

815 / 288-5511



**Sauk  
Valley  
College**

R.R.5 DIXON, ILLINOIS 61021

Office of the Secretary  
to the Board of Trustees

Date: April 18, 1986

**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  
District #506

**WHEN:** April 22, 1986

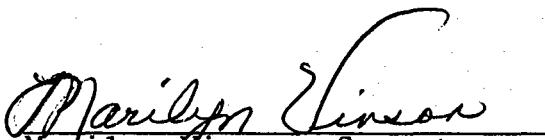
**TIME:** 7:00 p.m.

**WHERE:** Second Floor - Room 2K2

**TYPE:** Special Session: Executive and open session

**PURPOSE:** Appointment, employment or dismissal of an  
employee

**AGENDA:** Hiring an interim president

  
\_\_\_\_\_  
Marilyn Jinson, Secretary  
to the Board of Trustees,  
District #506

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

April 22, 1986

The Board of Trustees of Sauk Valley College met in special meeting at 7:00 p.m. on April 22, 1986 in Room 2K2 at Sauk Valley College, 173 Illinois Route #2, Dixon, Illinois 61021.

Call to Order: Chair Groharing called the meeting to order at 7:00 p.m. and the following members answered roll call:

Ed Andersen	Paul Berrettini
Edie Peterson	Bill Simpson
Robert Wolf	Dick Groharing
Connie Borell	

Absent: Joe McDonald

Candidate: Chair Groharing introduced Dr. Herbert Phillips, candidate for interim president.

Executive Session: At 7:05 p.m. it was moved by Member Peterson and seconded by Member Berrettini that the Board adjourn to executive session to discuss the appointment, employment or dismissal of an employee. Motion voted and carried.

Arrival: Member Joe McDonald arrived at 7:30 p.m.

Regular Session: At 8:30 p.m. the Board returned to regular session.

Interim President: Chair Groharing noted that Dr. Phillips had retired in 1983 after twenty-one and a half years as founding president of Lake City Community College in Lake City, Florida. He noted that he is nationally known for his work with the American Association of Community and Junior Colleges Task Force for small, rural colleges, of which he served as chairman.

It was moved by Member Simpson and seconded by Member Berrettini that the Board approve hiring Dr. Phillips effective May 19, 1986 at the rate of \$4,500 per month plus \$300 per month for car and related expenses, with \$200 per month to be paid to the Association of Community College Trustees. In a roll call vote, all voted aye. Motion carried.

Adjournment:

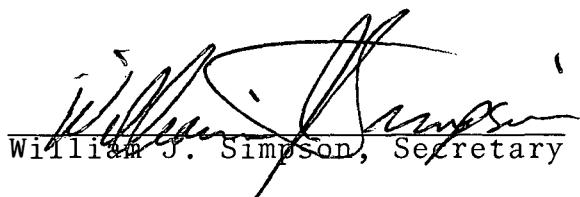
Since the scheduled business was concluded, it was moved by Member Andersen and seconded by Member Simpson that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

Next Meeting:

The next meeting of the Board of Trustees will be a special meeting to be held with the Presidential Search Consultants on Saturday, April 26, 1986, 9 a.m. to 4 p.m.

The meeting adjourned at 8:35 p.m.

Respectfully submitted:

  
William J. Simpson, Secretary

AGREEMENT FOR CONSULTANT SERVICE

THIS AGREEMENT is made and entered into this 1st day of May, 1986, by and between SAUK VALLEY COMMUNITY COLLEGE (hereinafter "District") and ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (hereinafter "ACCT").

WHEREAS, it is the desire of the Governing Board of the District to employ a professionally trained consultant to provide services as shown below; and

WHEREAS, the ACCT can provide a consultant especially trained, experienced, and competent to perform such services;

NOW, THEREFORE, in consideration of the mutual promises of their parties hereto, the District hereby retains ACCT upon the terms and conditions contained herein, and ACCT hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions.

1. The effective date of this Agreement is May 19, 1986. The Agreement will be in effect until such time as the District no longer requires the services of ACCT. The Agreement may, however, be terminated at any time by either party after giving thirty (30) days notice in writing to the other party.

2. ACCT will provide a Consultant to serve as interim president who shall provide services for the District as assigned by the Board of Trustees. Specific duties of the interim president include, but are not limited to, providing advice to the Board on the conduct of fiscal affairs of the District while the Board continues to search for a permanent President, and performing the regular duties of the president as described on the attached schedule, except for those duties which the Board shall direct the interim president not to perform.

3. District will provide adequate working conditions and clerical assistance as necessary to execute the performance objectives. The adequacy of such assistance shall be at the sole discretion of the District.

4. The services performed by ACCT and Consultant under this Agreement shall be performed according to standards which are acceptable to the District.

5. Payment in consideration of this Agreement shall be in the amount of FIVE THOUSAND DOLLARS (\$5,000.00) per month, to be paid monthly by District to ACCT. Such compensation is subject to change upon the written concurrence of parties to this Agreement representing the District and ACCT.

6. ACCT shall submit an invoice to the District on or about the first of each month during the term of this Agreement detailing expenses and professional fees incurred during the preceding period in providing services under the provisions of this Agreement. District agrees to pay or reimburse ACCT within thirty (30) days after the receipt of each invoice for such expenses or professional fees.

7. ACCT shall render its services at the time and place designated by the President of the Board of Trustees of the District.

8. Indemnification. ACCT agrees, warrants and represents for itself and its assigns to indemnify and hold harmless the District from any loss, claim, expense, demand or cause of action of any kind or character, through the assertion of any stranger hereto or a claim or claims connected with the subject matter of this Agreement.

9. Consultant Not Employee of District. It is understood that ACCT is responsible for the actions of its officers, employees and servants; that Consultant is not an employee or servant of District regardless of the nature and extent of the acts performed by Consultant; that inasmuch as said Consultant shall not be an employee of District, District does not assume liability under the law for any act of Consultant performing or traveling pursuant to this Agreement, unless such acts are in response to specific directions of an authorized District employee.

10. Status of District and ACCT. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between District and ACCT, but is, rather, an agreement by and between the independent contractors, these being District and ACCT.

11. This Agreement may be amended by mutual consent, in writing, of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

FOR SAUK VALLEY COMMUNITY COLLEGE

Richard Groharing 5/2/86  
Signed Date

Richard Groharing  
Name Printed

Chairman  
Title

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

W. H. Meardy 5-5-86  
Signed Date

William H. Meardy  
Name

Executive Director  
Title

203.01 Duties and Responsibilities of Administrative and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by The Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

A. Duties of President

- 1) The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
- 2) The President shall in the regular course of his duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his duties have access to information relating to the effectuation or review of employees' collective bargaining policies.
- 3) The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
- 4) The above duties are in addition to the duties listed in Policy 204.01.

204.01 Duties and Responsibilities of the President of the College

The President of the College has authority from, and is responsible to, the College Board for the overall administration and supervision of all phases of the College, working with and through the various administrative officers and appropriate faculty committees.

His duties include the following:

- A) As Chief Executive for the College Board, he is responsible for the execution of the policies established by the Board.
- B) He shall attend all Board meetings and prepare the agenda for each meeting.
- C) He shall make regular financial reports, prepare and interpret the annual budget to the Board in cooperation with the Dean of Business Services.
- D) He shall be responsible for the successful operation of the College, including the direction and organization of professional and other personnel.
- E) He shall nominate candidates for employment or dismissal.
- F) He shall direct the program of public information about the College.
- G) He shall attend professional meetings and conferences and represent the interests of the College with appropriate government agencies.
- H) He shall hold regular faculty and staff meetings and present the concerns of the faculty and staff to the Board.
- I) He shall be responsible for advanced planning in financial, curricular, and physical facilities area, and for the execution of these plans in accordance with Board policy.

Duties and Responsibilities of the President of the College (Con't.)

- J) He shall present nominations for lay advisory committees to the Board for approval.
- K) He shall designate, with Board approval, a member of the administrative staff to act in his absence.
- L) He shall present to the Board at the beginning of each year, his goals for the coming year, a general five-year plan, and at the end of each year he will provide the Board with a self-evaluation based on the successful completion of the objectives and goals.
- M) He shall present to the Board (in narrative): a resume of all five-year plans presented to the state including consequences and financial responsibility.
- N) He shall have the responsibility of assuring that all State and Federally described employment practices are adhered to.
- O) He shall be responsible for having all policy changes incorporated in policy manual within one month of change and inserts distributed to Board members.
- P) He shall be responsible for the presentation of programs in the college.
- Q) All recommendations will include the President's perception of the pros and cons of the action and the possible consequences on a long and short term basis.
- R) He shall be an ex-officio member of all faculty committees.