

CARL SANDBURG COLLEGE

(576th Meeting)

Regular Meeting – June 24, 2004

PUBLIC HEARING: The public hearing on the FY-2005 budget was held in the A. Lewis Long Conference Room, Carl Sandburg College, 2400 Tom L. Wilson Boulevard, Galesburg, Illinois, on Thursday, June 24, 2004, at 6:30 p.m. Mr. Tom Colclasure, Chairperson, called the budget hearing for Carl Sandburg College District 518 to order and turned the meeting over to Ms. Lora Wright, Chief Financial Officer/Treasurer. Following discussion on the budget, Chairperson Colclasure declared the budget hearing closed at 6:43 p.m.

ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist
Ms. Meghan Kennedy, Student Representative

Absent: Dr. D. Wayne Green, Vice Chairperson

Others: Mr. Thomas A. Schmidt, President; and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Dennis Anderson, Mr. Larry Benne, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Ms. Jill Johnson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Misty Lewis, Ms. Elaine Long, Ms. Beverly Naslund, Mr. Steve Norton, Mr. Samuel Sudhakar, Dr. Lori Sundberg, and Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative. Staff: Ms. Angela Strom, Staff Representative; and Ms. Susan Kohler. Others: Mr. Eric Anderson, Ms. Patricia Bradley, Mr. Rob Brown, Ms. Debra Miller, and representatives of the media.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 24, 2004 –
PAGE 2

Information Items: Mr. Tom Colclasure, Chairperson, administered the *Oath of Office* to Ms. Meghan Kennedy, Student Representative to the Board for 2004-2005.
Mr. Rob Brown, Johnson Controls, Inc., gave a brief overview of the actual results from Phase I and Phase III progress achieved to date by CSC's Guaranteed Energy Savings Contract (GESC).

Consent/Non-Personnel: Ms. Nancy Youngquist moved and Mr. Bruce Lauerma seconded to approve the following items under the Consent Agenda/Non-Personnel:

- minutes of May 25, 2004, meeting of the Board,
- bills for the month of May 2004,
- 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 2006 report for submission to the Illinois Community College Board.

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

Consent/Personnel: Mr. John Kraus moved and Ms. Gayla Pacheco seconded to approve the following items under the Consent Agenda/Personnel:

- appointment of Associate Deans for the 2004-2005 academic year:
 - Language and Performing Arts – Ms. Julie Gibb
 - Social and Behavioral Sciences – Mr. James Graham
 - Math and Natural Sciences – Mr. Darrell Clevidence,
- employment of Ms. April Wilson, Risk Management Accounting Technician, Technical, Level III, Address 5, at an annual salary of \$21,250, effective July 1, 2004,
- employment of Ms. Kimberly McMahill, Accounts Receivable Clerk, Technical, Level II, Address 4, at an annual salary of \$18,910, effective July 1, 2004,
- employment of Ms. Michelle Shawgo, Resource Room Coordinator, Mid Management, Level IV, Address 3, at an annual salary of \$25,790, prorated effective July 6, 2004,
- employment of Ms. Stacey Shepherd, Executive Assistant, Secretarial/Support, Level III, Address 2, at an annual salary of \$16,970, prorated effective June 28, 2004,

- employment of Ms. Andrea DeForest, Executive Assistant, Secretarial/Support, Level III, Address 3, at an annual salary of \$17,480, prorated effective July 1, 2004,
- resignation of Mr. Jeremy Ford, Custodian, effective May 31, 2004,
- contracts for the Vice Presidents of Academic Services, Student Services, Technology Services, and the Dean of Human Resources and Organizational Development through June 30, 2007, with options for FY-2008 and FY-2009,
- employment of Ms. Patricia Bradley, full-time, tenure track, Radiologic Technology Coordinator/Instructor, reflecting a Bachelors Degree, Address 7, at an annual salary of \$34,410, effective for the 2004-2005 academic year,
- granted an unpaid leave of absence to Ms. Amy Burford, TRIO SSS Academic Advisor/Retention Coordinator, effective July 12, 2004 through August 31, 2004,
- employment of Mr. Craig Johnson, full-time, tenure track, Welding Instructor, Address 8, at an annual salary of \$30,800, effective for the 2004-2005 academic year,
- employment of Ms. Susan Sharp, full-time, tenure track, Theater Instructor, Address 8, at an annual salary of \$36,430, effective for the 2004-2005 academic year.

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

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

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

FY-2005 Final Budget: Mr. Bruce Lauerman moved and Mr. John Kraus seconded the approval of the resolution for adoption of the FY-2005 budget for Carl Sandburg College.

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

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 24, 2004 –
PAGE 4

Fund Transfer-Working
Cash Interest:

Ms. Nancy Youngquist moved and Mr. John Kraus seconded the approval of a resolution authorizing the transfer of \$44,400 from the Working Cash Fund interest in accordance with the Capital Equipment component of the FY-2005 budget.

MOTION:

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

Interest Transfer-Risk
Management (Insurance)
Reserve Fund:

Mr. John Huston moved and Mr. Bruce Lauerman seconded the approval of a resolution declaring \$197,390 as surplus Risk Management (Insurance) Reserve Fund interest and the transfer of \$197,390 to the FY-2005 Liability, Protection, and Settlement Fund effective July 1, 2004.

MOTION:

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

Interest Transfer-Strategic
Technology Endowment
Fund (STEF):

Mr. John Huston moved and Mr. John Kraus seconded the approval of a resolution authorizing the transfer \$281,160 from the College’s Strategic Technology Endowment Fund (STEF) in accordance with the Capital Equipment component of the FY-2005 budget.

MOTION:

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

SMART Initiative-Phase V
Funding Bonds:

Mr. John Huston moved and Mr. Bruce Lauerman seconded the approval of a resolution for the issuance of Funding Bonds in an amount not to exceed \$4,000,000.

MOTION:

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

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 24, 2004 –
PAGE 5

Working Cash Fund Bonds: Mr. John Kraus moved and Mr. Bruce Lauerma seconded the approval of a resolution for the issuance of Working Cash Fund Bonds in an amount not to exceed \$300,000.

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

Extension of President’s Contract: Mr. Bruce Lauerma moved and Ms. Gayla Pacheco seconded the approval of the contract extension of President Thomas A. Schmidt through June 30, 2008, in accordance with the College’s plan implemented in January 1996.

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

Equipment Auction: Ms. Nancy Youngquist moved and Ms. Meghan Kennedy seconded the approval of an equipment auction to take place Saturday, August 7, 2004, to sell equipment belonging to the district and no longer needed for college purposes.

MOTION: Voice vote – motion carried.

PRESIDENT: President Schmidt reported that he and his family recently returned from vacation where they visited Flat Rock, North Carolina, and the final retirement home of Carl Sandburg. Schmidt said it gave him great pride to sign the guest book as President of Carl Sandburg College. President Schmidt said that late today Ms. Roxanne Nava, Assistant Director of Department of Commerce and Economic Opportunity, visited the CME along with Mr. Bob Maus, Galesburg Area Chamber of Commerce. Her visit is consistent with the Governor’s Roll Out Plan for Western Illinois. President Schmidt reported that this last week he attended the ICCTA Annual Awards Banquet in Springfield and he complimented Trustee Pacheco on her participation and hard work on the Awards Committee. Lastly, President Schmidt recognized Ms. Carol Gronewold on her last board meeting and wished her well on her upcoming retirement.

DIRECTOR OF THE
BRANCH CAMPUS:

Ms. Carol Gronewold introduced Ms. Debra Miller, the new Director of the Branch Campus. Gronewold will retire June 30. Gronewold said farewell and thanked everyone for their support over the years.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Mr. Larry Benne reported that with the year ending his office is busy closing out all the grants. Benne said that today President Schmidt, Mr. Steve Norton, and he traveled to Southeastern Community College to negotiate the process relative to the agreement we have with them. Benne said they hope to wrap this up and present it to the board in July. Benne also stated that on July 1 they have a similar meeting with Spoon River College concerning this same agreement.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that the Student Success Center is coming along and is looking like a very grand area and it will become a wonderful new home to two wonderful programs. Norton said he can not express enough gratitude to the College for the Center. Norton reported that seven student athletes have made the Arrowhead All Conference Team. Lastly, Norton said that there are many athletic camps being held on the campus this summer and it is a pleasure to see all the students attending.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the ACCES Migration project is going well. We are all set to go live with General Ledger, Accounts Payable/ Purchasing, and Projects Accounting on July 1 per schedule. End user training on the new system went well on June 22 & 23. Sudhakar said he greatly appreciates the efforts of Ms. Lora Wright, Mr. Larry Byrne, and their teams in working diligently for smooth live operations. Sudhakar said that the CSC Portal and Student Printing initiatives were successfully launched on June 7. He also said that the New IP based distance learning network has been designed and implemented successfully. Sudhakar reported that we will be working on upgrading and refreshing our network and servers in preparation for the fall semester. Lastly, he said that Cyber Camp preparations are going well and that camp is scheduled for August 17 and 18.

DIRECTOR OF TRIO
UPWARD BOUND:

Ms. Jill Johnson reported on the Upward Bound summer program. They have three components in the summer program: 1) Career Exploration Internships which has 2 upcoming seniors and 9 graduating seniors interning at Cottage Orthopedics, Illinois Department of Animal Disease, EMR, Red Cross, Discovery Depot, Galesburg Small Animal Hospital, CSC Children's School, United Way, Knox County Humane Society, and the Galesburg Civic Art Center; 2) Summer Bridge Program which a grant pays for 2 summer courses for graduating seniors which includes their books upon successful completion of their courses; and 3) Summer Project Program which has 26 students participating. There are two projects in this program. The first is web design where the students not only redesign the Upward Bound web page, but are also designing their own to enter in the TRIO ThinkQuest competition. The second project is an art project. Students present ideas to a panel of CSC representatives that chose one project to be donated to the institution. This will be four 5 X 8 Canvases of abstract art. On July 8 the artwork will be unveiled and formally donated to the institution by the Art Class and they have asked President Schmidt to accept the donation on behalf of CSC. Lastly, Johnson stated that on July 13 Upward Bound students will leave for New York City. They will be touring the city and attending shows.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg reported that CSC was notified this past week that our Perkins application was accepted. Those dollars should be available for use after July 1. Dr. Sundberg thanked Ms. Peggy Libby for her help with that application. Dr. Sundberg reported that she attended the Association for Institutional Researchers conference in Boston over the Memorial weekend and that it was a fantastic conference. She attended sessions on outcome assessment, environmental scanning, surveying techniques, and developing sustainability indicators. Dr. Sundberg thanked the board for the opportunity to attend this conference.

DEAN OF ADULT
& DEVELOPMENTAL
EDUCATION:

Ms. Gwen Koehler reported that two weeks ago she attended the Chair Leadership Academy. This academy came to Illinois through the efforts of the Illinois Community College Board, the President's Council, and the Chief Institutional Officers. Approximately 28 community colleges are participating. It is an 18 month training program for the purpose of preparing for the change in leadership in Illinois as we see a large number of faculty, staff, and administrators retire. Koehler stated that she will attend another group session next June. In addition to these sessions, each individual is to develop goals and measures of attainment of these goals. The goals will be personal, departmental, and institutional wide. Throughout the 18 months, they will work with a coach from the academy, a mentor from their individual institutions, keep journals, and interact-network with other participants online. Koehler thanked the College for the opportunity to be part of this Leadership Academy

DEAN OF ALLIED
HEALTH:

Ms. Elaine Long introduced Ms. Patricia Bradley, new coordinator of Radiologic Technology. Bradley has been an instructor in the Radiologic Technology program at Scott Community College in Bettendorf, Iowa. She is currently pursuing her Masters in Health Education through Western Illinois University. Long gave an update on the Allied Health Department. In nursing, all 48 of the practical nursing students successfully completed their program last week. Graduates will be taking their NCLEX exams for state licensing within the next few weeks. Long said all 27 Dental Hygiene grads have taken clinical boards-with an 89% pass rate. Twenty six have taken written boards-with a 92% pass rate. Lastly, Long reported that in Radiologic Technology, 13 of 17 RT grads have taken the ARRT certification exam and 100% have been successful. Fifteen of the 17 are already employed and 2 have been accepted into the CSC Sonography program in the fall.

ICCTA
REPRESENTATIVE:

Mr. John Huston distributed a summary booklet to the trustees on the ICCTA Annual Convention held June 17-19 in Springfield. Huston once again stressed the importance of contacting your legislators. Huston reported that the two seminars at the convention were: "*Boards for a New Century.*" and "*Update on the State Ethics Act.*"

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JUNE 24, 2004 –
PAGE 9

STUDENT

REPRESENTATIVE: Ms. Meghan Kennedy reported that she just attended the SAC Convention in Springfield in conjunction with ICCB. The student trustees learned what their role was as a trustee. They also set goals for the year. One of the goals was to improve the involvement between the community and the College. They also stressed to have better student involvement.

FACULTY

REPRESENTATIVE: Ms. Lauri Wiechmann stated that this was her last board meeting as Representative. She will now take over as Chair of the Faculty Council. Wiechmann reported that the new Faculty Representative will be Ms. Diana Billeter. Wiechmann thanked the board and stated that she was more appreciative of their trustee roles after serving as Faculty Representative this past year.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported that today she finished filling out all the Nursing Certification Forms. Strom said they are very busy with fall registration and things are going very well.

BOARD REPORTS:

Mr. John Kraus reported that he also attended the ICCTA Annual Convention in Springfield and also recently wrote letters to our legislators. Kraus stated it is good that everyone has the same goal.

Ms. Gayla Pacheco said that she was quite proud of CSC's nominees at the Annual ICCTA Awards Banquet.

Mr. Bruce Lauerman invited everyone to attend the Model Train Show at CSC this weekend.

Mr. Tom Colclasure reported that Mr. John Huston received the Illinois Community College Trustee Association (ICCTA) Education Award at the Awards Banquet. This award is granted to those who have participated in 15 or more ICCTA sponsored seminars. Huston is a two (2) time recipient of this award. Also being honored at the banquet were Mr. Craig Sanford, CSC Faculty of the Year; and Mr. David Burns, CSC Distinguished Alumnus.

Executive Session
8:16 p.m.:

Mr. John Kraus moved and Ms. Gayla Pacheco 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 purchase or lease of real estate for the use of the

public body; to consider “pending” litigation; to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act; and to consider the appointment, performance, discipline, and compensation of specific employees of the public body and or students of the public body.

MOTION:

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

RECONVENE

8:36 p.m.:

The Regular Meeting of the Board reconvened at 8:36 p.m.

ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist
Ms. Meghan Kennedy, Student Representative

Absent: Dr. D. Wayne Green, Vice Chairperson

ADJOURNMENT

8:37 p.m.:

Mr. John Huston 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.