

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
June 9, 1975 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. Other items
- E. Old Business
- F. New Business
  - 1. Possible tuition increase
  - 2. Report on condition of roadway
  - 3. Other items
- G. President's Report
  - 1. Enrollment report
  - 2. Report on New Trustee Workshop
  - 3. Other items
- H. Time of next meeting
- I. Adjournment

6-4-75  
bg

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

June 9, 1975

The Board of Trustees of Sauk Valley College met in regular session at 8:00 p.m. on June 9, 1975 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to order:

Due to the absence of Chairman Coplan, Vice-Chairman Reigle called the meeting to order at 8:00 p.m. and the following members answered roll call:

Arman Gaulrapp	William Judd
Lorna Keefer	Oscar Koenig
William Reigle	F. Ty Simmons
Robert Wolf	

Absent:

Ronald Coplan

Introduction:

Mr. Reigle introduced the new student trustee member, Mr. F. Ty Simmons, and formally welcomed him to the Board.

Approval of Minutes:

It was moved and seconded that the Board approve the minutes of the May 27 meeting as presented. Motion voted and carried.

Clerical and Maintenance Salary Adjustments:

It was moved and seconded that the Board grant a blanket 8% salary increase for clerical and maintenance employees with each supervisor to deal directly with those employees reporting directly to him or her. Motion voted and carried.

Administrative Salary Increases:

It was moved and seconded that the Board approve the following salary increases for Sauk Valley College Administrators:

Name	Increase	New Salary
Robert Edison	\$1,000	\$30,000
Noah Bunch	1,000	25,000
John Sagmoe	1,300	23,800
Ronald Williams	1,500	23,500
Duane Paulsen	475	21,800
Mack Warren	720	19,800
Ronald Schilling	1,200	19,500
James Barber	1,400	19,340
Esther Appler	1,000	19,300
Ronald Marlier	1,200	19,250

## Administrative Salary

Increases (Continued):

Walt Clevenger	1,140	19,200
Ralph Gelander	1,105	18,800
Michael Seguin	1,400	18,800
Richard Doolen	485	16,000
Harriet Hastings	1,100	15,400
Alan Pfeifer	700	10,700

In a roll call vote, all voted aye.  
Motion carried.

## President's Contract:

It was moved and seconded that President George Cole be granted a new three-year contract commencing July 1, 1975 and carrying through until July 1, 1978. In a roll call vote, all voted aye. Motion carried.

It was moved and seconded that the President's salary be increased \$1,500 per year to \$33,000. In a roll call vote, all voted aye. Motion carried.

## Assistant Dean of Adult and Continuing Education:

It was moved and seconded that the Board approve the appointment of James L. Barber to Assistant Dean of Adult and Continuing Education; that this position be placed under the supervision of the Dean of Career Education with duties assigned as per the attached job description, and that Mr. Barber be granted a \$500 increase above and beyond the previously approved salary raise for assuming these new duties. In a roll call vote, the following was recorded: Ayes-Members Gaulrapp, Judd, Keefer, Koenig, and Reigle. Nays-Member Wolf. Motion carried.

## Coaching salaries:

It was moved and seconded that the Board approve the increases in coaching salaries as noted below:

Sport	Increase From	To
Golf	\$ 300	\$ 500
Cross Country	300	500
Basketball	1,000	1,300
Wrestling	500	700
Indoor Track		500*
Swimming		500**
Tennis	300	500
Outdoor Track	500	700
Baseball	500	700

\* Indoor track first offered in 1974-75 salary paid was formerly assigned to swimming, however, a swimming team was not fielded during 1974-75. \*\* This figure is entered, however, it is quite

Coaching Salaries  
(continued):

possible that the sport will not be offered due to low participation. Motion voted and carried.

Human Services -  
Public Services  
Program Coordinator:

It was moved and seconded that the Board approve the creation of a new position entitled Human Services - Public Services Program Coordinator. Motion voted and carried.

Agriculture  
Instructor:

Discussion was held on the addition of a new instructor in the Agriculture area. It was the consensus of the Board that this item should be tabled for further study.

Servomation Financial Statement:

It was moved and seconded that the Board accept and place on file the attached Profit and Loss statement from the Servomation Corporation, with the price increases as noted in the accompanying letter. In a roll call vote, all voted aye. Motion carried.

Holding Pond:

It was moved and seconded that the Board instruct Dean Edison to let bids on the Holding Pond. Motion voted and carried.

T-2 Remodeling:

Mr. Castendyck reported on his meeting with the contractor and architect on the problems encountered with T-2 remodeling.

Tuition Increase:

Discussion was held on the possibility of increasing the tuition by \$1.00 per credit hour. This item was tabled until the next meeting.

Roadway Problems:

Discussion was held on the main roadway surfacing problems. The Board requested Dean Edison secure alternate bids on an oil coating with pea gravel versus a 1½" coating of hot bituminous mix over the entire area. The funds for this work are to come from the Site and Construction Fund and the Board requested information on what could be expected from each application.

Enrollment:

President Cole reported summer enrollment as of June 9 at 885 students for 4,256 hours as compared to last year's figures of June 10 of 663 student for 2,940 credit hours.

Trustees Workshop:

William Judd reported on his trip with President Cole to the New Trustee Workshop.

Adjournment:

Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be June 23 at 8:00 p.m. In a roll call vote, all voted aye. Motion carried. The meeting adjourned at 9:30 p.m.

Respectfully submitted:

  
Arman Gaulrapp  
Arman Gaulrapp, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 4, 1975

*G-32*

SVC Board of Trustees

M: Dr. George E. Cole  
President

RE: AGENDA ITEM #D-2 - PERSONNEL ITEMS

If the Board approves the attached job description and change in title for James Barber, I would also recommend that Mr. Barber be given \$500.00 above and beyond the previously recommended salary for assuming his new duties

GEC/bg  
Enc.

# AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 21, 1975

MEMORANDUM

SVC Board of Trustees

Dr. George E. Cole

RE: BUDGET WORKSHOP AGENDA ITEM #9

Deans Sagmoe and Williams have met with me on several occasions and offered the advantages of shifting the community services activity to the Dean of Career Education. It is further suggested that James Barber be elevated to the position of Assistant Dean of Adult and Continuing Education reporting to Dean Williams and be given the added responsibility of giving some coordination and direction to the burgeoning evening instruction.

The advantages to this course of action are listed below:

1. Although we have increased evening services by keeping the Registrar's Office open, by providing evening counseling services, by expanding the operational hours of the library and through the development of an evening information center, there is still need for an administrator to be on duty during the evening to provide overall direction for this activity. One of the duties of the Assistant Dean of Adult and Continuing Education would be to provide this coordination and direction.
2. It would appear that community service programs will be subjected to very close scrutiny by the state bureaucracy in the months ahead and all efforts should be made to reclassify as many of these programs as possible into legitimate vocational certificate programs. The funding advantages for this redistribution and reorganization is obvious.
3. North Central suggested that we have not been providing enough administrative direction for our evening programs and it was the opinion that a course of action in this direction would be desirable.
4. With this type of assignment we could reassure everyone that there will be at least one administrator in the building in the evening when evening instruction is taking place.

If the Board of Trustees approves this recommended course of action, it may be necessary to provide Mr. Barber with an additional salary raise as an incentive for accepting this extra responsibility.

GEC/bg  
Enc.

## DUTIES AND RESPONSIBILITIES OF THE ASST. DEAN OF ADULT AND CONTINUING EDUCATION

In the performance of his duties, the Asst. Dean will report directly to the Dean of Career Education:

Duties and Responsibilities Include:

**A. Coordination and Administration of the Community Services Program**

1. Transfer and vocational courses offered through the "out-reach" program
2. General Studies courses offered both on campus, as well as throughout the SVC district.
3. Community Education - Public Services - Workshops, courses, seminars and other activities presented both on campus and throughout the SVC district.
4. Coordination of upper division and graduate courses offered through the various senior institutions both on campus as well as throughout the district.

**B. Serve as Administrative Officer for Programs offered during the evening hours**

1. Coordinate the activities administered by the various academic/administrative officials of the college reflected in the evening activities of the college.
2. Be the contact for students who attend primarily evening courses in problem solving and facilitating specific administrative needs of those students. Make referrals to various departments of the college.

Specific Responsibilities are as follows:

**A. Community Services**

1. Develop curriculum and complete the process of maintaining appropriate registration of curricula and specific courses at the state level for General Studies classes and Public Service-Community Education activities.
2. Recruit, recommend for employment, and supervise instructors / facilitators in Community Service Activities.
3. Evaluate instructional activities offered through this Community Service.
4. Prepare and administer budgets and records of programs for internal and state reports
5. Assist in the preparation of appropriate advertising brochures and news releases.
6. Attend administrative council meetings called by the President of the college.
7. Develop state and federal grant applications which can be of benefit to members of the SVC district.
8. Attend appropriate regional, state, and national meetings related to program enhancement.
9. Attend Department Head meetings as called by the Dean of Career Educ.

**B. Evening Program**

1. Develop and coordinate a schedule for administrative level "Officers of the Day" coverage Monday thru Thursday 5-9 p.m.
2. Coordinate with the appropriate administrator those activities normally offered throughout the day to serve evening students i. e.

counseling, registration, advisement, telephones, bookstore, etc.

3. Assist in the development of policies and procedures to be recommended to the President to enhance college services to all evening participants.

4. Coordinate the activities of staff assigned to facilitate the evening programs.

5 Prepare an annual report to be submitted to the Dean of Career Education.

6. Other duties as assigned by the Dean of Career Education.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 4, 1975

## MORANDUM

SVC Board of Trustees

*4-37*

Mr: Dr. George E. Cole  
President

RE: BOARD AGENDA ITEM #D-2 - PERSONNEL ITEMS

The attached position was unofficially approved in the Board Budget Workshop. If the creation of a Human Services - Public Services Program Coordinator is formally approved I would also recommend that Richard Holtam be hired for that position and that we permit the Counseling Department to select a new person to fill his vacancy.

These changes are included in the budget information provided to the Board of Trustees at their last meeting.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE 3/11/75

## MORANDUM

Dr. George E. Cole

DM: Dr. Ronald Williams

### HUMAN SERVICES - PUBLIC SERVICE PROGRAM COORDINATOR

During the past academic year, the Human Services Program has continued to grow. This Program has been developed and supported totally by the part-time teaching of our counselors and other student personnel staff. Attached you will find documents supporting this additional staff member by Dean Sagmoe, who has supervised this Program for several years. I am proposing that, rather than employ a person totally for the Human Services Program, that we "employ a Coordinator of Public Service Programs". This means that the individual instructor would teach eleven credit hours each semester in the Human Services Program, releasing our counselors for other counseling duties, for example: placement of graduates. In addition to the teaching load, the Coordinator would be responsible as a Dept Head, for the Human Services Program, its development and expansion and, also, coordinate our Cosmetology Program with the Sterling School of Beauty Culture. At the present time, there is no Dept Head for this Program. The Food Service Program planned to begin in September 1975, would also be supervised by the Coordinator. Once again, we do not have a Department Chairman to supervise its development at this time.

In conclusion, the Coordinator of Public Service Programs would provide needed coordination of several programs and teach within the Human Services Program. I give my support to this staffing position as PRIORITY NO. 2.

June 9, 1975

MEMORANDUM

TO: President Cole  
Board of Trustees

FROM: Robert Edison

RE: Board Meeting, June 9, 1975

The Board will recall that some time ago we sought and obtained approval to build a Holding Pond from the Community College Board, State Board of Higher Education, State Environmental Protection Agency and the Federal Environmental Protection Agency. Should the state have additional funds available in the future and in order to have obtained the possibility of participating in the reimbursement for some costs of the Holding Pond it is also necessary to have the approval of the Capital Development Board. To date we have heard nothing from this board even though Jim Howard of ICCB has contacted them several times in reference to the status of this project.

The detailed plans and specifications for this project are now ready and we are prepared to bid, with the engineer recommending not less than 30 days notice to all contractors and he further feels that it is a relatively good time to bid a project in relationship to the possible price and number of bidders that might be interested. I discussed with Jim Howard of ICCB the possibility of our going ahead with the project without the Capital Development Board in which case we would try to work out agreement later in order to stay eligible for some reimbursement, or we could conceivably lose the possibility of future reimbursement. Mr. Howard can neither officially, nor unofficially, speak for the Capital Development Board but he did indicate that prior discussion presumed that we would have only a field visit on this project rather than the assignment of a whole engineer from their office, and that he felt the Capital Development Board would probably approve our project even though we might have progressed beyond the stage that is normally acceptable.

I need a decision from the Board if we are to bid this project at this time without the prior approval of the CDB or if we should wait indefinitely for their approval, with there possibly existing a very real problem should the bidding be delayed much longer in reference to both price and the winter months for some of the construction.

RE:fsb

LAW OFFICES  
**WARD, WARD, CASTENDYCK, MURRAY & PAGE**

HENRY M. WARD  
R. W. CASTENDYCK  
PHILIP H. WARD, JR.  
DAVID E. MURRAY  
OLE BLY PACE III  
LAURENCE F. JOHNSON  
ROBERT E. BRANSON  
PHILIP H. WARD  
OF COUNSEL

June 9, 1975

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PROPHETSTOWN, ILLINOIS 61277  
TELEPHONE 815-537-2163

MAILING ADDRESS  
P. O. BOX 400  
STERLING, ILLINOIS 61081

Mr. Ronald Coplan  
Chairman of the Board of Trustees  
Sauk Valley College  
Route # 1  
Dixon, IL 61021

Dear Mr. Coplan:

In accordance with the instructions given to me at the meeting of the Board of Trustees held May 27, 1975, I met with Mr. Mighell and Mr. Liljegren at the T-2 site. I also reviewed the specifications and change orders which were delivered to me by Dean Williams.

Mr. Liljegren advised me that in the opinion of the Architects, the contract has been completed satisfactorily and that an authorization for final payment would have been delivered to the Board were it not for the two additional items mentioned in Dean William's memo dated May 16, 1975, to Dr. Cole. These items dealt with the stone walkway to the Observatory and the leveling and seeding of the area which was disturbed by grading. Mr. Liljegren further advised me that these items had not been mentioned to him at the time the building was last inspected.

A careful review of the specs and Change Order No. 2, which covered the addition of the crushed rock to the driveway and loading area and further provided that the Contractor should "grade earth to provide positive drainage away from buildings and drives." discloses no provision for seeding or leveling. Apparently in the process of providing the required drainage the existing walkway was disturbed as it was acting as a dam, preventing the natural flow to the river. In effect, the effort to solve one problem resulted in the creation of another which was not included or contemplated in this project.

It appears to me that upon presentation of a proper authorization by the Architects, the Contractor should be paid for his services and that the problem of the walkway and leveling and seeding should be considered a separate matter. After conferring with the Architect and the Contractor, I believe that the Board has three alternatives as follows:

1. The Architects could be instructed to prepare specifications for draining the area in question and providing a walkway with tubes or tiles beneath it so as to permit drainage to the river. There are a number of low spots in the area and I was advised

*Xe We 6/1  
Mr. Mighell*

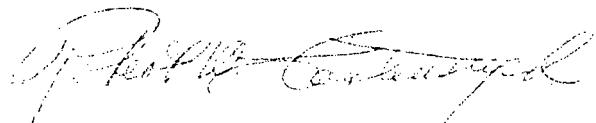
that the cost of such a program would be in the neighborhood of \$5,000.

2. The present Contractor could be instructed to simply place two foot square stepping stones in the space between the existing sidewalk and the crushed rock path to the Observatory at the present time. Due to the time of year, it would not be feasible to seed the area now. This could be done this fall. The Contractor has expressed a willingness to do this work on a time and material basis.
3. The aforesaid work I believe could be done by the existing Maintenance Staff. Blocks such as those mentioned are available through Elder & Wiley in Dixon and the other work could be done in the early fall.

It is my suggestion that the Board consider these alternatives and then advise Dean Edison as to its wishes.

Very truly yours,

RWC/b



# SAUK VALLEY COLLEGE

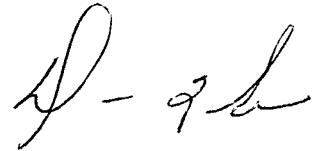
RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 4, 1975

MORANDUM

SVC Board of Trustees



TO: Dr. George E. Cole  
President

RE: AGENDA ITEM #D-2 - PERSONNEL MATTERS

In compliance with the consensus of the Board that the total administrative salary package be reduced to 5½%, I have revised my salary recommendations and would recommend that the attached list be approved.

This list excludes George Stanley, who will be dealt with separately at a later time when we have more information about the funding possibilities of the VCIP Grant.

GEC/bg  
Enc.

RECOMMENDED ADMINISTRATIVE SALARIES

1975-76

NAME	1973-74 SALARY	1974-75 SALARY	AMOUNT OF FULL 8%	RECOMMENDED INCREASE	RECOMMENDED TOTAL SALARY - 1975-76	% OF INCREASE FOR 1975-76
Edison, Robert	\$27,500.00	\$29,000.00	\$2,320.00	\$1,000.00	\$30,000.00	3.44%
Bunch, Noah	22,500.00	24,000.00	1,920.00	1,000.00	25,000.00	4.16%
Sagmoe, John	21,000.00	22,500.00	1,800.00	1,300.00	23,800.00	5.77%
Williams, Ronald	-----	22,000.00	1,760.00	1,500.00	23,500.00	6.81%
Paulsen, Duane	20,525.00	21,325.00	1,706.00	475.00	21,800.00	2.22%
Warren, Mack	17,800.00	19,080.00	1,526.40	720.00	19,800.00	3.77%
Schilling, Ronald	17,000.00	18,300.00	1,464.00	1,200.00	19,500.00	6.56%
Barber, James	-----	17,940.00	1,435.20	1,400.00	19,340.00	7.8%
Appler, Esther	8,500.00 ( $\frac{1}{2}$ Year)	18,300.00	1,464.00	1,000.00	19,300.00	5.46%
Marlier, Ronald	16,750.00	18,050.00	1,444.00	1,200.00	19,250.00	6.65%
Clevenger, Walter	16,750.00	18,060.00	1,444.80	1,140.00	19,200.00	6.31%
Gelander, Ralph	16,395.00	17,695.00	1,415.60	1,105.00	18,800.00	6.24%

ADMINISTRATIVE SALARIES  
 June 4, 1975  
 Page #2

NAME	1973-74 SALARY	1974-75 SALARY	AMOUNT OF FULL 8%	RECOMMENDED INCREASE	RECOMMENDED TOTAL SALARY - 1975-76	% OF INCREASE FOR 1975-76
Seguin, Michael	16,000.00	17,400.00	1,392.00	1,400.00	18,800.00	8.04%
Doolen, Richard	14,215.00	15,515.00	1,241.20	485.00	16,000.00	3.12%
Hastings, Harriet	13,000.00	14,300.00	1,144.00	1,100.00	15,400.00	7.69%
Pfeifer, Alan	-----	10,000.00	800.00	700.00	10,700.00	7%
TOTALS	\$228,015.00	\$303,465.00	\$24,277.20	\$16,725.00	\$320,190.00	5.51%