

CARL SANDBURG COLLEGE
(629th Meeting)
Regular Meeting – July 24, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held in Room EC 101, The Education Commons, 641 Buchanan Street, Carthage, Illinois, on Thursday, July 24, 2008, at 7:30 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Rev. Jon A. Sibley, Sr., Vice Chairperson
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Ms. Brittany Manser, Student Trustee
Ms. Carol Petersen, Faculty Representative
Ms. Diane Weeks, Staff Representative

Absent: Mr. Michael T. Bavery, Secretary
Mr. Jack P. Ball
Mr. Bill C. Robinson

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. Marnie Dugan, Ms. Lisa Hanson, Ms. Carol Kreider, Ms. Misty Lewis, Ms. Debra Miller, Mr. Steve Norton, Mr. Mark Pfeiger, Mr. Jim Rich, Mr. Samuel Sudhakar, Dr. Lori Sundberg, Dr. Connie Thurman, Mr. Mike Walters, and Ms. Lauri Wiechmann. Faculty: Ms. David Kellogg. Staff: Ms. Andrea Shifflet. Others: Bright Mind students.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JULY 24, 2008 –
PAGE 2

Oath of Office-Faculty
Representative:

Mr. John Huston, Chairperson, administered the *Oath of Office* to Ms. Carol Petersen, Faculty Representative.

Oath of Office-Staff
Representative:

Mr. John Huston, Chairperson, administered the *Oath of Office* to Ms. Diane Weeks, Staff Representative.

Consent Agenda:

Dr. D. Wayne Green moved and Rev. Jon Sibley, Sr. seconded to approve the following items under the Consent Agenda:

- minutes of June 26, 2008, meeting of the Board,
- checks as written, signed, and dispersed for the month of June 2008,
- appointment of Business Management Advisory Committee Members: Bob Clark, Randy Conlon, Catarino Garza, Dick Johnson, Dick Lindstrom, Angela McElwee, Carrie McKillip, Kim McMahill, Jon Peck, Tom Peters, Justin Pieper, Carol Stombaugh, Travis Wilhite, Eric Wilford, Bob Pritchett, Joyce Taylor, and Chelvis Jordan,
- statement of Final Construction Compliance Protection, Health & Safety – Closed Circuit Television System,
- employment of Mr. Eric Landon, Third Shift Custodian (union eligible), reflecting Physical Plant, Level I, Address 5, at an annual salary of \$19,820, prorated, effective August 1, 2008,
- employment of Dr. Gary Miracle, Full-time Chemistry Instructor (union eligible), reflecting a Doctorate Degree, Address 8, at an annual salary of \$47,400, effective August 1, 2008,
- appointment of Ms. Jan Lundeen as Program Coordinator of Nursing for the 2008-2009 academic year,
- employment of Mr. James Habwe, Title III Student Information Systems Specialist (union exempt), reflecting Mid-Management, Level IV, Address 0, at an annual salary of \$27,890, prorated, effective August 1, 2008 (this position is totally grant funded),
- employment of Ms. Jennifer Johnson, Enrollment Services Specialist (union eligible), reflecting Technical, Level II, Address 2, at an annual salary of \$19,290, prorated, effective August 1, 2008,
- employment of Ms. Pam Colwell, Enrollment Management Specialists (union eligible), reflecting Technical, Level II, Address 3, at an annual salary of \$19,660 (prorated), effective August 8, 2008.

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JULY 24, 2008 –
PAGE 3

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

Financial Reports: Mr. Tom Colclasure moved and Dr. D. Wayne Green seconded that the minutes reflect receipt of the Financial Reports.

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

Information Items-
Mini-Treat – Bright
Minds Internship
Program:

Heard a presentation on “*Forensic Science*” from James Dykeman, Thomas Reicher, Ian Stewart, ROWVA High School; Duncan Nall, United High School; and Donald Von Kannon, Monmouth Roseville High School. This presentation was in conjunction with the Bright Minds Internship Program they participated in at CSC this summer. Mr. David Kellogg, Criminal Justice Instructor; and Mr. Samuel Sudhakar, Vice President of Administrative Services & CIO; serve as the Bright Minds mentors.

Club Membership: President Tom Schmidt gave the Board an update on the Draft Procedure on Club Memberships (Number 2.19.1.1).

Sandburg Initiates Life-
changing Opportunities-
(SILO) Fund:

Mr. Tom Colclasure moved and Rev. Jon Sibley, Sr. seconded to approve the permanent transfer of \$400,000 from the Education Fund (equity) in the Sandburg Initiates Life-changing Opportunities (SILO) Fund effective July 25, 2008.

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

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JULY 24, 2008 –
PAGE 4

Food Service Contract
Extension:

Rev. Jon Sibley, Sr. moved and Mr. Tom Colclasure seconded to approve the extension of the Food Service Contract with Consolidated Management Company of Des Moines, Iowa, for a one year period ending August 4, 2009.

MOTION:

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

Beverage Agreement:

Ms. Brittany Manser moved and Rev. Jon Sibley, Sr. seconded to approve entering into a five year (5) beverage agreement with G & M Distributors, Inc. of Galesburg, Illinois, commencing August 4, 2008, to serve as the sole provider of beverages at all college facilities within the City of Galesburg.

MOTION:

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

PRESIDENT:

President Schmidt reported that Carl Sandburg College’s YFU (Youth for Understanding) Program is currently in need of host families for the 2008-2009 academic year. We have four students who will be arriving on August 18. If you are interested in hosting an YFU student, or would like more information please contact Ms. Diane Kroll.

President Schmidt said that has been asked to be Vice Chair of the Administrative Services Committee of the Illinois Presidents Council for 2008-2009 academic year.

He asked the Board to continue to consider a Board Retreat for this fall. These Retreats are very meaningful both to the Board and to the Administration.

VICE PRESIDENT OF
STUDENT SERVICES:

Mr. Steve Norton reported that we have had great students through the YFU Program and that recently the monthly assistance to the host family has been raised to \$175 per month. It had been \$100 per month. Norton said that Noel-Levitz, our Enrollment Management Partner, has continued to move along. Their second visit was on July 10 and 11 and they made wonderful progress. Numerous CSC personnel attended the National Noel-Levitz

Conference in Chicago last week. Norton said it was an excellent conference. Noel-Levitz will talk to the entire faculty and staff at the Back-to-School Luncheon on August 21. Norton pointed out that President Schmidt was wearing a “*Fast Forward*” t-shirt to promote CSC’s “*Fast Forward Program*.” Norton gave a complete update on the 24 athletes who were honored as Academic Honor students. To qualify as a honor student, one must pass a minimum of 12 hours per semester and carry a minimum grade point average of 3.0 during the year. This year we had four All-Americans.

VICE PRESIDENT OF
ADMINISTRATIVE
SERVICES & CIO:

Mr. Samuel Sudhakar reported that the IT team is working on server, infrastructure, and software upgrades in preparation for the fall semester. He said Project Campus Refresh is going well. Classrooms and faculty offices have been painted and re-carpeted. We are waiting for furniture to arrive on August 11 and 12. Sudhakar reported that the GESC Phase IV project is proceeding well. A new HVAC unit has been installed in the gym. Projects in the new Allied Health Building, Adult Ed Building, and Student Success Center have been completed. The Life, Health, and Safety Projects approved by the Board are ongoing. The emergency generators have been started and a new roof for the A-building will be starting shortly. Sudhakar said that the Auditors are on campus for their annual financial audit. Ms. Lisa Blake, her team, and others are working with them. We hope to bring the Audit Report to the Board in September. Lastly, he told the Board that he will be doing presentation on Disaster Recovery/Business Continuity and the Concept of Regional Data Centers at a statewide Community College Forum hosted by the College of DuPage on August 12.

VICE PRESIDENT OF
ACADEMIC SERVICES:

Dr. Lori Sundberg reported that the HR Department continues to be busy. They are now wrapping up the end of the physical year. The department now has a web site designed for CSC employees. The site has resources with everything from benefits to training. She reported that the Academic Calendar will have almost everything on a four day schedule starting with the spring semester. Hopefully, this will help our students with the cost of gasoline and travel. Sundberg said that she also attended the Noel-

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JULY 24, 2008 –
PAGE 6

Levitz Conference along with Mr. James Graham and Ms. Lauri Wiechmann. They hope to implement many things that they learned at the Conference. Lastly, she reported that the NCA Self Study is moving along. Ms. Jill Johnson is keeping everyone on track.

ADMINISTRATIVE
REPORTS:

Ms. Sherry Berg, Ms. Debra Miller, Ms. Gena Alcorn, and Ms. Carol Kreider gave reports.

STUDENT TRUSTEE:

Ms. Brittany Manser reported that SGA currently has plans for activities from August through November. They will be having a picnic for students at the beginning of the fall semester.

BOARD REPORTS:

Mr. John Huston reported that the next ICCTA Meeting will be held in Springfield on September 12 & 13.

Closed Session
9:00 p.m.:

Rev. Jon Sibley Sr. moved and Mr. Tom Colclasure seconded a request for a Closed Session 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 consider the appointment, employment, compensation, discipline, performance or dismissal of specific employee of the public body; to consider probable or imminent litigation; and to discuss minutes of meeting lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

RECONVENE
9:34 p.m.:

The Regular Meeting of the Board reconvened at 9:34 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Rev. Jon A. Sibley, Sr., Vice Chairperson
Mr. Thomas H. Colclasure
Dr. D. Wayne Green
Ms. Brittany Manser, Student Trustee

Absent: Mr. Michael T. Bavery, Secretary
Mr. Jack P. Ball
Mr. Bill C. Robinson
Ms. Carol Petersen, Faculty Representative
Ms. Diane Weeks, Staff Representative

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HELD JULY 24, 2008 –
PAGE 7

ADJOURNMENT

9:35 p.m.:

Rev. Jon Sibley, Sr. moved and Mr. Tom Colclasure 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.