

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
June 10, 1974 8:00 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. Revised Academic Calendar - 1974-75
  - 4. Budget Amendments
  - 5. Administrative salary raises
  - 6. Other items
- E. Old Business
  - 1. Progress report on Food Services
  - 2. Progress report on Regional Service Center for Gifted & Talented Youth
  - 3. Rights of Student Trustee member
  - 4. Other items
- F. New Business
  - 1. Summer Nursery School Program
  - 2. 1974-75 Administrative Calendar
  - 3. Other items
- G. President's Report
  - 1. Status of Anixter request
  - 2. Teacher Workload breakdown
  - 3. Status of Long Range Planning Committee
  - 4. Enrollment breakdown
  - 5. North Central Progress Report
  - 6. Cosmetology Program
  - 7. Veterans Benefits Counselors
  - 8. Placement Booklet
  - 9. Other items
- H. Time of next meeting
- I. Adjournment

# MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

June 10, 1974

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on June 10, 1974, in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

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

Arman Gaulrapp	Henry Kobbeman
Oscar Koenig	Donna Newman
William Reigle	Robert Wolf
Ronald Coplan	

Absent: Peter Gray

Minutes: It was moved and seconded that the Board approve the minutes of the May 20 meeting as presented. Motion voted and carried.

Dean of Career Education: It was moved and seconded that the Board approve the appointment of Dr. Ronald Williams as Dean of Career Education at an annual salary of \$22,000 to be effective as of July 29, 1974. The Board also approved a moving allowance not to exceed \$800. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Kobbeman, Koenig, Reigle, Wolf and Coplan. Nays-0. Motion carried.

Coordinator of Veteran's Affairs: It was moved and seconded that the Board approve the appointment of George Stanley as Coordinator of Veteran's Affairs effective July 1, 1974 at an annual salary of \$12,000. This appointment contingent upon the funding of the Veteran's Cost of Instruction Program award at the \$15,600 level, with the understanding that this position is not eligible for tenure considerations, and with the understanding that a salary reduction will be in order should the grant be funded below the \$15,600 level. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Kobbeman, Koenig, Wolf and Coplan. Nays-Member Reigle. Motion carried.

Academic Calendar: It was moved and seconded that the Board approve the attached revised academic calendar for the 1974-75 school year. Motion voted and carried.

## Summer Nursery

Program: No action was taken on the item of the Summer Nursery School.

## Budget

Amendments: It was moved and seconded that the Board approve the attached budget amendments as presented. In a roll call vote, all voted aye. Motion carried.

Administrative  
Salary Raises:

It was moved and seconded that the Board approve the following administrative salary raises as recommended:

Name	Current Salary	Increase	Total Salary	Percent of Raise
Cole, George **	\$30,000	\$1,500	\$31,500	5%
Edison, Robert	27,500	1,500	29,000	5.5%
Bunch, Noah	22,500	1,500	24,000	6.7%
Rice, Elmer *	21,500	1,500	23,000	7%
Sagmoe, John	21,000	1,500	22,500	7.1%
Paulsen, Duane	20,525	800	21,325	3.9%
Warren, Mack	17,880	1,200	19,080	6.7%
Appler, Esther	8,500***	1,300	18,300	7.6%
Marlier, Ron	16,750	1,300	18,050	7.8%
Clevenger, Walt	16,760	1,300	18,060	7.8%
Schilling, Ron	17,000	1,300	18,300	7.6%
Gelander, Ralph	16,395	1,300	17,695	7.9%
Seguin, Mike	16,000	1,400	17,400	8.8%
Doolen, Richard	14,215	1,300	15,515	9.1%
Hastings, Harriet	13,000	1,300	14,300	10%
Totals	\$288,025	\$20,000	\$308,025	6.94%

\* Elmer Rice will work approximately 6 to 8 weeks after July 1 and will be paid at this rate until the new Dean assumes the duties of the Dean of Career Education.

\*\* In the past it has been customary for the Board of Trustees to deal separately with the President. The Board has the option of giving the President less than the suggested amount, but to keep faith with the administration, it would not be feasible to give him more at this time.

\*\*\* 1/2 year

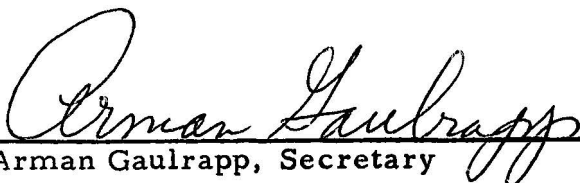
Administrative Salary Increases (continued)	In a roll call vote on the administrative salary increases, the following was recorded: Ayes Members Gaulrapp, Kobbeman, Koenig, Reigle, Wolf and Coplan. Nays-0. Motion carried.
Clerical and Maintenance Salary Increases:	It was moved and seconded that 8% of the total salary amount for support staff (8% of \$403,965 or \$32,320) be allocated to the various clerical and maintenance supervisors to distribute to their staff members for their 1974-75 salary increases. In a roll call vote, all voted aye. Motion carried.
Food Services:	It was moved and seconded that the Board authorize President Cole to negotiate with the schools interested in our food service facilities (Sterling District #5 and Rock Falls Elementary schools) on a cost-plus basis to include labor, utilities, and depreciation. Motion voted and carried.
Regional Center for the Gifted:	President Cole gave a progress report on the establishment of a Regional Service Center for Gifted and Talented Youth.
Student Trustee:	The attached letter was presented to all Board member which outlines the Sauk Valley student trustee's rights on the college Board of Trustees .
Administrative Calendar:	A copy of the proposed administrative calendar for 1974-75 was presented to the Board for their study and action at the next meeting.
Community Services	Member Kobbeman requested a job description for Mr. James Barber who was appointed Director of Community Services at the last board meeting.
Long Range Planning Committee:	President Cole told the Board that the Long Range Planning Committee will be re-activated and will meet sometime in August.
President's Report:	Dr. Cole reported on the status of Anixter's request for more space, the teacher workload breakdown, enrollment breakdown, progress on the North Central report, status of the Cosmetology program, the addition of a Veteran's Benefits Counselor to the campus, and the Placement booklet sent to area business firms.

Executive Session: At 9:06 p.m. it was moved and seconded that the Board adjourn to executive session. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 9:35 p.m. it was moved and seconded that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Adjournment: Since there was no further business, it was moved and seconded that the Board adjourn. The next regular meeting will be held on June 24 at 7:30 p.m. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Kobbeman, Koenig, Reigle, Wolf and Coplan. Nays-0. Motion carried.

The meeting adjourned at 9:37 p.m.

  
Arman Gaulrapp, Secretary

June 4, 1974

To: Board of Trustees  
President Cole

From: Robert Edison

Re: Board Approval for the Following Budget Amendments:

INCREASE		DECREASE	
1.	110-400-550 Social Science Travel \$42.00	110-800-550-01 Instructional Administrative Travel \$107.00	
2.	110-500-550 Humanities Travel 65.00		

REASONS FOR REQUESTED BUDGET AMENDMENTS

1. and 2. Approval of costs for travel previously approved.

RE/mv

June 5, 1974

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #E3 - RIGHTS OF STUDENT TRUSTEE MEMBER

There have been questions from the Associated Student Government at Sauk Valley College concerning the rights of the Student Trustee member in light of recent rulings by the Attorney General.

I have written a letter to our Student Trustee member, Mrs. Donna Newman, articulating our position. If the Board feels it appropriate they may want the college attorney to spell out more completely the Board of Trustees' position.

The opinion of the President has been expressed in the communication to Mrs. Newman, which is attached.

GEC/bg  
Enc.

May 22, 1974

Mrs. Donna Newman  
R.R. #1  
Tampico, Il. 61283

Dear Donna:

Pursuant to your question raised in the Board of Trustees' meeting of Monday, May 20, 1974, concerning the rights of the Student Trustee, our Board has taken the position that we are very happy that the students have been able to conduct an election and select a Student Trustee.

Our Board has permitted the Student Trustee to have all the rights and privileges of a Trustee with the exception of the right to make a motion and to vote on motions. If I remember correctly, Catherine Perkins and I indicated that you could attend executive sessions except in those situations where you might feel that the content to be discussed in executive session might cause you embarrassment or difficulty. The decision about attending executive sessions was to be primarily yours.

I am aware of the recent Attorney General's opinion and I am also aware that many community college Boards are testing this opinion. I feel it would be most appropriate for the Student Trustee to continue with the rights that have been given to her by our Board until such a time as this issue is clarified.

I am providing our Chairman of the Board and Board Attorney with a copy of this communication and if you have any further questions I feel it would be most appropriate if you would raise them at our next Board meeting.

Sincerely,

George E. Cole  
President

GEC/bg

c.c. Ronald Coplan  
Robert Castendyck



# SAUK VALLEY COLLEGE

ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 6, 1973

## MORANDUM

President Cole

DM: Registrar - Harriet Hastings

### Past Enrollments at Sauk Valley College

	<u>Students</u>	<u>Hours</u>
1966-67		
Fall	642	6,457
Spring	632	5,929
Summer	218	852
TOTAL	<u>1,492</u>	<u>13,238</u>
1967-68		
Fall	1,184	13,012
Spring	1,109	11,514
Summer	467	2,117
TOTAL	<u>2,760</u>	<u>26,670</u>
1968-69		
Fall	1,254	13,543
Spring	1,267	12,490
Summer	622	2,708
TOTAL	<u>3,143</u>	<u>28,741</u>
1969-70		
Fall	1,476	16,285
Spring	1,387	14,285
Summer	695	2,978
TOTAL	<u>3,558</u>	<u>33,548</u>
1970-71		
Fall	1,566	16,224
Spring	1,461	15,262
Summer	657	2,859
TOTAL	<u>3,684</u>	<u>34,345</u>
1971-72		
Fall	1,587	17,155
Spring	1,605	16,127
Summer	829	2,701
TOTAL	<u>4,021</u>	<u>35,985</u>

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 6, 1973

## MEMORANDUM

TO: President Cole

FROM: Registrar - *for* Harriet Hastings

-2-

	<u>Students</u>	<u>Hours</u>
1972-73		
Fall	1,724	17,756
Spring	1,990	17,141
Summer	<u>673</u>	<u>3,032</u>
TOTAL	4,387	37,929
1973-74		
Fall	1,973	18,681
Spring	1,919	18,365
Summer		

SAUK VALLEY COLLEGE  
OFFICIAL CALENDAR  
FALL SEMESTER 1974

(CORRECTED COPY - APRIL 1, 1974)

Early Registration	Begins Monday - July 8, 1974
Regular Registration	Thursday - August 22, 1974 9:00 a.m. - 5:00 p.m. 6:30 p.m. - 8:30 p.m.
All Classes Begin	Monday - August 26
Late Registration	Monday, August 26 - Friday, September 6
Last Day for Late Registration & Course Changes Without instructor's signature	Friday, August 30
Late Registration With instructor's signature only	Tuesday - Friday, September 3-6
Last Day for Course Changes With instructor's signature only	Friday, September 6
Labor Day - No Classes (Offices Closed)	Monday, September 2
Pow Wow Day (Classes dismissed at 12 noon Evening classes will meet)	Wednesday, September 18
Columbus Day - No Classes (Offices Closed)	Monday, October 14
Constitution Examination	Thursday, October 17
Mid-Semester Date	Friday, October 18
A C T Test Day	Saturday, October 19
Veterans Day - No Classes (Offices Closed)	Monday, November 11
Thanksgiving Vacation Begins	Wednesday, November 27 10:00 p.m.
College Offices Closed	Thursday, Friday - November 28-29
All Classes Resume	Monday, December 2
A C T Test Date	Saturday, December 14
Final Examinations	Monday - Thursday, December 16-19
Final Grades Due in Registrar's Office	Friday, December 20, 4:00 p.m.
College Offices Closed	Tuesday & Wednesday December 24 & 25
College Offices Closed	Tuesday & Wednesday December 31 & January 1

SAUK VALLEY COLLEGEOFFICIAL CALENDARSPRING SEMESTER 1975REVISED AND APPROVED BY BOARD OF TRUSTEES JUNE 10, 1974

Early Registration	Begins Monday, November 25, 1975
Regular Registration	Thursday, January 9 9:00 A-M - 5:00 P-M 6:30 P-M - 8:30 P-M
All Classes Begin	Monday, January 13
Late Registration Without Instructor's Signature	January 13 - 17
Last Day for Course Change Without Instructor's Signature	Friday, January 17
Late Registration With Instructor's Signature Only	January 20 - 24
Last Day for Course Change With Instructor's Signature Only	Friday, January 24
Lincoln's Birthday - No Classes (College Offices Closed)	Wednesday, February 12
Washington's Birthday - No Classes (College Offices Closed)	Monday, February 17
A C T Test Date	Saturday, February 22
Mid-Semester Date	Friday, March 14
Constitution Examination	Thursday, March 13
Spring Vacation Begins	Friday, March 21, 5:00 P-M
Good Friday - No Classes (College Offices Closed)	Friday, March 28
All Classes Resume	Monday, March 31
Constitution Examination	Thursday, April 17
A C T Test Date	Saturday, April 26
Final Examinations	Monday - Wednesday, May 12 - 14
All Grades for Prospective Graduates Due in Registrar's Office	Thursday, May 15, 4:00 P-M
All Grades Due in Registrar's Office	Monday, May 19, 12:00 noon
Commencement	Wednesday, May 21
Memorial Day (College Offices Closed)	Friday, May 30

SAUK VALLEY COLLEGE

OFFICIAL CALENDAR

SUMMER SESSION 1975

Registration	Thursday, June 5, 1975 9:00 a.m. - 5:00 p.m. 6:30 p.m. - 8:30 p.m.
All Classes Begin	Monday, June 9
Last Day of Late Registration	Friday, June 13
Mid-Term	Thursday, July 3
Independence Day - No Classes (College Offices Closed)	Friday, July 4
Final Examinations	Wednesday - Thursday, August 6 - 7
All Grades Due in Registrar's Office	Friday, August 8, 4:00 p.m.