

CARL SANDBURG COLLEGE

(566th Meeting)

Regular Meeting – September 25, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Thursday, September 25, 2003, at 7:00 p.m.

ROLL CALL:

Present: Ms. Gayla J. Pacheco, Chairperson
Dr. D. Wayne Green, Secretary
Mr. John T. Huston
Mr. John A. Kraus
Mr. Bruce A. Lauerman
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Thomas H. Colclasure, Vice Chairperson

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. Jill Johnson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Mr. Steve Norton, Mr. Jon Prain, Ms. Blanche Shoup, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative; Mr. Jim Graham, and Mr. Wendal Hunigan. Staff: Ms. Heather Severns, Staff Representative. Others: representatives of the media.

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

- minutes of August 28, 2003, meeting of the Board,
- bills for the month of August 2003.

MOTION: On roll call vote, six 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:

- resignation of Ms. Virginia Chatten, Business Office Clerk, effective September 9, 2003,
- employment of Ms. Joani Flesher, Business Office Clerk, Technical, Level II, Address 3, at an annual salary of \$18,090, prorated, effective September 26, 2003,
- employment of Mr. James Wensel, Custodian/Weekend Security, Level I, Address 2, at an annual salary of \$16,910, prorated, effective September 26, 2003,
- employment of Ms. Barbara Coleman, Staff Services Technician/PM, Level II, Address 3, at an annual salary of \$18,090, prorated, effective September 26, 2003,
- employment of Ms. Gretchen Mangieri, 12-Month Full-time Children’s School Teacher, Technical, Level III, Address 3, at an annual salary of \$19,540, prorated, effective September 29, 2003.

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

Entered: Mr. Thomas H. Colclasure, Vice Chairperson, entered the meeting at 7:07 p.m.

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

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

Mini Treats:

Mr. James Graham, Chairperson Social Science Division/History Instructor; and Mr. Wendel Hunigan, Sociology Instructor; gave an information presentation on their trip this past June to New York City (United Nations Close-up Class). Graham has been taking the yearly trip since 1991. Graham and Hunigan 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.

President Schmidt gave an information presentation titled “*Up Periscope.*” The presentation emphasized Carl Sandburg College’s commitment to their students and the community. Schmidt explained his M.A.S.H. Unit #518 (**M**obile **A**cademic **S**ervice **H**abitat) and said he believes in the future of our communities. He stated that a commitment is needed by CSC for stability and modesty both in revenues and expenditures.

Computing Participation Agreement:

Mr. John Kraus moved and Dr. D. Wayne Green seconded approval of the College becoming a member of the ACCES Consortium with the signature of the Computing Participation Agreement.

MOTION:

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

PRESIDENT:

President Schmidt reported that the board room has been completely reconfigured and thanked all involved in the process. The College will now take the approach of an *E-Packet* (online) to replace printed hard copies of board material. The only people receiving hard copies will be those seated at the board table. This will be a substantial savings on copies being produced and the postage to mail the board material. The proposed target date for the *E-Packet* is the November board meeting. Schmidt said that Mr. Mike Walters, Dean of LRC/Evening Administrator, and he will attend a conference in Champaign on Monday, September 29, entitled “*Diversity After Michigan – Where Do We Go From Here?*” Schmidt pointed out that the CSC All-School Picnic picture was on display in the board room. He stated that the committee met this week and plans are up and running for next year. Next years CSC All-School Picnic & Employee Service

Awards Ceremony will be held on **Saturday, August 21, 2004.** Schmidt reported that on behalf of serving on the GREDA Board he has been asked to serve as a delegate and attend the Galesburg Sanitary District Board Meetings. Schmidt said that on October 24 he will be hosting a New Employees Get-together. New employees and their immediate supervisors are invited to attend. The Foundation will be underwriting this event. Schmidt reported that tomorrow Mr. John Huston and he would be attending a luncheon in Carthage. Senator John Sullivan will be the guest speaker and area regional superintendents will also be in attendance. Lastly, Schmidt stated that today at the Galesburg Rotary he was bestowed the "Paul Harris Fellows Award." This honor awards \$1,000 to the Rotary International Foundation.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that the Student Services has been very busy. The *Transition Center* continues to survey perspective students from Maytag. He stated that counselors and advisors are continuing to assist students who need additional information on other colleges. Norton said that it is a time of extreme need and Student Services is up to the challenge. Lastly, Norton stated that CSC will be hosting the Knoxville High School volleyball tournament this weekend. Eight teams will be in attendance.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne congratulated Mr. James Graham on developing the New York City trip. He also complimented Mr. Wendel Hunigan on his involvement with the *Minority Teacher Identification and Enrichment Program* at Eastern Illinois University. Thirty-nine community colleges participate in this viable program. The program is in its tenth year of continued dedication to the recruitment and retention of minorities into educational careers. Every summer Hunigan takes a group of CSC students to Eastern Illinois University to participate in this program.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the Datatel migration process officially started with a kickoff event on September 4 followed by a Process Improvement workshop for two days. Sudhakar said that

this week CSC had a core training workshop for three days on campus. In the meanwhile, many staff attended three different multi-day training workshops in Waterloo and Cedar Rapids, Iowa. He stated that the process is going smoothly and we are redefining many processes and formulating recommendations to make them more efficient. Lastly, Sudhakar said that Ms. Mary Robson has achieved the Master Online Teacher Certificate from University of Illinois.

WIA DIRECTOR:

Ms. Blanche Shoup updated the board on funds available to serve dislocated workers. She reminded the board that at the beginning of the year the WIA budget was cut approximately 40 percent. This was due to the number of layoffs and dislocation events in the WIA nine county areas. An application for additional state funding has been submitted totaling \$1,304,338.00. WIA is in the process of working with the state to apply for a federal grant to assist with the Maytag closing next year.

DIRECTOR OF ADULT
& DEVELOPMENT
EDUCATION:

Ms. Gwen Koehler reported that the Academic Skills Center will have full-time classes starting October 6, 2003, through December 18, 2003. This delay start of classes is because of people being laid off at Maytag now. Koehler said that there will be an Informational Open House on Tuesday, September 30 and student mentors will be present to answer questions. Lastly, she reported that the GED Alumni Association held their first meeting this week and it was "electric."

DIRECTOR OF
FOUNDATION:

Ms. Robin DeMott reported for Ms. Shelle Summers that the Fall Extravaganza preparations are well underway. All the tickets have been sold for the dinner, but there are still \$25 tickets available for the auction and the dance. As of this week, \$44,000 in sponsorships has been secured, as well as many wonderful items for the auction.

DIRECTOR OF
MARKETING & PUBLIC
RELATIONS:

DeMott reported that this week Channel 6 and 25 were on campus as well as, *The Register-Mail* and the *Peoria Journal Star* all

working on stories regarding CSC's services to the community for those being laid off of work.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg thanked Ms. Sherry Berg and CABI for allowing Ms. Peggy Libby, Assistant Grant Writer, to attend a certification workshop next week presented by the Grantsmanship Center that is being held at the ETC. This workshop is typically a worthwhile but expensive grant writing certification that Libby will be able to attend free in exchange for helping CABI with the workshop itself.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg reported that Mr. Jeff Bryan, CABI/ETC Director, was injured in an accident on September 6. Bryan is currently recovering at home. Berg reported that the ETC has distributed surveys to over 300 paraprofessionals in the CSC district to determine their interest in attending test preparation workshops. The survey results are being analyzed to select the most desired time frames for offering the workshops at each of the CSC campus locations. These workshops are funded from the Paraprofessional grant we were awarded from ICCB. Berg said that the ETC will host a Grantsmanship Workshop on behalf of Knox County United Way September 29 - October 3. This comprehensive workshop is offered to United Way agencies and is financially sponsored by Maytag. Berg stated that in the past two weeks, Ms. Gina Krupps, CABI Marketing Representative, has been proctoring ACT WorkKeys tests for the students enrolled in the special John Deere Welding program. Lastly, Berg said that most of the Senior College programs this fall have been well attended. The first Dinealogue had 53 people and the first trip to Dyersville, Iowa, had a full van of 14. Several September computer classes have been at or near capacity, including the Internet workshop for Seniors that is taught by Upward Bound students.

DIRECTOR OF
CME:

Mr. Dennis Anderson reported that The CME has been conducting two vocational credit classes in Metal Arc Shielded Welding for

Maytag employees since August 4. There are 22 students that are planning to complete the course on October 11. This MIG welding class is structured toward the needs of John Deere Works welding in the Quad Cities. When the course is completed, a student list will be sent to John Deere. The students will then receive a call and given the opportunity to test and qualify for positions with John Deere in welding. Starting October 17, two additional classes of 12 will begin. The classes are being taught by Mr. Craig Sanford, fulltime CSC welding instructor; Mr. Craig Johnson, and Mr. Ralph Wilt, both CSC part-time instructors. Mr. Craig Johnson has just recently earned certification by the American Welding Society as a Certified Welding Inspector. Anderson also stated that 24 students are waiting to take the October 17 welding class, but only 12 will be accepted because of the metal shortage.

**DIRECTOR OF
BUSINESS SERVICES:**

Mr. Larry Byrne reported that the tuck-point project at the Annex is going well and is 80 percent complete. Byrne said that the new scoreboard equipment has been installed. This includes two scoreboards, two shot clocks, and two scoring tables. The scoring tables each have two lighted panels, one displaying the CSC logo, and the other states "Home of the Chargers." Training to operate this equipment took place last week. The bleachers were installed last week and finished earlier this week. The bleachers have electric control for opening and closing. This training was concluded earlier this week also. Byrne said that Mr. Steve Alfaro's maintenance crew completed the expansion of the board room. Skirting for the interior of the board table is on order and is expected within the next couple of weeks. Byrne reported that work is continuing in lower E building. This renovation includes moving the faculty/employee lounge to the window area known as the Lookout Lounge. This lounge will be split to continue to serve in part as a student lounge. Due to an accordion divider, this area will also be able to be opened and used for catered events. The old bookstore will become the home of the Student Success Center. The area will also include the former faculty/employee lounge and the teleconference room.

**ICCTA
REPRESENTATIVE:**

Mr. John Huston reported that the September ICCTA meeting was held at the Stony Creek Inn, East Peoria, on September 12 and 13. At the meeting, CCbenefits Inc. made a presentation on

Community College Strategic Planner (CCSP). CCSP is a powerful web-based tool designed to assist community colleges in making strategic short, medium, and long-term planning decisions. Huston passed out a sheet on *The Best Investment?-Community colleges could be it*. Huston stated that community colleges are a bargain and we need to get our message out. Huston reported that Dr. D. Wayne Green and he attended the ACCT Annual Convention in Denver this month. He stated that he attended many worthwhile sessions at the convention. Lastly, Huston said that the next ICCTA meeting will be held at the Swissotel in Chicago on November 13, 14, and 15.

STUDENT
REPRESENTATIVE:

Ms. Melissa Brown reported that she attended the SAC (Student Advisory Commission) meeting in East Peoria September 12 and 13. They picked committees at the meeting and she is on the Outreach Committee and the Awards Committee. Their next meeting will also be at the Swissotel in Chicago in November. SGA is now filling vacancies before they begin their projects.

FACULTY
REPRESENTATIVE:

Ms. Lauri Wiechmann reported that the Computer Information Systems program has made numerous changes to keep up with current requirements in computer programming. They have modified the CIS Specialist – Application Development Option, the CIS – System Support Option, and the Computer Network Specialist. This is a major cost savings – adapting courses so instruction can occur online rather than with live midrange computers in the room; leasing time on a computer from Washington state – saving about \$6000-\$7000/year by leasing time instead of physical equipment; and we now have the capability to deliver additional courses via the internet. Students at The Branch Campus and The Extension Center can now take the midrange courses. Wiechmann said that the Illinois Community College System's Teaching and Learning Excellence Conference will be held October 23 & 24 in Springfield. The focus of this year's conference is *Fostering a Learner-Centered College Classroom*. Some CSC faculty are considering attending. Lastly, Wiechmann stated that October is National Dental Hygiene month. In celebration of this occasion, the dental hygiene department is offering dental cleanings for only \$10.00.

STAFF

REPRESENTATIVE: Ms. Heather Severns reported that CSC will be hosting the *Red Ribbon Classic* on Saturday, October 4 at 9:00 a.m. This is a 5K/2 Mile Walk. This is an event to promote HIV/AIDS Awareness. Severns said that Ms. Sue Carrigan will be offering free chair massages in honor of National Education Week on Thursday, October 16 from 11:00 - a.m. 1:00 p.m. in B 068. Appointments will be every 10 minutes. Severns reported that a presentation will be held on Tuesday, October 21 at noon on *Osteoporosis-What You Need to Know*. A free heel bone density scan will be offered to women age 35 and older following the presentation. This event is sponsored by the Knox County Health Department and OSF St. Mary Medical Center. You must attend the presentation to receive the free bone scan. Registration is required. Severns said that flu shots will be given Monday, November 3 from 9 a.m.-Noon in B building lobby. Cost for the shot is \$18. Lastly, she stated that the *All College Walk* is Friday, October 3 at 7:00 a.m. All faculty, staff, and students are invited to participate in the walk. Severns invited everyone to join in and walk on the new scenic Lake Storey Trail and enjoy the beautiful fall colors. A free breakfast will be served after the walk in the cafeteria.

BOARD REPORTS: Dr. D. Wayne Green reported that he also attended the ACCT Annual Convention in Denver. The consensus at the meeting is that everyone is quite concerned over mid-management positions at community colleges. Numerous mid-management are retiring in the next five years and they just don't see the replacements being there. Green stated that he also had the opportunity to attend the Datatel reception. After attending many sessions, Green stated that it is quite gratifying that CSC is meeting all the needs addressed by other community colleges and CSC is way ahead in many aspects. Ms. Nancy Youngquist thanked Dr. Green and Mr. Huston for attending the regional and state meetings on behalf of the board of trustees. Their time and effort is greatly appreciated by all the trustees.

Mr. Tom Colclasure stated that he felt the New York City trip is a very good trip and he knows from his son taking the trip that students take it quite seriously. He also thanked Green and Huston for attending meetings. Lastly, Colclasure stated that he is appreciative of the fact that President Schmidt is taking the proactive approach and this will help ward off surprises. CSC will know exactly what we need to be doing to prepare for the future.

Ms. Gayla Pacheco stated that she also attended the ICCTA meeting in East Peoria. She is serving on two ICCCTA committees-the Awards committee and the Diversity committee. The Awards committee has a new award this year and that is the *Life Long Learning Award*. The Diversity committee has a challenge in improving faculty diversity in higher education. She hopes to hear from faculty and bring that information to the next meeting.

Executive Session
8:54 p.m.:

Mr. John Kraus 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 "probable or imminent" litigation, to consider the purchase or lease of real estate for the use of the public body, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, seven members voted "Yea"; none voted "Nay." Motion carried. Faculty Representative voted "Yea"; Staff Representative voted "Yea"; Student Representative voted "Yea."

RECONVENE
9:49 p.m.:

The Regular Meeting of the Board reconvened at 9:49 p.m.

ROLL CALL:

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

Absent: None

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ADJOURNMENT

9:50 p.m.:

Dr. D. Wayne Green moved and Mr. John Huston 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.