

CARL SANDBURG COLLEGE

(554th Meeting)

Regular Meeting – October 24, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Carl Sandburg College was held at The Branch Campus, 305 Sandburg Drive, Carthage, Illinois, on Thursday, October 24, 2002, at 7:00 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Ms. Gayla J. Pacheco, Vice Chairperson
Dr. D. Wayne Green
Mr. John A. Kraus
Ms. Nancy L. Youngquist
Mr. Tim Berry, Student Representative

Absent: Mr. Thomas H. Colclasure, Secretary
Mr. Bruce A. Lauerman

Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Larry Benne, Ms. Sherry Berg, Mr. Larry Byrne, Ms. Lorraine Crawford, Ms. Robin DeMott, Ms. Carol Gronewold, Mr. David Kellogg, Ms. Carol Kreider, Mr. Samuel Sudhakar, Ms. Shelle Summers, Ms. Lori Sundberg, and Ms. Lora Wright. Faculty: Mr. Jeff Stephenson, Faculty Representative. Staff: Ms. Heather Severns, Staff Representative; and Mr. Steve Alfaro. Others: Mr. Jeff Bonick, Mr. Rob Brown, Mr. Jeremy Ford, Mr. Ammir Farokhi, and Mr. Harrie Kamp.

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Items from the Floor: Ms. Carol Gronewold introduced new employee Mr. Jeremy Ford, Custodial/Maintenance worker in Carthage. Mr. Samuel Sudhakar introduced Mr. Ammir Farokhi and Mr. Harrie Kamp. They are visiting CSC through the Illinois Consortium for International Education. Farokhi is staying with Sudhakar and Kamp is staying with Ms. Cynthia Thompson. Thompson will make a trip to the Netherlands in May 2003 to observe their college system and Sudhakar made a similar trip last May.

Consent/Non-Personnel: Dr. D. Wayne Green moved and Mr. John Kraus seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of September 26, 2002, meeting of the Board,
- bills for the month of September 2002,
- the Community College Treasurer's Bond for the purpose of bonding Ms. Lora Wright as Treasurer for the District.

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

Consent/Personnel: Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded the following item under the Consent Agenda/Personnel:

- resignation of Ms. Lora Collins, full-time TRIO SSS Retention Coordinator, effective October 31, 2002, and allowed her to retain her part-time instructor status.

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

Financial Reports: Ms. Nancy Youngquist moved and Ms. Gayla Pacheco seconded that the minutes reflect receipt of the financial reports.

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

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Guaranteed Energy
Savings Contract- Phase II
Status Report:

Mr. Rob Brown, Johnson Controls, Inc., presented a brief overview of the actual results achieved to date by the Guaranteed Energy Savings Contract-Phase II project.

Economic Impact Report:

Ms. Lori Sundberg, Dean of Human Resources/Organizational Development, gave an informational presentation on the Economic Impact Report.

April Board Election/
Resolution:

Mr. Tim Berry moved and Mr. John Kraus seconded the approval of a resolution naming Ms. Mary Buckingham the designated representative of the Board of Trustees to receive nominating petitions for candidates at the April 1, 2003, election. Also, approved Buckingham publishing notice designating the time, place, and with whom nominating petitions shall be filed.

MOTION:

On roll call vote, five members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

Resolution – Framework
on Naming of Facilities:

Dr. D. Wayne Green moved and Mr. John Kraus seconded the approval of the resolution adopting a Framework on Naming of Carl Sandburg College Facilities with one change (Attachment A, I.-A.-1., will read “*with* a minimum contribution of \$500,000”).

MOTION:

On roll call vote, five members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

FY2002 Auditor’s
Presentation:

Mr. Jeff Bonick, Clifton Gunderson LLP, presented the FY2002 financial audit report.

FY2002 Auditor’s Report:

Dr. D. Wayne Green moved and Ms. Gayla Pacheco seconded to approve the FY2002 financial audit as presented.

MOTION:

On roll call vote, five members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

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Approval to Publish Annual
Financial Report:

Ms. Nancy Youngquist moved and Dr. D. Wayne Green seconded the approval for the administration to publish the Annual Financial Report.

MOTION:

On roll call vote, five members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

Bookstore Contract
Extension:

Mr. John Kraus moved and Dr. D. Wayne Green seconded the extension of the contract with College Bookstores of America (CBA), corporately located in Carry, North Carolina, through May 6, 2009.

MOTION:

On roll call vote, five members voted “Yea”; none voted “Nay.” Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative voted “Yea.”

PRESIDENT:

Mr. Thomas Schmidt reported that the November board meeting will be held on November 14, 2002. Schmidt reported that as vice-chair of the President’s Council Finance Committee, he attended a meeting in Springfield on October 23rd with the ICCB and IBHE staff relative to discussions on the ICCB’s fiscal year 2004 budget requests. Schmidt stated that the community college boards must be reasonable in what they ask for, however, they must be assertive on behalf of our constituents. Schmidt said that prior to the November board meeting we anticipate touring the new IC/SC building. Schmidt did discuss the impact of Maytag’s future closing on Carl Sandburg College. He stated that by the virtue of what the board did over the last decade by being proactive, with the support of the trustees and resources of the College, we have the safety net in place. Helping the Maytag employees is what CSC does routinely. Schmidt stated that he represented Carl Sandburg College in the inauguration of Roger Taylor, President of Knox College. He stated that it was a very moving experience. Lastly, he would like to recognize Samuel Sudhakar for the publication of his recent article published in the *Technology Source* magazine. It is an online publication.

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VICE PRESIDENT OF
INSTRUCTIONAL
SERVICES:

Mr. Larry Benne stated there are changes in secondary schools at this time, in regards to Title One teacher aids. In the near future, these aids will be required by the state to have 60 hours of college credit instead of 30 hours. These 60 hours are unrestricted hours. CSC has put together a 30 hour planned program for District 205 for the district to advertise.

VICE PRESIDENT
OF TECHNOLOGY
SERVICES:

Mr. Samuel Sudhakar stated that with the coming of the new IC/SC building, we will be redesigning and redefining the College information network with minimal interruption.

DEAN OF HUMAN
RESOURCES/
ORGANIZATIONAL
DEVELOPMENT:

Ms. Lori Sundberg reported that CSC received 3 grants last month totaling about \$5,000 from Illinois Arts Council for the Concert Series of Tim Pahel's. Mike Walters and Sundberg attended the Illinois Affirmative Action Officers statewide meeting this past month and found that to be very informative. Sundberg also attended a one day seminar offered by the Human Resources Council on State and Federal Personnel Laws. Lastly, she has been communicating with Ramona Munsell and Associates regarding a Title III application for spring.

DEAN OF COMMUNITY
& EXTENSION
SERVICES:

Ms. Sherry Berg stated that Mr. Ben Bickerstaff, a displaced worker from Briggs Manufacturing and an Adult Education student, was named "Inspiring Student of the Year" by the Central Illinois Adult Education Service Center. Ms. Gwen Koehler is attending the Telecommunications Commission meeting tonight. Mr. Jonathan Bradburn is attending the ICCEDA new employees business and industry training. CSC will host the Teachers' Institute for Knox, Warren, Henderson and Mercer counties on March 7, 2003, at the Galesburg campus.

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CHIEF FINANCIAL

OFFICER/TREASURER: Ms. Lora Wright stated that FACTS Tuition Management will be on campus this next week with two informational sessions for CSC employees. These sessions will help prepare employees in assisting students with this payment plan. With the implementation of this plan, students may pay online.

DIRECTOR OF
FOUNDATION:

Ms. Shelle Summers reported that she recently attended the Illinois Resource Development Commission annual conference in Springfield. Ms. Lori Sundberg made a presentation at the conference on the TRIO Grant. Summers stated that the Foundation received a \$10,000 unrestricted bequest from Gladys and Leland Gabrielson from Ophiem. Summers noted that the Darlene & Wayne Green scholarship announced last month is specifically for a graduate of the CSC Upward Bound program. Summers reported that a new Criminal Justice scholarship has been established by the family of Mr. Bill Herrin. Lastly, she stated that the Fall Extravaganza has sold all the tickets to the dinner. The Extravaganza will be held November 9, 2002.

DIRECTOR OF
MARKETING &
PUBLIC RELATIONS:

Ms. Robin DeMott reported that October 6th through the 8th she attended the National Council for Marketing and Public Relations (NCMPR) district conference in Dayton, Ohio. On October 15th through the 17th she and Betsy Rinehart, Sandburg Days Festival coordinator, visited the Carl Sandburg estate, Connemara in Flat Rock, North Carolina. They had an opportunity to meet with the National Park Service staff to discuss and share celebration ideas for Carl Sandburg's 125th birthday in 2003. The Sandburg Days Festival is scheduled for May 9-11, 2003. There are plans for children's activities, concert performances and a birthday party on Seminary Street along with other events at the Sandburg Historic Site. DeMott stated that she has also been asked to serve on the committee for the City of Galesburg slogan contest. December 3, 2002, is the deadline for the contest.

DIRECTOR OF
BUSINESS SERVICES:

Mr. Larry Byrne reported that he recently attended the Illinois Community College Chief Finance Officers (ICCCFO) conference. At that conference, he was able to meet many other community

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college administrators. Byrne gave an update on construction campus wide. Bryne stated that inspections will start shortly on the new IC/SC building.

ICCTA

REPRESENTATIVE:

Mr. John Huston reported that the next ICCTA Convention will be in Chicago on November 8 & 9 at the Swissotel. The seminar will focus on Board/President relations. Huston discussed subscriptions that the trustees receive monthly. It was decided that no subscriptions will be renewed.

STAFF

REPRESENTATIVE:

Ms. Heather Severns reported that the All-College Walk was cold, but successful. Fifty employees participated. Severns stated that flu shots and free blood sugar screening will be on Wednesday, November 13th from 9-noon in the Lookout Lounge on the Galesburg Campus. The cost for flu shots is \$15. Severns reported that on Monday, November 11th from 12:00-12:20 CSC will have a reflexology seminar in the Auditor's Conference Room. Employees will have the opportunity to make 15 minute appointments for a \$10 fee. Reflexology is a technique that deals with pressure points in the feet and hands. Stimulating these reflexes properly can help many health problems in a natural way as a type of preventive maintenance. Lastly, Severns said that the Knox County Health Department will be sponsoring their Walk Out on Tobacco in honor of the Great American Smokeout on Thursday, November 21st from 6:00 a.m. – 9:00 a.m. in the CSC Gymnasium. Breakfast refreshments will be provided.

BOARD

REPORT:

Dr. D. Wayne Green stated that with the closing of Maytag, the board needs to assume a leadership role and carry out that role. He also stated that the community college has now become a major employer in the community and we must continue making the community more independent of its entities.

STUDENT

REPRESENTATIVE:

Mr. Tim Berry reported that the Student Government Association will host "College Night Out" for students, faculty, staff, and trustees, on Saturday, November 23rd. It will be held at Club 58, 58 S. Cherry Street, Galesburg.

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FACULTY

REPRESENTATIVE:

Mr. Jeff Stephenson reported that Ms. Barb Gunderson, Coordinator of the Nursing Program, attended the National League of Nursing Conference in California. She also won a free registration for next year's conference. Stephenson stated that the EMT program now has its own ambulance which was donated by the Abingdon community. Lastly, he stated that the Sigma Phi Sigma Mortuary Science Fraternity made the front page of *The Register Mail* on Wednesday, October 23rd. The group cleaned off grave markers at the State of Illinois Cemetery which is north of OSF St. Mary's Hospital. The cemetery contains over 500 graves of patients from the former Galesburg Research Hospital.

Executive Session

8:46 p.m.:

Dr. D. Wayne Green moved and Ms. Nancy Youngquist seconded a request for an Executive Session for the purpose of considering the compensation of specific employees of the public body, considering "probable or imminent" litigation, and discussing minutes of meetings lawfully closed under the Illinois Open Meetings Act.

MOTION:

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

RECONVENE

9:47 p.m.:

The Regular Meeting of the Board reconvened at 9:47 p.m.

ROLL CALL:

Present: Mr. John T. Huston, Chairperson
Ms. Gayla J. Pacheco, Vice Chairperson
Dr. D. Wayne Green
Mr. John A. Kraus
Ms. Nancy L. Youngquist
Mr. Tim Berry, Student Representative

Absent: Mr. Thomas H. Colclasure, Secretary
Mr. Bruce A. Lauerman

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ADJOURNMENT

9:48 p.m.:

Dr. D. Wayne Green moved and Mr. Tim Berry 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.