

CARL SANDBURG COLLEGE

(582nd Meeting)

Regular Meeting – December 16, 2004

PUBLIC HEARING: The public hearing on Tax Levy 2004 was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Thursday, December 16, 2004, at 6:47 p.m.

ROLL CALL:

Present: Mr. Tom H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Mr. John T. Huston
Ms. Gayla J. Pacheco
Ms. Meghan Kennedy, Student Representative

Absent: Mr. Bruce A. Lauerman
Ms. Nancy L. Youngquist

PUBLIC HEARING: Mr. Tom Colclasure, Chairperson, called the Tax Levy 2004 hearing for Carl Sandburg College District 518 to order and turned the meeting over to Ms. Lora Wright, Chief Financial Officer. Following discussion on the Tax Levy 2004, Chairperson Colclasure declared the Tax Levy 2004 hearing closed at 6:50 p.m.

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, December 16, 2004, at 7:00 p.m.

ROLL CALL:

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

Absent: Mr. Bruce A. Lauerman

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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. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Lisa Hanson, Ms. Jill Johnson, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Ms. Debra Miller, Ms. Beverly Naslund, Mr. Steve Norton, Mr. Mark Pfleiger, Ms. Blanche Shoup, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Staff: Ms. Angela Strom, Staff Representative. Others: Mr. John Kreiger, Dr. Lucy Morros, Campus inDirects; and representatives of the media.

Remove from Agenda: Removed #18-Request for Closed Session; and #19-Consideration of Release of Minutes of Meetings Lawfully Closed Under the Open Meetings Act.

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

- minutes of November 16, 2004, meeting of the Board,
- bills for the month of November,
- appointment of Office Occupations Advisory Committee: Bart Arthur, Joy Johnson, Ruth Reed, Cary Scott, Jeanne Wiskirchen, Nancy Baird, Gail Rabenau, Donna Stortzum, and Mary Buckingham.

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

- resignation of Ms. Lisa McDowell, effective January 7, 2005,
- unpaid leave of absence for Ms. Kim McMahill under the Family Medical Leave Act, effective approximately January 3, 2005,
- employment of Ms. Brandy Ashby, Children’s School Full-Time Teacher, Technical, Level III, Address 6, at an annual salary of \$22,020 prorated, effective January 3, 2005,
- employment of Ms. Faunda Reed, Children’s School Full-Time Teacher/Regional Pre-K Wrap Around Program, Technical,

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Level III, Address 10, at an annual salary of \$25,160 prorated, effective January 3, 2005,

- employment of Ms. Amy Shields, Executive Assistant, Secretarial/Support, Level III, Address 3, at an annual salary of \$17,480 prorated, effective December 17, 2004, (this position is solely grant funded through WIA funds).

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

Financial Reports: Dr. D. Wayne Green moved and Ms. Gayla Pacheco 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 “Absent”; Staff Representative voted “Aye”; Student Representative voted “Aye.”

Approval of Associate of Arts in Teaching Degree: Mr. John Kraus moved and Dr. D. Wayne Green seconded to approve an Associate of Arts in Secondary Science Teaching Degree for submission to the Illinois Community College Board for approval and implementation at the earliest possible date.

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

Final Tax Year 2004 Levies: Dr. D. Wayne Green moved and Ms. Meghan Kennedy seconded to approve the adoption of a resolution adopting the Annual Tax Levy by Community College District Number 518. The amounts shall be certified and filed with each County Clerk in the District before the last Tuesday of December 2004. The effect of growth in CSC’s tax base (EAV) translates into a projected district wide increase in CSC’s total levy, including bonded indebtedness, of \$458,354 or 6.93%. The Final Tax Year 2004 Projections includes provisions for: 1) 0289¢ in Tax Equity as provided for in Chapter 110 ILCS 805/3-14.3; 2) bond levies (long-term debt instruments) recently implemented to enable the college to achieve major improvements in the areas of projects included in the SMART Initiatives approved this past year; and 3) a break down of our Social/Medicare Insurance levy in accordance with the law.

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

Truth in Taxation
Certificate Compliance: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded to approve a Truth in Taxation Certificate of Compliance.

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

Certificate of Tax Levy: Dr. D. Wayne Green moved and Mr. John Kraus seconded to approve a Certificate of Tax Levy for Tax Year 2004.

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

Comprehensive Waste
Reduction Plan Update: Mr. John Kraus moved and Dr. D. Wayne Green seconded to approve the College’s updated Comprehensive Waste Reduction Plan and the submission of same to the Illinois Department of Commerce and Economic Opportunity (DECO).

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

Renewal Health and
Dental Insurance Program: Mr. John Huston moved and Mr. John Kraus seconded to approve the 2005 monthly health and dental premiums as listed below:

Medical Coverage	
(\$500 deductible)	
Employee	486.00
Family	616.00
Dental Coverage	
Basic-Single	25.00
Dental Cap-Single	35.00
Basic-Family	45.00
Dental Cap-Family	90.00

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

Mini Van: Ms. Nancy Youngquist moved and Ms. Meghan Kennedy
seconded to approve award of bid for a Mini Van to Bruce Foote
Chevrolet, for a 2004 Chevrolet Venture, in the amount of \$15,966
plus title transfer and license. The basis for this recommendation
is low bid to specifications and it is within/below the amount
budgeted.

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

Outcomes Assessment
Program Indirect Costs: Mr. John Huston moved and Dr. D. Wayne Green seconded to
approve entering into an agreement with Campus inDirects of
Chicago, Illinois, to conduct an assessment of the College’s
indirect costs, as herein stipulated, for the fee of \$10,000, to be
funded from excess Performance Contract savings.

MOTION: On roll call vote, five members voted “Aye”; one voted “Nay.”
Motion carried. Faculty Representative “Absent”; Staff
Representative voted “Aye”; Student Representative voted “Aye.”

PRESIDENT: President Schmidt reported that on December 11 CSC hosted the
Martin Luther Academic Challenge which has been in existence
for eight years. This is the first time CSC hosted the Challenge.
Four area high schools participated. The committee is currently
looking at dates for next year’s challenge to be held again at CSC.
President Schmidt thanked the Board for attending Senator
Durbin’s Press Conference which was held December 10 at CSC.
President Schmidt stated that hopefully in February CSC people
will be able to visit with the Senator when they attend the ACCT
Summit in Washington DC. President Schmidt invited everyone to
the Ground Breaking for the new Allied Health Building tomorrow
followed by the Holiday Luncheon at noon, and lastly a showing of
the CSC History Video in the theatre that afternoon. President
Schmidt suggested the Board discuss scheduling their bi-annual
retreat for late January or early February. After discussion, the

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Board set the retreat for Friday, January 28, 2005, at 5 p.m. in the A. Lewis Long Conference Room.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Mr. Larry Benne reported that the semester is coming to an end with the last finals being taken tonight. Benne stated that it has been a very successful semester and faculty is working on their grades now.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Sundberg reported that Colleague is going well and HR will go live with payroll in January. Sundberg said that the Department of Education has cancelled the competition with Title III and the word is that it will be funded by scores working backwards. It does look favorable for CSC to get funded. However, there is talk that schools will be making appeals on their scores.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that Student Services is continuing to work on registering for spring classes. Norton said that he appreciates everyone's efforts. Norton reported that counselors will be working with dislocated workers at Galesburg Works by means of the Trade Adjustment Act. Norton said that the basketball teams will be concluding their games before the break tomorrow night.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that Colleague Implementation is going well. CSC will be ready to go live with payroll in January. He appreciates the efforts of Dr. Sundberg and her team and the technical team of Mr. Dennis Maurer and Mr. Mike Brackett for their hard work and dedication. Data conversions are proceeding on time. Sudhakar said that Ms. Joy Johnson and Ms. Christy Peci of the Curriculum Management team did training with Deans and Associate Deans on the new paperless procedures for creating course sections and schedules. Sudhakar reported that CSC will be hosting and administering WebCT on CSC premises for K-12 schools starting in January. Several schools including Avon, Bushnell Prairie City, and United school districts have expressed

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interests in taking advantage of this service and in training their teachers. Lastly, he reported that he had the honor of participating in a technology planning focus group hosted by Galesburg School District #205 and offered the College's support for their technology planning and implementation needs.

ICCTA

REPRESENTATIVE:

Mr. John Huston reported that the ICCTA Seminar and Meeting will be held January 14 & 15, 2005, at the Hilton Hotel in Springfield. The Seminar will focus on "*You Just Don't Understand Me.... Boomers, X'ers, and Y'ers – A Look at Three Different Generations.*" Lastly, Huston reported that the Community College National Legislative Summit (ACCT/AACC) will be held in Washington DC February 13-16, 2005. The last day to register for the Summit and receive the early bird registration is tomorrow.

STUDENT

REPRESENTATIVE:

Ms. Meghan Kennedy reported that SGA adopted a family to buy clothes, etc. for and yesterday they shopped for this family.

STAFF

REPRESENTATIVE:

Ms. Angela Strom reported that they are busy in the office registering for spring classes and that grades are due Monday at 3 p.m.

BOARD REPORTS:

Mr. John Kraus reported that he attended the CME Open House last week. He said that the CME is doing a good job.
Ms. Gayla Pacheco said that she was very excited about the new Associate of Arts in Secondary Science Teaching Degree.
Ms. Nancy Youngquist thanked everyone for their hard work and wished everyone a Happy Holiday.
Mr. Tom Colclasure said that he thought Senator Durbin's visit went quite well and he appreciated everyone's hard work with Durbin's visit on such short notice and Colclasure said that he is very proud to be associated with the College. After board discussion, the April Board Meeting will be held on Thursday, April 21, 2005, at The Extension Center, Bushnell. This change will enable the Board to canvass the votes of the April 5, 2005, Consolidated Election and reorganize the Board. Thus, these will be done within the time constraints of the election laws. The date

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change will be placed on the January Agenda for formal Board approval.

ADJOURNMENT

8:10 p.m.:

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