

# CARL SANDBURG COLLEGE

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

Regular Meeting – February 24, 2005

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, February 24, 2005, 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. Nancy L. Youngquist  
Ms. Meghan Kennedy, Student Representative

Absent: Ms. Gayla J. Pacheco

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. Jill Johnson, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Elaine Long, Ms. Beverly Naslund, Mr. Steve Norton, Mr. Mark Pfleiger, Ms. Blanche Shoup, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Ms. Diana Billeter, Faculty Representative; and Ms. Jody McGivern. Staff: Ms. Angela Strom, Staff Representative. Others: representatives of the media.

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Remove from Agenda: Remove #6.3 Resignation to be Presented from the Agenda.

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

- minutes of December 16, 2004, meeting of the Board,
- bills for the month of December 2004,
- rescheduling the Regular April Board Meeting to Thursday, April 21, 2005,
- FY-2006 Budget Development Time Line,
- appointment of Emergency Medical Technician Advisory Committee: Terry Pool, Rick Gower, Kathy Anderson, John Sietz, Mike Sizemore, Kevin Devlin, Dr. J.J. Krug, EMS Coordinator/Cottage Hospital, and Dr. Ernest Vesta.

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

- resignation of Mr. Timothy Smith, effective December 31, 2004,
- employment of Ms. Laura Shay, Switchboard Operator/Receptionist, Clerical/Support Staff, Level I, Address 2, at an annual salary of \$13,860 prorated, effective February 1, 2005,
- retirement of Mr. R. Dennis Maurer, effective February 1, 2005,
- employment of Ms. Amy Harpman, Administrative Assistant to the Director of Educational Programs at Henry C. Hill Correctional Center, Clerical/Support Staff, Level II, Address 3, at an annual salary of \$16,140 prorated, effective February 1, 2005 (this position is fully funded through the Department of Corrections contract and is pending DOC approval and funding),
- resignation of Ms. Nancy Boston, effective January 3, 2005,
- employment of Ms. Meghan Wright, full-time non-tenured instructor of Computer Technology for the CSC Educational Program at Henry C. Hill Correctional Center, reflecting a Masters Degree, Address 3, at an annual salary of \$31,917 prorated, effective February 1, 2005 (this position is fully

funded through the Department of Corrections contract and is pending DOC approval and funding),

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- resignation of Mr. Justin Tucker, effective January 14, 2005.

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:

Dr. D. Wayne Green moved and Mr. Bruce Lauerma 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.”

Welding Material Delivery:

Ms. Nancy Youngquist moved and Mr. John Kraus seconded to approve award of bid for welding material to Yoho Enterprise, Inc., Abingdon, Illinois, in the amount of \$11,360 to \$22,944, based on program needs.

MOTION:

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

Auto Tech/Auto Body

General Rotary Compressor:

Mr. John Kraus moved and Ms. Meghan Kennedy seconded to approve award of bid for a General Rotary Compressor to Delta Industries, Peoria, Illinois, in the amount of \$13,250 (funding for this system will be provided from Perkins funds allocated to the Automotive Technology Division).

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.”

Change of Board Meeting

Date:

Mr. John Huston moved and Dr. D. Wayne Green moved to approve rescheduling the Regular Board Meeting for May to Tuesday, May 24, 2005 (allowing for 30 days for public inspection prior to the June Board Meeting).

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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Sonography Program:  
Equipment Renewal:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded to approve award of bid to Philips Ultrasound to acquire a refurbished HDI 5000 system (sonography) with warranty and entering into a five year/sixty month lease with a \$1.00 buyout at monthly cost of \$1,968.85 (funding for the remainder of FY2005 is currently provided through the SMART Phase I initiative-the remainder of the lease and warranty will be funded through STEF, and budgeted for beginning in FY2006).

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 he received a note from Ms. Helga Sandburg thanking the College for the CSC Historical Video. The President said that on February 10 the College will host the annual Academic Challenge for high school students under the direction of Mr. Darrell Clevidence. Dr. D. Wayne Green agreed to present awards at the concluding ceremony. Ms. Sherry Berg stated that The Branch Campus will have their Academic Challenge on February 8. President Schmidt said that CSC was acknowledged at the annual United Way Dinner for being one of the top ten contributors this year. Mr. Samuel Sudhakar attended the dinner on behalf of CSC. The President reported that CSC has renewed their membership in ILLCO for another year. ILLCO provides a broader range of internet courses for our students. President Schmidt discussed ICCB’s Fiscal Year-06 Budget. System wide there will be level funding for next year. President Schmidt distributed a sheet on Upward Bound and discussed the importance of that program to CSC. President Schmidt stated that February 13-16 CSC people will visit with our legislators at the ACCT Summit in Washington DC. The President said that Ms. Robin DeMott will be the guest speaker at the first ever Progressive Women’s Banquet. He reported that he will be having lunch with Representative Don Moffitt next week to discuss CSC’s operating budget and capital budget. Lastly, President Schmidt said that the Board will have their Board Retreat tomorrow, January 28.

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VICE PRESIDENT OF  
ACADEMIC SERVICES:

Mr. Larry Benne reported that everyone is juggling to take on new assignments at this time and he complimented the faculty and staff for working very diligently. Colleague is going well as it works into curriculum.

DEAN OF HUMAN  
RESOURCES/  
ORGANIZATIONAL  
DEVELOPMENT:

Dr. Sundberg reported that Colleague is going well and that HR went live with payroll this month. Sundberg stated that it has been a complete team effort and she thanked everyone involved. Sundberg reported that an Insurance Task Force has been formed and they held their first meeting this week. Lastly, she said that CSC will host the Central Illinois HR Group this next month.

VICE PRESIDENT OF  
STUDENT SERVICES:

Mr. Steve Norton reported that Student Services is also working on Colleague and thanked everyone from the Student Services area. He said that they have done a great job in addition to their everyday job. Norton reported that on March 11 CSC will have a Career Fair for junior and senior high school students. Lastly, he said that the Women's and Men's Basketball Teams will host Black Hawk College on Tuesday, February 1 and invited everyone to attend the games.

VICE PRESIDENT OF  
TECHNOLOGY  
SERVICES:

Mr. Samuel Sudhakar reported that Colleague migration is going well and on time. We went live with Human Resources module January 1. We have two payrolls processed from the new system successfully. Sudhakar congratulated the HR Team headed by Dr. Sundberg and the supporting efforts provided by the Colleague Financials Team and Technical Teams. Sudhakar said that the Physical Plant module will go live February 1. We will now be turning our attention to Admissions and Financial Aid which will go live on February 15. Sudhakar reported that Cyber Camp for K-12 teachers this year has been planned for June 23 and 24. Lastly, Sudhakar said that the Wireless Wide Area Network Request for Proposals has gone to the newspapers and hard copies are being mailed out this week.

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ADMINISTRATIVE  
REPORTS:

The following administrators gave reports: Ms. Robin DeMott, Ms. Elaine Long, and Mr. Larry Byrne.

ICCTA  
REPRESENTATIVE:

Mr. John Huston reported that the Community College National Legislative Summit (ACCT/AACC) will be held in Washington DC February 13-16, 2005. CSC will have six people attending the Summit. He noted that they hope to meet with Durbin, Evans, Hastert, LaHood, and Obama while in DC. Huston said that the March 11 & 12 ICCTA Seminar will be held in Lisle, Illinois.

FACULTY  
REPRESENTATIVE:

Ms. Diana Billeter reported that Tenure Commission has hit their busy season and they are working to make recommendations by February 1. They have requested all evaluations be turned in as soon as possible. Billeter said that the Faculty Council is working on the committee ballot for next year. They hope to have a ballot out in late March and vote in April. She reported that all committees are looking to have their first meeting of the semester beginning next week.

STUDENT  
REPRESENTATIVE:

Ms. Meghan Kennedy reported that she attended the ICCB-SAC meeting in Springfield on January 14 & 15. Kennedy reported that the SGA Officers met with the CSC Cabinet this week. She said it was a very advantageous meeting. SGA is now working on a fund raiser with Make-A-Wish Foundation. This fundraiser is also through SAC.

STAFF  
REPRESENTATIVE:

Ms. Angela Strom reported that on March 18, 2005, the College will be hosting a Comprehensive Personal Wellness Profile from 7 a.m. to 10 a.m. This event is sponsored by OSF St. Mary Medical Center and the cost is \$25.00.

BOARD REPORTS:

Dr. D. Wayne Green reported that he attended the ICCTA Seminar and Meeting January 14 & 15 in Springfield. The ICCTA meeting was mostly focused on the ICCB FY-06 Budget and the concerns of the ICCTA. It was Mr. Mike Monaghan's first meeting as the new Executive Director of the ICCTA. Green said he thoroughly enjoyed the guest speaker Mr. Patrick Anderson. His presentation

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was on *“You Just Don’t Understand Me.... Boomers, X’ers, and Y’ers – A Look at Three Different Generations.”*

Mr. Bruce Lauerman reported that we should look into the surface of Log City Trail road.

Mr. Tom Colclasure reported that the Board Retreat will be held tomorrow night and that the group traveling to DC will address some very important issues with our legislators

Closed Session

8:09 p.m.:

Mr. John Kraus moved and Dr. D. Wayne Green seconded a request for a Closed Session to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

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

8:28 p.m.:

The Regular Meeting of the Board reconvened at 8:28 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. Nancy L. Youngquist  
Ms. Meghan Kennedy, Student Representative

Absent: Ms. Gayla J. Pacheco

Consideration of Release  
of Minutes of Meetings  
Lawfully Closed Under the  
Open Meetings Act:

Mr. John Kraus moved and Dr. D. Wayne Green seconded to approve the release of the following minutes of Closed Sessions due to the fact that the need for confidentiality no longer exists for these minutes: March 28, 2003; March 29, 2003; November 25, 2003; September 27, 2004; and October 22, 2004.

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

ADJOURNMENT

8:29 p.m.: Dr. D. Wayne Green 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.