

CARL SANDBURG COLLEGE

(564th Meeting)

Regular Meeting – July 24, 2003

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, July 24, 2003, at 7:30 p.m.

ROLL CALL:

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

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

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Larry Benne, Ms. Sherry Berg, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Jill Johnson, Mr. David Kellogg, Ms. Carol Kreider, Ms. Misty Lewis, Mr. Steve Norton, Mr. Jon Prain, Ms. Blanche Shoup, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Ms. Shelle Summers, Ms. Lori Sundberg, and Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative, Ms. Sherri Kaufman, and Ms. Elaine Long. Staff: Ms. Heather Severns, Staff Representative. Others: Mr. Jake Kreider and a representative of the media.

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

- minutes of June 26, 2003, meeting of the Board,
- bills for the month of June 2003.

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

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

- request of Ms. Carol A. Gronewold, Dr. John F. Pazereskis, Mr. James C. Sanford, and Ms. Rose Stockman to participate in the Supplemental Retirement Incentive Program for voluntary separation (effective June 30, 2004),
- appointment of Mr. Timothy Murphy as EMT/Paramedic Program Coordinator for the 2003-2004 academic year,
- employment of Ms. Elaine Long, Dean of Allied Health, Administrative Position, Level II, Address 19 at an annual salary of \$82,440, prorated, effective August 1, 2003,
- employment of Ms. Sally Day, Director of Nursing, Administrative Position, Level I, Address 8, at an annual salary of \$47,770, prorated, effective August 25, 2003,
- resignation of Ms. Shelle Summers, Director of the CSC Foundation, effective on a date to be determined by the administration,
- employment of Ms. Gena Alcorn, Director of the CSC Foundation, Administrative Position, Level I, Address 8, at an annual salary of \$47,770, prorated, effective on a date to coincide with the pending resignation (TBD) of Ms. Shelle Summers,
- employment of Mr. Phil Jennings, Vocational Recruiter, Mid-Management Position, Level IV, Address 5, at an annual salary of \$28,940, prorated, effective August 1, 2003 (funding for this position comes from the ICCB Additional Designated Grant for FY04).

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

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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 “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

Mini Treats: Mr. Jake Kreider, student intern from Illinois State University, gave an informational presentation on Multi Media Advertising. The Board of Trustees had a discussion on the Role of the Board of Trustees in Economic and Workforce Development.

Beverage Agreement: Mr. John Huston moved and Ms. Nancy Youngquist seconded entering into a five year (5) beverage agreement with G & M Distributors, Inc. of Galesburg, Illinois, commencing August 4, 2003, to serve as the sole provider of beverages at all college facilities within the City of Galesburg in exchange for a donation of \$21,511 for the purchase of the College’s new gymnasium equipment (score boards, shot clocks, and scorer’s bench).

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

Food Service Contract: Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded awarding the food service contract with Consolidated Management Company (CMCO) for a five year period ending August 4, 2008.

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

Mailing Machine Contract: Mr. John Kraus moved and Dr. D. Wayne Green seconded awarding the lease/maintenance agreement for postal mailing equipment to Pitney Bowes Global Mailing Systems for a five year period at an annual cost of \$3,972 commencing August 4, 2003.

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

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Budget Amendment-
Customer Service
Renovation Project:

Dr. D. Wayne Green moved and Ms. Melissa Brown seconded an amended budget for ICCB Project #518-LR-0012-1201 (Customer Service Area Renovation) from \$426,000 to \$520,080, in accordance with ICCB procedures.

MOTION:

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

Board Meeting Dates:

Mr. John Kraus moved and Dr. D. Wayne Green seconded to set November 18, 2003, and December 18, 2003, as the dates for the Regular Board Meetings for those months.

MOTION:

Voice vote – motion carried.

PRESIDENT:

Mr. Thomas Schmidt reported that Ms. Shelle Summer, Director of the Foundation, received the 2003 Athena Award. The award is sponsored by the Galesburg Area Chamber of Commerce. Schmidt said that the award was well deserved by Ms. Summers. Schmidt reported that he has been asked by the Community College President’s Council to serve as the Chair of the Finance Committee for the upcoming year. Schmidt welcomed Ms. Lauri Wiechmann as the new Faculty Representative to the Board for the upcoming year. Lastly, Schmidt expressed sincere sorrow on the passing of Mr. Logan Cummings. It was a great tragedy and he was deeply moved by how the CSC family responded. The response made him quite proud.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne reported that we have now filled all full-time staff and we are ready for the start of the fall semester. The maintenance crew has done an excellent job moving offices and preparing for the semester. Lastly, Benne stated that with Maytag’s latest announcement of early lay-offs, CSC is well positioned to help them. With CSC’s flexibility in a variety of starting times for many of our programs, we are able to accommodate many of their needs once they are identified.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that Student Services is busy with registration. CSC continues to have staff at the Maytag Plant 2 ½ days a week. CSC has developed a short term customized welding course in a partnership with John Deere. It is a wonderful program and CSC is pleased to offer it. Mr. Dennis Anderson helped with the development of the program. Norton said that they are presently reviewing applications for part-time advisors.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that CSC is in the process of doing desktop and server upgrades throughout the Campuses in preparation for the upcoming fall semester. As a result of these upgrades, CSC will make available to our K-12 partners, PC's that are being replaced. Sudhakar stated that CSC is working with Western Illinois University in offering MBA classes over distance learning at the Galesburg Campus using the latest H.323 technology. Lastly, Sudhakar said that Cyber Camp will be held August 5th and 6th for K-12 teachers in our district. Registration is going well for the camp and this will be the first time that the camp will be held in the Dr. Donald G. Crist Student Center.

DIRECTOR OF THE
BRANCH CAMPUS:

Ms. Carol Gronewold thanked everyone for coming to Carthage and for their attendance at the *Marine Trust Company Appreciation Picnic* before the meeting. Gronewold reported that College for Kids was offered at Carthage High School in June to students in grades K-6. The program listed more that 60 classes, which included arts and crafts, cooking, journalism, tang soo do, dance, science, and a variety of sports (golf, softball, and tennis). 150 students enrolled in 389 classes. Hamilton, Warsaw, Nauvoo and LaHarpe school districts provided busing for their students. Ms. Angie Ard, Coordinator, ran a very organized and successful program. Ard has resigned from her position as Community Education Coordinator to teach special education classes in the Keokuk elementary schools. Lastly, Gronewold introduced Ms. Sherri Kaufman, the new Desktop Publishing Instructor. Kaufman earned an Associate Degree from Oakland Community College in Michigan, a Bachelor's Degree from Eastern Michigan State, and a Masters Degree from WIU. For the last two years, she has taught part-time at Southeastern Community College.

DIRECTOR OF

BUSINESS SERVICES:

Mr. Larry Byrne reported on west end projects. Leander Construction held their final pay request meeting this week. The close-out documents are nearly complete. The work remaining is punch list or warranty items. Byrne said that the tuck-point project at the Annex has started. Some electrical work in the gymnasium for scoreboards and bleachers has begun. The lead time on bleachers, as of now, is expected to be the week of September 8, 2003. Installation will take approximately one week. The contractor will be contacting the manufacture again this week to see if this schedule can be improved. Byrne reported that he received a letter from Mr. Bob Maus, President of the Galesburg Area Chamber of Commerce, expressing his appreciation for the support given by the College in hosting the carnival. Byrne agreed with Mr. Maus's assessment that due to detailed planning, the carnival was a success and only experienced minor problems. It was also noted that hosting the carnival on our campus did not have a negative impact on the train show. Lastly, Byrne stated that renovations are on target. Mr. Steve Alfaró's maintenance crew is making progress on expansion of the board room.

DIRECTOR OF TRIO

UPWARD BOUND:

Ms. Jill Johnson reported that Upward Bound traveled to St Louis with 18 students the week of July 13th. Sight seeing included the Arch, a Cardinal baseball game, the Science Museum, the Art Museum, a ballet of Cinderella at the MUNY, Six Flags, a campus visit to Washington University, a city tour that included the court house which heard the Dred Scott case, an interactive murder mystery dinner theater, and shopping. Lastly, Johnson said that the Upward Bound third annual golf outing for the students will be held at Windmill Golf Course on August 4th.

DEAN OF COMMUNITY

& EXTENSION

SERVICES:

Ms. Sherry Berg introduced Mr. Jon Prain as the new Extension Center Director at Bushnell. Berg announced that an Open House is being planned at the Extension Center for Friday, August 22nd, from 4:00 – 7:00 p.m. to feature the new expansion. All board members are invited to attend. The *Kids on Campus* program scheduled for August 4-15 on the Galesburg campus currently has 209 students registered. Many volunteers have been solicited to assist with these K-5th grade students during the two-week period.

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CSC is looking forward to a wonderful experience for all of the students attending this first-time offering. Lastly, Berg reported that Mr. Jeff Bryan, CABI Director, is compiling an ICCB grant application for Paraprofessional Test Preparation Course delivery within the CSC District.

DIRECTOR OF
FOUNDATION:

Ms. Shelle Summers announced that the majority of the expenses are in from the Model Train Show and the Foundation made close to \$15,000 this year. Over the past nine years, the Model Train Show, under the guidance of Mr. Harry Grossman, has raised a total of \$91,000.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that the next ICCTA meeting will be held September 12th and 13th at the Stony Creek Inn, East Peoria.

STUDENT
REPRESENTATIVE:

Ms. Melissa Brown reported that SGA will resume next month when school starts.

FACULTY
REPRESENTATIVE:

Ms. Lauri Wiechmann reported that she is anxious to work with the board this year. She hopes to increase communication with the faculty and the board.

BOARD REPORTS:

Mr. Tom Colclasure thanked Ms. Carol Gronewold for being a gracious host tonight. He also said that a good time was held by all at the picnic before hand.

Executive Session
8:46 p.m.:

Ms. Nancy Youngquist 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 compensation of specific individuals, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

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RECONVENE

9:24 p.m.:

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

ROLL CALL:

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

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

ADJOURNMENT

9:25 p.m.:

Ms. Nancy Youngquist 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.