

## AGENDA

### SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

Conference Room, Third Floor, 3L14

September 13, 1971

8:00 p. m.

- A. Call to order
- B. Roll call
- C. Communications from visitors
- D. Recommended actions:
  - 1. Approval of minutes as submitted
  - 2. Approval of allocation for materials for acoustical treatment of classrooms
  - 3. Other items
- E. Old business:
  - 1. Public hearing on operating budgets for 1971-72
  - 2. Action on operating budgets for 1971-72
  - 3. Report on Federal wage freeze as it applies to college staff
  - 4. Other items
- F. New business:
  - 1. Proposed time schedule for in-district and out-of-district applications for admission to programs with limited enrollment
  - 2. Institutional Follow-up Study -- Dean Cias
  - 3. Other items
- G. President's report:
  - 1. Registration for fall semester
  - 2. Progress on Governor's proposal re financing of construction
  - 3. Freshman Class Profile Report - and implications for action
  - 4. Other items
- H. Time of next meeting
- I. Adjournment

MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

September 13, 1971

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p. m. on September 13, 1971 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to order: Chairman Perkins called the meeting to order at 8:00 p. m. and the following members answered roll call:

Ronald Coplan	Orval DeWeerth
William Reigle	Kenneth Reuter
Clayton Schuneman	Thomas Walter
Catherine Perkins	

Minutes; It was moved and seconded that the minutes of the August 30, 1971 meeting be approved as presented. Motion voted and carried.

Public Hearings: Chairman Perkins noted that notice having been published as prescribed by law, that this date of September 13, 1971 had been set for public hearing of the Sauk Valley College budget for the fiscal year 1971-72. Mrs. Perkins declared the hearing to be in session and noted that the Board would entertain any questions about the budget which had been available for public inspection since August 11, 1971. Discussion was then held on possible revisions to the tentative budget.

It was moved and seconded that the Board table the budget until September 27, 1971. Motion voted and carried. The Board then appointed a committee composed of Members Schuneman, Coplan, and Reigle to meet with the administration at 3:30 p. m. on Tuesday, September 14, 1971 to work on revisions for the tentative budget.

Classroom Modifications: It was moved and seconded that the Board approve the expenditure of up to \$1,500 from the Site and Construction Fund for materials to soundproof classrooms. Motion voted and carried.

**Wage Freeze:** Mr. Castendyck reported to the Board on the wage freeze as it applies to the college staff.

**IBA:** It was moved and seconded that the Board approve the attached resolution requesting the Illinois Building Authority to reconvey real estate and authorizing the substitution of other real estate. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

**Little Theatre:** Discussion was held on the proposal for the Little Theatre lighting. No action was taken by the Board on this matter.

**Limited Enrollment Policy:** It was moved and seconded that the Board approve the following policy on limiting class enrollments. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

"In all programs in which it is estimated that applications will exceed enrollment capacity, in-district applicants only will be considered through March 1st. After that date, both in-district and out-of-district applicants will be considered. Applications may be submitted in advance of the March 1st date by out-of-district students for consideration subsequent to that date."

**Follow-up Study:** An Institutional Follow-up Study was presented to the Board by Dean Cias on SVC students.

**Cooperative Agreement:** It was moved and seconded that Sauk Valley College and Highland Community College participate in the attached Cooperative Agreement in the Data Processing and Machine Design curriculums. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

**Data Processing Request:** President Sabol presented a request from the City of Dixon to use the college computer equipment for an occupational survey of the Dixon area. It was moved and seconded that the Board approve pursuing this matter with the understanding that the results of this

Data Processing  
Request cont:

could be used to determine occupational needs of the SVC district and if any funds are needed to cover costs of this survey, they are to be submitted to the SVC Board of Trustees first for their approval. Motion voted and carried.

Enrollment:

President Sabol reported that enrollment as of September 13, 1971 was 1523 students for a total of 17,080 credit hours.

Policy Manual:

The Board was presented with the Board Policy Manual for study.

Executive Session:

At 10:55 p.m. it was moved and seconded that the Board adjourn to Executive Session. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

At 12:20 a.m. the Board returned to regular session. Upon recommendation of President Sabol it was moved and seconded that the following promotions in rank be approved with pay adjustments to be made in accordance with the regulations of the Office of Emergency Preparedness:

Asst. Instructor to Instructor:	Carol Hain
Instructor to Asst. Professor:	David Lovekin
	Harold Nelson
	John O/Banion
	Maxine Petersen
	Janice Porath
	Frank Rausa
	Robert Wharton
Asst. Professor to Assoc.	James Barber
Professor:	Donald Foster
	Melvin Peterson
	Mary Weller

The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

Page #4  
September 13, 1971

Adjournment:

Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be September 27, 1971 at 8:00 p.m. The following vote was reported: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman Walter and Perkins. Nays-0. Motion carried.

The meeting adjourned at 12:27 a.m.



E. Orval DeWeerth  
E. Orval DeWeerth, Secretary

RESOLUTION REQUESTING THE ILLINOIS BUILDING AUTHORITY  
TO RECONVEY REAL ESTATE AND AUTHORIZING THE SUBSTITU-  
TION OF OTHER REAL ESTATE.

WHEREAS, on the 12th day of December, 1967, the Board of Junior College District Number 506, Counties of Whiteside, Lee, Ogle, Henry and Bureau, State of Illinois, pursuant to a resolution duly adopted by the Board at a meeting held on the 30th day of November, 1967, conveyed to the Illinois Building Authority

Part of the Southwest Quarter of Section Nine, part of the Southeast Quarter of Section Eight, and part of the Northeast Quarter of Section Seventeen, all in Township Twenty-one North, Range Seven East of the Fourth Principal Meridian, Lee County, Illinois,

by a warranty deed, which deed was recorded in the Recorder's Office of Lee County, Illinois, on the 12th day of December, 1967, in Book 249 at Page 338, and

WHEREAS, said property was subsequently leased to said Junior College District under Construction Lease - Project IBA-74-97, dated February 1, 1968, and

WHEREAS, the Department of Public Works and Buildings, Division of Highway, State of Illinois, desires to acquire title to a portion of said real estate as part of a program for improvements along S.B.I. Route 6 in Lee County, Illinois, and the Board of said College is willing to convey other real estate owned by it to the Illinois Building Authority in exchange for the property required by the said Department of Public Works and Buildings,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Illinois Building Authority is hereby requested to convey to the Board of Junior College District Number 506, Counties

of Whiteside, Lee, Ogle, Henry and Bureau, State of Illinois, title to the real estate described on Exhibit A, hereto attached and made a part hereof, in consideration of the Board of the College conveying to the Building Authority, title to the real estate hereinafter described, which property is to be substituted for that being reconveyed to the College, is to be held subject to all the terms and conditions of Construction Lease Project IBA-74-97, as amended, which lease was originally executed by the parties on the 1st day of February, 1968, and is to be treated as though it had been a part of the original conveyance made December 12, 1967.

2. The Chairman and the Secretary of the Board of said Junior College District Number 506, are hereby authorized and directed to convey to the Illinois Building Authority, a body corporate and politic of the State of Illinois, the following described real estate, to-wit:

Part of the Southeast Quarter of Section Eight in Township Twenty-one North, Range Seven East of the Fourth Principal Meridian, Lee County, Illinois, described as follows: Commencing at the point of intersection of the East line of said Section Eight with the Southerly right of way line of U.S. Alternate Route 30; thence Westerly on the said Southerly right of way line, 50 feet; thence Southerly parallel with the East line of said Section Eight, 633 feet; thence Westerly parallel with the said Southerly right of way line, 884 feet; thence Southerly parallel with the said East line of Section Eight, 153 feet to the point of beginning; thence Southerly on a continuation of the last described course, 147 feet; thence Westerly parallel with the said Southerly right of way line, 900 feet; thence Northerly parallel with the said East line of Section Eight, 147 feet; thence Easterly parallel with the said Southerly right of way line, 900 feet to the point of beginning, containing 3.037 acres, more or less.

3. Any funds received by the College from the Department of Public Works and Buildings, Division of Highway, State of Illinois,

as damages or consideration for the transfer to it of the aforesaid real estate, shall be held by the College in its Site and Construction Fund to be used to pay for the relocation of trees, the cost of construction of any new entrance replacing the one being extinguished, to reimburse the College for guard posts and cable taken, and to pay any other expenses which may arise out of or be incurred as a result of this Project or which may be properly chargeable to said fund.

EXHIBIT "A"

A tract of land in the  $SE\frac{1}{4}$  of Section 8 and in the  $SW\frac{1}{4}$  of Section 9, all in T21N, R8E of the 4th P.M., bounded and described as follows, to-wit:

Commencing at the northwest corner of said  $SW\frac{1}{4}$  of Section 9; thence southerly on the west line of said Section 9, a distance of 140.37 feet to a point; thence easterly in a straight line at an angle of  $90^{\circ} 24'$  as measured clockwise from the last described course, a distance of 50 feet to a point; thence southerly, parallel with said west line of Section 9, a distance of 1494.6 feet, more or less, to a point easterly of and opposite Station 35+00 on the survey line for a public road designated TR 20, said point being the point of beginning of the hereinafter described tract; thence northerly on the last described course, a distance of 1494.6 feet, more or less, to a point in the existing southerly right of way line of a public highway designated PA Route 7 (SBI 6); thence westerly in a straight line at an angle of  $90^{\circ} 26'$  as measured clockwise from the last described course, a distance of 100 feet to a point in said existing southerly right of way line; thence southerly, parallel with said west line of Section 9, a distance of 633 feet; thence westerly, parallel with said southerly right of way line, a distance of 50 feet, more or less, to a point westerly of and 100 feet perpendicularly distant from said survey line for TR 20; thence southerly, parallel with said survey line, a distance of 261.6 feet, more or less, to a point opposite Station 29+00 on said survey line; thence southeasterly in a straight line, a distance of 602.1 feet, more or less, to a point westerly of and 50 feet perpendicularly distant from Station 35+00 on said survey line for TR 20; thence easterly in a straight line to the point of beginning.

The above described tract of land is designated Tract C and contains 4.076 acres, more or less, of which 1.059 acres, more or less, have been previously set aside for public road purposes.

IBA Project No. 74-97

September 13, 1971

To: Board of Trustees  
 From: President Sabol  
 Re: Recommended Budget Revisions

		Educational	Building	Total
Tentative Budget Deficit	\$ 304,507	109,195	413,702	
Professional Salaries Less Than Budgeted	- 6,318		- 6,318	
Business Division	Travel	- 200		- 200
Agriculture	Contl Serv.	- 100		- 100
Agriculture	Supplies	- 200		- 200
Agriculture	Travel	- 100		- 100
Industrial Education	Cont. Serv.	- 300		- 300
Social Science	Cont. Serv.	- 150		- 150
Social Science	Supplies	- 200		- 200
Social Science	Travel	- 100		- 100
Humanities	Cont. Serv.	- 150		- 150
Humanities	Supplies	- 500		- 500
Art	Cont. Serv.	- 100		- 100
Music	Cont. Serv.	- 75		- 75
Music	Supplies	- 300		- 300
Math-Science	Travel	- 100		- 100
Physical Education	Travel	- 100		- 100
Instructional	Workroom Supp.	- 725		- 725
Librar;	Library Books	- 2,500		- 2,500
Student Services	Travel	- 450		- 450
Student Services	Supplies	- 335		- 335
President	Special Affairs	- 1,000		- 1,000
Business Services	Adjustment and Overtime \$2,700	- 3,080		- 3,080
Community Services	Cont. Services	- 275		- 275
Community Services	Supplies	- 1,000		- 1,000
Board of Trustees	Cont. Services	- 4,600		- 4,600
Board of Trustees	Supplies	- 1,500		- 1,500
Board of Trustees	Conferences	- 200		- 200
Fixed Charges	General Insurance	+ 2,000	- 6,000	- 4,000
Rental			- 2,000	- 2,000
Provision for	Contingencies	- 25,000	- 7,500	- 32,500
Revised Deficit	\$ 256,849	93,695	350,544	
Total Budgeted Reductions	\$ 47,658	15,500	63,158	

OFFICE OF THE DEAN OF STUDENT SERVICES

To: Professional Staff

September 7, 1971

From: Dean Cias

Subject: Institutional Follow-up Study

A carefully planned follow-up study can provide for an institution invaluable assistance in answering many questions related to accountability. Statistics and conclusions drawn from the completion of a meaningful follow-up study are often included as part of the self-study documentation of an institution. In our case, it was not feasible to consider instigating a follow-up study last year in conjunction with the other activites of the North Central Association Self-Study Report. I am certain that the North Central Association will <sup>well</sup> expect Sauk Valley College to be able to answer the question, "How are we doing the job?", through our own institutional research. Unfortunately a college which is going through a self-study and accreditation for the first time may be content to provide for itself and the accrediting association, a minimal amount of material based on research. Ideally, the self-study should contain a variety of research statistics that have been compiled by the institution in its attempt to answer questions related to accountability. Also, the institution should not cease to examine its program in relation to goals and effectiveness just because it has been accredited by the North Central Association.

A follow-up study should not merely be a tabulation of students who drop-out of college nor should it be a repetition of statistics related to completion of program, credit hours, class enrollments, etc. The follow-up study will be a comprehensive look at the institution through the eyes of its students. In the view of the American Association of Junior Colleges and Mr. Thomas J. O'Connor:

"The effectiveness of a follow-up study frequently bears a direct relationship to the time and care devoted to planning it. The important step in launching a follow-up study is to insure that both the administration and the faculty are in agreement on the values to be derived. Joint planning by both faculty and administration usually results in a more effective study and a more widespread use of its findings. A committee of faculty and administration including representation from both instruction and student services personnel services should be established. The committee will define and delimit this study, formulate procedural guidelines, design the study, and structure the method to be used in carrying it out."

In order for our follow-up study to be effective and meaningful we will have to employ and utilize such things as student records, questionnaires, results obtained from personal interviews, and other previously formulated statistics. Obviously then it is essential that we receive input from a variety of sources prior to actually formulating the follow-up study for Sauk Valley College.

Prior to instigating any further action on the follow-up study, it will be essential for us to put together a committee along the lines suggested by Mr. O'Connor. I would propose that we put together a committee comprised of four (4) members of the instructional faculty, two (2) members of the student services staff, one (1) member of the administrative staff and two (2) students (preferably alums). It is my hope that this committee can begin immediately to put together a suitable follow-up study format for Sauk Valley College. The follow-up committee need not be involved in the actual compilation and distribution of the questionnaire, but this committee will have the important task of preparing a feasible instrument for the follow-up of Sauk Valley College.

In order for the follow-up study to be meaningful to all of us, we must follow-up transfer students, full and part-time students, and adult and occupational students. Although questions selected for inclusion for the questionnaire often vary between institutions, the first section of the questionnaire will probably include responses similar to the following:

- 1) Student - name, age, sex
- 2) College to which he transferred
- 3) Date of transfer
- 4) Number of semesters completed at the junior college
- 5) Field of study pursued at the junior college
- 6) Major presently being studied at the four-year college
- 7) Grade-point average at the junior college
- 8) Grade-point average at the four-year college.

The portion of the follow-up study on transfer students could be concerned with:

- 1) Determining the colleges to which students transferred
- 2) Ascertaining major fields of study of transferring students
- 3) Observing changes in the student after transfer (academic, social)
- 4) Discovering admission problems and problems of acceptability of junior college courses.
- 5) Comparing the students' performance at the four-year college and the junior college
- 6) Obtaining the students' opinion of the quality of preparation provided in the junior college.

- 7) Ascertaining areas of strength and weaknesses in the junior college program
- 8) Verifying correlation of subject matter taught at the junior college with that of the four-year college.

To provide a meaningful base on which to evaluate occupational programs, we might examine and pursue such areas as:

- 1) Study of the college's educational programs by examining the educational interests of prospective graduating high school seniors in the junior college district.
- 2) Study of manpower needs and supply prepared by federal, state, and local agencies.
- 3) Surveys of manpower needs of the entire community and its environs to determine the types of industry and business that could employ our graduates.
- 4) Surveys of industries and businesses to determine education preparation required currently and in the future.
- 5) Surveys of supervisors in business and industrial fields to determine the specific knowledge, skill, and abilities required in the occupations they represent.
- 6) Continuing study of the students who are presently enrolled in the college as to their majors and indicated interests, and the relationship of these programs to employment opportunity.
- 7) Study of former students, both graduates and nongraduates, of the technical-occupational curriculum to determine their place of employment, and to secure their impressions of their junior college preparation.
- 8) Analysis of the junior college placement records to determine the categories of employment of students, and the relationship of this employment to previous preparation.
- 9) Surveys of ~~the~~ reaction to our students' preparation for employment.

Other aspects of the follow-up study would of course include a close look at drop-outs and withdrawals including no-shows (students who register and complete the entire admission process but fail to appear on the day of opening class).

Implied within any consideration of undertaking a follow-up study is the assumption that the information derived from the follow-up study will provide a basis for future college operation. This assumption is based on the belief that a follow-up study should be the primary vehicle for research, and directed toward the long-term improvement of college services. When research data indicates a need for closer action, hopefully the statistical evidence will prompt the Board of Trustees and the college administration to take corrective action.

I would appreciate your assistance and ideas as we attempt to complete the first student follow-up of Sauk Valley College students.

## COOPERATIVE AGREEMENT

THIS AGREEMENT entered into at Dixon, Illinois, this 13th day of September, A.D. 1971, by and between Sauk Valley Community College District #506 Dixon, Illinois and Highland Community College District #519.

The following agreement is effected by the proper authorizing bodies of both parties, each in independent status from the other. The agreement is to be governed by the following general concepts of cooperative action:

1. Sauk Valley College District #506 assumes full responsibility for approval by the appropriate approving bodies within the State of Illinois for the courses to be taught at Sauk Valley College known as:

			<u>Credits</u>
MET	210	Mechanisms	3
MET	201	Machine Design I	3
MET	230	Metallurgy and Heat Treatment	3
MET	250	Design Projects	2
MET	202	Machine Design II	3
MET	212	Strength of Materials	4
MET	221	Fluid Power	3

2. Sauk Valley College will assume no responsibility for the safety of students while in transit to the college campus or to other facilities necessary to the effectuation of this contract.
3. Sauk Valley College will furnish the facilities and instructors at the Sauk Valley College Campus for the instruction of said course/courses.
4. Highland Community College will be responsible for all appropriate registration of students in said courses and Sauk Valley College will be responsible for the transmittal of said grades to Highland Community College.
5. For services of instruction and space the following costs will be established. \$25.00/semester hour generated.

These charges are due and payable ten days after mid-term. The charges based on students' credit hours will be determined after the eleventh day of class. In this way any withdrawals after the eleventh day of class will still be considered contractual obligations.

It is further understood that this agreement may be terminated upon the written request by either party at least two months prior to desired termination.

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Chairman, Board of Trustees  
Illinois Junior College District #506