

CARL SANDBURG COLLEGE
(631st Meeting)
Regular Meeting – September 25, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the A. Lewis Long Conference Room (E200), Carl Sandburg College, Galesburg, Illinois, on Thursday, September 25, 2008, at 7:00 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Rev. Jon A. Sibley, Sr., Vice Chairperson
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Mr. Bill C. Robinson
Ms. Brittany Manser, Student Trustee
Ms. Carol Petersen, Faculty Representative
Ms. Diane Weeks, Staff Representative

Absent: Mr. Michael T. Bavery, Secretary
Mr. Jack P. Ball

Others Present: Mr. Thomas A. Schmidt, President; Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Tony Bentley, Ms. Lisa Blake, Mr. Larry Byrne, Ms. Robin DeMott, Ms. Sherry Foster, Ms. Lisa Hanson, Ms. Carol Kreider, Ms. Misty Lyon, Ms. Debra Miller, Mr. Steve Norton, Mr. Mark Pfleiger, Mr. Jim Rich, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lauri Wiechmann. Others: Ms. Sara McKenna, Mr. Matt Schueler (Auditors), and representatives of the media.

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PRELIMINARY

Items from the Floor: None.

INFORMATION

Credit Hour Budget Report:

Dr. Lori Sundberg presented the Credit Hour Budget Report.

Mini-Treat –
Course Applicability System:

Ms. Carol Kreider, Dean of Student Support Services, gave a presentation on the u.select (formerly CAS-Course Applicability System).

BOARD

None.

ADMINISTRATION

Financial Reports:

Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded that the minutes reflect receipt of the Financial Reports.

MOTION:

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

Consent Agenda:

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

- amended minutes of August 28, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of August 2008,
- appointment of Child Development Advisory Committee Members: Heidi Coe, Pam Dunn, Tammy Froelich, Diane Gravino, Amy Blackhurst, Maury Lyon, Jan Steckelberg,
- resolution charging the Board secretary to publish the 2009 Consolidate Election notice and designate Mary Buckingham or her designee to receive nominating petitions for candidates for the election,
- employment of Ms. Amanda Spray, Library Technical Assistant at The Branch Campus (union eligible), reflecting Technical, Level III, Address 4, at an annual salary of \$21,760, prorated, effective October 1, 2008.

MOTION:

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

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Specific Items:

FY2008 Audit Report: Mr. Tom Colclasure moved and Mr. Bill Robinson seconded to approve the FY2008 Financial Audit as presented.

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

Approval to Publish
FY2008 Annual Financial
Report: Rev. Jon Sibley, Sr. moved and Dr. D. Wayne Green seconded to approve to publish the FY2008 Annual Financial Report as specified by law.

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

Protection, Health & Safety
Projects – ADA Upgrades
Galesburg Campus and the
Annex, Emergency Alert
Intercom Systems, and
External Speaker Systems: Rev. Jon Sibley, Sr. moved and Dr. D. Wayne Green seconded to approve the following Protection, Health & Safety (PHS) projects:

1. To perform ADA upgrades at the Galesburg Campus (\$124,800),
2. Perform ADA Upgrades at the Annex (\$40,000),
3. Install intercom systems in all classrooms across all campuses and external notification systems on all campus locations across the district (\$193,500).

And approve the Resolution addressing these projects.

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

Fire Hydrants: Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded to approve the awarding of a contract for material and installation of base bid and alternates to J. P. Benbow Plumbing & Heating Co. Inc. of Galesburg, Illinois, in the amount of \$42,875. This recommendation is based on low bid to specifications.

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

Mini Van: Mr. Bill Robinson moved and Dr. D. Wayne Green seconded to approve the purchase of a 2007 Dodge Caravan from River City Truck Sales, Inc. of Davenport, Iowa, in the amount of \$14,817 plus title transfer and license. This recommendation is based on low bid to specifications and mileage.

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

REPORTS

President: President Schmidt reminded the Board that the Board Retreat will be held on October 17 and 18 at the CSC Main Campus. He noted that an ICCTA *Trusteeship* flyer was at their station tonight. The 2009 Consolidated Election timetable is on the back of the flyer. President Schmidt reported that the upcoming ACCT Legislative Summit will be held in Washington, D.C. on February 9-11, 2009. Please mark your calendars and more information will be forthcoming. He said that Ms. Gena Alcorn was assisting his office with asking for nominations of inductee(s) for the Wall of Honor. He will be bringing the recommendation of the inductee(s) to the Board at the regular October Board meeting. President Schmidt noted that at the November Board meeting he hopes to have the Board tour the newly remodeled nursing lab and view the new boilers in the boiler room. He reported that on October 8 and 9, he will be meeting with Support Staff at all district locations. There is now a new folder in DocuShare that contains information on these semi-annual meetings of the Support Staff.

Vice President of Student Services:

Mr. Steve Norton reported that October 20 will be College Night at CSC and invited everyone to attend. This year it will be held in the gym. Norton said that Noel-Levitz (Enrollment Management) is well underway and we are greatly benefiting from the partnership. He reported that all fall sports are up and running and that their complete schedules are on the CSC web site.

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Vice President of
Academic Services:

Dr. Lori Sundberg reported on CSC health insurance. We received our 4th annual renewal price since we signed on with Blue Cross Blue Shield in 2005. Our renewal rate was a 1.8% decrease in price. In fact, since 2005 when we started with Blue Cross, we have experienced an overall reduction in pricing of 3.8%. In 2005, we took our plan which was self-funded and went to a fully funded program with Blue Cross Blue Shield. We had been experiencing anywhere between 15-20% per year increases with our former TPA and reinsurance. We also had network problems with the former plan. Based upon the size of our group and its demographics, we decided to take the plan to a wholly funded plan. Due to the geographic size of our district, we went with Blue Cross Blue Shield because of the better network coverage throughout our district. Sundberg said we would not have had these savings without making plan changes. Through negotiations with the SEA, to their credit, they understood the issues facing the College and agreed to make changes to deductibles and maximum out of pockets. Our broker has been very aggressive in working with Blue Cross as well. We will continue to monitor the program. Sundberg said that CSC was contacted by Farmland Foods, Inc. about providing classes at their facility. A CSC team has gone over twice now to Farmland Foods, Inc. to meet with their employees regarding their interest in college courses, GED, ESL, and conversation Spanish on the Continuing Ed side. We have had almost 150 people express interest in course work. We will continue to meet with Farmland Foods, Inc. Sundberg reported that the four day academic schedule for spring has been released to students and the media and we have had good feedback thus far. Faculty meetings have been moved to Fridays in order to accommodate having as many classes as possible on Monday through Thursday. Lastly, she said that the preparation for the NCA accreditation visit continues to move forward. Surveys were provided to all employees and over 75% completed the survey.

Vice President of
Administrative Services
& CIO:

Mr. Samuel Sudhakar reported that the new Active Campus portal was beta released to all faculty and staff earlier this month. This portal allows secure access to all pertinent college resources to from a single sign on (SSO) interface. We are looking at beta release of the portal to students in the middle of October. He said that an RFP was issued for our district wide document management system with the upcoming end of our current lease in

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December. The bid results are due on September 30. He anticipates bringing a recommendation to the Board at the October Board meeting. Sudhakar reported that as a part of the Guaranteed Energy Savings Contract Phase V projects, the new boiler for the Galesburg campus has been installed. It will be commissioned to be operational in the next couple of weeks. The A-building roofing project is complete. The Galesburg Campus emergency generator will be commissioned on October 17. He said that the Business Office reports that electronic deposit of refund checks for our students has been very successful. Our banking partner, through Ms. Lisa Blake's efforts, is offering free checking and debit card accounts to our students. In addition, First Bank has installed an ATM machine on the Galesburg Campus.

Administrative Reports:

Ms. Lauri Wiechmann and Ms. Lisa Hanson gave reports.

Student Trustee:

Ms. Brittany Manser reported that she attended the Illinois Community College Board Student Advisory Committee (SAC) in Springfield on September 12 and 13. She said that she will serve on two SAC Committees; the Awards and Recognition Committee and the Outreach Committee. The Outreach Committee chose *Autism* as the benefactor of their statewide fund raising. Lastly, she reported that the SGA Officers were recently elected and will be announced shortly.

Faculty Representative:

Ms. Carol Petersen reported that Faculty Assembly met on September 16. She said the first CSC 2008-2009 Concert Series will be October 4 at 7:30 p.m. in the theatre with Mr. Dan Knight, jazz pianist. The fall play "*The Devil Inside*" will be October 30-November 1. Theatre students will be performing short scenes that demonstrate bias in a program called "*Not in Our Town.*" This is a national program and is in cooperation with the Galesburg Human Relations Commission. It will be held Tuesday, October 21 at a town hall meeting at the Galesburg Community Center. Petersen congratulated Ms. Cynthia Johnson for receiving her Cisco Network Certification. The Autotech Auto Club participated in the Prime Beef Festival parade and received 3rd prize.

Staff Representative:

Ms. Diane Weeks reported that *Walk Across America* started September 22. We have 71 employees participating in the 8 week walking challenge against Knox College. The All College Walk will be held October 24 at 7:00 a.m.; and if anyone is interested in starting a Weight Watchers at Work, please contact Ms. Coletta Meyer. CSC needs 15 people to sign up to have meetings held on campus. Weeks said that the Children's School is off to a busy fall

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semester. The school is currently providing care and education for 76 families, serving a total of 102 children. Of those 76 families, 35 are currently Carl Sandburg College students; 3 are graduates who started their care with us as students; 11 are Carl Sandburg College employees; and 27 are from the community at large. The school is planning a Staff Retreat for next month with training topics to include: the power of reflection and self awareness; appreciating individual differences and learning styles; shared decision-making; team-building; and avoiding burnout and promoting professionalism and ethical conduct. Twenty-one staff members will participate in the Retreat.

Board Reports:

Rev. Jon Sibley, Sr. reported that he recently attended the African American Male Task Force Town Hall Meeting in Springfield with President Schmidt. Senate Bill 0776 directs the Task Force to address several issues including: education, economic stability, health, criminal justice, and fatherhood. Based in part on the outcome of the town hall meetings, the Task Force will develop an inventory of state programs and initiatives aimed at improving the lives of African-American men.

Mr. John Huston said that the ICCTA has a Diversity Committee. Huston distributed information to the Board which was presented at the September ICCTA Meeting. He reminded everyone that the next ICCTA Meeting will be held in Chicago on November 14 and 15. Legal updates are always presented at this meeting. Huston encouraged all Board members to attend the upcoming Board Retreat on October 17 and 18.

OTHER

Closed Session

8:35 p.m.:

Rev. Jon Sibley, Sr. moved and Mr. Bill Robinson seconded a request for a Closed Session to consider the purchase or lease of real estate for the use of the public body; to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body; vacancy in a public office; to hear testimony on a complaint lodged against an employee; and to discuss minutes of meeting lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

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Reconvene
9:39 p.m.:

The Regular Meeting of the Board reconvened at 9:39 p.m.

ROLL CALL:

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

Absent: Mr. Michael T. Bavery, Secretary
Mr. Jack P. Ball
Ms. Carol Petersen, Faculty Representative
Ms. Diane Weeks, Staff Representative

OTHER

Trustee Resignation:

Mr. Tom Colclasure moved and Ms. Brittany Manser seconded to accept the resignation letter of Mr. Jack Ball, Trustee, as a member of the Carl Sandburg College Board of Trustees. His resignation is effective September 17, 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 “Absent.”

Appointment of Trustee
to Fill Board Vacancy:

Rev. Jon Sibley, Sr. moved and Ms. Brittany Manser seconded to appoint Ms. Gayla J. Pacheco to fill the unexpired term of Mr. Jack Ball until the Consolidated Election on April 7, 2009.

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 “Absent.”

ADJOURNMENT

9:41 p.m.:

Mr. Bill Robinson 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.