

CARL SANDBURG COLLEGE

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

Regular Meeting – December 19, 2002

**PUBLIC HEARING:** The public hearing on Tax Levy 2002 was held in the A. Lewis Long Conference Room, Carl Sandburg College, Galesburg, Illinois, on Thursday, December 19, 2002, at 6:45 p.m.

**ROLL CALL:** Present: Ms. Gayla J. Pacheco, Chairperson  
Dr. D. Wayne Green, Secretary  
Mr. John A. Kraus  
Mr. Bruce A. Lauerman

Absent: Mr. Thomas H. Colclasure, Vice Chairperson  
Mr. John T. Huston  
Ms. Nancy L. Youngquist  
Mr. Tim Berry, Student Representative

**PUBLIC HEARING:** Ms. Gayla Pacheco, Chairperson, called the Tax Levy 2002 hearing for Carl Sandburg College District 518 to order and turned the meeting over to Ms. Lora Wright, Chief Financial Officer. Following discussion on the Tax Levy 2002, Chairperson Pacheco declared the Tax Levy 2002 hearing closed at 6:55 p.m.

**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, December 19, 2002, at 7:00 p.m.

**ROLL CALL:** Present: Ms. Gayla J. Pacheco, Chairperson  
Mr. Thomas H. Colclasure, Vice Chairperson  
Dr. D. Wayne Green, Secretary  
Mr. John A. Kraus  
Mr. Bruce A. Lauerman

Absent: Mr. John T. Huston  
Ms. Nancy L. Youngquist  
Mr. Tim Berry, Student Representative

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Others: Mr. Thomas A. Schmidt, President, and Ms. Mary Buckingham, Recording Secretary. Administration: Mr. Dennis Anderson, Mr. Larry Benne, Ms. Sherry Berg, Mr. Jonathan Bradburn, Mr. Larry Byrne, Ms. Robin DeMott, Ms. Carol Gronewold, Ms. Lisa Hanson, Mr. David Kellogg, Ms. Gwen Koehler, Ms. Carol Kreider, Ms. Misty Lewis, Mr. Steve Norton, Ms. Annette St.Ledger, Ms. Shelle Summers, Mr. Mike Walters, and Ms. Lora Wright. Faculty: Mr. Jeff Stephenson; Faculty Representative. Staff: Ms. Heather Severns, Staff Representative; and Ms. Tracy Colter. Others: representatives of the media.

Consent/Non-Personnel: Mr. Bruce Lauerma moved and Mr. Tom Colcasure seconded approval of the following items under the Consent Agenda/Non-Personnel:

- minutes of November 14, 2002, meeting of the Board,
- bills for the month of November 2002.

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

Consent/Personnel: Mr. Tom Colclasure moved and Mr. Bruce Lauerma seconded the following item under the Consent Agenda/Personnel:

- employment of Ms. Amy Burford as the Retention Coordinator/Counselor, Mid Management, Level 4, Address 5 at an annually salary of \$28,450, prorated effective December 20, 2002 (this position is grant funded through the TRIO Student Support Services program),
- request of Dan Allert and Lorraine Crawford to participate in the Supplemental Retirement Incentive Program for voluntary separation (both effective June 30, 2003),
- employment of Mr. David Lindstrom as Assessment Specialist, Mid Management, Level 4, Address 5 at an annual salary of \$26,720, prorated effective December 20, 2002 (this position is solely grant funded through the WIA office),
- employment of Ms. Jayleen Galloway as Assessment Specialist, Mid Management, Level 4, Address 5 at an annual salary of \$26,720, prorated effective January 6, 2003 (this position is solely grant funded through the WIA office),
- resignation of Mr. Christopher Dunn, Security Officer, effective November 15, 2002,

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- employment of Mr. Al Willcoxon as Communications Officer, Mid Management, Level 4, Address 5 at an annual salary of \$26,720, prorated effective January 6, 2003 (this position is solely grant funded through the WIA office).

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

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, five members voted “Yea”; none voted “Nay.”  
Motion carried. Faculty Representative voted “Yea”; Staff Representative voted “Yea”; Student Representative “Absent.”

Final Tax 2002 Extensions: Dr. D. Wayne Green moved and Mr. John Kraus seconded the resolution adopting the Annual Tax Levy by Community College District Number 518. The amounts shall be certified and filed with each County Clerk in the District before the last Tuesday of December 2002. Motion was also made to approve the following Resolutions:

1. Resolution Adopting Annual Tax Levy By Community College District No. 518, Fulton, Hancock, Henderson, Henry, Knox, McDonough, Mercer, Schuyler, Stark, and Warren counties, Illinois,
2. Resolution Levying Tax for Protection, Health and Safety Purposes.

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

Renewal – Health and Dental Insurance Program: Mr. John Kraus moved and Mr. Bruce Lauerma seconded the FY-2003 monthly health and dental premiums as listed below:

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**Medical Coverage**  
(\$250 deductible, 80/20 of \$2,500)

|          | <b>FY-93</b> | <b>FY-94</b> | <b>FY-95</b> | <b>FY-96</b> | <b>FY-97</b> | <b>FY-98</b> | <b>CY-99</b> | <b>CY-2000</b> | <b>CY-2001</b> | <b>CY-2002</b> | <b>CY-2003</b> |
|----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|
| Employee | 216.73       | 200.98       | 206.63       | 216.96       | 229.98       | 239.18       | 235.00       | 250.00         | 280.00         | 320.00         | 360.00         |
| Family   | 297.10       | 284.80       | 319.39       | 351.33       | 372.40       | 355.30       | 355.00       | 370.00         | 410.00         | 450.00         | 500.00         |

**Dental Coverage**

|               | <b>FY-93</b> | <b>FY-94</b> | <b>FY-95</b> | <b>FY-96</b> | <b>FY-97</b> | <b>FY-98</b> | <b>CY-99</b> | <b>CY-2000</b> | <b>CY-2001</b> | <b>CY-2002</b> | <b>CY-2003</b> |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|
| Basic Sgl     | 17.26        | 30.72        | 7.93         | 9.12         | 9.66         | 10.04        | 10.00        | 12.00          | 15.00          | 20.00          | 25.00          |
| DentaCap-Sgl  | 17.26        | 30.72        | 15.72        | 18.08        | 19.16        | 19.92        | 20.00        | 22.00          | 25.00          | 30.00          | 35.00          |
| Basic -Family | 28.73        | 51.00        | 23.91        | 27.50        | 29.16        | 30.32        | 30.00        | 32.00          | 35.00          | 40.00          | 45.00          |
| DentaCap-Fam  | 32.11        | 57.14        | 48.19        | 55.42        | 58.74        | 61.08        | 60.00        | 62.00          | 70.00          | 80.00          | 90.00          |

**MOTION:**

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

Tuition and Fee Rates:  
FY-2004, 2005, 2006:

Mr. John Kraus moved and Mr. Bruce Lauerman seconded the in-district tuition and fee rates per credit hour, effective with the fall semester enrollments for each fiscal year as follows:

|                        | <i>Fiscal Year</i> |                |                |
|------------------------|--------------------|----------------|----------------|
| <b>Per Credit Hour</b> | <b>FY-2004</b>     | <b>FY-2005</b> | <b>FY-2006</b> |
| Tuition                | 62.00              | 66.50          | 71.50          |
| Auxiliary Fee          | 3.50               | 4.00           | 4.50           |
| Technology Fee         | 2.00               | 2.00           | 2.00           |
| Course Fee             | <u>3.00</u>        | <u>3.50</u>    | <u>4.00</u>    |
| <b>Total</b>           | <b>70.50</b>       | <b>76.00</b>   | <b>82.00</b>   |

**MOTION:**

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

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Salaries for CSC Employees  
at Henry C. Hill

Correctional Center:

Mr. Bruce Lauerman moved and Mr. John Kraus seconded a three percent salary increase retroactive to July 1, 2002, for the Carl Sandburg College employees at the Henry C. Hill Correctional Center pending funding by the Illinois Department of Corrections School District No. 428.

MOTION:

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

PRESIDENT:

Mr. Thomas Schmidt reported that Mr. Jeff Stephenson, Faculty Representative to the Board, graduated from Western Illinois University this past Friday with his M.S. in Education. Schmidt stated that Mr. Samuel Sudhakar is currently visiting family in India. Ms. Lori Sundberg is in Arkansas meeting with the consultant of Title III Grant. Schmidt reported that on January 24, 2003, the administration will be meeting with Mr. Eric Anderson, Harris Bank & Trust, Public Finance; for our annual long range financial planning. On January 23<sup>rd</sup> Mr. Steve Norton and he will be meeting with Phillips Swager Associates to discuss the Customer Service Renovation Project. Recently, Carl Sandburg College had the honor of hosting the Knox Regional Office of Education and area Superintendents for their monthly meeting. After the meeting, they toured the new ICSC. The Superintendents were impressed with the building and the resources available to their schools. Schmidt also recently attended the Fulton-Schuyler Regional Office of Education meeting. Schmidt stated that his presence at both meetings was very well received. He shared with the Superintendents the CSC “Envoy” program. This program consists of CSC Administrators adopting a local school district and attending that school board meeting to help CSC stay in tune with local school districts within the CSC district. In the near future, Schmidt will also attend the Hancock-McDonough Regional Office of Education and Henderson-Mercer-Warren Regional Office of Education meetings. He hopes to attend these four Regional Office of Education meetings on a regular basis. Schmidt reported that on December 16<sup>th</sup> Norton, Ms. Diane Kroll, Ms. Jill Johnson, and he gave a tour to a contingency of people from the *Juneteenth Celebration*. The group is considering holding their annual celebration at CSC. Schmidt thanked Ms. Gayla

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Pacheco for her donation of two copies of the video “*From Mexico to Galesburg by Rail*” which Pacheco helped produce. One copy will be in the LRC and the other copy in the Adult Learning Center. Schmidt reminded the trustees of the ACCT and AACC National Legislative Summit, February 9-11, 2003, in DC. Reservations will be sent in on December 20<sup>th</sup>. The ICCTA January Seminar will be in Springfield on Friday and Saturday, January 17<sup>th</sup> and 18<sup>th</sup>. The seminar will present a session on “*Legal Update.*” Schmidt stated that Ms. Leticia Schactner is retiring from Senator Carl Hawkinson’s office December 20<sup>th</sup>. Schactner was a former CSC Trustee. He wished her well on her retirement. Lastly, Schmidt congratulated Mr. Ted Mottaz and Mr. Larry Schroeder on their retirement from Carl Sandburg College.

VICE PRESIDENT OF STUDENT SERVICES:

Mr. Steve Norton reported that today Carl Sandburg College hosted the Illinois Community College Board/Illinois Student Assistance Commission meeting on Student Financial Aid regarding Illinois House Resolution 869. Representative Donald Moffitt and Representative Rich Myers presented to the panel. Along with Student Government Association Treasurer, Mr. Josh Hoots, President Schmidt and Ms. Lisa Hanson gave testimony to the panel. Norton stated that it was a very positive meeting. Lastly Norton stated that the women’s and men’s basketball teams are now on holiday break and will resume games on January 4, 2003.

VICE PRESIDENT OF INSTRUCTIONAL SERVICES:

Mr. Larry Benne reported that CSC had a wonderful fall semester. He stated that CSC is looking forward to a great spring semester in the new ICSC building. The semester will start on January 13, 2003. Benne thanked Mr. Larry Byrne, Mr. Steve Alfaro, his crew, faculty, and staff for helping with the move to the new building.

DIRECTOR OF BRANCH CAMPUS:

Ms. Carol Gronewold reported that the Hancock County Business and Education Partners hosted their annual Job Skills Fair at the Branch Campus on Friday, December 13<sup>th</sup>. Sixty high school students from Carthage, Hamilton, Nauvoo, and LaHarpe attended three workshops which stressed resumes, interview tips, and job

searches on the internet. Each student was also interviewed by a business person. Gronewold stated that Mr. John Huston and she are members of the group which offers the fair and a Problem Solving Seminar for Hamilton and Carthage High School juniors in the spring.

**DIRECTOR OF  
FOUNDATION:**

Ms. Shelle Summers reported she spent five days in November in Washington DC at the Council for Resource Development (CRD) national conference. Mr. Schmidt and Ms. Holmes, CSC Foundation president, accompanied her to a two-day CRD Executive Institute specifically for foundation directors, board chairs, and college presidents. She thanked Mr. Schmidt and Ms. Holmes for taking time out of their busy schedule to support the Foundation by attending. Many new ideas were learned to help the Foundation support the College. Summers stated that the Foundation's Annual Fund Drive appeal was mailed last week and many generous donations are coming in each day's mail, many from new contributors. Lastly, Summers reported that two new annual scholarships have been established this month: a \$500 award from the Knox County AMVETS and two \$1,000 awards from the Kiwanis Club of Galesburg.

**DIRECTOR OF  
BUSINESS SERVICES:**

Mr. Larry Byrne reported on the ICSC building. Byrne reported that the Project Closeout is underway. The instructor offices, computer lab and the SGA have moved in to the ICSC. The furniture delivery took place on Monday, December 16<sup>th</sup> and the Bookstore is moving their operation on Friday, December 20<sup>th</sup>. The Cyber Café is starting to set-up and will finish the week of January 6<sup>th</sup>. Byrne stated that the E/F Connector roof decking is expected to be completed December 20<sup>th</sup> and the concrete work finished at the same time. Glass is being measured and ordered now. Byrne stated that the Maintenance/Storage building is substantially completed. The interior work is to begin soon. The Bushnell expansion is totally enclosed and the interior work, electric wiring, walls, etc. are underway. Lastly Byrne reported on the Fitness Center expansion. He stated that the iron work and walls are nearly complete.

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FACULTY

REPRESENTATIVE: Mr. Jeff Stephenson reported that the following Carl Sandburg College instructors have been honored in the 2002 edition of *Who's Who Among American Teachers*:  
Trisha Hopper, part-time business instructor  
Rick Koehler, part-time science instructor  
Janet LaDage, full-time business instructor  
Tim Murphy-full-time instructor/coordinator EMT program  
Marj Smolensky, full-time biology instructor  
Bill Tarrant, part-time humanities instructor

STAFF

REPRESENTATIVE: Ms. Heather Severns reported that the annual Weight Challenge will start on Wednesday, January 8, 2003. Severns stated that the Wellness Committee is looking forward to offering some great spring programs.

Executive Session

7:45 p.m.: Mr. Tom Colclasure moved and Mr. John Kraus seconded a request for an Executive Session to discuss 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 "Absent."

RECONVENE

8:11 p.m.: The Regular Meeting of the Board reconvened at 8:11 p.m.

ROLL CALL:

Present: Ms. Gayla J. Pacheco, Chairperson  
Mr. Thomas H. Colclasure, Vice Chairperson  
Dr. D. Wayne Green, Secretary  
Mr. John A. Kraus  
Mr. Bruce A. Lauerman

Absent: Mr. John T. Huston  
Ms. Nancy L. Youngquist  
Mr. Tim Berry, Student Representative



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ADJOURNMENT

8:12 p.m.:

Mr. Bruce Lauerman 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.