

CARL SANDBURG COLLEGE

(574th Meeting)

Regular Meeting – April 22, 2004

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the held in Room 360, The Extension Center, Bushnell, Illinois, on Thursday, April 22, 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
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist
Ms. Melissa Brown, Student Representative

Absent: None

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. Carol Gronewold, Ms. Jill Johnson, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Beverly Naslund, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, and Ms. Lora Wright. Staff: Ms. Angela Strom, Staff Representative. Others: a representative of the media.

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Removed from the Agenda: Removed Item #5, Personnel Agenda, from the Agenda.

Resolution: Mr. John Huston moved and Dr. D. Wayne Green seconded a Resolution thanking Ms. Melissa M. Brown, Student Representative to the Board, for her representation on the Board of Trustees for the 2003-2004 academic school year.

MOTION: Voice vote – motion carried.

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 March 25, 2004, meeting of the Board,
- bills for the month of March 2004,
- 2004 summer work schedule for full-time (benefited) employees that: extends from May 17, 2004, through August 6, 2004, daytime (1st shift) work schedule begins at 7:30 a.m. or 8:00 a.m. and ends at 4:00 p.m. (Monday through Friday), starting time will be at the discretion of the supervisor and depends upon whether the employee takes a one or one-half hour lunch, and part-time employees will continue to work their current schedule within the summer-hour schedule.

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

Financial Reports: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded that the minutes reflect receipt of the financial reports.

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

SMART Initiative –
Phase V Funding Bonds: Chairman Colclasure announced that in view of the financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District and directing that notice of such intent be published. Mr. John Kraus moved and

Dr. D. Wayne Green seconded Notice of Intent for the issuance of Funding Bonds in an amount not to exceed \$4,000,000. Whereupon Trustee Colclasure introduced and Secretary Kraus read in full the said resolution.

MOTION:

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

Whereupon, the Recording Secretary declared the motion carried and said resolution adopted and in open meeting did approve and sign said resolution and did direct the Secretary to record the same in full in the records of the Community College District No. 518, Counties of Knox, Warren, Henderson, Mercer, Stark, Fulton, Hancock, Henry, McDonough, and Schuyler and State of Illinois, which was done.

Public Hearings:

Ms. Nancy Youngquist moved and Mr. Bruce Lauerman seconded that a public hearing be held at the Main Campus on Tuesday, the 25th day of May, 2004, at 7 p.m. in the College Board Room, Galesburg, Illinois, concerning the Board’s intent to issue General Obligation Funding Bonds in the amount not to exceed \$4,000,000 and to receive public comments regarding this proposal **AND** approved public hearing be held at the Main Campus on Tuesday, the 25th day of May, 2004, (immediately following the first hearing) in the College Board Room, Galesburg, Illinois, concerning the Board’s intent to issue Working Cash Fund Bonds in the amount not to exceed \$303,720 and to receive public comments regarding this proposal.

MOTION:

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

State Officials and
Employees’ Ethics Act:

Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded the housekeeping changes to existing Board Policy Number #2.19.

MOTION:

Voice vote – motion carried.

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Board Regulation
Number #2.19.1:

Dr. D. Wayne Green moved and Mr. John Kraus seconded Board Regulation Number #2.19.1.

MOTION:

Voice vote – motion carried.

PRESIDENT:

President Schmidt reported that efforts are under way to modify the financial reports to the Board of Trustees. He appreciates the Boards' interest and thanks the administration, faculty, and staff for their work on the improvement of these reports. These reports will be greatly enhanced with the new Access Migration. The financial reports will be the first area to go live on July 1, 2004. President Schmidt stated that this morning he participated in a conference call meeting for the EQUALIZATION TASK FORCE. Schmidt is optimistic that the concerns will be addressed and noted that the Task Force is on a short time frame with the state 2005 budget winding down and the legislators still in session. President Schmidt reported that he is pleased to announce that the Gale Scholars Program has been selected to be presented at the Illinois Association of School Boards annual convention in Chicago this next November. Schmidt reminded everyone that GED Graduation is May 12 with Dr. Joe Cipfl being the commencement speaker, and CSC Graduation is May 13 with Dr. John Quincy Adams being the commencement speaker that night. Schmidt also said that the Annual Faculty/Staff After Graduation Party will take place at Cherry Street immediately following graduation. The Foundation has graciously agreed to underwrite the party this year and CSC will honor their 2004 retirees at the party. Schmidt said that the Phenix Group, an internal committee, has continued to meet for many months now. The group has proven to be a valuable forum, sounding board, and is broadening CSC's sensitivity to what is happening in the community in terms of job loss, etc. Lastly, Schmidt stated that meetings are currently taking place to develop the FY05 budget. There will be budget constraints and it is a challenge. He stated that FY06 budget will become even more challenging and CSC will be grappling with revenue streams and will be looking internally to possible solutions and answers.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Mr. Larry Benne reported that the semester is winding down and both the faculty and students are beginning to experience the tension of the ending. Benne stated that summer looks real good. He hopes to be filling faculty and administration positions in the near future and hopefully presenting their hire to the Board at the Board Meeting next month.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that Upward Bound will have 100 percent of their students attending college next fall. Norton stated that TRIO will have 25 graduates going on to four year institutions. This is the highest number in a long time. Norton reported that the Job Fest held on April 1 attracted over 40 plus companies and was very successful. Norton thanked Ms. Jan Hipple for her effort and coordination of the Job Fest. Lastly, Norton said that Ms. Danielle Steck and Ms. Amanda Cook both received All-American Second Team and he congratulated the women on a job well done. Cook has signed a letter of intent with the University of Wisconsin Milwaukee for next year.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that he attended the Higher Learning Commission conference in Chicago along with President Schmidt and he learned a great deal about learning outcomes and how to be prepared for the next generation of students. He attended a presentation by Dr. Mark Taylor from Arkansas State University on the topic of Meeting the Postmodern student. Taylor stressed the importance of getting to know the next generation of students before designing or implementing outcomes assessment programs. Sudhakar said that the Acces Migration is proceeding well and on schedule. With the implementation of the General Ledger, Accounts Payable, and Purchasing modules in July of this year, budget managers and other authorized users will have the ability to view, print, and save financial reports right from their desktop. Vendors will receive Purchase Order's electronically from the system and many other financial functions will become automated and paperless. Sudhakar stated that CSC is getting prepared and is looking forward to this efficient environment. Sudhakar reported that the student Portal project is proceeding well

and on schedule. The targeted implementation date is June 1, 2004. Its definition is that it is an abridged and customized version of the institutional Web presence – a "pocket-sized" version of the campus Web. Portal technology adds "customization" and "community" to the campus Web presence. Customization allows each user to define a unique and personal view of the campus Web. Community tools, such as chat, forums, survey, and so on, build relationships among campus constituencies. The project will also allow students to access all their campus services using a single sign on username and password. Lastly, he said that the First Annual Innovative Integration of Technology Fair will be held from 2 to 4 p.m. in the Dr. Donald G. Crist Student Center on Thursday, April 29. Faculty and staff will demonstrate innovative uses of technology to enhance teaching and learning at Carl Sandburg College. Participants will be able to browse from presenter to presenter and find out the latest happenings in technology at the College. All faculty and staff are invited to attend.

DIRECTOR OF
FOUNDATION:

Ms. Gena Alcorn reported that the Foundation recently received a generous gift from Mrs. Irene Landis of Galesburg, in the amount of \$80,000. This gift will serve to establish an endowed scholarship for students in the Associate Degree Nursing Program. Mrs. Landis is a long-time member of the nursing profession and served as a consultant and instructor at CSC. Alcorn thanked Dr. D. Wayne Green for his assistance in securing the Landis gift. Also, the Foundation just received word from Mrs. Paul Good that she and her family will be creating the Dr. Paul Good Scholarship. This will be an annual scholarship for \$250. Alcorn said that the Foundation will be awarding 22 First Year Academic Scholarships, for \$1000 each, to graduating high school seniors planning to attend CSC this Fall. Board members and Alcorn will be attending the high school award ceremonies to distribute the award certificates to the students. Lastly, Alcorn reported that the first meeting of the Foundation's Bushnell Area Advisory Committee will be held on Tuesday, April 27. The Advisory Committee will serve to identify prospective donors, cultivate positive relationships with individuals in the Bushnell area, and provide recommendations for localized special fundraising events.

DIRECTOR OF
MARKETING &
PUBLIC RELATIONS:

Ms. Robin DeMott reported that CSC is sponsoring the Knox Galesburg Symphony's April 24 concert by being the Steinway provider for the concert and for the winners of the Young Pianist Competition which was held April 3 at Knox College where 50 area young pianists ages 5-14 exhibited their talent. President Schmidt will be presenting awards to the winners at Music Mornings Saturday at the Orpheum. DeMott said that Sandburg Days Festival is scheduled for May 6-8. Mr. Marc Nadel, illustrator of the recently published Carl Sandburg book, by Penelope Niven, "Adventures of a Poet," will be the special guest. The committee commissioned him to design this year's poster. As always, the committee is working hard to have a number of educational and historical activities for the community. One activity will be the Antique Appraisals Fair, sponsored by Channel 47. This will be held at the Galesburg Antique Mall on Main Street, Galesburg.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg reported that the HR office had Datatel consulting last week and they are well underway in the migration process. Dr. Sundberg said that Ms. Peggy Libby and she attended a Perkins workshop today and were pleased to find out that CSC's allocation for next year is a 5 percent increase over this year and the total allocation will be just under \$300,000. In addition, CSC received another \$14,000 for yet this year. There will also be scholarship support next year for a Title I eligible student who is enrolled in a nontraditional program through Perkins. Dr. Sundberg reported that she will be attending the training workshop sponsored by CCBenefits with the data software that CSC received information from last year. ICCB has developed a partnership with CCBenefits and there will not be any charge to the College. She also will be attending another data and research workshop on using census data and Geographic Information Systems (GIS). Lastly, Dr. Sundberg said Mr. Mike Walters and she attended a workshop last week on conducting internal investigations.

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CHIEF FINANCIAL

OFFICER/TREASURER: Ms. Lora Wright displayed the ASBO Meritorious Budget Award which the College recently received for the FY 2003-2004 Budget Book. Wright said that this was the first time CSC entered the Book.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg reported that *Kids on Campus* brochures are being distributed at area schools for the June program in Carthage and the August program in Galesburg. Ms. Krisa Creech and Berg met with Dr. Leslie O'Melia of CUSD #205 to review the success of the after-school Spanish class at Gale elementary, January – March. There were twenty-five students, 2nd – 5th grade, who participated in the class. The evaluations from students, parents, Knox College student assistants, and the instructor were all very positive. More programs are planned for next academic year at all grade schools in CUSD #205. Berg said that this summer a new offering will be held at the CME in July. A week-long *Camp Invention* will be offered to elementary school students. Berg reported that CABI will offer three more *Paraprofessional Test Preparation Workshops* this summer, one at each of our campuses. An online version of the workshop will also be available very soon. The test success rate of teacher aides who completed the workshop has been very high. To date, 131 people have taken the workshop with a 97 percent exam pass rate. The same grant will be available again next fiscal year to provide this free service to teacher aides who still need to meet the NCLB standards. Berg said that on April 4-5, she attended a conference on Dual Credit held at Harper College in Palatine. There were 150 plus attendees from community colleges, universities, school districts, and vocational education systems. Dr. Joe Cipfl was a keynote speaker and many other valuable presentations were given over the two-day conference. CSC is certainly one of the more active rural colleges in the dual credit initiative. Berg said that Ms. Gwen Koehler recently attended the ICCB Adult Ed Administrative Conference. The session on *Area Planning Council* complimented Koehler for her staff development. Lastly, Berg reported that Ms. Gena Alcorn and two CSC students were part of the noon Rotary program today.

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DIRECTOR OF CME: Mr. Dennis Anderson reported that with the new steel agreement, Olympic Steel has supplied the CME with 15,230 pounds of steel during the last 30 days. Maytag model shop and Midstate Manufacturing have also been very generous with material. Midstate steel we can take right to the welding table. Midstate has also asked for 5 potential candidates that they would like to interview for a position with their company. Anderson said that the CME just graduated it's the 5th class of 12 students in 120 hr. MIG Production Welding Vocational class since August 2003. The pre-summer and summer welding classes are full as well as the Total Quality Management class is full. Anderson said that he was contacted by Knox College Art Department to host a New York art student. The student needed a welding lab for her to do her art work. The CME has agreed to host the art student. Anderson reported that the CME will begin its 2nd Appliance factory technician class for Maytag Corporation on April 22. This is a 3-week class and has an enrollment of 14 students. Students are all Maytag employees from around the US. Lastly, Anderson said that Mr. Craig Sanford, full time Welding/Ag instructor for CSC, will be retiring after 22 years of service. Prior to his coming to CSC, Sanford was an instructor at Knoxville High School. The Industrial Division and the CME will be hosting a retirement reception for Sanford on Wednesday, May 5, from 3:30 – 5:30 p.m. in Building G. Cake and refreshments will be served.

DIRECTOR OF NURSING: Ms. Sally Day reported that the "Luann Acuncius Memorial Excellence in Education Award" was presented to the Carl Sandburg College EMS Program by the Illinois Emergency Medical Technicians Association, for their devotion and dedication to the promotion of a higher level of education to those involved in Emergency Medical Services, on April 3, 2004. A plaque was personally awarded by the surviving spouse who was the first president of the IEMTA. Traditionally this has been an award given to an individual and this was the first time given to a program. Day said that 28 Galesburg and Carthage campus PN's attended the annual LPN association meeting in Chicago on Friday, April 16. Lastly, she reported that by special invitation PN, 1st year students, and nursing faculty attended a presentation by Ms. Kaye Lani Rae Rafko-Wilson, RN, Miss America 1988. Day said it was a very inspirational session which was specifically directed towards CSC students. Day stated that CSC is very grateful to Community Hospice for providing us with the privilege of attending this session.

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DIRECTOR OF TRIO
UPWARD BOUND:

Ms. Jill Johnson reported that Upward Bound has had their second student honored as *The Register Mail Student of the Week*. Tonight Ms. April Miller, a ROWVA student, was honored. The first student was Ms. Elisha Reichert also a ROWVA student.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that Lobby Day will be April 28 in Springfield. On Tuesday night, April 27, there will be a dinner with speak Senator Miguel del Valle. Wednesday will be a legislative briefing breakfast, legislative visits, and lunch with the legislators.

STUDENT
REPRESENTATIVE:

Ms. Melissa Brown reported that this past Tuesday night she attended the ICCTA/PTK Banquet in Springfield. She was joined by Dr. Diane Kroll and numerous CSC students. Brown said that the SGA Spring Picnic will be held Wednesday, April 28. Brown reported that her Botany/Zoology class recently held a prairie burn in front of the Galesburg Target store. She stated it was a neat experience. Brown thanked the Board for the opportunity to serve as the Student Representative to the Board. She said she enjoyed the experience and hopes to participate in student government at Western Illinois University next fall.

STAFF
REPRESENTATIVE:

Ms. Angela Strom reported that CSC will be hosting its Annual Golf Outing on Saturday, May 15, at Laurel Greens Golf Course. Tee off time will be 7:30 a.m. Cost is \$15 for employees and \$22 for guests. The price includes nine holes of golf, cart, and a breakfast buffet. Contact Ms. Heather Magness or Mr. Mike Kratz to register. Strom said that there will be a cholesterol screening in Carthage on Wednesday, April 28. Appointments will start at 7:00 a.m. and will be offered every 10 minutes. A 12 hour fast is required. The cost is \$25. Full-time employees will not have to pay and the cost will be deducted from their wellness deductible. For appointment times, contact Ms. Tina Clark.

BOARD REPORTS:

Mr. Tom Colclasure reported that he recently spent the day with President Schmidt and they traveled to Lake Land Community College to attend a meeting with for the EQUALIZATION TASK FORCE. He stated that he was very impressed with their direction,

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perspective, and their working together. It appears that the Presidents have an excellent approach to the equalization formula.

Executive Session
8:25 p.m.:

Dr. D. Wayne Green moved and Ms. Gayla Pacheco seconded a request for an Executive Session to consider the purchase or lease of real estate for the use of the public body, to consider “probable or imminent” litigation, to consider the appointment, discipline, and compensation of specific employees of the public body and or students of the public body, to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

RECONVENE
9:16 p.m.:

The Regular Meeting of the Board reconvened at 9:16 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
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist
Ms. Melissa Brown, Student Representative

Absent: None

ADJOURNMENT
9:17 p.m.:

Ms. Nancy Youngquist 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.