

CARL SANDBURG COLLEGE
(627th Meeting)
Regular Meeting – May 22, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in the A. Lewis Long Conference Room (E200), Carl Sandburg College, Galesburg, Illinois, on Thursday, May 22, 2008, at 7:00 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Mr. Michael T. Bavery, Secretary
Mr. Jack P. Ball
Dr. D. Wayne Green
Mr. Bill C. Robinson
Ms. Brittany Manser, Student Trustee
Ms. Barb Kirchgessner, Faculty Representative
Ms. Lori Shay, Staff Representative

Absent: Mr. Thomas H. Colclasure
Rev. Jon A. Sibley, Sr., Vice Chairperson

Others Present: Mr. Thomas A. Schmidt, President; Ms. Mary Buckingham, Recording Secretary. Administration: Ms. Gena Alcorn, Mr. Tony Bentley, Ms. Sherry Berg, Ms. Lisa Blake, Mr. Larry Byrne, Ms. Sally Day, Ms. Robin DeMott, Ms. Marnie Dugan, Ms. Carol Kreider, Ms. Misty Lewis, Mr. Steve Norton, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Dr. Connie Thurman, Mr. Mike Walters, and Ms. Lauri Wiechmann. Faculty: Ms. Jill Johnson. Staff: Mr. T.J. Lindburg. Others: members of the baseball team, Mr. Rob Brown, Johnson Controls, Inc.; and representatives of the media.

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Items from the Floor--

Resolution-Baseball Team: Mr. Mike Bavery moved and Mr. Bill Robinson seconded to approve a Resolution in honor of the CSC Baseball Team for their significant accomplishments this year and their runner-up finish in the Region IV Post Season Tournament.

MOTION: Voice vote – motion carried.

Entered Meeting: Mr. Tom Colclasure entered the meeting at 7:02 p.m.

Resolution-Wolford: Dr. D. Wayne Green moved and Mr. Mike Bavery seconded to approve a Resolution in honor of Mr. Matthew D. Wolford for the very first dual credit simultaneous graduate of Abingdon High School and Carl Sandburg College (with an Associates Degree).

MOTION: Voice vote – motion carried.

CAFR Award: Ms. Lisa Blake, Chief Financial Officer, presented the 2007 CAFR (Certificate of Achievement for Excellence in Financial Reporting) Award to the Board. The CAFR Award is presented by the Government Finance Officers Association to government units whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

Consent Agenda-General: Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded to approve the following items under the Consent Agenda-General:

- minutes of April 24, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of April 2008,
- legal notice of 2009 budget hearing and inspection.

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

Consent Agenda-Personnel: Mr. Mike Bavery moved and Dr. D. Wayne Green seconded to approve the following items under the Consent Agenda-Personnel:

- employment of Ms. Nancy Spencer, Coordinator of Institutional Research (union eligible), reflecting Mid-Management, Level IV, Address 2, at an annual salary of \$29,000, effective July 1, 2008,
- employment of Ms. Andrea Shifflet, Communications Specialist (union eligible), reflecting Mid-Management, Level III, Address 1, at an annual salary of \$27,040, effective July 1, 2008.

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

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, six members voted “Aye”; none voted “Nay”; one absent. Motion carried. Student Trustee voted “Aye”; Faculty Representative voted “Aye”; Staff Representative voted “Aye.”

Mini-Treat--
Accreditation Time Line: Dr. Lori Sundberg and Ms. Jill Johnson presented the Accreditation Time Line to the Board. CSC is scheduled for Re-Accreditation in 2009.

Information Item--
Guaranteed Energy Savings
Contract-Phase II, III
Update: Mr. Rob Brown, Johnson Controls, Inc., provided an overview of the results from Phase II, III, and progress achieved to date by our GESC Program.

Protection, Health & Safety
Project-Theatre Curtains and
Hardware Replacement: Mr. Jack Ball moved and Mr. Tom Colclasure seconded to approve the awarding of a contract for the PHS, Theatre Curtains and Hardware Replacement, to SECOA, Inc. of Champlin, Minnesota, in the amount of \$87,608.

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

Entered Meeting: Rev. Jon Sibley, Sr. entered the meeting at 7:55 p.m.

Adoption of Tentative
2009 Budget: Mr. Mike Bavery moved and Dr. D. Wayne Green seconded to approve the adoption of the FY-2009 Tentative Budget which includes provisions outlined in the Phenix Program Reshaping: 2007-2009.

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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.”

Cooperative Agreement-
Carl Sandburg College and
Spoon River College:

Mr. Tom Colclasure moved and Mr. Jack Ball seconded to approve the Cooperative Agreement between Carl Sandburg College and Spoon River College for FY-09.

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.”

PRESIDENT:

President Schmidt reported that on Tuesday he and the Vice Presidents traveled to Southeastern Community College to meet with their President, Dr. Simone, and their Vice Presidents. The purpose of the meeting was to discuss and review the cooperative agreement between the two schools. After discussion, it was decided that there is no need to change the current language. He said that CSC will be hosting the ISAC (Illinois Student Assistance Commission) Meeting on June 27 in the Board Room at 10 a.m.

President Schmidt reported that he was guest speaker at the Noon Lions Club on May 21 and he attended the Team Knox County Meeting last Saturday. The forum was very interesting. They discussed teen pregnancy, high school dropout rates unemployment, and poverty rates in Knox County. He said that Mr. Samuel Sudhakar has been reelected to serve as President of the Access Board; and on April 21 the Cabinet had a conference call with the Advisory Board Company to discuss Best Practices.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that Noel-Levitz was on campus and spent time with Admissions personnel. They were here for two days. We should receive their report in the next week and hopefully bring the information to the July Board Meeting. Norton said that four students have been named Academic All Americans. Student Services is very busy right now with summer enrollment.

VICE PRESIDENT OF
ADMINISTRATIVE
SERVICES & CIO:

Mr. Samuel Sudhakar reported that the Student Services Team and the IT Team have worked together to complete the Course Applicability System (CAS) Project. This statewide project allows our transfer students to plan their academic curriculum based on what institution they wish to transfer to when they have completed their coursework at Carl Sandburg College.

He said that administrators and staff from different departments went through an Action Planning Process with Datatel earlier this month. A consultant from Datatel led the sessions which allowed the College to reevaluate its processes and look at more efficient ways to use the Datatel software.

Sudhakar reported that the Physical Plant team has started its work on Project Campus Refresh and is in the process of refreshing all classrooms and faculty offices in the upper and lower C hallways, the F building, and portions of the A and B buildings.

He informed the Board that Ms. Lisa Blake and the Business Office team are working towards electronic payments for vendors and students starting July 1 of this year. Starting July 1, all vendors will be required to accept electronic payments. This is already in place for all faculty, staff, and some students.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Dr. Lori Sundberg reported that the term is winding down and pre-summer classes are in session and the summer session starts June 2 and they are busy monitoring classes. Mr. Jim Graham is in New York City right now with 20 American Government and Politics students. The group traveled in the College's two activity buses. Graham has several folks who go along with him to help, but it a major endeavor and she thanked him for his efforts.

Dr. Sundberg said that Ms. Karen Avalos, Coordinator of Literacy, notified her that CSC received the Dollar General grant for \$27,500 for adult volunteer literacy and family literacy. Last year we only received \$15,000. Ms. Peggy Libby has submitted the Perkins grant and is working with Ms. Misty Lewis on the SSS grant cycle. It appears that grant will be due sometime late fall.

Dr. Sundberg reported that the HR Department has been busy, which is pretty typical this time of year, but they're also doing some new and exciting things. CSC will soon have a HR web site which will have information for prospective employees as well as current employees. We just released a total compensation statement which shows employees the total value of their compensation with benefits. We have had a lot of good feedback on the statement. HR also tried a new online sexual harassment

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training and it was very successful. All full-time employees participated. HR has signed a contract with a third part provider, Gatekeeper, to administer our 403B's as a result of new regulations by the IRS. Our Employee Assistance Provider, Precedence, gave the administrative team a presentation this month on the services that the EAP program provides. The HR team has participated in three webinars this month covering things like unemployment and I-9 documentation. Lastly, Dr. Sundberg reported that Dr. Thurman and she will be attending a Team Conference next Wednesday at St. Ambrose.

ADMINISTRATIVE
REPORTS:

Ms. Sherry Berg and Ms. Robin DeMott gave reports.

BOARD REPORTS:

Rev. Jon Sibley, Sr. reported that the ICCTA Annual Convention will be June 5 and 6 in Springfield. The Sophomore Seminar for new Trustees will be held the morning of June 5.

STUDENT
TRUSTEE:

Ms. Brittany Manser reported that she will be attending the SAC (Student Advisory Committee) 2008 Student Leadership Institute in Springfield June 5-7. The Institute's three-day curriculum will give learners the opportunity to develop critical skills to achieving success while they serve on local boards, in a student government

Closed Session
8:20 p.m.:

Mr. Mike Bavery moved and Dr. D. Wayne Green seconded a request for a Closed Session to consider litigation on a matter pending before the Administrative tribunal; to consider the purchase or lease of real estate for the use of the public body; collective negotiating matters between the public body and its employees or their representatives; to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act; and to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body.

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
9:36 p.m.:

The Regular Meeting of the Board reconvened at 9:36 p.m.

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ROLL CALL:

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

Absent: Ms. Barb Kirchgessner, Faculty Representative
Ms. Lori Shay, Staff Representative

ADJOURNMENT

9:37 p.m.:

Mr. Jack Ball 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.