

CARL SANDBURG COLLEGE
(625th Meeting)
Regular Meeting – April 24, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in Room 360, The Extension Center, Bushnell, Illinois, on Thursday, April 24, 2008, at 7:00 p.m.

ROLL CALL:

Present: Mr. Bill C. Robinson, Chairperson
Mr. John T. Huston, Secretary
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Rev. Jon A. Sibley, Sr.
Ms. Shalane Worden, Student Trustee
Ms. Lori Shay, Staff Representative

Absent: Mr. Jack P. Ball, Vice Chairperson
Mr. Michael T. Bavery
Ms. Barb Kirchgessner, Faculty Representative

Others Present: Ms. Mary Buckingham, Recording Secretary.
Administration: Ms. Gena Alcorn, Mr. Tony Bentley, Ms. Sherry Berg, Ms. Lisa Blake, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Lisa Hanson, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Debra Miller, Mr. Steve Norton, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Dr. Connie Thurman, Mr. Mike Walters, and Ms. Lauri Wiechmann. Staff: Ms. Linda Lytle. Others: Ms. Brittany Manser.

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Resolution-Student Trustee: Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded to approve a Resolution thanking Ms. Shalane Worden, Student Trustee, for her representation on the Board of Trustees for the 2007-2008 academic school year.

MOTION: Voice vote – motion carried.

Consent Agenda-General: Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to approve the following items under the Consent Agenda-General:

- minutes of March 27, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of March 2008.

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

Entered Meeting: Mr. Mike Bavery entered the meeting at 7:07 p.m.

Financial Reports: Rev. Jon Sibley Sr. moved and Dr. D. Wayne Green seconded that the minutes reflect receipt of the Financial Reports.

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

Appointment of
Chairperson Pro-Tem: Mr. John Huston moved and Rev. Jon Sibley Sr. seconded the appointment of Dr. Lori Sundberg Chairperson Pro-Tem.

MOTION: Voice vote – motion carried.

ADJOURNMENT
SINE DIE 7:10 p.m.: Mr. John Huston moved and Rev. Jon Sibley Sr. seconded that the 625th regular meeting of the Board be adjourned sine die.

MOTION: Voice vote – motion carried.

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Call to Order of
Organizational Meeting: The 626th regular meeting of the Board of Trustees of Carl Sandburg College was held in Room 360, The Extension Center, Bushnell, Illinois, on Thursday, April 24, 2008, at 7:11 p.m. The meeting was called to order by Dr. Lori Sundberg, Chairperson Pro-Tem.

ROLL CALL: Present: Mr. Bill C. Robinson, Chairperson
Mr. John T. Huston, Secretary
Mr. Michael T. Bavery
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Rev. Jon A. Sibley, Sr.
Ms. Lori Shay, Staff Representative

Absent: Mr. Jack P. Ball, Vice Chairperson
Ms. Barb Kirchgessner, Faculty Representative

Oath of Office: Heard an Oath of Office installing Ms. Brittany Manser as Student Trustee on the Board of Trustees for the 2008-2009 academic school year.

Election of Chairperson-
2008-2009: Rev. Jon Sibley, Sr. nominated Mr. John Huston as Chairperson of the Board. Mr. Bill Robinson moved and Mr. Tom Colclasure seconded that the nominations be closed and that a unanimous ballot be cast for Mr. John Huston as Chairperson of the Board.

MOTION: Voice vote – motion carried.

Presentation of Plaque: Chairperson John Huston presented a plaque to Mr. Bill Robinson for his service as Chairperson of the Board for 2007-2008.

Election of Vice
Chairperson-2008-2009: Mr. Tom Colclasure nominated Rev. Jon Sibley, Sr. as Vice Chairperson of the Board. Mr. Bill Robinson moved and Mr. Tom Colclasure seconded that the nominations be closed and that a unanimous ballot be cast for Rev. Jon Sibley, Sr. as Vice Chairperson of the Board.

MOTION: Voice vote – motion carried.

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Election of Secretary-
2008-2009:

Mr. Bill Robinson nominated Mr. Mike Bavery as Secretary of the Board. Mr. Tom Colclasure moved and Rev. Jon Sibley, Sr. seconded that the nominations be closed and that a unanimous ballot be cast for Mr. Mike Bavery as Secretary of the Board.

MOTION:

Voice vote – motion carried.

Appointment of
Recording Secretary:

Mr. Bill Robinson moved and Rev. Jon Sibley, Sr. seconded the appointment of Ms. Mary Buckingham as Recording Secretary of the Board.

MOTION:

Voice vote – motion carried.

Appointment of
Treasurer:

Mr. Bill Robinson moved and Mr. Tom Colclasure seconded the appointment of Ms. Lisa Blake as Treasurer of the Board.

MOTION:

Voice vote – motion carried.

Consent Agenda-General:

Mr. Bill Robinson moved and Mr. Tom Colclasure seconded to approve the following item under the Consent Agenda-General:

- 2008 Summer Work Schedule. 2008 summer work schedule for the full-time (benefited) employees of Carl Sandburg College that:
 1. Extends from (Monday) May 12, 2008, through (Friday) August 8, 2008.
 2. The day time (first shift) work schedule begins at 7:30 a.m. or 8:00 a.m. and ends at 4:00 p.m., Monday through Friday. The starting time will be at the discretion of the supervisor and depends upon whether the employee takes a one or one-half hour lunch.
 3. Part-time employees will continue to work their current schedule within the summer-hour schedule.

MOTION:

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

Consent Agenda-Personnel:

Dr. D. Wayne Green moved and Mr. Mike Bavery seconded to approve the following items under the Consent Agenda-Personnel:

- resignation of Mr. Keith Williams, Assistant Professor of Economics, effective June 30, 2008,

- employment of Ms. Angela Strom, Assistant Registrar, reflecting Technical (union eligible), Level IV, Address 7, at an annual salary of \$25,390, effective July 1, 2008.

MOTION:

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

Information Items:

Mini-Treat-Supplemental
Instruction:

Ms. Linda Lytle, Basic Skills Specialist, presented on Supplemental Instruction – A Student Academic Support Program.

Accreditation Update:

Dr. Lori Sundberg, Vice President of Academic Services, explained Accreditation and the Self Study process. Ms. Jill Johnson and Dr. Sundberg are co-chairs of the process and a steering committee has been formed.

Protection, Health & Safety
Project-Reroofing Building
A, Modules 1 & 2:

Mr. Mike Bavery moved and Dr. D. Wayne Green seconded to approve awarding the contract for the PHS, Reroofing Building A, Modules 1 & 2 Project to R. A. Oldeen, Inc. of Kewanee, Illinois, in the amount of \$129,839.

MOTION:

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

Protection, Health & Safety
Project-Emergency
Generator Replacement:

Mr. Mike Bavery moved and Dr. D. Wayne Green seconded to approve awarding the contract for the PHS, Emergency Generator Replacement Project to Mechanical Services, Inc. (MSI) of Galesburg, Illinois, in the amount of \$91,325.

MOTION:

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

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College for Seniors-
Alcohol Beverage
Exemption:

Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to approve the request for Alcohol Beverage Exemption for the Fall 2008 semester College for Seniors Wine Club (September 18, October 16, and November 13, 2008).

MOTION:

On roll call vote, three members voted “Aye”; none voted “Nay”; three “Pass”; one absent. Motion carried. Student Trustee voted “Aye”; Faculty Representative “Absent”; Staff Representative “Pass.”

Protection, Health & Safety
Project-Theatre Curtain and
Hardware Replacement:

Mr. Mike Bavery moved and Dr. D. Wayne Green seconded to approve the Protection, Health & Safety Project (Theatre Curtain and Hardware Replacement); the submission of the required ICCB application forms reflecting a total budget of \$73,300.00; and the Resolution addressing this Project.

MOTION:

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

VICE PRESIDENT OF
ACADEMIC SERVICES:

Dr. Lori Sundberg reported that the term is winding down and we are looking forward to graduation. She said that the Human Resource Department has been very busy. With the new IRS regulation 403B, they are now working with a third party administrator to be in compliance with the regulation. Sundberg reported that the Perkins allocation this year is down by 7 percent.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that last week we hosted the Olympic Conference Arts Festival with over 150 students participating; the Occupational Programs have been visiting local high schools; and Awards Day is scheduled for tomorrow at 1:30 p.m. in the Crist Student Center.

VICE PRESIDENT OF
ADMINISTRATIVE
SERVICES & CIO:

Mr. Samuel Sudhakar reported that the IT Team will be busy this summer with several projects planned including: Active Campus Portal, Colleague Advancement, Server Virtualization, Infrastructure, and Security Upgrade projects. He said that scripts

for the NTI Connect Ed have been finalized by a team consisting of the President, Cabinet, Ms. Robin DeMott, Mr. Larry Byrne, Ms. Mary Buckingham, and others. These scripts have been pre recorded into the system and are ready to be sent in the event of any of the emergencies listed. Sudhakar reported that Cyber Camp will be on June 12 and 13 and that this year's Bright Minds Internship Program will be on the topic of *Forensic Science*. Faculty Member Mr. David Kellogg has graciously agreed to co-chair this year's program. He said that the Physical Plant team will be busy with the Campus Refresh Project focusing on the upper and lower C Wing Faculty offices and classrooms and the renovation of the second floor of the Annex to house the Massage Therapy Program. The GESC Phase IV Projects are proceeding on schedule. Lastly, Sudhakar had the privilege of attending his second session of the Academy for Advanced Leadership Program in Jacksonville, Florida, and has successfully completed the Program.

ADMINISTRATIVE
REPORTS:

Ms. Sherry Berg, Mr. Larry Byrne, and Ms. Robin DeMott gave reports.

STUDENT
TRUSTEE:

Ms. Brittany Manser reported that on April 30 is the Spring Picnic. The picnic will also include the CSC Final Idol Competition at noon. The CSC Chapter of Delta Psi Omega Theatre Honor Society will have their Induction Ceremony on April 30 at 7 p.m. in the CSC Theatre and on May 9 SGA has scheduled a trip to Fun City.

BOARD REPORTS:

Rev. Jon Sibley, Sr. reported that the ICCTA Meeting is April 29 and Lobby Day is April 30 in Springfield. He invited all board members to attend.

Mr. John Huston reported that the ICCTA Annual Convention will be June 5 and 6 in Springfield.

STAFF
REPRESENTATIVE:

Ms. Lori Shay reported that the U.S. Department of Affairs has certified Carl Sandburg College as an accredited educational institution for veterans for the upcoming school year. She said that Mr. Phil Jennings reported that the Retention Hotline had 18 referrals when it first started in the fall of 2005. That number has steadily increased. In the fall of 2007, we had 111 referrals and to date for this semester we have had 35. The Hotline

is advertised in the eNews every week and there is now a Link on the CSC main web page under Quick Links.

Shay reported that on April 3 the Adult Learning Center held a Reception in honor of the late Ms. Betty Campbell. Campbell worked in the ALC and helped so many students in that area. Ms. Campbell's daughter and son-in-law were presented a plaque in her honor and it will hang in the ALC. Mr. Manley Bowman, a long time student in the ALC, was also honored. Bowman is moving to New Mexico to be near his daughter. Manley gave such an inspirational speech about how greatly his teachers have helped him over the years and how no one can ever take his education away from him. Dean Jim Rich was so impressed with his speech, that he had Manley videotaped for other students to view and for marketing purposes.

Shay said that Ms. Tammy Folger reported that the Children's School celebrated *The Week of the Young Child* last week with many events on campus. They would like to thank the College staff and faculty who joined them at their Art Show in the Crist Student Center and in the gym for cooperative games. The classrooms had fun parading the campus and passing out cookies. Several teachers represented the school at the annual community wide Fun Fair held at Hawthorne Gym. *The Week of the Young Child* is supported by the National Association for the Education of Young Children and is meant to honor children and thank those who work to make a difference in the lives of young children. In other news, 16 teachers at the school completed Infant, Child, and Adult CPR/AED certification last month. The staff is currently busy with preparing for the summer school age program, *Kids on Campus* obligations, and fall enrollment.

Closed Session
8:14 p.m.:

Rev. Jon Sibley, Sr. moved and Mr. Bill Robinson seconded a request for a Closed Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body; to consider the purchase or lease of real estate for the use of the public body; to consider litigation on a matter pending before the Administrative tribunal; and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, six members voted "Aye"; none voted "Nay"; one absent. Motion carried. Student Trustee voted "Aye"; Faculty Representative "Absent"; Staff Representative voted "Aye."

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RECONVENE

8:39 p.m.:

The Regular Meeting of the Board reconvened at 8:39 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Rev. Jon A. Sibley, Sr., Vice Chairperson
Mr. Michael T. Bavery, Secretary
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Mr. Bill C. Robinson
Ms. Brittany Manser, Student Trustee

Absent: Mr. Jack P. Ball
Ms. Barb Kirchgessner, Faculty Representative
Ms. Lori Shay, Staff Representative

ADJOURNMENT

8:40 p.m.:

Dr. D. Wayne Green moved and Rev. Jon Sibley, Sr. 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.