

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

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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

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%

#D-6

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

APPROVED: _____

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PREAMBLE

The Board of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as the Board of Trustees of Sauk Valley Community College, hereinafter referred to as the "Board", and the Sauk Valley College Faculty Association, hereinafter referred to as the "Association", recognizes that the aim of Sauk Valley College is to provide the best education and training possible for the residents of the Community College District and that the achievement of these educational objectives is a matter of mutual concern to the Board and the professional staff.

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

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

ARTICLE I

Recognition

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.

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.

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.

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

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.

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.

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

ARTICLE II

Procedures

A. Obtaining Objectives:

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

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

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

B. Representation:

1. Members of the negotiating team shall be three (3) in number for each team unless the number is changed by mutual consent. Members of the negotiating team for the Board shall be confined to members of the Board of Trustees, or regularly employed members of the professional college staff (excluding the President of the College). Members of the negotiating team for the Association shall be confined to members of the Association. Subject to these limitations, neither party will attempt to exert any control over the other party's selection of its representatives.
2. Negotiating sessions shall be closed; however, the negotiating teams shall have the right to utilize the services of consultants in the deliberations and may call upon competent professional and lay representatives to consider the matter under discussion and, with the permission of the other group, to make suggestions and observations to the participants assembled.

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.
- C. Subject of Negotiations:
1. The Association and the Board agree that negotiations in good faith, will encompass only the following items:
- (a) Negotiating Procedures
 - (b) Grievance Procedures
 - (c) Salaries
 - (d) Related Economic Conditions of Employment consisting of:
 - (1) Group Insurance
 - (2) Sick Leave
 - (3) Maternity Leave
 - (4) Sabbatical Leave
 - (5) Other Leaves
 - (6) Retirement
 - (7) Work Load
 - (8) Compensation for Overload
 - (9) Summer School Contracts and Compensation
 - (10) Reimbursement for Substitute Teaching
 - (11) Tenure
 - (12) Retrenchment
 - (13) Promotional Policy and Academic Rank
 - (14) Merit Pay and Overload Pay

(e) Other mutually agreed upon matters

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D. Directing Requests:

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1. Requests from the Association for meetings of the negotiating teams shall be made in writing directly to the Chairman of the Board. Requests from the Board shall be made in writing directly to the President of the Association. Requests shall be accompanied by an agenda of the items to be considered. Within ten days of the date of mailing the request, a mutually convenient time and place for a meeting shall be established. The meeting shall take place within fifteen (15) days after the mailing of the request.

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2. Additional meetings may be agreed upon by the negotiating teams to enable them to complete consideration of agenda items. Every effort shall be made to schedule meetings so as to avoid conflicts with college duties of Association representatives or with the duties or responsibilities of the Board's representatives.

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E. Exchange of Information:

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1. The Association shall be furnished, on request of its President or its duly authorized representatives, all regularly and routinely prepared information concerning the financial condition of the College, including annual financial audit and tentative adopted budget. In addition, the Board and Administration will grant the reasonable requests of the President or of the duly authorized representatives of

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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

Appeal Procedures

- 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 their representatives, either jointly or separately, and shall take such other steps as he may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement, provided that the mediator shall not make findings of fact or recommend terms of settlement without the consent of the parties.

If findings of fact or recommendations are made, they shall not be made public without the written consent of both parties.

C. Fact Finding:

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

- 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

Faculty Personnel Policies

A. Basis for Personnel Policies:

1. Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley College in accordance with provisions H.B. 1710, 74th Illinois General Assembly.
2. The intent of these personnel policies is to insure the selection and maintenance of a highly qualified staff capable of conducting a comprehensive community college program which will warrant national recognition and meet the following standards:
 - a. Illinois Community College Board, Manual of Policies, Procedures, and Guidelines.
 - b. The regional and national accreditation standards for higher education in general and for community colleges in particular.
 - c. The requirements of such other governing or regulatory agencies from which the college must seek approval for programs and/or funds.

B. Workload: 1976-77 Academic Years:

1. Workload for the full-time teaching staff for the 1976-77 academic year shall be assigned by the appropriate Dean in accordance with the needs of the College. Workloads up through 32 semester hours without overload compensation may be assigned for the academic year. Credit hours for workload will be determined allowing 1 credit hour for each lecture hour

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

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

3. A community service course is defined, for the purposes of this contract, to be any course that cannot be used as a transfer course and cannot be applied toward any Associate Degree or Certificate offered by the College. An extension course is defined to be any course that can be used for transfer purposes or can be applied toward an Associate Degree or Certificate. Selection and assignment of faculty members within this program is the responsibility of the Assistant Dean for Adult and Continuing Education, based upon consultation with the faculty member's appropriate Dean of Instruction. Teaching assignments of extension courses taught in the community service program may be considered part of the faculty's normal work load. Full-time faculty members may volunteer to teach both community service and extension courses. Those full-time faculty members assigned in the community service program shall accomplish their instruction during the regularly scheduled fall and spring semester. Faculty will be paid for teaching community services courses at the same rate as they would receive for overload.
4. All faculty shall have academic rank.

ARTICLE VII

Faculty Tenure Policy

A. Tenure Definition:

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

B. Tenure Schedule:

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

C. Approval Procedure:

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

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

D. Dismissal for Cause:

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

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

E. Other Reasons for Termination:

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

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

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 subject to retrenchment.

ARTICLE VIII

Academic Freedom

It is the policy of Sauk Valley College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility 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.

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.

ARTICLE IX

Criteria for Placement and Promotion of Professional Staff

A. Specific Minimum Requirements for Placement of Instructional Staff:

The instructional staff is classified into five groups:

1. Assistant Instructor
2. Instructor
3. Assistant Professor
4. Associate Professor
5. Professor

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 as 3
well as education and experience. 4

1. Assistant Instructor: A certificate or diploma from a voca- 5
tional, technical or other training school in the field of 6
specialization. Program of preparation should be the equiva- 7
lent of two years of post high school education. One year of 8
credit is given for each two years of clinical and work exper- 9
ience in determining placement on the schedule. This rank may 10
also be assigned to an appointee who holds a bachelor's degree 11
and is working toward a master's degree in the field of teach- 12
ing specialization or a master's degree with a graduate major 13
in the teaching subject field. 14

2. Instructor: A master's degree in the field of specialization, 15
or a master's degree with a graduate major in the teaching 16
subject field. In those fields in which a graduate degree is 17
not available, the following alternatives may be considered: 18

a, A bachelor's degree and 30 semester hours of graduate 19
credit, or; 20

b, A total of 150 semester hours of college credit, 21

In all cases, the preparation should include the equivalent of 22
an undergraduate major and appropriate graduate courses in the 23
field of specialization. 24

3. Assistant Professor: A master's degree in the field of specialization or a master's degree with a graduate major in the subject field and four years of professional experience; or a doctorate degree in the field of specialization and less than four years of professional experience. 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;
 - b. A total of 150 semester hours of college credit.
- In all cases, the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.
4. Associate Professor: A master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field and 30 hours of approved graduate credit, and eight years of professional experience, at least two of which shall be successful college teaching, or a doctor's degree in the field of specialization, and six years of professional experience, at least two of which shall be successful college teaching.
- In those fields in which a graduate degree is not available, the following alternatives may be considered:

a. A bachelor's degree and 60 semester hours of graduate credit, or; 1 2

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 5 6

5. Professor: A doctor's degree in the field of specialization, or a master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field, and 60 hours of approved graduate credit, Ten years of experience, at least five of which shall be successful college teaching. In those fields in which a graduate degree is not available, the following alternatives may be considered: 7 8 9 10 11 12 13

a. A bachelor's degree and 80 semester hours of graduate credit, or; 14 15

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 18 19

B. General Requirements for Promotion of Faculty 20

The following general qualifications will be considered in the promotion of faculty: 21 22

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	6
staff as set forth in paragraph <u>A</u> of this Article are minimum	7
requirements for promotion and shall be considered with the	8
general requirements set forth in this paragraph for promotion	9
of faculty members. For good cause shown, faculty members with	10
non-academic backgrounds and qualifications may be promoted	11
to and including the rank of instructor without regard for the	12
specific minimum requirements for promotion.	13
Credit hours used for promotional purposes shall be	14
accumulated based upon the following criteria:	15
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
Dean of Instruction prior to enrollment in the class.
 - 3) Such course credits shall meet with the Dean's approval
as being related to the faculty member's actual or
intended employment at Sauk Valley College, and toward
improvement of his/her instructional capacity.
 - b. 1) Credit shall be granted for non-credit seminars, sympos-
iums and workshops on the ratio of 1 credit equal to 15
hours of actual contact experience.
 - 2) Such instruction shall be approved by the appropriate Dean
of Instruction prior to enrollment.
 - 3) Such credit shall be granted by the Dean as being related
to the faculty members actual or intended employment at
Sauk Valley College, and toward improvement of his/her
employment capacity.
 - c. Any future professional or occupational activity applicable
to the instructional assignment may, upon prior approval, be
granted creditable hours toward rank or experience advancement.
- Promotion of faculty may be made by the Board of Trustees
upon the recommendation of the appropriate Dean and the President
of the College and is in the sole discretion of the said Board of
Trustees. The acquisition of graduate credit hours and necessary
experience to meet specific minimum requirements for the selection
of instructional staff is only one criterion to determine eligi-
bility for promotion.

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, 16
the evaluation of a faculty member's performance is the responsibility 17
of the appropriate Dean or other supervisor who is responsible to the 18
President for the preparation of recommendations regarding the status 19
of staff under his or her supervision. 20
21
22

ARTICLE XII

Evaluation Procedures

- A. The evaluation of a faculty member's performance will include:
1. Classroom Observation of said faculty member and collection of data related to the faculty member and his/her performance.
 - a) Classroom Teaching - Class Visitations, Student Evaluations.
 - b) Professional Growth - Self-Evaluation and Developmental Plans.
 - c) Academic Growth - Self-Evaluation and Written Statements by other College Administrators.
 - d) College Service - Self-Evaluation and Written Statements by other College Administrators.
 2. An annual evaluation session between the faculty member and his/her appropriate Supervisor, resulting in a written recommendation presented to the faculty member for his or her review and comment. The faculty member may submit a written response to his evaluation which will be included in his/her personnel file.
 3. An annual recommendation to the President of the College regarding the faculty member, from his/her supervisor.
- The administration retains the right to develop and change forms used in the evaluation process. Forms to be used will be distributed to the faculty at the beginning of each year.

ARTICLE XIII

Change in Status

A. Annual Review

1. There will be an annual review of the performance and status of each member of the faculty holding a term or continuing 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.

B. Results of Review

1. The following actions may be taken as a result of the annual review:
 - a) Retention with normal salary increment
 - b) Retention with extra salary increment(s)
 - c) Promotion to higher rank
 - d) Termination of service
 - e) Granting of continuing appointment (term appointees only)
 - f) Retention without salary increment

If the President recommends a, b or c 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 f is exercised for the second time for a tenured staff member, such staff member shall have the right to demand that either dismissal proceedings

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

Termination: Term Appointments

A. Prior to Completion of Agreed Term:

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 Appointments.

ARTICLE XV

Termination: Continuing Appointments

A. Termination for Cause:

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.

If the President decides to recommend termination to the Board, the individual concerned shall be formally notified at least 7 days prior to the President's recommendation to the Board, and shall be given the opportunity to be present at the time the recommendation is made to the Board and to request a public or private hearing on the recommendation. If the Board accepts the President's recommendation, then the individual and/or the Association may appeal the Board's decision by filing a written notice of appeal, setting forth the basis for the appeal. The notice shall be filed with the Chairman of the Board within 7 days after the individual has been notified of the Board's action on the President's recommendation. The appeal shall then be presented at the first regular Board meeting following receipt of the notice of appeal, provided a meeting is scheduled within two weeks, otherwise a special meeting shall be called. The Board shall have the option of considering the appeal in an executive session. The individual and/or Association shall have the option of requesting a formal hearing before the Board or presenting the case through written briefs. No later than one week after the conclusion of the hearing, the Board of Trustees shall render its decision in writing to the Association and the individual involved. If the Board's decision is unacceptable, the matter may be submitted to arbitration as provided in Step 4 of Paragraph C of Article XVII - Professional Grievance Procedure. The decision of the

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

ARTICLE XVI

Cancellation of Classes and/or Duties

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

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 member or members of the Association's grievance committee, which is composed of seven members from the local Association appointed in accordance with the by-laws of the Association.

4. Time limits: All time limits refer to calendar days.

B. General Conditions;

1. The Board acknowledges the right of the Association's grievance committee to participate in the processing of a grievance at any level if the grievant so desires, and that no grievant be required to discuss any grievance if a grievance committee member is not present.

2. At least one member, and not more than three members, of the grievance committee, in addition to the grievant, shall be present for any meeting, hearing, appeals or other proceedings relating to a grievance which has been formally presented, provided it is the wish of the grievant. Nothing contained herein shall be construed as limiting the right of any grievant to have a grievance adjusted without the intervention of the Association, provided that if the grievance has been formally filed with the Association, the Association shall be notified of the final settlement.

3. The parties acknowledge that it is usually most desirable for a grievant and his immediately involved supervisor to resolve

- problems through free and informal communications. When requested by a grievant, the grievance committee may intervene to assist in this procedure. However, should such informal processes fail to satisfy the grievant, then a grievance may be processed in accordance with the following procedure.
4. If a grievance is to be processed in accordance with "Section C Procedures", the grievant shall initiate step one within 90 days from the date of the event giving rise to the grievance. The failure of the Administrator or the Board to give a decision within the time limits stated shall permit the grievant to proceed to the next step. The failure of a grievant, or the Association, to take action in accordance with this Agreement within the prescribed time limits shall act as a bar to any further appeal.
 5. The number of days indicated at each level shall be considered maximum, and every effort shall be made to expedite the process. The time limits may be extended by mutual consent.
 6. All decisions shall be rendered in writing to the grievant and the Association at each step of the grievance procedure setting forth the findings of fact, conclusions and supporting reasons.
 7. Either party shall have the right to be represented by representatives of his choice (not to exceed three in number) at any level above step one.
 8. Either party shall have the right at all stages of a grievance proceeding to confront and cross-examine all witnesses called

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 grievance or complaint.

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

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

C. Procedures:

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

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

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

or his official designee within 14 days after receipt of the
Step #1 decision or within 14 days after the Step #1 meeting,
whichever is the later, setting forth the basis for the appeal.
The appropriate Dean shall arrange for a hearing with the grievant
and the representatives of the Association's grievance committee
to take place within 14 days of his receipt of the notice of appeal.
Upon conclusion of the hearing, the appropriate Dean shall have 14
days in which to provide his written decision to the grievant and
the Association,
Step #3. If the Association is not satisfied with the disposition
of the grievance by the Dean, the grievance shall be transmitted to
the Board of Trustees Grievance Hearing Committee. Such committee
shall be composed of two board members, the President and one Dean
not previously involved in Step #2. A written Notice of Appeal,
setting forth the basis for the appeal, shall be filed with the
President within 14 days after receipt of the Dean's decision, or
within 14 days after the hearing. The Hearing Committee of the
Board shall meet within 14 days of the written appeal to the
Committee, transmitted to the President. The grievance, together
with a record of the prior proceedings, shall be presented to the
Committee of the Board. The Committee shall have the options of
considering the appeal in an open or closed hearing session. No
later than 14 days after the conclusion of the hearing, the Committee
shall render its decision in writing to the Association and the grievant.

Step #4. If the Association is not satisfied with the decision of the Board Committee, or if no decision has been made within the period provided in Step #3, the Association may submit the grievance to arbitration before an impartial arbitrator. The Association must declare in writing to the Board of Trustees Hearing Committee that such arbitration is desired. Such declaration must be made to the Board of Trustees Hearing Committee within 14 days after the Association has received the decision of the Board of Trustees Hearing Committee on their appeal to them. If the parties cannot agree on an arbitrator, a list of five or more arbitrators shall be secured from the American Arbitration Association. The Arbitrator shall be selected within 14 days of the receipt of the list of arbitrators from AAA. Such a list shall not include a resident of the Community College District. Final selection of the arbitrator 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 arbitrator. The party eligible for the first deletion shall be determined by chance. The Administration and the Association shall not be permitted to present in such arbitration proceedings any evidence not previously disclosed to the other party at the Board of Trustees Committee Hearing. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties. Should only one party request a transcript of the proceedings, then that party shall bear the full costs of that transcript. Should

both parties order a transcript, then the cost of the two 1
transcripts shall be divided equally between the parties. 2

ARTICLE XVIII 3

Resignation by Advance Notice 4

A. If a Faculty member is contemplating resignation, it should be 5
discussed with his immediate supervisor at the earliest possible 6
time. Normally a resignation will not be accepted after July 1, 7
except in extreme cases, and then subject to the availability of a 8
replacement satisfactory to the President. In any case, the mutual 9
interest of the College and the individual will be considered. 10

ARTICLE XIX 11

Leaves of Absence 12

Sick Leave: 13

1. Sick leave shall accrue to all full-time faculty at the rate 14
of 15 days the first year and 10 days per year thereafter. 15
Sick leave for the full contract year shall accrue as of the 17
first duty day of employment and shall terminate as of the last 18
duty day of employment. Sick Leave for those on twelve-month 19
contract shall accrue at the rate of 17 days the first year and 20
12 days per year thereafter, 21
2. Sick leave shall be credited to each employee at the beginning 22
of each contract year so that the accumulated unused sick leave 23
from prior periods plus the credit for the current year will be the 24
total amount of sick leave benefits available to that employee 25

- 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
duties for any sick leave taken.

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

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

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

B. Maternity Leave:

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

1. Leave of Absence for Expected Maternity:

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

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

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

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

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

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

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

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

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

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

D. Other Leaves:

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

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

E. Retirement Program:

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

F. Other Employment:

1. Any faculty member who accepts substantial outside employment
during the individual contract period without written notification
to the appropriate Supervisor may be subject to dismissal
proceedings.

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.
- 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.
- 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.
- D. The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley College function.
- E. A separate and private dining area shall be provided for the use of the professional staff.
- F. Tuition Reimbursement: Will be based upon Article IX, Section B.
1. The Board will pay tuition at the rate of \$50 per credit hour.
 2. Approval of such courses is based upon Article IX, Section B.

3. Reimbursement for Tuition may be used for graduate or undergraduate credit, and for workshops, seminars, symposiums as equated by the appropriate Dean of Instruction.
4. Tuition reimbursement will be limited to 6 credit hours per year, exceptions may be made by the appropriate Dean of Instruction upon his approval of a developmental plan submitted by the Faculty member.
5. Tuition reimbursement shall not be paid to faculty on leaves of absences.
6. Tuition reimbursement shall be made upon the presentation of a voucher or receipt from the institution where the staff member was enrolled to the Dean of Business Services and should bear the endorsement of the appropriate Dean approving such reimbursement, and upon completion of the course and receipt of transcript.

ARTICLE XXI

Association and Faculty Rights

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

- 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.
- 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.
- 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:
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.
 2. Copy of all evaluation reports and recommendations regarding the staff member's professional performance and competence.

3. Copies of each contract and notification of change of status (promotion, tenure) of the individual: 1
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4. All other correspondence relating to the faculty member's professional performance and competence, and to his standing in the community. Correspondence of a derogatory nature shall be reported to the faculty member within three weeks of receipt of the correspondence if it is to become part of the personnel file. 3
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Requests to examine an individual's personnel file as kept by the appropriate Dean should be submitted to the Dean's office and such examination or the reproduction of any portion of the file shall be conducted in the presence of the Dean or his designated representative. 9
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5. The Board agrees to set aside a small room or office with table, chairs and one large file cabinet with lock to exclusive Association use, 14
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ARTICLE XXII 17

Professional Compensation 18

A. Salary Policy: 19

1. It is the responsibility of the faculty candidate or the faculty member to present to the proper administrator the following: undergraduate and graduate credit hours; teaching industrial, business, military and professional experience; to make available all experience that he wishes to 20
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be considered for beginning placement or revised placement
on the salary schedule.

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

B. Salary Schedule:

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

1. The Sauk Valley College 1976-77 Instructional Salary Schedule contained herein shall be effective beginning the first day of the Fall Semester, 1976.
2. When a Faculty member is granted a promotion, the salary shall be determined by locating his present salary on the Salary Schedule in the appropriate new rank and then moving down two steps to the higher salary rate.
3. Overload payments shall be made on the basis of the following schedule:

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

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

Step	Assistant Instructor	Instructor	Assistant Professor	Associate Professor	Professor	
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
to the nearest \$5.00.

ARTICLE XXIII

Effect of This Agreement

- A. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Association and the Board with regard to subjects covered herein.
- B. Should any article, section, or clause of this Agreement be finally declared illegal by a court of competent jurisdiction, or be in conflict with regulations established by the Illinois Community College Board, said section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

ARTICLE XXIV

Duration of Agreement

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

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

C. Challenge:

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

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

SVC Board of Trustees

TO: 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	\$279,500	\$13,700	\$293,200	4.9%

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

SVC Board of Trustees

#4-9

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

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

RECOMMENDATION: Board approval of the foregoing budgetary amendments.

Q

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		-2,683.80

replaces #6439)

245,898.14

000,530.00	ALLENS 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	
000,554.00	X X X X	ADS 126.00	6,486 172.85
000,541.00	AMERICAN PERSONNEL & GUIDANCE	SUPPLIES	6,487 10.00
715,543.00	AMERICAN RED CROSS	SUPPLIES	6,488 4.00
711,543.00	AMERICAN SOC OF CLINICAL PATHOL	SUPPLIES	6,489 156.00
000,541.00	AMSTERDAM PRINTING & LITHO	SUPPLIES	6,490 154.85
000,547.00	THE ASHTON GAZETTE	PUB RELA	6,491 72.00
000,550.00	JO ANN BABEL	TRAVEL	6,492 6.30
000,545.00	BAKER & TAYLOR	BOOKS	6,493 67.03
000,545.00	BAKER & TAYLOR	BOOKS	6,494 824.02
013,550.00	JAMES BARBER	TRAVEL	6,495 100.55
000,565.00	BENOY INS AGCY	ADDTL PREMIUM	6,496 25.00
2,300,543.00	BLACK & CO	SUPPLIES	6,497 84.2
0,418,543.00	BLACKHAWK FIRE FIGHTERS ASSN	DUES	6,498 1,200.00
0,419,543.00	DTCK BLICK	SUPPLIES 55.88	
0,000,544.02	X X	109.86	6,499 165.74
2,300,543.00	BOGOTTS	SUPPLIES 472.79	
2,600,543.00	X X	X 1.00	6,500 473.79
2,600,543.00	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 10.43	6,503 45.48
1,000,556.00	X X X	X X 35.05	

2,000,585.00	BRUNING DIVISION	EQUIPMENT	92.94		
0,300,543.00	X X	SUPPLIES	4.72	6,504	97.66
0,300,543.00	CAHNERS BOOKS	SUPPLIES		6,505	51.25
0,000,545.00	CAREER AIDS INC	BOOKS		6,506	52.92
3,000,547.00	CARROLL COUNTY REVIEW	PUB RELA		6,507	86.40
0,300,543.00	CARTER CARBURETOR DIV	SUPPLIES		6,508	5.00
0,000,544.02	CASSETTE SERVICES	SUPPLIES		6,509	338.62
5,000,575.00	CENTRAL TELEPHONE CO	SERVICE		6,510	2,168.47
0,800,530.03	CHANGE MAGAZINE	SUBSCRS		6,511	130.00
0,000,545.00	COLT PUBLICATIONS	BOOK		6,512	7.00
0,815,543.00	COMM ON DIAG READING TESTS	SUPPLIES		6,513	60.00
6,000,573.00	COMMONWEALTH EDISON CO	SERVICE		6,514	9.25
5,000,573.00	COMMONWEALTH EDISON CO	SERVICE		6,515	9,293.87
0,815,543.00	CRESCENT ELECTRIC	SUPPLIES		6,516	99.49
0,418,550.00	ROBERT CROUSE	TRAVEL		6,517	34.00
0,800,543.00	CURTIN MATHESON SCI	SUPPLIES		6,518	13.50
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
0,000,544.02	DIXON CAMERA CENTER	SUPPLIES	3.15		
3,000,547.00	X X X	PUB RELA	38.80	6,521	41.95
3,000,547.00	DIXON EVENING TELEGRAPH	PUB RELA		6,522	213.95
0,300,543.00	DIXON GARAGE SUPPLY	SUPPLIES		6,523	3.36
0,000,545.00	EDUCATIONAL AUDIO VISUAL	BOOKS		6,524	43.33
0,712,550.00	LOIS EICHMAN	TRAVEL		6,525	30.00
0,100,543.00	EXTENDED UNIV SERVICES	SUPPLIES		6,526	25.18
0,711,543.00	FISHER SCIENTIFIC	SUPPLIES	12.56		
0,000,585.00	X X X	EQUIP	104.30	6,527	116.86
0,000,585.00	GILBERT A FORCE CO	EQUIP	603.50		
0,000,544.01	X X X	SHIPPING	41.70	6,528	645.20
0,000,547.00	THE FULTON JOURNAL	PUB RELA		6,529	117.25
0,000,545.00	GALE RESEARCH CO	BOOKS		6,530	39.15
0,000,550.00	RALPH GELANDER	TRAVEL		6,531	13.95
0,800,544.00	DONALD GELDEAN	REIMB 3 HRS		6,532	150.00
0,000,545.00	GENERAL MILLS INC	BOOKS		6,533	12.00
0,000,545.00	GROLIER EDUC CORP	BOOKS		6,534	261.00
0,712,550.00	CAROL HAIN	TRAVEL		6,535	54.00
0,000,544.00	TOM HAMMER	RECRUITMENT		6,536	30.90
0,815,543.00	HARCOURT BRACE JOVANOVICH	SUPPLIES		6,537	3.75
0,100,543.00	HASKELLS	SUPPLIES		6,538	6.71
3,000,550.00	HOLIDAY INN	TRAVEL-SIEBS		6,539	16.75
0,715,543.00	CLAIRE HOLMBERG	SUPPLIES		6,540	6.95
0,316,550.00	RICHARD HOLTAM	TRAVEL		6,541	49.20
0,300,543.00	HOME LUMBER CO	SUPPLIES		6,542	37.92
0,000,545.00	HOTEL & MOTEL RED BOOK	BOOKS		6,543	17.50
0,300,530.02	I B M CORP	SERVICE	78.25		
0,000,539.00	X X		29.00	6,544	107.25
0,000,562.00	I B M CORP	EQUIP RENTAL		6,545	383.10
0,000,593.00	ILL JR COLLEGE DIST 525	TUITION		6,546	946.80
0,000,545.00	I.S.C.C.	BOOK		6,547	25.00
0,000,544.02	INDIANA UNIV	SUPPLIES		6,548	8.25
0,713,550.00	ROSEMARY JOHNSON	TRAVEL		6,549	17.85
0,712,550.00	JAN KIME	TRAVEL	12.00		
0,713,550.00	X X		48.20	6,550	60.20
0,100,543.00	DR DONALD KIRKPATRICK	SUPPLIES		6,551	27.31
0,000,545.00	L E PUBLISHERS	BOOKS		6,552	6.95

714,543.00	LEA & FEBIGER	SUPPLIES	6,553	52.80
012,543.00	LEROUX JEWELRY	SUPPLIES	6,554	22.95
000,543.00	LIBRARIES UNLIMITED	BOOKS	6,555	43.80
000,544.01	LIBRARY OF CONGRESS	SUPPLIES	6,556	4.95
000,545.00	LIFE LONG LEARNING LIBRARY	BOOK	6,557	12.75
300,543.00	LOHSE AUTOMOTIVE SERV	SUPPLIES	6,558	17.50
000,545.00	LUKAS MICROSCOPE SERV	EQUIPMENT	6,559	450.00
500,550.00	DEBORAH LUND	TRAVEL	6,560	90.00
000,544.01	MCGREGOR MAGAZINE AOCY	SUPPLIES	6,561	6.00
712,543.00	MALONEY CLEANERS & LAUNDERERS	SUPPLIES	6,562	7.50
000,545.01	MARION HEALTH & SAFETY INC	EQUIPMENT	6,563	1,051.75
000,540.00	RONALD MARLIER	TRAVEL	6,564	158.95
300,543.00	MEANS SERVICES	SUPPLIES	6,565	675.75
711,543.00	X X	660.00	6,566	174.80
714,550.00	GIL MEREDITH	TRAVEL	6,567	284.97
000,530.00	MIDWEST VISUAL EQUIP.	SERVICE	6,568	16.38
000,544.02	X X X	218.17	6,569	24.00
300,543.00	MITCO ROGER KELLY	SUPPLIES	6,570	23.15
000,530.02	MONROE	SERVICE	6,571	32.80
000,541.00	X X	21.00	6,572	189.75
000,545.00	MONTICELLO BOOKS	SUPPLIES	6,573	26.10
000,545.00	MT SAN JACINTO COLLEGE	BOOKS	6,574	1.69
015,530.00	ED MUELLER AUDIOVISUAL	BOOKS	6,575	129.00
000,530.00	X X X	SERVICES	6,576	87.55
015,550.00	TERESA MUELLER	X X	6,577	70.53
300,543.00	DON MULLERY FORD INC	101.75	6,578	25.00
000,542.00	MULTIGRAPHICS DIVISION	TRAVEL	6,579	11.67
000,541.00	N.C.R. CORP.	SUPPLIES	6,580	70.69
000,541.00	NATIONAL COMPUTER SYSTEMS	SUPPLIES	6,581	52.55
300,543.00	NAPA-DIXON	SUPPLIES	6,582	64.75
000,543.00	NASCO	SUPPLIES	6,583	110.88
400,550.00	FRED NESBIT	SUPPLIES	6,584	2.52
400,543.00	NORTHERN ILL UNIVERSITY	TRAVEL	6,585	105.00
000,543.00	X X X	46.35	6,586	100.80
000,544.00	JOHN O'BANION	SUPPLIES	6,587	91.50
000,547.00	OGLE COUNTY LIFE	SUPPLIES	6,588	10.40
000,541.00	OMS INC	SUPPLIES	6,589	85.67
000,530.00	OPTICAL SCANNING CORP.	TRAVEL	6,590	79.58
000,547.00	OREGON REPUBLICAN REPORTER	PICTURES	6,591	27.25
711,543.00	ORTHO DIAGNOSTICS INC	TRAVEL	6,592	113.80
000,543.00	P & W SUPPLY	X X	6,593	57.44
715,543.00	PASSON'S SPORT CENTER INC	90.10	6,594	152.50
000,550.00	MAXINE PETERSEN	FILM	6,595	43.20
000,547.00	PHOTOS BY JANSSEN	FLYERS, POSTERS	6,596	10.00
0,015,550.00	FRANK PINTOZZI	ADS	6,597	20.41
0,000,550.00	X X	SUPPLIES		
0,410,543.00	PORTER'S CAMERA STORE	TRAVEL		
0,000,547.00	THE PRINT SHOP	23.50		
0,000,547.00	PROPHETSTOWN ECHO	X X		
0,315,543.00	THE PSYCHOLOGICAL CORP	90.10		
0,015,543.00	X X X	FILM		
0,000,549.00	PUBLISHERS CENTRAL BUREAU	FLYERS, POSTERS		
		ADS		
		SUPPLIES		
		X X		
		2.85		
		BOOKS		

3,000,547.00	THE REVIEW	ADS	6,593	66.00
2,000,550.00	ELEANOR RIDENHOWER	TRAVEL	6,599	8.50
2,000,593.00	ROCK VALLEY COLLEGE	TUITION	6,600	1,333.70
3,000,547.00	THE ROCK VALLEY REVIEW	ADS	6,601	89.00
2,000,525.01	ROCKFORD SAFETY EQUIP	EQUIP	6,602	934.80
0,811,541.01	RODALE PRESS	SUPPLIES	6,603	10.00
3,000,550.00	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	6,607 165.20
0,000,544.02	X X X	X X	2.40	6,608 11.70
2,000,525.00	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
0,615,543.00	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	
0,313,550.00	X X	X X	16.50	6,614 36.69
3,000,547.00	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
2,300,542.00	GLENN SPUTE	SUPPLIES	6,623	75.50
2,000,542.00	STERLING BUS MACHINES	SUPPLIES	110.29	
2,000,543.01	X X X	X X	1.90	
2,615,543.00	X X X	X X	15.89	
2,000,541.00	X X X	X X	23.10	
2,000,539.00	X X X	X X	24.00	
2,000,545.00	X X X	EQUIPMENT	121.96	6,624 297.14
2,000,544.02	STERLING CAMERA CENTER	SUPPLIES	8.23	
2,000,547.00	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
00,541.00	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	UARGO INC	SUPPLIES		6,638	113.66
300,543.00	UNIV OF ILLINOIS	SUPPLIES	33.15		
400,543.00	X X X	X X	21.90	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	WSDR 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
000,543.00	WARDS NATURAL SCIENCE	SUPPLIES		6,648	458.51
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	6,650	349.15
000,547.00	WHITESIDE NEWS SENTINEL	ADS		6,651	87.30
000,550.00	BETTY L WIGGINTON	TRAVEL		6,652	17.50
300,543.00	WOODCRAFT SUPPLY CORP	SUPPLIES		6,653	144.75
414,543.00	F W WOOLWORTH CO	SUPPLIES		6,654	2.02
000,541.00	WRIGHT LINE COMPUTER	SUPPLIES		6,655	20.58
000,544.03	XEROX CORP.	SUPPLIES		6,656	2,140.00
100,543.00	ZONDERVAN BOOKS/BIBLES	SUPPLIES		6,657	4.71
000,544.02	SVC PETTY CASH	SUPPLIES	2.57		
000,541.00	X X X	X X	2.89	6,658	5.46
	SVC IMPREST FUND	MISC. SUPPLIES		6,659	1,570.49
811,550.02	DR DONALD R BRONSARD	TRAVEL		6,660	31.50
000,550.00	CLAIRE BUSCHMANN	TRAVEL		6,661	15.45
000,593.00	LAKE LAND COLLEGE	TUITION		6,662	598.26
000,593.00	PRAIRIE STATE COLLEGE	TUITION		6,663	271.88

41,735.18

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
000,544.00	AFFILIATED STEAM EQUIP	SUPPLIES		
			4,359	50.39
000,544.00	CARDINAL AUTO PARTS	SUPPLIES	4,360	43.43
000,544.00	CHURCHILL CHEMICAL CO	SUPPLIES	4,361	24.39
000,544.00	COUCH & HEYLE	SUPPLIES	4,362	32.25
000,544.00	DIXON ACE HARDWARE	SUPPLIES	4,363	8.28
000,544.00	NORMAN J EARNST	SUPPLIES	4,364	52.50
000,530.00	ENGINEERED ROOFING CO	SERVICES	4,365	90.00
000,544.00	FAIRFAX HARDWARE	SUPPLIES	4,366	24.54
000,530.00	HAROLD J GARBER	SERVICES	4,367	105.00
000,544.00	W W GRAINGER INC	SUPPLIES	4,368	24.20
000,530.00	GLADYS GUNTLE	TRAVEL	4,369	6.30
000,544.00	HASKELL	SUPPLIES	4,370	425.52
000,544.00	HOME LUMBER CO	SUPPLIES	4,371	16.20
000,544.00	HONEYWELL INC	SUPPLIES	4,372	75.75
000,530.00	HUMPHRIES HANSEN INC	WORK ON TRACK	4,373	7,250.00
000,544.00	LEE FS INC	SUPPLIES	4,374	199.13
000,544.00	LINCOLN RENTALL & SALES	SUPPLIES	4,375	16.60
000,530.00	MCLANE & MCLANE	ARCHITECTS	4,376	1,050.00
000,530.00	DAVID MAYES	SEWAGE TESTING	4,377	150.00
000,544.00	MIDWEST SHOP SUPPLIES	SUPPLIES	4,378	28.89
000,544.00	MORGAN LINEN SERVICE	SUPPLIES	4,379	87.78
000,530.00	MONTGOMERY ELEVATOR CO	SERVICE	4,380	353.94
000,544.00	MOTT BRUS	SUPPLIES	4,381	115.52
000,571.00	NORTHERN ILL GAS CO	SERVICE	4,382	4,506.83
000,544.00	ROCK RIVER READY	SUPPLIES	4,383	121.50
000,530.00	ROCK VALLEY DISPOSAL SERV	SERVICES	4,384	10.00
000,544.00	ROCKFORD CENTRAL TILE	SUPPLIES	4,385	1,100.00
000,544.00	SVC BOOKSTORE	SUPPLIES	4,386	1.38
000,544.00	SVC EDUC FUND	SUPPLIES	4,387	24.67
000,530.00	SAUNDERS LEASING SYS	TEST TRUCK	4,388	4.25
000,544.00	SCHAUB SYSTEM SERVICE	SUPPLIES	4,389	262.08
000,587.00	SEARS ROEBUCK & CO	EQUIP 339.95		
000,544.00	X X X	SHIPPING 15.85	4,390	355.80
000,544.00	STERLING BUS MACHINES	SUPPLIES	4,391	28.23
000,561.00	STERLING PARK DIST	POOL RENTAL	4,392	24.00
000,530.00	STEWART TRUCK & EQUIP	SERVICE	4,393	589.70
000,544.00	WASTONE INC	SUPPLIES	4,394	64.71
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 & PACE	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	
0-813-550	X X X	XX	16.50	3,552 49.50
0-000-545	Modern Language Assn.	Book	3,553	6.00
3-000-541	A A K E N E X U S	Supplies	3,554	7.50
3-000-550	Simmissippi Mental Health Center	Meeting	3,555	4.50
3-000-550	I.G.P.A. Rock River Chapter	Dinner	3,556	16.00
2-000-544	Postmaster	Postage	3,557	100.00
0-714-543	Supt. of Documents	Supplies	3,558	1.90
5-000-541	Kee Lox Brand Products	Supplies	3,559	2.00
1-000-550	Legal Rights Conference	Conf. - Thompson	3,560	58.00
1-000-550	Sunny Travel Center	Travel	3,561	86.00
1-000-550	Radiisson-Muehlebach Hotel	Lodging " "	3,562	47.30
2-000-544	United Parcel Service	Service	3,563	3.76
3-000-541	Rock River Guidance Assn.	Dues	3,564	21.00
0-100-550	I.B.E.A. Fall Conf.	Conf.	3,565	22.00
3-000-550	Lincoln Land Community College	Conf.	3,566	15.00
0-000-545	Univ. of Nebraska	Book	3,567	8.00
0-000-544	Michael J. Howlett, Sec. of State	Title	3,568	3.00
0-000-544	Gateway Transp. Co.	Freight charges	3,569	37.80
3-000-547	The Daily Gazette	Subscr.	3,570	23.00
0-500-550	1976 NCTE Convention	Fees	3,571	41.00
0-811-550-02	Sunny Travel Center	Workshop-Bronsard	3,572	158.00
0-811-550-02	Shoram Americana Hotel	" "	3,573	84.24
0-811-550-02	Equal Opportunity Employment Workshop	" "	3,574	150.00
0-813-550	Dorothy Dodd	Expenses	3,575	40.00
0-117-543	Robert Bates	Supplies	3,576	56.55
2-000-544	United Parcel Service	Service	3,577	2.00
2-000-544	Postmaster	Postage	3,578	25.00
2-000-541	Aurora Fast Freight	Freight charges	3,579	17.66
3-000-541	I.C.C.A.R.O.O.	Fees	3,580	5.00
2-000-544	Postmaster	Postage	3,581	83.85
2-000-544	United Parcel Service	Service	3,582	15.59
3-000-550	Joliet Jr. College	Conf.	3,583	33.00
0-000-550	Joliet Jr. College	Conf.	3,584	16.50
0-000-545	Robert Thomas	Supplies	3,585	35.00
3-000-541	Dick Siebs	Supplies	3,586	4.20
5-000-541	Computerworld	Subscr.	3,587	12.00
0-117-543	Robert Bates	Supplies	3,588	33.16
0-000-545	Lee Co. Historical Soc.	Book	3,589	10.95
9-000-550	Red Carpet Inn	Reservation-Stanley	3,590	20.00
9-000-550	V.C.I.P. Workshop	Workshop-Stanley	3,591	15.00
5-000-550	N.C.R. Educational User Group	Registration fees	3,592	100.00
0-800-530-03	David Lovelkin	Expenses	3,593	100.00
2-000-544	Postmaster	Postage	3,594	25.00
2-000-544	United Parcel Service	Service	3,595	2.00
0-316-530	Betty Higby	Services	3,596	10.00

1,611.29

EDUCATIONAL FUND - 1,570.49

BUILDING FUND - 40.80

alance in fund - 1412.71
 ebursements - 1611.29
 tal in fund - 3024.00

SAUK VALLEY COLLEGE

APPROVED BY

Ronald F. Caplan

PRESIDENT

Arman Saubhapp

SECRETARY

DATE

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

October 31, 1976

<u>ASSETS</u>		<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>AMOUNT</u>
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	<u>(13,915.50)</u>
			\$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 ICCB 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	<u>(2,186.53)</u>

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 Knick-#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	Waubensee 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	Arvilla 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 Mabree-#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	Rensae 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	Waubensee Community College-#266 Women's Intercollegiate, Assessment for tennis tournament, ICCIAC		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-Internatl.-#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	<u>7,917.09</u>
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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	<u>258,247.21</u>
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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
<u>Receipts:</u>			
Rental Income	<u>5,373.34</u>		<u>5,373.34</u>
Total Available		\$	69,887.84
<u>Disbursements:</u>			
Expenses for October			<u>1,885.83</u>
Balance on Hand October 31, 1976		\$	<u>68,002.01</u>

TE AND CONSTRUCTION FUND - Harris Trust

Balance on Hand September 30, 1976		\$	6,811.09
<u>Receipts:</u>			-0-
<u>Disbursements:</u>			-0-
Balance on Hand October 31, 1976		\$	<u>6,811.09</u>

ND & INTEREST #1

Balance on Hand September 30, 1976		\$	1,370.24
<u>Receipts:</u>			
Taxes	15,471.41		
Interest on Invest.	<u>226.05</u>		<u>15,697.46</u>
Total Available		\$	17,067.70
<u>Disbursements:</u>			-0-
Balance on Hand October 31, 1976		\$	<u>17,067.70</u>

ND AND INTEREST #2

Balance on Hand September 30, 1976		\$	588.66
<u>Receipts:</u>			
Taxes	<u>5,722.21</u>		<u>5,722.21</u>
Total Available		\$	6,310.87
<u>Disbursements:</u>			-0-
Balance on Hand October 31, 1976		\$	<u>6,310.87</u>

SAUK VALLEY COLLEGE

APPROVED BY

Donald F. Caplan

PRESIDENT

Erman Haukepp

SECRETARY

DATE _____

WORKING CASH FUND

Balance on Hand September 30, 1976	\$ 36,201.77
<u>Receipts:</u>	-0-
<u>Disbursements:</u>	<u>-0-</u>
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	11-19-76	50,000.00
Time-Open Deposit	B & I #2		77,177.33
Certificate of Deposit	B & I #1	1-18-77	45,000.00
Certificate of Deposit	S & C	2-26-77	339,753.35
Time-Open Deposit	S & C	5-28-77	150,000.00
Certificate of Deposit	Working Cash	11-30-76	533,226.63
Certificate of Deposit	Building	11-30-76	<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	111,156.00
Work Study Awards Capital 1976-77.		
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	140,380.00
Basic E.O.G. Program Awards Capital 1976-77.		
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	2,110.00
	<u>\$4,674.75</u>

LIABILITIES AND NET WORTH:

Fund Equity #1.	\$1,949.15	
Fund Equity #2.	2,560.00	
Net Profit #1	159.52	
Net Profit #2	<u>6.08</u>	<u>\$4,674.75</u>

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

INCOME:

Interest Income #1.	\$ 59.52	
Bad Debts Repaid #1	<u>100.00</u>	<u>\$ 159.52</u>
Interest Income #2.		\$ 6.08

EXPENSES: NONE

Net Profit #1	<u>\$ 159.52</u>
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Net Profit #2	<u>\$ 6.08</u>
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SANK VALLEY COLLEGE BOOKSTORE

Period Ending 10/31/76

BALANCE SHEET

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)	\$ 93,800.67

PROFIT AND LOSS

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	\$101,839.07

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	\$107,027.81

NET LOSS on a cash basis without regard to inventory or Accounts Payable	<u>\$(-5,188.74)</u>
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RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & XP MSE

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 Pon 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	<u>(\$ 5,214.88)</u>

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	2,547.58	2,547.53	2,547.53	.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		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	109,425.00	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	19,190.00	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	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		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 CR	476.58 ◊	33.55 CR	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	19,080.00	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	19,300.00	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	1,438.23	1,438.23
DIV OF PHYS EDUC 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	27,259.19	137,500.00	108,196.95	108,196.95
SUMMER SESSION SALARIES	11,245.13	11,245.13	11,245.13	.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	195.60	195.60	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	65,000.00	58,550.50	58,550.50
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	14,556.65	14,556.65	11,077.47	3,479.18	46,835.00	32,278.35	32,278.35

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
LRC SECR SALARIES	7,382.31	7,382.31	5,702.23	1,680.08	20,196.00	12,813.69	12,813.69
LRC FED WORK STUDY	2,705.45	2,705.45	1,895.85	809.60	9,000.00	6,294.55	6,294.55
LRC 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
LRC 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 SECR 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	500.00	500.00	500.00
COUNSELING SALARIES	26,452.69	26,452.69	20,091.03	6,361.66	86,540.00	60,087.31	60,087.31
COUNSELING SECR SALARIES	2,298.33	2,298.33	1,787.59	510.74	6,129.00	3,830.67	3,830.67
HEALTH SERVICES SUPPLIES	194.31	194.31	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	19,250.00	12,031.23	12,031.23
FIN AIDS SECR 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 SECR 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	9,500.00	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 SECR 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	250.00	250.00	250.00
PUBLIC SERVICE SALARIES		.00		.00	3,500.00	3,500.00	3,500.00
PUB SERV CONTR SERV		.00		.00	500.00	500.00	500.00
PUB SERV SUPPLIES		.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	169,859.73	169,859.73

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	2,547.58	2,547.53	2,547.53	.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	.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	.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	.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	.00	140.00	140.00	140.00
COSMETOLOGY CONF & MEETINGS		.00	.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	109,425.00	85,628.10	85,628.10
DIV OF SOC SCI CONTR SERV		.00	.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	19,190.00	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	.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	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		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	.00	330.00	330.00	330.00
ART DEPT SUPPLIES	510.13 ◊	510.13 CR	476.58 ◊	33.55 CR	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	1,438.23	1,438.23
DIV OF PHYS EDUC 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	27,259.19	137,500.00	108,196.95	108,196.95
SUMMER SESSION SALARIES	11,245.13	11,245.13	11,245.13	.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
MAINT FED WORK STUDY BOYS	12,620.40	12,620.40	10,210.20	2,410.20	64,161.00	56,540.60	56,540.60
FEDERAL WORK STUDY MATRONS	5,373.91	5,373.91	4,751.63	622.23		5,373.91 CR	5,373.91 CR
MAINT STATE WORK STUDY BOYS	2,294.50	2,294.50	2,236.00	58.50		2,294.50 CR	2,294.50 CR
STATE WORK STUDY MATRONS	188.00	188.00	112.80	75.20		188.00 CR	188.00 CR
ELECTRICITY	37,639.24	37,639.24	28,336.12	9,303.12	119,000.00	81,360.76	81,360.76
TELEPHONE	7,310.51	7,310.51	5,304.99	2,005.52	22,800.00	15,489.49	15,489.49
PRESIDENTS SALARY	12,375.00	12,375.00	9,625.00	2,750.00	33,000.00	20,625.00	20,625.00
PRES SECR SALARY	3,307.65	3,307.65	2,549.31	758.34	9,100.00	5,792.35	5,792.35
PRES OFC FED WORK STUDY	458.70	458.70	259.60	199.10	2,000.00	1,541.30	1,541.30
PRES OFC STATE WORK STUDY	334.40	334.40	334.40	.00		334.40 CR	334.40 CR
PRES OFC CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
PRES OFC SUPPLIES	576.19	576.19	500.87	75.32	3,000.00	2,423.81	2,423.81
PRES OFC CONF & MEETINGS	464.80	464.80	367.05	97.75	3,500.00	3,035.20	3,035.20
SPECIAL AFFAIRS	149.43	149.43	60.23	89.20	1,500.00	1,350.57	1,350.57
BUS OFC ADMIN SALARIES	11,250.00	11,250.00	8,750.00	2,500.00	30,000.00	18,750.00	18,750.00
BUS OFC PROF SALARIES	7,312.50	7,312.50	5,687.50	1,625.00	19,500.00	12,187.50	12,187.50
BUS OFC SECR SALARIES	15,501.32	15,501.32	11,982.24	3,519.08	45,725.00	30,223.68	30,223.68
BUS OFC FED WORK STUDY	2,415.60	2,415.60	1,917.30	498.30	8,500.00	6,084.40	6,084.40
BUS OFC CONTR SERV	1,711.36	1,711.36	1,711.36	.00	2,200.00	488.64	488.64
BUS OFC SUPPLIES	1,505.71	1,505.71 CR	330.91	1,174.80 CR	8,000.00	9,505.71	9,505.71
BUS OFC CONF & MEETINGS	509.15	509.15	500.60	8.55	2,000.00	1,490.85	1,490.85
PUB RELA SALARIES	7,049.97	7,049.97	5,483.31	1,566.66	18,800.00	11,750.03	11,750.03
PUB RELA SECR SALARIES	514.75	514.75	327.70	187.05	6,250.00	5,735.25	5,735.25
PUBLIC RELA SUPPLIES	26,733.31	26,733.31	24,394.20	2,339.11	42,000.00	15,266.69	15,266.69
PUB RELA CONF & MEETINGS	80.85	80.85	60.60	20.25	750.00	669.15	669.15
AUDITING & LEGAL	7,561.14	7,561.14	7,130.11	431.03	13,000.00	5,438.86	5,438.86
ELECTIONS & OTHER	33.50	33.50	33.02	.48	2,750.00	2,716.50	2,716.50
BOARD CONF & MEETINGS	213.28	213.28	5.98	207.30	2,000.00	1,786.72	1,786.72
INSTITUTIONAL SECR SALARIES	2,316.78	2,316.78	1,795.94	520.84	6,250.00	3,933.22	3,933.22
GROUP MEDICAL & LIFE INS	15,175.49	15,175.49	22,447.82	7,272.33 CR	45,430.00	30,254.51	30,254.51
UNALLOCATED CONTR SERV	345.00	345.00	303.40	41.60	1,875.00	1,530.00	1,530.00
FACULTY ASSN SUPPLIES	29.33	29.33	25.25	4.08	200.00	170.67	170.67
POSTAGE	6,827.37	6,827.37	4,838.57	1,988.80	22,800.00	15,972.63	15,972.63
PUBLICATIONS & DUES	2,778.40	2,778.40	2,778.40	.00	6,200.00	3,421.60	3,421.60
ADVERTISING	94.95	94.95	94.95	.00	500.00	405.05	405.05
RECRUITMENT	3,067.93	3,067.93	2,941.93	126.00	2,000.00	1,067.93 CR	1,067.93 CR
GENERAL INSURANCE	26,733.29	26,733.29	26,724.15	9.14	24,000.00	2,733.29 CR	2,733.29 CR
CAPITAL OUTLAY	46,142.11	46,142.11	8,158.57	37,983.54	70,876.00	24,733.89	24,733.89

ACCOUNT	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
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	14,000.00	5,853.71	5,853.71
INSTITUTIONAL RESEARCH SUPPLIES	110.21	110.21	110.21	.00	1,000.00	889.79	889.79
INSTITUTIONAL RESEARCH CONF & MEETINGS		.00		.00	500.00	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	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	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	2,558.70
DATA PROC STATE WORK STUDY	367.40	367.40	367.40	.00		367.40 CR	367.40 CR
DATA PROC CONTR SERV	2,637.00	2,637.00	2,532.00	105.00	6,212.00	3,575.00	3,575.00
DATA PROC OFC SUPPLIES	1,945.93	1,945.93	1,687.72	258.21	3,600.00	1,654.07	1,654.07
DATA PROC CONF & MEETINGS	100.00	100.00		100.00	1,025.00	925.00	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	39,467.30
CONTINGENCIES		.00		.00	150,000.00	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	2,218,086.84 T	2,218,086.84 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 T	46,138.43 T	28,586.62 T	17,551.81 T	219,000.00 T	172,861.57 T	172,861.57 T

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 T	4,092.83 T	3,451.83 T	641.00 T	150,000.00 T	145,907.17 T	145,907.17 T

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 T	.00 T	.00 T	.00 T	308,300.00 T	308,300.00 T	308,300.00 T

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 T	4,400.00 T	4,400.00 T	.00 T	114,300.00 T	109,900.00 T	109,900.00 T

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	589,190.00	589,190.00	589,190.00
STATE APPORT SPRING 1977		.00		.00	581,685.00	581,685.00	581,685.00
STATE FISCAL 1976 PAYMENTS	335,460.7	335,460.7	335,460.7	.00		335,460.7 CR	335,460.7 CR
VOC ED REG REIMB	4,019.00	4,019.00	726,240.00 <	76,643.00	12,480.00	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	43,414.00	33,414.00	33,414.00
TUITION SPRING 1977		.00		.00	42,861.00	42,861.00	42,861.00
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 501,241.12 239,749.49 T 132,079.25 T 239,933.43 T 239,933.43 T

BUILDING FUND

1975 TAXES	109,912.60	109,912.60	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

SITE & CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANNEXTER REVENUE	17,493.36	17,493.36	13,120.02	4,373.34	46,200.00	28,706.64	28,706.64
UNIT 5 REVENUE	4,000.00	4,000.00	3,000.00	1,000.00	12,000.00	8,000.00	8,000.00
INTEREST ON INVESTMENTS	13,827.47	13,827.47	13,827.47	.00	20,000.00	6,172.53	6,172.53
	35,320.83 T	35,320.83 T	29,947.49 T	5,373.34 T	78,200.00 T	42,879.17 T	42,879.17 T

BOND & INTEREST #1

1975 TAXES	203,342.49	203,342.49	187,871.08	15,471.41	320,680.00	117,337.51	117,337.51
INTEREST ON INVESTMENTS	2,662.17	2,662.17	2,436.12	226.05	6,000.00	3,337.83	3,337.83
	206,004.66 T	206,004.66 T	190,307.20 T	15,697.46 T	326,680.00 T	120,675.34 T	120,675.34 T

BOND & INTEREST #2

1975 TAXES	75,207.70	75,207.70	69,485.49	5,722.21	114,472.00	39,264.30	39,264.30
INTEREST ON INVESTMENTS	362.48	362.48	362.48	.00	12,000.00	11,637.52	11,637.52
	75,570.18 T	75,570.18 T	69,847.97 T	5,722.21 T	126,472.00 T	50,901.82 T	50,901.82 T

WORKING CASH FUND

INTEREST ON INVESTMENTS	5,338.91	5,338.91	5,338.91	.00	20,000.00	14,661.09	14,661.09
	5,338.91 T	5,338.91 T	5,338.91 T	.00 T	20,000.00 T	14,661.09 T	14,661.09 T

SAUK VALLEY COLLEGE

APPROVED BY

Donald F. Copley

PRESIDENT

Arman Gulbrapp

SECRETARY

DATE