

# CARL SANDBURG COLLEGE

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

Regular Meeting – December 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 Thursday, December 18, 2003, at 7:00 p.m.

ROLL CALL:

Present: Dr. D. Wayne Green, Vice Chairperson  
Mr. John A. Kraus, Secretary  
Mr. John T. Huston  
Mr. Bruce A. Lauerman  
Ms. Gayla J. Pacheco  
Ms. Nancy L. Youngquist  
Ms. Melissa Brown, Student Representative

Absent: Mr. Thomas H. Colclasure, Chairperson

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Mr. Steve Norton, Ms. Blanche Shoup, 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. Joy Johnson. Others: Ms. Charlee Holmes, Astratech, Inc.; and Ms. Jolene Willis, Western Illinois Economic Development Partnership.

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Consent/Non-Personnel: Ms. Nancy Youngquist moved and Mr. John Kraus seconded to approve the following items under the Consent Agenda/Non-Personnel:

- minutes of November 18 and 25, 2003, meetings of the Board,
- bills for the month of November 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.”

Consent/Personnel: Mr. John Huston moved and Mr. Bruce Lauerman seconded to approve the following items under the Consent Agenda/Personnel:

- employment of Ms. Nilsa Maldonado, Administrative Assistant for Upward Bound, at an annual salary of \$11,900 prorated, reflecting a Clerical/Support Staff, Level II, address three, ¾ time, benefits included, effective January 2, 2004,,
- resignation of Mr. James F. Wensel Jr., Weekend Security/Custodial, effective November 29, 2003,
- unpaid leave of absence under the Family Medical Leave Act for Ms. Tammy Boock, Switchboard Operator/Receptionist, effective January 15, 2004 through February 6, 2004,
- resignation of Mr. Andrew Stodolkiewicz, WIA Information Manager/Monitor, effective December 18, 2003,
- employment of Ms. Beverly Naslund, Director of The Extension Center, at an annual salary of \$47, 770 prorated, reflecting an Administrative Level I position, Address 8, effective January 5, 2004.

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. Gayla Pacheco 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.”

Mini Treat-WIA: Heard a brief overview from Ms. Blanche Shoup, WIA Director, on the local Workforce Investment Board and their agreement with Carl Sandburg College.

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National Legislative Summit/  
ICCTA Conference:

Heard discussion on the National Legislative Summit being held February 2004 in Washington D.C. and the ICCTA Conference being held January 2004 in Springfield.

Final Tax Year  
2003 Extensions:

Mr. John Kraus moved and Mr. John Huston 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:

1. .0354¢ in Tax Equity as provided for in Chapter 110 ILCS 805/3-14.3.
2. Bond levies (long-term debt instruments) recently implemented to enable the college to achieve major improvements in the areas of projects included in the SMART Initiatives approved this past year.
3. A break down of our Social/Medicare Insurance levy in accordance with recent changes in the law.

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.”

Digital Cost Per Copy  
Pooling/Accounting  
Program:

Mr. John Kraus moved and Ms. Gayla Pacheco seconded to approve a five (5) year extension of the district’s Cost Per Copy Pooling (CPCP) as prepared by Astratech Inc., of Galesburg, Illinois, with Total Cost of Operations (TCO) at .020 cents/copy.

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.”

Auto Body Shop Vacuum  
System:

Mr. John Kraus moved and Ms. Nancy Youngquist seconded to award the bid for an auto shop vacuum system to Euro Vac, Concorde, Ontario, in the amount of \$13,168.00.

MOTION:

On roll call vote, five members voted “Aye”; one voted “Nay.”  
Motion carried. Faculty Representative voted “Aye”; Staff Representative voted “Aye”; Student Representative voted “Nay.”

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Renewal Health and

Dental Insurance Program: Mr. John Kraus moved and Ms. Nancy Youngquist seconded to approve the FY-2004 monthly health and dental premiums as listed below:

**Medical Coverage**  
(\$500 deductible)

	FY-94	FY-95	FY-96	FY-97	FY-98	CY-99	CY-00	CY-01	CY-02	CY-03	CY-04
Employee	200.98	206.63	216.96	229.98	239.18	235.00	250.00	280.00	320.00	360.00	372.00
Family	284.80	319.39	351.33	372.40	355.30	355.30	370.00	410.00	450.00	500.00	552.00

**Dental Coverage**

	FY-94	FY-95	FY-96	FY-97	FY-98	CY-99	CY-00	CY-01	CY-02	CY-03	CY-04
Basic Sgl	30.72	7.93	9.12	9.66	10.04	10.00	12.00	15.00	20.00	25.00	25.00
DentaCap-Sgl	30.72	15.72	18.08	19.16	19.92	20.00	22.00	25.00	30.00	35.00	35.00
Basic - Family	51.00	23.91	27.50	29.16	30.32	30.00	32.00	35.00	40.00	45.00	45.00
Denta Cap-Family	57.14	48.19	55.42	58.74	61.08	60.00	62.00	70.00	80.00	90.00	90.00

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.”

Five Tax Abatement-Petersen Health Care:

Mr. John Huston moved and Ms. Nancy Youngquist seconded to approve a five (5) year tax abatement on the project to be known as the Petersen Health Care Senior Living Complex to be located at 824 N. Sunnyslane, Monmouth, Illinois, commencing on January 5, 2005, with no extensions and no exceptions.

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.”

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Comprehensive Agreement  
Regarding Expansion of  
Educational Recourses:

Mr. John Kraus moved and Ms. Nancy Youngquist seconded to approve a comprehensive cooperative agreement regarding expansion of educational resources to include any and/or all of the participating colleges listed therein.

Participating Colleges:

Black Hawk College, District 503, Moline, Illinois,  
Carl Sandburg College, District 518, Galesburg, Illinois,  
Highland Community College, District 519, Freeport, Illinois,  
Illinois Central College, District 514, East Peoria, Illinois,  
Illinois Valley Community College, District 513, Oglesby, Illinois,  
Kishwaukee College, District 523, Malta, Illinois,  
Rock Valley College, District 511, Rockford, Illinois,  
Sauk Valley Community College, District 506, Dixon, Illinois,  
Waubensee College, District 516, Sugar Grove, Illinois.

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.”

Intergovernmental  
Agreement-Local Workforce  
Investment Board:

Ms. Nancy Youngquist moved and Ms. Gayla Pacheco seconded to approve the Intergovernmental Agreement between the College and the Workforce Investment Board (WIB) of Western Illinois for the period covering July 1, 2003 through June 30, 2004 (WIA Program Year 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.”

PRESIDENT:

President Schmidt reported that the administration is now working on the budget timeline. It appears that there will not be 30 days for the public to view the budget (required by law) between the May board meeting and the June board meeting. One proposed remedy is to change the May board meeting to Tuesday, May 25. The administration and board will consider this change and present the recommendation and timeline at the January board meeting. Schmidt stated that he has successfully completed discussing the Phenix Program internally and has begun discussing the program

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externally. Recently the program was discussed at the CSC Annuitants Association's meeting and at Regional Office of Education meetings. He has received positive feedback. The Phenix Program is an articulated view of the future of CSC and it is setting the stage for incremental decision making for future budgets. Schmidt said that the administration team has adopted an Envoy Program by where each administrator has adopted a local K-12 school district. The administrator then attends their particular school district's board meeting. They will provide feedback from their adopted school back to the administrative team. Schmidt stated that today he attend the Fulton-Schuyler Regional Office of Education meeting. His generic prospective of what he witnessed today is that public education systems across the state are entrenched in rules and regulations and grappling with input in error from the state. Schmidt said that K-12 school systems are entrenched in bureaucracy. He is deeply concerned that this will migrate into the community college systems. Lastly, Schmidt reported that the Employee Holiday Luncheon would be held tomorrow at noon in the Dr. Donald G. Crist Student Center.

VICE PRESIDENT OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that he had the privilege of attending the Innovations in Connectivity Conference at the University of Illinois in Springfield last month. He learned a great deal about emerging technologies and state and federal funding opportunities for rural broadband communication projects. Sudhakar said that they will be upgrading two of the main servers on the Galesburg campus over the weekend.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton reported that it is the end of the semester and that the staff will be working on grades shortly. He complimented the Student Services staff on doing an excellent job. Lastly, Norton said that the CSC Women's and Men's Basketball teams will have a double header this weekend against Prairie State College.

VICE PRESIDENT OF  
INSTRUCTIONAL  
SERVICES:

Mr. Larry Benne reported that today is the end of the semester. We ended with 31,000 credit hours. Benne stated that we already have 25,000 credit hours for next semester and we have until

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January 12. Benne stated that 120 full-time Maytag students have come through his office.

DIRECTOR OF  
MARKETING & PUBLIC  
RELATIONS:

Ms. Robin DeMott reported that the *Winter Charger* will be out at the end of the month. DeMott said that CSC will be sponsoring the April 7 Monmouth Chamber of Commerce Breakfast to be held at Generations (Monmouth Country Club). She reported that the Sandburg Days Festival is scheduled for May 6-8, Mother's Day weekend. Mr. Marc Nadel, illustrator of the recently published Carl Sandburg book by Penelope Niven, "*Adventures of a Poet*," will be the special guest of the festival. The committee has commissioned Nadel to design this year's poster. As always, the committee is working hard to have a number of educational and historical activities for the community. DeMott stated that she is currently working with Mr. Phil Jennings, Vocational Recruiter, and Mr. Fred Johnson, IT Department, on an Industrial Program DVD. Jennings has also done one on the Dental Hygiene Program. DeMott reported that CSC has partnered with Valpak of Central Illinois to be included in all 6 of their mailings. Lastly, she said that CSC is sponsoring the Knox Galesburg Symphony's April 24 concert by being the Steinway provider for the concert. CSC will also provide the Steinway for the winners of the Young Pianist Competition where fifty area young pianists ages 5-14 exhibit their talent.

DEAN OF HUMAN  
RESOURCES/  
ORGANIZATIONAL  
DEVELOPMENT:

Dr. Lori Sundberg reported that CSC had the Employee Fair on December 5 and it was a success. We had representatives here from Precedence (Employee Assistance Program), Seabury & Smith, Azer Rehab, Wellness Committee, Personnel Office, Heritage Federal Credit Union, Carl Sandburg College's State University Annuitants Association, AFLAC, Valic, Investment Centers of America, and Equitable Life Insurance. Sundberg would like to thank Ms. Cheryl Cummings and Ms. Rhonda Cook for their assistance on the planning and set-up of the fair.

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ICCTA

REPRESENTATIVE: Mr. John Huston reported that the next ICCTA meeting will be January 16 and 17 in Springfield. The topics will be: *College Boards and Foundation Boards-A Marriage Made In Heaven* and *Accounting 101-How to Keep Trustees Informed on the College's Financial Situation*.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported that the *Exercise Across America* (a 50 day incentive fitness program) will begin January 12, 2004. Employees will be able to accumulate wellness points for participating. Strom stated that the State Approving Agency from Springfield recently completed an audit here and CSC courses and the College are approved for veterans to attend through September 2004.

FACULTY

REPRESENTATIVE: Ms. Lauri Wiechmann thanked Mr. Samuel Sudhakar and his staff for providing training to faculty on updated technology. She also thanked Mr. Fred Johnson for his recent digital presentation.

STUDENT

REPRESENTATIVE: Ms. Melissa Brown reported that SGA has adopted a family for the Holiday Season. The adopted family has 6 children and SGA has bought each child boots, a coat, and a toy. The family will also receive a gift certificate for a Christmas dinner.

BOARD REPORTS:

Ms. Gayla Pacheco said that it was an honor to have met the late Senator Paul Simon when he was graduation speaker at CSC. She stated that Simon made her feel like he had known her for years.

Executive Session

8:13 p.m.:

Mr. John Huston moved and Mr. John Kraus seconded a request for an Executive Session to consider the purchase or lease of real estate for the use of the public body; to 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 and or students of the public body; and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

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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  
9:15 p.m.: The Regular Meeting of the Board reconvened at 9:15 p.m.

ROLL CALL: Present: Dr. D. Wayne Green, Vice Chairperson  
Mr. John A. Kraus, Secretary  
Mr. John T. Huston  
Mr. Bruce A. Lauerman  
Ms. Gayla J. Pacheco  
Ms. Nancy L. Youngquist  
Ms. Melissa Brown, Student Representative

Absent: Mr. Thomas H. Colclasure, Chairperson

ADJOURNMENT  
9:17 p.m.: Mr. John Huston moved and Ms. Nancy Youngquist 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.