been discussing with them CSC’s dreams and hopes of a WWAN (Wireless Wide Area Network) proposal, the Governor’s budget proposal, the Equalization Formula for Community Colleges, funding for Community Colleges, and CSC’s Envoy Program. CSC continues to maintain the commitment of meeting with our legislators and also asking them how CSC can help them. Schmidt said that this next week he will be attending the NCA Meeting in Chicago. Outcome Assessment is the focus of the conference. The cost to attend this conference is grant funded. Schmidt reported that CSC has nominated Dr. Ernest Gibson to the Board of Directors of the Illinois Student Assistance Commission (ISAC). It would be beneficial to have a representative from the Community College system on the board. President Schmidt said that he has known Dr. Gibson since the 1970’s when he was a student and employee at

the College of DuPage. The ISAC position is a Governor appointment and thus needs senatorial approval. Schmidt reported that the West Central Regional Trustees Meeting is scheduled for April 20 at John Wood Community College. President Schmidt said the next Board meeting will be April 22 at The Extension Center in Bushnell. There is new legislation and CSC will be adopting a Model Ethics Policy at this meeting. Schmidt distributed a Resolution of Support requesting that the Governor give permanent additional grant to the City Colleges of Chicago without reducing funding for the rest of the Community College/Downstate system. This Resolution has been supported by the Illinois Community College Trustees Association (ICCTA) and the Illinois Community College Council of Presidents (ICCCP). Schmidt said that today he attended the Illinois Community College Budget Hearing before the House Appropriations Committee in Springfield. Schmidt stated that community colleges provide the means of higher education for 64% of all persons who access public higher education in Illinois. The system is the only choice for many students, serving 65% of all minority students in public education. President Schmidt serves on the EQUALIZATION TASK FORCE to review the equalization portion of the community college funding formula. The Task Force will meet again on April 7.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the Sandburg Educational Network continues to cater specifically to the technology training needs of K-12 teachers. This year's Cyber Camp brochures are now being distributed. CSC has completely revamped the two day curriculum to appeal to a broader audience within the K-12 system and CSC is hoping to have a successful event. Sudhakar said that CSC will be helping schools within our district leverage computer purchases through our premier partnership with Dell. Lastly, he reported that the Technology Internship program continues to be successful with one more of their interns from last year successfully finding employment.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that the Career Fair held on March 12 was very successful. Over 500 sophomore and junior high school students attended the fair and visited the CSC campus. The Job

Fest will be held on April 1. Norton thanked Ms. Jan Hipple for her effort and coordination of the Job Fest. He invited everyone to attend. Norton displayed the Women's Basketball Team Region Four Tournament Trophy and their Arrowhead Conference Championship Trophy.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne reported that the Welding Program is bursting at the seams and John Deere is working with CSC to help satisfy their needs for employees. The program recently took a field trip to Olympic Steel and John Deere. One of the outcomes of the trip was the agreement entered into with Olympic Steel for welding practice metal for CSC. Lastly, Benne said that March 5 was a faculty In-Service Day held in conjunction with Henderson, Knox, Mercer, and Warren Counties Teachers' Institute which was held at Galesburg High School. The day was very successful.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg reported that the HR department recently went to Waterloo, Iowa, for 3 days for ACCES training and they are in the process of completing their ACCES homework. Dr. Sundberg said that CSC has completed notification of the HIPAA requirements for employees. She reported that CSC was recently awarded two additional Perkins grants (\$10,000 each) from ICCB. One grant is specifically directed for outcome assessment efforts, and the other is focused on degree audit. Lastly, she said that she recently attended the Ethical Fitness Workshop that Ms. Lauri Weichmann and Mr. Larry Byrne taught on campus. Dr. Sundberg thought it was an outstanding workshop and thanked Weichmann and Byrne.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg reported that Ms. Bev Naslund is presenting *Dual Credit Options* at the West Prairie School District Board Meeting tonight. Berg read a letter of appreciation from Ms. Linda Hartweg, Carthage High School Chorus Director. Hartweg thanked Mr. Tim Pahel for coordinating the Semenya McCord Jazz

Performance at Carthage High School. Berg said that on March 11, Ms. Gwen Koehler was honored at the IACEA State Conference as *Adult Education Director of the Year*. There were approximately 500 people in attendance at the awards luncheon. This was the 25th anniversary of the IACEA organization, but only the 4th year for the Director award. Koehler is the first recipient from a community college adult education program. Yesterday a special luncheon with the Adult Ed students was held and they recognized Koehler for her state award. Berg reported that Small Business Development Center workshops will be offered at the ETC beginning on April 1. These workshops were featured in GREDA's *Monday Memo* in support of local entrepreneurship. At that point, she introduced Mr. Eric Voyles, President/CEO of GREDA. Lastly, she said that Mr. Jeff Bryan has been conducting ACT Work Keys review for students enrolled in the John Deere Welding programs.

**DIRECTOR OF
BUSINESS SERVICES:**

Mr. Larry Byrne reported on the Bleacher/Tuck-Point Project. The bleacher portion of this project is finished. The tuck-pointing of the CSC Annex has a few items that were held up due to winter weather. Expectation is that this will be completed within the next couple of months. Byrne said that numerous projects were completed over Spring Break. He said that there was a recall of the type of breaker that is used in the main distribution panel of the Dr. Donald G. Crist Student Center and computer classrooms. The supplier, Square D, wanted to schedule a time to check the breaker and to determine if it needed repair. This meant that the entire building would have to be taken off line by Illinois Power. The process of checking this breaker went well, and we were surprised to find that all terminals of the breaker needed work. The second project was the fact that there has been a long term leaking problem in the LRC from the roof top unit. During the break, CSC contracted a local vendor to lift the unit and analyze it, and correct the problem. Even though we have not yet had a good spring storm to test the fix, there is a high degree of confidence that the problem has been corrected. Lastly, Byrne reported that during break Ms. Lauri Wiechmann and he, along with two faculty members of the Ethics Team, conducted their first seminar on ethics called *Ethical Fitness*. The class was well attended by faculty, staff, and administration. As a result of the exercises, the

participants came to a consensus of five words that would represent their core values. Based on evaluations of this seminar, it was very well received.

DEAN OF ALLIED
HEALTH:

Ms. Elaine Long reported that the Allied Health Division has had a busy Spring Semester participating in both professional and community oriented activities. ADN students attended a political action day in Springfield on February 18. Both ADN and PN nursing students assisted with the Red Cross Community Blood drive on February 9. Twenty-six Radiologic Technology students will be attending the ISSRT Annual Conference and Educational Tournament April 21-24 in Bloomington. One student submitted a scientific paper which was chosen for oral presentation and six others will be exhibiting scientific displays. Long said that the Mortuary Science program held its 8th Annual Alumni Banquet on February 28. Approximately 100 graduates, students, and guests were in attendance. Scholarships totaling \$4,800 were also awarded to currently enrolled students - \$2,800 funded by IFDA and another \$2,000 individually funded memorials or corporate scholarships specifically for Mortuary Science students. Long introduced Mr. Matt Kendall, Mortuary Science Instructor, who joined CSC this past fall. Long reported on the untimely death of Dr. Paul Good last Friday. Dr. Good had played a very supportive role in the Dental Hygiene program and was currently serving as the chairperson of the Program's Advisory Committee.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that on March 19 & 20 the ICCTA meeting was held Springfield. Ms. Gayla Pacheco, Dr. D. Wayne Green, President Schmidt, and he attended the Seminar. Seminar topics include: Accounting 102 (Interpreting Financial Reports to the Board) and Trustee Ethics (Fiduciary Responsibility). Huston said that it is important for the Board to visit with their legislators and tell them "what the problem really is and what it will take to fix it." Huston referenced Ms. Bev Fawell, Trustee from the College of DuPage, who was previously an Illinois Senator. Fawell said that "If Trustees expect a good relationship with legislators; you have to go to them." Huston also reminded everyone that Lobby Day will be April 28 in Springfield.

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FACULTY

REPRESENTATIVE: Ms. Lauri Wiechmann reported that CSC has been notified that the Dental Hygiene Clinical Board Exams will be held at CSC this year. She said it is quite an honor to host the North Regional Board Exams. Lastly, Wiechmann reported that the dental students have established a Memorial Scholarship in honor of Dr. Paul Good.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported that the MVRBC Blood Drive is Thursday, April 8 from 9 a.m. to 1 p.m. in the Dr. Donald G. Crist Student Center. Walk-ins are welcome or e-mail Ms. Heather Magness for an appointment. Strom said that an Ergonomics Seminar will be held on Tuesday, March 30. Sessions will be at noon and at 1 p.m. in Room B072. You will learn how to properly set up your work station and how to avoid repetitive motion injuries. Proper stretching techniques will also be demonstrated. Guest speakers will be Mr. Mike Salaway, P.T. and Mr. Doug Price, P.T. from Cottage Rehab and Sports Medicine. Please feel free to eat your lunch while you sit in on the seminar. Strom reported that the All College Walk will be Friday, April 16 at 7 a.m. in the Visitor's Circle. Everyone is welcome and refreshments will be provided afterwards in the cafeteria. Lastly, she said that the CSC 2 and 4 Mile Run/Walk will be Saturday, April 17 at 9 a.m.

BOARD REPORTS:

Dr. D. Wayne Green reported that the reports he heard tonight were truly "community reports." Dr. Green stated that is what a community college is all about.

Mr. John Kraus reported that he attended the Career Fair with ROWVA students. He stated that once again the Fair was well run and he was pleased that Representative Don Moffitt was in attendance as he usually is. Kraus stated it was a very positive experience for the students attending.

Ms. Gayla Pacheco reported that she attended two committee meetings at the ICCTA Meeting in Springfield. The Awards Committee is now doing their first set of final tabulations. The Diversity Committee is discussing the aspects of community colleges growing their own teachers.

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Ms. Nancy Youngquist said that she is on the committee of Young Authors and she would like to thank Ms. Judy Boyton, faculty, and students from CSC who helped judge the authors work.

Executive Session
8:30 p.m.:

Dr. D. Wayne Green moved and Mr. John Kraus seconded a request for an Executive Session to consider “probable or imminent” litigation and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, six members voted “Aye”; none voted “Nay.” Motion carried. Faculty Representative voted “Aye”; Staff Representative voted “Aye”; Student Representative voted “Aye.”

RECONVENE
8:59 p.m.:

The Regular Meeting of the Board reconvened at 8:59 p.m.

ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Ms. Gayla Pacheco
Ms. Nancy Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Bruce Lauerman

Release of Minutes of
Meetings Lawfully Closed
Under the Open Meetings
Act:

Dr. D. Wayne Green moved and Ms. Melissa Brown seconded to approve the release of the following minutes of Closed Sessions due to the fact that the need for confidentiality no longer exists for these minutes: November 15, 2001, December 20, 2001, January 20, 2002, February 2, 2002, May 23, 2002, and October 24, 2002.

MOTION:

On roll call vote, six members voted “Aye”; none voted “Nay.” Motion carried. Faculty Representative “Absent”; Staff Representative “Absent”; Student Representative voted “Aye.”

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ADJOURNMENT

9:01 p.m.:

Dr. D. Wayne Green moved and Mr. John Huston seconded that the meeting be adjourned to the next regular meeting of the Board or to the call of the Chairperson.

MOTION:

Voice vote – motion carried.