

CARL SANDBURG COLLEGE

Regular Meeting Minutes
(541st Meeting)

October 25, 2001

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held at The Branch Campus, 305 Sandburg Drive, Carthage, Illinois, on Thursday, October 25, 2001, at 7:00 p.m.

ROLL CALL:

Present: Mr. Bruce A. Lauerman, Chairperson
Mr. John T. Huston, Vice Chairperson
Dr. D. Wayne Green
Ms. Nancy L. Youngquist

Absent: Mr. Thomas H. Colclasure, Secretary
Mr. John A. Kraus
Ms. Gayla J. Pacheco
Mr. Jed Strom, Student Representative

Others: Dr. Donald Crist, President; and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Larry Benne, Ms. Sherry Berg, Ms. Diana Billeter, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Carol Gronewold, Mr. David Kellogg, Mr. Dennis Maurer, Mr. Steve Norton, Mr. Thomas Schmidt, Mr. Samuel Sudhakar, Ms. Shelle Summers, and Ms. Lora Wright. Faculty: Mr. Dan Yassenko, Faculty Representative. Others: Mr. Steve Alfaro, Mr. Jeff Bonick; Clifton Gunderson LLP, Ms. Mary Fran Crist.

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Consent/Non-Personnel: Dr. D. Wayne Green moved and Mr. John Huston seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of September 27, 2001, meeting of the Board,
- change board meeting dates to November 15, 2001, and December 20, 2001,
- bills for the month of September 2001.

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

Consent/Personnel: Mr. John Huston moved and Ms. Nancy Youngquist seconded approval of the following items under the Consent Agenda/Personnel:

- resignation of Ms. Joyce Gaylord, Physical Plant Secretary, effective October 24, 2001,
- employment of Mr. John Lovinggood, Skilled Maintenance Worker, at an annual salary of \$23,590 prorated, effective October 29, 2001, reflecting a Physical Plant Level III position with five years related experience,
- lateral transfer of Ms. Laura Benham, Business Office Clerk/Secretary to Physical Plant Secretary, at an annual salary of \$16,130 prorated, effective November 5, 2001, reflecting a Level II – Step 4 position,
- employment of Ms. Angela Barker, Youthful Offender Counselor at Henry C. Hill Correctional Center, at an annual salary of \$33,937 prorated, effective December 3, 2001, reflecting a Bachelors Degree with five years related experience – this position is dependent upon funding by the Department of Corrections,
- employment of Mr. Thomas W. Canfield, Data Processing Operator, at an annual salary of \$17,880 prorated, effective November 5, 2001, reflecting a Technical Level II position – Step 1 position.

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

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Financial Reports: Mr. John Huston moved and Dr. D. Wayne Green seconded that the minutes reflect receipt of the financial reports.

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

Guaranteed Energy Savings Contract-Phase II Status: Mr. Tom Schmidt gave a brief overview of the actual results achieved to date by the Guaranteed Energy Savings Contract-Phase II project.

FY-2001 Auditor’s Report: Mr. Jeff Bonick from Clifton Gunderson LLP presented the FY-2001 financial audit report.

Publish Annual Financial Report: Mr. John Huston moved and Dr. D. Wayne Green seconded approval to publish the Annual Financial Report.

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

Capital Project Application Forms: Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded approval of the Capital Project Application Forms and submit the same to ICCB to provide the following facility enhancements:

Customer Service Renovation Project	\$426,000
Branch Campus Child Care Center	\$215,245
Fitness Center Expansion	\$419,206
Extension Center Expansion	\$461,217

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

SMART-Phase IV Long Term Debt Refinancing: Mr. Bruce Lauerma moved and Ms. Nancy Youngquist seconded the resolution for the issuance of Funding Bonds in an amount not to exceed \$5,000,000.

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

SMART-Phase IV Long
Term Debt Refinancing:

Mr. John Huston moved and Ms. Nancy Youngquist seconded approval of a public hearing to be held at 7:00 p.m. on the 15th day of November 2001 at the College’s Board Room in Galesburg, Illinois, concerning the Board’s intent to issue Funding Bonds in an amount not to exceed \$5,000, 000 and to receive public comment regarding this proposal.

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

PRESIDENT:

Dr. Crist reported that due to the dates of Thanksgiving and Christmas, the Board meetings would be held on the third Thursday of the month in both November and December (November 15th and December 20th). Crist also reported that information has been received on the AACC-ACCT 2002 Community College National Legislative Seminar in Washington, D.C. in February 2002. Crist reported that Trustee John Kraus’s mother had recently passed away. Memorials may be made to the “American Diabetes Association.”

DIRECTOR OF
FOUNDATION:

Ms. Shelle Summers distributed the Foundation 2000-2001 Annual Report. Summers reported that NAIER has made a donation of \$3,000. This donation will go to upgrade the audio/visual equipment in the theatre. Summers stated that Judge Richardson has made a \$1,000 donation to the Lions Club Endowment. To date, Judge Richardson has donated \$6,000 to the Endowment. Summers reported that the new “Crisis Grant/Loan” program has been very popular.

DEAN OF TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the College has enhanced the security of the network and streamlined the disaster recovery plan. All incoming e-mails are scanned for viruses and quarantined if one is found. The servers have been setup to automatically receive new virus definition updates from the Web

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as soon as they are available. Sudhakar also reported that the firewall that protects the College network has been updated. To restore data in case of a disaster, the backup procedures have been made more efficient and automated. Sudhakar stated that his exchange visitor has been postponed to October of 2002.

**DIRECTOR OF
MARKETING AND
PUBLIC RELATIONS:**

Ms. Robin DeMott reported that the Foundation Annual Report and the 2002 Spring & Summer Class Schedules are out. DeMott reported that the Business & Community Education Schedule is presently being prepared and should be ready soon. DeMott stated that billboards will be up in Carthage, Dallas City, and Hamilton on November 5th and November 15th.

**DIRECTOR OF BRANCH
CAMPUS-CARTHAGE:**

Ms. Carol Gronewold reported that Carl Sandburg College has sponsored Retired Senior Volunteer Program (RSVP) for over ten years. It encompasses five counties (Brown, Calhoun, Hancock, Pike, Schuyler). In 2001, RSVP had over 741 volunteers and they performed 152,476 volunteer hours.

**DEAN OF COMMUNITY
& EXTENSION SERVICES:**

Ms. Sherry Berg reported that Ms. Carol Gronewold was one of the volunteers for RSVP. Berg also reported that Gronewold is a member of the Kiwanis Club and recently was named “Kiwanian of the Year” in Carthage.

**FACULTY
REPRESENTATIVE:**

Mr. Dan Yassenko reported on behalf of Ms. Cathy Lagnese (Staff Representative). Yassenko reported Carl Sandburg College Cookbooks are still for sale for \$10. Yassenko reported that the Knox County Health Department would be on campus Tuesday, November 13th giving flu shots. The American Red Cross Blood Drive will be held Tuesday, November 27th from 9 a.m. to 2 p.m. Yassenko reported that Carl Sandburg College Wellness Committee and the Knox County Health Department would be sponsoring a Walk Out on Tobacco event honoring the Great American Smoke Out on Thursday, November 15th from 11 a.m. to 1 p.m. in the CSC Gym.

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VICE PRESIDENT OF
BUSINESS SERVICES:

Mr. Tom Schmidt reported on current construction work across the campuses. The Annex is coming to a closure.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that five staff members and himself recently attended “A Day in the Country” which was sponsored by the Knox County Farm Bureau. The group toured Agriculture Businesses to learn more about careers in Agriculture Business. Norton reported that the visits were very informational.

VICE PRESIDENT OF
INSTRUCTION:

Mr. Larry Benne stated that ISAC has stopped taking new applications for student financial aid for the spring of 2002. Benne also reported that the College received the Accelerated College Enrollment Grant from the Illinois Community College Board. Carl Sandburg College’s share was \$16,350. This grant has allowed a twenty five percent reduction in tuition costs for high school fall semester students participating in Carl Sandburg College’s Dual Enrollment Program. There is approximately \$4,500 left to spend this school year.

BOARD
REPRESENTATIVE:

Dr. D. Wayne Green recently attended the ACCT Annual Convention in San Diego. Green reported that officers were elected and two people will represent Illinois. Green also stated that the general thrust of the convention was “Connecting Communities in Motion” and the connecting links between the community colleges, high schools, and communities. Green felt that he did not encounter anything that Carl Sandburg College was not already implementing. Green stated that a great deal of attention was given to the fact that 46 percent of college presidents will retire in the next five years. Lastly, Green said that over 20 colleges were represented at the convention from Illinois with over 40-50 people from the state.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that the ICCTA Seminar would take place in Chicago on November 9th and 10th. Huston did reiterate what Dr. Crist had said previously, that the AACC-ACCT 2002 Community College National Legislative Seminar will be held in Washington, D.C. in February 2002.

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EXECUTIVE SESSION

7:34 p.m.:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded a request for an Executive Session for the purpose of discussing collective negotiating matters between the public body and its employees, student disciplinary cases, the purchase or lease of real property for the use of the public body, and minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

Voice vote – motion carried.

RECONVENE

8:11 p.m.:

The Regular Meeting of the Board reconvened at 8:11 p.m.

ROLL CALL:

Present: Mr. Bruce A. Lauerman, Chairperson
Mr. John T. Huston, Vice Chairperson
Dr. D. Wayne Green
Ms. Nancy L. Youngquist

Absent: Mr. Thomas H. Colclasure, Secretary
Mr. John A. Kraus
Ms. Gayla J. Pacheco
Mr. Jed Strom, Student Representative

ADJOURNMENT

8:12 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.