

CARL SANDBURG COLLEGE
(632nd Meeting)
Regular Meeting – October 23, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in Room 19 of The Branch Campus, Carthage, Illinois, on Thursday, October 23, 2008, at 7:00 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Rev. Jon A. Sibley, Sr., Vice Chairperson
Mr. Michael T. Bavery, Secretary
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Ms. Gayla J. Pacheco
Mr. Bill C. Robinson
Ms. Brittany Manser, Student Trustee
Ms. Carol Petersen, Faculty Representative
Ms. Diane Weeks, Staff Representative

Absent: None

Others Present: Mr. Thomas A. Schmidt, President; Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Tony Bentley, Ms. Lisa Blake, Mr. Larry Byrne, Ms. Robin DeMott, Ms. Sherry Foster, Ms. Misty Lyon, Ms. Debra Miller, Mr. Steve Norton, Mr. Mark Pfeiger, Mr. Jim Rich, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Dr. Connie Thurman, and Mr. Mike Walters. Others: Mr. Rob Brown, Mr. Jeff Roepsch (Johnson Controls, Inc.), Ms. Charlee Holmes (Astratech, Inc.), and Mr. Timothy Enright (Datatel).

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PRELIMINARY

Items from the Floor-
Oath of Office:

Heard an Oath of Office installing Ms. Gayla J. Pacheco to the Board of Trustees. She was appointed to the Board of Trustees at the Regular Board Meeting on September 25, 2008.

INFORMATION

Credit Hour Budget
Report:

Dr. Lori Sundberg presented the Credit Hour Budget Report.

BOARD

Resolution-Charger
Community Center:

Rev. Jon Sibley, Sr. moved and Mr. Mike Bavery seconded to approve a Resolution that Carl Sandburg College hereby expresses its willingness to enter into negotiations to determine the level of financial resources it would contribute to the Charger Community Center, in an amount consistent with our envisioned use of this facility.

MOTION:

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

ADMINISTRATION

Financial Reports:

Mr. Tom Colclasure moved and Mr. Bill Robinson seconded that the minutes reflect receipt of the Financial Reports.

MOTION:

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

Consent Agenda:

Mr. Mike Bavery moved and Rev. Jon Sibley, Sr. seconded to approve the following items under the Consent Agenda:

- minutes of September 25, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of September 2008,
- appointment of Automotive Technology Advisory Committee Members: Mr. Dan Allen, Mr. Gary Bruington, Mr. Jeff Gardner, Mr. Steve McMahon, Ms. Peggy Miller, Mr. Wayne Palmer, Mr. Clint Smock, Mr. Mike Talbert, Mr. Michael Taylor, Mr. David Allen, Ms. Julie Clayton, Mr. Mike Glasnovich, Mr. Myron Miller, Mr. Mike Mooney, Mr. Bob Pritchett, Mr. Joe Stomberg, Ms. Joyce Taylor,

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- retirement of Ms. Phyllis Sterr, Administrative Assistant, CME/Community Education/Occupational Programs, effective December 31, 2008,
- resignation of Mr. Habwe, Student Information Systems Specialist-Title III, effective September 26, 2008,
- employment of Ms. Jill Fisher, Student Information Systems Specialist-Title III (union exempt), reflecting Mid-Management, Level IV, Address 1, at an annual salary of \$28,440, prorated, effective November 1, 2008 (this position is totally grand funded),
- Distinguished Service Award/Wall of Honor-2008 Inductees: Mr. Wendell Hunigan and Ms. Janet LaDage,
- the position of a Full-time Grant Supported Adult Education/Literacy Supervisor for The Extension Center,
- employment of Mr. Robert Vallee, Weekend Security/Custodial (union eligible), reflecting Physical Plant, Level I, Address 2, at an annual salary of \$18,520, prorated, effective November 1, 2008.

MOTION:

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

Specific Items:

Document Management System:

Mr. Tom Colclasure moved and Ms. Gayla Pacheco seconded to approve a five (5) year contract for the district’s document management solution which includes refreshing equipment across the district as well as the document management software (Docushare) as prepared by Astratech Inc., of Galesburg, Illinois, with Total Cost of Operations (TCO) at 0.020 cents/copy.

MOTION:

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

Ball Field Dugout Renovation:

Rev. Jon Sibley, Sr. moved and Mr. Tom Colclasure seconded to approve the awarding of a contract for the renovation of four (4) ball field dugouts to Trent McKeown Construction of Alexis, Illinois, in the amount of \$18,491.70. This recommendation is based on low bid to specifications

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

Distinguished Service
Award/Wall of Honor-
2008 Inductees:

Mr. Bill Robinson moved and Mr. Mike Bavery seconded to approve the recommendation of the President that retirees Mr. Wendel Hunigan and Ms. Janet LaDage receive the Distinguished Service Award and be inducted into the Carl Sandburg College Wall of Honor, effective December 19, 2008, with an appropriate ceremony to take place coinciding with the Annual Employee Holiday Luncheon.

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

College for Seniors Program-
Alcohol Beverage
Exemption:

Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded to approve the request for Alcohol Beverage Exemption for the Spring 2009 Semester College for Seniors Wine Club meetings/courses to be held on the Main Campus (January 22, February 19, March 19, April 16, and May 14, 2009). This program enrollment is specifically the College for Seniors Program (minimum age of 50 years plus).

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

Active Admissions
From Datatel:

Rev. Jon Sibley, Sr. moved and Dr. D. Wayne Green seconded to approve the purchase and implementation of Active Admissions from Datatel at a total cost of \$191,280, which would also result in a total redesign of the College’s website.

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

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Wind Energy Memorandum
of Understanding (MOU):

Mr. Mike Bavery moved and Rev. Jon Sibley, Sr. seconded to approve the one hundred and twenty (120) day memorandum of understanding (MOU) from Johnson Controls, Inc., at a total cost of \$64,000.

MOTION:

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

Equipment Auction:

Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to approve an auction to take place Saturday, November 15, 2008, to sell equipment belonging to the District and no longer needed for college purposes.

MOTION:

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

Resolution to Adopt
Carl Sandburg College
403 (b) Retirement
Plan:

Mr. Mike Bavery moved and Rev. Jon Sibley, Sr. seconded to approve a Resolution to adopt the Carl Sandburg College 403 (b) Retirement Plan, subject to legal review, effective January 1, 2009.

MOTION:

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

Aerobic Room Flooring:

Dr. D. Wayne Green moved and Mr. Tom Colclasure seconded to table the Aerobic Room Flooring Agenda Item until next month.

MOTION:

Voice vote – motion carried.

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Call for Redemption-
Series 1999 Bonds:

Mr. Bill Robinson moved and Mr. Mike Bavery seconded to approve the District to redeem \$1,015,000 aggregate principal amount of the Series 1999 Bonds, consisting of a portion of the Series 1999 Bonds maturing in the years 2009 to 2011, inclusive (the "*Called 1999 Bonds*"), as follows:

2009	\$ 395,000
2010	410,000
2011	<u>210,000</u>
Total	\$1,015,000

The *Called 1999 Bonds* will be redeemed on December 1, 2008. The Redemption Price of each of the *Called 1999 Bonds* is 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption.

MOTION:

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

REPORTS

President:

President Schmidt said he was happy to report that he met with Mr. Wendel Hunigan yesterday and Hunigan has agreed to be the CSC 2009 Commencement Speaker.

He thanked the Board for their attendance and support at the Board Retreat held this past weekend.

The President reported that the ACCT National Legislative Summit will be held in Washington, D.C., February 9-11, 2009.

He informed the Board that he will be speaking about the Charger Community Center at Biz Link on November 18 in Warsaw at 6:30 a.m. and invited everyone to attend should their schedule allow.

This week he had lunch with the Mayors of Dallas City and Carthage. The Mayor of LaHarpe was invited but could not attend. He hopes to meet with all the Mayors of this region in the near future.

President Schmidt reported that he also recently attended the SGA Association meeting and met with the new student officers.

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Vice President of Student
Services:

Mr. Steve Norton reported that on November 3 we will start registering students for the spring semester. He said that Noel-Levitz (Enrollment Management) is continuing to move forward and he appreciates everyone's efforts with this partnership. Lastly, Norton reported that the fall athletic teams are wrapping up.

Vice President of
Academic Services:

Dr. Lori Sundberg reported that we are midway through the semester and that everything is going well. She said that starting next week CSC will be teaching ESL and Conversational Spanish at Farmland Foods. On December 5, the Benefits Fair will be held for employees. We also just recently held a Stress Reduction Seminar for employees. Lastly, Sundberg reported that the preparation for the NCA accreditation visit continues to move forward.

Vice President of
Administrative Services
& CIO:

Mr. Samuel Sudhakar reported that as a result of the project commissioned last Friday, the Galesburg campus generator is fully operational. The generator will power the data center, the dispatch office, and other emergency lighting across the campus. This was a PHS Project approved by the Board last fall. He said that the boilers that were replaced as a result of the fourth phase of the Guaranteed Energy Savings Project are now operational. We have switched most of our servers to the virtual server environment creating a fail safe environment for a single point of failure. CSC will be participating at Tech Fest on Friday, November 7 at the Sandburg Mall. Our Faculty Peer Group will have a booth showcasing our iTunes University partnership and podcasting. The Student Services Office will have a booth showcasing the Renewable Energy Technology Program. Sudhakar reported that based on recommendation from our Security Audit performed in 2006 and our most recent Financial Audit; we have drafted a Procedure on Network Infrastructure that will enable the College to continue to protect its IT Infrastructure and Assets. Lastly, he informed the Board that we have received word that Carl Sandburg College has been ranked the #1 Tech Advanced Community College in the country under the small colleges' category by the Center for Digital Education and the American Association of Community Colleges (AACC).

Administrative Reports:

Ms. Misty Lyon, Ms. Sherry Foster, Ms. Debra Miller, and Ms. Robin DeMott gave reports.

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- Student Trustee: Ms. Brittany Manser reported that CSC is creating a MySpace page. The students she has talked to have been very excited about this new endeavor. Manser said that on October 30, the Bookstore will be showing Scary Movies in the Crist Student Center and SGA will be distributing candy. SGA is also planning a Fall Athletic Party in mid-November and in late-November another student activity will be planned. Lastly, Manser said that the Phi Theta Kappa Initiation will be held on October 24 at 5:30 p.m.
- Faculty Representative: Ms. Carol Petersen reported that faculty has been very busy. Mr. James Graham has been taking Teacher Education students on field trips. The Theatre students performed short scenes that demonstrate bias in a program called "*Not in Our Town.*" It was held on Tuesday, October 21 at the Galesburg Community Center. The fall play "*The Devil Inside*" will be October 30-November 1. The CSC Choir is selling chocolates and raking leaves to earn money for their spring trip to New York City. The next CSC Concert Series is November 15 with the performance of the a cappella group *The Other Guys* from the University of Illinois. Mr. Dave Kellogg took a group of students to Western Illinois University to visit their Law Enforcement Program. Lastly, Petersen reported that Dr. Ken Grodjesk, Ms. Kelli Mayes-Denker, and Dr. Lori Sundberg recently attended the Faculty Assembly meeting in Springfield.
- Staff Representative: Ms. Diane Weeks said that Ms. Coletta Meyer, Wellness Coordinator, reported that we are almost to Alaska in our employee challenge against Knox College to "*Walk Across America*". Carl Sandburg College is still in the lead. Also, some reminders: tomorrow, Friday, October 24 at 7a.m. is the All College Walk; Ms. Gina Krupps in HR is still taking Wellness Fund donations; and November is American Diabetes Month. Weeks said that on behalf of the Staff, she would like to thank President Schmidt for the recent Support Staff Communications Meeting. She has heard a lot of positive comments on the meeting and also on the new "*Support Staff Communications*" folder that has been created in DocuShare. This folder allows employees to access Support Staff information updates and past communications.
- Board Reports: Mr. John Huston reminded everyone that the next ICCTA Meeting will be held in Chicago on November 14 and 15. Legal updates are always presented at this meeting. Huston also mentioned that the ACCT National Legislative Summit will be held in

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Washington D.C. February 9-11, 2009. He encouraged everyone to attend should their schedule permit.

Mr. Tom Colclasure said that the pamphlet on the Athletic Teams was very nice that was distributed tonight and thanked Ms. Robin DeMott. He said he was very proud of what everyone was doing at CSC. He also said that it was commendable the effort and presence that President Schmidt and Ms. Sherry Foster had in the community.

Rev. Jon Sibley, Sr. said that he attended the Theatre students' performance "*Not in Our Town*" at the Galesburg Community Center and that the students did an excellent job.

Mr. Mike Bavery thanked everyone for attending the Board Retreat this past weekend. He thought it was a very good Retreat and that a lot was accomplished.

Ms. Gayla Pacheco thanked the Board for appointing her as a Trustee. She said it was an honor and she was excited to be back.

OTHER

Closed Session
8:52 p.m.:

Rev. Jon Sibley, Sr. moved and Dr. D. Wayne Green seconded a request for a Closed Session to consider the purchase or lease of real estate for the use of the public body; to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body; to consider litigation previously filed; and to discuss minutes of meeting lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

Reconvene
10:26 p.m.:

The Regular Meeting of the Board reconvened at 10:26 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Rev. Jon A. Sibley, Sr., Vice Chairperson
Mr. Michael T. Bavery, Secretary
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Ms. Gayla J. Pacheco
Mr. Bill C. Robinson
Ms. Brittany Manser, Student Trustee

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Absent: Ms. Carol Petersen, Faculty Representative
Ms. Diane Weeks, Staff Representative

ADJOURNMENT

10:27 p.m.:

Mr. Mike Bavery moved and Rev. Jon Sibley, Sr. 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.