

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
March 13, 1978 7:30 P.M.

- A. Call to Order
- B. Roll Call
- C. Written Communication from Visitors
- D. Recommended Actions
 - 1) Approval of Minutes as submitted
 - 2) Approval of Academic Calendar
 - 3) Personnel Matters:
 - a) Retirement of Mrs. Hastings, with decision not to replace the position.
 - b) Assignment of Registration duties to Director of Data Processing with appropriate change of titles and responsibilities.
 - c) Retirement of Dean Bunch with decision not to replace the Assistant Dean's position 1979-80.
 - d) Elimination of position of Director of Admissions and Recruitment.
 - e) Creation of office of Gifts and Grants effective July 1, 1978.
 - f) Freeze on hiring support staff and clerical vacancies until further notice
 - 4) Budget Transfers
 - 5) Acceptance of Donations
- E. Old Business
 - 1) Discussion with energy consultant
- F. New Business
- G. President's Report
 - 1) Report from Student Trustee
 - 2) Minutes of Committee Meetings
 - 3) Other items
- H. Time of Next Meeting
- I. Adjournment

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

March 13, 1978

The Board of Trustees of Sauk Valley College met in regular meeting on March 13, 1978 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 7:30 p.m. and the following members answered roll call:

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

Minutes: It was moved by Member Prescott and seconded by Member Koenig that the minutes of the adjourned February 27 meeting and the regular February 27 meeting be approved as presented. Motion voted and carried.

Energy Consultant: The Board was then introduced to Mr. Charles Madson of Total Mechanical Systems Co. of Schaumburg, Illinois. He advised the Board of his tour of the facilities, along with some observations he had made. He said the college maintenance people are doing a very good job in conserving energy as far as they are able. He noted that electrical usage at the college has gone down although the cost has gone up primarily because the maintenance people are shutting off lighting, air conditioning, and reducing the intake of outside air. He said the air conditioning in the building was very wasteful (reheat system) although it is a quality system. It is very expensive because it is gas operated and gas rates have increased extensively, and according to predictions will climb some 11% per year with the possibility of restrictions on usage. The Board expressed their appreciation to Mr. Madson and asked him to submit a proposal on the cost of a mini and maxi energy audit conducted by his firm.

Academic Calendar: It was moved by Member Pasada and seconded by Member Reigle that the Board approve the attached academic calendars for the school years 1978-79 and 1979-80. Motion voted and carried.

Communications
from Visitors:

Before personnel matters were discussed, Mr. Coplan recognized the following people who gave oral presentations on their views concerning the elimination of the position of the Director of Admissions and Recruitment:

John Bishop	Counselor at Sterling High School
Sandra Druien	ASB President
Mack Warren	Director of Admissions and Recruitment
John Sagmoe	Dean of Student Services

Community
Theatre:

It was moved by Member Prescott and seconded by Member Keefer that the Board approve the transfer of \$100 from Research supplies to Humanities supplies for Community Theatre supplies. In a roll call vote, all voted aye. Motion carried.

Transfer of
Equipment Funds:

It was moved by Member Pasada and seconded by Member Prescott that the Board approve the transfer of equipment money (as noted below) to the Food Service Equipment Account to purchase a deep fat fryer (in conjunction with DVTE equipment purchases) for the first floor snack area:

Transfer: \$150 from the LP Nursing
150 from the AD Nursing
200 from Heating & Air Conditioning
\$500

In a roll call vote, all voted aye. Motion carried.

Track Meet
Funds:

Since Dan Milnes of Morrison has qualified for the National Indoor College Track Meet at Warren, Michigan, it was moved by Member Reigle and seconded by Member Koenig that the Board approve the transfer of \$262 from the Restricted Purpose reserved carry-over to the Athletic Account #252 to pay for his trip to participate in the National Meet. In a roll call vote, all voted aye. Motion carried.

Board of Trustees
Election:

It was moved by Member Keefer and seconded by Member Koenig that the Board adopt the attached resolution calling for an election for college trustees to be held April 8, 1978 and outlining the precincts for same. Motion voted and carried.

Donations:

It was moved by Member Fisher and seconded by Member Pasada that the Board graciously and publicly acknowledge the receipt of donated steel materials used in the welding program from Northwestern Steel and Wire Company, Sterling, IL; J.T. Cullen, Fulton, IL; and E. Etnyre Company in Oregon, IL. Their contributions are greatly appreciated. Motion voted and carried.

Tractor
Purchase:

Discussion was held on the attached memo from Dean Edison concerning the advisability of purchasing a new tractor for the maintenance department. It was moved by Member Reigle and seconded by Member Pasada that the administration proceed with the specifications and bidding of a new tractor for the maintenance department. Motion voted and carried.

President's
Report:

Student trustee, Barb Pasada, reported on the ASB meeting held March 1. She also reported on Latino Day, Pitch-In Week to be held April 10 through April 16, ASB election committee and the ASB constitution committee.

President Cole reported on the attached committee meeting minutes, a visit from representatives from the University of Wisconsin working on a Model Faculty Development Program, petitions filed for the Board of Trustees election, report of the no confidence ballot of the faculty, and various newspaper clippings.

Executive
Session:

At 8:50 p.m. it was moved by Member Reigle and seconded by Member Powers that the Board adjourn to executive session to discuss the dismissal of personnel. In a roll call vote, all voted aye. Motion carried.

Regular
Session:

At 10:45 p.m. it was moved by Member Prescott and seconded by Member Powers that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Personnel
Items:

Chairman Coplan noted that the Board would not act upon the following agenda recommendations at this time:

Item 3-c. Retirement of Dean Noah Bunch with a decision not to replace the Assistant Dean of Humanities' position for 1979-80.

Item 3-e. Creation of the office of Gifts and Grants effective July 1, 1978.

Personnel:
(continued)

Item 3-b: Assignment of registration duties to Director of Data Processing with appropriate change of title and responsibilities.

Director of Admissions and Recruitment:

It was moved by Member Reigle and seconded by Member Powers that the Board eliminate the position of Director of Admissions and Recruitment, effective June 30, 1978. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Powers, Prescott, Reigle and Coplan. Nays-Member Pasada. Member Koenig abstained.

Registrar:

It was moved by Member Keefer and seconded by Member Fisher that the Board offer Harriet Hastings a six-month contract beyond her normal retirement time (July 1, 1978) and that the position of Registrar not be re-filled. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, Coplan, and Pasada. Nays-0. Motion carried.

Clerical and Maintenance Vacancies:

It was moved by Member Reigle and seconded by Member Fisher that the Board place a freeze on the hiring of replacements for natural vacancies occurring in the clerical and maintenance areas until further notice, effective March 15, 1978. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle and Coplan. Nays-Member Pasada. Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Powers and seconded by Member Riegle that the Board adjourn. The next regular meeting will be March 27, 1978. In a roll call vote, all voted aye.

The meeting adjourned at 10:47 p.m.

Respectfully submitted:

Lorna Keefer

Lorna Keefer, Secretary

SAUK VALLEY COLLEGEFALL SEMESTER 1978

Preregistration	Begins April 17, 1978
Early Registration First Day for Students to Pay	Wednesday, July 5, 1978
Regular Registration	Thursday, August 24, 1978 9:00 a.m. - 8:30 p.m.
Last Day for Pre-Registered Students to Pay	Thursday, August 17, 1978
Faculty Orientation	Friday, August 25
Classes Begin	Monday, August 28
Late Registration	Monday, August 28 - Friday, September 1
Last Day for Course Change	Friday, September 1
Registrations after this period will be permitted only with the signature of the instructor or the institutional Dean.	
Labor Day - No Classes (College Offices Closed)	Monday, September 4
Pow Wow Day - Classes Dismissed at Noon (4:00 p.m. and evening classes will meet)	
Columbus Day - No Classes (College Offices Closed)	Monday, October 9
Constitution Examination	Thursday, October 12
Mid-Semester Date	Friday, October 20
ACT Test Date	Saturday, October 21
Thanksgiving Vacation Begins	Wednesday, November 22, 10:00 p.m.
College Offices Closed	Thursday - Saturday November 23 - 25
Classes Resume	Monday, November 27
ACT Test Date	Saturday, December 9
Final Examinations	Monday - Thursday December 18 - 21
Final Grades Due in Registrar's Office	Friday, December 22, 4:00 p.m.
College Closed	Monday, December 25, 1978 - Monday, January 1, 1979

February 27, 1978

SAUK VALLEY COLLEGETENTATIVE ACADEMIC CALENDARSPRING SEMESTER 1979

Early Registration	Begins Monday, November 27, 1978
Last Day for Pre-Registered Students to Pay	Friday, January 8, 1979
Regular Registration	Thursday, January 11, 1979 9:00 a.m. - 8:30 p.m.
Classes Begin	Monday, January 15
Late Registration	Monday, January 15 - Friday, January 19
Registrations after this period will be permitted only with the signature of the instructor or the institutional Dean.	
ACT Test Date	Saturday, February 10
Lincoln's Birthday - No Classes (College Offices Closed)	Monday, February 12
Washington's Birthday - No Classes (College Offices Closed)	Monday, February 19
Mid-Semester Date	Friday, March 9
Constitution Examination	Thursday, March 15
Spring Vacation Begins	Friday, April 6, 5:00 p.m.
ACT Test Date	Saturday, April 7
Good Friday, College Offices Closed	Friday, April 13
Classes Resume	Tuesday, April 17
Constitution Examination	Thursday, April 19
Final Examinations	Monday - Thursday, May 14 - May 17
All Grades for Prospective Graduates Due in Registrar's Office	Thursday, May 17, 4:00 p.m..
All Grades Due in Registrar's Office	Monday, May 21, 9:00 a.m.
Commencement	Wednesday, May 23
Memorial Day - College Offices Closed	Wednesday, May 30

February 22, 1978

SAUK VALLEY COLLEGETENTATIVE ACADEMIC CALENDARSUMMER SESSION 1979

Registration	Thursday, June 7 9:00 a.m. - 8:30 p.m.
Classes Begin	Monday, June 11
Late Registration	Monday, Tuesday, June 11, 12
ACT Test Date	Saturday, June 23
Independence Day - No Classes (College Offices Closed)	Wednesday, July 4
Mid-Term	Thursday, July 5
Final Examinations	Wednesday, Thursday August 1, 2
All Grades Due in Registrar's Office	Friday, August 3, 12:00 Noon

SAUK VALLEY COLLEGETENTATIVE ACADEMIC CALENDARFALL SEMESTER 1979

Early Registration, Payment of Fees	Begins Monday, July 2, 1979
Regular Registration	Thursday, August 23, 1979 9:00 a.m. - 8:30 p.m.
Faculty Orientation	Friday, August 24
Classes Begin	Monday, August 27
Late Registration	Monday, August 27 - Friday, August 31
Last Day for Course Change	Friday, August 31
Registrations after this period will be permitted only with the signature of the instructor or the institutional Dean.	
Labor Day - No Classes (College Offices Closed)	Monday, September 3
Pow Wow Day - Classes Dismissed at Noon (4:00 p.m. and evening classes will meet)	
ACT Test Date	
Columbus Day - No Classes (College Offices Closed)	Monday, October 8
Constitution Examination	Thursday, October 11
Mid-Semester Date	Friday, October 19
ACT Test Date	
Thanksgiving Vacation Begins	Wednesday, November 21, 10:00 p.m.
College Offices Closed	Thursday - Saturday November 22 - 24
Classes Resume	Monday, November 26
Final Examinations	Monday - Thursday December 17 - 20
Final Grades Due in Registrar's Office	Friday, December 21, 4:00 p.m.
College Closed	Monday, Tuesday, December 24, 25 - Monday, Tuesday, December 31, 1979, January 1, 1980

February 27, 1978

SAUK VALLEY COLLEGETENTATIVE ACADEMIC CALENDARSPRING SEMESTER 1980

Early Registration	Begins Monday, November 24, 1979
Last Day for Pre-Registered Students to Pay	Friday, January 4, 1980
Regular Registration	Thursday, January 10, 1980 9:00 a.m. - 8:30 p.m.
Classes Begin	Monday, January 14
Late Registration	Monday, January 14
Last Day for Course Change	Friday, January 18
Registrations after this period will be permitted only with the signature of the instructor or the institutional Dean.	
ACT Test Date	
Lincoln's Birthday - No Classes (College Offices Closed)	Tuesday, February 12
Washington's Birthday - No Classes (College Offices Closed)	Monday, February 18
Mid-Semester Date	Friday, March 7
Constitution Examination	Thursday, March 13
Spring Vacation Begins	Friday, March 28, 5:00 p.m.
Good Friday - College Offices Closed	Friday, April 4
Classes Resume	Tuesday, April 8
ACT Test Date	
Constitution Examination	Thursday, April 17
Final Examinations	Monday - Thursday May 12 - 15
All Grades for Prospective Graduates Due in Registrar's Office	Thursday, May 15, 4:00 p.m.
All Grades Due in Registrar's Office	Monday, May 19, 9:00 a.m.
Commencement	Wednesday, May 21
Memorial Day - College Offices Closed	Friday, May 30

February 27, 1978

SAUK VALLEY COLLEGETENTATIVE ACADEMIC CALENDARSUMMER SESSION 1980

Registration	Thursday, June 5 9:00 a.m. - 8:30 p.m.
Classes Begin	Monday, June 9
Late Registration	Monday, Tuesday June 9, 10
ACT Test Date	
Mid-Term	Thursday, July 3
Independence Day - No Classes (College Offices Closed)	Friday, July 4
Final Examinations	Wednesday, Thursday July 30, 31
All Grades Due in Registrar's Office	Friday, August 1, 12:00 Noon

SAUK VALLEY COLLEGE

D-4

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 8, 1978

MEMORANDUM

TO: Dr. Cole
Bob

FROM: Robert Edison

RE: Supply funds for Community Theatre group.

Inasmuch as Mr. McLean's Educational Budget is drawn from the Humanities Supply Account, the budget adjustment for this expenditure would be as follows:

110-500-543	Humanities Materials and Supplies-	Increase	\$100.
194-000-541	Research Materials and Supplies -	Decrease	\$100.

SAUK VALLEY COLLEGE

R-4a

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 3, 1978

MEMORANDUM

TO: Dr. Cole

CC: Dr. Williams

RW

As I informed you recently, we are making every effort possible to open up the downstairs Snack Bar area. This was a proposal that came from our conference at Stronghold, in an effort to improve the student atmosphere on the campus.

In working with Tom Tilton of Servomation, he has indicated that the only item that is necessary for that operation, which does not exist at the present time, is a Deep Fat Fryer.

We have located this item at a total cost of \$805.00.

I talked with Jim Peterman at the DVTE office in Springfield this morning, and he assured me that this piece of equipment would be reimbursable at the 50% rate, if it is included in next year's equipment approvals. Therefore, Sauk Valley College has to expend an amount equal to \$403.00.

In reviewing our equipment purchases for this year, I have noted that several items have not been purchased for various reasons, hence, I am asking for a budget transfer which would allow us to have the funds to purchase this item immediately.

That budget transfer is as follows:

LP Nursing	\$150.00
AD Nursing	150.00
Heating &	
Air Conditioning	200.00

Total \$500.00 transfer to Food Service Equipment Account.

I would request that this transfer occur at the next regularly scheduled Board of Trustees' meeting so that we might get the Snack Bar in operation as soon as possible.

Thanks for your cooperation.

lm.

SAUK VALLEY COLLEGE

1246

RURAL ROUTE ONE

DIXON, ILLINOIS 61021

DATE March 13, 1978

MEMORANDUM

O: Dr. George E. Cole

ROM: John E. Sagmoe

RE: BUDGET TRANSFER

The Sauk Valley College Indoor Track Team has qualified one member, Dan Milnes, Morrison, for the National Junior College Track Meet to be held in Warren, Michigan on March 16, 17, and 18.

Dan has qualified in the 60-yard dash with times that exceed the national qualifying time. The following recommendation has been reviewed and approved by the Coordinator of Student Activities and the Associated Students' Board.

RECOMMENDATION:

It is recommended that \$262.00 be transferred from the Restricted Purposes - Reserved Carry-Over Account to Restricted Purposes Account - Athletics #252.

JES/vld

Enclosures

c.c. Claire Buschmann
Dan Mabee
Frank Palumbo
Dean Robert Edison

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 13, 1978

MEMORANDUM

TO: John Sagmoe

FROM: Claire Buschmann

Dan Milnes has qualified to participate in the NJCAA Track Championships at Warren, Michigan on March 16-18, 1978.

I have had the opportunity to poll numerous A.S.B. members who expressed approval of a transfer of funds to cover the expenses of Dan's participation in the company of his coach, Dan Mabee.

Thus I recommend that \$262.00 be transferred from the Carry-Over Account to the Restricted Purposes Account - Athletics #252.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 13, 1978

MEMORANDUM

TO: John E. Sagmoe

FROM: Dan Mabee

Dan Milnes has qualified for the National Junior College Track Meet with four 60-yard dash performances at the national qualifying time and two performances which exceed the national time of 6.4 for the 60-yard dash.

vld

SAUK VALLEY COLLEGE

E2

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 3-13-78

MEMORANDUM

TO: President Cole

Bob

FROM: Robert Edison

Re: Board Meeting 3-13-78
Purchase of Tractor

In 1967 the college purchased a used tractor and loader from Mr. Schuler at the time we purchased his land and farm buildings. This purchase involved what is considered to be a small farm tractor, or more specifically an International 606. We rebuilt this tractor in 1970 and again in 1976 and it is utilized very heavily around the campus for snow removal, fence and grounds dirt work, limited excavating, gravel hauling, use with 80" rotary mower, backfill work, and lifting of heavy items from the dock area.

Last year at some time or another I indicated that the college would need another tractor to replace and/or supplement the small Ford tractor and the 606 farm tractor. I have recently obtained specifications for the tractor which the building staff would like to purchase and I would estimate that the cost of this tractor with loader would approximate \$11,000, as a crude estimate.

It would seem premature and/or foolish to advertise and spec this tractor within our district unless the purchase thereof were to be given serious consideration.

QUESTION FOR BOARD OF TRUSTEES: Should we proceed with the specs and the bidding of a new tractor at this time?

RE:fsb

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

D3c

DATE March 8, 1978

MEMORANDUM

O: SVC Board of Trustees

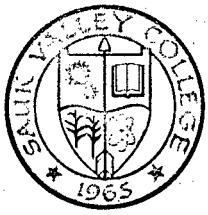
FROM: Dr. Cole G.E.C.

RE: Retirement of Dean Noah Bunch

Dean Bunch has announced his retirement effective June 30, 1979 (see attached letter). Through careful planning we will be able to eliminate one administrative position in the Arts and Science area by the close of the 1978-79 academic year. During the 78-79 year we will conduct a search for a replacement for Dean Bunch and will eliminate the position of Assistant Dean of Arts and Science.

RECOMMENDATION: "The Board accept the resignation of Dean Bunch effective June 30, 1979, with the understanding that after his retirement there will be only one academic administrator in the Arts and Science area."

js



SAUK VALLEY COLLEGE

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

March 7, 1978

Dr. George E. Cole
R.R. #1
Dixon, IL 61021

Dear Dr. Cole:

This letter will confirm my conversations with you over the past two years regarding my early retirement.

My plans are to retire on July 1, 1979. At that time my service record in Illinois will be 35 years which permits retirement without penalty. This record has been confirmed with the Illinois Teacher's Retirement System and the University Retirement System.

The pending grievances and litigation may be a deterrent factor in my retirement. I would appreciate a letter from the Board of Trustee's legal council confirming my status if such actions are implemented consequent to my retirement.

The many considerations that you and the Board of Trustees have extended to me are deeply appreciated. You can be assured that I will cooperate in every way possible to make the transition of my office as Dean of Arts and Sciences with the Administration and Faculty as effectively as possible.

The challenge of working with you as Dean of Arts and Sciences has been very rewarding. Sauk Valley College has made relentless progress under your administrative leadership.

My special thanks.

Sincerely,

Noah A. Bunch

Noah A. Bunch

NB:ejr

NOTICE OF ELECTION FOR MEMBERS OF THE
BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NUMBER 506

NOTICE IS HEREBY GIVEN That on Saturday, the 8th day of April, 1978, an election will be held in and for Community College District Number 506, State of Illinois, for the purpose of electing two members to the Board of said District for the full term.

For the purpose of this election, the following precincts and polling places are hereby established:

PRECINCT NO. 1

Shall consist of all that part of Prophetstown-Lyndon Community Unit District Number 3, Whiteside and Henry Counties, Illinois, lying within Community College District Number 506, described as that part of the District which lies North of the Rock River.

POLLING PLACE: Lyndon Municipal Building, Lyndon, Illinois

PRECINCT NO. 2

Shall consist of all that part of Prophetstown-Lyndon Community Unit District Number 3, Whiteside and Henry Counties, Illinois, lying within Community College District Number 506, described as that part of the District which lies South of the Rock River.

POLLING PLACE: Prophetstown Fire Station, Prophetstown, Illinois.

PRECINCT NO. 3

Shall consist of all that part of Community Unit School District No. 5, lying within Community College District Number 506, located within Township 21 North, Range 7 East of the 4th P.M., Whiteside County, Illinois, and Range 8 East of the 4th P.M., Lee County, Illinois, commonly known as Sterling Township in Whiteside County and Palmyra Township in Lee County, which lies East of the center line of Locust Street and the center line of Route 88 in the City of Sterling, Illinois, and South of a line described as follows: The center line of LeFevre Road extended East from Locust Street to Freeport Road, South on the center line of Freeport Road to Illinois State Highway 2, commonly known as East Lincolnway, and East on the center line of Illinois State Highway 2 to the East line of the District.

POLLING PLACE: Lincoln School
1501 East 6th Street, Sterling, Illinois

PRECINCT NO. 4

Shall consist of all that part of Community Unit School District Number 5, Whiteside and Lee Counties, Illinois, lying within Community College District Number 506, located within Townships 21 and 22 North, Range 7 East of the 4th P.M., Whiteside County, Illinois, commonly known as Sterling and Jordan Townships, which lies West of the center line of Locust Street and the center line of Route 88 as extended North and South in and from the City of Sterling, Illinois.

POLLING PLACE: Washington School, 815 West LeFevre Road, Sterling, Illinois.

PRECINCT NO. 5

Shall consist of all that part of Community Unit School District Number 5, lying within Community College District Number 506, located within Townships 21

and 22 North, Range 7 East of the 4th P.M., Whiteside County, Illinois, and Range 8 East of the 4th P.M., Lee County, Illinois, commonly known as Sterling and Jordan Townships in Whiteside County, and Palmyra Township in Lee County, which lies East of the center line of Locust Street and the center line of Route 88 as extended North and South in and from the City of Sterling, Illinois and North of a line described as follows: the center line of LeFevre Road extended East from Locust Street to Freeport Road, South on the center line of Freeport Road to Illinois State Highway 2, commonly known as East Lincolnway and East on the center line of Illinois State Highway 2, to the East line of the District.

POLLING PLACE: Sterling High School, Southeast Entryway
1603 Fifth Avenue, Sterling, Illinois

PRECINCT NO. 6

Shall consist of all that part of Community College District Number 506 which is located within Townships 20, 21 and 22 North, Range 6 East of the 4th P.M., Whiteside County, Illinois, commonly known as Lyndon, Hopkins and Genesee Townships.

POLLING PLACE: Galt Junior High School, Galt, Illinois

PRECINCT NO. 7

Shall consist of all that part of Rock Falls Township High School District Number 301, Whiteside and Lee Counties, Illinois, lying in the County of Lee, State of Illinois, all within Community College District Number 506.

POLLING PLACE: Nelson School, Nelson, Illinois.

PRECINCT NO. 8

Shall consist of all that part of Rock Falls Township High School District Number 301, Whiteside and Lee Counties, Illinois, lying within the County of Whiteside, State of Illinois, all within Community College District Number 506.

POLLING PLACE: Rock Falls High School, 101 - 12th Avenue,
Rock Falls, Illinois

PRECINCT NO. 9

Shall consist of all that part of Dixon Unit School District Number 170, Lee and Ogle Counties, Illinois, lying within Community College District Number 506, described as: That part of the District which is located within Sections 4, 5, 6, 7, 8, and 9 in Township 22 North, Range 9 East of the 4th P.M., Ogle County, Illinois, commonly known as Grand Detour Township and also that part of said Unit School District in Lee County, Illinois, which is located North and West of Rock River, except that part which is located in Precinct No. 10, the excepted portion being the area East and South of a line drawn as follows: Commencing at the North end of the Galena Avenue Bridge over Rock River and running North along the center of North Galena Avenue to an extension of the West line of Chapel Hill Memorial Park; thence North to the South line of the Dixon Country Club property; thence due East to Rock River.

POLLING PLACE: The Jefferson School, 4th Avenue, Dixon, Illinois.

PRECINCT NO. 10

Shall consist of all that part of Dixon Unit School District Number 170, Lee and Ogle Counties, Illinois, lying within Community College District Number 506, described as: That part of the District which lies North of Rock River and South and East of a line drawn as follows: Commencing at the North end of the Galena

Avenue Bridge over Rock River and running North along the center of North Galena Avenue to an extension of the West line of Chapel Hill Memorial Park; thence North to the South line of the Dixon Country Club property; thence due East to Rock River.

POLLING PLACE: The Washington School, 703 East Morgan, Dixon, Illinois.

PRECINCT NO. 11

Shall consist of all that part of Dixon Unit School District Number 170, Lee and Ogle Counties, Illinois, lying within Community College District Number 506, described as: That part of the District in Ogle County, Illinois, which is located West and North of Rock River and East of the East line of Section 4 in Township 22 North, Range 9 East of the 4th P.M., commonly known as Grand Detour Township, and also that part of the District in Lee County, Illinois in Townships 21 and 22 North, Range 9 East, commonly known as Dixon Township, and Townships 21 and 22 North, Range 10 East, commonly known as Nachusa, which lies East of Rock River and North and East of the following line: Commencing at the intersection of the East bank of Rock River with a point 20 rods North of the South line of Section 22 in Dixon Township; thence East to State Highway Route No. 2; thence South along the center of said Route No. 2 to a point 20 rods South of the center of Section 26 (said point being 20 rods South of the Hill Corner); thence East to a line 1/4 mile East of the boundary line between Sections 25 and 26 in Dixon Township, and South along this line to the South boundary line of School District 170; thence East and South to the East boundary of the school district.

POLLING PLACE: The Grand Detour School, Grand Detour, Illinois.

PRECINCT NO. 12

Shall consist of all that part of Dixon Unit School District Number 170, Lee and Ogle Counties, Illinois, lying within Community College District Number 506, described as: That part of the District bounded on the North by Rock River, on the West by the Illinois Central Railroad main line right-of-way, on the South by Seventh Street and on the East by a line drawn as follows: Commencing at the Southwest corner of Oakwood Cemetery; thence North to the Northwest corner of Oakwood Cemetery; thence East along the North line of the cemetery to the Northeast corner thereof; thence Northerly to the Southeast corner of Idlewild Subdivision; thence North to the Northeast corner of Idlewild Subdivision; thence West to Ravine Avenue and thence Northerly along the center line of Ravine Avenue to Rock River.

POLLING PLACE: The South Central School, 207 Fifth, Dixon, Illinois.

PRECINCT NO. 13

Shall consist of all that part of Dixon Unit School District Number 170, Lee and Ogle Counties, Illinois, lying within Community College District Number 506, described as: That part of the District bounded on the North by Rock River, on the East by the Illinois Central Railroad main line right-of-way, on the South by the middle line of Sections 7 and 8 in Township 21 North, Range 9 East, Lee County, Illinois, commonly known as South Dixon and on the West by the West lines of Townships 21 and 22 North, Range 9 East, Lee County, Illinois, commonly known as Dixon and South Dixon Townships.

POLLING PLACE: The Lincoln School, Lincoln Avenue, Dixon, Illinois.

PRECINCT NO. 14

Shall consist of all that part of Dixon Unit School District Number 170, Lee and Ogle Counties, Illinois, lying within Community College District Number 506,

described as: That part of the District lying South and East of Rock River which is not included in Precincts Nos. 10, 11 and 12, the area included in the Precinct being as follows: Commencing at the intersection of the Easterly bank of Rock River with an extension of the center line of Ravine Avenue in the City of Dixon, and running Northeasterly along Rock River to a point 20 rods North of the South line of Section 22 in Township 22 North, Range 9 East, commonly known as Dixon Township; thence East to the center line of State Bond Issue Route No. 2; thence South along the center of said Route No. 2 to a point 20 rods South of the center of Section 26 in Dixon Township; thence East to a line 1/4 mile East of the boundary line between Sections 25 and 26 in said Dixon Township; and South along this line to the South boundary line of School District 170; thence following the East, South, and West boundaries of the District to the intersection of the West boundary of the District with the South bank of Rock River; thence Easterly along the South bank of Rock River to the West line of said Dixon Township; thence South to the center of the West line of Section 7 in Township 21 North, Range 9 East, commonly known as South Dixon Township; thence East along the center of Sections 7 and 8 to the Illinois Central Railroad main line right-of-way; thence Northerly along said railroad right-of-way to the center line of Seventh Street in the City of Dixon; thence Easterly along the center line of Seventh Street to an extension of the Westerly line of Oakwood Cemetery; thence Northerly along said Westerly line of Oakwood Cemetery to the Northwest corner thereof; thence Easterly along the North line of the Cemetery to the Northeast corner thereof; thence Northerly to the Southeast corner of Idlewild Subdivision; thence North to the Northeast corner of Idlewild Subdivision; thence West to Ravine Avenue and thence Northerly along the center line of Ravine Avenue to Rock River.

POLLING PLACE: The Madison School, 620 Division Street, Dixon, Illinois.

PRECINCT NO. 15

Shall consist of all that part of Community College District Number 506, which is situated within Tampico Community Unit District Number 4, Whiteside and Bureau Counties, Illinois.

POLLING PLACE: Tampico High School, Tampico, Illinois.

PRECINCT NO. 16

Shall consist of all that part of Amboy Community Unit School District Number 272, Lee County, Illinois, which is located within that portion of Townships 20 and 21 North, Range Ten East of the 4th P.M., Lee County, Illinois, commonly known as Amboy and ~~China~~ Townships, all within Community College District Number 506.

POLLING PLACE: Amboy City Hall, Amboy, Illinois.

PRECINCT NO. 17

Shall consist of all that part of Amboy Community Unit School District Number 272, Lee County, Illinois, which is located within that portion of Townships 19 and 20 North, Range Eleven East of the 4th P.M., Lee County, Illinois, commonly known as Sublette and Lee Center Townships, all within Community College District Number 506.

POLLING PLACE: Ellice Dinges Elementary School, Sublette, Illinois.

PRECINCT NO. 18

Shall consist of all that part of Amboy Community Unit School District Number 272, Lee County, Illinois, which is located within Township 19 North, Ranges 9 and 10 East of the 4th P.M., Lee County, Illinois, commonly known as East

Grove and May Townships, all within Community College District Number 506.

POLLING PLACE: Maytown Elementary School, Maytown, Illinois.

PRECINCT NO. 19

Shall consist of all that part of Amboy Community Unit School District Number 272, Lee County, Illinois, which is located within Township 20 North, Range 9 East of the 4th P.M., Lee County, Illinois, commonly known as Marion Township, within Community College District Number 506.

POLLING PLACE: Walton Elementary School, Walton, Illinois.

PRECINCT NO. 20

Shall consist of all that part of Amboy Community Unit School District Number 272, Lee County, Illinois, which is located within that portion of Township 21 North, Ranges 9 and 10 East of the 4th P.M., Lee County, Illinois, commonly known as South Dixon and Nachusa Townships, all within Community College District Number 506.

POLLING PLACE: Eldena Elementary School, Eldena, Illinois.

PRECINCT NO. 21

Shall consist of all that part of Amboy Community Unit School District Number 272, Lee County, Illinois, which is located within Townships 19 and 20 North, Range 8 East of the 4th P.M., Lee County, Illinois, commonly known as Hamilton and Harmon Townships, all within Community College District Number 506.

POLLING PLACE: Harmon Hall, Harmon, Illinois.

PRECINCT NO. 22

Shall consist of all that part of Community College District Number 506, which is situated within Walnut Community High School District Number 508, Bureau, Lee and Whiteside Counties, Illinois.

POLLING PLACE: Art Room, Walnut High School, Walnut, Illinois.

PRECINCT NO. 23

Shall consist of all that part of Community College District Number 506 which is situated within Polo Community Unit School District Number 222, Ogle, Lee and Whiteside Counties, Illinois.

POLLING PLACE: Polo Community High School, Polo, Illinois.

PRECINCT NO. 24

Shall consist of all that part of Ohio Community High School District Number 505, Bureau and Lee Counties, Illinois, which is situated within Community College District Number 506.

POLLING PLACE: Ohio High School, Ohio, Illinois

PRECINCT NO. 25

Shall consist of all that part of Lee Center Community Unit School District Number 271, Lee and Ogle Counties, Illinois, situated in Ranges 10 and 11 East of the 4th P.M. in Lee and Ogle Counties, Illinois and lying North of the highway designated

as U. S. Route #30, which is situated within Community College District Number 506.

POLLING PLACE: Town Hall, Franklin Grove, Illinois.

PRECINCT NO. 26

Shall consist of all that part of Lee Center Community Unit School District Number 271, Lee and Ogle Counties, Illinois, lying West of County Highway No. 6, commonly known as the West Brooklyn Spur, except that part thereof lying North of the highway designated as U. S. Route 30, which is situated within Community College District Number 506.

POLLING PLACE: Public School Building of said District situated in the unincorporated area known as Lee Center in Sections 6 and 7, Township 20 North, Range 11 East of the 4th P.M., Lee County, Illinois.

PRECINCT NO. 27

Shall consist of all that part of Community College District Number 506 which is situated within Morrison Community Unit School District Number 6, Whiteside County, Illinois.

POLLING PLACE: Morrison High School, Morrison, Illinois.

PRECINCT NO. 28

Shall consist of all that part of Community College District Number 506 which is situated within Thomson Community Unit School District Number 301, Carroll County, Illinois.

POLLING PLACE: Thomson High School Cafeteria, Thomson, Illinois

PRECINCT NO. 29

Shall consist of all that part of Community College District Number 506 which is situated within Ashton Community Unit School District No. 275, Lee County, Illinois.

POLLING PLACE: Ashton High School, Ashton, Illinois

PRECINCT NO. 30

Shall consist of all that part of Community College District Number 506 which is situated within Chadwick Community Unit School District Number 399, Carroll County, Illinois.

POLLING PLACE: Chadwick High School, Chadwick, Illinois

PRECINCT NO. 31

Shall consist of all that part of River Bend Community Unit School District Number 2 Whiteside County, Illinois, lying within Community College District Number 506, which is situated North of the Garden Plain Road.

High School

POLLING PLACE: Fulton ~~Fire~~ Station, Fulton, Illinois

PRECINCT NO. 32

Shall consist of all that part of River Bend Community Unit School District Number 2, Whiteside County, Illinois, lying within Community College District Number

506, which is situated South of the Garden Plain Road.

Grade School

POLLING PLACE: Albany ~~Municipal Building~~, Albany, Illinois

PRECINCT NO. 33

Shall consist of all that part of Community College District Number 506 which is situated within Milledgeville Community Unit School District Number 312, Carroll County, Illinois.

POLLING PLACE: Milledgeville City Hall, Milledgeville, Illinois

The polls will be opened at 12:00 o'clock Noon and closed at 7:00 P.M. on the same day.

By order of the Community College Board of said District.

Dated this 13th day of March, 1978.

Ronald F. Coplan

Chairman

Lorna Keefer

Secretary

SAUK VALLEY COLLEGE

D3e

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 8, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole Q. E. C.

RE: Creation of Gifts and Grants Office

In my opinion, Sauk has neglected to develop an awareness among the faculty and staff of alternative funding opportunities through state, federal and foundation grants. Last year we held a workshop for interested faculty sponsored by the Faculty Development Committee. A few of our staff and faculty have done some work in this area with some success.

I would like to establish an office of Gifts and Grants. This would mean the creation of an account in our budget and providing some money for travel to workshops and necessary publications. The purpose of this office would be to make the college aware of funding possibilities, to assist staff in gathering data and the writing of grant proposals, and to follow up on the progress of grants that are submitted.

RECOMMENDATION: "That Frank Pintozzi be assigned the responsibility of creating an Office of Gifts and Grants in addition to his regular duties. That an expenditure for supplies and travel for that office be included in the 1978-79 budget for an amount not to exceed \$3,000."

js

SAUK VALLEY COLLEGE

D3 b

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 8, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole G.E.C.

RE: Re-organization of the Data Processing Center

When the current registration process is converted to an on-line computer terminal system it will be necessary to re-organize the Data Processing Center and the Registrar's Office. It is recommended that Walter Clevenger's responsibilities and title be changed to encompass these additional responsibilities, and that Alan Pfeifer be assigned the direct responsibility of the Registrar's Office, reporting to Mr. Clevenger.

RECOMMENDATION: "The Director of Data Processing have his title changed to Director- College Data Services and Management Information Systems. That Alan Pfeifer be given the title Associate Director - College Data Services and Management Information Systems. That recognition of these additional duties be acknowledged when salary increases are given to administrators.

js

SAUK VALLEY COLLEGE

D3d

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 8, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole

G.F.C.

RE: Elimination of position of Director of Admissions/Recruitment

At the present time Sauk Valley College has more than 5,000 students enrolled. Of this number 3,000 were enrolled by the 10th day of the semester and more than 2,000 came in during the semester through the Community Services Program. Of the 3,003 enrolled by the 10th day, 2,174 were part-time students and 829 were full-time students. When these 3,003 students are classified according to program and curriculum the following pattern emerges:

Associate in Arts	-	277
Associate in Science	-	<u>422</u>
Total		699
Associate in		
Applied Science	-	854
Collegiate Vocational	-	<u>629</u>
Total		1483
Undecided		821

The data suggests that the part-time students at Sauk Valley outnumber the full-time students by more than 5 to 1. The data also demonstrates that of the 2,182 students who have disclosed their major at Sauk, more than 2/3rds of this number are pursuing career or vocational plans. The data also indicates that there are 3,000 students enrolled at Sauk this spring who have not made up their mind. More than 2,000 of these became enrolled at Sauk through the Community Service out-reach program.

In my opinion, student recruitment should be the job of everyone who works at Sauk Valley College. In the past we have been more successful in attracting students than we have been in retaining them. We need to streamline the information services offered to student and to maximize the flexibility of our systems in helping them to register, drop, add, and meet with teachers, counselors and administrators.

SVC Board of Trustees
March 8, 1978
Page 2

Special efforts will have to be made to orient all of our part-time teachers, and to encourage our full-time faculty to visit with their counterparts in our area high schools. Academic advising should continue to be a job performed primarily by faculty, and closer relationships should be developed between faculty and students who have decided upon a major area of study. General sessions should continue for those students who need more information before they decide on an area of study. In my opinion, this relationship is too complex to leave only to the counselors (both at Sauk and in the high schools) and to a director of admissions. At the present time our Career Ed faculty visit regularly with local industry, social agencies, hospitals, and Whiteside Area Vocational Center. It is my opinion that the students would be better served if our Arts and Science faculty would meet more frequently with area high school students and have information sessions with the high school faculty.

I am reasonably sure that most of the high schools have large numbers of students who have little contact with high school counselors, little awareness of the services offered by Sauk, and little or no idea of what they will do when they graduate. I feel this group could and must be better served in the future.

RECOMMENDATION: "The position of Director of Admissions and Recruitment be eliminated, effective June 30, 1978."

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 23, 1978

MEMORANDUM

TO: Dr. George E. Cole

FROM: John E. Sagmoe

I realize that in terms of the financial condition of the college as President you are being faced with a number of difficult decisions. However, as Dean of Student Services I do feel a strong responsibility to caution the implications of retrenchment in the Student Admissions area. Enrollment is dropping and it seems reasonable to expect that perhaps we should invest even more in recruitment activities and particularly high school articulation relationships. I am also aware that other administrators and staff are recommending Mack Warren's retrenchment, however, I would question, on what basis.

In terms of high school relationships with area counselors and personnel, Mack carries a great deal of respect and personal influence on behalf of the College. According to my input from high schools in the area, he is well-received and conducts a program that is consistent with the College philosophy. He is a professional and obviously not a flim-flam man or an overly flamboyant salesman. Sometime, our faculty associates a more assertive and aggressive person with a quality admissions and recruitment program. In view of the fact that close of one-half of the Admissions Office work is either off-campus or in off-campus activities, I think it should be noted that evaluations of that sector also be considered.

From a Student Personnel point of view, the functions of the Admissions and Recruitment Office will have to be retained somewhere within the institution if we are to continue to offer an effective program of services to our students.

Even the Illinois Community College Board recognizes that the admission process is necessary even with an open-door philosophy.

"Community college education in Illinois is opportunity oriented. Admission is essentially open door to the College, but there may be limitations and prerequisites to specific curriculums and courses. The goal is to get students in, help them find something they want and/or need to do, allow them to complete it and send them on their way. . . We must be prepared to deal with the educational, emotional, and intellectual disparity among students that the open door implies. . ."

Memo To: Dr. George E. Cole
Page #2
February 23, 1978

At Sauk Valley College, some of the various admissions functions that will have to be continued include:

- 1) All of the general admission procedures for new full-time students,
- 2) Transfer student admissions, which includes intensive transcript evaluations which are currently conducted by the Office of Admissions. Obviously, these must be consistent with the AACRO guidelines for certification of academic work in American Colleges and Universities,
- 3) Veterans admissions, including evaluation of USAFI credits, CLEP credits, PE credits, and validity of DD-214's,
- 4) Health admissions and all of the various selective requirements that have been incorporated in the process of admitting these students,
- 5) Admission of students who are currently enrolled in high school and the necessary communications that must take place within the various high schools for these programs,
- 6) Admission of foreign students, and needless-to-say, the numerous government forms and procedures that must remain intact for students to remain in this country. In addition to the documentation of literacy and English language ability,
- 7) In-district, out-of-district, out-of-state determinations,
- 8) Determinations of credit by prior experience including acceptance of armed forces college experience, credit by evaluation and proficiency,
- 9) Administration and supervision of the College Level Examination Program (CLEP)

The preceding and numerous other activities are internal functions that are often unseen but are most important in assisting students in getting off to a good start at our college. They are time-consuming but they are necessary.

In my opinion, the College will continue to need a strong Admissions/Recruitment program in one form or the other. As I have indicated in previous conferences, I have recommended that both Admissions and Registration be combined. I still feel this way, and in my opinion, Mack Warren is one professional on our staff who should at least be given the opportunity to move into that type of position if it is available. I also realize that you may not have the option available in terms of the directives the Board may have given you, however, it must be realized that these functional responsibilities will still remain no matter what is done with the position.

JES/vld

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 9, 1978

-MEMORANDUM

TO: SVC Board of Trustees

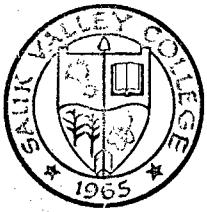
FROM: Dr. Cole C. E. C.

RE: ELIMINATION OF POSITION OF DIRECTOR OF ADMISSIONS

Approximately one hour after the Board Packet was mailed on Wednesday, Mack Warren arrived with the attached material asking that it be distributed to the Board members. I am complying with his request.

I would like to stress that Mr. Warren is not being dismissed for cause. We are eliminating the position because of financial pressure. One of the major reasons this particular position was selected for retrenchment is because I feel the responsibilities involved could most easily be absorbed by other administrative staff members.

js



SAUK VALLEY COLLEGE

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

March 8, 1978

Dear Members of the Board of Trustees:

On March 1, 1978, I received a memo from President Cole in which he communicated his intention to recommend to you, the Board of Trustees members, to approve the retrenchment of the Office of Admissions and Recruitment.

As a result of this intended action, I have prepared a simple reply that I believe is as objective as possible under the circumstances.

I have stated my concern in the form of questions that I believe are important enough to merit further study before a final decision is reached.

Thank you for your time and concern in this very important matter to me.

Sincerely,

Mack A. Warren
Mack A. Warren
Director of Admissions
Charter Member

MAW/jmw

In regard to President Cole's recent decision to recommend retrenchment of the Office of Admissions and Student Recruitment, please ask yourself the following questions:

Question 1: How will such retrenchment effect the overall operation and effectiveness of Sauk Valley College? Will it negatively influence the following:

- (a) cause a decrease in high school age enrollment?
- (b) cause a loss of trust with area secondary educators in the district? (See exhibit 1)
- (c) cause an immeasurable number of community residents to withdraw their prior support to Sauk Valley College?
- (d) cause a serious problem with North Central Association membership due to loss of a centralized Admissions and Records Office?

Question 2: Has the Director of Admissions done a good job at Sauk Valley College for the past 12 years?

Evaluations have always been positive and at no time has the Dean of Student Services written criticism of the effectiveness and general operation of the services. (See exhibit 2)

Question 3: What about enrollment at Sauk Valley College?

The Office of Admissions predicted low enrollment for Fall 1977 in an "Enrollment Study 1966-1980" completed on a request by the Dean of Students as an item of Management By Objections for 1977-78. Please note that the data in Chart II of Exhibit 3 predicts that fall 1977 enrollment was predicted to fall between 1331 and 1597 Full-Time Equivalent (FTE). The FTE as reported for Fall 1977 in "Students Who Attend" published by the Registrar showed the ACTUAL FALL '77 FTE of 1582. This figure is within the range predicted. (See exhibit 3)

Question 4: Why have a vast majority of the 3,000 community colleges in the U. S. kept in tact their Admissions and Records Offices? Why have declining enrollments caused a national trend to increase expenditures for Admissions and Recruitment in community colleges rather than retrench them as President Cole recommends? (See exhibit 4)

Question 5: What are the ethics of choosing successful charter faculty to effect retrenchment without offer of any other employment options at the college? Is such a decision the best and only solution that the Sauk Valley College President can present using all of his faculty, administrators, and community input possibilities?

Question 6: Should personnel cuts be made prior to a formalized budget for next year is presented to the board for analysis and priority setting?

Summary Statement: It is imperative that decisions which involve the lives and livelihood of a charter faculty member be made in absolute certainty that: 1) The decision to release the Director of Admissions is based totally on objective educational data and unbiased by personality; 2) the decision is one that will cause the least amount of irreparable damage to Sauk Valley College as it relates to the community it serves.

EXHIBIT I

WHO AND WHAT IS A COMMUNITY
COLLEGE ADMISSIONS OFFICER?

by

Mack A. Warren

School and Community Relations
EDUC 572, Spring 1977, SVC
Dr. David Carr

CONTENTS

- I. Introductory Statement--Who and What is a Community College Admissions Officer?
- II. What are the Duties?
 1. Carry out basic admissions policy
 2. Recruitment
 - a. Philosophy of SVC Recruitment
 - b. Vehicles of SVC Recruitment
 3. Applications and Records
 4. Selective Admissions
 5. Evaluation of College Transcripts
 6. Articulate with High Schools and Four-Year Colleges
 7. Research
- III. Summary Statement

Who and What is a Community College Admissions Officer?

A community college admissions officer is a professional educator; public relations spokesman; counselor; financial aid information giver; educational articulation expert; transcript evaluator; researcher; trend setter; barometer of public opinion; image builder and is involved in every function of the community college.

"Community college admissions officers are an integral part of the operation of a community college."¹ One of the chief tenents of the community college movement is "to provide open door admissions and a comprehensive curricula to all residents of the college district".² Therefore the admissions officer must do a complete job of communicating with the "prospective student" public to assist in the understanding of college offerings.

Personal qualities desirable in an effective community college admissions officer are: cordialness, flexibility, sensitivity, open mindedness, cares about people, understanding, organized, and most important ability to work with other people.

What are the Duties?

The overall responsibility of the admissions officer is to effectively carry out the college admissions policy. This

¹Humphrey Doermann, Crosscurrents in College Admissions, Teachers College Press, Teachers College Columbia University 1968. Lib. Cong. #68-54672, page 4.

²Illinois Public Community College Act, 1975 Supplement, Ch. 122, Sect. 101-1, page 2.

policy at Sauk Valley College embraces the following concept:

1) The purpose of the community college is to provide educational opportunity to nearly all members of the district who wish more education beyond high school; 2) To inform district residents through a multi-faceted admissions program about the curricula and services at their community college. The management objective of the admissions office each year is to effectively perform a meaningful service that informs prospective students about Sauk Valley College opportunities for them.

Philosophy of SVC Recruitment

The emphasis of the program is viewed as one of service to members of the SVC community geared to individual needs. The recruiting effort should be a college-wide program including visits to community agencies such as high schools by Sauk Valley College program directors, teaching faculty, counselors, students, and the admissions director. The Director of Admissions feels that it is the SOLE responsibility of the community college to inform all educational agencies and private citizens and prospective students of their community college programs and educational opportunities. A high priority has been placed on a people-to-people campaign resulting in Sauk Valley College personnel going to high schools and to other community agencies for the purpose of recruitment. High Schools in the Sauk Valley College area may be visited several times as requested by high school counselors. SVC students accompany college personnel to their alma mater high school on as many visits as student schedules allow.

Vehicles of SVC Recruitment

Visits to High Schools: These visits are seen as public relations service as well as directly related to recruitment of students and take a format at each high school as desired by that counselor. Usually, the visit consists of SVC curriculum information disseminations, informing high school people as to SVC curriculum changes, new programs added to SVC, and counseling information exchanges as to success of students at Sauk Valley College in a given program. Current SVC students who are alumni of the high school being visited accompany staff members on the visit.

Display Racks: The Admissions Office has forty-one display racks placed in high schools, banks, and savings and loans, and chamber of commerce establishments throughout the SVC district. These racks are maintained periodically.

Class Profile: A class profile of the previous entering freshman class is prepared and sent to high school counselors during the summer months. This type of data helps the counselor to evaluate the college, and therefore, encourage appropriate

students to attend. It is hoped that through the comprehensive efforts of the college that an opportunity is offered for nearly everyone who wishes to attend.

Educators' Newsletter: The Office of Admissions publishes a periodical newsletter entitled "Sauk Valley College Educators' Newsletter" every semester and during the summer. The intent is to supplement news releases and visits to secondary schools with the "current" news and opportunities and programs at the college. Items include calendar data, admissions, counseling, new courses available, observatory information, and a feature on educational research comments. Secondary school counselors have expressed that they use it and welcome the information.

Applications and Records

The clerical aspect of processing student applications and initiating a student record is a major part of the time-consuming duties of the clerical people in the community college admissions office. While the most pressure is put on the office at and immediately after each registration period, each day a fair amount of time is used in processing and updating student applications and records.

The Office of Admissions and Registration at Sauk Valley College work closely with the college's Electronic Data Center in processing student records and applications.

Selective Admissions

Even though the college philosophy heartily embraces the "open admissions" concept, H.B. 1710 does legislate that in the event of overcrowded classroom space selective admissions should be used. SVC has a large number of applicants to nursing, radiology, and medical laboratory technology programs. Therefore, special Admissions Advisory Committees are used for assistance in the selection of candidates in health occupations curricula.

Student candidate requirements include aptitude testing, high school biology, personal interviews with the appropriate SVC faculty, and written recommendations from health occupation employers if available.

Evaluation of Prior College Credits

Many students attend other colleges and wish to include those earned credits in their SVC transcript to be applied toward a degree. The Office of Admissions spends approximately one-fifth of the working day in evaluating and processing other college credits. This service is important to students so that they don't repeat learning experiences and so they get full credit for prior credits earned.

Articulation with Secondary Schools, Senior Colleges and the Community

An important function of the community college is to act as a catalyst between secondary schools in the community college

district as well as senior colleges in the region. Students recognize the value of a community college education when they can see how it fits nicely between high school and senior college. Community college admissions officers in Illinois have been instrumental in helping bring a "compact agreement" with most four-year public universities in Illinois for community college graduates in transfer curricula. This compact allows a community college graduate to be an automatic junior at the four-year college.

The community college is also an important part of the community, thus it is involved in "evaluating the needs of people for study at their community college".³ The Director of Admissions is a community spokesman in helping analyze their needs and feed them back to the community college authorities.

Research

Many important college decisions can be based on good basic research. Areas that are necessary for constant research are: 1) Enrollment projections; 2) Class profile of new students; 3) Profile study of who made application and didn't show; and 4) Profile study of part-time adult students.

Enrollment projection is an educated guess, but good statistics that are well thought out and continued each year will

³James W. Thornton, Jr., The Community Junior College, 2nd Edition, John Wiley and Son Inc., New York, London, Sydney, page 67.

eventually become valuable and predictive for the community college in future years. Factors on which to base these studies should include the economic structure of the college district, the population growth factor, the type and size of industry and dependency on it as well as whether the area is rural, suburban, etc.

"The admissions officer should be able to advise in advance whether enough population is available to calculate an approximate size of new students group."⁴

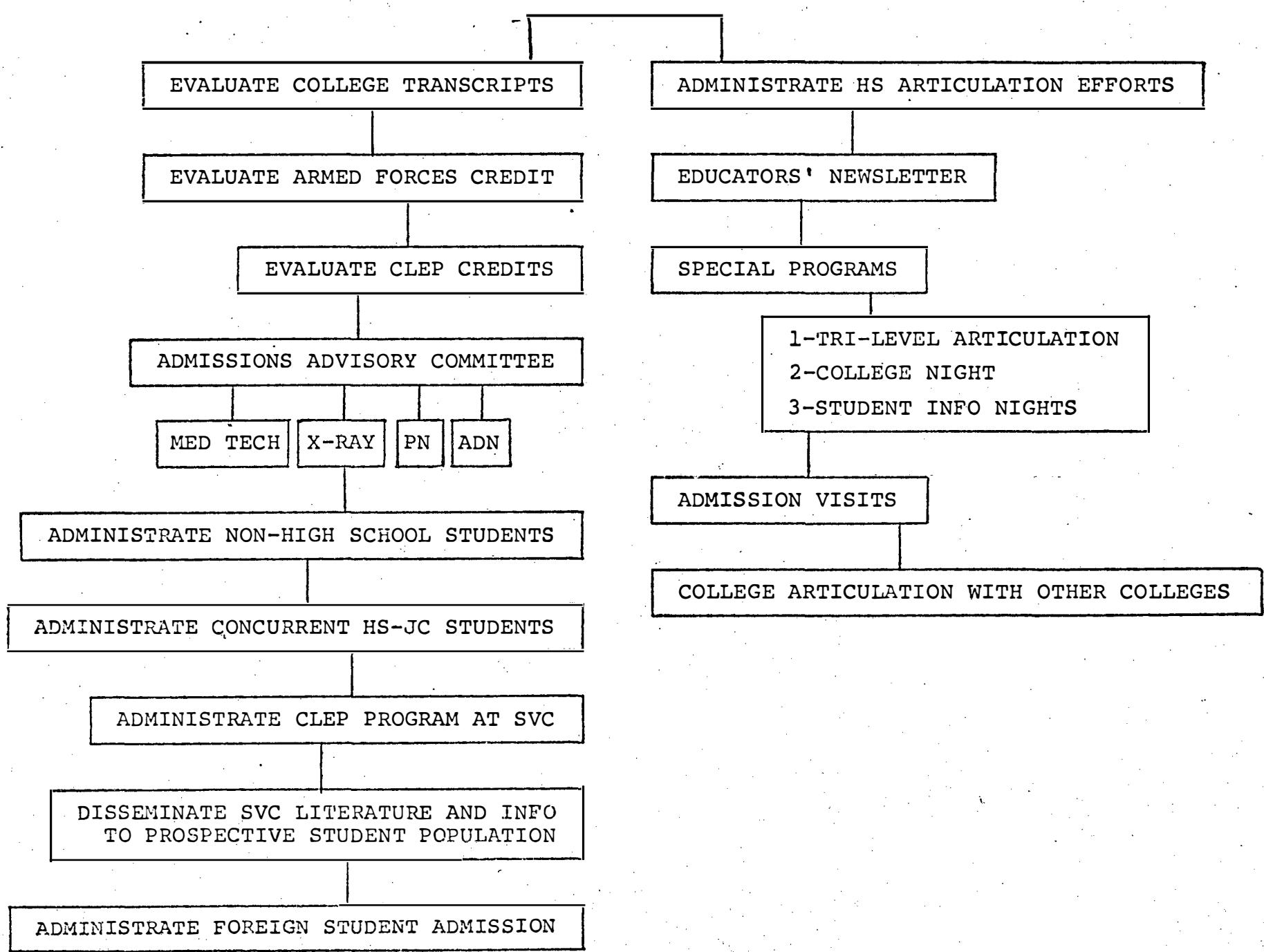
Most changes and all long range planning should be done with the insight of basic research.

Summary Statement

Admissions officers are professional educators that attempt to act as a liaison between college and community as well as function as an integral part of the community college administration.

⁴William H. Ihlanfeldt, Dean of Admissions, Northwestern University, Where to Aim Your Recruitment Efforts, Case Currents, February 1976, pages 7-8.

ADMISSIONS



RECRUITMENT

HIGH SCHOOL VISITS

BOOTH AT MALL

COORDINATE SVC RECRUITMENT EFFORTS

ORGANIZE INFORMATION AND
EXECUTE FAIR CAMPAIGNS

DISPLAY RACKS

BROCHURES

POSTERS

NEWSLETTERS

FACULTY VISITS

PROSPECTIVE STUDENT
INFORMATION NIGHTS

RECEIVED MAR. 3 1978

Sterling High School
1608 Fourth Avenue
Sterling, IL 61081
March 2, 1978

Mr. Ron Coplan
114 East Main Street
Morrison, IL 61270

Dear Mr. Coplan:

It has come to my attention that one of the administrative positions being considered for elimination at Sauk Valley is the position of Director of Admissions. As president of the Rock River Chapter of The Illinois Guidance and Personnel Association, I have contact with counselors from the high schools in Whiteside, Lee, Ogle, Bureau, and Carroll counties. Interestingly enough, these are the counties most served by Sauk Valley College. The director of admissions, Mack Warren, has the respect and support of the counselors in the area and any move to remove him would be viewed with great concern.

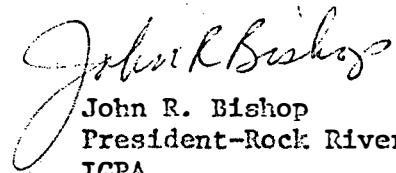
My own opinion is that Sauk Valley has suffered a great loss in public relations as a result of recent board action regarding retrenchment of staff. Should administrative retrenchment include the director of admissions, I feel the board will have made a grave mistake. Public support of Sauk and the support of counselors who are the main referral source to the college would be seriously jeopardized.

Our main contact at Sauk Valley is Mack Warren. He has been responsible for providing testing and curriculum information to area schools. He has been sensitive and responsive to the needs of our students and our staff. Mr. Warren has done, and is doing, an excellent job as director of admissions.

Mr. Ron Coplan
March 2, 1978
Page 2

If his position is eliminated, Sauk will have lost a fine employee and the board and administration will have lost a great deal of respect in the eyes of the professional counselors of the area. Mr. Warren has spent years culturing a positive working relationship between area counselors and the college. An attempt to remove him or abolish his position would deal a serious blow to an articulation effort of many years.

Sincerely,



John R. Bishop
President-Rock River Chapter
IGPA

vw

cc: Dr. George Cole
Mr. Mack Warren
Mr. Ronald H. Happach

November 9, 1977

Mr. Mack Warren
Director of Admissions
Sauk Valley College
R.R. #1
Dixon, Illinois 61021

RECEIVED NOV 14 1977

Dear Mr. Warren:

On November 3, 1977, my husband, daughter, and I attended the Sauk Valley Area College and Career Night.

My husband is Guidance Director and my daughter is a Junior at Morrison High School; my son is a Sophomore at Bradley University. In all the years of "living with education" I have never attended an educational function that I felt to be so worthwhile.

Your student copy "Directions Please" was complete, and easy to understand. Everyone was where they were supposed to be and interesting and informative.

My daughter and I have talked several times since about how beneficial it was for both of us. She was able to determine she was not interested in several colleges, and added several to her list that she might be interested in attending. Her only complaint was the need for more publicity in the schools (a reflection on her father's department, I suppose) because a lot of her classmates stayed at home.

I have some small idea of what effort this program took from a great many people. I can not thank them all. I sincerely hope you hear from other students and parents in this area so that "College and Career Night" can become an annual event.

Thank you.

Sincerely,

Mrs. G.R. Van Eaton

Mrs. G. R. Van Eaton
510 North Genesee Street
Morrison, Illinois 61270

RECEIVED DECO 6 1976

December 1, 1976

Dr. George Cole
President
Sauk Valley College
RFD #1
Dixon, Illinois 61021

Dear Dr. Cole:

You probably already know how competent a man you have in Mac Warren, but I thought you might be interested in knowing that he is also highly regarded by his peers.

I have known him for several years and have found him to be a truly professional person. He has always brought credit to himself and Sauk Valley College whenever I have seen him at various meetings over the years. He is a willing worker and always performs his tasks with excellence.

It's a pleasure knowing him and working with him.

Sincerely,

James H. Williams
Director of Admissions
and Registrar

JHW/bg

Mac, thanks for the great job you did as recorder. I was fun listening to the tapes. Also thank for filing out the questionnaire. It arrived today -- Wed.

J

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 23, 1978

MEMORANDUM

CONFIDENTIAL

TO: Dr. George E. Cole

EXHIBIT 2

FROM: John E. Sagmoe

I realize that in terms of the financial condition of the college as President you are being faced with a number of difficult decisions. However, as Dean of Student Services I do feel a strong responsibility to caution the implications of retrenchment in the Student Admissions area. Enrollment is dropping and it seems reasonable to expect that perhaps we should invest even more in recruitment activities and particularly high school articulation relationships. I am also aware that other administrators and staff are recommending Mack Warren's retrenchment, however, I would question, on what basis.

In terms of high school relationships with area counselors and personnel, Mack carries a great deal of respect and personal influence on behalf of the College. According to my input from high schools in the area, he is well-received and conducts a program that is consistent with the College philosophy. He is a professional and obviously not a flim-flam man or an overly flamboyant salesman. Sometime, our faculty associates a more assertive and aggressive person with a quality admissions and recruitment program. In view of the fact that close of one-half of the Admissions Office work is either off-campus or in off-campus activities, I think it should be noted that evaluations of that sector also be considered.

From a Student Personnel point of view, the functions of the Admissions and Recruitment Office will have to be retained somewhere within the institution if we are to continue to offer an effective program of services to our students.

Even the Illinois Community College Board recognizes that the admission process is necessary even with an open-door philosophy.

"Community college education in Illinois is opportunity oriented. Admission is essentially open door to the College, but there may be limitations and prerequisites to specific curriculums and courses. The goal is to get students in, help them find something they want and/or need to do, allow them to complete it and send them on their way. . . . We must be prepared to deal with the educational, emotional, and intellectual disparity among students that the open door implies. . . ."

Memo To: Dr. George E. Cole

Page #2

February 23, 1978

At Sauk Valley College, some of the various admissions functions that will have to be continued include:

- 1) All of the general admission procedures for new full-time students,
- 2) Transfer student admissions, which includes intensive transcript evaluations which are currently conducted by the Office of Admissions. Obviously, these must be consistent with the AACRO guidelines for certification of academic work in American Colleges and Universities,
- 3) Veterans admissions, including evaluation of USAFI credits, CLEP credits, PE credits, and validity of DD-214's,
- 4) Health admissions and all of the various selective requirements that have been incorporated in the process of admitting these students,
- 5) Admission of students who are currently enrolled in high school and the necessary communications that must take place within the various high schools for these programs,
- 6) Admission of foreign students, and needless-to-say, the numerous government forms and procedures that must remain intact for students to remain in this country. In addition to the documentation of literacy and English language ability,
- 7) In-district, out-of-district, out-of-state determinations,
- 8) Determinations of credit by prior experience including acceptance of armed forces college experience, credit by evaluation and proficiency,
- 9) Administration and supervision of the College Level Examination Program (CLEP)

The preceding and numerous other activities are internal functions that are often unseen but are most important in assisting students in getting off to a good start at our college. They are time-consuming but they are necessary.

In my opinion, the College will continue to need a strong Admissions/Recruitment program in one form or the other. As I have indicated in previous conferences, I have recommended that both Admissions and Registration be combined. I still feel this way, and in my opinion, Mack Warren is one professional on our staff who should at least be given the opportunity to move into that type of position if it is available. I also realize that you may not have the option available in terms of the directives the Board may have given you, however, it must be realized that these functional responsibilities will still remain no matter what is done with the position.

JES/vld

SAUK VALLEY COLLEGE
ENROLLMENT STUDY 1966-1980

It is desirable to periodically examine enrollment trends to see where we've been and to gain insight into future services at SVC. Since enrollment affects budgets and overall college staffing, it is important to assist such decisions with enrollment projections based on as firm a data base as is available. Therefore, the following study was taken from the extensive research done in the Community College Survey for Northwestern Illinois, January 1965. Pages 40-45 of the study show the basic enrollment projections from which Chart I was taken.

Using the same basic formula and the same type of information, Chart II was prepared. It should be noted that the writer of this report is not a professional researcher and that the survey and the method of reporting are kept simple.

Prepared by the
Office of Admissions
February, 1977

SVC ENROLLMENT BY FTE 1966-76

(CHART I)

Year	Number of Students Enrolled in High School in District 506	Fall S.V.C. Enrollment by FTE Based on 15 S.H.	% Level of District H.S. Enrollment
1966-67	6,821	435	7%
1967-68	7,038	882	12%
1968-69	7,191	929	12%
1969-70	7,256	1,136	15%
1970-71	7,226	1,100	15%
1971-72	7,276	1,170	16%
1972-73	7,340	1,199	16%
1973-74	7,371	1,246	16%
1974-75	7,461	1,304	17%
1975-76	7,638	1,825	23%
1976-77	7,942	1,664	20%

DEFINITIONS:

Year: Period of time being studied for enrollment.

Number of students enrolled in high school (506 District): A statistic which is the sum of all high school students enrolled in grades 9-12 in District 506. This figure does not include any out-of-district high schools. High school enrollments, freshmen through senior classes, are combined in the following high schools in District 506 to make this number: Amboy, Ashton, Dixon, Franklin Center, Fulton, Prophetstown, Tampico, Sterling, Morrison, Rock Falls, Newman, Thomson, Milledgeville, Chadwick, Ohio, Walnut, and Polo. These enrollment data were supplied by the County Superintendents' offices in Lee, Whiteside, Carroll, Bureau, and Ogle counties.

Fall SVC enrollments by FTE: These figures reflect the full-time equivalent (FTE) based on 15 semester hours.

% of high school district enrollment: This statistic indicates the relationship between the SVC enrollment by FTE to the number of high school students in the district in a given year.

SVC ENROLLMENT PROJECTIONS BY FTE 1977-80

(CHART II)

Year	Projected Number of H.S. Students Enrolled in Dist. 506	FTE at 15% Level	FTE at 18% Level	FTE at 20% Level
1977-78	8,740	1,331	1,597	1,774
1978-79	8,324	1,248	1,498	1,664
1979-80	7,683	1,152	1,382	1,536
1980-81	7,556	1,133	1,360	1,511

The projected high school student figures do not include a formula for attrition. However, attrition does not affect the projection negatively since all figures are treated the same.

This information is an attempt to show an indication of probability in terms of making an educated guess about future enrollment at Sauk Valley College.

Please note that Chart I shows how SVC has enrolled students at the 12% level for two years 1967-69; 15% level for two years 1969-71; 16% level for three years 1971-74; 17% level for one year 1974; 23% level in 1975; and 20% level in 1976. An average of these years excluding 1966 gives 16.2% level. Therefore, looking ahead, we could expect enrollments to fall somewhere between the 15% and 18% level shown on Chart II.

This study does indicate a slow decline in enrollment for the next four years.

HIGH SCHOOL HEAD COUNT IN DISTRICT #506, FALL 1976

(CHART III)

	<u>Freshmen</u>	<u>Sophomores</u>	<u>Juniors</u>	<u>Seniors</u>	<u>Special Ed and Other</u>	<u>Total</u>
LEE COUNTY						
Amboy	121	132	127	128	--	508
Ashton	48	37	51	41	--	177
Dixon	417	380	347	365	--	1509
Franklin Center	56	56	44	42	--	198
	<u>642</u>	<u>605</u>	<u>569</u>	<u>576</u>		<u>2392</u>
WHITESIDE COUNTY						
Fulton	137	137	123	128	28	553
Prophetstown	83	94	78	66	0	321
Tampico	34	38	47	29	0	148
Sterling	445	421	442	430	68	1806
Morrison	182	150	149	150	54	685
Rock Falls	340	325	295	234	53	1247
Newman	89	111	93	86	0	379
	<u>1310</u>	<u>1276</u>	<u>1227</u>	<u>1123</u>	<u>203</u>	<u>5139</u>
CARROLL COUNTY						
Thomson	41	39	35	51	--	166
Milledgeville	49	48	56	47	--	200
Chadwick	22	22	26	22	--	92
	<u>112</u>	<u>109</u>	<u>117</u>	<u>120</u>		<u>458</u>
BUREAU COUNTY						
Ohio	25	17	28	26	--	95
Walnut	56	57	54	61	--	228
	<u>81</u>	<u>74</u>	<u>82</u>	<u>87</u>		<u>324</u>
OGLE COUNTY						
Polo	116	106	106	104	--	432
	<u>116</u>	<u>106</u>	<u>106</u>	<u>104</u>		<u>432</u>
	<u>2261</u>	<u>2170</u>	<u>2101</u>	<u>2010</u>	<u>203</u>	<u>8745</u>
	<u>200*</u>	<u>200*</u>	<u>200*</u>	<u>200*</u>		
	<u>2461</u>	<u>2370</u>	<u>2301</u>	<u>2210</u>		

*Estimated Special Ed

SAUK VALLEY COLLEGE

RURAL ROUTE ONE

DIXON, ILLINOIS 61021

DATE March 3, 1977

MORANDUM

✓ Mack Warren

TO: Dr. George E. Cole

Ralph mentioned to me yesterday morning that you had called regarding the utilization of your enrollment trend study at the last Board meeting, and the subsequent interpretation of it by the editor of the Dixon Telegraph.

First of all, I would like to indicate that I included it as part of the President's report because there has been a persistent myth in the minds of many planners that we are currently experiencing a decline in high school numbers. Your study indicates that we have not yet reached the peak of high school attendance.

I had occasion on Wednesday to briefly discuss this with John and it is our opinion that although the statistics represented in this study are probably not relevant to Sauk Valley College, certain kinds of data would be very helpful in the enrollment projection process. For example, if we could identify the actual number of high school graduates in all of our area schools in the Sauk Valley district for the past five years, and could also project the anticipated number of high school graduates for the next five years, this would be a very useful statistic.

Secondly, if there were some way of identifying percentage of high school graduates who actually attend Sauk immediately after graduation, and perhaps follow-up with a longitudinal study on those individuals, we could end up with a statistical figure which would tell us what percentage of a particular graduating class will end up attending Sauk within five years after high school graduation. This would be very helpful.

In the interest of pursuing this activity, I would be most appreciative if you could attend our administrative council meeting next Monday, March 7 at 10 a.m., where we could discuss this somewhat further.

If you have any questions about this activity, please call me before Monday.

GEC/bg

c.c. Dean John Sagmoe

March 3, 1977

MEMORANDUM

TO: Administrative Council Members
FROM: Dr. George E. Cole
RE: ADMINISTRATIVE COUNCIL MEETING

There will be an administrative council meeting on Monday, March 7, 1977 at 9:30 a.m. in the Board Room. Following are the agenda items:

- I. Schedule of summer school classes - Dr. Cole
- II. New Budget amendments - Dr. Cole
 - A. Work-study
 - B. Grant from Illinois Humanities Council
- III. Enrollment projections - Mack Warren
- IV. Other items

bg

EXHIBIT 4

Public Community Colleges

IN ILLINOIS

THE ILLINOIS PUBLIC COMMUNITY COLLEGES
OFFER EDUCATIONAL OPPORTUNITIES
TO ILLINOIS CITIZENS

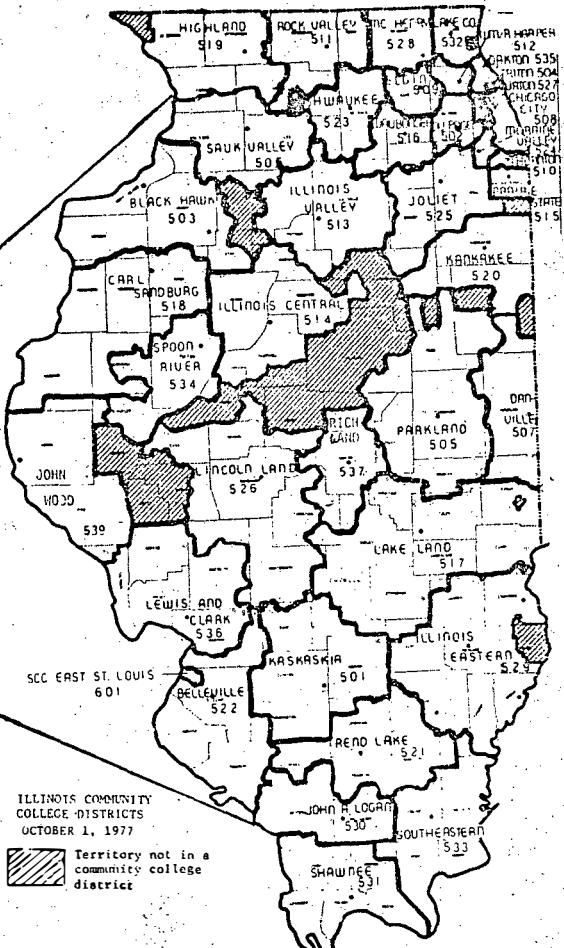


There are currently 39 public community college districts comprised of 51 colleges in operation in 1977-78. At the time of the Fall 1977 opening enrollment headcount, over 333,715 individuals were enrolled full-time or part-time in instructional credit courses in the 51 public community colleges. This headcount represents 161,365 full-time equivalent (FTE) students for the fall term and the ICCB projects 171,463 annual apportionment FTE students for the current fiscal year. In addition, an estimated 53,000 participants were enrolled in various non-credit community education classes during Fall 1977 and there were an estimated 147,000 additional people availing themselves of non-credit, non-classroom activities in community service offerings to provide a total of 533,715 persons served by community college offerings during Fall 1977. The open form of enrollment prevalent in most colleges permits the citizens of the community to enroll at any time which fits their individual schedules and needs during the school year.

During the Fall 1977 term 125,799 students were enrolled in vocational-occupational programs, while 104,454 students were enrolled in college transfer curricula. The average age of students enrolled during the Fall term 1977 was 25 and there were 181,232 women students and 151,264 male students.

The community colleges serve both the full- and part-time student. Approximately 71% of all students are enrolled on a part-time basis. In addition to the regular courses offered to the full- and part-time student during the day, the colleges also operate extensive evening and Saturday programs primarily for part-time students who are employed. Total evening enrollment accounts for approximately 35% of all semester credit hours generated. This is in keeping with the function of the community colleges to truly serve the needs and aspirations of the citizens of the district whose taxes make the colleges and their offerings available.

Illinois public community colleges are primarily local institutions governed by a local board of trustees. The Illinois Community College Board serves as a coordinating board and approves various program area activities, capital requests, and all public service offerings. Although most students attend the community colleges in their home district, there are provisions for students to attend colleges other than the one in their home district to obtain training in curricula not available at the home college. Citizens who reside outside of a community college district may also attend any community college of their choice and may request their high school to help defray expenses.



The Illinois Community College Board recognizes that the following educational programs and services should be included among the basic purposes and functions of a comprehensive public community college:

1. Provide the first two years of baccalaureate education consisting of liberal arts, sciences, and pre-professional fields designed to prepare students for transfer to four-year colleges and universities and/or designed to meet individual educational goals.
2. Provide career education including occupational, vocational, technical and semi-technical fields designed to provide job training, retraining, and/or upgrading of skills to meet individual, local and state manpower needs.
3. Provide general studies, including preparatory or developmental instruction, adult basic education and general education designed to meet individual educational goals.
4. Provide community education, including non-credit adult continuing education classes, designed to meet individual educational goals.
5. Provide community service activities of an educational nature which may include workshops, seminars, forums, cultural enrichment, community surveys, facility usage, and studies designed to meet community service needs.
6. Provide student services designed to reflect the programmatic development and direction of the institution, including, but not limited to, admissions, counseling, testing, tutoring, placement, and special assistance for the disadvantaged students.

SAUK VALLEY COLLEGE

D3a

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 8, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole GEC

RE: Retirement of Mrs. Hastings

Under existing Board Policy Mrs. Hastings, who reached age 65 during the school year would normally retire July 1, 1978. The president recommends that she be offered a six-month contract (July 1, 1978 to December 31, 1978) beyond her normal retirement time.

It is understood that the 6-month period will be a transitional period to convert the Registrar's Office to an on-line terminal computer system.

It is also understood that her position will not be refilled when her retirement becomes effective.

RECOMMENDATION: "Mrs. Hastings be offered a six-month Contract beyond her normal retirement time and that her position not be refilled."

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 9, 1978

MEMORANDUM

President Cole

OM: *Harriet Hastings*, Registrar

This will acknowledge your memo of March 6 with your request that I remain as a full-time employee until January 1, 1979.

As you mentioned in your memo, I hope this will help reduce administrative costs to the college.

I trust the on-line registration will be successful.

HH/ah

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

D37

DATE March 8, 1978

MEMORANDUM

TO: SVC Board of Trustees

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

RE: Freeze on Support Staff and Clerical vacancies.

At the present time there are 29 clerical positions at Sauk representing an expenditure of \$209,551 in the Personnel budget, and 29 building and maintenance positions representing an expenditure of \$279,150 in the personnel budget. In accordance with earlier discussions, efforts will be made to reduce this expenditure through natural retirements and vacancies.

RECOMMENDATION: "That the Board place a freeze on the hiring of replacements for natural vacancies occurring in the clerical support staff and maintenance areas until further notice, effective March 15, 1978."

js

SALARY SUMMARY (PROPOSED)

(1978-79)

INSTRUCTION

Dean of Arts and Science	\$ 26,000
Assistant Dean of Arts and Science	21,570
Dean of Career Education	25,500
Assistant Dean of Career Education	19,000
Assistant Dean of Community of Service	20,840
Director of Nursing	19,000
Director of Public Service	<u>18,412</u>
TOTAL	\$150,322

STUDENT SERVICES

Dean of Students	\$ 24,800
Assistant Dean	19,000
Director of Financial Aid	20,250
Director of Counseling	19,800
VCIP Coordinator	<u>13,800</u>
TOTAL	\$ 97,650

PRESIDENT'S OFFICE

President	\$ 35,000
Director of Public Information	19,800
Director of College Data and Management Information Systems	20,700
Assistant Director of College Data and Management Information Systems	11,300

PRESIDENT'S OFFICE - (Cont'd)

Assistant Director of Data Processing (2/3 teaching)	\$ 16,800
Registrar (½ year)	<u>8,200</u>
TOTAL	\$111,800

BUSINESS OFFICE

Dean of Business Services	\$ 31,200
Assistant Dean of Business Services	<u>20,500</u>
TOTAL	\$ 51,700
TOTAL 1977-78	\$458,240
TOTAL 1978-79	<u>411,472</u>
	\$ 46,768 Reduction
$\frac{46,768}{458,240} = 10.20\%$	
TOTAL 1979-80	\$458,240
	<u>377,272</u>
	\$ 80,968 Reduction
$\frac{80,968}{458,240} = 17.67\%$	

The above summary ignores the fact that the teaching performed by the administrators amounts to more than two F.T.E. faculty loads, and recognizes that these percentages will be altered when administrative raises are given.

SALARY SUMMARY (PRESENT STRUCTURE)(1977-78)INSTRUCTION

Dean of Career Ed (Williams)	\$ 25,500
Dean of Arts & Science (Bunch)	26,000
Assist. Dean of Arts & Science (Foster) (11 months)	19,773
Assist. Dean of Career Ed (Strickland)	19,000
Assist. Dean of Community Services (Barber)	20,840
Director of Nursing (Kime)	19,000
Director of Public Service (Holtam)	18,412
Director of Public Safety (Crouse)	<u>19,565</u>
	\$168,090

STUDENT SERVICES

Dean of Students (Sagmoe)	\$ 24,800
Assistant Dean (Pintozzi)	19,000
Director of Financial Aid (Marlier)	20,250
Director of Counseling (Seguin)	19,800
VCIP Coordinator (Stanley)	13,800
Director of Admissions/Recruitment (Warren)	<u>20,800</u>
	\$118,450

PRESIDENT'S OFFICE

President	\$ 35,000
Director of Public Information (Gelander)	19,800
Registrar (Hastings)	16,400
Director of Data Processing (Clevenger)	20,700
Program Analyst (Pfeifer)	11,300

PRESIDENT' OFFICE - (CONTINUED)

Assistant Director DP (Doolan)	<u>\$ 16,800</u>
	\$120,000
<u>BUSINESS OFFICE</u>	
Dean of Business Service (Edison)	\$ 31,200
Assistant Dean (Schilling)	<u>20,500</u>
	\$ 51,700
TOTAL FOR 1977-78	<u>\$458,240</u>

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 9, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole C. E. C.

RE: Attached copy - No Confidence Ballot

The long awaited no confidence effort against the president and selected administrators is now under way.

I am attaching a copy of a ballot which was given wide distribution by certain members of the executive committee on Wednesday and Thursday. It should be noted that this activity came shortly after we were visited by two IEA staff representatives.

Since the ballot contains a deadline of March 10th, you might expect a formal statement from the Association at our next regular Board Meeting on March 13 regarding the results of this poll.

js

Following is a resolution which is being submitted for your approval. Our IMA representative recommended that the statement be kept general and that a list of particulars be prepared for backup.

Please return your vote in person to IEB no later than noon on Friday, March 10.

Be it resolved that the Sauk Valley College Faculty Association no longer has confidence in the ability of the president of Sauk Valley College, Dr. Cole, or of the instructional deans, Dean Bunch, and Dr. Williams, to manage the college affairs and deal fairly with faculty employment.

Approve

Disapprove