

MINUTES OF THE SAUK-VALLEY COLLEGE BOARD OF TRUSTEES MEETING

March 2, 1981

The Board of Trustees of Sauk Valley College met in an adjourned meeting at 7:30 p.m. on March 2, 1981 in the Board Room of Sauk Valley College, Rural Route #5, Dixon, Illinois.

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

John Fassler	Kay Fisher
Lorna Keefer	Oscar Koenig
Ann Powers	Juanita Prescott
William Reigle	Steve Falzone r

Welcome: Chairman Reigle welcomed Steve Falzone the new Student Trustee. Steve was elected recently in the ASB elections.

Administrative Reorganization: Dr. Garner, noted that as the college moved into the decade of the 80's, that the recommendations of both the North Central Association accreditation team and the Illinois Community College Board recognition team, had been that an administrative analysis should be completed soon. Furthermore, he said that the college professional staff had indicated through their recent goal-setting process, that a top priority should be given to a study of the college administrative structure.

Dr. Garner then outlined the process by which this review had been conducted. First the initial plan was developed and input was received from administrative council, faculty forums, classified staff comments, board meetings and the associated students board. He said during the next period he analyzed and studied all recommendations. He then spent a week with the consultant, Dr. Joseph Cosand, going over the proposed reorganization, getting Dr. Cosand's reaction, and refining the proposal which was then presented in preliminary stage to the Board for their perusal.

The attached documents outline the process of the reorganization and the organizational objectives which Dr. Garner sought to achieve.

Executive Session: At 8:10 p.m. it was moved by Member Prescott and seconded by Member Koenig that the Board adjourn to executive session to discuss administrative reorganization as it pertains to personnel. Motion voted and carried.

Regular
Session:

At 8:40 p.m. it was moved by Member Prescott and seconded by Member Keefer that the Board return to regular session. Motion voted and carried.

Dean
Appointments:

It was moved by Member Prescott and seconded by Member Koenig that the attached plan of reorganization be accepted and the following appointments be made:

Dr. Donald Foster	Dean of Instruction
Robert Edison	Dean of Business Services
John Sagmoe	Dean of Student Services

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

Adjournment:

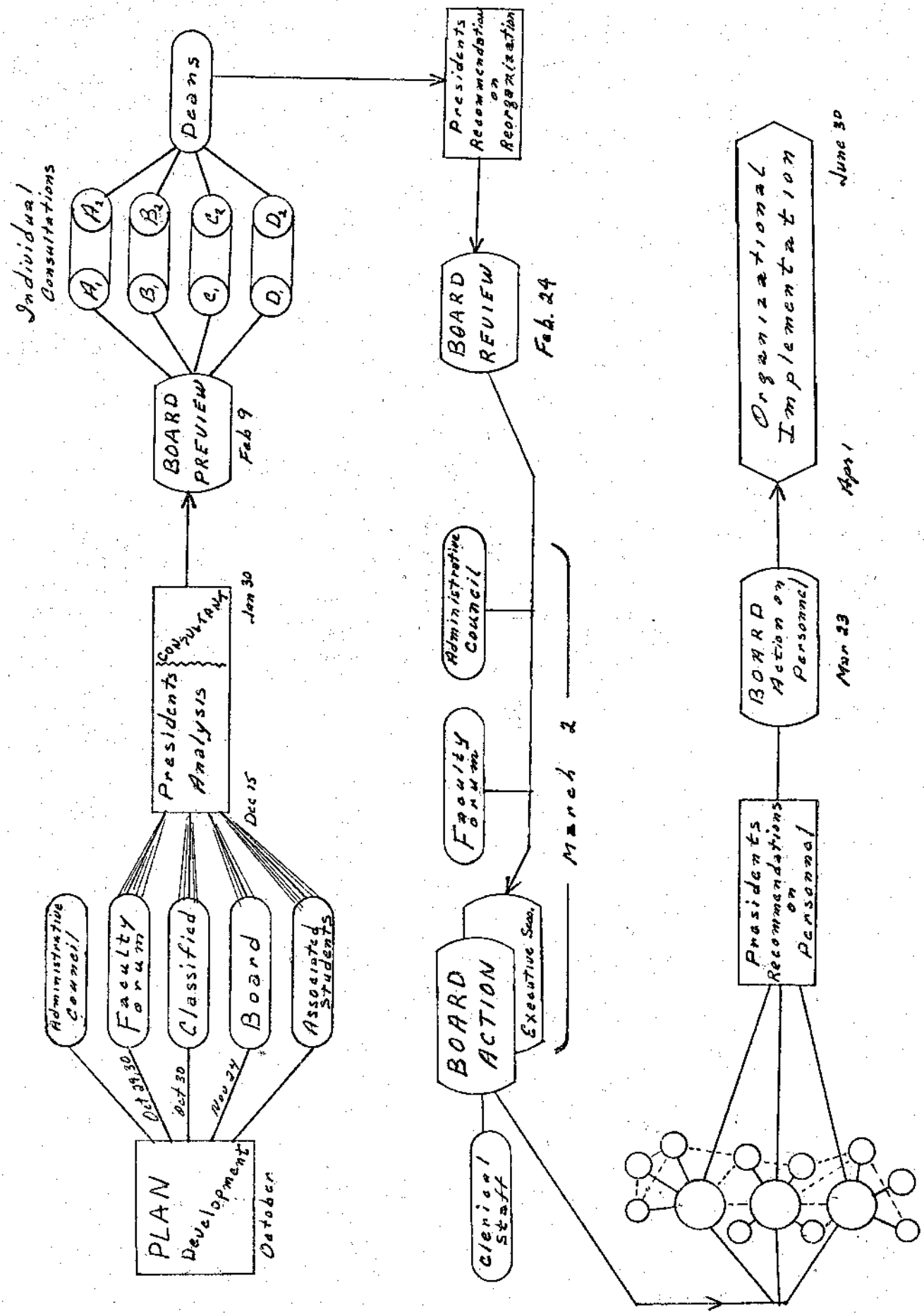
Since there was no further business, it was moved by Member Keefer and seconded by Member Fisher that the Board adjourn to the next regular meeting which will be 7:30 p.m. on March 23, 1981.

The meeting adjourned at 9:00 p.m.

Respectfully submitted:

Kay fisher, Secretary _____

THE PROCESS



ORGANIZATIONAL OBJECTIVES

REALIGN ADMINISTRATIVE DUTIES AND RESPONSIBILITIES TO
PROVIDE BALANCE AND DIVISION OF LABOR AS EQUITABLY.
AS POSSIBLE WITHIN OUR CURRENT PERSONNEL LEVELS,

- 2, PROVIDE A STRUCTURE WHICH PROMOTES AND SUPPORTS DELEGATION
OF AUTHORITY AND RESPONSIBILITY WHILE MAINTAINING A MEANS
OF ACTIVE COMMUNICATION AND CONSULTATION,
- 3, RETAIN ADMINISTRATIVE STRUCTURE AS "FLAT/SINGLE LAYERED"
AS POSSIBLE KEEPING RESPONSIBILITY AS CLOSE TO INDIVIDUAL
FACULTY AND OTHERS AS POSSIBLE,
- 4, CREATE BALANCED/WORKABLE UNITS OF INSTRUCTIONAL FACULTY
WHICH ARE LARGE ENOUGH TO PROVIDE ESPIRIT DE CORPS AND
JUSTIFY A FULL-TIME ADMINISTRATOR, YET SMALL ENOUGH TO
PROVIDE GOOD RAPPORT, COMMUNICATION AND SERVICE THROUGH
ADMINISTRATIVE CHANNELS,
- 5, PROVIDE A CLEAR FOCUS FOR RESPONSIBILITY FOR:

INSTRUCTIONAL ADMINISTRATION

- BUDGETING
- STAFFING
- CONTROL
- SUPERVISING
- EVALUATION

* ADVISING

PLANNING

* RESEARCH

* MARKETING

* ADVISORY COMMITTEES

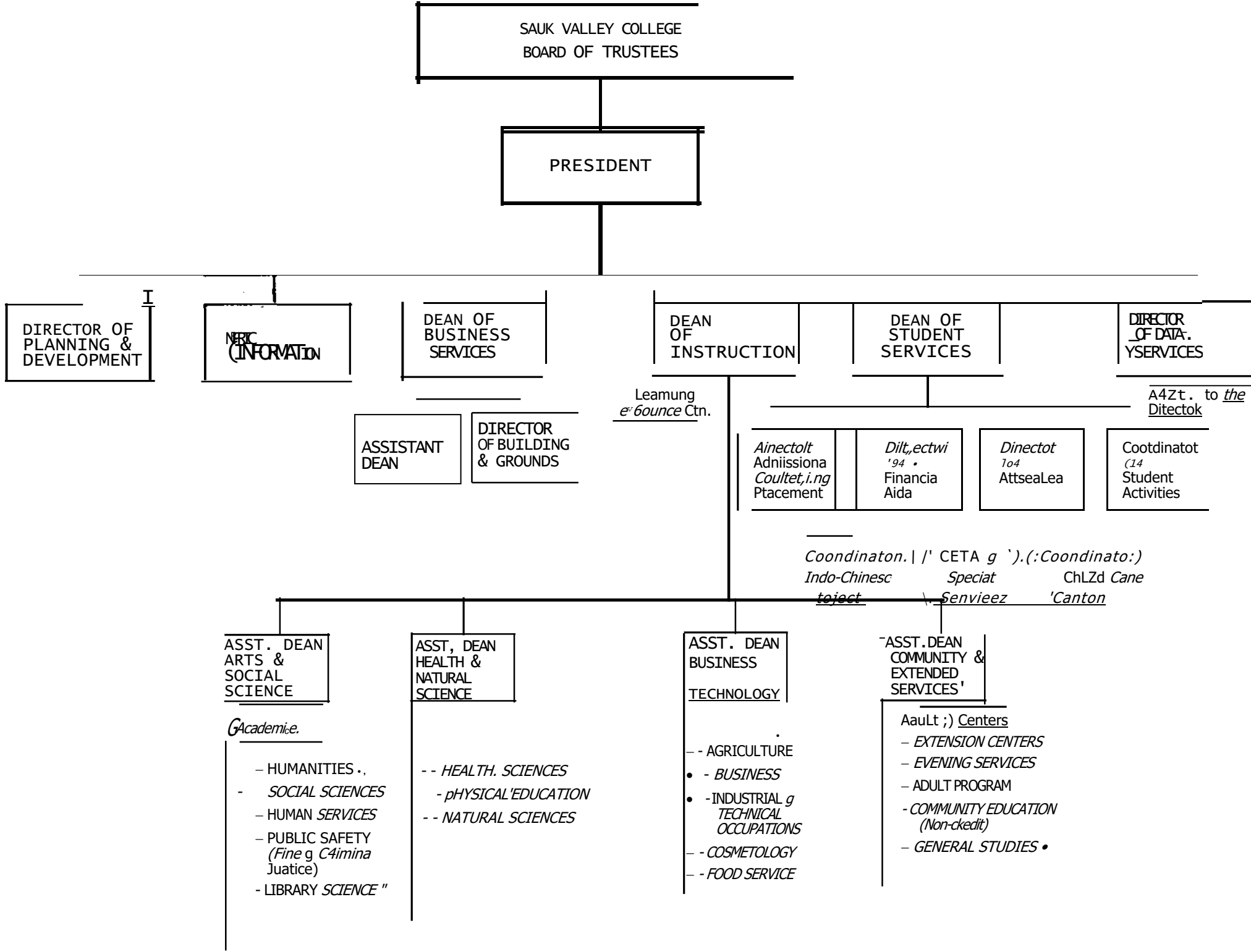
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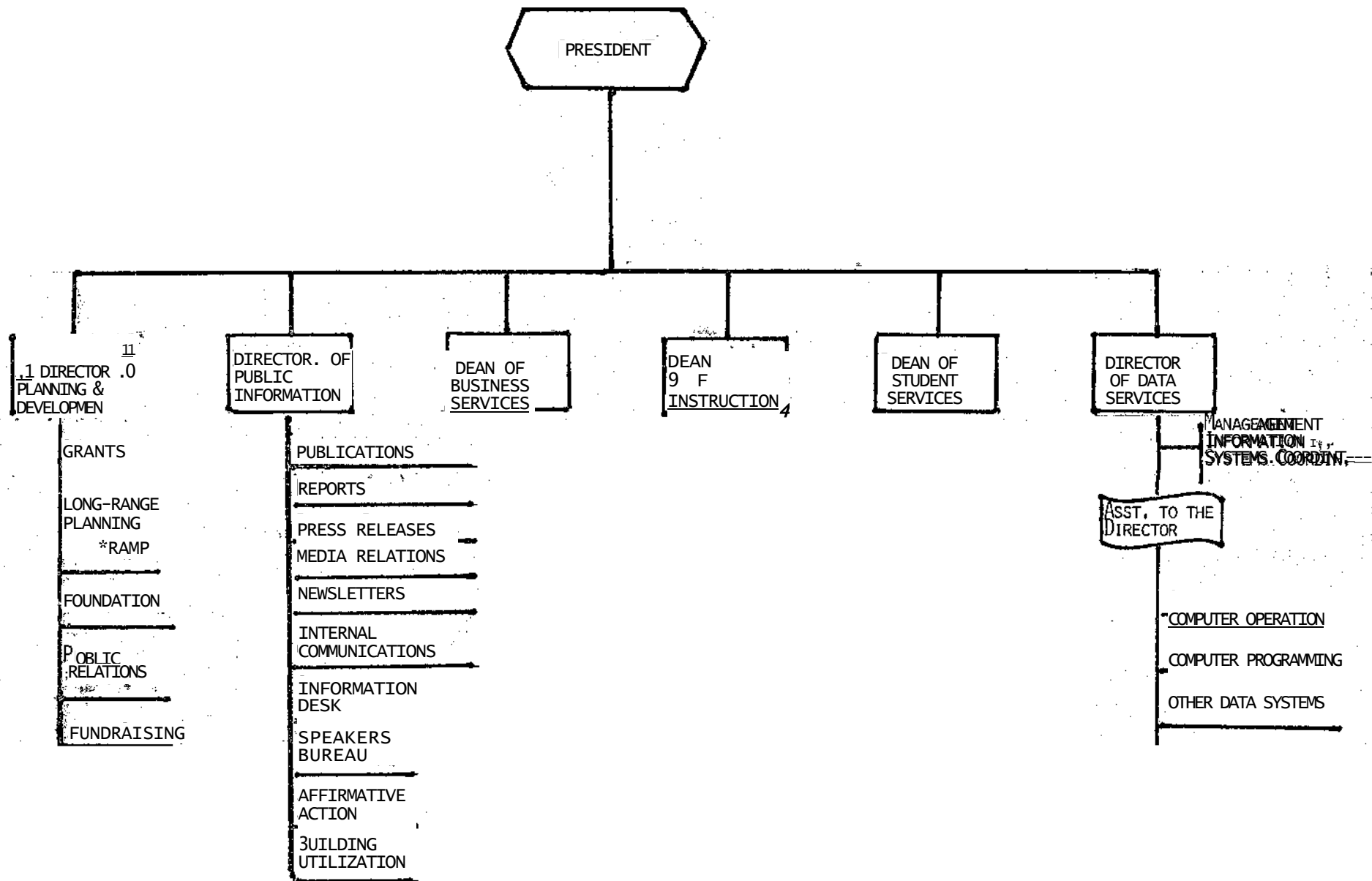
FACULTY INPUT AND REPRESENTATION

6. CENTRALIZE AND CONSOLIDATE INSTRUCTION.
- 7, RE-DEFINE RESPONSIBILITY FOR ADMISSIONS,
- 8, MOVE LRC AND ACADEMIC SKILLS TO A MORE DIRECT
ASSOCIATION WITH INSTRUCTIONAL DEAN(S),

STRENGTHEN THE POSITION OF COMMUNITY AND EXTENDED
SERVICES,
- 10, CLARIFY ROLE OF ASSISTANT TO THE PRESIDENT,
- 11, CREATE A SPECIFIC RESPONSIBILITY FOR PLANNING AND
DEVELOPMENT.

MARCH 2, 1981





DEAN

INSTRUCTION

COLLEGE
ARTICULATION

LEARNING
RESOURCE
CENTER

ASSISTANT DEAN
ARTS SOC...SCIENCE

ACADEMIC i_t/ SKILLS CTR

Facipmics

- GEOGRAPHY/,, HISTORY
- POLITICAL SCIENCE
- PSYCHOLOGY-
- SOCIOLOGY/ANTHROPOLOGYV
- CRIF1INAL JUSTICE-"
- HUMAN SERVICES
- ART V
- ENGLISIT/ F1041ITIES
- LANGUAGES
- MUSIO
- PHILOSOPHY
- SPEECH
- THEATER
- LIBRARY SCIENCE
- HO;NQ:RS PROGRAM

ASSISTANT :DEAN •
HEALTH & NAT. SCIENCE

COORDINATOR

COORDINATOR
MED, LAB,

COORDINATOR
RADIOLOGY

- PHYSICAL EDUCATION
- BIOLOGY
- CHEMISTRY.
- EARTH SCIENCE
- ,PHYSICS
- MATHEMATICS
- 37ADN NURSING
- 7 LPN NURSING

ASSISTANT DEAN
BUSINESS & IECHNOLOGY

- AGRICULTURE
- 7 AUTOMOTIVE
- DIESEL
- CONSTRUCTION
- ELECTRONICS
- MECHANICAL DRAFTING
- WELDING
- HEATING AND AIR CONDITIONING
- COSMETOLOGY
- FOOD SERVICE
- ACCOUNTING
- DATA PROCESSING
- MARKETING
- MID MANAGEMENT
- SECRETARIAL SCIENCE -
- L 7 INDUS.TRIAL/BUSINESS
- ON-SITE OFFERINGS

ASSISTANT DEAN
COMMUNITY & EXT. SERV,

ADULT
-- CENTER

- IDULT PROGRAMS
(OMEN, SENIORS AND
OTHER SPECIAL ADULTS--)
- COMMUNITY (NON-
CREDIT) EDUCATION
- GENERAL STUDIES
(NEW COURSES)
- EXTENSION CENTERS

ADVISORY COMMITTEES

PLANNING

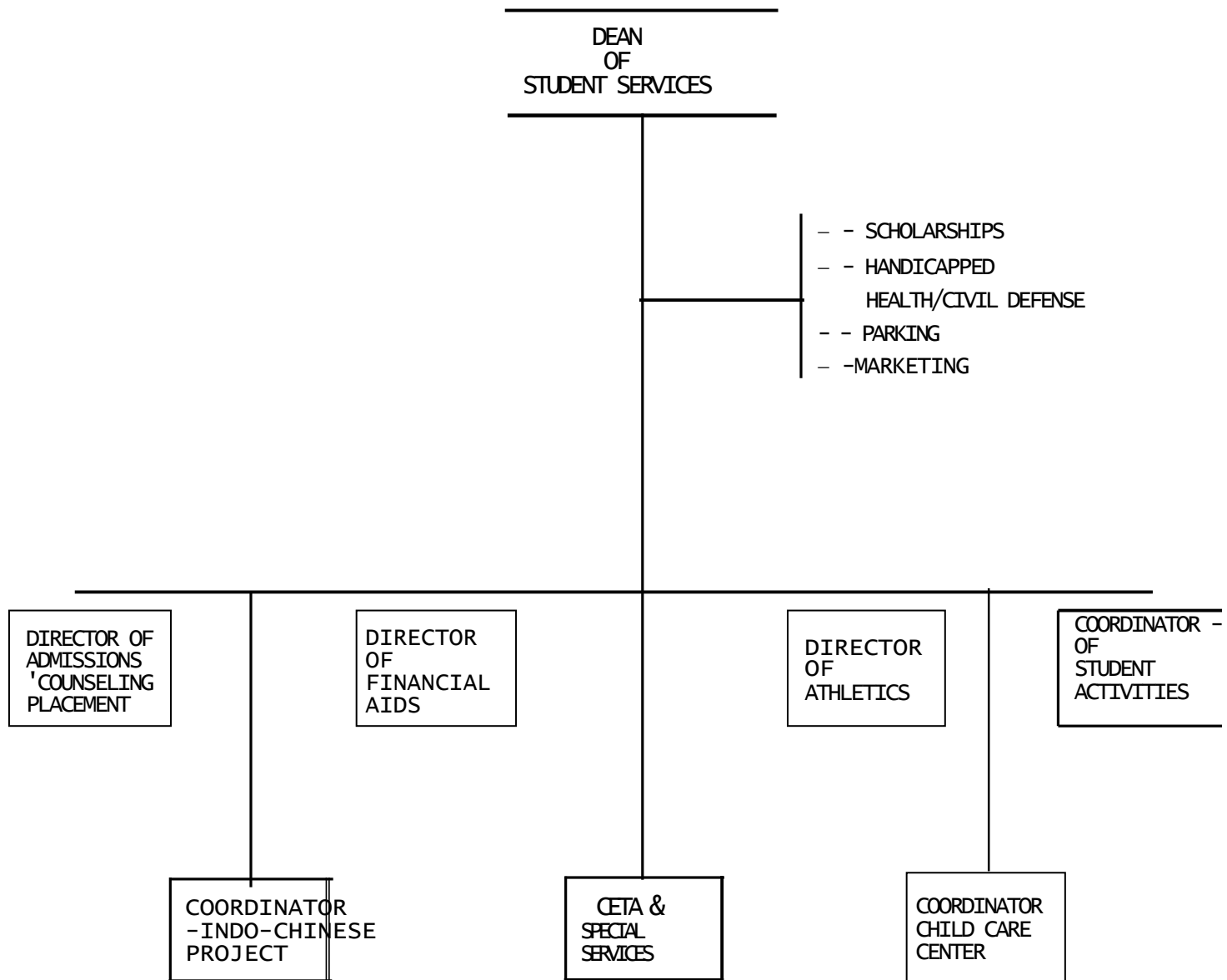
RESEARCH

STUDENT ADVISEMENT

MARKETING

GENERAL STUDIES (cow)

CONTINUING EDUCATION



(DcEpN
BUSINESS SERVICES

TREASURER

ASSISTANT
DEAN OF
BUSINESS
SERVICES

1

BOOKSTORE

- REPRODUCTION
WORKROOM
- PURCHASING
- BUDGET
- INVENTORY
- LEGAL DOCUMENTS
- PAYROLL
- PERSONNEL (CLASSIFIED)

DIRECTOR
OF
BUILDINGS
& GROUND

- OPERATIONS AND
MAINTENANCE
- CUSTODIAL
- SECURITY

	BASIC DATA										RATIOS				
COLLEGES.	1st CLASS POPULATION	2nd CLASS POPULATION	3rd CLASS POPULATION	4th CLASS POPULATION	5th CLASS POPULATION	6th CLASS POPULATION	7th CLASS POPULATION	8th CLASS POPULATION	9th CLASS POPULATION	10th CLASS POPULATION	11th-12th CLASS POPULATION	13th-14th CLASS POPULATION	15th-16th CLASS POPULATION	17th-18th CLASS POPULATION	19th-20th CLASS POPULATION
DANVILLE	586	4,654,000	110,621	78.16	14.50	18	2,068	3,536	92	224	.009	.005	.196	.080	
HIGHLAND	463	3,447,000	86,599	77.69	15.00	19	1,099	1,756	59	246	.017	.011	.322	.077	
KANKAKEE	713	5,039,000	117,211	93.85	12.00	13	1,738	3,720	94	326	.007	.003	.138	.040	
KASKASKIA	590	3,386,000	110,621	83.77	10.00	16	1,596	2,850	9	193	.010	.006	.276	.083	
KISHWAUKEE	515	3,372,000	75,209	72.07	14.00	25	1,688	3,641	75	295	.015	.007	.333	.085	
LOGAN	452	4,002,000	129,949	72.51	10.00	21	1,732	4,210	91	263	.012	.005	.231	.080	
MCHENRY	934	3,929,000	133,319	76.08	17.00	24	2,499	3,354	71	248	.016	.007	.338	.097	
MORTON	535	4,523,000	119,425	87.48	14.00	20	1,611	3,780	84	145	.012	.005	.238	.138	
REND LAKE		4,042,000	88,975	78.88	12.00	15	1,489	3,111	95	177	.010	.005	.158	.085	
RICHLAND	1,110	3,668,000	151,127	102.02	15.00	31	1,406	2,960	56	175	.022	.010	.554	.177	
SANDBURG	876	3,658,000	126,483	80.41	14.62	11	1,566	3,012	117	251	.007	.004	.094	.044	
SAUK	636	3,998,000	106,182	71.58	19.00	15	1,652	3,177	101	401	.009	.005	.149	.037	
SPOON RIVER	506	2,962,000	83,298	95.93	12.00	14	1,219	2,410	64	167	.011	.005	.215	.084	
WOOD	478	3,869,000	91.848	77.33	12.00	16	1,446	3,165	48	172	.011	.095	.333	.093	

