

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3LL4  
February 11, 1974 7:30 P.M.

- A. Call to order
- B. Roll Call
- C. Communication from Visitors
- D. Recommended Actions
  - 1. Approval of minutes as submitted
  - 2. Personnel matters
  - 3. Approval of 1974-75 academic calendar
- E. Old Business
  - 1. Agreement with Highland Community College
  - 2. Report on Negotiations
  - 3. Presentation from Davies-Brickell Associates on Board Policy Manual
  - 4. Grievance Hearing - Irvin Parke\*
  - 5. Data Processing personnel needs
- F. New Business
  - 1. Discussion of Cooperative Agreement for the Cosmetology Program
  - 2. Report on Community College Trustees Meeting
- G. President's Report
  - 1. Enrollment Report
  - 2. Report on Arbitration Hearing - Mohan Malhotra
  - 3. Report on Snow Day Policy
  - 4. Secretarial Science Tapes given to W.A.V.C.
  - 5. Site Visitation of Radiologic Technology Program
- H. Time of Next Meeting
- I. Adjournment

This hearing is scheduled for 9:00 p.m.

bg  
2-6-74

MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

February 11, 1974

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p. m. on February 11, 1974 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Perkins called the meeting to order at 7:37 p. m. and the following members answered roll call:

|                   |                |
|-------------------|----------------|
| Ronald Coplan     | Henry Kobbeman |
| Donna Newman      | William Reigle |
| Catherine Perkins |                |

Absent: Arman Gaulrapp Peter Gray  
Thomas Walter

Communications from Visitors: Mrs. Perkins read a letter from Mrs. Kit Lillyman commending the Sauk Area Arts Council for the "Festival of the Arts" presented Friday, February 8 and Saturday, February 9 at the college.

Mr. Dwain Baux, President of the Associated Students Board, read a letter from the ASB containing two proposals voted on by the student body, namely.... "open the college parking lots, with the exception of the visitors' lot, to all members of the college with no restrictions as to student and/or instructor." Also.... "that the kitchen facilities at the college be opened as soon as possible, servicing the student body with hot lunches."

Retirement: It was moved and seconded that the Board accept with regret the resignation of Dean Elmer Rice and also commend him for his many years of service to the college as a teacher, division head and dean. This resignation effective on or before September 1, 1974. Motion voted and carried.

Calendar 1974-75: The tentative calendar for 1974-75 was tabled until the next meeting so that Board members would have time to study the document.

**Student Activity Fund Transfer:** It was moved and seconded that the Board approve the transfer of approximately \$650 from the Student Activity Contingency into the equipment classification to cover the purchase of a "Slingerland" drum set for the music department. In a roll call vote the following was recorded: Ayes Members Coplan, Kobbeman, Reigle and Perkins. Nays-0. Motion carried.

**Highland College Agreement:** The proposed agreement with Highland College on out-of-district students will be discussed at the next meeting.

**Negotiations:** Dr. Cole announced a meeting for administrative deans and the board negotiating team to be held on Friday, February 15 at 9 a.m.

**Data Processing Personnel:** The attached report on Data Processing Personnel was presented to the Board. This matter was tabled until the next meeting.

**Utility Usage:** The Board expressed their appreciation to Dean Robert Edison for the attached report showing utility usage of the college since its inception.

**Student Award Competition:** It was moved and seconded that the Board commend Terri Soliday, a student from Prophetstown, and Robert Edison, a student from Sterling, for winning the 1973-74 Student Achievement Recognition Program Competition at Sauk Valley College. Motion voted and carried.

**Community College Trustees:** Mrs. Perkins gave a report on the Community College Trustees meeting.

**President's Report:** Dr. Cole reported enrollment as of February 11 consisted of 633 students for a total of 890 credit hours of Community Service courses making a total enrollment for the college as of this date of 2,547 heads for 18,170 credit hours.

**Arbitration:** He also reported that the arbitration hearing for Mohan Malhotra will continue in Chicago on Tuesday, February 12; that he was enclosing in the board packets, a copy of the Snow Days policy as issued to the faculty and staff; that an on-site inspection had been made of the Radiologic Technology program by the Joint Review Committee and he enclosed a report made by this committee.

**Snow Days:**

**Radiologic Technology:**

Secretarial  
Tapes:

Discussion was held on the feasibility of donating 30 shorthand tapes to the Whiteside Area Vocational Center. Since these tapes cannot be used by the college, a determination will be made after WAVC ascertains if these tapes can be adapted to their facilities.

Board Policy  
Manual:

Mr. Davies, from Davies-Brickell Associates, gave a presentation of the services of his company in regard to Board Policy Manuals.

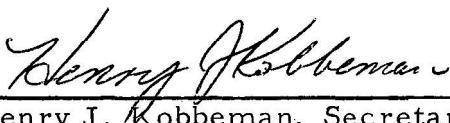
Grievance Hearing:

Due to the illness of Irvin Parke, the grievance hearing scheduled for 9:00 p.m. was postponed until the next board meeting of February 25, 1974.

Adjournment:

Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be 7:30 p.m. February 25, 1974. In a roll call vote the following was recorded: Ayes Members Coplan, Kobbeman, Reigle, and Perkins. Nays-0. Motion carried.

The meeting adjourned at 9:02 p.m.

  
\_\_\_\_\_  
Henry J. Kobbeman, Secretary

February 11, 1974

Mrs. Perkins, Chairman  
Sauk Valley College Board of Trustees  
Sauk Valley College  
Dixon, IL 61021

Dear Mrs. Perkins:

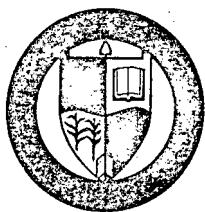
We were so pleased to be a part of Sauk on Friday and Saturday at the Festival of the Arts. The building came alive, visitors and participants alike "had a ball," and this seems to me to be a good demonstration of what a community college is all about. All those who worked so diligently to bring so many talents together under our roof are to be praised. It was a beautiful job. With their enthusiasm and the bringing in of the multitude they accomplished, perhaps referendum-thinking will be possible in a few years.

Please relay our pleasant reactions to the Board.

Sincerely yours,

*Kit Hillman*

KL/jb



## SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

February 11, 1974

FROM: The Sauk Valley College Associated Students Board  
TO: The Sauk Valley College Board of Trustees  
RE: The Associated Students Board Propositions to the Sauk Valley College Board of Trustees

With the results of the Associated Students Board Opinion Survey tabulated and accounted for, the Associated Students Board makes the following proposals to the Sauk Valley College Board of Trustees, with the student body of Sauk Valley College as the support for the need and acceptance of these proposals.

### Proposal I

That the college parking lots, with the exception of the Visitors Parking Lot, be open to all members of the college with no restrictions as to student and/or instructor.

The students favored this proposal by the following tabulations:

| YES | NO  | NO OPINION | TOTAL RETURNS |
|-----|-----|------------|---------------|
| 229 | 95  | 52         | 446           |
| 67% | 21% | 12%        | 376           |
| 61% | 25% | 14%        |               |

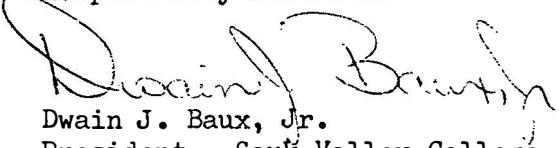
### Proposal II

That the kitchen facilities at the college be opened as soon as possible, servicing the student body with hot lunches. This issue was brought forth due to the poor quality of food available to the students using the college cafeteria. The staff and faculty at Sauk Valley College have also shown a great interest in this problem and recognize the problem of food service at this institution.

The students favored this proposal by the following tabulations:

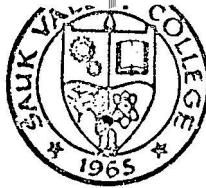
| YES | NO | NO OPINION | TOTAL RETURNS |
|-----|----|------------|---------------|
| 327 | 34 | 85         | 446           |
| 75% | 8% | 19%        |               |

Respectfully Submitted

  
Dwain J. Baux, Jr.

President - Sauk Valley College Associated Students Board

cc: Dr. Cole  
Dean Sagmoe  
Dean Bunch  
Mike Seguin  
All Department Heads



RECEIVED FEB 7 1974

SAUK VALLEY COLLEGE

**FACULTY ASSOCIATION**

R. R. 1 • Dixon, Illinois 61021 • Phone Area 815 288-5511 E-4

February 7, 1974

Mrs. Catherine R. Perkins  
R.R. 3, Box 85  
Prophetstown, Illinois 61277

Dear Mrs. Perkins:

This is a clarification of the timeliness of the grievance filed by the Faculty Association on behalf of Mr. Parke.

The 1973-74 Contractual Agreement was signed on October 8, 1973. Mr. Parke's grievance stems from this point because the 1973-74 salary schedule was implemented at this time. Mr. Parke was denied the normal percentage salary increase that was awarded to all of the other members of the teaching faculty.

Sincerely,

  
David L. Zindel  
President, SVCFA

DZ/bw  
cc: Dr. Cole  
Charles Harper

RECEIVED JAN 31 1974

January 30, 1974

Mr. David Zindel, President  
Sauk Valley College Faculty Association  
Route 1  
Dixon, Illinois 61021

Dear Mr. Zindel:

In reply to your letter of January 25, 1974, concerning the appeal of Grievance #7, on behalf of Irvin Parke, the Board of Trustees of Sauk Valley College will grant a hearing at the time of its next regular meeting on February 11, 1974, 9:00 P. M.

The Board of Trustees requests that the Association determine before the time of the hearing which items to be heard are actually contained within the 10-day limit, as provided in the Agreement. Only those items so contained will be heard.

Sincerely yours,

CRP

Catherine S. Morris, Chairman  
Board of Trustees  
Sauk Valley College

cc - Mr. Cole  
R. A. Castendyck

4-4

February 11, 1974

To:                   Board of Trustees  
                         President Cole

From:                Robert Edison

Re:                   Transfer - Student Activity Fund

In accordance with approval by the Associated Students Board and the Director of Student Activities, I would recommend Board approval to transfer approximately \$650 from the Student Activity Contingency into the equipment classification to cover the purchase of a "Slingerland" drum outfit.

RE/mv  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 7, 1974

## MEMORANDUM

TO: Dean John E. Sagmoe, Dean Robert Edison, ASB - Dwain Baux,  
Max Guinnup

FROM: Michael Seguin

RE: Music Department request to purchase drums

The Music Department has requested that the college purchase a "Slingerland" drum outfit for \$630 plus postage. The attached memo describes the drum set and explains why and how it will be used. I recommend that this purchase be made out of the Student Activities Contingency which is included in this year's budget. The ASB approved this request and method of payment at its February 7, meeting.

If there are any questions on this matter, please get in touch with me or Mr. Guinnup.

MS/sa

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE, February 1, 1974

## MEMORANDUM

TO: Mike Seguin, Director of Activities

FROM: Max Guinnup, Music Department

RE: NECESSARY FUNDS FOR PURCHASE OF THE FOLLOWING

A "Slingerland" drum outfit which consists of the following:

1 5" x 14" metal snare drum  
1 14" x 22" bass drum  
1 8" x 12" mounted tom toms  
1 9" x 13" mounted tom toms  
1 16" x 16" floor tom tom  
2 14" matched hi-hat Zildian cymbals  
1 20" medium ride cymbal  
1 18" thin crash cymbal  
all necessary stands for the above mentioned

Vendor: Frank's Drum Shop  
Wabash Avenue  
Chicago, IL

Cost: \$630.00 (40%) discount. + postage

### Justification:

Since February of 1969, there has been no equipment budget for ordering such merchandise as above.

Our public relations program since then has tripled in demand, which has resulted in the department accepting concerts for performance which deal with the media of "rock"! (See attached list.)

Up to now, we have been fortunate to find equipment in the area for our necessary use while on tour and for use during our annual musical. This action has become increasingly difficult since we now find prospective players in our student body selling their equipment for the need of school monies.

I therefore urgently request permission to order the above for use in the Public Relations program of the Music Department.

jb

cc: Dean Edison  
Duane Baux, ASB

(From Page 2)

OTHER: List any college service activity not included above.

|          |  |                             |          |
|----------|--|-----------------------------|----------|
| July 25  | SVC Community Concert  | Grandon Civic Center        | Director |
| Sept. 26 | Ensemble Concert   | Ag. meeting Sterling        | Director |
| Sept. 27 | Ensemble Concert   | Nursing Home                | Director |
| Oct. 20  | IMEA District 8 All State Auditions                          | Sterling                    | Judge    |
| Oct. 25  | Ensemble Concert   | Credit Union - Sterling     | Director |
| Nov. 3   | Ensemble Concert   | United Fund Drive -Sterling | Director |
| Nov. 9   | IMEA Concert Choir Choral Festival-Evanston                  |                             | Director |
| Nov. 10  | Dist. 8 IMEA Music Festival                                  | SVC                         | Host     |
| Nov. 14  | Ensemble Concert   | Franklin Center Grove PTO   | Director |
| Dec. 11  | Choral Concert - Concert Choir and SVC Comm. Chorus-Sterling |                             | Director |
| Dec. 14  | Ensemble Performance for Ordination-Sterling                 |                             | Director |
| Dec. 18  | Choral Concert-Concert Choir and SVC Comm. Chorus-Dixon      |                             | Director |
| Dec. 19  | Ensemble Concert-Whiteside County Bar Association            |                             | Director |

February 7, 1974

To: President Cole  
Board of Trustees

From: Robert Edison

*Bob*

Re: Utility Costs

At a recent Board meeting a question was raised relative to utility costs. I indicated at that time that I would send the Board a report relative to utility costs for past years which is enclosed herewith. I have also enclosed the comparative costs for the first six months of 1972-73 as compared to the first six months of 1973-74.

I have also eliminated completely the east half of the east parking lot since this portion of the lot has rarely been required insofar as numbers of cars are concerned. Although this will save little, it will restrict the night lights on campus to the roadway lights, north parking lot lights, and the west half of the east parking lot lights.

Should you have any questions, please contact me at your convenience.

RE/mv  
Enc.

Utilities..... Recapitulation

| <u>Year</u>        | <u>Gas</u> | <u>Electricity</u> | <u>Telephone</u> | <u>Total Utilities</u> |
|--------------------|------------|--------------------|------------------|------------------------|
| 1966-67            | 1,543.30   | 7,718.71           | 6,012.66         | 15,274.67              |
| 1967-68            | 4,944.35   | 12,077.64          | 7,337.57         | 24,359.65              |
| 1968-69            | 5,238.24   | 16,341.90          | 9,011.56         | 30,591.70              |
| 1969-70            | 8,858.48   | 22,191.72          | 10,513.25        | 41,563.45              |
| 1970-71            | 46,870.32  | 72,398.22          | 17,490.77        | 136,759.31             |
| 1971-72            | 50,139.51  | 75,838.17          | 16,858.77        | 142,836.45             |
| 1972-73            | 39,046.76  | 69,867.11          | 18,016.70        | 126,930.57             |
|                    |            |                    |                  |                        |
| 6 month<br>1972-73 | 18,476     | 34,273             | 8,821            |                        |
| 6 month<br>1973-74 | 17,338     | 36,081             | 9,131            |                        |

February 6, 1974

MEMORANDUM

TO: SVC Board of Trustees  
FROM: Dr. George E. Cole  
President

This is a follow-up report on the Data Processing personnel problem discussed at the last Board of Trustees meeting. Attached are two statements from Mr. Walter Clevenger, one exploring the history and nature of Al Pfeiffer's employment at Sauk Valley College and the other detailing unusual conditions regarding the re-emergence of a program that has previously been retrenched.

It is apparent that we will need more staff in this area. Three years ago this group had little or no instructional duties and now they are teaching eight sections or about 1 3/5 of a teaching load. Mr. Clevenger feels it would be best to upgrade Mr. Pfeiffer and bring in a recent graduate at about \$6,000 to \$7,000 per year. This group could then do the teaching and also handle computer operations.

Mr. Ronald Reed was retrenched effective July 1, 1972. Mr. Pfeiffer is willing to wait until July 1, 1974 for effective action, but would like some possible reassurance before that date. I would suggest that we indicate to him by March 1, 1974 that a decision will be made on his behalf. Also, Mr. Reed was a teacher of Data Processing and had no duties in the operational aspects of the Computer. It is the opinion of Mr. Clevenger that the job he proposes for Mr. Pfeiffer is different than the one filled by Mr. Reed.

It is understandable that the Board of Trustees may want to consider this personnel request in the light of overall budget reviews which will be taking place in the next few weeks.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 2-4-74

## MEMORANDUM

Dr. Cole

OM: W. Clevenger *2/8/74*

E: CHANGE OF STATUS FOR MR. PFEIFER

Mr. Pfeifer was hired as an input/output control clerk in 1971. After his first year, I recommended to Dr. Sabol that he be promoted to programmer analyst and be given professional staff status. To make a long story short, he was given the promotion in title only. Now, two years down the road I am recommending again that Mr. Pfeifer be promoted to professional staff status and be compensated for his duties. Mr. Pfeifer's job description would be as follows:

### Duties and Responsibilities of the Programmer Analyst

The programmer analyst reports directly to the Director of Data Processing and will carry out all assignments made by the director. Programmer analyst will accept all assignments for the following areas:

1. Programmer analyst must be capable of understanding all programming languages used by the center.
2. He must be extremely knowledgeable concerning the vendors operating software.
3. He is responsible for following a project through the implementation stage.

The main difference in Mr. Pfeifer's responsibilities will be in the shifting of his duties from operations and control to strictly programming. This change in status would occur as of July 1, 1974.

WC/jj

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 2-4-74

## MEMORANDUM

TO: Dr. Cole

FROM: W. Clevenger

Below please find a list of the courses that are being taught by the Data Processing staff or will be taught:

\* Fall 73

| Course  | Contact Hrs. | Credit Hrs. | Enrollment |
|---------|--------------|-------------|------------|
| EDP 101 | 3            | 3           | 19         |
| EDP 101 | 3            | 3           | 25         |
| EDP 111 | 4            | 3           | 14         |
| EDP 111 | 4            | 3           | 13         |
| EDP 213 | 4            | 3           | 8          |
| EDP 214 | 3            | 3           | 14         |
| EDP 120 | 4            | V3          | 17         |
| BUS 231 | <u>1</u>     | <u>1</u>    | 4 >        |
|         | <u>26</u>    | <u>22</u>   |            |

\* As of Midterm

\*\* Spring 74

| Course  | Contact Hrs. | Credit Hrs. | Enrollment |
|---------|--------------|-------------|------------|
| EDP 101 | 3            | 3           | 20         |
| EDP 101 | 3            | 3           | 22         |
| EDP 113 | 4            | 3           | 16         |
| EDP 212 | 4            | 3           | 18         |
| EDP 222 | 4            | 3           | 12         |
| EDP 224 | 5            | 4           | 10         |
| EDP 232 | 1            | 1           | 3          |
| BUS 214 | <u>3</u>     | <u>3</u>    | 22 >       |
|         | <u>27</u>    | <u>23</u>   |            |

\*\* Tenth Day

WC/jj

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 2-4-74

MEMORANDUM Cont.

TO: Dr. Cole

FROM: W. Clevenger

Fall 74

| Course  | Contact Hrs. | Credit Hrs. |
|---------|--------------|-------------|
| EDP 101 | 3            | 3           |
| EDP 101 | 3            | 3           |
| EDP 111 | 4            | 3           |
| EDP 111 | 4            | 3           |
| EDP 120 | 4            | V3          |
| EDP 213 | 4            | 3           |
| EDP 214 | 3            | 3           |
| BUS 231 | 1            | 1           |
|         | 26           | 22          |

WC/jj

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 1-28-74

## MEMORANDUM

TO: Dr. Cole

FROM: W. Clevenger *WC*

RE: RECOMMENDATION FOR AL PFEIFER

During the past two years plus, Al Pfeifer has contributed much to the growth and development of Sauk Valley College through his efforts in the Data Center. The following will characterize Al Pfeifer:

1. Works as a Programmer/Analyst.
2. Earns approximately \$7450 a year.
3. Teaches two night classes a semester.
4. Graduated from Sauk Valley College with high honors.
5. Hard working and very dependable.

Al Pfeifer is being offered approximately \$11,000 to work for an area business as a Programmer/Analyst. I would recommend that Sauk Valley College do everything within reason to keep him. I would also recommend that Al Pfeifer be promoted to professional staff standing at a rate of \$900 per month.

The Data Processing department is teaching a full two year program in Data Processing along with doing administrative services. Each staff member carries between two and three courses per semester. With the increasing enrollment, we are finding that we will need and can justify an additional professional staff member. I would like, as previously stated, to recommend Mr. Pfeifer for this position but not as an instructional personnel, but as administrative. If we promoted Mr. Pfeifer to a salary of \$10,300, he should receive the same arrangement as existing professional staff in teaching (1st course taught on release time basis, 2nd course as monetary compensation).

### Financial Considerations

|                            |             |              |
|----------------------------|-------------|--------------|
| Recommended Salary         |             | \$10,800     |
| Present Approximate Salary | \$7450      |              |
| Overload                   | <u>1200</u> |              |
|                            |             | \$8650       |
| Difference                 |             | <u>8,650</u> |
|                            |             | \$ 2,150     |

Along with promoting Mr. Pfeifer to professional staff, we will also need to replace his position. To find a replacement with Mr. Pfeifer's qualifications, master of the subject area, and for the money would be near to impossible. I would estimate that the person that would take his position would be a neophyte and we would have to put considerable amount of training and educating into this person. The salary range that I would propose would be the ball park range depending upon experience, from

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 1-28-74

MEMORANDUM Cont.

TO: Dr. Cole

FROM: W. Clevenger

RE: RECOMMENDATION FOR AL PFEIFER

\$6500 to \$7500.

I would appreciate it if you would give this proposal prime consideration.

WC/jj

G-3

January 25, 1974

MEMORANDUM

TO: SVC Faculty & Staff  
FROM: Dr. George E. Cole  
President  
RE: SNOW DAYS POLICY

There have been several questions concerning the Board of Trustees' policy regarding snow days. It was decided that the College would make every effort to honor its commitment expressed in the overall college calendar. What this means specifically to instructors is that they will be expected to complete the minimum number of classes, as explained in the newly released Instructional Standards Guidelines from Springfield. These guidelines are attached and they explicitly state that there will be a minimum of 150 instructional days per academic year, in addition to the normal periods for pre-registration, final examinations and orientations. There, of course, will be times when individual instructors will not be able to meet their classes. When these situations occur it is expected that the instructors, through cooperative efforts with their Department Heads and Dean, will make sure that all the students enrolled in their classes are given the opportunity of having the total amount of instruction entitled to them. In other words, if you miss a class period someone should fill in for you or you should schedule another time when this missed class can be made up.

What this means for administrative, clerical and support staff members is that all of you will also be expected to make it to work, despite weather conditions, to the best of your ability. Those individuals who do not make it to work will, of course, indicate the absence on their pay sheets.

As President, I am still confident that if an emergency situation arises I have the authority to close the school down, but I feel these situations should be confronted when they arise. It is very difficult to predict things like tornadoes, national disasters, etc.

I realize that this has been a controversial subject to many faculty and staff members; however, it is my opinion that the alternatives are even less desirable, i.e., to keep faith with the instructional guidelines, if we did close the school occasionally because of snow days it would be necessary for us to add extra days on the instructional calendar at the end of the year. I am sure this would not directly affect the administrators, clerical and support staff members, but it would most surely work a hardship on individual faculty members and students. By the same token, I think that instructors are responsible enough to work out alternative situations if, for some reason, they are unable to meet their scheduled commitments at the College.

GEC/bg