

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
November 22, 1976 7:30 p.m.

- A. Call to order
- B. Roll call
- C. Communication from visitors
- D. Recommended actions
 - 1. Approval of minutes as submitted
 - 2. Approval of Treasurer's report
 - 3. Approval of current bills for payment
 - 4. Approval of current payroll journal
 - 5. Personnel matters
 - 6. Ratification of contractual agreement between SVC Board of Trustees and Faculty Association
 - 7. Approval of Civil Rights Grievance procedure
 - 8. Approval of Affirmative Action Officer & Title IX Coordinator and job description
 - 9. Approval of budget amendment
 - 10. Other items
- E. Old Business
 - 1. Report on pending litigation
 - 2. Other items
- F. New Business
- G. President's Report
 - 1. Career Education Newsletter
 - 2. Report from Student Trustee
 - 3. Fall community services report
 - 4. Minutes of SVC committee meetings
 - 5. Other items
- H. Time of next meeting
- I. Adjournment

bg
11-17-76

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 22, 1976

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on November 22, 1976 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order:

Chairman Coplan called the meeting to order at 7:30 p.m. and the following members answered roll call:

Arman Gaulrapp	Lorna Keefer
Oscar Koenig	Juanita Prescott
William Reigle	Laura Thompson
Robert Wolf	Ronald Coplan

Minutes:

It was moved by Member Keefer and seconded by Member Koenig that the minutes of the November 8 meeting be approved as presented. Motion voted and carried.

Treasurer's Report:

It was moved by Member Prescott and seconded by Member Reigle that the Board approve the attached Treasurer's report as presented. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Thompson, Wolf and Coplan. Nays-0. Motion carried.

Bills Payable:

It was moved by Member Gaulrapp and seconded by Member Koenig that the Board approve the bills in the following amounts:

Educational Fund:	\$287,633.32
Building Fund	17,587.85
Site and Construction:	641.00

In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Thompson, Wolf, and Coplan. Nays-0. Motion carried.

Payroll:

It was moved by Member Reigle and seconded by Member Gaulrapp that the Board approve the October 31 payroll in the amount of \$122,474.79 and the November 15 payroll in the amount of \$92,294.96. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Thompson, Wolf, and Coplan. Nays-0. Motion carried.

Executive Session:

At 7:36 p.m. it was moved by Member Gaulrapp and seconded by Member Keefer that the Board adjourn to executive session to discuss collective bargaining. Motion voted and carried.

Regular Session:

At 8:05 p.m. it was moved by Member Gaulrapp and seconded by Member Thompson (Keefer) that the Board return to regular session. Motion voted and carried.

Faculty Contract:

It was moved by Member Koenig and seconded by Member Prescott that the Board approve the attached Contractual Agreement between the Board of Community College District #506 and the Sauk Valley Faculty Association. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle and Coplan. Members Wolf and Thompson abstained. Nays-0. Motion carried.

Administrative Salary Increases:

It was moved by Member Wolf and seconded by Member Gaulrapp that the Board approve the attached list of administrative salary increases as presented. Discussion followed. It was then moved by Member Reigle and seconded by Member Prescott that the Board amend the motion by making the following changes:

Raise Robert Edison by \$1,200 (instead of \$500) for a total salary of \$31,200. Raise James Barber \$1,000 (instead of \$500) for a total salary of \$20,840. Raise Richard Doolen \$800 (instead of \$600) for a total salary of \$16,800. In a roll call on the amendment the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Thompson and Coplan. Nays Member Wolf. Motion carried. In a roll call vote to approve the motion on the attached list of proposed increases (as amended) the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, and Coplan. Nays Members Wolf and Thompson. Motion carried.

Budget Amendment:

It was moved by Member Reigle and seconded by Member Prescott that the Board approve the attached budget amendments as presented. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Thompson, Wolf and Coplan. Nays-0. Motion carried.

President's
Salary:

Chairman Coplan reminded the Board that the President's salary had not been acted upon, and requested that Board members be thinking about this and bring their recommendations to the adjourned meeting to be held on December 20.

Budget
Workshop:

The Board was reminded of the Budget Workshop to be held on December 20 at 4:00 p.m. in the Board Room and the meeting to follow at 7:30 p.m.

Student
Trustee:

Laura Thompson once again brought up some of the questions she had posed to the Board on October 25. Chairman Coplan told her that the Board hoped to discuss many of these matters at the Budget Workshop.

President's
Report:

Dr. Cole reported on the Career Education Newsletter; the fall community services report; minutes of the SVC committee meetings; and noted that Jim Barber would have a presentation on the Community Services Program for Fall, 1976.

Community
Service Report:

James Barber gave a slide presentation on the classes held at the various extension centers and on campus through the Community Service program.

Executive
Session:

At 8:40 p.m. it was moved by Member Keefer and seconded by Member Prescott that the Board adjourn to executive session to discuss pending litigation. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Prescott, Reigle, Thompson, Wolf, and Coplan. Nays-0. Motion carried.

Departure:

Member Juanita Prescott left the meeting at 9:12 p.m.

Regular
Session:

At 9:20 p.m. it was moved by Member Thompson (and Keefer) and seconded by Member Reigle that the Board return to regular session. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Reigle, Thompson, Wolf and Coplan. Nays-0. Motion carried.

Remodeling:

It was moved by Member Reigle and seconded by Member Keefer that the Board authorize the signing of the legal contracts for the remodeling work in the T-2 building, the present ceramics lab, and the radiology area as per the resolution passed at the

Page #4
November 22, 1976

Remodeling
(continued):

November 8, 1976 Board meeting. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Reigle, Thompson, Wolf and Coplan. Nays-0. Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Wolf and seconded by Member Thompson (Gaulrapp) that the Board adjourn to December 20 at 4:00 p.m. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Reigle, Thompson, Wolf and Coplan. Nays-0. Motion carried.

The meeting adjourned at 9:22 p.m.

Respectfully submitted:


Arman Gaulrapp, Secretary

RECOMMENDED ADMINISTRATIVE SALARIES

NAME	1975-76 SALARY	AMOUNT OF INCREASE	RECOMMENDED SALARY	% OF INCREASE
Edison, Robert	\$30,000	\$ 500	\$30,500	1.67%
Bunch, Noah	\$25,000	\$1,000	\$26,000	4.00%
Williams, Ronald	\$23,500	\$2,000	\$25,500	8.51%
Sagmoe, John	\$23,800	\$1,000	\$24,800	4.20%
Warren, Mack	\$19,800	\$1,000	\$20,800	5.05%
Clevenger, Walter	\$19,200	\$1,500	\$20,700	7.81%
Schilling, Ronald	\$19,500	\$1,000	\$20,500	5.13%
Barber, James	\$19,840	\$ 500	\$20,340	2.52%
Marlier, Ronald	\$19,250	\$1,000	\$20,250	5.19%
Gelander, Ralph	\$18,800	\$1,000	\$19,800	5.32%
Seguin, Michael	\$18,800	\$1,000	\$19,800	5.32%
Doolen, Richard	\$16,000	\$ 600	\$16,600	3.75%
Hastings, Harriet	\$15,400	\$1,000	\$16,400	6.49%
Pfeifer, Alan	\$10,700	\$ 600	\$11,300	5.61%
TOTALS	\$279,590	\$13,700	\$293,290	4.9%

#30-6

CONTRACTUAL AGREEMENT
BETWEEN
THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506
AND
SAUK VALLEY COLLEGE FACULTY ASSOCIATION

APPROVED: _____

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PREAMBLE

1

The Board of Community College District Number 506, Counties of 2
Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, 3
commonly known as the Board of Trustees of Sauk Valley Community 4
College, hereinafter referred to as the "Board", and the Sauk Valley 5
College Faculty Association, hereinafter referred to as the 6
"Association", recognizes that the aim of Sauk Valley College is to 7
provide the best education and training possible for the residents of 8
the Community College District and that the achievement of these educ- 9
ational objectives is a matter of mutual concern to the Board and the 10
professional staff. 11

Mutual understanding and cooperation between the Board and the 12
professional instructional staff are required and the free and open 13
exchange of views, as evidenced in good faith negotiations, is both 14
necessary and desirable. 15

The Board recognizes that teaching is a profession requiring 16
specialized educational qualifications and both parties acknowledge 17
the fact that the success of the educational program in the District 18
depends in part upon the maximum utilization of the abilities of the 19
professional instructional staff. As evidence of its acceptance of 20
the professional rights and responsibilities of instructors, the 21
Association has endorsed the Code of Ethics of the Education Profession. 22

1

ARTICLE I

1

Recognition

2

A. The Board recognizes the Sauk Valley College Faculty Association as the sole negotiating agent for the faculty (Faculty is defined as full-time instructional staff including librarians, counselors, and audio-visual personnel), in matters defined as negotiable in Article II, Section C, of this agreement. The Board agrees that faculty members shall have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board. It is specifically understood and agreed that the individuals excluded from the bargaining unit are the President, the Deans, the Directors, the Plant Engineer, the Registrar, and their Assistants or Associates.

It is understood and agreed that there shall not be included in the Negotiating Unit any other individual whose duties are primarily administrative in nature or whose position requires him to evaluate the performance of employees and make recommendations with reference to dismissal, retention or other matters dealing with the employees' continuing status. The Board specifically agrees not to negotiate with any other organization purporting to represent the bargaining unit as defined on page 2 of this agreement for the duration of this Agreement, unless the Association is successfully challenged as provided in Article XXIV - Duration; further, the Board agrees not to negotiate with any member of the Negotiating Unit individually during the duration of this Agreement on matters agreed upon herein.

The prohibition on negotiating with any member of the negotiating unit individually shall in no way be construed to limit the right of the Board, through its administrative offices, to negotiate the initial placement of any individual on the salary schedule. 1
2
3
4

B. Both parties agree that they shall not discriminate against any employee or Board member for reason of race, creed, color, marital status, sex, age, national origin, or for joining or not joining and/or assisting the Association or the Board. 5
6
7
8

C. This recognition shall entitle the Association to organizational use of staff bulletin boards in the Library, payroll deduction of membership dues, if requested, intra-school mail service and the use of College facilities for meetings, as governed by current Board policies. 9
10
11
12
13

D. Nothing herein shall require any member of the faculty to be a member of the Association. 14
15

E. It is recognized that the legal responsibility for the College is vested in the Board of Trustees. However, the Board agrees to participate in good faith negotiations as provided herein. 16
17
18

F. Nothing contained herein shall limit or restrict the Board's responsibility and authority to amend or adopt Board policy as the Board in its discretion deems necessary, except that no Board policy shall be amended or adopted where the subject matter of such policy is the product of specific agreements between the parties hereto after negotiation and upon inclusion in this Agreement. Further, nothing contained herein shall prevent the Board from executing the legal responsibilities imposed upon it by law. 19
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21
22
23
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25
26

G. The faculty shall have made available to them through the 1
President's Office, a copy of the proposed official college calendar 2
prior to Board adoption. 3

ARTICLE II 4

Procedures 5

A. Obtaining Objectives: 6

1. The process provided for in this Agreement is dependent upon 7
mutual understanding and cooperation. Representatives of 8
the parties shall meet at reasonable times and places and 9
negotiate in good faith to reach agreements on matters 10
defined as negotiable in this Agreement. 11
2. The following concepts are inherent in the phrase, "good 12
faith negotiations": 13
 - (a) Each group will deal with the chosen representatives of 14
the other, 15
 - (b) Each group will deal with the other honestly and in a 16
bona-fide effort to reach agreement, 17
 - (c) Each group will meet at reasonable times and places in 18
order to facilitate negotiation. 19
 - (d) A representative of each group will carry the necessary 20
authority to make proposals and counter-proposals, to 21
compromise and to make agreements subject to final 22
ratification. 23

(e) Each party to this agreement recognizes that the 1
making of a proposal does not necessarily require a 2
counter-proposal from the opposite party. 3

3. The Board agrees that it will not knowingly deprive any 4
faculty member of his rights under the laws of the State of 5
Illinois or the Constitution of the State of Illinois or of 6
the Constitution of the United States. 7

B. Representation: 8

1. Members of the negotiating team shall be three (3) in number 9
for each team unless the number is changed by mutual consent. 10
Members of the negotiating team for the Board shall be 11
confined to members of the Board of Trustees, or regularly 12
employed members of the professional college staff (exclud- 13
ing the President of the College). Members of the negotia- 14
ting team for the Association shall be confined to members 15
of the Association. Subject to these limitations, neither 16
party will attempt to exert any control over the other 17
party's selection of its representatives. 18

2. Negotiating sessions shall be closed; however, the negotia- 19
ting teams shall have the right to utilize the services of 20
consultants in the deliberations and may call upon competent 21
professional and lay representatives to consider the matter 22
under discussion and, with the permission of the other group, 23
to make suggestions and observations to the participants 24
assembled. 25

3.	Costs of consultants chosen by either party shall be paid by that party. The costs for the mediator, the fact finder, or any costs incidental to the mediation and fact-finding procedures as hereinafter provided for, shall be shared equally by the Board and the Association.	1 2 3 4 5
C.	Subject of Negotiations;	6
1.	The Association and the Board agree that negotiations in good faith, will encompass only the following items:	7 8
(a)	Negotiating Procedures	9
(b)	Grievance Procedures	10
(c)	Salaries	11
(d)	Related Economic Conditions of Employment consisting of:	12
(1)	Group Insurance	13
(2)	Sick Leave	14
(3)	Maternity Leave	15
(4)	Sabbatical Leave	16
(5)	Other Leaves	17
(6)	Retirement	18
(7)	Work Load	19
(8)	Compensation for Overload	20
(9)	Summer School Contracts and Compensation	21
(10)	Reimbursement for Substitute Teaching	22
(11)	Tenure	23
(12)	Retrenchment	24
(13)	Promotional Policy and Academic Rank	25
(14)	Merit Pay and Overload Pay	26

(e) Other mutually agreed upon matters	1
D. Directing Requests:	2
1. Requests from the Association for meetings of the negotiating	3
teams shall be made in writing directly to the Chairman of	4
the Board. Requests from the Board shall be made in writing	5
directly to the President of the Association. Requests shall	6
be accompanied by an agenda of the items to be considered.	7
Within ten days of the date of mailing the request, a	8
mutually convenient time and place for a meeting shall be	9
established. The meeting shall take place within fifteen	10
(15) days after the mailing of the request.	11
2. Additional meetings may be agreed upon by the negotiating	12
teams to enable them to complete consideration of agenda	13
items. Every effort shall be made to schedule meetings	14
so as to avoid conflicts with college duties of Association	15
representatives or with the duties or responsibilities of	16
the Board's representatives.	17
E. Exchange of Information:	18
1. The Association shall be furnished, on request of its	19
President or its duly authorized representatives, all regu-	20
larly and routinely prepared information concerning the	21
financial condition of the College, including annual finan-	22
cial audit and tentative adopted budget. In addition, the	23
Board and Administration will grant the reasonable requests	24
of the President or of the duly authorized representatives of	25

the Association for any other readily available and 1
pertinent information which may be relevant to negotiations 2
and/or grievances. Nothing herein shall require the central 3
administrative staff to research and assemble information. 4
The Association shall furnish copies of pertinent 5
information as reasonably requested by the Chairman of the 6
Board or its duly authorized representatives. 7

ARTICLE III 8

Agreement 9

When tentative agreement is reached on all matters being 10
negotiated, it shall be reduced to writing and submitted to the 11
Association membership and the full Board of the college for ratifi- 12
cation. It shall be signed by the Chairman or President and the 13
Secretary of the respective parties. This Agreement shall be a 14
part of and incorporated by this reference in the individual contract 15
or statement of conditions of service as submitted to employees and 16
said individual contract shall contain no provisions contrary to the 17
provisions of this Agreement. The Agreement shall not discriminate 18
against any member of the negotiating unit, regardless of membership 19
or non-membership in the Association. 20

ARTICLE IV

1

Appeal Procedures

2

A. If agreement is not reached on all items within sixty (60) calendar days of commencement of negotiations, either party may declare an impasse has been reached and call for the selection of a mediator. A written request for mediation by one party shall be considered a joint request for mediation and the other party shall join in the request.

B. Mediation:

1. A mediator shall be selected within ten (10) calendar days from the date on which either party declares in writing to the other that an impasse exists. If the parties cannot agree on a mediator, a list of five mediators shall be secured from the Federal Mediation and Conciliation Services. Such a list shall not include a resident of the Community College District. Final selection of the mediator shall be made by the parties who shall strike a name from the list of five alternately, until one name remains, and this person shall serve as the mediator. The party eligible for the first deletion shall be determined by chance.
2. If the final mediator named is unable to serve, the last name struck from the list shall be the alternate.
3. The total time for the mediation process shall not exceed twenty (20) calendar days from the date of selection of

the mediator. The mediator shall meet with the parties or 1
their representatives, either jointly or separately, and 2
shall take such other steps as he may deem appropriate in 3
order to persuade the parties to resolve their differences 4
and effect a mutually acceptable agreement, provided that 5
the mediator shall not make findings of fact or recommend 6
terms of settlement without the consent of the parties. 7
If findings of fact or recommendations are made, they shall 8
not be made public without the written consent of both 9
parties. 10

C. Fact Finding: 11

1. If agreement cannot be reached through deliberations with 12
a mediator within the prescribed time limits, a fact-finder 13
shall be secured from the American Arbitration Association 14
in the same manner as provided for the selection of a 15
mediator, provided that the list submitted from the American 16
Arbitration Association shall not include any person 17
submitted as a possible mediator. 18
2. The fact-finder shall, within 10 days after his selection, 19
meet with the parties or their representatives, or both, 20
either jointly or separately, make inquiries and investi- 21
gations, hold hearings, and shall take other steps as he 22
deems appropriate. The Board and Association shall furnish 23
the fact-finder, upon his request, all records, papers, and 24
information in their possession relating to any matter under 25

investigation by or in issue before the fact-finder. 1

3. If the dispute is not settled prior thereto, the fact-finder 2
shall make findings of fact and recommend terms of settle- 3
ment, which recommendations shall be advisory only within 4
30 days after his selection. Any finding of fact and rec- 5
ommended terms of settlement shall be submitted in writing 6
to the parties. 7

4. Within 10 days after receipt of the written report, both 8
parties must notify the fact-finder, in writing, of their 9
decision. If the written report is not accepted, the reasons 10
for non-acceptance must be included in the response. If no 11
agreement is reached within 10 days after receipt of the 12
written report, the responses will be added to the written 13
report and copies will be released to the public. 14

ARTICLE V 15

No-Strike Clause 16

It is hereby recognized that it is the law of the State of 17
Illinois that no public employee, any organization of employees, 18
nor any person acting on behalf of an employee organization, shall 19
ever at any time engage in or encourage or support any strike, slow 20
down, or other concerted refusal to render full and complete services 21
in a college district. The Association hereby agrees not to strike, 22
or engage in, or support or encourage any concerted refusal to render 23
full and complete services in the Community College District or to 24
engage in or support any activity whatsoever which would disrupt in 25
any manner the operation of the College during the term of this 26
Agreement. 27

	ARTICLE VI	1
	<u>Faculty Personnel Policies</u>	2
A. Basis for Personnel Policies:		3
1. Establishment of these policies is the legal responsibility of		4
the governing Board of Sauk Valley College in accordance with		5
provisions H.B. 1710, 74th Illinois General Assembly.		6
2. The intent of these personnel policies is to insure the selec-		7
tion and maintenance of a highly qualified staff capable of		8
conducting a comprehensive community college program which will		9
warrant national recognition and meet the following standards:		10
a. <u>Illinois Community College Board, Manual of Policies,</u>		11
<u>Procedures, and Guidelines.</u>		12
b. The regional and national accreditation standards for		13
higher education in general and for community colleges in		14
particular.		15
c. The requirements of such other governing or regulatory		16
agencies from which the college must seek approval for		17
programs and/or funds.		18
B. Workload: 1976-77 Academic Years:		19
1. Workload for the full-time teaching staff for the 1976-77		20
academic year shall be assigned by the appropriate Dean in		21
accordance with the needs of the College. Workloads up		22
through 32 semester hours without overload compensation may be		23
assigned for the academic year. Credit hours for workload will		24
be determined allowing <u>1</u> credit hour for each lecture hour		25

and .75 credit hour for each laboratory hour. Those faculty 1
who have special duties or responsibilities within the college 2
assigned by their respective Deans may be given released time 3
for their workload. Faculty members shall maintain at least 4
five (5) office hours per week per semester. Overload will 5
be determined on the basis of the assignment for the academic 6
year, i.e., the fall semester plus the spring semester. Any 7
faculty member may have the option of accepting or refusing an 8
overload of more than 1 credit hour. The first hour of over- 9
load shall not be paid to individuals generating less than the 10
current credit hour average of the institution. A written 11
agreement stating the conditions of the overload must be 12
presented to the individual faculty member prior to the start 13
of the overload period. 14

2. Workload for full-time faculty (other than full-time teaching 15
staff) eligible for membership in the Sauk Valley College 16
Faculty Association, shall be 37 hours per week. Any instructional 17
duties assigned will be on an overload basis, with the exception 18
of counselors teaching Student Development classes (e.g.,Psych- 19
ology 100), as part of their 37 hours per week. Instructional 20
duties for the counselors shall be assigned on the basis of two 21
(2) hours released time for a one (1) semester credit hour 22
course taught. 23

3. A community service course is defined, for the purposes of this 1
contract, to be any course that cannot be used as a transfer 2
course and cannot be applied toward any Associate Degree or 3
Certificate offered by the College. An extension course is 4
defined to be any course that can be used for transfer purposes 5
or can be applied toward an Associate Degree or Certificate. 6
Selection and assignment of faculty members within this program 7
is the responsibility of the Assistant Dean for Adult and Continu- 8
ing Education, based upon consultation with the faculty member's 9
appropriate Dean of Instruction. Teaching assignments of extens- 10
ion courses taught in the community service program may be consid- 11
ered part of the faculty's normal work load. Full-time faculty 12
members may volunteer to teach both community service and extens- 13
ion courses. Those full-time faculty members assigned in the 14
community service program shall accomplish their instruction 15
during the regularly scheduled fall and spring semester. Faculty 16
will be paid for teaching community services courses at the same 17
rate as they would receive for overload. 18

4. All faculty shall have academic rank. 19

ARTICLE VII 20

Faculty Tenure Policy 21

A. Tenure Definition:

Tenure is hereby defined as the continued contractual appointment to 22
a professional position of employment at Sauk Valley College. Tenure 23
as defined in this Agreement, applies to all full-time faculty 24
members who are eligible for membership in the bargaining unit. Tenure 25
is not related to a specific position, however, any faculty member 26
having the status of tenure whose position is changed must be classi- 27
fied and paid for his new position at not less than the highest level 28
of classification commensurate with his academic credentials and experience 29

B. Tenure Schedule: 1

Faculty members shall initially be appointed for no longer than 2
one year. Such appointments must be reviewed annually and eligibility 3
for tenure will be based upon completion of 3 years of full-time 4
professional service at Sauk Valley College. Service started prior 5
to January 1 will count as a full year. Service started subsequent 6
to January 1 will not count toward tenure. Tenure is effective with 7
the beginning of the academic year following approval by the Board 8
of Trustees. Prior to tenure, if the employee is not to be 9
re-employed at the end of his contract, he shall be given written 10
notice from the President of the Board's decision not to re-employ 11
him, not later than March 15 of the contract year. If a faculty 12
member is a temporary or term employee and is offered an appoint- 13
ment for the coming academic year, he/she must notify the college 14
of his/her intentions to accept or to reject the offer not later 15
than April 1, or within fourteen (14) days of his/her receiving the 16
offer, whichever is later. A tenured faculty member planning to 17
resign his/her position shall notify the college of his/her intent- 18
ions at the earliest possible date, preferably no later than July 1. 19

C. Approval Procedure: 20

Tenure will be granted upon recommendation of the President of the 21
College with specific Board approval required in each individual 22
case. A maximum of one additional probationary year may be approved 23
by the President upon recommendation of the appropriate Dean. 24
Additional probationary years may be approved by the President upon 25
recommendation of the appropriate Dean. Such additional probatincary 26

years must be based upon the need for the faculty member to 1
complete additional credential requirements related to his/her 2
specific job function, and shall not relate to competency in the 3
classroom. In such cases, the President shall notify the Board 4
and the individual concerned in writing of the specific reasons 5
for the additional year of probation, as well as the requirements 6
to be fulfilled during that year. 7

D. Dismissal for Cause: 8

Any one of the following shall be considered adequate cause for 9
suspension and possible termination of tenured staff: 10

1. Inadequate performance of duties 11
2. Willful and continuous neglect of duties 12
3. Unprofessional conduct 13
4. Violation of official college policies 14
5. Moral turpitude 15
6. Unjustifiable insubordination 16
7. Physical or mental incapacity 17

E. Other Reasons for Termination: 18

1. Age: Tenure shall expire automatically and without notice upon 19
completion of the contract year in which the 65th birthday of a 20
tenured staff member occurs. Employment after 65, if any, shall 21
be on either a temporary or an annual contract basis. 22
2. Budget or Program Retrenchment: The services of any member of 23
the faculty may be terminated in the event of the need for 24

financial or program retrenchment. Notification of termination 1
shall be given as soon as the need for retrenchment is apparent, but 2
in any case, not later than February 1 of the contract year. Such 3
termination shall be made at the close of the contract year. The 4
college will reimburse the individual for expenses incurred to locate 5
and move to a new position up to a sum of \$250 upon presentation of 6
appropriate vouchers to the Dean of Business Services. Positions 7
which have been vacated on such grounds shall not be filled within 8
two years. If the position is to be refilled within two years, it 9
must first be offered to the retrenched person if even only on a 10
part-time basis. The retrenched employee must notify the college 11
of his intent to accept the position within 14 calendar days after 12
the receipt of offer. Members of the department in which the retrench- 13
ment is being considered shall be consulted in a department meeting 14
held prior to any Board action on the retrenchment. The opinions of 15
the department must be filed within 14 days after the said meeting 16
with the President who in turn will forward them to the Board prior 17
to any Board action on the matter. In the event that staff retrench- 18
ment is indicated by the Board, the following criteria shall be 19
considered the major factors in determining which staff are not to be 20
re-employed: 21

- 1) Quality of instruction;
- 2) Educational background;
- 3) Seniority within a subject-matter area,

Those staff ranking lowest in these attributes should be the first 25
subject to retrenchment. 26

ARTICLE VIII

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Academic Freedom

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It is the policy of Sauk Valley College to maintain and encourage
an atmosphere of freedom in teaching commensurate with the responsi-
bility which each instructor must assume. The College believes that
creative scholarship can thrive only in an atmosphere where there is
freedom for examination of ideas. Such freedom includes the right to
investigate problems, and to evaluate and question accepted theories.
It carries with it the responsibility to offer alternative solutions in
an unbiased manner and to develop in students the habit of independent
investigation.

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The protection of the prerogatives of academic freedom requires a
conscientious, responsible staff. Specifically, each faculty member
should uphold the dignity of the College in all his activities; set for
his students an example of integrity, tolerance and decency; and
maintain high standards of scholarship and personal conduct.

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ARTICLE IX

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Criteria for Placement and Promotion of Professional Staff

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A. Specific Minimum Requirements for Placement of Instructional Staff: 19
The instructional staff is classified into five groups: 20
1. Assistant Instructor 21
2. Instructor 22
3. Assistant Professor 23
4. Associate Professor 24
5. Professor 25

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Initial appointments are made in accordance with the following 1
guides for employment at the various ranks. Appointments are made 2
on an individual basis and depend upon personal qualifications 3
as well as education and experience. 4

1. Assistant Instructor: A certificate or diploma from a vocational, technical or other training school in the field of specialization. Program of preparation should be the equivalent of two years of post high school education. One year of credit is given for each two years of clinical and work experience in determining placement on the schedule. This rank may also be assigned to an appointee who holds a bachelor's degree and is working toward a master's degree in the field of teaching specialization or a master's degree with a graduate major in the teaching subject field. 14
2. Instructor: A master's degree in the field of specialization, or a master's degree with a graduate major in the teaching subject field. In those fields in which a graduate degree is not available, the following alternatives may be considered:
 - a. A bachelor's degree and 30 semester hours of graduate credit, or; 20
 - b. A total of 150 semester hours of college credit. 21

In all cases, the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization. 24

3. Assistant Professor: A master's degree in the field of 1
specialization or a master's degree with a graduate major in 2
the subject field and four years of professional experience; or 3
a doctorate degree in the field of specialization and less than 4
four years of professional experience. In those fields in which 5
a graduate degree is not available, the following alternatives 6
may be considered: 7

a. A bachelor's degree and 30 semester hours of graduate 8
credit, or; 9

b. A total of 150 semester hours of college credit. 10

In all cases, the preparation should include the equivalent 11
of an undergraduate major and appropriate graduate courses in 12
the field of specialization. 13

4. Associate Professor: A master's degree in the field of 14
specialization or a master's degree with a graduate major in 15
the teaching subject field and 30 hours of approved graduate 16
credit, and eight years of professional experience, at least 17
two of which shall be successful college teaching, or a doctor's 18
degree in the field of specialization, and six years of pro- 19
fessional experience, at least two of which shall be successful 20
college teaching. 21

In those fields in which a graduate degree is not available, 22
the following alternatives may be considered: 23

a. A bachelor's degree and 60 semester hours of graduate credit, or; 1
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b. A total of 180 semester hours of college credit. 3

In all cases, preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization. 4
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5. Professor: A doctor's degree in the field of specialization, 7
or a master's degree in the field of specialization or a master's 8
degree with a graduate major in the teaching subject field, and 9
60 hours of approved graduate credit, Ten years of experience, 10
at least five of which shall be successful college teaching. 11

In those fields in which a graduate degree is not available, 12
the following alternatives may be considered: 13

a. A bachelor's degree and 80 semester hours of graduate credit, or; 14
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b. A total of 200 semester hours of college credit 16

In all cases, preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization. 17
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B. General Requirements for Promotion of Faculty 20

The following general qualifications will be considered in the promotion of faculty: 21
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1. Mastery of subject matter 23

2. Demonstrated teaching capability 24

3. Interest in students as individuals	1
4. Understanding of the comprehensive	2
community college program	3
5. Potential for continued professional growth	4
6. Meritorious service	5

The specific minimum requirements for selection of instructional staff as set forth in paragraph A of this Article are minimum requirements for promotion and shall be considered with the general requirements set forth in this paragraph for promotion of faculty members. For good cause shown, faculty members with non-academic backgrounds and qualifications may be promoted to and including the rank of instructor without regard for the specific minimum requirements for promotion.

Credit hours used for promotional purposes shall be accumulated based upon the following criteria:

a. 1) Undergraduate and graduate credits from an established	16
institution of higher education,	17

2) Such course work shall be approved by the appropriate 1
Dean of Instruction prior to enrollment in the class. 2

3) Such course credits shall meet with the Dean's approval 3
as being related to the faculty member's actual or 4
intended employment at Sauk Valley College, and toward 5
improvement of his/her instructional capacity. 6

b. 1) Credit shall be granted for non-credit seminars, sympos- 7
iums and workshops on the ratio of 1 credit equal to 15 8
hours of actual contact experience. 9

2) Such instruction shall be approved by the appropriate Dean 10
of Instruction prior to enrollment. 11

3) Such credit shall be granted by the Dean as being related 12
to the faculty members actual or intended employment at 13
Sauk Valley College, and toward improvement of his/her 14
employment capacity. 15

c. Any future professional or occupational activity applicable 16
to the instructional assignment may, upon prior approval, be 17
granted creditable hours toward rank or experience advancement. 18
Promotion of faculty may be made by the Board of Trustees 19
upon the recommendation of the appropriate Dean and the President 20
of the College and is in the sole discretion of the said Board of 21
Trustees. The acquisition of graduate credit hours and necessary 22
experience to meet specific minimum requirements for the selection 23
of instructional staff is only one criterion to determine eligi- 24
bility for promotion. 25

ARTICLE X

Types of Appointments

A. Appointment to the faculty shall be in one of three categories: 1
temporary, term or continuing. 2

1. A temporary appointment shall be an appointment for an 3
unspecified period and may be terminated at any time. Temporary 4
appointments ordinarily are for part-time service, voluntary 5
service, or for periods of less than one year. 6

2. A term appointment shall be an appointment for a specified 7
period of time, normally for one year. Such an appointment 8
shall automatically expire at the end of the agreed term unless 9
terminated earlier in accordance with subsequent provisions of 10
these policies. 11

3. A continuing appointment shall be a tenured appointment and 12
shall continue indefinitely unless terminated in accordance 13
with subsequent provisions of these policies. It shall not 14
be affected by change in rank. 15

ARTICLE XI

Evaluation Policies

A. In order to ensure quality education and management accountability, 18
the evaluation of a faculty member's performance is the responsibility 19
of the appropriate Dean or other supervisor who is responsible to the 20
President for the preparation of recommendations regarding the status 21
of staff under his or her supervision. 22

ARTICLE XII

Evaluation Procedures

A. The evaluation of a faculty member's performance will include: 3

1. Classroom Observation of said faculty member and collection 4
of data related to the faculty member and his/her performance. 5
- a) Classroom Teaching - 6
Class Visitations, Student Evaluations. 7
- b) Professional Growth - 8
Self-Evaluation and Developmental Plans. 9
- c) Academic Growth - 10
Self-Evaluation and Written Statements by 11
other College Administrators. 12
- d) College Service - 13
Self-Evaluation and Written Statements by 14
other College Administrators. 15

2. An annual evaluation session between the faculty member and 16
his/her appropriate Supervisor, resulting in a written recom- 17
mendation presented to the faculty member for his or her review 18
and comment. The faculty member may submit a written response 19
to his evaluation which will be included in his/her personnel 20
file. 21

3. An annual recommendation to the President of the College regarding 22
the faculty member, from his/her supervisor. 23

The administration retains the right to develop and change forms used in 24
the evaluation process. Forms to be used will be distributed to the 25
faculty at the beginning of each year. 26

ARTICLE XIII

Change in Status

A. Annual Review	3
1. There will be an annual review of the performance and status of each member of the faculty holding a <u>term</u> or <u>continuing</u> appointment. This shall include a conference between the staff member and the appropriate Dean or other immediate supervisor to be followed by recommendations to the President. These recommendations shall be based on the documented evaluation data compiled in accordance with approved procedures for faculty evaluation.	4
B. Results of Review	11
1. The following actions may be taken as a result of the annual review:	12
a) Retention with normal salary increment	14
b) Retention with extra salary increment(s)	15
c) Promotion to higher rank	16
d) Termination of service	17
e) Granting of continuing appointment (term appointees only)	18
f) Retention without salary increment	19
If the President recommends <u>a</u> , <u>b</u> or <u>c</u> above, and if the Board's disposition of the recommendation is contrary to such recommendation, the staff member in question shall be given written notice of the Board's final decision concerning the President's recommendation and the reason for that decision within two weeks following the next regular Board meeting. When option <u>f</u> is exercised for the second time for a tenured staff member, such staff member shall have the right to demand that either dismissal proceedings	20
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will be initiated or that he will thereafter receive
his normal increment.

C. Notification

1. The appropriate Dean or other immediate Supervisor shall notify each staff member of the recommendation that is being made as a result of the annual review. For a term appointee this shall be accomplished by February 15 and for a continuing appointee, January 1. (Note Article VII-B on Tenure for notification procedure on the granting of continuing appointment.) The staff member may then request a meeting with the President, the appropriate Dean, or other immediate Supervisor, to show cause for any inequity in the recommendation. He may invite up to two observers of his choice to attend the meeting. In any case, within two weeks of the above dates, the staff member will be given written notice by the President of his decision regarding the recommendation. If the recommendation is for termination of service or for retention without salary increment, the staff member may request the Board of Trustees to review his case. Such a request must be made within 10 days after the staff member has received written notification of the President's recommendation. The staff member may enlist the assistance of the Association in presenting his case to the Board.

ARTICLE XIV

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Termination: Term Appointments

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A. Prior to Completion of Agreed Term:

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1. If a term appointment is to be terminated prior to completion
of agreed term, cause shall be given and procedures will be
identical with the provisions for termination of continuing
appointments as in Article XV Termination: Continuing Appoint-
ments.

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ARTICLE XV

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Termination: Continuing Appointments

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A. Termination for Cause:

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1. The services of a faculty member with a continuing appointment
may be terminated for any of the causes set forth in Article
VII, D, the termination to be in accordance with the following
procedures:
2. When the President receives a recommendation for termination,
or other information or complaint against a tenured member of
the faculty containing allegations which, if true, might serve
as a cause for termination and he deems such information to be
substantial, he shall make this information available to and
shall discuss it with the individual concerned and shall make
such investigation as he considers appropriate, including the
review of any written documentation which may be available to him.

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If the President decides to recommend termination to the 1
Board, the individual concerned shall be formally notified 2
at least 7 days prior to the President's recommendation to 3
the Board, and shall be given the opportunity to be present 4
at the time the recommendation is made to the Board and to 5
request a public or private hearing on the recommendation. 6

If the Board accepts the President's recommendation, then the 7
individual and/or the Association may appeal the Board's 8
decision by filing a written notice of appeal, setting forth 9
the basis for the appeal. The notice shall be filed with the 10
Chairman of the Board within 7 days after the individual has 11
been notified of the Board's action on the President's 12
recommendation. The appeal shall then be presented at the first 13
regular Board meeting following receipt of the notice of appeal, 14
provided a meeting is scheduled within two weeks, otherwise a 15
special meeting shall be called. The Board shall have the 16
option of considering the appeal in an executive session. The 17
individual and/or Association shall have the option of requesting 18
a formal hearing before the Board or presenting the case through 19
written briefs. No later than one week after the conclusion of 20
the hearing, the Board of Trustees shall render its decision in 21
writing to the Association and the individual involved. If the 22
Board's decision is unacceptable, the matter may be submitted 23
to arbitration as provided in Step 4 of Paragraph C of Article 24
XVII - Professional Grievance Procedure. The decision of the 25

arbitrator will be accepted as final, and in lieu of any other 1
remedy, by the Board, the Association and the individual member 2
or members of the Association affected thereby. 3

ARTICLE XVI 4

Cancellation of Classes and/or Duties 5

A. If the President (or his representative, if the President is absent 6
from the campus), receives a recommendation or other information 7
regarding a member of the faculty containing allegations which, if 8
true, might serve as a cause for termination and he deems such inform- 9
ation to be substantial, and if, in the opinion of the President or 10
his representative, immediate harm to the faculty member, the College 11
or to others may result from his continued presence or acts, the 12
President, or his representative, shall have the right to immediately 13
cancel the classes and/or duties of that faculty member and to cause 14
him to absent himself from the classroom or the campus. In the 15
event of such action, the faculty member shall have the opportunity 16
of following the Professional Grievance Procedure starting at Step 3, 17
by notification to the Chairman of the Board within 7 days after 18
such action by the President or his legal representative. If the 19
matter proceeds to Step 4 of the Professional Grievance Procedure, 20
the decision of the arbitrator will be accepted as final and in lieu 21
of any other remedy by the Board, the Association, and the individual 22
member or members of the Association affected. It is understood 23
that such cancellation of classes or duties will cause no loss of 24

pay or benefits to the faculty member prior to a decision being 1
rendered by the Board of Trustees Grievance Hearing Committees. 2

ARTICLE XVII 3

Professional Grievance Procedure 4

WHEREAS, the establishment and maintenance of a harmonious cooperative 5
relationship between the College and the professional instructional staff 6
is essential to the operation of the College, it is the purpose of this 7
procedure to secure, at the lowest possible administrative level, equit- 8
able solutions to alleged grievances free from coercion, interference, 9
restraint, discrimination or reprisal, and by which the College and the 10
staff are afforded adequate opportunity to dispose of their differences 11
without the necessity of time-consuming and costly procedures before 12
administration agencies or in the courts. 13

A. Definitions: 14

1. A "grievance" shall mean a claim that there has been an 15
alleged violation, misinterpretation or misapplication of 16
a provision of this Agreement or of any established written 17
College policy as such policy pertains to wages, hours, and 18
terms and conditions of employment. 19
2. A "grievant" shall be any party to this Agreement or any 20
member of the full-time professional instructional staff who 21
shall submit a grievance. 22

3. Association representative or grievance committee means a 1
member or members of the Association's grievance committee, 2
which is composed of seven members from the local Associa- 3
tion appointed in accordance with the by-laws of the Associa- 4
tion. 5

4. Time limits; All time limits refer to calendar days. 6

B. General Conditions; 7

1. The Board acknowledges the right of the Association's grievance 8
committee to participate in the processing of a grievance at 9
any level if the grievant so desires, and that no grievant be 10
required to discuss any grievance if a grievance committee 11
member is not present. 12
2. At least one member, and not more than three members, of the 13
grievance committee, in addition to the grievant, shall be 14
present for any meeting, hearing, appeals or other proceedings 15
relating to a grievance which has been formally presented, 16
provided it is the wish of the grievant. Nothing contained 17
herein shall be construed as limiting the right of any grievant 18
to have a grievance adjusted without the intervention of the 19
Association, provided that if the grievance has been formally 20
filed with the Association, the Association shall be notified 21
of the final settlement. 22
3. The parties acknowledge that it is usually most desirable for 23
a grievant and his immediately involved supervisor to resolve 24

problems through free and informal communications. When 1
requested by a grievant, the grievance committee may intervene 2
to assist in this procedure. However, should such informal 3
processes fail to satisfy the grievant, then a grievance may 4
be processed in accordance with the following procedure. 5

4. If a grievance is to be processed in accordance with "Section 6
C Procedures", the grievant shall initiate step one within 90 7
days from the date of the event giving rise to the grievance. 8
The failure of the Administrator or the Board to give a 9
decision within the time limits stated shall permit the grievant 10
to proceed to the next step. The failure of a grievant, or 11
the Association, to take action in accordance with this Agree- 12
ment within the prescribed time limits shall act as a bar to 13
any further appeal. 14
5. The number of days indicated at each level shall be considered 15
maximum, and every effort shall be made to expedite the process. 16
The time limits may be extended by mutual consent. 17
6. All decisions shall be rendered in writing to the grievant and 18
the Association at each step of the grievance procedure setting 19
forth the findings of fact, conclusions and supporting reasons. 20
7. Either party shall have the right to be represented by represen-21
tatives of his choice (not to exceed three in number) at any 22
level above step one. 23
8. Either party shall have the right at all stages of a grievance 24
proceeding to confront and cross-examine all witnesses called 25

against him to testify and to call witnesses on his own behalf. 1
There shall be no limitations on the presentation of competent 2
evidence on either side in the hearing before the Board of 3
Trustees Grievance Hearing Committee. 4

9. Hearings and conferences under this procedure shall be conducted 5
at a time and place which will afford a fair and reasonable 6
opportunity for all persons, including witnesses entitled to 7
be present, to attend, and will be held, in-so-far as possible, 8
at other than College hours or during non-teaching time of 9
personnel involved. When such hearings and conferences are held, 10
at the option of the Administration, during College hours, all 11
employees whose presence is required shall be excused, with pay, 12
for that purpose. 13
10. No reprisals of any kind shall be taken against any staff member 14
for participating in any grievance proceeding. If any staff 15
member for whom a grievance is filed, processed or sustained, 16
shall be found to have been unjustly charged, and if suspension 17
is involved, he shall be restored to his former position. 18
11. All documents, communications and records dealing with the 19
grievance shall be filed separately from the personnel files 20
of the participants. An individual's grievance file shall be 21
open to him upon request. 22
12. It is agreed that the grievant shall be furnished with copies 23
of any written information in the possession of the Board and/or 24

the Administration necessary for the processing of any 1
grievance or complaint. 2

13. A grievance may be withdrawn at any level without establishing 3
a precedent. 4

14. All communications, notices or decisions required may be 5
personally delivered to the party or parties entitled thereto or 6
may be mailed to them by certified or registered mail to their 7
last address as shown on the College records. Delivery shall 8
be deemed to have been made when the document is deposited in 9
a United States mail box. All communications, notices, or 10
decisions for the Association or the Board shall be delivered 11
or mailed to the respective President. 12

C. Procedures: 13

All grievances accepted by the Association shall be presented and 14
adjusted in the following manner: 15

Step #1. The Association shall present the grievance immediately 16
in writing, setting forth the particular provision or provisions of 17
the Agreement or policy involved, to the supervisor who will arrange 18
for a meeting to take place within 14 days after receipt of the 19
grievance. The grievant, the Association's representatives, and 20
the involved supervisor shall be present for the meeting. The 21
supervisor must then submit his decision in writing within 14 days 22
after such meeting. 23

Step #2. If the grievance is not resolved by Step #1, then the 24
Association shall file a written appeal with the appropriate Dean 25

or his official designee within 14 days after receipt of the 1
Step #1 decision or within 14 days after the Step #1 meeting, 2
whichever is the later, setting forth the basis for the appeal. 3
The appropriate Dean shall arrange for a hearing with the grievant 4
and the representatives of the Association's grievance committee 5
to take place within 14 days of his receipt of the notice of appeal. 6
Upon conclusion of the hearing, the appropriate Dean shall have 14 7
days in which to provide his written decision to the grievant and 8
the Association, 9

Step #3. If the Association is not satisfied with the disposition 10
of the grievance by the Dean, the grievance shall be transmitted to 11
the Board of Trustees Grievance Hearing Committee. Such committee 12
shall be composed of two board members, the President and one Dean 13
not previously involved in Step #2. A written Notice of Appeal, 14
setting forth the basis for the appeal, shall be filed with the 15
President within 14 days after receipt of the Dean's decision, or 16
within 14 days after the hearing. The Hearing Committee of the 17
Board shall meet within 14 days of the written appeal to the 18
Committee, transmitted to the President. The grievance, together 19
with a record of the prior proceedings, shall be presented to the 20
Committee of the Board. The Committee shall have the options of 21
considering the appeal in an open or closed hearing session. No 22
later than 14 days after the conclusion of the hearing, the Committee 23
shall render its decision in writing to the Association and the griev 24
ant. 25

Step #4. If the Association is not satisfied with the decision of 1
the Board Committee, or if no decision has been made within the 2
period provided in Step #3, the Association may submit the grievance 3
to arbitration before an impartial arbitrator. The Association 4
must declare in writing to the Board of Trustees Hearing Committee 5
that such arbitration is desired. Such declaration must be made to 6
the Board of Trustees Hearing Committee within 14 days after the 7
Association has received the decision of the Board of Trustees Hearing 8
Committee on their appeal to them. If the parties cannot agree on an 9
arbitrator, a list of five or more arbitrators shall be secured from 10
the American Arbitration Association. The Arbitrator shall be selected 11
within 14 days of the receipt of the list of arbitrators from AAA. 12
Such a list shall not include a resident of the Community College 13
District. Final selection of the arbitrator shall be made by the 14
parties who shall strike a name from the list of five alternately 15
until one name remains, and this person shall serve as arbitrator. 16
The party eligible for the first deletion shall be determined by 17
chance. The Administration and the Association shall not be 18
permitted to present in such arbitration proceedings any evidence not 19
previously disclosed to the other party at the Board of Trustees 20
Committee Hearing. The arbitrator shall have no power to alter, add 21
to, or subtract from the terms of the Agreement. Both parties agree 22
to be bound by the award of the arbitrator. The fees and expenses 23
of the arbitrator shall be shared equally by the parties. Should 24
only one party request a transcript of the proceedings, then that 25
party shall bear the full costs of that transcript. Should 26

both parties order a transcript, then the cost of the two
transcripts shall be divided equally between the parties.

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ARTICLE XVIII

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Resignation by Advance Notice

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A. If a Faculty member is contemplating resignation, it should be
discussed with his immediate supervisor at the earliest possible
time. Normally a resignation will not be accepted after July 1,
except in extreme cases, and then subject to the availability of a
replacement satisfactory to the President. In any case, the mutual
interest of the College and the individual will be considered.

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ARTICLE XIX

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Leaves of Absence

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Sick Leave:

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1. Sick leave shall accrue to all full-time faculty at the rate
of 15 days the first year and 10 days per year thereafter.
Sick leave for the full contract year shall accrue as of the
first duty day of employment and shall terminate as of the last
duty day of employment. Sick Leave for those on twelve-month
contract shall accrue at the rate of 17 days the first year and
12 days per year thereafter.

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2. Sick leave shall be credited to each employee at the beginning
of each contract year so that the accumulated unused sick leave
from prior periods plus the credit for the current year will be the
total amount of sick leave benefits available to that employee

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through the end of the fiscal year (June 30). 1

3. This procedure has the effect of crediting the employee with a 2
sick leave advance which must be repaid to the College through 3
full-time employment during the contract year. Should service 4
terminate after this banked credit has been used by the employee, 5
the unearned portion of the sick leave used will be considered 6
as a debt to be repaid to the College by deduction from the 7
final salary payment. 8

4. Sick leave may be accumulated without limit. Sick leave will be 9
deemed to be the result of the personal sickness or injury of 10
the employee involved. The employee may use up to 10 days of 11
his sick leave in any one contract year for sickness in the 12
immediate family which creates the necessity for the employee 13
to remain away from the place of employment, or for personal 14
bereavement related to a member of the immediate family. 15

5. Sick leave without salary may be granted to members of the 16
faculty subject to the discretion of the Board of Trustees. 17
During any such leave, the administrator shall make appropriate 18
arrangements for carrying on the activities of the affected 19
area with due regard to the work load of other members of that 20
area. 21

6. The immediate supervisor or appropriate Dean shall submit a 22
report to the Business Office of the number of days sick leave 23
taken. The report shall be on forms supplied by the Business 24
Office. A person may only be charged for sick days when he/she 25
would normally be working. The Board reserves the right to 26
require a Physician's Certificate that the individual is 27

incapacitated from performing his or her usual or ordinary 1
duties for any sick leave taken. 2

7. If a person is sick, he shall notify his immediate Supervisor 3
or his appropriate Dean at the earliest possible time, but not 4
later than the time his duties are to begin. If personal leave 5
is to be used, such notice shall be given by the faculty member 6
whenever possible, not later than 24 hours before duties are to 7
begin. 8

9. Each member of the faculty may take three days annually for 9
personal leave. Any days so taken will be charged against the 10
sick leave credit of the individual. 11

9. No compensation shall be paid for sick leave accrued unless the 12
individual is sick and incapacitated from performing his or her 13
usual and ordinary duties or personal leave taken as in 14
Paragraph 8. Upon termination of service, any accrued but 15
unused sick leave shall be cancelled. 16

B. Maternity Leave: 17

The Board recognizes two categories into which leaves relating to 18
pregnancy may fall. First, a leave of absence for maternity purposes. 19
Second, a disability leave for the Faculty member who is absent from 20
work due to illness or disability relating to pregnancy, complica- 21
tions in connection with said condition and childbirth. 22

1. Leave of Absence for Expected Maternity: 23

a) As soon as pregnancy is known, or no later than the end of 24
the fourth month of pregnancy, the faculty member shall 25

report her condition to her immediate Supervisor in writing, 1
together with a doctor's certificate indicating the expected 2
due date and the fact that the employee is in good health 3
and able to continue work. The Faculty member shall be 4
entitled, upon request, to a maternity leave to begin at any 5
time between the commencement of her pregnancy and the birth 6
of the child. The request for such a leave shall be in 7
writing, addressed to the President of the College, and, 8
except in case of emergency, shall give notice at least 9
thirty (30) days prior to the date on which her leave is 10
to begin. 11

- b) A Faculty member who is pregnant may continue in active 12
employment as late into her pregnancy as she desires 13
provided she is properly able to perform her required duties. 14
- c) When an employee is placed on maternity leave, no salary will 15
be paid, and all sick leave and other financial benefits 16
will cease to accumulate. 17
- d) At the time a maternity leave is granted, the President shall 18
obtain a written statement from the Faculty member indicating 19
her intention with reference to the duration of said leave. 20
Ordinarily, maternity leave shall be granted for a period of 21
thirty (30) days. Upon request of the Faculty member, the 22
President may grant maternity leave until the beginning of 23
the next semester after the delivery of the child. Upon 24
approval of the President and other appropriate administra- 25

tive officers, the Board may grant an extension of the 1
maternity leave up to a total of one year with no loss 2
of rank, tenure, placement on the salary schedule or 3
accrued sick leave. In the event the Faculty member is 4
found physically able to return to work and she fails or 5
refuses to do so, her employment shall be terminated. 6

2. Disability Leave Related to Pregnancy, Complications in 7
Connection with said Condition and Childbirth: 8

- a) If a Faculty member elects not to request a maternity 9
leave, she shall, at the end of the sixth month of preg- 10
nancy, provide her immediate Superior with an estimate by 11
her physician as to the date at which pregnancy will result 12
in her inability to continue to perform the services required 13
of her. It shall also contain an estimate by the physician 14
as to the date when she would be able to return to her 15
normal duties. 16
- b) The Faculty member shall be expected to continue the normal 17
services required of her until she is physically unable to do 18
so. At such time as she is unable to provide said services, 19
she shall furnish a written statement from her physician 20
indicating the physical cause for her inability to perform 21
the services. 22
- c) It is expected that a Faculty member would normally be able to 23
return to work within twenty-one (21) days after delivery. 24
In the event of complications or circumstances which prevent 25

her return within said period, she shall furnish a written
1
statement from her physician indicating the nature and
2
extent of the problem and an estimate as to when she would
3
be able to return.
4

Under either Paragraph b above, or this Paragraph, the
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Board may require an independent physical examination, by a
6
physician of its choice, at its expense, and in the event
7
the Faculty member is found physically able to return to
8
work and she fails or refuses to do so, her employment shall
9
be terminated.
10

d) The Faculty member shall be entitled to use accrued sick
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leave during the period she is disabled. At such time as
12
accrued sick leave has been used, all pay and other financial
13
benefits will cease.
14

C. The Board shall pay the regular salary to a teacher called to serve
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as a juror and the teacher shall submit his reimbursement to the
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College.
17

D. Other Leaves: 18

The President, with the approval of the Board of Trustees, may grant
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other leaves of absence with full pay, reduced salary or without
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salary for the purpose of professional development, acceptance of
21
professional assignments of limited duration with other colleges,
22
governmental agencies, or with foreign nations. Such leaves shall
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be for appropriate purposes consistent with the needs and interest
24

of the College. Application for such leaves shall be made, in 1
writing, to the President, and shall state the purpose for which 2
the leave is requested, its anticipated duration, and its value to 3
the College. The terms and conditions of the leave shall be 4
determined at the time the request for leave is acted upon, 5
However, the date of April 1 and November 15 shall be used by the 6
faculty member to notify the College regarding his intention to 7
return to his assignment. Failure of a faculty member to notify 8
the College by the date specified as appropriate to the leave request, 9
shall constitute a formal resignation by the Faculty member involved. 10

E. Retirement Program: 11

1. All permanent employees, including part-time employees, whose 12
employment is considered as permanent at Sauk Valley College, 13
are required to participate in the State Universities Retire- 14
ment System, effective with the beginning of the first day of 15
employment. Details concerning retirement allowances, 16
disability benefits, reciprocity and refunds are contained in the 17
System's Handbook issued to every member at the beginning of his 18
employment, 19

F. Other Employment: 20

1. Any faculty member who accepts substantial outside employment 21
during the individual contract period without written notifica- 22
tion to the appropriate Supervisor may be subject to dismissal 23
proceedings. 24

ARTICLE XX

Fringe Benefits

- A. The College shall provide and pay the premium cost of a group hospitalization and major medical insurance program, group life insurance benefits and dependent life insurance. 1
- B. The College agrees to grant free tuition enrollment at Sauk Valley College for all full-time professional instructional staff, their spouses and their children under 21 years of age. It is also agreed that any portion of institutional charges that are allocated by Board policy towards financing the Student Activity program is not construed as a part of the tuition waiver as approved in this Agreement. 2
- C. The College agrees, at the option of the individual, to pro-rate their ten-month salary over a twelve-month period. Once an individual has elected a method of payment, it may not be changed until the beginning of the next College year. 3
- D. The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley College function. 4
- E. A separate and private dining area shall be provided for the use of the professional staff. 5
- F. Tuition Reimbursement: Will be based upon Article IX, Section B. 6
 - 1. The Board will pay tuition at the rate of \$50 per credit hour. 7
 - 2. Approval of such courses is based upon Article IX, Section B. 8

3. Reimbursement for Tuition may be used for graduate or 1
undergraduate credit, and for workshops, seminars, sym- 2
posiums as equated by the appropriate Dean of Instruction. 3

4. Tuition reimbursement will be limited to 6 credit hours 4
per year, exceptions may be made by the appropriate Dean of 5
Instruction upon his approval of a developmental plan 6
submitted by the Faculty member. 7

5. Tuition reimbursement shall not be paid to faculty on 8
leaves of absences. 9

6. Tuition reimbursement shall be made upon the presentation of 10
a voucher or receipt from the institution where the staff 11
member was enrolled to the Dean of Business Services and should 12
bear the endorsement of the appropriate Dean approving such 13
reimbursement, and upon completion of the course and receipt 14
of transcript. 15

16
ARTICLE XXI

17
Association and Faculty Rights

A. Officers and committee chairmen of the Association shall have the 18
right to use College equipment such as typewriters, calculating 19
machines and audio-visual equipment at all reasonable times when 20
such equipment is not otherwise in use, subject to regulations 21
determined by the Dean of Business Services and subject to the 22
approval of the individual who is charged with the responsibility 23
for that piece of equipment. 24

The Association's Negotiation Committee's expenses for duplicating (with College equipment) material for use of the Board or Board Committee in negotiations shall be paid for by the College out of funds budgeted for the Board.	1 2 3 4
B. The Board agrees to regularly furnish to the Association two copies of the Agenda, Minutes, and the complete packet of information distributed for all Board meetings.	5 6 7
C. An individual's personnel file shall be open to him upon request, with the exception that any confidential credentials or references submitted by a party outside the College shall not be revealed without the permission of the originator. The Association shall have similar access to an individual's personnel file with the individual's written consent, subject to the same restriction in regard to confidential materials originated outside of the College. Reproduction of materials shall be subject to limitations imposed by law and/or by the originator if the originator is from outside the College. The following material shall be maintained in each faculty member's file:	8 9 10 11 12 13 14 15 16 17
1. Application for employment with reference, placement data (if submitted) and complete transcripts of academic credit earned prior to and subsequent to employment by the College.	19 20 21
2. Copy of all evaluation reports and recommendations regarding the staff member's professional performance and competence.	22 23

3. Copies of each contract and notification of change of status 1
(promotion, tenure) of the individual: 2

4. All other correspondence relating to the faculty member's 3
professional performance and competence, and to his standing 4
in the community. Correspondence of a derogatory nature shall 5
be reported to the faculty member within three weeks of receipt 6
of the correspondence if it is to become part of the personnel 7
file. 8

Requests to examine an individual's personnel file as kept by 9
the appropriate Dean should be submitted to the Dean's office 10
and such examination or the reproduction of any portion of the 11
file shall be conducted in the presence of the Dean or his 12
designated representative. 13

5. The Board agrees to set aside a small room or office with table, 14
chairs and one large file cabinet with lock to exclusive Association 15
use, 16

ARTICLE XXII 17

Professional Compensation 18

A. Salary Policy: 19

1. It is the responsibility of the faculty candidate or the 20
faculty member to present to the proper administrator the 21
following: undergraduate and graduate credit hours; teach- 22
ing industrial, business, military and professional exper- 23
ience; to make available all experience that he wishes to 24

be considered for beginning placement or revised placement 1
 on the salary schedule. 2

2. After the initial presentation of the total experience 3
 package, it is the responsibility of the administrator and 4
 prospective Faculty member to agree upon the total number of 5
 hours and years which will be creditable basing their decisions 6
 on their applicability to the area in which the candidate 7
 would be hired. Once this is agreed upon, the Faculty member 8
 should be given a statement about years of experience and 9
 hours accepted. 10

B. Salary Schedule: 11

The salaries, increments and all other economic provisions of 12
 this contract, shall be retroactive to the beginning of the 13
 1976-77 Academic Year. 14

1. The Sauk Valley College 1976-77 Instructional Salary 15
 Schedule contained herein shall be effective beginning 16
 the first day of the Fall Semester, 1976. 17

2. When a Faculty member is granted a promotion, the salary 18
 shall be determined by locating his present salary on 19
 the Salary Schedule in the appropriate new rank and then 20
 moving down two steps to the higher salary rate. 21

3. Overload payments shall be made on the basis of the following 22
 schedule: 23

	<u>Per Credit Hour</u>
Assistant Instructor and Instructor	- \$200
Assistant and Associate Professor	- \$225
Professor	- \$250

 24
 25
 26

SAUK VALLEY COLLEGE
1976-77 INSTRUCTIONAL SALARY SCHEDULE
EFFECTIVE FALL SEMESTER, 1976

10 Months Only

<u>Step</u>	<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	5
						6
1	\$ 9,850	\$10,750	\$12,525	\$14,250	\$16,275	7
2	10,150	11,075	12,925	14,725	16,800	8
3	10,450	11,400	13,350	15,200	17,375	9
4	10,750	11,775	13,800	15,725	17,975	10
5	11,075	12,150	14,250	16,275	18,600	11
6	11,400	12,525	14,725	16,800	19,250	12
7	11,775	12,925	15,200	17,375	19,900	13
8	12,150	13,350	15,725	17,975	20,600	14
9	12,525	13,800	16,275	18,600	21,325	15
10	12,925	14,250	16,800	19,250	22,075	16
11	13,350	14,725	17,375	19,900	22,850	17
12				20,600	23,650	18

Twelve month personnel....multiply location on the salary schedule by 1.2 19
to the nearest \$5.00. 20

ARTICLE XXIII

1

Effect of This Agreement

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A. The terms and conditions set forth in this Agreement represent the 3
full and complete understanding and commitment between the 4
Association and the Board with regard to subjects covered herein. 5

B. Should any article, section, or clause of this Agreement be finally 6
declared illegal by a court of competent jurisdiction, or be in 7
conflict with regulations established by the Illinois Community 8
College Board, said section or clause, as the case may be, shall 9
be automatically deleted from this Agreement to the extent that it 10
violated the law. The remaining articles, sections and clauses 11
shall remain in full force and effect for the duration of the 12
Agreement if not affected by the deleted article, section or 13
clause. 14

ARTICLE XXIV

15

Duration of Agreement

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A. This Agreement shall be effective at such time as it is ratified 17
by both parties and shall continue in effect through the 30th day 18
of June, 1977, provided that Article III, IV and V of this Agree- 19
ment shall be terminated only by mutual agreement when negotiations 20
for the following year have not been completed. The Board will 21
continue to recognize the Association as the sole bargaining agent 22
through the steps of mediation, fact-finding and release of the 23
fact-finder's report to the public as provided in Article IV, C, 4. 24

3. Negotiations for a new Agreement shall begin not later than March 1, 1
nor prior to February 15, of the year in which this Agreement is 2
to terminate. 3

C. Challenge: 4

Upon the filing of a petition with the Secretary of the Board, 5
signed by not less than 30% of the members of the Negotiating Unit, 6
requesting a referendum for the purpose of challenging the present 7
Negotiating Unit or requesting that no organization represent the 8
full-time faculty, the Secretary of the Board shall immediately notify 9
the President of the Faculty Association of the filing of such petition 10
by sending by United States mail a written notification of such 11
filing with a copy of such petition. The Association may file 12
objections to the petition with the Secretary of the Board within 13
7 days of the receipt of such notification. Within 14 days after 14
receipt of any objections, the Board shall hold a hearing and make a 15
determination as to the validity of the petition. If the Board finds 16
such petition to be valid, the referendum shall be held within 14 days 17
after the determination of validity. A petition requesting a 18
referendum may only be filed between the 15th day of September 19
and the 1st day of November in any year and no more than one 20
petition will be accepted in any calendar year. The cost of 21
conducting any referendum ordered by the Board shall be borne by the 22
Board and the ballots used in any referendum shall include "No 23
Representative" as an alternative choice. 24

Upon certification of the results of any referendum, the
Board of Trustees shall declare the organization receiving the
majority of the votes cast at such referendum as the exclusive
representative of the full-time faculty eligible for
membership in a bargaining unit, or if the majority of the votes
cast are for "No Representative", the Board shall not recognize
any representative for at least 12 months after the termination
date of this Agreement.

D. Nothing contained herein shall require duties or attendance at
the College beyond the date required in the individual employment
agreement.

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SAUK VALLEY COLLEGE

RURAL ROUTE ONE

DIXON, ILLINOIS 61021

DATE November 17, 1976

MEMORANDUM

#D-5

TO: SVC Board of Trustees

FROM: Dr. George E. Cole
President

RE: AGENDA ITEM #D-5 - PERSONNEL MATTERS

Attached is a summary of my salary recommendations for the administrators not covered by previous Board action. In addition to the administrators shown on the attached, three administrators were dealt with by separate Board action. These individuals are: George Stanley, Richard Holtam, and Robert Crouse.

In the case of Robert Crouse and Richard Holtam, each of them were to receive the difference between a normal annual increment and the total percentage of salary received by each faculty person. This figure amounts to about \$375 per faculty member and I am recommending that Mr. Holtam and Mr. Crouse each receive \$375 in addition to their previously approved salary. This is consistent with the recommendation made at that time.

You will also recall that George Stanley was assigned a 12-month contract replacing his earlier 10-month contract, by previous Board action. At that time there was an understanding that he would receive some sort of salary increase in addition to this when salary raises were acted upon. His previous contract was for \$11,000 for 10-months. The contract for 1976-77 would be 120% of \$11,000 or \$13,200. I am recommending a \$300 raise in addition to that. This would put his 12-month salary for the 1976-77 year at \$13,500.

The attached summary indicates that the total percentage of raises for the administrators, other than these three, is 4.9%. Adding in the \$300 allotted to George Stanley this brings the total amount of raises for the 15 administrators to \$14,000.

GEC/bg
Enc.

RECOMMENDED ADMINISTRATIVE SALARIES

NAME	1975-76 SALARY	AMOUNT OF INCREASE	RECOMMENDED SALARY	% OF INCREASE
Edison, Robert	\$30,000	\$ 500	\$30,500	1.67%
Bunch, Noah	\$25,000	\$1,000	\$26,000	4.00%
Williams, Ronald	\$23,500	\$2,000	\$25,500	8.51%
Sagmoe, John	\$23,800	\$1,000	\$24,800	4.20%
Warren, Mack	\$19,800	\$1,000	\$20,800	5.05%
Clevenger, Walter	\$19,200	\$1,500	\$20,700	7.81%
Schilling, Ronald	\$19,500	\$1,000	\$20,500	5.13%
Barber, James	\$19,840	\$ 500	\$20,340	2.52%
Marlier, Ronald	\$19,250	\$1,000	\$20,250	5.19%
Gelander, Ralph	\$18,800	\$1,000	\$19,800	5.32%
Seguin, Michael	\$18,800	\$1,000	\$19,800	5.32%
Doolen, Richard	\$16,000	\$ 600	\$16,600	3.75%
Hastings, Harriet	\$15,400	\$1,000	\$16,400	6.49%
Pfeiffer, Alan	\$10,700	\$ 600	\$11,300	5.61%
TOTALS	\$279,590	\$13,700	\$293,290	4.9%

Recommended Administrative Salaries
Page #2
November 17, 1976

NAME	1975-76 SALARY	AMOUNT OF INCREASE	RECOMMENDED SALARY	& OF INCREASE
Stanley, George	\$11,000 (10 month)	\$300	\$13,500 (12 month)	
TOTALS	\$290,590	\$14,000	\$306,790	5.0%
Holtam, Richard	\$18,037	\$375	\$ 18,412	
Crouse, Robert	\$19,190	\$375	\$ 19,565	

bg

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE November 17, 1976

MORANDUM

#3-9

SVC Board of Trustees

TO: Dr. George E. Cole
President

RE: AGENDA ITEM #D-9 - APPROVAL OF BUDGET AMENDMENT

The attached memorandum from Dean Edison indicates that certain budget amendments are necessary to comply with Board action concerning building remodeling and facility redevelopment.

RECOMMENDATION:

The President recommends that the Board approve the foregoing budget amendments as reflected in Dean Edison's memorandum.

GEC/bg
Enc.

November 16, 1976

TO: *Board of Trustees and President Cole*

FROM: *Robert Edison*

Bob

RE: Approval of Budget Amendments.

Based upon the contractual approval previously given for the athletic facilities and the current revisions for building remodeling, it is apparent that the budget for building contractual needs to be increased from the building fund contingency as follows:

	<u>Increase</u>	<u>Decrease</u>
<i>Increase 271-000-530 (Building Contractual)</i>	<i>\$ 15,000</i>	
<i>Decrease 299-000-600 (Building Contingency)</i>		<i>\$ 15,000</i>

At the time the budget was prepared the Academic Skills Center was under the jurisdiction of the Dean of Arts and Sciences and the Work Study funds pertaining to this area were also budgeted under the same area. Since that time this responsibility has been transferred to the Dean of Student Services and is directly related to the Academic Skills Center. Based upon these factors request budget amendment as follows:

	<u>Increase</u>	<u>Decrease</u>
<i>Increase 110-815-518 (Salaries - Student Employees-Federal)</i>	<i>\$ 2,432</i>	
<i>Decrease 110-811-518-01 (Salaries - Student Employees-Federal)</i>		<i>\$ 2,432</i>

RECOMMENDATION: Board approval of the foregoing budgetary amendments.

0

RE:fsb

BILLS PAYABLE

NOVEMBER 22, 1976

EDUCATIONAL FUND

-300-543	VOID CK. #6335 WRITTEN OCTOBER			\$ -342.21
-300-543	VOID CK. #6439 WRITTEN OCTOBER			-171.04
-000-544	POSTMASTER	Postage Meter	6,470	835.53
-813-514-01	OREGON BIBLE COLLEGE	Comm. Ed. Salaries	6,471	300.00
-813-514-01	OREGON BIBLE COLLEGE	Comm. Ed. Salaries	6,472	200.00
-300-543	HARRY ALTER CO.	Supplies-replaces #		
		6335	6,473	317.31
-000-585-01	SOLARCINE PRODUCTS	Equipment	6,474	687.61
-000-550	GEORGE COLE	Expenses	6,475	97.75
	SVC PAYROLL FUND	10-31-76 Payroll	6,476	119,978.87
-300-543 *	SIEG CO.	Supplies	6,477	9.49
-300-543 *	SIEG CO.	Supplies	6,478	161.55
-000-544	POSTMASTER	Postage meter	6,479	892.74
	VOID CHECK		6,480	
	SVC PAYROLL FUND	11-15-76 Payroll	6,481	89,279.34
-000-585	NATIONAL CASH REGISTER CO.	Equipment	6,482	36,335.00
-000-562	VOID CK. #6413 WRITTEN OCTOBER			<u>-2,683.80</u>

replaces #6439) 245,898.14

000.530.00	ALLEN'S T V	SERVICE	6,483	21.60
300.543.00	ALLIED ELECTRONIC CORP	SUPPLIES	6,484	2.15
000.547.00	THE AMBOY NEWS	PUB RELA	6,485	100.00
712.543.00	AMERICAN JOURNAL OF NURSING	SUPPLIES	46.85	
888.541.00	X X X X X	ADS	126.00	
AMERICAN PERSONNEL & GUIDANCE		SUPPLIES	6,486	172.85
715.543.00	AMERICAN RED CROSS	SUPPLIES	6,487	10.00
711.543.00	AMERICAN SOC OF CLINICAL PATHOL	SUPPLIES	6,488	4.00
000.541.00	AMSTERDAM PRINTING & LITHO	SUPPLIES	6,489	156.00
000.547.00	THE ASHTON GAZETTE	PUB RELA	6,490	154.85
000.550.00	JO ANN BABEL	TRAVEL	6,491	72.00
000.545.00	BAKER & TAYLOR	BOOKS	6,492	6.30
000.545.00	BAKER & TAYLOR	BOOKS	6,493	67.03
013.550.00	JAMES BARBER	TRAVEL	6,494	824.02
000.565.00	BENOY INS AGCY	ADDTL PREMIUM	6,495	100.55
0.300.543.00	BLACK & CO	SUPPLIES	6,496	25.00
0.418.543.00	BLACKHAWK FIRE FIGHTERS ASSN	DUES	6,497	8.42
0.419.543.00	DTCK BLICK	SUPPLIES	6,498	1,200.00
0.888.544.00	X X	109.86		
0.888.543.00	BOGOITS	SUPPLIES	6,499	165.74
2.600.543.00	X X	X 1.00	6,500	473.79
600.543.00	BOREAL LABORATORIES	SUPPLIES	6,501	11.70
2.300.543.00	BOWLING GREEN STATE UNIV	SUPPLIES	6,502	7.75
2.611.550.01	BRANDYWINE INN	LUNCHEONS	6,503	45.48
4.000.556.00	X X X	X X 35.05		

2,000.585.00	BRUNING DIVISION	EQUIPMENT	92.94	
2,300.543.00	X X	SUPPLIES	4.72	6,504 97.66
2,300.543.00	CAHNERS BOOKS	SUPPLIES		6,505 51.25
2,000.545.00	CAREER AIDS INC	BOOKS		6,506 52.92
3,000.547.00	CARROLL COUNTY REVIEW	PUB RELA		6,507 86.40
2,300.543.00	CARTER CARBURETOR DIV	SUPPLIES		6,508 5.00
2,000.544.02	CASSETTE SERVICES	SUPPLIES		6,509 338.62
2,000.575.00	CENTRAL TELEPHONE CO	SERVICE		6,510 2,168.47
2,800.530.03	CHANGE MAGAZINE	SUBSCR		6,511 130.00
2,000.545.00	COLT PUBLICATIONS	BOOK		6,512 7.00
2,815.543.00	COMM ON DIAG READING TESTS	SUPPLIES		6,513 60.00
2,000.573.00	COMMONWEALTH EDISON CO	SERVICE		6,514 9.25
2,000.573.00	COMMONWEALTH EDISON CO	SERVICE		6,515 9,293.87
2,815.543.00	CRESCENT ELECTRIC	SUPPLIES		6,516 99.49
2,412.550.00	ROBERT CROUSE	TRAVEL		6,517 34.00
2,600.543.00	CURTIN MATHESON SCI	SUPPLIES		6,518 135.00
3,000.547.00	THE DAILY GAZETTE	PUB RELA		6,519 203.84
3,000.550.00	CYNTHIA D'ANDRE	TRAVEL		6,520 8.51
2,000.544.02	DIXON CAMERA CENTER	SUPPLIES	3.15	
3,000.547.00	X X X	PUB RELA	38.80	6,521 41.95
2,000.547.00	DIXON EVENING TELEGRAPH	PUB RELA		6,522 213.95
2,300.543.00	DIXON GARAGE SUPPLY	SUPPLIES		6,523 3.36
2,000.545.00	EDUCATIONAL AUDIO VISUAL	BOOKS		6,524 43.33
2,712.550.00	LOIS EICHMAN	TRAVEL		6,525 30.00
2,100.543.00	EXTENDED UNIV SERVICES	SUPPLIES		6,526 25.18
2,471.543.00	FISHER SCIENTIFIC	SUPPLIES	12.56	
2,000.565.00	X X X	EQUIP	104.30	6,527 116.86
2,000.585.00	GILBERT A FORCE CO	EQUIP	603.50	
2,000.544.01	X X X	SHIPPING	41.70	6,528 645.20
2,000.547.00	THE FULTON JOURNAL	PUB RELA		6,529 117.25
2,000.545.00	GALE RESEARCH CO	BOOKS		6,530 39.15
2,000.550.00	RALPH QELANDER	TRAVEL		6,531 13.95
2,800.544.00	DONALD GELODEAN	REIMB 3 HRS		6,532 150.00
2,000.545.00	GENERAL MILLS INC	BOOKS		6,533 12.00
2,000.545.00	GROLIER EDUC CORP	BOOKS		6,534 261.00
2,712.550.00	CAROL HAIN	TRAVEL		6,535 54.00
2,000.544.00	TOM HAMMER	RECRUITMENT		6,536 30.90
2,815.543.00	HARCOURT BRACE JOVANOVICH	SUPPLIES		6,537 3.75
2,100.543.00	HASKELLS	SUPPLIES		6,538 6.71
2,000.550.00	HOLIDAY INN	TRAVEL-SIEBS		6,539 16.75
2,715.543.00	CLAIRE HOLMBERG	SUPPLIES		6,540 6.95
2,316.550.00	RICHARD HOLTAM	TRAVEL		6,541 49.20
2,300.543.00	HOME LUMBER CO	SUPPLIES		6,542 37.92
2,000.545.00	HOTEL & MOTEL RED BOOK	BOOKS		6,543 17.50
2,300.530.02	I B M CORP	SERVICE	78.25	
2,000.539.00	X X	29.00		6,544 107.25
2,000.562.00	I B M CORP	EQUIP RENTAL		
2,000.583.00	ILL JR COLLEGE DIST 525	TUITION		6,545 383.10
2,000.545.00	I.S.C.C.	BOOK		6,546 946.80
2,000.544.02	INDIANA UNIV	SUPPLIES		6,547 25.00
2,713.550.00	ROSEMARY JOHNSON	TRAVEL		6,548 8.25
2,712.550.00	JAN KIME	TRAVEL	12.00	6,549 17.85
2,713.550.00	X X	48.20		
2,100.543.00	DR DONALD KIRKPATRICK	SUPPLIES		6,550 60.20
2,000.545.00	L E PUBLISHERS	BOOKS		6,551 27.31
				6,552 6.95

714,543.00	LEA & FEBIGER	SUPPLIES	6,573	52.60
515,543.00	LEROUX JEWELRY	SUPPLIES	6,574	22.90
000,543.00	LIBRARIES UNLIMITED	BOOKS	6,575	43.80
000,544.01	LIBRARY OF CONGRESS	SUPPLIES	6,576	4.90
000,545.00	LIFE LONG LEARNING LIBRARY	BOOK	6,577	12.70
300,543.00	LUHSE AUTOMOTIVE SERV	SUPPLIES	6,578	17.50
000,545.00	LUKAS MICROSCOPE SERV	EQUIPMENT	6,579	450.00
500,540.00	DEBORAH LUND	TRAVEL	6,580	90.00
000,544.01	MC GREGOR MAGAZINE ACCTY	SUPPLIES	6,581	6.00
712,543.00	MALONEY CLEANERS & LAUNDERERS	SUPPLIES	6,582	7.50
000,545.01	MARION HEALTH & SAFETY INC	EQUIPMENT	6,583	1,051.70
988,540.00	RONALD MARLIER	TRAVEL	6,584	158.95
300,543.00	MEANS SERVICES	SUPPLIES 15.75		
715,543.00	X X	660.00	6,585	675.75
714,550.00	GIL MEREDITH	TRAVEL	6,586	174.80
000,530.00	MIDWEST VISUAL EQUIP.	SERVICE 66.80		
000,544.02	X X X	218.17	6,587	284.97
300,543.00	MITCO ROGER KELLY	SUPPLIES	6,588	16.38
500,530.02	MONROE	SERVICE 21.00		
000,541.00	X X	SUPPLIES 7.00	6,589	20.00
000,545.00	MONTICELLO BOOKS	BOOKS	6,570	23.10
000,545.00	MT SAN JACINTO COLLEGE	BOOKS	6,571	32.80
515,530.00	ED MUELLER AUDIOVISUAL	SERVICES 88.00		
000,530.00	X X X	X X 101.75	6,572	189.75
315,520.00	TERESA MUELLER	TRAVEL	6,573	26.10
300,543.00	CON MULLERY FORD INC	SUPPLIES	6,574	1.69
300,542.00	MULTIGRAPHICS DIVISION	SUPPLIES	6,575	129.00
000,541.00	N.C.R. CORP.	SUPPLIES	6,576	87.55
000,541.00	NATIONAL COMPUTER SYSTEMS	SUPPLIES	6,577	70.53
300,543.00	NAPA-DIXON	SUPPLIES	6,578	25.00
000,543.00	NASCO	SUPPLIES	6,579	11.67
400,550.00	FRED NESBIT	TRAVEL	6,580	70.69
400,543.00	NORTHERN ILL UNIVERSITY	SUPPLIES 46.35		
300,543.00	X X X	X X 6.20	6,581	52.50
300,544.00	JOHN O'BANION	TUITION REIMB 3 HRS.	6,582	64.75
300,547.00	OGLE COUNTY LIFE	ADS	6,583	110.83
300,541.00	OMS INC	SUPPLIES	6,584	2.52
300,530.00	OPTICAL SCANNING CORP.	SERVICE	6,585	105.00
300,547.00	OREGON REPUBLICAN REPORTER	ADS	6,586	100.80
11,543.00	ORTHO DIAGNOSTICS INC	SUPPLIES	6,587	91.50
300,543.00	P & W SUPPLY	SUPPLIES	6,588	10.40
10,543.00	PASSON'S SPORT CENTER INC	SUPPLIES	6,589	86.67
00,530.00	MAXINE PETERSEN	TRAVEL	6,590	79.50
00,547.00	PHOTOS BY JANSEN	PICTURES	6,591	27.25
2,15,550.00	FRANK PINTOZZI	TRAVEL 23.50		
4,000,550.00	X X	X X 90.10	6,592	113.60
2,41,543.00	PORTER'S CAMERA STORE	FILM	6,593	57.44
1,000,547.00	THE PRINT SHOP	FLYERS, POSTERS	6,594	152.50
1,000,547.00	PROPHETSTOWN ECHO	ADS	6,595	43.20
1,31,543.00	THE PSYCHOLOGICAL CORP	SUPPLIES 7.15		
1,31,543.00	X X X	X X 2.85	6,596	10.00
1,000,540.00	PUBLISHERS CENTRAL BUREAU	BOOKS	6,597	20.41

3,000.547.00	THE REVIEW	ADS	6,593	66.00
2,000.550.00	ELEANOR RIDENHOWER	TRAVEL	6,599	85.00
2,000.593.00	ROCK VALLEY COLLEGE	TUITION	6,600	1,333.71
3,000.547.00	THE ROCK VALLEY REVIEW	ADS	6,601	85.00
2,000.525.01	ROCKFORD SAFETY EQUIP	EQUIP	6,602	934.80
0.811.541.01	RODALE PRESS	SUPPLIES	6,603	10.00
8,000.550.00	JOHN SAGMOE	TRAVEL	6,604	73.90
2,000.541.00	SARAND INC	SUPPLIES	6,605	69.40
0,600.543.00	SARGENT-WELCH SCIENTIFIC	SUPPLIES	6,606	2.40
0,400.543.00	SVC BOOKSTORE	SUPPLIES	6.70	
0,511.543.00	X X	X	2.80	
0,600.543.01	X X	X	11.22	
0,811.541.02	X X	X	2.96	
0,812.541.01	X X	X	2.95	
1,000.541.00	X X	X	3.54	
8,000.541.00	X X	X	19.24	
9,000.541.00	X X	X	11.88	
0,000.544.02	X X	X	104.00	
0,300.543.00	SVC BUILDING FUND	USE OF TRUCK	9.31	6,607 165.29
0,000.544.02	X X X	X	2.40	6,608 11.71
2,000.585.00	SCHWAN BUSINESS MACHINES	EQUIPMENT	6,609	275.84
0,200.543.00	SCIENTIFIC PRODUCTS	SUPPLIES	21.39	
0,711.530.00	X X	SERVICE	73.04	6,610 94.43
0,815.543.00	SCIENCE RESEARCH ASSOC	SUPPLIES	6,611	7.26
0,300.543.00	SEARS ROEBUCK & CO	SUPPLIES	6,612	35.22
8,000.550.00	MICHAEL SEGUIN	TRAVEL	6,613	74.00
0,812.550.01	SERVOMATION CORP	CONFERENCE	20.19	
2,313.550.00	X X	X X	16.50	6,614 36.69
,000.547.00	B F SHAW PRINTING CO	ADS	6,615	29.63
3,000.547.00	THE SHEFFIELD BULLETIN	SUBSCRIPTION	6,616	4.00
3,000.550.00	RICHARD SIEBS	TRAVEL	6,617	50.50
2,300.543.00	SIEG ILLINOIS CO.	SUPPLIES	6,618	18.10
2,300.550.00	ROBERT L SMITH	TRAVEL	6,619	115.80
3,000.547.00	SOLAR-CINE PRODUCTS INC	SUPPLIES	6,620	186.94
2,400.543.00	SOUTHERN ILL UNIV	SUPPLIES	5.80	
2,000.544.02	X X X	X X	6.40	6,621 12.20
2,000.550.00	GEORGE STANLEY	TRAVEL	6,622	20.15
1,300.542.00	GLENN SPUTER	SUPPLIES	6,623	75.50
1,600.542.00	STERLING BUS MACHINES	SUPPLIES	110.29	
1,600.543.01	X X X	X X	1.90	
1,615.543.00	X X X	X X	15.89	
1,000.541.00	X X X	X X	23.10	
,000.539.00	X X X	X X	24.00	
0,000.545.00	X X X	EQUIPMENT	121.96	6,624 297.14
0,000.544.02	STERLING CAMERA CENTER	SUPPLIES	8.23	
0,000.547.00	X X X	X X	31.55	6,625 39.78
310.533.00	STERLING SCHOOL OF BEAUTY	TUITION	6,626	5,200.00
316.550.00	STRONGHOLD INC	TRAVEL	6,627	116.00
500.550.00	SUNNY TRAVEL CENTER	TRAVEL	6,628	132.00
000.556.00	SWARTLEY'S GREENHOUSES	FLOWERS	6,629	54.15
815.543.00	TEACHERS COLLEGE PRESS	SUPPLIES	6,630	43.33
000.545.00	TEACHING RESOURCES FILMS	SUBSCRIPTION	6,631	83.41
000.550.00	LAURA THOMPSON	TRAVEL	6,632	16.00
000.544.01	TIME	SUBSCRIPTION	6,633	144.00
000.545.00	TRAINEX CORP	FILMSTRIP	6,634	12.00
000.541.00	TRIBUNE SHOWPRINT	POSTERS	6,635	13.20
000.547.00	TRI-COUNTY PRESS	ADS	6,636	22.50
300.543.00	TURTOX/CAMBOSCO	SUPPLIES	6,637	17.50

,000.541.00	UARCO INC	SUPPLIES	6,638	113.66
,300.543.00	UNIV OF ILLINOIS	SUPPLIES	33.15	
,400.543.00	X X X	X X	6,639	55.05
,000.544.02	UNIVERSITY OF IOWA	SUPPLIES	6,640	6.55
,000.545.00	VEDO FILMS	FILMSTRIP	6,641	15.35
,000.530.00	VISUALCRAFT INC	SERVICE	6,642	110.50
,000.547.00	WIXN	ADS	6,643	80.00
,000.547.00	WJVM	ADS	6,644	81.00
,000.547.00	NSDR INC	ADS	6,645	108.00
,000.547.00	THE WALNUT LEADER	ADS	6,646	54.60
,000.531.00	WARD WARD CASTENDYCK	SERVICES	6,647	431.03
,600.543.00	WARDS NATURAL SCIENCE	SUPPLIES	6,648	45851
,000.550.00	MACK A WARREN	TRAVEL	6,649	72.10
,300.543.00	WELDERS SUPPLY CO	SUPPLIES	110.20	
,000.585.01	X X X	EQUIPMENT	238.95	
,000.547.00	WHITESIDE NEWS SENTINEL	ADS	6,650	349.15
,000.550.00	BETTY L WIGGINON	TRAVEL	6,651	87.30
,300.543.00	WOODCRAFT SUPPLY CORP	SUPPLIES	6,652	17.50
,414.543.00	F W WOOLWORTH CO	SUPPLIES	6,653	144.75
,000.541.00	WRIGHT LINE COMPUTER	SUPPLIES	6,654	2.02
,000.544.03	XEROX CORP	SUPPLIES	6,655	20.58
100.543.00	ZONDERVAN BOOKS/BIBLES	SUPPLIES	6,656	2,140.00
000.544.02	SVC PETTY CASH	SUPPLIES	6,657	4.71
000.541.00	X X X	SUPPLIES	2.57	
811.550.02	SVC IMPREST FUND	X X	2.89	
000.550.00	DR DONALD R BRONSDARD	MISC. SUPPLIES	6,658	5.46
000.593.00	CLAIRE BUSCHMANN	TRAVEL	6,659	1,570.49
000.593.00	LAKE LAND COLLEGE	TRAVEL	6,660	31.50
	PRAIRIE STATE COLLEGE	TUITION	6,661	15.45
		TUITION	6,662	598.26
			6,663	271.88

41,739.18

Cks. #6470-6482 and void checks

245,898.14

TOTAL EDUCATIONAL FUND FOR NOVEMBER

\$ 287,633.32

BUILDING FUND

-000-544	FARM & FLEET	Supplies	4,357	\$ 147.95
-000-544	FARM & FLEET	Supplies	4,358	64.40
4,000,544.00	AFFILIATED STEAM EQUIP	SUPPLIES	4,359	50.39
4,000,544.00	CARDINAL AUTO PARTS	SUPPLIES	4,360	43.43
4,000,544.00	CHURCHILL CHEMICAL CO	SUPPLIES	4,361	24.39
4,000,544.00	COUCH & HEYLE	SUPPLIES	4,362	32.25
4,000,544.00	DIXON ACE HARDWARE	SUPPLIES	4,363	8.28
4,000,544.00	NORMAN J EARNST	SUPPLIES	4,364	52.50
4,000,530.00	ENGINEERED ROOFING CO	SERVICES	4,365	90.09
4,000,544.00	FAIRFAX HARDWARE	SUPPLIES	4,366	24.54
4,000,530.00	HAROLD J GARBER	SERVICES	4,367	105.00
4,000,544.00	W W GRAINGER INC	SUPPLIES	4,368	24.20
4,000,550.00	GLADYS GUNTLE	TRAVEL	4,369	6.30
4,888,544.98	HASKELLS	SUPPLIES	4,370	425.52
4,000,544.00	HOME LUMBER CO	SUPPLIES	4,371	16.20
4,000,544.00	HONEYWELL INC	SUPPLIES	4,372	75.75
4,000,530.00	HUMPHRIES HANSEN INC	WORK ON TRACK	4,373	7,250.00
4,000,544.00	LEE FS INC	SUPPLIES	4,374	199.13
4,000,544.00	LINCOLN RENTALL & SALES	SUPPLIES	4,375	16.60
4,000,530.00	MCLANE & MCLANE	ARCHITECTS	4,376	1,050.00
4,000,530.00	DAVID MAYES	SEWAGE TESTING	4,377	150.00
4,000,544.00	MIDWEST SHOP SUPPLIES	SUPPLIES	4,378	28.89
4,000,544.00	MORGAN LINEN SERVICE	SUPPLIES	4,379	87.78
4,000,530.00	MONTGOMERY ELEVATOR CO	SERVICE	4,380	353.94
4,000,544.00	MOTT BROS	SUPPLIES	4,381	115.52
4,000,571.00	NORTHERN ILL GAS CO	SERVICE	4,382	4,506.83
4,000,544.00	ROCK RIVER READY	SUPPLIES	4,383	121.50
4,000,530.00	ROCK VALLEY DISPOSAL SERV	SERVICES	4,384	10.00
4,000,544.00	ROCKFORD CENTRAL TILE	SUPPLIES	4,385	1,100.00
4,000,544.00	SVC BOOK STORE	SUPPLIES	4,386	1.38
4,000,544.00	SVC EDUC FUND	SUPPLIES	4,387	24.67
4,000,530.00	SAUNDERS LEASING SYS	TEST TRUCK	4,388	4.25
4,000,544.00	SCHAUB SYSTEM SERVICE	SUPPLIES	4,389	262.08
4,000,587.00	SEARS ROEBUCK & CO	EQUIP 339.95		
4,000,544.00	X X X	SHIPPING 15.85	4,390	355.80
4,000,544.00	STERLING BUS MACHINES	SUPPLIES	4,391	28.23
4,000,561.00	STERLING PARK DIST	POOL RENTAL	4,392	24.00
4,000,530.00	STEWART TRUCK & EQUIP	SERVICE	4,393	589.70
4,000,544.00	WASTONE INC	SUPPLIES	4,394	64.71
4,000,544.00	SVC PETTY CASH	SUPPLIES	4,395	10.94
	SVC IMPREST FUND	MISCEXPENSES	4,396	40.80

TOTAL BUILDING FUND FOR NOVEMBER

\$ 17,587.85

SITE AND CONSTRUCTION FUND

-000-589	FRANKE & MILLER	Services	577	\$ 501.50
-000-589	WARD, WARD, CASTENDYCK, MURRAY & PAGE	Services	578	<u>139.50</u>
	TOTAL SITE & CONSTRUCTION FUND FOR NOVEMBER			\$ 641.00

IMPREST FUND

2-000-544	United Parcel Service	Service	3,551	\$ 3.33
0-812-550-01	Joliet Jr. College	Conf. - 16.50		
0-812-550-02	X X X	XX 16.50	3,552	49.50
0-813-550	X X X	XX 16.50	3,553	6.00
0-000-545	Modern Language Assn.	Book	3,554	7.50
3-000-541	A A K E N E X U S	Supplies	3,555	4.50
3-000-550	Simissippi Mental Health Center	Meeting	3,556	16.00
3-000-550	I.G.P.A. Rock River Chapter	Dinner	3,557	100.00
2-000-544	Postmaster	Postage	3,558	1.90
0-714-543	Supt. of Documents	Supplies	3,559	2.00
5-000-541	Kee Lok Brand Products	Supplies	3,560	58.00
L-000-550	Legal Rights Conference	Conf. - Thompson	3,561	86.00
L-000-550	Sunny Travel Center	Travel	3,562	47.30
L-000-550	Radiisson-Muehlebach Hotel	Lodging	3,563	3.76
2-000-544	United Parcel Service	Service	3,564	21.00
3-000-541	Rock River Guidance Assn.	Dues	3,565	22.00
0-100-550	I.B.E.A. Fall Conf.	Conf.	3,566	15.00
3-000-550	Lincoln Land Community College	Conf.	3,567	8.00
0-000-545	Univ. of Nebraska	Book	3,568	3.00
0-000-544	Michael J. Howelett, Sec. of State	Title	3,569	37.80
0-000-544	Gateway Transp. Co.	Freight charges	3,570	23.00
3-000-547	The Daily Gazette	Subscr.	3,571	41.00
0-500-550	1976 NCIE Convention	Fees	3,572	158.00
0-811-550-02	Sunny Travel Center	Workshop-Bronsard	3,573	84.24
0-811-550-02	Shoreham Americana Hotel	" "	3,574	150.00
0-811-550-02	Equal Opportunity Employment Workshop	Expenses	3,575	40.00
0-813-550	Dorothy Dodd	Supplies	3,576	56.55
0-117-543	Robert Bates	Service	3,577	2.00
2-000-544	United Parcel Service	Postage	3,578	25.00
2-000-544	Postmaster	Freight charges	3,579	17.66
2-000-541	Aurora Fast Freight	Fees	3,580	5.00
3-000-541	I.C.C.A.R.O.O.	Postage	3,581	83.85
2-000-544	Postmaster	Service	3,582	15.59
2-000-544	United Parcel Service	Confl.	3,583	33.00
3-000-550	Joliet Jr. College	Conf.	3,584	16.50
0-000-550	Joliet Jr. College	Supplies	3,585	35.00
0-000-545	Robert Thomas	Supplies	3,586	4.20
3-000-541	Dick Siebs	Subscr.	3,587	12.00
5-000-541	Computerworld	Supplies	3,588	33.16
0-117-543	Robert Bates	Book	3,589	10.95
0-000-545	Lee Co. Historical Soc.	Reservation-Stanley	3,590	20.00
9-000-550	Red Carpet Inn	Workshop-Stanley	3,591	15.00
9-000-550	V.C.I.P. Workshop	Registration fees	3,592	100.00
5-000-550	N.C.R. Educational User Group	Expenses	3,593	100.00
0-800-530-03	David Lovekin	Postage	3,594	25.00
2-000-544	Postmaster	Service	3,595	2.00
2-000-544	United Parcel Service	Services	3,596	10.00
0-316-530	Betty Higby			

1,611.29

EDUCATIONAL FUND - 1,570.49

BUILDING FUND - 40.80

Balance in fund - 1412.71
 Disbursements - 1611.29
 Total in fund - 3024.00

SAUK VALLEY COLLEGE

APPROVED BY

Donald F. Coston
PRESIDENT

Arman Gehrapp
SECRETARY
DATE

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

October 31, 1976

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash In Bank \$224,320.10	Student Tuition \$314,405.00	
Petty Cash 455.00	Out-of-District Fees 163.60	
Accts. Rec. 163,184.62	Due Educational Fund 1,637.81	
	Due Building Fund 228.07	
	Due Student Loan Fund 474.55	
	Due Bookstore 39.13	
	Tuition Refunds (13,915.50)	
		\$303,032.66

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ 219.78
Parking	9,144.35
Recreation Room Fund	2,601.16
Student Locker Fund	91.30
Land Lab.	2,342.24
Community Services	12,124.04
Child Care Center	387.51
EMTA Grant	(3,488.12)
Photography Supplies	818.71
LPN Supplies	320.73
HEW Nurses Grants	(695.00)
Law Enforcement Grants	6,201.60
Nursing Capitation	121.05
1974-75 Disadvantaged Gt.	1,327.03
1975-76 Disadvantaged Gt.	4,819.13
1976-77 Disadvantaged Gt.	26,163.41
1975-76 ICGB Pub. Service	1,262.42
CETA Public Services	(3,041.55)
Housekeeping Specialist	1,000.00
CETA C/S Secretarial	(2,167.09)
CETA C/S Welding	(2,186.53)

57,366.17

FUND EQUITY

July 1, 1976 \$32,775.77

Excess of Expenditures over Revenue, as of October 31, 1976	(5,214.88)	27,560.89
TOTAL ASSETS \$387,959.72	TOTAL LIABILITIES & FUND EQUITY	\$387,959.72

STUDENT ACTIVITY

October 31, 1976

Balance On Hand, September 30, 1976	\$153,406.70
October Receipts	<u>101,184.17</u>
	254,590.87
Disbursements for October 1976	<u>30,285.77</u>
	224,305.10
J.V. #31, Void check #883, J. Hamilton	<u>15.00</u>
Balance, October 31, 1976	<u>\$224,320.10</u>

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
928	Dan Mabee-#252 Athletic Exp/Mabee, Cross country meet, Galesburg, 9/30/76		\$ 64.05
929	Bev Ohda-#330 Child Care Operations, Supplies		11.28
930	David Wolford-#360 Miscellaneous, Check for change		162.56
931	Ron Hartje-#253 Athletic Exp/Hartje, Conference golf match, Galesburg, IL. 9/30/76		74.93
932	Dick Dhabalt-#253 Athletic Exp/Hartje, Entry fee for Lincoln Land C. C. Golf Invitational, 10/15-10/16/76		35.00
933	Thomas G. Smith-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		45.00
934	Katherine Magnuson-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		18.00
935	Karen M. Gray-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
936	Larry Workman-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		9.00
937	Margaret Brandon-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		45.00
938	Julie Knicl-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
939	Kimberly A. Kraber-#315 Due Educational Fund, Refund of art fee		10.00
940	Aaron Valdivia-#103 Accts. Receivable, Foundation Grant, Fall		125.00
941	The Wrestlers Scorebook-#254 Wrestling/Walrath, Score and statsbook		8.00
942	SVC Bookstore-#319 Due Bookstore, Trial Balance, 9/30/76		117.85
943	SVC Building Fund-#316 Due Building Fund, Trial Balance, 9/30/76		433.66
944	SVC Student Loan Fund-#318 Due Student Loan, Loans paid in Sept.		430.72
945	SVC Educational Fund-#315 Due Educational, Trial Balance, 9/30/76		868.18
946	SVC Educational Fund-#302 Out-of-District Fees, Trial Balance, 9/30/76		1,413.43
947	Frank Palumbo-#251 Athletic Exp/Palumbo, National Basketball Coaches Clinic, Chicago, IL, 10/1-2-3/76		65.45
948	Kradle's-#258 Drama Expense, Supplies		132.88
949	Sears, Roebuck & Co.-#258 Drama Expense, Casters		118.03
950	The Sherwin-Williams Co.-#258 Drama Expense, Paint		34.11
951	Harlan's-#258 Drama Expense, Material		131.17

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
952	Films Incorporated-#260 Student Activity, Film "Romantic English-woman", shown on 10/2/76		201.00
953	Waubonsee Athletic Department-#266 Women's Intercollegiate, ICCIAW Tennis Tourney, 10/15-10/16/76		10.00
954	Dick Blick-#336 Child Care Center, Markers and tempera color blocks		13.72
955	Brian C. Fay-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		9.00
956	Brian F. Brown-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
957	Larry R. Fulfs-#320 Tuition Refund, Dropped 4 sem. hrs. Fall		48.00
958	Joel Hill-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		27.00
959	Charles R. Kent-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
960	Kathryn Monroe-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
961	Julia K. Razo-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
962	Scot Reeser-#320 Tuition Refund, Additional refund due		18.00
963	Robyn Sheffler-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		18.00
964	Arville Straub-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
965	SVC Educational Fund-#330 Child Care Operations \$4.45, #370 CETA Secretarial \$88.60, Storeroom charges, September 1976		93.05
966	SVC Bookstore-#264 A.S.B. \$1.00, #330 Child Care Operations \$9.06, Purchases made in Bookstore, September 1976		10.06
967	Creston Crum-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		40.50
968	Charles Ryden-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
969	Ron Hartje-#253 Athletic Exp/Hartje, Conference golf meet, Blackhawk, Moline, IL, 10/6/76		28.43
970	Clark Kleckner, Wedgewood Golf Course-#253 Athletic Exp/Hartje, Green fees for five man team, Joliet Jr. College Golf Tournament, 10/8-10/9/76		26.25
971	J. S. Latta & Son-#336 Child Care Center, Supplies		22.92
972	Wallace's Red & White-#336 Child Care Center, Supplies		67.96
973	Dan Mabee-#252 Athletic Exp/Mabee, Cross country meet, Blackhawk East, Moline, 10/6/76		51.35
974	National Jr. College Women's Basketball Coaches Ass'n.-#266 Women's Intercollegiate, Membership		5.00
975	Michael Geiger-#334 Land Lab., Labor		106.50
976	Rock River Provision Co., Inc.-#334 Land Lab., Beef for Agronomy Day		118.42
977	John Hammerman-#103 Accts. Receivable, Foundation, Fall		150.00
978	The University of Nebraska-#360 Miscellaneous, Check issued to SVC by YWCA for program thru the U. of Nebraska, Check in exchange		20.00
979	Claire Holmberg-#266 Women's Intercollegiate, Meals for volleyball team, Freeport, 10/6/76		28.42
980	SVC Educational Fund-#260 Student Activity \$17.15, #335 Community Services \$2.80, Workroom charges for September 1976, #260 Student Activity \$1.89, #258 Drama Expense \$3.62, #264 A.S.B. \$132, #352C Disadvantaged Grant \$1.70, #370 CETA Secretarial \$0.44, Xerox charges for September 1976		28.92
981	Betty Gartner-#103 Accts. Receivable, Senior Citizen Waiver, Fall		14.00
982	Ruma Metal & Plastic Signs-#341 LPN Supplies, Name pins		106.50
983	Harry Walker, Inc.-#260 Student Activity, Harrison & Tyler performance, 10/12/76		1,250.00
984	Connie Anderson-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		45.00

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
985	SVC Payroll Fund-#330 Child Care Operations \$501.56, #354 CETA Public Services \$783.00, #370 CETA Secretarial \$503.86, Payroll for 10/15/76		1,788.42
986	Britt Airways-#260 Student Activity, Travel for Harrison & Tyler, Rock Falls to O'Hare, 10/13/76		59.00
987	Region IV, Women's Athletics-#266 Women's Intercollegiate, Entry fees for tennis, volleyball, basketball and softball for 1976-77		200.00
988	Claire Holmberg-#266 Women's Intercollegiate, Knee pads		3.98
989	Judy O'Malley-#266 Women's Intercollegiate, Meal for volleyball team, Elgin, IL, 10/8/76		23.32
990	Ron Hartje-#253 Athletic Exp/Hartje, Golf tournament, Joliet Jr. College, 10/8-10/9/76		182.41
991	Debra J. Richter-#320 Tuition Refund, Dropped 8 sem. hrs. Fall		57.00
992	Carol Eastman-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
993	Pamela Chase-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
994	Claire Holmberg-#266 Women's Intercollegiate, Socks for basketball team \$11.97, Expenses for tennis team, IVCC, 10/12/76 \$31.71		43.68
995	Stewart Beverage Corp.-#256 Cheerleading Expense, Pop for Jr. Hi Clinic held at SVC, 10/1-10/2/76		15.00
996	Dan Mabee-#252 Athletic Exp/Mabee, Meals for cross country, Spoon River, 10/12/76 \$25.81, Entry fee for DuPage Invitational \$15.00		40.81
997	Laurie Patterson-#360 Miscellaneous, Check for change		775.00
998	Joseph DeHayes-#360 Miscellaneous, Check for change		734.50
999	Jerry Mathis-#102 Petty Cash, Petty Cash for Speech 1976-77 season		250.00
1000	Marjorie Nelson-#260 Student Activity, Travel to Whiteside County Airport for Harrison & Tyler, 10/13/76		3.00
1001	Economy Trophy Co.-#251 Athletic Exp/Palumbo, Lettering for fifteen basketball shirts		12.96
1002	Jefrey Player-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		45.00
1003	John Player-#320 Tuition Refund, Dropped 2 sem. hrs. Fall		30.00
1004	Charles Ryden-#320 Tuition Refund, Class cancelled, 1 sem. hr. Fall		15.00
1005	Kevin Grell-#260 Student Activity, Videotape work at Harrison & Tyler performance, 10/12/76		5.20
1006	Mrs. Robert Collins-#334 Land Lab., Land rent due 11/1/76		172.25
1007	The Daily Gazette-#260 Student Activity, Ads for films "Play It Again Sam" and "The Gambler"		26.88
1008	Walgreen's-#264 A.S.B., Supplies for Pow Wow Day, 9/22/76		4.34
1009	KAL lines-#266 Women's Intercollegiate, Transportation for volleyball team to Glen Ellyn, Moline, Freeport, Elgin & Cicero		516.00
1010	Uniforms To You & Co.-#341 LPN Supplies, Nursing uniforms		6,463.00
1011	Dan Mabee-#252 Athletic Exp/Mabee, Cross country, Kewanee, 10/14/76		34.95
1012	Ron Hartje-#253 Athletic Exp/Hartje, Golf match, Kewanee, 10/14/76		27.48
1013	National Wildlife Federation-#336 Child Care Center, Membership		7.00
1014	Curtis 1000, Inc.-#331 Parking, Citation envelopes		308.55
1015	David Stolzoff-#258 Drama Expense, Supplies \$14.46, Technical fee \$250.00, for the play "The Children's Hour"		264.46
1016	Dan Mabee-#252 Athletic Exp/Mabee, Invitational cross country, College of DuPage, 10/16/76		51.44

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
1017	Claire Holmberg-#277 Women's Intercollegiate, ICCIAW State Tourney, Sugar Grove, 10/14-10/16/76		254.63
1018	Jean Harper-#352C Disadvantaged Grant, Multiplication cards for Bonnie Fennema		5.57
1019	Jerry Martoglia-#335 Community Services, Guest speaker for "Evening of the Fisherman", 10/19/76		50.00
1020	Harvey Briggs-#320 Tuition Refund, Dropped 2 sem. hrs. Fall		30.00
1021	Renae Brown-#320 Tuition Refund, Dropped 1 sem. hr. Fall \$15.00, #335 Community Services, Dropped 1 course \$15.00		30.00
1022	Thomas Brown-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
1023	Susan Forder-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
1024	Maureen McCormick-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
1025	Ron Eckberg-#260 Student Activity, Concert in SVC Cafeteria, 10/20/76		300.00
1026	Irene F. Mitchell-#258 Drama Expense, Miscellaneous supplies		39.00
1027	Beverly Ohda-#330 Child Care Operations, Miscellaneous supplies		9.98
1028	University of Wisconsin-#257 Speech Activities, Registration fee for (13) students for Wisconsin Oral Interpretation Workshop		65.00
1029	Holiday Inn of Sterling-#260 Student Activity, Lodging for Harrison & Tyler, 10/12/76		17.85
1030	Films Incorporated-#260 Student Activity, Film "The Gambler", shown on 9/24-9/25/76		151.00
1031	R. M. Contreras-#253 Athletic Exp/Hartje, Trophy		25.00
1032	Ron Hartje-#253 Athletic Exp/Hartje, Golf sectional, Freeport, 10/19/76		55.00
1033	Beatrice Foods Co.-#330 Child Care Operations, Milk and juice for September 1976		17.22
1034	Marvel's Figure Salon-#335 Community Services, Room rent for belly dancing classes		30.00
1035	Jane Bay-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		27.00
1036	Paul F. Dusing-#320 Tuition Refund, Dropped 2 sem. hrs. Fall		30.00
1037	Laurie Sanders-#103 Accts. Receivable, ISSC Grant, Fall		52.50
1038	Ronda Borgmann-#103 Accts. Receivable, ISSC Grant, Fall		90.00
1039	Linda Gillette-#103 Accts. Receivable, ISSC Grant, Fall		30.00
1040	Linda Feagan-#103 Accts. Receivable, ISSC Grant, Fall		120.00
1041	Ralph Adolph-#260 Student Activity, Ping pong paddles, balls, coin box		92.75
1042	Joe Conley-#262 Student Newspaper, Composition for Sauk Talk, two issues, @ \$25.00		50.00
1043	Ron Schafer-#262 Student Newspaper, Mileage and makeup for three issues of Sauk Talk		97.50
1044	Kim Conley-#320 Tuition Refund, Dropped 2 sem. hrs. Fall		30.00
1045	J. Ken Price-#320 Tuition Refund, Dropped 1 sem. hr. Fall		15.00
1046	Le Ellen Long-#320 Tuition Refund, Dropped 1 sem. hr. Fall		13.50
1047	Delite Walls-#103 Accts. Receivable, ISSC Grant, Fall		90.00
1048	Elaine Linden-#103 Accts. Receivable, ISSC Grant, Fall		150.00
1049	Site & Construction Fund-#360 Miscellaneous, Rent from Unit #5		1,000.00
1050	Michael Buchmeier-#360 Miscellaneous, Check for change		1,424.50
1051	Mr. Charles Schuler-#334 Land Lab., Land rent due 11/1/76		585.00
1052	Kal Lines-#266 Women's Intercollegiate, Van to Galesburg, 10/13/76 for volleyball team		120.00
1053	Stewart Beverage-#256 Cheerleading, Pop for half time		9.00

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
1054	Judy O'Malley-#266 Women's Intercollegiate, Meals for volleyball team, 10/16/76, at NIU, Dekalb, IL		15.60
1055	Claire Holmberg-#266 Women's Intercollegiate, Meals for volleyball, 10/11/76 at Cicero, IL \$10.95, Equipment for tennis team at state meet \$21.91, Meals, tennis team and miscellaneous supplies \$36.18, Tennis team at Region IV tournament, Elgin, 10/21-10/22/76 \$131.90		200.94
1056	SVC Student Loan Fund-#318 Student Loan, Advance payment for loans paid during October 1976		478.58
1057	Sally A. Williams-#103 Accts. Receivable, ISSC Grant, Fall		61.50
1058	Karen Pinter-#260 Student Activity, Transportation to O'Hare for Harrison & Tyler, performers at SVC, 10/12/76		33.45
1059	KAL Lines-#260 Student Activity, Transportation to Art Institute, 10/20/76		160.00
1060	Films Incorporated-#260 Student Activity, Film "The Loved One", shown on 10/23/76		81.00
1061	Waubonsee Community College-#266 Women's Intercollegiate, Assessment for tennis tournament, ICCLAW		10.50
1062	McGraw-Hill Book Co.-#370 CETA Secretarial, (10) Typing medical forms, Supplies		44.61
1063	Northeastern Illinois University-#259 Music Expense, Registration fee for IMEA Choral Festival to be held at Northwestern U. 11/12/76		50.00
1064	Gladys Lovash-#346 HEW Nurses Grant, Total fall award due		250.00
1065	Mary Loy-#346 HEW Nurses Grant, Total fall award due		150.00
1066	Trudy Piefer-#346 HEW Nurses Grant, Total fall award due		375.00
1067	Karolyn Sheridan-#346 HEW Nurses Grants, Total fall award due		250.00
1068	Pat McBride-#266 Women's Intercollegiate, Officiating volleyball tournament, 10/23/76		45.00
1069	Jackie McDonnell-#266 Women's Intercollegiate, Officiating volleyball tournament, 10/23/76		30.00
1070	Evie Duitsman-#266 Womens Intercollegiate, Officiating volleyball tournament, 10/23/76		45.00
1071	Deb Held-#266 Women's Intercollegiate, Officiating volleyball tournament, 10/23/76		30.00
1072	LaVonne Morgan-#266 Women's Intercollegiate, Officiating volleyball tournament, 10/23/76		30.00
1073	SVC Payroll Fund-#330 Child Care Operations \$492.56, #352C Disadvantaged Grant \$300.00, #354 CETA Public Services \$741.00, #370 CETA C/S Secretarial \$503.86, Payroll for 10/31/76		2,037.42
1074	Kathleen Dickison-#360 Miscellaneous, Check in exchange for scholarship check issued to SVC and student		300.00
1075	Kankakee Community College-#251 Athletic Exp/Palumbo, Entry fee for Thanksgiving Basketball Tourney, 11/26-11/27/76		50.00
1076	Assn. of College Union-Internat'l.-#260 Student Activity, Membership		100.00
1077	Charles Raines-#103 Accts. Receivable, Tuition originally deducted from EOG award check, tuition refund due		36.00
1078	Larry Wright-#360 Miscellaneous, Check for change		820.00
1079	SVC Educational Fund-#371 CETA Welding, Supplies from Bogott's		50.37
1080	Bogott Industrial Supply Inc.-#371 CETA Welding, Supplies		33.12
1081	Welders Supply Co.-#371 CETA Welding, Supplies		143.75

TREASURER'S REPORT

October 31, 1976

BUILDING FUND

Balance on Hand September 30, 1976 \$ 165,756.33

Receipts:

Taxes	8,362.75
Misc. Revenue	410.00
Expenditure Credits	<u>36.04</u>
	8,808.79

Total Available \$ 174,565.12

Disbursements:

Expenses for October	7,917.09
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Balance on Hand October 31, 1976 \$ 166,648.03

EDUCATIONAL FUND

Balance on Hand September 30, 1976 \$ 230,416.82

Receipts:

Taxes	33,463.63
Charge-Back Revenue	1,413.43
State Apport. S.S. '76	110,743.25
Voc. Ed. Reg. Reimb.	76,643.00
Voc. Ed. Equip. Reimb.	4,182.00
State Work Study	754.00
Federal Work Study	9,447.98
Graduation Fees	10.00
Transcript Fees	53.00
Other Revenue	39.20
Expenditure Credits	<u>8,104.84</u>
	244,854.33

Total Available \$ 475,271.15

Disbursements:

Expenses for October	258,247.21
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Balance on Hand October 31, 1976 \$ 217,023.94

TE AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand September 30, 1976 \$ 64,514.50

Receipts:

Rental Income 5,373.34 5,373.34

Total Available \$ 69,887.84

Disbursements:

Expenses for October 1,885.83

Balance on Hand October 31, 1976 \$ 68,002.01 68,002.01

TE AND CONSTRUCTION FUND - Harris Trust

Balance on Hand September 30, 1976 \$ 6,811.09

Receipts: -0-

Disbursements: -0-

Balance on Hand October 31, 1976 \$ 6,811.09

UND & INTEREST #1

Balance on Hand September 30, 1976 \$ 1,370.24

Receipts:

Taxes 15,471.41
Interest on Invest. 226.05 15,697.46

Total Available \$ 17,067.70

Disbursements: -0-

Balance on Hand October 31, 1976 \$ 17,067.70

UND AND INTEREST #2

Balance on Hand September 30, 1976 \$ 588.66

Receipts:

Taxes 5,722.21 5,722.21

Total Available \$ 6,310.87

Disbursements: -0-

Balance on Hand October 31, 1976 \$ 6,310.87

SAUK VALLEY COLLEGE

APPROVED BY

Donald J. Caylor
PRESIDENT

Erman Paulkoff
SECRETARY
DATE

WORKING CASH FUND

Balance on Hand September 30, 1976	\$ 36,201.77
<u>Receipts:</u>	-0-
<u>Disbursements:</u>	-0-
Balance on Hand October 31, 1976	\$ <u>36,201.77</u>

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FUNDS INVESTED

Time-Open Deposit	B & I #1	\$ 282,621.95
Certificate of Deposit	S & C	50,000.00
Time-Open Deposit	B & I #2	77,177.33
Certificate of Deposit	B & I #1	45,000.00
Certificate of Deposit	S & C	339,753.35
Time-Open Deposit	S & C	150,000.00
Certificate of Deposit	Working Cash	533,226.63
Certificate of Deposit	Building	<u>51,964.19</u>
	Total Invested	\$1,529,743.45

SAUK VALLEY COLLEGE

E.O.G. - WORK STUDY FUNDS

Period Ending 10/31/76

B A L A N C E S H E E T

Cash	\$ 8,074.53	
Work Study Awards Available from Fed. Gov. 1976-77	81,156.00	
Work Study Awards Capital 1976-77.		111,156.00
Work Study Awards Paid 1976-77	31,216.60	
E.O.G. Funds Receivable from Fed. Gov. 1976-77	37,290.00	
Initial Year E.O.G. Awards Capital 1976-77		29,420.00
Initial Year E.O.G. Awards Paid 1976-77.	9,297.42	
Renewal Year E.O.G. Awards Capital 1976-77		22,870.00
Renewal Year E.O.G. Awards Paid 1976-77.	10,318.50	
Basic E.O.G. Program Awards Receivable from Fed. Gov. 1976-77.	84,880.00	
Basic E.O.G. Program Awards Capital 1976-77.		140,380.00
Basic E.O.G. Program Awards Paid 1976-77	107,305.05	
Inactive Federal Grants.		65,212.10
	<u>\$369,538.10</u>	<u>\$369,538.10</u>

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 10/31/76

B A L A N C E S H E E T

ASSETS:

Cash in Bank #1	\$ 202.67
Cash in Bank #2	456.08
Notes Receivable #1	1,906.00
Notes Receivable #2	<u>2,110.00</u>
	<u>\$4,674.75</u>

LIABILITIES AND NET WORTH:

PROFIT AND LOSS

INCOME:

Interest Income #1	\$ 59.52
Bad Debts Repaid #1	<u>100.00</u>
	\$ 159.52
Interest Income #2	\$ 5.08

EXPENSES: **NONE**

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 10/31/76

B A L A N C E S H E E T

ASSETS:

Cash in Bank	\$ 37,261.35
Petty Cash	300.00
Investments	15,699.96
Inventory 6/30/76	40,539.36
	<u>\$ 93,800.67</u>

LIABILITIES AND NET WORTH:

Fund Equity	\$98,989.41
Net Loss	(-5,188.74)
	<u>\$ 93,800.67</u>

P R O F I T A N D L O S S

INCOME:

Textbook Sales	\$81,369.36
Supplies Sales	8,074.82
Miscellaneous Sales	3,493.90
Paperback Sales	876.93
Used Book Sales	3,028.19
Sales Tax Collected	4,408.57
Investments Income	574.96
Other Income	12.34
	<u>\$101,839.07</u>

EXPENSES:

Textbook Purchases	\$88,654.18
Supplies Purchases	3,212.43
Miscellaneous Purchases	1,436.68
Paperback Purchases	763.39
Used Book Purchases	2,437.63
Sales Tax Paid	4,104.70
Salaries and Wages	3,620.75
Transportation Charges	2,065.97
Supplies Expense	223.93
Equipment	46.35
Telephone	108.10
Dues and Subscriptions	16.00
Other Expense	334.69
Over and Under	3.01
	<u>\$107,027.81</u>

NET LOSS on a cash basis without regard to inventory
or Accounts Payable

\$(-5,188.74)

RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & EXPENSE

October 31, 1976

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	\$ 5,461.97
Athletic Income	
Drama Income	384.50
Student Activity Income	715.85
Student Newspaper Income	
Film Income	207.20
Cash Over & Under	(1.85)
Other Income-Student Activity Fund Only	
 TOTAL INCOME	 \$ 6,767.67

	<u>BUDGET</u>	<u>EXPENSES</u>
Athletic Expenses	\$18,140.00	\$ 3,732.61
Cheerleaders & Pom Pom Expense	600.00	(16.50)
Speech Activities/Reader's Theatre	4,400.00	65.00
Drama Expense	2,500.00	913.23
Music Expense	2,800.00	(33.08)
Student Activity	19,250.00	3,777.78
Student Newspaper Expense	3,000.00	206.00
Student Magazine Expense	3,000.00	
Associated Student Board	2,800.00	1,008.05
Women's Intercollegiate Act.	9,960.00	2,251.96
Intramurals - Coed	2,000.00	
Clubs	2,000.00	
Contingency Expense/Equipment	1,500.00	77.50
Contingencies/Non-Budgeted	4,750.00	
	<u>\$76,700.00</u>	<u>\$11,982.55</u>

TOTAL EXPENSE 11,982.55

Excess of Expenditures
over Revenue, as of
October 31, 1976 (\$ 5,214.88)

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	26,924.00	26,924.00	16,154.40	10,769.60	121,645.00	94,721.00	94,721.00
DIV OF BUS CONTR SERV	2547.58	2547.53	2547.58	.00	3,600.00	1,052.42	1,052.42
DIV OF BUS SUPPLIES	997.39	997.39	825.76	171.63	6,800.00	5,802.61	5,802.61
DIV OF BUS CONF & MEETINGS	88.25	88.25	66.25	22.00	1,600.00	1,511.75	1,511.75
FOOD SERV CONTR SERV		.00		.00	250.00	250.00	250.00
FOOD SERV SUPPLIES	151.14	151.14	60.51	90.63	1,175.00	1,023.86	1,023.86
FOOD SERV CONF & MEETINGS		.00		.00	375.00	375.00	375.00
DIV OF AGRIC SALARIES	6,630.20	6,630.20	3,978.12	2,652.08	31,825.00	25,194.80	25,194.80
DIV OF AGRIC CONTR SERV		.00		.00	200.00	200.00	200.00
DIV OF AGRIC SUPPLIES	547.78	547.78	516.66	31.12	2,100.00	1,552.22	1,552.22
DIV OF AGRIC CONF & MEETINGS	64.97	64.97	64.97	.00	700.00	635.03	635.03
DIV OF INDUS EDUC SALARIES	18,944.50	18,944.50	11,366.70	7,577.80	80,225.00	61,280.50	61,280.50
DIV OF INDUS ED CONTR SERV	120.08	120.08	120.08	.00	1,650.00	1,529.92	1,529.92
DIV OF INDUS ED SUPPLIES	5,618.84	5,618.84	4,526.51	1,092.33	16,581.00	10,962.16	10,962.16
DIV OF INDUS ED CONF & MEETINGS	319.35	319.35	203.55	115.80	1,590.00	1,270.65	1,270.65
COSMETOLOGY CONTR SERV	14,033.29	14,033.29	8,833.29	5,200.00	26,000.00	11,966.71	11,966.71
COSMETOLOGY SUPPLIES		.00		.00	140.00	140.00	140.00
COSMETOLOGY CONF & MEETINGS		.00		.00	57.00	57.00	57.00
HUMAN SERV ADMIN SALARIES	6,763.86	6,763.86	5,260.78	1,503.08	18,037.00	11,273.14	11,273.14
HUMAN SERV CONTR SERV	10.00	10.00			350.00	340.00	340.00
HUMAN SERV SUPPLIES	128.24	128.24	93.28	34.96	1,250.00	1,121.76	1,121.76
HUMAN SERV CONF & MEETINGS	373.20	373.20	208.00	165.20	550.00	176.80	176.80
DIV OF SOC SCI SALARIES	23,796.90	23,796.90	14,278.14	9,518.76	104,425.00	85,628.10	85,628.10
DIV OF SOC SCI CONTR SERV		.00		.00	120.00	120.00	120.00
DIV OF SOC SCI SUPPLIES	740.06	740.06	563.65	176.41	3,007.00	2,266.94	2,266.94
DIV OF SOC SCI CONF & MEETINGS	150.27	150.27			963.00	812.73	812.73
LAW ENF ADMIN SALARIES	7,196.22	7,196.22	5,597.06	1,599.16	14,190.00	11,993.78	11,993.78
LAW ENF INSTR SALARIES	3,486.10	3,486.10	2,091.66	1,394.44	12,550.00	9,063.90	9,063.90
LAW ENF CONTR SERV		.00		.00	250.00	250.00	250.00
LAW ENF SUPPLIES	3,323.26	3,323.26	1,959.06	1,364.20	4,937.00	1,613.74	1,613.74
LAW ENF CONF & MEETINGS	318.60	318.60	284.60	34.00	1,960.00	1,641.40	1,641.40
LIBRARY TECH SUPPLIES	55.88	55.88			400.00	344.12	344.12
DIV OF HUMANITIES SALARIES	33,614.60	33,614.60	20,168.76	13,445.84	142,775.00	109,160.40	109,160.40
DIV OF HUMAN SUPPLIES	327.89	327.89	242.24	85.65	2,500.00	2,172.11	2,172.11
DIV OF HUMAN CONF & MEETINGS	263.00	263.00			962.00	699.00	699.00
ART DEPT SALARIES	2,989.60	2,989.60	1,793.76	1,195.84	14,350.00	11,360.40	11,360.40
ART DEPT CONTR SERV		.00		.00	330.00	330.00	330.00
ART DEPT SUPPLIES	510.13	510.13	476.58	33.55	1,760.00	2,270.13	2,270.13

ACCOUNT	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ART DEPT CONF & MEETINGS		.00		.00	121.00	121.00	121.00
MUSIC DEPT SALARIES	6,026.05	6,026.05	3,615.63	2,410.42	28,925.00	22,898.95	22,898.95
MUSIC DEPT CONTR SERV	105.00	105.00	105.00	.00	700.00	595.00	595.00
MUSIC DEPT SUPPLIES	792.61	792.61	783.65	8.96	1,740.00	947.39	947.39
MUSIC DEPT CONF & MEETINGS		.00		.00	242.00	242.00	242.00
DIV OF MATH SCI SALARIES	31,543.40	31,543.40	18,926.04	12,617.36	130,050.00	98,506.60	98,506.60
DIV OF MATH SCI CONTR SERV		.00		.00	700.00	700.00	700.00
DIV OF MATH SCI SUPPLIES	5,839.55	5,839.55	5,200.00	639.55	9,234.00	3,394.45	3,394.45
DIV OF MATH SCI CONF & MEETINGS		.00		.00	962.00	962.00	962.00
MED LAB TECH SALARIES	7,155.00	7,155.00	5,565.00	1,590.00	14,080.00	11,925.00	11,925.00
MED LAB TECH CONTR SERV	251.54	251.54	178.50	73.04	800.00	548.46	548.46
MED LAB TECH SUPPLIES	642.32	642.32	375.65	266.67	4,492.00	3,849.68	3,849.68
MED LAB TECH CONF & MEETINGS		.00		.00	525.00	525.00	525.00
ADN ADMIN SALARIES	5,382.11	5,382.11	5,382.11	.00	14,300.00	13,917.89	13,917.89
ADN INSTR SALARIES	16,956.60	16,956.60	10,173.96	6,782.64	64,600.00	47,643.40	47,643.40
ADN OFC SALARIES	2,288.25	2,288.25	1,779.75	508.50	6,102.00	3,813.75	3,813.75
ADN CONTR SERV		.00		.00	50.00	50.00	50.00
ADN SUPPLIES	269.77	269.77	189.30	80.47	1,200.00	930.23	930.23
ADN CONF & MEETINGS	300.70	300.70	178.45	122.25	1,518.00	1,217.30	1,217.30
LPN SALARIES	21,701.25	21,701.25	16,878.75	4,822.50	55,590.00	33,888.75	33,888.75
LPN SUPPLIES	168.96	168.96	118.58	50.38	1,150.00	981.04	981.04
LPN CONF & MEETINGS	133.10	133.10	93.30	39.80	715.00	581.90	581.90
RAD TECH SALARIES	6,041.25	6,041.25	4,698.75	1,342.50	16,110.00	10,068.75	10,068.75
RAD TECH CONTR SERV	150.00	150.00	150.00	.00	750.00	600.00	600.00
RAD TECH SUPPLIES	1,378.61	1,378.61	1,284.20	94.41	2,990.00	1,611.39	1,611.39
RAD TECH CONF & MEETINGS	303.75	303.75	128.95	174.80	1,755.00	1,451.25	1,451.25
DIV OF PHYS EDUC SALARIES	10,578.15	10,578.15	6,346.89	4,231.26	50,775.00	40,196.85	40,196.85
DIV OF PHYS EDUC SUPPLIES	861.72	861.72	94.81	766.91	2,300.00	1,438.28	1,438.28
DIV OF PHYS EDU CONF & MEETINGS	95.95	95.95	95.95	.00	352.00	256.05	256.05
PART TIME & OVERLOAD SALARIES	24,303.05	24,303.05	20,438.6	2,725.919	137,500.00	108,196.95	108,196.95
SUMMER SESSION SALARIES	112,451.30	112,451.30	112,451.30	.00	112,500.00	48.70	48.70
INSTR SECR SALARIES	8,655.79	8,655.79	6,538.69	2,117.10	26,312.00	17,656.21	17,656.21
WORKROOM CONTR SERV	910.80	910.80	910.80	.00	1,100.00	189.20	189.20
INSTR UNALLOCATED CONTR SERV	405.24	405.24	305.99	99.25	2,000.00	1,594.76	1,594.76
FACULTY IN SERVICE TRAINING	920.15	920.15	690.15	230.00	5,000.00	4,079.85	4,079.85
WORKROOM SUPPLIES	19.56 □	19.56 □	156.42 □	136.86	1,000.00	1,019.56	1,019.56
FACULTY OFFICE SUPPLIES	293.04	293.04	193.70	99.34	800.00	506.96	506.96
INSTITUTIONAL COMMITTEES SUPPLIES	76.87	76.87	45.27	31.60	200.00	123.13	123.13

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
TUITION REIMBURSEMENT	1,291.92	1,291.92	1,077.17	214.75	5,500.00	4,208.08	4,208.08
ARTS & SCI DEAN SALARY	9,375.03	9,375.03	7,291.69	2,083.34	25,000.00	15,624.97	15,624.97
ASST DEAN ARTS & SCI SALARY	4,474.33	4,474.33	2,807.67	1,666.66	20,000.00	15,525.67	15,525.67
ARTS & SCI SECR SALARY	2,836.53	2,836.53	2,206.19	630.34	7,564.00	4,727.47	4,727.47
ARTS & SCI STUDENT EMPLOYEES -FED	4,249.85	4,249.85	2,527.80	1,722.05	17,500.00	13,250.15	13,250.15
ARTS & SCI STATE WORK STUDY	1,090.10	1,090.10	867.90	222.20		1,090.10 CR	1,090.10 CR
ARTS & SCI STUDENT TUTORS	376.00	376.00	153.00	223.00	2,500.00	2,124.00	2,124.00
ARTS & SCI CONTR SERV		.00		.00	50.00	50.00	50.00
ARTS & SCI DEAN OFC SUPPLIES	192.95	192.95	138.61	54.34	900.00	707.05	707.05
ASST DEAN ARTS & SCI SUPPLIES	221.17	221.17	149.75	71.42	400.00	178.83	178.83
DEAN ARTS & SCI CONF & MEETINGS	26.93	26.93	16.50	10.43	800.00	773.07	773.07
ASST DEAN ARTS & SCI CONF & MEETINGS	440.24	440.24	16.50	423.74	900.00	459.76	459.76
DEAN CAREER EDUC SALARIES	8,812.53	8,812.53	6,854.19	1,958.34	23,500.00	14,687.47	14,687.47
ASST DEAN CAREER ED SALARIES	4,469.91	4,469.91	2,886.57	1,583.34	20,000.00	15,530.09	15,530.09
DEAN CAREER ED SECR SALARIES	2,942.64	2,942.64	2,288.72	653.92	7,847.00	4,904.36	4,904.36
CAREER ED FED WORK STUDY	2,712.60	2,712.60	1,674.20	1,038.40	12,704.00	9,991.40	9,991.40
CAREER ED STATE WORK STUDY	631.40	631.40	631.40	.00		631.40 CR	631.40 CR
CAREER ED STUDENT EMPLOYEES	2,151.60	2,151.60	1,537.80	613.80	5,000.00	2,848.40	2,848.40
DEAN CAREER ED CONTR SERV		.00		.00	1,000.00	1,000.00	1,000.00
DEAN CAREER ED SUPPLIES	512.08	512.08	357.30	154.78	1,550.00	1,037.92	1,037.92
ASST DEAN CAREER ED SUPPLIES	211.34	211.34	155.26	56.08	700.00	488.66	488.66
DEAN CAREER ED CONF & MEETINGS	155.00	155.00	118.31	36.69	1,600.00	1,445.00	1,445.00
ASST DEAN CAREER ED CONF & MEETINGS	16.50	16.50		16.50	500.00	483.50	483.50
COMM ED ADMIN SALARIES	7,440.03	7,440.03	5,786.69	1,653.34	19,840.00	12,399.97	12,399.97
COMM ED INSTR SALARIES	6,449.50	6,449.50	2,412.00	4,037.50	6,500.00	5,855.05	5,855.05
COMM SERV COORDINATORS		.00		.00	5,000.00	5,000.00	5,000.00
COMM ED SECR SALARIES	3,240.00	3,240.00	2,520.00	720.00	8,640.00	5,400.00	5,400.00
COMM ED CONTR SERV	440.00	440.00	400.00	40.00	1,000.00	560.00	560.00
COMM ED SUPPLIES	545.68	545.68	448.16	97.52	3,000.00	2,454.32	2,454.32
COMM ED CONF & MEETINGS	546.11	546.11	412.56	133.55	1,800.00	1,253.89	1,253.89
ACADEMIC SKILLS SALARIES	10,520.80	10,520.80	6,312.48	4,208.32	40,550.00	30,029.20	30,029.20
ACADEM SKILLS FED WORK STUDY	484.00	484.00	217.80	266.20		484.00 CR	484.00 CR
ACADEM SKILLS STATE WORK STUDY	363.00	363.00	279.40	83.60		363.00 CR	363.00 CR
ACADEM SKILLS CONTR SERV	88.00	88.00		88.00	400.00	312.00	312.00
ACADEM SKILLS SUPPLIES	564.23	564.23	270.52	293.71	5,100.00	4,535.77	4,535.77
ACADEM SKILLS CONF & MEETINGS	49.60	49.60		49.60	363.00	313.40	313.40
LRC ADMIN SALARIES	4,177.59	4,177.59	2,594.25	1,583.34	20,000.00	15,822.41	15,822.41
LRC PROF SALARIES	1,455.65	1,455.65	1,107.74	3,479.13	4,683.50	3,227.835	3,227.835

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
LCR SEC SALARIES	7,382.31	7,382.31	5,702.23	1,680.08	20,196.00	12,813.69	12,813.69
LCR FED WORK STUDY	2,705.45	2,705.45	1,895.85	809.60	9,000.00	6,294.55	6,294.55
LCR CONTR SERV	762.58	762.58	461.93	300.65	3,000.00	2,237.42	2,237.42
LIBRARY SUPPLIES	4,044.47	4,044.47	3,855.73	188.74	8,000.00	3,955.53	3,955.53
A V SUPPLIES	2,431.33	2,431.33	1,665.69	765.64	7,900.00	5,468.67	5,468.67
XEROX SUPPLIES	97.42	97.42	1,157.76	1,255.18	2,000.00	1,902.58	1,902.58
LIBRARY BOOKS	7,236.85	7,236.85	5,548.28	1,688.57	30,000.00	22,763.15	22,763.15
LCR CONF & MEETINGS	134.09	134.09	9.99	124.10	413.00	278.91	278.91
ADM & RECORDS PROF SALARIES	13,200.03	13,200.03	10,266.69	2,933.34	35,200.00	21,999.97	21,999.97
ADM & RECORDS SEC SALARIES	10,648.87	10,648.87	8,277.46	2,371.41	25,409.00	14,760.13	14,760.13
ADM & RECORDS FED WORK STUDY	1,059.30	1,059.30	844.80	214.50	3,435.00	2,375.70	2,375.70
ADM & RECORDS CONTR SERV	390.00	390.00	390.00	.00	175.00	215.00 CR	215.00 CR
ADM & RECORDS SUPPLIES	1,305.09	1,305.09	1,161.86	143.23	4,800.00	3,494.91	3,494.91
ADM & RECORDS CONF & MEETINGS	.00	.00	.00	.00	500.00	500.00	500.00
COUNSELING SALARIES	2,645.269	2,645.269	20,091.03	6,361.66	8,654.00	6,087.31	6,087.31
COUNSELING SEC SALARIES	2,298.33	2,298.33	1,787.59	510.74	6,129.00	3,830.67	3,830.67
HEALTH SERVICES SUPPLIES	1,943.31	1,943.31	191.79	2.52	300.00	105.69	105.69
FIN AIDS SALARIES	7,218.72	7,218.72	5,614.56	1,604.16	14,250.00	12,031.28	12,031.28
FIN AIDS SEC SALARIES	2,187.00	2,187.00	1,701.00	486.00	5,832.00	3,645.00	3,645.00
STUDENT SERV ADMIN SALARIES	8,925.03	8,925.03	6,941.69	1,983.34	23,800.00	14,874.97	14,874.97
STUDENT SERV SEC SALARIES	2,437.47	2,437.47	1,895.81	541.66	7,155.00	4,717.53	4,717.53
STUDENT SERV FED WORK STUDY	9,413.10	9,413.10	6,517.50	2,895.60	30,000.00	20,586.90	20,586.90
STUDENT SERV STATE WORK STUDY	3,299.20	3,299.20	2,762.30	536.90		3,299.20 CR	3,299.20 CR
COACHING & OTHER SALARIES	1,250.00	1,250.00		1,250.00	7,300.00	6,050.00	6,050.00
STUDENT SERV CONTR SERV	168.30	168.30	168.30	.00	300.00	131.70	131.70
STUDENT SERV SUPPLIES	2,985.56	2,985.56	2,480.48	505.08	4,500.00	6,514.44	6,514.44
STUDENT RECRUITMENT	353.26	353.26	322.36	30.90	2,200.00	1,846.74	1,846.74
COMMENCEMENT	274.49	274.49	328.49	54.00 CR	4,000.00	3,725.51	3,725.51
STUDENT SERV CONF & MEETINGS	1,363.10	1,363.10	824.39	538.71	5,000.00	3,636.90	3,636.90
VETERANS GRANT SALARIES	4,950.00	4,950.00	3,850.00	1,100.00	13,200.00	8,250.00	8,250.00
VETERANS GRANT SEC SALARIES	1,978.55	1,978.55	1,536.89	441.66	5,300.00	3,321.45	3,321.45
VETERANS GRANT SUPPLIES	1,138.19	1,138.19	1,107.25	30.94	2,500.00	1,361.81	1,361.81
VETERANS GRANT CONF & MEETINGS	168.50	168.50	113.35	55.15	1,200.00	1,031.50	1,031.50
VETERANS GRANTEQUIPMENT	.00	.00	.00	.00	250.00	250.00	250.00
PUBLIC SERVICE SALARIES	.00	.00	.00	.00	3,500.00	3,500.00	3,500.00
PUB SERV CONTR SERV	.00	.00	.00	.00	500.00	500.00	500.00
PUB SERV SUPPLIES	.00	.00	.00	.00	500.00	500.00	500.00
SERVICE STAFF SALARIES	92,260.27	92,260.27	71,837.86	20,422.41	262,120.00	164,859.73	164,859.73

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	26.924.00	26.924.00	16.154.40	10.769.60	121.645.00	94.721.00	94.721.00
DIV OF BUS CONTR SERV	2547.58	2547.53	2547.53	.00	3600.00	1,052.42	1,052.42
DIV OF BUS SUPPLIES	997.39	997.39	825.76	171.63	6,800.00	5,802.61	5,802.61
DIV OF BUS CONF & MEETINGS	88.25	88.25	66.25	22.00	1,600.00	1,511.75	1,511.75
FOOD SERV CONTR SERV		.00		.00	250.00	250.00	250.00
FOOD SERV SUPPLIES	151.14	151.14	60.51	90.63	1,175.00	1,023.86	1,023.86
FOOD SERV CONF & MEETINGS		.00		.00	375.00	375.00	375.00
DIV OF AGRIC SALARIES	6,630.20	6,630.20	3,978.12	2,652.08	31,825.00	25,194.80	25,194.80
DIV OF AGRIC CONTR SERV		.00		.00	200.00	200.00	200.00
DIV OF AGRIC SUPPLIES	547.78	547.78	516.66	31.12	2,100.00	1,552.22	1,552.22
DIV OF AGRIC CONF & MEETINGS	64.97	64.97	64.97	.00	700.00	635.03	635.03
DIV OF INDUS EDUC SALARIES	18,944.50	18,944.50	11,366.70	7,577.80	80,225.00	61,280.50	61,280.50
DIV OF INDUS ED CONTR SERV	120.08	120.08	120.08	.00	1,650.00	1,529.92	1,529.92
DIV OF INDUS ED SUPPLIES	5,618.84	5,618.84	4,526.51	1,092.33	16,581.00	10,962.16	10,962.16
DIV OF INDUS ED CONF & MEETINGS	319.35	319.35	203.55	115.80	1,590.00	1,270.65	1,270.65
COSMETOLOGY CONTR SERV	14,033.29	14,033.29	8,833.29	5,200.00	26,000.00	11,966.71	11,966.71
COSMETOLOGY SUPPLIES		.00		.00	140.00	140.00	140.00
COSMETOLOGY CONF & MEETINGS		.00		.00	57.00	57.00	57.00
HUMAN SERV ADMIN SALARIES	6,763.86	6,763.86	5,260.78	1,503.08	18,037.00	11,273.14	11,273.14
HUMAN SERV CONTR SERV	10.00	10.00		10.00	350.00	340.00	340.00
HUMAN SERV SUPPLIES	128.24	128.24	93.28	34.96	1,250.00	1,121.76	1,121.76
HUMAN SERV CONF & MEETINGS	373.20	373.20	208.00	165.20	550.00	176.80	176.80
DIV OF SOC SCI SALARIES	23,796.90	23,796.90	14,278.14	9,518.76	104,425.00	85,628.10	85,628.10
DIV OF SOC SCI CONTR SERV		.00		.00	120.00	120.00	120.00
DIV OF SOC SCI SUPPLIES	740.06	740.06	563.65	176.41	3,007.00	2,266.94	2,266.94
DIV OF SOC SCI CONF & MEETINGS	150.27	150.27		150.27	963.00	812.73	812.73
LAW ENF ADMIN SALARIES	7,196.22	7,196.22	5,597.06	1,599.16	14,190.00	11,993.78	11,993.78
LAW ENF INSTR SALARIES	3,486.10	3,486.10	2,091.66	1,394.44	12,550.00	9,063.90	9,063.90
LAW ENF CONTR SERV		.00		.00	250.00	250.00	250.00
LAW ENF SUPPLIES	3,323.26	3,323.26	1,959.06	1,364.20	4,937.00	1,613.74	1,613.74
LAW ENF CONF & MEETINGS	318.60	318.60	284.60	34.00	1,960.00	1,641.40	1,641.40
LIBRARY TECH SUPPLIES	55.88	55.88		55.88	400.00	344.12	344.12
DIV OF HUMANITIES SALARIES	33,614.60	33,614.60	20,168.76	13,445.84	142,775.00	104,160.40	104,160.40
DIV OF HUMAN SUPPLIES	327.89	327.89	242.24	85.65	2,500.00	2,172.11	2,172.11
DIV OF HUMAN CONF & MEETINGS	263.00	263.00		263.00	962.00	699.00	699.00
ART DEPT SALARIES	2,989.60	2,989.60	1,793.76	1,195.84	14,350.00	11,360.40	11,360.40
ART DEPT CONTR SERV		.00		.00	330.00	330.00	330.00
ART DEPT SUPPLIES	510.13	510.13	476.58	33.55	1,760.00	2,270.13	2,270.13

ACCOUNT	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ART DEPT CONF & MEETINGS	.00	.00	.00	.00	121.00	121.00	121.00
MUSIC DEPT SALARIES	6,026.05	6,026.05	3,615.63	2,410.42	28,925.00	22,898.95	22,898.95
MUSIC DEPT CONTR SERV	105.00	105.00	105.00	.00	700.00	595.00	595.00
MUSIC DEPT SUPPLIES	792.61	792.61	783.65	8.96	1,740.00	947.39	947.39
MUSIC DEPT CONF & MEETINGS	.00	.00	.00	.00	242.00	242.00	242.00
DIV OF MATH SCI SALARIES	31,543.40	31,543.40	18,926.04	12,617.36	130,050.00	98,506.60	98,506.60
DIV OF MATH SCI CONTR SERV	.00	.00	.00	.00	700.00	700.00	700.00
DIV OF MATH SCI SUPPLIES	5,839.55	5,839.55	5,200.00	639.55	4,234.00	3,394.45	3,394.45
DIV OF MATH SCI CONF & MEETINGS	.00	.00	.00	.00	962.00	962.00	962.00
MED LAB TECH SALARIES	7,155.00	7,155.00	5,565.00	1,590.00	14,080.00	11,925.00	11,925.00
MED LAB TECH CONTR SERV	251.54	251.54	178.50	73.04	800.00	548.46	548.46
MED LAB TECH SUPPLIES	642.32	642.32	375.65	266.67	4,492.00	3,849.68	3,849.68
MED LAB TECH CONF & MEETINGS	.00	.00	.00	.00	525.00	525.00	525.00
ADN ADMIN SALARIES	5,382.11	5,382.11	5,382.11	.00	14,300.00	13,917.89	13,917.89
ADN INSTR SALARIES	16,956.60	16,956.60	10,173.96	6,782.64	64,600.00	47,643.40	47,643.40
ADN OFC SALARIES	2,288.25	2,288.25	1,779.75	508.50	6,102.00	3,813.75	3,813.75
ADN CONTR SERV	.00	.00	.00	.00	50.00	50.00	50.00
ADN SUPPLIES	269.77	269.77	189.30	80.47	1,200.00	930.23	930.23
ADN CONF & MEETINGS	300.70	300.70	178.45	122.25	1,518.00	1,217.30	1,217.30
LPN SALARIES	21,701.25	21,701.25	16,878.75	4,822.50	55,590.00	33,888.75	33,888.75
LPN SUPPLIES	168.96	168.96	118.58	50.38	1,150.00	981.04	981.04
LPN CONF & MEETINGS	133.10	133.10	93.30	39.80	715.00	581.90	581.90
RAD TECH SALARIES	6,041.25	6,041.25	4,698.75	1,342.50	16,110.00	10,068.75	10,068.75
RAD TECH CONTR SERV	150.00	150.00	150.00	.00	750.00	600.00	600.00
RAD TECH SUPPLIES	1,378.61	1,378.61	1,284.20	94.41	2,990.00	1,611.39	1,611.39
RAD TECH CONF & MEETINGS	303.75	303.75	128.95	174.80	1,755.00	1,451.25	1,451.25
DIV OF PHYS EDUC SALARIES	10,578.15	10,578.15	6,346.89	4,231.26	50,775.00	40,196.85	40,196.85
DIV OF PHYS EDUC SUPPLIES	861.72	861.72	94.81	766.91	2,300.00	1,438.28	1,438.28
DIV OF PHYS EDU CONF & MEETINGS	95.95	95.95	95.95	.00	352.00	256.05	256.05
PART TIME & OVERLOAD SALARIES	24,303.05	24,303.05	2,043.86	2,725.91	137,500.00	108,196.95	108,196.95
SUMMER SESSION SALARIES	11,2451.30	11,2451.30	11,2451.30	.00	11,250.00	48.70	48.70
INSTR SECR SALARIES	8,655.79	8,655.79	6,538.69	2,117.10	26,312.00	17,656.21	17,656.21
WORKROOM CONTR SERV	910.80	910.80	910.80	.00	1,100.00	189.20	189.20
INSTR UNALLOCATED CONTR SERV	405.24	405.24	305.99	99.25	2,000.00	1,594.76	1,594.76
FACULTY IN SERVICE TRAINING	920.15	920.15	690.15	230.00	5,000.00	4,079.85	4,079.85
WORKROOM SUPPLIES	19.56 □	19.56 □	156.42 □	136.86	1,000.00	1,019.56	1,019.56
FACULTY OFFICE SUPPLIES	293.04	293.04	193.70	99.34	800.00	506.96	506.96
INSTITUTIONAL COMMITTEES SUPPLIES	76.87	76.87	45.27	31.60	200.00	123.13	123.13

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MAINT FED WORK STUDY BOYS	12620.40	12620.40	10210.20	2410.20	64161.00	56540.60	56540.60
FEDERAL WORK STUDY MATRONS	5373.91	5373.91	4751.63	622.23	5373.91 CR	5373.91 CR	5373.91 CR
MAINT STATE WORK STUDY BOYS	2294.50	2294.50	2236.00	58.50	2294.50 CR	2294.50 CR	2294.50 CR
STATE WORK STUDY MATRONS	188.00	188.00	112.80	75.20	188.00 CR	188.00 CR	188.00 CR
ELECTRICITY	37639.24	37639.24	28336.12	9303.12	119000.00	81360.76	81360.76
TELEPHONE	7310.51	7310.51	5304.99	2005.52	22800.00	15489.49	15489.49
PRESIDENTS SALARY	12375.00	12375.00	9625.00	2750.00	33000.00	20625.00	20625.00
PRES SECR SALARY	3307.65	3307.65	2549.31	758.34	9100.00	5792.35	5792.35
PRES OFC FED WORK STUDY	458.70	458.70	259.60	199.10	2000.00	1541.30	1541.30
PRES OFC STATE WORK STUDY	334.40	334.40	334.40	.00	334.40 CR	334.40 CR	334.40 CR
PRES OFC CONTR SERV		.00		.00	100.00	100.00	100.00
PRES OFC SUPPLIES	576.19	576.19	500.87	75.32	3000.00	2423.81	2423.81
PRES OFC CONF & MEETINGS	464.80	464.80	367.05	97.75	3500.00	3035.20	3035.20
SPECIAL AFFAIRS	149.43	149.43	60.23	89.20	1500.00	1350.57	1350.57
BUS OFC ADMIN SALARIES	11250.00	11250.00	8750.00	2500.00	30000.00	18750.00	18750.00
BUS OFC PROF SALARIES	7312.50	7312.50	5687.50	1625.00	14500.00	12187.50	12187.50
BUS OFC SECR SALARIES	15501.32	15501.32	11982.24	3519.08	45725.00	30223.68	30223.68
BUS OFC FED WORK STUDY	2415.60	2415.60	1917.30	498.30	8500.00	6084.40	6084.40
BUS OFC CONTR SERV	1711.36	1711.36	1711.36	.00	2200.00	488.64	488.64
BUS OFC SUPPLIES	1505.71	1505.71 CR	330.91	1174.80 CR	8000.00	9505.71	9505.71
BUS OFC CONF & MEETINGS	509.15	509.15	500.60	855	2000.00	1490.85	1490.85
PUB RELA SALARIES	7049.97	7049.97	5483.31	1566.66	18800.00	11750.03	11750.03
PUB RELA SECR SALARIES	514.75	514.75	327.70	187.05	6250.00	5735.25	5735.25
PUBLIC RELA SUPPLIES	26733.31	26733.31	24394.20	2339.11	42000.00	15266.69	15266.69
PUB RELA CONF & MEETINGS	80.85	80.85	60.60	20.25	750.00	669.15	669.15
AUDITING & LEGAL	7561.14	7561.14	7130.11	431.03	13000.00	5438.86	5438.86
ELECTIONS & OTHER	33.50	33.50	33.02	.48	2750.00	2716.50	2716.50
BOARD CONF & MEETINGS	213.28	213.28	5.98	207.30	2000.00	1786.72	1786.72
INSTITUTIONAL SECR SALARIES	2316.78	2316.78	1795.94	520.84	6250.00	3933.22	3933.22
GROUP MEDICAL & LIFE INS	15175.49	15175.49	22447.82	7272.33 CR	45430.00	30254.51	30254.51
UNALLOCATED CONTR SERV	345.00	345.00	303.40	41.60	1875.00	1530.00	1530.00
FACULTY ASSN SUPPLIES	29.33	29.33	25.25	4.08	200.00	170.67	170.67
POSTAGE	6827.37	6827.37	4838.57	1988.80	22800.00	15972.63	15972.63
PUBLICATIONS & DUES	2778.40	2778.40	2778.40	.00	6200.00	3421.60	3421.60
ADVERTISING	94.95	94.95	94.95	.00	500.00	405.05	405.05
RECRUITMENT	3067.93	3067.93	2941.93	126.00	2000.00	1067.93 CR	1067.93 CR
GENERAL INSURANCE	26733.29	26733.29	26724.15	9.14	24000.00	2733.29 CR	2733.29 CR
CAPITAL OUTLAY	46142.11	46142.11	8158.57	37983.54	70876.00	24733.89	24733.89

ACCOUNT	Total	Prev. Mo.		Budget	Unexpended	Unencumbered
	Expenditures	To Date	To Date			
STATE VOC EQUIP	9,739.50	9,739.50	6,826.39	2,913.11	9,739.50 CR	9,739.50 CR
TUITION CHARGE BACK	8,146.29	8,146.29	4,995.64	3,150.65	5,853.71	5,853.71
INSTITUTIONAL RESEARCH SUPPLIES	110.21	110.21	110.21	.00	1,000.00	889.79
INSTITUTIONAL RESEARCH CONF & MEETINGS	.00			.00	500.00	500.00
DATA PROC PROF SALARIES	17,212.50	17,212.50	13,387.50	3,825.00	45,900.00	28,687.50
DATA PROC NON ACADEM SALARIES	2,225.99	2,225.99	1,752.03	473.96	6,007.00	3,781.01
DATA PROC FED WORK STUDY	1,301.30	1,301.30	1,040.60	260.70	3,860.00	2,558.70
DATA PROC STATE WORK STUDY	367.40	367.40	367.40	.00		367.40 CR
DATA PROC CONTR SERV	2637.00	2637.00	2,532.00	105.00	6,212.00	3,575.00
DATA PROC OFC SUPPLIES	1,945.93	1,945.93	1,687.72	258.21	3,600.00	1,654.07
DATA PROC CONF & MEETINGS	100.00	100.00		100.00	1,025.00	925.00
DATA PROC EQUIP RENTAL	12,650.70	12,650.70	14,951.40	2,300.70 CR	52,118.00	39,467.30
CONTINGENCIES	.00			.00	150,000.00	150,000.00

1,071,768.16 T 1,071,768.16 T 792,239.63 279,528.46 T 3,289,355.00 T 22,180,868.47 T 2,214,086.84 T

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This MO.	Budget	Unexpended	Unencumbered
MAINT SUPPLIES	6,543.43	6,543.43	3,456.43	3,086.95	55,000.00	48,456.57	48,456.57
MAINT CONF & MEETINGS	33.30	33.30	27.00	6.30	1,000.00	966.70	966.70
SERVICE EQUIPMENT	339.95	339.95		339.95	10,000.00	9,660.05	9,660.05
MAINT CONTR SERV	16,102.21	16,102.21	6,499.32	9,602.89	64,200.00	48,097.79	48,097.79
GAS	23,071.54	23,071.54	18,579.82	4,491.72	72,800.00	49,728.46	49,728.46
RENTAL	48.00	48.00	24.00	24.00	1,000.00	952.00	952.00
CONTINGENCIES		.00		.00	15,000.00	15,000.00	15,000.00

46,138.43	46,138.43	28,586.62	17,551.81	214,000.00	172,861.57	172,861.57
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SITE & CONSTRUCTION FUND

SITE IMPROVEMENT		.00		.00	50,000.00	50,000.00	50,000.00
NEW BUILDINGS & ADDITIONS		.00		.00	45,000.00	45,000.00	45,000.00
HOLDING POND		.00		.00	5,000.00	5,000.00	5,000.00
OFFICE EQUIPMENT		.00		.00	10,000.00	10,000.00	10,000.00
INSTR EQUIPMENT		.00		.00	10,000.00	10,000.00	10,000.00
SERVICE EQUIPMENT		.00		.00	10,000.00	10,000.00	10,000.00
OTHER CAPITAL OUTLAY	4,092.83	4,092.83	3,451.83	641.00	20,000.00	15,907.17	15,907.17
	4,092.83	4,092.83	3,451.83	641.00	150,000.00	145,907.17	145,907.17

BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT		.00		.00	225,000.00	225,000.00	225,000.00
INTEREST		.00		.00	82,800.00	82,800.00	82,800.00
OTHER CHARGES		.00		.00	500.00	500.00	500.00
	.00	.00	.00	.00	308,300.00	308,300.00	308,300.00

BOND & INTEREST #2

DEBT PRINCIPAL RETIREMENT		.00		.00	105,000.00	105,000.00	105,000.00
INTEREST	4,400.00	4,400.00	4,400.00	.00	8,800.00	4,400.00	4,400.00
OTHER FIXED CHARGES		.00		.00	500.00	500.00	500.00
	4,400.00	4,400.00	4,400.00	.00	114,300.00	109,900.00	109,900.00

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1975 TAXES	439,816.15	439,816.15	406,352.52	33,463.63	661,050.00	221,233.85	221,233.85
CHARGE BACK REVENUE	2,804.03	2,804.03	1,390.60	1,413.43	40,000.00	37,195.97	37,195.97
STATE APPORT SUMMER 1976	110,743.25	110,743.25		110,743.25	103,797.00	6,946.25 CR	6,946.25 CR
STATE APPORT FALL 1976		.00		.00	584,190.00	584,190.00	584,190.00
STATE APPORT SPRING 1977		.00		.00	581,685.00	581,685.00	581,685.00
STATE FISCAL 1976 PAYMENTS	33,546.07	33,546.07	33,546.07	.00	33,546.07 CR	33,546.07 CR	
VOC ED REG REIMB	4,019.00	4,019.00	726,240.00 ▷	76,643.00	124,805.00	120,786.00	120,786.00
VOC ED EQUIP REIMB	715.00 ▷	715.00 CR	4,897.00 ▷	4,182.00	10,965.00	11,680.00	11,680.00
STATE WORK STUDY		.00	754.00 ▷	754.00	17,010.00	17,010.00	17,010.00
OTHER ILL REV	10,304.39	10,304.39	10,304.39	.00	10,304.39 CR	10,304.39 CR	
HEW TITLE 2		.00		.00	3,000.00	3,000.00	3,000.00
VETERANS COST OF INSTR PAYMENT		.00		.00	18,435.00	18,435.00	18,435.00
FEDERAL WORK STUDY	31,216.60	31,216.60	21,768.62	9,447.98	111,156.00	79,939.40	79,939.40
VETERANS REPORTING FEE		.00		.00	100.00	100.00	100.00
TUITION SUMMER 1976	76,463.43	76,463.43	76,463.43	.00	76,482.00	18.57	18.57
TUITION FALL 1976	100,000.00	100,000.00	100,000.00	.00	434,140.00	334,140.00	334,140.00
TUITION SPRING 1977		.00		.00	428,610.00	428,610.00	428,610.00
GRADUATION FEES	24.00	24.00	14.00	10.00	250.00	226.00	226.00
TRANSCRIPT FEES	297.00	297.00	244.00	53.00	250.00	47.00 CR	47.00 CR
PUB SERV INCOME		.00		.00	4,500.00	4,500.00	4,500.00
INTEREST ON INVESTMENTS		.00		.00	2,000.00	2,000.00	2,000.00
OTHER REVENUE	71.76	71.76	32.56	39.20	500.00	428.24	428.24

808,590.68 T	808,590.68 T	501,241.19	238,749.48 T	320,7925.00 T	2,394,334.32 T	2,394,334.32 T
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BUILDING FUND

1975 TAXES	104,912.60	104,912.60	101,549.85	8,362.75	165,260.00	55,347.40	55,347.40
INTEREST ON INVESTMENTS	502.63	502.63	502.63	.00	3,000.00	2,497.37	2,497.37
MISC REVENUE	1,385.00	1,385.00	975.00	410.00	4,500.00	3,115.00	3,115.00

111,800.23 T	111,800.23 T	103,027.48 T	8,772.75 T	172,760.00 T	60,959.77 T	60,959.77 T
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<u>SITE & CONSTRUCTION FUND</u>		Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
<u>Account</u>								
ANNIXTER REVENUE		17493.36	17493.36	13120.02	4373.34	46200.00	28706.64	28706.64
UNIT 5 REVENUE		4000.00	4000.00	3000.00	1000.00	12000.00	8000.00	8000.00
INTEREST ON INVESTMENTS		13827.47	13827.47	13827.47	.00	20000.00	6172.53	6172.53
<u>BOND & INTEREST #1</u>		35320.83T	35320.83T	29947.49T	5373.34T	78200.00T	42879.17T	42879.17T
1975 TAXES		203342.49	203342.49	187871.08	15471.41	320680.00	117337.51	117337.51
INTEREST ON INVESTMENTS		2662.17	2662.17	2436.12	226.05	6000.00	3337.83	3337.83
<u>BOND & INTEREST #2</u>		206004.66T	206004.66T	190307.20T	15697.46T	326680.00T	120675.34T	120675.34T
1975 TAXES		75207.70	75207.70	69485.49	5722.21	114472.00	39264.30	39264.30
INTEREST ON INVESTMENTS		362.48	362.48	362.48	.00	12000.00	11637.52	11637.52
<u>WORKING CASH FUND</u>		75570.18T	75570.18T	69847.97T	5722.21T	126472.00T	50901.82T	50901.82T
INTEREST ON INVESTMENTS		5338.91	5338.91	5338.91	.00	20000.00	14661.09	14661.09
		5338.91T	5338.91T	5338.91T	.00T	20000.00T	14661.09T	14661.09T

SAUK VALLEY COLLEGE



APPROVED BY

Donald F. Coplan
PRESIDENT

Arman Haubrapp
SECRETARY

DATE