

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
May 8, 1978 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:
 - a) Return of Rosemary Johnson from educational leave (no vote required)
 - b) Resignation of Marvin Dahlberg
- 3) Electrical Bid - Branson Electric
- 4) Acceptance of Donation - Northwestern Steel
- 5) Down period
- 6) 1978 Vocational Education Reimbursement Claim
- 7) Other items

E. Old Business:

- 1) Posting of Pena vacancy
- 2) Report on Grievance #12
- 3) Tractor specifications
- 4) Other items

F. New Business:

- 1) 1978-79 Tentative Budget estimate
- 2) Job Classification Report
- 3) Board Retreat
- 4) Faculty Development proposal
- 5) Deferred Payment Plan
- 6) Other items

G. President's Report:

- 1) Report from Student Trustee
- 2) Minutes from Committee Meetings
- 3) Report on Recruitment and Admissions
- 4) Report on Coordinators - Community Service Program
- 5) Other items

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

May 8, 1978

The Board of Trustees of Sauk Valley College met in regular session at 8:00 p.m. on May 8, 1978 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

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

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

Communications from Visitors: Chairman Reigle then recognized Steve Johnson, President of the Faculty Association, who had requested permission to speak in regard to the item on the agenda concerning the resignation of Marvin Dahlberg.

Mr. Johnson read a statement from the Faculty Association requesting that Phil Osborn (retrenched faculty member) be reinstated. He said this would allow other members of the business department to take over the classes left vacant by the resignation of Mr. Dahlberg, and give Mr. Osborn a full load. He went on to say that Phil Osborn had completed some re-training after the retrenchment action was taken and was now qualified to teach in other areas.

Minutes: It was moved by Member Coplan and seconded by Member Powers that the Board approve the minutes of the April 24 meeting as presented. Motion voted and carried.

Personnel: It was reported that Rosemary Johnson who has been on a leave of absence, plans on returning to the Practical Nursing Program as an instructor in the Fall of 1978.

It was moved by Member Keefer and seconded by Member Koenig that the Board accept with regret the resignation of Marvin Dahlberg as of May 24, 1978. The Board expressed their appreciation to Mr. Dahlberg for his outstanding leadership in the Business

Department, and wished him luck in his new endeavor. Motion voted and carried. Discussion was held on finding a replacement for Mr. Dahlberg. It was the consensus of the Board that this should be discussed in executive session.

Little Theatre
Lighting:

It was moved by Member Coplan and seconded by Member Koenig that the Board approve the employment of the firm of Branson Electric to perform needed electrical work in the Little Theatre as per the attached proposal at a cost not to exceed \$2,500. This expenditure is to be made from the Site and Construction fund. In a roll call vote, all voted aye. Motion carried.

Donation:

It was moved by Member Keefer and seconded by Member Fisher that the Board gratefully acknowledge the gift of 3,000# of bar stock from Northwestern Steel & Wire Company for use in our welding program, and requested that a letter of appreciation be sent for same. Motion vote and carried.

Down Periods:

Discussion was held on closing the college for the period of December 22 through January 2 which would include four days off with pay over Christmas for administrators and support staff. The proposal also included an additional six days off with pay to be taken at other times during the year. This item was tabled for further study.

Voc-Ed Claim:

It was moved by Member Prescott and seconded by Member Koenig that the Board approve the attached Vocational Education reimbursement claim in the amount of \$64,573.30. Motion voted and carried.

Tractor
Purchase:

It was moved by Member Keefer and seconded by Member Powers that the Board approve the low bid in the amount of \$5,985 from Ratzlaff Ford Tractor Sales for the purchase of a Ford 4600 tractor to be used by the Maintenance Department. In a roll call vote the following was recorded: Ayes Members Coplan, Fisher, Keefer, Powers, Prescott, and Reigle. Nays Members Koenig and Bulfer. Motion carried.

Transfer: It was moved by Member Coplan and seconded by Member Fisher that the Board approve the transfer of \$200 from the President's travel account to the Humanities travel so that Dave Lovekin could attend a wrap-up meeting at Penn State University on the Humanities and the Sciences (Their Relationship in a Contemporary Society) conference held recently at Sauk Valley College. Motion voted and carried.

Budget Amendment: It was moved by Member Prescott and seconded by Member Fisher that the Board approve the transfer of \$1,200 from the Building Fund contingency to the Building Fund equipment account. In a roll call vote, all voted aye. Motion carried.

Bilingual Counselor: The attached job description and notice of vacancy for the Bilingual Counselor was presented to the Board for their information. The Board was advised that this material was the same as that used to advertise the position in March of 1976.

Grievance #12: Member Prescott reported that the Board grievance committee has been studying all materials and transcripts in regard to Grievance #12. She noted that the Association had extended the deadline to May 23 in order to give the committee more time to study the various documents and that the committee will make their recommendations before that date to the Board.

One and Five-Year Plan: Discussion was held on questions from Board members on the One and Five-Year Plan.

Tentative Budget: The attached tentative budget for 1978-79 was presented to the Board for their information and study.

Job Classification Report: The Board acknowledged the receipt of a Job Classification Report on clerical and maintenance personnel.

Board Retreat: Discussion was held on the proposed Board Retreat to be held sometime in June.

Negotiations: Member Coplan reported that negotiations with the Faculty Association would begin Wednesday, May 10, 1978 at 4:00 p.m.

President's
Report:

Molly Bulfer, student representative, reported on Latino Days to be held at the college on May 12 and 13, the Sauk Valley choir concert on May 10, and Ruth Hedstrom's piano recital to be held on Mother's Day, May 14. Molly also presented a written report on a problem with security in the little theatre during the past weekend.

Dr. Cole reported on House Bill 2728 which would place a freeze on tuition raises until 1984 and House Bill #3185 which would freeze tuition from July 1, 1978 thru 1980. He also reported on a letter from Attorney Castendyck on litigation, Career Day, the Fifth Annual Festival of Arts and Crafts, Latino Days, the attached memorandum concerning the availability of journalism courses and the continuation of the school newspaper, letters of appreciation from the Assembly of God church, Heritage Square in Dixon, and William Yemm, Principal of Sterling High School. Also included in Dr. Cole's report was a discussion on community service coordinators, SVC Foundation minutes, and the status of the recruitment and admissions programs.

Executive Session:

At 9:35 p.m. it was moved by Member Prescott and seconded by Member Powers that the Board adjourn to executive session to discuss pending litigation. In a roll call vote, all voted aye. Motion carried.

Regular Session:

At 10:59 p.m. it was moved by Member Coplan and seconded by Member Fisher that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

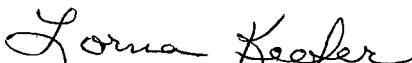
Personnel:

It was moved by Member Coplan and seconded by Member Fisher that the Board table the recommendation to hire a replacement for Marvin Dahlberg in the Business Department. In a roll call vote, all voted aye. Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Coplan and seconded by Member Powers that the Board adjourn to 7:00 p.m. on Thursday, May 18, 1978. In a roll call vote, all voted aye. Motion carried. The meeting adjourned at 11:01 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

D2b

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 3, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole C. E. P.

RE: Resignation of Marvin Dahlberg

The attached report from Dean Williams indicates that Marvin Dahlberg has officially resigned. Losing Mr. Dahlberg as a Business teacher will be a severe loss for the college and future Accounting students. It is essential that we hire a replacement who can continue the high quality of instruction provided by Mr. Dahlberg.

RECOMMENDATION #1: The Board accept the resignation of Mr. Dahlberg with regret.

RECOMMENDATION #2: Board approval to hire a qualified replacement. Qualifications should include teaching experience in Accounting, an M.B.A., and perhaps a C.P.A. and/or the ability to teach Data Processing, Banking or Real Estate.

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE April 20, 1978

MORANDUM

Dr. Cole

DM: Dr. Williams



Attached is a letter of resignation from Mr. Marvin Dahlberg.

I have written him a letter, dated today, thanking him for his significant contribution to Sauk Valley College and, specifically, to our Business Department.

Losing Mr. Dahlberg will be a severe loss for our institution and our students.

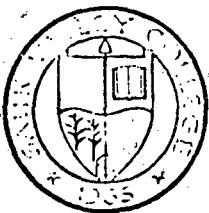
I am requesting that you inform the Board at their next regularly scheduled meeting regarding this resignation and request that his position be re-filled through a Nation-wide search for someone having the following qualifications:

- A. A Masters Degree in Business.
- B. Teaching experience.
- C. A concentration in Accounting which might include a CPA.
- D. The ability to do some teaching in one of the following areas: Data Processing, Banking, Real Estate.

The main concern I have is that our Accounting Program is well known in the community and is a very strong program, due to the qualifications of the individuals teaching in that program.

We certainly need to replace Mr. Dahlberg with someone who has at least equal credentials however, I would like to find someone who has some flexibility in his background which would allow us to move him into other areas as well.

lm
enc



SAUK VALLEY COLLEGE

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

April 19, 1978

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

Dear Dr. Cole:

I am submitting my resignation effective at the end of the current school year, May 24, 1978. I have accepted a position with the Smith Trust and Savings Bank of Morrison to continue my professional development.

I leave with the knowledge that our accounting program has been valuable to both students and employers in the college district. I am proud to have been a part of that program.

It is my feeling that the ten years I have spent with the college have been mutually beneficial.

Respectfully,

Marvin H. Dahlberg
Assistant Professor of Business

MHD/jmb

cc Dr. Ron Williams ✓
Jim Strickland

RECEIVED
APR 19 1978
1:30 PM
Ofc of Dean of Career Education

SAUK VALLEY COLLEGE

D3

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 8, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole G.E.C.

RE: Bid from Branson Electric

You will recall that at an earlier meeting it was mentioned that we had received a recent bid from Branson Electric to perform the needed work in the Little Theatre for a figure not to exceed \$2,500. The revised bid allows us to avoid the necessity of a consulting architect, and it is the administrative recommendation that we accept this bid from Branson Electric within the required deadline (May 31).

RECOMMENDATION: The Board empower the administration to employ Branson Electric to perform the needed electrical work in the Little Theatre, for an amount of money not to exceed \$2,500, and that the funds for this project be charged to the Site and Construction Fund.

js

BRANSON ELECTRIC

Main Office

211 WEST FIRST STREET
DIXON, ILLINOIS 61021
TEL. (815) 288-4311

Branch Office

ROCKFORD, ILLINOIS 61101
718 BROADWAY
TEL. (815) 965-1733

April 19, 1978

Sauk Valley College
Dixon-Sterling Freeway
Dixon, Illinois 61021

Attention: Mr. Edison

Dear Sir:

Proposal on new 100 amp 120-208 volt 3 phase service
to feed The Little Theater stage lighting controller:

Our proposal to furnish and install 60 amp 3 phase
480 volt breaker in existing panel for primary side
of transformer -

Install 45 KVA - 480 volt to 120-208 transformer -

Install conduit and wiring and safety switch with 3
100 amp fuses in stage lighting control room -

Transformer to be mounted in closet across hall from
stage board present controller; safety switch to be
mounted next to controller for present stage lighting.

Our proposal-----\$2,500.00

Yours very truly,

I.E. Branson
I.E. Branson

Branson Electric

The above proposal price good until May 31, 1978.
hb

SAUK VALLEY COLLEGE

D5

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE May 3, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole C-E-C.

RE: DOWN PERIOD

In earlier meetings we have discussed the pros and cons of a summer down period and a four-day work week during the summer months. The administration was asked to return with an alternative proposal. Detailed discussions with the administration and some clerical and support staff members influence me to conclude that the arrangement which would least disrupt the ongoing activities of the college (recruitment, financial aid advising, grass cutting, etc.) would be the following:

- a) A 10-day down period from December 22 to January 2, 4 days off with pay.
- b) Six (6) extra vacation days added to every staff member not eligible for Association membership.

This arrangement has the following advantages:

- 1) It preserves an energy-saving down period.
- 2) It preserves the concept of providing days off in lieu of pay raises established last year.
- 3) It allows for individual flexibility in staff utilization and individual vacation plans.

RECOMMENDATION: Board approval to close the college down from December 22 to January 2, and to provide each administrator, clerical, maintenance and support staff member with 4 days off with pay during this period, as well as six (6) additional vacation days to be taken on an individual basis.

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DL

DATE May 3, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole Q. E. C

RE: 1978 Vocational Education Reimbursement Claim

The attached summary of the Spring 1978 Vocational Education Reimbursement Claim requires Board approval.

RECOMMENDATION: Board approval of attached Vocational Education Reimbursement Claim in the amount of \$64,573.30.

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 2, 1978

MEMORANDUM

Dr. Cole

DM: Dr. Williams

Reb

Attached is a Summary of our Spring '78 Vocational Education Reimbursement Claim which must be approved at the next regularly scheduled meeting of the Board of Trustees. It should be noted that our Reimbursement Claim is down approximately \$5,000.00 from the Spring of '77. This reduction is due, primarily, in the Industrial Technical and Business areas which has (this past year) encountered reduction in enrollment resulting from a decrease in the number of Veterans.

1m
enc

DAVTE CLAIM FOR REIMBURSEMENT

SPRING 1978

T	RATE	CR HRS	DIS CR HRS	TOTAL HRS	AMOUNT
<u>iculture</u>					
Busn	4.50	69	--	69.0	310.50
ticulture	4.50	64	4.5	68.5	308.25
Prod	2.25	--	--	--	---
op Ed	7.50	11	--	11.0	82.50
<u>iness</u>					
ounting	4.50	210	22.5	232.5	1,046.25
a Proc	7.50	467	128.0	595.0	4,462.50
Mgmt	2.25	378	27.0	405.0	911.25
l Sc	4.50	440	80.5	520.5	2,342.25
l Estate	2.25	391	8.5	399.5	898.88
king	2.25	57	--	57.0	128.25
op Ed	7.50	125	12.0	137.0	1,027.50
<u>lth</u>					
Nursing	7.50	698	104.0	802.0	6,015.00
Nursing	7.50	778	158.5	936.5	7,023.75
Tech	7.50	166	23.0	189.0	1,417.50
Lab Tech	7.50	252	24.0	276.0	2,070.00
109-110	7.50	264	4.0	268.0	2,010.00
sing Aid	2.25	31	7.5	38.5	86.63
<u>ustrial</u>					
omotive	7.50	265	25.0	290.0	2,175.00
Design	4.50	256	41.5	297.5	1,338.75
tronics	4.50	219	17.5	236.5	1,064.25
ding	4.50	297	20.0	317.0	1,426.50
rigeration	7.50	--	--	--	---
struction	2.25	254	27.5	281.5	633.38
op Ed	7.50	34	--	34.0	255.00
<u>lic Service</u>					
an Serv	2.25	212	57.5	269.5	606.38
d Serv	4.50	152	9.0	161.0	724.50
metology	7.50	580	138.0	718.0	5,385.00
rary Tech	2.25	39	9.0	48.0	108.00
op Ed	7.50	98	21.0	119.0	892.50
<u>lic Safety</u>					
iminal Just	7.50	585	58.0	643.0	4,822.50
e Control	4.50	22	--	22.0	99.00
ALS-----	7,414	1,028.0	8,442.0	49,671.77	

49,671.77

14,901.53 (.30 ability to pay factor)

64,573.30 Total Claim

Total Expected Reimbursement
51,658.64 (.80 Spending Level Indicator)

SAUK VALLEY COLLEGE

63
RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE May 3, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. Cole Q.E.C.

RE: Tractor Specifications and Bids

The attached report from Dean Edison details the bids received for a replacement tractor.

RECOMMENDATION #1: Board approval to accept the low bid from Ratzlaff Ford Tractor Sales in the net sum of \$5,985.00.

RECOMMENDATION #2: Budget amendment to transfer \$1,200 from the Building Fund Contingency (299-000-600) to Building Fund Equipment (270-000-580).

js

May 2, 1978

TO: BOARD OF TRUSTEES

FROM: Robert Edison

Bob

On March 13, 1978 the Board of Trustees approved the advertisement for bids on a new tractor. On April 6, 1978 advertisements were published requesting bids for a tractor of the following specifications:

SPECIFICATIONS FOR 1978 GROUNDS TRACTOR.

P.T.O. - HP: 50 - 55

Engine: Gas or diesel (if diesel must have cold weather starting aid).

R.O.P.S. Equipped: Roll bar, seat belt, canopy.

Instruments: Hour-meter, tachometer, heat and fuel gauges, oil pressure and alternator warning lights or gauges.

Tires: 6 ply, agriculture tread.

3 Pt. Hitch: Category I, I-II, or II

Swinging Draw Bar

Steering: Power or power assist

Differential Lock

Transmission: Minimum of 8 speeds forward, 2 reverse

P.T.O.: 540 rpm continuous live or independent

Electrical: 12 v. Battery and alternator

Rear Flasher and S.M.V. Sign

Adjustable Seat

Rear Tire Fluid

Pre-Fab Cab Weather Enclosure: (Heat-houser type)

Hydraulics: Minimum of one independent rear mounted quick-disconnect outlet with control valve.

Description of Warranty

Equipped with the following loader:

LOADER SPECIFICATIONS

Lift Capacity: 2000 lb. minimum

Break-a-way-force: 3000 lb. minimum

Lift Height: 9 ft. minimum

Bucket (Snow or Material) Width: 68 - 72 in. approximate

Bucket Level Indicator

Hydraulics: Double acting lift and dump cylinders w/quick-disconnect hose assemblies.

TRADE-IN:

1963 International 606 Gas Engine Tractor

S.N. 2927-S-X-Y-FF

Engine (CC221) #: 37825

End Loader

Wheel Weights

P.T.O.

MEMORANDUM

TO: *Board of Trustees*
FROM: *Robert Edison*

May 2, 1978
Page #2

The advertisement resulted in the receipt of the eight bids submitted on the attached list.

RECOMMENDATION #1: *Approval to accept the low bid submitted by RATZLAFF FORD TRACTOR SALES.*

RECOMMENDATION #2: *Budget amendment to transfer \$1200 from the Building Fund Contingency (299-000-600) to Building Fund Equipment (270-000-580).*

RE:fsb

Encl.

TRACTOR BIDS

Bidder	Model	Gross	Trade In	Net
Centennial Equipment Co. 3610 78th Ave. Rock Island, IL 61201	John Deere	\$ 15,000	\$ 5,500	\$ 9,500
Forster Implement Co. Box 549 Dixon, IL 61021	John Deere 2240	10,182	2,850	7,332
Meyers & Litwiller, Inc. Milledgeville IL 61051	John Deere 2240	9,989.02	2,509.02	7,480
*Ratzlaff Ford Tractor Sales Ford 4600 Rt. #3 (Rt. 30 W) Rock Falls, IL 61071		9,970	3,985	5,985
Stewart Truck & Equipment R. 38E - Box 369 Dixon, IL 61021	Int. Harv. 574	11,444.44	5,000	6,444.44
Stouffer's One Stop Rt. #5 Dixon, IL 61021	Allis Chalmers 5050 DS6	13,168	5,468	7,700
Case Power & Equipment Box 363 Dixon, IL 61021	Case 990	10,472	1,501	8,971
Case Power & Equipment Box 363 Dixon, IL 61021	Case 380LL	9,473	1,501	7,972

* Recommended for purchase with trade-in of old tractor.

fsb

5-2-78

SAUK VALLEY COLLEGE

E /

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1978

MEMORANDUM

TO: Dr. George E. Cole

CC: John E. Sagmoe

This is in regard to the advertising of the bilingual counselor position. Attached is a job description and notice of the vacancy. You will note that we are using the same advertising ad and notice that we used when we first advertised for this position in March of 1976. In addition to those documents, I have also included a more comprehensive description of those responsibilities.

JES/vld

Enclosures

c.c. Mike Seguin

NOTICE OF COUNSELING VACANCY

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

COUNSELOR/BILINGUAL

Responsibilities:

The counselor is responsible for providing direct assistance to community college students in the form of personal, educational, and career counseling. The position includes participation in a variety of student development experiences utilizing both individual and group counseling procedures. This counselor will have a special assignment to the Student Personnel Division's Mexican-American Program.

Qualifications:

Masters Degree in Counseling or related field. It is preferred that the applicant's background would include related experience at the community college level.

Salary:

Salary is open with placement on the faculty salary schedule commensurate with experience and qualifications. This is a twelve month position.

Position Availability:

The position is available immediately.

Contact:

John E. Sagmoe
Dean of Student Services
Sauk Valley College
R. R. #1
Dixon, IL 61021

Phone: (815) 288-5511, extension 399

JES/br
3-24-76

BILINGUAL COUNSELOR

General Responsibilities:

The counselor is responsible for providing direct assistance to community college students in the form of personal, educational, and career counseling. The position includes participation in a variety of student development experiences utilizing both individual and group counseling procedures. This counselor will have a special assignment to the Student Personnel Division's Latino outreach program and serve as faculty advisor to the student organization, Nosotros La Gente.

Counseling Duties and Responsibilities:

The counselor is responsible to the Director of Counseling to perform an operational and coordinative role in implementing the philosophy of a counseling program at Sauk Valley College.

1. Perform the primary function of providing direct assistance to all students in the form of personal, social, educational, and vocational counseling.
2. Participate in the student orientation program through individual and group counseling procedures.
3. Assist in the identification of student needs for testing, psychological referral and other services.
4. Function as a collector, disseminator and interpreter of educational and occupational guidance materials.
5. Participate in student related research and evaluations of effectiveness of counseling services.
6. Perform other specialized counseling tasks as assigned by the Director of Counseling or the Dean of Student Services.

Specific Responsibilities of Bilingual Counselor Position:

1. Serve as faculty advisor to Nosotros La Gente.
2. Provide specific recruitment services in those programs and activities which are specifically directed to the Latino community.
3. Assist in the interpretation of college programs and educational activities to Latino students and/or parents.
4. Serve as a referral for students participating in Sauk Valley College educational programs and activities where language difficulties may present a barrier to their successful growth and development.

CHRONICLE

THE CHRONICLE
1717 Massachusetts Avenue NW Washington DC 20036

telephone (202) 667-3344

April 16, 1976
Our No. - 137-46

South Valley College
Attn: Ralph Galowier
Assistant to the President
P.R.I.
Dixon, Illinois 61021

To Insure Proper Credit, Please Return White Copy With Your Remittance

"Bulletin Board" notice, issue(s) of April 12

77 words @ 35¢ per word ----- \$26.95
AD: CONSALOR BILLINGUE

2% discount allowed if paid within 15 days of invoice

March 30, 1976

Bulletin Board
The Chronicle of Higher Education
1717 Massachusetts Ave., N.W.
Washington, D.C. 20036

Dear Sir:

Please consider this letter authorization to insert the following advertisement in the Bulletin Board; Positions Available section of the Chronicle in your next issue.

The text for the advertisement is as follows:

POSITION AVAILABLE: COUNSELOR/BILINGUAL

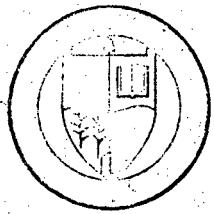
Bilingual Counselor (English and Spanish) to provide individual and group counseling, teach student development classes, and participate in all aspects of a comprehensive community college personnel program with special assignment to Mexican-American Programs. Masters Degree in Counseling or related field required, and community college experience preferred. Available immediately. Twelve month contract. Salary is open. Contact John Sagmoe, Dean of Student Services, Sauk Valley Community College, R.R. #1, Dixon, Illinois 61021. An equal opportunity/affirmative action employer.

Please advise me of the publication date in which the ad will appear and bill me at the college for this service.

Sincerely,

Ralph Gelander
Assistant to the President

RG/bg



SAUK VALLEY COLLEGE

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

May 4, 1978

Ms. Nancy Lay
Bulletin Board
The Chronicle of Higher Education
1717 Massachusetts Avenue, N.W.
Washington, D.C. 20036

RE: Confirmation of Ad

Dear Ms. Lay:

Please consider this letter as confirmation of our intent to insert the following advertisement in the Bulletin Board: Positions Available section of the Chronicle in your next two (2) issues.

The text for the advertisement is as follows:

POSITION AVAILABLE: COUNSELOR/BILINGUAL

Bilingual Counselor (English and Spanish) to provide individual and group counseling, teach student development classes, and participate in all aspects of a comprehensive community college personnel program with special assignment to Mexican-American Programs. Masters Degree in Counseling or related field required, and community college experience preferred. Available immediately. Twelve month contract. Salary is open. Contact John Sagmoe, Dean of Student Services, Sauk Valley Community College, R.R. #1, Dixon, Illinois 61021. An equal opportunity/affirmative action employer.

Please bill me at the college for this service.

Sincerely,

A handwritten signature in cursive script that reads "Ralph Gelander".

Ralph Gelander
Assistant to the President

RG:js

cc: Dr. George E. Cole
Dean, John Sagmoe

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

F1

DATE 5-2-78

MEMORANDUM

TO: President Cole

FROM: Robert Edison

Re:

As a follow-up to the budget data given you on April 21, 1978, and amended herewith, I am attaching the current status of the 1978-79 fiscal year budget. This submission includes the following schedule:

- Schedule "A" - Detail of Educational Fund Revenue
- Schedule "B" - Detail of Building Fund Revenue
- Schedule "C" - Estimated State Aid as computed for 1977-78 and projected for 1978-79.
- Schedule "D" - All Non-Salary Costs for 1978-79.
- Schedule "E" - Break-down of Educational Fund Equipment requests by departments.
- Schedule "F" - Title break-down of 1977-78 salaries adjusted for Board action and amendments into the current projection for 1978-79 salaries and wages.
- Schedule "G" - Break-down of Work Study appropriation.

Though the foregoing represents all schedules submitted I would like to indicate that the following represents the net projected budget results for 1978-79:

Educational Fund Income (Schedule "A") \$ 2,994,104

Building Fund Income (Schedule "B") 181,873

TOTAL INCOME \$ 3,175,977

EXPENDITURES:

Non Salary Costs,
including \$40,000 in

Contingency (Schedule "D" - 5 pages) 987,287

Salaries & Wages (Schedule "F") 2,375,203

TOTAL EXPENDITURES 3,362,490

BUDGETED EXPENDITURES IN EXCESS OF
REVENUE (DEFICIT) \$ 186,513

RE:fsb

Encls.

SAUK VALLEY COLLEGEEDUCATIONAL FUNDPART I: ESTIMATED REVENUE 1978-79100-000-400 EDUCATIONAL FUND100-000-410 Local Governmental Sources

100-000-411	Current Taxes (609,000M @ 12¢ @ 99%)	\$ 723,492
100-000-414	Charge-Back Revenue	<u>12,000</u>

100-000-420 State Governmental Sources100-000-421 State Apportionment

100-000-421-01A	Summer 1978 (4472 @ \$22.57)	100,933
100-000-421-01B	Fall 1978 (25,645 @ \$22.57)	578,808
100-000-421-01C	Spring 1979 (22,898 @ \$22.57)	516,808
		<u>1,196,549</u>
100-000-421-02	ICCB Equalization Grant (34¢)	1,200
100-000-421-05	Special Disadvantaged Grant	<u>-0-</u>

100-000-422 Vocational Technical Education

100-000-422	Regular Reimbursement	95,000
100-000-422-02	Equipment Reimbursement	<u>5,188</u>

100-000-429 State Work Study

		12,500
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100-000-429A Illinois Office of Education

		<u>8,817</u>
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100-000-430 Federal Governmental Sources

100-000-434	HEW Title II	3,800
100-000-439-01	Veterans Cost of Instruction Program	17,972
100-000-439-02	Federal Work Study	141,377
100-000-439-03	Other Federal	<u>8,500</u>

100-000-440 Student Tuition and Fees

100-000-441A	Summer 1978	66,830
100-000-441B	Fall 1978	367,101
100-000-441C	Spring 1979	<u>327,778</u>
100-000-442-01	Graduation Fees	600
100-000-442-04	Transcript Fees	700
100-000-442-09	Public Services Income	<u>4,500</u>

100-000-470 Interest on Investments

		100
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100-000-499 Other Revenue

		<u>100</u>
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TOTAL EDUCATIONAL FUND REVENUE
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	<u>\$ 2,994,104</u>
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SAUK VALLEY COLLEGEBUILDING AND MAINTENANCE FUNDPART I: ESTIMATED REVENUE 1978-79200-000-400 BUILDING AND MAINTENANCE FUND200-000-410 Local Governmental Sources

200-000-411	Current Taxes (609,000M @ 3¢ @ 99%)	\$ 180,873	\$ 180,873
200-000-470	Interest on Investments	100	100
200-000-499	Miscellaneous Revenue	900	900
TOTAL BUILDING AND MAINTENANCE FUND REVENUE		...	<u>\$ 181,873</u>

SCHEDULE "C"

1977-78 Estimated State Aid

Summer & Fall	Spring	Supplemental Spring	Total	Rate	State Aid
13,398	10,798	85	24,281	\$ 21.24	\$ 515,728.44
6,748	5,139	140	12,027	14.49	174,271.23
625	515	2	1,142	25.13	28,698.46
3,056	2,416	23	5,495	25.86	142,100.70
3,345	2,227	4	5,576	45.36	252,927.36
351	235	30	616	9.87	6,079.92
2,227	982	55	3,264	8.88	28,984.32
367	215	32	614	9.81	6,023.34
<u>30,117</u>	<u>22,527</u>	<u>371</u>	<u>53,015</u>		<u>\$1,154,813.77</u>

Average \$21.78

1978-79 Estimated State Aid

Summer & Fall	Spring	Supplemental Spring	Total	Rate	State Aid
13,398	10,798	85	24,281	\$ 23.11	\$ 561,133.91
6,748	5,139	140	12,027	15.59	187,500.93
625	515	2	1,142	26.98	30,811.16
3,056	2,416	23	5,495	26.98	148,255.10
3,345	2,227	4	5,576	42.56	237,314.56
351	235	30	616	7.01	4,318.16
2,227	982	55	3,264	7.01	22,880.64
367	215	32	614	7.01	4,304.14
<u>30,117</u>	<u>22,527</u>	<u>371</u>	<u>53,015</u>		<u>\$1,196,518.60</u>

Average \$22.57

4,472 Summer Session
 25,645 Fall Semester
22,898 Spring Semester
53,015

4-18-78

fsb

NON-SALARY COSTS FOR 1978-79

	<i>Original</i> <i>1977-78</i>	<i>Requests</i> <i>1978-79</i>	<i>Difference</i> <i>1978-79</i>
			<i>Re: 1977-78</i>
<u>DIVISION OF BUSINESS (Williams)</u>			
Contractual Services	3,600	3,800	200
General Materials & Supplies	4,700	3,850	(850)
Conference & Meeting Expense	1,500	1,350	(150)
<u>FOOD SERVICES (Williams)</u>			
Contractual Services	350	350	-0-
General Materials & Supplies	825	825	-0-
Conference & Meeting Expense	250	250	-0-
<u>DIVISION OF AGRICULTURE (Williams)</u>			
Contractual Services	200	165	(35)
General Materials & Supplies	1,570	1,390	(180)
Conference & Meeting Expense	700	550	(150)
<u>DIVISION OF INDUSTRIAL EDUCATION (Williams)</u>			
Contractual Services	1,250	1,250	-0-
General Materials & Supplies	15,193	12,728	(2,465)
Conference & Meeting Expense	1,465	1,760	295
<u>COSMETOLOGY (Williams)</u>			
Contractual Services	31,008	23,256	(7,752)
General Materials & Supplies	100	100	-0-
Conference & Meeting Expense	50	50	-0-
<u>HUMAN SERVICES (Williams)</u>			
Contractual Services	350	350	-0-
General Materials & Supplies	1,200	1,200	-0-
Conference & Meeting Expense	550	550	-0-
<u>DIVISION OF SOCIAL SCIENCE (Bunch)</u>			
General Materials & Supplies	2,172	1,942	(230)
Conference & Meeting Expense	1,320	1,120	(200)
<u>CRIMINAL JUSTICE (Williams)</u>			
Contractual Services	300	200	(100)
General Materials & Supplies	2,750	1,893	(857)
Conference & Meeting Expense	940	1,000	60
<u>FIRE SCIENCE (Williams)</u>			
Contractual Services	100	100	-0-
General Materials & Supplies	1,625	1,575	(50)
Conference & Meeting Expense	400	400	-0-
<u>LIBRARY TECHNOLOGY (Williams)</u>			
General Materials & Supplies	250	250	-0-

		Original 1977-78	Requests 1978-79	Difference 1978-79 Re: 1977-78
<u>DIVISION OF HUMANITIES</u> (Bunch)				
Contractual Services	(Humanities)	500	525	25
General Materials & Supplies	(Humanities)	2,274	2,154	(120)
Conference & Meeting Expense	(Humanities)	1,266	1,336	70
Contractual Services	(Art)	330	346	16
General Materials & Supplies	(Art)	1,602	1,527	(75)
Conference & Meeting Expense	(Art)	109	104	(5)
Contractual Services	(Music)	700	735	35
General Materials & Supplies	(Music)	1,584	1,384	(200)
Conference & Meeting Expense	(Music)	228	208	(20)
<u>DIVISION OF MATH-SCIENCE</u> (Bunch)				
Contractual Services		700	2,735	2,035
General Materials & Supplies		8,801	8,573	(228)
Conference & Meeting Expense		1,166	828	(338)
<u>MED. LAB.</u> (Williams)				
Contractual Services		400	400	-0-
General Materials & Supplies		4,691	7,856	3,165
Conference & Meeting Expense		410	410	-0-
<u>A.D.NURSING</u> (Williams)				
Contractual Services		25	110	85
General Materials & Supplies		1,480	1,730	250
Conference & Meeting Expense		1,495	1,770	275
<u>L.P.NURSING</u> (Williams)				
Contractual Services		75	100	25
General Materials & Supplies		1,590	1,230	(360)
Conference & Meeting Expense		740	825	85
<u>RAD. TECH.</u> (Williams)				
Contractual Services		700	900	200
General Materials & Supplies		2,785	2,825	40
Conference & Meeting Expense		1,000	1,375	375
<u>DIVISION OF PHYSICAL EDUCATION</u> (Bunch)				
General Materials & Supplies		2,172	2,159	(13)
Conference & Meeting Expense		602	393	(209)
<u>NURSE AIDE</u> (Williams)				
Contractual Services		-0-	30	30
General Materials & Supplies		-0-	35	35
<u>INSTRUCTIONAL PROGRAM ADMINISTRATION</u> (Edison)				
Contractual Services (Workroom)		1,100	1,150	50
Contractual Services (UNALLOCATED)		2,000	1,750	(250)
Faculty-in-Service Training		5,000	5,000	-0-
General Materials & Supplies (Workroom)		1,000	750	(250)
General Materials & Supplies (Faculty Ofc.)		800	800	-0-
General Materials & Supplies (Instit.Com.)		200	200	-0-
Tuition Reimbursement		5,500	7,500	2,000

	Original 1977-78	Requests 1978-79	Difference 1978-79 Re: 1977-78
<u>DEAN OF ARTS & SCIENCES (Bunch)</u>			
General Materials & Supplies	900	900	-0-
Conference & Meeting Expense	720	720	-0-
<u>ASSISTANT DEAN OF ARTS & SCIENCES (Bunch)</u>			
General Materials & Supplies	400	400	-0-
Conference & Meeting Expense	360	360	-0-
<u>DEAN OF CAREER EDUCATION (Williams)</u>			
General Materials & Supplies	1,500	1,800	300
Conference & Meeting Expense	1,500	1,500	-0-
<u>ASSISTANT DEAN OF CAREER EDUCATION (Williams)</u>			
General Materials & Supplies	750	750	-0-
Conference & Meeting Expense	500	450	(50)
<u>COMMUNITY EDUCATION (Williams)</u>			
Contractual Services	3,000	3,000	-0-
General Materials & Supplies	2,400	2,000	(400)
Conference & Meeting Expense	1,800	1,800	-0-
<u>ACADEMIC SKILLS CENTER (Sagmoe)</u>			
Contractual Services	500	400	(100)
General Materials & Supplies	3,000	3,000	-0-
Conference & Meeting Expense	300	300	-0-
<u>HONORS PROGRAM (Bunch)</u>			
Contractual Services	-0-	200	200
General Materials & Supplies	-0-	200	200
Conference & Meeting Expense	-0-	600	600
<u>ACADEMIC SUPPORT (Learning Resources) (Sagmoe)</u>			
Contractual Services	3,500	3,500	-0-
Library Supplies	8,300	8,300	-0-
A-V. Supplies	6,400	6,400	-0-
Xerox Supplies	2,000	2,000	-0-
Library Books	25,000	25,000	-0-
Conference & Meeting Expense	600	600	-0-
<u>ADMISSIONS AND RECORDS (Cole)</u>			
Contractual Services	390	390	-0-
General Materials & Supplies	4,800	6,000	1,200
Conference & Meeting Expense	500	500	-0-
<u>HEALTH SERVICES (Sagmoe)</u>			
General Supplies	300	300	-0-
<u>ADMINISTRATION OF STUDENT SERVICES & AIDS (Sagmoe)</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	9,000	9,000	-0-
Recruitment at Fairs	2,000	2,000	-0-
Commencement	4,000	5,000	1,000
Conference & Meeting Expense	4,300	4,300	-0-

	Original 1977-78	Requests 1978-79	Difference 1978-79 Re: 1977-78
<u>VETERANS GRANT PROGRAM (Sagmoe)</u>			
General Materials & Supplies	2,500	2,500	-0-
Conference & Meeting Expense	1,200	1,200	-0-
<u>PUBLIC SERVICES (Edison)</u>			
Contractual Services	500	500	-0-
General Materials & Supplies	500	500	-0-
<u>OPERATION & MAINTENANCE OF PLANT (Edison)</u>			
Telephone	22,800	24,000	1,200
General Materials & Supplies	55,000	52,000	(3,000)
Conference & Meeting Expense	1,000	750	(250)
Additional Equipment	10,000	8,500	(1,500)
Contractual Services	26,600	29,700	3,100
Gas	99,800	93,060	(6,740)
Electricity	116,000	112,000	(4,000)
Rental	1,000	500	(500)
Contingencies	15,000	15,000	-0-
<u>PRESIDENT'S OFFICE (Cole)</u>			
Contractual Services	100	100	-0-
General Materials & Supplies	3,000	3,000	-0-
Conference & Meeting Expense	2,500	2,500	-0-
Special Affairs	1,500	1,500	-0-
<u>BUSINESS OFFICE (Edison)</u>			
Contractual Services	2,200	2,600	400
General Materials & Supplies	8,000	7,500	(500)
Conference & Meeting Expense	2,000	2,000	-0-
<u>COMMUNITY RELATIONS (Cole)</u>			
General Materials & Supplies	43,000	43,000	-0-
Conference & Meeting Expense	750	750	-0-
<u>BOARD OF TRUSTEES (Edison)</u>			
Contractual - Auditing & Legal	13,000	13,000	-0-
Other General Supplies (Elections)	2,750	5,000	2,250
Conference & Meeting Expense	2,000	2,000	-0-
<u>INSTITUTIONAL EXPENSE (Edison)</u>			
Group Medical & Life Insurance	113,200	132,900	19,700
Unemployment Compensation	-0-	14,000	14,000
UNALLOCATED CONTRACTUAL	2,100	2,100	-0-
Supplies (Faculty Association)	200	200	-0-
Postage	25,080	27,300	2,220
Publications/Dues (Cole)	6,200	6,200	-0-
Advertising	500	550	50
Recruitment (Cole)	2,000	2,000	-0-
General Insurance	32,000	32,000	-0-
Equipment	23,691	26,622	2,931
Tuition Charge-Back (Sagmoe)	20,000	15,000	(5,000)

	<i>Original</i> <i>1977-78</i>	<i>Requests</i> <i>1978-79</i>	<i>Difference</i> <i>1978-79</i> <i>Re: 1977-78</i>
<u>INSTITUTIONAL RESEARCH (Cole)</u>			
General Materials & Supplies	1,000	1,000	-0-
Conference & Meeting Expense	500	500	-0-
<u>DATA PROCESSING SERVICES (Cole)</u>			
Contractual Services	9,216	9,516	300
General Materials & Supplies	3,600	3,600	-0-
Conference & Meeting Expense	1,000	1,000	-0-
Rental of NCR & IBM Equipment	45,012	46,012	1,000
<u>AFFIRMATIVE ACTION (Foster)</u>			
Contractual Services	250	250	-0-
General Materials & Supplies	400	400	-0-
Conference & Meeting Expense	1,000	1,000	-0-
<u>GRANTS OFFICE (Sagmoe)</u>			
General Materials & Supplies	-0-	2,000	2,000
Conference & Meeting Expense	-0-	1,000	1,000
<u>PROVISION FOR CONTINGENCIES</u>	<u>25,000</u>	<u>25,000</u>	<u>-0-</u>
<u>TOTAL EDUCATIONAL AND BUILDING BUDGETS</u>	<u>\$ 961,412</u>	<u>\$ 987,287</u>	<u>\$ 25,875</u>

EQUIPMENT REQUESTS

Academic Support	\$ 8,000
Academic Skills	1,000
Business Office	1,000
Workroom	1,000
Dean, Career Education	370
Assistant Dean, Career Education	200
Math-Science	2,873
A.D.N.	1,619
L.P.N.	2,278
Med. Lab.	1,700
Rad. Tech.	905
Agriculture	50
Business Division	1,880
Industrial Tech.	3,382
Food Services	365
	<u>\$ 26,622</u>

CURRENT SALARIES & WAGES PROJECTED TO 1978-79 BUDGET

	66 Faculty	1 Para-Prof.	29 Clerical	22 Admin.	29 Building	Part-time & Overload Williams Bunch Sagmoe	Student Tutors	Summer Session	Community Education Co-Ord. Salaries	Public Service	Student SVC	Help Other	Total
1977-78 Salaries & Wages	1,077,963	5,280	209,551	458,240	279,150	110,000 17,150 10,600	2,500	74,259	4,500 63,000	3,500	6,000	170,050	2,491,743
Crouse 1		16,800				(19,565)							(2,765)
Johnson 1		13,680											13,680
Mueller $\frac{1}{2}$ year		7,362											7,362
Heating Va. $\frac{1}{2}$ year		(7,500)											(7,500)
Foster			1,797										1,797
Williams						(10,000)			1,500 5,000				(3,500)
Bunch							2,875	800					3,675
Sagmoe									(6,800)				(6,800)
Total Summer Session									6,516				6,516
Devine		(16,800)											(16,800)
Doyle		(16,275)											(16,275)
Harper		(14,725)											(14,725)
Lawrence (10 month only)		(12,150)											(12,150)
Mabee		(16,275)											(16,275)
Osborn		(20,600)											(20,600)
Warren			(20,800)										(20,800)
Hastings $\frac{1}{2}$ year			(8,200)										(8,200)
Increase													14,600 14,600
Peggy White		10,150											10,150
Building 3						(27,930)							(27,930)
	1,021,630	5,280	209,551	411,472	251,220	100,000 20,025 3,800 3,300 80,775			6,000 68,000	3,500	6,000 184,650	2,375,203	
78-79 % re: 77-78	95%	100%	100%	90%	90%	91% 117% 36% 132% 109%			133% 108%	100%	100% 109%	95%	
Regular Staff Position Reductions	3	--	--	2 $\frac{1}{2}$	3	--	--	--	--	--	--	--	8 $\frac{1}{2}$

Williams - 35,000
 Bunch - 40,525
 Sagmoe - 5,250
 80,775

SCHEDULE "G"

WORK STUDY

	<u>1977-78</u> <u>Initial</u>	<u>Increased</u> <u>Revision</u>	<u>1977-78</u> <u>Total</u>	<u>1978-79</u> <u>Tentative</u>
Arts & Sciences	\$ 18,745	\$ 3,832	\$ 22,577	\$ 22,577
Career Education	14,380	---	14,380	14,380
Academic Skills	2,700	---	2,700	3,200
Learning Resources	9,000	800	9,800	9,300
Registrar	3,500	1,000	4,500	4,500
Student Services	37,100	8,935	46,035	40,035
Building	69,160	7,773	76,933	74,493
President	2,465	---	2,465	2,465
Bookstore, Duplicating, Switchboard	9,200	700	9,900	9,900
Data Processing	3,800	---	3,800	3,800
	<u>\$170,050</u>	<u>\$ 23,040</u>	<u>\$193,090</u>	<u>\$184,650</u>

5-1-78

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May 8, 1978

Today I became aware of some problems that had arisen this past weekend during the Arts and Crafts Festival that was held here at Sauk.

It seems the play The Father was scheduled for performances Thursday, Friday, Saturday, and was to be video-taped Sunday evening at 6:30. The tape was to be shown on cable tv as public relations for the school. However upon arrival at the theatre for the taping the following was found:

1. The theatre which had been locked was now unlocked, as was the door to the lighting booth. The lighting booth and theatre both contained several pieces of expensive materials.
2. The stage lights had been rearranged or removed and had been left on for several hours.
3. The set was partially dismantled with furniture being pushed to one side in a careless manner.
4. The front seating risers had been torn apart and dragged across the stage leaving large gouges in the newly renovated floor.
5. An antique rug was thrown on top of these risers with nailed boards on top of the rug.
6. An abalone inlaid box belonging to one of the cast members was missing.
7. The stage and surrounding area was littered with beer cans, some still containing beer.

Needless to say the taping was impossible under the circumstances. It seems, to me, a shame that this great opportunity to share our theatre with the public was lost because of a breakdown in communications. I feel some action should be taken to insure that this unfortunate incident does not occur again. Guidelines contained in the Building Utilization Policy should be enforced for all activities at Sauk Valley College.

Specifically,

1. Special activities should not interfere with or obstruct the normal operation of classes.
2. The Facilities Request form should include an exact list of what facilities are being used and at what times. Any changes should be made in writing on a new Request form. (This will assist all building staff as well as those people from the community wondering where they are to be located.)
3. Adequate supervision of any and all activities must be provided. (In the case of the Little Theatre it is important to employ someone with

knowledge of the capabilities of the Little Theatre.)

4. Any outside party using the Sauk Valley College is and should be made aware that they are liable for damages incurred for any activity.

Respectfully,

Molly Buffer
Molly Buffer

LAW OFFICES

WARD, WARD, CASTENDYCK, MURRAY & PACE

HENRY M. WARD
R. W. CASTENDYCK
PHILIP H. WARD, JR.
DAVID E. MURRAY
OLE BLY PACE III
LAURENCE F. JOHNSON
ROBERT E. BRANSON
MARK E. ZUMDAHL

RICHARD A. PALMER

PHILIP H. WARD
(1891-1977)

202 EAST FIFTH STREET
P. O. BOX 400
STERLING, ILLINOIS 61081
TELEPHONE 815-625-8200

BRANCH OFFICES

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

CORNER OF MAIN & FOURTH
MILLEDGEVILLE, ILLINOIS 61051
TELEPHONE 815-225-7300

May 8, 1978

Mr. William E. Reigle, Chairman
Board of Trustees
Sauk Valley College
Route #1
Dixon, IL 61021

Re: Cynthia Lawrence
Sex Discrimination Claim

Dear Mr. Reigle:

This is to confirm my conversation with you in which I reported that I have received and reviewed the formal Grievance Review Form filed by Cynthia Lawrence with the Sauk Valley College Affirmative Action Officer, Donald Foster, on May 4, 1978. I further reviewed the response of Ronald F. Coplan, as part of the informal review of the grievance previously filed and the grievance procedures previously adopted by the Board of Trustees.

Since the formal grievance was filed with the Affirmative Action Officer it appears that pursuant to the provisions of Section 3.05, he must make such further investigation as he feels is warranted and then either dismiss the charge or if he feels there is reasonable cause to believe that the charge is true, he shall endeavor to remedy the grievance by the informal methods of conference, conciliation and persuasion. Since Ron Coplan and the remainder of the Board of Trustees, with the exception of Barb Pasada, are named as the individuals who are alleged to have committed the grievance, they are in effect Respondents and the may, but are not required to, submit information in writing to be made a part of the file.

As you know, this is the first proceeding under this procedure. I am advised that Don Foster already made an investigation as part of the informal procedure and obviously Ron Coplan, as Chairman of the Board of Trustees, and Dr. Cole have also conducted investigations and have given Mrs. Lawrence an opportunity to be heard.

It would appear to me that if Mrs. Lawrence has additional information she wishes to present to Don Foster, she should obviously be allowed to do so. He will then be required to make his decision.

When the procedure was established, I do not believe it was contemplated that it

Mr. William E. Reigle, Chairman
Sauk Valley College
Board of Trustees

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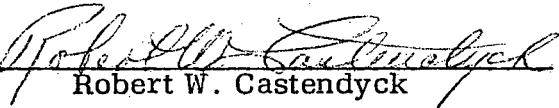
5/ 8/78

would be applicable to situations involving an alleged discriminatory act by the Board of Trustees. There is an appeal procedure set forth in Sections 4.00 through 4.04. The President of the College and the Chairman of the Board of Trustees have already considered this matter as part of the informal procedure. I would suggest therefore that in the event Don Foster finds that the complaint should be dismissed, no useful purpose would be served by further hearings or investigations unless Mrs. Lawrence indicates that she has additional information which was not furnished to Ron Coplan or President Cole. It might then be appropriate to indicate to Mrs. Lawrence that in the event she wishes to appeal to any governmental agency, she should feel free to do so and the Board of Trustees would waive any defense it might have for a failure to pursue Administrative remedies available to her.

Respectfully submitted,

WARD WARD CASTENDYCK MURRAY & PACE

By


Robert W. Castendyck

RWC/b