

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
February 9, 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 maternity policy
 - 4. Approval of budget transfer for ceramics equipment
 - 5. Approval of budget amendment
 - 6. Acceptance of donation
 - 7. Other items
- E. Old Business
 - 1. Hearing on Grievance #6
 - 2. Other items
- F. New Business
- G. President's Report
 - 1. Report from student trustee member
 - 2. Spring enrollment report
 - 3. Report on Council of Presidents' meeting
 - 4. Minutes of SVC committee meetings
 - 5. Report on Veteran's Affairs
 - 6. Summer 1976 schedule
 - 7. Other items
- H. Time of next meeting
- I. Adjournment

2-4-76
bg

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

February 9, 1976

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on February 9, 1976 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 7:30 p.m. and the following members answered roll call:

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

Approval of
of Minutes: It was moved by Member Koenig and seconded by Member Reigle that the minutes of the January 26 meeting be approved as presented. Motion voted and carried.

Additional
Position: It was moved by Member Koenig and seconded by Member Reigle that the Board approve the addition of an Agriculture position to be effective as of the 1976-77 academic year. Motion voted and carried.

Resignation: It was moved by Member Judd and seconded by Member Simmons (Gaulrapp) that the Board accept with regret the resignation of Dr. Michael Meyer as of February 13, 1976. Motion voted and carried.

Maternity Leave: It was moved by Member Koenig and seconded by Member Gaulrapp that the Board approve the attached Pregnancy Related Leaves for Support Staff as presented. Motion voted and carried.

Budget Transfer: It was moved by Member Reigle and seconded by Member Koenig that the Board approve the transfer of \$1,200 from the Contingency Fund (199-000-600) to the ceramics equipment budget (192-000-585). In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, Wolf, and Coplan. Motion carried.

Budget Revision: It was moved by Member Koenig and seconded by Member Gaulrapp that the Board approve the attached budget amendment which increases the Student Activities from \$62,550 to \$68,410 due to increased enrollment. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, Wolf and Coplan. Nays-0. Motion carried.

Donation: It was moved by Member Gaulrapp and seconded by Member Judd that the Board grant the President the authority to accept the donation of 1 1/2 tons of sheet metal for the Welding program from Sims Cabs, Inc. of Rock Falls and write a letter of appreciation for same. Motion voted and carried.

Donovan Case: Mr. Castendyck reported that the Donovan case has been scheduled for trial on April 12, 1976.

President's Report: Dr. Cole presented the attached report on veteran's enrollment, the summer session schedule, minutes of the Curriculum Committee meeting and the Student Services Committee meeting, a report on annual faculty productivity which showed the total adjusted FTE load for full-time faculty as 688.2 as compared to 620 for 1974-75 and 578 for 1973-74, a report on the 50% community college funding proposals in FY 1977, and a reminder of the 3rd Annual Festival of Arts and Crafts Festival to be held February 13, 14 and 15.

Grievance Hearing: Chairman Coplan indicated that a Grievance Hearing would now be held on Grievance #6 filed by Robert Thomas.

Mr. Thomas then presented the attached grievance (plus addendums) to the Board with his explanations thereof.

The Board then heard from Mr. David Youker of the Faculty Association. Mr. Robert Castendyck Board Attorney, presented the attached Board exhibits numbered 1,3,4,5,6, and 7. Dean Bunch was called upon to answer questions posed by Mr. Thomas and also Mr. Castendyck.

During the discussion which followed, it was agreed by both parties that a set of rules should be drawn up on the procedures to be followed in holding future public hearings on grievances.

Grievance
Hearing (cont):

The Board then agreed to take the matter of Grievance #6 under consideration and return to the Faculty Association with a decision.

Executive
Session:

At 9:09 p.m. it was moved by Member Wolf and seconded by Member Koenig that the Board adjourn to executive session to discuss possible dismissal of an employee and also litigation. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, Wolf, and Coplan. Nays-0. Motion carried.

Regular
Session:

At 10:25 p.m. it was moved by Member Reigle and seconded by Member Simmons (Gaulrapp) that the Board return to regular session. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, Wolf, and Coplan. Nays-0. Motion carried.

Grievance #6:

It was then moved by Member Judd and seconded by Member Reigle that Grievance #6 be denied. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Simmons, Wolf and Coplan. Nays-0. Motion carried. Board Chairman Coplan was directed to communicate the Board's action on this grievance to the Sauk Valley College Faculty Association.

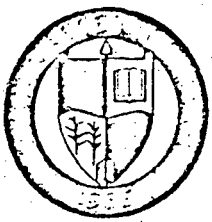
Adjournment:

Since there was no further business, it was moved by Member Wolf and seconded by Member Simmons (Keefer) that the Board adjourn. The next meeting will be 7:30 p.m. on February 23, 1976. 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 10:27 p.m.

Respectfully submitted:


Arman Gaulrapp, Secretary



SAUK VALLEY COLLEGE

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

February 20, 1976

Mr. David Youker, President,
SVC Faculty Association,
Sauk Valley College,
Rural Route 1,
Dixon, Illinois

Re: Grievance #6 - Robert Thomas

Dear Sir:

The Board of Trustees has considered the evidence presented to it on February 9, 1976, regarding Grievance #6.

The grievance on its face, as well as the supporting materials presented at the hearing, indicates that the grievant did not question the authority of the dean to assign the grievant a class on a "released time" basis, but rather the "wisdom" of doing so.

Therefore, the Board finds no misapplication or misinterpretation of the contract and denies the grievance.

Very truly yours,

Ronald F. Coplan,
Chairman,
Sauk Valley College Board of
Trustees

RFC:mv

CC: Mr. Robert Thomas
Dr. George Cole
All Board Members

PREGNANCY RELATED LEAVES FOR SUPPORT STAFF

9-3

The Board recognizes two categories into which leaves relating to pregnancy may fall. First, a leave of absence for maternity purposes. Second, a disability leave for the Staff member who is absent from work due to illness or disability relating to pregnancy, complications in connection with said condition and childbirth.

A. LEAVE OF ABSENCE FOR EXPECTED MATERNITY.

1. As soon as pregnancy is known, or no later than the end of the fourth month of pregnancy, the Staff member shall report her condition to her immediate Supervisor in writing, together with a doctor's certificate indicating the expected due date and the fact that the employee is in good health and able to continue work. The Staff member shall be entitled, upon request, to a maternity leave to begin at any time between the commencement of her pregnancy and the birth of the child. The request for such a leave shall be in writing addressed to the President of the College and, except in case of emergency, shall give notice at least thirty (30) days prior to the date on which her leave is to begin.

2. A Staff member who is pregnant may continue in active employment as late into her pregnancy as she desires provided she is properly able to perform her required duties.

3. When an employee is placed on maternity leave, no salary will be paid, and all sick leave and other financial benefits will cease.

4. At the time a maternity leave is granted, the President shall obtain a written statement from the Staff member indicating her intention with reference to the duration of said leave. No maternity leave shall be granted for a period in excess of thirty (30) days after the delivery of the child or children unless there are complications which prevent the individual from returning to work. In such an event, the leave may be extended by the President upon receipt of evidence from the Staff member's physician that her condition is such that it is impossible for her to return to work. She shall be expected to terminate her leave

at such time as she is physically able to return and the Board may require an independent physical examination, by a physician of its choice, at its expense. In the event the Staff member is found physically able to return to work and she fails or refuses to do so, her employment shall be terminated.

**B. DISABILITY LEAVE RELATED TO PREGNANCY, COMPLICATIONS
IN CONNECTION WITH SAID CONDITION AND CHILDBIRTH.**

1. If a Staff member elects not to request a maternity leave, she shall, at the end of the sixth month of pregnancy, provide her immediate Superior with an estimate by her physician as to the date at which pregnancy will result in her inability to continue to perform the services required of her. It shall also contain an estimate by the physician as to the date when she would be able to return to her normal duties.

2. The Staff member shall be expected to continue the normal services required of her until she is physically unable to do so. At such time as she is unable to provide said services, she shall furnish a written statement from her physician indicating the physical cause for her inability to perform the services.

3. It is expected that a Staff member would normally be able to return to work within twenty-one (21) days after delivery. In the event of complications or circumstances which prevent her return within said period, she shall furnish a written statement from her physician indicating the nature and extent of the problem and an estimate as to when she would be able to return.

Under either Paragraph 2 above, or this Paragraph, the Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the Staff member is found physically able to return to work and she fails or refuses to do so, her employment shall be terminated.

4. The Staff member shall be entitled to use accrued sick leave during the period she is disabled. At such time as accrued sick leave has been used, all pay and other financial benefits will cease.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 4, 1976

MORANDUM

SVC Board of Trustees

g-5

TO: Dr. George E. Cole
President

RE: AGENDA ITEM #D-5 - APPROVAL OF BUDGET AMENDMENT

As the attached memo from Dean Sagmoe explains, our actual credit hour production for this year has significantly exceeded that amount of credit hours actually included in our budget.

Although at this time we are not sure of the exact state reimbursement rate, we do know that \$1 for each credit hour is ear-marked for student activities. Student activities has need of this extra money and must plan ahead in order to utilize it in their program for the remainder of the year.

RECOMMENDATION:

I recommend that the Board approve the attached budget amendment which increases the total revenue for the Student Activities budget.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 4, 1976

MORANDUM

: Dr. George Cole

DM: John E. Sagmoe

: Activities Budget Amendment

It is my recommendation that the 1975-76 Student Activities budget be amended to reflect the attached revision. This revision of the Student Activities budget has been approved by the Associated Student Board and Claire Buschmann, Coordinator of Student Activities. Consideration of this recommendation at the February 9 Sauk Valley College Board of Trustees meeting would be appreciated.

JES/br

Enclosure

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 4, 1976

MORANDUM

John Sagmoe, Dean of Student Services

TO: Claire Buschmann, Student Activities Coordinator

SUBJECT: Proposed Revision of Student Activities Budget - Restricted Purposes Fund, 1975-76 Budget

The proposed budget revisions in Student Activities are based on three factors:

1. Revision of the actual and anticipated income allocated to Student Activities.
2. Unanticipated expenses in several categories.
3. A philosophy of providing programs to meet the needs and interests of the total community college district as well as the student population. Following is an overview of the Restricted Purposes Funds indicating the areas in which changes are requested with an explanation on the attached page.

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Enclosure

RESTRICTED PURPOSES FUND

I: ESTIMATED REVENUE

	<u>1975-76 Budget</u>	<u>Changes</u>	<u>1975-76 Revised Budget</u>
Comprehensive Fee Income	58,050	+3,660	61,710
Athletic Income	400	-300	100
Drama Income	2,500	0	2,500
Student Activity Income	1,500	+2,500	4,000
Student Newspaper Income	<u>100</u>	<u>0</u>	<u>100</u>
TOTAL INCOME	62,550		68,410

II: ESTIMATED EXPENDITURES

Athletic Expense	16,300	+455	16,755
Intramurals - Coed	2,000	0	2,000
Cheerleaders & Ponpon Expense	600	+600	1,200
Speech Activities/Readers Exp.	3,800	0	3,800
Drama Expense	1,925	+260	2,185
Music Expense	2,800	0	2,800
Student Activity Expense	15,000	+5,400	20,400
Student Newspaper Expense	2,700	0	2,700
Student Magazine Expense	3,000	0	3,000
Associated Student Board	2,125	0	2,125
Musical	2,300	0	2,300
Women's Intercollegiate Act.	6,000	0	6,000
Contingencies/Non-Budgeted	<u>4,000</u>	<u>-855</u>	<u>3,145</u>
TOTAL EXPENDITURES	62,550		68,410

See attached page for change explanations

EXPLANATION: REVENUE CHANGES

1. Comprehensive Fee Income Change -- Adjusted to reflect the revised anticipated credit hours for 1975-76.
2. Athletic Income Change -- Adjusted to reflect recent suggestion of not charging for basketball games.
3. Student Activities Change -- Adjusted to reflect actual and anticipated income from the more comprehensive Student Activities Program.

EXPLANATION: EXPENDITURE CHANGES

4. Athletics Expense Change -- Adjusted to reflect additional travel and equipment costs for the expanded Wrestling Program.
5. Cheerleaders and Pompon Expense Change -- Adjusted to meet the request made and approved by the Associated Student Board to purchase new uniforms.
6. Drama Expense Change -- Adjusted to reflect increased unexpected costs incurred primarily from guest artist visitations.
7. Student Activities Expense Change -- During the fall semester, programs were presented for Sauk Valley College students and for the community encompassed by District 506. These programs included Pow Wow Day, Donald Freed/Mark Lane, Pool Exhibition by Dallas West, Richard Bach (author of Jonathan Livingston Seagull), the Barefoot Jerry Concert, a chess lecture and exhibition by Walter Browne, Fiesta Folklorico, the 10-Year Reunion Dance, the folksinger Pat Ireland, and films presented through the Film Commission. In addition to reaching a broad cross-section of the populace, these programs generated a 100% increase in income in the fall semester alone. (See Income From Admissions to Student Activities.)

At the same time, unanticipated expenses associated with several programs has left this account with minimal funds for the spring semester. Programs are currently in preparation, with the support and assistance of the Associated Student Board, which will appeal to the community at large. Anticipated programs include a poetry workshop and presentation, a program on traditional American music, classic American films, programs for women, possibly a play, and several programs which relate more specifically to the Sauk Valley student.



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

November 12, 1975

To: Noah Bunch, Dean of Arts and Sciences

From: David Youker, President, Faculty Association

On behalf of Robert Thomas, the Sauk Valley College Faculty Association is filing a grievance as described on the enclosed statement.

Step #1 of the procedure requires a meeting with the supervisor under whose responsibility the grievance falls.

Please notify Mr. Thomas when you can meet with him and Mr. Dill and Mr. Foster, who are the Grievance Committee members who will attend as representatives of the Association. Afternoons, other than Tuesday, would be most acceptable.

cc: Robert Thomas
Duane Paulsen
Jerry Mathis
Ross Dill
Don Foster



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

R. R. 1 • Dixon, Illinois 61021 • Phone 815/284-7711

GRIEVANCE # 6

November 6, 1975

ARTICLE VIOLATED, MISINTERPRETED, OR MISAPPLIED:

Article VI, B, Workload, 1 and 2

STATEMENT OF GRIEVANCE:

Robert Thomas, librarian and associate professor of library science, has, for the fall, 1975, semester, been assigned instruction for ENG 215, "Black American Literature," on the basis of released time compensation.

Mr. Thomas developed and proposed the course in direct response to President Cole's encouragement of faculty, some two years ago, to utilize individual interests and specialties to organize new courses which could enhance the curriculum and which could be taught on the basis of paid overload as a financial incentive.

During the fall, 1973, semester, Mr. Thomas did teach ENG 215 on such an overload basis. He was then asked to teach it on a released time basis but, with the support of Duane Paulsen, LRC director, refused, stating that the taking of 6 hours released time for an English course from his 37 hour workload would have a disproportionate and negative effect on his provision of quality library service - his primary duty - to both students and faculty.

He further stated that assignment on a released time basis would force him to file a grievance based on violation of workload policy. Finally, he received verbal assurance that the commitments under which the course had been encouraged and developed would be kept. Some weeks later he received a "part-time" teaching contract stating that compensation would be a paid overload.

During spring semester, 1975, Mr. Thomas indicated that he was again prepared to offer ENG 215 for the fall semester. The Dean of Arts and Sciences again requested that he offer it for released time compensation. Mr. Thomas replied that if he could not teach the course on an overload basis that it should be offered by some other instructor or removed from the schedule. Mr. Paulsen again concurred and noted further that the issue should be settled during spring semester as Mr. Thomas is not employed full-time during the summer. However, neither he nor Mr. Thomas received notice, formal or otherwise, of a final decision.

Returning this fall, Mr. Thomas was told by the Dean that, regardless of previous commitments or precedents, the course was to be taught for released time compensation. Mr. Thomas protested that, especially with the greatly increased enrollment, such an assignment gave no valid consideration to his primary work as librarian.

However, the assignment has not been changed. The Dean stated that the contract allowed him to make such a decision. It is clear that once he had made the decision, quite probably when the issue first arose, that he had no intention of changing it. There was therefore no true "discussion with concerned individual faculty members and respective departments" (Contract, p. 11) nor true consideration of their contention that "released time would be detrimental to their department." (Contract, p. 12)

Further, Mr. Thomas has still not received the "written agreement stating the conditions of the overload" which the contract requires "must be presented to the individual faculty member prior to the start of the overload period." (Contract, p. 12) In the past, he has received "part-time" contracts for not only the English course but also for the library technology courses he teaches as even they are considered overload paid for by released time compensation - not a part of the regular load.

Thus, the contract has been violated and/or certainly misapplied in at least three instances.

It is significant to also note, as an example of the extent of lack of concern for the quality of professional library service to students and to faculty, that the Dean has also requested that the library be open on Saturday. Suggested hours are 10-2:00, which, if worked by Mr. Thomas, would require his taking another 4 hours from his regular weekly workload. Another request was for his being available from 4-7:00, one evening a week. The fulfillment of both in any given week would reduce his prime hours availability to 30 hours, with ENG 215 as a paid overload, or to only 24 hours with its being paid in released time. These requests also were made to the LRC staff without any prior discussion with them as to what their schedules are or why they are so constructed. Also the request for Saturday hours was made without apparent regard for the results of several past openings which did not, according to staff judgment, justify continuance.

A final question must be "If the ENG 215 can be arbitrarily assigned for released time, might not other courses also be added?" For example, the Dean noted verbally once that should the ENG 215 have insufficient enrollment another unstaffed English course might be substituted.

That prospect is even less considerate of Mr. Thomas' primary assignment as well as of the benefit of affected students. He has taught no other literature courses; therefore, time for new preparation would be considerable. And, though he has taught ENG 101 as a part-time summer assignment, its preparation for the regular semester would require much alteration.

But, should he be assigned ENG 101 or 100 or 103, students in these courses need added help outside class. As Mr. Thomas is always on LRC duty and has no specific office hours, all of the considerable time they would require would directly subtract from his library service.

Lastly, it should be stated that the issue is not that Mr. Thomas should teach occasionally. He has taught library technology courses three of the last four semesters and will continue to do so on that ratio for overload released time compensation as the courses are in his field even if not his primary duty.

The issue is that to the Dean he is not a librarian but just someone whose schedule can comparatively easily be made more productive financially, at least on the surface.

If such violation and/or misapplication of the contract is not protested now, what is to prevent Mr. Thomas' becoming, through arbitrary assignments, a teacher with 3 or 4 courses and an office in the library. What is to prevent any instructors from having to accept such alterations in their primary assignments?

RELIEF SOUGHT:

Formal, written assignment of the ENG 215, "Black American Literature," offering as a paid overload scaled to his rank and experience.

Grievant Robert D. Thomas, Sr. 11/6/78
Grievance Committee _____
President, Association _____
Supervisor _____

President, College _____
Board of Trustees _____
Arbitrator _____

ARTICLE VI

Faculty Personnel Policies

Basis for Personnel Policies:

1. Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley College in accordance with provisions H.B. 1710, 74th Illinois General Assembly.
2. The intent of these personnel policies is to insure the selection and maintenance of a highly qualified staff capable of conducting a comprehensive community college program which will warrant national recognition and meet the following standards:
 - a. The Standards and Criteria for the Evaluation and Recognition of Illinois Public Community Colleges and Other Guidelines. Policies and Procedures Approved by the Illinois Community College Board.
 - b. The regional and national accreditation standards for higher education in general and for community colleges in particular.
 - c. The requirements of such other governing or regulatory agencies from which the college must seek approval for programs and/or funds.

8. Workload: 1974-76 Academic Years:

1. Workload for the full-time teaching staff for the 1974-76 academic years shall be assigned by the appropriate Dean in accordance with the needs of the college as determined after discussion with concerned individual faculty members and respective departments.

Workloads up to 32 credit hours without overload compensation may be assigned for the academic year. Credit hours for workload will be determined allowing 1 credit hour for each lecture hour and .75 credit hour for each laboratory hour. Faculty teaching in programs which by their nature, and/or due to facilities available for the educational process, are low enrollment classes may carry loads as follows:

- (a) Industrial and Technical - maximum without overload of 40 credit hours per academic year.
- (b) Medical laboratory - maximum without overload of 40 credit hours per academic year.

Those faculty who have special duties or responsibilities within the college assigned by their respective Deans may be given released time from their workload. Faculty members shall maintain at least five (5) office hours per week per semester. Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester. Any faculty member may have the option of accepting or refusing an overload of more than 1 credit hour. A written agreement stating the conditions of the overload must be presented to the individual faculty member prior to the start of the overload period.

2. Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the SVC Faculty Association shall be 37 hours per week. Instructional duties for these individuals shall be assigned on the basis of six (6) hours released time for a 3 semester credit hour course taught, or when released time would be detrimental to their department, paid overload compensation at the option of the appropriate Dean.

17
DATE April 4, 1973

Jard of Trustees

George Cole

Proposed Reorganization

Previous recommendations by North Central Association, suggestions from Springfield, and current trends in this College in particular, and higher education in general, strongly suggest a future emphasis be placed upon community services and vocational education. A second trend is for colleges to have fewer administrators and to expect these fewer administrators to have less professional staff assistance and to, in effect, assume more responsibility and work harder.

Sauk Valley College had three fewer administrators during the 1972-73 academic year than it had in the 1971-72 academic year. At the same time the student credit hours for this year increased by 5% and the head count within the College increased by 20%. Next year we are projecting a student credit hour increase of 10% and a student head count increase of about 20%. We will need a 10% increase with no significant increase in personnel costs to achieve a balanced budget for the 1973-74 academic year.

There are four major reasons for this proposed change:

- 1) The creation of two new deanships will increase the capacity of the College to initiate and support more programs in the areas of vocational education and community services.
- 2) Replacing the existing deans and 6 division heads with two deans and elected department heads will decrease the number of administrators in the academic area from 9 to 3 or 4 depending upon the final decision of the State in combining the administration of the ADN and LPN programs. The number of full-time equated administrators will be reduced from 6 to 4 or 5. There will also be a net decrease in administration cost and an increase in the number of full-time classroom teachers.

DATE April 4, 1973

M., Continued

rd of Trustees

rge Cole

This proposed reorganization would eliminate one layer in our existing organizational structure. Most administrative theorists feel that fewer layers facilitate communication and decrease the probability of goal distortion. This proposed structure would permit faculty to communicate directly with deans on a one-to-one basis. Major decisions affecting each departmental area such as budgets, schedules and staff utilization would be heavily dependent upon consensus recommendations made by the department to the dean.

The proposed reorganization would accomplish an improved coherence among administration and college. The president and all other administrators would be evaluated in terms of college objectives. Their job descriptions would be based on college objectives. Although these clearly stated objectives must come from the Board, it is assumed that the College Council and the various departments and administrators will have input in their creation through the president. In the new structure, all faculty would be evaluated by their dean. Evaluation would be based on individual teacher, course, departmental and college objectives.

Board of explanation should be offered about the proposed Dean of Community Services. Although this is described as a new position, it should be remembered that this activity involved more than 600 off-campus students this year and employed about 30 part-time and overload teachers. Growth in this area has and will continue to be explosive. The value of this activity will be greatly increased by the annexation of more territory to the Sauk Valley College District. We should be prepared to offer courses in Thomson, Fulton or Oregon. We must also respond to the increased demand made by the community for public safety courses in the area of Fire Science, Corrections, Hospital Administration and Nursing Home Administration, as well as on-site industrial training. The dean could greatly facilitate the involvement of the college with the community and could best be described as a sensitive, flexible wing of the college related primarily to educational needs of the community. With the advent of traditional studies, it would seem appropriate to attach the college library and audio-visual services to this dean, as well as existing law enforcement training.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 15, 1973

MEMORANDUM

Duane Paulsen

TO: Dr. George E. Cole

Pursuant to our discussion of August 15, 1973, I feel a very valid point was raised by Mr. Robert Thomas. I feel his status is very similar to Mr. Zindel's and that it might be very appropriate in the future to consider the possibility of giving each of these individuals a ten month contract plus one month of summer work.

I feel it would also be appropriate to build into the job descriptions the requirement that they each teach perhaps one class per semester as part of their regular load.

It may also be that we, in another context, might consider this possibility for counselors but in the immediate sense I would be most appreciative if you and your two staff members could discuss the ramifications of this kind of decision, perhaps to be put into effect for next summer.

GEC/bg

c.c. ✓ Robert Thomas
David Zindel
Noah Bunch

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 24, 1973

MEMORANDUM

TO: George Cole, President

FROM: Robert Thomas

My signature on the attached contract is to indicate acceptance of rank and salary as offered.

It is not to be construed as acceptance of assignment of any duties beyond those for which I was originally hired, for no satisfactory agreement has been reached relative to my assumption of such duties.

Specifically, I refer to assignment of teaching duties consisting of responsibility for "Black American Literature" for fall semester, 1973, and for "Children's Literature" for spring semester, 1974.

Clarification of my role relative to these courses is desired at the earliest possible date.

cc: Duane Paulsen, Director, Learning Resource Center

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 22, 1974

MEMORANDUM

Dean Noah Bunch

Re: Dr. George E. Cole

Pursuant to our earlier discussion of last week, you are aware that Robert Thomas is quite concerned about getting a letter from you concerning his overload arrangement for teaching.

I think you could avoid difficulties if you could take care of this as quickly as possible. I think it would be best if you would meet with him and finalize the arrangements and then let me sign the contract letter.

GEC/bg

c.c. Robert Thomas



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois 61021 / Area 815 284-7711

OFFICE OF THE PRESIDENT

January 29, 1974

Mr. Robert Thomas
602 S. Galena Avenue
Dixon, Illinois 61021

Dear Mr. Thomas:

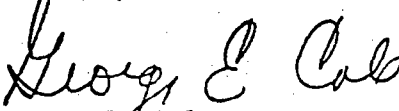
Your assignment to overload teaching is confirmed for the academic year 1973-74, according to Article VI of the Contractual Agreement, as follows:

3 semester hours \$675.00

Payment for this overload will be divided into two checks to be available March 15 and May 31, 1974.

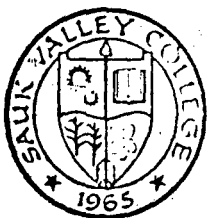
In order to verify this agreement, please sign the enclosed copy of this letter and return it to my office.

Sincerely,


George E. Cole
President

af

cc: Dean Bunch
D. Paulsen



SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

September 9, 1974

Mr Robert Thomas
602 South Galena Avenue
Dixon, Il. 61021

Dear Mr Thomas:

Your assignment as a part-time member of our instructional faculty for the fall semester is confirmed as follows:

LIB 125N Library Reference 3 credit hours Released Time

In order to verify this agreement, please sign the enclosed copy of this letter and return it to my office at your earliest convenience.

Sincerely,

George E. Cole
President

lm

cc: Dr. Williams
Duane Paulsen



SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

January 14, 1975

Mr. Robert Thomas
602 South Galena Avenue
Dixon, Il. 61021

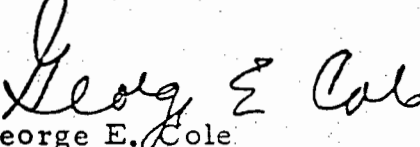
Dear Mr. Thomas:

Your assignment as a part-time member of our instructional faculty for the spring semester is confirmed as follows:

LIB 221 Children's Literature Released Time (3 credit hours)

In order to verify this agreement, please sign the enclosed copy of this letter and return it to my office at your earliest convenience.

Sincerely,


George E. Cole
President

lm

cc: Dr Williams
Duane Paulsen

UK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 6, 1975

MEMORANDUM

Duane Paulsen,

Mr. Dr. Williams

As a result of our conversations recently, and the meeting at which you and your staff described the problems involved in the Lib Tec Program, I am hereby approving the Lib Tec Program sequence, as you have proposed.

I am very pleased with the input you and your staff gave and the manner in which it was given. I feel that this kind of constructive discussion has assisted all individuals involved.

I discussed the problem of Mr. Thomas teaching 6 semester hours (per semester), with Dean Bunch and we have agreed that the Library Tec Program offerings should take precedence over any other offerings which might involve Mr. Thomas.

Once again, thanks for your cooperation.

lm

cc: Robert Thomas ✓
David Zindel

Full-Time Equivalency (FTE) students as taken from "Students Who Attend
 Sauk Valley College."

		15 Semester <u>Hour FTE</u>	12 Semester <u>Hour FTE</u>
Spring	1966-67	406.4	
Fall	1967-68	882.39	
Fall	1968-69	929.93	1161.16
Fall	1970-71	1136.20	1420.25
Fall	1971-72	1100.40	1375.50
Fall	1972-73	1170	1462
Fall	1973	1199	1499
Fall	1974	1304	1630
Fall	1975	1825	2281

FINAL DRAFT

**GUIDLINES FOR ILLINOIS JUNIOR AND COMMUNITY COLLEGE
LEARNING RESOURCE CENTERS**

**Prepared by the Sub-Committee on Junior College Standards of the College and Research
Section of Illinois Library Association.**

STAFF

The LRC should have an adequate, well qualified staff which includes both librarians, media specialists, and supportive personnel. Professional staff members should hold a Masters Degree in Library Science, Instructional Materials, or Audio-Visual Education.

The LRC professional staff has the same status as teaching faculty. This status includes such considerations as tenure rights, sick leave benefits, sabbatical leaves, vacation benefits, comparable hours of duty, retirement and annuity benefits, and inclusion on the same salary scale.

Quality of service is proportionate to the size of the staff and the ratio between professionals and supportive staff.

General guidelines for determining minimum staff needs are one full-time LRC position for each 200 students (FTE). These positions should be generally in the proportion of one professional to two supportive.

Since the range of service may vary from one institution to another, the following breakdown of staff requirements by service areas is provided. Both professional and supportive staff are included in the number of positions recommended in the following formulas. In some small junior colleges, it is recognized that some staff, especially professionals, will be assigned responsibilities in more than one service area.

Technical Services

The proportion between professional staff and supportive staff in technical services is 33% to 66%. There should be one full-time position for each 1500 annual acquisitions. (This includes all types of resources.)

Public Services

Since this service includes both the library services and audio-visual services, two formulas are suggested for computing staff needs:

1. Library public services – one staff member per 600 students (FTE). The suggested proportion is 40% professional to 60% supportive.
2. Audio-Visual public services – one staff position per 30 faculty (FTE). The suggested proportion is professional 20% to supportive 80%.

- 1) Rock Valley College. Carl Steele, Director of Educational Resource Center. 1/5/76
 - a) Librarians are on regular teaching faculty contract. No extra stipulations added.
 - b) They have same days off, vacation time, privileges.
 - c) Summer work. May work two months for 80% each month of the regular monthly salary. Normal teaching faculty summer load is 80% of regular year. If a librarian chooses not to work during the summer, the others can work up to 100% of normal salary.
 - d) Librarians must work during the "record processing days," the period during which final grading is being done.
 - e) If librarians teach, they are paid an overload. This is 6.6% of the nine month for each class.
- 2) Blackhawk College. Don Rowland, Director of Library. 1/5/76
 - a) Librarians are on regular teaching faculty contract. No extra stipulations added.
 - b) Librarians may teach within the College, but are paid in each instance.
 - c) Work during grading period. All faculty must be available during this time.
 - d) Each librarian had to work two days during the Christmas break to maintain library services.
 - e) Aside from the holidays, the Director and clerical staff had to work three out of the six days during the interim period.
 - f) Library Director has no voice in what days are to be worked, vacation schedule, etc. This is handled by the Vice President for Academic Affairs.
- 3) Illinois Valley Community College. 1/6/76
 - a) 3½ librarians. AV is separate from library.
 - b) All librarians on 12 month contract, with same vacations as administration.
 - c) 40 hour work week.
 - d) Librarians, because they are considered part of administration, are not allowed to teach. (IVCC is affiliated with AFT).
 - e) Library technology courses are under the Humanities Division and part-time librarians are used for teaching courses.
 - f) A professional on hand during all open hours. The youngest (in seniority) librarian, works the evenings. Closed from 4:00 pm to 6:00 pm daily. Library closes at 9:30 pm. No weekends.
- 4) College of Lake County. Tom Buchta, Director Learning Resources. 1/9/76.
 - a) Librarians/AV specialist on faculty schedule and status, rights and privileges.
 - b) All have option to work summers.
 - c) 35 hour work week, including one evening.
 - d) LRC personnel do not teach in library technology program unless paid overload. Have option to not teach.
 - e) LRC personnel work during the grading period.

student generated

checkouts

- 5 books
- 5 reserves
- 3 periodicals
- 5 media items (which also had to be found for them)

3 library cards issued

helped student find Mr. Paulsen

checked to see if apparently "lost" book had been returned
also checked original price in case replacement was necessary

thrice got Jean to cover desk while I had to be elsewhere

equipment demonstration/explanation/usage

- 4 at microfilm machines
 - 3 for demonstration/explanation
 - 1 for troubleshooting
- 5 at Xerox
 - 2 for demonstration/explanation
 - 2 had short runs made for them
 - for 1, paper change was required
 - 1 review of charging system

- 1 each, demonstration/explanation
 - filmstrip pronector
 - film loop projector
 - tape player

2 telephone calls

- 1 seeking information on library hours
- 1 seeking to learn if library had specific book
 - required checking author and title at card catalog

discussion with student about late enrollment in black lit class
later signed enrollment admission slip
gave brief review of classes missed
gave assignments
showed location of filmstrip which had been shown in class

Faculty generated

- 1 seeking bibliographic information on recently published book
necessary to go to processing room and check bibliographic sources
- 1 discussed in-library assignments being given to an English class
- 3 brought in materials to be placed on reserve before end of day
 - 1 had 12-15 items
 - 1 had 6 items
 - 1 had 3 itemsitems included both books and loose materials, for which "binding" was necessary; basic identification processing required for all
- 1 was also queried as to the continuing status of materials already on reserve; some 5 or 6 items were removed
- called two staff members to inquire if they had left materials at Xerox

other work

- made telephone call to check currency of information in a catalog
- pulled several misplaced periodicals from current shelves
- put several books on new book display rack; pulled some older ones
- read about 2 pages of book reviews from recently received periodical

Materials Circulation StatisticsTotal

	<u>1976</u>	<u>1975</u>	<u>1974</u>	<u>1973</u>	<u>1972</u>
August		1347	1583	1186	1339
September		3316	2820	2659	2269
October		3424	2631	3096	2876
November		2762	2733	3420	3320
December		2579	2131	1969	2858
January	3540	2750	2867	2338	

Work Profile History: Specific Duties

Hired on 9½-month contract, with agreement to teach reference course once every two years and with assignment as practicum coordinator, both duties as portions of library technology curriculum. Given released time for the former.

Verbally stated that I would not consider position unless it included the two-week preparation period prior to opening of fall semester. Did not learn until much later that predecessor had 12-month contract. But, at time of hiring, was told that position would become 12-month upon significant enrollment increase.

Some two years later, during college financial crisis, lost the circulation clerk who was directly responsible to my position. With few exceptions, all her duties fell directly to me.

About same time, lessening of Federal funding cut number of work-study positions by almost half.

Following year, initiated black literature course whose original concept derived from direct suggestion by Dr. Cole during fall orientation that faculty consider development of new courses in areas of special interest, for enhancement of curriculum and for personal financial benefit, as they could be taught for overload pay in addition to normal assignments.

Same year, as administration continued to seek to reduce expenditures, agreed, with understanding that would receive payment for black literature, to teach children's literature for released time compensation.

Audio-visual production functions moved from LRC the following summer. Media circulation, with exception of films, became the responsibility of regular circulation. Though a-v has returned, function has not reverted.

Enrollment increase this fall sufficient to cause noticeable rise in work in LRC.

Presence on campus and expansion of such agencies as Farmer's Union (CETA program) also directly contribute to increased work in library responsibility, though not a directly alligned activity/function, for copier service (Xerox).



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

R. R. 1 • Dixon, Illinois 61021 • Phone 815/284-7711

November 26, 1975

Dr. George Cole
President
Sauk Valley College
Dixon, Illinois 61021

Re: Association Grievance # 6

Fourteen days have passed since the Faculty Association's filing (November 12, 1975) of Robert Thomas' grievance against Dean Noah Bunch's decision that he teach ENG 215, "Black American Literature," for released time compensation, though the taking of such time is deemed by his department to be detrimental to his primary assignment as librarian.

As Dean Bunch has neither met with Mr. Thomas and the Grievance Committee members nor responded directly to the issue, the Association is, in accordance with its contract (Article XVII, C, step # 2, p. 32), forwarding the grievance to you and to step # 2.

Along with the grievance, you will find its original cover letter to Dean Bunch, a memo from him attempting to avoid designation as immediate supervisor, and an Association rebuttal reaffirming his responsibility as supervisor as the only individual whose position description empowers him to make such a literature assignment.

Sincerely,

David Youker
President, SVC Faculty Association

cc: Dean Noah Bunch
Duane Paulsen
Robert Thomas
John McCluskey
Lawrence Weiner

YUK VALLEY COLLEGE

23

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 26, 1975

RANDUM

Robert Thomas

Noah Bunch
Dean of Arts and Sciences

GRIEVANCE #6

B

I am happy that you have recognized me as your immediate supervisor in the area of instruction. I am confident that as the Dean I have the authority to assign you this teaching on a released time basis.

I make special reference to Article VI, Sub-section B, Sub-division 2, dealing with work-load for full-time faculty. (See Page 12 of existing contract.)

"Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the S.V.C. Faculty Association shall be 37 hours per week. Instructional duties for these individuals shall be assigned on the basis of six (6) hours released time for a 3 semester credit hour course taught, or when released time would be detrimental to their department, paid overload compensation at the option of the appropriate Dean."

As Dean, I made this assignment to you on a released time basis feeling that this was in the best interest of the institution. Mr. Paulsen, however, is responsible for supervising you on your job in the library and I assumed that he assumed his responsibility and adjusted your work schedule to compensate for the released time to do the teaching of this course.

For that reason, I am denying your request that you be given overload pay and offer the opinion that you have no basis for a grievance.

NB/af

c.c. David Youker, President S.V.C.F.A.



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

January 15, 1976

Robert Thomas
Sauk Valley College
RR #1
Dixon, Illinois

Dear Bob:

After our meeting of December 9, 1975, in Dr. Cole's office and after rereading Dr. Cole's letter of December 4, 1975, it appears to me that there maybe some confusion as to why Dean Bunch did not hold the required meeting.

On the afternoon of November 26, 1975, I received a telephone call asking me to come to Dean Bunch's office. As soon as I got the opportunity I went to his office and was handed a memorandum dated November 26, 1975, denying Grievance #6.

Dean Bunch expressed concern that no one from the Grievance Committee had contacted him. I explained he was to call the meeting. He said the Grievance Committee was to call it. After some discussion we checked the contract and found that he was to arrange for a meeting. He said he was not aware of this and that was why the meeting was not held, since the fourteen days had already expired. We discussed whether this was the way it should be, but we also agreed that since the contract states that a meeting must be held before a decision, that is the way it should have been handled.

My concern is that a denial was made without you having the opportunity to present your side and this definitely is contrary to the wording of the contract.

Sincerely,

David E. Youker, President

DY:kn



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

December 1, 1975

Dr. George Cole
President
Sauk Valley College
Dixon, Illinois 61021

Re: Association letter (11/26/75) on Grievance #6

Dear Dr. Cole:

On November 26, 1975, I sent you a letter which stated in the second paragraph:

As Dean Bunch has neither met with Mr. Thomas and the Grievance Committee members nor responded directly to the issue, the Association is, in accordance with its contract (Article XVII, C, step #2, p. 32), forwarding the grievance to you and to step #2.

The statement about Dean Bunch's not meeting with Mr. Thomas and Grievance Committee representatives remains true. But he did respond; a copy of the response is enclosed. His response was hand-delivered to me after I had already mailed my letter to you. Since the meeting required by the contract had not taken place and since the response was a denial, it did not effect the filing of the grievance at step #2. However, Dean Bunch has asked me to acknowledge the receipt of his letter to keep the record correct.

Sincerely,

David Youker
President, SVC Faculty Association

cc: Dean Noah Bunch
Robert Thomas



SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

December 2, 1975

Mr. David Youker, President
SVC Faculty Association
Sauk Valley College
Dixon, IL 61021

RE: GRIEVANCE #6

Dear Mr. Youker:

This will acknowledge receipt of a letter from you dated November 26, 1975, which arrived in my office December 1, 1975.

I will respond to the grievance in a separate letter during the appropriate time span. I feel it only correct, however, to explain that once again you have chosen to misrepresent the actual facts surrounding the correspondence in this issue. The grievance was received from the Faculty Association on November 12, 1975. According to Step #1 of the grievance procedure spelled out on pages 31 & 32 of the contractual agreement between the Board and the Faculty, the administration has 14 days after receipt of the grievance to respond. According to my way of counting, that means November 26.

First of all, I am totally aware that you met with Dean Bunch on November 26, at approximately noon, where he provided you with a copy of his response to Faculty Association Grievance #6. He had some difficulty in locating Robert Thomas that day and finally at 2:45 p.m. on Wednesday, November 26, in the absence of Mr. Thomas, he provided a copy of his response directly to Jean Harper with the understanding that she would pass it on to Mr. Thomas.

It would appear to me that your letter was written on November 26 before the deadline date for a response from the administration at Step #1 had expired, and I would be most appreciative if you would write me a letter correcting the fact that Dean Bunch did indeed respond to the grievance in the appropriate amount of time. I would also be most appreciative if you would redraft your response taking into consideration Dean Bunch's answer. If you choose to ignore his communication, please indicate so in your letter.

I also feel it is important to respond to paragraph 3 of your communication to me. I do not feel that Dean Bunch was attempting to avoid his designation as Thomas' immediate supervisor. I feel that there is a point of concern in that Mr. Thomas and Mr. Paulsen were apparently aware of the Dean's intention that this class be taught on a released time basis and that Mr. Paulsen was entrusted with the responsibility of so arranging Mr. Thomas' schedule.

Upon reviewing carefully the contract, I see that I have 14 days to arrange for a meeting and then I have another 14 days after the meeting to respond in writing to you of my decision. In accordance with that paragraph in the contract, I am asking my secretary to set up a meeting date of December 9 at 4 p.m. in my office. Even though the contract indicates that I have 14 days from the date of my receipt of your communication, which was December 1, I recognize your date of November 26, and the meeting date of the 9th clearly falls within that required time frame.

I would therefore reiterate that you plan on meeting with me and the Grievance Committee on that date, or if that is inappropriate for you I would suggest that another meeting time be arranged after the 9th. Please bear in mind, however, that if the meeting time is held after December 9, it will be because you requested it and not because I so arranged it.

Sincerely,



George E. Cole
President

GEC/bg

c.c. Dean Noah Bunch

Duane Paulsen

Robert Thomas

Faculty Association Grievance Committee:

Larry Geldean

Don Foster

Ross Dill

Don Burton

Leona Grossman

Stu Keller



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

December 3, 1975

Dr. George Cole
President
Sauk Valley College
Dixon, Illinois 61021

RE: Letter Dec. 2

Dear Dr. Cole:

I am in receipt of a letter from you dated Dec. 2, 1975. This letter is just another example of your lack of understanding of the contract and the Association which has led you to attack me in several letters. Although I do not have the time to answer all your accusations, I feel compelled to answer this letter and expose the "actual facts."

In the second paragraph you refer to pp. 31 & 32 of the contractual agreement. Your statement "the administration has fourteen days after receipt of the grievance to respond" is absolutely not true. The section you referred to says the administrator has fourteen days to arrange for a meeting, not to respond. The response is to be made after the meeting. You are correct that fourteen days "means Nov. 26." Since the meeting had not been "arranged" within the fourteen days, Dean Bunch's response in no way corrects this violation of the contract.

In talking with Dean Bunch on Nov. 26, he stated he was not even aware he was to arrange for a meeting. You refer to this conversation in paragraph #3. It was in the afternoon. As I stated in my letter to you of Dec. 1, since the meeting had not been held, I had already sent the grievance to you.

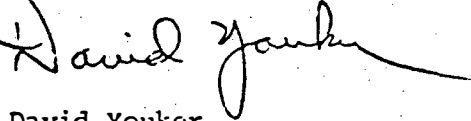
In paragraph #4 you again refer to the response being received in the appropriate amount of time. As I have explained above, the response cannot be made until after the hearing, which was never held. You also asked me to redraft my response taking into consideration Dean Bunch's answer. This is absolutely unnecessary since I understand the contract and as I have stated in my Dec. 1 letter, this response has no bearing on the grievance moving to step #2.

As to your "point of concern" in paragraph #5, this would require several pages to document our position on this matter. Rather than elaborate here, I feel the meeting of Dec. 9 would be a more appropriate time for this presentation. Hopefully, after the meeting it will become clear who was aware of what, and who was responsible for this grievance.

21

You are correct in paragraph #6 that you have fourteen days to arrange for a meeting. You might not be aware of Article XVII, B, 9, Page 20, which says "hearing will be held.....in-so-far as possible, at other than college hours or during non-teaching time of personnel involved." You should notice that in my Nov. 12 letter to Dean Bunch, the afternoon that would be the least acceptable was Tuesday afternoon. Dec. 9 is a Tuesday afternoon. I do not know why you selected the least acceptable afternoon, but we feel this matter has to be resolved as soon as possible. Therefore, we are accepting the 4:00 p.m., Dec. 9 meeting time. We will have to make some changes as to who is in attendance but we intend to be present.

Sincerely,



David Youker
President SVCFA

DY/lb

c.c. Dean Noah Bunch
Duane Paulsen
Robert Thomas

Faculty Association Grievance Committee:

Larry Geldean
Don Foster
Ross Dill
Don Burton
Leona Grossman
Stu Keller

DATE December 4, 1975

ANDUM

David Youker, President
SVC Faculty Association

Dr. George E. Cole *G.E.C*
SVC President

RE: GRIEVANCE #6

I find it unfortunate that you view my sincere efforts to clarify facts and elucidate our misunderstandings as being a personal attack upon you. Perhaps this attitude on your part in itself is the basis for many of our problems.

Upon reviewing Article XXII, Sub-Section C, Step #1, under the grievance procedure, I see that you are indeed correct. A meeting should have been arranged within 14 days between the Dean, the Grievant and the Association's representative. However, in his sincere zeal to expedite the grievance process, Dean Bunch chose to meet with you personally, as President of the Faculty Association, and to give you his response in writing. I am sure he would have also met with Mr. Thomas had Mr. Thomas been available on that day before the Thanksgiving holiday.

You realize, of course, that by taking these steps Dean Bunch did in fact respond to the Association and the Grievant a full 14 days before the contract required.

You must admit that when the first draft of the grievance was submitted to Dean Bunch it bore the signature of Duane Paulsen. This caused the administration some confusion because we had always thought that Mr. Paulsen was an administrator and according to his job description he is the supervisor of Mr. Thomas. Our first assumption was that Step #1 had already been accomplished. As you can see our questions and your responses helped us clarify the confusion. Even though Mr. Paulsen is Mr. Thomas' supervisor, in the area of instruction Mr. Thomas is directly responsible to the Dean. It was necessary for Dean Bunch to reach an understanding on this point before he could proceed with a response to the grievance.

As President, however, I do not remember receiving from you a copy of the Association's committee structure and it was with some difficulty that my secretary finally established the identity of your grievance committee so that we could properly communicate with them on the establishment of a meeting.

Memorandum to: .David Youker
December 4, 1975
Page #2

would seem appropriate that as President of the Association you might want to provide me with copies of the Association minutes so that I could be more fully informed of which people are serving on which committees. If you feel that this is breaking faith with your constituents, you might just provide me with a breakdown of which people are assigned to which duties. This might facilitate the communication process between the Association and the President's office.

As a minor comment, I might add that in my opinion it is a bit presumptuous of you to accuse the Dean of not responding when in fact you did not allow him the allotted 14 days to offer such a response.

It should also be noted that in my earlier communication to you I indicated that I would be very happy to meet on another day other than Tuesday the 9th, as long as it was after the 9th. My reasons for this are quite straight-forward. It is necessary for me to spend the remainder of this week in Chicago at the Council of Presidents' meeting and I am committed to a full schedule on Monday, December 8. If you would like to have the meeting on Wednesday the 10th, or the day after, I would be more than happy to do so.

In the past I feel we have erred in not sufficiently researching the background behind each grievance. It is my intention as President to gather as many facts as possible so that the probability of misunderstanding of this issue might be corrected as early as possible. We both know that the cost of arbitration is expensive and that the time of our non-paid Board members is quite valuable to them. For that reason, I intend to conduct a thorough investigation before our scheduled meeting of December 9.

EC/bg

c. Dean Noah Bunch
Duane Paulsen
Robert Thomas

Faculty Association Grievance Committee:

Larry Geldean
Don Foster
Ross Dill
Don Burton
Leona Grossman
Stu Keller



SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

December 22, 1975
CERTIFIED MAIL

Mr. David Youker, President
SVC Faculty Association
Route #5
Dixon, IL 61021

RE: RESPONSE TO GRIEVANCE #6

Dear Mr. Youker:

The grievant, Mr. Robert Thomas, contends that "the contract has been violated and/or certainly been misapplied in at least three instances." First of all he charges that "there was no true discussion with concerned individual faculty members and respective departments." Secondly, he indicates that the assignment was made with no true consideration of the department's contention that released time would be detrimental to the department. The third instance in which he feels the contract was violated was that he did not receive "written agreement stating the conditions of the overload which the contract requires, and which must be presented to the individual faculty member prior to the start of the overload period."

I will respond to each of these alleged violations separately. First of all, the grievant acknowledges that he has been assigned responsibility of teaching ENG 215 - Black American Literature, on the basis of released time compensation. He further acknowledges that a discussion was held with the Dean of Arts & Sciences in the spring of 1975, and at that time he told the Dean, "if he could not teach the course on an overload basis then it should be offered by some other instructor or removed from the schedule."

He further acknowledges, however, that:

"Returning this fall, Mr. Thomas was told by the Dean that, regardless of previous commitments or precedents, the course was to be taught for released time compensation. Mr. Thomas protested that, especially with the greatly increased enrollment, such an assignment gave no valid consideration to his primary work as librarian."

However, the assignment has not been changed. The Dean stated that the contract allowed him to make such a decision. It is clear that once he had made the decision, quite probably when the issue first arose, that he had no intention of changing it. There was therefore no true 'discussion with concerned individual faculty members and respective departments' (Contract, p. 11) nor true consideration of their contention that 'released time would be detrimental to their department' (Contract, p. 12)."

It would appear to me that at least two meetings were held with Mr. Thomas and separate meetings were also held with Mr. Paulsen about the assigning of this instructional responsibility on a released time basis. To assert that a discussion was not held merely because the grievant did not agree with the Dean is not valid. A meeting where a Dean makes an assignment to a staff person, in my opinion, constitutes a discussion. Mr. Thomas himself indicates that at this meeting he disagreed with the Dean. His disagreement, however, does not absolve him of the responsibility of carrying out the Dean's wish.

Alleged violation #2: Although in the opinion of Mr. Thomas the assignment of this teaching responsibility on a released time basis is detrimental to the department, the fact remains that the Dean is charged with the responsibility of deciding the institutional priority on Mr. Thomas' time. In exercising this responsibility, Dean Bunch was being consistent with the other assignments he had made other staff persons within the institution. He chose to make this assignment to Mr. Thomas and expected it to be carried out. The judgement as to whether or not the assignment would be detrimental to the department is made by the Dean, not by the individual to which the assignment is being given, namely the grievant.

It would appear to me that Dean Bunch acted correctly according to the authority granted him in the existing labor contract, Article VI, Section B, Sub-section 2:

"Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the SVC Faculty Association shall be 37 hours per week. Instructional duties for these individuals shall be assigned on the basis of six (6) hours released time would be detrimental to their department, paid overload compensation at the option of the appropriate Dean."

The third alleged violation of the contract deals with the fact that no written agreement stating the conditions of the overload was given to the grievant. Once again, Mr. Thomas would be well-advised to read the contract. The contract explicitly states on Pages 11 & 12, which deals with overload, under sub-section 1:

"Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester."

Overload for full-time teaching staff is assigned for the academic year and overload commitments are not made until the end of registration during the spring semester. The Dean has written no overload letters to any faculty and will not write any of these letters until registration is completed for the spring semester. This discussion, however, is irrelevant in that it is quite clear that Mr. Thomas, as a full-time faculty person eligible for membership in the Sauk Valley College Faculty Association, whose primary responsibility is not full-time teaching, is to be covered in section (2) of the work-load statement in the contract. In view of the fact that the instructional assignment was made in accordance with Section 2 (Article VI-B) page 12, of this labor agreement, it was first of all not an overload and did not require a letter. Even if it were an overload, such a letter would not be forthcoming until the beginning of the spring semester. Even though some administrators choose to follow-up their conferences with individual faculty by written summaries, and even though such a follow-up letter from Dean Bunch might have clarified the situation beyond a "shadow of a doubt" with Mr. Thomas, the fact remains, however, that Dean Bunch was not required to write such a letter to be consistent with the contract.

By the grievant's own admission, he was fully aware of the Dean's intent and met at least two times to discuss this assignment with the Dean. In my opinion, the contract explicitly spells out the responsibility of the Dean and the responsibility of the grievant. In my opinion, the Dean acted in accordance with the contract and the grievant chose to defy the Dean's directive and is now in the position of filing a grievance to justify his insubordinate act. It is my understanding that subsequent to this grievance, the Dean did specifically direct the grievant, in writing, to use this released time. He also required the grievant's immediate supervisor to prepare a schedule and report on a weekly basis that this schedule was in fact being honored.

It is also my understanding that the grievant has filed two separate grievances protesting the manner in which the Dean handled the first grievance. We will no doubt deal with these at a later date. The grievant feels that this alleged violation of the contract could be resolved by offering him a paid overload scaled to his rank and experience for this instructional assignment. This act would be inconsistent with the manner in which we have made expectations on all of our staff this year and is not required by the contract. The Dean exercised proper contractual authority; the grievant is challenging this authority through the grievance procedure. For these reasons, the grievance is denied.

Sincerely,

George E. Cole
George E. Cole
President

GEC/bg

c.c. Robert Thomas
Ronald Coplan
Robert Castendyck
Dean Noah Bunch
Duane Paulsen

Grievance Committee:

Larry Geldean
Don Foster
Ross Dill
Don Burton
Leona Grossman
Stu Keller

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 19, 1975

MORANDUM

David Youker, President, Faculty Association

DM: Dean Bunch, ~~Dean~~ of Arts and Sciences

I received the grievance of Mr. Robert Thomas on November 12, 1975, and I have been waiting for a decision, in writing, from the immediate supervisor, Mr. Paulsen, before action can be taken from my office.

Please advise the grievant, Mr. Thomas, that this step is necessary according to the S.V.C. Faculty Association contract, Article 17, sub-section C.

NB/af

c.c. D. Paulsen
R. Thomas



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

November 21, 1975

Dean Bunch, Dean of Arts and Sciences
Sauk Valley College
Dixon, Illinois 61021

RE: Memorandum of November 19, 1975

Dear Dean Bunch:

It is my understanding, as well as the Association's Grievance Committee, that you are the immediate supervisor referred to in the Sauk Valley College Faculty Association contract, Article 17, Subsection C, since this grievance deals with an assignment not under Mr. Paulsen's area of responsibility.

As stated in the contract, if a meeting is not held and a response received from you within fourteen days from the date of my letter to you, the Association will file the grievance at Step 2.

Sincerely,

David E. Youker, President

cc: Duane Paulsen
Robert Thomas
John McClusky
Lawrence Weiner



A3

SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

R. R. 1 • Dixon, Illinois 61021 • Phone 815/284-7711

November 21, 1975

To: N. Bunch, Dean, Arts & Sciences

From: Robert D. Thomas, Sr. ^{RAT}

I have received the carbon copy of your November 19, 1975, memorandum to David Youker, president, Faculty Association.

I strongly reaffirm the step # 1 filing, with you, of the grievance protesting, as a contract misapplication/violation, my assignment to a literature course with compensation in released time rather than in overload payment. Your attempt to shift responsibility for first decision on the grievance is totally unacceptable as there is certainly, in the position description of the Director of the LRC, nothing which empowers him to make a literature course assignment other than within the library technology curriculum.

Further, as an individual member as well as officer of the Faculty Association, I seriously question if you are, as well as attempting to shift responsibility, not also subverting the grievance procedure contracted by the College Board and the Association. I find nothing in the contract to indicate that a grievant's designation of supervisor is subject to question.

Perhaps a reminder is necessary that the grievance will have been filed with you for a period of 14 days as of Wednesday, November 26, 1975. If, by that time, there has been no reasonable attempt by you to meet with grievance committee members and myself, there will be two alternatives:

- 1) The grievance can be filed at step # 2, with the president of the college, or
- 2) the Association can interpret the failure to reply as "no supervisor applicable" (Contract, Art. XVII, C, step # 1, p. 32) and file the grievance at step # 3, with the College Board.

cc: David Youker
Duane Paulsen
John McCluskey
Lawrence Weiner



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

November 24, 1975

TO: Dean Bunch

FROM: Grievance Committee, SVC Faculty Association

It is our opinion that Grievance #6, the grievance filed by Robert Thomas, Sr., and dated November 12, 1975, was filed at the proper level by Mr. Thomas since you are the supervisor referred to in Article XVII, Section C, of the present contract. Further, we believe that your refusal to deal with the grievance is an attempt on your part to subvert the grievance process.

Please make a decision about the disposition of the grievance before Wednesday, November 26, 1975, because on that date, according to the contract, the grievance moves to Step 2 of the grievance process, at which step President Cole must decide on the issue.

Ross A. Dill

Donald Foster

Donald Burton

Larry Geldean

Leona Grossman

Stuart Keller

cc: Lawrence Weiner
John McCluskey
David Youker
Robert Thomas, Sr.

DATE 11-21-75

ORANDUM

Robert Thomas, Dave Zindel

Duane Paulsen

In a memo to me dated Noember 18, 1975 Dean Bunch refers to the LRC Department meeting which was held with him on September 18, 1975. Paragraph 2 states:

" I specifically stated in my conferences with you and Mr. Thomas at the beginning of the Fall Semester, on 9/18/75, that he would be assigned to teach this class on released time basis."

I would like, in writing, your recollection as to whether or not his topic was discussed at this meeting.

jh

DATE 11/24/75

ANDUM

uane Paulsen

Robert Thomas

Re: LRC departmental staff meeting with N. Bunch, 9/18/75

I do not recall, at the 9/18/75 meeting, any specific statement relative to assignment for released time compensation for my teaching of ENG 215, "Black American Literature."

Furthermore, I do not readily understand the purported significance of the statement being made then as its content is not directly relevant to the issue which gave rise to the meeting.

The meeting was scheduled specifically at the LRC staff's request in order that we might react to his recommended alteration, without previous discussion with us, of LRC staff schedules so that Saturday openings might be made possible.

At my request, he had earlier met with me and had stated orally he intended that I teach the course for released time compensation. I then asked for the contracted, formal (written) overload notice which he has never provided.

I stated that because I felt an obligation to students who had registered that I would meet the course. However, I would do so under protest and I would not take released time as I would later file a grievance against his decision if he did not choose to alter it.

DATE 11-21-75

RANDUM

Duane Paulsen

David Zindel, 3

Meeting with Dean Bunch and the LRC professionals on September 18, 1975

In response to your inquiry as to the discussion held in regard to Mr. Thomas teaching and English course and taking released time from LRC functions, I do not recall this entering into our discussion during the meeting on September 18, 1975.

There was however in great depth a discussion of our teaching library courses on a release basis, night work, and Saturday work which we are suppose to take release time for.

jh

DATE 11-26-75

MEMORANDUM

Robert Thomas

Duane Paulsen

Released time for teaching English 215 Black American Literature.

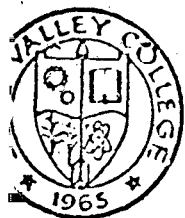
I have been directed by Dean Bunch in a memo dated November 25, 1975 to have you take released time for English 215. To eliminate any misunderstandings. I am quoting from Dean Bunch's memo:

"I feel that it is necessary that Mr. Thomas begin working on a half-time basis starting immediately (December 1, 1975). Upon examining your usage tallies for the library I feel the peak periods of utilization are from approximately 9:00 a.m. to 1:00 p.m. Therefore, I direct that Mr. Thomas be give a schedule which requires him to work from 9:00 a.m. to 1:00 p.m. each day until the total of the released time hours due him are used."

"I also direct that at the end of each week you provide me with a schedule indicating what hours Mr. Thomas has worked and what hours have been assigned as released time."

At the end of each week we will both sign a sheet indicating hours you worked and those taken as released time.

jh



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

December 4, 1975

Noah Bunch
Dean, Arts and Sciences
Sauk Valley College
Dixon, Illinois 61021

from: Robert D. Thomas, Sr.

Robert D. Thomas, Sr.

Re: 11/26/75 memo from Duane Paulsen

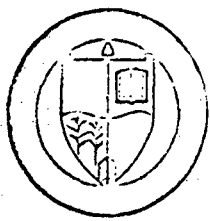
Enclosed find copy of 11/26/75 memo received from Duane Paulsen stating that he has been directed by written memo from you to have me take released time for the ENG 215, "Black American Literature," course whose teaching conditions for fall, 1975, remain in dispute. I only regret that you could not be sufficiently direct to have before provided the contracted written assignment that this issue might have been met and settled earlier.

First, I reaffirm that I continue to strongly believe in the correctness of the action I have pursued relative to the disputed assignment. That your actions have been and continue to be in violation of the contract, as well as having shown no regard for the library needs of both students and faculty nor for the responsibilities of job descriptions, will be more clearly demonstrated to all.

Your assignment of specific work hours from 9-1:00 for the rest of the semester in order that released time be used is also a contract violation as well as the basis for a considerable hardship upon other library staff as well as those who seek their help.

However, upon advice of Lawrence Weiner, counsel to the Higher Education division of IEA, I will begin today, and continue through the close of the semester, to work from only 9-1:00. That the time is being taken under protest is to remain clear as is my continuing to seek as relief for the grieved contract violation full overload pay.

cc: Duane Paulsen
David Youker
John McCluskey
Lawrence Weiner



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois 61021 / Area 815 284-7711

OFFICE OF THE PRESIDENT

June 3, 1970

Mr. Robert D. Thomas, Sr.
R. R. #2
Casey, Illinois 62420

Dear Mr. Thomas:

Subject: Offer of Appointment

I am pleased to offer you an appointment as Assistant Professor of Library Science at Sauk Valley College at a starting salary of \$9350 for the academic year commencing September 1, 1970. The maximum salary for this rank is \$12,625 and any advancement beyond will depend upon the recommendations of the Director of the Learning Resources Center and the Dean of Instruction.

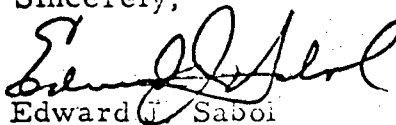
You will be assigned as Associate Librarian in the Learning Resources Center and will be under the supervision of the Director of that Center. Your teaching assignment and other related duties will be determined by your Director and the Dean of Instruction and will depend upon the needs of the College.

You should be available on September 1, 1970, and your responsibilities will be completed by participation in Commencement in June and with the completion of all assignments and the submission of required reports to your Director.

The Illinois Junior College Act provides for membership in the State Universities Retirement System as explained in the enclosed handbook. Please let me know if you have any questions about this plan.

To indicate your acceptance, please sign the enclosed copy of this letter and return it to me within ten days of the above date.

Sincerely,


Edward J. Sabol
President

ems

cc: P. Osborn and D. Paulsen

I hereby accept the offer described above:

June 12, 1970

Date

Robert D. Thomas Sr.

Signature

R. EDISON

October 14, 1971

Mr. Robert Thomas
Sauk Valley College
Dixon, Illinois

Subject: Confirmation of Reappointment

Dear Mr. Thomas:

I am pleased to confirm your reappointment to the staff of Sauk Valley College. This reappointment is made in accordance with terms of the Contractual Agreement between the Faculty Association and the Board of Trustees for the academic year 1971-72. Copies of that Agreement were distributed by College mail on October 8. Your reappointment is at the rank and salary listed below:

<u>Rank</u>	<u>Teaching Field</u>	<u>Salary</u>
Assistant Professor	Library Science	\$ 9,350

Salary: Salary has been fixed in accordance with Federal Executive Order #11615 of the Economic Stabilization Act and is subject to modification in accordance with Section XXIII-B of the Contractual Agreement cited above.

Teaching Load: Your assignment will be determined by the Dean of Instruction and your Director, depending upon the needs of the College.

Term of Appointment: The effective date of this reappointment is September 1, 1971 and your responsibilities will be completed by participation in Commencement in June and with the completion of all assignments and the submission of required reports to your Director.

To indicate your acceptance, please sign the enclosed copy and return it to me within ten days of the above date.

Sincerely,



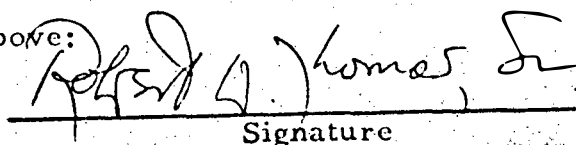
Edward J. Sabol
President

ems

I hereby accept the offer described above:

10-25-71

Date



Signature

B. EDISON

RECEIVED AUG 14, 1972

Board Ex #4

August 1, 1972

Mr. Robert Thomas
Sauk Valley College
Dixon, Illinois

Subject: Confirmation of Reappointment

Dear Mr. Thomas:

I am pleased to confirm your reappointment to the staff of Sauk Valley College. This reappointment is made in accordance with terms of the Contractual Agreement between the Faculty Association and the Board of Trustees for the academic year 1972-73. Copies of that Agreement will be distributed by College mail at a later date. Your reappointment is at the rank and salary listed below:

Rank

Salary

Assistant Professor

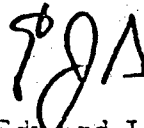
\$10,625

Teaching Load: Your assignment will be determined by the Dean of Instruction and your Director, depending upon the needs of the College.

Term of Appointment: The effective date of this reappointment is September 1, 1972 and your responsibilities will be completed by participation in Commencement in June and with the completion of all assignments and the submission of required reports to your Division Chairman.

To indicate your acceptance, please sign the enclosed copy and return it to me within ten days of the above date.

Sincerely,



Edward J. Sabol
President

ems

cc: P. Osborn
D. Paulsen

I hereby accept the offer described above:

8-10-72

Date

Robert D. Thomas, Jr.

Signature

B. EDISON



Board Exhibit # 5

SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

November 27, 1974

Mr. Robert Thomas
Sauk Valley College
Dixon, Il. 61021

Subject: Confirmation of Reappointment

Dear Mr. Thomas:

I am pleased to confirm your reappointment to the staff of Sauk Valley College. This reappointment is made in accordance with terms of the Contractual Agreement between the Faculty Association and the Board of Trustees for the fiscal year 1974-75. Copies of that Agreement are available in the Business Office at your request. Your reappointment is at the rank and salary listed below:

RANK

SALARY

Associate Professor

\$13,850.00

Teaching Load: Your teaching assignment will be determined in accordance with the Contractual Agreement between the Faculty Association and the Board of Trustees for the fiscal years 1974-76 (Article VI, Section B)

Term of Appointment: The effective date of this reappointment is August 26, 1974, and your responsibilities will be completed by participation in Commencement on Wednesday, May 21, 1975, and required reports to your appropriate dean.

To indicate your acceptance, please sign the enclosed copy and return it to me within ten days of the above date.

Sincerely,

George E. Cole
George E. Cole
President

bg

I hereby accept the offer described above.

December 3, 1974
Date

Robert A. Thomas, Sr.
Signature



SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

April 1, 1975

Mr. Robert Thomas
Sauk Valley College
Dixon, IL 61021

Subject: Confirmation of Reappointment

Dear Mr. Thomas:

I am pleased to confirm your reappointment to the staff of Sauk Valley College. This reappointment is made in accordance with terms of the Contractual Agreement between the Faculty Association and the Board of Trustees for the fiscal year 1975-76. Copies of that Agreement are available in the Business Office at your request. Your reappointment is at the rank and salary listed below:

<u>RANK</u>	<u>SALARY</u>
Associate Professor	\$14,825.00

Teaching Load: Your teaching assignment will be determined in accordance with the Contractual Agreement between the Faculty Association and the Board of Trustees for the fiscal years 1974-76 (Article VI, Section B).

Term of Appointment: The effective date of this reappointment is August 25, 1975, and your responsibilities will be completed by participation in Commencement on Wednesday, May 19, 1976, and required reports to your appropriate dean.

To indicate your acceptance, please sign the enclosed copy and return it to me within ten days of the above date.

Sincerely,

George E. Cole
George E. Cole
President

bg

c.c. Noah Bunch
I hereby accept the offer described above.

April 8, 1975
Date

Robert J. Thomas, Jr.
Signature

ORGANIZATIONAL CHART
OFFICE OF ARTS AND SCIENCES

