

CARL SANDBURG COLLEGE

(563rd Meeting)

Regular Meeting – June 26, 2003

PUBLIC HEARING: The public hearing on the FY-2004 budget was held in the A. Lewis Long Conference Room, Carl Sandburg College, 2400 Tom L. Wilson Boulevard, Galesburg, Illinois, on Thursday, June 26, 2003, at 6:30 p.m. Ms. Gayla Pacheco, Chairperson, called the budget hearing for Carl Sandburg College District 518 to order and turned the meeting over to Ms. Lora Wright, Chief Financial Officer/Treasurer. Following discussion on the budget, Chairperson Pacheco declared the budget hearing closed at 6:45 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, June 26, 2003, at 7:00 p.m.

ROLL CALL:

Present: Ms. Gayla J. Pacheco, Chairperson
Mr. John T. Huston
Mr. John A. Kraus
Mr. Bruce A. Lauerman
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Thomas H. Colclasure, Vice Chairperson
Dr. D. Wayne Green, Secretary

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Dennis Anderson, Mr. Larry Benne, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Gwen Koehler, Ms. Misty Lewis, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Ms. Shelle Summers, Ms. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Cynthia Thompson, Faculty Representative, and Mr. Tim Krause. Staff: Ms. Heather Severns, Staff Representative, and Mr. Dennis Maurer. Others: Mr. Gary Baner, Phillips Swager & Associates, and representatives of the media.

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Agenda Item Deletion: Deleted Item 15, Employment of Dean of Allied Health

FY-2004 Final Budget: Mr. John Huston moved and Mr. Bruce Lauerman seconded the approval of the resolution for adoption of the FY-2004 budget for Carl Sandburg College.

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

Consent/Non-Personnel: Mr. John Huston moved and Mr. Bruce Lauerman seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of May 22, 2003, meeting of the Board,
- bills for the month of May 2003,
- ordinance and certificate establishing rate of wages as required by the Illinois Department of Labor for signing and filing by the Board of Trustees with the Secretary of State,
- RAMP/CC 2005 report for submission to the Illinois Community College Board,
- renewal of Memorandum of Agreement between Carl Sandburg College and Southeastern Community College for FY2004.

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

Consent/Personnel: Ms. Nancy Youngquist moved and Mr. John Kraus seconded the following items under the Consent Agenda/Personnel:

- employment of Mr. Jon Prain, Director of The Extension Center, Administrative Position, Level 1, Address 8 at an annual salary of \$47,770, effective July 1, 2003,
- employment of Ms. Mellissa McCants, full-time Children’s School Teacher, Level 3, Address 8 at an annual salary of \$23,330, effective July 1, 2003,
- employment of Ms. Donna Sue Benjamin, full-time Children’s School Teacher, Level 3, Address 4 at an annual salary of \$20,330, effective July 1, 2003,

- appointment of Program Coordinators for the 2003-2004 academic year:
Radiologic Technology/Limited Radiography – Ms. Elaine Long
Child Development – Ms. Marjorie Judson
Mortuary Science – Mr. Timothy Krause
Music – Mr. Timothy Pahel
Business Open Lab – Ms. Diana Billeter
Cosmetology – Ms. Barbara Kirchgessner
Sonography – Ms. Jodi McGivern
Dental Hygiene – Ms. Lauri Wiechmann
Auto Technology – Mr. Larry Wright,
- appointment of Instructional Division Chairpersons for the 2003-2004 academic year as follows:
Humanities – Dr. John Pazereskis
Social Science – Mr. James Graham
Math/Science – Mr. Darrell Clevidence
Business – Mr. Timothy Smith,
- employment of Ms. Debra Hroziencik, full-time tenure track Practical Nursing Instructor, reflecting a Bachelors' Degree, Address 8 at an annual salary of \$33,040, effective with the 2003-2004 academic year,
- employment of Ms. Sherri Kaufman, full-time tenure track Desktop Publishing/CIS Instructor, reflecting a MA+8, Address 2 at an annual salary of \$34,180, effective with the 2003-2004 academic year,
- employment of Mr. Dennis David Burns, Jr., full-time tenure track Biology Instructor, reflecting a Masters Degree, Address 1 at an annual salary of \$32,930, effective with the 2003-2004 academic year,
- employment of Mr. Matthew Kendall, full-time tenure track Mortuary Science Instructor, reflecting a Bachelors' Degree, Address 4 at an annual salary of \$32,830, effective with the 2003-2004 academic year,
- employment of Dr. Kenneth Grodjesk, full-time tenure track Education Instructor, reflecting a Doctorate Degree, Address 8 at an annual salary of \$38,810, effective with the 2003-2004 academic year,

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- contracts for the Vice Presidents of Instructional Services, Student Services, Technology Services, and the Dean of Human Resources and Organizational Development (serving as Chief Negotiator) through June 30, 2006, with options for FY-2007 and FY-2008.

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

Financial Reports: Mr. John Kraus moved and Mr. Bruce Lauerman seconded that the minutes reflect receipt of the financial reports.

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

Student Trustee-Oath of Office: Ms. Gayla Pacheco, Chairperson, administered the *Oath of Office* to Ms. Melissa Brown, Student Representative to the Board.

Mini Treats: Mr. Dennis Maurer, Coordinator of Administrative Computing, gave an informational presentation on Touch Tone Grade Reporting. Mr. Samuel Sudhakar, Vice President of Technology Services; and Ms. Gwen Koehler, Director of Adult & Developmental Education; gave a presentation on the ETC-TV.

Fund Transfer: Working Cash Interest: Mr. John Kraus moved and Ms. Nancy Youngquist seconded the approval of a resolution authorizing the transfer of \$38,500 from the Working Cash Fund interest in accordance with the Capital Equipment component of the FY-2004 budget.

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

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Interest Transfer: Risk
Management (Insurance)
Reserve Fund:

Mr. Bruce Lauerman moved and Mr. John Kraus seconded the approval of a resolution declaring \$204,410 as surplus Risk Management (Insurance) Reserve Fund interest and the transfer of \$204,410 to the FY-2004 Liability, Protection, and Settlement Fund effective July 1, 2003.

MOTION:

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

Interest Transfer: Strategic
Technology (Insurance)
Reserve Fund:

Mr. John Kraus moved and Ms. Nancy Youngquist seconded a resolution authorizing the transfer \$536,050 from the College’s Strategic Technology Endowment Fund (STEF) in accordance with the Capital Equipment component of the FY-2004 budget.

MOTION:

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

Fifteen Passenger
Activity Bus:

Ms. Melissa Brown moved and Mr. Bruce Lauerman seconded the purchase of an activity bus from Mr. Joe Bailey, representing Midwest Transit Equipment, Inc., for the Mid Bus Guide, in the amount of \$38,135.

MOTION:

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

District Site & Construction
Master Plan Update:

Mr. Bruce Lauerman moved and Mr. John Huston seconded engaging the College’s architectural firm of Phillips Swager & Associates of Peoria, Illinois, to update the College’s comprehensive District Site and Construction Master Plan in accordance with ICCB Administrative Rules, Section 1501.602 (Approval of Capital Projects) for the professional services fee of \$15,000. Further that this project is to be completed during the SU/Fall 2003 semester.

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

PRESIDENT: Mr. Thomas Schmidt said that last week he attended the
President’s Council and the ICCTA Annual Convention in
Chicago. The convention was very well represented by CSC. Mr.
Jack Lavin, Deputy of Commerce and Opportunity, met with the
President’s Council. He spoke on *Partnering and Job Training*.
Community Colleges as a whole have a strong interest in bringing
about partnerships that will be fluid. Dr. Mike Murphy, President
of the Council, mentioned Carl Sandburg College and the fact that
CSC has broken down barriers of traditional thinking with the
numerous partnerships CSC has developed. Lavin noted three
things necessary: 1) access to capital; 2) access to markets (even
world wide); and 3) access to the world class work force. Schmidt
stated that he had the pleasure of having dinner with the Governor
this past Monday on behalf of CSC. CSC prepared a care package
for the Governor which consisted of a CSC catalog and
information about CSC. Schmidt did have an opportunity to speak
to the Governor on the M.A.S.H. Unit #518 (**M**obile **A**cademic
Service **H**abitat). Schmidt indicated a need for an
Entrepreneurship Center in Galesburg and to have it located at Carl
Sandburg College. Schmidt stated the Juneteenth Celebration was
a huge success and he would like to applaud the Support Group for
African American Affairs for sponsoring the celebration. He
would like to pledge the College’s support of the celebration in the
future. Lastly, Schmidt said that this was Ms. Lorraine Crawford’s
last board meeting. She will be retiring from Carl Sandburg
College June 30th. He wished her well in her retirement.

VICE PRESIDENT OF
STUDENT SERVICES: Mr. Steve Norton reported that Student Services is busy enrolling
students. Norton reported that they are currently advertising to
hire additional part-time advisors.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES: Mr. Larry Benne reported that CSC has had some excellent
candidates apply for positions at CSC. Benne reported that we
have now filled all full-time faculty for this fall and CSC is very

well prepared for the fall semester. Benne would like to applaud everyone involved in the process.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that Carl Sandburg College has been recognized as a world leader in its innovative approaches to the use of Technology by the New Media Consortium (NMC). The College went through a highly competitive process to achieve this honor and it clearly shows the dedication and creative innovation of our teaching faculty in the use of technology in their classrooms. NMC members include highly regarded private universities like MIT, Princeton and Yale. There are only 125 Colleges and universities in the world who have received this recognition in the past 10 years. Lastly, Sudhakar said that the CSC-TV (campus wide closed circuit television network) has been launched. This network will provide valuable information to our campus community as well as visitors.

DIRECTOR OF
FOUNDATION:

Ms. Shelle Summers reported that Ms. Sharon Yeager recently donated 1,300 Purington Pavers to CSC. Ms. Yeager wanted the bricks to be put to use where they could be appreciated for their historical value. Plans for the use of the pavers are still being discussed. Summers thanked Mr. John Kraus for establishing an endowment in honor of his parents. Since 1989, he has been providing an annual scholarship and this donation will endow that scholarship in perpetuity.

DIRECTOR OF
BUSINESS SERVICES:

Mr. Larry Byrne reported that all four phases of the west end projects are complete. Final close out can not take place until two remaining issues are taken care of. They are landscaping, and one of the roof top unit's on the fitness center. Byrne said that the Children's School Playground Project is complete. Planning and preparation are going well on the Bleacher/Tuckpoint Project. The tuckpoint phase will begin first. The lead time on the bleachers will be the longest. Byrne reported that the final arrangements on Rail Road Days are being completed to accommodate the model train show and the carnival. He said that thus far, everything is going well. Lastly, he stated that the first renovation project, board room expansion, will start on Friday June 26, 2003.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Ms. Lori Sundberg reported that there is a problem with the Title III grant competition this year. Several colleges exceeded the page 100 page limit and their grants were returned unread. One or more of these colleges has complained to the Department of Education that they attended the Department of Education sponsored workshops and they were led to believe that certain items did not count in the 100 page limit. Consequently, the Department of Education is going to let these folks resubmit their grants. This is a significant problem for all of us who followed the instructions because the grant cycle was very short this time...just over 30 days. So those colleges, who had their grants returned, theoretically have had all this time, from February 13 until just the first of June, to continue working on getting their grants ready. There is an outpouring of dissatisfaction from all of the colleges who submitted on time and within the specified page limits because this competition is so competitive. A quarter of a point will separate those who get funded and those who don't, so to allow these folks to resubmit after all this time will likely result in some of us who would have gotten funded this cycle to lose out. President Schmidt has submitted a letter to the Department of Education outlining the reasons that Carl Sandburg College is not happy with this decision and asking the Department to reconsider. Sundberg also reported that Ms. Peggy Libby, Assistant Grant Writer, had the opportunity to attend the Illinois Resource Development Council's regional meeting in Oakbrook. This group is composed of grant writers and development officers from across the state. Libby learned a great deal and appreciated the opportunity to attend. Lastly, Sundberg said she would like to thank Ms. Jill Johnson for bringing Mr. Duane West to the Juneteenth Celebration. He was an outstanding motivational speaker and CSC was fortunate to have had him here at CSC. Sundberg wishes more people could have the opportunity to attend his presentation.

DIRECTOR OF TRIO
STUDENT SUPPORT
SERVICES:

Ms. Misty Lewis reported that TRIO Student Support Services is very pleased to announce that Ms. Olivia Manser has won the 2003 MAEOPP Board Scholarship. TRIO programs across the country

are represented by regional and state associations. MAEOPP is our regional association for TRIO programs that covers 10 states which includes Illinois, Iowa, Indiana, Ohio, Michigan, Wisconsin, Minnesota, Missouri, Kansas, and Nebraska. This is an annual scholarship competition sponsored by MAEOPP and ILAEOPP, the state of Illinois TRIO association. Manser's scholarship application was ranked the highest by the ILAEOPP scholarship committee based on the required criteria and she will be receiving a \$1,000.00 scholarship award for the 2003-2004 academic year. Lewis stated that Manser has been very active in the TRIO SSS program as well as Student Government Association where she holds the office of president. On behalf of TRIO and CSC, Lewis would like to congratulate Manser on her accomplishments!

DIRECTOR OF
CABI:

Mr. Jeff Bryan reported that in response to President Tom Schmidt's FY-2004 budget message that called on the College to activate **M.A.S.H. #518 (Mobile Academic Service Habitat)**, Carl Sandburg College-CABI has developed Teacher In-service Programs specifically directed to K-12 teachers. These programs are designed to be delivered to those teachers in their home school district as a part of the district's in-service, school improvement or workshop schedule. CABI believes that we must take the training to the teachers. Presently, the workshop content involves the integration of technology into education including: 1) development of Web Pages on which teachers can post homework, tutorials and links to internet sites that may contribute to a specific class; 2) development of digital portfolios that progress through a school system with a student; 3) instruction in Advanced PowerPoint that provides teachers with the skills to create professional quality presentations for their classes; and 4) additional Technology-based workshops such as PDA's, digital cameras and scanners, Publisher, Excel, Access, etc. Bryan said that currently CSC-CABI has contracted with local school districts to provide nearly 90 hours of educational workshops during FY-2004.

ICCTA
REPRESENTATIVE:

Mr. John Huston reported that the ICCTA Convention was well attended in Chicago (Youngquist, Kraus, Pacheco, Huston, Green, Schmidt, Brown, Hoots, Petersen, and Sundberg). Dr. Davis Jenkins spoke on *Assuring Quality in Hard Times*. Community

Colleges are confident that higher education determines people's life choices. President Schmidt was honored by the College of DuPage and Ms. Lori Sundberg was CSC's Distinguished Alumni. Ms. Carol Petersen was CSC's Faculty Honoree and in the program she was quoted "There is a spark of recognition in students' eyes when they make some connections and learn something new. I suspect my students see that flash in my eyes as often as I see it in theirs." Huston said that Community Colleges were also reminded that they are one of only two state entities that return money to the state. Community College's return 13 percent of every dollar received from the state. The other entity is the State Treasurer's Office.

STUDENT
REPRESENTATIVE:

Ms. Melissa Brown reported that she attended the Illinois Community College Board Student Advisory Committee (SAC) Student Leadership Institute while in Chicago. Brown stated it was an excellent institute and very beneficial.

STAFF
REPRESENTATIVE:

Ms. Heather Severns reported that the new Fitness Center is wonderful and they have had a huge increase in enrollment.

FACULTY
REPRESENTATIVE:

Ms. Cynthia Thompson reported that as part of the ICISP (Illinois Consortium International Studies Program) she hosted two educators from the Netherlands in October and in May she visited the Netherlands as part of the exchange. Thompson stated that she will also be hosting a YFU (Youth For Understanding International Exchange) student this fall.

BOARD REPORTS:

Mr. John Kraus said that he hoped the Governor listened to their message at the ICCTA Convention. He also stated that he was impressed with the gentleman from Australia who attended the convention. The gentleman was chief administrator of all community colleges in Australia.

Ms. Nancy Youngquist reported that Mr. Buck will be having a display at the Model Train Show this weekend. Buck has won national awards across the country. He is from Sedona, Arizona. Youngquist also thanked Ms. Gayla Pacheco for her work on the ICCTA Selection Committee for the nominees and presentation of awards at the Annual ICCTA Convention.

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Ms. Gayla Pacheco stated that she was quite proud of all CSC's nominees (Schmidt, Sundberg, and Petersen) in Chicago. Pacheco reported that there was an excellent turnout for the Juneteenth Celebration. Pacheco stated that this was the most money that the Celebration has ever made and that some of the money raised will go towards scholarships. The celebration is a good out reach to the community. Lastly, Pacheco stated that numerous people from the College needed to be thanked for their hard work performed on behalf of the celebration and the College.

Executive Session
8:19 p.m.:

Mr. John Kraus moved and Mr. Bruce Lauerma seconded a request for an Executive Session to hear testimony on a complaint lodged against an employee to determine its validity, to consider "probable or imminent" litigation, to discuss collective negotiating matters between the public body and its employees or their representatives, to consider the compensation of specific individuals, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, five members voted "Yea"; none voted "Nay."
Motion carried. Faculty Representative voted "Yea"; Staff Representative voted "Yea"; Student Representative voted "Yea."

RECONVENE
9:15 p.m.:

The Regular Meeting of the Board reconvened at 9:15 p.m.

ROLL CALL:

Present: Ms. Gayla J. Pacheco, Chairperson
Mr. John T. Huston
Mr. John A. Kraus
Mr. Bruce A. Lauerman
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Thomas H. Colclasure, Vice Chairperson
Dr. D. Wayne Green, Secretary

ADJOURNMENT
9:16 p.m.:

Mr. John Huston moved and Mr. Bruce Lauerman 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.