

CARL SANDBURG COLLEGE

Regular Meeting Minutes
(537th Meeting)

June 28, 2001

PUBLIC HEARING: The public hearing on the FY-2002 budget was held at The Educational Technology Center, 335 E. Main Street, Galesburg, Illinois, on Thursday, June 28, 2001, at 6:30 p.m. Mr. John T. Huston, Vice Chairperson, called the budget hearing for Carl Sandburg College District 518 to order and turned the meeting over to Mr. Thomas Schmidt, Vice President of Business Services. Following discussion on the budget, Vice Chairperson Huston declared the budget hearing closed at 6:39 p.m.

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held at The Educational Technology Center, 335 E. Main Street, Galesburg, Illinois, on Thursday, June 28, 2001, at 7:00 p.m.

ROLL CALL:

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

Absent: 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. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Mr. David Kellogg, Mr. Dennis Maurer, Mr. Steve Norton, Mr. Thomas Schmidt, Mr. Samuel Sudhakar, Ms. Shelle Summers, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Jan Lundeen, Faculty Representative, Ms. Lauri Wiechmann, and Mr. Dan Yassenko. Others: Ms. Cathy Lagnese, Staff Representative, Mr. Steve Alfaro, Ms. Cheryl Cummings, and representatives of the media.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 2

- Add 5.6 to Agenda: Mr. Bruce Lauerman, Chairperson, added 5.6 (Memorandum of Agreement between Cal Sandburg College and Southeastern Community College) to the Agenda under Consent/Non Personnel.
- FY-2002 Final Budget: Mr. Tom Colclasure moved and Ms. Nancy Youngquist seconded approval of the resolution for adoption of the FY-2002 budget for Carl Sandburg College.
- MOTION: On roll call vote, seven members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative “Absent.”
- Consent/Non-Personnel: Mr. John Kraus moved and Dr. D. Wayne Green seconded approval of the following items under the Consent Agenda/Non-Personnel:
- minutes of May 24, 2001, Meeting of the Board
 - bills for the month of May 2001
 - Ordinance and Certificate establishing rate of wages as required by the Illinois Department of Labor for signing and filing by the Board of Trustees with the Secretary of State
 - RAMP/CC 2003 report for submission to the Illinois Community College Board
 - Educational Services Contract between Carl Sandburg College and Spoon River College effective for FY-2002
 - renewal of Memorandum of Agreement between Carl Sandburg College and Southeastern Community College for FY-2002.
- MOTION: On roll call vote, seven members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative “Absent.”
- Consent/Personnel: Mr. John Kraus moved and Dr. D. Wayne Green seconded approval of the following items under the Consent Agenda/Personnel:
- employment of Ms. Lisa Goltermann as the Business and Social Sciences Division Secretary, effective July 2, 2001, at an annual salary of \$17,900 reflecting a Secretarial Level I, Step ten placement. Funding for this position is included in the FY-2002 Education Budget

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 3

- employment of Ms. Marsha Pedigo as Switchboard Operator/Receptionist, effective July 2, 2001, at an annual salary of \$13,180 prorated reflecting Secretarial Level I, Step two.

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

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

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

Fund Transfer-
Working Cash Interest: Mr. John Kraus and Ms. Nancy Youngquist seconded approval of the resolution authorizing the transfer of \$25,000 from the Working Cash Fund interest to the FY-2002 Education Fund in support of educational programming.

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

Interest Transfer-
Risk Management (Insurance)
Reserve Fund: Mr. John Kraus moved and Ms. Gayla Pacheco seconded approval of the resolution declaring \$256,000 as surplus Risk Management (Insurance) Reserve Fund interest to the FY-2002, Liability, Protection, and Settlement fund effective July 1, 2001.

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

SURS Participant Pretax
Purchases of Service Credit: Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded the approval of the resolution enabling qualified individuals to participate in the pretax purchase of service credit as requested by the State University Retirement System (SURS).

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 4

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

The Annex Roof Replacement:

Mr. John Kraus moved and Dr. D. Wayne Green seconded the approval of the resolution and Protection, Health & Safety Capital Project Application Form in the amount of \$59,288. And awarded a contract to accomplish the roofing project at The Annex to Construction Partners, Inc., Rock Island, Illinois, in the amount of \$59,288 as a change order to their existing contract. Funding for this project will be provided by available Protection, Health & Safety monies.

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

Piano Financing:

Mr. John Kraus moved and Dr. D. Wayne Green seconded the approval of the resolution authorizing the issuance of Debt Certificates in the amount of \$76,587 to finance pianos and keyboards for the Music Department.

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

President’s Report:

Dr. Donald Crist said that the July Board Meeting would be held at The Education Commons in Carthage. Ms. Carol Gronewold and Ms. Sherry Berg will give a tour of The Education Commons at that time. Dr. Crist thanked the Board of Trustees for allowing him to serve as President of the Presidents’ Council this past year. He felt the experience was beneficial to both himself and to the College. Dr. Crist also thanked Ms. Diana Billeter for her tour of The Educational Technology Center and the new equipment. Dr. Crist thanked Ms. Jan Lundeen for representing the faculty on the Board of Trustees this past year and Ms. Cathy Lagnese for representing the staff. At that time, Crist welcomed Mr. Dan Yassenko who will represent the faculty on the Board of Trustees this next year.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 5

Dean of Technology
Services:

Mr. Samuel Sudhakar said that himself and four faculty members recently returned from the 3rd Annual WebCT Conference in Vancouver. Sudhakar said it was a privilege to represent the College at the conference. The College contingent presented “Technology Partnerships with K-12 Schools.” The presentation generated a great deal of interest and requests for information. Sudhakar thanked the Board and the Cabinet for allowing them to attend the conference.

Director of Marketing &
Public Relations:

Ms. Robin DeMott reported on the new Carl Sandburg College “Publication and Design Guidelines & Procedures.” DeMott distributed the new guidelines and procedures. The new guidelines and procedures will have consistency throughout the College. The updated logo is also in the publication. DeMott stressed that the College will consume all supplies of the current logo and when these supplies are depleted the College will replace the supplies with the new logo.

Dean of Community and
Extension Services:

Ms. Sherry Berg said that the College recently hosted a Rotary group from Brazil. The group was quite impressed with the number of computers and technology at the College. The group stated that many schools in Brazil do not have computers. Berg also reported that the College did receive a \$3,000 grant from the ICCB to develop initiatives in Leadership and Core Values. It was discussed as to what the College does with computers when they are replaced with newer ones. Mr. Sudhakar reported that they are recycled throughout the College in areas of need and then the extras are donated to local schools that are in need. Berg also reported that Mr. Tim Smith, Business Division Chair, is currently working on his second Cisco Training. Smith has already taken the test and has received his certification.

Controller:

Ms. Lora Wright said that the auditors would soon be working in the new auditor’s room. They will be arriving July 25th and the College is prepared for their arrival.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 6

Faculty Representative: Jan Lundeen said that it has been a pleasure representing the Faculty this past year on the Board of Trustees. Lundeen thanked the Board. Lundeen then introduced Dan Yassenko, the new Faculty Representative to the Board for next year.

Director of Foundation: Ms. Shelle Summers said that the Railroad Days Train Show was a success. The Foundation raised \$12,000. Fewer people attended, but the show had more space and more vendors were present to pay the fee. Summers thanked Mr. Harry Grossman for all his hard work. She stated that Mr. Grossman works hard the “whole year long” to make the show a complete success. Summers reported that the Galesburg Clinic has set up a new scholarship this past month. Summers also reported that the Foundation was the recipient of a recycled computer at the College.

Vice President of Business Services: Mr. Thomas Schmidt said that himself, Lauri Wiechmann, Steve Alfaro, and crew made another trip to the Northwestern Dental School. They were able to obtain six truckloads of used dental equipment at a nominal price. Schmidt reported that the College received a \$7,500 Facade Grant from the Galesburg Downtown Council for facade work on The Annex downtown. The College also received a \$72,000 ADA Grant from ICCB to fund the new elevator at The Annex downtown. He stated that the Life Safety Project on the main campus is going well all things considered. Schmidt reported that the company that submitted the low bid to build the new Instructional Computing/Student Center (ICSC) building has withdrawn from the project. The Capital Development Board, Springfield, has accepted the next lowest bid. The annual auction is usually held within the month and because of relocating the Maintenance Building, we are considering contacting a local auction to take auction material from the College on an as needed basis. Schmidt also reported that the College is in the third phase of the Energy Savings plan with Johnson Controls and the report will be ready for the July board meeting. Carl Sandburg College will most likely be nominated for the “Bright Star Award” for energy conservation.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 7

Vice President of Student
Services:

Mr. Steve Norton said that the Upward Bound students are now on the campus for summer. They will be taking a trip to New York at the end of their program. Norton stated that Jed Strom is the new Student Representative to the Board. He is taking a summer class on Thursday nights and thus he was not able to attend the Board meeting tonight. Norton is now Vice President of Administrative Services for the Arrowhead Conference.

Vice President of Instruction:

Mr. Larry Benne introduced Ms. Lauri Wiechmann, Dental Hygiene Coordinator. Wiechmann stated that the Dental Program is now full. The College had 102 apply for 30 positions. The students are equally distributed from the four colleges in the district consortium. She also stated that there would be no waiting list. As of October 1, 2001, everyone will have to reapply for the next class. Wiechmann reported that the part-time faculty person has been hired. The contractors are trying to get the students on the first floor of The Annex by October 1st. However, Wiechmann has adjusted the student's class schedule and they will be far ahead. Benne reported that Mr. Mike Walters has been working with the high schools in the district to explain the Sandburg Education Network. Walters has been talking to the administrations on a one-on-one basis and he has generated some interest. A plan is in place to move this along and Walters is relaying knowledge of what is available in this field.

Director of Institutional
Research:

Ms. Robin DeMott spoke on behalf of Ms. Lori Sundberg, Director of Institutional Research. DeMott said that the College received two ILLCO grant--Illinois Community Colleges Online Course and Curriculum Development. One grant is to develop an online course for Computed Tomography--\$4,640 and the other grant to develop an online course for Child Growth and Development with a CD--\$7,500. The College also received \$3,000 Leadership Grant from the Illinois Community College Board "Enhancing Ethical Decision Making of Allied Health Students." Elaine Long and Sherry Berg headed up this project.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 8

ICCTA Representative: Mr. John Huston said that on June 13th five Board of Trustees attended the ACCT Conference and the Annual ICCTA Conference in Chicago. Friday night the Trustees attended the Awards Ceremony where Carl Sandburg College's David Wujek was a nominee for the ICCTA "Outstanding Faculty Member Award" and Dr. Lannie J. Cation was honored as Carl Sandburg College's Distinguished Alumni.

Board Report: Ms. Nancy Youngquist said that Mr. John Huston, Board of Trustee, received a "Trustee Education Award" from the ICCTA. Huston was among 11 trustees statewide to receive the honor this year. The award is granted only to those individuals who have participated in 15 or more ICCTA-sponsored continuing education seminars during their tenure as community college trustees.

EXECUTIVE SESSION

8:17 p.m.: Mr. John Kraus 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, discipline or performance of specific employees of the public body, 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

8:56 p.m.: The Regular Meeting of the Board reconvened at 8:56 p.m.

ROLL CALL:

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

Absent: Mr. Jed Strom, Student Representative

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 28, 2001 –
PAGE 9

ADJOURNMENT

8:57 p.m.:

Mr. John Huston 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.