

CARL SANDBURG COLLEGE

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

Regular Meeting – November 14, 2002

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, November 14, 2002, at 7:00 p.m.

ROLL CALL:

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

Absent: Mr. Tim Berry, Student Representative

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jonathan Bradburn, Mr. Larry Byrne, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Jill Johnson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Misty Lewis, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Mr. Tim Smith. Staff: Ms. Heather Severns, Staff Representative; and Ms. Tracy Colter. Others: a representative of the media.

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Consent/Non-Personnel: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of October 24, 2002, Meeting of the Board,
- bills for the month of October 2002.

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

Financial Reports: Mr. Tom Colclasure moved and Mr. John Kraus 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 “Absent”; Staff Representative voted “Yea”; Student Representative “Absent.”

Executive Session  
7:07 p.m.:

Ms. Nancy Youngquist moved and Mr. Tom Colclasure seconded a request for an Executive Session to review minutes of closed sessions to determine if confidentiality is still required for these minutes, to consider the compensation of specific employees of the public body, to consider “probable or imminent” litigation, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

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

RECONVENE  
7:35 p.m.:

The Regular Meeting of the Board reconvened at 7:35 p.m.

ROLL CALL:

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

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Release Minutes of  
Closed Sessions:

Mr. Tom Colclasure moved and Ms. Nancy Youngquist seconded to release the following minutes of Closed Sessions due to the fact that the need for confidentiality no longer exists for these minutes: June 4, 2002.

MOTION:

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

ADJOURNMENT

7:38 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 556<sup>th</sup> meeting of the Board of Trustees was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Thursday, November 14, 2002, at 7:39 p.m.

ROLL CALL:

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

Absent: Mr. Tim Berry, Student Representative

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jonathan Bradburn, Mr. Larry Byrne, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Jill Johnson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Misty Lewis, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Mr. Tim Smith. Staff: Ms. Heather Severns, Staff Representative; and Ms. Tracy Colter. Others: Mr. Tom West and representatives of the media.

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Appointment of Chair  
Pro-Tem:

Mr. John Kraus moved and Dr. D. Wayne Green seconded to and appointed Mr. Thomas A. Schmidt as Chair Pro-tem.

MOTION: Voice vote – motion carried.

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

MOTION: Voice vote – motion carried.

New Chair: Ms. Gayla Pacheco presided as the newly elected Chairperson of the Board.

Presentation of Plaque: Ms. Gayla Pacheco presented a plaque to Mr. John Huston for his service as Chairperson of the Board for the 2001-2002 year.

Motion to Elect  
Vice Chairperson:

Dr. D. Wayne Green nominated and Mr. Bruce Lauerma seconded the nomination of Mr. Tom Colclasure for Vice Chairperson of the Board. Mr. John Huston moved and Ms. Nancy Youngquist seconded to close nominations and cast a unanimous ballot for Mr. Tom Colclasure as Vice Chairperson of the Board.

MOTION: Voice vote – motion carried.

Motion to Elect  
Secretary:

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

MOTION: Voice vote – motion carried.

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Motion to Appoint  
Recording Secretary:

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

MOTION:

Voice vote – motion carried.

Motion to Appoint  
Treasurer:

Mr. John Huston 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 Huston moved and Mr. John Kraus seconded the motion designating the fourth Thursday of each month at 7:00 p.m. as the time to hold its regular Board meetings during 2003. 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, seven members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative “Absent”; Staff Representative voted “Yea”; Student Representative “Absent.”

Consent/Personnel:

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

- employment of Mr. Christopher Dunn, Security Officer, Level 1, Address 2 at an annual salary of \$16,620, prorated, effective November 18, 2002,
- employment of Mr. Andrew Stodolkiewicz, Information Manager/Monitor, Mid-Management, Level 4, Address 5 at an annual salary of \$26,720, prorated, effective November 18, 2002. This position is solely grant funded through the WIA office.

MOTION:

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

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Tentative Tax Year  
2002 Levies:

Mr. Tom Colclasure moved and Dr. D. Wayne Green moved 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:

1. 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,
2. the resolution adopting the tentative tax levies,
3. notice to comply with truth in taxation.

MOTION:

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

Fifteen Passenger  
Activity Bus:

Mr. John Kraus moved and Mr. John Huston seconded the purchase of a fifteen passenger bus from MB Commuter Mid Bus, for the Mid Bus Guide, in the amount of \$38,035.

MOTION:

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

Modification-SRP  
Application Deadline:

Dr. D. Wayne Green moved and Mr. John Kraus seconded the modification of the application procedure of the Supplemental Retirement Plan (SRP) thereby requiring that all applications be filed no later than June 30, 2003.

MOTION:

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

PRESIDENT:

Mr. Thomas Schmidt reported that the Employee Fall Picnic will be held on August 23, 2003, at Carl Sandburg College, taking advantage of our facilities. After a survey of employees, it was determined by the committee that the fall employee luncheon will now merge with the picnic and thus service awards will be presented at the picnic. This will enable family members to bear

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witness to these awards. Schmidt presented the board with a plaque from the Galesburg Downtown Council which was presented to the College at the Downtown Council's Annual Meeting. The plaque is in recognition of the façade improvement to the CSC Annex. The plaque will be hung at the Annex. Schmidt reported that next week Ms. Shelle Summers, Ms. Charlee Holmes, and he would be going to Washington DC to attend Fund Raising Workshops. Schmidt stated that he has commissioned two Task Forces: Diversity and Health Care. The Employee Holiday Luncheon will be held on Friday, December 13, 2002. Schmidt reported that he hosted a *President's Tea* this afternoon for new employees. The purpose of the Tea was to get to know one another. He also shared a bit of history of the institution with the new employees. Lastly, Schmidt displayed the Extravaganza Banner hanging in the board room which displays the pyramid of donors to the Foundation and the Extravaganza.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton reported that Student Services is busy enrolling students for spring and summer sessions. Norton stated that the men's and women's basketball teams are now in their seasons. CSC will be hosting a basketball tournament next Friday and Saturday. Norton reported that the fall theatre production (*Lost in Yonkers*) is this weekend.

VICE PRESIDENT OF  
INSTRUCTIONAL  
SERVICES:

Mr. Larry Benne reported that CSC will be hosting the Teachers' Institute next spring. This is the second time in six years that we have hosted the Institute. Benne thanked Ms. Sherry Berg and Mr. Mike Walters in being instrumental in recruiting the Institute back to the campus. Benne stated that the Institute will be exciting with the new building (IC/SC) open. Approximately 1,200 teachers attend the Institute. Lastly, Benne stated that next week the CME will be hold a *Manufacturing Expo*. This is made possible from an Education to Careers Grant.

VICE PRESIDENT  
OF TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar stated that the College has been investigating the possibility of partnering with the Acces Consortium in Iowa for the purpose of achieving efficiencies in our

Administrative Computing environment. Acces Consortium has gone through a process in the last six months of researching ways to enhance their existing software. They have come back with a decision to buy an Administrative System package as opposed to rewriting their existing software. Sudhakar had the honor of representing CSC in their investigative task force. The task force has narrowed the software selection down to two: SCT Banner and Datatel. Sudhakar stated that both these packages are well known in the Community College environment for the enhanced functionalities that they provide. The consortium is hoping to make their final decision about the purchase in January of 2003. After that, CSC Administration is hoping to present to the Board recommendations relative to whether this partnership will benefit our college.

DEAN OF LEARNING  
RESOURCE SERVICES:

Mr. Mike Walters reported that Mr. Lou Coatney, Evening Librarian, has been published in the American Historical Review. The article is a film review of Black Hawk Down. The publication has asked Coatney to write more reviews for their publication.

FOUNDATION:

Ms. Robin DeMott reported on behalf of Ms. Shelle Summers, Foundation Director, that the 2002 Fall Extravaganza was a record-breaking success. Over \$41,000 was raised to support Carl Sandburg College. The 8<sup>th</sup> annual event was held Saturday, November 9<sup>th</sup> at Soangetaha Country Club. The Foundation Board of Directors would like to thank all participants, contributors and sponsors. Next year the Extravaganza will be held on November 8, 2003. DeMott added that the event was sold out.

DIRECTOR OF  
MARKETING &  
PUBLIC RELATIONS:

Ms. Robin DeMott reported the second CSC concert series is this weekend. Mr. Thomas Booth, Tenor, will perform Friday night at the First Presbyterian Church in Galesburg and Sunday at the First United Methodist Church in Carthage. DeMott stated that the Carl Sandburg College's Choir will present their Madrigal Holiday Feast November 23<sup>rd</sup> and 24<sup>th</sup> at Carl Sandburg College. The theatre script has been written by Ms. Gwen Koehler, Director of Adult & Developmental Education. Lastly, DeMott reported that CSC will hold a Career Information Night on Wednesday, November 20<sup>th</sup> at Galesburg High School auditorium.



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DIRECTOR OF TRIO  
UPWARD BOUND:

Ms. Jill Johnson reported that Upward Bound students are now in their fourth year and they are applying to colleges. Johnson stated it has been quite exciting in the office with their enthusiasm to being admitted to a particular college. Lastly, Johnson stated that she just enrolled twenty of the students for summer classes at CSC.

DIRECTOR OF  
BUSINESS SERVICES:

Mr. Larry Byrne reported on the IC/SC building. Byrne reported a tentative substantial completion date of November 6, 2002. The tentative date of ownership is scheduled for December 6, 2002. The furniture for the IC/SC is on order with Phase I delivery scheduled for December 16, 2002. Byrne stated that the E/F connector work is progressing. The maintenance/salt storage is going well. Byrne stated that Bushnell is proceeding well and the Fitness Center will start when Bushnell is finished. Lastly, Byrne stated that on November 6<sup>th</sup> he attended a three day seminar on Ethics at IVCC with Ms. Lauri Wiechmann. This was a one day Ethics seminar followed by two days of *Train the Trainer*.

DEAN OF COMMUNITY  
& EXTENSION  
SERVICES:

Ms. Sherry Berg stated that the *Business and Community Ed Class Schedule* booklet will be distributed next week. There is a new section on *Kids on Campus*. CSC is expanding this program at all three locations.

ICCTA  
REPRESENTATIVE:

Mr. John Huston reported that he recently attended the ICCTA Convention in Chicago on November 8 & 9 at the Swissotel. Dr. D. Wayne Green and Ms. Gayla Pacheco also attended the convention. Dr. Donald G. Crist (Synergy Strategists) presented on *The Ethics of Board/President Relations*. Another presentation was on *The End of The Comprehensive Community College?* It was stated in this session that as the community changes the Community College should change to focus on its community's most pressing educational needs. This session was presented by Dr. Jerry Young, former President of Chaffey Community College, and Dr. Ray Taylor, President of the ACCT. Lastly, Huston reminded the Board of the ICCTA Legislative Fly-In to be held on

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February 11 & 12, 2003, in Washington DC. The Fly-In will be held in conjunction with the ACCT and AACC National Legislative Summit, February 9-11, 2003, in DC.

**STAFF**

**REPRESENTATIVE:**

Ms. Heather Severns reported that Tuesday, November 26<sup>th</sup> there will be a Blood Drive on campus. Severns also stated that the Great American Smoke Out will be Thursday, November 21<sup>st</sup> from 6:30 to 9:30 a.m. in the John M. Lewis Gymnasium.

Removal of  
Executive Session:

Removed #17 Executive Session from the Agenda.

**ADJOURNMENT**

8:19 p.m.:

Dr. D. Wayne Green 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.