

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

Conference Room, Third Floor, 3L14

November 10, 1975 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 cooperative agreement with Sterling-Rock Falls Clinic
4. Other items

E. Old Business

1. Report on building repairs
2. Procedure on student questionnaire
3. Other items

F. New Business

1. Draft of policy governing rights and responsibilities of elected student trustee member
2. Other items

G. President's Report

1. Illinois Council of Presidents response to Master Plan
2. ICCTA Board of Director's Meeting
3. Report from Student Trustee Member
4. Minutes of SVC committee meetings
5. Report on student withdrawals
6. Other items

H. Time of next meeting

I. Adjournment

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 10, 1975

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on November 10, 1975 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order:

At 7:36 p.m. the meeting was called to order by Vice-Chairman Reigle and the following members answered roll call:

Arman Gaulrapp
William Reigle
William Judd
Ty Simmons

Lorna Keefer
Robert Wolf
Oscar Koenig

Absent: Ronald Coplan

Communication from Visitors: Secretary Arman Gaulrapp read a letter to the Board from the Ill. Community College Trustees Association noting that their November meeting will be held at Sauk Valley College on Tuesday, November 25, 1975.

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

Minutes: MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 10, 1975

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Call to Order:

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

Absent:

Ronald Coplan

Communication from Visitors:

Secretary Arman Gaulrapp read a letter to the Board from the Ill. Community College Trustees Association noting that their November meeting will be held at Sauk Valley College on Tuesday, November 25, 1975.

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

Minutes: Member Gaulrapp moved, seconded by Member Judd, that the minutes of the October 27 meeting be approved as presented. Motion voted and carried.

Medical Director for Radiologic Technology: It was moved by Member Wolf and seconded by Member Reigle that Saul Parks be employed at a salary of \$1,000 per year as an adjunct faculty member in the capacity of Medical Director for the Radiologic Technology Program to be effective as of Fall Semester, 1975. Motion voted and carried.

Clerical Help: A short discussion was held on proposed increases in clerical help.

Cooperative Agreement with the Sterling-Rock Falls Clinic: Member Reigle moved, seconded by Member Gaulrapp, that the attached Cooperative Agreement with the Sterling-Rock Falls Clinic be approved with the stipulation that the Clinic is a partnership, that this agreement should be signed by one of the partners. Motion voted and carried.

Building Repairs:

The attached report on building repairs was presented to the Board. The firm of Raths, Raths, & Johnson, Inc. was represented by Don and Charles Raths who went over this report with the Board.

Student Evaluation Questionnaire:

Dr. Cole presented more correspondence on the Student Evaluation Questionnaire and noted that Member Simmons had a request for consideration by the Board on this issue.

Member Simmons presented a proposal to the Board from the students in regard to the formation of an Ad Hoc committee to further study this question and hopefully come to a final agreement. The Board asked Mr. Simmons to present this suggestion in writing to the administration for possible action. The administration will report back to the Board at the next meeting.

Policy on Rights of Student Trustee:

The attached policy on the Rights and Responsibilities of Elected Student Trustees was presented to the Board for their study and possible action at the next meeting.

Affirmative Action Policy:

Chairman Coplan appointed William Judd to work with President Cole on the Affirmative Action Policy for the college.

Football:

Member Reigle gave the latest report on the football program proposed for Sauk Valley College.

Mexican-American Activities:

Dean Sagmoe reported on the Fiesta Folklorico program presented at the college on November 5th and also reported on the meeting held with the Latino Advisory Committee.

Car Purchase:

President Cole presented the attached memorandum from Dr. Williams which indicated the purchase of a car for the automotive department to replace the car which was junked.

Executive Session:

At 9:00 p.m. it was moved by Member Simmons (and Judd) and seconded by Member Wolf, that the Board adjourn to executive session to discuss pending litigation. In a roll call vote, all voted aye. Motion carried.

Regular Session:

At 10:35 p.m. it was moved by Member Gaulrapp and seconded by Member Reigle, that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Engineers:

It was moved by Member Judd and seconded by Member Koenig that the Board retain the firm of Raths, Raths, and Johnson, Inc. to conduct an in-depth analysis necessary for writing specs and letting bids to accomplish building repairs. Motion voted and carried.

Adjournment:

Since there was no further business, it was moved by Member Wolf and seconded by Member Reigle, that the Board adjourn. The next meeting will be November 24, 1975 at 7:30 p.m. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, and Coplan. Nays—0. Motion carried.

The meeting was adjourned at 10:40 p.m.

Respectfully submitted,

Arman Gaulrapp, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 5, 1975

MEMORANDUM

TO: SVC Board of Trustees

P-3

FROM: Dr. George E. Cole
President

RE: AGENDA ITEM #D-3 - APPROVAL OF COOPERATIVE AGREEMENT WITH
STERLING-ROCK FALLS CLINIC

The attached memorandum from Dr. Williams to me is self-explanatory and his letter to Mr. Garriott at the Sterling-Rock Falls Clinic provides adequate background.

In a nutshell, at the beginning of this academic year, the Sterling-Rock Falls Clinic indicated that they were not interested in continuing their relationship with us. We discovered, however, that the Doctors at the Clinic working with our nurses had placed two of our students in the Clinic on a practicum basis.

In the interest of making this desirable activity official, we asked the Sterling-Rock Falls Clinic to sign a statement of agreement. Mr. Garriott feels that he cannot sign a statement of agreement unless he adds some additional clauses. These additional clauses are in variance from our earlier agreements with our other hospitals and it is therefore necessary to have a separate agreement with the Sterling-Rock Falls Clinic.

I therefore recommend that in the interest of preserving good relations between the college and the Sterling-Rock Falls Clinic and providing our students with this valuable experience, that the Board approve the attached working agreement.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RECEIVED NOV 3 1975

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE *November 3, 1975*

MEMORANDUM

TO: *Dr. Cole*

FROM: *Dr. Williams*

As you know, annually we renew our cooperative agreements with each of the hospitals in which our nursing students and allied health students attend for clinical assignments. All cooperative agreements have been approved previously by the Board, however, the attached cooperative agreement with the Sterling - Rock Falls Clinic is one which has been revised by Mr. Clifford Garriott, Administrator for the clinic. It has been his feeling that the previous cooperative agreements leaned themselves toward hospital affiliations and did not relate well to his clinic environment. The attached cooperative agreement has been reviewed by me and my staff and we would recommend that the Board approve it at the next regularly scheduled meeting.

The only substantial change from our present agreements is on page 3 #5; this item does not appear in our other contracts and I wanted to point it out to you and the Board, because it does have some legal ramifications.

Until such time as the Board approves this agreement, I will not be able to authorize participation of our students at the clinic, due to the legal implications of such participation without approved agreements.

Thanks for your concern and your speed in processing this request.

1m

enc

COOPERATIVE AGREEMENT

THIS AGREEMENT entered into at Sterling, Illinois this 1st day of November, A.D., 1975 by and between the Sauk Valley College, administered by the Board of Junior College District No. 506, Counties of Whiteside, Lee, Ogle, Henry, and Bureau, State of Illinois, hereinafter designated as "College", and the Sterling Rock Falls Clinic hereinafter designated as "Clinic"

WHEREAS College and Clinic acknowledge a public obligation to contribute to education for Nurses for the benefit of students and for community needs; and,

WHEREAS College has established a program in Nursing which requires the educational facilities of the Clinic and,

WHEREAS Clinic has clinical facilities suitable for the educational needs of the College program in Nursing and,

WHEREAS it is to the mutual benefit of both the College and Clinic that students have opportunities for clinical experience as students and future practitioners; and,

WHEREAS the following agreement is effected by the proper authorizing bodies of both parties, each in independent status from the other; and,

WHEREAS the agreement is to be governed by the following general concepts of cooperative action:

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth, it is agreed as follows:

The College Covenants and agrees as follows:

1. The College assumes full responsibility for offering an educational program eligible for accreditation by the Council on Education of the American Medical Association.
2. College will provide the necessary faculty for the lectures given to all students with the Clinic providing facilities for nursing instruction.
3. College, in cooperation with such personnel as the Clinic designates, will provide an orientation period during which Nursing faculty can become familiar with Clinic policies, practices, and facilities before instructing students there.
4. College will develop a "Clinical Instruction Plan" for using the Clinic areas to meet the educational goals of the curriculum in Nursing. This plan shall be made available to the Clinic at a mutually agreed upon time prior to the beginning of the school term and subject to revision by the Clinic in instances where conflicts with Clinic patient care responsibilities seem to exist.
5. College Nursing faculty will be responsible for learning and observing the policies and regulations of both College and Clinic as they apply to the circumstances of clinical teaching.

6. College is responsible to assure that students assigned to the Clinic for clinical instruction meet both College and Clinic standards of health and have the ability to profit from the experience.
7. College will pay Clinic for any costs incurred for facilities and supplies furnished to the College students and faculty.

The Clinic agrees as follows:

1. At the request of the College, the Clinic will schedule meetings with the Clinic staff for the purpose of interpreting, discussing, and evaluating the educational program in Nursing.
2. Clinic will maintain the standards which make it eligible for approval as a clinical area for instruction in an accredited program in Nursing, but Clinic will not acquire supplies or equipment solely for the program.
3. Clinic will permit the faculty and students of the College to use its patient care and patient service facilities for clinical experience according to a plan approved by the Council on Education of the American Medical Association and the Department of Registration and Education. Details of such educational use may be modified to fit changing needs and will be described in the "Clinical Instruction Plan", submitted to the Clinic's Education Coordinator and reviewed prior to the arrival of students. It shall be mutually satisfactory to both the educational goals of the college and the patient care standards of the Clinic.
4. Clinic will permit the use, for educational purposes, of such supplies and equipment as are commonly available for patient care.
5. Clinic will provide the following facilities and services to College students and faculty:

Examples:

- a. Reasonable use of parking areas.
6. Clinic will provide access to sources of information for education purposes:

Examples:

- a. Procedure guides, policy manuals.
- b. Standard clinical references such as Medical Dictionary and standard references suitable to the clinical area and care program.
7. Clinic staff may participate in education on the request of the instructor. This may be in the role of resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical education. Such participation will be voluntary and shall not interfere with assigned duties.
8. Clinic will designate a staff member who will serve as Education Coordinator for all educational use of Clinic facilities.

-3-

9. Clinic may refuse, after consulting with the Coordinator of the Nursing program, educational access to its clinical areas to any College personnel who do not meet its written Employee Standards for safety, health, or ethical behavior.
10. Clinic may resolve any problem, after consulting with the Coordinator of the Nursing program, pertaining to the patient's welfare and restrict the student involved to the observer role until the incident can be clarified by the Clinic Coordinator and the Coordinator of these programs.

The College and Clinic further agree:

1. The students will have the status of learners and are not employees. They will not replace Clinic staff nor give service to patients apart from its educational value.
2. Students are subject to the authority, policies and regulations of the College. They are also subject, during clinical assignment to the same standards as are set for Clinic employees in matters relating to the welfare of patients and the standards of the Clinic.
3. Students will be under the supervision of the Clinic instructor, and the College Coordinator of the Nursing program at all times when in the Clinic for clinical experience.
4. The College will furnish the Clinic a certificate of the insurance covering the College, its staff and all students participating in the program, for professional liability with limits of \$100/300,000-\$25,000.00 plus \$1,000,000 excess coverage.
5. College will hold Clinic harmless from any claim or costs by a College staff person or student arising out of any injury to the person or property of said staff person or student unless said injury is caused by the willful negligence of the Clinic or one of its staff or employees.
6. In the event of any litigation concerning the making or terms of the agreement by any taxpayer, or in the event of any court restraints in the effectuation of any part or parts of this agreement resulting from such suits, neither party shall have any claim against the other for any damages that may be sustained by them for any delays in performances caused by such litigation and restraints.
7. This agreement is to be reviewed annually by representatives of the College and Clinic administration as an opportunity to exchange progress reports and to give and receive suggestions for making the cooperative agreement more effective.

8. The agreement may be terminated by either the College or the Clinic with six months notice by either personal service upon the College President, or Clinic Administrator, or, certified mail, or, registered mail, providing that students then enrolled in the Nursing program will have an opportunity to complete the program.

SAUK VALLEY COLLEGE

By _____

Its President

and STERLING ROCK FALLS CLINIC

of the City of Sterling, Illinois

By Clyde Garrison

Its Administrator

Dr Cole

RECEIVED OCT 30 1975

October 30, 1975

Mr. Clifford Garriott
Business Administrator
Sterling - Rock Falls Clinic
101 East Miller Road
Sterling, Illinois 61081

Dear Mr. Garriott:

As a result of your phone call this morning, we have taken the following action. As you will remember, during the month of August 1975, my office forwarded to you a copy of the Cooperative Agreement which has annually been approved by you and your board. This agreement in the past, has allowed Licensed Practical Nursing Program students to work in the pediatrics area of the Sterling - Rock Falls Clinic. A few weeks later I received a phone call from you indicating that the Clinic was not interested in pursuing this Agreement. Further discussion indicated that the College was quite willing to have the contract adjusted to meet the needs of the Clinic, however, you indicated that the board had already decided not to accept the LPN students for this year. Apparently, the pediatrician, who has worked most closely with our students, was not aware of this situation.

As a result of some mis-communication here at the College, we began this semester (Fall 1975), sending two students to the pediatrics area of the Clinic on Monday, Wednesday and Friday of each week. As in the past, we are extremely pleased with the attention they have received from the pediatrician and his staff. We feel that the opportunity to place LPN students at your institution has been an extremely good one for us.

Your phone call today, indicating that you now desire a contract for the continuance of the LPN students' participation in the pediatrics area, of course surprised me because I was not aware our students were there.

Furthermore, your desire to have this Cooperative Agreement signed immediately is nearly impossible because the President (Dr. Cole), is out of town. He is the only authorized individual by the Board of Trustees of the College to sign such agreements.

Mr. Clifford Garriott

October 30, 1975

Page Two

Under such circumstances, I feel that until we have an opportunity to review your revisions of this contract, which you are in the process of forwarding to me, and resolving any differences, and until we have time to obtain proper signature to the document, we will be forced to discontinue sending our LPN students into the Clinic.

It is my sincere hope that this discontinuance will only affect your operation on Friday, October 31, 1975 and Monday, November 3, 1975. It is also my hope that the contract can be reviewed, differences resolved and signatures obtained and forwarded to you so that our students can continue at the Clinic once again, beginning Wednesday, November 5, 1975.

Considering the legal ramifications of our having students in the Clinic who are not covered by such an Agreement, I feel this is a necessary step to protect all parties involved,-- the Clinic, the Students, and Sauk Valley College.

As I have previously indicated, we are extremely pleased with the education they have received and I certainly look forward to continuing work with your institution, and to expand the kinds of students we are sending you and hopefully, meet your needs as well as ours.

Sincerely,

Ronald F. Williams, Ed.D
Dean of Career Education

lm

cc: Dr. Cole
Janet Kime

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 5, 1975

MEMORANDUM

E-1

TO: SVC Board of Trustees

FROM: Dr. George E. Cole
President

RE: AGENDA ITEM #E-1 - REPORT ON BUILDING REPAIRS

The contents of the attached report were discussed very briefly at the last Board of Trustees meeting by the Board attorney, the Board Chairman, Dean Edison and myself.

It was our feeling that it would be in the best interest of the college if this item could be brought to the Board and discussed openly at our next meeting.

GEC/bg
Enc.

President Cole

RECEIVED OCT 29 1975

October 29, 1975

MEMORANDUM

TO: BOARD OF TRUSTEES
PRESIDENT COLE

FROM: ROBERT EDISON

Bob

At the board meeting held on August 11, 1975 the Board of Trustees discussed "needed repairs to the permanent building and Dean Edison's recommendation that the work will require the best architectural and/or engineering services available. The Board then requested Mr. Edison arrange for a thorough study of the problem areas and have plans and specifications drawn up for the needed repairs."

I consulted with Mr. Richard Elstner of the NISS, JANHEY & ELSTNER ASSOCIATES firm, who is also serving as a consultant to the FRANKE & MILLER legal firm in reference to the current litigation on our building. Mr. Elstner indicated that he could not serve as the engineering firm in reference to these repairs due to an extremely busy schedule, as well as a preference to remain on the legal end of the current litigation. Mr. Elstner referred me to the firm of RATHS, RATHS & JOHNSON, INC. with his giving this firm the very highest of recommendation to perform the services required. I then contacted Mr. Robert Johnson and Mr. Donald Raths of this firm and discussed the background and the nature of the problems which exist. These gentlemen have now visited the college campus, discussed the work with Mr. Elstner, reviewed the building plans and specifications, and have submitted the attached report.

The representatives from RATHS, RATHS & JOHNSON will be available at the board meeting on November 10, 1975 to discuss this report, and each board member should be prepared to ask whatever questions seem appropriate.

In addition to the report I am enclosing herein for each board member I would like to indicate that I have in my office additional photographs and listings of projects that have been performed by this firm. Any of you would be welcome to review these pictures and references in advance of the board meeting should you so desire.

RE:fsb

Encl.

SAUK VALLEY COMMUNITY COLLEGE
PRELIMINARY COST ESTIMATES
OF REPAIRS AND ENGINEERING FEES

At the request of Mr. Robert Edison of Sauk Valley Community College, the engineering firm of Raths, Raths & Johnson, Inc. (RRJ) has made a field examination of the distressed items of the existing building, reviewed the original contract drawings prepared jointly by the architectural firms of Durrant, Deininger, Dommer, Kramer, Gordon of Dubuque, Iowa and Caudill, Rowlett, Scott of Houston, Texas, and reviewed the correspondence and recommendations to date by Mr. Richard Elstner of Wiss, Janney, Elstner & Associates (WJE) of Northbrook, Illinois.

The purpose of our review of the distressed conditions of the present building is to prepare cost estimates of the remedial work required and estimates of our engineering fees for preparation of the necessary contract documents, field supervision, and administration of the contracts regarding the repair work.

We have also utilized most of the recommendations and quantities of distressed items as previously determined and presented by the firm of Wiss, Janney, Elstner & Associates.

BACKGROUND OF DISTRESSED ITEMS

Since the date of completion of construction (about 1970) the building has exhibited certain deficiencies which have developed into serious distressed conditions requiring remedial work. These deficiencies are presently the subject of litigation being brought by the Illinois Building Authority against the Donovan Construction Company (General Contractor).

During 1974 and 1975 Mr. Richard Elstner of Wiss, Janney, Elstner & Associates has investigated and identified the existing distressed conditions and provided general recommendations as to the causes and the priority of repairs (refer to WJE letter dated November 14, 1974).

Our field examination verifies the existence and magnitude of the distressed conditions previously identified. The major items noted were the severe cracking of exposed concrete spandrel beams, sunshades, and curtain walls typically around all elevations of the building, severe cracking of concrete columns above the roof of the gymnasium. These conditions have allowed extensive moisture penetration into the building with resulting interior damage. Also noted was deterioration of exterior brick masonry planter walls, severe settlement of exterior concrete grade slabs and stairs, and cracks in basement walls showing active leaks. The cracks in the exposed concrete patio slabs over the pump house and kitchen areas have been recently caulked by the maintenance staff in an attempt to prevent further moisture penetration.

ITEMS TO BE REPAIRED

The following breakdown represents a majority of the distressed conditions that require remedial work. Additional minor items requiring repair may become evident upon a more detailed field investigation. Refer to the photographs for appearance of typical distressed conditions.

A. Major Items for Repair (Top Priority)

1. Cracking of exterior concrete spandrel beam: Severe and frequent cracking occurs around the entire building perimeter on all levels, allows moisture penetration and damage to interior finish of the building. Further deterioration of concrete beam and interior finish will continue unless repaired.
2. Cracking of exterior concrete sunshade beams: Severe and frequent cracking occurs on all beams which are located only on north and south elevations of building. Further deterioration of concrete beams will continue unless repaired.
3. Cracking of exterior concrete walls: Frequent cracking of concrete walls located primarily on the east and west elevations throughout building allows moisture penetration and damage to interior finish of building. Further deterioration of concrete wall and interior finish will continue unless repaired.
4. Cracking of exterior concrete columns: Concrete columns above gymnasium roof (south side) exhibit severe cracks on north side of columns, possibly due to post-tensioning tendons or volume change

distress. Allows moisture penetration and damage to interior finish of building. Further deterioration of concrete column and interior finish will occur unless repaired.

5. Expansion/contraction joints of spandrel beams: Caulking of joints is deteriorating and allowing moisture penetration into interior, clean out joint and recaulking required.
6. Sealant around glass curtain wall: Sealant between frames of glass curtain wall and concrete spandrel beams appears to be allowing moisture penetration at some locations - new sealant required to eliminate moisture penetration.

B. Secondary Items for Repair (Recommended)

1. Settlements of sidewalks and stairs: Severe settlements of exterior concrete sidewalk slabs and stairways (up to 3" noted) mainly on south elevation and at southeast corner due to improper backfilling and compaction work. Presents an unsafe condition for people walking and causes improper water runoff to drainage scuppers through exterior brick planter walls.
2. Exterior brick planter walls: Severe deterioration of top three courses of brickwork at many areas - mortar disintegrated and cracked, bricks on top course dislodged, and severe white discoloration from efflorescence. Other areas showing signs of deterioration in early stages.

3. Cracks and active leaks in basement walls: Main corridor area of basement and northeast stairwell of gym have noticeable cracks allowing moisture penetration into building.
4. Exterior concrete veneer patches: At many locations around the building the concrete column bases and top of exposed concrete foundation walls have thin concrete veneer patches that are spalling off and appear extremely unsightly - due to error and misalignment of walls or columns. Should be cleaned out and properly patched.
5. Distressed brick work above grade : Brick masonry distressed at pump house walls above grade and one story section at northeast corner of building. Should be repaired to prevent further deterioration.
6. Brick in-fill strips: Flat in-laid brick work at walkways at east and west side of gym is deteriorated and should be replaced.
7. Additional concrete slabs: Additional concrete slabs should be placed at open strips against exterior walls (north side gym etc.) to prevent moisture infiltration and water buildup against basement walls below.

C. Additional Items (Future Consideration)

1. Exterior slabs over pump house and kitchen: Leaks have occurred through cracking in exposed concrete slabs and allows moisture penetration into space below. Temporary repair caulking recently completed by maintenance staff.

2. Cracks in basement wall pump house: Active leaks through cracks in wall evident at a few locations.
3. Sealant on exposed concrete work: Commercial sealant to be applied at regular intervals during life of building to protect against moisture penetration and deterioration.

REPAIR COSTS AND QUANTITIES

The following estimated costs of repair work is based on completing the itemized work within the next twelve months and letting a contract for all the work under each category of items to be repaired at one time.

A. Major Items for Repair (Top Priority)

1. Cracking of exterior concrete spandrel beams:
Sealing of cracks 4500 LF @ \$15/FT. = \$67,500
Application of sealant 35,000 FT² @ \$1.00/FT² = \$35,000
2. Cracking of exterior concrete sunshade beams:
Sealing of cracks 3000 LF @ \$15/FT² = \$45,000
Application of sealant 80,000 FT² @ \$1.00/FT² = \$80,000
3. Cracking of exterior concrete walls:
Sealing of cracks 1500 LF @ \$15/FT = \$,500
Application of sealant 0,000 FT² @ \$1.00/FT² = \$ 0,000
4. Cracking of exterior concrete columns:
Repair columns lump sum = \$ 5,000

5. Expansion/contraction joints:
 Repair 12 joints lump sum = \$ 2,500

6. Sealant around glass curtain wall:
 New sealant 9,000 LF @ \$5.00/LF = \$45,000

7. Introduction of additional expansion/contraction joints:
 (*Based on study of volume change due to ²₂ thermal movements)
 New joints 30 locations lump sum = \$30,000
 = \$352,500

B. Secondary Items for Repair (Recommended)

1. Exterior sidewalks and stairs:
 Remove and replace 15,000 FT @ \$3.50/FT = \$52,500

2. Exterior brick planter walls:
 Patch and repair 2500 LF @ \$10.00/FT = \$25,000
 Paint and patch 6500 LF @ \$4.00/FT = \$26,000

3. Cracks and active leaks in basement walls:
 Sealing cracks in wall 400 LF @ \$15.00/FT = \$ 6,000

4. Exterior concrete veneer patches:
 Rake out and repatch ²₂ lump sum = \$ 4,000

5. Distressed brick work above grade:
 Point and repair lump sum = \$ 6,000

6. Brick in-fill strips:
 500 FT @ \$4.00/FT = \$ 2,000

7. Additional concrete grade slabs:

500 FT @ \$2.00/FT

2

\$122,500
\$1,000

C. Additional Items (Future Consideration)

1. Exterior slabs pump house and kitchen area:

Remove and replace 10,000 FT @ \$3.50/FT = \$35,000

2. Cracks in basement wall pump house:

Seal cracks lump sum = 500

3. Sealant on exposed concrete work:

Future maintenance during life (\$2,800,000 reserve
recommended by Owner's consultant) -----
\$35,500

D. Miscellaneous Items

1. Interior concrete surfaces lump sum = \$15,000

2. Interior finish work = \$10,000
\$25,000

Total Estimated Costs \$535,500

Add 5% Contingency \$ 26,800

Grand Total Estimated Costs \$562,300

(*Does not include future maintenance costs over expected life of building)

SCOPE OF RRJ SERVICES AND ESTIMATED FEES

The engineering fees for preparation of contract documents and supervision are estimated as follows:

A. Investigation and Study of Distressed Items

1. Detailed field study of distressed items
2. Study of existing concrete cracks and analysis of volume changes of exposed concrete due to thermal movements.
3. Coordinate and review of items to be repaired with Owner

Estimated Fee = \$15,000

B. Preparation of Contract Documents and Bidding

1. Preparation of contract drawings and specifications
2. Qualify bidders and review bids
3. Analysis of bids and let contract

Estimated Fee = \$16,000

C. Field Supervision and Administration

1. Supervision of field work
2. Certification of work and payments
3. Contract administration

\$25,000

Estimated Fee

Total Estimated Fees

\$56,000

RRJ BACKGROUND AND EXPERIENCE

RRJ is a structural engineering firm with a staff of twelve people and is located in Hinsdale, Illinois. Our clients include architects, engineers, contractors, developers, insurance companies, law firms and building investors.

We provide a complete range of engineering services including consultation, design and contract drawings for new construction; consultation and design of architectural precast concrete curtain wall systems; investigation, and remedial design for distressed buildings; structural modifications on existing buildings; investigations, reports and expert witness testimony in legal matters; consulting to technical associations, including preparation of technical manuals; consulting to contractors on construction methods, forming, and erection of buildings; consultation and development of engineering computer programs.

The following is a list of our more recent projects involving investigations and major remedial work of distressed buildings:

<u>Project</u>	<u>Client</u>	<u>Estimated Remedial Costs</u>
Regency Towers Oak Brook, Illinois	First Mortgage Investors Miami, Florida	\$500,000
Holiday Inn (13 Story) & Office Building Huntington, West Va.	Continental Reality Huntington, West Virginia	\$2,000,000
Dry Storage Building Des Plaines, Illinois	St. Paul Fire & Marine Insurance Chicago, Illinois	\$300,000
Charles River Parking Boston, Mass.	C. W. Ackerman Company Waltham, Mass.	\$200,000
Grant & Stevenson Towers DeKalb, Illinois	Northern Illinois University DeKalb, Illinois	\$1,000,000
Hillcrest Towers Schaumburg, Illinois	American Housing Systems Cleveland, Ohio	\$1,000,000
Sharon Woods Technical Center Cincinnati, Ohio	Procter & Gamble Company Cincinnati, Ohio	\$350,000

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 5, 1975

MEMORANDUM

7-1

TO: SVC Board of Trustees

FROM: Dr. George E. Cole
President

RE: AGENDA ITEM #F-1 - DRAFT OF POLICY GOVERNING RIGHTS AND
RESPONSIBILITIES OF ELECTED STUDENT TRUSTEE

Following is a draft of a proposed policy governing the rights and responsibilities of the elected student trustee member.

DRAFT

DRAFT

DRAFT

It shall be the policy of the Sauk Valley College Board of Trustees to conform with the opinion offered by the Attorney General of the State of Illinois and allow "that the non-voting student member of the Illinois Community College Board has the right to attend any and all executive sessions of the Board, to make and second motions, and to be reimbursed for any actual and necessary expenses while engaged in his duties, including travel expenses to the Board meetings and other activities attended by Board members. It is my further opinion that he is required to subscribe to an oath of office under section 2-8 of the Public Community College Act, and that he is not required to file a statement of economic interest under the Illinois Governmental Ethics Act."

Based on the opinion of Mr. Castendyck, Sauk Valley College Board attorney, the above will be followed with the statement below:

"That a regularly elected member of the Board of Trustees concur with the student representative in making a motion."

GEC/bg

RECEIVED OCT 29 1975

LAW OFFICES

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October 28, 1975

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Dr. George Cole, President
Sauk Valley College
Route # 1
Dixon, IL 61021

Dear George:

Enclosed please find a copy of Opinion #S-733 issued by William J. Scott, Attorney General of the State of Illinois on April 17, 1974. This is addressed to Fred Wellman and is in response to certain questions propounded concerning the role and responsibilities of the non-voting Student Member of the Illinois Community College Board. It is also applicable to non-voting members of the Boards of other educational institutions. Should you have any question with reference to this, don't hesitate to let me know.

I talked with Ralph Miller concerning the report received from Raths, Raths and Johnson. He saw no reason why this should not be put on the agenda. A copy of the report is being sent to him and I believe he may contact the individuals concerned with the idea that he might possibly wish to use them in connection with the trial.

Sincerely yours,

Bob

RWCS/b
en

An Official Opinion
From
William J. Scott
Attorne General
State of Illinois
y

(No. S-733 — April 17, 1974)

SCHOOLS AND SCHOOL DISTRICTS: Colleges and Universities — Rights and privileges of a student member of Illinois Community College Board

Mr. Fred L. Wellman, Executive Secretary, Illinois Community College Board, Springfield:

I have your letter wherein you state:

"The Illinois Community College Board has implemented Public Act 78-822 (formerly HB-1628) to add a non-voting student member elected by the recognized advisory committee of students (known as the Organization of Community College Students of Illinois) to the Illinois Community College Board (formerly known as the Illinois Junior College Board). A student has been selected by OCCS as the non-voting student member and was seated at the last meeting of the Illinois Community College Board on December 14, 1973.

We understand that the non-voting student member is not to be considered a member for the purpose of determining a quorum at any meeting of such Board nor has the right to vote. However, we have several questions regarding the role and responsibilities of the non-voting student member of the Illinois Community College Board as follows:

1. Does the Illinois Community College Board non-voting student member have the right or privilege to attend any or all executive sessions of the Illinois Community College Board?
2. Does the ICCB non-voting student member have the right or privilege to make or second motions?
3. Can the ICCB pay for the travel expenses for the ICCB non-voting student member to the Illinois Community College Board meetings and any other activities of the Illinois Community College Board?
4. Does the ICCB non-voting student member have all other rights and privileges of a regular voting member of the Illinois Community College Board except the right of voting and for the purpose of determining a quorum at any meeting of the Board?
5. Should the non-voting ICCB student member take the Oath of Office and fill out the Conflict of Interest Forms?"

In response to your first question, it is my opinion that the student member has the right to attend all executive sessions of the Illinois Community College Board. The student member was added to the Illinois Community College Board pursuant to "AN ACT to provide for non-voting student representation on various governing boards of public junior colleges, colleges and universities in the State by amending certain Acts therein", Public Act 78-822, which amended sections 2-1 and 2-3 of the Public Community College Act. Ill. Rev. Stat. 1973, ch. 122, pars. 102-1 and 102-3.

The amendment increased the number of members of the Board from nine to ten under section 2-1 by adding a non-voting student member selected by the advisory committee of students of the Illinois Community College Board, specified a term of office of one year for such student member under section 2-1, and stated that the non-voting student member would not be considered a member for the purpose of determining a quorum under section 2-3.

Webster's Third International Dictionary defines the term "member" as "one of the individuals composing a society, community, association or other group as * * * a person who has been admitted, usually formally,

to the responsibilities and privileges of some association or joint enterprise. (example: 'a member of a school's governing board')." It thus appears that it is the intention of the legislature to install a student as a full member of the Board, serving a specified term, and endowed with all the rights and privileges of other members of the Board, with the stated exceptions that he cannot vote, and his presence at a meeting cannot be included in determining a quorum. Certainly, one of the basic rights of all members of the Board is the right to attend executive sessions, and to deny the student member that right is to ignore his status, defined by statute, as a member of the ten-member board.

The fact that he cannot be counted as a member for purposes of establishing a quorum does not mean that he is not therefore entitled to be present. A quorum is defined as such a number of the members of any body, which, when duly assembled, is *legally competent to transact business*. 59 Am. Jur. 2d, Parliamentary Law, §6.

A board cannot act unless it has a legally constituted quorum. Since the student member cannot vote, he cannot legally transact business, and the limitation of his status for purposes of establishing a quorum is perfectly consistent. However, the student member is still a member, and still has the privilege of attending meetings regardless of whether the quorum requirement is met. Section 2-3 of the Public Community College Act requires that " * * * notice of the time, purpose, and place of any special meeting shall be given to each member in writing at least 5 days before the date fixed for such meeting." This section applies equally to student and non-student members.

The answer to your second question is in the affirmative. A motion is defined as "the formal mode in which a member submits a suggestion or a proposed measure or resolve for the consideration and action of the meeting which, if adopted, becomes the resolution, vote, or order of the body", (67 C.J.S., Parliamentary Law, §5), or "a proposal or suggestion looking to action in a deliberative assembly." (*DeLeuw, Cather, and Co. v. City of Joliet*, 327 Ill. App. 457.) *Roberts Rules of Order*, Seventh Edition, page 22, in discussing motions, states:

"Business is brought before an assembly by the *motion* of a member. A motion may itself bring its subject to the assembly's attention, or the motion may follow upon the presentation of a report or other communication.

A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. The proposed action may be of a substantive nature, or *it may consist in expressing a certain view, or directing that a particular investigation be conducted and the findings reported to the assembly for possible further action, or the like.*" (Emphasis added.)

Webster's Third New International Dictionary defines "second" as "to support or assist (a speaker or a cause) in contention or debate; to endorse (a motion or a nomination) so that it might be debated or voted on under parliamentary procedure." Seconding a motion means that the seconder agrees that the motion should come before the meeting, and not that he necessarily favors it.

It would thus appear that the only way to bring new business before a Board, following established rules of order, is to make a motion. To hold that the student member would be unable to make motions of any kind would be to strip him of the opportunity to bring new business to the attention of the Board; subjects not as yet raised by other members of the Board.

He would thus be restricted to speaking only on such subjects properly raised on motions by other members. Indeed, if he were to address a subject not brought up by a motion, he would be subject to a "point of

order" under parliamentary rules. This situation would not be in keeping with the legislative intent to affectuate "student representation" on the Board.

The answer to your third question is in the affirmative. Section 2-5 of the Public Community College Act (Ill. Rev. Stat. 1973, ch. 122, par. 102-5) requires reimbursement for the member's "actual and necessary expenses while engaged in the performance of their duties." "Travel expenses" would be such actual and necessary expenses as to require reimbursement.

With regard to your fourth question, there may or may not be other "rights and privileges" that extend to the student member as a necessary result of the express limitations placed on his power to vote, or because of some other limitation contained in the amendment. However, I cannot answer your present question without reference to a specific factual situation upon which to base an opinion. In the future, you may wish to submit further opinion requests based on specific problems as they arise.

In response to your fifth question, it is my opinion that the student member must take the oath of office, as required by section 2-8 of the Public Community College Act. It is also my opinion that the student member is not required to file a written statement of economic interest under section 4A-101 of the Illinois Governmental Ethics Act. (Ill. Rev. Stat. 1973, ch. 127, par. 604A-101.) The student member does not fall within any of the categories enumerated in section 4A-101. In particular, he is not a "member of a Board or Commission created by the Illinois Constitution" under subsection (c) of section 4A-101, nor is he a person "whose appointment to office is subject to confirmation by the senate" under subsection (d).

In summation, it is my opinion that the non-voting student member of the Illinois Community College Board has the right to attend any and all executive sessions of the Board, to make and second motions, and to be reimbursed for any actual and necessary expenses while engaged in his duties, including travel expenses to the Board meetings and other activities attended by Board members. It is my further opinion that he is required to subscribe to an oath of office under section 2-8 of the Public Community College Act, and that he is not required to file a statement of economic interest under the Illinois Governmental Ethics Act.

RECEIVED NOV 6 1975

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October 27, 1975

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STERLING, ILLINOIS 61081

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

Dear Mr. Coplan:

At the last meeting of the Board of Trustees of Sauk Valley College you instructed me to determine whether or not the Student Member of the Board has the right to make or second motions. In my opinion, he does have such a right.

To the best of my knowledge, no Court has ruled on this question, but Opinion No. S-733, dated April 17, 1974, by the Attorney General of the State of Illinois, William J. Scott, is to the effect that the non-voting Student Member of the Illinois Community College Board had such a right. He concluded that to deny a Student Board Member the right to make a motion or second a motion would technically strip him of the opportunity to bring new business to the attention of the Board and this would not be in keeping with the legislative intent.

While I concur with the Attorney General's reasoning and recommend that the Student Board Member be allowed to make and second motions, I would suggest that in such instances, a voting Member be requested by the Chair to join in the action. The Secretary could show that Student Board Member So-and-So presented a motion, which motion was also presented by Member So-and-So, or that Student Board Member So-and-So seconded a motion, which motion was also seconded by Member So-and-So. In the absence of a Court ruling, this procedure would be a form of insurance and could help avoid a question as to the legality of Board action.

I am confident that no one on the Board of Trustees, including the Student Member, wishes to have action taken on an important matter which might be challenged on a technicality. After the Student Board Member has made a motion, if there is no other Member willing to concur in the action, the motion is obviously going to fail anyway. My suggestion permits the Student Board Member the opportunity to introduce new matter and at the same time affords the Board a measure of protection.

Respectfully submitted,

Robert W. Castendyck

RWC/b

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE *November 10, 1975*

MEMORANDUM

TO: *Dr. Cole*

OM: *Dr. Williams*

As you know, at our previous Board Meeting, a decision was made to dispose of a Lincoln automobile which had previously provided our students with experience in the automobile accessories area.

As you also know, we need to replace that car with one of a later model. The attached recommendation from Mr. Logemann would provide us with an automobile of a recent vintage, but more importantly, one which provides various power accessories for instructional purposes to our Automotive Technology students.

I would recommend, of course, that this amount of money be taken from our equipment budget and I am, therefore, sending it to you for your information.

*lm
enc*

Don Mullery Ford, Inc.

Route 5 Telephone 288-3366
DIXON, ILLINOIS 61021



PLEASE ENTER MY ORDER FOR THE FOLLOWING
CAR OR TRUCK

NEW USED CAR TRUCK

MAKE MODEL TYPE

OR TRIM SERIAL NO.

SALESMAN D A Boykin TO BE DELIVERED ON OR ABOUT 19

INSURANCE COVERAGE

TYPE AMOUNT TERM PREMIUM COST

THEFT AND THEFT

COLLISION DED.

PUBLIC LIABILITY

PROPERTY DAMAGE

CREDIT LIFE

CHASER MAY CHOOSE THE PERSON THROUGH WHICH THE INSURANCE IS OBTAINED.

RE: SUBJECT TO COLLECTION

RE: BANNO APPROVAL

CHASER IS NOT REQUIRED TO OBTAIN CREDIT LIFE INSURANCE COVERAGE.

Chaser hereby affirms that the charge for credit life insurance shown above has been disclosed in writing to him, prior to execution by the Purchaser of this statement, and that after disclosure, Purchaser specifically affirms that he desires to obtain the insurance for such charge is made.

Chaser's Name: _____ Date: _____

PROPERTY INSURANCE COVERAGE FOR BODILY INJURY AND PROPERTY DAMAGE CAUSED TO OTHERS IS NOT INCLUDED.

DESCRIPTION OF TRADE IN

MAKE DODGE MODEL

SERIAL NO. DODGE 200.00

TRIM TITLE NO.

Finance charges begin to accrue on 19

Total of Payments shall be repaid to _____ in _____

Executive equal monthly installments of \$ _____ each on the _____ day of month commencing 19 plus one final installment of \$ _____

19. If final monthly installment is more than twice amount of an otherwise monthly scheduled equal payment, balloon payment in amount of \$ _____ is due 19.

Balloon payment shall be paid when due and may not be refinanced. If instalment is in default more than 10 days, default charges shall be payable in the amount of _____ % of the delinquent instalment or \$ _____ whichever is less.

Chaser shall have a security interest in the property until the Total of Payments is paid in full, his contract is prepaid, a refund credit computed in accordance with the rule of 78s will be

to Purchaser. In computing such refund credit, an acquisition charge in the amount of _____ will be made.

Purchaser has read all of the provisions on both the face and reverse side of this Order, including the reference to warranty and NO WARRANTIES OF MERCHANTABILITY OR FITNESS. The Purchaser agrees that all such provisions are part of this Order and that this Order supersedes any prior agreement and is the complete and exclusive agreement on the subject matters covered by this Order. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER'S AUTHORIZED REPRESENTATIVE. IN THE CASE OF A TIME SALE, THE DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL A FINANCE SOURCE APPROVES THIS ORDER AND AGREES TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PURCHASER AND THE DEALER BASED ON THIS ORDER. Purchaser certifies he is of majority age and has received a true copy of this Order.

PURCHASER'S SIGNATURE A E D T

GA-098-FM (7-73)

THE REYNOLDS & REYNOLDS CO., CEDAR, O., DALLAS, LOS ANGELES

CHAS.

PURCHASER'S NAME		STREET ADDRESS	
SAVANNAH VILLAGE COTTAGE		P.O. (Auto Dept)	
CITY DIXON		STATE	ZIP
RESIDENCE PHONE		BUSINESS PHONE	
CASH PRICE OF CAR			
68 CADILLAC 4100 720.00			
TRUCK DODGE 550.00			
CASH PRICE			
TAX			
LICENSE		TRANSFER	TITLE
CASH DOWN PAYMENT		DEPOSIT ON ORDER	
		CASH ON DELIVERY	
1. TOTAL CASH PRICE DELIVERED			
2. CASH DOWN PAYMENT		5	6)
3. TRADE IN			
LESS		BALANCE OWING TO	
4. TOTAL DOWN PAYMENT (2 + 3) UNPAID BALANCE OF CASH PRICE (1 - 4)			
5			
6. OTHER CHARGES		INSURANCE	
		5 6)	
7. UNPAID BALANCE (AMOUNT FINANCED)			
8 FINANCE CHARGE			
9. TOTAL OF PAYMENTS (7 + 8)			
10. DEFERRED PAYMENT PRICE (1 + 6 +)			
11. ANNUAL PERCENTAGE RATE %			

ACCEPTED BY: DEALER OR HIS AUTHORIZED REPRESENTATIVE

LITHO IN U.S.A.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

ORANDUM

DATE November 6, 1975

Dr. Ronald Williams

M: Robert Logemann

ject: Disposal of the Lincoln Continental
and purchase of a replacement vehicle.

E

As per your instructions, I have made arrangements to dispose of the 1964 Lincoln Continental.

Since the vehicle legally should not be sold to a private party due to its condition, we have been faced with the prospects of junking it. If you will note on the attached order form, the local Ford dealer has offered a little more than junk price for the vehicle on trade on a 1968 Cadillac Sedan De Ville. The Cadillac replacement is an absolute necessity for use particularly in the Aut 233 and Aut 222 classes as a "hands on" training experience for the students. The equipment on the 1968 Cadillac is as follows:

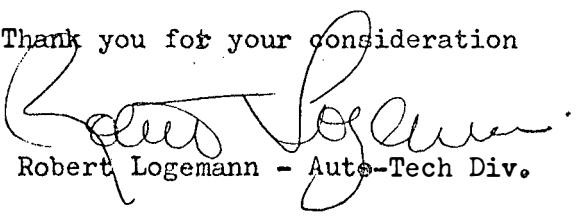
- Power Steering
- Power Brakes
- Automatic Transmission
- Power Windows
- Power Seats
- Automatic Climate Control
- Rear Window Defogger
- Tilt Steering Column
- Telescoping Steering Column
- Am-Fm Stereo Radio System
- Automatic Door Locks

This car shows a mileage of approximately 66,000 miles on the odometer.

You will note that the order form is subject to School Board approval. This was done so that the dealership would be willing to hold the vehicle until we could take action on the purchase.

Your prompt reply on how soon a decision can be made on this purchase is of the utmost importance to the dealership.

Thank you for your consideration


Robert Logemann - Auto-Tech Div.