

SAUK VALLEY COLLEGE BOARD OF TRUSTEES ADJOURNED MEETING

November 8, 1978

The Board of Trustees of Sauk Valley College met in an adjourned meeting at 5:00 p.m. on November 8, 1978 in the Board Room of the college.

The following members were in attendance:

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

Communications from  
Visitors:

The Board recognized Steve Johnson, President of the Faculty Association, who presented the attached proposal from the association regarding items on increasing revenue and decreasing expenditures at the college.

Referendum:

The Board then discussed the pros and cons of holding another referendum. No decision was reached.

Other items:

Discussion was held on the projected decrease in enrollment, and current and projected budget comparisons. The Board also discussed the feasibility of going to a four-day week and closing the building for a three-day weekend. They asked what programs would be hurt by such a procedure. Also discussed was building usage by outside groups and the possibility of raising the rental rates to cover the cost of lighting and heating (or air conditioning). Representatives of the utility companies will be asked to make a presentation on what savings they think could be made by closing the college for specified periods.

Member Coplan asked Dean Edison if he would project how many years the college could go on with a deficit budget (using money from the working cash fund) until the school would have to issue tax anticipation warrants.

Other items discussed were tuition increases, zero-based budgeting, transferring of rental money to the operating fund from the site and construction fund, and possible increases in state aid.

Executive Session: At 6:45 p.m. it was moved by Member Prescott and seconded by Member Coplan that the Board adjourn to executive session to discuss personnel items and collective bargaining. Motion voted and carried.

Regular Session: At 8:39 p.m. it was moved by Member Powers and seconded by Member Prescott that the Board return to regular session. Motion voted and carried.

Adjournment: Since there was no further business, it was moved by Member Coplan and seconded by Member Fisher that the Board adjourn. The next regular meeting will be 7:30 p.m. on November 13, 1978. Motion voted and carried.

The meeting adjourned at 8:40 p.m.

Respectfully submitted:

Lorna Keefer  
Lorna Keefer, Secretary

		ACTUAL 1975-76	ACTUAL 1976-77	ACTUAL 1977-78	BUDGETED 1978-79
FULL-TIME INSTRUCTORS	Dollars Numbers	\$906,491.40 62½	\$968,268.20 62	\$952,638.94 59	\$919,938 58*
COUNSELORS LIBRARIANS	Dollars Numbers	91,125.18 6	116,326.61 7	112,879.63 7	100,770 6
ADMINISTRATORS	Dollars Numbers	364,690.16 18	433,892.49 22	456,312.06 22	430,938 19½
CLERICAL	Dollars Numbers	184,528.62 28	203,817.91 28	200,914.52 28	227,444 29
BUILDING	Dollars Numbers	255,314.36 29	266,665.26 29	257,670.56 29	276,410 26
PART-TIME & OVERLOAD	Dollars	204,333.98	217,985.00	215,830.04	201,325
SUMMER	Dollars	99,756.50	112,045.96	73,961.67	80,775
WORKSTUDY	Dollars	152,420.23	181,287.49	174,618.31	193,950

**TOTAL SALARY  
DOLLARS**

\$2,431,550 Includes \*  
1 Para-Prof.

**STUDENT  
CREDIT HOURS**

November 8, 1978  
mv

## SAUK VALLEY COLLEGE

\* Budget Figure

		1966-67	1967-68	1968-69	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1975-76 (as of 3-22-7)
FULL-TIME TEACHERS	DOLLARS NUMBER	20	317,532.42 44	516,913.24 58	560,719.12 56	580,060.87 53	615,939.44 53	603,691.15 50	721,651.43 55	762,234.54 54½	922,778 63
COUNSELORS & LIBRARIANS	DOLLARS NUMBER	1	20,457.22 2	47,504.00 5	56,801.01 5	71,160.78 6	71,608.18 6	78,231.42 6	86,730.12 6	89,880.90 6	104,575 6
ADMINISTRATORS	DOLLARS NUMBERS	16	276,697.64 23	334,452.42 25	389,649.56 25	335,103.17 23	394,350.25 22	380,275.91 20	291,724.85 16	349,134.19 18	364,690 18
CLERICAL	DOLLARS NUMBERS		86,403.65 19	95,044.51 20	133,459.34 30	152,672.48 32	156,928.93 32	150,257.18 29	170,574.30 29	164,000.88 28	196,218 28
BUILDING	DOLLARS NUMBERS		31,265.32 6	34,672.69 6	61,096.96 18	102,859.48 32	193,472.66 32	185,275.31 29	209,903.23 29	230,561.37 29	262,120 29
PART-TIME & OVERLOAD	DOLLARS NUMBERS		24,700.00	33,925.00	32,789.99	30,435.00	40,525.00	37,050.00	81,791.50	127,730.11	143,974.35
SUPPLIES	DOLLARS		9,705.56	20,054.98	35,113.87	36,563.96	44,239.03	39,211.04	60,591.84	70,325.00	100,000
WORK STUDY	DOLLARS		45,586.43	94,722.80	79,597.11	109,696.34	99,356.77	92,500.81	72,513.35	107,314.17	178,847
TOTAL SALARY DOLLARS			823,623.24	1,176,154.63	1,346,851.97	1,558,647.08	1,612,946.26	1,591,224.42	1,741,224.23	1,917,425.40	2,333,368

Total Student  
Credit Hours

12,359 25,378. 28,228 33,286 34,492 36,141 37,598 39,993 46,073 62,100

\*See next page for  
actual4-5-76  
bg

CURRENT AND PROJECTED BUDGET COMPARISONS

Budget Items	1978-79 Based on 49,117 Hours		1979-80 Based on 48,000 Hours	
	Income	Expenses	Income	Expenses
Local Taxes	917,235		935,580	
Refundback	12,000		12,000	
Ental Income	62,850		65,550	
ition	704,733		936,000	
Illinois Ofc. of Education	8,817		10,000	
State Aid	1,107,568		1,178,400	
ualization	1,200		-0-	
iv. Voc. Tech. Educ.	100,188		100,188	
orkstudy	12,000		12,000	
ederal Aid	168,414		168,000	
iscellaneous	6,000		6,000	
TOTAL EXPENSES		\$3,399,361		\$3,369,361
REDUCT SALARY CUTS		-30,000		-44,000
NET TOTAL	\$3,101,005	\$3,369,361	\$3,423,718	\$3,325,361

November 8, 1978  
 Board Workshop  
 nV

1978 Faculty (no raises)

Aguayo, Manuela	Counselor (12 mos)	Inst. Step 6	\$15,030
Bailey, Glenn	Asst. Professor		15,200 *
Beatty, Ed	Asst. Professor		14,250
Burnham, Judith	Asst. Professor		14,250
Burton, Don	Associate Professor		20,600
Buschmann, Claire	Asst. Professor (12 mos)		16,560
Byar, William	Associate Professor		19,900
Crouse, Bob	<u>Asst. Professor</u>		<u>16,800</u>
Cunningham, Pam	Instructor		11,400
Dill, Ross	Asst. Professor		14,725 *
Fortner, Dick	Instructor		11,400
Frana, Jerry	Instructor		12,525
Frederick, Lauren	Asst. Professor		17,975
Gates, Carl	Asst. Professor		15,725
Grossman, Leona	Asst. Instructor	12 mos.	15,030 *
Guinnup, Max	Associate Professor		19,900
Hardersen, Alan	Instructor	12 mos.	15,030
Hartje, Ron	Assoc. Professor		18,600 *
Happach, Ron	Asst. Professor		15,725
Hain, Carol	Asst. Professor		14,250
Harding, Tom	Asst. Professor		15,725
Hedstrom, Ruth	Asst. Instructor		11,775
Hefferin, Deb	Instructor		11,775 *
Heuck, Dale	Asst. Professor		16,275 *
Hilton, June	Instructor		12,150
Holland, Wayne	Asst. Professor		14,250
Holmberg, Claire	Assoc Professor		17,975 *
Horton, Anne	Professor		22,075

Salaries  
Page #2

Johnson, Rosemary	Asst. Instructor	12 mos (on leave)	13,290
Johnson, Steve	Instructor		11,400
Keller, Stuart	Associate Professor		19,900
Lillyman, Kit	Associate Professor		17,375
Logemann, Bob	Asst. Instructor		13,350
Lovekin, David	Asst. Professor		14,725
Major, James	Associate Professor		19,250
Mathis, Jerry	Associate Professor		16,800
Matter, Bob	Asst. Professor		15,725
McLean, Ken	Associate Professor		16,800
Melvin, Joan	Instructor	12 mos	17,100
Nelson, Harold	Asst. Professor	12 mos	20,850
Nesbit, Fred	Professor		18,600
O'Banion, John	Assoc. Professor		15,200
Orlowski, Betty	Instructor		11,775
Oster, Charles	Asst. Professor		16,800
Palumbo, Frank	Associate Professor		20,600
Paterson, Charles	Asst. Professor		16,800
Paulsen, Duane	Associate Professor		16,800
Petersen, Maxine	Associate Professor		16,275
Pinter, Karen	Associate Professor		18,600
Setchell, Tom	Instructor		11,775
Shippert, Stan	Instructor		16,560
Smith, Bob	Asst. Professor		16,800
Spencer, Norm	Asst. Professor		17,975

Starzyk, Ann	Instructor	12 mos	15,510
Thomas, Bob	Associate Professor		16,275
Vrhel, George	Asst. Professor		15,725 *
Walrath, Charles	Instructor		11,775 *
Weller, Mary	Associate Professor		19,250
Wharton, Bob	Asst. Professor		15,725
White, Peggy	Asst. Instructor		10,150
Youker, David	Associate Professor		19,250
		Total	61
		Mueller	1
		Para-Prof	1

CLERICAL

Library:	1. Kathy Wainwright	\$7,013
	2. Jean Harper	8,234
	3. Adelia Burkholder	8,204
Veteran's Office:	4. Elizabeth Keller	6,510
President & Asst. to Pres:	5. Marilyn Vinson	11,547
	6. Vacancy	
Dean Career Ed:	7. Lena Merlo	9,231
Dean Arts & Sciences:	8. Judy Scribner	8,566
Comm. Services:	9. Pam Medema	7,135
Nursing:	10. Margaret Van Dusen	7,135
Business Office:	11. Carol Linton	11,130
	12. Florence Bertsch	9,776
	13. Cathy Seagren	8,466
	14. Mary Healy	7,107
	15. Virginia Baumgart	7,083
	16. Vacancy	
Switchboard:	17. Joan Hipple	7,610
Dean Student Services:	18. JoAnn Babel	9,236
Registrar's Office:	19. Shirley Sword	6,861
	20. Jayne Wiemken	7,213
	21. Ardetta Hayner	8,078
	22. Diane Coons	6,861
Workroom:	23. Ardella Stoudt	6,380
	24. Joyce Pfister	5,970
Data Processing:	25. Anita Van Dusen	7,319
Information Center:	26. Joyce Gaumer	6,532
	27. Vacancy	
Counseling:	28. Leah Gibson	7,135
Financial Aids:	29. Janet Myhre	7,763

1978-79 Budgeted 29 positions

26 positions filled  
3 vacancies

BUILDING PERSONNEL

1.	Billeb, Fred	15006
2.	Bonner, Dixie	8206
3.	Burke, John W.	9195
4.	Compton, Sandra	8206
5.	Cornstubble, Bert	7390
6.	Dawson, Patricia	8378
7.	Frederick, Francis	12839
8.	Guntle, Gladys	6586
9.	Haas, Henry	12369
10.	Hayner, Henry	12369
11.	Heitt, Henry	8206
12.	Ishmael, Judith	8206
13.	Lenox, John	8815
14.	Machen, William	9983
15.	Murray, Lee	12923
16.	Point, John	7710
17.	Reyes, Eladio	9380
18.	Scheffler, Gilbert	12114
19.	Southard, Cloyd	8567
20.	Thompson, Lee N.	9983
21.	Thompson, Marvin, M.	8230
22.	Thurston, Dean	9055
23.	Turnroth, Maurice	9432
24.	Walker, Vernon	9918
25.	Weidman, Byron	12464
26.	Williams, Francis	10612

## SAUK VALLEY COLLEGE

ADMINISTRATIVE COST REDUCTIONS1977-78 THRU 1979-80

	Actual Salaries 1977-78	Actual Salaries 1978-79	Projected Salaries Current Rate 1979-80
<u>INSTRUCTION</u>			
Dean of Arts and Sciences	\$ 26,000	27,000	0
Assistant Dean of Arts and Sciences	21,570	22,570	22,570
Dean of Career Education	25,500	7,700	0
Assistant Dean of Career Education	19,000	22,000	22,000
Assistant Dean of Community Service	20,840	21,840	21,840
Director of Nursing	19,000	21,500	21,500
Director of Public Service	<u>18,412</u>	<u>19,412</u>	<u>19,412</u>
TOTAL	\$150,322	142,022	107,322
<u>STUDENT SERVICES</u>			
Dean of Students	\$ 24,800	25,800	25,800
Assistant Dean For Learning Resources	19,000	20,000	20,000
Director of Admissions	20,800	0	0
Director of Financial Aid	20,250	21,250	21,250
Director of Counseling	19,800	20,800	20,800
VCIP Coordinator	<u>13,800</u>	<u>14,800</u>	<u>14,800</u>
TOTAL	\$118,450	102,650	102,650
<u>PRESIDENT'S OFFICE</u>			
President	35,000	35,000	35,000
Asst. to the President for Pub. Info.	19,800	20,800	20,800
Director of College Data and Management Information Systems	20,700	21,700	21,700

(continued)

ssistant Director of College Data nd Management Information System	11,300	13,300	13,300
ss. Director of Data Processing 2/3 teaching)	16,800	16,316	16,319
egistrar	<u>16,400</u>	<u>10,150</u>	<u>-0-</u>
<b>TOTAL</b>	<b>\$120,000</b>	<b>117,266</b>	<b>107,119</b>

USINESS OFFICE

ean of Business Services	31,200	32,200	32,200
ss. Dean of Business Services	20,500	21,500	21,500
lant Engineer	<u>17,075</u>	<u>18,075</u>	<u>18,075</u>
<b>TOTAL</b>	<b>\$68,775</b>	<b>\$71,775</b>	<b>\$71,775</b>

Total Salaries (Administrative) for 1977-78	\$457,547
Actual Salaries including raises for 1979-80	\$433,713
Projected total for 1979-80	\$388,866

BUILDING PERSONNEL

1.	Billeb, Fred	15006
2.	Bonner, Dixie	8206
3.	Burke, John W.	9195
4.	Compton, Sandra	8206
5.	Cornstubble, Bert	7390
6.	Dawson, Patricia	8378
7.	Frederick, Francis	12839
8.	Guntle, Gladys	6586
9.	Haas, Henry	12369
10.	Hayner, Henry	12369
11.	Heitt, Henry	8206
12.	Ishmael, Judith	8206
13.	Lenox, John	8815
14.	Machen, William	9983
15.	Murray, Lee	12923
16.	Point, John	7710
17.	Reyes, Eladio	9380
18.	Scheffler, Gilbert	12114
19.	Southard, Cloyd	8567
20.	Thompson, Lee N.	9983
21.	Thompson, Marvin, M.	8230
22.	Thurston, Dean	9055
23.	Turnroth, Maurice	9432
24.	Walker, Vernon	9918
25.	Weidman, Byron	12464
26.	Williams, Francis	10612

CLERICAL

Library:	1. Kathy Wainwright	\$7,013
	2. Jean Harper	8,234
	3. Adelia Burkholder	8,204
Veteran's Office:	4. Elizabeth Keller	6,510
President & Asst. to Pres:	5. Marilyn Vinson	11,547
	6. Vacancy	
Dean Career Ed:	7. Lena Merlo	9,231
Dean Arts & Sciences:	8. Judy Scribner	8,566
Comm. Services:	9. Pam Medema	7,135
Nursing:	10. Margaret Van Dusen	7,135
Business Office:	11. Carol Linton	11,130
	12. Florence Bertsch	9,776
	13. Cathy Seagren	8,466
	14. Mary Healy	7,107
	15. Virginia Baumgart	7,083
	16. Vacancy	
Switchboard:	17. Joan Hipple	7,610
Dean Student Services:	18. JoAnn Babel	9,236
Registrar's Office:	19. Shirley Sword	6,861
	20. Jayne Wiemken	7,213
	21. Ardetta Hayner	8,078
	22. Diane Coons	6,861
Workroom:	23. Ardella Stoudt	6,380
	24. Joyce Pfister	5,970
Data Processing:	25. Anita Van Dusen	7,319
Information Center:	26. Joyce Gaumer	6,532
	27. Vacancy	
Counseling:	28. Leah Gibson	7,135
Financial Aids:	29. Janet Myhre	7,763

1978-79 Budgeted 29 positions

26 positions filled  
3 vacancies

ANNUAL STUDENT CREDIT HOUR FACULTY AVERAGE 1973-74 TO PRESENT

Department	1973-74	1974-75	1975-76	1976-77	1977-78	Fall only 1978
Humanities	664	656	649	562	478	243
Social Science	1058	929	1281	1078	874	407
Math & Science	658	719	860	824	746	396
Physical Ed.	320	370	479	313	298	238

November 8, 1978  
 Board Workshop  
 jb

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 8, 1978

## MEMORANDUM

TO: Sauk Valley College Administrators

FROM: Dr. George E. Cole

### Re: Attached Proposal from the Faculty Association

Attached is a copy of a cost savings proposal presented to the Board at the Workshop of November 8, 1978.

This document was presented to me about 15 minutes before the meeting began and I was unable to provide copies for you before it was presented to the Board. It is apparent, however, that the Board recognizes the unusual amount of effort that went into this document by the faculty and other interested college individuals.

In the spirit of being willing to give consideration to any constructive recommendations, I would like for each of you to study this and report your reactions to me in writing by Friday, November 10, 1978. At our Administrative Council meeting on Monday, November 13 we can provide a joint reaction to be incorporated into the Board response.

If you have any questions, please contact me at your convenience.

MV  
enc.

A Proposal by the Faculty Association to the Board  
of Trustees Regarding Revenue Increase and Expenditure  
Decrease.

Origin of Proposal

1. On October 23, the Executive Board requested input from Faculty Association members regarding recommendations for increasing revenue and decreasing expenditure.
2. By October 27, twelve responses had been received. This was a 27% return from the membership of 45 members.
3. In a general meeting of the Association on November 2, an invitation was extended to any member who wanted to discuss the proposals that had been submitted to meet immediately after the meeting.
4. About nine or ten members attended this meeting, and proposals were discussed and refined.
5. On Friday, November 3, a further refinement was made by three members of the Executive Board.
6. Two meetings of the Association were called for Monday, November 6, so that all members would have a chance to discuss final proposals.
7. On November 7, the Executive Board drafted a final proposal, incorporating suggestions made at the meetings on November 6.
8. On November 8, meetings were called at two different hours (so that all members would have a chance to be present) to review and vote on the final draft of the proposal.

11-8-78

As concerned staff members of Sauk Valley College, we would like to present some proposals for the Board of Trustees to consider concerning the financial position of the College. As can be seen by the preceding chronology of events, our actions have been thought out over a period of time. Through the process of requesting input, we have arrived at the proposals that we are presenting. It should be realized that these suggestions have come from the Faculty as individuals, not from a few selected voices.

Keeping in mind the necessity for a complete view of the College, some of our proposals have not been completely dealt with. Dr. Cole, in his November 6, 1978 memo concerning workshop materials, states that administrative positions vacated will not be filled. By leaving gaps in the administrative flow chart, how do we maintain continuity in the College. Would it not be more logical to restructure the administration and consolidate administrative positions & functions. At present we have a 3.11 ratio of faculty to administration; we would like to suggest a ratio of 5-1.

Again, realizing the complexity of our financial situation, we would like to offer the following proposals. We also agree with Dr. Cole that there does need to be a committee formed, school-wide to study our problems, and we would like to request that the positions filled by Staff, Faculty and Building Personnel be done by a vote of their respective areas.

Faculty Association Proposals  
For Increasing Revenue and Decreasing Expenditures  
Presented to the SVC Board Workshop on November 8

I. Increase revenue.

- A. Set a referendum for December 19, 1978.
- B. Establish a plan to lobby for legislation to increase revenue from the state.
- C. Establish a plan for other fund raising efforts.

II. Decrease expenditures.

Cut dollars and cents. Calculate savings and divert to instructional budget.

- A. Terminate all non-instructional travel for staff and administration for this fiscal year.
- B. Eliminate Faculty Development Committee for this fiscal year.
- C. Maintain limit of six semester hours reimbursed tuition, except for required retraining.
  - Rationale: SVC staff members need to show the public that they are willing to make some sacrifices.
- D. Eliminate mass distribution of all unnecessary paper communications to staff and administration. (Internal news releases, college brochures, Board minutes, committee reports except to members of the committee, etc.) Post them on a centrally-located bulletin board and establish a place in the LRC for filing. Originator of these materials should run five or ten extra copies for anyone who has a special need for a permanent copy.
  - Rationale: Most of these materials are discarded in the waste basket. We read the newspaper, and we know about Board meetings long before the minutes arrive..

III. Use full-time personnel efficiently.

- A. Do not make commitments to part-time instructors until the following steps have been taken.
  1. First give the entire professional staff the opportunity to teach the course.
  2. Keep the priority of first choice open to full-time staff until after the determination is made that all of the staff member's classes have sufficient enrollment to make.

Rationale: Some off-campus courses reduce the number of students taking courses on campus. After registration, some on-campus classes are often cancelled due to low enrollment. The instructor can be reassigned to take part-time courses.

Instructors should have first choice of adding income to their salaries before this opportunity is offered to others.

The quality of instruction offered to students can be maintained better by using full-time staff.

B. Put a firm freeze on replacing staff members at all levels who leave. Establish a personnel committee to approve replacements that are considered necessary. The committee should be composed of the following: a Board member, Dean of Business Services, one elected faculty member, one elected supportive staff member. The committee could select one non-affected administrator to join the committee to consider each proposal for a break in the freeze.

Rationale: Careful study needs to be made of the implications of a vacancy in regard to the services that may be redistributed to existing staff and the effect that the vacancy or the replacement will have on the budget.

Establish a salary range for replacement of necessary personnel, as approved by the committee.

Rationale: In the past two years no salary limitations have been set for those who have been involved in making recommendations, thus escalating expenditures.

IV. Make the building as energy efficient as possible, using site and construction funds.

- A. Find ways to reduce heat loss and gain from windows.
- B. Set building temperatures to 76 degrees in summer and 68 degrees in winter.
- C. Investigate solar heating measures.
- D. Reduce lighting. Remove light bulbs from half the lights in the cafeteria and the classrooms.

V. Require administrative policies that are responsible.

- A. Require a written rationale for all recommendations.

Rationale: Statistics and data without interpretation give a board member no direction in preparing for board meetings.

- B. Require evidence of reliable sources of projected credit hours and revenue.

Rationale: Unsupported projections have misguided the Board in the past and have led to costly expenditures and an unnecessary sense of failure on the part of the college.

- C. Require administrators to follow recognized professional procedures.

Rationale: Legal fees for grievances should be reduced, especially in cases where the administration has acted on personal whim rather than in a professional manner.

- D. Abandon the idea that there must be an adversary relationship between the administration and the staff.

Rationale: Recent research, as reported this summer in the Sterling-Rock Falls Daily Gazette, has shown that good working relationships are more successful and productive than adversary relationships.

The image of the college has suffered greatly from the results of this stance.

- VI. Reduce administrative costs. Reorganize the administrative structure to reduce the ratio of 3 full-time faculty to 1 full-time administrator to a ratio of 5 to 1.

B. Require evidence of reliable sources of projected credit hours and revenue.

Rationale: Unsupported projections have misguided the Board in the past and have led to costly expenditures and an unnecessary sense of failure on the part of the college.

C. Require administrators to follow recognized professional procedures.

Rationale: Legal fees for grievances should be reduced, especially in cases where the administration has acted on personal whim rather than in a professional manner.

D. Abandon the idea that there must be an adversary relationship between the administration and the staff.

Rationale: Recent research, as reported this summer in the Sterling-Rock Falls Daily Gazette, has shown that good working relationships are more successful and productive than adversary relationships.

The image of the college has suffered greatly from the results of this stance.

VI. Reduce administrative costs. Reorganize the administrative structure to reduce the ratio of 3 full-time faculty to 1 full-time administrator to a ratio of 5 to 1.

# ALTERNATE PLAN

## BOARD OF TRUSTEES

DATA PROCESSING

PRESIDENT

DIRECTOR OF PUBLIC  
INFORMATION

DEAN OF  
ARTS AND  
SCIENCES

DEAN OF  
CAREER  
EDUCATION

DEAN OF  
COMMUNITY  
SERVICES

DEAN OF  
STUDENT  
SERVICES

DEAN OF  
BUSINESS  
SERVICES

TEACHING DEPT.  
HEADS WITH  
RELEASED TIME

TEACHING DEPT.  
HEADS WITH  
RELEASED TIME

DIRECTOR OF  
REGISTRATION  
AND ADMISSIONS

ASSISTANT  
DEAN OF  
BUSINESS

DIRECTOR OF  
COUNSELING

PLANT ENGINEER

DIRECTOR OF  
GRANTS AND  
FINANCIAL AIDS

SAUK VALLEY COLLEGE  
BOARD OF TRUSTEES

DATA CENTER

PRESIDENT

DEAN OF  
ARTS AND  
SCIENCES

DEAN OF  
CAREER  
EDUCATION

DEAN OF  
STUDENT  
SERVICE

DEAN OF COMMUNITY  
SERVICE AND PUBLIC  
INFORMATION

DEAN OF  
BUSINESS  
AFFAIRS

DIRECTOR  
OF REGISTRATION  
AND ADMISSIONS

ASSISTANT  
DEAN OF  
BUSINESS

DIRECTOR OF  
FINANCIAL AIDS  
AND GRANTS

PLANT  
ENGINEER

- ELIMINATE POSITION OF ASSISTANT DEAN OF LRC AND ACADEMIC SKILLS
- ELIMINATE POSITION OF ASSISTANT DEAN OF CAREER EDUCATION
- ELIMINATE POSITION OF ASSISTANT DEAN OF ARTS AND SCIENCES
- ELIMINATE POSITION OF DIRECTOR OF PUBLIC SERVICE
- ELIMINATE POSITION OF DIRECTOR OF COUNSELING
- ELIMINATE POSITION OF ASSISTANT DIRECTOR OF DATA PROCESSING
- ELIMINATE POSITION OF ASSISTANT TO THE PRESIDENT
- ELIMINATE POSITION OF ASSISTANT DEAN OF ADULT AND CONTINUING EDUCATION

- ADD POSITION OF DIRECTOR OF REGISTRATION AND ADMISSIONS
- CONSOLIDATE POSITION IN HUMAN SERVICES TO UTILIZE EXISTING PERSONNEL TO TEACH COURSES PRESENTLY TAUGHT BY PART-TIME STAFF
- COMBINE PRESENT POSITIONS OF ASSISTANT DEAN OF ADULT AND CONTINUING EDUCATION AND OF ASSISTANT TO THE PRESIDENT FOR PUBLIC INFORMATION INTO ONE POSITION WITH FULL DEAN STATUS, WITH NO ADDITIONAL COMPENSATION IF A PRESENT ADMINISTRATOR TAKES THAT POSITION.

---

BALLOT:

I APPROVE THIS PLAN AS PRESENTED

YES

NO

DEAN OF ARTS  
AND SCIENCE

HUMANITIES  
FACULTY

ACADEMIC SKILLS  
ART  
ENGLISH  
HUMANITIES  
JOURNALISM  
LANGUAGE  
LITERATURE  
MUSIC  
PHILOSOPHY  
SPEECH  
THEATER

NATURAL SCIENCE  
FACULTY

BIOLOGY  
CHEMISTRY  
EARTH SCIENCE  
PHYSICS  
MATHEMATICS

PHYSICAL EDUCATION  
FACULTY

SOCIAL SCIENCE  
FACULTY

ANTHROPOLOGY  
ECONOMICS  
GEOGRAPHY  
HISTORY  
POLITICAL SCIENCE  
PSYCHOLOGY  
SOCIOLOGY  
SOCIAL SCIENCE

DEAN OF CAREER  
EDUCATION

BUSINESS FACULTY	PUBLIC SERVICES FACULTY	INDUSTRIAL TECHNICAL FACULTY	AGRICULTURE FACULTY	DATA PROCESSING FACULTY	HEALTH/ MEDICAL FACULTY Including DIRECTOR OF NURSING
ACCOUNTING	LIBRARY TECHNOLOGY	MACHINE DESIGN	AGRICULTURAL BUSINESS		
MID MANAGEMENT	LAW ENFORCEMENT	AUTOMOTIVE TECHNOLOGY	AGRICULTURAL MANAGEMENT		COORDINATOR OF LICENCED PRACTICAL NURSING
BUSINESS MANAGEMENT	CORRECTIONS	ELECTRONIC TECHNOLOGY	ORNAMENTAL HORTICULTURE		
RETAILING	CRIME SCENE TECHNOLOGY	CONSTRUCTION TECHNOLOGY	CROP PRODUCTION		COORDINATOR OF RADIOLOGY
REAL ESTATE	BILINGUAL EDU- CATION AID	WELDING	ANIMAL SCIENCE		
MARKETING	CHILD CARE SPECIALIST	BUILDING CONSTRUCTION			MEDICAL LABORATORY TECHNICIAN
SECRETARIAL SCIENCE	EDUCATIONAL AIDE	MACHINE DRAFTING			
OFFICE MACHINES	MENTAL HEALTH SPECIALIST				
	FIRE CONTROL TECHNOLOGY				
	FOOD PREPARATION				

DEAN OF STUDENT  
SERVICES

DIRECTOR OF  
REGISTRATION  
AND  
ADMISSIONS

OFFICE  
STAFF

TRANSCRIPTS  
EVALUATION

STUDENT  
RECORDS

GRADUATION

ADMISSIONS

RECRUITMENT  
COORDINATION

COLLEGE  
CATALOG

CLASS  
SCHEDULING

LEARNING  
RESOURCE  
CENTER

LIBRARY

AUDIO  
VISUAL

STUDENT  
RECORDS

GRADUATION

ADMISSIONS

RECRUITMENT  
COORDINATION

COLLEGE  
CATALOG

CLASS  
SCHEDULING

AUXILIARY  
SERVICE

CHILD  
CARE

FOOD  
SERVICE

HEALTH  
SERVICE

PARKING

CETA

COUNSELING &  
TESTING  
SERVICES

COUNSELING  
PROGRAM

TESTING  
PROGRAM

HEALTH  
SERVICE

PARKING

CETA

DIRECTOR OF GRANTS  
AND FINANCIAL AIDS

FINANCIAL AID  
STAFF

VCIP  
STAFF

GRANTS

DEAN OF COMMUNITY  
SERVICE &  
PUBLIC INFORMATION

ROCK FALLS  
CENTER

COMMUNITY  
SERVICE  
PROGRAM

PUBLIC  
INFORMATION

INSTITUTION  
RESEARCH

MARKETING  
&  
ADVERTISEMENT

DEAN OF BUSINESS  
AFFAIRS

ASSISTANT  
DEAN OF  
BUSINESS SERVICE

GROUNDS  
BUILDINGS  
MAINTENANCE

INTERNAL  
BUSINESS  
OFFICE STAFF

BOOKSTORE

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Third Floor Conference Room 3L14  
November 13, 1978 7:30 p.m.

- A. Call to Order
- B. Roll Call
- C. Written communications from visitors
- D. Recommended Actions:
  - 1) Approval of minutes as submitted
  - 2) Spring tuition increase
  - 3) Acceptance of donations
    - a. welding materials
    - b. library books and horticultural purposes
  - 4) Approval of agreement with American Institute of Banking
- E. Old Business:
  - 1) Acceptance of college audit
  - 2) Update on building repairs
  - 3) Site & Construction Report
  - 4) Summary of insurance
  - 5) Further budget discussion
- F. New Business:
  - 1) Lab Fees
  - 2) High school visitation program
  - 3) Policy manual meeting report
- G. President's Report:
  - 1) Student Trustee
  - 2) Committee meeting minutes
  - 3) Referendum wrap-up
  - 4) College Night
  - 5) North Central visitation
  - 6) Tax objection
  - 7) Letter of appreciation