

## SAUK VALLEY COLLEGE

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

Office of the Secretary  
to the Board of Trustees

PUBLIC NOTICE

OF

MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley College Board of Trustees:

WHO: Sauk Valley College Board of Trustees

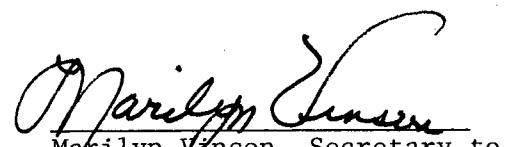
WHEN: Friday, July 2, 1982 @ 1:00 p.m. ✓

WHERE: Board/Conference Room-Third floor

TYPE: Special Open Meeting

PURPOSE: To consider recommendations on Support Staff Study.

AGENDA: Approval of recommendations on Support Staff.

  
Marilyn Vinson, Secretary to  
Sauk Valley College Board of  
Trustees, District #506

MINUTES OF THE SAUK VALLEY COLLEGE BOARD SPECIAL MEETING

July 2, 1982

The Board of Trustees of Sauk Valley College met in special meeting at 1:00 p.m. on Friday, July 2, 1982 in the Third Floor Board Room of Sauk Valley College, Route #5, Dixon, Illinois.

Call to Order: Chair Prescott called the meeting to order at 1:00 p.m. and the following members answered roll call;

Kay Fisher	Dick Groharing
Oscar Koenig	Dave Mandrgoc
Ann Powers	Juanita Prescott

Absent: John Fassler

Student Trustee: Dr. Garner distributed a letter from Student Trustee, Steve Falzone, in which he expressed his appreciation to the Board for making him feel so welcome and comfortable during his tenure on the Board. He also thanked the Board for their patience and the help they had extended to him.

Purpose of the Meeting: Chair Prescott noted that the purpose of this meeting was to act on recommendations made by the administration to adjust classified positions and salaries.

Dr. Garner pointed out that since the Board's last meeting, the administration had studied the positions recommended by the Hayes/Hill study to be brought up to minimum, and the ones to be adjusted by the decompression formula. He said the administration had also reviewed the list of classified employees to insure that the decisions made for placement were reasonable and fair. He said other points taken into consideration were:

1. Each Dean had documented that the performance level of his employees met his expected level of performance and were recommended for salary adjustments and/or raises for the 1982-83 year.
2. Position descriptions recently updated by Hayes/Hill were studied for further fine-tuning.

July 2, 1982  
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3. Para-professionals were not included in this salary schedule, but a grade level was developed and they will be treated separately.
4. Any adjustments made today would be effective July 1, 1982, and implemented with the annual raise after it is determined.

The attached memorandum, which had been distributed to the classified staff, was presented to the Board. This included an outline of grade levels and the new salary schedule.

President Garner then presented the attached list of "Classified Positions and Salary Adjustments".

It was moved by Member Groharing and seconded by Member Fisher that the Board approve the positions and adjustments as per the implementation of the Hayes/Hill, Inc., study recommendations approved at the June 28, 1982 Board meeting. These adjustments are to be effective retroactively to July 1, 1982.

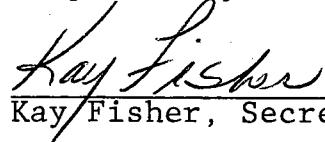
In a roll call vote, the following was recorded: Ayes Members Fisher, Koenig, Powers, Groharing, and Prescott. Member Mandrgoc abstained. Motion carried.

Future Plans: Chair Prescott requested that Board members submit items that they wish to discuss for long-range planning, budget considerations, etc. to her office by July 6.

Adjournment: Since there was no further business, it was moved by Member Mandrogoc and seconded by Member Fisher that the Board adjourn. The next regular meeting will be July 26. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 1:45 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Kay Fisher, Secretary

JUNE 12, 1982

BELOIT, WISCONSIN 53511

DEAR MRS. VINSON,

DUE TO CONFLICTING WORK / BOARD MEETING SCHEDULES  
IT IS DOUBTFUL THAT I WILL BE ATTENDING ANY MORE  
BOARD MEETINGS.

PLEASE EXPRESS MY REGRETS AND TELL EVERYONE  
HOW MUCH I ENJOYED BEING PART OF SAUK, BOTH AS  
A BOARD MEMBER AND AS A STUDENT.

THANK EVERYONE FOR MAKING ME FEEL COMFORTABLE,  
WELCOME, AND PART OF THE BOARD, AND FOR THE HELP AND  
PATIENCE EXTENDED.

BEING PART OF THE BOARD WAS MORE REWARDING AN  
EXPERIENCE THAN I THOUGHT WAS POSSIBLE... ONE THAT WILL  
HELP ME ALL THROUGHOUT LIFE

ONCE AGAIN THANK YOU.

Steve

RECEIVED

JUN 21 1982

Off. of the President

June 29, 1982

MEMORANDUM

To: All Classified Staff  
From: Dr. Hal Garner  
Re: Board Action on Support Staff Study

On Monday evening the Board of Trustees acted positively on the report of Hayes/Hill, Inc. They voted to accept the recommendations of the study, which includes the following:

1. A classification plan which unifies all classified positions into a single system which has these features:
  - a. Seven salary grades based on the special evaluation and ranking system developed by Hayes/Hill. This was developed specifically for higher education and uses 30 factors (measures) and 1,220 potential points to evaluate job functions. (This evaluation instrument is available for review in Mr. Gelander's office or my office if you are interested).
  - b. A salary range for each of the grades with minimums and maximums designed to allow accommodation of extended years of experience. (See attached)
2. New position descriptions for each classified position. (Attached is a copy of the "Listing of New and Current Titles")

Specific descriptions for each position will be available soon through your supervisor.
3. A plan for implementing the new salary schedule. In the study it was found that adjustments to the present salary base would be necessary for fifteen persons in order to bring them up to the minimum called for in the schedule. An additional adjustment was approved for recognition of length of service in the present position and will apply to approximately thirty persons.

This means that all persons who do not receive one of these adjustments, are already above the minimum and the point on the schedule for their length of service. Such persons will continue that position on the salary schedule. There are no salary decreases.

The determination of the actual dollar values of the adjustments mentioned are yet to be determined by the Board. The administration has been asked to develop the specifics needed for their action. The Board has scheduled a special meeting for this Friday to take final action on this.

In addition, all personnel should realize that these are adjustments which are described here. The consideration of general raises that will apply to all persons "across the board" will be a separate action at a later time when more budgetary information is known, hopefully by the July 26th Board meeting.

All adjustments and proposed raises will be made retroactive to July 1.

In summary, I ask all persons to look at the larger picture. The Board has acted boldly even though we are in difficult times. They have been resolved to make these adjustments which have been called for. I personally invite all members of the staff to share the appreciation that we should feel that many of our staff can receive these adjustments. It is not a perfect system. It will not be implemented without some individuals feeling it should have been different. Yet, it represents one of the most advanced approaches to needs of this kind available to us.

We shall work to make it a foundation for useful and effective policies and procedures for personnel administration for the future.

mv  
encs

SAUK VALLEY COLLEGE CLASSIFIED STAFF SALARY SCHEDULE

PROPOSED SALARY GRADE	MINIMUM	FIRST QUARTILE	MIDPOINT	THIRD QUARTILE	MAXIMUM	SALARY RANGE SPREAD
7	\$15,408	\$17,103	\$18,798	\$20,493	\$22,188	44%
6	\$13,896	\$15,355	\$16,814	\$18,273	\$19,732	42%
5	\$12,528	\$13,781	\$15,034	\$16,287	\$17,540	40%
4	\$11,304	\$12,378	\$13,452	\$14,526	\$15,600	38%
3	\$10,200	\$11,118	\$12,036	\$12,954	\$13,872	36%
2	\$ 9,192	\$ 9,974	\$10,755	\$11,536	\$12,318	34%
1	\$ 8,280	\$ 8,943	\$ 9,605	\$10,267	\$10,930	32%

June, 1982

LISTING OF NEW AND CURRENT TITLES

NEW CLASSIFICATION TITLE	NEW GRADE	CURRENT TITLE	INCUMBENTS
Accounting Assistant I	2	Bookkeeper II	Mary Healy
Accounting Assistant I	2	Bookkeeper II	Sandi Fritz
Accounting Assistant II	3	Bookkeeper III	Catherine Seagren
Accounting Assistant III	5	Head Bookkeeper	Carol Linton
Assistant Custodial Foreman	4	Assistant Custodial Foreman	Francis Williams
Assistant Director, Building and Grounds	7	Assistant Plant Engineer	Henry Hayner
Assistant Director Child Care Center	2	Assistant Director, Child Care	Paula Colson
Audio-Visual Assistant	2	Secretary-Technician A.V.	Phyllis Anderson
Boiler/Security Worker	2	Boiler/Security	John Dignan
Boiler/Security Worker	2	Boiler/Security	Darrel Diveley
Boiler/Security Worker	2	Boiler/Security	Jack Richards
Boiler/Security Supervisor	3	Boiler/Security Man's Supervisor	John Point
Bookstore Assistant	1	Bookstore Clerk	Donna Palumbo
Custodian	2	Custodian	Dixie Bonner
Custodian		Custodian	John Burke
Custodian	2	Custodian	Sandra Compton
Custodian	2	Custodian	Alice Cornstubble
Custodian	2	Custodian	Scott Seeley
Custodial Floor Supervisor	3	Custodial Floor Supervisor	Bill Machen
Custodial Floor Supervisor	3	Custodial Floor Supervisor	Joseph Ortiz
Custodial Floor Supervisor	3	Custodial Floor Supervisor	Lee Thompson
Custodial Floor Supervisor	3	Custodial Floor Supervisor	Vernon Walker
Custodial Foreman	6	Custodial Foreman	Byron Weidman
Director, Child Care Center	5	Director, Child Care	Beverly Onda

Continued

NEW CLASSIFICATION TITLE	NEW GRADE	CURRENT TITLE	INCUMBENTS
Grounds Foreman	6	Grounds Foreman	Gilbert Scheffler
Groundsworker	2	Groundsman	Darrel Davis
Information Center Supervisor	4	Information Center Supervisor	Joyce Gaumer
Library Assistant	2	Library Technician	Adelia Burkholder
Mailroom Clerk	1	Mailroom Clerk	Gladys Guntle
Maintenance Mechanic I	4	Maintenance Mechanic I	John Lenox
Maintenance Mechanic I	4	Maintenance Mechanic I	James Riley
Maintenance Mechanic II	6	Maintenance Mechanic II	Roger Cheeseman
Maintenance Mechanic II	6	Maintenance Mechanic II	Kenneth Haas
Maintenance Mechanic II	6	Maintenance Mechanic II	Lee Murray
Manager, Bookstore	5	Bookstore Manager	Janet Curfman
Office Assistant, Admissions and Records	2	General Clerical	Patricia Edwards
Office Assistant, Admissions and Records	2	General Clerical	Lori Nern
Office Supervisor, Admissions and Records	6	Director's Secretary	Carol Cullum

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<u>NEW CLASSIFICATION TITLE</u>	<u>NEW GRADE</u>	<u>CURRENT TITLE</u>	<u>INCUMBENTS</u>
Secretary to Assistant Dean/Director	3	Director's Secretary	Patt Dawson
Secretary to Assistant Dean/Director	3	Director's Secretary	Ardetta Hayner
Secretary to Assistant Dean/Director	3	Director's Secretary	Janet Myhre
Secretary to Assistant Dean/Director	3	Director's Secretary	Ardella Stoudt
Secretary to Assistant Dean/Director	3	Director's Secretary	Shirley Walker
Secretary to Assistant Dean/Director	3	Assistant Dean's Secretary	Mary Rita Henry
Secretary to Assistant Dean/Director	3	Assistant Dean's Secretary	Lena Merlo
Secretary to Assistant Dean/Director	3	Assistant Dean's Secretary	Shirley Sword
Secretary to Assistant Dean/Director	3	Assistant Dean's Secretary	Cindy Charlton
Secretary to Assistant Dean/Director	3	Assistant Dean's Secretary	Linda Powers
Secretary to Dean	5	Dean's Secretary	JoAnn Babel
Secretary to Dean	5	Dean's Secretary	Florence Bertsch
Secretary to Dean	5	Dean's Secretary	Judy Scribner
Secretary to President	6	President's Secretary	Marilyn Vinson
Staff Secretary	2	Senior Clerical	Cindy Bushman
Staff Secretary	2	Assistant Dean's Secretary	Jean Harper
Switchboard Operator	2	Switchboard Operator	Joan Hippie
Workroom Supervisor	3	Workroom Supervisor	Eleanor Jane Anderson

July 2, 1982

CLASSIFIED POSITIONS AND SALARY ADJUSTMENTS

ME	POSITION	GRADE	ANNUAL SALARY
erson, Jane	Workroom Supervisor	3	\$10,598
erson, Phyllis	Audio - Visual Assistant	2	9,739
el, JoAnn	Secretary to Dean	5	13,530
rtsch, Florence	Secretary to Dean	5	14,533
shman, Cindy	Staff Secretary	2	9,348
arlton, Cindy	Secretary to Director/Assistant Dean	3 *	9,910
elson, Paula	Assistant Director Child Care	2	6,474 **
llum, Carol	Office Supervisor Admissions and Records	6	14,212
rfman, Janet	Bookstore Manager	5	14,324
son, Patt	Secretary to Director/Assistant Dean	3	12,036
wards, Pat	Office Assistant Admissions and Records	2	9,570
itz, Sandy	Accounting Assistant I	2	9,348
mer, Joyce	Information Center Supervisor	4	12,145
rtle, Gladys	Mailroom Clerk	1	9,142
is, Kenneth	Maintenance Mechanic II	6	16,814
ynner, Ardetta	Secretary to Director/Assistant Dean	3	11,087
rry, Mary Rita	Secretary to Director/Assistant Dean	3	10,552
pple, Joan	Switchboard Operator	2	10,775
nton, Carol	Accounting Assistant III	5	15,034
hre, Janet	Secretary to Director/Assistant Dean	3	11,699
rn, Lori	Office Assistant Admissions and Records	2	9,348
da, Bev	Director of Child Care	5	8,693 **
vers, Linda	Secretary to Director/Assistant Dean	3	10,690
ley, James	Maintenance Mechanic I	4	11,895
heffler, Gilbert	Grounds Foreman	6	16,814
ribner, Judy	Secretary to Dean	5	13,593
oudt, Ardella	Secretary to Director/Assistant Dean	3	11,011
rson, Marilyn	Secretary to the President	6	15,563 ***
lker, Shirley	Secretary to Director/Assistant Dean	3	10,368
idman, Byron	Custodial Foreman	6	16,814

2/3rds time @ Grade 3 level and 1/3rd @ Grade 2 level

Part-time salary

\* Includes a \$500 stipend for Secretary to the Board