

# CARL SANDBURG COLLEGE

(567<sup>th</sup> Meeting)

Regular Meeting – October 23, 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, October 23, 2003, at 7:00 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

Absent: Ms. Melissa Brown, Student Representative

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Jill Johnson, Ms. Misty Lewis, Ms. Elaine Long, Mr. Steve Norton, Mr. Samuel Sudhakar, Ms. Shelle Summers, Dr. Lori Sundberg, Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative. Staff: Ms. Heather Severns, Staff Representative; and Ms. Angela Strom. Others: Mr. Gary Baner, Mr. Jeff Bonick, Ms. Karin Duvigneu, and Mr. Tom West.

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Remove: Remove 7.3 SMART V Discussion from the Agenda.

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

- minutes of September 25, 2003, meeting of the Board,
- bills for the month of September 2003
- Community College Treasurer's Bond.

MOTION: On roll call vote, seven members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative "Absent."

Consent/Personnel: Mr. Tom Colclasure moved and Mr. John Kraus seconded the following items under the Consent Agenda/Personnel:

- resignation of Ms. Joani Flesher, Business Office Clerk, effective October 7, 2003,
- employment of Ms. Kimberly McMahill, Business Office Clerk, Technical, Level II, Address 3, at an annual salary of \$18,090, prorated, effective October 24, 2003,
- resignation of Ms. Gretchen Mangieri, Children's School Teacher, effective October 10, 2003,
- employment of Ms. Penny Flesner, Full-time Children's School Teacher, Technical, Level III, Address 4, at an annual salary of \$20,330, prorated, effective October 27, 2003,
- resignation of Mr. Jon Prain, Director of The Extension Center, effective October 30, 2003.

MOTION: On roll call vote, seven members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative "Absent."

Financial Reports: Mr. John Huston moved and Mr. John Kraus seconded that the minutes reflect receipt of the financial reports.

MOTION: On roll call vote, seven members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative "Absent."

Information Items: Ms. Heather Severns thanked the Board and stated that it had been an enjoyable experience serving as Staff Representative to the Board. Severns introduced Ms. Angela Strom, Enrollment

Services Specialist, as the new staff representative to the Board. Strom will assume her duties as staff representative at the November 18, 2003, Board Meeting.

Mini Treat: Ms. Sally Day, Director of Nursing, gave an informational presentation on *Computerization in Nursing*. Through a Power Point presentation, Day demonstrated how first year nursing students are now taking their exams on the computer. Among other things, it prepares the students for the state nursing exams.

FY2003 Auditor's Report: Mr. John Huston moved and Mr. John Kraus seconded the FY2003 financial audit as presented. (The audit was presented by Mr. Jeff Bonick, Clifton Gunderson LLP.)

MOTION: On roll call vote, seven members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative "Absent."

Approval to Publish Annual Financial Report: Mr. John Huston moved and Mr. John Kraus seconded approval to publish the Annual Financial Report

MOTION: On roll call vote, six members voted "Aye"; one member voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative "Absent."

District Site & Construction Master Plan-Update: Mr. John Huston moved and Dr. D. Wayne Green seconded the updated District Site and Construction Master Plan for submission to the Illinois Community College Board. (The updated Master Plan was presented by Mr. Gary Baner, Vice President of Phillips Swager Associates.)

MOTION: On roll call vote, seven members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative "Absent."

Capital Project Application  
Forms:

Mr. John Kraus moved and Mr. Bruce Lauerman seconded the Capital Project Application Forms and submit the same to the Illinois Community College Board to provide for the following facility enhancements:

- |  |           |
|--|-----------|
| 1. Adult Ed/Family Literacy Renovation | \$580,104 |
| 2. Mortuary Science Renovation         | \$455,272 |
| 3. Cosmetology Renovation              | \$160,803 |
| 4. CABI Renovation                     | \$431,504 |
| 5. Building F Theater and Corridor     | \$111,777 |

MOTION:

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

PRESIDENT:

President Schmidt presented Ms. Carol Gronewold, Director of The Branch Campus, with a framed Agenda (October 23, 2003). Schmidt thanked Gronewold for her dedication and service to Carl Sandburg College. Gronewold will be retiring in June 2004 and thus this was her last board meeting at The Branch Campus. Schmidt reported that two groups of children from the CSC Children’s School visited him yesterday. Their visit was in conjunction with their learning theme of “*What People Do in the Community.*” The visit was greatly enjoyed by all. Schmidt said that starting with the November 18, 2003, Board Meeting CSC will convert to *e-Packets*. The only people receiving printed (duplexed) board packets will be the people seated at the board table (15). All others will now view the board packet online. Schmidt reported that tomorrow he will be hosting a new employee’s get-together at the Kensington. He will also travel to the College of DuPage tomorrow for the investiture of their new President, Dr. Sunil Chand. In addition to being a graduate of the College of DuPage, Schmidt has been asked to speak on behalf of the Presidents Council. Schmidt stated that as Chairman of the Finance Committee for the Presidents Council, he and other presidents met for the first time this week in Springfield to take a look at the equalization formula for the state of Illinois. They will meet again next week. They hope to complete the process by the end of this year and make a recommendation to the ICCB. Schmidt said that he was happy to report that the employees of CSC have now exceeded last year’s contribution to the United Way. Employees have now pledged over \$8,700 and the campaign

will continue at least another month. Schmidt announced that Ms. Robin DeMott, Director of Marketing and Public Relations, recently received the District 3 Communicator of the Year Award with NCMPR (National Council for Marketing and Public Relations Professionals). This is an honor because the District 3 region covers five states and Canada. He stated that CSC benefits greatly from DeMott's expertise in the field of marketing. Schmidt stated that Mr. Larry Benne, Ms. Sherry Berg, and he met with Monmouth community leaders to discuss the possibility of an ETC in Monmouth. Schmidt said that plans are underway for the AACC Conference in Washington D.C. in February 2004. This trip also includes one-on-one visits with legislators. Schmidt reported that last week he attended the Student Government Association meeting and was quite proud that for the first time SGA assembled in the new Dr. Donald G. Crist Student Center. Lastly, he stated that today he attended the Governor's Workforce Development Conference in Springfield. The governor has now sectioned off the state into ten economic planning regions.

VICE PRESIDENT OF  
INSTRUCTIONAL  
SERVICES:

Mr. Larry Benne introduced Ms. Karin Duvigneu of the Netherlands. Duvigneu is a health science librarian at King Willem the First College. She came to Carl Sandburg College on the Illinois Consortium of International Studies and Program Exchange of which the College is a member. Duvigneu is staying with Mr. Mike Walters, Dean of Learning Resource Services. In May, Walters will travel to Duvigneu's college and home for a two-week visit. She has traveled around the area and visited cities on the Knox and Spoon River Drives and the Quad Cities. Yesterday she toured Chicago. While at CSC, Duvigneu has attended classes, meetings, and talked with many employees. Duvigneu was present at the Board meeting and thanked everyone at CSC for their hospitality.

VICE PRESIDENT OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that Ms. Mary Robson, Physical Education/Health Instructor, and he had the privilege of participating and presenting two papers at the League for Innovation conference in Milwaukee, Wisconsin. Both of the

presentations were well received. They also learned valuable information on emerging technologies including nanotechnology and holographic technologies which will have significant positive impacts on CSC students and our economy.

**VICE PRESIDENT OF  
STUDENT SERVICES:**

Mr. Steve Norton reported that Student Services staff members have once again been doing an excellent job with people in the community who have lost their jobs or will lose their jobs in the near future. Norton stated that the default rate for 2001 Student Loans was two percent. Norton said that Student Services will have a routine audit next week and the staff is busy preparing for the audit. Norton reported that last week the College hosted a high school fair with many visiting colleges participating. Lastly, Norton stated that tonight is CSC's last volleyball game. The team will begin tournament play next week. The Women and Men's basketball games will begin November 1.

**DIRECTOR OF  
FOUNDATION:**

Ms. Shelle Summers introduced Ms. Gena Alcorn, the new Director of the Foundation. Alcorn assumed her duties as Director on October 15. Summers stated that at the present Alcorn and she would be working together on a few projects. Alcorn presented the Foundation report. She stated that the Foundation has been notified of a bequest from the estate of Marilyn Jo Fagan. Ms. Fagan has created two endowed scholarships each in the amount of \$10,000. The first scholarship is for students from Hancock County, with preference given to students graduating from Dallas City. The second scholarship is for students from Union High School, with preference given to students from Biggsville. Both scholarships are in honor of family members from each of the two towns named in the scholarships. Lastly, Alcorn said that the Foundation's special events committee continues to work on finalizing the arrangements for the Fall Extravaganza on November 8. They anticipate a very successful fundraising event.

**DEAN OF ALLIED  
HEALTH:**

Ms. Elaine Long reported that the American Board of Funeral Service Education officially reaccredited the Mortuary Science program for the maximum seven year period (with no stipulations) at its October 18 meeting. The program was also commended on the quality of the self-study and subsequent site visit.

DEAN OF HUMAN  
RESOURCES/  
ORGANIZATIONAL  
DEVELOPMENT:

Dr. Lori Sundberg reported that tomorrow from 9:00 a.m. to 4:00 p.m. Employers Association will be conducting a Supervisor training for CSC administrators and those coordinators who supervise employees on Situational Leadership and Sexual Harassment. Employers Association (EA) is a service organization structured to complement and support the management of member organizations, with particular emphasis in the human resources function. EA has been in existence since 1917 and their membership reaches out to more than 750 employers. Dr. Sundberg would also like to congratulate DeMott on a job well done. Also, congratulations to Ms. Peggy Libby who recently completed a certification in grant writing from the Grantmanship Center. Dr. Sundberg said that Ms. Cheryl Cummings recently hosted the annual SURS Legislative Review and Updates for Colleges. Typically SURS hosts this annual meeting at their site, but they wanted to make the session more accessible to area colleges so Cummings offered for the group to meet at CSC. We had representatives from Spoon River, ICC, and Western Illinois University. Cummings and Ms. Rhonda Cook are gearing up for the Employee Fair to be held December 5, from 10:00 a.m. to 2:00 p.m.

DIRECTOR OF  
MARKETING & PUBLIC  
RELATIONS:

Ms. Robin DeMott reported that the “Patriotism and You” video, sponsored by Carl Sandburg College features President Schmidt, Secretary of State of the United States Colin Powell, Former Senator Robert Dole, Senator Joseph Biden, Senator Max Cleland, Representative Henry Hyde, and Congressman Lane Evans was recently sent to every public and private high school, community and junior colleges, and cable television stations, chambers of commerce, and public libraries in the 17<sup>th</sup> Congressional District of Illinois. The video is 27 minutes in length. DeMott said that Carl Sandburg College was recognized at the National Council of Marketing and Public Relations District Conference in Springfield on October 12 with three Medallion Awards. The District includes Illinois, Indiana, Ohio, Wisconsin, Michigan, and Ontario, Canada. CSC’s CD won a Gold Award in the Online Class Schedule/Catalog category, last year’s Concert Series Brochure

won a Silver Award in the Brochure/Flyer, One Color, category, and CSC's Search Piece won a Bronze Award in the View book category. The medallion awards recognize outstanding achievement in communications at community, junior and technical colleges. It is the only competition of its kind that exclusively honors excellence among marketing and PR professionals at two-year colleges. NCMPR is an affiliate of AACC. DeMott reported that the E-news (*This Week*) will be going to an electronic newsletter by December 1. They are in the process of developing the E-news page which will be available on the CSC Web site. News Clips are now available on the web site at Public Information. This is a service the Marketing and Public Relations Office does to monitor the amount of CSC news in our local weekly and daily newspapers. Lastly, DeMott said that the 2004 Spring and Summer Class Schedule is available on the web site and will be available on all campuses tomorrow, Friday, October 24.

DEAN OF COMMUNITY  
& EXTENSION  
SERVICES:

Ms. Sherry Berg reported that CSC hosted a portion of Rotary today. It is Vocational Month and small groups visited different venues. The luncheon was held in the new Dr. Donald G. Crist Student Center and everyone was quite impressed and she received wonderful comments on the new building. Berg said that the good news is that Mr. Jeff Bryan, Director of CABI/ETC, is back to work after his recent accident. Berg recently finished a certification workshop on Business Retention and Expansion.

DIRECTOR OF  
BUSINESS SERVICES:

Mr. Larry Byrne reported that the tuck-point project at the Annex is going well, and is 90% complete. Byrne said that the bleachers and scoreboard equipment are finished and working well. Items listed on the punch list (to be corrected) are all that remains. The board room skirting for the tables has arrived and has been installed. Byrne reported on the renovations to lower E building. He said that the new Faculty/Employee and Student Lounges are nearly complete, and events are being booked for this space. Due to the accordion divider, this area could be opened and used for catered events. Once the lounges are complete, work will switch back to the old bookstore area. Byrne said that activity bus #2 is expected to be delivered to the College early next week. Lastly,



Byrne reported that the roads and grounds people are busy preparing equipment for winter.

DIRECTOR OF THE  
BRANCH CAMPUS:

Ms. Carol Gronewold reported that CSC (The Branch Campus) was recently featured in the Hancock County Journal-The Pilot “*Women Working Together.*” CSC and women from The Branch Campus were featured many times in the section.

ICCTA  
REPRESENTATIVE:

Mr. John Huston reported that the next ICCTA meeting will be held at the Swissotel in Chicago on November 14 and 15. Huston said that he is part of the Carthage Community Development Committee studying the town of Carthage. On October 6 the committee met, and Ms. Sherry Berg and Ms. Carol Gronewold also attended. Huston stated that he was quite proud of their services and expertise they offered to the committee. He is also proud of the fact that CSC services are made available to the entire CSC district.

FACULTY  
REPRESENTATIVE:

Ms. Lauri Wiechmann reported that on Tuesday October 21, 2<sup>nd</sup> year Associate Degree nursing students attended the 1<sup>st</sup> Annual Health Day in C102 lecture hall. Guest speakers from Galesburg, Rock Island, and Peoria presented on a variety patient care related topics. The speakers included a Physician’s Assistant from Monmouth discussing the role of the PA; a nurse from Knox County Public Health discussing infectious diseases and bioterrorism; a nurse from Cottage Hospital discussing treatment of stroke patients in the emergency room; a nurse from the Department of Specialized Care for Children talking about coordination of care of chronically ill children; and a family nurse practitioner from OSF St. Francis Medical Center’s Congestive Heart Failure Clinic discussing management and treatment of congestive heart failure patients through a nurse practitioner led clinic. Wiechmann said that the Radiologic Technology students are conducting fundraisers to earn money to attend the Illinois State Society of Radiologic Technologists conference in April. They are or will be selling sweatshirts/t-shirts; having a bake sale and raffle; and selling candles and roses for your special person on Valentine’s Day. Wiechmann reported that it is National Radiologic Technology Week (November 2-8) and that the

students will be setting up a display in the main lobby of building C on Monday, Tuesday, Wednesday, and Thursday (November 3-6). The display will include information about the CSC Radiology Program along with a look at several textbooks, real radiographs, a retired x-ray tube, and miscellaneous equipment used by the students in the classroom and in their clinical rotations. You can view "Rodney" (their life-size skeleton) and talk with some of the students and/or instructors that will be available during the lunch hour to answer questions. Lastly, Wiechmann said that today she had the opportunity to attend the weekly educational topics for faculty prepared by Ms. Mary Robson. Today's presentation was *Online Access to the LRC*, presented by Ms. Sandy Wallace, Coordinator of LRC Instructional Services. Wiechmann said that it was amazing how much she learned, and what a person could obtain online through the LRC site.

STAFF

REPRESENTATIVE:

Ms. Heather Severns reported that flu shots will be given Tuesday, November 4 from 9 a.m. to noon in building B lobby. Severns said that the American Red Cross Blood Drive will be Tuesday, November 25 from 9 a.m. to 2 p.m. in building B lobby.

BOARD REPORTS:

Dr. D. Wayne Green reported that tomorrow he will be attending the Teaching and Learning Excellence Conference held in Springfield.

Mr. Tom Colclasure stated that he was amazed at all the activities at CSC and was very impressed with the Administrative Staff reports tonight.

Ms. Gayla Pacheco reported that tomorrow she will be visiting Cooke School and taking part in the *Reading Buddy* program with District #205.

Executive Session

8:40 p.m.:

Ms. Nancy Youngquist moved and Mr. Bruce Lauerma seconded a request for an Executive Session to consider "probable or imminent" litigation; discuss collective negotiating matters between the public body and its employees or their representatives; to consider the appointment, discipline, and compensation of specific employees of the public body; and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

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

RECONVENE  
10:06 p.m.: The Regular Meeting of the Board reconvened at 10:06 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

Absent: Ms. Melissa Brown, Student Representative

ADJOURNMENT  
10:07 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.