

# CARL SANDBURG COLLEGE

(561<sup>st</sup> Meeting)

Regular Meeting – April 24, 2003

**CALL TO ORDER:** The regular meeting of the Board of Trustees of Carl Sandburg College was held at The Extension Center, 380 East Main Street, Bushnell, Illinois, Thursday, April 24, 2003, at 7:00 p.m.

**ROLL CALL:**

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

Absent: Mr. Josh Hoots, Student Representative

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Larry Benne, Ms. Sherry Berg, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Mr. Steve Norton, Mr. Samuel Sudhakar, Ms. Shelle Summers, Ms. Lori Sundberg, and Ms. Lora Wright. Faculty: Ms. Ellen Henderson-Gasser, Faculty Representative. Staff: Ms. Rose Park. Others: a representative of the media.

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- Consent/Non-Personnel: Ms. Nancy Youngquist moved and Mr. John Kraus seconded approval of the following items under the Consent Agenda/Non-Personnel:
- minutes of March 27, 2003, March 28 & 29, 2003, April 7, 2003, meetings of the Board,
  - bills for the month of March 2003,
  - 2003 summer work schedule for full-time (benefited) employees that: extends from May 19 – August 4, 2003, daytime (1<sup>st</sup> 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,
  - renewal of the 2003-Ongoing Area Community Colleges Cooperative Agreement,
  - CSC Literacy-United Way Funding Contract for the 2004 fiscal year.

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

- Consent/Personnel: Mr. John Kraus moved and Mr. Tom Colclasure seconded the following items under the Consent Agenda/Personnel:
- employment of Ms. Faunda Reed, Children’s School Assistant Coordinator, Technical, Level 4, Address 8 at an annual salary of \$24,710, prorated, effective April 25, 2003,
  - employment of Ms. Laura Shipp, teacher at the Children’s School, Technical, Level 3, Address 3 at an annual salary of \$19,450, prorated, effective April 25, 2003.

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

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

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

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GED Alumni Association: Mr. John Kraus moved and Mr. Tom Colclasure seconded the establishment of a Carl Sandburg College GED Alumni Association.

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

Administrative Software System:

Mr. John Kraus moved and Mr. Bruce Lauerma seconded the following:

1. Disengaging itself from the Community College Information Systems Disaster Recovery Consortium effective May 1, 2004, in accordance with the bylaws set forth by the Consortium.
2. Joining the Acces Consortium for the purchase, implementation, training, support and disaster recovery of the Colleague Administrative Software System effective July 1, 2003.
3. Entering into a ten (10) year commitment with the Acces Consortium effective July 1, 2003.
4. Appointing Mr. Samuel Sudhakar as the voting Director representing the college on the consortium Board of Directors.

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

Agreement Between Carl Sandburg College and CSC Foundation:

Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded the approval to formalize the working relationship with the Carl Sandburg College Foundation, in written form, through the adoption of an Agreement which clarifies and memorializes terms and conditions of the association between the two entities, pending final review by the college attorney.

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

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PRESIDENT:

Mr. Thomas Schmidt invited everyone to attend the CSC Open House this Sunday, April 27<sup>th</sup> from 1 to 4 p.m. Schmidt stated that being “National Community College Month” is one reason for CSC to have the Open House at this time. He praised Ms. Robin DeMott and her staff for all their hard work preparing for the Open House. Schmidt stated that he is looking forward to everyone having a great time Sunday. Schmidt reported that GED Graduation will be Wednesday, May 14, 2003, in the CSC theatre. On Thursday, May 15, 2003, Carl Sandburg College Graduation will be held at Galesburg High School. Dr. Daniel LaVista, Executive Director of the Illinois Board of Higher Education, will be the commencement speaker. Dr. LaVista is the first former Illinois community college president that has held the position of Executive Director. Lastly, Schmidt congratulated Ms. Lori Sundberg on receiving her Doctoral Degree and Ms. Robin DeMott on receiving her Masters Degree.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton reported that Student Services is looking forward to graduation. Norton stated that the men’s baseball team and women’s softball team are currently winding down their seasons. He said that he appreciates the support everyone has given to the teams. Lastly, Norton stated that CSC has an excellent summer enrollment.

VICE PRESIDENT OF  
INSTRUCTIONAL  
SERVICES:

Mr. Larry Benne reported that Ms. Barbara Godsil, Coordinator of the Children’s School, will be hosting an intern from Western Illinois University majoring in Early Childhood next fall.

VICE PRESIDENT OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that the College has worked with Dell to establish a Student Laptop initiative, through which Carl Sandburg College students, faculty, staff, and the Board of Trustees will be able to buy Dell laptops at the bookstore at deeply discounted prices using a Dell kiosk. This initiative will be launched during our Open House, at which time Dell will also give away a free PC to the winner of the trivia contest. Sudhakar said

that Cyber Camp preparations are going well. Keynote speaker for the camp will be Professor Ray Schroeder, Director of Technology

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Enhanced Learning and Professor Emeritus of the University of Illinois. Lastly, Sudhakar stated that the ETC-TV Equipment is here. CSC is in the process of setting it up and programming it. The channel should be up on May 1<sup>st</sup> on Channel 22.

DIRECTOR OF  
MARKETING &  
PUBLIC RELATIONS:

Ms. Robin DeMott reported that the Open House is Sunday, April 27<sup>th</sup> from 1 to 4 p.m. Activities will include: a Bookstore Ribbon Cutting; the Opening of the Campbell Cartoon Collection; tours of the College; the Children's School 25<sup>th</sup> Anniversary Celebration; and a trivia contest. The prizes for the trivia contest will be a computer and a PDA. Lastly, DeMott reported that the Sandburg Days Festival is scheduled May 8<sup>th</sup> through the 10<sup>th</sup>. Ms. Helga Sandburg will again be our special guest. The Festival will celebrate Carl Sandburg's 125<sup>th</sup> birthday party on Seminary Street.

DIRECTOR OF THE  
BRANCH CAMPUS:

Ms. Carol Gronewold reported that students at the Bushnell and Carthage campuses will be honored at the annual Awards Assembly to be held on Friday, May 9<sup>th</sup> at the United Methodist Church in Carthage. The pinning ceremony for the Practical Nursing class will be held at 6 p.m. followed by the presentation of awards. Gronewold invited everyone to attend.

DIRECTOR OF  
BUSINESS SERVICES:

Mr. Larry Byrne reported that we have taken delivery of the activity bus. We are presently training drivers and look forward to adding to this fleet. Byrne stated that the Bushnell expansion is substantially complete, and they are now working on those items found by PSA's inspection. Byrne said that the Fitness Extension will be substantially complete effective Friday, April 25, 2003. Equipment is to be moved into the new facility tonight and operational tomorrow. He said that work in the existing fitness area, which will become an aerobics room, will start this Friday. This work will consist of removing the office, painting the walls, and putting in new flooring. The Children's School Playground Project will be at substantial completion Friday April 25, 2003. Lastly, Byrne stated that Open House preparations are going well,

everyone is putting in a lot of hours and effort to *SHINE* on Sunday.

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DEAN OF COMMUNITY  
& EXTENSION

SERVICES:

Ms. Sherry Berg introduced Mr. Jeff Bryan, the new director of CABI & the ETC.

ICCTA

REPRESENTATIVE:

Mr. John Huston reported that Lobby Day is scheduled for next Tuesday and Wednesday, April 29<sup>th</sup> and 30<sup>th</sup> in Springfield. Huston stated that the ICCTA Annual Awards Banquet and meeting will be held in Chicago June 19-21, 2003. He stated that besides Ms. Lori Sundberg, being nominated as CSC distinguished alumnus, Mr. Thomas A. Schmidt has been nominated by the College of DuPage for their distinguished alumnus. Huston stated that was quite an honor for President Schmidt.

BOARD REPORTS:

Ms. Nancy Youngquist stated that the newspaper insert on the Open House was quite nice. She also stated that the new expansion at the Bushnell campus was wonderful.

Mr. Tom Colclasure also agreed that the Bushnell expansion was indeed nice.

Ms. Gayla Pacheco reported that she is on the ICCTA selection committee for all awards to be presented in June. The committee reads all nominees paperwork and then they nominate their top three. There have been from ten to thirty applications for each award. She stated that it has been a rewarding experience.

Executive Session

7:39 p.m.:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded a request for an Executive Session to consider “probable or imminent” litigation, to discuss collective negotiating matters between the public body and its employees or their representatives, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, six members voted “Yea”; one voted “Nay.”  
Motion carried. Faculty Representative voted “Yea”; Staff Representative “Absent”; Student Representative “Absent.”

RECONVENE

8:03 p.m.:

The Regular Meeting of the Board reconvened at 8:03 p.m.

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ROLL CALL:

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

Absent: Mr. Josh Hoots, Student Representative

ADJOURNMENT

8:04 p.m.:

Mr. Tom Colclasure 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.