

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES WORKSHOP
Conference Room, Third Floor, 3L14
July 11, 1977 3:00 P.M.

- A. Projected 1977-78 Budget
- B. Assessed Valuation for SVC District
- C. Comparative costs and income analysis
by instructional department
- D. Board/Staff Relationships
- E. Goals and Objectives
- F. Other items

bg
7-6-77

MINUTES OF THE SAUK VALLEY COLLEGE BOARD ADJOURNED MEETING

July 11, 1977

The Board of Trustees of Sauk Valley College met in an adjourned meeting to conduct a workshop on the budget at 3 p.m. on Monday, July 11, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Present: Board members present at this workshop included: Kay Fisher, Lorna Keefer, Barb Pasada, Juanita Prescott, Ann Powers, and William Reigle.

Discussion: The Board discussed the attached projected 1977-78 budget. It was pointed out that this budget is based on the premise that the college will equal last year's enrollment. Enrollment trends for new and continuing students was discussed. In view of the estimated deficit of \$85,226 (which does not include provision for salary increases or contingency) the Board discussed possible ways of cutting the budget.

Goals and Objectives: It was the consensus of the group present that priorities must be established along with goals and objectives. Some of the more pertinent items to be accomplished include a five-year plan, formation of a committee to up-date the Board policy manual, new program planning (especially in the liberal arts area), and a review of the instructional processes.

It was decided that the balance of the budget questions will have to be decided in September after the Board learns the carry-over balance, fall enrollment, etc.

Adjournment: Since there was no further business, it was moved by Member Fisher and seconded by Member Prescott that the Board adjourn. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Pasada, Powers, Prescott and Reigle. Nays-0. Motion carried. The meeting adjourned at 5:30 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE July 6, 1977

MORANDUM

SVC Board of Trustees

TO: Dr. George E. Cole
President

RE: BOARD WORKSHOP INTRODUCTION

Efforts have been made to keep this package thinner than previous Board handouts. As you can see, however, that even though the agenda appears quite short, we have provided extensive background material.

A. PROJECTED 1977-78 BUDGET

This item deals with the projected 1977-78 budget. After much internal administrative discussion, we have decided to use the Governor's recommendations. We were somewhat encouraged when these recommendations survived House scrutiny without amendment and hopefully will pass the Senate without any major change.

As was mentioned in previous discussions, this budget assumes that we will equal last year's enrollment.

B. ASSESSED VALUATION FOR SVC DISTRICT

This is a detailed breakdown by Dean Edison of the assessed valuation for the Sauk Valley College District. This report is self-explanatory. Very briefly it appears that our assessed valuation is increasing. This is good news.

C. COMPARATIVE COSTS AND INCOME ANALYSIS BY INSTRUCTIONAL DEPARTMENT

Item C deals with comparative costs and income analysis by instructional departments. We are utilizing the format suggested by Trustee Prescott. This has required considerable amount of analysis and comparisons between the instructional deans and the Business Office and will not be available until our workshop on Monday. Providing this information has been a good experience for the Computer Center the instructional deans and the Business Office, and as President I am most appreciative for the unusual amount of effort required by Wally Clevenger, Ron Schilling and Deans Bunch and Williams in providing the data and comparing notes so that it was internally consistent.

It should be noted that this report coincides with the projected budget figures and could be amended slightly when the final figures are available at the end of the fiscal year. It is valuable, however, in that it takes into consideration the actual amount of tuition money collected, the actual amount of part-time money expended in each department, and the actual state aid earned by each department.

Hopefully we will be able to produce these kinds of reports on a semester basis in the future. Mr. Clevenger has a computer program which is able to track each credit hour back to each department and classify these credits in terms of their funding classification.

D. BOARD/STAFF RELATIONSHIPS

For want of a better classification, my free-flowing comments and reactions to Mrs. Prescott's questions were categorized as Board/Staff Relationships. I took the liberty of providing a copy of a paper written by Catherine Perkins, former Board Chairman, along with some of my own comments. I feel this might provide the basis for continuing discussions on Board/Staff relationships.

E. GOALS AND OBJECTIVES

Goals and objectives remain an open item on the agenda. We do need more work in this area. I doubt that we will have time to actually formulate our goals and objectives in our next workshop, however, I feel we should continue to work on these.

F. OTHER ITEMS

Other items leaves room for any other changes which any Board member would like to discuss at this time.

We will have dinner at Emerald Hill following the Board Workshop and preceding the regular Board meeting. We have scheduled dinner for 6 p.m.

GEC/bg

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 7-6-77

MORANDUM

BOARD OF TRUSTEES
MEMBERS OF THE ADMINISTRATIVE COUNCIL

DM: Robert Edison, Dean of Business Services

Enclosed herein is the capsule data in various forms of all budget data which has been submitted and/or corrected as of this date. This data includes all information which has been submitted at this time and it would be appreciated if each individual would review his area of responsibility in order to be certain that all figures which have been submitted and/or amended are correct as herein presented.

The current result of these amendments and all prior changes indicates that the totality of the operating budget would be represented as follows:

Revenue Estimate, 1977-78	\$ 3,307,989
Less Expenditure Estimate, 1977-78	<u>-3,393,255</u>
Estimated Deficit	<u>\$ 85,266*</u>

* This amount assumes no salary increases for 1977-78 and it does not include any Contingency allowance within the budget at this time.

To support these gross figures the following is submitted herewith in the order of listing and/or page numbers.

- Page 1. Educational and Building Fund Revenue as estimated February 14, 1977, submission to Administrative Council dated 6-10-77, with the total as currently calculated.
- Page 2. Educational and Building Funds Expenditures, as estimated February 14, 1977, with adjustments as rendered, submission to Administrative Council dated 6-10-77, with the total as currently calculated.
- Page 3. The basis for State Apportionment, utilizing the exact State Aid claims as those submitted for 1976-77, with the latest reimbursement as rendered by the President. Subsequent adjustments to these hours were then made for the Summer Session of 1977.
- Page 4. 1977-78 Educational Revenue Fund Estimate.
- Page 5. 1977-78 Building and Maintenance Revenue Fund Estimate.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 7-6-77

MORANDUM

Page No. 2

BOARD OF TRUSTEES
MEMBERS OF THE ADMINISTRATIVE COUNCIL

DM:

Robert Edison, Dean of Business Services

Page 6. Budgeted Salaries for 1977-78 as taken from the 1976-77 base and summarized with the classifications herein. This item can also be traced from the February 14, 1977 submission and subsequent amendments which are contained on Page 2, attached.

Page 7. Work Study Student Help Breakdown and allocation from FY '73 through FY'78.

Page 8 thru 12. All non-salary costs (5 pages) as budgeted in 1976-77, as currently requested for 1977-78, and the detailed adjustments within these items.

Page 13. The non-salary expenditure items as grouped into the various classifications utilized by the Accounting Manual.

RE:fsb

EDUCATIONAL AND BUILDING FUNDS REVENUE

1977-78

	<u>Educational Fund</u>	<u>Building Fund</u>	<u>Total</u>
Tentative Submission, Feb. 14, 1977	\$ 3,229,907	\$ 174,067	\$ 3,403,974
Taxes for assessed valuation	18,903	4,725	23,628
Regular Vocational Reimbursement	24,000		24,000
Charge-Back Revenue	15,000		15,000
Equalization	(38,000)		(38,000)
Disadvantaged Grant	(26,000)		(26,000)
Student Tuition	4,335		4,335
State Apportionment	5,386		5,386
TOTAL 6-10-77	\$ 3,233,531	\$ 178,792	\$ 3,412,323
Veterans Cost of Instruction	(528)		(528)
Equalization	38,000		38,000
Summer '77 State Aid Hours (1284 hours @ \$21.59)	(27,721)		(27,721)
State Apportionment Rate	(62,665)		(62,665)
Summer '77 Student Tuition Hours (1284 hours @ \$15.00)	(19,260)		(19,260)
Student Tuition at 98%	(17,160)		(17,160)
Charge-Back Revenue	(15,000)		(15,000)
	<u>\$ 3,129,197</u>	<u>\$ 178,792</u>	<u>\$ 3,307,989</u>

7-6-77

EDUCATIONAL AND BUILDING FUNDS EXPENDITURES

1977-78

	Salaries & Wages	CSSM	Equipment	Total
Tentative Submission, Feb.14,1977	\$ 2,530,721	\$ 888,176	\$ 34,332	\$ 3,453,229
Work Study Funds	(11,990)			(11,990)
Summer Salaries	(37,000)			(37,000)
SVC Students - Williams	1,000			1,000
Community Education Teachers	1,000			1,000
Community Education Coordinators	500			500
Machine Tool Salaries	15,000			15,000
Part-Time & Overload	(7,425)			(7,425)
Heating & Refrig. Salaries	15,000			15,000
Part-Time & Overload	(6,300)			(6,300)
Data Processing - Contractual Increase		120		120
<u>Affirmative Action</u>				
- Travel		1,000		1,000
- Supplies		400		400
- Contractual		250		250
Data Processing - Rental		3,000		3,000
Community Relations - Supplies		1,000		1,000
Faculty Office Supplies		100		100
Humanities - Contractual		500		500
Biology Equipment			400	400
Humanities Equipment (Music)			945	945
Learning Resources - Travel		200		200
Industrial Supplies		150		150
Industrial Tech Equipment			1,188	1,188
Med. Lab.Travel		140		140
TOTAL 6-10-77	\$ 2,500,506	\$ 895,036	\$ 36,865	\$ 3,432,407
Student Activities - Sagmoe	2,000			2,000
Business (Para-Professionals)	(9,305)			(9,305)
Summer Session Salaries	(16,000)			(16,000)
Promotions 4-25-77	2,415			2,415
Foster to Administrative (\$19,113)	1,738			1,738
Eliminate Bronsard	(20,000)			(20,000)
Community Education (Coordinators to Clerical Contractual)	(2,000)	2,000		-0-
	<u>\$ 2,459,354</u>	<u>\$ 897,036</u>	<u>\$ 36,865</u>	<u>\$ 3,393,255</u>

BASIS FOR STATE APPORTIONMENT FOR 1977-78

ACTUAL STATE AID HOURS FOR 1976-77

<u>FUNDING CATEGORY</u>	<u>HOURS</u>	<u>GOVERNOR'S REVENUE</u>	
Baccalaureate	27,105	\$ 21.24	\$ 575,710
Bus., Pub. Serv., Pers. Serv.	12,384	14.49	179,444
Data Proc., Com. Tech.	1,132	25.13	28,447
Nat. Science, Ind. Tech	6,874	25.86	177,762
Health Tech	5,532	45.36	250,932
Vocational Skills	972	9.87	9,594
Rem./Developmental	3,483	8.88	30,929
General Studies	<u>1,007</u>	9.81	<u>9,879</u>
	58,489		<u><u>\$ 1,262,697</u></u>

Average of \$21.5886 equals \$1,262,697

Summer	5,553
Fall	26,291
Spring	<u>26,645</u>
	<u><u>58,489</u></u>

Projected 1977-78 reimbursement rates utilized in 1977-78 enrollment projection based on identical credit hours as those attained as of mid-term for 1976-77.

7-6-77

SAUK VALLEY COLLEGE

EDUCATIONAL FUND

PART I: ESTIMATED REVENUE 1977-78

100-000-400 EDUCATIONAL FUND

100-000-410 Local Governmental Sources

100-000-411	Current Taxes (604,059M @ 12¢ @ 98%)	\$ 710,373	
100-000-414	Charge-Back Revenue	<u>10,000</u>	\$ 720,373

100-000-420 State Governmental Sources

100-000-421 State Apportionment

100-000-421-01A	Summer 1977 (4269 @ \$21.59)	92,161	
100-000-421-01B	Fall 1977 (26,291 @ \$21.59)	567,586	
100-000-421-01C	Spring 1978 (26,645 @ \$21.59)	<u>575,229</u>	
		1,234,976	
100-000-421-02	ICCB Equalization Grant	38,000	
100-000-421-05	Special Disadvantaged Grant	<u>-0-</u>	1,272,976

100-000-422 Vocational Technical Education

100-000-422	Regular Reimbursement	115,000	
100-000-422-02	Equipment Reimbursement	<u>3,161</u>	118,161

100-000-429	State Work Study	<u>17,000</u>	17,000
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100-000-430 Federal Governmental Sources

100-000-434	HEW Title II	3,500	
100-000-439-01	Veterans Cost of Instruction Program	17,972	
100-000-439-02	Federal Work Study	124,000	
100-000-439-03	Other Federal	<u>8,500</u>	153,972

100-000-440 Student Tuition and Fees

100-000-441A	Summer 1977 (4269 @ \$15.00 @ 98%)	62,755	
100-000-441B	Fall 1977 (26,291 @ \$15.00 @ 98%)	386,478	
100-000-441C	Spring 1978 (26,645 @ \$15.00 @ 98%)	<u>391,682</u>	840,915
100-000-442-01	Graduation Fees	400	
100-000-442-04	Transcript Fees	700	
100-000-442-09	Public Services Income	<u>4,500</u>	5,600

100-000-470	Interest on Investments	<u>100</u>	100
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100-000-499	Other Revenue	<u>100</u>	100
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TOTAL EDUCATIONAL FUND REVENUE			<u>\$ 3,129,197</u>
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SAUK VALLEY COLLEGE

BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1977-78

200-000-400 BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411	Current Taxes	\$ 177,592	\$ 177,592
	(604,059M @ 3¢ @ 98%)		

200-000-470	Interest on Investments	200	200
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200-000-499	Miscellaneous Revenue	1,000	1,000
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TOTAL BUILDING AND MAINTENANCE FUND REVENUE			\$ 178,792
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7-6-77

BUDGETED SALARIES - 1977-78

		<u>1977-78 Requests</u>
Employees for 1976-77	\$ 2,021,781	\$ 1,996,629
Machine Tool, and Heating & Air Cond.		30,000
Student Tutors	2,500	2,500
Community Services		
Instructional Salaries	65,000	63,000
Coordinators	5,000	4,500
Summer Session	112,500	66,000
Part-time & Overload	137,500	111,375
Work Study	161,160	176,050
Coaching	7,300	9,300
	<u>\$ 2,512,741</u>	<u>\$ 2,459,354</u>

<u>Summer, 1977</u>	<u>P.T. and Overload</u>	<u>Community Services</u>
Bunch \$ 58,000	Bunch \$ 17,500	Barber \$ 63,000
Pintozzi 7,500	Pintozzi 6,600	4,500
Williams 53,500	Williams 87,275	
<u>\$119,000</u>	<u>\$111,375</u>	<u>\$ 67,500</u>
New <u>\$ 82,000</u>		

<u>WORK STUDY FUNDS</u>	<u>FEDERAL</u>	<u>STATE</u>	<u>TOTAL</u>
Federal	\$ 124,000	\$ 17,000	
SVC - 25%	31,000	4,250	
	\$ 155,000	\$ 21,250	
Less 4% gross fee	6,200	-0-	
	\$ 148,800	\$ 21,250	
SVC Students	6,000	-0-	
	<u>\$ 154,800</u>	<u>\$ 21,250</u>	<u>\$ 176,050</u>

7-6-77

STUDENT HELP

	Rates of \$1.60-\$1.75-\$1.90 1972-73 Allocation	Rates of \$2.00-\$2.15-\$2.35 1974-75 Allocation	Rates of \$2.20-\$2.35-\$2.60 1975-76 Allocation	Rates of \$2.30-\$2.45-\$2.75 1976-77 Allocation	Rates of \$2.35-\$2.50-\$2.75 1977-78 Allocation	% Increase 1972-73 Re: 1977-78
<u>FUNCTIONAL ALLOTMENTS</u>						
1. Instruction						
Bunch (Osborn)	\$ 16,530	\$ 15,135	\$ 18,673	\$ 17,500	\$ 18,745	
Williams	---	5,780	15,326	12,704	14,380	
						137%
2. Instruction (Paid wholly by SVC - Williams	---	1,500	5,000	5,000	6,000	
3. Learning Resource Center	6,500	8,150	10,492	9,000	9,000	38%
4. Student Services						
Registrar	3,700	3,500	3,435	3,435	3,500	(5%)
Other	18,635	20,215	33,530	30,000	37,100	99%
5. President's Office & Community Relations	1,985	2,500	3,730	2,000	2,465	24%
6. Building & Grounds	45,000	38,615	75,941	69,161	69,160	54%
7. Business Office, Duplication Room, Switchboard, Bookstore	6,900	6,630	8,500	8,500	9,200	33%
8. Data Processing	4,100	3,975	3,860	3,860	3,800	(7%)
9. Academic Skills Center	---	---	---	---	2,700	100%
	<u>\$103,350</u>	<u>\$106,000</u>	<u>\$178,487</u>	<u>\$161,160</u>	<u>\$176,050</u>	<u>70%</u>

'72-'73 @ \$1.60 and '76-'77 @ \$2.35 - 46.87% increase in rates

6-8-77

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NON-SALARY COSTS FOR 1977-78

	<u>Original</u> <u>1976-77</u>	<u>Requests</u> <u>1977-78</u>	<u>Difference</u> <u>1977-78 re:</u> <u>1976-77</u>
<u>DIVISION OF BUSINESS (Williams)</u>			
Contractual Services	3,600	3,600	-0-
General Materials & Supplies	6,800	4,700	(2,100)
Conference & Meeting Expense	1,600	1,500	(100)
<u>FOOD SERVICES (Williams)</u>			
Contractual Services	250	350	100
General Materials & Supplies	1,175	825	(350)
Conference & Meeting Expense	375	250	(125)
<u>DIVISION OF AGRICULTURE (Williams)</u>			
Contractual Services	200	200	-0-
General Materials & Supplies	2,100	1,570	(530)
Conference & Meeting Expense	700	700	-0-
<u>DIVISION OF INDUSTRIAL EDUCATION (Williams)</u>			
Contractual Services	1,650	1,250	(400)
General Materials & Supplies	16,581	15,193	(1,388)
Conference & Meeting Expense	1,590	1,465	(125)
<u>COSMETOLOGY (Williams)</u>			
Contractual Services	26,000	31,008	5,008
General Materials & Supplies	140	100	(40)
Conference & Meeting Expense	57	50	(7)
<u>HUMAN SERVICES (Williams)</u>			
Contractual Services	350	350	-0-
General Materials & Supplies	1,250	1,200	(50)
Conference & Meeting Expense	550	550	-0-
<u>DIVISION OF SOCIAL SCIENCE (Bunch)</u>			
Contractual Services	120	-0-	(120)
General Materials & Supplies	3,007	2,172	(835)
Conference & Meeting Expense	963	720	(243)
<u>CRIMINAL JUSTICE (Williams)</u>			
Contractual Services	250	300	50
General Materials & Supplies	4,937	2,750	(2,187)
Conference & Meeting Expense	1,960	940	(1,020)
<u>FIRE SCIENCE (Williams)</u>			
Contractual Services	-0-	100	100
General Materials & Supplies	-0-	1,625	1,625
Conference & Meeting Expense	-0-	400	400
<u>LIBRARY TECHNOLOGY (Williams)</u>			
General Materials & Supplies	400	250	(150)

	Original 1976-77	Requests 1977-78	Difference 1977-78 re: 1976-77
<u>DIVISION OF HUMANITIES (Bunch)</u>			
Contractual Services	-0-	500	500
General Materials & Supplies (Humanities)	2,500	2,274	(226)
Conference & Meeting Expense (Humanities)	962	866	(96)
Contractual Services (Art)	330	330	-0-
General Materials & Supplies (Art)	1,760	1,602	(158)
Conference & Meeting Expense (Art)	121	109	(12)
Contractual Services (Music)	700	700	-0-
General Materials & Supplies (Music)	1,740	1,584	(156)
Conference & Meeting Expense (Music)	242	228	(14)
<u>DIVISION OF MATH-SCIENCE (Bunch)</u>			
Contractual Services	700	700	-0-
General Materials & Supplies	9,234	8,801	(433)
Conference & Meeting Expense	962	866	(96)
<u>MED. LAB. TECHNOLOGY (Williams)</u>			
Contractual Services	800	400	(400)
General Materials & Supplies	4,492	4,691	199
Conference & Meeting Expense	525	410	(115)
<u>AD NURSING (Williams)</u>			
Contractual Services	50	25	(25)
General Materials & Supplies	1,200	1,480	280
Conference & Meeting Expense	1,518	1,495	(23)
<u>LP NURSING (Williams)</u>			
Contractual Services	-0-	75	75
General Materials & Supplies	1,150	1,590	440
Conference & Meeting Expense	715	740	25
<u>RADIOLOGIC TECHNOLOGY (Williams)</u>			
Contractual Services	750	700	(50)
General Materials & Supplies	2,990	2,785	(205)
Conference & Meeting Expense	1,755	1,000	(755)
<u>DIVISION OF PHYSICAL EDUCATION (</u>			
General Materials & Supplies	2,300	2,172	(128)
Conference & Meeting Expense	352	317	(35)
<u>INSTRUCTIONAL PROGRAM ADMINISTRATION (Edison)</u>			
Contractual (WORKROOM)	1,100	1,100	-0-
Contractual (UNALLOCATED)	2,000	2,000	-0-
Faculty-In-Service Training (Bunch)	5,000	5,000	-0-
General Materials & Supplies (WORKROOM)	1,000	1,000	-0-
General Materials & Supplies (FACULTY OFC) (Bunch)	800	800	-0-
General Materials (INSTITUTIONAL COM.)	200	200	-0-
Tuition Reimbursement	5,500	5,500	-0-

	Original 1976-77	Requests 1977-78	Difference 1977-78 re: 1976-77
<u>DEAN OF ARTS AND SCIENCES (Bunch)</u>			
Contractual Services	50	-0-	(50)
General Materials & Supplies	900	900	-0-
Conference & Meeting Expense	800	720	(80)
<u>ASSISTANT DEAN OF ARTS & SCIENCES (Bunch)</u>			
General Materials & Supplies	400	400	-0-
Conference & Meeting Expense	400	360	(40)
<u>DEAN OF CAREER EDUCATION (Williams)</u>			
Contractual Services	1,000	-0-	(1,000)
General Materials & Supplies	1,550	1,500	(50)
Conference & Meeting Expense	1,600	1,500	(100)
<u>ASSISTANT DEAN OF CAREER EDUCATION (Williams)</u>			
General Materials & Supplies	700	750	50
Conference & Meeting Expense	500	500	-0-
<u>COMMUNITY EDUCATION (Williams)</u>			
Contractual Services	1,000	3,000	2,000
General Materials & Supplies	3,000	2,400	(600)
Conference & Meeting Expense	1,800	1,800	-0-
<u>ACADEMIC SKILLS CENTER (Sagmoe)</u>			
Contractual Services	400	500	100
General Materials & Supplies	5,100	3,000	(2,100)
Conference & Meeting Expense	363	300	(63)
<u>ACADEMIC SUPPORT (Learning Resources) (Sagmoe)</u>			
Contractual Services	3,000	3,500	500
Library Supplies	8,000	8,300	300
Audio Visual Supplies	7,900	6,400	(1,500)
Xerox Supplies	2,000	2,000	-0-
Library Books	30,000	25,000	(5,000)
Conference & Meeting Expense	413	600	187
<u>ADMISSIONS AND RECORDS (Cole)</u>			
Contractual Services	175	390	215
General Materials & Supplies	4,800	4,800	-0-
Conference & Meeting Expense	500	500	-0-
<u>HEALTH SERVICES (Sagmoe)</u>			
General Supplies	300	300	-0-
<u>ADMINISTRATION OF STUDENT SERVICES & AIDS (Sagmoe)</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	9,500	9,000	(500)
Recruitment at Fairs, etc.	2,200	2,000	(200)
Commencement	4,000	4,000	-0-
Conference & Meeting Expense	5,000	4,300	(700)

	Original 1976-77	Requests 1977-78	Difference 1977-78 re: 1976-77
<u>VETERANS GRANT PROGRAM (Sagmoe)</u>			
General Materials & Supplies	2,500	2,500	-0-
Conference & Meeting Expense	1,200	1,200	-0-
Equipment	250	-0-	(250)
<u>PUBLIC SERVICES (Edison)</u>			
Contractual Services	500	500	-0-
General Materials & Supplies	500	500	-0-
<u>OPERATION & MAINTENANCE OF PLANT (Edison)</u>			
General Materials & Supplies	55,000	55,000	-0-
Conference & Meeting Expense	1,000	1,000	-0-
Additional Equipment	10,000	10,000	-0-
Contractual Services	64,200	26,600	(37,600)
Gas Utilities	72,800	96,000	23,200
Electricity	119,000	130,700	11,700
Telephone	22,800	22,800	-0-
Rental	1,000	1,000	-0-
Provision for Contingencies	15,000	-0-	(15,000)
<u>PRESIDENT'S OFFICE (Cole)</u>			
Contractual Services	100	100	-0-
General Materials & Supplies	3,000	3,000	-0-
Conference & Meeting Expense	4,000	2,500	(1,500)
Special Affairs	1,500	1,500	-0-
<u>BUSINESS OFFICE (Edison)</u>			
Contractual Services	2,200	2,200	-0-
General Materials & Supplies	8,000	8,000	-0-
Conference & Meeting Expense	2,000	2,000	-0-
<u>COMMUNITY RELATIONS (Cole)</u>			
General Materials & Advertising	42,000	43,000	1,000
Conference & Meeting Expense	750	750	-0-
<u>BOARD OF TRUSTEES (Edison)</u>			
Contractual - Auditing & Legal	13,000	13,000	-0-
Other General Supplies (Elections)	2,750	2,750	-0-
Conference & Meeting Expense	2,000	2,000	-0-
<u>INSTITUTIONAL EXPENSE (Edison)</u>			
Group Medical & Life Insurance	45,430	113,200	67,770
UNALLOCATED CONTRACTUAL	1,875	2,100	225
Supplies (Faculty Assoc.)	200	200	-0-
Postage	22,800	25,080	2,280
Publications/Dues (Cole)	6,200	6,200	-0-
Advertising	500	500	-0-
Recruitment (Cole)	2,000	2,000	-0-
General Insurance	24,000	32,000	8,000
Equipment	70,876	26,865	(44,011)
Tuition Charge-Back (Sagmoe)	14,000	20,000	6,000

	Original 1976-77	Requests 1977-78	Difference 1977-78 re: 1976-77
<u>INSTITUTIONAL RESEARCH (Cole)</u>			
General Materials & Supplies	1,000	1,000	-0-
Conference & Meeting Expense	500	500	-0-
<u>DATA PROCESSING SERVICES (Cole)</u>			
Contractual Services	3,372	9,216	5,844
General Materials & Supplies	3,600	3,600	-0-
Conference & Meeting Expense	1,025	1,000	(25)
Rental of IBM Equipment	54,958	45,012	(9,946)
<u>AFFIRMATIVE ACTION (Bronsard)</u>			
Contractual Services	-0-	250	250
General Materials & Supplies	-0-	400	400
Conference & Meeting Expense	-0-	1,000	1,000
<u>PROVISION FOR CONTINGENCIES</u>	150,000	-0-	(150,000)
<u>TOTAL EDUCATIONAL AND BUILDING BUDGETS</u>	<u>\$1,077,090</u>	<u>\$933,901</u>	<u>(\$143,189)</u>

There is no Contingency currently in the current presentation for the 1977-78 projections, as compared to \$165,000 for 1976-77.

Equipment requests:

Academic Skills	\$1,150
Student Services	700
L.R.C. - A-V	13,411
Dean Williams Ofc.	100
ADN	150
Rad. Tech	1,497
LPN	150
Indus. Tech.	5,854
Agriculture	400
Business Division	1,108
Business Office	1,000
Math-Science	400
Music	945
Building & Grounds	10,000
	<u>\$36,865</u>

7-6-77

EXPENDITURES

	Budgeted 1976-77	Submitted to Board 1-31-77	Actual Requests 1977-78	Revised Requests 1977-78
Fringe Benefits	45,000	114,000	113,200	113,200
Contractual	135,022	110,000	106,244*	109,114*
General Materials & Supplies	258,456	250,000	242,414	244,064
Conf. & Meeting Expense	38,798	36,000	35,026	36,366
Fixed Charges (Gen.Ins. & Utilities Bldg.Rental)	25,000	35,000	33,000	33,000
	214,600	250,000	249,500	249,500
Capital Outlay	81,126	55,000	34,332	36,865
Other	113,658	110,000	108,792**	111,792**
	<u>\$ 911,660</u>	<u>\$ 960,000</u>	<u>\$ 922,508</u>	<u>\$ 933,901</u>

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

** Other:

Recruitment at Fairs	2,000
Commencement	4,000
Special Affairs	1,500
Postage	25,080
Publ. & Dues	6,200
Advertising	500
Recruitment	2,000
Charge-Back	20,000
NCR Rental	45,012
Tuition Reimbursement	5,500
	<u>111,792</u>

7-6-77

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 7-7-77

RANDUM

BOARD OF TRUSTEES

MEMBERS OF THE ADMINISTRATIVE COUNCIL

M: Ron Schilling / Robert Edison

Ron

A

Attached is the cost data for the 1976-77 fiscal year (Summer, 1976, included). This data will be more equitably reported when the financial reports are completed and the Unit Cost Study is completed in September. Several qualifications and explanations are therefore necessary at this time and are as follows:

- 1) Net tuition for the Summer, 1976, semester is computed at \$13.77 per credit hour.

Net tuition for the Fall and Spring semesters is computed at \$13.705 per credit hour.
- 2) State Apportionment revenues are calculated by Walt Clevenger and tie in to our records.
- 3) The Vocational-Technical reimbursement estimate submitted by Dean Williams totaled \$116,327.42. However, an error in computation reduces this reimbursement estimate to \$112,956.56.
- 4) Salary costs do not include released time allocations from instructional administration, student services, or data processing.
- 5) Departmental costs include materials and supplies, travel, contractual services, and administrative salaries, if they are budgeted to the division (as per Cost Study).
- 6) All departmental and direct salary costs are budgeted costs as amended during the fiscal year.
- 7) Part-time, overload, and summer session salaries are actual costs.

RLS:fsb

Encl.

1976-77

INSTRUCTIONAL AREA Business Education

Hours: Summer, 1976 842
Fall, 1976 3758
Spring, 1977 3724
Total Hours 8324

Revenue: Tuition \$ 114,134.98
State Apportionment 144,376.10
Voc-Tech 17,109.32

Total Direct Reimbursement \$ 275,620.40

Expenditures: Regular Teaching Salaries \$ 127,305.00
Part-time, Overload and Summer Salaries 50,715.84
Departmental Costs 12,000.00

Total Direct Expenditures 190,020.84

Excess Revenue over Expenditures \$ 85,599.56

1976-77

INSTRUCTIONAL AREA Agriculture

Hours:	Summer, 1976	<u>36</u>
	Fall, 1976	<u>330</u>
	Spring, 1977	<u>480</u>
	Total Hours	<u>846</u>

Revenue:	Tuition	\$ <u>11,596.76</u>
	State Apportionment	<u>20,204.52</u>
	Voc-Tech	<u>2,449.98</u>

Total Direct Reimbursement \$ 34,251.26

Expenditures:	Regular Teaching Salaries	\$ <u>32,575.00</u>
	Part-time, Overload and Summer Salaries	<u>7,564.00</u>
	Departmental Costs	<u>3,000.00</u>

Total Direct Expenditures 43,139.00

Excess Revenue over Expenditures \$ (8,887.74)

1976-77

INSTRUCTIONAL AREA Industrial Education

Hours: Summer, 1976 596
Fall, 1976 3150
Spring, 1977 3210
Total Hours 6956

Revenue: Tuition \$ 95,370.60
State Apportionment 163,128.12
Voc-Tech 20,439.90

Total Direct Reimbursement \$ 278,938.62

Expenditures: Regular Teaching Salaries \$ 85,675.00
Part-time, Overload and Summer Salaries 54,543.00
Departmental Costs 19,821.00

Total Direct Expenditures 160,039.00

Excess Revenue over Expenditures \$ 118,899.62

1976-77

INSTRUCTIONAL AREA Humanities

Hours: Summer, 1976 926
Fall, 1976 3740
Spring, 1977 3633

Total Hours 8299

Revenue: Tuition \$ 113,797.80
State Apportionment 153,500.13
Voc-Tech None

Total Direct Reimbursement \$ 267,297.93

Expenditures: Regular Teaching
Salaries \$ 196,475.00

Part-time, Overload
and Summer Salaries 37,770.00

Departmental Costs 8,155.00

Total Direct Expenditures 242,400.00

Excess Revenue over Expenditures \$ 24,897.93

1976-77

INSTRUCTIONAL AREA Natural Science

Hours: Summer, 1976 503
Fall, 1976 3436
Spring, 1977 2985
Total Hours 6924

Revenue: Tuition \$ 94,926.02
State Apportionment 144,659.96
Voc-Tech None

Total Direct Reimbursement \$ 239,585.98

Expenditures: Regular Teaching
Salaries \$ 137,600.00
Part-time, Overload
and Summer Salaries 18,374.00
Departmental Costs 9,896.00

Total Direct Expenditures 165,870.00

Excess Revenue over Expenditures \$ 73,715.98

1976-77

INSTRUCTIONAL AREA Physical Education

Hours:	Summer, 1976	<u>104</u>
	Fall, 1976	<u>412</u>
	Spring, 1977	<u>553</u>
Total Hours		<u>1069</u>

Revenue:	Tuition	\$	<u>14,657.39</u>
	State Apportionment		<u>20,172.03</u>
	Voc-Tech		<u>None</u>
Total Direct Reimbursement			\$ <u>34,829.42</u>

Expenditures:	Regular Teaching Salaries	\$	<u>53,700.00</u>
	Part-time, Overload and Summer Salaries		<u>4,518.00</u>
	Departmental Costs		<u>2,652.00</u>

Total Direct Expenditures 60,870.00

Excess Revenue over Expenditures \$ (26,040.58)

1976-77

INSTRUCTIONAL AREA Social Science

Hours: Summer, 1976 864
Fall, 1976 4035
Spring, 1977 3738
Total Hours 8637

Revenue: Tuition \$ 118,426.07
State Apportionment 159,762.75
Voc-Tech None

Total Direct Reimbursement \$ 278,188.82

Expenditures: Regular Teaching Salaries \$ 111,800.00
Part-time, Overload and Summer Salaries 21,283.00
Departmental Costs 3,970.00

Total Direct Expenditures 137,053.00

Excess Revenue over Expenditures \$ 141,135.82

1976-77

INSTRUCTIONAL AREA Health

Hours: Summer, 1976 626
Fall, 1976 2032
Spring, 1977 2121

Total Hours 4779

Revenue: Tuition \$ 65,536.75
State Apportionment 176,526.13
Voc-Tech 47,034.00

Total Direct Reimbursement \$ 289,096.88

Expenditures: Regular Teaching
Salaries \$ 165,230.00

Part-time, Overload
and Summer Salaries 19,881.00

Departmental Costs 32,641.00

Total Direct Expenditures 217,752.00

Excess Revenue over Expenditures \$ 71,344.88

1976-77

INSTRUCTIONAL AREA Academic Skills

Hours:	Summer, 1976	<u>414</u>
	Fall, 1976	<u>1450</u>
	Spring, 1977	<u>1069</u>
	Total Hours	<u>2933</u>

Revenue:	Tuition	\$ <u>40,223.60</u>
	State Apportionment	<u>45,621.41</u>
	Voc-Tech	<u>None</u>
	Total Direct Reimbursement	\$ <u>85,845.01</u>

Expenditures:	Regular Teaching Salaries	\$ <u>43,025.00</u>
	Part-time, Overload and Summer Salaries	<u>11,027.99</u>
	Departmental Costs	<u>17,795.00 *</u>
	Total Direct Expenditures	<u>71,847.99</u>

Excess Revenue over Expenditures	\$ <u><u>13,997.02</u></u>
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* One half of Pintozzi's salary is allocated to the Academic Skills departmental costs.

1976-77

INSTRUCTIONAL AREA Public Services

Hours: Summer, 1976 333
Fall, 1976 1621
Spring, 1977 1564
Total Hours 3518

Revenue: Tuition \$ 48,235.77
State Apportionment 59,585.13
Voc-Tech 16,167.08
Total Direct Reimbursement \$ 123,987.98

Expenditures: Regular Teaching Salaries \$ 11,047.00
~~37,047.00 *~~
Part-time, Overload and Summer Salaries 22,770.75
Departmental Costs 11,912.00 $+26,000.50 = 37,912.00$
Total Direct Expenditures 71,729.75

Excess Revenue over Expenditures \$ 52,258.23

* Three-fifths of Holtam's salary is allocated to teaching salary and two-fifths to departmental costs.

1976-77

INSTRUCTIONAL AREA Community Services

Hours:	Summer, 1976	<u>191</u>
	Fall, 1976	<u>1717</u>
	Spring, 1977	<u>2655</u>
Total Hours		<u>4563</u>

Revenue:	Tuition	\$ <u>62,548.29</u>
	State Apportionment	<u>71,023.28</u>
	Voc-Tech	<u>None</u>

Total Direct Reimbursement \$ 133,571.57

Expenditures:	Regular Teaching Salaries	\$ <u>None</u>
	Part-time, Overload and Summer Salaries	<u>53,519.00 *</u>
	Departmental Costs	<u>40,799.00</u>

Total Direct Expenditures 94,318.00

Excess Revenue over Expenditures \$ 39,253.57

* Does not include an allocation for regular instructional faculty teaching in the community services area.

1976-77

INSTRUCTIONAL AREA Public Safety

Hours: Summer, 1976 57
Fall, 1976 610
Spring, 1977 913

Total Hours 1580

Revenue: Tuition \$ 21,657.60
State Apportionment 26,811.48
Voc-Tech 9,756.24

Total Direct Reimbursement \$ 58,225.32

Expenditures: Regular Teaching
Salaries \$ 25,089.00 *

Part-time, Overload
and Summer Salaries 13,593.00

Departmental Costs 14,973.00 *

Total Direct Expenditures 53,655.00

Excess Revenue over Expenditures \$ 4,570.32

* Three-fifths of Crouse's salary is allocated to teaching salary and two-fifths to departmental costs.

1976-77

INSTRUCTIONAL AREA Independent Study

Hours: Summer, 1976 61
Fall, 1976 Allocated
Spring, 1977 Allocated
Total Hours 61

Revenue: Tuition \$ 839.96
State Apportionment 1,151.07
Voc-Tech None

Total Direct Reimbursement \$ 1,991.03

Expenditures: Regular Teaching
Salaries \$ _____
Part-time, Overload
and Summer Salaries _____
Departmental Costs _____

Total Direct Expenditures None *

Excess Revenue over Expenditures \$ 1,991.03

* Not possible to determine salary costs at this time.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE June 8, 1977

ORANDUM

SVC Board of Trustees

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

RE: AGENDA ITEM #G-7 - ASSESSED VALUATION FOR SVC DISTRICT

The attached analysis from Dean Edison indicates the historical perspective of assessed valuation in the Sauk Valley College District.

This is worthwhile information to keep as reference material to be used in future budget workshops.

GEC/bg
Enc.

June 6, 1977

MEMORANDUM

TO: Board of Trustees and President Cole

FROM: Robert Edison *RE*

I am attaching herewith the Assessed Valuation for the Sauk Valley College District since its inception in 1965, with this report representing an annual report that has been submitted since the year of inception.

The total assessed valuation for 1976 represents a grand total of \$604,057,690 which has now been confirmed by the individual county clerks. This total represents a growth from last year of \$38,719,974, or an increase of approximately 6.85% over the prior year.

The equalizers as applied to the various counties still are running from approximately a minus 97% to as high as a positive 146% of the values as assessed by the counties. I do not see that as a problem unless there is a continued gross variance as applied by the State equalizer which would in effect mean that while we receive some substantial increases that any succeeding year might reflect no increase, or even possibly a reduction in the assessed valuation. I presume this situation will exist until continuity is applied in the notification of equalizers at the State level.

I would also note that the personal property represents approximately \$73,000,000 for 1976, or approximately 12% of the taxable assessed valuation. The personal property is scheduled to be eliminated by law as of the 1978 year and I presume that this much discussed subject will be decided prior to its time of elimination. At this time it appears that we can do nothing in this regard except to "wait and see."

Should there be any questions relative to the content of the enclosed report I would be happy to answer them on an individual basis.

RE:fsb

Encl.

Breakdown	1974	1975	1976
Whiteside County			
Real Estate	\$ 228,730,290	\$ 229,863,152	\$ 249,600,414
Personal	41,151,340	40,855,398	41,337,867
Railroad	2,246,028	2,608,059	2,082,442
Assessed Valuation	<u>\$ 272,177,658</u>	<u>\$ 273,326,609</u>	<u>\$ 293,020,723</u>
Lee County			
Real Estate	\$ 165,134,745	\$ 168,685,665	\$ 175,472,420
Personal	27,371,387	27,342,151	25,793,330
Railroad	1,780,261	1,630,695	1,250,275
Assessed Valuation	<u>\$ 194,286,393</u>	<u>\$ 197,658,511</u>	<u>\$ 202,516,025</u>
Henry County			
Real Estate	\$ 1,806,565	\$ 1,774,266	\$ 2,108,785
Personal	70,947	66,930	50,105
Railroad	-0-	-0-	-0-
Assessed Valuation	<u>\$ 1,877,512</u>	<u>\$ 1,841,196</u>	<u>\$ 2,158,970</u>
Bureau County			
Real Estate	\$ 26,470,415	\$ 26,769,590	\$ 30,574,430
Personal	2,027,565	2,129,185	1,974,570
Railroad	447,842	344,650	311,262
Assessed Valuation	<u>\$ 28,945,822</u>	<u>\$ 29,243,425</u>	<u>\$ 32,860,262</u>
Ogle County			
Real Estate	\$ 32,335,330	\$ 32,671,877	\$ 38,546,550
Personal	1,881,660	1,853,491	2,373,187
Railroad	455,295	375,267	375,246
Assessed Valuation	<u>\$ 34,672,985</u>	<u>\$ 34,900,635</u>	<u>\$ 41,294,983</u>
Carroll County			
Real Estate	\$ 23,420,875	\$ 26,437,770	\$ 30,491,860
Personal	1,241,390	1,417,755	1,219,775
Railroad	674,589	511,815	495,092
Assessed Valuation	<u>\$ 25,336,854</u>	<u>\$ 28,367,340</u>	<u>\$ 32,206,727</u>
TOTALS			
Real Estate	\$ 477,948,220	\$ 486,202,320	\$ 526,794,459
Personal	73,744,389	73,664,910	72,748,914
Railroad	5,604,715	5,470,486	4,514,317
GRAND TOTALS	<u>\$ 557,297,324</u>	<u>\$ 565,337,716</u>	<u>\$ 604,057,690</u>

TAX BREAKDOWN SAUK VALLEY COLLEGE

Breakdown	1965	1966	1967	1968	1969	1970	1971	1972	1973
Whiteside County									
Real Estate	\$144,794,300	\$147,312,580	\$157,441,560	\$161,876,570	\$170,646,780	\$171,019,690	\$191,380,450	\$191,692,700	\$197,073,830
Personal	47,870,640	51,955,695	54,599,800	58,504,470	62,225,940	48,087,880	45,139,020	33,754,000	37,895,160
Railroad	2,427,962	2,370,682	2,307,075	2,231,649	2,419,225	2,367,223	2,235,851	2,245,141	2,265,766
Assessed Valuation	\$195,092,902	\$201,638,957	\$214,348,435	\$222,612,689	\$235,291,945	\$221,474,793	\$238,755,321	\$227,691,841	\$237,227,756
Lee County									
Real Estate	\$ 96,989,213	\$105,593,853	\$114,434,056	\$116,417,022	\$119,324,692	\$119,605,602	\$130,955,684	\$133,595,505	\$139,613,384
Personal	37,354,175	42,086,370	42,722,270	43,962,500	44,095,940	36,160,760	31,698,761	23,550,343	23,706,987
Railroad	1,789,250	1,923,584	1,864,817	1,788,588	1,794,759	1,920,740	1,731,811	1,706,431	1,704,763
Assessed Valuation	\$136,132,638	\$149,603,807	\$159,021,143	\$162,168,110	\$165,215,391	\$157,687,102	\$164,386,256	\$158,852,279	\$165,025,134
Henry County									
Real Estate	\$ 1,485,980	\$ 1,518,410	\$ 1,620,094	\$ 1,620,095	\$ 1,620,095	\$ 1,640,159	\$ 1,802,045	\$ 1,798,348	\$ 1,799,855
Personal	311,560	360,562	428,755	388,357	390,069	357,814	183,173	68,991	70,969
Railroad	-0-	-0-	-0-	-0-	1,170	-0-	-0-	-0-	-0-
Assessed Valuation	\$ 1,797,540	\$ 1,878,972	\$ 2,048,849	\$ 2,008,452	\$ 2,011,334	\$ 1,997,973	\$ 1,985,218	\$ 1,867,339	\$ 1,870,824
Bureau County									
Real Estate	\$ 14,268,250	\$ 20,061,800	\$ 22,578,030	\$ 22,802,140	\$ 23,006,870	\$22,843,210	\$ 26,220,480	\$ 25,946,465	\$ 26,111,235
Personal	3,750,615	5,625,970	5,610,390	5,881,050	5,670,330	4,607,000	3,768,425	1,888,545	1,704,315
Railroad	319,584	485,936	461,823	451,784	441,151	424,104	408,790	419,848	433,598
Assessed Valuation	\$ 18,338,449	\$ 26,173,706	\$ 28,650,243	\$ 29,134,974	\$ 29,118,351	\$ 27,874,314	\$ 30,397,695	\$ 28,254,858	\$ 26,249,148
Ogle County									
Real Estate	\$ 18,589,230	\$ 19,042,285	\$ 20,890,210	\$ 21,038,830	\$ 21,270,070	\$ 21,334,630	\$ 26,109,120	\$ 26,145,150	\$ 27,758,540
Personal	6,466,735	6,860,000	6,718,040	6,822,210	6,993,260	5,346,060	4,089,880	1,426,240	1,440,840
Railroad	446,290	468,640	457,205	459,380	465,355	448,030	429,840	433,160	447,185
Assessed Valuation	\$ 25,502,255	\$ 26,370,925	\$ 28,065,455	\$ 28,320,420	\$ 28,728,685	\$ 27,128,720	\$ 30,628,840	\$ 28,004,550	\$ 29,646,565
TOTALS									
Real Estate	\$276,126,973	\$293,528,928	\$316,963,950	\$323,754,657	\$335,868,507	\$336,443,291	\$376,467,779	\$379,178,168	\$392,356,844
Personal	95,753,725	106,688,597	110,079,255	115,558,587	119,375,539	94,559,514	84,879,259	60,688,119	64,811,271
Railroad	4,983,086	5,248,842	5,090,920	4,931,401	5,121,660	5,160,097	4,806,292	4,804,580	4,851,312
GRAND TOTALS	\$376,863,784	\$405,666,367	\$432,134,125	\$444,244,645	\$460,365,706	\$436,162,902	\$466,153,330	\$444,670,867	\$462,019,427

Business Office

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE July 6, 1977

MORANDUM

Juanita Prescott

TO: Dr. George E. Cole

RE: ANSWERS TO QUESTIONS IN YOUR LETTER OF June 20, 1977

QUESTION #1 - ADMINISTRATION

A. Are administrators judged according to their productivity?
Are there peer evaluations?

Although administrators are judged according to their productivity, the process has been somewhat subjective. As President I would like to evaluate everyone according to their specific job description. In view of the constantly changing and evolving nature of Sauk Valley College, there has been some difficulty in keeping accurate up-to-date job descriptions on all administrators. At the present time, peer evaluations are not completed. I feel, however, that they are very valuable and are useful in terms of individual administrative growth.

B & C. How many years employed before tenure? How many current administrators have tenure?

At the present time, administrators are eligible for house tenure at the beginning of their fourth contract year. To the best of my knowledge, everyone who has been eligible for administrative tenure has received it and at the present time all but two of the administrators have tenure. The two that do not are Frank Pintozzi and James Strickland.

D. Has the intern been rehired?

Dick Hamlin's appointment term as intern officially expired with Commencement on May 18. He has been assigned some part-time teaching duties this summer with the normal part-time pay rate. In addition, he was given a coordinating fee through the grant from the Illinois Humanities Council. He has expressed interest in continuing at Sauk in some capacity, although he has been discouraged in this action by Dr. Williams and myself. One of his duties, however, as intern, involved working with the Faculty Development Committee and he has the hope of securing another grant which will provide coordinating money for him for the next year. To the best of my knowledge, his official relationship with Sauk would end with the completion of his teaching assignment this summer. The Board may want to consider the creation of a grantsmanship position, although we are not at the stage of even making such a recommendation at this time.

E. In view of the decreased enrollment, has there been consideration given to decreasing the number of deans?

This is a good question, although I feel it is based on a misleading assumption. If we contemplate a reduction in the number of administrators it should be just that. Specifically, we should submit the entire administrative structure to detailed analysis involving job descriptions and a rating of the institutional value of the various functions performed by each administrator. It requires a great deal more administrative creativity and effort to maintain a growth organization than it does to preserve the status quo. Some community colleges in Illinois over the past three or four years, have significantly reduced the numbers of their administrative staff. This has generally been accomplished through natural attrition and assigning the duties which were normally performed by two administrators to one administrator on an extra increment basis. In other words, one person would accept the duties normally performed by two full-time administrators and would be paid perhaps two or three thousand dollars more for doing both jobs. The difficulty with this procedure is obvious. If an individual assumes two jobs there will probably be many things that are left undone. A President who explained this rationale to me said that he had discovered when an individual assumed two jobs he usually selected out the most important things and many of the things that were not important or really necessary fall by the wayside.

Over a two or three year period at Sauk I can see a gradual reduction in the number of administrators. We have already reduced administrative numbers by one for the 1977-78 year. By reassigning Richard Doolen of the Computer Center to a half-time teaching responsibility and by appointing Don Foster to the position of acting assistant dean, and at the same time permitting him to teach 5/11ths of an academic load, we are reducing the anticipated payroll for 1977-78 by the equivalent of slightly more than one full-time staff member or slightly more than \$20,000. (See attached administrative cost analysis.) Very specifically, Don Bronsard was making \$20,000. That salary has been eliminated from the payroll. Foster is being paid his normal salary plus 10% and Richard Doolen, through his reassignment, will save the college approximately \$5,000 in overload pay, which was the method used to cover the data processing teaching before his reassignment. It is possible that the Office of the Registrar could be combined with the Office of Admissions and Recruitment to save another administrative position after Harriet Hastings retires. We may be able to go on from there as the situation develops at Sauk Valley College.

My primary concern, however, is that we still preserve enough administrative staff to initiate and create new programs and methods of relating to the community because the growth of the institution is deeply intertwined with our ability to have high quality instructional programs and to relate these programs to four-year colleges and universities as well as local industries and the job market.

Memorandum to: Juanita Prescott
July 6, 1977
Page #3

F. Was there additional expense for clerical? Have any of the faculty received increased or overload pay because of assuming some administrative responsibilities?

We have added no full-time clerical staff because of the reorganization. We have, however, significantly increased the amount of part-time student help. Most of this was paid for by our college work-study program which is as much of a financial aid program as it is a clerical assistance service.

To the best of my knowledge, no faculty have received overload pay for assuming administrative duties. We do provide faculty members with released time for coaching and working with the theatre program, the speech program, and anticipate providing released time for a faculty person to work with the college newspaper in the fall. This person, however, will replace the part-time pay situation which has existed for a long time with Ron Shaffer who was the adjunct faculty member.

G. Comparison of expense with Department Heads vs Deans: Salaries, travel, clerical.

This will not be available until we have completed the year-end accounting. I would guess that we will probably spend slightly more money for travel with the assistant deans because they have been attending a great many developmental meetings with the community and with professional agencies. The total travel budget, however, for the institution I feel will be slightly less during the 1976-77 year than it was in the 1975-76 year and we have reduced that further in terms of our projected 1977-78 budget.

H. What is the practice or policy regarding assistant deans becoming deans?

In my opinion, at the present time we probably have enough deans. The only possible change might occur in the area of community services where the assistant dean position in this area would become a full deanship. I would like to see Mr. Barber complete his doctorate before this assignment is made. One thing I have tried to resist at Sauk is the tendency to create vice-presidents. It is very easy to end up with a stratum of vice-presidents who in turn have deans working for them and deans who have assistant deans, etc. I feel our current administrative structure is the most manageable and most functional in that it requires the President to relate to the individual deans and each of them is responsible for their own assigned area of responsibility.

Some of my presidential colleagues like to spend most of their time engaged in travel and other nationwide professional activities. They generally have a vice-president or executive vice-president who administers the college when they are not around. Other colleges have a

Memorandum to: Juanita Prescott
July 6, 1977
Page #4

situation where they have an executive dean who functions as the executive over the other deans. I do not think this kind of arrangement would be very well received by the Deans at Sauk Valley College. Our practice has been to circulate the responsibility for Acting among the various deans. (See attached philosophical **statement** on administration..)

GEC/bg

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE July 6, 1977

MORANDUM

SVC Board of Trustees

DM: Dr. George E. Cole

RE: PHILOSOPHICAL STATEMENT ON ADMINISTRATION

Administration is both an art and a science. A successful educational leader performs the art of creating order out of chaos. He is assisted in these efforts by full utilization of the available management tools, such as M.I.S., M.B.O., and program budgeting.

I believe that all levels of the college community should be involved in the decision-making process, but that in the final analysis the buck stops at the President's desk.

It has been my experience that most stress within a college can be traced to the competition for seemingly always scarce resources. The President is responsible for creating and maintaining a system of distributions which provides the maximum of service to the college district without going beyond the limits of available resources.

At the same time, the President must never forget that he is an educational leader and must be committed to decisions founded on principle rather than expediency. He must lead the college as well as manage and must be courageous enough to stay afloat in the tumult of cross-currents which continually assail his highly visible career. He must view himself as a transitional link between the present and the future constantly trying to transform what is into what should and can be.

The President's only source of legitimate authority is the elected Board. It is the Board's responsibility to have clearly stated policies and to abide by these policies which reflect the opinion of the majority of the Board. The President is expected to exercise his creativity with the support of the administration and faculty within the college and according to Board Policy. Board Members should not make administrative decisions and administrators should not act without policy. Community colleges are evolving systems and it is necessary to continually revise and upgrade Board Policy.

The budget, as well as being an action plan, is also the primary method of the Board to maintain financial control of the college. When the budget is, after extensive study and analysis, finally approved, the administration should only have to return to the Board to make changes or revisions in the budget.

Through all discussions and decision-making, it is most productive to emphasize issues rather than personalities.

GEC/bg

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
July 11, 1977 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Seating of Student Trustee Member
- D. Written communications from visitors
- E. Recommended Actions
 - 1. Approval of minutes as submitted
 - 2. Personnel matters
 - 3. Authority to borrow from working cash funds during 1977-78 year
 - 4. Other items
- F. Old Business
 - 1. Report on Grievance #11
 - 2. Purchase of Portable Baler
 - 3. Other items
- G. New Business
- H. President's Report
 - 1. Report from student trustee
 - 2. Fall 1977 pre-registration report
 - 3. 1976-77 Community Services Report
 - 4. Report on Veterans Cost of Instruction Program
 - 5. Other items
- I. Time of next meeting
- J. Adjournment

bg
7-6-77

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

July 11, 1977

The Board of Trustees of Sauk Valley College met in regular meeting on July 11, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Vice-Chairman Reigle called the meeting to order at 8:00 p.m. and the following members answered roll call:

Kay Fisher	Lorna Keefer
Barb Pasada	Ann Powers
Juanita Prescott	William Reigle

Absent: Ronald Coplan Oscar Koenig

New Student Member: Member Reigle welcomed the new student trustee member, Barb Pasada.

Minutes: It was moved by Member Keefer and seconded by Member Prescott that the Board approve the minutes of the June 27 meeting as presented. Motion voted and carried.

Nursing Instructor: It was moved by Member Keefer and seconded by Member Powers that the Board approve the hiring of Pamela Cunningham effective as of August 26, 1977, as an ADN instructor at Step III (instructor scale) at a 10-month salary of \$11,400 plus whatever increase results from this year's collective bargaining activity. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Pasada, Powers, Prescott, and Reigle. Nays-0. Motion carried.

Radiologic Technology Coordinator: It was moved by Member Prescott and seconded by Member Fisher that the Board approve the hiring of Stanley Shippert as of August 22, 1977, as Radiologic Technology Program Coordinator at Step IX (instructor's scale) at a 12-month salary of \$16,560, plus whatever increase results from this year's collective bargaining activity. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Pasada, Powers, Prescott, and Reigle. Nays-0. Motion carried.

Resignation: It was moved by Member Keefer and seconded by Member Prescott that the Board accept with regret the resignation of Richard Siebs, Counselor, effective August 1, 1977. Mr. Siebs

Resignation: is resigning to accept the position of
(continued) Principal of Newman Catholic High School.
Motion voted and carried.

Resignation: It was moved by Member Prescott and
seconded by Member Powers that the Board
accept with regret the resignation of
Thomas Hammer as an instructor in the
agricultural area. Mr. Hammer is resigning
to take a position in industry. Motion
voted and carried.

Working Cash Fund: It was moved by Member Fisher and seconded
by Member Keefer that the Board give
authority to the Treasurer to borrow up
to \$675,000 from the Working Cash Fund, as
and if, required for operating purposes.
In a roll call vote the following was
recorded: Ayes Members Fisher, Keefer,
Pasada, Powers, Prescott and Reigle.
Nays-0. Motion carried.

Grievance #11: Attorney Castendyck presented the Board
with the attached copy of the complaint
filed in the Circuit Court of the Fifteenth
Judicial Circuit, Lee County, Illinois on
Grievance #11.

Baler: In discussing the purchase of a baler, it
was decided that this item be tabled until
the next meeting after Mr. Reigle indicated
that somebody in Dixon had contacted him in
regard to possibly purchasing this baler
more economically. (See the attached statement
from Dean Edison regarding this proposal).

ICCTA Dues: The item on the ICCTA dues was tabled until
the next meeting.

President's Report: Student trustee, Barb Pasada, noted that she
did not have a report at this time but would
have one for the next meeting. Dr. Cole
reported that pre-registration for fall was
735 students for 8,816 hours as compared to
last year's figures of 867 students for
9,779 hours. He also reported on the Community
Services annual report, a letter of appreciation
from the Ill. Dept. of Business and Economic
Development, a summer newsletter to be sent
to all new students, veteran's cost of
instruction, and a letter from Mike Heckman
on the college GED program. In regard to a

President's
Report:

question from a Board member, Dr. Cole said he would try and find out the percentage of veterans newly enrolled for Fall.

Adjournment:

Since there was no further business, it was moved by Member Prescott and seconded by Member Powers that the Board adjourn to 8:00 p.m. on July 21, 1977. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Pasada, Prescott, Powers, and Reigle. Nays-0. Motion carried.

The regular meeting of July 25th will not be held due to the two-week down period.

The meeting adjourned at 8:45 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

Mr. Edison submitted the following statement explaining that there were basically four reasons for requesting a baler at this time, and though some of these are insignificant, others carry varying degrees of seriousness. The reasons for this request are as follows:

1. The incinerator permits loose debris and ash form to be distributed at the north entrance of the building which creates dirt problems, both within and without the building structure.
2. The intensity of the heat in burning paper causes frequent malfunctions in the sensor installed within the incinerator. The sensor has caused several false fire alarms and has been changed several times.
3. We currently have no EPA permit and will probably have to spend some engineering money and some testing equipment money if we are to satisfy EPA requirements for a permit. These requirements may not be insurmountable, but they do create problems.
4. The last and most important and real reason for this request is the safety factor involved in the utilization of the incinerator. We have incurred frequent explosions within the incinerator during the past year and these explosions have been caused by aerosol cans when a specific reason has been determined. We have been unable to prevent aerosol cans from appearing in our waste materials and we have had one serious accident as a result of the incinerator exploding backwards.

RECEIVED JUL 6 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

July 5, 1977

202 EAST FIFTH STREET
STERLING, ILLINOIS 61061
TELEPHONE 815-625-8200

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

MAILING ADDRESS
P.O. BOX 400
STERLING, ILLINOIS 61061

J-1

Ms. Bettye J. Brown
Tribunal Administrator
American Arbitration Association
180 North LaSalle Street
Chicago, IL 60601

Re: Case No. 51 39 0360 77
Sauk Valley Faculty Association and
Sauk Valley Community College

Dear Ms. Brown:

Confirming our telephone conversation of Tuesday, July 5, 1977, and the correspondence between Mr. Lawrence Jay Weiner and myself, it is my understanding that the above-captioned matter will be held in abeyance pending the Court's decision. We will, of course, keep you advised and thank you for your consideration and cooperation.

Very truly yours,

WARD WARD CASTENDYCK MURRAY & PACE

By


Robert W. Castendyck

RWC/b
encls.

bc: Dr. George Cole, President

RECEIVED JUL 11 1977

LAW OFFICES

WARD, WARD, CASTENDYCK, MURRAY & PACE

July 8, 1977

HENRY M. WARD
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MAILING ADDRESS
P. O. BOX 400
STERLING, ILLINOIS 61081

J-1

Dr. George Cole, President
Sauk Valley College
Route # 1
Dixon, IL 61021

Re: Community College District No. 506 -vs-
Sauk Valley College Faculty Association

Dear George:

Enclosed is a copy of the Complaint in the above-entitled cause which has this day been filed in the Circuit Court of the Fifteenth Judicial Circuit, Lee County, Illinois.

Sincerely yours,

Bob.

RWC/b
encls.

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT

LEE COUNTY, ILLINOIS

BOARD OF TRUSTEES, COMMUNITY)
COLLEGE DISTRICT NO. 506,)
Counties of Whiteside, Lee, Ogle,)
Henry, Bureau and Carroll, State)
of Illinois,)

Plaintiff,)

-vs-

SAUK VALLEY COLLEGE FACULTY)
ASSOCIATION,)

Defendant.)

NO. 77 ML 26
IN EQUITY

DECLARATORY RELIEF SOUGHT

COMPLAINT

Board of Trustees, Community College District No. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, Plaintiff, complains of Sauk Valley College Faculty Association, Defendant, and alleges:

COUNT I

1. That Plaintiff, Board of Trustees of said Community College District No. 506, (hereinafter referred to as "Board"), is duly organized and exists under the Illinois Constitution and under the applicable statutes and regulations of the State of Illinois.

2. That the Defendant, Sauk Valley College Faculty Association, (hereinafter referred to as "Association") is recognized by the Board as the exclusive and sole negotiating agent for the full time Instructional Staff, Librarians, Counselors, and Audio Visual personnel of said Community College District No. 506.

3. That on November 22, 1976, the Board and the Association entered into a Contractual Agreement (hereinafter referred to as "Agreement") which was effective from November 22, 1976 until June 30, 1977.

4. That the only reference in said Agreement to summer school compensation is Article II, Section (C), 1(d)(9). A copy of said Article II is attached hereto as Exhibit A and hereby incorporated herein.

5. That on March 28, 1977, the Board adopted a resolution pertaining to summer school compensation rates for the 1977 summer session. A copy of said resolution is attached hereto as Exhibit B and hereby incorporated herein.

6. That on April 6, 1977, the Association, by and through its Grievance Committee, filed a grievance pursuant to Article XVII of the Agreement, request-

ing that the Board's action in passing the Exhibit B resolution be deemed void and that summer school compensation rates be returned to rates which the Board had set in prior years. A copy of the grievance is attached hereto as Exhibit C and hereby incorporated herein. A copy of Article XVII of the Agreement is attached hereto as Exhibit D and hereby incorporated herein.

7. That the Board Grievance Hearing Committee responded to this grievance by letter directed to the Association dated April 14, 1977. A copy of said letter is attached hereto as Exhibit E and hereby incorporated herein.

8. That a hearing on the grievance pursuant to Article XVII, Section (C) of the Agreement, was held on May 5, 1977, and the Board Grievance Hearing Committee determined following that hearing to deny the grievance. A copy of such denial, a letter dated May 18, 1977, is attached hereto as Exhibit F and hereby incorporated herein.

9. That on June 15, 1977, the Association filed with the American Arbitration Association a Demand for Arbitration of the Grievance. The Board was notified of said Demand by letter dated June 16, 1977, a copy of which is attached hereto as Exhibit G and hereby incorporated herein.

10. That the issue of summer school compensation rates is not an arbitrable matter in that the Board may not, as a matter of law, submit to arbitration those matters which under the circumstances are reserved solely to its judgment and authority by the Illinois Public Community College Act, Ill. Rev. Stats., Chap. 122, Sections 103-21, 103-26 (1975).

11. That an actual controversy exists between the Plaintiff Board and the Defendant Association.

WHEREFORE, Plaintiff prays that:

1. This Court enter a Declaratory Judgment pursuant to the provisions of Section 57.1 of the Illinois Civil Practice Act (Ill. Rev. Stats., Chap. 110, Sec. 57.1(1975)), declaring that the issue of summer school compensation rates is not an arbitrable matter;

2. This Court issue a temporary injunction enjoining the Defendant from proceeding with arbitration of its grievance during the pendency of this action;

3. This Court permanently enjoin the Defendant from proceeding with

arbitration of its grievance; and

4. This Court grant such other relief as shall be just.

COUNT II

Board of Trustees, Community College District No. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, Plaintiff, complains of Sauk Valley College Faculty Association, Defendant, and alleges:

1-9. Plaintiff realleges Paragraphs 1-9 of Count I as Paragraphs 1-9, respectively, of Count II.

10. That in February, 1970, the Board of Junior College District No. 506 and the Sauk Valley College Faculty Association entered into their first agreement which was designated as a "Procedural Agreement", Article II Sec. C of which agreement has in substance been incorporated in the Agreement referred to in Paragraph 3 of this Count, as Article II, Sec. C of said Agreement. A copy of Article II, Sec. C of the February, 1970, "Procedural Agreement" is attached hereto as Exhibit H and hereby incorporated herein.

11. That Article XVII, Sec. (A) (1) of the Agreement defines a "grievance" as follows:

"A 'grievance' shall mean a claim that there has been an alleged violation, misinterpretation or misapplication of a provision of the Agreement or of any established written College policy as such policy pertains to wages, hours, and terms and conditions of employment."

12. That the rates of summer school compensation are nowhere prescribed in said Agreement and no established written College policy pertaining to summer school compensation rates exists.

13. That summer school compensation rates is not the proper subject of a grievance as defined in the Agreement, and the issue of summer school compensation rates is therefore not an arbitrable matter in that the Board has not agreed to arbitrate that matter.

14. That an actual controversy exists between the Plaintiff Board and the Defendant Association.

WHEREFORE, Plaintiff prays that:

1. This Court enter a Declaratory Judgment pursuant to the provisions

of Section 57.1 of the Illinois Civil Practice Act (Ill. Rev. Stats., Chap. 110, Sec. 57.1 (1975)), declaring that the issue of summer school compensation rates is not an arbitrable matter;

2. This Court issue a temporary injunction enjoining the Defendant from proceeding with arbitration of its grievance during the pendency of this action;

3. This Court permanently enjoin the Defendant from proceeding with arbitration of its grievance; and

4. This Court grant such other relief as shall be just.

BOARD OF TRUSTEES, Community College District
No. 506, Counties of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois, Plaintiff

By WARD WARD CASTENDYCK MURRAY & PACE
Its Attorneys

By


Robert W. Castendyck

WARD WARD CASTENDYCK MURRAY & PACE
Attorneys for Plaintiff
292 East Fifth Street
Sterling, IL 61081
Telephone: 815/625-8200

ARTICLE II.

Procedures

A. Obtaining Objectives:

1. The process provided for in this Agreement is dependent upon mutual understanding and cooperation. Representatives of the parties shall meet at reasonable times and places and negotiate in good faith to reach agreements on matters defined as negotiable in this Agreement.
2. The following concepts are inherent in the phrase, "good faith negotiations":
 - (a) Each group will deal with the chosen representatives of the other.
 - (b) Each group will deal with the other honestly and in a bona-fide effort to reach agreement.
 - (c) Each group will meet at reasonable times and places in order to facilitate negotiation.
 - (d) A representative of each group will carry the necessary authority to make proposals and counter-proposals, to compromise and to make agreements subject to final ratification.

- (e) Each party to this agreement recognizes that the making of a proposal does not necessarily require a counter-proposal from the opposite party.
3. The Board agrees that it will not knowingly deprive any faculty member of his rights under the laws of the State of Illinois or the Constitution of the State of Illinois or of the Constitution of the United States.
- Representation:
1. Members of the negotiating team shall be three (3) in number for each team unless the number is changed by mutual consent. Members of the negotiating team for the Board shall be confined to members of the Board of Trustees, or regularly employed members of the professional college staff (excluding the President of the College). Members of the negotiating team for the Association shall be confined to members of the Association. Subject to these limitations, neither party will attempt to exert any control over the other party's selection of its representatives.
2. Negotiating sessions shall be closed; however, the negotiating teams shall have the right to utilize the services of consultants in the deliberations and may call upon competent professional and lay representatives to consider the matter under discussion and, with the permission of the other group, to make suggestions and observations to the participants assembled.

3. Costs of consultants chosen by either party shall be paid by that party. The costs for the mediator, the fact finder, or any costs incidental to the mediation and fact-finding procedures as hereinafter provided for, shall be shared equally by the Board and the Association.
- C. Subject of Negotiations:
1. The Association and the Board agree that negotiations in good faith, will encompass only the following items:
- (a) Negotiating Procedures
 - (b) Grievance Procedures
 - (c) Salaries
 - (d) Related Economic Conditions of Employment consisting of:
 - (1) Group Insurance
 - (2) Sick Leave
 - (3) Maternity Leave
 - (4) Sabbatical Leave
 - (5) Other Leaves
 - (6) Retirement
 - (7) Work Load
 - (8) Compensation for Overload
 - (9) Summer School Contracts and Compensation
 - (10) Reimbursement for Substitute Teaching
 - (11) Tenure
 - (12) Retrenchment
 - (13) Promotional Policy and Academic Rank
 - (14) Merit Pay and Overload Pay

- (e) Other mutually agreed upon matters 1
- D. Directing Requests: 2
1. Requests from the Association for meetings of the negotiating 3
teams shall be made in writing directly to the Chairman of 4
the Board. Requests from the Board shall be made in writing 5
directly to the President of the Association. Requests shall 6
be accompanied by an agenda of the items to be considered. 7
Within ten days of the date of mailing the request, a 8
mutually convenient time and place for a meeting shall be 9
established. The meeting shall take place within fifteen 10
(15) days after the mailing of the request. 11
2. Additional meetings may be agreed upon by the negotiating 12
teams to enable them to complete consideration of agenda 13
items. Every effort shall be made to schedule meetings 14
so as to avoid conflicts with college duties of Association 15
representatives or with the duties or responsibilities of 16
the Board's representatives. 17
- E. Exchange of Information: 18
1. The Association shall be furnished, on request of its 19
President or its duly authorized representatives, all regu- 20
larly and routinely prepared information concerning the 21
financial condition of the College, including annual finan- 22
cial audit and tentative adopted budget. In addition, the 23
Board and Administration will grant the reasonable requests 24
of the President or of the duly authorized representatives of 25

the Association for any other readily available and 1
pertinent information which may be relevant to negotiations 2
and/or grievances. Nothing herein shall require the central 3
administrative staff to research and assemble information. 4
The Association shall furnish copies of pertinent 5
information as reasonably requested by the Chairman of the 6
Board or its duly authorized representatives. 7

**Excerpt from Minutes of the Sauk Valley College Board of Trustees Meeting of
March 28, 1977.**

**Summer School
Salaries:**

A lengthy discussion was held on the rate of pay for full-time instructors for summer school. It was moved by Member Reigle and seconded by Member Keefer that the Board approve the rate of \$300 per semester hour for summer school reimbursement for all full-time faculty at Sauk Valley College and that in the future summer school salaries be fixed from time-to-time as the Board and administration deem necessary and appropriate. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Koenig, Keefer, Prescott, Reigle, Wolf and Coplan. Nays-Member Thompson Motion carried.



SAUK VALLEY COLLEGE

RECEIVED APR 6 1977

FACULTY ASSOCIATION

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

TO: George Cole

SUBJECT: Summer School Contracts and Compensation

DATE: April 6, 1977

Whereas the current contract existing between the Board of Community College District No. 506 and the Sauk Valley Faculty Association does clearly state in Article II, Procedures, C. Subject of Negotiations: "The Association and the Board agree that negotiations in good faith, will encompass only the following items:....(d) Related economic conditions of employment consisting of:....(9) Summer School Contracts and Compensation" (page 6, line 21), and

Whereas the past precedent has established the formula for determining the summer school compensation at the rate of 1/36 of the individual's salary contract amount, and

Whereas the President of the Board of Community College District No. 506 did, in his verbal discussions during the contract negotiating process, infer that he foresaw no changes in the summer school compensation practices,

Therefore, on behalf of myself and all other Sauk Valley College Faculty Association members, I grieve the action taken by the Board of the College, on March 28, 1977, of Unilaterally and without negotiating changing the summer school compensation referred to in the current contract, in Article II, page 6, line 21, and in all other portions of the current contract related to this issue.

I respectfully request that the summer school compensation amounts be returned to the amounts prescribed by the formula established by the precedent of prior years and each faculty member be paid accordingly.

jb

Grievor Committee

Carl H. Gies
as Secretary
Ellen Bailey
Marvin Dahlberg
Don Burton

EXHIBIT C

ARTICLE XVII

Professional Grievance Procedure

WHEREAS, the establishment and maintenance of a harmonious cooperative relationship between the College and the professional instructional staff is essential to the operation of the College, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the College and the staff are afforded adequate opportunity to dispose of their differences without the necessity of time-consuming and costly procedures before administration agencies or in the courts.

A. Definitions:

1. A "grievance" shall mean a claim that there has been an alleged violation, misinterpretation or misapplication of a provision of this Agreement or of any established written College policy as such policy pertains to wages, hours, and terms and conditions of employment.
2. A "grievant" shall be any party to this Agreement or any member of the full-time professional instructional staff who shall submit a grievance.

3. Association representative or grievance committee means a member or members of the Association's grievance committee, which is composed of seven members from the local Association appointed in accordance with the by-laws of the Association.
4. Time limits: All time limits refer to calendar days.
- B. General Conditions:
1. The Board acknowledges the right of the Association's grievance committee to participate in the processing of a grievance at any level if the grievant so desires, and that no grievant be required to discuss any grievance if a grievance committee member is not present.
 2. At least one member, and not more than three members, of the grievance committee, in addition to the grievant, shall be present for any meeting, hearing, appeals or other proceedings relating to a grievance which has been formally presented, provided it is the wish of the grievant. Nothing contained herein shall be construed as limiting the right of any grievant to have a grievance adjusted without the intervention of the Association, provided that if the grievance has been formally filed with the Association, the Association shall be notified of the final settlement.
 3. The parties acknowledge that it is usually most desirable for a grievant and his immediately involved supervisor to resolve

- problems through free and informal communications. When
requested by a grievant, the grievance committee may intervene
to assist in this procedure. However, should such informal
processes fail to satisfy the grievant, then a grievance may
be processed in accordance with the following procedure.
4. If a grievance is to be processed in accordance with "Section
C Procedures", the grievant shall initiate step one within 90
days from the date of the event giving rise to the grievance.
The failure of the Administrator or the Board to give a
decision within the time limits stated shall permit the grievant
to proceed to the next step. The failure of a grievant, or
the Association, to take action in accordance with this Agree-
ment within the prescribed time limits shall act as a bar to
any further appeal.
 5. The number of days indicated at each level shall be considered
maximum, and every effort shall be made to expedite the process.
The time limits may be extended by mutual consent.
 6. All decisions shall be rendered in writing to the grievant and
the Association at each step of the grievance procedure setting
forth the findings of fact, conclusions and supporting reasons.
 7. Either party shall have the right to be represented by represen-
tatives of his choice (not to exceed three in number) at any
level above step one.
 8. Either party shall have the right at all stages of a grievance
proceeding to confront and cross-examine all witnesses called

against him to testify and to call witnesses on his own behalf. 1
There shall be no limitations on the presentation of competent 2
evidence on either side in the hearing before the Board of 3
Trustees Grievance Hearing Committee. 4

9. Hearings and conferences under this procedure shall be conducted 5
at a time and place which will afford a fair and reasonable 6
opportunity for all persons, including witnesses entitled to 7
be present, to attend, and will be held, in-so-far as possible, 8
at other than College hours or during non-teaching time of 9
personnel involved. When such hearings and conferences are held, 10
at the option of the Administration, during College hours, all 11
employees whose presence is required shall be excused, with pay, 12
for that purpose. 13
10. No reprisals of any kind shall be taken against any staff member 14
for participating in any grievance proceeding. If any staff 15
member for whom a grievance is filed, processed or sustained, 16
shall be found to have been unjustly charged, and if suspension 17
is involved, he shall be restored to his former position. 18
11. All documents, communications and records dealing with the 19
grievance shall be filed separately from the personnel files 20
of the participants. An individual's grievance file shall be 21
open to him upon request. 22
12. It is agreed that the grievant shall be furnished with copies 23
of any written information in the possession of the Board and/or 24

- the Administration necessary for the processing of any grievance or complaint.
13. A grievance may be withdrawn at any level without establishing a precedent.
14. All communications, notices or decisions required may be personally delivered to the party or parties entitled thereto or may be mailed to them by certified or registered mail to their last address as shown on the College records. Delivery shall be deemed to have been made when the document is deposited in a United States mail box. All communications, notices, or decisions for the Association or the Board shall be delivered or mailed to the respective President.

C. Procedures:

All grievances accepted by the Association shall be presented and adjusted in the following manner:

Step #1. The Association shall present the grievance immediately in writing, setting forth the particular provision or provisions of the Agreement or policy involved, to the supervisor who will arrange for a meeting to take place within 14 days after receipt of the grievance. The grievant, the Association's representatives, and the involved supervisor shall be present for the meeting. The supervisor must then submit his decision in writing within 14 days after such meeting.

Step #2. If the grievance is not resolved by Step #1, then the Association shall file a written appeal with the appropriate Dean

or his official designee within 14 days after receipt of the
Step #1 decision or within 14 days after the Step #1 meeting,
whichever is the later, setting forth the basis for the appeal.
The appropriate Dean shall arrange for a hearing with the grievant
and the representatives of the Association's grievance committee
to take place within 14 days of his receipt of the notice of appeal.
Upon conclusion of the hearing, the appropriate Dean shall have 14
days in which to provide his written decision to the grievant and
the Association,
Step #3. If the Association is not satisfied with the disposition
of the grievance by the Dean, the grievance shall be transmitted to
the Board of Trustees Grievance Hearing Committee. Such committee
shall be composed of two board members, the President and one Dean
not previously involved in Step #2. A written Notice of Appeal,
setting forth the basis for the appeal, shall be filed with the
President within 14 days after receipt of the Dean's decision, or
within 14 days after the hearing. The Hearing Committee of the
Board shall meet within 14 days of the written appeal to the
Committee, transmitted to the President. The grievance, together
with a record of the prior proceedings, shall be presented to the
Committee of the Board. The Committee shall have the options of
considering the appeal in an open or closed hearing session. No
later than 14 days after the conclusion of the hearing, the Committee
shall render its decision in writing to the Association and the grievant.

Step #4. If the Association is not satisfied with the decision of the Board Committee, or if no decision has been made within the period provided in Step #3, the Association may submit the grievance to arbitration before an impartial arbitrator. The Association must declare in writing to the Board of Trustees Hearing Committee that such arbitration is desired. Such declaration must be made to the Board of Trustees Hearing Committee within 14 days after the Association has received the decision of the Board of Trustees Hearing Committee on their appeal to them. If the parties cannot agree on an arbitrator, a list of five or more arbitrators shall be secured from the American Arbitration Association. The Arbitrator shall be selected within 14 days of the receipt of the list of arbitrators from AAA. Such a list shall not include a resident of the Community College District. Final selection of the arbitrator shall be made by the parties who shall strike a name from the list of five alternately until one name remains, and this person shall serve as arbitrator. The party eligible for the first deletion shall be determined by chance. The Administration and the Association shall not be permitted to present in such arbitration proceedings any evidence not previously disclosed to the other party at the Board of Trustees Committee Hearing. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties. Should only one party request a transcript of the proceedings, then that party shall bear the full costs of that transcript. Should

both parties order a transcript, then the cost of the two
transcripts shall be divided equally between the parties.

1

2



SAUK VALLEY COLLEGE

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

April 14, 1977

Sauk Valley College Faculty Association
Route #1
Dixon, IL 61021

Attention: Grievance Committee
Re: Grievance Concerning Summer
School Contracts and Compensation

Dear Sirs:

We hereby acknowledge receipt of your communication of April 6, 1977 addressed to George Cole regarding summer school contracts and compensation.

It is our understanding that the issue is whether or not the Board of Trustees has the authority to determine summer school compensation rates without first negotiating the same with the Sauk Valley College Faculty Association.

In an effort to resolve this matter as expeditiously and inexpensively as possible, the Chairman of the Board of Trustees has referred this matter to the Board of Trustees' Grievance Hearing Committee and has authorized the Committee to proceed at Step 3 of the Grievance Procedures. The willingness of the Board to proceed to Step 3 should not, however, be construed as an agreement on the part of the Board to proceed to Step 4 if the matter is not resolved. The Board has expressed concern as to whether or not this is an arbitrable matter and has indicated that it wishes to retain its right to seek a Declaratory Judgment if such action is deemed necessary or appropriate.

We would appreciate your contacting President Cole so that a mutually acceptable time may be arranged for a hearing on this matter.

Very truly yours,

BOARD OF TRUSTEES' GRIEVANCE HEARING COMMITTEE

By William E. Raigle

bg

EXHIBIT E



SAUK VALLEY COLLEGE

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

OFFICE OF THE PRESIDENT

May 18, 1977

C-1

Mr. Ronald Happach, President
SVC Faculty Association
Sauk Valley College
Dixon, IL 61021

SUBJECT: GRIEVANCE #11

Dear Mr. Happach:

Your grievance of April 6, 1977 questioned the authority of the Sauk Valley College Board of Trustees to set the rate of summer school pay. The contract explicitly states:

ARTICLE I

- "F. Nothing contained herein shall limit or restrict the Board's responsibility and authority to amend or adopt Board policy as the Board in its discretion deems necessary, except that no Board policy shall be amended or adopted where the subject matter of such policy is the product of specific agreements between the parties hereto after negotiation and upon inclusion in this Agreement. Further, nothing contained herein shall prevent the Board from executing the legal responsibilities imposed upon it by Law."

At no time in the presentation of your case, which was intended to demonstrate that the Board had violated the contractual agreement, were you able to demonstrate to the Board Grievance Hearing Committee that summer school rates had been included in any contractual agreement. The assertion that it was listed as an item for negotiation is somewhat misleading. Very specifically, the clause reads:

ARTICLE II

"C. Subject of Negotiations:

1. The Association and the Board agree that negotiations in good faith, will encompass only the following items:"

EXHIBIT F

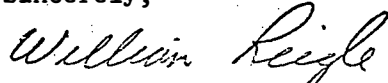
Letter to: Ronald Happach
May 18, 1977
Page #2

Merely because an item has been listed as something which may possibly be negotiated does not indicate that it has been negotiated and included in the contractual agreement. It is the opinion of the Board Grievance Hearing Committee that the Board has the right to set summer school salaries and at no time has it restricted that right through negotiations.

It was offered in evidence by the SVC Faculty Association Grievance Committee that in April of 1972 the Board set summer school rates at 1/36th of base salary after negotiations. We feel this argument is not valid because the contractual agreement for 1972, which was signed July 24th of that year, did not include summer school rates. The minutes of the meeting of April 10, 1972, where summer school rates were fixed, did not include mention of any negotiated agreement.

On the basis of the testimony and other evidence presented, it is the conclusion of the SVC Board of Trustees' Grievance Hearing Committee that the grievance be denied.

Sincerely,



William Reigle, Chairman
SVC Board of Trustees
Grievance Hearing Committee

bg

c.c. SVC Board of Trustees
SVC attorney
Carl Gates
Wayne Holland
Glenn Bailey
Marvin Dahlberg
Don Burton
Duane Paulsen
Leona Grossman



AMERICAN ARBITRATION ASSOCIATION 180 NORTH LA SALLE ST., CHICAGO, ILL. 60601

ROOM 1025

(312) 346-2282

CHARLES H. BRIDGE, JR.
Regional Director

June 16, 1977

Mr. Ron Happach, President
Sauk Valley IEA Faculty Assoc.
R.R. #5
Dixon, Illinois 61021

RE: Case No. 51 39 0360 77
Sauk Valley IEA Faculty Association
and
Sauk Valley Community College
Grv. Salaries

Mr. George Cole, President
Sauk Valley College
R.R. #5
Dixon, Illinois 61021

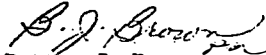
Gentlemen:

Mr. Ronald Happach, President for the Association, filed with this office on June 15, 1977, a Demand for Arbitration dated , of a controversy arising out of a collective bargaining contract between the above-named parties dated , containing a clause providing for administration by this Association. We understand that a copy was sent to Respondent.

The attention of Respondent is directed to Section 8 of the Voluntary Labor Arbitration Rules. If Respondent does not answer by June 23, 1977, we will assume that the claim is denied.

In accordance with Section 12 of the Rules, the Association encloses herewith a list of names selected from our National Panel, from which an arbitrator is to be appointed.

Very truly yours,


Bettye J. Brown,
Tribunal Administrator

BJ3:pm

Offices: Boston • Charlotte • Chicago • Cincinnati • Cleveland • Dallas • Detroit • Hartford • Los Angeles • Miami • Minneapolis • New Brunswick, N.J.
New York • Philadelphia • Phoenix • Pittsburgh • San Diego • San Francisco • Seattle • Syracuse • Washington, D.C.

HEADQUARTERS: 140 West 51st Street, New York, N.Y. 10020

EXHIBIT G

ARTICLE II
PROCEDURES

* * *

C. Subject of Negotiation.

The Association and the Board agree that negotiation, in good faith, will encompass only the following items:

- (a) Negotiating Procedures
- (b) Grievance Procedures
- (c) Salaries
- (d) Related Economic Conditions of Employment consisting of:

- (1) Group insurance
- (2) Sick Leave
- (3) Maternity Leave
- (4) Sabbatical Leave
- (5) Other Leaves
- (6) Retirement
- (e) Other mutually agreed upon matters.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 22, 1977

MEMORANDUM

SVC Board of Trustees

Dr. George E. Cole
President

C.E.C.

#7-2

RE: AGENDA ITEM #F-2 - PURCHASE OF PORTABLE BALER

The attached memorandum from Dean Edison requests Board approval to purchase a portable baling machine. In consideration of the fact that this involves an expenditure of \$4,150.00, it might be appropriate for the Board to discuss it before taking action.

For that reason, I have included this item under new business and if the Board desires they may take action on it in our Board meeting of June 27. On the other hand, they may decide to wait until the Board meeting of July 11, which will be preceded by a Board Budget Workshop.

GEC/bg
Enc.

June 16, 1977

MEMORANDUM

TO: President Cole and Board of Trustees

FROM: Robert Edison

Bob

In May of 1977 I advertised the following specifications relative to a Portable Baling Machine:

Loading - Manual

Controls - Manual with safety features incorporated in loading door.

Loading chamber size (inches) W., L., D., - 30x40x20

Loading chamber volume (cu. ft.) - 14

Completed Bale size (inches) W., H., L., - 30x20x40

No. of ties per bale - 3 twine

Motor - 5 H.P. open drip-proof 208V AC, 3 phase,
60 hertz with NEMA type starter.

Stroke cycle (seconds) - 15 to 22

Dimensions, overall - approx. 13 ft. L x 2 ft. 10 in. W.
x 2 ft. 10 in. H.

The bids received on this machine are as follows:

Paul Reilly Co., Inc.
Milwaukee, WI

delivered \$ 4,150.00

Maren Eng. Corp.
S. Holland, IL

Plus frt. 4,440.60

The purchase of this machine will enhance the time savings for the disposition of our paper products and will facilitate the safer disposal thereof. The purchase of this machine will also create a budget over-expenditure for building equipment in the approximate amount of \$1400.

RECOMMENDATION #1: Board approval for the purchase of a Portable Baler from the Paul Reilly Co. Inc., of Milwaukee, WI, in the amount of \$4,150.00.

RECOMMENDATION #2: Board approval to increase Building Equipment (#270-000-587) in the amount of \$1500, and to decrease Building Supplies (#270-000-544) in the amount of \$1500.

RE:fab

SAUK VALLEY COLLEGE

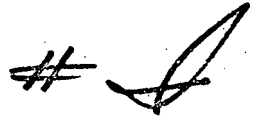
RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE July 6, 1977

MEMORANDUM

TO: SVC Board of Trustees



FROM: Dr. George E. Cole
President

AGENDA ITEM #1 - TIME OF NEXT MEETING G.E.C

As you know, the college is planning a two-week down period. Special arrangements have been made for the storage of chemicals from the Chemistry and Biology labs, video tapes, computer tapes and we have arranged for an answering service to cover incoming calls.

The Business Office will make special provisions for payroll so that college employees will receive their August 1 pay check on July 22.

We will not be able to have our regular Board meeting of July 25. I would suggest that we make arrangements to have a meeting sometime during the week of July 18. It would be a very short meeting and the primary activity would focus upon approving personnel to fill several of the vacancies existing within the college and to take care of any Business Office needs which might be prepared by that time.

The Board should decide upon a time and place for this second Board meeting in July at our next meeting.

In addition, we should probably plan only one Board meeting in August. I would suggest August 22. We would normally have a Board meeting on August 8, however, no one will be at the college to prepare anything for that Board meeting. (August 8 is our first day back from the down period.) The deletion of the August 8 Board meeting should also be approved at our July 11 meeting.

GEC/bg