

CARL SANDBURG COLLEGE

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

Regular Meeting – April 25, 2002

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 25, 2002, at 7:00 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson  
Mr. Thomas H. Colclasure, Secretary  
Dr. D. Wayne Green  
Mr. John A. Kraus  
Mr. Bruce A. Lauerman  
Ms. Nancy L. Youngquist  
Mr. Jed Strom, Student Representative

Absent: Ms. Gayla J. Pacheco, Vice Chairperson

Others: Mr. Thomas A. Schmidt, Interim President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Larry Benne, Ms. Sherry Berg, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lyons, Mr. Dennis Maurer, Mr. Steve Norton, Ms. Blanche Shoup, Mr. Samuel Sudhakar, Ms. Shelle Summers, and Ms. Lora Wright. Staff: Mr. Steve Alfaro. Others: a representative of the media.

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- Consent/Non-Personnel: Mr. Bruce Lauerman moved and Mr. John Kraus seconded approval of the following items under the Consent Agenda/Non-Personnel:
- minutes of March 19, March 21, March 26, March, 28, April 9, April 11, 2002, meetings of the Board,
  - bills for the month of March 2002,
  - 2002 summer work schedule for full-time (benefited) employees that: extends from May 13 – August 2, 2002, 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.

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

- Consent/Personnel: Mr. Bruce Lauerman moved and Dr. D. Wayne Green seconded the following items under the Consent Agenda/Personnel:
- appointment of Instructional Division Chairpersons for the 2002-2003 academic year as follows:  
Humanities - Dr. John Pazereskis  
Social Science - Mr. James Graham  
Math/Science - Mr. Darrell Clevidence  
Business - Mr. Timothy Smith  
Allied Health - Ms. Elaine Long  
Ag/Industrial - Mr. Ted Mottaz (Ag Co-Chair)/Mr. Larry Wright (Industrial Co-Chair),
  - employment of of Ms. Beth Boggs, Grant/Accounting Technician, effective April 29, 2002, at an annual salary of \$19,980 prorated, reflecting a Technical Level III position with a scheduled address of #4,
  - approval of a 4.75 percent salary adjustment for WIA staff retroactive to July 1, 2001, funds for this salary adjustment are solely funded from grants managed by WIA office,
  - employment of Ms. Susan Kohler, WIA Secretary, effective May 1, 2002, at an annual salary of \$16,177 prorated, reflecting a Secretarial Support Staff Level III position with a scheduled address of #3 (continued employment is contingent upon Ms. Colter’s reassignment and continuation of grant funding),

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- employment of Mr. Margarito Nuñez, Grounds Assistant, effective April 26, 2002, at an annual salary of \$18,990 prorated, reflecting a Physical Plant Level II with a scheduled address of #3.

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

Appointment of Coordinators: Mr. Bruce Lauerma moved and Mr. Tom Colclasure seconded the appointment of Program Coordinators for the 2002-2003 academic year as follows:  
Radiologic Technology/Limited Radiography - Ms. Elaine Long,  
Child Development - Ms. Marjorie Judson,  
EMT/Paramedic - Mr. Timothy Murphy,  
Mortuary Science - Mr. Timothy Krause,  
Music - Mr. Timothy Pahel,  
Cosmetology – Ms. Barbara Kirchgessner,  
Sonography – Ms. Jodi McGivern,  
Dental Hygiene – Ms. Lauri Wiechmann.

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

Financial Reports: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded that the minutes reflect receipt of the financial reports.

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

Food Service Contract: Mr. John Kraus moved and Mr. Bruce Lauerma seconded the extension of the current food service contract with Consolidate Management Company (CMCO) for a one-year period ending August 5, 2003.

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

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College Mission/Institutional

Focal Points and Goals: Mr. Tom Colclasure moved and Mr. Bruce Lauerman seconded the the Mission and Institutional Focal Points and Goals Statements as recommended by the College Strategic Planning Committee.

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

FY-2003 Salary

Adjustments: Mr. John Kraus moved and Dr. D. Wayne Green seconded the FY-2003 salary adjustment consistent with the College’s rolling agreement in the amount of 4.50 percent for the non-bargaining employees as specified:

<u>Employee Group</u>	<u>FY-2003 Adjustment</u>
Full-time Administration (excluding College WIA and Department of Corrections)	4.50%
Full-time exempt Mid-Management, Technical, Secretarial and Physical Plant, exempt part-time classified and hourly classified (excluding College WIA and Department of Corrections)	4.50%
Part-time Faculty and Stipends	4.50%

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

INTERIM PRESIDENT:

Mr. Thomas Schmidt reported that Mr. James Graham and Mr. Wendel Hunigan would take a group of twenty-one students to New York City in May for their *Social Science Perspectives* class trip. He stated that everyone who takes this class and goes on the trip has an enjoyable time. Schmidt stated that more difficult years are ahead for state aid. He reported that the ICCB is recommending that college officials support the Governor’s proposed budget, which would cut state aid to community colleges by about two percent next year. Schmidt stated that in a national survey, the public has identified education as the number one item to be protected from budget cuts.

Bid specs are out and around now with Phillips Swager Associates. A pre-bid meeting is scheduled for May 7<sup>th</sup>. On May 14<sup>th</sup>, we are anticipating bids to be presented to the College. The projects being: the EF Connector; the extension of the Fitness Center; the expansion of the Extension Center in Bushnell; and the Maintenance Building on the Main Campus. Phillips Swager will also begin a Life Health Safety project to improve the west wall of the Annex downtown this summer or fall.

Schmidt reported that retired educators from CSC are forming a Carl Sandburg College Annuitants Association (CSCAA) to promote the welfare of retired CSC members and their families. One of the primary purposes of this Association will be so that retirees have a voice at the state level. There are currently eighty-five people retired from CSC.

Schmidt stated that the Second Annual CSC Golf Outing would be held on May 11<sup>th</sup>. They are currently still taking teams of four. Lastly, Schmidt reported that the GED Graduation will be May 8<sup>th</sup> and CSC Graduation will be May 9<sup>th</sup>. Professor Paul Simon, Retired U.S. Senator, will be this year's graduation speaker.

DEAN OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that next month he would be going to the Netherlands for a two-week exchange with his counterpart. This trip is made possible through the Community College Administrative Exchange Program.

DEAN OF COMMUNITY  
& EXTENSION  
SERVICES:

Ms. Sherry Berg reported that Ms. Beverly Braniff recently returned from England on an Exchange Program. An article was recently published in the *McDonough Democrat* highlighting her trip to Canterbury, England. The Extension Center will be having a Dine-alogue Program on Wednesday, May 1<sup>st</sup> from 6 to 8:30 p.m. at Delaney's Depot in Bushnell. Berg reported that CABI (Center for Agriculture, Business & Industry) is considering a name change.

DIRECTOR OF THE  
EXTENSION CENTER:

Ms. Lorraine Crawford reported that Ms. Lubov Snyder would be having a student recital at First Presbyterian Church, Bushnell, on Friday, April 26<sup>th</sup>. Snyder and Mr. Tom Booth will hold a free will concert on May 24<sup>th</sup> at the First Presbyterian Church.

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DIRECTOR, ADULT &  
DEVELOPMENTAL  
EDUCATION:

Ms. Gwen Koehler reported that Ms. Judy Crain was recognized as Volunteer of the Year at the Literacy Volunteers of America conference in Chicago. The ALC Student Advisory Committee was recognized by the Knox County Human Services Council as Volunteer Group of the Year.

CONTROLLER:

Ms. Lora Wright reported that CSC has rolled their agreement with Clifton Gunderson LLC to remain as CSC auditors for another year. Thus, they will be on campus on May 28<sup>th</sup> to the 31<sup>st</sup> for interim work where they will review Internal Controls, Financial Aid, and Payroll. They will be here for fieldwork the three weeks beginning July 22<sup>nd</sup>.

WIA DIRECTOR:

Ms. Blanche Shoup reported that the WIA office has completed applications for additional funding to enhance the services provided by the One Stop Centers in Galesburg and Quincy. As a result of the intent to provide value added services, two positions will be required. These positions would be solely grant funded and will be included as part of the College's budget.

DIRECTOR OF  
FOUNDATION:

Ms. Shelle Summers reported that twenty-three Academic Scholarships would be awarded for this next school year. This represents twenty-two high schools. Summers reported that herself and Mr. Larry Benne are currently working with representatives of Bradley University to possibly award a scholarship to pursue an engineering degree. The new committee would be formed with elements from the Foundation, the Galesburg Area Chamber of Commerce, GREDA (Galesburg Regional Economic Development Agency), and Bradley University. Summers reported that the Foundation would be the Fiscal Agent and that the Chamber and GREDA would be the fund raising and the recruiting arm of the committee.

DIRECTOR OF THE  
BRANCH CAMPUS:

Ms. Carol Gronewold reported that the Recognition & Awards Assembly would be May 3<sup>rd</sup> at the Methodist Church in Carthage. The Practical Nursing Pinning Ceremony will be at 6:00 p.m. and the Awards Program will be at 7 p.m., followed by refreshments. Gronewold invited everyone to attend.

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VICE PRESIDENT OF  
INSTRUCTION:

Mr. Larry Benne reported that finals would be taking place soon. We had one snow day and thus there will be no disruption to the final schedule. Benne reported that summer enrollment is looking good so far. Lastly, Benne reported that he is busy interviewing staff for next fall.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton reported that on April 4<sup>th</sup> the College had a very successful Job Fest. Norton reported that on May 14<sup>th</sup> the College would host “Welcome to the Real World.” Lastly, Norton stated that we are just finishing up successful softball and baseball seasons.

ICCTA  
REPRESENTATIVE:

Mr. John Huston reported that on April 17<sup>th</sup> several attended Lobby Day in Springfield. The group was quite successful in visiting with all of our state legislatures. The message that the contingent took to the legislators was one of thanks and understanding, especially with the problems they are facing with budgeting. The contingent offered the legislators their support. Huston stated that he thought the legislators did appreciate their support.

Lastly, Huston reported that Jed Strom, Tom Schmidt, Don and Mary Fran Crist, and himself just returned from the Annual AACC Conference in Seattle. Dr. Crist, President Emeritus, was honored at the President’s Academy Hail and Farewell Luncheon honoring retiring Presidents. Dr. Crist expressed his sincere gratitude to the College for the opportunity to be recognized by his peers. Tom Schmidt was also honored as a “New President.” Huston stated that while in Seattle they did have the opportunity to attend many educational sessions.

BOARD REPORT:

Mr. Jed Strom thanked the board for his recent trip to Seattle. He stated that he benefited greatly from the experience.

Executive Session  
7:46 p.m.:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded a request for an Executive Session for the purpose of discussing employment, compensation, and performance of specific employees of the public body and minutes of meetings lawfully closed under the Illinois Open Meetings Act.

