

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

President Sabol's Office

February 9, 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**
- D. Old business:**
 - 1. Proposed Personnel Policies, Section X and XI**
 - 2. Consideration of bids for graphics**
 - 3. Report on progress with professional negotiations**
 - 4. Other old business**
- E. New business:**
 - 1. Recommendations for tenure**
 - 2. Proposal from Illinois Council of Community College Presidents regarding intercollegiate athletics**
 - 3. Proposed editorial, advertising, and personnel policies for Sauk Talk**
 - 4. Proposed policy for dissemination of student initiated printed materials**
 - 5. Other items**
- F. President Sabol's report:**
 - 1. Registration for second semester**
 - 2. Construction progress**
 - 3. Other items**
- G. Time of next meeting**
- H. Adjournment**

MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

February 9, 1970

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on February 9, 1970 in the President's office at Sauk Valley College, Rural Route #1, Dixon, Illinois. Chairman Schuneman called the meeting to order at 7:40 p.m. and the following members answered roll call: Orval DeWeerth, Peter Dillon, Catherine Perkins, Kenneth Reuter, Gerald Stuff, Warren Walder and Clayton Schuneman.

It was moved and seconded that the minutes of the regular meeting of January 26, 1970 be approved as presented. Motion voted and carried.

It was moved and seconded that the Board authorize Mr. Edison to secure quotations on maintenance equipment and supplies totalling approximately \$37,000 for the new building. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder and Schuneman. Nays=0. Motion carried.

In regard to the proposed Personnel Policies, Sections X and XI, it was the recommendation of the faculty council that action be withheld on these sections as they deal with appeal board procedures which could be negotiable between the board and the faculty association. This item was then tabled.

Discussion was held on Graphics bids. It was the consensus of the Board that Dean Edison confer with Mr. Donovan Kramer on these items and possibly secure new specifications.

It was moved and seconded that the Board approve the attached Procedural Agreement between the Board of College District #506 and the Sauk Valley College Faculty Association. In the discussion that followed, a question was raised as to what constitutes a member of the Faculty Association. Mr. Frank Rausa, President of the Association, stated that all professional full time instructional staff and counselors (excluding the 24 specifically named positions as outlined in the request for recognition dated January 12, 1970) shall be considered members of the Faculty Association. Motion voted and carried.

It was moved and seconded that the following members of the professional staff of Sauk Valley College be granted tenure:

Burton, Donald	Nelson, Harold
Clevenger, Walter	Nesbit, Fred
Dahlberg, Marvin	Pinter, Karen
Fear, David	Rausa, Frank
Fritz, Adelaide	Rice, Elmer
Gelander, Ralph	Ruby, Eric
Heuck, Dale	Sagmoe, John
Johnson, Ann	Vrehl, George
Keller, Stuart	Weitzel, John
Lillyman, Kathryn	Weller, Mary
Matter, Robert	Wharton, Robert
Major, James	White, Roy
Melvin, Joan	Wright, Violet

In a voice vote, the motion carried with one nay.

Discussion was held on the proposal from the Illinois Council of Community College Presidents regarding intercollegiate athletics. This item was tabled.

President Sabol informed the Board that the proposal for the editorial policy for Sauk Talk and the policy for dissemination of student initiated printed materials were not available at this time for approval.

It was moved and seconded that the Board approve the attached list of part-time instructors in an amount not to exceed \$9,575. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder and Schuneman. Motion carried.

It was moved and seconded that the Board approve the request from the Extension Council of the University of Illinois to hold the annual Lee County Town and Country Art Show at the college from March 7 through March 21, 1970, with the provision that the college will not participate financially in the advertising, and that participants will sign Damage Waivers before entering their works. Motion voted and carried.

President Sabol reported on the following:

The Data Center is currently using second generation IBM equipment and that the college is considering contract bids for the leasing of new third generation equipment for the 1970-71 school year. The cost of the lowest bidder was approximately \$44,000 as compared to our current cost of approximately \$41,000.

Current enrollment figures indicate that 1,391 students have registered for 14,717 semester hours for the spring semester. This compares to 1,311 students and 12,741 semester hours last year.

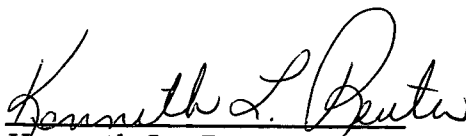
General construction on the new building is 98% complete, Royal School Lab's work is 87% complete and Servco Food Equipment is complete. The contractor anticipates completion by April 1st, and the college would like to make tentative plans to hold commencement in the new building.

At 10:00 p.m. it was moved and seconded that the Board adjourn to Executive Session. Motion voted and carried.

At 11:30 p.m. it was moved and seconded that the Board return to regular session. Motion voted and carried.

Since there was no further business, it was moved and seconded that the Board adjourn. The next regular meeting to be February 23, 1970. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder and Schuneman. Nays-0. Motion carried.

The meeting was adjourned at 11:35 p.m.


Kenneth L. Reuter
Secretary

PROCEDURAL AGREEMENT

BETWEEN

THE BOARD OF JUNIOR COLLEGE DISTRICT NO. 506

AND

SAUK VALLEY COLLEGE FACULTY ASSOCIATION

PREAMBLE

The Board of Junior College District Number 506, Counties of Whiteside, Lee, Ogle, Henry and Bureau, State of Illinois, commonly known as the Board of Trustees of Sauk Valley Junior College, hereinafter referred to as the "Board", and the Sauk Valley College Faculty Association, hereinafter referred to as the "Association", recognize that the aim of Sauk Valley College is to provide the best education and training possible for the residents of the District and that the achievement of these educational objectives is a matter of mutual concern to the Board and the Professional Staff.

Mutual understanding and cooperation between the Board and the Professional Instructional Staff are required and the free and open exchange of views, as evidenced in good faith negotiations, is both necessary and desirable.

The Board recognizes that teaching is a profession requiring specialized educational qualifications and both parties acknowledge the fact that the success of the educational program in the District depends in part upon the maximum utilization of the abilities of the Professional Instructional Staff. As evidence of its acceptance of the professional rights and responsibilities of instructors, the Association has endorsed the Code of Ethics of

the Education Profession.

ARTICLE I
Recognition

A. The Board recognizes the Sauk Valley College Faculty Association as the sole negotiating agent for the full time professional instructional staff and counselors in matters defined as negotiable in Article II, Section C, of this Agreement. It is specifically understood and agreed that the individuals listed in the recommendation to the Board with reference to recognition of the Association dated January 12, 1970, are excluded from the negotiating unit. Those excluded are:

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 Adis	Director Data Processing
Asst. Director Data Processing	Director Assoc. Degree Nursing Program
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 Div.
Chairman Natural Science Division	Director of Athletics

Chairman Social Science Division
Director of Industrial Education

Chairman Agricultural Div.

B. The Association may not discriminate in its membership on the basis of race, creed, sex, marital status or subject matter.

C. This recognition shall entitle the Association to organizational use of Staff bulletin boards in the Faculty Lounge and Library, payroll deduction of membership dues, if requested, intra-school mail service and the use of College facilities for meetings, as governed by current Board policies.

D. Nothing herein shall require any member of the Professional Instructional Staff or counselor to be a member of the Association.

E. It is recognized that the legal responsibility for the College is vested in the Board of Trustees. However, the Board agrees to participate in good faith negotiations as provided herein.

ARTICLE II Procedures

A. Obtaining Objectives.

1. The process provided for in this agreement is dependent upon mutual understanding and cooperation. Representatives of the parties shall meet at reasonable times and

places and negotiate in good faith to reach agreements on matters defined as negotiable in this agreement.

2. The following concepts are inherent in the phrase, "good faith negotiations":

- (a) Each group will deal with the chosen representatives of the other.
- (b) Each group will deal with the other honestly and in a bona fide effort to reach agreement.
- (c) Each group will meet at reasonable times and places in order to facilitate negotiation.
- (d) A representative of each group will carry the necessary authority to make proposals and counter-proposals, to compromise and to make agreements subject to final ratification.

B. Representation.

1. Members of the negotiating teams shall be confined to members of the Board of Trustees, their Attorney, or regularly employed members of the Professional College Staff (excluding the President of the College) and members of the local Association. Subject to these limitations--neither party will attempt to exert

any control over the others selection of its representatives.

2. Negotiating sessions shall be closed; however, the negotiating teams shall have the right to utilize the services of consultants in the deliberations and may call upon competent professional and lay representatives to consider the matter under discussion and, with the permission of the other group, to make suggestions and observations to the participants assembled.
3. Costs of consultants chosen by any party shall be paid by that party. The costs for the mediator, the fact finder, or any costs incidental to the mediation and fact finding procedures as hereinafter provided for, shall be shared equally by the Board and the Association.

C. Subject of Negotiation.

The Association and the Board agree that negotiation, in good faith, will encompass only the following items:

1. Negotiating Procedures
2. Grievance Procedures
3. Salaries
4. Related Economic Conditions of Employment consisting of:

- (a) Group insurance
- (b) Sick Leave
- (c) Maternity Leave
- (d) Sabbatical Leave
- (e) Other leaves
- (f) Retirement

5. Other mutually agreed upon matters.

D. Directing Requests.

1. Requests from the Association for meetings of the negotiating teams shall be made in writing directly to the Chairman of the Board. Requests from the Board shall be made in writing directly to the President of the Association. Requests shall be accompanied by an agenda of the items to be considered. Within ten days of the date of the request, a mutually convenient time and place for a meeting shall be established. The meeting shall take place within fifteen (15) days after the receipt of the request.
2. Additional meetings may be agreed upon by the negotiating teams to enable them to complete consideration of agenda items. Every effort shall be made to schedule meetings so as to avoid conflicts with college duties of Association representatives or with the duties or

responsibilities of the Board's representatives.

E. Exchange of Information.

The Association shall be furnished, on request of its President or its duly authorized representatives, all regularly and routinely prepared information concerning the financial condition of the College, including annual financial audit and adopted budget. In addition, the Board and Administration will grant reasonable requests to the President or the duly authorized representatives of the Association for any other readily available and pertinent information which may be relevant to negotiations and/or grievances.

Nothing herein shall require the central Administrative staff to research and assemble information. The Association shall furnish copies of pertinent information as reasonably requested by the Chairman of the Board or its duly authorized representatives.

ARTICLE III
Agreement

When tentative agreement is reached on all matters being negotiated, it shall be reduced in writing and submitted to the Association membership and the full Board of the College for ratification. Such document, if ratified by

both parties, will become a part of the official minutes of the Board and shall be made an appendix to this agreement. It shall be signed by the Chairman and President and the Secretaries of the respective parties. When necessary, provisions in the agreement shall be reflected in the individual contract or statement of conditions of service as submitted to employees. The agreement shall not discriminate against any member of the negotiating unit, regardless of membership or non-membership in the Association.

ARTICLE IV Appeal Procedures

A. If agreement is not reached on all items within sixty (60) calendar days of commencement of negotiations, either party may declare an impasse has been reached and call for the selection of a mediator.

B. Mediation.

1. A mediator shall be selected within ten (10) calendar days from the date on which either party declares in writing to the other that an impasse exists. If the parties cannot agree on a mediator, a list of five mediators shall be secured from the Federal Mediations

and Conciliation Services or the American Arbitration Association. Such a list shall not include a resident of the District. Final selection of the mediator shall be made by the parties who shall strike a name from the list of five alternately, until one name remains, and this person shall serve as the mediator. The party eligible for the first deletion shall be determined by chance.

2. If the final mediator named is unable to serve, the last name struck from the list shall be the alternate.
3. The total time for the mediation process shall not exceed twenty (20) calendar days from the date of selection of the mediator. The mediator shall meet with the parties or their representatives, either jointly or separately, and shall take such other steps as he may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement, provided that the mediator shall not make findings of fact or recommend terms of settlement without the consent of the parties. If findings of fact or recommendations are made, they shall not be made public without the written consent of both parties.

C. Fact Finding.

1. If agreement cannot be reached through deliberations with a mediator within the prescribed time limits, a fact-finder will be selected in the same manner as provided above for the selection of a mediator, provided that the lists submitted from the Federal Mediations and Conciliation Services or the American Arbitration Association shall not include any person submitted as possible mediators.
2. The fact-finder shall, within 10 days after his selection, meet with the parties or their representatives, or both, either jointly or separately, make inquiries and investigations, hold hearings, and shall take other steps as he deems appropriate. The Board and Association shall furnish the fact-finder, upon his request, all records, papers, and information in their possession relating to any matter under investigation by or in issue before the fact-finder.
3. If the dispute is not settled prior thereto, the fact-finder shall make findings of fact and recommend terms of settlement, which recommendations shall be advisory only, within 30 days after his selection. Any finding of fact and recommended terms of settlement shall be

submitted in writing to the parties.

4. Within 10 days after receipt of the written report, both parties must notify the fact finder, in writing, of their decision. If the written report is not accepted, the reasons for non-acceptance must be included in the response. If no agreement is reached within 10 days after receipt of the written report, the responses will be added to the written report and copies will be released to the public.

ARTICLE V No-Strike Clause

It is hereby recognized that it is the law of the State of Illinois that no public employee, any organization of employees, nor any person acting on behalf of an employee organization, shall ever at any time engage in or encourage or support any strike, slow down, or other concerted refusal to render full and complete services in a College district. The Association hereby agrees not to strike, or engage in, or support or encourage any concerted refusal to render full and complete services in the Junior College District or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the College during the term of this agreement.

ARTICLE VI
Duration of Agreement

A. This agreement shall be effective at such time as it is ratified by both parties and shall continue in effect through the 30th day of November, 1971.

B. This agreement shall remain in force from year to year after November 30, 1971, unless:

1. Notice is given prior to the first day of October of the year in which this agreement is to terminate, or prior to the first day of October of any subsequent year, by either party, of its desire to terminate, amend or modify this agreement. Upon receipt of such notice, arrangements shall promptly be made for negotiations to commence as set forth in Article II, Section D, of this agreement.
2. Recognition of the present negotiation agent is successfully challenged. If a petition, deemed valid by the Board, of no less than 30% of the employees included in the negotiating unit is filed with the Secretary of the Board between September 15 and October 15 of the calendar year preceding the year in which this agreement is to terminate, a referendum shall be held within 30 days of filing of the petition

to elect an exclusive representative. The ballot used in the election shall include "no representative" among the choices. The organization designated by the majority of votes of the full time professional instructional staff and counselors as defined in Article I shall be the negotiating representative. If the choice of "no representative" receives a majority of the votes cast, the Board will not recognize any representative for at least 12 months thereafter. If no choice receives a majority vote, then a run-off election shall be conducted among the top two choices. If a new representative is elected, any negotiations on a new agreement, if such negotiations are requested, will be conducted as per Article II of this agreement with the newly-elected representative.

ARTICLE VII Validity

If any section, paragraph, sentence or clause of this agreement is held invalid or unconstitutional, such decision shall not affect the remaining portion of this agreement or any section or part thereof.

ARTICLE VIII
Acceptance

This agreement is signed and adopted this 9th day of
February, 1970.

IN WITNESS WHEREOF: For the SAUK VALLEY COLLEGE FACULTY ASSOCIATION

Frank Rouse
President

Kathryn Lillyman
Secretary

For the BOARD OF JUNIOR COLLEGE DISTRICT NO. 506

Clayton R. Schumann
Chairman

Kenneth L. Rauter
Secretary

Part-Time Instructors

Spring Semester
1970

<u>Name</u>	<u>Class</u>	<u>Salary</u>
Kenneth P. Detig 613 Dennis Street Rochelle, Illinois	BUS 105 Salesmanship (NEW) 18 students (3)	\$ 600.00
Royal McCormick 1100 LeRoy Avenue Rock Falls, Illinois	AGR 140 Floral Design 16 students (3)	\$ 675.00
Stanley Smith 514 Heather Lane Dixon, Illinois	AGR 117 Prin of Feeding 15 students (3)	600.00
Leonard Hansen Route 1 Tampico, Illinois	BUS 208 Business Law 31 students (3)	600.00
William Nichols 708 East 19th Street Sterling, Illinois	BUS 207 Human Relations in Labor and Management 22 students (3)	600.00
Viola Paulsen 1221 Robin Road Dixon, Illinois	SEC 216 Office Methods 12 students (3)	600.00
Daniel Moats 1708 West 4th Street Dixon, Illinois	SEC 220 Business Machines II 9 students (3)	600.00
Sharon Fear 815 Institute Blvd Dixon, Illinois	SEC 219 Business Machines I 12 students (3)	600.00
Carson DeJarnatt 1901 4th Avenue Sterling, Illinois	MAT 115 Prin of Modern Math 19 students (4)	900.00

<u>Name</u>	<u>Class</u>	<u>Salary</u>
Suzanne Garramone 634 West Lincolnway Morrison, Illinois	Choir Accompanyist	\$ 200.00
William Palmer 1202 East 19th Street Sterling, Illinois	MET 230 Metallurgy & Heat Trt 11 students (3) (NEW)	800.00
Ole Bly Pace III 1402 East 18th Street Sterling, Illinois	BUS 227 Governmental Business (IMI) 9 students (2)	375.00
John Roe 406 North 6th Street Oregon, Illinois	LEF 210 Family Law 18 students (3) (NEW)	675.00
Clyde Vedder 159 Tilton Park DeKalb, Illinois	LEF 288 Criminology 23 students SOC 287 Gerontology 46 students (6)	1750.00

Total

9,575.00

Spring Semester

793 Semester Hrs. @ 25.50 = \$ 20,221.50

Fall Semester

905 Semester Hrs @ 25.50 = \$ 23,077.50

\$ Salary
10,000.

Office of Dean of Instruction
February 5, 1970