

# CARL SANDBURG COLLEGE

(562<sup>nd</sup> Meeting)

Regular Meeting – May 22, 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 Thursday, May 22, 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  
Mr. Bruce A. Lauerman  
Ms. Nancy L. Youngquist  
Mr. Josh Hoots, Student Representative

Absent: None

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Larry Benne, Mr. Dennis Anderson, Ms. Sherry Berg, Mr. Jeff Bryan, Mr. Larry Byrne, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Lisa Hanson, Ms. Jill Johnson, Ms. Gwen Koehler, Mr. Steve Norton, Ms. Blanche Shoup, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Ms. Shelle Summers, Ms. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Sandy Wallace, Faculty Representative. Staff: Ms. Heather Severns, Staff Representative, and Mr. Steve Alfaro. Others: Mr. Rob Brown, Johnson Controls, Inc., and representatives of the media.

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Items from the Floor: Mr. Josh Huston moved and Mr. Bruce Lauerman seconded the approval of a Resolution thanking Mr. Joshua Hoots for his service as Student Representative to the Board of Trustees for the year 2002-2003.

MOTION: Voice vote – motion carried.

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

- minutes of April 24, 2003, meeting of the Board,
- bills for the month of April 2003,
- publishing and posting the legal notice in accordance with the state statute, stating the budget's availability for examination and the time for the public hearing on the budget to be June 26, 2003, at 6:30 p.m. at the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois.

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

Consent/Personnel: Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded the following items under the Consent Agenda/Personnel:

- resignation of Ms. Barbara Gunderson, Nursing Programs Coordinator, effective June 30, 2003,
- unpaid leave of absence to Tracy Colter, Office Manager/Assistant to Director for the WIA Office, from August 26-September 8, 2003, in accordance with the Family Medical Leave Act,
- 4.50 percent salary adjustment for WIA Staff effective July 1, 2002 (funds for this salary adjustment are solely from grants managed by WIA office).

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

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Financial Reports: Mr. John Kraus moved and Ms. Nancy Youngquist 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 voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

DIRECTOR OF TRIO  
UPWARD BOUND: Ms. Jill Johnson gave an informational presentation on TRIO Upward Bound.

Guaranteed Energy Savings  
Contract – Phase I & II: Mr. Rob Brown, Johnson Controls, Inc., presented a brief overview of the actual results from Phase I and Phase III progress achieved to date by CSC’s Guaranteed Energy Savings Contract (GES).C).

Resolution – Dr. Donald G.  
Crist Student Center: Mr. John Huston moved and Dr. D. Wayne Green seconded the adoption of a Resolution naming the Student Center at the Main Campus, Galesburg, Illinois, “*Dr. Donald G. Crist Student Center.*”

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

Adoption of Tentative  
2004 Budget: Ms. Nancy Youngquist moved and Mr. John Kraus seconded the approval of the FY-2004 tentative budget.

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

Review Budget: Mr. Bruce Lauerman moved and Ms. Nancy Youngquist seconded June 9, 2003, at 6:30 p.m. in the A. Lewis Long Conference Room, Carl Sandburg College, as the date for the Budget Committee to review the budget.

MOTION: Voice vote – motion carried.

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Education Commons  
Lease Renewal:

Mr. John Huston moved and Mr. Bruce Lauerma n seconded the approval of a five-year extension of the Education Commons lease with Carthage Community Unit School District #338, for the period July 1, 2003 through June 30, 2008.

MOTION:

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

Electric Scissor Lift:

Dr. D. Wayne Green moved and Mr. John Kraus seconded the purchase of one (1) Electric Scissor Lift, model 2643E2 from Rental Service Corporation, Morton, Illinois, at a cost of \$11,771.00.

MOTION:

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

Technology Fee:

Mr. Bruce Lauerma n moved and Dr. D. Wayne Green seconded an increase in the Technology Fee charged per credit hour from \$2.00 to \$6.50 effective with the Fall 2003 semester enrollment.

MOTION:

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

Protection, Health and  
Safety Project:

Mr. John Huston moved and Mr. John Kraus seconded the awarding of a contract in the amount of \$185,279.00 for Base Bid G1 plus Alternate Bids G2 and G3 to T. Haefli & Sons of Peoria, Illinois, to complete the PHS and STEF components of bleacher replacement and Annex tuck pointing (basis of the recommendation is low bid to specification).

MOTION:

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

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PRESIDENT: Mr. Thomas Schmidt said that he will be serving on the President's Panel at the Community College Leadership Retreat sponsored by the University of Illinois, College of Education, at Allerton Park, Monticello, Illinois, on June 9, 2003.

Schmidt reported that the Annual Employee Picnic will be held on Saturday, August 23, 2003, at Carl Sandburg College Main Campus. Employee awards will be presented at that time. Lastly, Schmidt stated that the Second Annual CSC Golf Outing was held last Saturday, May 17<sup>th</sup>. Everyone attending had an enjoyable time. He looks forward to this being an annual outing for CSC employees to attend.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton thanked everyone for their help and assistance at the CSC Graduation. Lastly, Norton stated that CSC has had an excellent pre-summer and summer enrollment. And that the fall enrollment is very positive.

VICE PRESIDENT OF  
INSTRUCTIONAL  
SERVICES:

Mr. Larry Benne reported that he is quite busy in his office interviewing additional faculty to serve the students in the future. He hopes to have these recommendations for hire at the June board meeting.

VICE PRESIDENT OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that the ETC TV is live on Channel 22 in Galesburg and Knoxville. He appreciates the efforts of the ETC Board, Ms. Gwen Koehler, Ms. Robin DeMott, the IT Staff, Insight Communications, and the Telecommunications Commission of the City of Galesburg for helping CSC successfully launch this educational channel which will greatly benefit our communities. Sudhakar stated that two of the proposals he submitted for presentation at the League for Innovation Conference have been accepted for presentation and publication. Ms. Mary Robson and he will be presenting the first paper, *Incorporating Virtual Learning in the Classroom*. The second paper Sudhakar will be presenting on the *Wireless Wide Area Network*. Mr. Schmidt reported that Sudhakar has had two papers accepted. The first paper was for the SSGRR Conference in L'Aquila, Italy and the second was for the third IEEE International Conference on

Advanced Learning Technologies in Athens, Greece. Both papers were on the topic of *Wireless Wide Area Network*. Lastly, Sudhakar reported that CSC received a mini grant from the CSC Foundation for \$2,000, which will help buy equipment and software to support the digital portfolio curriculum that CSC faculty will be teaching this fall.

CHIEF FINANCIAL  
OFFICER:

Ms. Lora Wright said that the auditors, Clifton Gunderson, will be on campus next week and start with the Workforce Investment Act. The auditors will start field work on July 28<sup>th</sup> and will be on campus approximately two weeks. Wright would also like to thank everyone for their assistance in preparing the budget book.

DIRECTOR OF  
MARKETING &  
PUBLIC RELATIONS:

Ms. Robin DeMott reported that the Sandburg Days Festival was well attended and a success. DeMott said that Illinois is hosting the *NCMPR Conference* next year and she is helping with the planning of the conference.

DEAN OF COMMUNITY  
& EXTENSION  
SERVICES:

Ms. Sherry Berg said that her office is planning and developing the new *Kids on Campus* summer program. Brochures for the offerings, based on age bracket (K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, 4<sup>th</sup>-5<sup>th</sup>) are being distributed to school districts this week. The format for K-5<sup>th</sup> is three one-hour classes offered in the morning, August 4-15, 2003. A few additional classes are offered in the afternoon or on Saturday for 6<sup>th</sup>-8<sup>th</sup> graders. Berg distributed the brochures. Berg said that Carthage's summer program for kids is scheduled June 2-13, 2003, and is already receiving a large number of registrations. Lastly, Berg reported that on May 28<sup>th</sup> Mr. Thomas Schmidt, Mr. Jeff Bryan, Mr. Dennis Anderson, and she will be attending a *Regional Small Business and Entrepreneurship Forum* at Western Illinois University. WIU has been named an Entrepreneurship Center for the state and CSC is interested in partnering with WIU in that effort. Several will also be staying for a fiscal-year update presentation from the Illinois Institute for Rural Development.

DIRECTOR OF TRIO  
UPWARD BOUND:

Ms. Jill Johnson said that the Upward Bound summer program will begin June 9, 2003. They have two projects: archaeology and video media productions. The numbers are low this summer because Upward Bound has seniors graduating who will be attending summer classes at CSC and are no longer eligible for the summer program and a number of the students are also in the Summer Internship Program which does not allow them the time to participate. Johnson reported that their summer trip will be to St. Louis. Lastly, Johnson would like to personally invite everyone to the Juneteenth Festival sponsored by the Support Group for African American Affairs to be held June 14, 2003, on the CSC campus. Juneteenth is a celebration of the emancipation proclamation. The celebration will be having softball tournaments (police vs. firemen), basketball classic, information fair, market place, live music, a rib cook off (for which Mr. Schmidt is a judge), door prizes, 50/50's and at 4:30 p.m. the keynote speaker will be D West (motivational guest speaker from the Maury Show) followed by Bobbye King Ladies Choice Blues Band. The proceeds from this celebration will go to purchase materials and resources that increase diversity awareness, educational empowerment, and scholarships for students of African descent.

DIRECTOR OF  
BUSINESS SERVICES:

Mr. Larry Byrne reported that the Bushnell bookstore will be set up with existing, refurbished shelves by May 30, 2003. Computers will be taken to The Extension Center during this same week. Byrne said that the Fitness Center Extension, which will become an aerobics room, has been completed. This work consisted of removing the office, painting the walls, adding additional mirrors, and putting in new flooring. Byrne reported that the Children's School is using part of the playground where fall zones were installed. The grass areas (sod) are useable after four weeks, which is this week. Lastly, Byrne said that planning and time frames have begun for our summer projects.

ICCTA  
REPRESENTATIVE:

Mr. John Huston reported that a group from CSC attended Lobby Day in Springfield on April 29<sup>th</sup> and 30<sup>th</sup>. He stated that they met with legislators Moffitt, Myers, and Risinger. Huston stated that the ICCTA Convention and Annual Awards Banquet will be held in Chicago June 19-21, 2003. The convention theme is "*Assuring*

*Quality in Hard Times.*” Huston stated that the theme was quite appropriate.

STUDENT  
REPRESENTATIVE:

Mr. Josh Hoots thanked the board, faculty, staff, and students for allowing him to serve as Student Representative to the Board this year. Hoots reported that a student group also visited Springfield and met with all of CSC’s state legislators early in April. Lastly, Hoots introduced Ms. Melissa Brown. Brown will be the new Student Representative to the Board for the year 2003-2004.

STAFF  
REPRESENTATIVE:

Ms. Heather Severns reported that the new “*Group Fitness Studio*” will open next week in the Fitness Center. Severns also reported that the new free weights came in today.

BOARD REPORT:

Dr. D. Wayne Green reported that he will be attending the ACCT Conference in San Francisco on June 25-28, 2003.

FACULTY  
REPRESENTATIVE:

Ms. Sandy Wallace reported that the faculty has had a good year and they had a good graduation. Wallace stated that Mr. Jim Graham’s class “*Perspective of Social Science*” will be leaving for New York this Saturday, May 24<sup>th</sup>.

Executive Session  
9:15 p.m.:

Mr. John Kraus moved and Mr. Tom Colclasure 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, 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, seven members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”



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RECONVENE

10:01 p.m.:

The Regular Meeting of the Board reconvened at 10:01 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  
Mr. Bruce A. Lauerman  
Ms. Nancy L. Youngquist  
Mr. Josh Hoots, Student Representative

Absent: None

Release Minutes of  
Closed Sessions:

Mr. John Huston moved and Mr. Bruce Lauerman seconded to release the following minutes of Closed Sessions due to the fact that the need for confidentiality no longer exists for these minutes: November 14, 2002; December 19, 2002; March 28, 2003; and March 29, 2003.

MOTION:

Voice vote – motion carried.

ADJOURNMENT

10:04 p.m.:

Mr. John Huston 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.