

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
June 14, 1976 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Communication from visitors
- D. Recommended actions
  - 1. Approval of minutes as submitted
  - 2. Personnel matters
  - 3. Approval to purchase Xerox machine
  - 4. Other items
- E. Old Business
  - 1. Report on collective bargaining
  - 2. Report on Donovan case
  - 3. Veterans Loan Program
  - 4. Resurfacing track and tennis courts
  - 5. Other items
- F. New Business
  - 1. Legal representation at SVC
  - 2. Preliminary tentative budget - 1976-77
  - 3. Policy on tutoring
  - 4. Other items
- G. President's Report
  - 1. Summer enrollment report
  - 2. Fall enrollment report
  - 3. Report on new trustee workshop
  - 4. Report on Council of President's meeting
  - 5. Revised job description for college intern
  - 6. Report on Dr. Shapiro dinner
  - 7. Summary report on FY76 enrollments
  - 8. Letter from Catherine Perkins
  - 9. Revised summer calendar
  - 10. Questions & answers about reorganization
  - 11. Other items
- H. Time of next meeting
- I. Adjournment

6-9-76

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MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

June 14, 1976

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on June 14, 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 8:02 p.m. and the following members answered roll call:

|                |                  |
|----------------|------------------|
| Arman Gaulrapp | Lorna Keefer     |
| Oscar Koenig   | Juanita Prescott |
| William Reigle | Robert Wolf      |
| Ronald Coplan  |                  |

Absent: Ty Simmons

Communications from Visitors: Mr. Donald Burton, Faculty Association President, spoke to the Board on concerns the Association had in regard to the proposed policy on tutoring and the revised job description for the college intern.

Minutes: It was moved by Member Gaulrapp and seconded by Member Koenig that the minutes of the May 24 meeting be approved as presented. Motion voted and carried.

Personnel: It was moved by Member Reigle and seconded by Member Prescott that Mrs. Bonnie Ryan be hired as a half-time professional in the Secretarial Science Lab at a salary of \$2,500 for the 1976 Fall and 1977 Spring semesters. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Wolf, and Coplan. Nays-0. Motion carried.

It was moved by Member Koenig and seconded by Member Gaulrapp that the Board approve the one-year term appointment of Debra Lund as a Speech instructor for the 1976-77 academic year. Motion voted and carried.

Machine Purchase: It was moved by Member Keefer and seconded by Member Koenig that the Board authorize the administration to proceed with the purchase of a Xerox 7000 machine as per the attached recommendation from Dean Edison. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Wolf and Coplan. Nays-0. Motion carried.

|                                     |   |
|-------------------------------------|---|
| Collective Bargaining:              | Chairman Coplan noted that there had been no communication from the Faculty Association in regard to collective bargaining.   |
| Veteran's Loan Program:             | It was moved by Member Reigle and seconded by Member Prescott that the Board approve the establishment of a Veteran's Loan Program on a one-year trial basis. This loan program is to be operated with the revenue of \$2,560 which was received for the 1975-76 year from the Veteran's Administration for certifying veterans at Sauk Valley College. Motion voted and carried.   |
| Track and Tennis Court Resurfacing: | Chairman Coplan appointed William Reigle and Juanita Prescott to work with John Sagmoe, Robert Edison, Frank Palumbo and Dan Mabee, to make a decision on the procedures to be followed in securing bids for the resurfacing of the track and tennis courts.  |
| Board Attorney:                     | It was moved by Member Wolf that the Board not pay a retainer to have an attorney in attendance at the Board meetings and eliminate the \$1,800 fee currently paid to the law firm of Ward, Ward, Castendyck, Murray & Pace, but rather approve the firm at the rate of \$45/hour for regular office work and \$55/hour for work connected to trials and hearings. There was no second to this motion. It was then moved and seconded that the Board table this motion until the June 28 meeting. Motion voted and carried. |
| Preliminary Tentative Budget:       | President Cole presented the attached preliminary tentative budget to the Board to be used as a working document at future Board meetings.  |
| Tutoring Policy:                    | The Board was presented the attached policy on summer school tutoring for study and possible action at the June 28 meeting.   |
| Inter-Governmental Cooperation:     | Member Prescott reported that she had been contacted by a citizen to secure representation from Sauk Valley College to attend a meeting on July 8 in regard to inter-governmental cooperation. President Cole noted that he would attend this meeting and any Board members were welcome to attend also.  |
| President's Report:                 | President Cole reported that summer enrollment as of the first day of school was 1,143 students for 4,969 hours as compared to last year's figures of 1,186 students for 5,371 hours. Pre-registration for fall is currently 689 students for 7,720 hours as compared to last   |

President's  
Report:

year's figures of 281 students for 3,620 hours. Dr. Cole then asked Member Prescott to report on the New Trustee Workshop she and Laura Thompson attended in Springfield. After Member Prescott's report she suggested that William Reigle attend the ICCTA meetings if at all possible as he is an experienced Board member and it would afford continuity in representation. President Cole then reported on the Council of President's Meeting where the principle topic once again was funding. Dr. Cole also noted that he was reappointed Chairman of the Council of President's Curriculum Committee. Other communications and reports presented to the Board included a revised job description for the new intern; a thank you letter from L.H. Horton; ICCB summary of FY 1976 enrollments; a letter from Catherine Perkins; a revised summer calendar; questions and answers on administrative reorganization; Housekeeper Specialist Program; bus survey; the yearly report on Adult and Continuing Education; and newspaper articles on tuition hikes at community colleges and Ethics statements.

Executive  
Session:

At 9:45 p.m. it was moved by Member Gaulrapp and seconded by Member Keefer that the Board adjourn to executive session to discuss pending litigation. Motion voted and carried.

Regular  
Session:

At 10:43 p.m. it was moved by Member Gaulrapp and seconded by Member Keefer that the Board return to regular session. Motion voted and carried.

Adjournment:

Since there was no further business, it was moved by Member Gaulrapp and seconded by Member Keefer that the Board adjourn. The next regular meeting will be June 28, 1976. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Wolf, and Coplan. Nays-0. Motion carried.

The meeting adjourned at 10:45 p.m.

Respectfully submitted:

  
Arman Gaulrapp, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 9, 1976

## MORANDUM

SVC Board of Trustees

# D-3

M: Dr. George E. Cole  
President

RE: AGENDA ITEM #D-3 - APPROVAL TO PURCHASE XEROX MACHINE

It would appear from the analysis provided by Dean Edison that it would be in the best interest of the college to purchase a Xerox Machine as opposed to our previous practice of leasing it.

### RECOMMENDATION:

The President recommends that the Board authorize the administration to proceed with the purchase of a Xerox 7000 machine.

GEC/bg  
Enc.

June 8, 1976

TO: BOARD OF TRUSTEES AND PRESIDENT COLE  
FROM: ROBERT EDISON *Bob*  
RE: Board Meeting, June 14, 1976

During the past years, and specifically during the past year, the college has leased a Xerox 7000 copy machine. The average utilization for this machine for the past year has approximated 41,500 copies per month with an average lease cost of approximately \$1,402 per month. These charges are then absorbed by charging the departments which have utilized the machine at the end of each month.

Xerox Corporation is now proposing a new plan for the Xerox 7000 machine which is basically as follows:

- 1) To purchase the machine over a five-year period of time during which the Xerox Company will service the machine under the same conditions as their current lease agreements provide.
- 2) The service guarantee period by Xerox Corporation will extend to such time as a total of 6,250,000 copies will have been processed through the equipment. Service will probably be furnished beyond this number of copies, but Xerox will not now guarantee any longer service.
- 3) The current Xerox 7000 machine will be replaced by a Xerox 7000 machine which will have been completely factory rebuilt as of the date of installation.
- 4) Cost savings of approximately 45%, or \$640 per month. This would require 4½ months to recover the \$2,919 down payment and installation cost.

Based upon 40,000 copies per month the five-year contract would cost approximately \$761.09 per month as compared to the previous average cost of \$1,402 per month, and consists of the following:

|   |                  |                  |
|---|------------------|------------------|
| Machine Cost  | \$ 33,489        |                  |
| Less Rental Credit  | - 6,080          |                  |
| Less 10% down payment (\$2,919 less<br>\$178 installation charge)   | - 2,741          |                  |
| Balance Due   | <u>\$ 24,668</u> |                  |
| The financing cost on \$24,668 @ 5½%<br>for 60 months requires a monthly<br>payment of  |                  | \$ 471.18        |
| Service contract based on 40,000 copies<br>per month (Service contract increases<br>.0029¢ per copy for each copy beyond<br>40,000) |                  | <u>289.91</u>    |
| Monthly cost based on 40,000 copies   |                  | <u>\$ 761.09</u> |

The service contract price is guaranteed for only one year and can thereafter be increased, but only in accordance with the rate increases for all Xerox equipment whether leased or sold.

RECOMMENDATION: Board approval to enter into a five-year purchase plan based upon the foregoing submission.

RE:fsb

RECEIVED JUN 4 1976

LAW OFFICES

WARD, WARD, CASTENDYCK, MURRAY & PACE

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

ROBERT E. BRANSON  
MARK E. ZUMDAHL

PHILIP H. WARD  
OF COUNSEL

June 2, 1976

202 EAST FIFTH STREET  
STERLING, ILLINOIS 61081  
TELEPHONE 815-625-8200

335 WASHINGTON STREET  
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MAILING ADDRESS  
P.O. BOX 400  
STERLING, ILLINOIS 61081

7-1

Mr. Ronald F. Coplan, Chairman  
Board of Trustees  
Sauk Valley College  
409 North Cherry Street  
Morrison, IL 61270

Dear Mr. Coplan:

As you know, I believe it is proper for the Board of Trustees to have an opportunity to periodically evaluate the nature, quality and type of services rendered and/or desired by and from the individuals employed. Since the new fiscal year will be commencing shortly, I feel it is appropriate for the Board to consider whether it wishes our firm to continue representing the College and if so, upon what basis.

I would like to suggest the same annual retainer of \$1,800, payable at the rate of \$150.00 per month, said sum to include attendance at Board meetings and the preparation of necessary notices and resolutions in connection with the annual Board election.

Work in addition to the foregoing would be billed at \$45.00 per hour for all regular office and phone consultations, general office services, research, and drafting of legal documents. Work in connection with trials or hearings before the Board, Arbitrators and in State or Federal courts would be charged at the rate of \$55.00 per hour, and work at any Appellate level would be on an agreed basis.

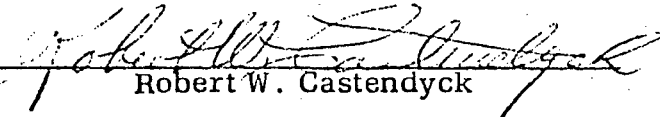
We would also bill for any out-of-pocket expenses advanced or incurred such as toll calls, filing fees, xerox copies of documents, mileage and expenses for food and lodging if we are required to provide services outside of the District.

In the past we have attempted to effect collections of outstanding accounts from students. There has been a reluctance to authorize suit, and we do not feel we can continue to do this work on a contingent basis. We would suggest that the collection of these items be either handled by the College or referred to the Credit Bureau.

Should you or any members of the Board have any questions with reference to the suggested procedure, we would be most happy to attempt to respond.

Very truly yours,

WARD WARD CASTENDYCK MURRAY & PACE

By   
Robert W. Castendyck

RWC/b

cc: Dr. George Cole

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 9, 1976

## MORANDUM

SVC Board of Trustees

# F-2

TO: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-2 - PRELIMINARY TENTATIVE BUDGET - 1976-77

During the past several weeks the administrative staff has been involved in detailed discussions concerning the operating budget for 1976-77. We are providing you with a preliminary tentative budget. This budget includes all of our estimated expenditures and our estimated revenues. We are very sure about the projected expenditures. Our revenues are based upon estimates.

We are projecting a 10% enrollment increase and are using the funding levels recommended in the Governor's budget. These are the lowest rates currently in circulation. In other words, the Board of Higher Education has recommended higher funding levels and the Illinois Community College Board has recommended levels that are even higher than the Board of Higher Education's budget. All of the estimates from the Governor's Office, the IBHE, and the ICCB are based upon projected enrollment figures which as estimates could change and could alter the final funding rates.

I feel that in view of the importance of this budget that it is in the best interest of the college that we begin open and frank discussions about our budget and work on this on a regular basis until it is finally approved.

GEC/bg  
Enc.



# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 610

RECEIVED JUN 8 1976

MORANDUM

DATE 6-8-76

President Cole

RE: Robert Edison

*Bob*

Pursuant to the amendment which was given me yesterday I am enclosing herein a summary budget involving projected revenue, salaries and wages, and non-salary costs, as summarized for 1976-77. These figures represent a \$40,000 contingency which is the same as was approved last year.

The total figures are as follows:

|                                   |                |                  |
|-----------------------------------|----------------|------------------|
| Operating Revenue                 |                | \$ 3,407,036     |
| Less: Salary Summary 1976-77      | \$ 2,416,940   |                  |
| Non Salary Summary 1976-77        | <u>941,590</u> | <u>3,358,530</u> |
| Revenue in excess of expenditures |                | <u>\$ 48,506</u> |

If we are to proceed on a detailed budget to have in the future it will require several days of advance notice and the figures to be utilized, since it should be necessary to start the budget which will be the Tentative Budget for the institution and will later involve the code numbers and a greater detail breakdown than is submitted herewith.

RE:fsb

Encl.

OPERATIONS REVENUE SUMMARY - 1976-77

REVENUE

Local Government

|                                   |            |
|-----------------------------------|------------|
| Current Taxes (558M @ 15¢ @ 97½%) | \$ 816,075 |
| Charge-Back Revenue               | 40,000     |

State Government

|                                      |           |
|--------------------------------------|-----------|
| ICCB Flat Rate (68,300 hours)        | 1,297,881 |
| ILL. Board of Voc. Educ. - Regular   | 124,805   |
| ILL. Board of Voc. Educ. - Equipment | 10,965    |
| State Work Study                     | 17,010    |

Federal Government

|                              |         |
|------------------------------|---------|
| H.E.W. - Title II (Library)  | 3,000   |
| Federal Work Study           | 111,000 |
| Veterans Cost of Instruction | 15,000  |
| Other Federal                | 100     |

Student Tuition and Fees

|                                  |         |
|----------------------------------|---------|
| Tuition (68,300 @ \$14.00)       | 956,200 |
| Fees incl. Public Service Income | 5,000   |

Other Sources

|                         |       |
|-------------------------|-------|
| Interest on Investments | 5,000 |
| Other Revenue           | 5,000 |

|                      |                                   |
|----------------------|-----------------------------------|
| <b>TOTAL REVENUE</b> | <b><u><u>\$ 3,407,036</u></u></b> |
|----------------------|-----------------------------------|

SALARY SUMMARY FOR 1976-77

|   |                     |
|---|---------------------|
| Initial 1975-76 Salary Budget                       | \$ 2,244,868        |
| Business Department - 1/2 position out              | (7,000)             |
| Librarian (\$21,800 to \$15,900)                    | (5,900)             |
| Henkel - Secretarial (\$4990 to \$2500)             | (2,490)             |
| Mitchell for Anderson                               | (1,875)             |
| Humanities (Lund \$10,700 from \$5188)              | 5,512               |
| Dahlberg from leave                                 | 15,900              |
| Hammer for Agriculture                              | 14,825              |
| Jenkins - Clerical (Vets Ofc. \$5300 from \$1700)   | 3,600               |
| Coordinators (Crouse & Holtam \$29,175 to \$37,000) | 7,825               |
| Three (3) Assistant Deans                           | 60,000              |
| Part-time & Overload (\$100,000 to \$137,500)       | 37,500              |
| Community Education (\$55,000 to \$65,000)          | 10,000              |
| Community Education Coordinators (\$3500 to \$5000) | 1,500               |
| Activities Salary (\$5900 to \$7300)                | 1,400               |
| Work Study (\$129,987 to \$161,262)                 | 31,275              |
| Salaries & Wages Projected 1976-77                  | <u>\$ 2,416,940</u> |

NON-SALARY COSTS FOR 1976-77

|  | Original<br>1975-76 | Requests<br>1976-77 | Difference<br>1976-77 re:<br>1975-76 |
|--|---------------------|---------------------|--------------------------------------|
| <u>DIVISION OF BUSINESS (Williams)</u>               |                     |                     |                                      |
| Contractual Services                                 | 2,415               | 3,600               | 1,185                                |
| General Materials & Supplies                         | 6,300               | 6,200               | (100)                                |
| Conference & Meeting Expense                         | 1,680               | 1,600               | ( 80)                                |
| <u>FOOD SERVICES (Williams)</u>                      |                     |                     |                                      |
| Contractual Services                                 | 210                 | 250                 | 40                                   |
| General Materials & Supplies                         | 945                 | 1,175               | 230                                  |
| Conference & Meeting Expense                         | 210                 | 375                 | 165                                  |
| <u>DIVISION OF AGRICULTURE (Williams)</u>            |                     |                     |                                      |
| Contractual Services                                 | 210                 | 200                 | ( 10)                                |
| General Materials & Supplies                         | 2,365               | 2,100               | (265)                                |
| Conference & Meeting Expense                         | 735                 | 700                 | ( 35)                                |
| <u>DIVISION OF INDUSTRIAL EDUCATION (Williams)</u>   |                     |                     |                                      |
| Contractual Services                                 | 630                 | 1,650               | 1,020                                |
| General Materials & Supplies                         | 11,605              | 17,841              | 6,236                                |
| Conference & Meeting Expense                         | 525                 | 1,590               | 1,065                                |
| <u>COSMETOLOGY (Williams)</u>                        |                     |                     |                                      |
| Contractual Services                                 | 26,510              | 26,000              | (510)                                |
| General Materials & Supplies                         | -0-                 | 140                 | 140                                  |
| Conference & Meeting Expense                         | -0-                 | 57                  | 57                                   |
| <u>HUMAN SERVICES (Williams)</u>                     |                     |                     |                                      |
| Contractual Services                                 | 105                 | 350                 | 245                                  |
| General Materials & Supplies                         | 1,050               | 1,250               | 200                                  |
| Conference & Meeting Expense                         | 525                 | 550                 | 25                                   |
| <u>DIVISION OF SOCIAL SCIENCE (Bunch)</u>            |                     |                     |                                      |
| Contractual Services                                 | 120                 | 120                 | -0-                                  |
| General Materials & Supplies                         | 2,732               | 3,007               | 275                                  |
| Conference & Meeting Expense                         | 963                 | 963                 | -0-                                  |
| <u>LAW ENFORCEMENT &amp; FIRE SCIENCE (Williams)</u> |                     |                     |                                      |
| Contractual Services                                 | 265                 | 250                 | ( 15)                                |
| General Materials & Supplies                         | 4,075               | 4,687               | 612                                  |
| Conference & Meeting Expense                         | 735                 | 1,960               | 1,225                                |
| <u>LIBRARY TECHNOLOGY (Williams)</u>                 |                     |                     |                                      |
| General Materials & Supplies                         | 400                 | 400                 | -0-                                  |

|  |          |          | Difference  |
|--|----------|----------|-------------|
|  | Original | Requests | 1976-77 re: |
|  | 1975-76  | 1976-77  | 1975-76     |

DIVISION OF HUMANITIES (Bunch)

|   |       |       |     |
|---|-------|-------|-----|
| General Materials & Supplies (Humanities) | 2,500 | 2,500 | -0- |
| Conference & Meeting Expense (Humanities) | 962   | 962   | -0- |
| Contractual Services (Art)                | 300   | 330   | 30  |
| General Materials & Supplies (Art)        | 1,600 | 1,760 | 160 |
| Conference & Meeting Expense (Art)        | 121   | 121   | -0- |
| Contractual Services (Music)              | 700   | 700   | -0- |
| General Materials & Supplies (Music)      | 1,582 | 1,740 | 158 |
| Conference & Meeting Expense (Music)      | 242   | 242   | -0- |

DIVISION OF MATH-SCIENCE (Bunch)

|                              |       |       |     |
|------------------------------|-------|-------|-----|
| Contractual Services         | 700   | 700   | -0- |
| General Materials & Supplies | 8,395 | 9,234 | 839 |
| Conference & Meeting Expense | 962   | 962   | -0- |

AD NURSING (Williams)

|                              |       |       |     |
|------------------------------|-------|-------|-----|
| Contractual Services         | -0-   | 50    | 50  |
| General Materials & Supplies | 1,165 | 1,200 | 35  |
| Conference & Meeting Expense | 1,349 | 1,518 | 169 |

MED. LAB TECHNOLOGY (Williams)

|                              |       |       |       |
|------------------------------|-------|-------|-------|
| Contractual Services         | 520   | 800   | 280   |
| General Materials & Supplies | 3,530 | 4,492 | 962   |
| Conference & Meeting Expense | 625   | 525   | (100) |

RADIOLOGIC TECHNOLOGY (Williams)

|                              |       |       |       |
|------------------------------|-------|-------|-------|
| Contractual Services         | 400   | 750   | 350   |
| General Materials & Supplies | 1,260 | 2,990 | 1,730 |
| Conference & Meeting Expense | 592   | 1,755 | 1,163 |

LP NURSING (Williams)

|                              |     |       |     |
|------------------------------|-----|-------|-----|
| Contractual Services         | -0- | -0-   | -0- |
| General Materials & Supplies | 735 | 1,150 | 415 |
| Conference & Meeting Expense | 509 | 715   | 206 |

DIVISION OF PHYSICAL EDUCATION (Bunch)

|                              |       |       |       |
|------------------------------|-------|-------|-------|
| General Materials & Supplies | 2,455 | 2,300 | (155) |
| Conference & Meeting Expense | 352   | 352   | -0-   |

INSTRUCTIONAL PROGRAM ADMINISTRATION (Edison)

|   |       |       |       |
|---|-------|-------|-------|
| Contractual Services (WORKROOM)           | 1,100 | 1,100 | -0-   |
| Contractual Services (UNALLOCATED)        | 1,925 | 2,000 | 75    |
| Faculty In-Service Training (Bunch)       | 5,000 | 5,000 | -0-   |
| General Materials & Supplies (WORKROOM)   | 1,000 | 1,000 | -0-   |
| General Supplies (FACULTY OFFICE) (Bunch) | 800   | 800   | -0-   |
| General Supplies (INSTITUTIONAL COM.)     | 250   | 200   | ( 50) |
| Tuition Reimbursement                     | 5,000 | 5,500 | 500   |

|   | Original<br>1975-76 | Requests<br>1976-77 | Difference<br>1976-77 re:<br>1975-76 |
|---|---------------------|---------------------|--------------------------------------|
| <u>ARTS AND SCIENCES (Bunch)</u>                              |                     |                     |                                      |
| Contractual Services  | 50                  | 50                  | -0-                                  |
| General Materials & Supplies                                  | 1,300               | 900                 | (400)                                |
| Conference & Meeting Expense                                  | 800                 | 800                 | -0-                                  |
| <u>ASSISTANT DEAN - ARTS AND SCIENCES (Bunch)</u>             |                     |                     |                                      |
| General Materials & Supplies                                  | -0-                 | 400                 | 400                                  |
| Conference & Meeting Expense                                  | -0-                 | 400                 | 400                                  |
| <u>CAREER EDUCATION (Williams)</u>                            |                     |                     |                                      |
| Contractual Services  | -0-                 | 1,000               | 1,000                                |
| General Materials & Supplies                                  | 1,315               | 1,550               | 235                                  |
| Conference & Meeting Expense                                  | 1,575               | 1,600               | 25                                   |
| <u>ASSISTANT DEAN - CAREER EDUCATION (Williams)</u>           |                     |                     |                                      |
| General Materials & Supplies                                  | -0-                 | 700                 | 700                                  |
| Conference & Meeting Expense                                  | -0-                 | 500                 | 500                                  |
| <u>COMMUNITY EDUCATION (Williams)</u>                         |                     |                     |                                      |
| Contractual Services  | 1,000               | 1,000               | -0-                                  |
| General Materials & Supplies                                  | 2,500               | 3,000               | 500                                  |
| Conference & Meeting Expense                                  | 1,500               | 1,800               | 300                                  |
| <u>DEVELOPMENTAL PROGRAM (Bunch)</u>                          |                     |                     |                                      |
| Contractual Services  | 120                 | 400                 | 280                                  |
| General Materials & Supplies                                  | 6,515               | 5,100               | (1,415)                              |
| Conference & Meeting Expense                                  | 363                 | 363                 | -0-                                  |
| <u>ACADEMIC SUPPORT - Learning Resources (Bunch)</u>          |                     |                     |                                      |
| Contractual Services  | 1,900               | 3,000               | 1,100                                |
| Library Supplies  | 7,300               | 8,000               | 700                                  |
| Audio Visual Supplies   | 6,300               | 7,900               | 1,600                                |
| Xerox Supplies  | 2,000               | 2,000               | -0-                                  |
| Library Books   | 30,000              | 30,000              | -0-                                  |
| Conference & Meeting Expense                                  | 413                 | 413                 | -0-                                  |
| <u>MISSIONS AND RECORDS (Cole)</u>                            |                     |                     |                                      |
| Contractual Services  | 175                 | 175                 | -0-                                  |
| General Materials & Supplies                                  | 2,600               | 3,000               | 400                                  |
| Conference & Meeting Expense                                  | 500                 | 500                 | -0-                                  |
| <u>HEALTH SERVICES (Sagmoe)</u>                               |                     |                     |                                      |
| General Supplies  | 300                 | 300                 | -0-                                  |
| <u>ADMINISTRATION OF STUDENT SERVICES &amp; AIDS (Sagmoe)</u> |                     |                     |                                      |
| Contractual Services  | 225                 | 300                 | 75                                   |
| General Materials & Supplies                                  | 7,200               | 9,500               | 2,300                                |
| Recruitment at Fairs, etc.                                    | 2,150               | 2,200               | 50                                   |
| Commencement (Cole)   | 4,000               | 4,000               | -0-                                  |
| Conference & Meeting Expense                                  | 3,500               | 5,000               | 1,500                                |
| <u>VETERANS GRANT PROGRAM (Sagmoe)</u>                        |                     |                     |                                      |
| General Materials & Supplies                                  | 1,750               | 2,500               | 750                                  |
| Conference & Meeting Expense                                  | 1,000               | 1,200               | 200                                  |
| Equipment   | 498                 | 250                 | (248)                                |

|          |          |  | Difference  |
|----------|----------|--|-------------|
| Original | Requests |  | 1976-77 re: |
| 1975-76  | 1976-77  |  | 1975-76     |

PUBLIC SERVICES (Edison)

|                              |     |     |     |
|------------------------------|-----|-----|-----|
| Contractual Services         | 500 | 500 | -0- |
| General Materials & Supplies | 500 | 500 | -0- |

OPERATION & MAINTENANCE OF PLANT (Edison)

|                              |         |         |        |
|------------------------------|---------|---------|--------|
| General Materials & Supplies | 51,500  | 55,000  | 3,500  |
| Conference & Meeting Expense | 1,000   | 1,000   | -0-    |
| Additional Equipment         | 8,400   | 10,000  | 1,600  |
| Contractual Services         | 42,027  | 64,200  | 22,173 |
| Gas Utilities                | 56,175  | 72,800  | 16,625 |
| Electricity                  | 106,820 | 119,000 | 12,180 |
| Telephone                    | 21,500  | 22,800  | 1,300  |
| Group Medical Ins. & Life    | 5,000   | 6,600   | 1,600  |
| Rental                       | 1,500   | 1,000   | (500)  |
| Provision for Contingencies  | 15,000  | 15,000  | -0-    |

PRESIDENT'S OFFICE (Cole)

|                              |       |       |       |
|------------------------------|-------|-------|-------|
| Contractual Services         | 100   | 100   | -0-   |
| General Materials & Supplies | 2,000 | 3,000 | 1,000 |
| Conference & Meeting Expense | 4,000 | 4,000 | -0-   |
| Special Affairs              | 1,500 | 1,500 | -0-   |

BUSINESS OFFICE (Edison)

|                              |       |       |       |
|------------------------------|-------|-------|-------|
| Contractual Services         | 1,850 | 2,200 | 350   |
| General Materials & Supplies | 7,000 | 8,000 | 1,000 |
| Conference & Meeting Expense | 1,975 | 2,000 | 25    |

COMMUNITY RELATIONS (Cole)

|                                 |        |        |     |
|---------------------------------|--------|--------|-----|
| General Materials & Advertising | 42,000 | 42,000 | -0- |
| Conference & Meeting Expense    | 750    | 750    | -0- |

BOARD OF TRUSTEES (Edison)

|                                |        |        |       |
|--------------------------------|--------|--------|-------|
| Contractual (Auditing & Legal) | 13,000 | 13,000 | -0-   |
| General Materials & Supplies   | 2,500  | 2,750  | 250   |
| Conference & Meeting Expense   | 950    | 2,000  | 1,050 |

INSTITUTIONAL EXPENSE (Edison)

|  |        |        |         |
|--|--------|--------|---------|
| Group Medical & Life Ins.              | 25,750 | 31,500 | 5,750   |
| UNALLOCATED Contractual                | 1,675  | 1,875  | 200     |
| General Supplies (FACULTY ASSOCIATION) | 200    | 200    | -0-     |
| Postage                                | 20,800 | 22,800 | 2,000   |
| Publications & Dues (Cole)             | 6,200  | 6,200  | -0-     |
| Advertising                            | 500    | 500    | -0-     |
| Recruitment (Cole)                     | 2,000  | 2,000  | -0-     |
| General Insurance                      | 18,540 | 24,000 | 5,460   |
| Equipment                              | 74,282 | 69,096 | (5,186) |
| Tuition Charge Back (Sagmoe)           | 12,500 | 14,000 | 1,500   |

INSTITUTIONAL RESEARCH (Cole)

|                              |       |       |     |
|------------------------------|-------|-------|-----|
| General Materials & Supplies | 1,000 | 1,000 | -0- |
| Conference & Meeting Expense | 500   | 500   | -0- |

|   | Original         | Requests         | Difference             |
|---|------------------|------------------|------------------------|
|   | 1975-76          | 1976-77          | 1976-77 re:<br>1975-76 |
| <u>DATA PROCESSING SERVICES (Cole)</u>        |                  |                  |                        |
| Contractual Services                          | 924              | 3,372            | 2,448                  |
| General Materials & Supplies                  | 3,500            | 3,600            | 100                    |
| Conference & Meeting Expense                  | 600              | 1,025            | 425                    |
| Rental of NCR & IBM Equipment                 | 49,287           | 54,958           | 5,671                  |
| <u>PROVISION FOR CONTINGENCIES (Edison)</u>   | <u>25,000</u>    | <u>25,000</u>    | <u>-0-</u>             |
| <u>TOTAL EDUCATIONAL AND BUILDING BUDGETS</u> | <u>\$831,595</u> | <u>\$941,590</u> | <u>\$109,995</u>       |



EDUCATIONAL EQUIPMENT REQUESTS

|                                      |                 |
|--------------------------------------|-----------------|
| Health Sciences - RN                 | \$ 500          |
| Health Sciences - Med. Lab.          | 1,055           |
| Health Sciences - X-Ray              | 2,190           |
| Health Sciences - LPN                | 150             |
| Business Division                    | 1,645           |
| Agriculture                          | 2,868           |
| Industrial                           | 6,767           |
| Law Enforcement & Fire Science       | 4,565           |
| IBM Agreement                        | 8,118           |
| Business Office                      | 1,000           |
| Admissions & Records                 | 1,000           |
| Reproduction Workroom                | 1,000           |
| Veterans Cost of Instruction Program | 250             |
| Student Services                     | 1,400           |
| Community Education                  | 877             |
| Learning Resource Center             | 16,500          |
| Math-Science                         | 5,000           |
| Developmental Program                | 2,500           |
| Art Department                       | 150             |
| Data Processing Department           | 3,380           |
| President's Office                   | 743             |
| Arts & Sciences (Dean Bunch)         | 800             |
| Physical Education                   | 5,000           |
| Assistant Dean (Arts & Sciences)     | 650             |
| Career Education (Dean Williams)     | 250             |
| Assistant Dean (Career Education)    | 600             |
| Public Services (Dean Williams)      | 138             |
|                                      | <u>\$69,096</u> |

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 9, 1976

## MEMORANDUM

SVC Board of Trustees

# J-3

TO: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-3 - POLICY ON TUTORING

In the past the Board has placed the expectation upon the President and the administration that the revenue generated by summer school instruction exceed the amount of money expended in terms of instructional supplies and faculty supplies. *Dalton*

We have continued this practice and have allowed the minimum class size to be a function of the tuition and state aid generated by that particular class as opposed to the individual faculty salary required to have the instruction completed.

Our problem is somewhat more complicated, however, this year because of the variable funding rate. As you are probably aware, the Governor's recommended budget funds credit hours all the way from \$7 for general studies up to \$38 for actual health instruction.

In the past when a class was less than minimum size the institution usually allowed the faculty person to teach these smaller numbers of students on a pro-rated basis. For example, five students enrolled in a 3 credit hour course would generate 15 semester hours of credit. The tuition and state aid was approximately \$30 from each of these credit hours so that the amount of money generated would be \$450. We would pay the instructor 70% of this or approximately \$300 for performing this instruction.

With the new variable rates, however, we feel confusion could be avoided if the Board would approve the following policy:

"It shall be the policy at Sauk Valley College for summer school instruction that sufficient revenue be generated by each class to cover the instructional costs. Revenue is defined as the cumulative total of tuition and estimated state aid. In those situations where the class is of less than minimum size the instructor will have the option of teaching that class at a rate of \$24 for each student credit hour generated."

GEC/bg  
Enc.