

CARL SANDBURG COLLEGE  
(630<sup>th</sup> Meeting)  
Regular Meeting – August 28, 2008

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, August 28, 2008, at 7:00 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson  
Rev. Jon A. Sibley, Sr., Vice Chairperson  
Mr. Thomas H. Colclasure  
Dr. D. Wayne Green  
Mr. Bill C. Robinson  
Ms. Brittany Manser, Student Trustee  
Ms. Carol Petersen, Faculty Representative  
Ms. Diane Weeks, Staff Representative

Absent: Mr. Michael T. Bavery, Secretary  
Mr. Jack P. Ball

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. Misty Lyon, Ms. Debra Miller, Mr. Steve Norton, Mr. Mark Pfeleger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Dr. Connie Thurman, Mr. Mike Walters, and Ms. Lauri Wiechmann. Faculty: Mr. James Graham. Staff: Ms. Andrea Shifflet. Others: a representative of the media.

**PRELIMINARY**

Items from the Floor:

President Schmidt presented a certificate to Chairperson John Huston from the ACCT (Association of Community College Trustees) stating that Carl Sandburg College is a Member in Good Standing. The President also presented a Certificate of Recognition to Chairperson Huston from the ICCB (Illinois Community College Board).

**INFORMATION**

Credit Hour Budget  
Report:

Dr. Lori Sundberg presented the Credit Hour Budget Report.

Mini-Treat –  
New York City/United  
Nations Close-up Class:

Mr. James Graham, Associate Dean of Social & Behavior Sciences, gave an information presentation on the trip this past June to New York City (United Nations Close-up Class). Graham has been taking the yearly trip since 1991. Graham emphasized the learning that takes place on the trip outside of the classroom. The students keep a journal and are required to write a paper about their experience at the end of the class, after returning from New York City. You may view pictures from the trip on Graham's webpage:  
[http://instruction.sandburg.edu/jgraham/Photo/NYC\\_CLASS/nyc\\_class.html](http://instruction.sandburg.edu/jgraham/Photo/NYC_CLASS/nyc_class.html)

**BOARD**

**ADMINISTRATION**

Financial Reports:

Rev. Jon Sibley, Sr. moved and Mr. Tom Colclasure seconded that the minutes reflect receipt of the Financial Reports.

MOTION:

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

Consent Agenda:

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

- minutes of July 24, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of July 2008,

- appointment of Radiologic Technology Advisory Committee Members: Laurie McKillip, Mary Mowen, Cathe Browne, Dan Harn, Kathy Chandler, Wendi Hook, Dr. Stephen Lehnert, and Dave Pettett,
- reschedule the regular board meetings for November and December 2008 to Tuesday, November 18 and Thursday, December 18, 2008,
- employment of Mr. David Olin, Third Shift Security Guard (union eligible), reflecting Physical Plant, Level I, Address 4, at an annual salary of \$19,340, prorated, effective September 1, 2008,
- resignation of Ms. Linda Thomas, Library Technical Assistant – Branch Campus, effective August 22, 2008,
- employment of Ms. Rebecca Young, Foundation Assistant (union eligible), reflecting Technical, Level II, Address 3, at an annual salary of \$19,660, prorated, effective October 1, 2008. (This position will be fully funded by the Carl Sandburg College Foundation.)

MOTION:

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

**Specific Items:**

Activity Bus Lease:

Mr. Tom Colclasure moved and Rev. Jon Sibley, Sr. seconded to approve awarding a three year lease to Midwest Transit Equipment, Inc. of Kankakee, Illinois, for the lease of two (2) activity buses at an annual cost of thirteen thousand four hundred and sixteen dollars (\$13,416).

MOTION:

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

Maintenance Truck:

Dr. D. Wayne Green moved and Mr. Bill Robinson seconded to approve the purchase of a 2008 F250 4x4 truck from River City Truck Sales Inc. of Davenport, Iowa, in the amount of \$28,308 plus title transfer and license, and allow the trade in of the 1995 Ford F250 4x4 at a trade value of \$500. This recommendation is based on availability.

MOTION:

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

Schedule Fall Retreat: After discussion by the Board of Trustees, their Fall Retreat was scheduled for Friday, October 17 and Saturday, October 18, 2008.

## **REPORTS**

President: President Schmidt reported that he will be attending the Illinois Community College Board (ICCB) Budget and Finance Committee Hearing on the State Budget at Illinois Central College in Peoria on September 8. These hearings are the direct effect of the lack of funding from the State to community colleges. President Schmidt said that Dr. Lori Sundberg will serve as Vice President of the Galesburg Planning Commission and that congratulations are in order. He reported that on September 8 he will also attend a meeting in Carthage concerning the recent layoffs at Methode. CSC will explore how we can assist these individuals academically. Lastly, President Schmidt distributed an article titled *New Leaders Fact Prickly New Dilemmas*, by Terry O'Banion.

Vice President of Student Services: Mr. Steve Norton reported that Student Services is off to a busy start. This year rather than the traditional student orientation we are trying something new. Answer Centers were set up on campus at the beginning of school and staffed by counselors and advisors to answer any questions the students may have. The Centers appear to have been very successful. Over 400 students have stopped to ask assistance. Norton said that Noel-Levitz continues to have frequent meetings with faculty and staff and he will continue to have frequent updates for the Board. Noel-Levitz kicked off their partnership with a presentation at the Employee Back-to-School Luncheon/Annual Service Awards last Thursday. He reported that CSC will be the *College of the Month* in the *JUCO Review* November Issue which is the official publication of the National Junior College Athletic Association.

Vice President of Academic Services: Dr. Lori Sundberg reported that the fall semester is off to a great start. The Campus Refresh which included paint, carpet, and new desks in all of the instructional areas has been greatly appreciated. Faculty also appreciates having functional workstations in their offices. The nursing lab has been completely redone by our own staff and it looks great and is more functional as a learning environment. We have also created a small computer lab in the C-building for nursing, math, and science students. Specific software has been loaded onto the computers so that those students have

access right in their educational location. Sundberg stated that we will have new theatre curtains installed in November.

Sundberg reported that we had two faculty workshops last week. One workshop was held in Carthage and the other in Galesburg. She thanked Mr. Bill Robinson for joining them in Carthage. She also thanked everyone involved; faculty and staff; for getting this academic year off to a good start.

Sundberg reported that the HR Department continues to be busy. Since June, they have processed over sixty five new employees and position changes. As an organization, the HR office has undergone enormous changes as our society and workplaces have changed over the years. These changes translate into more attention to detail than ever before. She distributed an article to the Board on the new IRS Regulations on our 403Bs. This is another significant endeavor by the HR office along with Ms. Lisa Blake. Countless hours have been spent on this project as.

She said that Ms. Peggy Libby and Ms. Misty Lyon have been working on the SSS Grant and they just returned from a workshop in Chicago. It appears that the deadline for the Grant will be somewhere toward the end of October. Ms. Karen Avalos notified her that they received notification that the SOS Grant will receive full funding of \$35,000 for both Family Literacy Grants. CSC also received \$56,000 for the Adult Volunteer Literacy Grant, which is \$1,000 more than last year.

Vice President of  
Administrative Services  
& CIO:

Mr. Samuel Sudhakar reported that Project Campus Refresh Phase I has been completed with all the classrooms and faculty offices in the Galesburg campus being refreshed with new carpet, paint, and furniture. The Physical Plant Team and the Environmental Services Team under the leadership of Mr. Larry Byrne have done an extraordinary job in getting this project done on time and under budget. Sudhakar said that the IT Team has been busy with the College startup and installing new technology equipment throughout all our campuses. The Guaranteed Energy Savings Project Phase IV has gone smoothly with one more project to be completed. The old boilers have been removed and the new boilers have been physically installed in the boiler room. Johnson Controls will spend the next few weeks bringing them online before the weather starts turning seasonal. The Protection Health Safety projects are ongoing. The A-building roofing project is nearing completion and the emergency generator will be operational in the next couple of weeks.

We will be starting on Phase II of the Campus Refresh Project that will target student gathering areas, external signage to the College, and the cafeteria downstairs.

Administrative Reports: Ms. Sherry Berg and Mr. Mark Pfeiger gave reports.

Student Trustee: Ms. Brittany Manser reported that she will be attending the Illinois Community College Board Student Advisory Committee (SAC) in Springfield on September 12 and 13. She said that the Welcome Back Picnic for the students was held yesterday and it was a success. The Carnival of Clubs will take place sometime in September.

Faculty Representative: Ms. Carol Petersen reported that the Faculty Assembly met for the first time this academic year at 1 p.m. on Thursday, August 21. Several faculty members thanked the Administration for the new office furniture. The entire assembly concurred. Committee meetings will begin in September. Petersen stated that all faculty members are happy to be back and ready for a successful year.

Staff Representative: Ms. Diane Weeks reported that Mr. Mark Libby, Industrial Lab Supervisor, was recently included as a Charter Member of the Upsilon Iota Sigma Chapter of Alpha Sigma Lambda from the University of Illinois, Springfield. Alpha Sigma Lambda is an honor society for adult and non-traditional students, and membership is based on grades as well as the recommendation of faculty members. Libby is currently pursuing a liberal studies degree from the U of I and has maintained a 3.96 of a 4.00 GPA. Weeks said that on Thursday, September 18 the CSC Blood Drive will be held in the lobby of D-building from 9 a.m. to 2 p.m. Employees can sign up at the Fitness Center. A free abdominal class is already underway on Tuesday and Thursday mornings from 7:20 to 7:40 a.m. and open to all employees. A free relaxation class is also being held every Friday from 1:00 to 1:45 p.m. for all employees. The "*Are We There Yet*" Walk Across America Challenge is a walking challenge for Carl Sandburg College employees against Knox College employees to see who can walk the farthest in eight weeks. The start date is September 22. Employees can sign up at the Fitness Center. Lastly, Weeks reported that there were many compliments on the Back-to-School Employee Luncheon/Annual Service Awards held this past week, as well as the presentation by Noel-Levitz. The Staff sincerely thanks the Board for this annual event.

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Board Reports:

Mr. Bill Robinson said that he appreciated the opportunity to attend the Faculty Workshop in Carthage.  
Rev. Jon Sibley, Sr. reminded everyone of the next ICCTA Meeting being held in Springfield on September 12 and 13.  
Mr. John Huston reported that there will be quite a celebration in Springfield at the next ICCTA Meeting. The reason being, that the ICCTA was successful in their drive to have both Houses override the Governor's veto of the Ethics Bill. Community Colleges are saying that they are units of local government and not State agencies.

**OTHER**

Closed Session  
8:10 p.m.:

Mr. Tom Colclasure 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; to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body; vacancy in a public office; to hear testimony on a complaint lodged against an employee; and to discuss minutes of meeting lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

Reconvene  
9:26 p.m.:

The Regular Meeting of the Board reconvened at 9:26 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson  
Rev. Jon A. Sibley, Sr., Vice Chairperson  
Mr. Thomas H. Colclasure  
Dr. D. Wayne Green  
Mr. Bill C. Robinson  
Ms. Brittany Manser, Student Trustee

Absent: Mr. Michael T. Bavery, Secretary  
Mr. Jack P. Ball  
Ms. Carol Petersen, Faculty Representative  
Ms. Diane Weeks, Staff Representative

**OTHER**

Resignation of Full-Time  
Radiologic Technology  
Instructor:

Mr. Tom Colclasure moved and Mr. Bill Robinson seconded to approve the resignation of Ms. Sandra Watts, Radiologic Technology Instructor, effective August 18, 2008.

MOTION:

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

**ADJOURNMENT**

9:28 p.m.:

Rev. Jon Sibley, Sr. moved and Dr. D. Wayne Green 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.