

CARL SANDBURG COLLEGE

(568th Meeting)

Regular Meeting – November 18, 2003

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 Tuesday, November 18, 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
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Bruce A. Lauerman

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Ms. Jill Johnson, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Lauri Wiechmann, Faculty Representative. Staff: Ms. Angela Strom, Staff Representative; and Ms. Tracy Colter. Others: Mr. Rob Brown, Johnson Controls, Inc.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 2

Removed: Removed #6 (Request for Executive Session) from the Agenda.

Moved: Moved #7 (Release Minutes of Closed Sessions) to the end of the 569th Agenda.

Consent/Non-Personnel: Mr. Tom Colclasure moved and Mr. John Kraus seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of October 23, 2003, Meeting of the Board,
- bills for the month of October 2003.

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

Financial Reports: Ms. Nancy Youngquist moved and Ms. Melissa Brown seconded that the minutes reflect receipt of the financial reports.

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

ADJOURNMENT

7:10 p.m.: Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded that the meeting be adjourned.

MOTION: Voice vote – motion carried.

Call to Order of Organizational Meeting: The 569th meeting of the Board of Trustees was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Tuesday, November 18, 2003, at 7:11 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
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Bruce A. Lauerman

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 3

Oath of Office: Heard an Oath of Office from Dr. D. Wayne Green and Mr. Thomas H. Colclasure. Green and Colclasure are incumbents who were elected to the Board of Trustees in the April 1, 2003, Nonpartisan Election. Their six year term begins this November 2003. Board discussion pursued on reorganization, and it was decided that the board will reorganize tonight and then once again in November 2004. State reorganization of Boards will change in the year 2005 to April as the reorganization month. The reorganization will immediately follow the election from there on. The administration will review CSC's board policy on reorganization in the near future.

Appointment of Chair Pro-Tem: Mr. John Huston moved and Dr. D. Wayne Green seconded the appointment of Mr. Thomas A. Schmidt as Chair Pro-tem.

MOTION: Voice vote – motion carried.

Motion to Elect Chairperson: Mr. John Kraus nominated and Dr. D. Wayne Green seconded the nomination of Mr. Tom Colclasure as Chairperson of the Board. Mr. John Huston moved and Ms. Nancy Youngquist seconded that nominations be closed and that a unanimous ballot be cast for Mr. Tom Colclasure as Chairperson of the Board.

MOTION: Voice vote – motion carried.

New Chair: Mr. Tom Colclasure presided as the newly elected Chairperson of the Board.

Presentation of Plaque: Mr. Tom Colclasure presented a plaque to Ms. Gayla Pacheco for her service as Chairperson of the Board for the 2002-2003 year.

Motion to Elect Vice Chairperson: Mr. John Kraus nominated and Ms. Nancy Youngquist seconded the nomination of Dr. D. Wayne Green for Vice Chairperson of the Board. Mr. John Huston moved and Mr. John Kraus seconded to close nominations and cast a unanimous ballot for Dr. D. Wayne Green as Vice Chairperson of the Board.

MOTION: Voice vote – motion carried.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 4

Motion to Elect
Secretary:

Ms. Nancy Youngquist nominated and Ms. Gayla Pacheco seconded the nomination of Mr. John Kraus for Secretary of the Board. Mr. John Huston moved and Dr. D. Wayne Green seconded to close nominations and cast a unanimous ballot for Mr. John Kraus as Secretary of the Board.

MOTION:

Voice vote – motion carried.

Motion to Appoint
Recording Secretary:

Mr. John Kraus nominated and Ms. Gayla Pacheco seconded the nomination of Ms. Mary Buckingham as Recording Secretary of the Board.

MOTION:

Voice vote – motion carried.

Motion to Appoint
Treasurer:

Ms. Gayla Pacheco moved and Dr. D. Wayne Green seconded the nomination of Ms. Lora Wright as Treasurer of the Board.

MOTION:

Voice vote – motion carried.

Time and Place for
Board Meetings:

Mr. John Kraus moved and Dr. D. Wayne Green seconded the motion designating the fourth Thursday of each month at 7:00 p.m. as the time to hold the Board of Trustees regular meetings during 2004. The meetings will be held in the in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, with the exception of July and October meetings held at the Branch Campus in Carthage, Illinois, and the April meeting held at the Extension Center in Bushnell, Illinois, unless otherwise designated by the Board of Trustees.

MOTION:

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

Consent/Personnel:

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

- an unpaid leave of absence to Ms. Crystle Adams, WIA Employer Services Representative, from January 22-February 6, 2004, in accordance with the Family Medical Leave Act,

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 5

- resignation of Mr. W. Dale Hanson, Third Shift Security Guard, effective November 21, 2003.

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

Guaranteed Energy Savings
Contract-Phase II Status
Report:

Heard a brief overview from Mr. Rob Brown, Johnson Control’s, Inc., of the actual results achieved to date by CSC’s Guaranteed Energy Savings Contract (GESC) – Phase II project.

Mini Treat-eNews:

Heard an informational presentation from Ms. Robin DeMott, Director of Marketing & Public Relations, on the new CSC eNews. The eNews is available on the CSC web site. The eNews will replace *This Week* starting December 1, 2003.

Tentative Tax Year
2003 Levies:

Dr. D. Wayne Green moved and Ms Gayla Pacheco seconded to approve the adoption of the tax resolutions and certificates as presented and the filing of the same along with legal documents with all county clerks in the district including: the resolution in accordance with Chapter 110 ILCS Section 805/3-14.3 of the Public Community College Act informing the public of a notice of intent to increase tax levies and publication of the resolution.

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

Tentative Tax Year
2003 Levies:

Dr. D. Wayne Green moved and Mr. John Huston seconded to approve the adoption of the tax resolution adopting the tentative tax levies.

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

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18,
2003 – PAGE 6

Contractual Agreement –
Administrative Officers:

Mr. John Huston moved and Mr. John Kraus seconded the approval of the contractual agreement for the Cabinet Officers and the Board's Chief Negotiator, herein after, referred to as Administrative Officers.

MOTION:

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

PRESIDENT:

President Schmidt reported that he is happy to announce that Mr. Craig McCants is the first employee chosen for the "Employee of the Pay Period." Schmidt said that with the help of Mr. Dennis Maurer, the computer will select at random an employee every pay period. The employee will also be featured in the campus news (eNews). Schmidt stated that McCants is very deserving of this honor. Schmidt stated that tomorrow Ms. Gwen Koehler and he will be traveling to Springfield for an Adult Education and Family Literacy committee meeting. The committee is developing and adopting a consistent formula to distribute state dollars. On Thursday, Schmidt said he will attend another meeting in Springfield. This is the Equalization Task Force meeting. The hope of this committee is to equalize local funding for every student across the state. Schmidt was pleased to announce that at the President's Council meeting last week it is the consensus of all Presidents that this is for the best interest of the total system. Schmidt reported that Dr. Lori Sundberg and he were now in contact with Representative J. Dennis Hastert, Speaker of the House, and Illinois Representative Ray LaHood to discuss the CSC WWAN (Wireless Wide Area Network) proposal. This was at the suggestion of Illinois Representative Lane Evans. Schmidt stated that the *No Child Left Behind* (NCLB) program would benefit greatly from the WWAN. With the use of the network, one would not have to move their child from their school or area. This is especially true in the rural areas of Illinois. Schmidt said that today the ICCB (Illinois Community College Board) hired Mr. Geoffrey S. Obrzut for the position of President/Chief Executive Officer. Obrzut is currently employed by the State of Illinois Department of Human Services as Director of the Division of Developmental Disabilities. From 1991 to 1993, Obrzut served as an Illinois State Representative from Northlake. He also served for six years during the 1980s on the Board of Trustees of Triton

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 7

College. Schmidt thanked the board for their letters to legislators to override the \$3.7 million “hold harmless” veto. The Illinois House voted 115-0 on November 6, 2003, to override the Governor’s item reduction of funds for the Illinois community college system. Schmidt stated that on November 7, 2003, a CSC Budget Summit was held in the board room with all administrators and the Instructional Team participating. It was a seven hour session with a beginning of dialog on the current 2004 budget and preparations for the 2005 budget. He was very pleased with everyone’s effort and commitment. That evening the group joined the first GED Alumni Reunion/Get-together for dinner. Lastly, Schmidt reported that the annual Employee Holiday Luncheon will be held Friday, December 19 in the Dr. Donald G. Crist Student Center.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne gave an update on the Associate in Arts Teaching Degree that ICCB is proposing. Due to the shortage of teachers in elementary teaching and secondary education, they are looking at the transfer student to help alleviate the shortage. CSC hired Dr. Ken Grodjesk, Education Instructor, to help with this research, program development, and keep the College updated with state proposals and program development.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that registration for spring and summer is currently underway and they are doing a brisk business in Student Services. He complimented the Student Services staff on doing an excellent job with the registration. Lastly, Norton said that the CSC Basketball Classic will be held at CSC this upcoming weekend. You may also get a weekly update on CSC basketball on the eNews.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that the remodeling and expansion of our Faculty Teaching/Learning Center on the main campus has been completed, giving faculty more space and a conducive environment to work on their technology projects. In addition to state of the art technology and faculty consultants, the center now features a digital video processing station for faculty use.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 8

Sudhakar said that the Acces Migration project is progressing on schedule. The first module to go live in July 2004 will be the financials module with Accounts Payable/Purchasing, General Ledger and Projects Accounting components. Ms. Lora Wright, Ms. Annette St.Ledger, Mr. Larry Byrne, and their teams are working diligently in moving their module towards a successful implementation. Sudhakar reported that End User training for faculty and staff on this module will be offered in April 2004.

DIRECTOR OF
FOUNDATION:

Ms. Gena Alcorn reported that the Foundation's Fall Extravaganza held November 8, 2003, raised \$66,000 – an increase of \$25,000 over last year. Two hundred friends of CSC attended the event at Soangetaha Country Club. The 2004 Extravaganza will be held on Saturday, November 6.

DIRECTOR OF
MARKETING & PUBLIC
RELATIONS:

Ms. Robin DeMott reported that CSC is busy advertising in the community on TV and in the paper. We will be doing a feature next week on the *get it in Galesburg* campaign. DeMott stated that the Marketing Department is busy with the CSC catalog and the Foundation's Annual Brochure. DeMott stated that on December 4 CSC will advertise in the Galesburg Val Pac.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg reported that last week Ms. Cheryl Cummings and she went to Richland Community College in Decatur for a meeting with the central and southern region of Human Resource professionals. She said they learned a great deal from other Human Resource colleagues. They were able to talk with a representative from Parkland Community College regarding their "Grow Your Own" Program for diversity. Dr. Sundberg reported that Ms. Peggy Libby and she have begun work again on Title III. That deadline will most likely be mid to late February 2004.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg said that the three chalk murals that were created by K-5 grade students during the *Kids on Campus* summer

program were sold at the Foundation's Fall Extravaganza. Mr. Gary Smith, CEO of NAEIR, purchased the drawings and plans to display them in the NAEIR front lobby. Berg said that CSC certainly appreciates Gary Smith's generosity and ongoing support for CSC children's programs. Berg reported that CABI and Cottage Hospital co-sponsored an all-day seminar on Diabetes in the Dr. Donald G. Crist Student Center on Saturday, November 8. Numerous professionals presented the program to over 50 interested participants. Berg said the Galesburg Business Network held their monthly meeting at the Annex last Thursday. Ms. Lauri Wiechmann gave an overview of the Dental Hygiene program and a guided tour of the building. GBN members were very impressed with the facility and the value of CSC programs to the community. Lastly, Berg said that the new Business and Community Education Class Schedules for spring 2004 are in and will be distributed shortly.

ICCTA

REPRESENTATIVE:

Mr. John Huston reported that Ms. Katelyn Bastert, a freshman at Carthage High School, was the undefeated 2003 IHSA State Champion in Women's Cross Country winning the championship race in record time of 17 minutes and 10 seconds. She finished 27 seconds ahead of the second place runner. The Peoria Journal Star selected her as their 2003 Women's High School Cross Country Runner of the Year. Bastert's coaches are her mom and dad. Huston reported on the ICCTA meeting held in Chicago on November 14 and 15. Some of the seminars included employee training, legal updates, the Open Meetings Act, recording closed sessions, e-mail policy for board members, and long term and short term borrowing. Huston said that the next ICCTA meeting will be January 16 and 17 in Springfield. One topic will be the Introduction to Community College Accounting 101. Then at March's meeting they will have a session on the Introduction to Community College Accounting 102. These sessions will assist board members in understanding their college's financial reports. Lastly, Huston encouraged everyone to write letters and make calls to our state senators to support the override of the Governor's veto of \$3.7 million in "hold harmless" funds for the community college system.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 10

STUDENT

REPRESENTATIVE: Ms. Melissa Brown reported that this Friday night SGA will have a social get-together at Crappy's Sports Pub in downtown Galesburg. Everyone is invited to attend. Brown reported that she attended the SAC (Student Advisory Committee) meeting in Chicago this past weekend. She is on the Outreach Committee and the committee is planning a voter's registration drive at their prospective colleges. This should take place the first week of February.

FACULTY

REPRESENTATIVE: Ms. Lauri Wiechmann reported that faculty committees are busy with tasks at hand including: collecting student evaluation forms and supervisor evaluation forms; completing growth and assessment information; and reviewing assessment information. She said it is amazing how busy committees are at this time. She is happy to report that student success is at the faculty's forefront. Wiechmann said that the Dental Hygiene program is the recipient of a grant from the Illinois Department of Public Health for the Healthy Smiles, Healthy Growth survey. Wiechmann reported that 2nd year dental hygiene students will be surveying students in several 3rd grade classrooms for oral health, height, and weight. Lastly, Wiechmann reported that CSC's Dental Hygiene program is the only one in the state to accept Medicaid.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported that the 3rd Annual Walk Out on Tobacco in observance of the Great American Smokeout, will be held Thursday, November 20 from 11 a.m. to 2 p.m. in the Dr. Donald G. Crist Student Center. Strom said that the American Red Cross Blood Drive will be Tuesday, November 25 from 9 a.m. to 2 p.m. in the Dr. Donald G. Crist Student Center. Lastly, Strom reported that registration for spring and summer 2004 is going quite well and that online registration is working well. Students are excited about using the online registration.

BOARD REPORTS:

Dr. D. Wayne Green said that he spoke at the ICCTA meeting in Chicago this past weekend. His talk centered on the fact that if someone came from 300 years ago into the present modern world, they would be amazed with today's gadgets, technology, etc. However, they would feel quite comfortable in the education setting because it had not changed that much. Green stated that in

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 11

the near future, we need to increase productivity in education because education is going to come under severe scrutiny by the public.

Ms. Gayla Pacheco reported that she also went to the ICCTA meeting in Chicago. She serves on two ICCTA committees: Awards and Diversified. Pacheco said that she shared CSC information on diversity practices with the Diversity Committee.

Executive Session
9:45 p.m.:

Mr. John Kraus moved and Dr. D. Wayne Green seconded a request for an Executive Session to consider “probable or imminent” litigation; discuss collective negotiating matters between the public body and its employees or their representatives; to consider the appointment, discipline, and compensation of specific employees of the public body; to consider the purchase or lease of real estate for the use of the public body; to review minutes of closed sessions to determine if confidentiality is still required for these minutes; 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.” Motion carried. Faculty Representative voted “Aye”; Staff Representative voted “Aye”; Student Representative voted “Aye.”

RECONVENE
10:21 p.m.:

The Regular Meeting of the Board reconvened at 10:21 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
Ms. Nancy L. Youngquist
Ms. Melissa Brown, Student Representative

Absent: Mr. Bruce A. Lauerman

Release Minutes of
Closed Sessions:

Dr. D. Wayne Green moved and Mr. John Kraus seconded to not release the following minutes of Closed Sessions due to the fact that confidentiality still exists for these minutes: May 22, 2003,

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD NOVEMBER 18, 2003 – PAGE 12

June 26, 2003, July 24, 2003, August 28, 2003, September 25, 2003, and October 23, 2003.

MOTION:

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

ADJOURNMENT

10:22 p.m.:

Ms. Nancy Youngquist 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.