

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
June 12, 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
 - 3) Report and recommendations involving Unemployment Compensation
 - 4) Report on conditions and recommendations for the blacktop surfaces on the college property
- E. Old Business:
 - 1) Book data requested by Board of Trustees as a result of last year's audit pertaining to write-offs against tuition income
 - 2) Copies of 1975 North Central Evaluation and possible discussion concerning 1980 evaluation visit
 - 3) Board Workshop
- F. New Business:
 - 1) Historical Assessed Valuation of Sauk Valley College District including the 1977 calendar year
 - 2) Student Consumerism and Financial Aid Information Guide
- G. President's Report
 - 1) Report from Student Trustee
 - 2) Minutes of Committee Meetings
 - 3) Report on ICPCCP Meeting
 - 4) Other items

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

June 12, 1978

The Board of Trustees of Sauk Valley College met in regular session at 8:00 p.m. on June 12, 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

Minutes: It was moved by Member Koenig and seconded by Member Prescott that the Board approve the minutes of the May 22 meeting as presented. Motion voted and carried.

Vacation Pay: At the time Bob Crouse (Director of Public Safety Programs) resigned his administrative duties to return to the faculty he had 25 vacation days. Since that time this number has been reduced to five days. It was moved by Member Coplan and seconded by Member Fisher that the Board approve paying Mr. Crouse for five vacation days. In a roll call vote, all voted aye. Motion carried.

Cynthia Lawrence Resignation: It was moved by Member Coplan and seconded by Member Koenig that the Board accept the resignation of Cynthia D. Lawrence effective June 27, 1978. Motion voted and carried.

Administration of Unemployment Compensation: It was moved by Member Keefer and seconded by Member Koenig that the Board approve contracting with the R.E. Harrington, Inc. company for the period of July 1, 1978 through June 30, 1979 at an initial cost of approximately \$975 for the administration of Sauk Valley's unemployment compensation insurance claims program. In a roll call vote, all voted aye. Motion carried.

Discussion was held on the number of full-time and part-time employees employed at Sauk Valley. Member Coplan requested a breakdown of full-time employees at Sauk as compared to the other colleges on the list furnished by the ICCTA. He

requested that this information be available for the Board Workshop, if possible.

Parking Lot Repair:

Dean Edison presented the attached materials to the Board on parking lot maintenance. He was requested to return with further information on which lot or lots most need re-surfacing and which need patching, along with an approximate cost for same.

Tuition Income:

The attached report was presented to the Board by Dean Edison on tuition income and write-offs.

North Central
Evaluation:

The Board was presented with copies of the 1975 North Central Evaluation and reminded that a self study will be initiated this fall for the 1980 evaluation visit.

Board Workshop:

The Board was presented with the attached agenda for the workshop to be held June 15.

Grievance #12:

It was noted that Grievance #12 would be discussed in executive session.

Assessed Valuation:

The attached report on assessed valuation of Sauk Valley College from 1965 through 1976 was presented to the Board for their information and study.

President's Report:

Student Trustee, Molly Bulfer, noted that she did not have a report since the ASB had not met. She said their first meeting will be later this month and she will have a report at the June 26 meeting. President Cole reported on the summer school enrollment which showed 1,046 students enrolled for 3,946 hours as compared to 1,117 students enrolled for 4,182 hours last year at this time. It was also noted that registration for the six-week session will be held next week and more hours will be realized from the six-week session. Dr. Cole also reported on the financial aid handbook, the minutes of the committee meetings, current list of foundation members, and the ICCTA Bulletin.

Executive Session: At 8:55 p.m. it was moved by Member Powers and seconded by Member Prescott that the Board adjourn to executive session to confer with counsel. In a roll call vote, all voted aye. Motion carried.

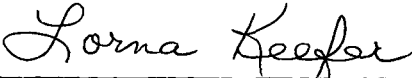
Regular Session: At 9:39 p.m. it was moved by Member Powers and seconded by Member Coplan that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Grievance #12: It was moved by Member Prescott and seconded by Member Fisher that the Board adopt the attached resolution which indicates that the Board will not submit Grievance #12 to arbitration. 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. In a roll call vote, all voted aye. Motion carried. The next regular meeting will be 8:00 p.m. on June 26, 1978.

The meeting adjourned at 9:45 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

112
DIXON, ILLINOIS 61021

DATE May 19, 1978

MEMORANDUM

: Dr. Cole

DM: Dr. Williams *plw*

Upon the resignation which was submitted by Mr. Robert Crouse some time ago, I reviewed his vacation days and at that time, he had over 25 days remaining.

We have been working diligently to reduce that number and now at the time of his leaving the administration and returning to the College Faculty, I am recommending that he be paid for the 5 remaining vacation days that have not been used.

lm

cc: Dean Edison
Robert Crouse

SAUK VALLEY COLLEGE

D2a

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 12, 1978

MEMORANDUM

TO: SVC Board of Trustees

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

RE: Resignation of Cynthia D. Lawrence

RECOMMENDATION: Board accept the resignation of Cynthia D. Lawrence, effective June 27, 1978.



SAUK VALLEY COLLEGE

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

2204 - 21st Avenue
Sterling, IL 61081
June 12, 1978

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

Dear Dr. Cole:

Your January notice to me terminating my employment with Sauk Valley College and the decision of the Grievance Committee denying my grievance, make it patently clear to me that Sauk Valley College does not want my employment and services. This fact weighs heavily on my mind and has, since the Grievance Committee decision, caused me considerable anguish. I believe it is in the best interest of both Sauk Valley College and myself that I leave and take employment elsewhere.

This is to advise, therefore, that I am terminating my employment relationship with Sauk Valley College on June 27, 1978.

Respectfully,

Cynthia D'Andre-Lawrence

Cynthia D'Andre-Lawrence

CDL/ao

cc: Sauk Valley College
Board of Trustees
Henry Dixon

SAUK VALLEY COLLEGE

D-3

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 7, 1978

MEMORANDUM

TO: SVC Board of Trustees

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

RE: Unemployment Compensation Insurance Claim Program

The attached report from Dean Edison demonstrates the advantage of contracting with the R. E. Harrington Co. for the administration of the Unemployment Compensation Insurance Claims Program.

I attended a presentation by the Harrington Co. a few months ago in conjunction with an ICPCCP meeting and was very impressed with the simplicity and reliability of their system.

RECOMMENDATION: Board approval to continue to investigate the service of R. E. Harrington Co., and to contract for their services as stipulated above as of the date selected by the Business Manager.

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE

June 2, 1978

MEMORANDUM

TO: Board of Trustees and President Cole

FROM: Robert Edison



Re: Board Meeting, June 12, 1978

I am enclosing herein various reports which have historically been presented to the Board of Trustees or that require Board action of some type. The reports submitted herewith are as follows:

- 1) Book data requested by Board of Trustees as a result of last year's audit pertaining to write-offs against tuition income.
- 2) Historical assessed valuation of the Sauk Valley College district, including the 1977 calendar year.
- 3) Report and recommendations involving unemployment compensation.
- 4) Report on condition and recommendations for the blacktop surfaces on the college property.

RE:fsb

Enclosures

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 5-26-78

~~M~~EMORANDUM

TO: President Cole and Board of Trustees

FROM: Robert Edison



SUBJECT: Board meeting, June 12, 1978.

I am enclosing herewith the book data which was requested to be submitted by the Board of Trustees as a result of the audit for the past year.

Inasmuch as this data is similar to that previously submitted I would assume that it is satisfactory to the Board of Trustees.

Should there be any questions regarding this information I would be pleased to clarify in any way possible.

RE:fsb

Encl.

NET TUITION RECEIPTS AND DEDUCTIONS

<i>Deductions from Tuition</i>	<i>Fall 1974</i>	<i>Spring 1975</i>	<i>Fall 1975</i>	<i>Spring 1976</i>	<i>Fall 1976</i>	<i>Spring 1977</i>	<i>Fall 1977</i>	<i>Spring 1978</i>
<i>Tuition Refunds</i>	7,952.00	5,597.20	13,781.00	13,026.00	15,483.50	13,925.80	14,449.60	12,745.60
<i>Employee Waivers</i>	2,979.60	2,982.20	3,978.80	4,198.60	5,516.00	6,846.00	5,663.00	6,003.00
<i>Bad Debts</i>	---	529.20	---	526.00	412.00	135.00	6,464.00	3,403.67
<i>Senior Citizens</i>	2,223.00	3,302.00	6,283.20	7,669.20	8,313.20	17,235.00	22,719.00	18,738.00
<i>EOG Waivers</i>	300.00	966.40	1,328.00	1,635.00	1,634.00	1,735.50	1,613.00	1,133.00
	<u>13,454.60</u>	<u>13,377.00</u>	<u>25,371.00</u>	<u>27,054.80</u>	<u>31,358.70</u>	<u>39,877.30</u>	<u>50,908.60</u>	<u>42,023.27</u>
 <i>Net Tuition Receipts</i>	 <u>265,615.46</u>	 <u>291,089.68</u>	 <u>400,030.26</u>	 <u>394,271.45</u>	 <u>365,419.75</u>	 <u>362,901.05</u>	 <u>367,100.78</u>	 <u>323,344.57</u>

May 29, 1978

MEMORANDUM

TO: Board of Trustees and President Cole

FROM: Robert Edison 

RE: Board Meeting, June 12, 1978

I am enclosing herein the equalized assessed valuation for Sauk Valley College since 1965, through the calendar year of 1977.

Please note that for the first time I have not broken down the assessed valuation by county into real estate, personal property and railroad. The reason for this detail rests with the fact that Lee County and Bureau County had not furnished their breakdown at the time that Whiteside County felt it to be mandatory to proceed with the levies in order to issue Whiteside County tax bills in time for collection. Mr. Heusinkveld assured me that there was no way that the college would be short-changed through this method and I was in agreement that we would be better off to be able to collect Whiteside County taxes at a reasonably early date in lieu of having to wait until the latter part of summer for the collection of some of our taxes.

Should there be any questions relative to this data please feel free to contact me at your convenience.

RE:fsb

Encl.

TAX BREAKDOWN SAUK VALLEY COLLEGE

<u>Breakdown</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>
Whiteside County				
Real Estate	\$ 228,780,290	\$ 229,863,152	\$ 249,600,414	
Personal	41,151,340	40,855,398	41,337,867	
Railroad	2,246,028	2,608,059	2,082,442	
Assessed Valuation	<u>\$ 272,177,658</u>	<u>\$ 273,326,609</u>	<u>\$ 293,020,723</u>	<u>\$ 294,138,719</u>
Lee County				
Real Estate	\$ 165,134,745	\$ 168,685,665	\$ 175,472,420	
Personal	27,371,387	27,342,151	25,793,330	
Railroad	1,780,261	1,630,695	1,250,275	
Assessed Valuation	<u>\$ 194,286,393</u>	<u>\$ 197,658,511</u>	<u>\$ 202,516,025</u>	<u>\$ 213,627,291</u>
Henry County				
Real Estate	\$ 1,806,565	\$ 1,774,266	\$ 2,108,785	
Personal	70,947	66,930	50,185	
Railroad	-0-	-0-	-0-	
Assessed Valuation	<u>\$ 1,877,512</u>	<u>\$ 1,841,196</u>	<u>\$ 2,158,970</u>	<u>\$ 2,212,333</u>
Bureau Councny				
Real Estate	\$ 26,470,415	\$ 26,769,590	\$ 30,574,430	
Personal	2,027,565	2,129,185	1,974,570	
Railroad	447,842	344,650	311,262	
Assessed Valuation	<u>\$ 28,945,822</u>	<u>\$ 29,243,425</u>	<u>\$ 32,860,262</u>	<u>\$ 32,372,295</u>
Ogle County				
Real Estate	\$ 32,335,330	\$ 32,671,877	\$ 38,546,550	
Personal	1,881,660	1,853,491	2,373,187	
Railroad	455,995	375,267	375,246	
Assessed Valuation	<u>\$ 34,672,985</u>	<u>\$ 34,900,635</u>	<u>\$ 41,294,983</u>	<u>\$ 41,276,530</u>
Carroll County				
Real Estate	\$ 23,420,875	\$ 26,437,770	\$ 30,491,860	
Personal	1,241,390	1,417,755	1,219,775	
Railroad	674,589	511,815	495,092	
Assessed Valuation	<u>\$ 25,336,854</u>	<u>\$ 28,367,340</u>	<u>\$ 32,206,727</u>	<u>\$ 34,040,616</u>
TOTALS				
Real Estate	\$ 477,948,220	\$ 486,202,320	\$ 526,794,459	
Personal	73,744,289	73,664,910	72,748,914	
Railroad	5,604,715	5,470,486	4,514,317	

TAX BREAKDOWN SAUK VALLEY COLLEGE

Breakdown	1965	1966	1967	1968	1969	1970	1971	1972	1973
Whiteside County									
Real Estate	\$144,794,300	\$147,312,580	\$157,441,560	\$161,876,570	\$170,646,780	\$171,019,690	\$191,380,450	\$191,692,700	\$197,073,830
Personal	47,870,640	51,955,695	54,599,800	58,504,470	62,225,940	48,087,880	45,139,020	33,754,000	37,823,160
Railroad	2,427,962	2,370,682	2,307,075	2,231,649	2,419,225	2,367,223	2,235,851	2,245,141	2,265,766
Assessed Valuation	<u>\$195,092,902</u>	<u>\$201,638,957</u>	<u>\$214,348,435</u>	<u>\$222,612,689</u>	<u>\$235,291,945</u>	<u>\$221,474,793</u>	<u>\$238,755,321</u>	<u>\$227,691,841</u>	<u>\$237,227,756</u>
Lee County									
Real Estate	\$ 96,989,213	\$105,593,853	\$114,434,056	\$116,417,022	\$119,324,692	\$119,605,602	\$130,955,684	\$133,595,505	\$139,613,384
Personal	37,354,175	42,086,370	42,722,270	43,962,500	44,095,940	36,160,760	31,698,761	23,550,343	23,706,987
Railroad	1,789,250	1,923,584	1,864,817	1,788,588	1,794,759	1,920,740	1,731,811	1,706,431	1,704,763
Assessed Valuation	<u>\$136,132,638</u>	<u>\$149,603,807</u>	<u>\$159,021,143</u>	<u>\$162,168,110</u>	<u>\$165,215,391</u>	<u>\$157,687,102</u>	<u>\$164,386,256</u>	<u>\$158,852,279</u>	<u>\$165,025,134</u>
Henry County									
Real Estate	\$ 1,485,980	\$ 1,518,410	\$ 1,620,094	\$ 1,620,095	\$ 1,620,095	\$ 1,640,159	\$ 1,802,045	\$ 1,798,348	\$ 1,799,855
Personal	311,560	360,562	428,755	388,357	390,069	357,814	183,173	68,991	70,969
Railroad	-0-	-0-	-0-	-0-	1,170	-0-	-0-	-0-	-0-
Assessed Valuation	<u>\$ 1,797,540</u>	<u>\$ 1,878,972</u>	<u>\$ 2,048,849</u>	<u>\$ 2,008,452</u>	<u>\$ 2,011,334</u>	<u>\$ 1,997,973</u>	<u>\$ 1,985,218</u>	<u>\$ 1,867,339</u>	<u>\$ 1,870,224</u>
Bureau County									
Real Estate	\$ 14,268,250	\$ 20,061,800	\$ 22,578,030	\$ 22,802,140	\$ 23,006,870	\$22,843,210	\$ 26,220,480	\$ 25,946,465	\$ 26,111,235
Personal	3,750,615	5,625,970	5,610,390	5,881,050	5,670,330	4,607,000	3,768,425	1,838,545	1,704,315
Railroad	319,584	485,936	461,823	451,784	441,151	424,104	408,790	419,848	433,598
Assessed Valuation	<u>\$ 18,338,449</u>	<u>\$ 26,173,706</u>	<u>\$ 28,650,243</u>	<u>\$ 29,134,974</u>	<u>\$ 29,118,351</u>	<u>\$ 27,874,314</u>	<u>\$ 30,397,695</u>	<u>\$ 28,254,858</u>	<u>\$ 28,249,148</u>
Ogle County									
Real Estate	\$ 18,589,230	\$ 19,042,285	\$ 20,890,210	\$ 21,038,830	\$ 21,270,070	\$ 21,334,630	\$ 26,109,120	\$ 26,145,150	\$ 27,758,540
Personal	6,466,735	6,860,000	6,718,040	6,822,210	6,993,260	5,346,060	4,089,880	1,426,240	1,440,840
Railroad	446,290	468,640	457,205	459,380	465,355	448,030	429,840	433,160	447,165
Assessed Valuation	<u>\$ 25,502,255</u>	<u>\$ 26,370,925</u>	<u>\$ 28,065,455</u>	<u>\$ 28,320,420</u>	<u>\$ 28,728,685</u>	<u>\$ 27,128,720</u>	<u>\$ 30,628,840</u>	<u>\$ 28,004,550</u>	<u>\$ 29,646,545</u>
TOTALS									
Real Estate	\$276,126,973	\$293,528,928	\$316,963,950	\$323,754,657	\$335,868,507	\$336,443,291	\$376,467,779	\$379,178,168	\$392,356,844
Personal	95,753,725	106,888,597	110,079,255	115,558,587	119,375,539	94,559,514	84,879,259	60,683,119	64,811,271
Railroad	4,983,086	5,248,842	5,090,920	4,931,401	5,121,660	5,160,097	4,806,292	4,804,580	4,851,312
GRAND TOTALS	<u>\$376,863,784</u>	<u>\$405,666,367</u>	<u>\$432,134,125</u>	<u>\$444,244,645</u>	<u>\$460,365,706</u>	<u>\$436,162,902</u>	<u>\$466,153,330</u>	<u>\$444,670,867</u>	<u>\$462,019,427</u>

Business Office

June 2, 1978

TO: President Cole and Board of Trustees

FROM: Robert Edison *Bob*

RE: Board Meeting, June 12, 1978.

SUBJECT: UNEMPLOYMENT COMPENSATION INSURANCE CLAIMS MANAGEMENT PROGRAM.

The Illinois Community College Trustees Association imposed or employed, the R. E. Harrington, Inc. Company to survey some of the Illinois community colleges and to make a proposal to the Illinois community colleges in reference to the handling of unemployment compensation claims and services as required by the various colleges.

I was sent a copy of the proposal by this company and I am enclosing herewith the Illinois Community College Trustees Association transmittal to the colleges in reference to the report submitted. The report is quite comprehensive and will be made available to any persons that might wish to review this report.

The one significant factor in the submission would rest within the fact that though Sauk Valley College is relatively small in comparison to some of the other colleges surveyed, that it is apparent that we have more employees on our payroll than do many of the colleges that are much larger in enrollment size and budgetary requirements. I also have checked with various other colleges and unit districts and find that most schools have employed R. E. Harrington, Inc. or some similar organization to perform these services. Organizations checked are Chicago, Waubesa, Du Page, Sterling Unit, Black Hawk, Polo, Elgin, Dixon Unit, etc.

At any rate I have reviewed this report and would submit the following information and recommendation in reference thereto:

The R. E. Harrington proposal to the Illinois Community College Trustees Association, referenced above, has been received and thoroughly reviewed in our office.

The Harrington Co. is located in Oakbrook, Illinois, which is the closest service center of this nature that is available. This is always important should we need consultation on large and/or emergency claims. I was also impressed with their 25 years of service in this specialized field, servicing business, trade associations, and all levels of education. Currently, their company, with highly computerized technology, handles 500,000 unemployment compensation claims annually, and performs all activities of the claims management program on 13,000 State of Illinois unemployment compensation accounts.

In addition to having an on-site computer with specialized programming for unemployment claims processing, our college will be assigned an account manager, hearing specialist, and the appropriate office support staff.

The proposal specifically identifies three major areas of service:

1. Management Reports. The Harrington Company will provide a quarterly claims activity and status report, along with quarterly benefit charge verification reports. Through the account manager, we will be informed of regulation changes and pending legislation. In addition to these reports, various analysis will be provided to help us analyze and compare various funding methods, for example, reimbursement method vs. the percentage of payroll method. In addition to these reports, we will be notified as to frequency of unemployment claims in total and by college department which will help us with internal management for claims reduction, and give us support information for communications with various legislative agencies.
2. Inservice Education. The Harrington staff will completely review our current personnel practices and procedures, and provide recommendations for change for more effective cost control and reduction of future claims. The company will also provide a procedure manual and educate the staff as to its implementation.
3. Claims Administration and Cost Control. The service program of R. E. Harrington will implement and administer all the activities involved in the servicing of unemployment claims filed against the college. The company will not only receive the initial claim, but will protest, if appropriate, through all subsequent steps, including attending hearings, and if necessary, to board of review stage. In short, Harrington Company will become the addressee on behalf of the college and will receive and coordinate all of our claims with the Illinois Bureau of Employment Services, including notices of claims, referees decisions and notice of charges, will be mailed to Harrington Company and coordinated with the college.

Considering the administrative and clerical time involved for in-house management of this program, and the lack of specialized college staff expertise in this field, and the potential savings by a professional firm, it is my recommendation to contract with R. E. Harrington, Inc. for the period of July 1, 1978 through June 30, 1979, at an initial cost of approximately \$975.

RECOMMENDATION: Board approval to continue to investigate the service of R. E. Harrington Co. and to contract for their services as stipulated above as of the date selected by the Business Manager.

RE:fsb



Executive Director
David L. Viar

**Illinois Community College
Trustees Association**

510 Iles Park Place
Springfield, Illinois 62718
Telephone 217-789-1777

RECEIVED APR 19 1978

MEMORANDUM

April 17, 1978

TO: Presidents and Board Chairmen of
Districts Interested in Unemployment
Compensation Cost Control Program

FROM: David L. Viar, Executive Director *AV*

SUBJECT: R. E. Harrington Proposal for Un-
employment Compensation Cost Control
Program

In January a questionnaire was mailed from the ICCTA Office to all community college districts regarding a proposal for the association to act as the intermediary for the development of a group unemployment compensation management program. Included in the information mailed to the districts was a complete review of the services available through such a program.

Fourteen community college districts indicated an interest in studying this type of program. The names of those districts were forwarded to the R. E. Harrington Company along with figures indicating the full-time employees and part-time employees of those districts. The total for the 14 districts was 8,146 employees.

R. E. Harrington has determined that a rate of \$1.60 per covered employee would be possible if the total number of employees from enrolled districts is over 5,000. If the figure is below 5,000 the rate would be \$1.70 per covered employee per year.

Enclosed is a listing of the 14 districts who are interested in the proposal along with a statement from the R. E. Harrington Company outlining the unemployment compensation claims management program.

If you have any inquiries or questions concerning the proposal please contact Mr. John Kumnick, district manager, R. E. Harrington, Inc., 1100 Jorie Boulevard Suite 153, Oakbrook, Illinois 60521. The telephone number is 312/920-0620.

DLV:dg

Enc: Proposal from R. E. Harrington Co.
Listing of colleges interested
(Presidents only)

President

Dr. C. R. Jasiek
Valley Community College
P. O. Box 556
LaSalle, Illinois 61301

Vice-President

Mr. Raymond E. Hartstein
Oakton Community College
9801 Gross Point Road Apt. 201
Skokie, Illinois 60076

Secretary

Mrs. Judith E. Madonia
Lincoln Land Community College
2713 Interlachen Drive
Springfield, Illinois 62704

Treasurer

Mrs. Jessalyn Nicklas
William Rainey Harper College
450 North Ayrshire Lane
Palatine, Illinois 60067

No. of Districts Interested
in U/C Management Proposal

Full-Time Employees

Part-Time Employees

DuPage	279	675
Elgin *	246	313
Highland	167	296
Morton	137	127
Oakton *	290	700
Rend Lake *	135	99
Rock Valley *	250	362
Sandburg	132	173
Spoon River	94	79
State Community	206	22
Triton *	550	1200
Waubonsee	157	339
Prairie State	198	311
Sauk Valley	149	460
	—	—
TOTALS	2990	5156

No. of Districts Interested
in U/C Management Proposal

Full-Time Employees

Part-Time Employees

DuPage	279	675
Elgin	246	313
Highland	167	296
Morton	137	127
Oakton	290	700
Rend Lake	135	99
Rock Valley	250	362
Sandburg	132	173
Spoon River	94	79
State Community	206	22
Triton	550	1200
Waubonsee	157	339
Prairie State	198	311
Sauk Valley	149	460
	<hr/>	<hr/>
TOTALS	2990	5156

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 2, 1978

MEMORANDUM

Board of Trustees and President Cole

FROM: Robert Edison



RE: Board Meeting, June 12, 1978

In August of 1976 it had become apparent that a substantial proportion of the parking surfaces at the college were starting the process of cracking and breaking up. On August 18, 1976, Harold Wendler and Associates issued a report to me indicating that with some weed killing, crack filling, and good weather that the college could probably avoid extensive maintenance for another year or two. That report was submitted to the Board of Trustees at its meeting on September 13, 1976. The succeeding two winter seasons, rather than representing "good weather" conditions have undoubtedly been two of the most destructive winters for road surfaces in this locale in the past several decades or longer.

Late last month, since I had planned on substantial maintenance costs from Site and Construction funds during this season, I requested a total inspection of all parking and roadway surfaces on our campus and I am enclosing herewith the report from Wendler and Associates, Inc.

RECOMMENDATION: Trustee review and determination as to amount of funds they wish to authorize expended for maintenance of campus automobile surfaces during the current construction season.

RE/ag

HAROLD P. WENDLER and Associates, Inc.

Consulting Structural Engineers - Civil Engineers - Land Surveyors

June 2, 1978

Mr. Robert Edison
Dean of Business Services
Sauk Valley College
R.F.D. #1
Dixon, Illinois 61021

RE: MAINTENANCE FOR PARKING LOT AND DRIVES

Dear Mr. Edison:

As requested by your office we have inspected all parking lots and drives at Sauk Valley College to determine what maintenance if any is required at this time. We are presenting our conclusions and recommendations in this letter for your consideration.

T₁ parking lot is the oldest on campus. It is in suprisingly good condition considering its age and traffic during its lifetime. This lot has some bad cracks that should be filled. I would recommend a pre-mixed asphalt material consisting of oil and sand which should be tamped into the cracks. This material can be purchased in lumber yards and has a trade name of Sacrete. There is also some minor alligator cracking evident in this lot, especially in front of the Anixter Building. These areas should be repaired by excavation to the sub-grade and replacing the crushed stone and bituminous mixture on top. I would estimate that the repairs of all cracks in this lot would cost in the neighborhood of \$2,500.00.

The above work would be considered temporary repairs and if you are interested in a more permanent maintenance to this lot I would recommend a sand seal be placed over the entire lot. This would be a hot mix material approximately 3/4 of an inch in thickness and should be placed after the above repair work is completed. The cost of this sand seal would be approximately \$9,000.00.

We also inspected all three (3) of the West student parking lots. Generally the same conditions exist in these lots as the T₁ lot. Therefore I would make the same recommendations as above with the following estimated costs. The cost of filling the cracks and repairing the alligator cracking would be in the neighborhood of \$4,000.00. The cost of placing a sand seal mat on the entire lot is estimated to be \$40,000.00

The boiler room lot and garage lot are in generally good condition and I would not recommend that any type of work be done on these lots at this time.

The North student parking lot was also inspected and is proving to be a problem in several respects. As you remember the drives to this lot, on the West and East side of the parking area, was resurfaced several years ago. Building up these areas has created several pockets with poor drainage resulting in deterioration of the concrete. It is my opinion that this lot was not properly designed for drainage in its original design.

I would offer the following recommendations for your consideration in the maintenance of this lot. All of the cracks should be filled as specified for lot T₁, and the alligator cracking should be repaired as specified above. The cost of this work for the North student parking lot would be approximately \$4,000.00. If a sand seal is placed in the parking areas of this lot, I would estimate the cost to be approximately \$30,000.00.

The visitors parking lot, East parking lot and drives in the general areas of these two (2) lots are all in good condition and require no work at this time except some minor repair for the cracks. Here again I would recommend the pre-mixed Sacrete material be tamped into the larger cracks and this could probably be done by the maintenance personnel at the college. I have therefore not estimated the cost of this work.

The campus road was resurfaced in 1975. The condition of this road is generally very good with exception of a few minor cracks. The asphalt has faded to a certain degree, however I would not recommend putting a sealer on this road or on any asphalt at Sauk Valley College. The sealer would cost approximately \$0.90 per square yard which would amount to approximately \$9,000.00 for the campus road. Sealer is good in areas where gasoline may be spilled and it prevents the gasoline from cutting the asphalt. However in areas such as yours I would recommend oil and chips as a sealer which would cost approximately \$1.00 a square yard and gives you at least twice the protection. I would recommend that no work be done on the campus road at this time.

Page - 3 -

Sauk Valley College

The above estimates were prepared with the assumption that you would have at least \$10,000.00 worth of work at this time. The estimated costs would not apply if you were to let a contract for less than \$10,000.00. In fact you would probably experience difficulty in obtaining bids for any work less than that amount.

We hope that we have given you all of the information that you desired at this time. Should you have any questions or require any additional information, kindly contact our Dixon, Illinois office.

Very truly yours,

HAROLD P. WENDLER & ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Harold P. Wendler". The signature is written in dark ink and is positioned below the typed name.

Harold P. Wendler, P.E. & S.E.

HPW:mjw

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 7, 1978

MEMORANDUM

TO: SVC Board of Trustees

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

RE: Blacktop surface repairs on college property

The attached report from Dean Edison demonstrates that there is a need for some blacktop repairs. I would suggest that we discuss this item, try to decide how much we want to spend, and then determine how much repair can be accomplished with that amount of money through the bid process or whatever procedure gives us the desired information to make an intelligent decision.

RECOMMENDATION: Trustee review and determination as to the maximum amount of funds you wish to authorize expended for maintenance of campus automobile surfaces during the current construction season.

js

SAUK VALLEY COLLEGE

F3

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 7, 1978

MEMORANDUM

TO: SVC Board of Trustees

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

RE: Board Workshop

In accordance with earlier discussions, the Board Workshop will be held at the Brandywine Inn on Thursday, June 15th. I am suggesting the following time schedule and agenda items:

12:00 noon - lunch at the Brandywine, followed by
in-depth discussion of the following
high priority items:

- 1) 1978-79 tentative budget and examination of financial alternatives.
- 2) Clerical, support staff, and administrative pay raises, and replacement of vacancies.
- 3) College Concerns Committee.
- 4) Any other items of concern.

6:00 p.m. - Dinner

Evening session if desired.

I have deliberately left the schedule open, and will keep printed material to a minimum so that we can talk freely and not feel pressed to complete a schedule. Detailed information will be provided at the Monday night Board Meeting so that it can be studied prior to the Thursday Workshop.

js

WHEREAS, the SAUK VALLEY COLLEGE FACULTY ASSOCIATION has served upon JUANITA PRESCOTT, Chairman of the Board of Trustees Grievance Hearing Committee, a written statement notifying her that arbitration is desired for Grievance No. 12, and

WHEREAS, the relief sought under the terms of Grievance No. 12 filed by the Faculty Association calls for the rescinding of the Board action of January 30, 1978 retrenching the positions held by CHARLES HARPER, DONALD DOYLE, JOHN DEVINE, DANIEL MABEE, PHILIP OSBORN and CYNTHIA LAWRENCE, and

WHEREAS, the Supreme Court of the State of Illinois in the cases of the Board of Trustees of Junior College District No. 508, County of Cook, vs. Cook County College Teachers' Union, Local 1600, 62 Ill. 2d 470, 343 NE 2d 473, held that the Board's duties in appointing teachers are non-delegable, and that an arbitrator is without authority to award an employment contract as a remedy for a breach or misinterpretation of a collective bargaining agreement, and

WHEREAS, it therefore appears that an arbitrator would have no authority to grant the relief sought by the SAUK VALLEY COLLEGE FACULTY ASSOCIATION, and it would be improper for the Board to participate in such arbitration,

NOW, THEREFORE, BE IT RESOLVED that SAUK VALLEY COLLEGE FACULTY ASSOCIATION be advised that the Board of Trustees will not submit Grievance No. 12 to arbitration.

BE IT FURTHER RESOLVED by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Bureau, Henry and Carroll, State of Illinois, that if the SAUK VALLEY COLLEGE FACULTY ASSOCIATION insists upon submitting the matter of Grievance No. 12 to arbitration, then the Law Firm of WARD WARD CASTENDYCK MURRAY & PACE, Sterling, Illinois, be and it hereby is authorized and directed to institute legal proceedings, including but not limited to a Stay of Arbitration, injunctive relief, and such other relief as may be deemed necessary or appropriate, for and on behalf of said Board of Trustees for the purpose of restraining the SAUK VALLEY COLLEGE FACULTY ASSOCIATION, its members and all persons acting in concert and participation

with them, from proceeding with arbitration in the matter of the retrenchment of certain individuals designated as Grievance No. 12, which grievance was filed by the SAUK VALLEY COLLEGE FACULTY ASSOCIATION on behalf of CHARLES HARPER, DONALD DOYLE, JOHN DEVINE, DANIEL MABEE, PHILIP OSBORN, and CYNTHIA LAWRENCE.

BE IT FURTHER RESOLVED that said Law Firm should be and it hereby is authorized and directed to take all actions, which in the opinion of Counsel, are necessary and proper for the institution and completion of the aforementioned legal proceedings.