

CARL SANDBURG COLLEGE

(577<sup>th</sup> Meeting)

Regular Meeting – July 22, 2004

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in Room 19, The Branch Campus, 305 Sandburg Drive, Carthage, Illinois, on Thursday, July 22, 2004, at 7:30 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  
Ms. Meghan Kennedy, Student Representative

Absent: Mr. Bruce A. Lauerman  
Ms. Gayla J. Pacheco  
Ms. Nancy Youngquist

Others: Mr. Thomas A. Schmidt, President; and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Dennis Anderson, Ms. Sherry Berg, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Jill Johnson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Misty Lewis, Ms. Elaine Long, Ms. Debra Miller, Ms. Beverly Naslund, Mr. Steve Norton, Mr. Mark Pfleiger, Ms. Blanche Shoup, Mr. Samuel Sudhakar, Dr. Lori Sundberg, and Ms. Lora Wright. Faculty: Ms. Diana Billeter, Faculty Representative. Others: Mr. Jason Cassidy.

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Consent/Non-Personnel: Dr. D. Wayne Green moved and Mr. John Huston seconded to approve the following items under the Consent Agenda/Non-Personnel:

- minutes of June 24, 2004, meeting of the Board,
- bills for the month of June 2004,
- Community College Treasurer's Bond for the purpose of bonding Lora Wright as Treasurer for the District.

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

CSC Literacy-United Way Funding Contract-FY05: Mr. John Huston moved and Mr. John Kraus seconded to approve the United Way contract in the amount of \$7,915 for CSC Literacy Coalition funding for the 2005 fiscal year.

MOTION: On roll call vote, three members voted "Aye"; none voted "Nay"; one voted "Abstain." Motion carried. Faculty Representative voted "Aye"; Staff Representative "Absent"; Student Representative voted "Aye."

Consent/Personnel: Mr. John Kraus moved and Dr. D. Wayne Green seconded to approve the following items under the Consent Agenda/Personnel:

- resignation of Ms. Sherri Kaufman, Desktop Publishing Instructor, effective June 30, 2004,
- resignation of Ms. Kathy Stieren, Practical Nursing Instructor, effective June 30, 2004,
- employment of Ms. Carol Crouch, Coordinator of Academic Support Services, Mid-Management, Level IV, Address 5, at an annual salary of \$29,400, prorated, effective August 2, 2004,
- employment of Ms. Jeanette Poulson, The Branch Campus Custodian, Physical Plant, Level I, Address 2, at an annual salary of \$17,260, prorated, effective August 1, 2004,
- employment of Mr. John Christie, Weekend Security/Custodian, Level I, Address 2, at an annual salary of \$17,260, prorated, effective August 1, 2004,
- employment of Mr. Lee Gabbert, Weekend Security/Custodian, Level I, Address 2, at an annual salary of \$17,260, prorated, effective August 1, 2004,

- employment of Mr. David Kellogg, full time tenure track Criminal Justice Instructor, reflecting a Masters Degree, Address 8, at an annual salary of \$36,430, effective for the 2004-2005 academic year,
- employment of Ms. LaDonna Clegg, Administrative Assistant to the Dean of Occupational Programs, Secretarial Support, Level II, Address 10, at an annual salary of \$20,360, prorated, effective August 2, 2004,
- employment of Ms. Cathy Wollum, Career Employment Specialist, Mid-Management, Level IV, Address 5, at an annual salary of \$27,500, prorated; this position is solely grant funded through WIA funds,
- employment of Ms. Nancy Boston, Career Employment Specialist, Mid-Management, Level IV, Address 5, at an annual salary of \$27,500, prorated; this position is solely grant funded through WIA funds,
- employment of Mr. Steve Sagar, Employer Service Representative, Mid-Management, Level IV, Address 5, at an annual salary of \$27,500, prorated; this position is solely grant funded through WIA funds,
- employment of Ms. Tammy Boock, Business Office Clerk, Technical, Level II, Address 4, at an annual salary of \$18,910, prorated, effective August 2, 2004.

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

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

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

Entered Meeting: Mr. Bruce Lauerman entered the meeting at 7:39 p.m.

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Bushnell-The Extension  
Center Donation:

Mr. John Huston moved and Dr. D. Wayne Green seconded to accept the Foundation's gift/donation of the property at 398 E. Main Street, Bushnell, Illinois, upon the Foundation's acquisition of the property.

MOTION:

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

PRESIDENT:

President Schmidt invited everyone to the Annual Employee Picnic and Service Awards Ceremony on Saturday, August 21 at noon in the Dr. Donald G. Crist Student Center. This picnic includes families. Schmidt reported that he spent today in Springfield for the Equalization Task Force. The Task Force has agreed that the equalization formula as we know it, is working in Illinois. The Task Force will now focus on the impact that PTEL (Tax Caps) will have on districts and what the actual dollar impact will be on the districts. The Task Force timeline is to complete their work by the end of October and to have an impact on the FY06 State Budget. The Task Force endorsed the Equalization Formula for the FY05 Budget. Schmidt gave the Trustees extremely high marks for contacting their state legislators. It is very gratifying and positive to receive focused feedback from our legislators. President Schmidt said that a reception will be held for the MTEA (Minority Teacher Education Association) Summer Camp Participants and their parents on August 4 at 7 p.m. at the College. The students recently attended a scholastic camp at Eastern Illinois University. This is a 7 day camp for prospective teachers. Mr. Wendel Hunigan and his wife were the sponsors/chaperones for the group. Hunigan thanked the College for its support of the group and the use of the CSC activity bus. Due to the use of the bus, Carl Sandburg College had the largest contingent at the camp.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton reported that three college administrators from Mexico visited the College today. The visit was sponsored by Knox College. The administrators are on a four day visit to the U.S. getting a taste of higher education in the United States. Their visit included CSC, Knox College, and Monmouth College. Mr. Samuel Sudhakar, Dr. Lori Sundberg, and he met with the group and also provided them with a tour of the College. They were very

impressed with CSC. In Mexico they have no Financial Aid, tuition is much more expensive, and they have many international students.

VICE PRESIDENT OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that Colleague Financials has been implemented successfully and we are live with the new system. The new system has already started to reduce paperwork, redundant data entry, and improve efficiencies. Sudhakar congratulated Ms. Lora Wright, Mr. Larry Byrne, and their teams, as well as, Mr. Michael Brackett, Mr. Dennis Maurer, and Mr. Tom Canfield of the IT team for their efforts in the successful implementation of Colleague Financials. Sudhakar said that CSC applied for and received Educational Technology Grant equipment from PowerDsine Corporation. This equipment will help CSC work with our K-12 partners and help them with their wireless projects. Lastly, Sudhakar reported that his department is busy preparing the technology resources for Cyber Camp to be held on Campus on August 17 and 18 and for the upcoming academic year.

DEAN OF HUMAN  
RESOURCES/  
ORGANIZATIONAL  
DEVELOPMENT:

Dr. Lori Sundberg reported that on Tuesday she attended the Faculty Diversity Summit sponsored by the IBHE and Southern Illinois University. Over 250 people from around the state attended the Summit. Sundberg said that the deadline for renewal of the SSS grant has been announced and it is August 31. She reported that Ms. Misty Lewis, Ms. Peggy Libby, and she will be going to Chicago on Monday for a proposal writing workshop. Sundberg said that they are almost through their busy season of hiring in HR and it appears that the new HR procedures are working well. For the first time this fall, CSC is implementing in conjunction with the faculty, a mentoring program for new faculty. All new faculty will participate in an expanded orientation process and will be assigned a faculty mentor for their first year. Sundberg thanked Ms. Lauri Weichmann for all of her efforts in helping bring this program together.

DIRECTOR OF  
FOUNDATION:

Ms. Gena Alcorn reported that the Foundation is pleased to report that the 2004 Train Show & Die Cast Toy Show, as part of the Rail Road Days weekend was again a success. This year 70 vendors from 13 states rented 284 tables to showcase railroad merchandise and displays. New this year to the weekend, was the Die Cast Toy Show, held in the Crist Student Center. Twenty (20) new die cast vendors rented 72 tables. The weekend brought approximately 2,000 adults and children to the campus. This year's event raised \$12,253 which will be used for student scholarships. The total cumulative contributions to the Foundation from the annual Galesburg Rail Road Days Train Show now totals over \$102,000. Alcorn said the Foundation Board of Directors would like to thank the many volunteers who helped throughout the weekend. Faculty, staff, and trustees gave freely of their time to help make the event a success. A big thank you should go to Mr. Harry Grossman for coordinating the Train Show and to Mr. Barry Wainer for coordinating the Die Cast Show.

DEAN OF COMMUNITY &  
EXTENSION SERVICES:

Ms. Sherry Berg reported that Dr. D. Wayne Green and she represented CSC at the Regional ACCT Conference in Baltimore, June 24-26, 2004. CSC was selected as one of the five Best Practices in Community Economic Development for the Central States region. Their presentations were well received and generated many questions. Berg said that an Open House was held on June 29 at The Branch Campus to honor Ms. Carol Gronewold's retirement and welcome our new Director, Ms. Deb Miller. It was well attended by CSC employees from all campuses; present and past Board Members; and many community members. That evening Gronewold was again recognized with a very complimentary certificate at the Carthage School Board meeting for her outstanding commitment to education in the Carthage area. Berg reported that the Carthage *Kids on Campus* program was held June 7-18 and served 124 students in grades K-6. Three surrounding school districts provided bus transportation from LaHarpe, Hamilton, and Warsaw. She said that CSC sincerely appreciated the able assistance of Ms. Chris Murphy, who managed the program at the last minute when our previous coordinator resigned in April. The Branch Campus has a new Business & Community Education Coordinator, Ms. Dorma Robison. We look forward to her efforts to grow both the Kids and

Seniors programs for next year. Berg said that the Galesburg *Kids on Campus* program will be held August 2-13 and currently has 256 students registered for over 650 classes. This is an increase of 24 percent in student count and 34 percent in number of classes. Berg reported that a final report on the Paraprofessional Test Preparation Workshops was just submitted this week. We held 11 lecture classes throughout the CSC district and served 172 paraprofessionals from nearly all of our public schools districts. She said that the Landscape Committee has been quite busy and they have planted additional flowers out back by the lake and also additional ones to the right of the front door. Lastly, Berg reported that thirteen Russian business people will be visiting the College next week. They are in the Insurance Business in Russia.

**DIRECTOR OF  
BUSINESS SERVICES:**

Mr. Larry Byrne reported that the Student Success Center renovation is progressing. CSC maintenance crew is nearly finished with installing dry wall, conduit, and electrical boxes. The center will house the TRIO Student Support Services, Upward Bound, and Asset Testing. Along with two distant learning classrooms, the center will also have tutoring areas, and a math/reading lab. Byrne stated that this has been a big endeavor for our maintenance crew and they have managed to accomplish this project along with all other areas in the district that need attention before the fall semester.

**DIRECTOR OF  
MARKETING & PUBLIC  
RELATIONS:**

Ms. Robin DeMott showed a promotional DVD produced by Mr. Phil Jennings, Vocational Recruiter. This DVD is on the Industrial Programs offered at CSC. It will be used for both recruiting presentations as well as for a commercial.

**ICCTA  
REPRESENTATIVE:**

Mr. John Huston reported that the next ICCTA Seminar and Board Meeting will be held September 10-11 at the Crowne Plaza Hotel in Springfield. The seminar will focus on "Effective Media Relations-Training for Trustees & CEO's."

**BOARD REPORTS:**

Dr. D. Wayne Green reported that he attended the ACCT Regional Meeting in Baltimore. This will be the last regional meeting they will have. The ACCT is abandoning them for a host of problems.

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They will just be having the Annual Meeting and the Legislative Meeting in Washington D.C. in February. The Annual Meeting will be this October in New Orleans.

FACULTY  
REPRESENTATIVE:

Ms. Diana Billeter reported that August 19 is the workshop for full and part time faculty from noon to 8 p.m. Billeter said that a faculty council person will now be a point person on each faculty committee.

Executive Session  
8:25 p.m.:

Dr. D. Wayne Green moved and Mr. Bruce Lauerman seconded a request for an Executive Session to consider “pending” litigation and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

RECONVENE  
8:40 p.m.:

The Regular Meeting of the Board reconvened at 8:40 p.m.

ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson  
Dr. D. Wayne Green, Vice Chairperson  
Mr. John A. Kraus, Secretary  
Mr. Bruce Lauerman  
Mr. John T. Huston  
Ms. Meghan Kennedy, Student Representative

Absent: Ms. Gayla J. Pacheco  
Ms. Nancy Youngquist

ADJOURNMENT  
8:41 p.m.:

Mr. John Kraus 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.