

CARL SANDBURG COLLEGE

(571st Meeting)

Regular Meeting – January 22, 2004

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, January 22, 2004, at 7:00 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
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy L. Youngquist

Absent: Ms. Melissa Brown, Student Representative

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, Ms. Jill Johnson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Ms. Beverly Naslund, Mr. Steve Norton, Ms. Annette St.Ledger, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Sandy Wallace, Faculty Representative. Staff: Ms. Angela Strom, Staff Representative. Others: Mr. Eric Anderson, Harris Bank & Trust; and representatives of the media.

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

- minutes of December 18, 2003, meeting of the Board,
- bills for the month of December 2003,
- FY-2005 Budget Development Calendar.

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

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

- employment of Mr. Carlos Duncan, Adult Learning Center Outreach Worker, Technical position, Level II, Address 3, at an annual salary of \$18,090, prorated, effective January 23, 2004.

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

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

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

Mini Treat-Phenix Program
Capital Budget:

Heard a report and presentation by Mr. Eric Anderson, Harris Bank & Trust, on the review of interest rates, funding impacts, and the implementation of the Phenix Program.

Brown v. Board of
Education – 50th Anniversary
Resolution:

Mr. John Kraus moved and Ms. Nancy Youngquist seconded to approve the adoption of a resolution commemorating the 50th Anniversary of the Brown v. Board of Education Supreme Court decision.

MOTION: Voice vote – motion carried.

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PRESIDENT:

President Schmidt reported on the equalization formula for the state of Illinois. As Chairman of the Finance Committee for the Presidents Council, he has served on the Task Force reviewing the equalization formula. The equalization formula is meant to ensure equity in the community college system. Schmidt stated that the issue of equalization could become a very political issue in the near future.

Schmidt stated that on January 7 Representative Lane Evans visited the Education Commons in Carthage. President Schmidt thanked Mr. John Huston for attending. Carthage Middle School students were present during his visit and tour of the Commons. Schmidt stated that Ms. Gwen Koehler and he have been serving on the Adult Education and Family Literacy Funding Task Force. The Task Force is also bringing their findings to closure.

President Schmidt said that the Community College Board, the Board of Higher Education, and the Governor will all be working on their 2005 budgets in the next month.

Schmidt reminded the Board that Lobby Day will be April 28 in Springfield. He stated that a contingent from CSC will be attending the National Legislative Summit in Washington D.C. in February.

Schmidt reported that the annual Academic Challenge for high school students will be held February 12 on the Main Campus. Schmidt discussed possible board retreat dates. The dates discussed were: February 27 & 28, March 5 & 6, and March 12 & 13. Tentative arrangements have been made at the Hawthorn Inn & Suites in Monmouth. After discussion, Mr. Tom Colclasure, Chairperson, asked that all board members get back to him by Monday, January 26 with their preference.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that with the implementation of Touch Tone Grade Reporting last summer, CSC students have access to their grades online and through the touch tone phone system. Sudhakar stated that last fall we discontinued mailing grades to students. He said that this initiative has been well received by students and students greatly appreciate the ability to look up and print their grades anytime, anywhere there is a telephone or an Internet connection. Sudhakar said that through the efforts of Ms. Vicki McMullin, Student Services, and approval of the Instructional Technology Committee, the College has now

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signed up for a trial membership with the Online Tutoring Service from Illinois Virtual Campus. Through this service, CSC students will be able to get tutoring services in a variety of subjects including Math, English, Computer Science, Chemistry, Biology, Social Sciences, and others. Lastly, Sudhakar reported that preparations are underway for Cyber Camp 2004 which will be held here in Galesburg on August 17 and 18.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that the semester started well and thanked the faculty and staff involved with this. Norton said that the High School Career Fair will be held in March. He congratulated the CSC Women's Basketball Team for being 6th in the nation.

VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne also reported that the semester started smoothly. Benne stated that his office has to verify the loads of full and part-time faculty. He said that recently this was all done electronically. Benne said the computer system worked very well and in a very timely manner.

CHIEF FINANCIAL
OFFICER/TREASURER:

Ms. Lora Wright reported that CSC received the ASBO Meritorious Award for the Budget Book for FY 2003-2004. Wright said that this was the first time we entered the Book and we achieved an award. Wright thanked everyone who worked on the Budget Book for their contributions.

DIRECTOR OF
FOUNDATION:

Ms. Gena Alcorn reported that the Foundation Board of Directors will hold a retreat and new member orientation session on Monday, January 26 in the board room. The Foundation welcomes five new directors to the board. Plans are underway to establish Community Advisory Councils for The Branch Campus and The Extension Center communities. These advisory groups would assist the Foundation Board with prospective donor identification and cultivation, as well as donor stewardship. Alcorn said that she attended the ICCTA meeting in Springfield last Friday, January 16. The meeting included two educational sessions: "*College Boards & Foundation Boards: A Marriage Made in Heaven*" and

“Foundation Boards – Current Issues in Foundation Leadership.”
Alcorn stated that she appreciated the opportunity to attend the sessions.

DIRECTOR OF
TRIO SUPPORT
SERVICES:

Ms. Misty Lewis reported that the TRIO SSS program along with the Upward Bound program will be hosting an event to celebrate National TRIO day on Saturday, February 21 from 9:00 am - Noon. Six local colleges that have TRIO programs have been invited to the Dr. Donald G. Crist Student Center to participate in a team building activity to celebrate the day. The theme for the activity will be *“Stranded in the Himalayas.”* The students will be broken into teams and given a “scenario” which tells them how they became stranded on Mount Everest. They will then work through 12 different predicaments that will give the team choices of how to get off the mountain safely. The teams will also be given the opportunity to compete for “clues” that will help them choose the safest route off the mountain.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg introduced Ms. Beverly Naslund, new director of The Extension Center. Berg said that Naslund and she recently met with Mr. David Messersmith (Bushnell-Prairie City Superintendent) and Ms. Anita Pyle (Bushnell-Prairie City High School Principal) concerning dual credit offerings and other partnership opportunities. As a result, Bushnell-Prairie City High School Juniors toured The Extension Center, completed a survey, and heard presentation from Recruiter Ms. Marnie Dugan. Naslund also contacted Avon Superintendent, Ms. Arlene Reuschel concerning expansion of dual credit offerings. Berg said that Mr. Jeff Bryan was not present tonight because he was proctoring ACT WorkKeys exams for students enrolled in the John Deere Welding program. Berg reported that CABI has been awarded an Employer Training Assistance grant from DCEO for several area companies for nearly \$7,000. A second DCEO grant has been submitted for another \$8,000. The customized training programs included in these two grant requests serve companies in Bushnell, Carthage, and Galesburg areas of the CSC district. Berg said that numerous Senior College programs have started off strong this semester with good enrollment. Apparently, the Memory Clinic is of particular

interest, since it is filled to the capacity of the room (43). Berg said that several Kids on Campus classes are being offered during the academic year at each campus location. CSC is currently soliciting teacher proposals for the summer Kids on Campus activities in Carthage and Galesburg. A very successful pilot program began at Gale Elementary offering Beginning Spanish after school to twenty-four 2nd-5th graders. Future after school programs will be planned for other elementary schools next fall. Berg reported that Wednesday Ms. Gwen Koehler and she attended the Area Planning Council meeting in Monmouth for which they are officers. Numerous Regional Superintendents and Superintendents were in attendance. They had nothing but complements for CSC's Envoy Program. They were quite pleased that CSC Administrators were attending their board meetings and also pleased with the Envoy publication put together by Ms. Robin DeMott and distributed to their board members. Lastly, Berg said that The Branch Campus Academic Challenge will take place on February 10.

DIRECTOR OF
MARKETING & PUBLIC
RELATIONS:

Ms. Robin DeMott showed a Dental Hygiene program promotional DVD produced by Mr. Phil Jennings, Vocational Recruiter. DeMott reported that CSC received a certificate of appreciation from The Register-Mail Newspaper in Education for the \$150 donation for partnering with The Register-Mail and USA Weekend. The donation pays for newspapers to be delivered to 35 area schools (105 teachers) in Abingdon, Alexis, Galesburg, Knoxville, Monmouth, ROWVA, Roseville, Southern, Warren, Williamsfield, and Yorkwood.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg reported that tomorrow CSC will be conducting a series of health insurance workshops to better inform employees of the plan changes that were implemented this January. Dr. Sundberg said that Ms. Peggy Libby has been diligently working on Title III. It appears that it will be due late February.

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ICCTA

REPRESENTATIVE: Mr. John Huston reported that the ICCTA meeting was held January 16 and 17 in Springfield. Lieutenant Governor Pat Quinn and Mr. Geoffrey S. Obrzut, new President/CEO of ICCB, were guests at the ICCTA luncheon. The next ICCTA meeting will be March 19 & 20 in Springfield. Huston also reminded the board that Lobby Day will be April 28 in Springfield.

FACULTY

REPRESENTATIVE: Ms. Sandy Wallace reported that 100 percent of the EMT basic students passed their board exam. Wallace said that with the faculty turnover (50 percent new in the last five years), two ad hoc committees have been formed in the faculty ranks. Those committees are: 1) New Faculty Orientation – designed to provide an orientation session to new faculty; and 2) Committee Development – designed to help faculty committees understand the focus of the responsibilities of each committee.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported that everything is going well in Registration. Strom said that some students now have to make changes in their school schedules due to their work schedules. The Registration Office is now beginning to work on graduation and the fall semester.

BOARD REPORTS: Ms. Nancy Youngquist thanked the Foundation for the birthday card she received.

Executive Session
9:05 p.m.:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded a request for an Executive Session to consider “probable or imminent” litigation; 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.

MOTION:

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

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RECONVENE

10:04 p.m.:

The Regular Meeting of the Board reconvened at 10:04 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
Mr. Bruce A. Lauerman
Ms. Gayla J. Pacheco
Ms. Nancy L. Youngquist

Absent: Ms. Melissa Brown, Student Representative

ADJOURNMENT

10:05 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.