

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
October 11, 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 of grievance procedure for compliance with civil rights guidelines
  - 4. Approval of Refrigeration, Air-Conditioning and Heating Program
  - 5. Other items
- E. Old Business
  - 1. Student Trustee travel
  - 2. Report on collective bargaining
  - 3. Report on Donovan case
  - 4. CETA employees
  - 5. Other items
- F. New Business
  - 1. Purchase of NCR equipment
  - 2. Other items
- G. President's Report
  - 1. Report from student trustee
  - 2. Unit cost analysis
  - 3. Fall 1976 Faculty Load analysis
  - 4. Nursing report
  - 5. Students Who Attend report
  - 6. Minutes of SVC committee meetings
  - 7. Report on annexation
  - 8. Other items
- H. Time of next meeting
- I. Adjournment

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

October 11, 1976

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on October 11, 1976 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: In the absence of Ronald Coplan, Vice-Chairman Wolf called the meeting to order at 8:00 p.m. and the following members answered roll call:

Arman Gaulrapp	Lorna Keefer
Oscar Koenig	Juanita Prescott
William Reigle	Robert Wolf

Absent: Ronald Coplan Laura Thompson

Minutes: It was moved by Member Reigle and seconded by Member Koenig that the Board approve the minutes of the September 27 meeting as presented. Motion voted and carried.

Grievance Procedure: President Cole noted that the grievance procedure for compliance with civil rights guidelines will be deferred until the next meeting to make further revisions.

Refrigeration, Air-conditioning, and Heating Program: It was moved by Member Koenig and seconded by Member Prescott that the Board approve the Refrigeration, Air-conditioning, and Heating Program as presented. Motion voted and carried.

Student Trustee Travel: Discussion was held on the request of Laura Thompson, student trustee, to travel to Kansas City, Missouri to attend the 3rd Annual National Conference on Student Legal Rights. It was moved by Member Prescott and seconded by Member Koenig that the Board approve this travel request. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle and Wolf. Nays-0. Motion carried.

Donovan Case: Mr. Castendyck reported that the Donovan Case was slated to go to trial on November 1, 1976.

CETA Employees: President Cole reported that the college had been notified that CETA would continue paying the salaries of our two employees through January 1, 1977, and that it will not be necessary to expend the money that was previously approved by the Board to continue these employees.

Arrival: Member Ronald Coplan arrived at 8:32 p.m.

NCR Equipment: President Cole recommended to the Board that the college purchase the peripheral equipment for the Data Processing program instead of leasing it. It was moved by Member Prescott and seconded by Member Koenig that the Board approve the purchase of the peripheral equipment for the Data Processing program as per the stipulations noted in the attached memorandum from Mr. Clevenger dated October 8. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Wolf, and Coplan. Nays-0. Motion carried.

Alumni Association: Discussion was held on re-activating the Alumni Association.

Press Conference: Chairman Coplan told the Board members and the press corps that he is planning to have a press conference sometime during the month of November to discuss pertinent questions or issues pertaining to the college. He said the reporters would be notified of the date and he requested that they present questions to him ahead of time, if possible, in order for him to have materials available to answer the inquiries.

Church Complaint: Chairman Coplan then read a letter he had received from the Messiah Evangelical Lutheran Church Missouri Synod, in which they registered concerns in regard to films being shown at the college which were of a questionable moral nature and also the use of college rooms for T.M. lectures. Mr. Coplan noted that he would have copies of this letter for each Board member so that they could comment at the next meeting and a response drafted.

President Cole's  
Report:

Dr. Cole reported on the unit cost analysis which showed that Sauk Valley College was under the state average unit cost for the reporting year, 1976. He also presented the Board with the faculty load analysis for Fall, 1976; a report on our nursing program from the department of Registration and Education; a report on "Students Who Attend" compiled by the college Registrar, Harriet Hastings; minutes from SVC committee meetings; and a report on annexation activities in the Oregon area.

ICCTA Meeting:

Member Reigle reported on the ICCTA meeting he attended with Dr. Cole and Frank Palumbo at which time a panel of five athletic directors answered questions on their various programs.

Executive Session:

At 8:58 p.m. it was moved by Member Wolf and seconded by Member Prescott that the Board adjourn to executive session to discuss pending litigation and collective bargaining. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Wolf and Coplan. Nays-0. Motion carried.

Regular Session:

At 9:34 p.m. it was moved by Member Wolf and seconded by Member Reigle that the Board return to regular session. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Wolf, and Coplan. Nays-0. Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Wolf and seconded by Member Keefer that the Board adjourn. The next meeting will be October 25, 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 9:41 p.m.

Respectfully submitted:

  
Arman Gaulrapp, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 5, 1976

## MEMORANDUM

# 9-3

TO: SVC Board of Trustees

FROM: Dr. George E. Cole G.E.C.  
President

RE: AGENDA ITEM #D-3 - APPROVAL OF FORMAL GRIEVANCE PROCEDURE FOR  
COMPLIANCE WITH CIVIL RIGHTS GUIDELINES

I am not sure whether this is an institutional procedure or is something which should be formally accepted as Board policy, however, compliance with the civil rights guidelines does require the Board to formally recognize a grievance procedure for individuals who feel that they have not been treated in a manner consistent with recognized civil rights guidelines.

### RECOMMENDATION:

The President recommends that the Board approve the formal grievance procedure for compliance with civil rights guidelines as follows:

1. All inquiries or complaints concerning civil rights should be directed to the office of Dr. Donald Bronsard, Room 2H4, Ext. 296.
2. Within ten days after this initial contact, Dr. Bronsard will discuss any complaints with the appropriate dean or supervisor of the employee.
3. Within ten days following this session, all relevant information will be considered when the parties involved meet with the President.
4. If the complaint is not resolved at the President's meeting, a formal hearing will be held with the Board of Trustees within ten days or at their next regularly scheduled meeting.
5. If the issue is not resolved within ten days following the Board hearing, the complaint may be taken to the area representative of the Office of Civil Rights.

GEC/bg

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 6, 1976

## MEMORANDUM

TO: SVC Board of Trustees

# J - 1

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-1 - PURCHASE OF NCR EQUIPMENT

After discussing the possibility of purchasing some of our data processing equipment with Wally Clevenger, director of data processing, as opposed to continuing our lease, I felt I should advise the Board that with little or no cost we could purchase our equipment.

Wally has attached the pertinent information in his memorandums and will be available to discuss this matter at our next Board meeting.

It appears to me that there might be some advantages in purchasing the equipment. It should have some salvage in the termination of our lease. It is my understanding that we will be getting something in writing which will guarantee the utility of the equipment through a five-year period from this date, which would mean that we could gain two years of free usage through purchase.

This equipment that we are considering purchasing could be put on a number of other NCR systems such as the NCR #399, #499, and #8200 plus all of the other Century and Criterion lines.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 10-5-76

## MEMORANDUM

TO: Dr. Cole

FROM: W. Clevenger *WC*

SUBJECT: PURCHASE OF PERIPHERAL EQUIPMENT

I have attached another memo which spells out the monetary considerations of purchasing our peripheral equipment. I am recommending to you that we purchase our peripheral equipment. If Sauk Valley does purchase its peripheral equipment we will need the following items to take place:

1. Board approval of a contract with U. S. Leasing Company on a three year term
2. Transfer the maintenance contract of \$284 a month for the months of October through August (11 months = \$3,124) from the computer rental to the Data Processing contractual services budget

WC/jj

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 10-8-76

## MORANDUM

TO: Dr. Cole

FROM: W. Clevenger

SUBJECT: PURCHASE OF THE PRINTER AND DISK

As per my memos of 10-5-76 I made mention that I would have the exact figures later this week. Please find the figures below:

DATES	ANNUAL PAYMENT	MONTHLY AVERAGE
Nov. 1, 1976 - June 30, 1977	\$ 9600.19	\$1200.02
July 1, 1977 - June 30, 1978	14433.00	1202.75
July 1, 1978 - June 30, 1979	14433.00	1202.75
July 1, 1979 - Sept. 30, 1979	3609.18	1203.06
	<u>\$42075.37</u>	

Equipment Cost \$36,335.00

Because of the time schedule NCR's October bill was paid. So the following items need to be done if the school decides to go on a lease purchase agreement.

1. Board approval of a contract with U. S. Leasing Company on a three year term
2. Transfer the maintenance contract of \$284 a month for the months of November through August (10 months = \$2,840) from the computer rental to the Data Processing contractual services budget
3. Have the board issue a statement to U. S. Leasing Co. that it will obligate the school for the duration of the loan

WC/jj

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 10-5-76

## MEMORANDUM

TO: Dr. Cole

FROM: W. Clevenger

Sauk Valley College has reached a point in time that I feel we should explore the possibility of buying the peripheral equipment (disk and printer) for our computer system. To facilitate this arrangement NCR has cooperative agreements with a leasing company that will enable us to buy the equipment through a three party lease over a three year period. This happens to be the amount of time we also have left on the NCR contract. Below please find the cost information.

### Present Rental Costs:

CPU	\$1260.00
Printer	558.00
Disc	865.80

\$2683.80

### Purchase Equipment:

Printer	\$14462.40
Disc	22479.40

\$36941.80

Formula for determining monthly pay back on a 36 month basis:

\$36941.80 x .0325	=	\$1200.58
Maintenance - \$284		<u>284.00</u>
		<u>\$1484.58</u>

Lease Purchase

\$2744.58

Rental

\$2683.80

NCR has given me the impression that the leasing company will negotiate on the rate. These figures are ballpark but they should be within = \$25 a month. I will have the exact figures later this week.

### Why Purchase the Peripherals?

Sauk Valley College presently has three years left on a five year contract as of October 1976. Sauk Valley College will be paying approximately the same price under a rental plan or a lease purchase option. At the end of three years SVC will have bought its peripheral devices. It can then put these devices on another NCR system without having to pay rent or if SVC doesn't stay with NCR they can sell the equipment.

WC/jj

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 6, 1976

## MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #G-2 - UNIT COST ANALYSIS

Attached is a preliminary analysis of unit cost data for the 1975-76 fiscal year. Extracting the data that is relevant to Sauk it is readily apparent that the cost to produce a credit hour at SVC has been steadily declining and is currently below the state average.

GEC/bg  
Enc.

# G-2

SAUK VALLEY COLLEGE

FY 1976 UNIT COST BY INSTRUCTIONAL PROGRAM AREA

PROGRAM AREA	SVC UNIT COST	STATE AVERAGE UNIT COST	DIFFERENCE
Associate	44.55	47.36	-2.81
Business & Pub. Serv.	41.14	43.68	-2.54
Data Processing & Communications	40.72	55.05	-14.33
Natural Science & Industrial Tech	43.71	58.45	-14.74
Health Tech	60.14	77.65	-17.51
Vocational Skills	48.02	44.65	+3.37
Remedial/Developmental	50.10	45.62	+4.48
General Studies	46.80	46.07	+ .73
LIBRARY PROGRAMS	45.39	49.52	-4.13

PROGRAM	SVC UNIT COST	STATE AVERAGE	DIFFERENCE
71 - ALL PROGRAMS	57.91	48.82	+9.09
72 - ALL PROGRAMS	55.99	48.07	+7.92
73 - ALL PROGRAMS	53.17	50.61	+2.56
74 - ALL PROGRAMS	55.27	52.25	+3.02
75 - ALL PROGRAMS	53.17	51.02	+2.15

## Attachment #4

## Illinois Community College Board

FY 1976 Unit Cost By Instructional Program Area  
In the Public Community Colleges of Illinois  
With Projected FY1978 Credit Hour Grants  
(Preliminary Unvalidated Data)

September 30, 1976

st.	Community College	Bacc.	Bus. & Pub. Ser.	D.P. & Comm.	Nat. Sci. Ind. Tech.	Health Tech	Voc. Skills	Rem/Dev.	Gen. Studies	All Inst.
1	Kaskaskia	\$49.61	\$49.44	\$66.39	\$52.24	\$63.14	\$45.65	\$53.04	\$47.30	\$51.36
2	DuPage	48.22	47.80	52.52	51.77	95.36	-	82.13	48.84	50.15
3	Black Hawk									
	Black Hawk Q.C.									
	Black Hawk East									
4	Triton	48.40	42.05	57.56	61.54	74.44	49.33	41.19	49.41	50.74
5	Parkland	46.20	48.84	67.47	67.24	103.57	55.27	68.97	58.44	55.26
6	Sauk Valley	44.55	41.14	40.72	43.71	69.14	42.02	50.22	46.80	45.39
7	Danville	49.44	52.25	65.79	67.43	58.63	54.30	51.34	-	53.76
8	Chicago									
	Kennedy-King									
	Loop									
	Malcolm X									
	Mayfair									
	Olive-Harvey									
	Southwest									
	Wilbur Wright									
	Skills Center									
9	Elgin	54.15	41.81	72.98	77.63	87.82	37.93	41.26	45.90	55.92
10	Thornton	49.03	40.88	49.12	56.49	65.23	47.94	41.72	40.41	47.04
	Rock Valley	44.09	42.38	44.96	60.23	69.23	43.20	62.15	44.92	46.48
	William R. Harper									
13	Illinois Valley	49.11	41.78	51.22	64.10	63.20	54.49	47.88	107.25	51.08
14	Illinois Central	50.80	44.95	57.43	61.22	85.04	51.18	57.38	44.13	52.69
15	Prairie State	41.91	36.46	51.89	49.60	86.51	30.99	41.35	40.73	44.90
16	Waubensee	46.54	48.22	51.84	71.27	69.76	44.90	40.27	43.53	49.42
17	Lake Land	45.76	43.27	44.51	54.37	64.94	49.65	37.57	38.72	47.86
18	Carl Sandburg									
19	Highland									
20	Kankakee	40.61	39.63	54.42	66.50	85.35	45.25	47.66	46.66	47.14
21	Rend Lake	48.58	40.57	36.73	58.07	63.55	52.08	62.30	61.83	51.54
22	Belleville	41.31	35.38	56.91	48.65	81.35	45.72	46.32	43.94	44.17
23	Kishwaukee	43.88	43.85	54.12	54.49	45.49	34.56	51.05	44.16	46.92
24	Moraine Valley	43.84	43.69	56.47	50.76	88.47	35.58	35.28	40.42	45.42
25	Joliet	46.74	42.49	51.70	57.76	133.84	46.42	42.09	45.29	48.68
26	Lincoln Land	57.84	50.39	64.37	81.55	116.07	53.04	60.67	75.26	61.71
27	Morton									
28	McHenry									
29	Illinois Eastern									
	Lincoln Trail									
	Olney Central									
	Wabash Valley									
30	John A. Logan	44.30	53.26	68.73	63.24	54.75	39.84	44.72	40.05	46.92
31	Shawnee	35.21	40.53	49.97	52.96	60.71	33.97	31.29	49.74	41.61
32	Lake County	45.71	42.17	48.31	50.37	59.42	36.99	43.64	44.08	46.15
33	Southeastern									
34	Spoon River									
35	Carlton									
36	Lewis and Clark									
37	Richland	65.97	65.27	64.31	89.82	-	65.63	69.20	81.34	68.26
39	John Wood									
State Weighted Mean		47.36	43.68	55.01	58.45	77.65	44.55	45.62	46.07	49.52
1.26% 2-year Inflation		52.69	48.60	61.25	65.03	86.39	49.68	50.76	51.26	55.10
Standard Total Contribution		31.40	31.40	31.40	31.40	31.40	31.40	31.40	31.40	31.40
Total		21.29	17.20	25.85	33.63	54.99	18.28	19.36	19.36	23.70
FTE Grants		--	2.25	4.25	4.50	7.50	--	--	--	1.02
Credit Hour Grant		21.24	14.95	27.60	29.13	47.49	18.28	19.36	19.86	22.68