

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
February 14, 1977 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 cosmetology amended agreement
  - 4. Acceptance of donations.
  - 5. Work-study allocation
  - 6. Approval of purchase of precipitator
  - 7. Approval of revised summer school schedule
  - 8. Approval of college auditor for fiscal 1976-77
  - 9. Other items

- E. Old Business
  - 1. 1977-78 budget planning
  - 2. Discussion of rights & responsibilities of student trustee
  - 3. Other items

- F. New Business
  - 1. Policy on standards of progress
  - 2. Cooperative agreement with Rock Valley College and Highland Community College
  - 3. Recommended change in SVC's vacation policy
  - 4. Negotiations workshop
  - 5. Other items

- G. President's Report
  - 1. Report from student trustee
  - 2. Report on spring enrollment
  - 3. SVC faculty schedules
  - 4. Minutes of SVC committee meetings
  - 5. Community services mailer
  - 6. Vets recruitment report
  - 7. ICCB referendum report
  - 8. WIU brochure
  - 9. Report on Oregon annexation
  - 10. Letter from Lee County Council on Aging
  - 11. Human Values & the Technological Society Conference
  - 12. Other items

- H. Time of next meeting

- I. Adjournment

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

February 14, 1977

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on February 14, 1977 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:

Lorna Keefer	Oscar Koenig
Juanita Prescott	William Reigle
Laura Thompson	Ronald Coplan

Absent:

Arman Gaulrapp	Robert Wolf
----------------	-------------

Secretary Pro-Tem:

In the absence of Arman Gaulrapp, Secretary, Chairman Coplan appointed Lorna Keefer as Secretary Pro-Tem.

Minutes:

It was moved by Member Koenig and seconded by Member Prescott that the minutes of the January 24 meeting and the January 31 adjourned meeting as presented. Motion voted and carried.

Cosmetology:

It was moved by Member Reigle and seconded by Member Keefer that the Board approve the amendment in the working agreement between Sauk Valley College and the Sterling School of Beauty Culture in accordance with the details spelled out in the attached agreement. Motion voted and carried.

Donation:

It was moved by Member Keefer and seconded by Member Koenig that the Board accept donations from the Borg-Warner Company and from the Northwestern Steel & Wire Company and send a letter of appreciation to these companies and a note of thanks to Steve Johnson for his continued efforts in securing donations. Motion voted and carried.

Work-Study Funds:

Discussion was held on a supplemental work-study grant of approximately \$25,000 which will require \$5,000 of matching money from the college. This will be discussed further at the February 28 meeting.

Precipitator:

It was moved by Member Reigle and seconded by Member Koenig that the Board approve the installation of an electrostatic precipitator from the Site and Construction Fund for the newly remodeled welding laboratory. In a roll call vote the following was recorded: Ayes Members Keefer, Koenig, Prescott, Reigle, and Coplan. Nays-Member Thompson. Motion carried.

Summer School:

It was moved by Member Reigle and seconded by Member Keefer that the Board approve the 1977 Summer Session as a five-day, six-week period, as per the attached schedule. In a roll call vote the following was recorded: Ayes Members Keefer, Koenig, Prescott, Reigle, and Coplan. Nays-Member Thompson. Motion carried.

Auditing Firm:

It was moved by Member Koenig and seconded by Member Keefer that the Board approve the firm of Lindgren, Callihan, Weaver and Van Osdol to perform the college audit for the year ending June 30, 1977. In a roll call vote the following was recorded: Ayes Members Keefer, Koenig, Prescott, Reigle, Thompson and Coplan. Nays-0. Motion carried.

Budget Planning:

President Cole presented the attached memo to the Board in regard to 1977-78 budget planning. Discussion was held on a tuition increase, pay rate for summer school faculty, and the possibility of shortening the length of all non-faculty association member's contracts by two weeks.

Mr. Donald Burton was then recognized by the Board and spoke on Faculty Association's recommendations for reducing expenditures for the 1977-78 budget and also their feelings on the pay rate for summer school.

Chairman Coplan once again reminded the Board members and also Mr. Burton that if they had any questions on budget matters that it would help if these questions (or positions) were put in writing and given to Dr. Cole to be put on the agenda for the next meeting.

Student Trustee: Laura Thompson, student trustee, reported that she would like the item of "Rights and Responsibilities of a Student Trustee" deferred until the outcome is known on the case at Elgin Community College.

Standards of Progress: The Board was presented with the attached policy on "Standards of Progress" to be studied and acted upon at the next meeting.

Cooperative Agreement: It was moved by Member Keefer and seconded by Member Prescott that the Board approve the attached cooperative agreement with Rock Valley and Highland Community College on charge-back costs for community education and general studies courses. Motion voted and carried.

Vacation Policy: The Board was presented with the attached revised vacation policy. This policy will be studied and action taken at the next meeting.

Workshop: The Board was reminded of a Negotiations Workshop to be held in Michigan on March 21-23.

Student Trustee: Laura Thompson, student trustee, noted that the student government had been asked to help with student recruitment. She said that this project was underway at the present time and that the group was working very hard on this.

President's Report: Dr. Cole reported that spring enrollment was 3,250 students for 25,468 hours as compared to last year's figures of 2,989 students for 26,289 hours; faculty schedules were enclosed for Spring, 1977; he also reported on minutes of the curriculum committee, the student service committee, affirmative action committee, and the instructional standards committee; a brochure from the community services showing general studies and community education courses for spring, 1977; a memorandum from George Stanley on recruitment efforts for veterans; ICCB referendum report; WIU brochure; a report on the Oregon annexation; letter from the Lee County Council on Aging; a Human Values and Technological Society conference to be held at Sauk; an ICCB synopsis of new bills; an ICCB note on FY 1978 budgets;

Page #4  
February 14, 1977

President's  
Report:

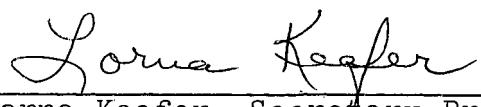
and a paper written on Sauk Valley  
College by intern, Richard Hamlin.

Adjournment:

Since there was no further business,  
it was moved by Member Prescott and  
seconded by Member Keefer that the  
Board adjourn. The next meeting will  
be February 28, 1977 at 7:30 p.m.

The meeting adjourned at 9:26 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Lorna Keefer, Secretary Pro-Tem

G-4

OFFICE OF THE REGISTRAR

February 9, 1977

REVISED

OFFICIAL ACADEMIC CALENDAR

SUMMER SESSION 1977

Registration	Thursday, June 2 9:00 a.m. - 8:30 p.m.
All Classes Begin	Monday, June 6
Last Day of Late Registration	Friday, June 10
ACT Test Date	Saturday, June 18
Mid-Term	Friday, June 24
Independence Day - No Classes (College Offices Closed)	Monday, July 4
Final Examinations	Thursday, July 14, & Friday, July 15
All Grades Due in Registrar's Office	Monday, July 18, 12:00 noon

**Won't cut faculty, but . . .**

# SVC Board against salary hikes

By ROBERT H. NELLIS

Trustees of Sauk Valley College Monday showed no inclination to lay off full-time tenured faculty members but also gave indication the professional staff and the administrative personnel had better consider working next year for what was paid this year.

Armin Gaulrapp, Rock Falls, a trustee, suggested, "They will probably rather teach next year for the same pay than not to have a job."

The faculty must take some brunt of the reduction of spending because their salaries are what is most of the money spent to run the college, Gaulrapp continued.

Dr. George Cole, president, noted teaching salaries constitute more than 70 per cent of the total cost to operate SVC.

Ronald Coplan, Morrison, board chairman, looking back over the past three years, observed, "We will have to be hardnosed on requests for new and changed expenditures. We must also say 'no' in relation to salary increases.

"The same attitude must be carried out in our bargaining with the faculty. If we had taken a tougher position for the past three years we might not be facing the financial condition we are today. The effects of the raises given the past three years are coming home to roost."

Cole echoed somewhat the same theme when explaining what happened to face the college with deficit he predicted to reach \$152,000.

The president noted for some time at SVC not much raise in pay was given to the teaching personnel but that changed and for the past three years the salaries have increased considerably.

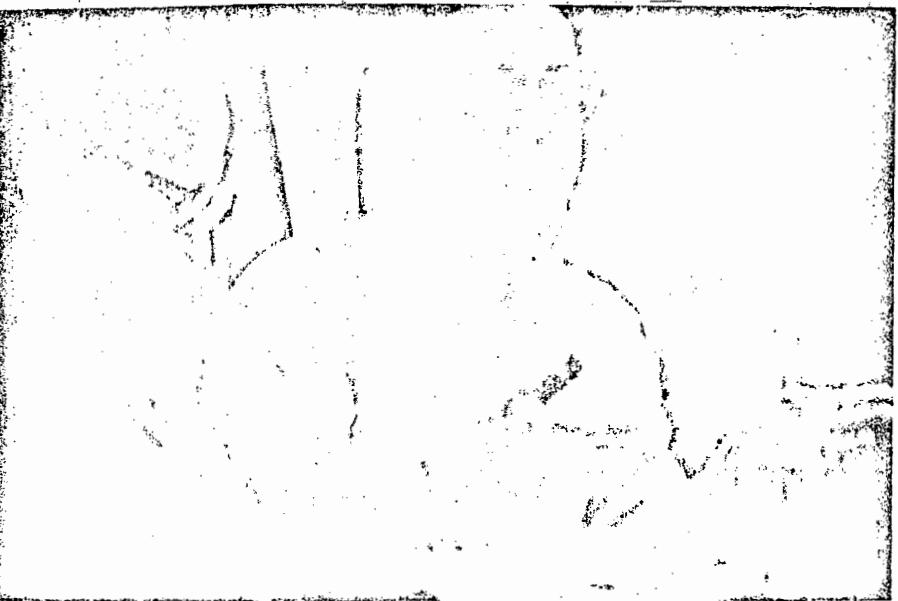
"We were then in a growth period which at least for now has come to an end and we have more faculty than is actually needed," concluded Cole.

The president further projected a decline in credit hours to be enrolled for the fall semester.

Coplan noted the fluctuation of student credit hours enrollment because of changed status of veterans benefits and due to changing economic conditions and the changing interests of students seem always to produce "either too many faculty or too few teachers."

Donald Burton, president of the College Faculty Association and chairman of the Department of Business, reiterated the position there is no need for a retrenchment of the number of full-time tenure faculty members.

He called for the administration to reallo-



**DONALD BURTON**, president, College Faculty Association, gestures as he discusses issues with the Sauk Valley College Board of Trustees on Monday. Shown with him is Robert Edison, dean of Business Services. (Telegraph Photo)

cate teaching loads so all instructors carry the 32-credit hours per year contractual teaching load. Under the contract between the college and the faculty, teaching courses which total an average of 16 credit hours per semester is considered a full load.

The association president claimed reallocating teaching assignments to provide for more instructors carrying full loads and eliminating overloads and cutting down the number of part-time teachers will increase productivity which will both increase revenues and decrease expenses.

When the number of students enrolled in a particular class does not divide evenly with allocating of teaching personnel on the 16 credit hour basis, either some instructors carry overloads or are not teaching the full-time contractual obligation but are paid full-time salaries or part-time instructors are employed.

Burton was calling on the administration to cut down on the overload of teachers and to reduce the number of part-time instructors hired by reallocating teaching loads as nearly as possible to the contractual full load.

Dr. Cole noted instructors who are not

teaching full loads often do not have the expertise to instruct in the area which is needed to relieve overloaded teaching assignments or to replace part-time personnel.

The areas of most interest in the college today are electronics, business, real estate and heating and air-conditioning, reported the president, noting a teacher in the humanities areas is usually not qualified to instruct in these new expanding student interest studies.

He noted the eight sections of the electronics classes are all being taught by part-time instructors.

Cole explained this situation has a financial advantage for the college because part-time instructors are not paid at the rate of full-time teachers. He noted the other side of the question is that part-time instructors are not best for the students because they usually are not available for personal contact of counseling because they work full-time on some other job.

Burton also suggested closing the college each weekend from Friday afternoon to Monday morning which he said would save from \$40,000 to \$50,000.

Cole's suggestion to the board, which he

has said is not a recommendation, calls for cutting down the time for summer school and to pay full-time instructors who teach in summer school as part-time personnel rather than as an overload of their regular salaries.

Cutting the length of summer school would save \$15,000, according to Cole and paying the teaching staff as part-time personnel rather than as an overload of their salaries would realize another saving of \$47,600.

The Cole proposals also suggested raising tuition from \$15 per credit hour to \$16 which he said would increase revenues \$166,200.

Burton voiced objection to the change in paying full-time instructors for teaching in summer school and for making students share in the making up projected deficits.

He said the proposal to pay full-time faculty as part-time instructors for teaching in summer school would cost members from \$2,000 to \$4,000 per year and argued that is too much to ask the faculty to assume to cope with the expected deficit.

Cole defended his proposals declaring it was his responsibility to inform the board of an impending deficit and to suggest options to increase revenues or to cut expenditures.

Burton suggested cutting down on the professional staff reduces income because he declared each teaching employee produces income. He directed attention to the administrative staff and noted those personnel produce no income and that he had heard no proposal to make cuts in the number of administrators.

Board members expressed a desire not to cut out programs as an emergency measure noting most would probably be reinstated in a few years and the cost would be greater than continuing.

Furthermore, members commented, any move to abolish certain programs would cause some students to decide not to come to SVC.

William Reigle, Dixon, a trustee, said he agreed it would be premature to retrench the teaching staff and to cut back on programs but said, "It scares me if we are faced with budgeting continued deficits."

Reigle noted 54 per cent of SVC students receive some financial aid and suggested increasing the tuition would probably not affect whether they continued in school.

Laura Thompson, Sterling, student trustee, objected to the tuition hike noting she thought many housewives are attending SVC and expressed the concern a tuition increase might cause them to drop out. "I fear the college may not serve the community if the tuition is raised," she said.

# Faculty Cutbacks Rejected As Means To Solve SVC Deficit

A reduction in the tenured staff at Sauk Valley College was eliminated as a means of reducing the projected deficit in the next fiscal year by the SVC Board of Trustees at a special adjourned session of the board Monday night.

Meeting in the board room of the college, one of eight administrative recommendations aimed at coping with the estimated \$152,785 deficit, stated, "If the current enrollment patterns continue we will be forced to retrench full-time staff in the following areas: physical education, humanities, math & science and agriculture." The measure, which had to be acted upon by today, Feb. 1, died from lack of a motion.

Board members generally felt that retrenchment of any staff at this point would be too drastic and could hurt the quality of education at Sauk in the long-run. In addition, they thought such a move should be put off until other alternatives are exhausted.

#### Other Recommendations

Other recommendations presented to the board by college President Dr. George Cole included:

--A \$13,330 savings by not hiring a replacement for the anticipated vacancy in the criminal justice department:

--A \$12,000 savings by not hiring a replacement for the anticipated vacancy in speech and theater:

--A \$15,000 savings by changing the college calendar to permit at least a month of down time when the college is closed;

--Giving all non-faculty personnel two additional weeks off in lieu of a raise in 1977-78;

--A \$5,100 savings by reducing the length of contracts for counselors to 10-months and allowing some one month summer contracts;

--A \$47,600 savings by paying faculty summer salaries on a part-time and overload basis;

--A \$116,200 in additional revenue by increasing tuition from \$14 to \$16 per credit hour effective this summer.

The board took no action on any of these recommendations which, according to Dr. Cole, would save \$209,150 if adopted. Dr. Cole also estimated that it would erase the projected deficit and give the college a surplus of \$56,365.

#### Faculty Objections

Representing the Sauk Valley College Faculty Association, association President Don Burton, objected to paying faculty summer salaries on a part-time and overload basis. Currently the salaries are paid on a 1-36th of base salary schedule.

The change would reduce the amount paid to summer school faculty, Burton said, "We feel there is a contractual agreement to negotiate summer school salaries and therefore it should continue to be paid on the 1-36th basis unless it is negotiated out of the contract."

Burton maintained that the faculty pays its own way through summer school in that classes are not taught unless there are enough students to pay the instructor's salary for teaching the summer class. "I don't

see anyone else losing money out of their own pockets," Burton said. "We could cut administrative salaries in half too and save money," he added.

In reference to pay raises, Dr. Cole said that in the last few years faculty and employees of the college have had some fairly significant pay raises but now it's time to slow down.

Board chairman Ron Coplan said that the reason salaries are the target of reductions is because that's where the bulk of the college money is tied up. "The board has to become hard-nosed about future expenditures, both with new expenditures and increased expenditures," Coplan said.

He added that the board must take a tough stand with the bargaining unit and that requests for more money must many times be met "with an emphatic 'no'."

The board will consider the rest of these recommendations in the near future.

## Sterling Police Beat Report

### Reckless Driving

Sterling Police arrested and charged John A. Wyatt, 18, of 2410 E. Lincolnway, Sterling, with reckless driving after they observed him driving in a reckless manner in the 100 block of Locust St.

According to reports officers observed Wyatt in the 10 block of W. 3rd St. rev up his motor and accelerate in such a manner causing the auto to fishtail and spin.

Wyatt was transported to Whiteside County Jail in lieu of bond.

## ROCK FALLS POLICE BEAT

### Burglary To Auto

Leo Manon, 1302 W. 4th St., Sterling, reported to Rock Falls Police that sometime Sunday his auto was burglarized while parked at 1004 W. 21st St., Rock Falls.

Reports stated that an unknown subject or subjects entered the Manon auto and removed a manila folder from the front seat which contained four original birth certificates.

Police are investigating.

### No Complaint

A police report in Monday's edition of The Gazette indicating William Creekpau of Rock Falls signed a complaint of aggravated battery against Vernon Fowler, also of Rock Falls, should have read no complaint was signed by Creekpau on advice of the state's attorney's office. The reports stems from an alleged incident Saturday at the Fowler home.

### Fails To Reduce Speed

Rock Falls Police ticketed Aian D. Stephens, 27, of RR 1, Rock Falls, with failure to reduce speed to avoid an accident following a three car collision Monday on First Ave.

According to reports the three autos were northbound on First Ave. when autos driven by Maria A. Garza, 40, 1103 W. 20, Rock Falls and Curtis Pierson, 23, RR 1, Rock Falls, slowed down or stopped for traffic when the Stephens auto failed to do so and struck the rear of the Pierson auto. The force of the impact caused Pierson's auto to strike the rear of the Garza auto.

The gas tank of the Pierson auto ruptured and Rock Falls firemen were called to the scene to wash down the roadway.

Damage was estimated as major to the Pierson unit and the Stephens auto was a total loss.

## Lee F. Wolfe Named Senior Worker Employment Specialist

Lee F. Wolfe of 306 E. 8th St., in Rock Falls has been appointed senior employment worker and coordinator of a new pilot program sponsored by the Northwestern Illinois Area Agency on Aging in cooperation with the Illinois State Employment Service office in Rock Falls.

Wolfe assumed the new duties today at the Rock Falls Illinois Employment Service office. The former manager of the Rock Falls Chamber of Commerce, Wolfe has been active in the past in the Rock Falls American Legion, Rock Falls Little League and Steelworkers Union Local 3720.

As the new pilot program coordinator, Wolfe will interview, counsel and act as a liaison between older workers in an effort to increase the placements of older workers who come into the Employment Service office. He will be basically dealing with older persons seeking part-time and full-time employment, the term older applying to those persons 45 years and older.

Mrs. Nancy Mindrup, manpower coordinator for the Northwestern Illinois Area Agency on Aging, Rockford, said the new program is a model project funded through June of 1977.

Mrs. Mindrup said the program is funded by the State of Illinois and Department on Aging and the Governor's Office of Manpower and Human Development. She added there is a possibility the program will be continued after the June 1977 date depending on the actual success of the program as measured by the



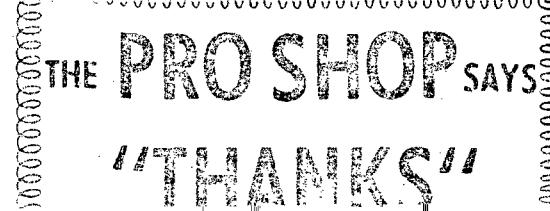
LEE F. WOLFE

number of persons to be placed in full or part-time job opportunities.

Another area of consideration for the continuance of the program, according to Mrs. Mindrup, is whether or not there will be more employers willing to accept the older workers and to make necessary job modifications to meet this local need.

Mrs. Mindrup added, "Generally, one of the recent Department of Labor studies has indicated that when workers 45 years and older are out of work, they are unemployed for longer periods of time due to the fact some employers are hesitant about hiring the older worker and the unemployment rate among the older worker is therefore higher."

Local employers wishing more information on the new pilot employment program are urged to contact Wolfe at the Illinois Employment Office in Rock Falls by telephone 625-1970.



# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 9, 1977

MEMORANDUM

# 6-1

TO: SVC Board of Trustees

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

RE: AGENDA ITEM #E-1 - 1977-78 BUDGET PLANNING

In our last Board meeting, several questions were raised about the appropriate deadline dates for making specific decisions on tuition increase, length of summer school schedule and pay rate for summer school faculty, as well as the possibility of shortening the length of all non-Faculty Association member's contracts by two weeks.

It is the opinion of the administration that although a decision to increase tuition could be deferred to as late as next August, it would be in the best interest of communicating with the students and complying with the requirements of the Financial Aid Office, and in general of maximizing communications throughout the system to make this decision prior to March 1, 1977.

We are also holding up the publication of the summer school schedule until we know specifically how long the summer school will be. It is the opinion of the administration that a decision on this should be made at our Board meeting of February 14.

We should have a decision on the rate of pay for summer school faculty by March 1. The reason for this is that it will be necessary to ascertain which faculty intend to work the summer and if full-timers choose not to teach because of the reduced pay scale, it will be necessary to hire other individuals who have the necessary qualifications, on a part-time basis. The Deans try to include the names of the instructors on the summer school schedule because this tends to attract or deter students.

We would also like to have a decision on the earlier recommendation about shortening the length of non-Faculty Association member's contracts. This decision could be made as late as June 1, however, if it is made earlier it will make the planning process somewhat more simple.

GEC/bg

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 2-9-77

MEMORANDUM

ADMINISTRATIVE COUNCIL

OM:

Robert Edison

*Brk*

Enclosed herewith is the detailed non-salary requests having been made for 1977-78. The first sheet also indicates the salary requests in the various categories which have been submitted.

The total of these figures is as follows:

Salary and Wage Requests	\$ 2,530,721
Non-Salary Requests	<u>922,508</u>
Total -	<u><u>\$ 3,453,229</u></u>

These have been compiled rather rapidly and I would, therefore, like to request that each of you carefully check the data which I am submitting versus the date which each of you submitted to me.

RE:fsb

BUDGETED SALARIES - 1976-77

	<u>Requests</u>
<i>Employees</i>	\$ 2,021,781
<i>Student Tutors</i>	2,500
<i>Community Services</i>	
<i>Instructional Salaries</i>	65,000
<i>Coordinators</i>	5,000
<i>Summer Session</i>	112,500
<i>Part-time &amp; Overload</i>	137,500
<i>Work Study</i>	161,160
<i>Coaching</i>	<u>7,300</u>
	<u>\$ 2,512,741</u>
	<u>\$ 2,530,721</u>

<u>Summer, 1977</u>	<u>P.T. and Overload</u>	<u>Community Services</u>	
<i>Bunch</i>	\$ 58,000	<i>Barber</i>	\$62,000
<i>Pintozzi</i>	7,500	<i>Pintozzi</i>	6,600
<i>Williams</i>	<u>53,500</u>	<i>Williams</i>	<u>101,000</u>
	<u>\$119,000</u>		<u>\$125,100</u>

WORK STUDY FUNDS

<i>Federal</i>	\$ 150,000
<i>SVC - 25%</i>	<u>37,500</u>
	<u>\$ 187,500</u>
<i>Less 3% gross fee</i>	<u>5,460</u>
	<u>\$ 182,040</u>
<i>SVC Students</i>	<u>5,000</u>
	<u>\$ 187,040</u>

\* Question - State Work Study for 1977-78 for both Income & Expense.

2-9-77

fsb

EXPENDITURES

	<u>Budgeted</u> <u>1976-77</u>	<u>Submitted</u> <u>to Board</u> <u>1-31-77</u>	<u>Actual</u> <u>Requests</u> <u>1977-78</u>
<i>Fringe Benefits</i>	45,000	114,000	113,200
<i>Contractual</i>	135,022	110,000	106,244 *
<i>General Materials &amp; Supplies</i>	258,456	250,000	242,414
<i>Conf. &amp; Meeting Expense</i>	38,798	36,000	35,026
<i>Fixed Charges</i>	25,000	35,000	33,000
<i>Utilities</i>	214,600	250,000	249,500
<i>Capital Outlay</i>	81,126	55,000	34,332
<i>Other</i>	113,658	110,000	108,792 **
	<u>\$ 911,660</u>	<u>\$ 960,000</u>	<u>\$ 922,508</u>

\* Includes Faculty-in-service, \$5,000

\*\* Other:

<i>Recruitment at Fairs</i>	2,000
<i>Commencement</i>	4,000
<i>Special Affairs</i>	1,500
<i>Postage</i>	25,080
<i>Publ &amp; Dues</i>	6,200
<i>Advertising</i>	500
<i>Recruitment</i>	2,000
<i>Charge-Back</i>	20,000
<i>NCR Rental</i>	42,012
<i>Tuition Reimbursement</i>	5,500
	<u>108,792</u>

2-9-77

**fsb**

NON-SALARY COSTS FOR 1977-78

	<u>Original</u> <u>1976-77</u>	<u>Requests</u> <u>1977-78</u>	<u>Difference</u> <u>1977-78 re:</u> <u>1976-77</u>
<b>DIVISION OF BUSINESS (Williams)</b>			
Contractual Services	3,600	3,600	-0-
General Materials & Supplies	6,800	4,700	(2,100)
Conference & Meeting Expense	1,600	1,500	( 100)
<b>FOOD SERVICES (Williams)</b>			
Contractual Services	250	350	100
General Materials & Supplies	1,175	825	( 350)
Conference & Meeting Expense	375	250	( 125)
<b>DIVISION OF AGRICULTURE (Williams)</b>			
Contractual Services	200	200	-0-
General Materials & Supplies	2,100	1,570	( 530)
Conference & Meeting Expense	700	700	-0-
<b>DIVISION OF INDUSTRIAL EDUCATION (Williams)</b>			
Contractual Services	1,650	1,250	( 400)
General Materials & Supplies	16,581	15,043	(1,538)
Conference & Meeting Expense	1,590	1,465	( 125)
<b>COSMETOLOGY (Williams)</b>			
Contractual Services	26,000	31,008	5,008
General Materials & Supplies	140	100	( 40)
Conference & Meeting Expense	57	50	( 7)
<b>HUMAN SERVICES (Williams)</b>			
Contractual Services	350	350	-0-
General Materials & Supplies	1,250	1,200	( 50)
Conference & Meeting Expense	550	550	-0-
<b>DIVISION OF SOCIAL SCIENCE (Bunch)</b>			
Contractual Services	120	-0-	( 120)
General Materials & Supplies	3,007	2,172	( 835)
Conference & Meeting Expense	963	720	( 243)
<b>CRIMINAL JUSTICE (Williams)</b>			
Contractual Services	250	300	50
General Materials & Supplies	4,937	2,750	(2,187)
Conference & Meeting Expense	1,960	940	(1,020)
<b>FIRE SCIENCE (Williams)</b>			
Contractual Services	-0-	100	100
General Materials & Supplies	-0-	1,625	1,625
Conference & Meeting Expense	-0-	400	400
<b>LIBRARY TECHNOLOGY (Williams)</b>			
General Materials & Supplies	400	200	( 150)

	<u>Original</u> <u>1976-77</u>	<u>Requests</u> <u>1977-78</u>	<u>Difference</u> <u>1977-78 re:</u> <u>1976-77</u>
<b><u>DIVISION OF HUMANITIES (Bunch)</u></b>			
General Materials & Supplies (Humanities)	2,500	2,274	( 226)
Conference & Meeting Expense (Humanities)	962	866	( 96)
Contractual Services (Art)	330	330	-0-
General Materials & Supplies (Art)	1,760	1,602	( 158)
Conference & Meeting Expense (Art)	121	109	( 12)
Contractual Services (Music)	700	700	-0-
General Materials & Supplies (Music)	1,740	1,584	( 156)
Conference & Meeting Expense (Music)	242	228	( 14)
<b><u>DIVISION OF MATH-SCIENCE (Bunch)</u></b>			
Contractual Services	700	700	-0-
General Materials & Supplies	9,234	8,801	( 433)
Conference & Meeting Expense	962	866	( 96)
<b><u>MED. LAB. TECHNOLOGY (Williams)</u></b>			
Contractual Services	800	400	( 400)
General Materials & Supplies	4,492	4,691	199
Conference & Meeting Expense	525	270	( 255)
<b><u>AD NURSING (Williams)</u></b>			
Contractual Services	50	25	( 25)
General Materials & Supplies	1,200	1,480	280
Conference & Meeting Expense	1,518	1,495	( 23)
<b><u>LP NURSING (Williams)</u></b>			
Contractual Services	-0-	75	75
General Materials & Supplies	1,150	1,590	440
Conference & Meeting Expense	715	740	25
<b><u>RADIOLOGIC TECHNOLOGY (Williams)</u></b>			
Contractual Services	750	700	( 50)
General Materials & Supplies	2,990	2,785	( 205)
Conference & Meeting Expense	1,755	1,000	( 755)
<b><u>DIVISION OF PHYSICAL EDUCATION (Bunch)</u></b>			
General Materials & Supplies	2,300	2,172	( 128)
Conference & Meeting Expense	352	317	( 35)
<b><u>INSTRUCTIONAL PROGRAM ADMINISTRATION (Edison)</u></b>			
Contractual (WORKROOM)	1,100	1,100	-0-
Contractual (UNALLOCATED)	2,000	2,000	-0-
Faculty-In-Service Training (Bunch)	5,000	5,000	-0-
General Materials & Supplies (WORKROOM)	1,000	1,000	-0-
General Materials & Supplies (FACULTY OFC) Bunch	800	700	( 100)
General Materials (INSTITUTIONAL COM.)	200	200	-0-
Tuition Reimbursement	5,500	5,500	-0-

	Original 1975-76	Requests 1976-77	Difference 1976-77 re: 1975-76
<u>DEAN OF ARTS AND SCIENCES</u> (Bunch)			
Contractual Services	50	-0-	( 50)
General Materials & Supplies	900	900	-0-
Conference & Meeting Expense	800	720	( 80)
<u>ASSISTANT DEAN OF ARTS &amp; SCIENCES</u> (Bunch)			
General Materials & Supplies	400	400	-0-
Conference & Meeting Expense	400	360	( 40)
<u>DEAN OF CAREER EDUCATION</u> (Williams)			
Contractual Services	1,000	-0-	(1,000)
General Materials & Supplies	1,550	1,500	( 50)
Conference & Meeting Expense	1,600	1,500	( 100)
<u>ASSISTANT DEAN OF CAREER EDUCATION</u> (Williams)			
General Materials & Supplies	700	750	50
Conference & Meeting Expense	500	500	-0-
<u>COMMUNITY EDUCATION</u> (Williams)			
Contractual Services	1,000	1,000	-0-
General Materials & Supplies	3,000	2,400	( 600)
Conference & Meeting Expense	1,800	1,800	-0-
<u>ACADEMIC SKILLS CENTER</u> (Sagmoe)			
Contractual Services	400	500	100
General Materials & Supplies	5,100	3,000	(2,100)
Conference & Meeting Expense	363	300	( 63)
<u>ACADEMIC SUPPORT</u> (Learning Resources) (Sagmoe)			
Contractual Services	3,000	3,500	500
Library Supplies	8,000	8,300	300
Audio Visual Supplies	7,900	6,400	(1,500)
Xerox Supplies	2,000	2,000	-0-
Library Books	30,000	25,000	(5,000)
Conference & Meeting Expense	413	400	( 13)
<u>ADMISSIONS AND RECORDS</u> (Cole)			
Contractual Services	175	390	215
General Materials & Supplies	4,800	4,800	-0-
Conference & Meeting Expense	500	500	-0-
<u>HEALTH SERVICES</u> (Sagmoe)			
General Supplies	300	300	-0-
<u>ADMINISTRATION OF STUDENT SERVICES &amp; AIDS</u> (Sagmoe)			
Contractual Services	300	300	-0-
General Materials & Supplies	9,500	9,000	( 500)
Recruitment at Fairs, etc.	2,200	2,000	( 200)
Commencement	4,000	4,000	-0-
Conference & Meeting Expense	5,000	4,300	( 700)

	Original 1976-77	Requests 1977-78	Difference 1977-78 re: 1976-77
<u>VETERANS GRANT PROGRAM</u> (Sagmoe)			
General Materials & Supplies	2,500	2,500	-0-
Conference & Meeting Expense	1,200	1,200	-0-
Equipment	250	-0-	( 250)
<u>PUBLIC SERVICES</u> (Edison)			
Contractual Services	500	500	-0-
General Materials & Supplies	500	500	-0-
<u>OPERATION &amp; MAINTENANCE OF PLANT</u> (Edison)			
General Materials & Supplies	55,000	55,000	-0-
Conference & Meeting Expense	1,000	1,000	-0-
Additional Equipment	10,000	10,000	-0-
Contractual Services	64,200	26,600	(37,600)
Gas Utilities	72,800	96,000	23,200
Electricity	119,000	130,700	11,700
Telephone	22,800	22,800	-0-
Rental	1,000	1,000	-0-
Provision for Contingencies	15,000	-0-	(15,000)
<u>PRESIDENT'S OFFICE</u> (Cole)			
Contractual Services	100	100	-0-
General Materials & Supplies	3,000	3,000	-0-
Conference & Meeting Expense	4,000	2,500	(1,500)
Special Affairs	1,500	1,500	-0-
<u>BUSINESS OFFICE</u> (Edison)			
Contractual Services	2,200	2,200	-0-
General Materials & Supplies	8,000	8,000	-0-
Conference & Meeting Expense	2,000	2,000	-0-
<u>COMMUNITY RELATIONS</u> (Cole)			
General Materials & Advertising	42,000	42,000	-0-
Conference & Meeting Expense	750	750	-0-
<u>BOARD OF TRUSTEES</u> (Edison)			
Contractual - Auditing & Legal	13,000	13,000	-0-
Other General Supplies (Elections)	2,750	2,750	-0-
Conference & Meeting Expense	2,000	2,000	-0-
<u>INSTITUTIONAL EXPENSE</u> (Edison)			
Group Medical & Life Insurance	45,430	113,200	67,770
UNALLOCATED Contractual	1,875	2,100	225
Supplies (Faculty Assoc.)	200	200	-0-
Postage	22,800	25,080	2,280
Publications/Dues (Cole)	6,200	6,200	-0-
Advertising	500	500	-0-
Recruitment (Cole)	2,000	2,000	-0-
General Insurance	24,000	32,000	8,000
Equipment	70,876	24,332	(46,544)
Tuition Charge-Back (Sagmoe)	14,000	20,000	6,000

	Original 1976-77	Requests 1977-78	Difference 1977-78 re: 1976-77
<u>INSTITUTIONAL RESEARCH (Cole)</u>			
General Materials & Supplies	1,000	1,000	-0-
Conference & Meeting Expense	500	500	-0-
<u>DATA PROCESSING SERVICES (Cole)</u>			
Contractual Services	3,372	9,096	5,724
General Materials & Supplies	3,600	3,600	-0-
Conference & Meeting Expense	1,025	1,000	( 25)
Rental of IBM Equipment	54,958	42,012	(12,946)
<u>PROVISION FOR CONTINGENCIES</u>	<u>150,000</u>	<u>-0-</u>	<u>(150,000)</u>
<u>TOTAL EDUCATIONAL AND BUILDING BUDGETS</u>	<u>\$1,077,090</u>	<u>\$922,508</u>	<u>(\$154,582)</u>

The original 1976-77 budget contained \$165,000, of which \$161,000 was transferred as follows:

\$ 80,976 - Net salary adjustment.  
 34,249 - Transferred to Group Med. & Life Ins.  
 4,400 - Transferred to General Insurance  
 26,375 - Transferred to Capital Outlay for Data Processing  
 15,000 - Building Contingency transferred to Building Contractual.  
\$161,000

There is no Contingency in the current presentation for the 1977-78 projections.

**Equipment requests:**

Academic Skills	\$1,150.
Student Services	700
L.R.C. - A-V	13,411
Dean Williams Ofc.	100
ADN	150
Rad. Tech	1,497
LPN	150
Indus. Tech.	4,666
Agriculture	400
Business Division	1,108
Business Office	1,000
Building & Grounds	<u>10,000</u>
	<u>\$34,332</u>

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 9, 1977

## MEMORANDUM

*# 3-3*

TO: SVC Board of Trustees

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

RE: AGENDA ITEM #D-3 - APPROVAL OF COSMETOLOGY AMENDED AGREEMENT

The attached memorandum from Dr. Williams summarizes the recommended changes in the cooperative agreement between the Sterling School of Beauty Culture and Sauk Valley College.

In essence, we are increasing the amount of money which we currently pay Keith Renner, the proprietor of the Sterling School of Beauty Culture, from \$25 to \$26.39 per credit hour. In addition, students who attend the Beauty School will be required to purchase some of their own supplies and equipment. In the past the Beauty School has paid for these supplies.

The primary advantage for the students who choose to enroll in the Beauty School through Sauk is that each of them does receive a certificate of completion and as Sauk Valley College students they are also eligible for financial aid.

### RECOMMENDATION

It is recommended by the President that the Board approve the amendment in the working agreement between Sauk Valley College and the Sterling School of Beauty Culture in accordance with the details spelled-out on the attached agreement.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE *February 2, 1977*

## MEMORANDUM

TO: *Dr. Cole*

FROM: *Dr. Williams*

*As you know, I have been negotiating with Keith Renner, Proprietor of the Sterling School of Beauty Culture. He has requested that additional tuition be paid and we have completed negotiations.*

*The attached agreement reflects new tuition rates which will be payable to him and, in addition, fees which will be charged to the students for supplies and equipment.*

*The tuition-change will be from \$25.00 to \$26.39.*

*I will be available during the Board Meeting to discuss these changes in rates.*

*I would appreciate your taking this agreement to the Board of Trustees at their next regularly scheduled meeting for the purpose of approval.*

*lm*  
*enc*

AGREEMENT  
FOR COSMETOLOGY TRAINING BETWEEN  
COMMUNITY COLLEGE DISTRICT NUMBER 506  
AND  
THE STERLING SCHOOL OF BEAUTY CULTURE, INC.

THIS AGREEMENT, made this 1st day of July, 1977, between this BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 506, an Illinois Community College organized and existing under the laws of the State of Illinois (hereinafter referred to as the "District"), with its principal office located at Route 1, Dixon, Illinois and the STERLING SCHOOL OF BEAUTY CULTURE, INC., an Illinois Corporation, which is presently located at 211 East Third Street, Sterling, Illinois, (hereinafter referred to as the "Beauty School").

WHEREAS, the District, wishes to provide cosmetology training for those of its students desiring it, and the Beauty School is licensed by the Illinois Department of Registration and Education to furnish instruction and clinical training to students in cosmetology and is willing to furnish such instruction and clinical training to students of the District enrolled with the Beauty School for the program on a contracted basis for a set fee per student as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual promises of the parties, each bargained for and given in exchange for the other, it is hereby mutually agreed as follows:

1. STUDENT ENROLLMENT. The District may enroll with the Beauty School students who meet R & E requirements and admission standards of the District as prescribed in the current college catalog for instruction and clinical training in cosmetology as set forth herein, the exact number of students not to exceed 90 for any particular school term. The final date for enrollment for any particular term shall be determined by the Beauty School with a schedule agreed upon by the college in conjunction with the Registrar and the Dean of Career Education.

2. INSTRUCTION, RECORDS, ETC. The Beauty School shall provide the necessary instructors who shall be employees of said School and under its complete control and jurisdiction. Said instructor shall not be considered as members of the faculty of Sauk Valley College and shall not be entitled to membership in the Sauk Valley College Faculty Association. The college shall maintain credentials on these faculty members for the purpose of review by accrediting agencies. The Beauty School shall be solely responsible for all Workmen's Compensation Insurance, Unemployment Insurance, and payrolls of persons it hires or uses for instruction of the courses provided for herein. The Beauty School will provide instruction and clinical training to students as prescribed by the Department of Registration and Education of the State of Illinois, the District, and the Illinois Community College Board. The Beauty School shall maintain records of attendance, grades, and hours of instruction and these shall be communicated to the college's registrar office. The normal college admission procedures will require that the college admissions office collect certain documents as specified in the admissions area of the college catalog. The Beauty School shall submit to the District Registrar at the conclusion of each course, evaluation reports of each student by grade. The district shall conduct annual follow-studies of Cosmetology graduates. The overall administrative supervision of the program lies with the college. Representatives of the District may make periodic calls at the Beauty School for the purpose of observing and assessing the progress of the students and the evaluation of the instructional process and make these evaluations known to the director of the Beauty School.

3. COURSES AND FEES. The courses to be offered by the Beauty School shall be designated Cosmetology 101, 102, 103, 104; the content of which courses shall consist of the items contained in the descriptions thereof attached hereto and made a part hereof by reference. The college shall maintain course outlines and revise these as program changes warrant. The District shall collect tuition and pay the Beauty School the following fee for each student enrolled at the mid point in the following courses:

<u>COURSE NAME</u>	<u>CR. HRS.</u>	<u>AMOUNT OF TUITION</u>	<u>FEES</u>
Cosmetology 101*	8	\$211.12	\$75.00
Cosmetology 102	4	105.56	75.00
Cosmetology 103	12	316.66	50.00
Cosmetology 104	<u>12</u>	<u>316.66</u>	<u>50.00</u>
	<u>36</u>	<u>950.00</u>	
		( <u>\$26.39 per cr hr</u> )	<u>\$250.00</u>

The student will be enrolled in only one (1) course at any period of time. \*The fee for this course includes special supplies, materials, and reference books needed by the student to begin the study of Cosmetology.

4. PAYMENT SCHEDULE. The District agrees to pay the Beauty School the amount specified in accordance with the foregoing schedule per student per course contingent upon the student's good standing and attendance (student must be in attendance) at the established mid-term date based upon the course starting date as determined by the academic calendar of the Beauty School developed in conjunction with the college. Said calendar, shall prevail with reference to the determination of the mid-term date. The invoice shall include the student's name, social security number, starting date and ending date of the course, together with the amount due.

5. CLASSES AND HOURS. The Beauty School is located at 211 East Third Street, Sterling, Illinois. The hours of classes shall be 8:30 A.M. to 5:00 P.M., Tuesday through Friday, 8:00 A.M. to 4:30 P.M. Saturday, except legal holidays. The academic calendar of the Beauty School will be in effect, not the calendar of the District.

6. REGISTRATION AND QUALIFICATION OF STUDENTS. Each student and his/her parent or guardian, if he/she is a minor, shall execute and file a Registration and Matriculation Application with the Beauty School before the beginning date of class for submission to the Department of Registration and Education of the State of Illinois, in addition to regulations of college. The form of Registration and Matriculation Application shall be prescribed by the School and shall show or be accompanied by the following requirements of the Illinois Beauty Culture Act and the Rules and Regulations for the Administration of the Illinois Beauty Culture Act and the Department of Registration and Education before a student may be permitted to attend or participate in Cosmetology training.

- (a) Proof that the student is a graduate of at least the eighth grade or equivalent, provide transcripts of high school course work, marital status must be certified in keeping with Illinois Dept of Registration and Education regulations.
- (b) That the student is a citizen or has filed a Declaration of Intent (as defined in the Beauty Culture Act of 1967, Section 5, Par.F)
- (c) An executed form of the modified Registration contract delivered to the Beauty School.

Students shall also be required to complete registration with the District in accordance with its rules and regulations, as specified in the college catalog.

7. RESPONSIBILITIES OF STUDENTS. In addition to any and all other duties as set forth herein and as required by the rules, regulations and policies of the District, each student shall purchase at his or her own expense and perform the following:

- (a) Supply his or her own white professional uniforms and shoes and transportation to and from the Beauty School and any other supplies and expenses needed.
- (b) Adhere to the rules and regulations of the Beauty School which are attached hereto and made a part hereof by reference, it being understood that the Beauty School shall not be responsible for any acts of the students while not in attendance at the school.

8. PRIVILEGES OF THE BEAUTY SCHOOL. As an independent contractor, it is understood and agreed that the Beauty School, in cooperation with the District, shall have the right to request the withdrawal of any student in keeping with the college's enrollment withdrawal and disciplinary procedures as specified in the college catalog. Any tuition refunds to the students shall be in accordance with the prevailing District policy. Such withdrawal requests should be made to the Dean of Career Education.

It is understood that the District is a public institution and the Beauty School agrees to indemnify and hold harmless the said District, its Board of Trustees and employees from any loss or damage, and any attorneys fees, court costs, and expenses incurred as a result of any claim or wrongful dismissal or any claim of deprivation of any instructional or legal right, regardless of whether such claims are groundless in fact.

*In the event the Beauty School closes or ceases doing business for any reason whatsoever, it shall refund fees to the District, on a pro rata basis, based upon the actual hours of instruction given the students. The Beauty School further agrees to indemnify and hold the District, its Board of Trustees and Staff harmless from any and all expense, claim or loss, including reasonable attorneys' fees, which may result from said closing or cessation of business.*

**9. PRIVILEGES OF DISTRICT AND STUDENTS.** *The District for an individual student or any individual student shall have the right at his discretion to withdraw from or cancel the cosmetology instruction and clinical training afforded by the Beauty School by forwarding to said School a written notice containing, but not limited to, the reason for the discontinuance or disconnection and the date it is to be effective.. In the event of withdrawal or cancellation, the student shall be entitled to a tuition refund in accordance with the then current policy of the District as stated in the District catalog.*

*Should the District cancel its program in cosmetology or not enroll new students, students enrolled in the program will be allowed to finish their education through continued enrollment in the remaining courses at the Beauty School upon payment of the Beauty School's required fees. Time for completion of this sequence cannot exceed three calendar years from the date of enrollment in the first course. Students participating in this program are eligible for all auxiliary services of the college and shall be encouraged in every way to participate in the student activities normally provided for students of other programs.*

10. NO REFUNDS FOR SUPPLIES. There shall be no refunds or credits given by the Beauty School and/or the District for "School Kits" or any other equipment or supplies purchased by the student or District under any circumstances.

11. ADVISORY COMMITTEE. An Advisory Committee shall be formulated to work with the college and the School of Beauty for improvement of the program. This advisory committee shall be representative of the District at large.

12. LIABILITY INSURANCE, ETC. Beauty School shall, during the duration of this agreement, maintain in force comprehensive general liability insurance in companies suitable to and approved by District and naming District as an additional insured, protecting District from any loss, claim or demand which may arise in any manner from the conduct of instruction as provided for herein, including without limitation, any and all liability to third person, students, or agents, or servants of Beauty School for personal injury or property damage. It is understood and agreed that Beauty School shall not be required to insure nor be responsible for any claims or occurrences which may arise off the premises and surroundings of Beauty School, or out of operation of motor vehicle by any student for the purpose of attending instruction at Beauty School. Limits of liability under such policy shall be as follows:

\$100,000.00 for individual  
300,000.00 for accident  
5,000.00 per property damage;  
and excess liability of \$1,000,000.00

13. NOTICES AND DEMANDS. All notices and demands herein shall be in writing. The mailing of notices or any other instrument shall be sufficiently served hereunder if duly sent by registered or certified mail (return receipt requested), addressed to the respective addresses as stated above, subject to the right of any party to designate by notice in writing a new address to which notice must be sent.

14. AMENDMENTS. This agreement may from time to time be altered, amended or cancelled in whole or in part, subject, however, to the express condition precedent that such alteration, amendment or cancellation shall be in writing and signed by the parties; and the same shall not be invalid because of the lack of consideration, but shall have the same force and effect as though originally embodied herein.

15. PRIOR AGREEMENTS, ETC. This agreement supersedes and takes the place of any and all prior agreements, representations and negotiations, and said prior agreements, representations and negotiations are hereby released and terminated.

16. CAPTIONS. The captions at the beginning of each paragraph shall not be construed to limit or restrict the language contained therein; it being the intention of the parties that said captions are employed simply as a convenient index.

17. BENEFIT. This agreement shall be binding upon and shall inure to the benefit of the parties, their successors and assigns. No assignment by the Beauty School shall be made without the prior written agreement of the District.

18. DURATION OF AGREEMENT. This contract between the District and the Beauty School shall be continuous from this date. The duration of this agreement with regard to finances shall be from July 1, 1977, through June 30, 1978. Both the District and the Beauty School shall, however, have the right to terminate this contract upon giving written notice to the other at least ninety (90) days before the date

upon which either District or Beauty School desires to terminate this contract.

Notwithstanding the foregoing, in case of termination as above stated, the Beauty School shall continue its obligation to those students already enrolled, until those students have completed their training and are qualified to take State examinations. The District will pay the Beauty School for such students as hereinbefore provided.

19. ENTIRE AGREEMENT. This agreement contains all of the terms, covenants, and conditions between the parties and no modifications, additions, waivers or alterations shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

This entire agreement shall be subject to the approval of the District's program in Cosmetology by the Illinois Community College Board, the Illinois Board of Vocational Education and Rehabilitation, the Illinois Board of Higher Education and the Illinois Department of Registration and Education and Beauty School shall at all times comply with applicable law, statutes, and regulations and keep in force required licenses as provided by the Illinois Department of Registration and Education.

*IN WITNESS WHEREOF, the parties have hereunto set their hands and  
seals the day and year first above written.*

**THE STERLING SCHOOL OF BEAUTY  
CULTURE, INC., AN ILLINOIS CORPORATION**

**BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NUMBER 506**

*BY* \_\_\_\_\_  
*President*

*BY* \_\_\_\_\_  
*President*

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
*Secretary*

\_\_\_\_\_  
*Secretary*

**(SEAL)**

**(SEAL)**

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 9, 1977

MEMORANDUM

# 7-1

TO: SVC Board of Trustees

FROM: Dr. George E. Cole *GEC*  
President

RE: POLICY ON STANDARDS OF PROGRESS - AGENDA ITEM #F-1

The attached communication from Dean Sagmoe explains the proposed policy on "Standards of Progress" for students receiving federal financial aid at Sauk Valley College.

In summary, the federal government is expecting colleges to exercise more control over students who receive federal financial aid. We have previously had a policy for veterans who were receiving VA benefits, somewhat similar to this proposed policy. It now appears that the federal government expects colleges to expect the same standards of attendance and performance from all students who receive financial aid from the federal government.

This policy should be acted on at the February 28th Board meeting. I am providing you with copies of it so that it might be reviewed and discussed prior to its formal approval at that meeting.

This proposed policy has been discussed at the appropriate committee meetings and has been reviewed in detail by the financial aids officer and Dean Sagmoe's staff.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 7, 1977

## MEMORANDUM

TO: Dr. Cole

OM: John Sagmoe

RE: PROPOSED COLLEGE POLICY ON "STANDARDS OF PROGRESS" FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID AT SAUK VALLEY COLLEGE

Educational Amendments of 1976 have provided new legal requirements which affect Sauk Valley College, particularly in various Federal financial aid programs including college workstudy, Supplemental Educational Opportunity Grants (SEOG), National Direct Student Loans (NDSL), Guaranteed Student Loans (GSL), and Basic Educational Opportunity Grants (BEOG).

In recent communications with the Department of Health, Education, and Welfare, our financial aid office has been advised that we should have an approved policy on file regarding "standards of progress" as it relates to students enrolled under these Federal financial aid programs.

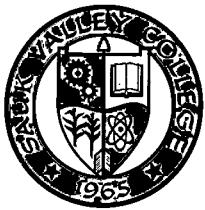
In order to place Sauk Valley College in compliance with these requirements, I recommend that the attached policy be considered for approval. This policy has been developed in cooperation with Mr. Ron Marlier, Director of Financial Aids.

I am also including a letter that was previously sent at the beginning of the spring semester advising our students of these new regulations.

JES/vld

ENCS

cc Ron Marlier



## SAUK VALLEY COLLEGE

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

### COLLEGE POLICY ON "STANDARDS OF PROGRESS" AS IT PERTAINS TO RECEIVING FEDERAL FINANCIAL AID AT SAUK VALLEY COLLEGE

Students receiving Federal financial aid funds must remain in good standing and show measurable progress toward their certificate or degree. (Title 45, Ch. I, Part 144.2-20, Federal Regulations.)

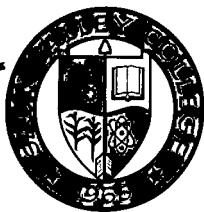
For purpose of implementing this policy the following criteria will be used:

- I. Where two or more courses totaling at least six or more credit hours are undertaken and the student fails and/or withdraws from all, the student will be determined to have made unsatisfactory progress and may be terminated from receiving Federal financial aid at Sauk Valley College for the following semester.
- II. Failure to successfully earn credit in at least fifty percent of the courses undertaken will be determined to have made unsatisfactory progress and may be terminated from receiving Federal financial aid at Sauk Valley College for the following semester.
- III. Federal financial aid recipients must maintain the following grade point averages as listed in the Sauk Valley College academic probation policy published on page 22 of the current college catalog to be considered as making satisfactory progress toward their certificate or degree.

Semester Hours Attempted	Cumulative Grade Point Average
12 - 30	1.50
31 - 45	1.75
46 - 60+	2.00

The law requires a review of each financial aid recipient's academic record at the end of each regular semester. Any extenuating circumstances which can be fully documented, will be considered for continuance on Federal financial aid programs on an individual basis.

This policy does not preclude a student from enrolling in subsequent semesters and re-establishing satisfactory progress. When this occurs, the student will again become eligible for Federal financial aid participation.



## SAUK VALLEY COLLEGE

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

January 13, 1977

### Attention Students

From: Ronald F. Marlier, Director of Financial Aids

The education amendments of 1976 provide new legal requirements which could affect financial aid participation.

In verbatim, the following administrative memo from Washington D.C. requires the college to administer federal financial aid programs accordingly; quote:

The Amendments provide that financial aid payments under the College Work-Study, SEOG, NDSL, GSL, and the BEOG programs must not be made to students if a student owes a refund on grants or is in default on a loan previously issued to the student by the institution. For this reason, once the institution has established that an overpayment has been made, it may make no further payments under these programs including payment of Basic Grant awards if the student owes a refund on grants or is in default on loans until the student has met his financial obligations under the College-based and Guaranteed Student Loan Programs.

Additionally, the Amendments provide that financial aid payments under the above programs must not be made if a student is not maintaining satisfactory progress in the course of study he is pursuing according to the standards and practices of the institution.

Therefore, the institution must withhold payment if the student is not making measurable progress in accordance with the standards and practices of the institution until the student reestablishes satisfactory progress.

In such cases, students shall not be paid retroactively for terms where eligibility was lost because of the conditions stated above.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 9, 1977

## MEMORANDUM

#F-3

TO: SVC Board of Trustees

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

RE: AGENDA ITEM #F-3 - RECOMMENDED CHANGE IN SAUK VALLEY  
COLLEGE'S VACATION POLICY

Attached is the current vacation policy which has been in effect at  
Sauk Valley College since June 9, 1969.

I am recommending that it be amended by adding the following statement  
to the last paragraph:

"It is the policy of the college to encourage employees  
to use vacation days rather than allow them to accumulate.  
Upon separation from employment at the college, staff  
members will be paid for their accumulated vacation time  
to a maximum of one fiscal year's accumulation."

GEC/bg  
Enc.

SAUK VALLEY COLLEGE

VACATION POLICY

6-9-69

All full-time employees will receive paid annual vacation credit at the rate of one day per month for non-professional staff and two days per month for professional staff, effective with the first day of the first full month of employment. All vacations must be taken by the employee within 15 months (September 30th) following the close of the fiscal year during which the vacation time will have accrued.

Regular employees working less than full-time will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned on the same ratio as their regular employment bears to a comparable full-time work schedule.

No vacation time will be used before being earned. This phase of the policy will be subject only to prior approval by the supervisor. However, should any employee find it necessary to take vacation in advance of the time earned and should later sever their employment with the college, any excess time will be deducted from their final salary payment.

Earned vacation upon separation from employment will be paid the employee at the pay rate then in effect. The fiscal year will become the anniversary date of this policy for all employees.