

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L1⁴
May 9, 1977 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Written communication from visitors
- D. Recommended Actions
 - 1. Approval of minutes as submitted
 - 2. Personnel matters
 - 3. Approval of policy on student records
 - 4. Approval of DAVTE reimbursement claim
 - 5. Acceptance of donation
 - 6. Other items
- E. Old Business
 - 1. 1977-78 budget planning
 - 2. Report on Donovan Case
 - 3. Report from Grievance Hearing Committee
 - 4. Other items
- F. New Business
 - 1. Formal arrangements for college legal counsel
 - 2. Other items
- G. President's Report
 - 1. Report from student trustee
 - 2. Report on student elections
 - 3. Minutes of SVC committee meetings
 - 4. Report on collective bargaining conference
 - 5. Letter from Senator Stevenson
 - 6. Report on Council of Presidents' Workshop
 - 7. Other items
- H. Time of next meeting
- I. Adjournment

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES WORKSHOP
Conference Room, Third Floor, 3L14
May 9, 1977 4:00 P.M.

- A. One and Five-Year Plan
- B. Consideration of personnel needs
- C. Preliminary thoughts on bargaining
- D. Board/Staff relationships
- E. Proposed committee structures
- F. Other items

bg
5-4-77

MINUTES OF THE SAUK VALLEY COLLEGE BOARD ADJOURNED MEETING

May 9, 1977

The Board of Trustees of Sauk Valley College met in an adjourned meeting to conduct a workshop at 4 p.m. on May 9, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order:

The meeting was called to order at 4:00 p.m. by Chairman Coplan and he noted that all members were present except Oscar Koenig and Laura Thompson.

Workshop:

The Board discussed the present status of the budget, goals of the college, various methods of recruitment, and possible sources of additional revenue for the college.

Arrival:

Member Oscar Koenig arrived at 5:00 p.m.

Personnel:

Further discussion was held on the vacancy in the speech-theatre area and the alternatives posed by Dean Noah Bunch in the attached memorandum.

The Board then discussed the proposals of Dr. Ronald Williams to fill the vacant positions in the nursing, criminal justice, and radiologic tec areas, and his request to add positions in heating, air conditioning and refrigeration; electronics; construction; an assistant in the community service area; and a full-time secretary for his Assistant Dean and two directors.

Adjournment:

Since there was no further business, it was moved by Member Koenig and seconded by Member Reigle that the Board adjourn. Motion voted and carried.

The meeting adjourned at 6:05 p.m.

Respectfully submitted:

Lorna Keefer
Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1977

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole
President

G.E.C.

H B

It is anticipated that the most vigorous part of our workshop will deal with personnel requests. I have tried to provide the most essential data relating to these requests.

In essence, we have three anticipated vacancies: Assistant Dean of Arts & Sciences, Dr. Donald Bronsard; Criminal Justice, Larry Geldean; and Theatre, Irene Mitchell. In addition to these natural vacancies we are faced with the personnel requests from the career program side of the college. These requests are based on last year's enrollment growth and anticipated new program initiation.

At this point I am deliberately not making recommendations until the Board Members have had an opportunity to review the arguments offered by the respective administrators. It would appear to me, however, that in as much as our primary source of income at the college is student tuition and state aid we should make special efforts to preserve the capacity of the college to generate student credit hours.

It will also become apparent to the Board during the workshop that there are two conflicting philosophies currently being expounded at Sauk Valley College. One of them centers upon the commitment that the institution has to individuals and programs at the school and stresses the responsibility of preserving people and positions regardless of the amount of credit hours generated and the budgetary impact of these generated credit hours.

The other point of view is that as well as being an educational institution we are also a large organization with an operating budget approaching \$4,000,000, and that this budget must be managed in a businesslike fashion where provision is made for growth and continued income generation. It is reasoned that even to maintain the credit hour levels of 1976-77, it is necessary to initiate new programs and to add staff in those programs that are experiencing growth. This argument is strengthened by the state priorities which provide considerably more financial support for certain kinds of instruction as opposed to other areas of instruction, which in terms of state support are declining in value.

I hesitate to say more at this point because it is not my intention to shape your thinking.

GEC/bg

SAUK VALLEY COLLEGE

President Cole

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 5-9-77

MEMORANDUM

TO: President Cole and Members of the Administrative Council

FROM: Robert Edison

Bob

In a brief review of the Revenue and Expenditure figures discussed at this morning's Administrative Council meeting versus the figures which were submitted to the Board of Trustees on February 9, 1977, the following tables indicate the gross changes which have been made in the totals, as well as the details of where those changes have taken place, with the exception of the classification "All Other." One can readily see that though these total figures do not vary a great deal with the exception of Staff changes as indicated, that the basis for the estimated, as well as the origin of Revenue will have been changed considerably within this short span of time. Should there be any questions in reference to these figures please contact me at your convenience.

REVENUE	Board	Board	\$ Difference
	Budget Detail	Workshop	
	2/9/77	5/9/77	
Student Tuition	\$ 873,000	\$ 873,000	\$ -0-
State Aid	1,319,976	1,319,715	(261)
Equalization	38,000	-0-	(38,000)
Disadvantaged Grant	26,000	-0-	(26,000)
Regular Vocational Reimbursement	91,000	115,000	24,000
Local Taxes	864,337	887,965	23,628
Charge-Back	10,000	25,000	15,000
All Other	181,661	166,000	(15,661)
	\$ 3,403,974	\$ 3,386,680	(\$ 17,294)
Error in Total	-0-	(13,500)	(13,500)
	\$ 3,403,974	\$ 3,400,180	(\$ 3,794)

EXPENDITURES

Personnel	\$ 2,530,721	\$ 2,468,371	(\$ 62,350)*
Non Salary	922,508	922,508	-0-
	\$ 3,453,229	\$ 3,390,879	(\$ 62,350)

* Law Enforcement	\$13,350
Theatre	12,000
Summer Salaries	37,000
	<u>\$62,350*</u>

RE: fsb

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1977

MORANDUM

Dr. Cole

DM: Dr. Williams

In reply to your request that I submit to your office, staffing needs for the coming year, I would like to make the following comments before actually indicating our present and future needs. Three years ago, when I was employed as the Dean of Career Education, the Career Ed program was small in both numbers of programs and numbers of students. Since that time, the number of students, by head count, has quadrupled and the number of programs has grown to three times what it was at that point in the history of Sauk Valley College.

As an institution, Sauk Valley College faces an extremely critical period in its history. It is my hope that by presenting the attached material, the Board might be able to make decisions with regard to the future priorities within the institution and, of course, within the Career Ed area. It is my position that in order for Sauk Valley College to maintain its fiscal soundness, we have no choice but to grow in total student credit hours on an annual basis. We know that growth will not occur uniformly across the entire institution. Therefore, priority decisions must be made by the Board and the administration regarding which programmatical areas will be supported by staffing and other items in order to encourage the growth, and which programmatical areas will be examined closely for possible retrenchment of staff and re-examination of the program itself. These, of course, are hard decisions, but unless we, as administrators and the Board members are willing to face up to these decisions, the dynamic nature which is the life of Sauk Valley College is

Dr. Cole
May 4, 1977
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bound to come to a halt.

During the past year, I have examined each of the departments in my area of supervision, closely, and taken action in several areas in order to increase the productivity and decrease staff cost, for example: for the coming year we have retrenched one full-time para-professional in our secretarial laboratory, where two years ago we had two such positions.

We have made decisions with regard to the Data Processing staff that will decrease our part-time budget expenditure for instruction in Data Processing.

We have made very good inroads, through Faculty Development, in the Business Department. Mr. Osborn, at the present time, is going through a development period which will end this coming Spring semester. By that time, he should be prepared to adequately take over the majority of our Real Estate courses which are presently being taught by part-time instructors. These actions, combined with many others, such as the fact that we have initiated 37 new courses this year alone, encourages student enrollment and growth in the institution. I make these comments only to indicate that we have been extremely responsible in the Career Program area in examining our staffing needs, making cuts where necessary and shifting personnel when available, however, at this point in time, the ratio of part-time instructors to full-time instructors in many departments, and the ratio of full-time load as compared to overload assignments have become serious problems from which we can no longer turn away. Overload in Career Education increased from 1975-76 total of \$11,575 to \$19,549. In 1975-76 Career part-time employees totaled 88, this year we employed 77 part-time faculty. Therefore, what follows is an explanation

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of various program staffing decisions which must be made and, in fact, should have been made earlier this year.

Following this discussion, the support data provided to me by Mr. Strickland and Mr. Crouse to support various positions and the final page is a summary of recommendations with regard to staffing needs within the Career area:

FILLING EXPECTED VACANCIES

Filling vacancies which we expect for the coming year is of course our first concern as they reflect upon existing programs and our existing credit hour projections into the coming year's budget. However, during the past several months, I have very diligently examined each of these expected vacancies to see if other personnel needs might be a higher priority, or if there was any way we could get by, not filling the vacancy. I have come to the conclusion, that for the existing vacancies I am aware of at this time, there is no other way but to support replacement of the individuals involved.

I might also add that I have reason to believe that there will be at least one other, and possibly two other vacancies created during the next several months and I will take the prerogative of bringing those back to the Board as they occur.

POSITIONS VACANT

AD Nursing	1 Teaching Position	Mrs. Kime
LP Nursing	1 Teaching Position (1 yr term)	Mrs. Johnson
LP Nursing	Coordinator-Teacher	Mrs. Huber
Radiologic Tec	Coordinator-Teacher	Mr. Meredith
) Criminal Justice	1 Teaching Position	Mr. Geldean

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(*) This particular position seems to have created some controversy among Board Members as it has been compared in the past several months to the theatre position which is apparently open. I want to point out that this position is fully justifiable by present credit hour production and this position was created as a result of a thorough evaluation of the quality of instruction and a decision being made not to continue the contract of a probationary teacher.

Mr. Crouse has provided an excellent data base for you to examine the need for this position. There are two factors I feel are extremely important to recognize with regard to the criminal justice position.

The first of these appears on page 6 of Mr. Crouse's memo to me, that according to the schedule for the coming year, we are offering 15 courses totalling 27 sections taught on two campuses and that at the present time, the only instructor who has an ongoing relationship with the program is Mr. Crouse himself, who is on a 3/5ths teaching load. This, essentially, means that we will have approximately 21 sections in criminal justice taught by part-time instructors.

Secondly, if this position is not filled, I cannot justify keeping our Cooperative Agreement in effect with Highland Community College. Terminating this Agreement will mean a loss of 30-40% in credit hours for the Criminal Justice Program.

As a Dean who is concerned with the quality of instruction and the continuity of the program, I am recommending replacement of Mr. Geldean's position.

RECOMMENDATION

I recommend the replacement of all vacancies listed heretofore for the 1977-78 fiscal year.

I further recommend that any further vacancies created in the Career Education area be reported to the Board for analyzation prior to being filled, with recommendations coming from both myself and the immediate supervisor of the program involved.

r. Cole
ay 4, 1977
age Five

DDITIONAL STAFFING - REQUIREMENTS - NEW POSITIONS

Let me begin by indicating that it is my philosophy that one full-time faculty member and a number of part-time faculty members can normally adequately handle a particular program, for example: in the industrial and Technical area. However, if we are to examine our growth potential, I think we should recognize several factors, one being that the industrial and Technical area was one of the few areas that grew during the past year. This area attracts veterans to the campus, it is the area that attracts students from Whiteside Area Vocational Center, and in terms of employment possibilities within our district, graduates of this department have the greatest employment possibility as a result of the diversification of the industrial base that supports this, the Sauk Valley District.

Mr. Strickland has made several recommendations to me and also indicated the increases within certain program areas this year in terms of credit hours. While the institution was dropping in enrollment, for example; sharp increases occurred within Electronics, Construction and Welding. It should be noted that these increases have, during the past year, supported decreasing enrollments in other programmatical areas. If we are to support decreasing enrollment areas, we must encourage further growth in areas where we have a history in growth in credit hours to rely upon.

POSITION RECOMMENDATION NO. 1

We have recently had approved by the Illinois Community College Board; a Heating, Air Conditioning and Refrigeration program. Some two years ago, the Board approved an expenditure of funds for the creation of

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a laboratory in T2 for this program. Last year, the Board approved the expenditure of funds for a consultant to come in and look at the needs of our community and recommend a program base for training personnel in this area. The approval of this program at our community college represents the only approved program of its type in northwestern Illinois.

It is my best estimate that were this program implemented and staffed properly, we could generate approximately 1,000 credit hours in the first year alone. This, of course, assuming that we have a full-time person as an instructor who can work with the curriculum and students and build the program to what it should be. I would also point out that with the current interest on a nation-wide basis in solar energy and more efficient heating and air environment systems, we stand on the threshold of a unique, exciting and extremely productive program, not only a service to our students, but a service to our community as well.

I would, therefore, concur with Mr. Strickland's recommendation to me that we immediately seek the most highly qualified full-time faculty member available to implement the Heating and Air Conditioning Program for the Fall 1977.

POSITION RECOMMENDATION NO. 2

Three years ago when I arrived at Sauk Valley College, one of the first pieces of paper to cross my desk was the resignation of the then current electronics instructor. At that time, the electronics program was floundering with a great deal of need for re-orientation of the program. During the past three years, an active Advisory Committee has been formed, highly qualified part-time instructors were employed and our credit hour production went from 356 in the year of my arrival on campus,

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to the present total in excess of 1100 credit hours.

I would point out that while we have had success in producing credit hours, I have been under a great deal of pressure from the community, both employers and other educational institutions at the secondary level, to recognize that the quality of our program, particularly in the continuity of course offerings, is not what it should be.

We have an expensive laboratory consisting of two classrooms, and expensive equipment which I must admit, at this point in time, is not adequately being supervised, primarily because we do not have a full time faculty member in this area. Therefore, I can, in no way justify future expenditures for equipment within the electronics program, and as a result- the program quality is ultimately going to decrease. I cannot overstress the importance of this position as we have a great deal of interest in this program and the electronics program relates to other technical programs within the department.

Therefore, I would strongly recommend the immediate search for an electronics instructor, highly qualified, who has the ability to teach electronics and the electro-mechanical area, and that this person be employed for the Fall 1977 semester.

POSITION RECOMMENDATION NO. 3

As you can see, by the data submitted by Mr. Strickland, our construction program has grown by leaps and bounds. At the present time, our construction teacher is teaching credit hour annual load of 52 equated semester hours. This compares to the maximum of the contract of 32. This primarily is a result of our inability to find qualified construction instructors in the community and yet having the great demand

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by students for these courses. I would also point out that three years ago this program had been retrenched and it has been revived since that time with an estimated total credit hours for fiscal 1977, of 1224; certainly sufficient to employ a second construction instructor.

However, we badly need additional people within the Welding area which as you can see, has increased some-18% this year, and furthermore, we have a Machine Shop area which is extensive, and elaborately equipped in which we presently do little-or-no teaching each semester.

We have a great deal of interest, both from industry and our Area Vocational Center, regarding the possibility of our getting this machine shop operating. Therefore, I would make the recommendation that we begin a search for an individual who would combine skills in at least two of the areas where we need assistance-- primarily a machine shop instructor who could work in both the welding and construction programs. This will not be an easy search and may take longer than expected, resulting in our not being able to employ such a person for the Fall 1977.

However, if these programs are to grow, we must look to some full-time staff for assistance. Therefore, I make the following recommendation-- that we employ a faculty member as early as possible who is qualified in at least two areas from the following listing:

Welding

Construction

Machine Shop

POSITION RECOMMENDATION NO. 4

Although I hate to even mention it, our secretarial needs are desperate. At the present time, the Career area has an Assistant Dean and two Directors who supervise over 40 individual programs, working without any full-time secretary. We have been able to survive until this point as a result of work study assistance, however, with additional staff and with

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the fluctuating nature of work studies available, both in their skills and the time they are available between classes, our secretarial situation and our ability to respond to both faculty, students and State agencies, has frankly become a disaster.

I, therefore, am recommending the employment of one full-time secretarial person to assist in the secretarial needs of the Directors and Assistant Dean. Naturally, this is not a pleasant recommendation from me as I know how the Board will respond to it. Support staff is expensive, yet how can we expect quality work without the availability of such staff. I feel that I would be negligent not to make this recommendation and I would hope the Board would consider it among its priorities in staffing needs for the coming year.

POSITION RECOMMENDATION NO. 5

This year has seen a dramatic growth in credit hours, resulting from our Community Service operation. As you know, Mr. Barber supervises this entire program, accounting for more than 5,000 credit hours, totally on his own. This task would not be too difficult if it were on this campus, however, spread across the entire district representing locations in 12 communities and numerous nursing homes, the job of supervision is an immense one.

Programs of similar size and scope at other community colleges have a much larger staff available for the purpose of supervising these programs. I am, therefore, requesting that the Board consider adding a para-professional position at a salary not to exceed \$10,000 with a job description to be submitted to the Board at a later date. The purpose of this position is to assist Mr. Barber with the supervision, evaluation,

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selection of staff, etc., for the Community Services operation. As I have indicated, we must support those areas that are growing and in which there is potential growth. Our market, off-campus, is immense if we are willing to make some changes and actively seek it.

Without such a position, I am convinced - in my own mind - that we will obtain very meager growth beyond the 5,000 credit hours currently produced by Mr. Barber.

The fact of the matter is that he is "spread as thin as we could possibly spread him", at this time.

In conclusion, I provide the attached sheet which summarizes my recommendations--

However, I want to point out to the Board and to you that since my arrival on campus, I have at times been criticized for adding staff, however, those staff additions have meant increases in credit hours in each of the areas, and as a result, we have been able to carry - if you will - many departments where we have had decreasing enrollment throughout the institution. Where would we be now, if we had not added a Construction Program, a Welding instructor, an additional Accounting instructor?

If we are to continue to support depressed departments, then staffing needs must be met in those areas where growth is possible and people have to be employed to ensure quality education.

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SUMMARY OF RECOMMENDATIONS REGARDING PERSONNEL NEEDS

- A. That all existing vacancies in Career Education be filled for the Fall 1977.
- B. That the College employ a full-time instructor for Heating, Air Conditioning and Refrigeration.
- C. That the College employ a full-time Electronics instructor.
- D. That the College employ a full-time faculty member with a combination of skills in Machine Tool instruction, Welding and/or Construction.
- E. That the College employ a full-time Secretary for the Career Education area.
- F. That the College employ an additional staff member to work with Mr. Barber in a para-professional role, at a minimum salary of \$10,000.00.

REIMBURSEMENT RATES FOR VARIOUS SVC PROGRAMS

	<u>ICCB</u>	<u>DAVTE</u>
Baccalaureate	22.30	----
Business	15.21	4.50
Data Processing	26.38	7.50
Natural Science	27.15	---
Industrial Tec	27.15	4.50 or 7.50
Health	47.62	7.50
Public Services	15.21	4.50 or 2.25
Vocational Skills	10.36	---
Remedial/Development	9.32	---
General Studies	10.29	---

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 3, 1977

MORANDUM

Dr. Ronald F. Williams, Dean

TO: Robert C. Crouse *Robert Crouse*

RE: Retention of Full-time Staff Position

Based upon your Faculty Loads Reports for the 1976 Fall Semester and the 1977 Spring Semester, I have pieced together some enlightening data. Because the Fall Report was more complete, I shall expand upon its data to a much greater degree than the Spring Report.

FALL 1976

FULL-TIME INSTRUCTIONAL STAFF

TO

STUDENT CREDIT HOURS

<u>Department</u>	<u>Full-Time Staff</u>	<u>Student Credit Hours</u>
1. Business	1	397.29
2. Human Service	1	396.67
3. Public Safety (Criminal Justice)	1	338.13
4. Industrial	1	336.00
5. L.P. Nursing	1	186.50
6. A.D. Nursing	1	179.20
7. Radiological Technology	1	130.00
8. Agriculture	1	120.00
9. Medical Laboratory	1	80.00

SPRING 1977

FULL-TIME INSTRUCTIONAL STAFF

TO

STUDENT CREDIT HOURS

<u>Department</u>	<u>Full-Time Staff</u>	<u>Student Credit Hours</u>
1. Business	1	446.50
2. Criminal Justice	1	330.00
3. Industrial and Technical	1	308.50
4. L.P. Nursing	1	194.50
5. Medical Laboratory	1	192.00
6. A.D. Nursing	1	160.20
7. Agriculture	1	141.00
8. Radiological Technology	1	79.00
9. Human Service (Not Applicable Due to Lack of Data)		

In terms of productivity, the criminal justice program continues as a major income producer for the institution. Assuming tuition of \$15.00 and state reimbursement of \$19.20 for criminal justice courses, each student credit hour generates \$34.20. This indicates that each full-time criminal justice position generated \$11,564.05 Fall Semester and \$11,286.00 Spring Semester.

The Fall Semester data contains more valuable information which strongly supports the criminal justice program and continuation of a full-time teaching position. When the equated contact hours are ratiocinated to the student credit hours, it is clear the public safety programs were the most productive career program at SVC.

FALL 1976

EQUATED CONTACT HOURS
(Actual Faculty Load)

TO

STUDENT CREDIT HOURS

<u>Department</u>	<u>Equated Hours</u>		<u>Student Credit Hours</u>
1. Public Safety	1	to	19.823
2. Business	1	to	19.569
3. Industrial	1	to	17.026
4. Public Service	1	to	15.943
5. CAREER ED AVERAGE	1	to	15.481
6. Health	1	to	10.579
7. Agriculture	1	to	9.771

Once again assuming funds generated at \$34.20 per credit hour, the following results are obtained:

<u>Department</u>	<u>Equated Hours</u>		<u>Dollars</u>
1. Public Safety	1	to	677.95
2. Business	1	to	669.26
3. Industrial	1	to	582.29
4. Public Service	1	to	545.25
5. CAREER ED AVERAGE	1	to	529.45
6. Health	1	to	361.80
7. Agriculture	1	to	334.17

Keeping in mind that most of the departments do get more state reimbursement than the Public Safety Programs, it is still very valid to note the productivity when the dollars are equalized. I do not believe that these figures indicate that a staff position should be cut or even temporarily left unfilled. If criminal justice is looked at by itself, you find that for every equated hour, 21.875 student credit hours were realized during the Fall Semester of 1976. Using \$34.20 as the generated funding per credit hour, \$748.13 was realized for every equated hour.

Looking deeper into the particulars of the criminal justice program, you will find the following:

<u>Instructor</u>	<u>Equated Hours</u>		<u>Student Credit Hours</u>
Ellison	1	to	28.00
Lloyd	1	to	25.00
Crouse	1	to	22.14
Geldean	1	to	19.25
<hr/>			
Average	1	to	21.875

Assuming the \$34.20 funding rate, you will find the following:

<u>Instructor</u>	<u>Equated Hours</u>		<u>Student Credit Hours</u>
Ellison	1	to	957.60
Lloyd	1	to	855.00
Crouse	1	to	757.19
Geldean	1	to	658.35
<hr/>			
Average	1	to	748.13

Mr. Geldean would appear the weakest link in the chain. Keeping in mind that:

- 1) Even though 54 student credit hours were generated from CJS 101 at Highland College, they are not counted in Crouse's S.C.H., but the 3 equated hours are counted;
- 2) That Crouse's contracted instructional load is only 9 hours; and
- 3) Mr. Geldean had two sections cancelled due to lack of enrollment;

making adjustments for these items would show:

<u>Instructor</u>	<u>Equated Hours</u>		<u>Student Credit Hours</u>		<u>Dollars</u>
Crouse	1	to	28.189	to	913.32
Geldean	1	to	14.500	to	469.80

These adjustments gave Mr. Geldean six additional hours and the enrolled student credit hours prior to cancellation of the sections. Three equated hours were subtracted from the Crouse load but no adjustment was made for his 3/5's load. Clearly a major segment of the enrollment drop can and SHOULD be placed upon Mr. Geldean. I do not think the Board of Trustees should assume the decrease in enrollment reflects anything other than an extreme reaction to a particular instructor.

The Spring load data shows very similar outcomes:

<u>Instructor</u>	<u>Equated Hours</u>		<u>Student Credit Hours</u>		<u>Dollars</u>
Geldean	1	to	18.333	to	593.99

In addition to the drop of enrollment in courses taught by Mr. Geldean, another major factor in enrollment decreases is overall programming changes. Since 1972 we have made two degree programming changes that DECREASED THE NUMBER OF REQUIRED CRIMINAL JUSTICE CREDIT HOURS. These changes were designed to benefit the student's overall educational and employment capabilities. Our intent was to maximize the student's potential for continuous growth and success. Also, this decrease was required to facilitate program expansion as follows:

PRE-FALL 1973			
Law Enforcement Degree		10 courses	31 hours
1973-1976			
Criminal Justice Degree			
Law Enforcement Alternative		11 courses	34 hours
Corrections Alternative		7 courses	21 hours
Average		9 courses	27.5 hours
1976-PRESENT			
Law Enforcement Degree		10 courses	30 hours
Crime Scene Tech Degree		9 courses	28 hours
Corrections Degree		7 courses	21 hours
Average		8.66 courses	26.33 hours

Finally, the continuous growth and strength of the criminal justice program can be seen below. The chart presents a five year time frame comparing the Fall of 1972 with Spring of 1977 and the yearly totals of 1973 through 1976. The 1451 student credit hours of 1973 was the factual justification upon which the Board of Trustees authorized the original hiring of Mr. Geldean.

Course	1972 (Fall)	1973	1974	1975	1976	1977 (Spring)
	Heads/Hours	Heads/Hours	Heads/Hours	Heads/Hours	Heads/Hours	Heads/Hours
CJS 101	48/144	60/180	53/159	92/276	53/159	0/0
CJS 103	44/132	0/0	38/114	27/81	50/150	42/126
CJS 108	0/0	47/141	30/90	52/156	76/228	14/42
CJS 120	0/0	25/75	41/123	45/135	82/246	51/153
CJS 130	0/0	0/0	45/135	60/180	22/66	0/0
CJS 131	0/0	0/0	0/0	10/30	0/0	14/42
CJS 135	0/0	0/0	0/0	58/174	0/0	36/108
CJS 208 (Formerly SOC 289)	22/66	125/375	63/189	89/267	52/156	26/78
CJS 210	31/93	26/78	34/102	27/81	28/84	20/60
CJS 221	0/0	0/0	34/102	6/18	23/69	0/0
CJS 227	0/0	42/126	16/48	27/81	27/81	26/78
CJS 230	0/0	59/177	19/57	13/39	24/72	0/0
CJS 231	0/0	21/63	38/114	26/78	39/117	35/105
CJS 234	0/0	28/84	8/24	19/57	48/144	30/90
CJS 236	0/0	38/152	34/136	23/92	33/132	8/32
CJS 299	0/0	0/0	73/73	41/41	35/35	0/0
TOTALS	145/435	471/1451	526/1640	615/1612	592/1739	302/914

In 1972 we had ten course offerings and taught four sections during the fall semester. The Fall of 1977 sees seventeen course offerings and eleven sections taught during the semester. The 1977-1978 instructional program in Criminal Justice will operate a full-time evening program at Sauk Valley College and Highland Community College as follows:

TITLE	EQUATED SVC	INSTRUCTIONAL HCC	HOURS
			TOTAL
CJS 101 Intro. to Criminal Justice	3	3	6
CJS 103 Police Administration	3	3	6
CJS 108 Criminology	3	3	6
CJS 120 Intro. to Corrections	3	3	6
CJS 130 Criminal Investigation	3	3	6
CJS 131 Basic Police Photography	4	0	4
CJS 135 Criminal Law	3	3	6

CJS 208 Juvenile Delinquency	3	3	6
CJS 210 Family in American Law	3	3	6
CJS 221 Correctional Administration	3	0	3
CJS 227 Probation and Parole	3	0	3
CJS 230 Police Community Relations	3	3	6
CJS 231 Criminal Evidence and Procedure	3	3	6
CJS 234 Traffic Control	3	3	6
CJS 236 Criminalistics	10	0	10
TOTAL EQUATED HOURS	53	33	86

Total Courses: 15
Total Sections: 27

Not filling the current position would mean ending our cooperative agreement with Highland Community College which would cost us about 40% of our current credit hour production. Clearly our growth will not continue and the program would falter.

Since only an average of 26.33 hours are taken within our major field requirement, SVC would risk losing 37.67 general education hours for each CJS major lost. This would not be of consequence with regard to the HCC enrollment since they get the general education hours for our HCC criminal justice majors. However, criminal justice majors potentially account for 758.48 hours of general education enrollment each semester at Sauk and 505.64 hours at Highland. In other words, for every credit hour of criminal justice course work, 1.43 hours of general education is potentially generated.

The criminal justice majors represent a very significant segment of the SVC enrollment. An average of 758.48 general education hours and 884.33 criminal justice hours per semester would realize 3285.62 student credit hours per year. Surely such this significant segment of our student population requires more than a 3/5's time instructional person. We must replace Mr. Geldean's position.

mef

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 3, 1977

MEMORANDUM

Dr. Williams

M: James Strickland

SUBJECT: Additional Full-Time Faculty Members - Electronics and Heating and Air Conditioning

As you know, during the present fiscal year 1977, the student credit hour production of the entire institution declined. Contrary to this trend, in the Industrial and Technical department, the student credit hour production increased over fiscal year 1976. This increase was predominantly in three programs - Welding, Construction and Electronics.

We presently have a full-time instructor in each of the Welding and Construction programs and at the present time we are pursuing the Electronics program utilizing five part-time instructors.

The student credit hours increased in the Welding program 18% this current year over last fiscal year. In Construction, the increase was 19% and in the Electronics program with five part-time instructors the increase was 23%. This contrasts to a general reduction in most other departments in the institution. The attached chart shows the student credit hours over the past three years. You will notice that the Construction program started off its first year with over 1000 credit hours. The Electronics program with its five part-time instructors generated 1101 student credit hours this present fiscal year. Obviously, these increases in student credit hour production this fiscal year has offset decreases in other programmed areas. The total decrease in the institution's student credit hour production would have been much greater had not these increases taken place.

After many hours of deliberation, the Board of Trustees has voted not to retrench any full-time faculty members this coming fiscal year. This makes it imperative that we provide means for growth in areas such as the Industrial-Technical department so that we may provide additional revenue to cover increases in cost which will occur and also the probable decreases in other program areas.

RECOMMENDATION

I am therefore recommending that we seek approval to hire a full-time faculty member in the Electronics program. With increases in student credit hours in the last three years from 356 to over 1100, we feel that this request is valid.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE

MORANDUM

DM:

Since all of our instructors in the Industrial-Technical department are operating on an overload basis, we are utilizing part-time instructors in each program area. Therefore, we have to look to a new program area to significantly increase our student credit hour production. The area where we have the most potential for growth at the present and a state approved program to pursue is Heating and Air Conditioning. This will add an additional nine courses to our course offering and should follow the pattern of the Construction program in student credit hour production. As I mentioned earlier, the Construction program produced slightly over 1000 student credit hours in the first year of operation. I feel that the Heating and Air Conditioning program would follow this type of a growth pattern. With the renewed interest throughout the entire country in energy and in heat conservation, we feel that there will be federal emphasis placed on this type of program and grant money may become available. In preparing the documentation for this program, a telephone survey was made of twelve companies presently engaged in air conditioning and refrigeration in the Sauk Valley College area. All but one of these companies indicated a willingness to cooperate with Sauk Valley College in an internship program and also a willingness to employ the graduates of such a program.

This is an opportunity for Sauk Valley College to become the focal point of this entire area in the field of Heating and Air Conditioning, solar energy and new energy concepts that may be developed in the next few years. Certainly this is a program that will require someone with a background and a knowledge of solar and perhaps wind energy. It will also provide the local industry with trained technicians to service heat pumps and the present heating and air conditioning equipment that is in the homes and businesses of the area.

RECOMMENDATION

I am therefore recommending that we seek approval from the President and the Board of Trustees to hire a new full-time faculty member to implement this Heating and Air Conditioning program. If there is any additional information that I can give you or any questions that I may be able to answer, I will be happy to do so.

STUDENT CREDIT HOURS

<u>PROGRAM</u>	<u>FY75</u>	<u>FY76</u>	<u>FY77</u>
Welding	779	1293	1520
% Increase		+ 66%	+18%
Construction	---	1025	1224
% Increase			+19%
Electronics	356	894	1101
% Increase		+151%	+23%

INSTRUCTORS

	<u>FY75</u>	<u>FY76</u>			<u>FY77</u>							
	<u>Fulltime</u>	<u>Parttime</u>	<u>Fulltime</u>	<u>Parttime</u>	<u>Fulltime</u>	<u>Parttime</u>	<u>Sections</u>					
Welding	0	2	-	6	1	3	-	8	1	3	-	6
Construction	-	-		1		2	-	5	1	3	-	7
Electronics	0	3	-	9	0	4	-	12	0	5	-	14

JRS/sc
5/4/77

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

May 9, 1977

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on May 9, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order and the following members answered roll call:

Kay Fisher	Lorna Keefer
Oscar Koenig	Ann Powers
Juanita Prescott	William Reigle
Ronald Coplan	

Absent: Laura Thompson

Communication from Visitors: Chairman Coplan recognized Noel Wallen from Sterling, who addressed the Board on the theatre program at Sauk Valley College.

Minutes: It was moved by Member Prescott and seconded by Member Koenig that the Board approve the minutes of the April 25 meeting as presented. Motion voted and carried.

Personnel: In regard to the theatre-speech vacancy, Chairman Coplan asked that Jerry Mathis and Irene Mitchell submit written recommendations to the Board by the next Board meeting (May 23) outlining a program for future development and growth in the theatre area.

It was moved by Member Reigle and seconded by Member Prescott that the Board approve filling the vacancies of instructor in AD nursing; instructor in LP nursing (one-year term); coordinator-teacher in LP nursing; and a coordinator-teacher in the radiologic tec area. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, and Coplan. Nays-0. Motion carried.

In regard to Dr. Williams' request for a full-time instructor for heating, air conditioning and refrigeration; a full-time electronics instructor, a full-time construction instructor; a full-time

Personnel
(continued):

secretary for the Career Education area; a para-professional for community services; and filling the criminal justice vacancy, it was the consensus of the Board that they would like further information as to priorities for these positions and also a comparison of the costs. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, and Coplan. Nays-0. Motion carried.

Student Records:

It was moved by Member Reigle and seconded by Member Koenig that the Board approve the attached Policy on Student Records in order to bring Sauk Valley College into full compliance with the Family Educational Rights and Privacy Act. Motion voted and carried.

Reimbursement:

It was moved by Member Keefer and seconded by Member Reigle that the Board approve the DAVTE reimbursement claim in the amount of \$70,131.76. Motion voted and carried.

Donation:

It was moved by Member Fisher and seconded by Member Reigle that the Board accept the donation of 1,000# of stainless steel from J.T. Cullen of Fulton, Illinois and send a letter of appreciation to Rex Wingate who arranged this donation, and also place a letter of appreciation in the personnel file of Steve Johnson. Motion voted and carried.

Budget Approval:

It was moved by Member Reigle and seconded by Member Powers that the Board approve the expenditure of \$220 from Student Services meeting and conference expense for the purpose of sending two employees from the child care center to a workshop in Milwaukee. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, and Coplan. Nays-0. Motion carried.

Budget Transfer:

It was moved by Member Keefer and seconded by Member Prescott that the Board approve the budget transfer of \$690 from the Restricted Purposes Fund Account #299 to the Restricted Purposes Fund Account #252 for the purpose of sending Kent Carl and his coach, Dan Mabee, to the National Junior College Outdoor Track Meet in Pasadena, Texas on May 24th thru the 28th, 1977. In

Budget Transfer
(continued):

a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, and Coplan. Nays-0. Motion carried.

Donovan Case:

Attorney Robert Castendyck presented the attached materials on the Donovan case.

Grievance Hearing:

Member Reigle reported to the Board that the Grievance Committee had met on May 5 at 4 p.m. He said they heard the presentations and that they have 14 days to file an answer to the Faculty Association

Collective Bargaining:

Chairman Coplan noted that the next Collective Bargaining meeting with the Faculty Association would take place on May 16 at 2 p.m. and he asked Lorna Keefer to once again serve on this committee with him and Dr. Williams.

Ad-hoc Personnel Committee:

Chairman Coplan appointed Juanita Prescott (chair-person) and Kay Fisher to an ad-hoc personnel committee with duties to be assigned by the Chairman.

College Attorney:

It was moved by Member Reigle and seconded by Member Keefer that the Board continue the legal services of Ward, Ward, Castendyck, Murray, & Pace as per the stipulations in the attached letter. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, and Coplan. Nays-0. Motion carried.

Budget Amendment:

It was moved by Member Reigle and seconded by Member Keefer that the Board approve a budget amendment of \$1,000 from part-time teaching salaries to the student employment account as per the attached memorandum. In a roll call vote the following was recorded: Ayes Member Fisher, Keefer, Koenig, Powers, Prescott, Reigle, and Coplan. Nays-0. Motion carried.

President's Report:

President Cole reported that in the student elections, Barbara Pasada had been elected Student Trustee and she will take office effective July 1, 1977. Others elected were ASB President, Sandra Druien and ASB Secretary, Linda Pottinger. Dr. Cole also reported on the committee meeting minutes, the collective bargaining conference, a letter

President's
Report:

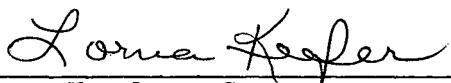
from Senator Stevenson, Council of Presidents' workshop, the Women's Career Conference held at Sauk Valley College, and a letter from the AMA regarding SVC's accreditation in the radiologic technology program. The Board was also reminded of the workshop to be held at McHenry on May 25, 1977.

Adjournment:

Since there was no further business, it was moved by Member Fisher and seconded by Member Reigle that the Board adjourn. The next meeting will be 8:00 p.m. on May 23, 1977. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle and Coplan. Nays-0. Motion carried.

The meeting adjourned at 8:57 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1977

MEMORANDUM

#D-3

TO: SVC Board of Trustees

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

RE: AGENDA ITEM #D-3 - APPROVAL OF POLICY ON STUDENT RECORDS

At our meeting of April 25, you were given a policy recommendation on student records. This was labeled agenda item #F-2a on our last meeting's agenda.

In compliance with our policy manual, it is necessary to have a two-week layover before approving recommended policy changes.

RECOMMENDATION:

The President recommends that the Board approve the comprehensive policy submitted to them at the April 25 meeting, which is designed to formalize past practices and procedures as they relate to student records, and to bring Sauk Valley College into full compliance with the Family Educational Rights and Privacy Act (commonly referred to as the Buckley Amendment).

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE April 22, 1977

MEMORANDUM

: Dr. Cole

DM: John Sagmoe

Attached is a proposed, comprehensive policy designed to formalize past practices and procedures as they relate to student records, and to bring Sauk Valley College into full compliance with the Family Educational Rights and Privacy Act (commonly referred to as the Buckley Amendment).

I have had this policy reviewed by the appropriate educational administrators and other college staff including Admissions, Registrar's Office, Placement, and Counseling. It has also been presented to the Joint College Student-Faculty Committee (commonly known as the Student Services Committee). The proposal was unanimously passed and approved by the committee on Wednesday, April 20, 1977.

I would recommend that it be forwarded to the Board of Trustees for review and subsequent approval.

JES/vld

Enclosure

cc: Harriet Hastings, Registrar
Mack Warren, Director of Admissions
Chuck Walrath, Chairman, Student Services Committee

SAUK VALLEY COLLEGE PROPOSED POLICY

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Sauk Valley College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Sauk Valley College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include professional members of the faculty, or staff of the college, or other staff members acting on their behalf.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major

field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class for the fall term.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Sauk Valley College has been designated by the institution to coordinate the inspection and review procedures for student education records. The student educational records at Sauk Valley College which the students may request to review are 1) official college transcript filed in the Office of the Registrar, 2) official student file folder filed in the Office of the Registrar, and 3) student's career placement file (if established at the request of the student) filed in the Career Placement Office. Students wishing to review their education records must make written request to the Registrar listing

the item or items of interest. Only records covered by the Act will be made available within 10 class days of the request. Students may have copies made of their records with these exceptions: 1) a copy of the academic record for which a financial "hold" exists, or 2) a transcript of an original or source document which exists elsewhere. Copies will be made at the student's expense at prevailing rates listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution will not permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decisions are in agreement with the students' request, the appropriate records will be amended. If not, the students will be notified within 10 class days that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of Student Services who, within 10 class days after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be the Sauk Valley College Student Review Board, an official Sauk Valley College committee whose membership is outlined in the Sauk Valley College Faculty Handbook.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records

statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Sauk Valley College to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

FORM 1

ANNUAL NOTICE TO STUDENTS

Annually, Sauk Valley College informs students of the Family Educational Rights and Privacy Act. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: Dean of Student Services, Registrar, and Career Placement Office. The policy is also referred to in the Student Handbook.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services' office.

Date of Publication: _____

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Date of Publication _____

Sauk Valley College hereby designates the following student information as public or "Directory Information". Such information may be disclosed by the institution for any purpose, at its discretion.

Name, address, telephone number, dates of attendance, class.

Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosures of this directory information under the Family Educational Rights and Privacy Act. To withhold disclosure, written notification must be received in the Office of the Registrar prior to _____ at Sauk Valley College, Route One, Dixon, IL 61021. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Sauk Valley College assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosures.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

TO: All Students

Year _____

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of Sauk Valley College.

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the disclosure of the directory information listed below.

Please consider very carefully the consequences of any decision by you to withhold directory information. Should you decide to inform the institution not to release directory information, any further requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please affix your signature below to indicate your disapproval for the institution to disclose the following public or Directory Information.

Name, Address, Telephone Number, Dates of Attendance, Class

Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Date _____ Student's Signature _____

If this form is not received in the Registrar's Office prior to _____, it will be assumed that the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.

STUDENT REQUEST TO INSPECT AND REVIEW EDUCATION RECORDS

Date submitted: _____

TO: Registrar

I wish to inspect my education record maintained in the following office(s):

Print Name (Student) _____

Address _____

Student's Signature _____ Telephone No. _____
.....

TO: Student

Your request for inspection of your record was received on _____.
The requested record will be available for review on _____Date _____ School Official's Signature _____
.....

TO: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Date _____ Student's Signature _____
.....

TO: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reason(s):
_____Date: _____ Student's Signature _____
.....

Observations of the registrar of disposition of the request: _____

Date: _____ Registrar's Signature _____

REQUEST TO REVIEW EDUCATION RECORDS

Date: _____

NAME OF STUDENT: _____

STUDENT NUMBER: _____

PURPOSE OF REVIEW: _____

_____ITEM(S) OF INFORMATION REQUESTED: _____

NAME OF REQUESTOR: _____

REQUESTOR'S AFFILIATION: _____

OFFICE TO WHICH REQUEST WAS MADE: _____

I hereby agree to keep the information disclosed to me confidential
according to applicable legislation and regulations.

Signature

Date

.....
APPROVED

DISAPPROVED

SPECIFY MATERIALS REVIEWED (Records, Types of Information):

(Signature of Official Approving Request)

(Date)

(Name and Title of Official Supervising Review) (Date)

STUDENT REQUEST FOR FORMAL HEARING

TO: Dean of Student Services

Date: _____

FROM: (Student's Name)

SUBJECT: REQUEST FOR HEARING CONCERNING STUDENT EDUCATION RECORDS

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records.

Contested Information

Education Record Contested

please notify me of the date, time, and place of the hearing. My address and telephone number follow:

(Address)

(Student's Signature)

(Telephone No.)

1st ENDORSEMENT

FROM: Dean of Student Services

Date:

'O: (Student's Name)

The decision of the Hearing Panel is as follows:

Dean of Student Services

FINAL REGULATIONS—FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (The Buckley Amendment)

Subpart A—General

99.1 Applicability of part
99.2 Purpose
99.3 Definitions
99.4 Student rights
99.5 Formulation of institutional policy and procedures
99.6 Annual notification of rights
99.7 Limitation on waivers
99.8 Fees

Subpart B—Inspection and Review of Education Records

99.11 Right to inspect and review education records
99.12 Limitations on right to inspect and review education records at the postsecondary level
99.13 Limitation on destruction of education records

Subpart C—Amendment of Education Records

99.20 Request to amend education records
99.21 Right to a hearing
99.22 Conduct of the hearing

Subpart D—Disclosure of Personally Identifiable Information From Education Records

99.30 Prior consent for disclosure required
99.31 Prior consent for disclosure not required
99.32 Record of disclosures required to be maintained
99.33 Limitations on redisclosure
99.34 Conditions for disclosure to officials of other schools or school systems
99.35 Disclosure to certain Federal and State officials
99.36 Conditions for disclosure in health or safety emergencies
99.37 Conditions for disclosure of directory information

Subpart E—Enforcement

99.60 Office and review board
99.61 Conflict with State or local law

99.62 Reports and records
99.63 Complaint procedure
99.64 Termination of funding
99.65 Hearing procedures
99.66 Hearing before Panel or a Hearing Officer
99.67 Initial decision; final decision

AUTHORITY: Sec. 438, Pub. L. 90-247, Title IV, as amended, 88 Stat. 571-574 (20 U.S.C. 1232g) unless otherwise noted.

Subpart A—General

§ 99.1 Applicability of part

(a) This part applies to all educational agencies or institutions to which funds are made available under any Federal [program for which the U.S. Commissioner of Education has administrative responsibility, as specified by law or by delegation of authority pursuant to law.] (20 U.S.C. 1230, 1232g)

(b) This part does not apply to an educational agency or institution solely because students attending that non-monetary agency or institution receive benefits under one or more of the Federal programs referenced in paragraph (a) of this section, if no funds under those programs are made available to the agency or institution itself.

(c) For the purposes of this part, funds will be considered to have been made available to an agency or institution when funds under one or more of the programs referenced in paragraph (a) of this section: (1) Are provided to the agency or institution by grant, contract, subgrant, or subcontract, or (2) are provided to students attending the agency or institution and the funds may be paid to the agency or institution by those

students for educational purposes, such as under the Basic Educational Opportunity Grants Program and the Guaranteed Student Loan Program (Titles IV-A-1 and IV-B, respectively, of the Higher Education Act of 1965, as amended).

(20 U.S.C. 1232g)

(d) Except as otherwise specifically provided, this part applies to education records of students who are or have been in attendance at the educational agency or institution which maintains the records.

(20 U.S.C. 1232g)

§ 99.2 Purpose

The purpose of this part is to set forth requirements governing the protection of privacy of parents and students under section 438 of the General Education Provisions Act, as amended.

(20 U.S.C. 1232g)

§ 99.3 Definitions

As used in this Part:

“Act” means the General Education Provisions Act, Title IV of Pub. L. 90-247, as amended.

“Attendance” at an agency or institution includes, but is not limited to: (a) attendance in person and by correspondence, and (b) the period during which a person is working under a work-study program.

“Commissioner” means the U.S. Commissioner of Education.

(20 U.S.C. 1232g)

“Directory information” includes the following information relating to a stu-

dent: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

(20 U.S.C. 1232g(a)(5)(A))

"Disclosure" means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.

(20 U.S.C. 1232g(b)(1))

"Educational institution" or "educational agency or institution" means any public or private agency or institution which is the recipient of funds under any Federal program referenced in § 99.1(a). The term refers to the agency or institution recipient as a whole, including all of its components (such as schools or departments in a university) and shall not be read to refer to one or more of these components separate from that agency or institution.

(20 U.S.C. 1232g(a)(3))

"Education records" (a) means those records which: (1) Are directly related to a student, and (2) are maintained by an educational agency or institution or by a party acting for the agency or institution.

(b) The term does not include:

(1) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:

(i) Are in the sole possession of the maker thereof, and

(ii) Are not accessible or revealed to any other individual except a substitute. For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.

(2) Records of a law enforcement unit of an educational agency or institution which are:

(i) Maintained apart from the records described in paragraph (a) of this definition;

(ii) Maintained solely for law enforcement purposes, and

(iii) Not disclosed to individuals other than law enforcement officials of the same jurisdiction; *Provided*, That education records maintained by the educational agency or institution are not disclosed to the personnel of the law enforcement unit.

(3) (i) Records relating to an individual who is employed by an educational agency or institution which:

(A) Are made and maintained in the normal course of business;

(B) Relate exclusively to the individual in that individual's capacity as an employee, and

(C) Are not available for use for any other purpose.

(ii) This paragraph does not apply to records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student.

(4) Records relating to an eligible student which are:

(i) Created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity;

(ii) Created, maintained, or used only in connection with the provision of treatment to the student, and

(iii) Not disclosed to anyone other than individuals providing the treatment; *Provided*, That the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction at the educational agency or institution.

(5) Records of an educational agency or institution which contain only information relating to a person after that person was no longer a student at the educational agency or institution. An example would be information collected by an educational agency or institution pertaining to the accomplishments of its alumni.

(20 U.S.C. 1232g(a)(4))

"Eligible student" means a student who has attained eighteen years of age, or is attending an institution of postsecondary education.

(20 U.S.C. 1232g(d))

"Financial Aid", as used in § 99.31(a)(4), means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) which is conditioned on the individual's attendance at an educational agency or institution.

(20 U.S.C. 1232g(b)(1)(D))

"Institution of postsecondary education" means an institution which provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided, as determined under State law.

(20 U.S.C. 1232g(d))

"Panel" means the body which will adjudicate cases under procedures set forth in §§ 99.65-99.67.

"Parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. An educational agency or institution may presume the parent has the authority to exercise the rights inherent in the Act unless the agency or institution has been provided with evidence that there is a State law or court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary.

"Party" means an individual, agency, institution or organization.

(20 U.S.C. 1232g(b)(4)(A))

"Personally identifiable" means that the data or information includes (a) the name of a student, the student's parent, or other family member, (b) the address of the student, (c) a personal identifier, such as the student's social security number or student number, (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.

(20 U.S.C. 1232g)

"Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

(20 U.S.C. 1232g)

"Secretary" means the Secretary of the U.S. Department of Health, Education, and Welfare.

(20 U.S.C. 1232g)

"Student" (a) includes any individual with respect to whom an educational agency or institution maintains education records.

(b) The term does not include an individual who has not been in attendance at an educational agency or institution. A person who has applied for admission to, but has never been in attendance at a component unit of an institution of postsecondary education (such as the various colleges or schools which comprise a university), even if that individual is or has been in attendance at another component unit of that institution of postsecondary education, is not considered to be a student with respect to the component to which an application for admission has been made.

(20 U.S.C. 1232g(a)(5))

§ 99.4 Student rights.

(a) For the purposes of this part, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

(b) The status of an eligible student as a dependent of his or her parents for the purposes of § 99.31(a)(8) does not otherwise affect the rights accorded to and the consent required of the eligible student by paragraph (a) of this section.

(20 U.S.C. 1232g(d))

(c) Section 438 of the Act and the regulations in this part shall not be construed to preclude educational agencies or institutions from according to students rights in addition to those accorded to parents of students.

§ 99.5 Formulation of institutional policy and procedures.

(a) Each educational agency or institution shall, consistent with the minimum requirements of section 438 of the Act and this part, formulate and adopt a policy of—

(1) Informing parents of students or eligible students of their rights under § 99.6;

(2) Permitting parents of students or eligible students to inspect and review the education records of the student in ac-

cordance with § 99.11, including at least:

(i) A statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the education records of the student;

(ii) With an understanding that it may not deny access to an education record, a description of the circumstances in which the agency or institution feels it has a legitimate cause to deny a request for a copy of such records;

(iii) A schedule of fees for copies, and

(iv) A listing of the types and locations of education records maintained by the educational agency or institution and the titles and addresses of the officials responsible for those records;

(3) Not disclosing personally identifiable information from the education records of a student without the prior written consent of the parent of the student or the eligible student, except as otherwise permitted by §§ 99.31 and 99.37; the policy shall include, at least: (1) A statement of whether the educational agency or institution will disclose personally identifiable information from the education records of a student under § 99.31(a)(1) and, if so, a specification of the criteria for determining which parties are "school officials" and what the educational agency or institution considers to be a "legitimate educational interest", and (ii) a specification of the personally identifiable information to be designated as directory information under § 99.37;

(4) Maintaining the record of disclosures of personally identifiable information from the education records of a student required to be maintained by § 99.32, and permitting a parent or an eligible student to inspect that record;

(5) Providing a parent of the student or an eligible student with an opportunity to seek the correction of education records of the student through a request to amend the records or a hearing under Subpart C, and permitting the parent of a student or an eligible student to place a statement in the education records of the student as provided in § 99.21(c);

(b) The policy required to be adopted by paragraph (a) of this section shall be in writing and copies shall be made available upon request to parents of students and to eligible students.

[20 U.S.C. 1232g (e) and (f)]

§ 99.6 Annual notification of rights.

(a) Each educational agency or institution shall give parents of students in attendance or eligible students in attendance at the agency or institution annual notice by such means as are reasonably likely to inform them of the following:

(1) Their rights under section 438 of the Act, the regulations in this part, and the policy adopted under § 99.5; the notice shall also inform parents of students or eligible students of the locations where copies of the policy may be obtained; and

(2) The right to file complaints under 99.63 concerning alleged failures by the educational agency or institution to comply with the requirements of section 8 of the Act and this part.

(b) Agencies and institutions of elementary and secondary education shall provide for the need to effectively notify

parents of students identified as having a primary or home language other than English.

[20 U.S.C. 1232g(e)]

§ 99.7 Limitations on waivers.

(a) Subject to the limitations in this section and § 99.12, a parent of a student or a student may waive any of his or her rights under section 438 of the Act or this part. A waiver shall not be valid unless in writing and signed by the parent or student, as appropriate.

(b) An educational agency or institution may not require that a parent of a student or student waive his or her rights under section 438 of the Act or this part. This paragraph does not preclude an educational agency or institution from requesting such a waiver.

(c) An individual who is an applicant for admission to an institution of postsecondary education or is a student in attendance at an institution of postsecondary education may waive his or her right to inspect and review confidential letters and confidential statements of recommendation described in § 99.12(a) (3) except that the waiver may apply to confidential letters and statements only if: (1) The applicant or student is, upon request, notified of the names of all individuals providing the letters or statements; (2) the letters or statements are used only for the purpose for which they were originally intended, and (3) such waiver is not required by the agency or institution as a condition of admission to or receipt of any other service or benefit from the agency or institution.

(d) All waivers under paragraph (c) of this section must be executed by the individual, regardless of age, rather than by the parent of the individual.

(e) A waiver under this section may be made with respect to specified classes of: (1) Education records, and (2) persons or institutions.

(f) (1) A waiver under this section may be revoked with respect to any actions occurring after the revocation.

(2) A revocation under this paragraph must be in writing.

(3) If a parent of a student executes a waiver under this section, that waiver may be revoked by the student at any time after he or she becomes an eligible student.

[20 U.S.C. 1232g(a)(1) (B) and (C)]

§ 99.8 Fees.

(a) An educational agency or institution may charge a fee for copies of education records which are made for the parents of students, students, and eligible students under section 438 of the Act and this part; *Provided*, That the fee does not effectively prevent the parents and students from exercising their right to inspect and review those records.

(b) An educational agency or institution may not charge a fee to search for or to retrieve the education records of a student.

[20 U.S.C. 1232g(a)(1)]

Subpart B—Inspection and Review of Education Records

§ 99.11 Right to inspect and review education records.

(a) Each educational agency or institution, except as may be provided by

§ 99.12, shall permit the parent of a student or an eligible student who is or has been in attendance at the agency or institution, to inspect and review the education records of the student. The agency or institution shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been made.

(b) The right to inspect and review education records under paragraph (a) of this section includes:

(1) The right to a response from the educational agency or institution to reasonable requests for explanations and interpretations of the records; and

(2) The right to obtain copies of the records from the educational agency or institution where failure of the agency or institution to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.

(c) An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

§ 99.12 Limitations on right to inspect and review education records at the postsecondary level.

(a) An institution of postsecondary education is not required by section 438 of the Act or this part to permit a student to inspect and review the following records:

(1) Financial records and statements of their parents or any information contained therein;

(2) Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975; *Provided*, That:

(i) The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality, and

(ii) The letters and statements are used only for the purposes for which they were specifically intended;

(3) Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975;

(i) Respecting admission to an educational institution;

(ii) Respecting an application for employment, or

(iii) Respecting the receipt of an honor or honorary recognition; *Provided*, That the student has waived his or her right to inspect and review those letters and statements of recommendation under § 99.7(c).

[20 U.S.C. 1232g(a)(1)(B)]

(b) If the education records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information which pertains to that student.

[20 U.S.C. 1232g(a)(1)(A)]

99.13 Limitation on destruction of education records.

An educational agency or institution not precluded by section 438 of the Act this part from destroying education records, subject to the following exceptions:

(a) The agency or institution may not destroy any education records if there is an outstanding request to inspect and view them under § 99.11;

(b) Explanations placed in the education record under § 99.21 shall be maintained as provided in § 99.21(d), and

(c) The record of access required under § 99.32 shall be maintained for as long as the education record to which it pertains is maintained.

0 U.S.C. 1232g(f)

Subpart C—Amendment of Education Records

99.20 Request to amend education records.

(a) The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request that the educational agency or institution which maintains the records amend them.

(b) The educational agency or institution shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.

(c) If the educational agency or institution decides to refuse to amend the education records of the student in accordance with the request it shall so inform the parent of the student or the eligible student of the refusal, and advise the parent or the eligible student of the right to a hearing under § 99.21.

0 U.S.C. 1232g(a)(2)

99.21 Right to a hearing.

(a) An educational agency or institution shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. The hearing shall be conducted accordance with § 99.22.

(b) If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

(c) If, as a result of the hearing, the educational agency or institution decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth reasons for disagreeing with the decision of the agency or institution.

(d) Any explanation placed in the education records of the student under paragraph (c) of this section shall:

(1) Be maintained by the educational agency or institution as part of the education records of the student as long as the record or contested portion thereof is maintained by the agency or institution, and

(2) If the education records of the student or the contested portion thereof is disclosed by the educational agency or institution to any party, the explanation shall also be disclosed to that party.

[20 U.S.C. 1232g(a)(2)]

§ 99.22 Conduct of the hearing.

The hearing required to be held by § 99.21(a) shall be conducted according to procedures which shall include at least the following elements:

(a) The hearing shall be held within a reasonable period of time after the educational agency or institution has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing;

(b) The hearing may be conducted by any party, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing;

(c) The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under § 99.21, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney;

(d) The educational agency or institution shall make its decision in writing within a reasonable period of time after the conclusion of the hearing; and

(e) The decision of the agency or institution shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

[20 U.S.C. 1232g(a)(2)]

Subpart D—Disclosure of Personally Identifiable Information From Education Records

§ 99.30 Prior consent for disclosure required.

(a) (1) An educational agency or institution shall obtain the written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of a student, other than directory information, except as provided in § 99.31.

(2) Consent is not required under this section where the disclosure is to (i) the parent of a student who is not an eligible student, or (ii) the student himself or herself.

(b) Whenever written consent is required, an educational agency or institution may presume that the parent of the student or the eligible student giving consent has the authority to do so unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

(c) The written consent required by paragraph (a) of this section must be

signed and dated by the parent of the student or the eligible student giving the consent and shall include:

(1) A specification of the records to be disclosed;

(2) The purpose or purposes of the disclosure, and

(3) The party or class of parties to whom the disclosure may be made.

(d) When a disclosure is made pursuant to paragraph (a) of this section, the educational agency or institution shall, upon request, provide a copy of the record which is disclosed to the parent of the student or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

[20 U.S.C. 1232g(b)(1) and (b)(2)(A)]

§ 99.31 Prior consent for disclosure not required.

(a) An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is—

(1) To other school officials, including teachers, within the educational institution or local educational agency who have been determined by the agency or institution to have legitimate educational interests;

(2) To officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth in § 99.34;

(3) Subject to the conditions set forth in § 99.35, to authorized representatives of:

(i) The Comptroller General of the United States;

(ii) The Secretary;

(iii) The Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or

(iv) State educational authorities;

(4) In connection with financial aid for which a student has applied or which a student has received; *Provided*, That personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:

(i) To determine the eligibility of the student for financial aid,

(ii) To determine the amount of the financial aid,

(iii) To determine the conditions which will be imposed regarding the financial aid, or

(iv) To enforce the terms or conditions of the financial aid;

(5) To State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974. This subparagraph applies only to statutes which require that specific information be disclosed to State or local officials and does not apply to statutes which permit but do not require disclosure. Nothing in this paragraph shall prevent a State from further limiting the number or type of State or local officials to whom disclosures are made under this subparagraph;

(6) To organizations conducting studies for, or on behalf of, educational

agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; *Provided*, That the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term "organizations" includes, but is not limited to, Federal, State and local agencies, and independent organizations;

(7) To accrediting organizations in order to carry out their accrediting functions;

(8) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954;

(9) To comply with a judicial order or lawfully issued subpoena; *Provided*, That the educational agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order or subpoena in advance of compliance therewith; and

(10) To appropriate parties in a health or safety emergency subject to the conditions set forth in § 99.36.

(b) This section shall not be construed to require or preclude disclosure of any personally identifiable information from the education records of a student by an educational agency or institution to the parties set forth in paragraph (a) of this section.

[20 U.S.C. 1232g(b)(1)]

99.32 Record of disclosures required to be maintained.

(a) An educational agency or institution shall for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student which indicates:

(1) The parties who have requested or obtained personally identifiable information from the education records of the student, and

(2) The legitimate interests these parties had in requesting or obtaining the information.

(b) Paragraph (a) of this section does not apply to disclosures to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, disclosures to school officials under § 99.31(a)(1), or to disclosures of directory information under § 99.37.

(c) The record of disclosures may be inspected:

(1) By the parent of the student or the eligible student,

(2) By the school official and his or her assistants who are responsible for the custody of the records, and

(3) For the purpose of auditing the recordkeeping procedures of the educational agency or institution by the parties authorized in, and under the conditions set forth in § 99.31(a)(1) and (3).

[20 U.S.C. 1232g(b)(4)(A)]

§ 99.33 Limitation on redisclosure.

(a) An educational agency or institution may disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made.

(b) Paragraph (a) of this section does not preclude an agency or institution from disclosing personally identifiable information under § 99.31 with the understanding that the information will be redisclosed to other parties under that section; *Provided*, That the recordkeeping requirements of § 99.32 are met with respect to each of those parties.

(c) An educational agency or institution shall, except for the disclosure of directory information under § 99.37, inform the party to whom a disclosure is made of the requirement set forth in paragraph (a) of this section.

[20 U.S.C. 1232g(b)(4)(B)]

§ 99.34 Conditions for disclosure to officials of other schools and school systems.

(a) An educational agency or institution transferring the education records of a student pursuant to § 99.31(a)(2) shall:

(1) Make a reasonable attempt to notify the parent of the student or the eligible student of the transfer of the records at the last known address of the parent or eligible student, except:

(1) When the transfer of the records is initiated by the parent or eligible student at the sending agency or institution, or

(2) When the agency or institution includes a notice in its policies and procedures formulated under § 99.5 that it forwards education records on request to a school in which a student seeks or intends to enroll; the agency or institution does not have to provide any further notice of the transfer;

(2) Provide the parent of the student or the eligible student, upon request, with a copy of the education records which have been transferred; and

(3) Provide the parent of the student or the eligible student, upon request, with an opportunity for a hearing under Subpart C of this part.

(b) If a student is enrolled in more than one school, or receives services from more than one school, the schools may disclose information from the education records of the student to each other without obtaining the written consent of the parent of the student or the eligible student; *Provided*, That the disclosure meets the requirements of paragraph (a) of this section.

[20 U.S.C. 1232g(b)(1)(B)]

§ 99.35 Disclosure to certain Federal and State officials for Federal program purposes.

(a) Nothing in section 438 of the Act or this part shall preclude authorized representatives of officials listed in § 99.31(a)(3) from having access to student and other records which may be necessary in connection with the audit and evaluation of Federally supported education programs, or in connection with the enforcement of or compliance with the Federal legal requirements which relate to these programs.

(b) Except when the consent of the parent of a student or an eligible student has been obtained under § 99.30, or when the collection of personally identifiable information is specifically authorized by Federal law, any data collected by officials listed in § 99.31(a)(3) shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of or compliance with Federal legal requirements.

[20 U.S.C. 1232g(b)(3)]

§ 99.36 Conditions for disclosure in health and safety emergencies.

(a) An educational agency or institution may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed under this section shall include the following:

(1) The seriousness of the threat to the health or safety of the student or other individuals;

(2) The need for the information to meet the emergency;

(3) Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and

(4) The extent to which time is of the essence in dealing with the emergency.

(c) Paragraph (a) of this section shall be strictly construed.

[20 U.S.C. 1232g(b)(1)(I)]

§ 99.37 Conditions for disclosure of directory information.

(a) An educational agency or institution may disclose personally identifiable information from the education records of a student who is in attendance at the institution or agency if that information has been designated as directory information (as defined in § 99.3) under paragraph (c) of this section.

(b) An educational agency or institution may disclose directory information from the education records of an individual who is no longer in attendance at the agency or institution without following the procedures under paragraph (c) of this section.

(c) An educational agency or institution which wishes to designate directory information shall give public notice of the following:

(1) The categories of personally identifiable information which the institution

as designated as directory information;

(2) The right of the parent of the student or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information; and

(3) The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

(20 U.S.C. 1232g(a)(6)(A) and (B))

Subpart E—Enforcement

99.60 Office and review board.

(a) The Secretary is required to establish or designate an office and a review board under section 438(g) of the Act. The office will investigate, process, and review violations, and complaints which may be filed concerning alleged violations of the provisions of section 438 of the Act and the regulations in this part. The review board will adjudicate cases referred to it by the office under the procedures set forth in §§ 99.65–99.67.

(b) The following is the address of the office which has been designated under paragraph (a) of this section: The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Ave. SW., Washington, D.C. 20201.

(20 U.S.C. 1232g(g))

99.61 Conflict with State or local law.

An educational agency or institution which determines that it cannot comply with the requirements of section 438 of the Act or of this part because a State or local law conflicts with the provisions of section 438 of the Act or the regulations in this part shall so advise the office designated under § 99.60(b) within 45 days of any such determination, giving a text and legal citation of the conflicting law.

(20 U.S.C. 1232g(f))

99.62 Reports and records.

Each educational agency or institution shall (a) submit reports in the form and retaining such information as the Office of the Review Board may require to carry out their functions under this part, and (b) keep the records and afford access thereto as the Office or the Review Board may find necessary to assure the correctness of those reports and compliance with the provisions of sections 438 of the Act and this part.

(U.S.C. 1232g(f) and (g))

99.63 Complaint procedure.

(a) Complaints regarding violations of rights accorded parents and eligible students by section 438 of the Act or the regulations in this part shall be submitted to the Office in writing.

(b) (1) The Office will notify each complainant and the educational agency or institution against which the violation has been alleged, in writing, that the complaint has been received.

(2) The notification to the agency or institution under paragraph (b)(1) of

this section shall include the substance of the alleged violation and the agency or institution shall be given an opportunity to submit a written response.

(c) (1) The Office will investigate all timely complaints received to determine whether there has been a failure to comply with the provisions of section 438 of the Act or the regulations in this part, and may permit further written or oral submissions by both parties.

(2) Following its investigation the Office will provide written notification of its findings and the basis for such findings, to the complainant and the agency or institution involved.

(3) If the Office finds that there has been a failure to comply, it will include in its notification under paragraph (c) (2) of this section, the specific steps which must be taken by the agency or educational institution to bring the agency or institution into compliance. The notification shall also set forth a reasonable period of time, given all of the circumstances of the case, for the agency or institution to voluntarily comply.

(d) If the educational agency or institution does not come into compliance within the period of time set under paragraph (c) (3) of this section, the matter will be referred to the Review Board for a hearing under §§ 99.64–99.67, inclusive.

(20 U.S.C. 1232g(f))

§ 99.64 Termination of funding.

If the Secretary, after reasonable notice and opportunity for a hearing by the Review Board, (1) finds that an educational agency or institution has failed to comply with the provisions of section 438 of the Act, or the regulations in this part, and (2) determines that compliance cannot be secured by voluntary means, he shall issue a decision, in writing, that no funds under any of the Federal programs referenced in § 99.1(a) shall be made available to that educational agency or institution (or, at the Secretary's discretion, to the unit of the educational agency or institution affected by the failure to comply) until there is no longer any such failure to comply.

(20 U.S.C. 1232g(f))

§ 99.65 Hearing procedures.

(a) *Panels.* The Chairman of the Review Board shall designate Hearing Panels to conduct one or more hearings under § 99.64. Each Panel shall consist of not less than three members of the Review Board. The Review Board may, at its discretion, sit for any hearing or class of hearings. The Chairman of the Review Board shall designate himself or any other member of a Panel to serve as Chairman.

(b) *Procedural rules.* (1) With respect to hearings involving, in the opinion of the Panel, no dispute as to a material fact the resolution of which would be materially assisted by oral testimony, the Panel shall take appropriate steps to afford to each party to the proceeding an opportunity for presenting its case at the option of the Panel (i) in whole or in part in writing or (ii) in an informal conference before the Panel which shall afford each party: (A) Sufficient notice of the issues to be considered (where such notice has not previously been af-

forded); and (B) an opportunity to be represented by counsel.

(2) With respect to hearings involving a dispute as to a material fact the resolution of which would be materially assisted by oral testimony, the Panel shall afford each party an opportunity, which shall include, in addition to provisions required by subparagraph (1)(ii) of this paragraph, provisions designed to assure to each party the following:

(i) An opportunity for a record of the proceedings;

(ii) An opportunity to present witnesses on the party's behalf; and

(iii) An opportunity to cross-examine other witnesses either orally or through written interrogatories.

(20 U.S.C. 1232g(g))

§ 99.66 Hearing before Panel or a Hearing Officer.

A hearing pursuant to § 99.65(b)(2) shall be conducted, as determined by the Panel Chairman, either before the Panel or a hearing officer. The hearing officer may be (a) one of the members of the Panel or (b) a nonmember who is appointed as a hearing examiner under 5 U.S.C. 3105.

(20 U.S.C. 1232g(g))

§ 99.67 Initial decision; final decision.

(a) The Panel shall prepare an initial written decision, which shall include findings of fact and conclusions based thereon. When a hearing is conducted before a hearing officer alone, the hearing officer shall separately find and state the facts and conclusions which shall be incorporated in the initial decision prepared by the Panel.

(b) Copies of the initial decision shall be mailed promptly by the Panel to each party (or to the party's counsel), and to the Secretary with a notice affording the party an opportunity to submit written comments thereon to the Secretary within a specified reasonable time.

(c) The initial decision of the Panel transmitted to the Secretary shall become the final decision of the Secretary, unless, within 25 days after the expiration of the time for receipt of written comments, the Secretary advises the Review Board in writing of his determination to review the decision.

(d) In any case in which the Secretary modifies or reverses the initial decision of the Panel, he shall accompany that action with a written statement of the grounds for the modification or reversal, which shall promptly be filed with the Review Board.

(e) Review of any initial decision by the Secretary shall be based upon the decision, the written record, if any, of the Panel's proceedings, and written comments or oral arguments by the parties, or by their counsel, to the proceedings.

(f) No decision under this section shall become final until it is served upon the educational agency or institution involved or its attorney.

(20 U.S.C. 1232g(g))

[FPR Doc.73-17300 Filed 6-16-70; 8:45 am]

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1977

MEMORANDUM

#P-4

TO: SVC Board of Trustees

OM: Dr. George E. Cole
President

RE: AGENDA ITEM #D-4 - APPROVAL OF DAVTE REIMBURSEMENT CLAIM

The attached memorandum from Dr. Williams indicates that the DAVTE reimbursement claim is a total of \$145,409.26. We expect approximately 80% reimbursement on this claim but must make a motion for the total claim of \$145,409.26 to receive the anticipated \$116,327.42.

RECOMMENDATION:

The President recommends that the Board approve the attached DAVTE Reimbursement Claim in the amount of \$145,409.26 as specified on the attached detailed sheet.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE *May 3, 1977*

MEMORANDUM

TO: *Dr. Cole*

CC: *Dr. Williams* *RLW*

Attached you will find the DAVTE Claim for Reimbursement, Spring 1977.

As you know, this claim must be approved by the Board of Trustees and I am requesting that it be placed on the Agenda of the next regularly scheduled meeting.

I would like to point out the fact that a year ago, as is the annual practice. I was requested to estimate the number of dollars that could be expected from our Reimbursement Claim for the 1976-77 Academic Year.

At that time, I estimated that we could expect \$120,000.00 reimbursement between our Summer, Fall and Spring Claims. We have a total claim of \$145,409.26, however, we expect 80% reimbursement on this claim which means our total expectation in actual dollars should be \$116,327.42.

Frankly, with all of the discussion we have heard around the campus about our inability to estimate revenue and credit hours, I think this estimate is extremely good.

I will be available at the Board meeting to answer any questions that might arise regarding this report.

Thanks for your cooperation.

1m
enc

SPRING 1977

DAVTE CLAIM FOR REIMBURSEMENT

<u>ITEM</u>	<u>RATE</u>	<u>CR HRS</u>	<u>DIS CR HRS</u>	<u>TOTAL HRS</u>	<u>AMOUNT</u>
			<u>÷ 2</u>		
<u>Agiculture</u>					
Busn	4.50	131	4.5	135.5	591.75
ticulture	4.50	48	3	51	229.50
Prod	2.25	12	-	12	27.00
<u>Business</u>					
Accounting B	4.50	345	25.5	370.5	1,667.25
Accounting C	2.25	99	7.5	106.5	239.63
Business Process	7.50	186	15.5	201.5	1,511.25
Business Mgmt	2.25	661	55	716	1,611.00
Business Science	4.50	355	37	392	1,764.00
Business Estate	2.25	189	1.5	190.5	451.13
Business King	2.25	84	2	86	193.50
<u>Health</u>					
Nursing	7.50	1538	221	1759	13,192.50
Nursing	7.50	720	142.5	862.5	6,468.75
Med Tech	7.50	96	19	115	862.50
Lab Tech	7.50	354	41	395	2,962.50
<u>Industrial</u>					
Auto	7.50	326	25	351	2,632.50
Machine Design	4.50	262	26	288	1,296.00
Electronics	4.50	343	16	359	1,615.50
Building	4.50	487	48.5	535.5	2,409.75
Refrigeration	7.50	20	-	20	150.00
Construction	2.25	516	21	537	1,208.25
<u>Public Service</u>					
Human Services	2.25	362	67	429	965.25
Food Service	4.50	288	-	288	1,296.00
Emergency	7.50	576	48	624	4,680.00
Library Tech	2.25	48	6	54	121.50
<u>Public Safety</u>					
Criminal Just	7.50	692	31	723	5,422.50
Fire Control	4.50	84	-	84	378.00
TOTALS-----		8,822	863.5	9,685.5	\$53,947.51

\$53,947.51

16,184.25 (.30 ability to pay factor)

\$70,131.76 Total Claim

\$56,105.41 Total Expected Reimbursement
(.80 spending level indicator)

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 9, 1977

MEMORANDUM

st w-68

TO: SVC Board of Trustees

FROM: Dr. George E. Cole

RE: AGENDA ITEM #D-6b - APPROVAL OF BUDGET TRANSFER

The attached recommendation from Dean Sagmoe is self-explanatory.

RECOMMENDATION:

The President recommends that the Board approve the budget transfer in the amount of \$690 to be transferred from the Student Activities - Restricted Purposes Account #299 (Non-Budgeted Contingencies) to the Student Activities-Restricted Purposes Account #251 (Athletics) for the purpose of sending Kent Carl to the National Junior College Outdoor Track meet to be held at San Jacinto College in Pasadena, Texas on May 24-28, 1977.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 9, 1977

MORANDUM

Dr. Cole

Mr: John Sagmoe

RE: BUDGET TRANSFER OF THE STUDENT ACTIVITIES - RESTRICTED PURPOSES ACCOUNT

I am pleased to inform you that Kent Carl, a member of the Sauk Valley College Outdoor Track Team, won the Illinois Junior College State Championship in the shot put last Friday at the State Outdoor Track meet held in Moline. In addition to his 1st place title, Kent also took 2nd place in the javelin. Kent's accomplishment in this event qualifies him for the National Junior College Outdoor Track meet to be held at San Jacinto College, in Pasadena, Texas on May 24-28, 1977.

Both Kent and his coach, Dan Mabee, are to be commended for this accomplishment. As is the procedure when accomplishments of this nature occur, I am requesting \$690.00 be transferred from the Student Activities-Restricted Purposes Account #299 (Non-Budgeted Contingencies) to the Student Activities-Restricted Purposes Account #251 (Athletics).

This recommendation has been approved by Mr. Frank Palumbo, Athletic Director, and the Associated Students' Board.

JES/vld

Enclosure

cc: Claire Buschmann
Frank Palumbo

5/9/77

John

You probably already know that Kent Carl has qualified to participate in the national outdoor track meet to be held at San Jacinto College in Pasadena, Texas on May 24-28, 1977. Kent at the state junior college meet at Black Hawk College this past week-end took first place in the shot with a toss of 49.9 feet to become the state outdoor champion. He also was second in the javelin with a throw of 163.10 feet, thus qualifying him for two events.

I do hope that both the student board and the college board give their approval for Coach Mabie and his athlete to participate in the national meet. The proposed expenses are as follows:

Entry fee	—	\$ 2.00
Air travel @ 216.00 ea. —		432.00
Meals 4 days @ 9 day fare —		76.00
Car rental	—	125.00
Motel 3 days	—	<u>55.00</u>
		\$ 690.00

RECEIVED APR 28 1977

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
RICHARD A. PALMER

PHILIP H. WARD
OF COUNSEL

April 27, 1977

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

335 WASHINGTON STREET
PROPHETSTOWN, ILLINOIS 61277
TELEPHONE 815-537-2361

MAILING ADDRESS
P. O. BOX 400
STERLING, ILLINOIS 61081

2-2

Mr. Ronald F. Coplan, Chairman
Board of Trustees
Sauk Valley College
114 East Main Street
Morrison, IL 61270

Re: Donovan Construction Company

Dear Ron:

Enclosed please find copies of the proposed Stipulation to Dismiss and the Release to be executed by the various parties. Ralph Miller sent these out as a point of information.

I have talked with Ralph and he indicates that he is having some difficulty with reference to the blueprints which we want from DDDKG. He is going to be talking to Bob Edison about this.

Should you have any question or concern about this, don't hesitate to let me know.

Sincerely yours,

Bob

RWC/b
encls.

cc: Dr. George Cole

JOINT AND MUTUAL RELEASE

WHEREAS, Donovan Construction Company of Minnesota (hereinafter "Donovan") was the general contractor of the Sauk Valley College constructed in 1968-1971 in the Sterling, Illinois area; and

WHEREAS, Durrant, Deininger, Dommer, Kramer, Gordon (hereinafter "DDDKG") and Caudill, Rowlett, Scott (hereinafter "CRS") were the architects of the Sauk Valley College; and

WHEREAS, the Illinois Building Authority (hereinafter "IBA") is the owner of the Sauk Valley College, and the Board of Trustees of Junior College District No. 506 (hereinafter "Board") is the user and lessee of the Sauk Valley College; and

WHEREAS, an action was brought by Donovan against DDDKG, CRS, IBA and the Board, and a counterclaim was brought by the IBA and the Board against Donovan, both arising out of the design and construction of the Sauk Valley College, in a case filed in the United States District Court for the Northern District of Illinois, Eastern Division, No. 72 C 1237, entitled Donovan Construction Co. v. Illinois Building Authority et al.; and

WHEREAS, all parties to said action have compromised

and settled all claims against each other arising pursuant to the complaint and counterclaim upon the following terms and conditions:

1. Donovan agrees to relinquish all claims stated against DDDKG, CRS, IBA and Board in its complaint and amended complaints, and any and all claims, debts, dues, obligations, demands, actions or causes of action which Donovan now has or claims to have, or may in the future claim to have against any of the parties to said action arising or growing out of or in any manner connected with or related to construction of the facility known as Sauk Valley College; and
2. DDDKG and CRS, and their insurer, CNA, agree to pay to Donovan the sum of \$100,000; and
3. IBA agrees to relinquish all claims stated against Donovan in its counterclaim; IBA further agrees to relinquish any claims it has against DDDKG and CRS arising out of the design and construction of the Sauk Valley College; IBA also agrees to recommend to the Capital Development Board of the State of Illinois that it appropriate at least \$100,000 for the maintenance and repair of the Sauk Valley College, and to continue to aid and assist the Board in every way possible to obtain the said \$100,000 appropriation; and
4. The Board agrees to relinquish all claims stated against Donovan in its counterclaim; the Board further agrees to relinquish any claims it has against DDDKG and CRS arising out of the design and construction of the Sauk Valley College; the Board also agrees that it will assume at least \$100,000 of the cost of repairing and maintaining the Sauk Valley College.

5. DDDKG and CRS agree to relinquish any and all claims which either of them has had, now has or claims to have, or may in the future claim to have against the Board as a result of or in any manner connected with the designing, planning, constructing or repairing or supervising of any of the foregoing of the building referred to herein as Sauk Valley College.
6. DDDKG agrees that it will promptly furnish to the Board a complete set of sepia of the original blueprints, and a complete set of the "as built" drawings of the aforesaid building, without charge.

WHEREFORE, in consideration of the agreements and moneys set forth above, and other good and valuable considerations, receipt of which is hereby acknowledged,

- (a) Donovan has remised, released and forever discharged and, does, for its successors and assigns, remise, release and forever discharge DDDKG, CRS, IBA and Board, their predecessors, successors and assigns; and
- (b) IBA and College have remised, released and forever discharged and, do, for their predecessors, successors and assigns, remise, release and forever discharge Donovan, DDDKG, and CRS, their predecessors, successors and assigns; and
- (c) DDDKG and CRS have remised, released and forever discharged and, do, for their predecessors, successors and assigns, remise, release and forever discharge Donovan, IBA and Board, their predecessors, successors and assigns,

of and from all manner of actions, causes of action, suits, debts, sums of money, accounts, reckonings, bonds, bills, specialities,

covenants, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands, whatsoever, in law or in equity, arising out of the design or construction of the Sauk Valley College in the Sterling, Illinois area in 1968-1971, which they now have or ever had, including but not limited to Case No. 72 C 1237 in the United States District Court for the Northern District of Illinois, Eastern Division, entitled Donovan Construction Co. v. Illinois Building Authority et al., or which their successors or assigns hereafter may have, by reason of said matters, at any time from the beginning of the world to the date hereof.

Donovan Construction Company of Minnesota

By _____
Its Attorney

Dated: _____

Durrant, Deininger, Dommer, Kramer, Gordon

By _____
Its Attorney

Dated: _____

Caudill, Rowlett, Scott

By _____
Its Attorney

Dated: _____

Illinois Building Authority

By _____
Its Attorney

Dated: _____

Board of Trustees of Junior
College District No. 506

By _____
Its Attorney

Dated: _____

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
EASTERN DIVISION

DONOVAN CONSTRUCTION COMPANY OF)
MINNESOTA, a Minnesota corporation,)
Plaintiff,)
vs.)
ILLINOIS BUILDING AUTHORITY, SAUK) No. 72 C 1237
VALLEY COLLEGE, JUNIOR COLLEGE)
DISTRICT NO. 506, both bodies)
politic and corporate, and DURRANT,)
DEININGER, DOMMER, KRAMER, GORDON,)
and CAUDILL, ROWLETT, SCOTT, both)
partnerships,)
Defendants.)
ILLINOIS BUILDING AUTHORITY and)
THE BOARD OF TRUSTEES OF JUNIOR)
COLLEGE DISTRICT NO. 506, LEE)
et al. COUNTIES,)
Counterplaintiffs,)
vs.)
DONOVAN CONSTRUCTION COMPANY OF)
MINNESOTA,)
Counterdefendant.)

STIPULATION TO DISMISS

It is hereby stipulated and agreed by and between
the parties hereto, through their attorneys, that the
complaint and counterclaim in this cause be dismissed
with prejudice, all matters in controversy having been

compromised and settled, and that each party shall bear his own costs;

It is further stipulated and agreed by and between the parties hereto by their respective attorneys that such dismissal shall be a bar to the bringing or maintaining of any other or future action based upon or including the claims for which the instant action has been brought, and shall further be a bar to the bringing or maintaining of any other or further action based upon or including any matter or thing connected with or in any manner related to construction of the facility familiarly known as Sauk Valley Community College.

AGREED:

Donovan Construction Company
of Minnesota

Dated: _____

By: _____
Its Attorney

Durrant, Deininger, Dommer,
Kramer, Gordon

Dated: _____

By: _____
Its Attorney

Caudill, Rowlett, Scott

Dated: _____

By: _____
Its Attorney

Illinois Building Authority

Dated: _____

By: _____
Its Attorney

Board of Trustees of Junior College
District No. 506, Sauk Valley College

Dated: _____

By: _____
Its Attorney

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1977

MEMORANDUM

TO: SVC Board of Trustees

F-1

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

RE: AGENDA ITEM #F-1 - FORMAL ARRANGEMENTS FOR COLLEGE LEGAL COUNSEL

The attached letter from Robert Castendyck to Ronald Coplan is self-explanatory. The continuation of Mr. Castendyck's services will require formal Board action.

In as much as the college attorney is employed by the Board of Trustees, it would be proper if a motion to continue this arrangement was made by a Board member.

GEC/bg
Enc.

RECEIVED APR 28 1977

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
RICHARD A. PALMER

PHILIP H. WARD
OF COUNSEL

April 27, 1977

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

335 WASHINGTON STREET
PROPHETSTOWN, ILLINOIS 61277
TELEPHONE 815-537-2361

MAILING ADDRESS
P. O. BOX 400
STERLING, ILLINOIS 61081

Mr. Ronald F. Coplan, Chairman
Board of Trustees
Sauk Valley College
114 East Main Street
Morrisen, IL 61270

Dear Mr. Coplan:

It has been the practice of the Board of Trustees to determine annually whether or not it wishes to have our firm continue representing the College and if so, upon what basis.

I would like to suggest the same annual retainer of \$1,800.00 payable at the rate of \$150.00 per month, said sum to include attendance at Board meetings.

Work in addition to the foregoing would be billed at the rate of \$50.00 per hour for all regular office and phone consultations, general office services, research, the drafting of legal documents, etcetera. Work in connection with trials or hearings before the Board, Arbitrators and in State or Federal Courts would be charged at the rate of \$60.00 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 the District.

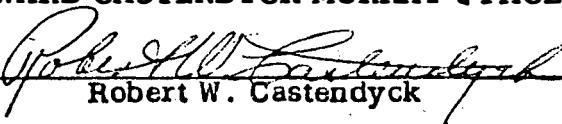
It would be our suggestion that the foregoing rates become effective with the beginning of the new fiscal year on July 1, 1977.

Should there be any questions, please do not hesitate to let me know.

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 May 9, 1977

MEMORANDUM

TO: SVC Board of Trustees

#F-2a

FROM: Dr. George E. Cole
President

RE: AGENDA ITEM #F-2a - BUDGET AMENDMENT

The attached request from Dean Williams indicates that he needs \$1,000 to be transferred from the part-time salaries account to the student employee account.

The primary reason for this request is to provide part-time clerical assistance for several of his staff persons. These positions are normally filled by work-study students but the difficulty in hiring qualified work-study students has proven increasingly difficult. This \$1,000 should be considered emergency money to be used as necessary to complete this year.

RECOMMENDATION:

The President recommends that the Board approve a budget amendment of \$1,000 from the part-time salaries account #110-800-514-01 to the Student Employee Account.

GEC/bg

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE *May 6, 1977*

MEMORANDUM

TO: *Dr. Cole*

OM: *Dr. Williams* *SW*

I would like to request a budget amendment of \$1000 from the part-time Salaries Account #110-800-514-01 to the Student Employees Account #110-812-518-04.

I am requesting this amendment as I discussed with you recently, we have been supporting the secretarial needs of several individuals through this Student Employee Account and I feel that the \$1000 will cover us through June 30, 1977.

Thanks for your cooperation.

1m

cc: Dean Edison