

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

Conference Room, Third Floor, 3L14

January 10, 1972

7:30 p. m.

- A. Call to order**
- B. Roll call**
- C. Communications from visitors**
- D. Recommended actions:**
 - 1. Approval of minutes as submitted**
 - 2. Revision of chargeback**
 - 3. Exchange of Vo Tech equipment**
 - 4. Temporary appointment for second semester - R. Laursen**
 - 5. Other items**
- E. Old business:**
 - 1. Ruling on retroactive pay for clerical and maintenance staff - R. Castendyck**
 - 2. Other items**
- F. New business:**
 - 1. Preliminary budget estimates and staffing for 1972-73**
 - 2. Other items**
- G. President's report:**
 - 1. Status of Senate Bill 1188**
 - 2. Budgetary actions by the Illinois Board of Higher Education on January 4, 1972**
 - 3. Other items**
- H. Time of next meeting**
- I. Adjournment**

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MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

January 10, 1972

The Board of Trustees of Sauk Valley College met in regular session at 7:30 p.m. on January 10, 1972 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Perkins called the meeting to order at 7:32 p.m. and the following members answered roll call:

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

Absent: Ronald Coplan

Approval of Minutes: It was moved and seconded that the minutes of the December 20, 1971 meeting be approved with the following additions: Page #2., Par. 5, "It was moved and seconded at 10:45 p.m. that the Board return to regular session. In a roll call vote, all voted aye". Page #2., Par. 6., line 2 "...temporary appointment for the second semester of the academic year for Robert Laursen at a salary agreed upon in the negotiated contract if Mr. Laursen requests such an appointment in writing. In a roll call vote, all voted aye." The motion on the minute corrections was voted and carried.

Arrival: Member Ronald Coplan arrived at 7:37 p.m.

Charge-Back: Discussion was held on the revised Charge-Back figure based on the new State regulations. It was moved and seconded that the Board approve the figure of \$33.66 per semester hour as Charge-Back for the 1972 spring and summer semesters. In a roll call vote, the following was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays=0. Motion carried.

- Vo-Tech Equipment: It was moved and seconded that the Board approve the exchange of the attached list of Do-All equipment which has been purchased through Vocational Education Funds. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays=0. Motion carried.
- Temporary Appointment: It was moved and seconded that the Board confirm the temporary appointment for the second semester of Robert Laursen as Asst. Professor at a salary of \$5,862.50. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays=0. Motion carried.
- Community Service Courses: It was moved and seconded that the administration explore the possibility of offering Community Service courses on a self-supporting basis in regard to direct costs. Motion voted and carried.
- Retroactive Salary Increases: Mr. Castendyck reported that the Wage and Salary Board had approved payment of maintenance and clerical raises retroactive to July 1, 1971. It was then moved and seconded that the Board approve salary increases retroactive to July 1, 1971 for clerical employees currently on the payroll at 5 1/2% or an amount not to exceed \$3,109.63 and a 5 1/2% salary increase retroactive to July 1, 1971 for maintenance personnel currently employed in an amount not to exceed \$3,570.61. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays=0. Motion carried.
- Lease: It was moved and seconded that the Board direct the Secretary and Chairman to execute a lease between Sauk Valley College and the Whiteside County Association of the Retarded for rental of approximately 3,840 square feet of space in the T-2 building. The following vote was recorded:

Lease: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

1972-73 Budget: President Sabol presented the attached budget estimates and staffing requirements for 1972-73.

Whiteside Area Vocational Center: President Sabol reported on preliminary work regarding the development of a compact with the Whiteside Area Vocational Center.

Executive Session: At 9:20 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 10:31 p.m. it was moved and seconded that the Board return to regular session. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

Adjournment: Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be January 24, 1972. The following vote was recorded: Ayes Members Coplan, DeWeerth, Reigle, Reuter, Schuneman, Walter and Perkins. Nays-0. Motion carried.

The meeting adjourned at 10:35 p.m.


E. Orval DeWeerth, Secretary

January 5, 1972

MEMORANDUM

TO: Dr. Sabol
FROM: Robert Edison

In reference to the Do-All equipment which has been exchanged by Mr. Wessels I would now like to request Board approval for the exchange since all equipment has been purchased through Vocational Education Funds.

The following listing represents the cost to the college of the exchanged equipment, the credit allowed for the return of the equipment and the cost of the equipment which was received in the exchange.

EXCHANGED EQUIPMENT

Warrant #	List #		Amount	Credit of 70% of Cost
475	5115	1 - C-8 Metal Cutting Band Saw, equipped with the following accessories:	2,915.25	
		1 - Automatic Shut-off/Band breakage	49.87	
		1 - Chip flushing hose	13.30	
		1 - Roller Stock Tables 18" wide x 5' lg	143.92	
		1 - Worklight	17.57	
		1 - 2 hp 1750 TEBB motor w/magnetic starter	191.00	
		12 - Assorted High Speed Bands 1" wide x 160" lg.	243.84	
			<u>3,574.75</u>	2,502.33
474	5121	1 - Model 1612-U Band Miller, inc. all standard equipment also equipped with the following optional equipment:	1,328.75	
		1 - Worklight	17.57	
		1 - Receptacle	23.75	
		1 - File Adapter Plate for small parts	11.40	
		1 - Assortment of File Bands consisting of (1)-1/4" Oval (1)-3/8" Oval (1)-1/2" Oval (1)-1/2" Flat as per quote	142.50	
		1 - 3/4 hp 1750 TEBB motor w/starter	82.00	
		1 - Standard File Guide Assembly	63.17	
			<u>1,669.14</u>	1,168.40

MEMORANDUM Page #2

January 5, 1972

TO: Dr. Sabol
FROM: Robert Edison

Warrant List #	#		Amount	Credit of 70% of Cost
476	5116	1 - Optidress attachment for wheel forming under optical control	1,852.50	1,296.75
		1 - Projectroscope attachment for form control and inspection (These two items were optional equipment for the Model DH-612 Precision Grinder)	3,222.87	2,256.01
			<u>10,319.26</u>	<u>7,223.49</u>

RECEIVED IN EXCHANGE

Quantity	Item	Unit Price	Total
1	Do-All Model C-4 Metal Cutting Band		
	Saw Complete 208-60-3 Ser.# 234-712092	1,398.00	1,398.00
1	50 Lb. Magnetic Nozzle Holder	10.75	10.75
1	Mist Coolant	38.55	38.55
2	31-33-53 Nickolas Illuminator	42.00	84.00
2	3D Stereo Zoom Microscope	720.00	1,440.00
1	Do-All Vertical Milling Machine SN		
	260 Complete	4,070.19	4,070.19
1	Adjustable Worklight	23.00	23.00
1	#117 Universal Swivel Base Vise	120.00	120.00
1 set	Complete Set of Collets R8 $\frac{1}{4}$ - $\frac{3}{4}$	39.00	39.00
			<u>7,223.49</u>

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To: SVC Board of Trustees
From: Office of the President
Subject: Preliminary Budget Estimates and Staffing for 1972-73

An estimate of revenue for 1972-73 has been prepared based on the following assumptions:

1. No change in tax levy and an estimated 7% increase in assessed valuation
2. No change from this year in out-of-district charge-back revenue
3. No new territory by annexation
4. The same total credit hours as we are actually registering this year
5. The same rate of state reimbursement per credit hour
6. The same rate of reimbursement for vo-tech courses
7. No change in federal or state work-study funds
8. No change in tuition rate

On this basis total revenue in the Educational and Building Funds for the forthcoming year is estimated at \$1,977,000. If there is no change in the expenditure budget from the current year, the total to be spent would be \$2,189,272. Therefore the budgeted deficit for 1972-73 would be \$212,272.

This gap must be closed by a combination of increased revenue and decreased expenditures. At the same time every effort must be made to maintain educational opportunities and services to students. These recommendations take into account the needs of students, as well as the need for the College to remain fiscally sound. An entering student will continue to have a broad choice of educational opportunities in both baccalaureate and occupational programs and developmental courses, as well as counseling services which are essential if he is to make wise choices and secure the maximum benefit from his educational program.

At this time the matter of staffing is most urgent. Consequently, administrative, instructional, clerical and maintenance personnel needs require consideration. Individual decisions on the first two, administrative and instructional, should be made as quickly as possible as they may affect the future plans of the individuals involved.

Several possibilities for reductions are reflected in the recommendations presented, the variety having resulted from the need to consider instructional, administrative and counseling services required by students, and from the assumption that Sauk Valley College will continue to offer day and evening courses and a summer session program. The following kinds of change have been considered in the preparation of the proposed reductions subsequently presented:

1. Reduction in length of contract or annual period of employment
2. Consolidation of sections and/or elimination of courses with low enrollment
3. Elimination of courses not required for a Sauk Valley College degree
4. Elimination of courses not required for transfer by a significant number of students (In these cases, substitution of other courses has been considered)
5. Increased credit hour productivity in remaining courses
6. Increased minimum section size from 12 to 15 for 1972-73

Recommended changes have been divided into three categories:

- I. Administrative
- II. Instructional
- III. Maintenance

I. ADMINISTRATIVE	<u>Estimated Savings</u>
Recommended changes:	
A. Student Services:	
Change length of contract to 11 months for all but Dean and Associate Dean. (It is assumed staff will continue to teach Psychology 100 courses)	\$ 10,200
B. Division Chairmen:	
1. Combine agricultural and industrial divisions under one chairman	20,500
2. Change length of contract for remaining 5 division chairmen to 10 months. (Basis of pay - academic rank plus 5% for administrative responsibility. Some division chairmen may be given extended contracts to include summer session teaching responsibilities, based on enrollment demands and their capability in the courses offered.)	12,500
C. Clerical:	
Reduce clerical staff by 1/3 for summer months	<u>9,700</u>
Total administrative reductions	\$ 52,900

II. INSTRUCTIONAL STAFF

A. Agricultural and Industrial Division:

1. Absorb any additional enrollment in Agricultural courses with existing staff
2. Leave position vacated by R. Laursen unfilled \$ 11,575

B. Business Division:

Consolidate and eliminate unneeded sections in Accounting, Economics and Data Processing. Eliminate overload pay for courses in Marketing and Business Law 13,175

C. Social Science:

1. Consolidate History 131-132 sections; also His 221-222. Is His 225 necessary? -----
2. Absorb any enrollment increase with existing staff -----
3. In Psychology there exists the possibility of one additional instructor but that salary would be partially offset by the reduction of 3 part-time instructors

D. Humanities:

1. Eliminate Eng 100, 101, 103 sections with enrollment of less than 15 -----
2. Absorb any enrollment increase with existing staff -----
3. Same with Language courses -----
4. Eliminate applied music (instrumental) \$ 1,000

E. Math-Science-Health:

1. Math - no change -----
2. Eliminate Chem 104, 201, 202 and teach remaining courses with one staff member \$11,150

E. Math-Science-Health: (Cont.)

3. Eliminate Phys 213, 222 and reassign staff to Math courses. \$ 900.
Eliminate part-time Math instructor for second semester
4. Consolidate lectures in Bio 105, 120, 131; eliminate Bio 132. 13,650
Teach remaining courses with two Biology instructors
5. Health Occupations:

No change; may need one additional ADN instructor but additional cost will be offset by increased ADN enrollment

F. Physical Education:

The Board of Higher Education has called for the elimination of funding for "involuntary physical education courses". This would result in a loss of reimbursement for approximately 900 student credit hours. However, it is unclear as to whether classroom courses in physical education, i. e., Techniques and Theories of Coaching, would also be included in the funding reduction. Clarification of these points is being sought from the Illinois Junior College Board staff but decisions regarding the offering of these courses next year may have to be made without knowledge of the ultimate disposal of the Board of Higher Education proposal.

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Total instructional reductions \$ 51,450

III. MAINTENANCE STAFF

Reduction of 5% is suggested and will be checked to determine \$ 20,000
full impact for maintenance of buildings and grounds, and to what
extent full-time staff can be reduced and part-time staff utilized.

TOTAL OF ALL PROPOSED REDUCTIONS \$ 124,350

This total is \$88,000 short of making up the projected deficit. Non-personnel possibilities for reductions include equipment, conference and meeting expense, and provision for contingencies which could afford additional reductions of up to \$70,000. The decision on these items can be withheld until it is determined whether there will be additional revenue from federal and state sources and local taxes (by annexation in particular). There are additional uncertainties in vo-tech reimbursement, permissive tax legislation and the personal property tax. Tuition should be held at the existing level if at all possible.

Alternative to Staff Reductions:

There is a possible alternative to the personnel savings detailed above an across-the-board salary rebate of 5%. Although the savings made on this basis would total \$83,000 (as compared with \$124,350), acceptance of this move by the staff would demonstrate a degree of concern unparalleled in the recent history of higher education.

The term "rebate" is used intentionally as this procedure would offer the following advantages:

1. Valuable existing staff could be retained for at least one more year
2. Present salary levels could be kept intact for retirement and life insurance purposes
3. The "rebate" procedure could be discontinued in whole or in part as soon as definite additional sources of revenue are evident, either locally or from other sources
4. Certain courses potentially could be salvaged by increases in enrollment next year.

Essentially, we are in this fiscal position because Illinois as a State has failed to maintain its original financial commitment to its public community colleges and because we have had no increase in local tax levy since the establishment of the College District almost seven years ago. Nor have our costs been excessive as Illinois colleges go. A 1969-70 cost-study report of the Illinois Junior College Board ranks Sauk Valley College fifteenth among community colleges in cost per FTE student. A similar report showed 7 of 10 public senior campuses with higher instructional costs than ours in spite of their large enrollments and the exclusion of research costs, extension, laboratory schools and some other items of expenditure from their computations.

Nonetheless, comparisons do not provide the solution to local problems. That is a matter of immediate concern for the Board and the entire staff of the College.

It is recommended that no action be taken until the next Board meeting so that an opportunity can be provided for discussion with each division and/or office prior to my final recommendation for Board action.