

CARL SANDBURG COLLEGE

(575th Meeting)

Regular Meeting – May 25, 2004

PUBLIC HEARING: The public hearing of the Board of Trustees of Carl Sandburg College was called to order in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Tuesday, May 25, 2004, at 7:00 p.m. by Mr. Thomas H. Colclasure, Chairperson.

ROLL CALL: Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist

Absent: Ms. Melissa Brown, Student Representative

Colclasure announced this was a public hearing to receive public comments on the proposal to sell not to exceed \$4,000,000 General Obligation Funding Bonds for the purpose of funding claims against the District and for the payment of the expenses incident thereto, and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Colclasure turned the meeting over to Ms. Lora Wright, Chief Financial Officer. Ms. Wright introduced Mr. Eric Anderson, Harris Bank & Trust-Public Finance. Anderson asked if there were any comments. Trustee Ms. Nancy Youngquist asked if the interest rate was locked in when we close in June. Anderson told her it was. Ms. Lora Wright then asked if there were any additional comments. There being none, the public hearing was turned back over to Chairperson Colclasure. Colclasure then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

ADJOURNMENT

7:07: Mr. Bruce Lauerman moved and Dr. D. Wayne Green seconded that the Public Hearing be adjourned and declared closed at 7:07 p.m.

MOTION: Voice vote – motion carried.

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PUBLIC HEARING #2: The public hearing #2 of the Board of Trustees of Carl Sandburg College was called to order in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Tuesday, May 25, 2004, at 7:08 p.m. by Mr. Thomas H. Colclasure, Chairperson.

ROLL CALL: Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist

Absent: Ms. Melissa Brown, Student Representative

Colclasure announced this was a public hearing to receive public comments on the proposal to sell not to exceed \$303,720 Working Cash Fund Bonds for the purpose of funding claims against the District and for the payment of the expenses incident thereto, and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Colclasure turned the meeting over to Ms. Lora Wright, Chief Financial Officer. Ms. Lora Wright then asked if there were any comments. There being none, the public hearing was turned back over to Chairperson Colclasure. Colclasure then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

ADJOURNMENT

7:09: Ms. Nancy Youngquist moved and Mr. Bruce Lauerman seconded that Public Hearing #2 be adjourned and declared closed at 7:09 p.m.

MOTION: Voice vote – motion carried.

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Tuesday, May 25, 2004, at 7:10 p.m.

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ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist

Absent: Ms. Melissa Brown, Student Representative

Others: Mr. Thomas A. Schmidt, President; and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Ms. Jill Johnson, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Ms. Beverly Naslund, Mr. Steve Norton, Ms. Blanche Shoup, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative; Mr. Darrell Clevidence, and Dr. Ken Grodjesk. Staff: Ms. Angela Strom, Staff Representative; Ms. Janis Hipple, and Dr. Diane Kroll. Others: Mr. Eric Anderson, Ms. Melanie Dallefeld, Ms. Meghan Kennedy, Mr. Mark Pfeleger, and representatives of the media.

Removed from the Agenda: Item #5.10 (Appointment – Coordinator of Academic Support Services) and item #7 (Information Item-Guaranteed Energy Savings Contract-Phase I & III) were removed from the Agenda.

Items from the Floor: Dr. Diane Kroll introduced Ms. Meghan Kennedy, new Student Representative to the Board of Trustees. Kennedy will take her seat at the board table in June. President Schmidt introduced Mr. Mark Pfeleger, new Dean of Occupational Programs. Pfeleger's employment with CSC will begin July 1, 2004.

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

- minutes of April 22, 2004, meeting of the Board,
- bills for the month of April 2004,
- publishing and posting the legal notice in accordance with the state statute, stating the budget's availability for examination

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and the time for the public hearing on the budget to be June 24, 2004, at 6:30 p.m. at the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois.

MOTION:

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

Consent/Personnel:

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

- granted an unpaid leave of absence under the Family Medical Leave Act for Ms. Rhonda Perez, Children’s School Teacher, effective April 15, 2004 through July 8, 2004,
- granted an unpaid leave of absence under the Family Medical Leave Act for Ms. Mellissa McCants, Children’s School Teacher, effective May 31, 2004 through August 20, 2004,
- granted an unpaid leave of absence for Ms. Amy Burford, TRIO SSS Academic Advisor/Retention Coordinator, effective April 19, 2004 through July 9, 2004,
- appointment of Program Coordinators for the 2004-2005 academic year:
 - Child Development – Ms. Marjorie Judson
 - EMT/Paramedic – Mr. Timothy Murphy
 - Mortuary Science – Mr. Timothy Krause
 - Music – Mr. Timothy Pahel
 - Business Open Lab – Ms. Diana Billeter
 - Cosmetology – Ms. Barbara Kirchgessner
 - Sonography – Ms. Jodi McGivern
 - Dental Hygiene – Ms. Lauri Wiechmann
 - Automotive Technology – Mr. Larry Wright
 - Computer Information Systems – Mr. Timothy Smith,
- 4.50 percent salary adjustment for WIA Staff effective July 1, 2003 (funds for this salary adjustment are solely from grants managed by WIA office),
- resignation of Ms. Annette St. Ledger, Bursar, effective May 31, 2004,
- employment of Ms. Nora Austin, Bursar, Mid-Management position, Level IV, Address 5, at an annual salary of \$28,940, prorated, effective June 1, 2004,
- employment of Mr. Mark Pfeleger, Dean of Occupational Programs, Administrative position, Level II, Address 7, at an annual salary of \$62,340, effective July 1, 2004,

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- employment of Ms. Debra Miller, Director of The Branch Campus, Administrative position, Level I, Address 8, at an annual salary of \$48,190, effective July 1, 2004.

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

Financial Reports: Ms. Nancy Youngquist moved and Mr. John Kraus seconded that the minutes reflect receipt of the financial reports.

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

Review Tentative
2005 Budget: Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded to approve June 9, 2004, at 6:30 p.m. in the A. Lewis Long Conference Room, Carl Sandburg College, as the date for the Budget Committee to review the budget.

MOTION: Voice vote – motion carried.

Adoption of Tentative
2005 Budget: Dr. D. Wayne Green moved and Mr. Bruce Lauerma seconded to approve the adoption of the FY-2005 tentative budget.

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

Approval of Associate
of Arts in Teaching Degree: Mr. Bruce Lauerma moved and Ms. Gayla Pacheco seconded to approve an Associate of Arts in Teaching Degree for submission to the Illinois Community College Board for approval and implementation at the earliest possible date.

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

PRESIDENT:

President Schmidt reported that Phi Theta Kappa is featured in a recent article in the *USA Today*. Schmidt said that he had the 2004 AACC Executive Committee Ballots if any Trustee would like one. Schmidt reported that the five capital projects are in the works. The bidding process for the projects will begin late summer. He said that work on the new Student Success Center will begin soon and the majority of the work will be done by CSC maintenance staff. Schmidt said that this Thursday there is a meeting scheduled for the EQUALIZATION TASK FORCE. He will be participating in the meeting by conference call. Efforts are being made in both the Senate and House to bring about a solution and not to take the money from downstate community colleges in Illinois to support the City Colleges of Chicago. This will be a solution for budget 2005, but not a long term solution and it is something that the community colleges will have to continue to work on. Schmidt reported that the Illinois Community College Board will also have a special meeting Thursday that will take place at 1 p.m. He stated that he will participate in a Finance Committee conference call at 9 a.m. Thursday. Schmidt said that Trustee John Huston was recently recognized as being a two time recipient of the Illinois Community College Trustee Association Education Award which is only granted to those who have participated in 15 or more ICCTA sponsored seminars. Huston will be honored at the ICCTA Annual Awards Banquet in Springfield in June. Schmidt said that as an outgrowth of the CSC Budget for 05 it is important that “structure follows strategy.” Thus, Dr. Lori Sundberg will become a member of the President’s Cabinet effective July 1, 2004. Schmidt said that Dr. Sundberg’s input is critical to the Cabinet at this time. Lastly, he said that Ms. Gwen Koehler will become Dean of Adult & Developmental Education effective July 1, 2004. The leadership Koehler has brought to the Adult Ed Program has been enormous.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the Faculty Summer Institute held on campus May 17-20 was a great success. Fifteen faculty members and support staff attended and learned effective curriculum technology integration techniques. Sudhakar stated that the Faculty Technology showcase held on campus on April 29 was also a success. He said that we are in the process of designing and configuring our IP based distance learning network in

preparation for the start of the summer semester June 7. Sudhakar reported that he has an Intern from Illinois State University, Jason Cassidy, who will be working with IT services on the Portal project and also with IT and Marketing on the multimedia project. Lastly, he stated that the Acces project is proceeding per schedule. Live simulation for Colleague Financials will be conducted on Campus June 10 and 11 in preparation for go live date of July 1.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Mr. Larry Benne reported that he just returned from Springfield today where Mr. David Kellogg and he met with the Department of Corrections to discuss next year's contract. The DOC is recommending a zero percent increase in salaries. Benne stated that CSC will not have to lay off any Hill Correctional employees at this time. Benne reported that the pre-summer session is half over and things look good for the summer session.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton thanked everyone for their help and assistance with graduation. He said that it takes a lot of preparation and effort and he greatly appreciates their extra work. Norton stated that the Student Success Center will house both TRIO Programs (Student Support Services (SSS) and Upward Bound).

CHIEF FINANCIAL
OFFICER/TREASURER:

Ms. Lora Wright thanked Ms. Annette St. Ledger for her work and dedication to CSC and wished her well in her new job. Wright reported that the Certificate of Achievement for Excellence in Financial Reporting has been awarded to Carl Sandburg College by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Wright was awarded the Financial Reporting Achievement Award. This goes to the individual designated by the government as primarily responsible for preparing the award-winning CAFR. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The GFOA is a

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nonprofit professional association serving approximately 15,000 government finance professionals.

DEAN OF LEARNING
RESOURCE SERVICES/
EVENING
ADMINISTRATOR:

Mr. Mike Walters reported that he just returned from a two week visit to the city of s'Hertogenbosch and the King Wilhem I College in the Netherlands. Walters thanked the administration and the board for allowing him to go on this exchange trip. This past October his exchange partner, Karin Duvigneau, was at CSC for two weeks. Walters stayed with Duvigneau and her family. They planned many activities during his visit including trips to the elementary school, city public library, university libraries, and to Duvigneau's college four libraries. They also visited the countryside and several larger cities. He was very impressed with their country and their college. The exchange is done through the Illinois Consortium of International Studies Program which CSC is a member along with twenty other community colleges and Illinois State University.

WIA DIRECTOR:

Ms. Blanche Shoup reported that the Transition Training Center opened in April as part of the IETC, at the corner of Henderson and Main. Peer counselors are stationed at the center, training opportunities for spouses are available, and Family Matters agency network has been formed. In August, the Center will be in a new location. Shoup said that in September an Outreach Center will be opening in Monmouth. She reported that the Critical Skills Shortage Initiative (CSSI) early bird report is due June 2. They will be submitting an application which targets manufacturing occupations. Training funds will be requested to target high skills areas as identified by manufacturing firms in the 9 county areas. The next round of funding will target IT and Healthcare occupations. She said they hope to have new programs and initiatives in place after January 1.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg reported that she attended the CCBenefits data workshop on using the new software that ICCB purchased for the community colleges. She also attended a data workshop on using

Census Data. Dr. Sundberg said that we have the capabilities to access more data than we ever thought possible. She will be attending the national conference this weekend for institutional researchers. Dr. Sundberg reported that CSC submitted the Perkins grant and her office is currently working with Ms. Misty Lewis on the TRIO SSS grant. It appears that the grant could possibly be due late August. She said that the Personnel Office is working diligently with the datatel project. Lastly, Dr. Sundberg would like to thank Ms. JoAnne Miller for getting the annual picnic project off to great start.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg reported that on May 11, the Educational Technology Center (ETC) was reviewed by the ACT Regional Consultant for a compliance audit. The official letter states that the facility meets all technical requirements, and creates a welcoming, comfortable, and efficient testing environment. The letter complimented staff as very accomplished, knowledgeable, and skilled at the test delivery process. The summary stated that the “staff, facility, and equipment all help make the Carl Sandburg College ACT Center an exemplary ACT Center.” Berg said that registration for *Kids on Campus* is going well. Carthage has approximately 100 students registered for their June program and Galesburg has 115 students registered for the August program. Berg reported that CSC has been notified that the nomination for *Community Development Best Practices* has been selected by the Association of Community College Trustees (ACCT) as one of five from the Central Region (10 states). As an award winner, CSC will make a presentation at the regional ACCT Leadership Conference in Baltimore in June and again at the national Leadership Congress in New Orleans in October. On behalf of CSC, Dr. D. Wayne Green and Berg will present our *Best Practices* at these conferences. Lastly, Berg said June will be Ms. Carol Gronewold’s (Director of The Branch Campus) last board meeting and she would like to thank her now for her dedicated service to CSC.

DIRECTOR OF BUSINESS
SERVICES:

Mr. Larry Byrne reported that the bleacher project and the tuck pointing of the CSC Annex have now been completed, and this combined project has been closed out. Byrne said that

maintenance services are gearing up for a busy summer of projects. He reported that on April 23 and 24 CSC hosted the Illinois High School Band and Chorus competition. Alexis High School coordinated this year's event. In all, 12 schools participated with nearly 1,000 students in attendance. The room demands on the College consisted of one home room per school, two for larger schools, plus a warm up room, a site reading room, and the gym for the performance room. CSC was also asked for a room to serve as the command central. The follow-up meeting generated very favorable comments from the Alexis Music Instructor, who was the lead person for the IHSA. If asked to host the event in the future, CSC will be better prepared and will make a few changes to enhance the event. Lastly, Byrne said that he recently graduated from the Leadership Greater Galesburg Class XI. This concluded a year of monthly workshops. He now looks forward to participating in various service and/or civic activities for the Galesburg area.

DEAN OF ALLIED
HEALTH:

Ms. Elaine Long reported on the FY 2005 Program Expansions in Allied Health Division. In an effort to respond to increased student interest in health care careers, local and regional employment projections, and displacement of workers due to closing of area manufacturing facilities, the Allied Health Division has undertaken the following initiatives:

(Nurse Assistant) added second section (evenings) Summer '04 (14 students as of 5/25/04 at 6.5 cr. hrs/student);

(Associate Degree Nursing – First Year) admitted 10 additional students (40 total) by offering afternoon clinicals (10 students, 18 cr. hrs/student professional courses; 20 cr. hrs/student general education);

(Associate Degree Nursing – Second Year) plan to accept 10 additional PNs/PN graduates into current second year class (40 total) by offering afternoon clinicals (10 students, 22.5 cr. hrs/student professional courses-13 cr. hrs/student general education);

(Practical Nursing) adding second section (evenings) with Spring 05 start (20 students, 21 cr. hrs/student professional courses; 16 cr. hrs/student general education); and

(Diagnostic Medical Sonography) in the process of adding an additional community college district to 13 district agreement (admitted 18 students and potential of 2 more pending acquisition

of the new cc district-33% increase over previous highest enrollment-5 students, 47.5 cr. hrs/student professional courses). All these expansions have a potential of generating 1,000 additional Allied Health hours.

DIRECTOR OF
MARKETING &
PUBLIC RELATIONS:

Ms. Robin DeMott reported that *The Paper* is working on a special tab titled *Transitions*. It will contain feature articles that offer inspiration and hope to those currently in a point of transition including several articles from CSC. It will provide a section of area employment opportunities as well as feature letters of encouragement from community leaders including CSC President Schmidt. It will be distributed to *The Paper's* total circulation of 24,000 and an additional 5,000 copies will be distributed to area referral sources, colleges, and employment resources. DeMott said that CSC recently partnered with WQAD-TV Channel 8 to be featured on their College Tour Section of their Web Site along with Western Illinois University and Black Hawk College. She reported that the College catalog is due back from the printer June 1 and the Business and Community Education Class Schedule is due June 7. DeMott said that there have been many updates and changes to the CSC web site including the recently developed K-12 Resources site that is a part of the Resources Section. It contains information about our Envoy Reports, Sandburg Net, Tech Prep, Channel 22, Kids On Campus program, as well as links to several excellent education web sites including News Parents Can Use, NASA: Math & Science, and the Illinois Channel. She said that CSC is working on a new recruiting brochure and a CME/Industrial Programs DVD. Lastly, DeMott reported that 24 CSC banners that fit into the new Downtown Council's Streetscape were added in downtown Galesburg around the square.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that the ICCTA (Illinois Community College Trustees Association) Annual Convention will be held June 17-19, 2004, in Springfield. The first seminar will be "*Boards for a New Century.*" The second seminar will be "*Update on the State Ethics Act.*" The Annual Awards Banquet will follow Friday evening.

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FACULTY

REPRESENTATIVE: Ms. Lauri Wiechmann reported that the Faculty Assembly is working with Human Resources in orienting new faculty to the campus. She stated that beginning this summer; the new faculty orientation will involve orientation to the College and the responsibilities of faculty. Lastly, Wiechmann said that Faculty Assembly will be following in the footsteps of the Trustees by going paperless with their meeting packets. They had a trial run in April and everything went well.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported for the Wellness Committee. She said that *National Parks* is an ongoing summer fun-filled fitness incentive program that takes you to eight of America's national treasures – from Acadia to Yellowstone – where you'll learn about the history and majesty of our famous natural playgrounds. To sign up for the program, contact Ms. Heather Magness.

Executive Session

8:12 p.m.:

Mr. John Huston moved and Dr. D. Wayne Green seconded a request for an Executive Session to discuss collective negotiating matters between the public body and its employees or their representatives; to consider the purchase or lease of real estate for the use of the public body; to consider “pending” litigation; to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act; and to consider the appointment, performance, discipline, and compensation of specific employees of the public body and or students of the public body.

MOTION:

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

RECONVENE

9:09 p.m.:

The Regular Meeting of the Board reconvened at 9:09 p.m.

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ROLL CALL: Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist

Absent: Ms. Melissa Brown, Student Representative

ADJOURNMENT

9:10 p.m.: Dr. D. Wayne Green moved and Ms. Nancy Youngquist 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.