

CARL SANDBURG COLLEGE

(578th Meeting)

Regular Meeting – August 26, 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, August 26, 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
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist
Ms. Meghan Kennedy, Student Representative

Absent: Mr. John T. Huston
Mr. Bruce A. Lauerman

Others: Mr. Thomas A. Schmidt, President; and Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Larry Benne, Ms. Sherry Berg, Mr. Larry Byrne, Ms. Robin DeMott, Ms. Lisa Hanson, Ms. Jill Johnson, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Ms. Debra Miller, Mr. Steve Norton, Mr. Mark Pfeigler, Ms. Blanche Shoup, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Diana Billeter, Faculty Representative. Staff: Ms. Angela Strom, Staff Representative; and Ms. Krisa Creach. Others: Mr. Tom West, Mr. Paul Mangieri, Mr. John Polillo, Mr. Eric Voyles, Mr. Roy Parkin, Mr. Kit Wilcox, Mr. Jeff Klinck, and representatives of the media.

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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 July 22, 2004, meeting of the Board,
- bills for the month of July 2004,
- Memorandum of Agreement between Carl Sandburg College and Southeastern Community College.

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

Consent/Personnel: Dr. D. Wayne Green moved and Ms. Gayla Pacheco seconded to approve the following items under the Consent Agenda/Personnel:

- confirmation of the employment of Ms. Nancy Bradley, full-time tenure track Practical Nursing Instructor, reflecting a Bachelors Degree, Address 8, at an annual salary of \$34,450, effective for the 2004-2005 academic year,
- employment of Mr. Chris Graham, Third Shift Custodian, Physical Plant, Level I, Address 2, at an annual salary of \$17,260 prorated, effective September 1, 2004,
- resignation of Mr. Ronald L. Green, effective September 30, 2004,
- employment of Ms. Jennifer Booth, Employer Services Representative, Mid-Management, Level IV, Address 1, at an annual salary of \$24,340 prorated, effective September 1, 2004 (this position is solely grant funded through WIA funds),
- employment of Ms. Brittini Chapman, Employer Services Representative, Mid-Management, Level IV, Address 4, at an annual salary of \$26,630 prorated, effective September 1, 2004 (this position is solely grant funded through WIA funds),
- employment of Ms. Debra Chard, Career Employment Specialist, Mid-Management, Level IV, Address 5, at an annual salary of \$27,500 prorated, effective September 1, 2004 (this position is solely grant funded through WIA funds),
- employment of Mr. Neil Hummert, Communications Officer, Mid-Management, Level IV, Address 1, at an annual salary of \$24,340 prorated, effective September 1, 2004 (this position is solely grant funded through WIA funds),
- employment of Mr. Steve Van Fleet, Third Shift Custodian, Physical Plan, Level I, Address 2, at an annual salary of \$17,260 prorated, effective September 1, 2004,

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- resignation of Mr. Jonathan Bradburn, effective August 20, 2004,
- employment of Ms. Joan Smith, Switchboard Operator/Receptionist, Clerical Support, Level I, Address 5, at an annual salary of \$15,060 prorated, effective September 1, 2004,
- resignation of Mr. Robert Bledsoe, effective July 23, 2004.

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

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

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

Mini Treat-Kids on Campus: Heard an informational presentation and summary of the recently completed Kids on Campus Program held on the Galesburg campus from Ms. Krisa Creech, Community Education Coordinator; and Ms. Sherry Berg, Dean of Community & Extension Services.

Policy on Equal Employment Opportunity-Update: Mr. John Kraus moved and Dr. D. Wayne Green seconded to approve the updated Policy on Equal Employment Opportunity, Number 2.10.

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

Policy on Student Harassment and Sexual Harassment-New: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded to approve the Policy on Student Harassment and Sexual Harassment, Number 2.21.

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

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Policy on Employee
Harassment and Sexual
Harassment-New:

Ms. Nancy Youngquist moved and Ms. Gayla Pacheco seconded to approve the Policy on Employee Harassment and Sexual Harassment, Number 2.22.

MOTION:

On roll call vote, five 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 Annual All-School Picnic and Employee Service Awards held this past Saturday was well attended and a wonderful event. He stated that the picnic was a good kickoff to the new school year. President Schmidt stated that Mr. Randy Barnette, Vice President for External Affairs for the ICCB, will be visiting the campus on September 7. President Schmidt presented a "Honeycomb Art Sculpture" to Chairman Colclasure. The sculpture was created by Ms. Kathy Budd, an artist in residence at CSC this past summer from upper New York State University. The sculpture will be displayed at the College. President Schmidt reported that due to CSC's taxing levy process, the board needs to have at least thirty days between their regular November Board Meeting and their regular December Board Meeting. He will be bringing those dates to the Board at their regular September Board Meeting for approval. President Schmidt said that in March, Mr. Tim Pahel will take CSC music students to Carnegie Hall in New York City to perform. CSC is sponsoring a movie night September 25 at the Orpheum Theater to help benefit this trip. Lastly, President Schmidt asked the board to consider a date in October for a Board Retreat. After discussion, October 22, 2004, was set as the date for a Board Retreat. The Retreat will be held in the CSC board room. The time will be determined in the near future.

VICE PRESIDENT OF
TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar reported that Cyber Camp went very well with 31 teachers from 12 different school districts attending the event. An excellent keynote address was delivered by Mr. Paul Schuytema, founder and president of Magic Lantern in Monmouth. Sudhakar said that the new semester has started well with very few technology issues reported and we are starting to see the benefits

of our Portal System and Student Printing control initiatives. He reported that CSC's new distance learning system is opening up new opportunities for CSC to broaden their range of offerings to their K-12 school districts. Sudhakar said that we are working in partnership with the Learning Technology Hub in Peoria for connection to our K-12 schools.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that Student Services has been busy with orientation and the student picnic. He thanked everyone involved. He stated that more student focus and activity is in the Dr. Donald G. Crist Student Center. Norton said that we are now receiving the results from the survey of Maytag employees. Norton reported that the volleyball season will begin this Saturday with games being played at John Woods Community College. Lastly, he said that members of the softball and baseball coaching staff recently put a new surface on both playing fields.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Mr. Larry Benne reported that the semester is off to a good start. Benne said that the Maytag Transition Center has helped with the layoffs at Maytag. One item we have offered is education counseling. We are trying to allow for the needs of those students. It is great to have these students and we want to offer them the best service we can. Benne said that we have four vacancies to fill at the Henry C. Hill Correctional Center. He stated that we just got permission today to fill two of those positions. Benne stated that one item we may add to the Board Agenda in the near future is "*Occupational Advisory Committees*." He said that we would like to publicly recognize the appointment of these committees on a monthly basis

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Dr. Lori Sundberg congratulated Ms. Lauri Weichmann and Ms. Diana Billeter for a very successful first time faculty orientation. She thought they did an excellent job. Sundberg also thanked Ms. Misty Lewis and Ms. Peggy Libby for all of their work in uploading the two TRIO SSS grants to the Department of Education. She said it was a relief to have those completed. Sundberg reported that she will be attending a workshop on Monday and Tuesday in Springfield on using census data for public institutions.

DEAN OF COMMUNITY &

EXTENSION SERVICES: Ms. Sherry Berg reported that The Extension Center and The Branch Campus are both off to a good start this school year. She stated that both Directors are doing an outstanding job. Berg stated that Ms. Beverly Naslund could not be here tonight because Bushnell is having their festival today and CSC has float in the parade tonight. She said that earlier in the day The Extension Center hosted an Open House for the community. Berg reported that additional landscaping has been finished on the back patio and it looks very nice. Lastly, she reported that the ETC will once again be a Paraprofessional Test Site. CSC was successful in obtaining the grant offered by ICCB and once again CSC will offer this workshop free to teacher aides.

DIRECTOR OF

BUSINESS SERVICES: Mr. Larry Byrne reported that at the regular Board meeting on June 24, 2004, the Board of Trustees authorized to sell, at public auction, the property belonging to the College, and that which is no longer needed for CSC purposes. The auction was held August 7 on CSC campus. Byrne said that the Student Success Center is nearing completion. We have the two distant learning classrooms operational. The maintenance crew has been busy finishing the new corridor and has started to tape and prime walls. The expected completion is by the end of September. In order not to disrupt programs and classes, carpeting is being scheduled for December. Byrne reported that CSC had a power failure Tuesday morning and lost power to the east feed. We were only without power for two hours and the west feed picked up the slack. The power company is working now and will need to fix nine splices. After this fix, we should be good to go for a long time.

BOARD REPORTS:

Dr. D. Wayne Green reported that the next ICCTA Seminar and Board Meeting will be held September 10-11 at the Crowne Plaza Hotel in Springfield. The seminar will focus on "Effective Media Relations-Training for Trustees & CEO's."

Mr. Tom Colclasure reported that he attended the Annual All-School Picnic and Employee Service Awards this past Saturday. He said that he had an enjoyable time, there was wonderful food, and it was a nice event.

STUDENT

REPRESENTATIVE: Ms. Meghan Kennedy reported that the SGA picnic was held yesterday and it was successful. She said it was very nice with the information booths on the various clubs represented that one may join while attending CSC.

STAFF

REPRESENTATIVE: Ms. Angela Strom reported that *Colorful Choices* will start this September as part of the CSC Wellness Program for employees. The goal is to eat 100 servings of fruits and veggies in 20 days. Participants will receive free fruit and veggie coupons from the cafeteria. Strom said that the *Walktoberfest - Walktober* will begin on October 1. This is a 31 day program. Individuals track their steps using a pedometer or minutes for the first three days to determine their average activity level. This average becomes your starting point for the next 28 days. The *Walktober* log form shows you how to increase minutes or steps dramatically in as little as 4 weeks. E-mail Ms. Heather Magness to register for the program. Strom reported that employees may visit the fitness center for a weekly weigh in. The employee may pick any day of the week and the fitness staff will track their weight. The employee picks an ideal weight goal and work towards it. Prizes are awarded if the employee reaches and maintains their ideal weight. This is an ongoing program and a person may start whenever they wish. Strom said that the University of Illinois Chicago will be offering free HIV testing on Wednesdays until November 2004. This event will be held in B64 from 11 a.m.-3 p.m. This free health screening is open to everyone. Lastly, she said that chair massages are offered every Tuesday in B68. The 15 minute massage focuses on the shoulders, neck, arms, and hands. Appointments are every 15 minutes from 11 a.m. to 1 p.m. and the cost is \$15.

FACULTY

REPRESENTATIVE: Ms. Diana Billeter reported that on Tuesday August 17 a New Faculty Orientation was held from 9 a.m. to noon. Staff representatives from all areas made presentations and shared valuable information with the new faculty. Billeter said the orientation will definitely be held again in the future. Billeter reported that the Faculty Workshop was held on Thursday, August 19 and there was a wide variety of topics for the faculty to choose from. The workshop was well attended. That same day the first Faculty Assembly of the year was held. Most committees are

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scheduled to meet now and they are working on filling some vacancies from the staff side. Billeter said that a faculty council member will be teamed up with each committee to ensure that the committee is starting off on the right foot, taking minutes, etc.

Closed Session
7:59 p.m.:

Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded a request for a Closed Session to consider "pending" litigation and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

On roll call vote, five members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative voted "Aye"; Staff Representative voted "Aye"; Student Representative voted "Aye."

RECONVENE
9:24 p.m.:

The Regular Meeting of the Board reconvened at 9:24 p.m.

ROLL CALL:

Present: Mr. Thomas H. Colclasure, Chairperson
Dr. D. Wayne Green, Vice Chairperson
Mr. John A. Kraus, Secretary
Ms. Gayla J. Pacheco
Ms. Nancy Youngquist
Ms. Meghan Kennedy, Student Representative

Absent: Mr. John T. Huston
Mr. Bruce A. Lauerman

Complaint for Declaratory
Relief:

Dr. D. Wayne Green moved and Ms. Meghan Kennedy seconded to approve the following resolution:

We hereby authorize Knox County State's Attorney Paul Mangieri the authority to negotiate, subject to the Trustees approval, a possible settlement with the Maytag Corporation concerning the over abatement of real estate property taxes.

MOTION:

On roll call vote, five members voted "Aye"; none voted "Nay." Motion carried. Faculty Representative, "~~Absent~~"; Staff Representative, "~~Absent~~"; Student Representative voted "Aye."

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ADJOURNMENT

9:25 p.m.:

Ms. Nancy Younguist moved and Dr. D. Wayne Green 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.