

## **AGENDA**

### **SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING**

**President Sabol's Office**

**January 12, 1970**

**7:30 p.m.**

**A. Call to order**

**B. Roll call**

**C. Recommended actions:**

- 1. Approval of minutes as submitted**
- 2. Approval for purchase of movable equipment**
- 3. Approval of revised amount for preparation of bidding documents for graphics**
- 4. Approval of budgetary transfers from Student Activities' contingency account**

**D. Old Business:**

- 1. Sauk Valley College Faculty Association request for recognition**
- 2. Personnel policies**
- 3. Other old business**

**E. President Sabol's report:**

- 1. Construction progress report**
- 2. New applications for spring semester**
- 3. Schedule for campus recruitment by prospective employers**
- 4. Resignation of staff member**
- 5. Progress on budget for 1970-1971**
- 6. Other items**

**F. New business:**

- 1. Proposed constitution for new athletic conference**

**G. Time of next meeting**

**H. Adjournment**

## MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

January 12, 1970

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on January 12, 1970 in the President's office at Sauk Valley College, Rural Route #1, Dixon, Illinois. Chairman Schuneman called the meeting to order at 7:35 p.m. and the following members answered roll call: Orval DeWeerth, Peter Dillon, Catherine Perkins, Kenneth Reuter, Gerald Stuff and Clayton Schuneman. Warren Walder was absent.

Chairman Schuneman extended the sympathy of the Board to Mr. Warren Walder upon the passing of his mother.

It was moved and seconded that the minutes of the December 15, 1970 meeting be approved as presented. Motion voted and carried.

It was moved and seconded that the Board approve the purchase of bleachers for the gymnasium from Safway Steel Products of Chicago, Illinois in the amount of \$15,495. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

It was moved and seconded that the Board approve the purchase of science lecture room seating and auditorium seating from the J. S. Latta & Sons company in the amount of \$25,587. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

It was moved and seconded to revise the previously approved amount of \$500 to \$555 for the preparation of bidding documents for campus graphics by DDDKG of Dubuque, Iowa. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

It was moved and seconded that the Board approve a transfer of \$500 from the Student Activity Contingency fund to cover the balance due on the Student Handbook and the cost of the student leadership conference. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

The attached Construction Report was presented to the Board.

It was moved and seconded that the Board approve President Sabol's recommendation relative to the request from the Sauk Valley Faculty Association to be designated the exclusive negotiating representative for the professional teaching staff; that the Board conduct an election at which members of the full-time professional teaching staff will be given the opportunity to designate whether or not they wish the Sauk Valley College Faculty Association to be designated as the exclusive representative for professional negotiations on their behalf; that such an election be conducted on Wednesday, January 14, 1970 between the hours of 12 noon and 5:00 p.m. under the supervision of three judges (one from the faculty association, one from the Board and a third party who is not a member of either of the above); that the Board should meet for the purpose of canvassing the ballots on Thursday, January 15, 1970 at 12:30 p.m.; that if the election shows a majority of those eligible to vote in favor of the proposition the Board will then appoint a committee to proceed with the establishment of a negotiating agreement; the list of those eligible to participate in this election will include all full-time professional staff except the following:

President of the College	Dean of Instruction
Dean of Administrative Services	Dean of Business Services
Dean of Student Services	Director of Admissions
Registrar	Asst. to Pres. Public Info.
Coordinator Financial Aids	Director Data Processing
Asst. Director Data Processing	Director Assoc. Degree Nurs.
Coordinator of Practical Nursing	Plant Engineer
Director Placement & Vocational Services	Chairman Business Division
Director Inst. Materials and Library Services	Director Counseling and Testing
Asst. Dean of Business Services	Chairman Humanities Division
Chairman Natural Science Division	Director of Athletics
Chairman Social Science Division	Chairman Agric. Division
Director of Industrial Education	

In a roll call vote the following was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays=0. Motion carried.

Mr. Rausa, President of the Faculty Association, informed the Board that he would act as the judge from the Faculty Association. It was then moved and seconded that Catherine Perkins be appointed as judge to represent the Board and Miss Lena Merlo be appointed as the third judge. Motion voted and carried.

President Sabol was then directed by the Board to prepare a list of eligible voters.

Discussion was held on the status of the Personnel Policies package. Dr. Sabol noted that action had been taken on Sections I through IX; that he was presenting Sections X and XI to the Board at this time for their study and possible action at the next meeting.

It was moved and seconded that the Board rescind the motion made at the October 20, 1969 meeting in which it directed President Sabol to implement the move into the new building for the second semester classes. Motion voted and carried.

President Sabol reported that as of this date the college had processed 115 applications from new students for the spring semester and that 911 students had pre-registered for spring classes.


It was reported to the Board that Virginia Wheeler, Assistant Professor of Business, will not seek reappointment for the 1970-71 academic year.

Discussion was held on the progress of the 1970-71 budget. President Sabol informed the Board that he was currently meeting with his administrative staff but he would like to suggest a work session for Monday, January 19, 1970 at 7:30 p.m. The Board agreed to the work session for January 19, 1970.

It was moved and seconded that the Board approve Sauk Valley College joining the proposed new athletic conference for Northern Illinois and also accept the conference's proposed constitution a copy of which is attached. This will place Sauk Valley College in a conference with Highland, Kishwaukee, Black Hawk, Carl Sandburg and Black Hawk East, the name to be selected at a later date. In a roll call vote the following was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

Since there was no further business, it was moved and seconded that the Board adjourn to 12:30 p.m. Thursday, January 15, 1970 for the purpose of canvassing the ballots of the vote by the Sauk Valley Faculty Association. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

The meeting was adjourned at 9:20 p.m.

  
Kenneth L. Reuter  
Secretary

January 12, 1970

**To: Sauk Valley College Board of Trustees**

**From: E. J. Sabol, President**

**Subject: Request for Recognition of Sauk Valley College Faculty Association**

Early in December a request was received from the Sauk Valley College Faculty Association to be designated the exclusive negotiating representative for the professional teaching staff. Subsequently, the Association submitted information to you in support of their request. It included in part the following:

"Governing boards and their professional employees have an obligation to the public to ensure optimum performance by the educational institutions which they serve. This requires the establishment and maintenance of conditions of service which meet professional standards and which will attract and keep a high quality staff and stimulate attainment of professional excellence."

In their verbal presentation, officers of the Association reiterated that they are seeking the approval of such a relationship for the "purpose of establishing, maintaining, protecting, and improving educational standards". They further stated that it is not their intention to make it difficult or impossible for the Board to maintain its policy-making power and the administrative flexibility necessary to conduct the educational program and the college district business in the public interest. In addition, as an affiliate of the Illinois Association for Higher Education and of the National Education Association, its individual members subscribe to a code of professional ethics which, if followed, is consistent with a high degree of professional commitment to education and to the welfare of students.

Information submitted by the Sauk Valley College Faculty Association claims a membership which exceeds a majority of staff members whose duties are primarily concerned with direct instructional or student-related responsibilities. Their active membership excludes those who devote more than 50% of their time to administrative responsibilities. In view of this apparent interest on the part of professional teaching staff and in view of the stated purposes of the Association, I wish to recommend the following action:

1. That the Board conduct an election at which members of the full-time professional teaching staff will be given the opportunity to designate whether or not they wish the Sauk Valley College Faculty Association to be designated as the exclusive representative for professional negotiations on their behalf.
2. That such election be conducted on Wednesday, January 14, between the hours of 12:00 noon and 5:00 p. m. under the supervision of three judges: one from the Faculty Association, one from the Board, and a third party who is not a member of either of the above.

3. That the Board should meet for the purpose of canvassing the ballots on Thursday, January 15, at 12:30 p.m.
4. That if the election result shows a majority of these eligible to vote in favor of the proposition, the Board should appoint a committee to proceed with the establishment of a negotiating agreement.
5. The list of those eligible to participate in this election will include all full-time professional staff except the following:

President of the College  
Dean of Instruction  
Dean of Administrative Services  
Dean of Business Services  
Dean of Student Services

Director of Admissions  
Registrar  
Assistant to the President for Public Information  
Coordinator of Financial Aids and Student Activities  
Director of Data Processing  
Assistant Director of Data Processing  
Director of the Associate Degree Nursing Program  
Coordinator of Practical Nursing  
Director of Placement and Vocational Services  
Director of Instructional Materials and Library Services  
Director of Counseling and Testing  
Assistant Dean of Business Services  
Plant Engineer

Chairman, Natural Science Division  
Chairman, Business Division  
Chairman, Humanities Division  
Chairman, Social Science Division  
Chairman, Agriculture Division  
Director of Athletics  
Director of Industrial Education

## Construction Report

Unit I            Finish trades are working. Roll up doors have been delivered and are currently being installed. Ceilings are being installed in the main corridor along with the fin tube.

Unit II           Lab equipment is being placed by Royal. They returned to work January 7, 1970. The first few days they were placing the equipment in place to check for any shortages. They have gone back to installing so that final connections can be made. Mr. Cataldo has not returned to make his schedule on completion.

Unit III          Lab equipment is in the same status as Unit II. Some final connections are made but just a start. Mason is working in the basement locker rooms. Ceilings in the gym have been started and one bay is complete with lights. Clean up of the gym area is under way. Drywall work is working on the first floor.

Unit IV           Terrazzo is all placed and is currently being ground. Brick pavers are 90% complete. Resilient flooring has been started. Roll up doors in room 1423 have been installed. Wire glass is being installed. Cold air grills are being installed.

Carpet has been delivered and is in the building. The condensation problem is not so severe since the terrazzo has been installed. It is still a problem and will be until the permanent system is in use. They are keeping the water under control and off the equipment bases by the use of fans, heaters and by mopping. Daily manpower has been around 170.

*Jan 12 - 1970*

## **ARTICLE I.**

### **NAME**

The name of this organization shall be the (to be selected later) Conference.

## **ARTICLE II.**

### **OBJECT**

The object of this conference shall be to foster and promote the athletic interests of its members and to encourage good sportsmanship.

## **ARTICLE III.**

### **MEMBERSHIP**

Any Junior College which is a member of the National Junior College Athletic Association may become a member of this conference by:

1. Being a charter member and fulfilling parts 4, 5, 6, and 7 of Article III.
2. Filing an application with the Secretary of the Conference one year in advance to membership.
3. Receiving a favorable vote of two-thirds of the member colleges of the Conference.
4. Paying the admittance fee at time of admittance, and agreeing to pay any other assessments necessary to the Conference.
5. Paying the annual dues of the Conference. Dues payable in advance at the September meeting. Conference dues shall be                      per year.
6. Agreeing to comply with the adopted rules and regulations.
7. Not being a member of any other conference.

### **WITHDRAWAL PROCEDURE**

Member schools may withdraw from the Conference at the end of the school year. However, notification of withdrawal must be in writing to the Secretary of the Conference by January 1.

## **ARTICLE IV**

### **OFFICERS AND ELECTIONS**

The officers of this Conference shall be the President, Vice-President, and Secretary-Treasurer. The President and Vice-President shall be from different colleges and shall be rotated each year. The President and Vice-President shall hold office for one year. The college having the Vice-Presidency shall have the Presidency the following year. The presidents of the respective colleges shall appoint persons from the academic staffs, excluding any member of the athletic department, to these offices. The Secretary-Treasurer shall be elected. The election and appointment of officers shall take place at the regular Spring meeting and they shall take office at the regular Fall meeting.



## **ARTICLE V.**

## **MEETINGS**

Meetings shall be held three times a year on the third Wednesday in September, the third Wednesday in November and the third Wednesday in April. These official meetings shall consist of the representatives appointed by the Presidents. Also, the Athletic Directors meeting in separate session shall discuss any business pertinent to the conference. Copies of all schedules shall be submitted to the Secretary within thirty days after adoption by the Athletic Directors.

## **ARTICLE VI**

## **AMENDMENTS**

This constitution and these by-laws may be amended at any regular meeting by a two-thirds vote of all of the members of the Conference, provided the proposed amendment has been submitted in writing to the Secretary at the previous meeting and read at the previous meeting.

## **ARTICLE I.**

## **BY-LAWS**

Each member college shall be entitled to one vote on all ballots. The individual casting the vote shall be appointed by the President of the College before each meeting.

## **ARTICLE II**

A. Membership of any member institution failing to maintain the standards set forth in this constitution may be censured, placed on probation, suspended or dismissed and any other appropriate action deemed necessary by a two-thirds of all the members of the Conference.

B. Reinstatement shall require a favorable vote of two-thirds of all the faculty representatives of the member colleges of the Conference.

C. If a favorable vote is recorded, the school making the application for reinstatement may assume its former status by complying with the rules and regulations of the Conference.

## **ARTICLE III**

## **PROTEST**

Any protest shall be reported to the Secretary of the Conference in writing within forty-eight (48) hours of the protest. The secretary of the conference shall contact parties involved in the protest to reconcile the dispute. Should action be required by member schools an emergency poll of voting representatives will be taken by the secretary of the conference. In case of additional action the President of the Conference shall then appoint three voting delegates from colleges not involved in the protest to report findings to the Conference for consideration.

## **ARTICLE IV**

### **DUTIES OF OFFICERS**

**A. The President shall perform the following specific duties, in addition to such others as are prescribed elsewhere in this constitution.**

- 1. Preside at all meetings.**
- 2. Call special meetings.**
- 3. Represent the Conference at any meetings which concern this Conference in any way.**
- 4. Appoint special committees.**

**B. The Vice-President shall perform the duties of the President in his absence.**

**C. The Secretary-Treasurer shall perform the following duties:**

- 1. Maintain a record of membership in the Conference.**
- 2. Keep a record of all minutes of meetings of the Conference, and promptly send copies to the Athletic Directors and representatives of each member college.**
- 3. Attend all Conference meetings, including special meetings.**
- 4. Keep a complete record of all finances.**
- 5. The Secretary-Treasurer shall keep official records of the results of the games or contests in each sport. He shall record only contests reported to him upon the official blank which certifies that the contest was conducted under all rules and regulations of the Conference. He shall mail a summarized report to all members at the end of each season. Tie games will be 1/2 won and 1/2 lost.**
- 6. Compile and submit at the annual spring meeting an annual financial report.**
- 7. Present the books for audit at the annual spring meeting.**

## **ARTICLE V**

Special meetings of the Conference may be called by the President and must be called by the Secretary-Treasurer upon written request of one-third of the members provided that notice of such a meeting be issued two weeks in advance to all members.

## **ARTICLE VI**

The Secretary-Treasurer shall receive an annual stipend for his services. The amount shall be set by the Conference at the spring meeting prior to fall activities.

## **ARTICLE VII**

A quorum shall consist of one more than one-half of the membership of the Conference. A quorum is necessary to act on official business at any Conference meeting.

## **ARTICLE VIII**

Student eligibility shall be governed by the eligibility rules of the N. J. C. A. A.

### **ATHLETIC CODE**

#### **Section 1 Responsibilities of Membership**

It shall be the responsibility of each institution with a program of intercollegiate athletics to abide by the rules and regulations of the Conference and to provide and develop their programs within the concepts as stated in Sections 2 and 6.

#### **Section 2 Emphasis**

It is an important objective of the Conference to assume that its members will establish and maintain proper institutional emphasis where intercollegiate sport is concerned. This is done through the establishment of the rules and regulations of the Conference. However, it is possible, even within the rules and regulations of the Conference for member colleges to submit to pressures which can result in undesirable over-emphasis. For this reason member institutions are expected to resist outside or internal pressures which would unduly emphasize winning to the detriment of the institution and its overall educational mission.

#### **Section 3 Participants**

3. 1 The participants in the athletic program must be bona fide full-time students as defined by the N. J. C. A. A. of the institutions they represent. (10 units of passing grades)
- a. Academic scholarship attainment for participation in athletics should compare favorably with the scholarship attainment expected for participants in other intercollegiate activities of the college.
3. 2 The athletic program should exist for a large number of students. Therefore, efforts should be made to encourage widespread participation by students in as many forms of athletics as the college can reasonably provide.

#### Section 4    Control

4. 1    The control of the athletic program should be in the hands of the local college which acts in accordance with policies established by the local college board.
- a.    The athletic program is a part of the total offerings of the college and should be as carefully supervised by the head of the institution as is any other activity under his direction.
  - b.    Policies in athletics should reflect directly the stated objectives of the institution.
  - c.    Community agencies solely organized for the promotion of athletics through athletic scholarships shall be discouraged. (SVC Foundation is excluded)
  - d.    The seasons for all sports should be clearly defined and all institutions should live up to the spirit as well as the letter of the law or regulation.
4. 2.    The minimum rules to be followed in each sport are those set forth by the N. J. C. A. A.

#### Section 5    Sportsmanship

5. 1    This code is offered as a guide for community and junior colleges to use in promoting sportsmanship for students and other spectators. The purpose of such a code is to put the principle of the golden rule into operation on the athletic field.
- a.    I will treat members of visiting teams and their fans as guests and will extend to them every consideration which I would expect as a visiting fan.
  - b.    I will applaud excellence in performance exhibited by either team during and after the contest.
  - c.    I will consider the officials as the final authorities to make decisions and will accept their decisions without demonstration.
  - d.    I will support the team and coach regardless of the winning record of the team.
  - e.    I will take pride in promoting good sportsmanship among the spectators, players and coaches.

**5.2 Conduct of the coaching staff**

- a. Coaches are expected to exhibit characteristics of good sportsmanship and ethical conduct at all times.
- b. Coaches should be concerned with the total athletic program and assist where necessary; such as supervision, crowd control, player control, etc.

**5.3 Players shall conduct themselves in the manner outlined below:**

- a. Player conduct is defined as behavior of the athlete during the season as well as at times when he is under the direct supervision of the coach.
- b. Athletes will at all times respect college property and facilities at their own and other schools and will, through destructive acts, be subject to disciplinary action.
- e. A student involved in disorderly conduct at his or another college should be properly disciplined by the authorities of the college.

**Section 6 Recruiting, Athletic Scholarships, and Solicitation**

- 6.1 Proselyting is defined as the soliciting of an athlete, already attending a college to join another college or district. Such activity on the part of any member college or its employees is forbidden.
- 6.2 Any student athlete receiving financial aid must meet the financial and academic qualifications of any other financial aid recipient at his institution (change)
- 6.3 Recruiting of athletes must be carried on only by the authorized agents of the college operating strictly within the framework of the local board policy and the Athletic Code of the Conference.
- 6.4 The authorizing recruiting agents of the college may not leave the local district, or where a local district does not apply, recruiting is permissable.

**ARTICLE IX**

**OFFICIALS**

A. Officials shall be selected by respective home teams subject to the approval of member institutions through a submitted officials list to respective Conference schools.

## **ARTICLE IX CONTD**

**B. If it is necessary to make a change in assigned officials, the coaches must be notified immediately.**

**C. Any employee of the local school shall be prohibited from officiating (except as scorer or timekeeper in basketball) in that sport if the local school is competing in basketball or baseball; all other sports excepted. No students will be permitted to serve as timekeepers or scorers.**

**D. Pay rate of all officials shall be determined by the Conference.**

### **Rates for Officials:**

<b>Basketball</b>	<b>\$20.00 per official plus 10 cents per mile</b>
<b>Baseball</b>	<b>\$12.50 per seven-inning game</b>
	<b>\$15.00 per nine-inning game</b>