

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L1<sup>4</sup>  
January 12, 1976 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 Affirmative Action Policy
  - 4. Approval of 1976-77 academic-administrative calendars
  - 5. Approval of LRC policy change
  - 6. Approval of policy on full-time students
  - 7. Approval of sick leave policy for non-academic staff
  - 8. Other items
- E. Old Business
- F. New Business
  - 1. Grievance #6
  - 2. Personnel policies for non-academic staff
  - 3. Other items
- G. President's Report
  - 1. Report from student trustee member
  - 2. Spring enrollment report
  - 3. Community services mailer
  - 4. Report on Council of President's meeting
  - 5. Other items
- H. Time of next meeting
- I. Adjournment

1-7-76  
bg

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

January 12, 1976

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on January 12, 1976 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order:

The meeting was called to order by Chairman Coplan at 7:35 p.m. and the following members answered roll call:

William Judd	Lorna Keefer
Oscar Koenig	William Reigle
Ty Simmons	Robert Wolf
Ronald Coplan	

Absent:

Arman Gaulrapp

Secretary Pro-Tem:

Due to the absence of Arman Gaulrapp, Mr. Coplan appointed William Judd to serve as Secretary Pro-Tem.

Minutes:

It was moved by Member Judd and seconded by Member Koenig that the minutes of the December 22 meeting be approved with the notation that on page #3 the Board took a break at 8:31 p.m. and when they reconvened they voted to go into Executive session at 8:46 p.m. to discuss pending litigation. Motion voted and carried.

New Position:

It was moved by Member Reigle and seconded by Member Wolf that the Board approve the addition of a position in the Business Department to be effective Fall, 1976. Motion voted and carried.

Instructor:

It was moved by Member Judd and seconded by Member Keefer that the Board approve the appointment of Wayne F. Holland to the Business Department at Step 4, Assistant Professor, to be effective as of Fall, 1976. In a roll call vote the following was recorded: Ayes Members Judd, Keefer, Koenig, Reigle, Simmons, Wolf and Coplan. Nays-0. Motion carried.

Full-time  
Secretary:

President Cole informed the Board that through funding from the Veteran's Grant, it will be possible to hire a full-time secretary for the veteran's office for the remainder of this year with an over-expenditure of approximately \$775.

Affirmative  
Action Policy:

It was moved by Member Reigle and seconded by Member Koenig that the Board approve the attached policy on Affirmative Action. Motion voted and carried.

Calendar:

It was moved by Member Gaulrapp and seconded by Member Keefer that the Board approve the attached 1976-77 academic and administrative calendars as presented. Motion voted and carried.

Learning Resource  
Center:

It was moved by Member Reigle and seconded by Member Koenig that the Board approve the attached new Learning Resource Policy which will allow non-students 16 years of age and over to receive borrower's cards free of charge as outlined. Motion voted and carried.

Arrival:

Member Gaulrapp arrived at 8:05 p.m.

Policy on  
Full-time Students:

It was moved by Member Judd and seconded by Member Wolf that the policy on full-time students contained in the catalog be revised to read as follows:

Full-time status is equal to 12 semester hours of credit or more. Students registered in Medical Laboratory Technology, Agriculture, and Radiologic Technology as full-time interns with 30 or more contact hours required of them, shall have full-time status.

Sick Leave:

A proposed policy for Sick Leave for Non-Academic employees was presented to the Board for their study.

Grievance #6:

Grievance #6 was re-scheduled for the February 9 meeting by mutual agreement with the Faculty Association.

Personnel  
Policies:

Personnel policies for Non-Academic staff were submitted to the Board for their information and study.

President's  
Report:

President Cole reported on the Council of Presidents' meeting with special emphasis upon the status of 1975-76 funding and the Board of Higher Education financial recommendations for 1976-77. He also reported on the Community Service mailer and spring semester enrollment of 23,902 credit hours and 2,477 heads which is an increase as of this date of 719 heads and 6,235 hours over last year. Late registration will not be completed until January 23 at which time a complete enrollment report will be presented to the Board. Dr. Cole also indicated that the annual Festival of Arts will be held at Sauk Valley College on February 13-15. He informed the Board of his intention to handle the utilization of facilities in the same manner that it was handled last year.

College Van:

Mr. Coplan reported to the Board that he had received a letter from the Sauk Valley College Foundation indicating their desire to donate a van to the college. The Board then expressed their appreciation to the Foundation.

Budget Workshop:

The Board was reminded by Mr. Coplan that a workshop on the budget and collective bargaining procedures should be held before March, if possible.

Ann Johnson:

The Board expressed their condolences to the family of Ann Johnson who passed away during the last week. Mrs. Johnson had been a Counselor at Sauk Valley College for the past eight years and a Memorial Service was held for her at the college Little Theater on January 12.

Adjournment:

Since there was no further business, it was moved by Member Simmons (and Gaulrapp) and seconded by Member Keefer that the Board adjourn. The next regular meeting will be 7:30 p.m. on January 26. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, Wolf and Coplan. Nays-0. Motion carried.

The Board adjourned at 8:32 p.m.

Respectfully submitted:

  
Arman Gaulrapp, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 17, 1975

MEMORANDUM

SVC Board of Trustees

0-3

Re: Dr. George E. Cole  
President

RE: AGENDA ITEM #E-1 - REPORT ON AFFIRMATIVE ACTION POLICY

It is my understanding that the attached policy should be sent to the Federal Agencies on or before January 1, 1976.

I feel this draft should be discussed at the Board meeting of December 22, and any suggestions and changes could be incorporated so that it could be formally approved at the first Board meeting in January. In the meantime I will send a tentative document to the Federal Agencies before the deadline date with a qualifying statement that it has been reviewed by the Board and we will be approving it after the first of the year.

GEC/bg  
Enc.

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

PROPOSED AFFIRMATIVE ACTION POLICY

SAUK VALLEY COLLEGE

HISTORICAL BACKGROUND

Sauk Valley College was created by a vote of the people in 1965 for the expressed purpose of serving the residents of the Sauk Valley community college district and is given direction by an elected board of trustees who are selected at large by the district residents.

At the present time the college district includes all or part of 16 school districts and comprises approximately 2,500 square miles. There are slightly more than 105,000 people residing in the district. The college can best be described as a rural community college. At the present time the college enrollment is at about 4,300. The college employees about 180 persons.

Sauk Valley College is fully accredited by the North Central Association of Colleges and Secondary Schools, approved by the Illinois Community College Board, and its primary purpose as a college is to provide programs in community services for the residents of the district, to provide technical and vocational training for students seeking immediate employment upon the completion of a one-year certificate or a two-year Associate in Applied Science Degree, and also serves those students who wish to complete the standard two years of a four-year degree before transferring to a four-year institution.

AFFIRMATIVE ACTION POLICY

Since its inception, Sauk Valley College has practiced a policy of equal employment opportunity for all individuals regardless of race, color, religion, national origin, sex or age. These values are expressed

in existing college policies and documents and have been rigorously implemented in the hiring practices of the college.<sup>1</sup>

In the interest of complying with recent Affirmative Action requirements by the Federal government, the college will continue to practice all of its non-discrimination personnel policies. The institution has, in the past and will continue in the future, to make every attempt to comply with the guidelines of Federal Executive Orders #11246 and #11375.

It was the intent of the college founders to have a staff which reflected the racial, ethnic and cultural compositions of the college district. This will continue to be a paramount value in all decisions made at the college.

#### RESPONSIBILITY FOR THE AFFIRMATIVE ACTION POLICY

Although the primary responsibility for implementing these policies rest with the Board of Trustees and Chief Executive, they are broadly delegated to all college employees. This responsibility is expressed in the classroom where all students are treated equally, and in the way the Financial Aids Program for the college is administered. All students receive financial aid based upon need, regardless of race, color, religion, national origin, sex or age. All recruitment efforts by college staff are directed to maximize the enrollment of minority groups within the district. We actually utilize advisory committees from special interest groups within the community. Efforts have been made to hire people on an impartial basis at all levels of the college including the cus-

<sup>1</sup>References: Labor Agreement & Purchasing Policy

todial staff, secretarial and support services, faculty, and/or administration and professional staff.

The college keeps up-to-date records and will be more than willing to provide them to anyone upon request reflecting the composition of our staff and student body in regard to race, color, religion, national origin, sex or age.

No employee has, in the past nor will in the future, be terminated solely on the basis of race, color, religion, national origin, sex or age. All employees who are dismissed are given the rights of due process. All vacancies that are filled within the college are properly advertised in both local and sometimes in national publications.

The college practices a policy of Affirmative Action in its purchasing of all materials and supplies for the college and requires contractors who deal with the college to also comply with Federal guidelines.

#### DISSEMINATION OF THE POLICY

This policy is disseminated to every college employee and contained in all existing policy books within the college and is available upon request to any citizen of the area or Federal or State Agencies.

12-17-75  
bg

PURCHASING POLICYIntroduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Dean of Business Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

Ethics

All administrators acting as purchasing agents for Sauk Valley College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce cost or increase the efficiency of the means of education.
4. To insist on and expect honesty in sale representation whether offered verbally or in the sample of a product submitted.
5. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the district.
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies.

7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

#### Procedures

The Dean of Business Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Dean of Business Services, or his responsible officer, and he shall not be burdened with interference from any person at or below his administrative level.

Supply items common to all departments and which are generally used throughout the college shall be purchased by the Dean of Business Services. Such items shall be of good quality and shall be purchased in sufficient and adequate quantities so as to assure the lowest possible cost. These supply items shall be located in a central storage room and controlled by dispensing through the Business Office. The departmental budgets will be charged by journal entry for the value of the merchandise received.

All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or dean, or as required by the Dean of Business Services.

#### Policies

##### A. Budgeted Expenditures

All expenditures for items of services, materials, supplies and equipment which have been budgeted within the operational funds of the College shall be bid and purchased within the following guidelines and policies:

1. Purchases involving an expenditure of less than \$2,500 may be authorized by the Dean of Business Services without advertising for bids, or requiring formal competitive bidding. The Dean of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

2. Purchases involving an expenditure in excess of \$2,500 shall be let to the lowest responsible bidder after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:
  - a. services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
  - b. printing of finance committee reports and departmental reports.
  - c. printing or engraving of bonds, tax warrants and other evidences of indebtedness.
  - d. utility services such as water, light, heat, telephone or telegraph.
  - e. materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price.
  - f. the purchase of supplies, materials, and equipment for which written specifications cannot feasibly be formulated due to the nature of the product to be purchased, e.g. boiler chemicals, floor sealers, brand name typewriters, etc.
  - g. purchases of magazines, books, periodicals, pamphlets and reports.
  - h. where funds are expended in an emergency and such emergency expenditure is approved by 70% of the members of the Board.
3. All competitive bids for contracts involving an expenditure in excess of \$2,500 should be sealed by the bidder and must be opened by a member or employee of the board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

4. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.
5. All requests for quotations or competitive bids shall be issued through the office of the Dean of Business Services.

**B. Non-Budgeted Expenditures**

Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in the operational funds of the College, or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

**Miscellaneous**

The Dean of Business Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he meets the specific requirements set forth in the bidding document.

Preference will be given to persons or firms located in the college district so long as they provide the needed service on a substantially equal basis with the persons or firms located outside the district.

**RESOLVED**, That the purchasing policy of COMMUNITY COLLEGE DISTRICT NUMBER 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as SAUK VALLEY COLLEGE, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley College is a party shall be conditioned upon the requirement that the supplier of materials or services or the contractor and his subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, Ill. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

Board Policy  
1-13-75

## **"EQUAL EMPLOYMENT OPPORTUNITY CLAUSE"**

**In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared nonresponsible and therefore ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.**

During the performance of this contract, the contractor agrees as follows:

- (1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.**
- (2) That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.**
- (3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.**
- (4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.**
- (5) That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.**
- (6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain**

compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

(7) That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10(a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be nonresponsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations."

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulations for Public Contracts:

"Section 2.10. The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

(a) for the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or

(b) under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken or assumed."

DATE December 17, 1975

RANDOM

D-4

SVC Board of Trustees

: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-1 - PROPOSED 1976-77 ACADEMIC &  
ADMINISTRATIVE CALENDARS

In the past we have always provided the Board with a copy of the proposed academic and administrative calendars for the following academic year. These are included for your information and after you have had sufficient time to review these we would like them formally approved by the Board.

This must be formally approved prior to the end of January so we can include it in our new college catalog.

GEC/bg  
Enc.

December 2, 1975

SAUK VALLEY COLLEGETEMPORARY ACADEMIC CALENDARFALL SEMESTER 1976

Early Registration	Begins Monday, July 8, 1976
Regular Registration	Thursday, August 26, 1976 9:00 a.m. - 8:30 p.m.
Faculty Orientation	Friday, August 27
All Classes Begin	Monday, August 30
Late Registration	Monday, August 30 - Friday, September 10
Last Day for Course Change Without Instructor's Signature	Friday, September 3
Late Registration With Instructor's Signature Only	Tuesday - Friday, September 7 - 10
Last Day for Course Change With Instructor's Signature Only	Friday, September 10
Labor Day - No Classes (College Offices Closed)	Monday, September 6
Pow Wow Day - Classes Dismissed at Noon (4:00 p.m. and evening classes will meet)	Wednesday
Columbus Day - No Classes (College Offices Closed)	Monday, October 11
Constitution Examination	Thursday, October 14
Mid-Semester Date	Friday, October 15
ACT Test Date	Saturday
Veterans' Day - No Classes (College Offices Closed)	Thursday, November 11
Thanksgiving Vacation Begins	Wednesday, November 24, 10:00 p.m.
College Offices Closed	Thursday, Friday - November 25, 26
All Classes Resume	Monday, November 29
ACT Test Date	Saturday
Final Examinations	Monday - Wednesday, December 20 - 22
Final Grades Due in Registrar's Office	Thursday, December 23, 4:00 p.m.
College Offices Closed	Friday, December 24
College Offices Closed	Friday, December 31

SAUK VALLEY COLLEGETEMPORARY ACADEMIC CALENDARSPRING SEMESTER 1977

Early Registration	Begins Monday, November 29, 1976
Regular Registration	Thursday, January 13, 1977 9:00 a.m. - 8:30 p.m.
All Classes Begin	Monday, January 17
Late Registration	January 17 - 28
Last Day for Course Change Without Instructor's Signature	Friday, January 21
Late Registration With Instructor's Signature Only	January 24 - 28
Last Day for Course Change With Instructor's Signature Only	Friday, January 28
Lincoln's Birthday - No Classes (College Offices Closed)	Friday, February 11
ACT Test Date	Saturday
Washington's Birthday - No Classes (College Offices Closed)	Monday, February 21
Mid-Semester Date	Friday, March 11
Constitution Examination	Thursday, March 17
Spring Vacation Begins	Friday, April 1, 5:00 p.m.
ACT Test Date	Saturday
Good Friday - No Classes (College Offices Closed)	Friday, April 8
All Classes Resume	Monday, April 11
Constitution Examination	Thursday, April 21
Final Examinations	Wednesday - Friday, May 11 - 13
All Grades for Prospective Graduates Due in Registrar's Office	Wednesday, May 11, 4:00 p.m.
All Grades Due in Registrar's Office	Tuesday, May 17, 12:00 noon
Commencement	Wednesday, May 18
Memorial Day (College Offices Closed)	Wednesday, May 31

December 2, 1975

SAUK VALLEY COLLEGETEMPORARY ACADEMIC CALENDARSUMMER SESSION 1977

Registration	Thursday, June 9 9:00 a.m. - 8:30 p.m.
ACT Test Date	Saturday
All Classes Begin	Monday, June 13
Last Day of Late Registration	Friday, June 17
Independence Day - No Classes (College Offices Closed)	Monday, July 4
Mid-Term	Thursday, July 7
Final Examinations	Wednesday - Thursday, August 10 - 11
All Grades Due in Registrar's Office	Friday, August 12, 4:00 p.m.

PROPOSED

SAUK VALLEY COLLEGE  
ADMINISTRATIVE CALENDAR - 1976-77

July

5 Independence Day Holiday - College Offices Closed  
15 Update of faculty and staff inventory data to ICCB

August

2 Deadline date to submit new programs for spring term to ICCB  
27 Faculty Orientation

September

1 Staff inventory data for full-time professional staff and administration to ICCB  
6 Labor Day - College Offices Closed  
14 Spring semester class schedules  
22 Pow Wow Day  
30 Spring semester textbook adoption forms due in Dean's offices

October

8 Spring semester textbook order forms from Data Center  
11 Columbus Day - College Offices Closed  
25 Spring semester textbook order forms to Bookstore

November

1 Update of faculty inventory data for all full-time teaching faculty to ICCB  
1 General distribution of spring schedule  
2 Basic data for all part-time teaching faculty to ICCB  
2 Formal notice of any program retrenchment  
11 Veterans' Day - College Offices Closed

November

- 16 Staff needs for 1976-77 academic year
- 23 Summer session class schedules
- 25-26 Thanksgiving Vacation - College Offices Closed

December

- 1 Deadline date to submit new programs for summer term to ICCB
- 6 Budget requests to appropriate Deans
- 13 Staff recommendations for "continuing appointees"
- 14 Budget requests to Business Office
- 22 General distribution of summer schedule
- 24 Christmas Holiday - College Offices Closed
- 31 New Year's Holiday - College Offices Closed

January

- 3 Notification to "continuing appointees" of Annual Review
- 17 Staff recommendations for "term" faculty
- 31 Fall semester class schedules

February

- 11 Lincoln's Birthday - College Offices Closed
- 15 Notification to "term" appointees of Annual Review
- 21 Washington's Birthday - College Offices Closed
- 28 Official notices for reappointment to "term" appointees

March

- 2 Deadline date to submit new programs for fall term to ICCB
- 2 Summer school textbook adoption forms due in Deans' offices
- 14 College Board of Trustees approval of tentative budget

14           Summer School textbook order forms from Data Center  
15           General distribution of fall schedule  
21           Summer school textbook order form to Bookstore  
  
April  
1           Faculty contracts issued  
1           Fall semester textbook adoption forms due in  
              Deans' offices  
8           Good Friday - College Offices Closed  
13           Fall semester textbook order forms from Data Center  
21           College and Career Night  
25           College Board of Trustees approval of final budget  
  
May  
2           Fall semester textbook orders to Bookstore  
18           Commencement  
31           Memorial Day - College Offices Closed  
  
June  
30           Annual Report due

Office of the President  
December 17, 1975  
bg