

CARL SANDBURG COLLEGE  
(628<sup>th</sup> Meeting)  
Regular Meeting – June 26, 2008

**PUBLIC HEARING:** The public hearing on the FY-2009 budget was held in the A. Lewis Long Conference Room (E200), Carl Sandburg College, 2400 Tom L. Wilson Boulevard, Galesburg, Illinois, on Thursday, June 26, 2008, at 6:30 p.m. Mr. John T. Huston, Chairperson, called the budget hearing for Carl Sandburg College District 518 to order and turned the meeting over to Ms. Lisa Blake, Chief Financial Officer/Treasurer. Following discussion on the budget, Mr. John T. Huston, Chairperson, declared the budget hearing closed at 6:34 p.m.

**CALL TO ORDER:** The regular meeting of the Board of Trustees of Carl Sandburg College was held in the A. Lewis Long Conference Room (E200), Carl Sandburg College, Galesburg, Illinois, on Thursday, June 26, 2008, at 7:00 p.m.

**ROLL CALL:**

Present: Mr. John T. Huston, Chairperson  
Mr. Michael T. Bavery, Secretary  
Rev. Jon A. Sibley, Sr., Vice Chairperson  
Mr. Thomas H. Colclasure  
Dr. D. Wayne Green  
Mr. Bill C. Robinson  
Ms. Barb Kirchgessner, Faculty Representative  
Ms. Lori Shay, Staff Representative

Absent: Mr. Jack P. Ball  
Ms. Brittany Manser, Student Trustee

Others Present: Mr. Thomas A. Schmidt, President; Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Tony Bentley, Ms. Sherry Berg, Ms. Lisa Blake, Mr. Larry Byrne, Ms. Robin DeMott, Ms. Marnie Dugan, Ms. Lisa Hanson, Ms. Carol Kreider, Ms. Misty Lewis, Mr. Steve Norton, Mr. Mark Pfeleger, Mr. Jim Rich, Dr. Lori Sundberg, and Dr. Connie Thurman. Faculty: Ms. Carol Petersen. Staff: Ms. Andrea Shifflet. Others: representatives of the media.

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Items from the Floor--

Resolution-Faculty

Representative:

Mr. Mike Bavery moved and Rev. Jon Sibley, Sr. seconded to approve a Resolution thanking Ms. Barbara Kirchgessner, Faculty Representative, for her representation on the Board of Trustees from July 2007 through June 2008.

MOTION:

Voice vote – motion carried.

Resolution-Staff

Representative:

Rev. Jon Sibley, Sr. moved and Mr. Bill Robinson seconded to approve a Resolution thanking Ms. Lori Shay, Staff Representative, for her representation on the Board of Trustees from July 2007 through June 2008.

MOTION:

Voice vote – motion carried.

Both Kirchgessner and Shay thanked the Board of Trustees for the opportunity to represent their peers on the Board of Trustees.

Consent Agenda-General:

Mr. Tom Colclasure moved and Mr. Mike Bavery seconded to approve the following items under the Consent Agenda-General:

- minutes of May 22, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of May 2008,
- ordinance and certificate establishing prevailing rate of wages as required by the Illinois Department of Labor for signing and filing by the Board of Trustees with the Secretary of State,
- RAMP/CC2010 report for submission to the Illinois Community College Board,
- change in the start time for its regular meeting scheduled for July 24, 2008, to 7:30 p.m.,
- signature approval and acceptance of the Community College Treasure's Bond for the purpose of bonding Ms. Lisa Blake as Treasurer for the District,
- Closed Minutes: Release-none; not release-November 15, 2007, December 18, 2007, January 11, 2008, January 12, 2008, January 24, 2008, February 28, 2008, March 27, 2008, and April 24, 2008 (due to the fact that the need for confidential treatment still exists and therefore, those minutes shall not be made available for public inspection at this time),
- destruction of verbatim audio CD's of Closed Session meetings from: June 2006 through November 2006 (as all the criteria for destruction of these CD's under the amended Public Act 93-523, of the Open Meetings Act, has been met).

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

Consent Agenda-Personnel: Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to approve the following items under the Consent Agenda-Personnel:

- employment of Mr. Gary Douglas, full-time tenure-track Sociology Instructor (union eligible), reflecting a Master’s Degree, Address 2, at an annual salary of \$36,920, effective July 1, 2008,
- employment of Ms. Kellie-Mayes-Denker, full-time tenure-track Economics/Business Administration Instructor (union eligible), reflecting a Master’s Degree, Address 0, at an annual salary of \$35,520, effective July 1, 2008,
- appointment of Program Coordinators for 2008-2009 Academic Year: Child Development, Ms. Marjorie Judson; Mortuary Science, Mr. Timothy Krause; Music, Mr. Timothy Pahel; Business Open Lab, Ms. Diana Norris; Cosmetology, Ms. Barbara Kirchgessner; Sonography, Ms. Jodi McGivern; Dental Hygiene, Ms. Kim Norris; Automotive Technology, Mr. Larry Wright; Computer Information Systems, Ms. Cynthia Johnson and Ms. Linda Lee; Art, Ms. Lisa Mohr; Criminal Justice, Mr. David Kellogg; Radiologic Technology, Ms. Jackie Whipple,
- appointment of Associate Deans for 2008-2009 Academic Year: Humanities and Performing Arts, Ms. Julie Gibb; Social and Behavioral Sciences, Mr. James Graham; Math and Natural Sciences, Mr. Darrell Clevidence,
- resignation of Mr. Chris Graham, Third Shift Custodial, effective June 7, 2008,
- resignation of Ms. Pradeepa David, Full-time Chemistry Instructor, effective June 30, 2008,
- employment of Mr. Randall Van Middlesworth, Full-time Electrical Control Technology Instructor (union eligible), reflecting a Master’s Degree, Address 0, at an annual salary of \$35,520, effective July 1, 2008.

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

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Financial Reports: Mr. Bill Robinson moved and Rev. Jon Sibley, Sr. seconded that the minutes reflect receipt of the Financial Reports.

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

Mini-Treat--  
Noel-Levitz, Enrollment  
Management Partner:

Mr. Steve Norton, Ms. Robin DeMott, and Ms. Marnie Dugan presented an informational update on Noel-Levitz, CSC’s Enrollment Management Partner.

FY-2009 Final Budget: Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to approve the FY-2009 Final Budget for Carl Sandburg College.

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

Fund Transfer: Working  
Cash Interest-Capital  
Equipment:

Mr. Mike Bavery moved and Mr. Bill Robinson seconded to approve transfer of an amount not to exceed \$520,300 from the Working Cash Fund Interest in accordance with the Capital Equipment and Capital Improvement components of the FY-2009 Budget.

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

Interest Transfer: Risk  
Management (Insurance)  
Reserve Fund:

Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded to approve a Resolution, thereby declaring \$344,450 as a surplus Risk Management (Insurance) Reserve Fund Interest and the transfer of an amount not to exceed \$344,450 to the FY-2009 Liability, Protection, and Settlement Fund effective July 1, 2008.

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

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Principal Transfer: Strategic  
Technology Endowment  
Fund (STEF)-Capital  
Equipment:

Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to approve the transfer of an amount not to exceed \$621,150 from the College's Strategic Technology Endowment Fund (STEF) in accordance with the Capital Equipment component of the FY-2009 Budget.

MOTION:

On roll call vote, six members voted "Aye"; none voted "Nay"; one absent. Motion carried. Student Trustee "Absent"; Faculty Representative voted "Aye"; Staff Representative voted "Aye."

Interest Transfer: Strategic  
Technology Endowment  
Fund (STEF)-Capital  
Equipment:

Mr. Bill Robinson moved and Mr. Mike Bavery seconded to approve the transfer of an amount not to exceed \$282,650 from the College's Strategic Technology Endowment Fund (STEF) in accordance with the Capital Equipment component of the FY-2009 Budget.

MOTION:

On roll call vote, six members voted "Aye"; none voted "Nay"; one absent. Motion carried. Student Trustee "Absent"; Faculty Representative voted "Aye"; Staff Representative voted "Aye."

Education Fund: FY-2009  
Interfund Loans:

Mr. Mike Bavery moved and Mr. Bill Robinson seconded to approve to authorize the Treasurer to issue Interfund Loans in accordance with the approved FY-2009 Budget as an ongoing standard procedure for regular transactions.

MOTION:

On roll call vote, six members voted "Aye"; none voted "Nay"; one absent. Motion carried. Student Trustee "Absent"; Faculty Representative voted "Aye"; Staff Representative voted "Aye."

Advanced Binocular  
Microscope:

Rev. Jon Sibley, Sr. moved and Dr. D. Wayne Green seconded to approve to award a contract for thirty (30) advanced binocular microscopes to Nebraska Scientific of Omaha, Nebraska, based on lowest bid to specifications, in the amount of \$19,333.20.

MOTION:

On roll call vote, six members voted "Aye"; none voted "Nay"; one absent. Motion carried. Student Trustee "Absent"; Faculty Representative voted "Aye"; Staff Representative voted "Aye."

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Project Campus Refresh-  
Furniture Purchase:

Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded to approve to award a contract to Office Specialists Inc. of Galesburg, Illinois, based on low bid, to refresh our classroom and faculty office furniture in the amount of \$137,961.72 with a target completion date of August 15, 2008.

MOTION:

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

PRESIDENT:

President Schmidt reported that through the process conducted for the Staff Representative to the Board and following the interview of candidates; Ms. Diane Weeks will be the new Staff Representative for 2008-2009. She will begin next month at the Board Meeting in Carthage.

He reported that *Campus Refresh* is underway district wide. We have new and improved facilities at the Education Commons (Carthage) with a new Allied Health Lab which was completed by our CSC Physical Plant Team.

President Schmidt asked the Board to consider planning a Board Retreat this fall. We typically have two Retreats a year. The Retreat is typically held on a Friday evening and a Saturday morning.

He congratulated Mr. Samuel Sudhakar on being awarded a \$500 scholarship from the Delta Mu Delta-Lambda Eta Chapter of Northcentral University.

President Schmidt said that tomorrow CSC will host the ISAC (Illinois Student Assistance Commission) Meeting in the boardroom at 10:30 a.m. CSC will have two students speak on behalf of CSC.

President Schmidt reported that recently he had the opportunity to interact directly with Representative Don Moffitt. The meetings were meaningful and he was able to have discussions on the insight of what is happening at the state level with units of local governments and their budgets. He appreciates the time Representative Moffitt spent on this subject.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton thanked Student Services staff for their efforts in the registering students for the fall and their support to summer school students. He reported that we have many athletes who have received Academic Honors. Mr. Grant Grimmett received the 2008 NJCAA Division II Rawlings Gold Glove Award. Norton

said that the Award was well deserved. Grimmatt is a power hitter and a team leader. He will continue his education at William Penn.

VICE PRESIDENT OF  
ACADEMIC SERVICES:

Dr. Lori Sundberg reported that things have been busy for the summer session, but going well. With gas prices being what they are, we are doing something we have not done before in our academic scheduling for spring. We are developing a schedule that would have students only coming to campus four days a week. We are hoping that will help those students who have a good distance to drive not feel the gas pinch as much as they otherwise would. We have had a couple of initial sessions with the Deans and Associate Deans, and it appears that we can get 99% of our academic schedule on a 4 day approach. Sundberg said she would continue to keep the Board informed as we move into the fall session. Sundberg reported that HR has been very busy this past month. The department is nearing the completion of a whole new section of web pages designed for CSC employees. These pages will have resources with everything from benefits to training. HR is continuing the migration for our 403B program over to a third party administrator due to new IRS regulations. In addition, they are reviewing all of the employee files to make certain all files are complete and accurate as we move into preparing for our NCA visit.

Lastly, Sundberg reported that Mr. Martin Carver, the former CEO of Bandag in Muscatine, has agreed to come speak at the College. He agreed to do it for no fee except lunch and mileage. The Galesburg Chamber CEO is thrilled as well as we are excited to be able to offer a community education experience of his caliber.

VICE PRESIDENT OF  
ADMINISTRATIVE  
SERVICES & CIO:

Ms. Lisa Blake reported on behalf of Mr. Samuel Sudhakar. Cyber Camp 2008 went very well on June 12 and 13 with fifty-five teachers from fifteen different school districts in attendance. The topic of this year's Camp was *Social Networking in Education Part II*. The Physical Plant team is working to complete *Project Campus Refresh* which is well underway. The IT team is working on Active Campus Portal, Server, and Software upgrade projects in preparation for the upcoming fall semester. The Bright Minds Internship program started last Tuesday with five students from ROWVA, Monmouth-Roseville, and United School districts. The topic of this year's research is *Forensic Science*. Mr. David Kellogg is co hosting this year's program. The Guaranteed Energy Savings Project is progressing on schedule. Work in the new

Adult Ed building and the new Allied Health building have been completed. Work on the Student Success Center is being completed this week.

ADMINISTRATIVE  
REPORTS:

Ms. Marnie Dugan gave a report.

FACULTY  
REPRESENTATIVE:

Ms. Barbara Kirchgessner introduced Ms. Carol Petersen. Petersen will be the Faculty Representative to the Board for the 2008-2009 Academic Year.

STAFF  
REPRESENTATIVE:

Ms. Lori Shay reported that several staff members asked her to convey their thanks to the Board for CSC summer hours. They all truly appreciate them and enjoy them as well. Ms. Pat Thurman wanted to thank the Security and Maintenance Staff for their quick response to the deer trying to get into the Crist Center. Visitors are always welcome, animals not so much. Shay said that credit hour numbers are up from last year in the Academic Skills Center. They have several new instructors this term and they are doing a really great job and are very enthusiastic. Shay reported that Ms. Karen Avalos said that they are busy with students and classes over in Adult Literacy and they already have 6 GED graduates since graduation in May. Shay said that Ms. Carol Crouch wanted to thank the Administration and Maintenance Staff for the work that has made the Student Success Center such a student gathering place. Mr. Phil Jennings reported that the counselors have put together what they call "*The Answer Center*." It is a supplement planned to follow the CSC online orientation. A variety of *Answer Centers* will be staffed at selected times and locations during the first two weeks of classes for the 2008 fall semester. Students will be able to stop at the tables to ask questions or seek solutions to problems that they are having with school. During registration for classes, students are being directed to access the online student orientation. Included with the orientation is a brief self assessment asking students to make sure that they know how to log-in to WebAdvisor and mySandburg; how to access their student e-mail account; how to get their student ID card; etc. Students are asked to print the assessment and bring it with them to *The Answer Center* for help with any of the items listed on the assessment. There will be many resources available at *The Answer Center* to help students including copies of the CSC Student Handbook, study guides, student discount cards, and maps. Volunteers will include counselors, Student Services staff members, students,



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tutors, etc. The Help Desk staff will also be available to help students with technical issues. There will be a variety of “give away” items—from pens to gift certificates for free massages.

BOARD REPORTS: No reports.

Closed Session  
8:13 p.m.:

Rev. Jon Sibley Sr. moved and Mr. Bill Robinson seconded a request for a Closed Session to consider the purchase or lease of real estate for the use of the public body; collective negotiating matters between the public body and its employees or their representatives; and to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body.

MOTION:

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

RECONVENE  
9:24 p.m.:

The Regular Meeting of the Board reconvened at 9:24 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson  
Rev. Jon A. Sibley, Sr., Vice Chairperson  
Mr. Michael T. Bavery, Secretary  
Mr. Thomas H. Colclasure  
Dr. D. Wayne Green  
Mr. Bill C. Robinson

Absent: Mr. Jack P. Ball  
Ms. Brittany Manser, Student Trustee  
Ms. Barb Kirchgessner, Faculty Representative  
Ms. Lori Shay, Staff Representative

ADJOURNMENT  
9:24 p.m.:

Mr. Mike Bavery moved and Rev. Jon Sibley, Sr. 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.