

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
October 10, 1977 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Written communication from visitors
- D. Recommended Actions
  - 1. Approval of minutes as submitted
  - 2. Personnel matters
  - 3. Other items
- E. Old Business
  - 1. Report on negotiations
  - 2. Equipment purchase policy
  - 3. Other items
- F. New Business
  - 1. Insurance consultant
  - 2. Other items
- G. President's Report
  - 1. Report from student trustee
  - 2. Veteran's Enrollment Report
  - 3. Minutes of SVC committee meetings
  - 4. Report on Energy Fair
  - 5. Transfer of Credits Report
  - 6. Report on part-time instructor utilization conference
  - 7. Other items
- H. Time of next meeting
- I. Adjournment

bg  
10-5-77

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

October 10, 1977

The Board of Trustees of Sauk Valley College met in regular meeting on October 10, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

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

Kay Fisher	Lorna Keefer
Oscar Koenig	Juanita Prescottt
William Reigle	Ronald Coplan
Barb Pasada	

Absent: Ann Powers

Minutes: It was moved by Member Koenig and seconded by Member Fisher that the Board approve the minutes of the September 26 meeting as presented. Motion voted and carried.

Cooperative Agreement: It was moved by Member Reigle and seconded by Member Keefer that the Board approve the attached joint agreement which previously had only included Rock Valley, Highland and Sauk Valley, but will now include Kishwaukee College, as well, in regard to community services courses. Motion voted and carried.

Equipment Policy: After a lengthy discussion on the proposed policy on equipment purchases, the item was tabled and the Board requested that it be placed on the agenda for the next meeting. Chairman Coplan suggested that Board members arrive one hour early for the October 24 meeting to participate in a study session dealing with the equipment policy before the regular 8:00 p.m. meeting.

Building Repair Status: Member Prescottt inquired as to the status of needed building repairs.

Insurance Consultant: President Cole informed the Board of the administration's plans to explore the possibility of engaging an insurance consultant to meet with them on a no-cost basis to explain the types of services his office would be able to provide. Dr. Cole explained that the administration needed guidance in such areas as student accident policy insurance, unemployment compensation requirements, and to explore the possibility of bidding all of the college insurance.

Official  
Budget:

The Board was furnished with copies of the official 1977-78 budget approved at the September 26 meeting with all adjustments included and all tables required by the Ill. Community College Board Accounting Manual. (official signed copy included with the September 26 minutes).

President's  
Report:

Barb Pasada, student trustee, reported that Pow-Wow Day held September 21 was a very successful event that included the annual Tug of War between the students and faculty (won by the students), and the Dip-Bath which netted \$100 for the student loan fund. She also reported that the ASB elections for Vice-President, Secretary and other lay members, will be held October 19th and 20th.

Dr. Cole reported on the attached veteran's enrollment report dating back to 1973, SVC committee meeting minutes, a letter of appreciation from the Blackhawk Hills Resource Conservation and Development Project on our Energy Fair, credit hour transfer from Whiteside Area Vocational School to Sauk Valley College, the part-time instructor's utilization conference, fire training report on the Sterling Fire Department program with Geo. Logan, Jr., a report of Students Who Attend prepared by Harriet Hastings, Registrar, and a letter from Highland College in regard to future meetings of the Northwest Region ICCTA.

Executive  
Session:

At 8:32 p.m. it was moved by Member Keefer and seconded by Member Fisher that the Board adjourn to executive session to discuss collective bargaining. Motion voted and carried.

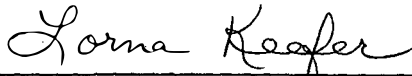
Regular  
Session:

At 8:57 p.m. it was moved by Member Prescott and seconded by Member Reigle that the Board return to regular session. Motion voted and carried.

Adjournment:

Since there was no further business, it was moved by Member Koenig and seconded by Member Prescott that the Board adjourn. The next regular meeting will be 8:00 p.m. October 24 after the special 7 p.m. study session. In a roll call vote, all voted aye. The meeting adjourned at 9:00 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Lorna Keefer, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 5, 1977

## MORANDUM

SVC Board of Trustees

# D-3a

TO: Dr. George E. Cole  
President

RE: AGENDA ITEM #D-3a - APPROVAL OF COOPERATIVE AGREEMENT

The attached recommendation from Dr. Williams indicates that we would like Kishwaukee College to enter the attached joint agreement between Highland Community College, Rock Valley College and Sauk Valley College.

Rock Valley and Highland are in favor of this arrangement. I would recommend that the Board approve this amendment to the agreement which would allow Rock Valley, Highland and SVC to be joined by Kishwaukee. In my opinion, this would broaden the services to students and eliminate the problem of chargeback for community service courses.

### RECOMMENDATION:

The President recommends that the Board approve the attached joint agreement amendment to the existing cooperative agreement between Rock Valley College, Highland Community College and Sauk Valley College to include Kishwaukee College with regard to community service courses.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE


RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 5, 1977

## MORANDUM

Dr. Cole

DM: Dr. Williams 

As you know, in February our Boards of Trustees signed a Cooperative Agreement with Highland Community College and Rock Valley College with regard to our Community Service courses.

At this time, Kishwaukee College would like to enter this Agreement with us, and therefore, I am requesting approval of an extension on our existing Agreement-- thereby adding Kishwaukee College to it.

Thanks for your cooperation. Please take this to the Board at their next regularly scheduled meeting.

lm

enc

cc: James Barber  
John Sagmoe

AN AMENDMENT TO "A Joint Educational Agreement Between Highland Community College,  
Rock Valley College and Sauk Valley College."

The "Joint Educational Agreement Between Highland Community College, Rock Valley  
College and Sauk Valley College" dated February 15, 1977, and agreed to by the  
above is hereby amended to read as follows:

1. Page 1, Paragraph 1, Line 5: Strike the word "and" after the term  
Rock Valley.
2. Page 1, Paragraph 1, Line 6 after the term Sauk Valley, insert the  
following: "and the Board of Trustees of Community College District  
No. 523, Kishwaukee College, hereinafter referred to as Kishwaukee,"

Effective date of this amendment is September 12, 1977.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in  
four (4) counterparts, each of which shall be deemed an original.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519

by: \_\_\_\_\_ Chairman of the Board

by: \_\_\_\_\_ President

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 511

by: B. L. [Signature] Vice-Chairman of the Board

by: J. [Signature] President

Attest: Delta Carlson, Notary

Date: 9/22/77

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506

by: \_\_\_\_\_ Chairman of the Board

by: \_\_\_\_\_ President

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 523

by: John G. Roberts Chairman of the Board

by: W. Lamar Sly President

Attest: Gordon Suggs

Date: Oct 3, 1977

## A JOINT EDUCATIONAL AGREEMENT

BETWEEN

HIGHLAND COMMUNITY COLLEGE, ROCK VALLEY COLLEGE AND SAUK VALLEY COLLEGE

THIS AGREEMENT is entered into this 15<sup>th</sup> day of FEB. 1977, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519, HIGHLAND COMMUNITY COLLEGE, hereinafter referred to as HIGHLAND, the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 511, ROCK VALLEY COLLEGE, hereinafter referred to as ROCK VALLEY, and the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506, SAUK VALLEY COLLEGE, hereinafter referred to as SAUK VALLEY, for the expressed purpose of providing additional educational courses to the students of each district involved in this agreement.

Courses included under this Agreement are: Regular Continuing/Adult Education courses offered by the colleges including Adult Education, Community Education, and General Studies courses listed in the colleges' publications.

Courses excluded under this Agreement are: If the Community College of residence is offering the course(s) or similar course(s) during the current semester or plans to offer the course(s) or similar course(s) during the remainder of the current academic year or during the next semester (excluding the summer semester), this (these) course(s) are excluded from this agreement. Also, the participating colleges reserve the right to limit enrollment for selected courses on a space available basis for normally out-of-district students.

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties, and

WHEREAS, the parties hereto believe this agreement should be one of the means of implementing the State of Illinois Master Plan - Phase III in accomplishing a viable method of cooperation between the Parties, hereto, and



WHEREAS, by means of this Agreement, the Parties hereto desire to share courses of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the Parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Illinois:

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purpose of the Agreement, the college district sending the students to another college will be referred to as the "Sending College," and the college receiving students from another college district will be referred to as the "Receiving College."

2. TERMS OF AGREEMENT

Any educational courses offered by the parties to this agreement shall be courses approved by the local Community College Board of Trustees at the "Receiving" institution.

3. DURATION OF AGREEMENT

The administration of each of the Parties hereto shall confer and agree upon an educational course to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force for a one year period. It shall be renewable upon written consent of all parties, with such notification affirmed at least thirty (30) days prior to the termination date.

4. AMENDMENTS TO AGREEMENT

Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for

approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement.

5. TERMINATION OF AGREEMENT

In the event of termination, students who have entered an educational course(s) shall be allowed to complete the course(s) under the terms of this agreement.

6. CLASS SCHEDULES

Schedules of classes will be exchanged by the two schools.

7. REGISTRATION

Students shall register at the "Receiving" college and shall be considered members of that district for the terms of their enrollments. Students will pay tuition and fees applicable to the course(s) offered by the "Receiving" college. Upon successful completion, approved courses taken at the "Sending" college would be acceptable for transfer to the "Receiving" college.

8. ADDITIONAL EDUCATIONAL SERVICES

The "Receiving" college shall provide access to its Learning Resources Center and other instructional resources for students from the "Sending" college, equal to those provided for any other student at its campus.

The "Receiving" college shall also provide counseling-guidance and other services that will facilitate the learning process.

Courses, seminars, workshops and in-service programs related to any educational course(s) bound by this Agreement may be offered within the district confines of any "Receiving" or "Sending" institution with the consent of both districts. Said course(s) may be carried on singly by the "Sending" or "Receiving" institution or jointly by both "Sending" and "Receiving" institutions.

9. STUDENT-RECOGNITION OF COMPLETION

The "Receiving" college shall maintain all admission records, transcripts, and issue any certificates to the students completing the educational course(s).

10. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "Receiving" college shall be considered the home district for any activity where the student officially represents an institution as well as for military and Illinois State Commission Scholarships.

11. RECORDS

The "Receiving" college shall maintain appropriate records for students from the "Sending" college in accordance with standard procedures while that student is in attendance in the "Receiving" institution and will provide copies of said records to the "Sending" college at the request of the student concerned.

12. PUBLICITY

A statement summarizing this Agreement and agreed to by all parties shall be duly publicized in the participating district's catalog and other informative brochures consistent with institutional policy or all other similar publicity.

13. STUDENT ENROLLMENTS

For the programs covered under this Agreement, the Highland, Rock Valley, and Sauk Valley districts are considered one district.

14. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

It shall be the responsibility of the "Sending" college to identify the terms of this Agreement to their students going to a "Receiving" college. Said students shall be responsible for all normal operating rules and conditions of the campus he is on at any given time.

15. REIMBURSEMENT

The "Receiving" college shall be eligible to file all claims for reimbursement for any student enrolled in their classes from a "Sending" college.

16. INSURANCE

Students at the "Receiving" college shall be covered by the terms of their liability insurance while on the premises of the "Receiving" college.

17. EMERGENCIES

In the event of an emergency:

- (a) proper first aid practices should be employed by the "Receiving" college, and
- (b) next-of-kin or designated individual shall be notified.

18. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "Sending" and "Receiving" colleges.

19. EDUCATIONAL CHARGES FOR SERVICES RENDERED

No charge backs will be made by the "Receiving" college to the "Sending" college for students attending under the provisions of the agreement. For the purposes of construction space support, FTE enrollment in the classes taken at the "Receiving" institution shall be reported by the "Receiving" institution.

20. FEEDBACK TO "SENDING" INSTITUTION

The "Receiving" institution will provide to the "Sending" institution appropriate statistical data regarding enrollments from the institution approximately each year.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in three (3) counterparts, each of which shall be deemed an original, as of the date and year first above written.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519

by: Dellert Schender Chairman of the Board

by: Howard H. Lima President

Attest: William D. Wright

Date: 4/15/77

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 511

by: B. J. Smith - G. K. K. K. Chairman of the Board

by: K. J. J. J. President

Attest: J. J. J. J.

Date: 4/15/77

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506

by: J. J. J. J. Chairman of the Board

by: George E. Cal. President

Attest: W. J. J. J.

Date: 4/15/77

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WITNESSETH:

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WHEREAS, the parties hereto believe this agreement should be one of the means of implementing the State of Illinois Master Plan - Phase III in accomplishing a viable method of cooperation between the Parties, hereto, and

WHEREAS, by means of this Agreement, the Parties hereto desire to share courses of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

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BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519

by: Delbert Schepder Chairman of the Board

by: Howard R. Lima President

Attest: William D. Knight

Date: 4/15/77

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 511

by: Brent G. Huber Chairman of the Board

by: Kelly Jacob President

Attest: Dan Dietzner

Date: 4/15/77

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506

by: James F. Caplan Chairman of the Board

by: George E. Cal President

Attest: Wicki J. Nyquist

Date: 4/15/77

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 5, 1977

## MORANDUM

SVC Board of Trustees

#8-2

M: Dr. George E. Cole C.E.C.,  
President

RE: AGENDA ITEM #E-2 - REPORT ON EQUIPMENT PURCHASE POLICY

At our last meeting there was some discussion about whether or not the rental income could be used for operational money. The suggestion was made by Dean Williams, which I think has some merit, that in the future we might want to earmark a portion of the rental money for equipment purchases. At the present time we are collecting slightly more than \$50,000 a year rental income.

The Board might want to pledge perhaps \$30,000 to \$40,000 of this money for equipment purchases. This would make the below stated policy more workable in that at a very early date in the year the Board would have a specific amount of money to commit to equipment. At the same time we could free-up the money that was normally used for equipment for other purposes in the budget.

### PROPOSED POLICY ON EQUIPMENT PURCHASES

#### Step 1:

Following preliminary budget discussions which will probably begin in late December or early January for the following fiscal year, a total dollar amount which can be committed to equipment purchases should be decided on by approximately March 15, hopefully no later than April 15.

#### Step 2:

Following the consensus of the Board on the maximum amount of money available for equipment purchases for the following fiscal year, the administration will identify the desired equipment along with cost estimates and establish a priority list which does not exceed the anticipated amount of money available for equipment purchases. The list should be prepared by May 1, hopefully no later than June 1.

#### Step 3:

Following the preparation of this priority list, the Board will be given the opportunity of final review before commitments are made to purchase the necessary equipment. Any changes in the equipment priority list will be made on the basis of a new recommendation from the administration. Hopefully the priority list can be given a final vote of approval by June 15, certainly no later than July 1.

Memorandum to: SVC Board of Trustees  
October 5, 1977  
Page #2

Step 4:

Following the final review by the Board of the equipment priority list, the administration should feel free to proceed in the most expeditious manner to purchase this equipment and have it delivered to the college before the beginning of the fall semester.

GEC/bg

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 5, 1977

## MORANDUM

SVC Board of Trustees

# 7-1

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

RE: AGENDA ITEM #F-1 - INSURANCE CONSULTANT

During the past several years the administrators have been concerned about teacher liability, particularly the potential problems of not having accident insurance for students enrolled in internship activities.

Our present situation allows for the student to have his medical bills paid only when he or she is able to demonstrate that the instructor has been negligent. Some instructors have been carrying their own malpractice insurance.

At the present time we have approximately 500 students enrolled in what could be described as potentially hazardous internship programs. The college has made accident insurance available to individual students on a self-purchase basis. Experience has demonstrated that the number of students who wish to carry their own insurance has been too small to provide reasonable group rates.

It has been suggested by the administrators that it might be in the best interest of the college to explore the possibility of engaging an insurance consultant. There is an individual who is apparently willing to meet with us on a no-cost basis to explain the types of services that his office is able to provide.

At the present time the administration is only in the exploratory stage of this process. It may be, however, that we will return with a proposal that the Board might want to employ an insurance consultant to assist with such things as new unemployment compensation requirements, possibly providing some type of accident policy for students, and we might want to explore the possibility of bidding all of the college insurance so that we can be reassured that we are getting the most service for the money which is expended.

GEC/bg

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 5, 1977

## MEMORANDUM

SVC Board of Trustees

# G-7a

M: Dr. George E. Cole

G E C.

RE: AGENDA ITEM #G-7a - FIRE TRAINING REPORT

Ronald Williams responded to a question raised by Chairman Coplan at our last meeting. I am enclosing a copy of this reply for Board information.

GEC/bg  
Enc.

September 30, 1977

Mr. Ronald Coplan

Morrison, IL 61270

Dear Ron:

With regard to your questions at the last Board Meeting; our Fire Control Program and Mr. Logan's involvement as a Training Officer in Sterling, I believe the attached memo from Robert Crouse, Director of Public Safety here at Sauk, clarifies the situation.

As far as I am concerned, Mr. Logan will be employed in the future, as a part-time instructor, in addition to his other duties. If you have further questions, please contact me.

Sincerely,

Ronald F. Williams, Ed.D.  
Dean of Career Education

lm  
enc



# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 9-29-77

## MEMORANDUM

Dr. Williams

TO: Robert C. Crouse

FROM: Part time instructor, George Logan, Jr.

Mr. Logan is employed by the City of Sterling as a full-time paid firefighter. He is one of twenty-seven Master Certified Fire Service Instructors within the State of Illinois. Due to that fact he has been appointed as the Training Officer of the Sterling Fire Department, this in no way reflects upon his employment as a part-time instructor with SVC as there is no conflict.

Firefighter Logan in his duties as the Training Officer will be concerned with the ongoing training of Sterling fire fighters. These training activities are well beyond the level of training now being offered by SVC. Moreover much of this activity will be geared only to specific firefighting attacks associated with property found within the Sterling Fire Protection District. Since a minimum of two hours of daily training is a basic operational requirement of the FD it is quite appropriate for the City to use their own personnel to facilitate in house training.

It is not within our scope of authority or our current abilities to attempt to provide this level of training to the Sterling Fire Protection District. In fact, because of its nature this training deeply involves interdepartmental policy and procedures. As such, I would think that this type of training should be beyond the liability involvement the College would logically assume. Since fire attack tactics on specific properties are involved these pre-planned activities determine how potential fires will be fought. Any errors, misinterpretation, or faulty judgements associated with pre-planning leading to fire losses could bring the college into liability jeopardy.

Quite clearly these internal matters are the sole providence of the Sterling Fire Department.

RECEIVED  
SEP 29 1977

lw

Off of Dean of Career Education