

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

Conference Room, Third Floor, 3L14
January 9, 1978 7:30 P.M.

- A. Call to order
- B. Roll call
- C. Written communication from visitors
- D. Recommended actions
 - 1. Approval of minutes as submitted
 - 2. Personnel matters
 - 3. Approval of Attendance Policy
 - 4. Other items
- E. Old Business
 - 1. Further discussion of building repairs with representatives from engineering firms
 - 2. Further reactions and information about management letter
 - 3. Scheduled visit of insurance consultant
 - 4. Report on Collective Bargaining
 - 5. Cooperative agreement with Sterling School of Beauty
 - 6. Board policy development
- F. New Business
- G. President's Report
 - 1. Spring semester enrollment pre-registration reports
 - 2. B.H.E. Budget 1978-79
 - 3. Report on deferred tuition payment - Fall 1977
 - 4. Affirmative Action - Quarterly Report
 - 5. Letter of commendation for Ross Dill
 - 6. Minutes of Sauk Valley College Committee Meetings

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

January 9, 1978

The Board of Trustees of Sauk Valley College met in regular meeting on January 9, 1978 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:

Kay Fisher	Lorna Keefer
Oscar Koenig	Ann Powers
Juanita Prescott	Ronald Coplan

Absent: Barb Pasada William Reigle

Minutes: It was moved by Member Fisher and seconded by Member Powers that the Board approve the minutes of the December 19 meeting as presented. Motion voted and carried.

Attendance Policy: It was moved by Member Prescott and seconded by Member Koenig that the Board approve the attached attendance policy as presented. Motion voted and carried.

Building Repairs: Dean Edison introduced Charles Rath and Richard Elstner, building repair consultants. In their presentation the consultants told the Board that one of the most pressing problems was the water leakage which will eventually deteriorate the concrete and harm the reinforcing bars. Another major area of concern mentioned was the easterly girder in the gym area which showed extensive cracking. They recommended this be opened up and explored in order to understand what might be happening and if there is a serious problem.

In reviewing corrective measures for the cracking, they noted that a sealant material could be used but would be objectionable from an appearance standpoint, would require constant maintenance for the life of the building, and could not be used on large cracks. They suggested using epoxy on all areas which would be more expensive initially, but cheaper in the long run as it would only require one application. They suggested that tests be made on some leaks on the roof of the building in order to draw up specifications on the work that will need to be done.

January 9, 1978

Repairs (continued): Their initial estimate in October of 1976 was \$5,300 for the testing on the roof and approximately \$4,000 for the easterly girder (does not include shoring and adding new connectors). They noted that testing could start sometime in April and probably take two weeks. The consultants recommended that the work be done by Bob Nelson of the Lance Construction Supply Company of Chicago, Ill. Mr. Coplan thanked Mr. Elsner and Mr. Rath for attending the meeting and clarifying the various issues concerned with these repairs, and also requested they prepare up-to-date estimates of the cost of the tests. The consultants noted these revised estimates would be available in three to four weeks.

Insurance Consultant: It was reported that Charles J. Reed, insurance consultant, would be present at the January 23 meeting, along with various representatives from the insurance industry from Sterling and Dixon.

Board Policy Manual: Juanita Prescott reported on the findings of the Board Policy Manual Committee. She noted that they had discussed the possibility of hiring someone to do a lot of the indexing work and possibly some of the writing that need to be done.

Discussion Items: In discussing the item of unemployment compensation, the administration reported that they would have a recommendation on this at the January 23 meeting. In regard to the request of Member Prescott on servicing college vehicles in the automotive department, Chairman Coplan requested the administration obtain information on what is presently being done, and what can be done in the future in this area. Member Prescott also requested a profit and loss statement for each item in this department for Fall, 1977 as was submitted to the Board previously. President Cole said that these would be ready for the January 23 meeting.

Management Letter: The attached memorandums were presented to the Board in regard to a question on honorariums paid by the college and questioned in the auditor's management letter.

President's Report: Student Trustee, Barb Pasada, was absent from the meeting. Dr. Cole reported that unpaid registrations as of January 6 showed 1,355 students.

President's Report (cont): for 13,229 credit hours. Dr. Cole also reported on the deferred payment plan, the quarterly report of the affirmative action officer, a letter of commendation on Ross Dill for his instruction in the nursing home program, committee meeting minutes, an article on board policies, the spring mailer, workshop at Pheasant Run, the revised summer school schedule, and a report from community services for fall, 1977 which showed an increase over fall, 1976 by over 400 heads and 1,000 credit hours.

Retrenchment: Chairman Coplan requested Dr. Cole and the administration prepare recommendations for possible retrenchment for the January 23 meeting.

Referendum: Mr. Coplan requested that any Board members that are willing to serve on the Referendum Committee please contact Dr. Cole. He also requested that Dr. Cole and the administration have their recommendations ready for the amounts needed and possible dates for this referendum by the January 23 meeting.

Executive Session: At 8:30 p.m. it was moved by Member Fisher and seconded by Member Powers that the Board adjourn to executive session to discuss collective bargaining and confer with counsel on a contract. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott and Coplan. Nays-0. Motion carried.

Regular Session: At 9:11 p.m. it was moved by Member Fisher and seconded by Member Powers that the Board return to regular session. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott and Coplan. Nays-0. Motion carried.

Faculty Association Contract: It was moved by Member Fisher and seconded by Member Koenig that the Sauk Valley College Board of Trustees ratify the attached agreement with the Sauk Valley College Faculty Association contingent upon the Association's agreeing to withdraw their summer school grievance and the Board of Trustee's agreeing to withdraw their lawsuit on summer school payment. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott and Coplan. Nays-0. Motion carried.

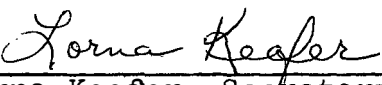
Page #4
January 9, 1978

Adjournment:

Since there was no further business, it was moved by Member Powers and seconded by Member Prescott that the Board adjourn. The next regular meeting will be January 23 at 7:30 p.m. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers; Prescott and Coplan. Nays--0. Motion carried.

The meeting adjourned at 9:17 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

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

APPROVED: 1/9/78

CONTENTS

PREAMBLE.....	1
ARTICLE I	
Recognition.....	2
Definition of Faculty Member.....	2
ARTICLE II	
Procedures	
Obtaining Objectives.....	4
Representation.....	5
Subject of Negotiations.....	6
Directing Requests.....	7
Exchange of Information.....	7
ARTICLE III	
Agreement.....	8
ARTICLE IV	
Appeal Procedures	
Mediation.....	9
Fact Finding.....	10
ARTICLE V	
No-Strike Clause.....	11
ARTICLE VI	
Faculty Personnel Policies	
Basis for Personnel Policies.....	12
Workload Maximum.....	12
Released Time.....	13
Overload.....	13
Premium for Night and Saturday Classes.....	13
ARTICLE VII	
Faculty Tenure Policy	
Tenure Definition.....	14
Tenure Schedule.....	15
Resignation Date.....	15
Approval Procedure.....	15
Dismissal for Cause.....	16
Other Reasons for Termination.....	16
Retirement Age.....	16
Retrenchment.....	16
ARTICLE VIII	
Academic Freedom.....	18

ARTICLE IX	
Criteria for Placement and Promotion of Professional Staff	
Specific Minimum Requirements.....	18
General Requirements.....	21
Credit Hour Definition for Promotions.....	22
ARTICLE X	
Types of Appointments.....	24
ARTICLE XI	
Evaluation Policies.....	24
ARTICLE XII	
Evaluation Procedures.....	25
ARTICLE XIII	
Change in Status	
Annual Review.....	26
Results of Review.....	26
Recommendation.....	26
Retraining (Additional Education).....	26
Notification.....	27
ARTICLE XIV	
Termination: Term Appointments.....	28
ARTICLE XV	
Termination: Continuing Appointments	
Termination for Cause.....	28
ARTICLE XVI	
Cancellation of Classes and/or Duties.....	30
ARTICLE XVII	
Professional Grievance Procedure	
Definition.....	31
General Conditions.....	32
Procedures.....	35
ARTICLE XVIII	
Resignation by Advance Notice.....	38
ARTICLE XIX	
Leaves of Absence	
Sick Leave.....	38
Maternity Leave.....	40
Jury Duty.....	43
Other Leaves.....	43
Leaves for Association President.....	44
Retirement Program.....	44
Other Employment.....	45

ARTICLE XX	
Fringe Benefits	
Insurance.....	45
Miscellaneous.....	45
Tuition Reimbursement.....	46
ARTICLE XXI	
Association and Faculty Rights	
Faculty Usage.....	46
Communication to Board from Association.....	47
Personnel File.....	48
ARTICLE XXII	
Professional Compensation	
Salary Policy.....	50
Salary Schedule.....	50
× Retroactivity of Contract.....	50
× Summer School.....	51
Overload.....	51
Salary Table.....	52
ARTICLE XXIII	
Effect of this Agreement.....	53
ARTICLE XXIV	
Duration of Agreement.....	53
ARTICLE XXV	
Acceptance.....	56

PREAMBLE

1

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.

2

3

4

5

6

7

8

9

10

11

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.

12

13

14

15

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.

16

17

18

19

20

21

22

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.	1 2 3 4 5
C.	Subject of Negotiations;	6
1.	The Association and the Board agree that negotiations in good faith, will encompass only the following items:	7 8
(a)	Negotiating Procedures	9
(b)	Grievance Procedures	10
(c)	Salaries	11
(d)	Related Economic Conditions of Employment consisting of:	12
(1)	Group Insurance	13
(2)	Sick Leave	14
(3)	Maternity Leave	15
(4)	Sabbatical Leave	16
(5)	Other Leaves	17
(6)	Retirement	18
(7)	Work Load	19
(8)	Compensation for Overload	20
(9)	Summer School Contracts and Compensation	21
(10)	Reimbursement for Substitute Teaching	22
(11)	Tenure	23
(12)	Retrenchment	24
(13)	Promotional Policy and Academic Rank	25
(14)	Merit Pay and Overload Pay	26

(e) Other mutually agreed upon matters

D. Directing Requests:

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.
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.

E. Exchange of Information:

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

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

ARTICLE III

Agreement

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

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

- investigation by or in issue before the fact-finder. 1
3. If the dispute is not settled prior thereto, the fact-finder 2
shall make findings of fact and recommend terms of settle- 3
ment, which recommendations shall be advisory only within 4
30 days after his selection. Any finding of fact and rec- 5
ommended terms of settlement shall be submitted in writing 6
to the parties. 7
4. Within 10 days after receipt of the written report, both 8
parties must notify the fact-finder, in writing, of their 9
decision. If the written report is not accepted, the reasons 10
for non-acceptance must be included in the response. If no 11
agreement is reached within 10 days after receipt of the 12
written report, the responses will be added to the written 13
report and copies will be released to the public. 14

ARTICLE V 15

No-Strike Clause 16

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

ARTICLE VI

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: 1977-78 Academic Years:

1. Workload for the full-time teaching staff for the 1977-78 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 overload 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.

The College will pay a flat \$100.00 for each night on which a class or classes is assigned in excess of two (2) nights per semester. A Saturday class will count the same as a night class.

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., Psychology 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 May 31.

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 guides for employment at the various ranks. Appointments are made on an individual basis and depend upon personal qualifications as well as education and experience. One year of credit is given for each two years of clinical and work experience in determining placement on the schedule.

1. Assistant Instructor: A certificate or diploma from a vocational, technical or other training school in the field of specialization. Program of preparation should be the equivalent of two years of post high school education. This rank may also be assigned to an appointee who holds a bachelor's degree and is working toward a master's degree in the field of teaching specialization or a master's degree with a graduate major in the teaching subject field,

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

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

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.

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;

b. A total of 180 semester hours of college credit.

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

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:

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

b. A total of 200 semester hours of college credit

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

B. General Requirements for Promotion of Faculty

The following general qualifications will be considered in the promotion of faculty. All seven promotional criteria will be considered in the evaluation of a faculty member when he or she is considered by the Dean for promotion.

1. Mastery of subject matter

2. Demonstrated teaching capability

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
7. Number of years in present rank 6

The specific minimum requirements for selection of instructional 7
staff as set forth in paragraph A of this Article are minimum 8
requirements for promotion and shall be considered with the 9
general requirements set forth in this paragraph for promotion 10
of faculty members. For good cause shown, faculty members with 11
non-academic backgrounds and qualifications may be promoted 12
to and including the rank of instructor without regard for the 13
specific minimum requirements for promotion. 14

Credit hours used for promotional purposes shall be 15
accumulated based upon the following criteria: 16

- a. 1) Undergraduate and graduate credits from an established 17
institution of higher education. 18

- 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, symposiums 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 eligibility 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. Evaluation will be related 20
to duties and responsibilities as stated in the Faculty Handbook. 21
22
23

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
 - g) Additional education required

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.

Additional education or training may be required of a faculty member by his or her Dean. Such a requirement shall be based upon the Dean's evaluation of the educational needs of the College and of the faculty member's department. It

shall take into consideration the faculty member's academic qualifications, experience, and the faculty member's ability to perform the services needed by the College. The additional education or training to be required shall be made a part of the annual review of the performance and status of the faculty member.

The faculty member shall be given released time with pay from a full 32-hour teaching, or normal work load for those employed on a 37 hours basis, load equal to the number of equated credit hours approved by the Dean and taken by the faculty member as a result of the Dean's recommendation.

Any requirement for additional education or training shall be reviewed by the faculty member's department, and a copy of the proposed requirement shall be submitted by the Dean to the appropriate immediate supervisor. The department shall make a written report to the Dean either concurring in the requirement or indicating the specific reasons why it is felt the requirement should not be enforced. If the department fails to submit its report to the Dean within thirty (30) days after receipt of a copy of the Dean's requirement, the right to review the requirement and make a recommendation thereon shall be deemed to have been waived.

The reasonableness of the Dean's decision to require additional education or training and its implementation may be the subject of a grievance. Any grievance as to the reasonableness of a Dean's requirement must be filed within ninety (90)

days after receipt of notice of the requirement by the faculty member. Failure to file within said period shall constitute a waiver of the right to grieve the matter. Any such grievance shall start with the Board of Trustees Grievance Hearing Committee at Step 3. A review of the Grievance Hearing Committee, or an Arbitrator if a grievance is carried to arbitration, shall be limited to the reasonableness of the Dean's requirement, taking into consideration the educational needs of the College and of the faculty member's department, the faculty member's academic qualifications, experience, and his or her ability to perform the services required by the College. If it is determined that the requirement is unreasonable it shall be waived and any salary increment withheld as a result of the faculty member's failure to agree to perform the requirement, shall be paid to the faculty member.

The final decision with reference to the implementation of a plan for additional education or training for a faculty member shall rest with the appropriate Dean.

A Dean's recommendation for retention with normal salary increment may be conditioned upon the implementation of the plan for the required additional education or training and if a faculty member refuses to implement the required plan or indicates an unwillingness to do so, the Dean may recommend option f. 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
rendered by the Board of Trustees Grievance Hearing Committees.

ARTICLE XVII

Professional Grievance Procedure

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

A. Definitions:

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

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 transcripts shall be divided equally between the parties.

ARTICLE XVIII

Resignation by Advance Notice

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

ARTICLE XIX

Leaves of Absence

Sick Leave:

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

- 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 2 hours prior to the time his duties are to begin.
If personal leave is to be used, such notice shall be given by
he faculty member not later than 24 hours before duties are to
begin. The faculty member shall state in writing, his efforts
to arrange coverage for the classes occurring during the period
of personal leave. Such statement shall be submitted with a notice
given of his intention to use personal time. In emergency
situations, the foregoing notice requirements may be waived.
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, complications in connection with said condition and
childbirth.

1. Leave of Absence for Expected Maternity:

- a) As soon as pregnancy is know, 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.

Leaves of absence with pay to attend Illinois Education Association conventions, seminars, and conferences, or to serve in elected or appointed official positions, shall be granted to the Association President or his delegate when requested ten days in advance. Such leaves of absence shall not exceed a total of five working days per academic year. The President or his delegate shall arrange for all classes to be covered during his/her absence at his/her expense.

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
1. Any faculty member who accepts outside employment 2
- during the individual contract period without written notifica- 3
- tion to the appropriate Supervisor may be subject to 4
- dismissal proceedings. Such employment shall, in no way, 5
- interfere with the College's ability to schedule classes 6
- taught by the faculty member. Such employment shall not 7
- interfere with duties normally expected of faculty members, 8

ARTICLE XX 9

Fringe Benefits 10

- A. The College shall provide and pay the premium cost of a group hospital- 11
- ization and major medical insurance program, group life insurance 12
- benefits and dependent life insurance. 13
- B. The College agrees to grant free tuition enrollment at Sauk Valley 14
- College for all full-time professional instructional staff, their 15
- spouses and their children under 21 years of age. It is also agreed 16
- that any portion of institutional charges that are allocated by Board 17
- policy towards financing the Student Activity program is not construed 18
- as a part of the tuition waiver as approved in this Agreement. 19
- C. The College agrees, at the option of the individual, to pro-rate their 20
- ten-month salary over a twelve-month period. Once an individual has 21
- elected a method of payment, it may not be changed until the beginning 22
- of the next College year. 23
- D. The College agrees to pay the regular expenses for academic robes 24
- and regalia required for any Sauk Valley College function. 25

- 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; to be made available at the same time as distribution to Board members.

Communications from Association:

The President of the Association, or his or her authorized delegate, is extended the privilege of addressing the Board of Trustees at regular or special meetings on topics scheduled on the Board agenda for said meeting.

The privilege shall be extended under the agenda item "Written Communications From Visitors" or under such other agenda items as the Board Chairperson deems appropriate. All communications shall be in writing and submitted to the office of the President of Sauk Valley College for inclusion in the materials presented to Board members for meetings. In addition the Association representative shall have the privilege of presenting its position verbally for a period not to exceed five (5) minutes.

All such communications shall be addressed to the issues of a particular question and shall not be used to criticize or attack personalities within the institution or on the Board of Trustees. The privilege to address the Board does not extend to eliciting responses from or arguing with Board members.

The privilege of addressing the Board may be terminated temporarily or permanently by the Board Chairperson if, in his or her sole discretion, the privilege is abused. If such privilege is permanently terminated, written notification of such termination with supporting reasons therefor shall be given the Executive Board of the Association.

The Association recognizes and agrees that the privilege of addressing the Board is an opportunity to present professional and constructive positions that will be beneficial to the Sauk Valley College community.

- D. 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.
 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.
- 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.
- E. 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.

ARTICLE XXII

Professional Compensation

A. Salary Policy:

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 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 1977-78 Academic Year.

1. The Sauk Valley College 1977-78 Instructional Salary Schedule contained herein shall be effective beginning the first day of the Fall Semester, 1977.
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

4. Summer School payments shall be made on the basis of the following
schedule:

	<u>Per Credit Hour</u>
Assistant Instructor and Instructor	\$325
Assistant and Associate Professor	\$350
Professor	\$375

This salary schedule is retroactive to cover the Summer of 1977.

SAUK VALLEY COLLEGE
1977-78 INSTRUCTIONAL SALARY TABLE
EFFECTIVE FALL SEMESTER, 1977

10 Months Only

<u>Step</u>	<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	
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	13,800	15,200	17,975	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

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.

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

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, 1978, 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.

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.

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

ARTICLE XXV

Acceptance

This Agreement is signed and adopted this 9th day of January, 1978.

IN WITNESS WHEREOF:

For the SAUK VALLEY COLLEGE FACULTY ASSOCIATION

Ronald N Nappach
President

David E. Youker
Secretary

For the BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

Donald F. Caplan
Chairman

Lorna Keeler
Secretary

D 3

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 4, 1978

MEMORANDUM

TO: Board of Trustees
FROM: Dr. George E. Cole G.E.C.

The attached proposed Attendance Policy was introduced at our Board Meeting of December 19, 1977. I recommend that it be approved effective Spring Semester 1978.

ATTENDANCE

Jan 1978

We have been informed in recent months that both the federal and state governmental agencies will require more careful monitoring of student progress. The V. A. officials were the first group to require regular attendance reports on students receiving V. A. Benefits. Following these expectations, other federal agencies formulated similar requirements for students receiving federal financial Aid. State agencies are making similar requirements for all State Scholarship recipients. The completion of these reports require all instructional staff to keep accurate grade and attendance records. Although the Faculty Handbook spelled out this requirement in the faculty member's job description, a clear-cut Board policy would make enforcement easier. Many of our new faculty are not familiar with the Faculty Handbook.

RECOMMENDATION: The Board approved the following attendance policy. It is the policy of SVC to require each instructional staff member to keep an accurate grade and daily attendance record for each student enrolled in his or her classes and to provide this information upon request to appropriate college officials. These information requests will occur at regular intervals during the semester and at the close of the semester."

PROCEDURE: The forms and procedures will be prepared by the Administrative Staff and communicated to the faculty. It is anticipated that there will be a regular 10 day, 4 week, 8 week, 12 week, and term end report required.

SAUK VALLEY COLLEGE

#E2

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 4, 1978

MEMORANDUM

TO: Board of Trustees

FROM: Dr. George E. Cole G.E.C

The attached memorandums, with attachments from Dr. Williams and Jim Barber, demonstrate that the auditor was in error when he implied that some people (this specific example was used) were paid for services not rendered. The administration would like these statements to be a part of the regular Board Minutes.

Ron Marlier is also preparing a report concerning Financial Aids and the auditor's concern on normal student progress. This report will be submitted at a later date when the Federal Administration has provided written replies.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 21, 1977

MEMORANDUM

TO: Dr. Cole

FROM: Dr. Williams 

During the recent College Audit, the management letter submitted by the Auditor indicated concern over our honorariums and verbalized to the Board- perhaps people had been paid for services not rendered.

This case involved my area, and I believe it is important in the interest of complete understanding, to present the attached material to the Board of Trustees.

The attached memo from James Barber, to me, (dated December 2, 1977), clearly stipulates the actions of all individuals, and the attempts to resolve the problem. Pursuant to this, I wrote to each participant representing the University of Illinois, asking them to sign a statement to the effect that they in fact were paid for services rendered. The signed statements are attached.

This was Mr. Nelson's first program of this nature, and there admittedly was some lack of communication between him and Mr. Barber, but the point to be made here is that each person was paid for a service rendered, and the attachments confirm this fact, hence, the burden of proof of such allegations revert back to our Auditor.

I would appreciate your making this available to the Board.

lm


enc

cc: James Barber
Dean Edison

December 2, 1977

Memorandum

file

To: Dr. Ronald Williams
From: James L. Barber 
Re: Honorariums for Medical Laboratory Today Course

As allegations have been made regarding improprieties relating to the honorariums issued to various speakers at the "Medical Laboratory Today" course (GSV 078) conducted at Sauk Valley College April 12 thru May 31, 1977, I am writing this memo to clarify the action.

The course was arranged by Harold Nelson and scheduled for 15 sessions. Mr. Nelson was informed that \$400 (standard reimbursement for a two credit hour course) would be allocated to reimburse guest speakers. Mr. Nelson then scheduled the speakers with Dr. Maturen of the University of Illinois Medical Center in Chicago. At best, the budget was over-extended as six of the speakers were scheduled for two sessions. They were informed by Dr. Maturen that they would receive \$50 for each session.

As we are limited in reimbursement based on the credit hour production, we were faced with a dilemma in covering the additional \$300 expenditure incurred and committed by Mr. Nelson and Dr. Maturen.

In an effort to satisfy this obligation, \$300 was drawn from my community education account #335 to cover expenses incurred in providing this course which has proven very beneficial to participants, and eventually to the community as a whole.

I wish to reiterate that these persons receiving honorariums from Sauk Valley College did, in fact, perform the services for Sauk Valley College as per the attached schedule. There was an error in dates of participation in programs. Mr. Nelson conducted a follow-up workshop on July 6, 1977 and indicated that checks should be issued to those persons cited below and he would claim no reimbursement for the workshop. The July 6 workshop was a follow-up to the course and included the same students as the GSV 078 class.

I have included documentation on each of the factors stated above and suggest that a letter can be sent to each of the six instructors asking for their signatures indicating they did receive the \$50 reimbursement for each date they did participate in the workshop.

If any error in the honorarium procedure did occur, it can only be traced to dates of participation and I herein assert that no individual received any reimbursement for services not performed.

Speaker	Dates of Presentation	
✓ Mr. Larry Brace, M.S. MT (ASCP) University of Ill. Medical Center 808 S. Wood Street #164 DMP Chicago, IL 60612	April 12 April 19	\$50 50
✓ Ms. Karina Srugys Asst. Professor (same as above)	May 10 May 12	\$50 50
✓ Mr. Paul Schreckenberger Asst. Professor (same as above)	May 24 May 26	\$50 50
✓ Ms. Karen K. James Dept. of Immunology Rush Presbyterian-St. Luke's Medical Center 1753 W. Congress Parkway Chicago, IL 60612	April 26 May 5	\$50 50
✓ Mr. Michael Shirk Administration Rush Presbyterian-St. Luke's Medical Center (as above)	May 17 May 19	\$50 50
✓ Ms. Karen Lynch 760 11th Avenue LaGrange, IL 60525	May 3 May 5	\$50 50

Please tear along line

I conducted two presentations at Sauk Valley College and was reimbursed a total of \$100 for my services:

Dates of Presentations:

May 17, 1977 \$50

May 19, 1977 \$50

Michael B. Shul
Signature

12/18/77
Date

Please tear along line

I conducted two presentations at Sauk Valley College and was reimbursed a total of \$100 for my ~~services~~ *expenses*:

Dates of Presentations:

April 12, 1977 \$50

April 19, 1977 \$50

Larry Grace
Signature

12/7/77
Date

Please note: The \$50.00 should be considered reimbursement, not honorarium, for expenses.

Round trip 240 miles x \$0.15/mile = \$36.00
Meal = 4.00

Travel time (R.T.) = 5 hours
Lecture time = 3 hours } → 8 hours for \$40.00

Please tear along line

I conducted two presentations at Sauk Valley College and was reimbursed a total of \$100 for my services:

Dates of Presentations:

May 3, 1977 \$50

May 5, 1977 \$50

Karen J. Lynch
Signature

12-6-77
Date

Please tear along line

I conducted two presentations at Sauk Valley College and was reimbursed a total of \$100 for my services:

Dates of Presentations:

May 10, 1977 \$50

May 12, 1977 \$50

Karena S. McCoy
Signature

Dec 6, 1977
Date

RECEIVED
DEC - 8 1977

Ofc of Dean of Career Education

Please tear along line

I conducted two presentations at Sauk Valley College and was reimbursed a total of \$100 for my services:

Dates of Presentations:

May 24, 1977 \$50

May 26, 1977 \$50

Paul C. Schuchterberg 12/6/77
Signature Date

Please tear along line

I conducted two presentations at Sauk Valley College and was reimbursed a total of \$100 for my services:

Dates of Presentations:

April 26, 1977 \$50

May 3, 1977 \$50

Karen K. James 12-8-77
Signature Date

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,


DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

Dr. Cole

DM:

Dr. Williams 

Attached is an Interim Community Service Report for Fall 1977.

You will note, this Fall we have exceeded last Fall's (1976) total students in the Program by over-400 heads, and, credit hour production is about 1,000 hours more than last year.

lm

cc: Board of Trustees (enclosed)

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MEMORANDUM

Dr. Ronald Williams

M: James L. Barber, Assistant Dean *LB*

Re: Interim Community Services Report for Fall, 1977

Per your suggestion, I am enclosing data on the fall community services enrollment. I am personally very pleased with the significant growth over previous fall enrollments. (You will note that spring enrollment has been traditionally higher than Fall).

Again per your recommendation, a complete report will be made at the end of the spring semester, with the financial information and specific data on enrollment at the individual teaching centers.

The data herein reported has been received from the data processing office at Sauk Valley College:

	FALL SEMESTER		SPRING SEMESTER		TOTAL	
Year	Heads	Credit Hours	Heads	Credit Hours	Heads	Credit Hours
1973-74	831	678	940	1,295	1,771	1,973
1974-75	949	1,041	1,922	2,148	2,871	3,189
1975-76	1,572	1,736	1,896	1,661	3,468	3,397
1976-77	1,359	1,755	1,746	2,598	3,105	4,353
1977-78	1,746	2,587				

If you wish more complete data, I can provide it upon your request.

mv

File: Instr Load

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 9, 1978

MEMORANDUM

TO: President Cole

FROM: Harriet Hastings

PREREGISTRATION ENROLLMENT REPORT (Unpaid) As of January 6th

	Students	Hours
1977	1618	16467
1978	1355	13229