

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Third Floor Conference Room, 3L14
March 26, 1979 7:30 p.m.

A. Call to Order

B. Roll Call

C. Communications from Visitors

D. Recommended Actions:

- 1) Approval of Minutes as submitted
- 2) Approval of Treasurers Report
- 3) Approval of Current Bills for Payment
- 4) Approval of Current Payroll Journal
- 5) Personnel Items:
 - a. Tenure
 - b. Maintenance vacancy
- 6) Appointment of Election Judges

E. Old Business:

- 1) Referendum
- 2) Collective Bargaining APPROVED FACULTY CONTRACT

F. New Business:

- 1) Tuition Reimbursement Classified Personnel
- 2) Other items

G. President's Report:

- 1) Student Trustee Report
- 2) Committee Meeting Minutes
- 3) Career Education Presentation
- 4) Other items

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

March 26, 1979

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on March 26, 1979 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

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

Ronald Coplan	Kay Fisher
Lorna Keefer	Oscar Koenig
Ann Powers	Juanita Prescott
William Reigle	Barb Pasada

Minutes: It was moved by Member Coplan and seconded by Member Koenig that the Board approve the minutes of the March 12 meeting be approved as presented. Motion voted and carried.

Treasurer's Report: It was moved by Member Coplan and seconded by Member Koenig that the Board approve the Treasurer's Report as presented. Motion voted and carried.

Bills Payable: It was moved by Member Coplan and seconded by Member Keefer that the Board approve the bills in the following amounts:

Educational Fund	\$278,325.50
Building Fund	43,912.60
Site & Construction	4,000.00

In a roll call vote, all voted aye. Motion carried.

Payroll: It was moved by Member Keefer and seconded by Member Koenig that the Board approve the February 28 payroll in the amount of \$92,242.15 and the March 15 payroll in the amount of \$119,319.70. In a roll call vote, all voted aye. Motion carried.

Tenure: Discussion was held on tenure for instructional faculty at the college. It was moved by Member Coplan and seconded by

Tenure:
(continued)

Member Pasada that due to the financial exigency of the college, and based on the recommendation of the President, the probationary status of Betty Orlowski, Deb Hefferin, and Ruth Hedstrom will be continued for another year. In a roll call vote, all voted aye. Motion carried.

Personnel:

It was moved by Member Prescott and seconded by Member Koenig that the Board approve replacing the vacancy in the maintenance area for a Maintenance Mechanic II. This vacancy is due to the retirement of Frank Frederick at the end of March. In a roll call vote, all voted aye. Motion carried.

It was moved by Member Keefer and seconded by Member Prescott that the Board approve replacing the vacancy in the Office of Admissions and Records at Clerical Grade I. This vacancy is due to the resignation of Diane Coons as of April 6, 1979. In a roll call vote, all voted aye. Motion carried.

Election Judges:

It was moved by Member Coplan and seconded by Member Koenig that the Board approve the attached resolution on election judges. In a roll call vote, all voted aye. Motion carried.

Fund Transfer:

It was moved by Member Keefer and seconded by Member Koenig that the Board approve the transfer of \$2,200 from 171-000-518-01 student employee federal maintenance to 181-000-518-01 student employee federal president's office. In a roll call vote, all voted aye. Motion carried.

Referendum:

Member Kay Fisher reported on the status of the Referendum and reminded the Board of the weekly meetings of the Referendum Steering Committee on each Wednesday afternoon at 3:30 p.m. in the Board Room.

Collective
Bargaining:

Ron Coplan, chief bargainer for the Board team, reported that a two-year agreement had been reached by the bargainers on Friday, March 23, culminating more than a calendar year of bargaining effort. He noted that this will be a 4.8% increase for the faculty and still does not bring the average SVC salary in line with many of the surrounding schools and

Collective
Bargaining:
(continued):

community colleges. He noted that the salaries paid to college classified, faculty, and administrative staff were pretty low and he said he hoped that the Referendum would be successful so that this could be rectified to some degree. It was then moved by Member Coplan and seconded by Member Prescott that the Board ratify the attached faculty contract as presented. In a roll call vote, all voted aye. Motion carried.

Chairman Reigle expressed the Board's appreciation to both the Board and Faculty bargainers for the many hours devoted to this project.

Tuition
Reimbursement:

The attached policy on tuition reimbursement for classified personnel was presented to the Board for their study. Member Coplan moved that this item be tabled until the next meeting. The motion was seconded by Member Keefer. Motion voted and carried.

Orientation:

Discussion was held on orientation for new Board members. Member Prescott noted that there were procedures set up for this in the newly approved board policy manual.

Student Trustee
Travel:

It was moved by Member Prescott and seconded by Member Koenig that the Board approve the travel of student trustee, Barb Pasada, to DuPage for a meeting on new student trustees. In a roll call vote, all voted aye. Motion carried.

President's Report:

Student trustee, Barb Pasada, reported on the ASB meeting, several projects to be carried out by the ASB, "Meet the Candidate" evening, attendance at the Gran Folklorico concert, the Ron Hudson concert, the LPN Bake Sale, and the ADN-LPN Career Day. Dr. Cole reported on committee meeting minutes and then introduced Dean James Strickland who gave an informative presentation on enrollment trends in the Career Education area. Chairman Reigle expressed his appreciation to Mr. Strickland for the enlightening report.

Adjournment:

Since there was no further business, it was moved by Member Coplan and seconded by Member Powers that the Board adjourn. The next regular meeting will be 7:30 p.m. April 9, 1979. In a roll call vote, all voted aye. Motion carried. The meeting adjourned at 8:35 p.m.

Respectfully submitted:


Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

March 26, 1979

JOINT STATEMENT ON THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES AND
THE SAUK VALLEY COLLEGE FACULTY ASSOCIATION

1. This two-year agreement reached by the bargainers on Friday, March 23, 1979, culminates more than a calendar year of bargaining action and is retroactive to July 1, 1978.
2. The 4.8% increase represents an impact of \$53,000 on the 1978-79 budget and a similar amount on the 1979-80 budget. This percentage falls well within the 7% guideline of the federal government and still does not bring the average Sauk Valley College salary in line with many of the surrounding high schools. Although this does not allow the faculty to keep up with the cost of living, it is the best settlement that could be achieved considering the tight financial picture at the college.
3. It is the belief of both parties that this agreement will provide the foundation for an extended period of harmonious relations between the board and faculty at Sauk Valley College.

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

APPROVED: 3/26/79

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PREAMBLE

The Board of Community College District Number 506, 1
Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, 2
State of Illinois, commonly known as the Board of Trustees 3
of Sauk Valley Community College, hereinafter referred to 4
as the "Board," and the Sauk Valley College Faculty Associa- 5
tion, hereinafter referred to as the "Association," recognizes 6
that the aim of Sauk Valley College is to provide the best 7
education and training possible for the residents of the 8
Community College District and that the achievement of these 9
educational objectives is a matter of mutual concern to the 10
Board and the professional staff. 11

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

The Board recognizes that teaching is a profession 16
requiring specialized educational qualifications and both 17
parties acknowledge the fact that the success of the educa- 18
tional program in the District depends in part upon the 19
maximum utilization of the abilities of the professional 20
instructional staff. As evidence of its acceptance of the 21
professional rights and responsibilities of instructors, 22
the Association has endorsed the Code of Ethics of the 23
Education Profession. 24

	ARTICLE I	1
	<u>Recognition</u>	2
1.1	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 2.3-A, 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.	3 4 5 6 7 8 9 10 11 12 13 14 15
1.2	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 in Article 1 of this agreement for the duration of this Agreement, unless the Association is successfully challenged as provided in Article XXIV - <u>Duration</u> ; 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.	16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1.3	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.	32 33 34 35 36
1.4	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.	37 38 39 40 41
1.5	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.	42 43 44 45 46 47

1.6	Nothing herein shall require any member of the faculty to be a member of the Association.	1 2
1.7	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.	3 4 5 6
1.8	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.	7 8 9 10 11 12 13 14 15 16
1.9	The faculty shall have made available to them through the President's Office, a copy of the proposed official calendar prior to Board adoption.	17 18 19
	ARTICLE II	20
	<u>Procedures</u>	21
2.1	Obtaining Objectives:	22
A.	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.	23 24 25 26 27 28
B.	The following concepts are inherent in the phrase, "good faith negotiations":	29 30
1.	Each group will deal with the chosen representatives of the other.	31 32
2.	Each group will deal with the other honestly and in a bona-fide effort to reach agreement.	33 34
3.	Each group will meet at reasonable times and places in order to facilitate negotiation.	35 36
4.	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.	37 38 39 40

5. Each party to this agreement recognizes that the making of a proposal does not necessarily require a counter-proposal from the opposite party.	1 2 3 4
C. 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.	5 6 7 8 9
2.2 Representation:	10
A. 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.	11 12 13 14 15 16 17 18 19 20 21 22
B. 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.	23 24 25 26 27 28 29 30
C. 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.	31 32 33 34 35 36
2.3 Subject of Negotiations:	37
A. The Association and the Board agree that negotiations in good faith, will encompass only the following items:	38 39 40
1. Negotiating Procedures	41
2. Grievance Procedures	42
3. Salaries	43

4. Related Economic Conditions of Employment consisting of:	1
(a) Group Insurance	2
(b) Sick Leave	3
(c) Maternity Leave	4
(d) Sabbatical Leave	5
(e) Other Leaves	6
(f) Retirement	7
(g) Work Load	8
(h) Compensation for Overload	9
(i) Summer School Contracts and Compensation	10
(j) Reimbursement for Substitute Teaching	11
(k) Tenure	12
(l) Retrenchment Criteria and Procedures	13
(m) Promotional Policy and Academic Rank	14
(n) Merit Pay and Overload Pay	15
(o) Other mutually agreed upon matters	16
2.4 Directing Requests:	17
A. 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.	18
B. 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.	19
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2.5 Exchange of Information:	1
A. 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.	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
ARTICLE III	18
<u>Agreement</u>	19
3.1 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 ratification. 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 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.	20 21 22 23 24 25 26 27 28 29 30 31 32 33
3.2 Copies of the ratified agreement shall be available to all members of the bargaining unit and one-dozen (12) copies will be delivered to the President of the Faculty Association.	34 35 36 37
ARTICLE IV	38
<u>Appeal Procedures</u>	39
4.1 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	40 41 42 43

request for mediation by one party shall be considered a joint request for mediation and the other party shall join in the request.	1 2 3
4.2 Mediation:	4
A. 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.	5 6 7 8 9 10 11 12 13 14 15 16 17
B. If the final mediator named is unable to serve, the last name struck from the list shall be the alter- nate.	18 19 20
C. 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.	21 22 23 24 25 26 27 28 29 30 31 32 33
4.3 Fact Finding:	34
A. 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 provid- ed 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.	35 36 37 38 39 40 41 42
B. The fact-finder shall, within 10 days after his selection, meet with the parties or their representa- tives; or both, either jointly or separately, make inquiries and investigations, hold hearings, and	43 44 45 46

shall take other steps as he deems appropriate.	1
The Board and Association shall furnish the fact- finder, upon his request, all records, papers, and information in their possession relating to any matter under investigation by or in issue before the fact-finder.	2 3 4 5 6
C. If the dispute is not settled prior thereto, the fact-finder shall make findings of fact and recommend terms of settlement, which recommendations shall be advisory only within 30 days after his selection. Any finding of fact and recommended terms of settlement shall be submitted in writing to the parties.	7 8 9 10 11 12 13
D. Within 10 days after receipt of the written report, both parties must notify the fact-finder, in writing, of their decision. If the written report is not accepted, the reasons for non-acceptance must be included in the response. If no agreement is reached within 10 days after receipt of the written report, the responses will be added to the written report and copies will be released to the public.	14 15 16 17 18 19 20 21
ARTICLE V	
<u>No-Strike Clause</u>	22 23
5.1 It is hereby recognized that it is the law of the State of Illinois that no public employee, any organization of employees, nor any person acting on behalf of an employee organization, shall ever at any time engage in or encour- age or support any strike, slow down, or other concerted refusal to render full and complete services in a college district. The Association hereby agrees not to strike, or engage in, or support or encourage any con- certed refusal to render full and complete services in the Community College District or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the College during the term of this Agreement.	24 25 26 27 28 29 30 31 32 33 34 35 36
ARTICLE VI	
<u>Faculty Personnel Policies</u>	37 38
6.1 Basis for Personnel Policies:	39
A. Establishment of these policies is the legal respon- sibility of the governing Board of Sauk Valley College in accordance with provisions H.B. 1710, 74th Illinois General Assembly.	40 41 42 43

B. 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:	1 2 3 4 5
1. <u>Illinois Community College Board, Manual of Policies, Procedures, and Guidelines.</u>	6 7
2. The regional and national accreditation standards for higher education in general and for community colleges in particular.	8 9 10
3. The requirements of such other governing or regulatory agencies from which the college must seek approval for programs and/or funds.	11 12 13
6.2 Workload: 1978-79, 1979-80 Academic Years:	14
A. Workload for the full-time teaching staff for the 1978-79, 1979-80 academic years 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.	15 16 17 18 19 20 21 22 23 24 25 26 27
B. 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.	28 29 30 31 32 33 34 35 36 37 38
C. 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.	39 40 41 42
D. Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the Sauk Valley College Faculty Association, shall be <u>37</u> hours	43 44 45

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.	1 2 3 4 5 6 7 8
E. 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.	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
F. All faculty shall have academic rank.	32
ARTICLE VII	33
<u>Faculty Tenure Policy</u>	34
7.1 Tenure Definition:	35
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.	36 37 38 39 40 41 42 43 44 45 46

7.2	Tenure Schedule:	1
	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.	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
7.3	Approval Procedure:	24
	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.	25 26 27 28 29 30 31 32 33 34 35 36 37 38 39
7.4	Dismissal for Cause:	40
	Any one of the following shall be considered adequate cause for suspension and possible termination of tenured staff:	41 42 43
	A. Inadequate performance of duties	44
	B. Willful and continuous neglect of duties	45
	C. Unprofessional conduct	46

D. Violation of official college policies	1
E. Moral turpitude	2
F. Unjustifiable insubordination	3
G. Physical or mental incapacity	4
7.5 Other Reasons for Termination:	5
A. <u>Age</u> : 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.	6 7 8 9 10
B. <u>Budget or Program Retrenchment</u> : 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 \$250.00 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.	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36
7.6 In the event that staff retrenchment is indicated by the Board, to the maximum extent possible, except where program continuation comes under jeopardy, seniority shall be given the greatest weight in all matters involving a reduction in force. In addition to seniority in the subject area involved, the Board shall judge the employees affected on the basis of demonstrated instructional proficiency (including evaluation procedures), and educational training and background. Where these other factors are relatively equal, seniority shall	37 38 39 40 41 42 43 44 45 46

prevail. Employees affected shall be given at least five (5) school days advance notice before the Board acts on administrative recommendations on the above.	1 2 3
ARTICLE VIII	
Academic Freedom	
8.1 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.	4 5 6 7 8 9 10 11 12 13 14 15 16
8.2 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.	17 18 19 20 21 22 23
ARTICLE IX	
<u>Criteria for Placement and Promotion of Professional Staff</u>	
9.1 Specific Minimum Requirements for Placement of Instructional Staff:	24 25 26
A. The instructional staff is classified into five groups:	27 28
1. Assistant Instructor	29 30
2. Instructor	31 32
3. Assistant Professor	33 34
4. Associate Professor	35
5. Professor	36 37 38
9.2 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	36 37 38

upon personal qualifications as well as education and 1
experience. One year of credit is given for each two 2
years of clinical and work experience in determining 3
placement on the schedule. 4

A. Assistant Instructor: A certificate or diploma from 5
a vocational, technical or other training school in 6
the field of specialization. Program of preparation 7
should be the equivalent of two years of post high 8
school education. This rank may also be assigned 9
to an appointee who holds a bachelor's degree and is 10
working toward a master's degree in the field of 11
teaching specialization or a master's degree with a 12
graduate major in the teaching subject field. 13

B. Instructor: A master's degree in the field of 14
specialization, or a master's degree with a graduate 15
major in the teaching subject field. In those 16
fields in which a graduate degree is not available, 17
the following alternatives may be considered: 18

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

2. A total of 150 semester hours of college credit. 21

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

C. Assistant Professor: A master's degree in the field 25
of specialization or a master's degree with a grad- 26
uate major in the subject field and four years of 27
professional experience; or a doctorate degree in 28
the field of specialization and less than four years 29
of professional experience. In those fields in 30
which a graduate degree is not available, the follow- 31
ing alternatives may be considered: 32

1. A bachelor's degree and 30 semester hours of 33
graduate credit, or; 34

2. A total of 150 semester hours of college credit. 35

In all cases, the preparation should include the 36
equivalent of an undergraduate major and appropriate 37
graduate courses in the field of specialization. 38

D. Associate Professor: A master's degree in the field 39
of specialization or a master's degree with a grad- 40
uate major in the teaching subject field and 30 hours 41
of approved graduate credit, and eight years of pro- 42
fessional experience, at least two of which shall be 43
successful college teaching, or a doctor's degree in 44

the field of specialization, <u>and</u> six years of professional experience, at least <u>two</u> of which shall be successful college teaching.	1 2 3
In those fields in which a graduate degree is not available, the following alternatives may be considered:	4 5 6
1. A bachelor's degree and 60 semester hours of graduate credit, or;	7 8
2. A total of 180 semester hours of college credit.	9
In <u>all cases</u> , preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.	10 11 12
E. 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, <u>and</u> 60 hours of approved graduate credit. Ten years of experience, at least <u>five</u> of which shall be successful college teaching. In those fields in which a graduate degree is not available, the following alternatives may be considered:	13 14 15 16 17 18 19 20 21
1. A bachelor's degree and 80 semester hours of graduate credit, or;	22 23
2. A total of 200 semester hours of college credit.	24
In <u>all cases</u> , preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.	25 26 27
9.3 General Requirements for Promotion of Faculty	28
A. 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.	29 30 31 32 33
1. Mastery of subject matter	34
2. Demonstrated teaching capability	35
3. Interest in students as individuals	36
4. Understanding of the comprehensive community college program	37 38
5. Potential for continued professional growth	39

6. Meritorious service	1
7. Number of years in present rank	2
The specific minimum requirements for selection of instructional staff as set forth in Section 9.1 of this Article are minimum requirements for promotion and shall be considered with the general requirements set forth in this paragraph for promotion of faculty members.	
For good cause shown, faculty members with non-academic backgrounds and qualifications may be promoted to and including the rank of instructor without regard for the specific minimum requirements for promotion.	
9.4 Credit hours used for promotional purposes shall be accumulated based upon the following criteria:	12 13
A. Undergraduate and graduate credits from an established institution of higher education.	14 15
1. Such course work shall be approved by the appropriate Dean of Instruction prior to enrollment in the class.	16 17 18
2. 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.	19 20 21 22 23
B. 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.	24 25 26
1. Such instruction shall be approved by the appropriate Dean of Instruction prior to enrollment.	27 28
2. Such credit shall be granted by the Dean as being related to the faculty member's actual or intended employment at Sauk Valley College, and toward improvement of his/her employment capacity.	29 30 31 32
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.	33 34 35 36
9.5 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.	37 38 39 40 41 42 43 44

ARTICLE X

Types of Appointments

10.1	Appointment to the faculty shall be in one of three categories: <u>temporary</u> , <u>term</u> , or <u>continuing</u> .	1 2
A.	A <u>temporary</u> appointment shall be an appointment for an unspecified period and may be terminated at any time. Temporary appointments ordinarily are for part-time service, voluntary service, or for periods of less than one year.	3 4 5 6 7
B.	A <u>term</u> appointment shall be an appointment for a specified period of time, normally for one year. Such an appointment shall automatically expire at the end of the agreed term unless terminated earlier in accordance with subsequent provisions of these policies.	8 9 10 11 12 13
C.	A <u>continuing</u> appointment shall be a tenured appointment and shall continue indefinitely unless terminated in accordance with subsequent provisions of these policies. It shall not be affected by change in rank.	14 15 16 17 18

ARTICLE XI

19

Evaluation Policies

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11.1	In order to ensure quality education and management accountability, the evaluation of a faculty member's performance is the responsibility of the appropriate Dean or other supervisor who is responsible to the President for the preparation of recommendations regarding the status of staff under his or her supervision. Evaluation will be related to duties and responsibilities as stated in the Faculty Handbook.	21 22 23 24 25 26 27 28
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ARTICLE XII

29

Evaluation Procedures

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12.1	The evaluation of a faculty member's performance will include:	31 32
A.	Classroom Observation of said faculty member and collection of data related to the faculty member and his/her performance.	33 34 35
1.	Classroom Teaching - Class Visitations, Student Evaluations	36 37

2.	Professional Growth - Self-Evaluation and Developmental Plans	1 2
3.	Academic Growth - Self-Evaluation and Written Statements by other College Administrators	3 4 5
4.	College Service - Self-Evaluation and Written Statements by other College Administrators	6 7 8
B.	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 person- nel file.	9 10 11 12 13 14 15
C.	An annual recommendation to the President of the College regarding the faculty member, from his/her supervisor.	16 17 18
12.2	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 begin- ning of each year.	19 20 21 22
	ARTICLE XIII	23
	<u>Change in Status</u>	24
13.1	Annual Review	25
A.	There will be an annual review of the performance and status of each member of the faculty holding a <u>term</u> or <u>continuing</u> appointment. This shall include a conference between the staff member and the appropriate Dean or other immediate supervisor to be followed by recommendations to the President. These recommendations shall be based on the docu- mented evaluation data compiled in accordance with approved procedures for faculty evaluation.	26 27 28 29 30 31 32 33 34
13.2	Results of Review	35
A.	The following actions may be taken as a result of the annual review:	36 37
1.	Retention with normal salary increment	38
2.	Retention with extra salary increment(s)	39

3.	Promotion to higher rank	1
4.	Termination of service	2
5.	Granting of continuing appointment (term appointees only)	3 4
6.	Retention without salary increment	5
7.	Additional education required	6
13.3	If the President recommends 1, 2, or 3 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.	7 8 9 10 11 12 13
13.4	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. Activities completed in compliance with this article shall be granted creditable hours toward rank or experience advancement in accordance with the criteria established in Article IX.	14 15 16 17 18 19 20 21 22 23 24 25 26 27
13.5	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-hour 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.	28 29 30 31 32 33
13.6	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.	34 35 36 37 38 39 40 41 42 43 44 45

13.7	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 and its implementation, 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.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
13.8	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.	23 24 25
13.9	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 6. When option 6 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.	26 27 28 29 30 31 32 33 34 35
13.10	Notification	36
A.	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, Section 7.2 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	37 38 39 40 41 42 43 44 45 46 47 48 49 50

by the President of his decision regarding the 1
recommendation. If the recommendation is for option 2
4, 6, or 7 of Article 13.2, A., the staff member may 3
request the Board of Trustees to review his case. 4
Such a request must be made within 10 days after the 5
staff member has received written notification of 6
the President's recommendation. The staff member may 7
enlist the assistance of the Association in presenting 8
his case to the Board. 9

13.11 The Board shall act on all annual review recommendations 10
not later than March 1 for continuing employees and 11
April 15 for term employees. 12

ARTICLE XIV 13

Termination: Term Appointments 14

14.1 Prior to Completion of Agreed Term: 15

If a term appointment is to be terminated prior to 16
completion of agreed term, cause shall be given and 17
procedures will be identical with the provisions for 18
termination of continuing appointments as in Article XV 19
Termination: Continuing Appointments. 20

ARTICLE XV 21

Termination: Continuing Appointments 22

15.1 Termination for Cause: The services of a faculty member 23
with a continuing appointment may be terminated for 24
any of the causes set forth in Article VII, Section 7.4 25
and 7.5, the termination to be in accordance with the 26
following procedures: 27

A. When the President receives a recommendation for 28
termination, or other information or complaint 29
against a tenured member of the faculty containing 30
allegations which, if true, might serve as a cause 31
for termination and he deems such information to be 32
substantial, he shall make this information available 33
to and shall discuss it with the individual concerned 34
and shall make such investigation as he considers 35
appropriate, including the review of any written 36
documentation which may be available to him. 37

B. If the President decides to recommend termination to 38
the Board, the individual concerned shall be formally 39
notified at least 7 days prior to the President's 40
recommendation to the Board, and shall be given the 41
opportunity to be present at the time the recommenda- 42
tion is made to the Board and to request a public or 43

private hearing on the recommendation. If the Board 1
accepts the President's recommendation, then the 2
individual and/or the Association may appeal the 3
Board's decision by filing a written notice of appeal, 4
setting forth the basis for the appeal. The notice 5
shall be filed with the Chairman of the Board within 6
7 days after the individual has been notified of the 7
Board's action on the President's recommendation. 8
The appeal shall then be presented at the first 9
regular Board meeting following receipt of the 10
notice of appeal, provided a meeting is scheduled 11
within two weeks, otherwise a special meeting shall 12
be called. The Board shall have the option of 13
considering the appeal in an executive session. The 14
individual and/or Association shall have the option 15
of requesting a formal hearing before the Board or 16
presenting the case through written briefs. No later 17
than one week after the conclusion of the hearing, 18
the Board of Trustees shall render its decision in 19
writing to the Association and the individual 20
involved. If the Board's decision is unacceptable, 21
the matter may be submitted to arbitration as provided 22
in Step 4 of Article 17.4 - Professional Grievance 23
Procedure. The decision of the arbitrator will be 24
accepted as final, and in lieu of any other remedy, 25
by the Board, the Association and the individual 26
member or members of the Association affected thereby. 27

ARTICLE XVI

28

Cancellation of Classes and/or Duties

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16.1 If the President (or his representative, if the President 30
is absent from the campus), receives a recommendation or 31
other information regarding a member of the faculty con- 32
taining allegations which, if true, might serve as a 33
cause for termination and he deems such information to 34
be substantial, and if, in the opinion of the President 35
or his representative, immediate harm to the faculty 36
member, the College or to others may result from his 37
continued presence or acts, the President, or his repre- 38
sentative, shall have the right to immediately cancel 39
the classes and/or duties of that faculty member and to 40
cause him to absent himself from the classroom or the 41
campus. In the event of such action, the faculty member 42
shall have the opportunity of following the Professional 43
Grievance Procedure starting at Step 3, by notification 44
to the Chairman of the Board within 7 days after such 45
action by the President or his legal representative. 46
If the matter proceeds to Step 4 of the Professional 47
Grievance Procedure, the decision of the arbitrator will 48
be accepted as final and in lieu of any other remedy by 49

the Board, the Association, and the individual member	1
or members of the Association affected. It is understood	2
that such cancellation of classes or duties will cause	3
no loss of pay or benefits to the faculty member prior	4
to a decision being rendered by the Board of Trustees	5
Grievance Hearing Committees.	6

ARTICLE XVII

Professional Grievance Procedure

17.1 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.	9 10 11 12 13 14 15 16 17 18 19 20
17.2 Definitions:	21
A. 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 <u>wages, hours, and terms and conditions of employment</u> .	22 23 24 25 26 27
B. A "grievant" shall be any party to this Agreement or any member of the full-time professional instructional staff who shall submit a grievance.	28 29 30
C. 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.	31 32 33 34 35
D. Time limits: All time limits refer to calendar days.	36
17.3 General Conditions:	37
A. 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.	38 39 40 41 42 43

- B. 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. 1
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- C. 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. 13
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- D. If a grievance is to be processed in accordance with Article 17.4, 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. 22
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- E. 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. 32
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- F. 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. 36
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- G. 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. 40
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- H. 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. There shall be no limitations on the presentation of competent evidence on either side in the hearing before the Board of Trustees Grievance Hearing Committee. 43
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I.	Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, in-so-far as possible, at other than College hours or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during College hours, all employees whose presence is required shall be excused, with pay, for that purpose.	1 2 3 4 5 6 7 8 9 10 11
J.	No reprisals of any kind shall be taken against any staff member for participating in any grievance proceeding. If any staff member for whom a grievance is filed, processed or sustained, shall be found to have been unjustly charged, and if suspension is involved, he shall be restored to his former position.	12 13 14 15 16 17
K.	All documents, communications and records dealing with the grievance shall be filed separately from the personnel files of the participants. An individual's grievance file shall be open to him upon request.	18 19 20 21 22
L.	It is agreed that the grievant shall be furnished with copies of any written information in the possession of the Board and/or the Administration necessary for the processing of any grievance or complaint.	23 24 25 26 27
M.	A grievance may be withdrawn at any level without establishing a precedent.	28 29
N.	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.	30 31 32 33 34 35 36 37 38 39
17.4	Procedures:	40
	All grievances accepted by the Association shall be presented and adjusted in the following manner:	41 42
	<u>Step #1.</u> 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	43 44 45 46 47

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 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.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
ARTICLE XVIII	
<u>Resignation by Advance Notice</u>	19 20
18.1 If a Faculty member is contemplating resignation, it should be discussed with his/her 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.	21 22 23 24 25 26 27 28
ARTICLE XIX	
<u>Leaves of Absence</u>	29 30
19.1 Sick Leave and Personal Leave:	31
A. 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.	32 33 34 35 36 37 38 39
B. 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).	40 41 42 43 44 45

- C. This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the contract year. Should service terminate after this banked credit has been used by the employee, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment. 1
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- D. Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness or injury of the employee involved. The employee may use up to 10 days of his sick leave in any one contract year for sickness in the immediate family which creates the necessity for the employee to remain away from the place of employment, or for personal bereavement related to a member of the immediate family. 9
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- E. Sick leave without salary may be granted to members of the faculty subject to the discretion of the Board of Trustees. During any such leave, the administrator shall make appropriate arrangements for carrying on the activities of the affected area with due regard to the work load of other members of that area. 18
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- F. The immediate supervisor or appropriate Dean shall submit a report to the Business Office of the number of days sick leave taken. The report shall be on forms supplied by the Business Office. A person may only be charged for sick days when he/she would normally be working. The Board reserves the right to require a Physician's Certificate that the individual is incapacitated from performing his or her usual or ordinary duties for any sick leave taken. 25
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- G. If a person is sick, he shall notify his immediate Supervisor or his appropriate Dean at the earliest possible time; but not later than two hours prior to the time his duties are to begin. 34
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- H. 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. If personal leave is to be used, such notice shall be given by the 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 leave. In emergency situations, the foregoing notice requirements may be waived. No permission is required to take personal leave. 38
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I.	No compensation shall be paid for <u>sick leave</u> accrued unless the individual is sick and incapacitated from performing his or her usual and ordinary duties or personal leave taken as in Paragraph H.	1 2 3 4
J.	Upon termination of service, any accrued but unused sick leave shall be cancelled.	5 6
19.2	Maternity Leave:	7
	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.	8 9 10 11 12 13
A.	Leave of Absence for Expected Maternity:	14
1.	As soon as pregnancy is known, or no later than the end of the fourth month of pregnancy, the Faculty member shall report her condition to her immediate Supervisor in writing, together with a doctor's certificate indicating the expected due date and the fact that the employee is in good health and able to continue work. The Faculty member shall be entitled, upon request, to a maternity leave to begin at any time between the commencement of her pregnancy and the birth of the child. The request for such a leave shall be in writing, addressed to the President of the College, and, except in case of emergency, shall give notice at least thirty (30) days prior to the date on which her leave is to begin.	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
2.	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.	31 32 33 34
3.	When an employee is placed on maternity leave, no salary will be paid, and all sick leave and and other financial benefits will cease to accumulate.	35 36 37 38
4.	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	39 40 41 42 43 44 45 46

after the delivery of the child. Upon approval of the President and other appropriate administrative 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.	1 2 3 4 5 6 7 8 9
B. Disability Leave Related to Pregnancy, Complications in Connection with said Condition and Childbirth:	10 11
1. 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.	12 13 14 15 16 17 18 19 20
2. 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.	21 22 23 24 25 26 27
3. 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.	28 29 30 31 32 33 34 35
Under either Paragraph 2 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.	36 37 38 39 40 41 42
4. 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.	43 44 45 46 47

19.3	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.	1 2 3
19.4	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.	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
19.5	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/her delegate shall arrange for all classes to be covered during his/her absence at his/her expense.	24 25 26 27 28 29 30 31 32
19.6	Retirement Program: All permanent employees, including part-time employees, whose employment is considered 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.	33 34 35 36 37 38 39 40 41
19.7	Other Employment: Any faculty member who accepts outside employment during the individual contract period without written notification to the appropriate Supervisor may be subject to dismissal proceedings. Such employment shall, in no way, interfere with the College's ability to schedule classes taught by the faculty member. Such employment shall not interfere with duties normally expected of faculty members.	42 43 44 45 46 47 48 49

	ARTICLE XX	1
	<u>Fringe Benefits</u>	2
20.1	The College shall provide and pay the premium cost of a group hospitalization and major medical insurance program, group life insurance benefits and dependent life insurance.	3 4 5
20.2	The College agrees to grant free tuition enrollment at Sauk Valley College for all full-time professional instructional staff, their spouses and their children under 21 years of age. It is also agreed that any portion of institutional charges that are allocated by Board policy towards financing the Student Activity program is not construed as a part of the tuition waiver as approved in this Agreement.	6 7 8 9 10 11 12 13
20.3	The College agrees, at the option of the individual, to pro-rate their ten-month salary over a twelve-month period. Once an individual has elected a method of payment, it may not be changed until the beginning of the next College year.	14 15 16 17 18
20.4	The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley College function.	19 20 21
20.5	A separate and private dining area shall be provided for the use of the professional staff.	22 23
20.6	Tuition Reimbursement: Will be based upon Article IX, Section 9.4.	24 25
A.	The Board will pay tuition at the rate of \$50 per credit hour.	26 27
B.	Approval of such courses is based upon Article IX, Section 9.4.	28 29
C.	Reimbursement for tuition may be used for graduate or undergraduate credit, and for workshops, seminars, symposiums as equated by the appropriate Dean of Instruction.	30 31 32 33
D.	Tuition reimbursement will be limited to <u>6</u> 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.	34 35 36 37
E.	Tuition reimbursement shall not be paid to faculty on leaves of absence.	38 39
F.	Tuition reimbursement shall be made upon 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.	40 41 42 43 44 45 46

	ARTICLE XXI	1
	<u>Association and Faculty Rights</u>	2
21.1	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.	3 4 5 6 7 8 9 10
21.2	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.	11 12 13 14 15
21.3	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.	16 17 18 19 20
21.4	Communications from Association:	21
	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.	22 23 24 25 26 27 28 29 30 31 32 33 34 35
	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.	36 37 38 39 40 41
	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 therefore shall be given the Executive Board of the Association.	42 43 44 45 46 47 48

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.	1
21.5 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:	5
A. 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.	18
B. Copy of all evaluation reports and recommendations regarding the staff member's professional performance and competence.	22
C. Copies of each contract and notification of change of status (promotion, tenure) of the individual.	25
D. 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.	27
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.	34
21.6 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.	40
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ARTICLE XXII	1
<u>Professional Compensation</u>	2
22.1 Salary Policy:	3
A. 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.	4 5 6 7 8 9 10 11
B. 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.	12 13 14 15 16 17 18 19 20
22.2 Salary Schedule:	21
The salaries, increments and all other economic provisions of this contract, shall be retroactive to the beginning of the 1978-79 Academic Year.	22 23 24
A. The Sauk Valley College 1978-79 Instructional Salary Schedule contained herein shall be effective beginning the first day of the Fall Semester, 1978.	25 26 27
B. The Sauk Valley College 1979-80 Instructional Salary Schedule contained herein shall be effective beginning the first day of the Fall Semester, 1979.	28 29 30
C. When a Faculty member is granted a promotion in rank he shall be given a one step merit increment on the salary schedule.	31 32 33
D. Overload payments shall be made on the basis of the following schedule:	34
Assistant Instructor and Instructor	<u>Per Credit Hour</u> 35 \$200 36
Assistant and Associate Professor	\$225 37
Professor	\$250 38
E. Summer school payments shall be made on the basis of the following schedule:	39 40
Assistant Instructor and Instructor	<u>Per Credit Hour</u> 41 \$325 42
Assistant and Associate Professor	\$350 43
Professor	\$375 44

22.3 SAUK VALLEY COLLEGE
1978-79 INSTRUCTIONAL SALARY SCHEDULE
EFFECTIVE FALL SEMESTER, 1978
10 Months Only

<u>Step</u>	<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	5 6
1	\$10,100	\$11,000	\$12,775	\$14,500	\$16,525	7
2	10,400	11,325	13,175	14,975	17,050	8
3	10,700	11,650	13,600	15,450	17,625	9
4	11,000	12,025	14,050	15,975	18,225	10
5	11,325	12,400	14,500	16,525	18,850	11
6	11,650	12,775	14,975	17,050	19,500	12
7	12,025	13,175	15,450	17,625	20,150	13
8	12,400	13,600	15,975	18,225	20,850	14
9	12,775	14,050	16,525	18,850	21,575	15
10	13,175	14,500	17,050	19,500	22,325	16
11	13,600	14,975	17,625	20,150	23,100	17
12	14,050	15,450	18,225	20,850	23,900	18

Twelve month personnel....multiply location on the salary schedule by 1.2 to the nearest \$5.00. 19
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22.4	SAUK VALLEY COLLEGE					1
	1979-80 INSTRUCTIONAL SALARY SCHEDULE					2
	<u>EFFECTIVE FALL SEMESTER, 1979</u>					3
	<u>10 Months Only</u>					4
Step	Assistant Instructor	Instructor	Assistant Professor	Associate Professor	Professor	
1	\$10,350	\$11,250	\$13,025	\$14,750	\$16,775	7
2	10,650	11,575	13,425	15,225	17,300	8
3	10,950	11,900	13,850	15,700	17,875	9
4	11,250	12,275	14,300	16,225	18,475	10
5	11,575	12,650	14,750	16,775	19,100	11
6	11,900	13,025	15,225	17,300	19,750	12
7	12,275	13,425	15,700	17,875	20,400	13
8	12,650	13,850	16,225	18,475	21,100	14
9	13,025	14,300	16,775	19,100	21,825	15
10	13,425	14,750	17,300	19,750	22,575	16
11	13,850	15,225	17,875	20,400	23,350	17
12	14,300	15,700	18,475	21,100	24,150	18
<hr/>						
Twelve month personnel....multiply location on the salary schedule by 1.2 to the nearest \$5.00.						19 20

	ARTICLE XXIII	1
	<u>Effect of This Agreement</u>	2
23.1	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.	3 4 5 6
23.2	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.	7 8 9 10 11 12 13 14 15 16
	ARTICLE XXIV	17
	<u>Duration of Agreement</u>	18
24.1	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, 1980, 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 4.3.	19 20 21 22 23 24 25 26 27 28
24.2	Any grievances based upon alleged violations of this agreement between July 1, 1978 and the date of ratification shall not be brought under the terms of this contract.	29 30 31 32
24.3	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.	33 34 35
24.4	Challenge:	36
A.	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	37 38 39 40 41 42

shall immediately notify the President of the Faculty 1
Association of the filing of such petition by sending 2
by United States mail a written notification of such 3
filing with a copy of such petition. The Association 4
may file objections to the petition with the Secretary 5
of the Board within 7 days of the receipt of such 6
notification. Within 14 days after receipt of any 7
objections, the Board shall hold a hearing and make 8
a determination as to the validity of the petition. 9
If the Board finds such petition to be valid, the 10
referendum shall be held within 14 days after the 11
determination of validity. A petition requesting a 12
referendum may only be filed between the 15th day 13
of September and the first day of November in any 14
year and no more than one petition will be accepted 15
in any calendar year. The cost of conducting any 16
referendum ordered by the Board shall be borne by 17
the Board and the ballots used in any referendum 18
shall include "No Representative" as an alternative 19
choice. 20

B. Upon certification of the results of any referendum, 21
the Board of Trustees shall declare the organization 22
receiving the majority of the votes cast at such 23
referendum as the exclusive representative of the 24
full-time faculty eligible for membership in a 25
bargaining unit, or if the majority of the votes 26
cast are for "No Representative", the Board shall 27
not recognize any representative for at least 12 28
months after the termination date of this Agreement. 29

C. Nothing contained herein shall require duties or 30
attendance at the College beyond the date required 31
in the individual employment agreement. 32

ARTICLE XXV

Acceptance

25.5 This Agreement is signed and adopted this 26th day
of March, 1979

IN WITNESS WHEREOF:

For the SAUK VALLEY COLLEGE FACULTY ASSOCIATION

Steven Johnson
President

Anne Harton
Secretary

For the BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

William E. Reigh
Chairman

Lorna Keefer
Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

D-6
DATE March 26, 1979

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: Dr. George E. Cole

RE: Board of Trustee Election Judges

The attached resolution from Ole Pace should be approved at our March 26 meeting. This contains the names of the judges being appointed for the Board of Trustees election to be held on April 14.

We are also enclosing a list of the precincts for the election, along with the number of ballots being ordered for each precinct.

mv
encs.

SAUK VALLEY COLLEGE BOARD OF TRUSTEES ELECTION APRIL 14, 1979

Precinct Name and Number	Contact Person	Judges Pay	# of Ballots
1. Lyndon Jr. High School Foyer	John Dee 537-5101	\$12.50	300
2. Prophetstown Unit Office	Same	12.50	800
3. Sterling Lincoln School	Robert Cripe 626-5050	15.00	1,500
4. Sterling Washington School	Same	15.00	1,800
5. Sterling High School	Same	15.00	1,000
6. Galt Junior High	Same	15.00	1,000
7. Nelson School (Rock Falls)	Jack Wilt 625-3886	3.50/hour	300
8. Rock Falls High School	Same	3.50/hour	2,500
9. Dixon High School	Stan Weber 284-7722	15.00	1,800
0. Grand Detour School	Same	15.00	300
1. Dixon Madison School	Same	15.00	1,800
2. Tampico High School	Larry Wilcoxon 438-3085	10.00	400
3. Amboy City Hall	Ben Fletcher 857-3632	10.00	1,000
4. Sublette Ellic Dinges	Same	10.00	400
1. Maytown Elementary	Same	10.00	300
6. Walton Elementary	Same	10.00	300
7. Eldena Elementary	Same	10.00	300
8. Harmon Hall	Same	10.00	300
9. Walnut High Art Room	Larry Eggleston 379-2434	15.00	500
0. Polo High School	Merle McCaffrey 946-3314	15.00	2,000
1. Ohio High School	John Henriksen 376-4414	10.00	400
2. Franklin Grove Town Hall	Dr. Martin Powers 857-2724	8.00	800
3. Lee Center Central Office	Same	8.00	300
4. Morrison High School	Dr. Richard Fluck 772-4071	15.00	1,300
5. Thomson High School Cafeteria	Dr. Arthur Donart 259-2735	15.00	500
6. Ashton High School	Richard McCannon 453-7416	15.00	1,000
7. Chadwick High School	Bruce Dennison 684-5191	12.50	1,000
3. Fulton High School	Merrill Hughes 589-2611	10.00	800
9. Albany Grade School	Same	10.00	400
0. Milledgeville City Hall	Floyd Daub 225-7143	10.00	1,000
		Extra	500
	Total Ballots Ordered . . .		26,600

RESOLUTION APPOINTING JUDGES

WHEREAS, an election has been called for Saturday, the 14th day of April, 1979, in and for Community College District No. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois to elect two members to the Board of Trustees, and

WHEREAS, it is necessary to appoint Judges to serve at said election,

NOW, THEREFORE, BE IT RESOLVED that for said election the following designated persons, being electors who have resided in the area constituting the voting precinct for which they are appointed for at least one year next preceding the election, and who are entitled to vote therein, be and they hereby are appointed to act as Judges of said election for the precincts designated, namely:

PRECINCT NO. 1	Lyda Settles
	Rose Wiersema
	Lillian Parker
PRECINCT NO. 2	JoAnne Cocking
	Neva Emery
	E.A. Bowers
PRECINCT NO. 3	Lois Cassens
	Marjorie Parks
	Virginia Jokers
	Joyce Ebersole
PRECINCT NO. 4	Phyllis Anderson
	Betty Stutzke
	Lola Smith
	Betty Weckesser
PRECINCT NO. 5	Margaret Lovaas
	Holly Ebersole
	Kathleen Jamblyn
	Marjorie Bushman
PRECINCT NO. 6	Lola Behrens
	Ann Kane
	Mildred DeJonge
PRECINCT NO. 7	Amelia Remrey
	Mary Janssen
	Margaret Gale
PRECINCT NO. 8	Marlee Finch
	Margaret Swanson
	Ruth Martens

PRECINCT NO. 9	Arlene Bellows
	Verna Dodd
	Dagmar Ballard
	Annamae Toms
PRECINCT NO. 10	Fern Pitman
	Patricia Strum
	Helen Jones
PRECINCT NO. 11	Frances Slain
	Eva Wasson
	Ruth McPherson
PRECINCT NO. 12	Gayle Broers
	Harriet Blackert
	Mary Melton
PRECINCT NO. 13	Geneieve Ehman
	Darlene Ross
	Winona Blake
PRECINCT NO. 14	Rose Leffelman
	C. Politsch
	Barb Vincent
PRECINCT NO. 15	Joanne Montavon
	June Stephenitch
	Mary Ann Cardot
PRECINCT NO. 16	Luceela Burke
	Charlotte Fitzpatrick
	Sharon Dunphy
PRECINCT NO. 17	Patricia Berei
	Ester Nusbaum
	Gladys Glessner
PRECINCT NO. 18	Alice Robbins
	Johanna Hopkins
	Melvin Johnson
PRECINCT NO. 19	Katherine Ganschow
	Helen Ganschow
	Irene Gonigam

PRECINCT NO. 20	Edythe Naylor (tentative)
	Harold Johnson "
	Arlene Jacklin "
PRECINCT NO. 21	Ivan Ioder
	Zelma Kerr
	Katherine Phillips
PRECINCT NO. 22	Eileen Ramsdell
	Audrey Roap
	Rita Dippel
PRECINCT NO. 23	Mary Gagnon
	Betty John
	Elizabeth John
PRECINCT NO. 24	Bob Wilcox
	Mrs. Arthur Garvan
	Mrs. Mary Merle Nice
PRECINCT NO. 25	Mary Lou Houzenga
	Anna Greeley
	Marion McKee
PRECINCT NO. 26	Cliff Schafer
	Alice Greenfield
	Delores Scott
PRECINCT NO. 27	Bernice Brown
	Dorothy Johnson
	Marilyn Daehler
PRECINCT NO. 28	Bill Considine
	Wilma Hoogheem
	Nancy Haiduck
PRECINCT NO. 29	Karen Bitler
	Josephine Schipper
	Elinor Kennedy
PRECINCT NO. 30	Barb Brubaker
	Carol Frederick
	Kathy Munz

BE IT FURTHER RESOLVED, that pursuant to the terms of Section 9-8 of Chap. 122, Ill. Rev. Stats., the Judges heretofore appointed shall be shared with and shall act as Judges of Election simultaneously for the elections to be conducted by the various School Districts that are holding their elections at the same time and place on the 14th day of April, 1979.

BE IT FURTHER RESOLVED, that the said Judges be paid in accordance with the schedules established by their respective school districts.

PRECINCT JUDGES BOARD OF TRUSTEES ELECTION APRIL 1979

Precinct #1

Lyndon Jr. High School Foyer

\$12.50 each

Mrs. Louise Ackeberg
Lyndon, IL 61261

Mrs. Betty Crocker
RR #1
Lyndon, IL 61261

Mrs. Lyda Settles
402 6th Ave.
Lyndon, IL 61261

Precinct #2

Prophetstown Unit Office

\$12.50 each

Mrs. Janice Hummel
212 E. 3rd Street
Prophetstown, IL 61277

Mrs. Jean Eyrich
RR #3 Box 72
Prophetstown, IL 61277

E.A. Bowers
416 W. 3rd Street
Prophetstown, IL

Precinct #3

Sterling Lincoln School

\$15.00 each

Virginia Jokers
1407 7th Ave
Sterling, IL 61081

Lois Cassens
Sinnissippi Road
Sterling, IL

Joyce Ebersole
RR #1
Sterling, IL

Lillian M. Langley
1207 4th Ave.
Sterling, IL

Precinct #4

Sterling Washington School

\$15.00 each

Betty Weckesser
301 W. Miller Road
Sterling, IL

Lola Smith
807 W. 18th Street
Sterling, IL

Betty Stutzke
809 W. 15th Street
Sterling, IL

Janann E. Compton
913 W. 18th Street
Sterling, IL

Precinct #5

Sterling High School

\$15.00 each

Marjorie Bushman
1402 Long Court
Sterling, IL

Margaret Lovaas
2103 14th Ave
Sterling, IL

Kathy Tamblyn
RR #1 Freeport Road
Sterling, IL

Holly Ebersole
RR #1
Sterling, IL

Precinct #6

Galt Junior High

\$15.00 each

M. Ann Kane
RR #3
Sterling, IL

Lola Jean Behrens
RR #4
Sterling, IL

Mildred DeJonge
RR #3
Sterling, IL

PRECINCT JUDGES BOARD OF TRUSTEES ELECTION APRIL 1979 (CONTINUED)

Precinct #7

Nelson School (Rock Falls)

\$14.00 each

Amelia Remrey

Box 101

Nelson, IL 61058

Constance Laidig

Box 23

Nelson, IL

Mary Ellen Janssen

Box 127

Nelson, IL

Precinct #8

Rock Falls High School

\$16.63

Mrs. Marlee Finch \$26.63

904 East Humphrey Ave.

Rock Falls, IL 61071

Mrs. Marilyn Beck \$16.63

401 Fifth Ave

Rock Falls, IL

Mr. Donald Martens

608 E. 4th Street

Rock Falls, IL

Precinct #9

Dixon High School

\$15.00 each

Anna Mae Toms

916 N. Dement

Dixon, IL 61021

Arlene Bellows

RR #1

Dixon, IL

Dagmar Ballard

912 Washington Ave.

Dixon, IL

Verna Dodd

417 Carroll Ave.

Dixon, IL

Precinct #10

Grand Detour School

\$15.00 each

Fern Pitman

RR #2

Oregon, IL 61061

Helen Jones

RR #3

Dixon, IL 61021

Patsy Strum

RR #2

Oregon, IL 61061

Precinct #11

Dixon Madison School

\$15.00 each

Frances Slain

111 W. 6th Street

Dixon, IL

Eva Wasson

77 Harrison Ave.

Dixon, IL

Ruthmarie McPherson

302 Steele

Dixon, IL

Precinct #12

Tampico High School

\$10.00 each

Myrtle Denison

Tampico, IL 61283

Gayle Broens

Deer Grove, IL 61243

Mrs. Larry Anderson

Tampico, IL 61283

Precinct #13

Amboy City Hall

\$10.00 each

Genevieve Ehman

7 E. Bluff

Amboy, IL 61310

Caroline Floto

20 Howley Street

Amboy, IL

Winona Blake

35 W. Main

Amboy, IL

PRECINCT JUDGES BOARD OF TRUSTEES ELECTION APRIL 1979

Precinct #14

Sublette Elle Dinges

\$10.00 each

Christie Politsch
223 S. Santer
Sublette, IL 61367

Barbara Vincent
RR #1
N. Brooklyn, IL 61378

Rose Leffelman
309 W. Main Box 177
Sublette, IL 61367

Precinct #15

Maytown Elementary

\$10.00 each

Joanne Montavon
RR #1
Amboy, IL 61310

June Stephenitch
RR #1
Sublette, IL 61367

Mary Ann Cardot
RR #1
Amboy, IL 61310

Precinct #16

Walton Elementary

\$10.00

Charlotte Fitzpatrick
RR #1
Amboy, IL

Lucella Burke
RR #1
Amboy, IL

Sharon Dunphy
RR #4
Dixon, IL

Precinct #17

Eldena Elementary

\$10.00 each

Ester Nusbaum
RR #4
Dixon, IL

Irma Bothe
RR #4
Dixon, IL

Patricia Berei
Box 13
Eldena, IL 61324

Precinct #18

Harmon Hall

\$10.00 each

Alice Robbins
RR #2
Dixon, IL

Melvin Johnson
Box 78
Harmon, IL 61042

Johanna Hopkins
Box 74
Harmon, IL 61042

Precinct #19

Walnut High Art Room

\$15.00 each

Irene Gonigam
RR #1 203 Peru
Walnut, IL 61376

Katherine Ganschow
221 E. Walnut Street
Walnut, IL

Helen Ganschaw
RR #2
Walnut, IL

Precinct #20

Polo High School

\$15.00 each

Arlene Blum
303 S. Union
Polo, IL 61064

Arlene Jecklin
312 E. Dixon Street
Polo, IL

Harold Johnson
RR #3
Polo, IL

Precinct #21

Ohio High School

\$10.00 each

Zelma Kerr
109 Memorial Street
Ohio, IL

Katherine Phillips
306 W. Jackson
Ohio, IL

Ivan Ivder
316 Van Buren
Ohio, IL

PRECINCT JUDGES BOARD OF TRUSTEES ELECTION APRIL 1979 (CONTINUED)

Precinct #22

Franklin Grove Town Hall

\$8.00 each

Margaret Warrenfeltz
248 N. State
Franklin Grove, IL 61031

Eileen Ramsdell
RR #1
Franklin Grove, IL

Vilas Meier
Box 217 217 E. So. St.
Franklin Grove, IL

Precinct #23

Lee Center Central Office

\$8.00 each

Mary Gagnon
Box 14
Lee Center, IL 61331

Shirley Cater
Box 17
Lee Center, IL

Betty Jahn
Box 4
Lee Center, IL

Precinct #24

Morrison High School

\$15.00 each

Marian Garvan
307 S. Jackson
Morrison, IL 61270

Mary Nice
RR #1
Morrison, IL

Robert Wilcox
203 Prospect St
Morrison, IL

Precinct #25

Thomson High School Cafeteria

\$15.00 each

Marian McKee
Box 151
Thomson, IL 61285

Mary Houzenga
RR #1 Box 98
Fulton, IL 61252

Anna Greeley
Box 96
Thomson, IL

Precinct #26

Ashton High School

\$15.00 each

Clifford Schafer
Ashton, IL 61006

Alice Greenfield
RR #1
Ashton, IL

Mabel Clark
Box 56
Ashton, IL

Precinct #27

Chadwick High School

\$12.50 each

Dorothy Johnson
RR #1 Box 43
Chadwick, IL 61014

Bernice Brown
Chadwick, IL

Marilyn Daehler
Box 153
Chadwick, IL 61014

Precinct #28

Fulton High School

\$10.00 each

Nancy Haiduck
1303 8th Ave.
Fulton, IL 61252

Phyllis Tenboer
418 N. 4th
Fulton, IL

Wilma Hoogheem
601 17th Ave.
Fulton, IL

Precinct #29

Albany Grade School

\$10.00 each

Josephine Schipper
RR #1
Fulton, IL

Karen Bitler
Box 424
Albany, IL 61230

Elinor Kennedy
Box 68
Albany, IL

PRECINCT JUDGES BOARD OF TRUSTEES ELECTION APRIL 1979 (CONTINUED)

Precinct #30

Milledgeville City Hall

\$10.00 each

Carol Frederick
121 W. 5th Street
Milledgeville, IL 61051

Kathy Munz
Box 123
Milledgeville, IL

Barbara Brubaker
Box 114
Milledgeville, IL

SAUK VALLEY COLLEGE

50
RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 26, 1979

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: Dr. George E. Cole

RE: Tenure

In regard to tenure, I would like to review my understanding of the Board's position:

- A. The Board has committed itself to the concept of cutting programs if the upcoming May 10 program is not successful.
- B. It does not seem consistent to award tenure to individuals at the college and then eliminate programs and the jobs of those individuals a few months later.
- C. At the present time we do not have a contract with the Faculty Association.
- D. It was generally agreed in executive session that the Board would not award tenure until the financial condition of the college improved.
- E. Mr. Ole Pace, Board attorney, is telling us that there should be formal Board action on this and that this action should be based on a recommendation from the President.

Granting the validity of the above assumptions, I would make the following recommendation:

Board approval of a temporary action of withholding tenure from instructional faculty members at Sauk Valley College until the financial condition of the college improves to the extent that the college Board is able to make such a commitment.

Board approval of the above will allow me to place a letter in each individual's file stating specifically that the withholding of tenure is for economic reasons and in no way is related to their competency.

SAUK VALLEY COLLEGE

1-1

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 22, 1979

MORANDUM

TO: Sauk Valley College Board of Trustees

FROM: Dr. George E. Cole

RE: Tuition Reimbursement for Classified Personnel

In earlier Board action, tuition and fees for instructional and administrative faculty were approved for payment for approved courses of study at other colleges and universities.

In accordance with our past practice of awarding classified personnel the same fringe benefits as the instructional and administrative faculty, the question has arisen whether or not it would be appropriate to pay tuition and fees for a classified employee pursuing an approved course of study. This practice has been followed in the past in a very limited number of situations.

RECOMMENDATION: Board approval to change the policy on payment of tuition and fees for approved courses of study to include classified staff, as well as instructional and administrative faculty.

Note: Since this would be a change in Board policy, it would have to be approved at the next regular meeting.

mv

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE March 1, 1979

MEMORANDUM

TO: Dr. Cole

CC: John Sagmoe

In a recent Administrative Council meeting, the question of tuition reimbursement for staff members was brought up by Dean Edison. I have received a request for consideration of a tuition reimbursement for Janet Myhre. In checking the Administrative Council meetings, it appears that no final decision was reached on this matter. I would appreciate your advice.

JES/jmb

TREASURER'S REPORT

February 28, 1979

EDUCATIONAL FUND

Balance on Hand January 31, 1979 \$ 430,490.86

Receipts:

Taxes	45.65
Charge-Back Revenue	314.48
State Equalization	58.64
Voc. Tech. Educ.-Regular	30,977.00
Federal Work Study	11,382.93
Other Federal Funds	2,311.00
Transcript Fees	106.00
Other Revenue	151.80
Exp. Credits	<u>1,268.19</u>
	46,615.69

Total Available \$ 477,106.55

Disbursements:

Expenses for February \$ 305,938.75

Balance on Hand February 28, 1979 \$ 171,167.80

BUILDING FUND

Balance on Hand January 31, 1979 \$ 63,816.91

Receipts:

Taxes	11.42
Misc. Revenue	72.00
Expenditure Credits	<u>162.98</u>
	246.40

Total Available \$ 64,063.31

Disbursements:

Expenses for February \$ 29,646.73

Balance on Hand February 28, 1979 \$ 34,416.58

SITE AND CONSTRUCTION FUND - DIXON NATIONAL BANK

Balance on Hand January 31, 1979 \$ 13,368.23

Receipts:

Facilities Revenue	5,737.75
Interest on Investm	<u>1,414.84</u>
	<u>7,152.59</u>

Total Available \$ 20,520.82

Disbursements:

Investments	<u>1,414.84</u>
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Balance on Hand February 28, 1979 \$ 19,105.98

SITE AND CONSTRUCTION FUND - HARRIS TRUST

Balance on Hand January 31, 1978 \$ 6,811.09

Receipts: -0-

Disbursements: -0-

Balance on Hand February 28, 1979 \$ 6,811.09

BOND AND INTEREST FUND #1

Balance on Hand January 31, 1979 \$ 2,002.16

Receipts:

Taxes	<u>18.66</u>
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Total Available \$ 2,020.82

Disbursements: -0-

Balance on Hand February 28, 1979 \$ 2,020.82

BOND AND INTEREST #2

Balance on Hand January 31, 1979 \$ 18,421.12

Receipts:

Taxes	<u>6.07</u>
-------	-------------

Total Available \$ 18,427.19

Disbursements: -0-

Balance on Hand February 28, 1979 \$ 18,427.19

WORKING CASH FUND

Balance on Hand January 31, 1979	\$ 16,282.20
<u>Receipts:</u>	<u>-0-</u>
<u>Disbursements:</u>	<u>-0-</u>
Balance on Hand February 28, 1979	\$ <u>16,282.20</u>

INSURANCE FUND

Balance on Hand January 31, 1979	\$ 12,135.83
<u>Receipts:</u>	<u>Taxes .76</u>
Total Available	\$ 12,136.59
<u>Disbursements:</u>	<u>-0-</u>
Balance on Hand February 28, 1979	\$ <u>12,136.59</u>

* * * * *

FUNDS INVESTED

Certificate of Deposit	B & I #1	5-20-79	\$128,725.00
Certificate of Deposit	S & C	5-23-79	105,113.47
Certificate of Deposit	Working Cash	3-31-79	208,661.25
Time-Open Deposit	B & I #2		6,056.48
Time-Open Deposit	S & C	5-28-79	100,000.00
Time-Open Deposit	B & I #1		47,795.92
Certificate of Deposit	S & C	5-19-79	50,000.00
Certificate of Deposit	B & I #1		45,000.00
Certificate of Deposit	S & C	6-18-79	200,000.00
Time-Open Deposit	S & C	11-28-79	100,000.00
Certificate of Deposit	Working Cash	3-12-79	250,701.86
Certificate of Deposit	Working Cash	4-15-79	275,843.41
Certificate of Deposit	S & C	8-16-79	201,730.71

TOTAL INVESTED

\$1,719,628.10

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

February 28, 1979

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

ASSETS:

Cash in Bank #1.....	\$ 112.22
Cash in Bank #2.....	8.07
Notes Receivable #1.....	2,940.00
Notes Receivable #2.....	1,239.00
	<u>\$4,299.29</u>

LIABILITIES & NET WORTH:

Fund Equity #1.....	\$2,838.27.....	
Net Profit #1.....	<u>213.95</u>	\$3,052.22
Fund Equity #2.....	\$1,392.18.....	
Net Loss #2.....	<u>145.11</u>	\$1,247.07
		<u>\$4,299.29</u>

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

INCOME:

Interest Income #1.....	\$ 102.45.....	
Bad Debts Repaid #1.....	<u>282.00</u>	\$ 384.45
Interest Income #2.....	\$ 24.89.....	
Bad Debts Repaid #2.....	<u>130.00</u>	\$ 154.89

EXPENSES:

Bad Debts #1.....	\$ 170.50
Bad Debts #2.....	300.00
NET PROFIT #1.....	\$ 213.95
NET LOSS #2.....	\$ (145.11)

SAUK VALLEY COLLEGE

E.O.G. WORK STUDY FUNDS

Period Ending February 28, 1979

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

Cash on Hand	\$ 93,813.67	
Workstudy Awards Receivable from Fed. Gov. 1978-79 . . .	47,135.00	
Workstudy Awards Capital 1978-79		\$147,135.00
Workstudy Awards Paid 1978-79.	86,448.41	
E.O.G. Funds Receivable from Fed. Gov. 1978-79	-0-	
Initial E.O.G. Awards Capital 1978-79.		17,346.00
Initial E.O.G. Awards Paid 1978-79	12,040.00	
Renewal E.O.G. Awards Capital 1978-79.		25,193.00
Renewal E.O.G. Awards Paid 1978-79	18,819.00	
Basic E.O.G. Awards Rec. from Fed. Gov. 1978-79.	25,831.00	
Basic E.O.G. Awards Capital 1978-79.		172,850.00
Basic E.O.G. Awards Paid 1978-79	78,038.00	
Inactive Federal Grants.	398.92	
	<u>\$362,524.00</u>	<u>\$362,524.00</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 2-28-79

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

ASSETS:

Cash in Bank	\$ 49,820.16
Petty Cash	500.00
Investments	49,868.15
Accounts Receivable - Educational Fund	139.20
Inventory 6-30-78.....	45,448.60
	<u>\$145,776.11</u>

LIABILITIES AND NET WORTH:

Accounts Payable - Student Activities Fund	\$ 560.00
Fund Equity	\$154,767.29
Net Loss	(9,551.18)
	<u>145,216.11</u>
	<u>\$145,776.11</u>

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

INCOME:

Textbook Sales	\$134,577.03
Supply Sales	14,106.25
Miscellaneous Sales	6,177.40
Paperback Sales	2,269.41
Used Book Sales	5,980.09
Sales Tax Collected	7,893.40
Other Income	253.35
Investments	<u>1,516.09</u>
	<u>\$172,773.02</u>

EXPENSES:

Textbook Purchases	\$135,697.38
Supply Purchases	8,516.43
Miscellaneous Purchases	8,133.56
Paperback Purchases	1,595.63
Used Book Purchases	4,866.65
Sales Tax Paid	7,480.75
Salaries and Wages	10,522.81
Transportation Charges	3,081.34
Supply Expense	788.92
Equipment	441.82
Travel	319.54
Telephone	95.07
Dues and Subscriptions	135.00
Other Expense	636.92
Over and Under	<u>12.38</u>
	<u>\$182,324.20</u>

NET LOSS on a cash basis without regard to inventory or
accounts payable

RESTRICTED PURPOSES FUND

February 28, 1979

Balance on Hand - January 31, 1979	\$178,222.54
February Receipts	91,310.31
J.V. 86 Write off check of Mary Jul	<u>(72.00)</u>
TOTAL FUNDS AVAILABLE DURING FEBRUARY	\$269,460.85
Cash Disbursements for February	<u>28,114.76</u>
Balance on Hand - February 28, 1979	<u>\$241,346.09</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITIES

ACTIVITIES	AMOUNT
Comprehensive Fee Income	\$ 26,878.15
Athletic Income	442.50
Drama Income	802.05
Student Activity Income	2,631.25
Student Newspaper Income	231.59
Film Income	144.80
Cash Over & Under	22.90
Other Income-Student Activity Fund Only	-0-
TOTAL INCOME	\$ 31,153.24

	BUDGET	EXPENSE
Athletic Expense	\$17,040.00	\$ 8,994.75
Cheerleaders & Pon Pom Expense	370.00	254.73
Speech Activities/Readers Theatre	4,000.00	2,340.45
Drama Expense	2,400.00	1,346.24
Music Expense	2,870.00	1,177.33
Student Activity Expense	10,035.00	4,614.73
Student Newspaper Expense	4,000.00	1,710.02
Associated Student Board	2,100.00	655.61
Musical	2,000.00	2,121.92
Women's Intercollegiate Act.	9,000.00	5,062.61
Intramurals-Coed	300.00	80.00
SVC Clubs	2,500.00	653.99
Film Commission	2,000.00	1,707.15
Art Exhibitions	300.00	95.00
Contingency Expense/Equipment	100.00	178.76
Contingencies/Non-Budgeted	1,000.00	-0-
	\$60,015.00	

TOTAL EXPENSE \$ 30,993.29

Excess of Revenue
over Expenditures as of
February 28, 1979

\$ 159.95

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

February 28, 1979

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank	Student Tuition	\$388,804.00
	Out-of District Fees	134.96
Petty Cash	Due Educational Fund	4,254.62
	Due Building Fund	106.52
Accts. Rec.	Due Student Loan Fund	262.87
	Due Bookstore	31.50
	Tuition Refunds	(10,110.06)
		\$383,484.47

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(2,012.43)
Parking	11,579.71
Recreation Room Fund	4,609.93
Student Locker Fund	196.40
Land Lab	4,259.35
Community Services	12,436.74
Child Care Center	1,494.39
EMTA Grant	(955.00)
Photography Supplies	1,461.79
LPN Supplies	407.24
Book Transaction	3.00
HEW Nurses Grant	(750.00)
Law Enforcement Grant	2,698.00
Nursing Capitation	121.05
Nursing Capitation - 1978-79	(954.36)
1978-79 Disadvantaged Grant	10,416.23
CETA Public Services	(2,688.91)
III. Humanities Grant	12.28
Miscellaneous Account	1,345.65
Student Clubs	1,854.05
Adult Learning Book Charges	177.06
Community Theatre	346.60
College Van	1,054.06
Health Student Accident Ans.	13.25
Horticulture Greenhouse	700.00
	\$ 47,826.08

FUND EQUITY

July 1, 1978	\$12,729.37
Excess of Revenue over Expenditures, as of	
February 28, 1979	159.95
TOTAL ASSETS: \$444,199.87	\$ 12,889.32
TOTAL LIABILITIES & FUND EQUITY	\$444,199.87

SAUK VALLEY COLLEGE

APPROVED BY

William E. Pege
PRESIDENT

Lorna Keefer
SECRETARY

DATE

BILLS PAYABLE

March 26, 1979

EDUCATIONAL FUND

176-000-575	CENTRAL TELEPHONE CO.	Fire Dept. Loop	3,573	\$ 252.00
192-000-544	SVC PAYROLL FUND	2-28-79 Payroll	3,574	88,985.15
	POSTMASTER	Postage meter	3,575	5,000.00
181-000-550	SVC PAYROLL FUND	3-15-79 Payroll	3,576	116,840.95
	GEORGE E. COLE	Expenses	3,577	273.47
				\$211,351.57

0,300,543.00	ALLIED ELECTRONICS CORP	SUPPLIES	3,578	144.77	
1,000,541.00	A.A.M.E.	MEMBERSHIP	3,579	35.00	
0,511,543.00	AMERICAN CRAFTS COUNCIL	SUPPLIES	3,580	60.50	
0,712,543.00	AMERICAN MEDICAL ASSN	SUPPLIES	3,581	115.8	
0,600,543.00	AMERICAN OPTICAL CORP	SUPPLIES	3,582	66.00	
0,511,543.00	A R T STUDIO	SUPPLIES	3,583	294.75	
3,000,547.00	ASHTON GAZETTE	PUB RELA	3,584	62.40	
0,400,543.00	ASSOCIATION FILMS	SUPPLIES	3,585	17.90	
0,000,545.00	ASTRONOMICAL CALENDAR	BOOK	3,586	6.75	
2,000,545.00	BAKER & TAYLOR CO	BOOKS	3,587	752.21	
3,000,545.00	BAKER & TAYLOR CO	BOOKS	3,588	464.26	
0,500,550.00	EDWARD BEATTY	TRAVEL	3,589	90.00	
2,000,593.00	BLACK HAWK COLLEGE	TUITION	3,590	60.00	
2,000,593.00	BLACK HAWK COLLEGE EAST	TUITION	3,591	660.00	
0,300,543.00	BOGOTT INDUS SUPPLY	SUPPLIES	135.47		
0,600,543.00	X X X	2.80	3,592	138.27	
0,000,545.00	R R BOWKER	BOOKS	3,593	45.00	
0,300,543.00	BUEHLER LTD	SUPPLIES	3,594	66.17	
0,811,550.01	NOAH BUNCH	TRAVEL	3,595	16.50	
0,100,550.00	DON BURTON	TRAVEL	3,596	48.00	
0,000,545.00	CAREER AIDS INC	BOOKS	3,597	116.64	
0,000,544.01	CAROLINA BIOL SUPPLY	SUPPLIES	3,598	42.29	
		VOID	3,599		
8,000,550.00	WALTER CLEVINGER	TRAVEL	26.25		
5,000,550.00	X X	76.00	3,600	102.25	
0,711,543.00	COLE PARMER CO	SUPPLIES	3,601	54.58	
5,000,541.00	COLUMBIA INTERNATIONAL	SUPPLIES	3,602	98.44	
0,300,543.00	CROWN INDUS PRODUCTS	SUPPLIES	3,603	7.46	
0,711,543.00	CURTIN MATHESON SCIENTIFIC	SUPPLIES	3,604	291.63	
3,000,547.00	THE DAILY GAZETTE	PUB RELA	3,605	501.40	
0,000,544.01	DEMCO EDUC CORP	SUPPLIES	3,606	114.60	
3,000,547.00	DIXON CAMERA SHOP	SUPPLIES	20.08		
2,900,585.00	X X X	CAMERA	320.00	3,607	340.08
0,380,543.00	DIXON GARAGE SUPPLY	SUPPLIES	3,608	122.45	
0,000,530.00	EASTMAN KODAK CO	SERVICE	3,609	58.50	
2,000,550.00	ROBERT EDISON	TRAVEL	3,610	243.81	
0,300,543.00	ELLER & WILLEY	SUPPLIES	3,611	24.40	
2,000,585.01	FISHER SCIENTIFIC CO	EQUIPMENT	3,612	682.99	
0,811,550.02	DONALD FOSTER	TRAVEL	3,613	88.65	
0,000,545.00	GALE RESEARCH CO	BOOK	3,614	42.75	

0,000,545.00	GALE RESEARCH CO	ADDTL TO #3614	3,615	1.19
3,000,550.00	RALPH GELANDER	TRAVEL	3,616	67.35
0,711,543.00	GIBCO DIAGNOSTICS	SUPPLIES	3,617	21.11
0,815,530.00	E O GIESE	WATCH REPAIRS	3,618	9.50
0,713,550.00	LEONA GROSSMAN	TRAVEL	3,619	26.01
0,100,543.00	HARCOURT BRACE JOVANOVICH	SUPPLIES	3,620	47.92
2,000,541.00	HASKELLS	SUPPLIES	3,621	25.00
0,000,544.01	HECKMAN BINDERY	SUPPLIES	3,622	29.16
0,000,544.01	HIGHSIMTH CO	SUPPLIES	3,623	40.23
0,712,550.00	JUNE HILTON	TRAVEL	3,624	156.80
0,100,543.00	HOUGHTON MIFFLIN CO	SUPPLIES	3,625	16.01
0,800,530.02	I B M	SERVICE 40.12		
2,000,539.00	X X	50.71	3,626	.90.83
5,000,562.00	I B M	EQUIP RENTAL	3,627	426.48
6,000,575.00	ILL BELL TELEPHONE CO	SERVICE	3,628	320.98
2,000,593.00	ILL CENTRAL COMM COLLEGE	TUITION	3,629	1,121.68
0,200,543.00	INTERSTATE PRINTERS	SUPPLIES	3,630	17.35
0,712,550.00	JANET KIME	TRAVEL 41.45		
0,812,550.02	X X	SUPPLIES	3,631	34.70
0,300,543.00	LANDMARK ENGINEERING	SUPPLIES 4.18		
0,100,543.00	LATTAS	EQUIP 422.70	3,633	426.88
2,000,585.01	X X	BOOKS	3,634	6.90
0,000,545.00	L E PUBLISHERS	BOOKS	3,635	3.00
0,000,545.00	MCKELDIN LIBRARY COLL	SUPPLIES	3,636	135.84
0,000,544.02	3M BUS PRODUCTS	SUPPLIES	3,637	215.67
5,000,541.00	MARKEY SCOP DATA PRODUCTS	SUPPLIES	3,638	12.14
0,600,543.00	MACMILLAN SCIENCE CO	SUPPLIES	3,639	149.70
8,000,550.00	RONALD MARLIER	TRAVEL	3,640	8.50
0,300,543.00	MEANS SERVICES	SUPPLIES	3,641	58.31
0,713,550.00	JOAN MELVIN	TRAVEL	3,642	3.50
0,000,545.00	MICHIGAN ASSN FOR MEDIA IN EDUC	BOOK		
0,000,530.00	MIDWEST VISUAL EQUIP	SERVICE 30.00		
2,000,585.00	X X X	EQUIPMENT 1338.36	3,643	1,368.36
0,100,543.00	MONROE	SUPPLIES	3,644	30.00
0,000,530.00	ED MUELLER A V	SERVICE	3,645	113.10
0,800,542.00	MULTIGRAPHICS DIVISION	SUPPLIES	3,646	20.08
0,715,543.00	MEANS SERVICES	SUPPLIES	3,647	533.75
2,000,541.00	NACUBO	SUBSCR	3,648	15.00
0,600,543.00	NASCO	SUPPLIES	3,649	53.70
2,000,541.00	NCR CORP	SUPPLIES 179.48		
5,000,562.00	X	EQUIP RENTAL 10.00	3,650	189.48
5,000,530.00	NATL COMPUTER SYSTEMS	MAINT CONTR	3,651	115.00
0,000,545.00	NATE COUNCIL ON AGING	BOOKS	3,652	13.00
0,200,543.00	NATL FARM BOOK CO	SUPPLIES	3,653	6.84
0,712,543.00	NATL LEAGUE FOR NURSING	SUPPLIES 166.50		
0,713,543.00	X X X	56.57	3,654	223.07
8,000,541.00	NATL ON CAMPUS REPORT	SUPPLIES	3,655	28.00
0,711,550.00	HAROLD NELSON	TRAVEL	3,656	46.20
0,800,530.02	NELSON OFFICE SERVICES	SERVICE	3,657	30.00
0,400,550.00	FRED NESBIT	TRAVEL	3,658	49.88
0,400,543.00	NORTHERN ILL UNIV	SUPPLIES 6.60		
0,500,543.00	X X X	14.34	3,659	20.94
3,000,547.00	OGLE COUNTY LIFE	FUB RELA	3,660	103.68
0,300,543.00	OLIVER MACHINERY CO	SUPPLIES	3,661	302.14
0,000,550.00	BETTY ORLOWSKI	TRAVEL	3,662	6.30

0.711.543.00	ORTHO DIAGNOSTICS	SUPPLIES	3,663	54.90
0.715.550.00	FRANK PALUMBO	TRAVEL	3,664	125.10
0.800.544.00	MAXINE PETERSEN	REIMB 3 HRS EQUIATED	3,665	150.00
0.300.530.00	P.E.S. INC	LIFT REPAIRS	3,666	650.15
0.000.544.02	PORTERS CAMERA STORE	SUPPLIES	3,667	439.00
3.000.547.00	THE PRINT SHOP	PUB RELA	3,668	509.30
8.300.543.00	P & W SUPPLY	SUPPLIES	3,669	170.10
8.000.545.00	QUALITY BOOKS	BOOKS	3,670	46.89
7.000.543.00	RESEARCH GRANT GUIDES	SUPPLIES	3,671	14.50
2.000.593.00	ROCK VALLEY COLLEGE	TUITION	3,672	838.25
3.000.547.00	ROCK VALLEY REVIEW	PUB RELA	3,673	32.50
0.100.543.00	SVC BOOKSTORE	SUPPLIES 13.08		
0.300.543.00	X X	39.33		
0.400.543.00	X X	.69		
0.511.543.00	X X	5.42		
0.512.543.00	X X	4.40		
0.713.543.00	X X	9.95		
0.600.543.00	X X	27.44		
0.812.541.01	X X	26.39		
0.813.543.00	X X	63.90		
0.000.544.02	X X	16.05		
8.000.541.00	X X	29.40		
1.000.541.00	X X	8.55		
7.000.543.00	X X	1.18		
0.300.543.00	SVC BUILDING FUND	GAS	3,674	245.78
8.000.550.00	JOHN SAGMOE	TRAVEL	3,675	2.98
0.300.543.00	SAW SERVICE SHOP	SUPPLIES	3,676	33.71
2.000.550.00	RONALD SCHILLING	TRAVEL	3,677	34.05
0.100.543.00	SCIENCE RESEARCH ASSOC	SUPPLIES 71.11	3,678	24.20
0.815.543.00	X X X	3.56		
0.711.543.00	SCIENTIFIC PRODUCTS	SUPPLIES	3,679	74.67
2.000.550.00	CATHERINE SEAGREN	TRAVEL	3,680	164.91
1.000.556.00	SERVOMATION CORP	ICCTA MEETING	3,681	4.20
3.000.547.00	SHEFFIELD BULLETIN	PUB RELA	3,682	148.50
0.714.550.00	STAN SHIPPERT	TRAVEL	3,683	10.00
0.813.543.00	EARL F SLAGLE & SON	POSTERS	3,684	127.50
2.000.593.00	SPAWN RIVER COLLEGE	TUITION	3,685	46.00
0.800.542.00	GLENN SPUTER	SUPPLIES	3,686	1,069.13
9.000.550.00	GEORGE STANLEY	TRAVEL	3,687	12.00
0.712.550.00	ANN STARZYK	TRAVEL 23.10	3,688	42.40
0.713.550.00	X X	25.20		
8.915.543.00	STECK VAUGHN CO	SUPPLIES	3,689	48.30
8.100.543.00	STERLING BUS MACHINES	SUPPLIES 16.50	3,690	21.01
0.800.542.00	X X X	298.37		
0.813.543.00	X X X	8.50		
1.000.541.00	X X X	5.50		
0.900.549.02	STERLING CAMERA CENTER	SUPPLIES	3,691	328.87
0.910.538.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	3,692	22.00
0.000.545.00	STECK VAUGHN CO	CASSETTE	3,693	2,216.76
0.812.550.01	JAMES STRICKLAND	MBO EXPENSES	3,694	6.24
0.712.543.00	SUNBURST	SUPPLIES	3,695	49.95
0.500.541.00	UARCO	SUPPLIES	3,696	92.40
1.081.543.00	UNIVERSITY ASSOCIATES	SUPPLIES	3,697	420.04
1.050.543.00	UNIVERSITY OF ILL	SUPPLIES	3,698	7.75
		SUPPLIES	3,699	17.59

0,000,545.00	UNIVERSITY OF SOUTHERN CAL	BOOKS	3,700	137.50
0,000,544.02	VISUAL DISPLAY	SUPPLIES	3,701	170.63
5,000,541.00	VISIBLE COMPUTER SUPPLY	SUPPLIES	3,702	32.46
0,600,543.00	WARDS NATURAL SCIENCE EST	SUPPLIES	3,703	25.81
1,000,531.00	WARD WARD MURRAY PAGE & JOHNSON	SERVICES	3,704	1,585.00
0,000,545.00	WEST PUBL CO	BOOKS	3,705	79.50
0,000,545.00	H W WILSON CO	BOOKS	3,706	60.00
1,071,543.00	WITTEK GOLF SUPPLY	SUPPLIES	3,707	53.67
2,000,585.01	WOODCRAFT SUPPLY CO	EQUIPMENT	3,708	350.00
2,000,541.00	WRITING SALES INC	SUPPLIES	3,709	234.79
2,000,544.03	XEROX CORP	SUPPLIES	3,710	469.50
2,000,544.03	DFBXN EVENING TELEGRAPH	SUPPLIES	3,711	131.81
2,000,521.00	PRUDENTIAL INS CO	APRIL PREMIUM	3,712	5,687.51
1,600,543.00	SVC PETTY CASH	SUPPLIES 5.03	3,713	8,331.28
0,813,543.00	X X	6.00		
1,000,543.00	X X	9.21		
2,000,544.00	X X	1.30		
2,000,539.00	X X	2.75	3,714	24.29
	SVC IMPREST FUND	MISC EXPENSES	3,715	1,324.62
	SVC BUILDING FUND	LOAN REPAYMENT	3,716	25,000.00

6-000-575	CENTRAL TELEPHONE CO.	Service	3,717	2,185.59
		TOTAL BILLS		66,973.93
		Cks. #3573 - 3577		211,351.57

TOTAL EDUCATIONAL FUND FOR MARCH	\$ 278,325.50
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SITE AND CONSTRUCTION FUND

390-000-584-02 Lance Construction Supplies Repairs 612 \$ 4,000.00

TOTAL SITE & CONSTRUCTION FUND FOR MARCH \$ 4,000.00

BUILDING FUND

0.000,544.00	AFFILIATED STEAM EQUIP CO	SUPPLIES	5.377	26.11
0.000,544.00	AUDIOPHILE COMMUNICATIONS	SUPPLIES	5.378	31.00
0.000,544.00	CARDINAL AUTO PARTS	SUPPLIES	5.379	22.70
0.000,544.00	C B BOILER SERVICE INC	SUPPLIES	5.380	93.30
6.000,344.00	COMMONWEALTH EDISON	SERVICE	5.381	17,845.39
0.000,544.00	CRESCENT ELECTRIC	SUPPLIES	5.382	3,399.79
0.000,544.00	THE DAILY GAZETTE	ADS	5.383	52.20
0.000,544.00	DIXON OIL CO.	SUPPLIES	5.384	4.95
0.000,544.00	DIXON PAINT CO	SUPPLIES	5.385	7.75
0.000,544.00	DODGE ELECTRIC SUPPLY	SUPPLIES	5.386	24.78
0.000,544.00	FOSCO FABRICATORS	SUPPLIES	5.387	14.66
0.000,544.00	GOLDBLATT TOOL CO	SUPPLIES	5.388	17.21
0.000,544.00	W W GRAINGER INC	SUPPLIES	5.389	19.77
0.000,550.00	GLADYS GUNTLE	TRAVEL	5.390	10.50
0.000,544.00	HIGLEY CHEMICAL CO	SUPPLIES	5.391	656.13
0.000,544.00	ILLINOIS LOCK CO	SUPPLIES	5.392	75.03
0.000,544.00	INDUSTRIAL WHEEL CO INC	DUCK CARTS	5.393	438.87
0.000,544.00	INLANDER STEINDLER PAPER CO	SUPPLIES	5.394	67.91
0.000,544.00	KIRKMAN TRANE AGENCY	SUPPLIES	5.395	47.65
0.000,544.00	KRADLES	SUPPLIES	5.396	23.56
0.000,544.00	KRADLES	SUPPLIES	5.397	34.65
0.000,544.00	LEE F S INC	SUPPLIES	5.398	481.36
0.000,544.00	MCMASTER CARR SUPPLY	SUPPLIES	5.399	15.66
1.000,530.00	DAVID MAYES	SEWAGE TESTING	5.400	165.00
1.000,530.00	MONTGOMERY ELEVATOR CO	SERVICE	5.401	4,044.44
0.000,544.00	MORGAN LINEN SERVICE	SUPPLIES	5.402	31.43
0.000,544.00	MOTT BROS CO	SUPPLIES	5.403	80.35
0.000,544.00	NAVY BRAND MFG CO	SUPPLIES	5.404	534.35
6.000,571.00	NORTHERN ILL GAS CO	SERVICE	5.405	12,719.76
7.000,544.00	OLIN WATER SERVICES	SUPPLIES	5.406	5,000.41
7.000,544.00	P & W SUPPLY CO	SUPPLIES	5.407	5.03
7.000,544.00	RATZLAFF FORD TRACTOR SALES	SUPPLIES	5.408	31.35
7.880,344.00	RYERSON STEEL	SUPPLIES	5.409	328.34
7.880,344.00	SVC BOOKSTORE	SUPPLIES	5.410	3.63
0.000,544.00	SVC EDUCATIONAL FUND	SUPPLIES	5.411	35.25
7.000,544.00	SEARS ROEBUCK & CO	SUPPLIES	5.412	51.25
7.000,544.00	STERLING BUS MACHINES	SUPPLIES	5.413	7.15
7.000,544.00	STEWART TRUCK & EQUIP	SUPPLIES	5.414	9.00
7.000,544.00	JOE TULLYS AUTO REPAIR	SUPPLIES	5.415	298.30

0.000.544.00	WESTINGHOUSE ELEC	SUPPLIES	5,416	29.22
0.000.544.00	WESTINGHOUSE ELEC	SUPPLIES	5,417	242.84
1.000.530.00	YOUNGREN'S REFRIGERATION SVC IMPREST FUND	SERVICE MISC EXPENSES	5,418	470.00
			5,419	65.67

TOTAL BUILDING FUND FOR MARCH

43,912.60

IMPREST FUND

70-000-544	Plant Engineering	Subscr.	4589	\$ 30.00
81-000-556	George E. Cole	Fruit & cheese- ECCTA meeting	4590	19.20
92-000-544	United Parcel Service	Service	4591	2.00
92-000-544	Postmaster	Bulk mailing acct.	4592	100.00
92-000-544	Postmaster	Bus. reply acct.	4593	25.00
10-812-550-01	Management Inst. Reserv.	MBO Workshop	4594	140.00
10-117-530	Jean Lennon	Honorarium	4595	20.00
10-811-550-01	AACJC Convention	Registration-Bunch - 80.00		
110-811-550-02	" "	" - Foster - 90.00	4596	170.00
270-000-544	Maurice Turnroth	Supplies	4597	5.10
120-000-544-01	Ill. Library Assn.	Supplies	4598	50.00
110-511-530	Tammy Diehl	Modeling	4599	10.00
138-000-541	IACRAO	Membership-Sagnoe, Clevenger, Pfeifer	4600	30.00
110-813-543	Mary Lou Zook	Supplies	4601	6.00
110-300-543	Consolidated Freightways	Freight charges	4602	22.19
192-000-544	Postmaster	Student Activity cards	4603	443.70
192-000-544	United Parcel Service	Service	4604	6.40
120-000-550	Ill. Audiovisual Assn.	Conference	4605	16.00
110-100-543	A.B. Dick	Supplies	4606	1.92
110-712-550-	Stronghold	ADN Retreat	4607	25.00
110-200-543	National Garden Bureau	Supplies	4608	7.50
110-100-543	Business Monthly	Supplies	4609	9.00
192-000-544	United Parcel Service	Service	4610	3.34
183-000-550	Management Inst. Reserv.	MBO Workshop	4611	140.00
138-000-550	North Central College	ISSC Seminar	4612	5.00
110-511-530	Tammy Diehl	Modeling	4613	25.00
110-100-543	Reprint Editor, Readers Digest	Supplies	4614	10.00
110-100-543	Economics Press	Supplies	4615	12.00
110-300-543	Associated Truck Lines	Freight charges	4616	19.06
192-000-544	United Parcel Service	Service	4617	6.31
270-000-544	Farm & Fleet	Supplies	4618	17.94
270-000-544	Byron Weidman	Supplies	4619	12.63
				1,390.29

EDUCATIONAL FUND - 1,324.62
BUILDING FUND - 65.67

Balance in fund - 1,633.71
Disbursements - 1,390.29
Total in fund - 3,024.00

SAUK VALLEY COLLEGE

APPROVED BY

William E. Reyle

PRESIDENT

Lorna Keefer

SECRETARY

DATE

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	66317.61	66317.61	57,020.67	9,296.94	101,608.00	35,290.39	35,290.39
DIV OF BUS CONTR SERV	2,909.00	2,909.00	2,909.00	.00	3,800.00	891.00	891.00
DIV OF BUS SUPPLIES	2,208.00	2,208.00	1,765.38	442.62	3,850.00	1,642.00	1,642.00
DIV OF BUS CONF & MEETINGS	268.87	268.87	220.87	48.00	1,148.00	879.13	879.13
FOOD SERVICES CONTR SERV	115.00	115.00	95.00	20.00	350.00	235.00	235.00
FOOD SERV SUPPLIES	106.55	106.55	106.55	.00	949.00	842.45	842.45
FOOD SERV CONF & MEETINGS	79.35	79.35	79.35	.00	212.00	132.65	132.65
DIV OF AGRIC SALARIES	4,736.35	4,736.35	8236.45	1,497.90	17,975.00	8,238.65	8,238.65
DIV OF AGRIC CONTR SERV	.00	.00	.00	.00	165.00	165.00	165.00
DIV OF AGRIC SUPPLIES	960.96	960.96	907.84	53.12	1,390.00	429.04	429.04
DIV OF AGRIC CONF & MEETINGS	.00	.00	.00	.00	468.00	468.00	468.00
DIV OF INDUS ED SALARIES	55,615.43	55,615.43	47,059.21	8,556.22	103,400.00	47,784.57	47,784.57
DIV OF INDUS ED CONTR SERV	930.35	930.35	280.20	650.15	1,900.00	969.65	969.65
DIV OF INDUS ED SUPPLIES	10028.02	10028.02	8576.81	1,451.21	12,728.00	2,699.98	2,699.98
DIV OF INDUS ED CONF & MEETINGS	753.42	753.42	753.42	.00	1,496.00	742.58	742.58
COSMETOLOGY CONTR SERV	25,123.28	25,123.28	23,012.08	2,111.20	23,256.00	1,867.29	1,867.29
COSMETOLOGY SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
COSMETOLOGY CONF & MEETINGS	7.20	7.20	7.20	.00	42.00	34.80	34.80
HUMAN SERVICES ADMIN SALARIES	13,750.11	13,750.11	12,132.45	1,617.66	19,412.00	5,661.89	5,661.89
HUMAN SERV CONTR SERV	.00	.00	.00	.00	350.00	350.00	350.00
HUMAN SERV SUPPLIES	977.40	977.40	900.07	77.33	1,200.00	222.60	222.60
HUMAN SERV CONF & MEETINGS	163.17	163.17	163.17	.00	467.00	303.83	303.83
DIV OF SOC SCI SALARIES	52,402.69	52,402.69	44,408.43	8,074.26	86,225.00	33,742.31	33,742.31
DIV OF SOC SCI SUPPLIES	1,144.38	1,144.38	947.92	196.46	1,942.00	797.62	797.62
DIV OF SOC SCI CONF & MEETINGS	768.90	768.90	719.10	49.80	952.00	183.10	183.10
CRIMINAL JUSTICE INSTR SALARIES	14,852.04	14,852.04	16,797.88	3,054.16	31,050.00	11,197.96	11,197.96
CRIM JUS CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
CRIM JUS SUPPLIES	449.84	449.84	449.84	.00	1,893.00	1,443.16	1,443.16
CRIM JUS CONF & MEETINGS	440.26	440.26	440.26	.00	850.00	409.74	409.74
LIBRARY TECH SUPPLIES	.00	.00	.00	.00	250.00	250.00	250.00
DIV OF FIRE SCIENCE CONTR SERV	28.00	28.00	28.00	.00	100.00	72.00	72.00
DIV. OF FIRE SCI SUPPLIES	1,265.10	1,265.10	1,265.10	.00	1,573.00	309.90	309.90
DIV OF FIRE SCI CONF & MEETINGS	124.35	124.35	124.35	.00	340.00	215.65	215.65
DIV OF HUMANITIES SALARIES	90,985.96	90,985.96	76,988.12	13,097.84	143,725.00	52,739.04	52,739.04
DIV OF HUMAN CONTR SERV	326.00	326.00	326.00	.00	525.00	199.00	199.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF HUMANITIES SUPPLIES	723.15	723.15	582.23	140.92	2154.00	1430.85	1430.85
DIV OF HUMAN CONF & MEETINGS	740.79	740.79	650.79	90.00	1136.00	395.21	395.21
ART DEPT SALARIES	8217.60	8517.60	7207.20	1310.40	15720.00	7207.40	7207.40
ART DEPT CONTR SERV	50.00	50.00	20.00	30.00	346.00	291.00	291.00
ART DEPT SUPPLIES	786.30	786.30	763.92	22.38	1327.00	740.70	740.70
ART DEPT CONF & MEETINGS	45.00	45.00	45.00	.00	88.00	43.00	43.00
MUSIC DEPT SALARIES	17157.14	17157.14	14517.58	2639.56	31670.00	14517.86	14517.86
MUSIC DEPT CONTR SERV	308.00	308.00	308.00	.00	735.00	427.00	427.00
MUSIC DEPT SUPPLIES	976.31	976.31	966.09	10.22	1384.00	407.69	407.69
MUSIC DEPT CONF & MEETINGS	144.65	144.65	144.65	.00	177.00	32.35	32.35
DIV OF MATH SCI SALARIES	74136.93	74136.93	66982.06	12174.92	127625.00	48485.02	48485.02
DIV OF MATH SCI CONTR SERV	455.00	455.00	455.00	.00	2735.00	2280.00	2280.00
DIV OF MATH SCI SUPPLIES	5608.39	5608.39	5338.43	269.91	8573.00	2964.61	2964.61
DIV OF MATH SCI CONF & MEETINGS	.00	.00	.00	.00	704.00	704.00	704.00
MED LAB TECH SALARIES	20266.56	20266.53	17683.26	2303.32	31000.00	10733.42	10733.42
MED LAB TECH CONTR SERV	27.66	27.66	27.66	.00	400.00	372.34	372.34
MED LAB TECH SUPPLIES	6194.17	6194.17	5594.84	599.33	7856.00	1661.83	1661.83
MED LAB TECH CONF & MEETINGS	226.80	226.80	180.60	46.20	349.00	122.20	122.20
ADN ADMIN SALARIES	15312.43	15312.43	13437.43	1875.00	20000.00	4647.92	4647.92
ADN INSTR SALARIES	28845.75	28845.75	24406.25	4437.50	67175.00	34331.25	34331.25
ADN OFC SALARIES	5297.79	5297.79	4793.21	594.56	7856.00	2555.21	2555.21
ADN CONTR SERV	20.00	20.00	20.00	.00	110.00	90.00	90.00
ADN SUPPLIES	1747.83	1747.83	1405.91	341.84	1936.00	190.17	190.17
ADN CONF & MEETINGS	7664.3	7664.3	540.08	246.35	1505.00	718.57	718.57
LPN SALARIES	42724.60	42724.60	37371.08	5353.60	62320.00	14795.32	14795.32
LPN CONTR SERV	25.00	25.00	25.00	.00	100.00	75.00	75.00
LPN SUPPLIES	1239.14	1239.14	1109.93	133.21	1308.00	68.86	68.86
LPN CONF & MEETINGS	290.86	290.86	181.34	109.57	701.00	410.14	410.14
RAD TECH SALARIES	11730.00	11730.00	10350.00	1380.00	16560.00	4830.00	4830.00
RAD TECH CONTR SERV	.00	.00	.00	.00	900.00	900.00	900.00
RAD TECH SUPPLIES	940.38	940.38	919.68	20.70	2225.00	1884.62	1884.62
RAD TECH CONF & MEETINGS	562.21	562.21	434.71	127.50	1169.00	606.79	606.79
DIV OF PHYS ED SALARIES	20894.64	20894.64	17680.08	3214.56	38575.00	17680.36	17680.36
DIV OF PHYS ED SUPPLIES	1410.08	1410.08	809.61	600.47	2159.00	745.92	745.92
DIV OF PHYS ED CONF & MEETINGS	189.65	189.65	64.55	125.10	354.00	144.35	144.35
NURSE AID CONTR SERV	.00	.00	.00	.00	30.00	30.00	30.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
NURSE AID SUPPLIES		.00		.00	35.00	35.00	35.00
PART TIME OVERLOAD SALARIES-BUNCH	8,040.00	8,040.00	4,668.00	3,172.00	20,025.00	11,985.00	11,985.00
NIGHT PREMIUMS-BUNCH	200.00	200.00	200.00	.00	200.00 CR	200.00 CR	200.00 CR
PART TIME OVERLOAD-SAGMOE	5,917.50	5,917.50	6,162.00	750.50 CR	3,800.00	2,117.50 CR	2,117.50 CR
PART TIME OVERLOAD+STRICKLAND	76,649.49	76,649.49	52,381.86	24,267.63	103,000.00	26,350.51	26,350.51
NIGHT PREMIUMS-STRICKLAND	1,300.00	1,300.00	1,300.00	.00	1,300.00 CR	1,300.00 CR	1,300.00 CR
SUMMER SESSION SALARIES	73,928.00	73,928.00	73,928.00	.00	80,775.00	6,847.00	6,847.00
INSTR SECUR SALARIES	13,983.18	13,983.18	12,427.41	1,555.77	27,542.00	13,558.82	13,558.82
WORKROOM CONTR SERV	1,499.50	1,499.50	1,499.50	.00	1,150.00	349.50 CR	349.50 CR
INSTR UNALLOCATED CONTR SERV	617.94	617.94	547.82	70.12	1,750.00	1,132.06	1,132.06
FACULTY IN SERVICE TRAINING	45.90	45.90	45.90	.00	5,000.00	4,954.10	4,954.10
WORKROOM SUPPLIES	503.19	503.19	319.90	183.29	750.00	246.81	246.81
FACULTY OFFICE SUPPLIES	380.00	380.00	341.45	38.55	800.00	420.00	420.00
INSTITUTIONAL COMMITTEES	91.59	91.59	91.59	.00	200.00	108.41	108.41
TUITION REIMBURSEMENT	3,039.15	3,039.15	2,889.15	150.00	7,500.00	4,460.85	4,460.85
ARTS & SCI DEAN SALARY	19,125.00	19,125.00	16,875.00	2,250.00	27,000.00	7,875.00	7,875.00
ASST DEAN SALARY	15,986.99	15,986.99	14,106.17	1,880.82	22,570.00	6,583.01	6,583.01
ARTS & SCI SECUR SALARY	6,001.57	6,001.57	5,287.75	713.82	8,566.00	2,564.43	2,564.43
ARTS & SCI FED WORK STUDY	15,440.11	15,440.11	12,725.15	2,714.96	22,577.00	7,136.89	7,136.89
STUDENT TUTORS	2,274.00	2,274.00	1,839.00	435.00	3,300.00	1,026.00	1,026.00
ARTS & SCI DEAN SUPPLIES	679.22	679.22	596.19	83.03	1,125.00	445.78	445.78
ASST DEAN SUPPLIES	340.60	340.60	295.57	45.03	400.00	59.40	59.40
DEAN CONF & MEETINGS	216.06	216.06	119.56	96.50	262.00	45.94	45.94
ASST DEAN CONF & MEETINGS	577.92	577.92	399.27	178.65	656.00	78.08	78.08
CAREER ED DEAN SALARY	7,797.06	7,797.06	7,797.06	.00	26,500.00	18,702.34	18,702.34
ASST DEAN SALARY	15,541.61	15,541.61	13,624.93	1,916.66	20,000.00	4,458.39	4,458.39
CAREER ED SECUR SALARY	6,538.56	6,538.56	5,769.32	769.24	9,231.00	2,692.44	2,692.44
CAREER ED FED WORK STUDY	10,227.49	10,227.49	8,264.07	1,963.42	14,380.00	4,152.51	4,152.51
SVC STUDENT EMPLOYEES	3,133.81	3,133.81	2,869.81	244.00	6,000.00	2,866.19	2,866.19
CAREER ED DEAN SUPPLIES	684.92	684.92	534.85	150.07	1,800.00	1,115.08	1,115.08
ACTING ASST DEAN SUPPLIES	287.32	287.32	252.43	34.89	750.00	462.68	462.68
DEAN CONF & MEETINGS	893.71	893.71	703.76	189.95	1,275.00	381.29	381.29
ACTING ASST DEAN CONF & MEETINGS	277.05	277.05	243.40	33.65	382.00	104.95	104.95
COMMUNITY ED ADMIN SALARIES	15,470.00	15,470.00	13,650.00	1,820.00	21,840.00	6,370.00	6,370.00
COMM ED INSTR SALARIES	38,720.00	38,720.00	37,415.00	1,305.00	68,000.00	24,280.00	24,280.00
COMM SERV COORDINATORS	3,440.00	3,440.00	3,440.00	.00	6,000.00	2,560.00	2,560.00
COMM ED SECUR SALARIES	4,706.31	4,706.31	4,111.73	594.58	7,135.00	2,428.69	2,428.69

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
COMM ED CONTR SERV	628.00	628.00	628.00	.00	3,000.00	2,372.00	2,372.00
COMM ED SUPPLIES	1,882.41	1,882.41	1,586.97	295.44	2,000.00	117.59	117.59
COMM ED CONF & MEETINGS	628.25	628.25	628.25	.00	1,530.00	901.75	901.75
ACADEMIC SKILLS SALARIES	16,453.06	16,453.06	13,921.82	2,531.24	45,100.00	28,646.94	28,646.94
ACADEM SKILLS FED WORK STUDY	2,226.84	2,226.84	1,796.78	430.06	3,200.00	973.16	973.16
ACADEM SKILLS CONTR SERV	152.25	152.25	142.75	.50	400.00	247.75	247.75
ACADM SKILLS SUPPLIES	3,042.25	3,042.25	2,984.04	58.21	3,000.00	422.25 CR	422.25 CR
ACADEM SKILLS CONF & MEETINGS	178.60	178.60	178.60	.00	255.00	76.40	76.40
HONORS PROGRAM CONTR SERV		.00		.00	200.00	200.00	200.00
HONORS PROGRAM SUPPLIES		.00		.00	200.00	200.00	200.00
HONORS PROGRAM CONF & MEETINGS	112.89	112.89	112.89	.00	510.00	397.11	397.11
LCG ADMIN SALARIES	14,166.61	14,166.61	12,499.95	1,666.66	20,000.00	5,633.39	5,633.39
LCG PROF SALARIES	24,293.62	24,293.62	20,556.14	3,737.48	44,850.00	20,556.38	20,556.38
LCG SECR SALARIES	15,914.81	15,914.81	14,000.67	1,914.14	23,451.00	7,536.19	7,536.19
LCG FED WORK STUDY	6,105.41	6,105.41	5,125.58	979.83	9,300.00	3,194.59	3,194.59
LCG CONTR SERV	1,305.39	1,305.39	1,103.79	201.60	3,500.00	2,194.61	2,194.61
LCG SUPPLIES	6,080.84	6,080.84	5,752.86	327.98	8,300.00	2,214.16	2,214.16
AV SUPPLIES	4,483.27	4,483.27	3,844.29	638.98	6,400.00	1,916.73	1,916.73
XEROX SUPPLIES	2,914.36	2,914.36	2,021.90	892.46 CR	2,000.00	4,914.36	4,914.36
LIBRARY BOOKS	18,003.37	18,003.37	16,218.04	1,785.33	25,000.00	6,996.63	6,996.63
LCG CONF & MEETINGS	215.38	215.38	193.08	22.30	510.00	294.62	294.62
ADM & REC PROF SALARIES	11,020.48	11,020.48	11,020.48	.00	10,150.00	870.48 CR	870.48 CR
ADM & REC SECR SALARIES	20,557.53	20,557.53	18,139.81	2,417.72	29,013.00	6,455.47	6,455.47
ADM & REC FED WORK STUDY	3,185.35	3,185.35	2,802.57	382.78	4,500.00	1,314.65	1,314.65
ADM & REC CONTR SERV	415.00	415.00	415.00	.00	390.00	25.00 CR	25.00 CR
ADM & REC SUPPLIES	2276.31	2276.31	2,201.33	74.93	6,000.00	3,723.69	3,723.69
ADM & REC CONF & MEETINGS		.00		.00	425.00	425.00	425.00
COUNSELING SALARIES	44,957.97	44,957.97	39,339.65	5,618.32	67,420.00	22,462.03	22,462.03
COUNSELING SECR SALARIES	4,761.19	4,761.19	4,166.61	594.58	7,135.00	2,373.81	2,373.81
HEALTH SERVICES SUPPLIES		.00		.00	300.00	300.00	300.00
FINANCIAL AIDS PROF SALARIES	15,051.99	15,051.99	13,261.17	1,770.82	21,250.00	6,198.01	6,198.01
FIN AIDS SECR SALARIES	5,498.67	5,498.67	4,851.77	646.90	7,763.00	2,264.33	2,264.33
STUDENT SERV ADMIN SALARIES	18,275.00	18,275.00	16,125.00	2,150.00	25,800.00	7,525.00	7,525.00
STUDENT SERV SECR SALARIES	6,094.61	6,094.61	5,324.95	769.66	4,236.00	3,141.39	3,141.39
STUDENT SERV FED WORK STUDY	3,285.99	3,285.99	2,647.41	4,385.79	40,035.00	7,175.09	7,175.09
COACHING & OTHER SALARIES	6,762.50	6,762.50	4,175.00	2,587.50	9,300.00	2,537.50	2,537.50
STUDENT SERV CONTR SERV	132.33	132.33	132.33	.00	300.00	167.67	167.67

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV SUPPLIES	4,097.18	4,097.18	3,756.78	340.40	4,000.00	4,902.82	4,902.82
STUDENT RECRUITMENT	192.00	192.00	192.00	.00	2,000.00	1,808.00	1,808.00
COMMENCEMENT	274.59	274.59	274.59	.00	5,000.00	4,725.41	4,725.41
STUDENT SERV CONF & MEETINGS	1,671.53	1,671.53	1,456.87	214.66	3,655.00	1,983.47	1,983.47
VETERANS GRANT PROF SALARIES	10,483.24	10,483.24	9,249.92	1,233.32	14,800.00	4,316.76	4,316.76
VETERANS GRANT SECR SALARIES	4,611.25	4,611.25	4,068.75	542.50	6,510.00	1,898.75	1,898.75
VETERANS GRANT SUPPLIES	622.55	622.55	591.79	30.76	2,500.00	1,877.45	1,877.45
VETERANS GRANT CONF & MEETINGS	832.10	832.10	789.70	42.40	1,020.00	187.90	187.90
PUBLIC SERV SALARIES		.00		.00	3,500.00	3,500.00	3,500.00
PUB SERV CONTR SERV		.00		.00	500.00	500.00	500.00
PUB SERV SUPPLIES		.00		.00	500.00	500.00	500.00
SERVICE STAFF SALARIES	18,226.746	18,226.746	16,104.604	2,122.142	27,641.00	9,414.254	9,414.254
MAINT FED WORK STUDY-BOYS	22,376.16	22,376.16	20,261.98	2,114.18	74,493.00	52,116.84	52,116.84
MATRONS FED WORK STUDY	6,976.28	6,976.28	6,379.54	596.74		6,976.28 CR	6,976.28 CR
TELEPHONE	1,4903.31	1,4903.31	1,2244.05	265.926	24,000.00	9,096.69	9,096.69
PRESIDENTS SALARY	24,791.61	24,791.61	21,874.95	2,916.66	35,000.00	10,208.39	10,208.39
PRES SECR SALARY	8,179.06	8,179.06	7,216.82	962.24	11,797.00	3,617.94	3,617.94
PRES FED WORK STUDY	3,048.02	3,048.02	2,622.53	425.49	2,465.00	583.02 CR	583.02 CR
PRES OFC CONTR SERV		.00		.00	100.00	100.00	100.00
PRES OFC SUPPLIES	2,144.84	2,144.84	1,918.86	225.98	3,000.00	655.16	655.16
PRES CONF & MEETINGS	1,707.33	1,707.33	1,433.86	273.47	2,125.00	417.67	417.67
SPECIAL AFFAIRS	713.43	713.43	545.73	167.70	1,500.00	786.52	786.52
BUS OFC ADMIN SALARIES	22,808.24	22,808.24	20,124.92	2,683.32	32,200.00	4,391.76	4,391.76
BUS OFC PROF SALARIES	15,229.11	15,229.11	13,437.45	1,791.66	21,500.00	6,270.89	6,270.89
BUS OFC SECR SALARIES	30,526.47	30,526.47	27,258.77	3,267.70	50,775.00	20,248.53	20,248.53
BUS OFC FED WORK STUDY	5,054.36	5,054.36	4,689.11	365.25	4,900.00	4,845.64	4,845.64
BUS OFC CONTR SERV	2,753.38	2,753.38	2,753.38	.00	3,575.00	821.62	821.62
BUS OFC SUPPLIES	2,429.21	2,429.21	1,999.81	429.40 CR	7,500.00	4,929.21	4,929.21
BUSOFC CONF & MEETINGS	719.15	719.15	446.94	272.21	1,700.00	980.85	980.85
PUB RELA ADMIN SALARIES	14,733.24	14,733.24	12,999.92	1,733.32	20,800.00	6,066.76	6,066.76
PUB RELA SECR SALARIES	789.35	789.35	679.80	109.55	6,505.00	5,715.65	5,715.65
PUB RELA SUPPLIES	28,226.42	28,226.42	21,079.97	7,146.45	43,000.00	14,773.58	14,773.58
PUB RELA CONF & MEETINGS	509.50	509.50	307.15	207.35	638.00	128.50	128.50
AUDITING & LEGAL	10,428.07	10,428.07	8,843.07	1,585.00	13,000.00	2,571.93	2,571.93
ELECTIONS & OTHER SUPPLIES	3,256.91	3,256.91	3,243.20	13.71	5,000.00	1,743.09	1,743.09
BOARD CONF & MEETINGS	353.11	353.11	353.11	.00	1,700.00	1,346.89	1,346.89
INSTITUTIONAL SECR SALARIES	5,390.36	5,390.36	4,756.20	634.16	7,610.00	2,219.64	2,219.64

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
GROUP HEALTH & LIFE INS	85,983.56	85,983.58	78,039.29	7,944.29	132,900.00	46,916.42	46,916.42
UNEMPLOYMENT COMP	3,230.15	3,230.15	3,230.15	.00	14,000.00	10,769.85	10,769.85
UNALLOCATED INSTITU CONTR SERV	850.58	850.58	797.12	53.46	2,100.00	1,249.42	1,249.42
FACULTY ASSN SUPPLIES	210.76	210.76	193.25	17.51	200.00	10.76 CR	10.76 CR
POSTAGE	16,382.70	16,382.70	10,794.65	5,586.05	27,300.00	10,917.30	10,917.30
PUBLICATIONS & DUES	3,974.00	3,974.00	3,974.00	.00	6,200.00	2,226.00	2,226.00
ADVERTISING	308.76	308.76	308.76	.00	550.00	241.24	241.24
RECRUITMENT	787.34	787.34	787.34	.00	2,000.00	1,212.66	1,212.66
GENERAL INSURANCE	31,736.31	31,736.31	31,756.20	19,89 CR	32,000.00	263.69	263.69
CAPITAL OUTLAY	6,058.64	8,058.64	6,400.28	1,658.36	26,476.00	18,417.36	18,417.36
STATE VOC EQUIPMENT	8,576.91	8,576.91	7,121.22	1,455.69	8,576.91 CR	8,576.91 CR	8,576.91 CR
TUITION CHARGE BACK	10,670.66	10,670.66	6,921.60	3,749.06	15,000.00	4,329.34	4,329.34
INSTITUTIONAL RES SUPPLIES	73.26	73.26	61.71	11.55	1,000.00	926.74	926.74
INSTITU RES CONF & MEETINGS	56.30	56.30	56.30	.00	425.00	368.70	368.70
DATA PROC PROF SALARIES	37,924.21	37,924.21	33,174.31	4,749.90	53,066.00	15,141.79	15,141.79
DATA PROC NON ACADEM SALARIES	5,184.17	5,184.17	4,574.27	604.90	7,319.00	2,134.83	2,134.83
DATA PROC FED WORK STUDY	2,304.46	2,304.46	2,029.95	274.51	3,800.00	1,495.54	1,495.54
DATA PROC CONTR SERV	10,017.65	10,017.65	9,902.65	115.00	10,908.00	890.35	890.35
DATA PROC SUPPLIES	3,052.67	3,052.67	2,483.87	568.80	3,600.00	547.33	547.33
DATA PROC CONF & MEETINGS	284.80	284.80	208.80	76.00	850.00	565.20	565.20
DATA PROC EQUIP RENTAL	23,873.06	23,873.06	23,436.58	436.48	44,620.00	20,746.94	20,746.94
GRANTS OFC SUPPLIES	437.64	437.64	437.64	.00	2,000.00	1,562.36	1,562.36
GRANTS OFC CONF & MEETINGS	241.68	241.68	241.68	.00	850.00	608.32	608.32
AFFIRM ACTION CONTR SERV	25.05	25.05	25.05	.00	250.00	224.95	224.95
AFFIRM ACTION SUPPLIES	177.92	177.92	145.10	32.82	400.00	222.08	222.08
AFFIRM ACTION CONF & MEETINGS	95.85	95.85	95.85	.00	850.00	754.15	754.15
CONTINGENCIES		.00		.00	14,375.00	14,375.00	14,375.00

1.953.424.07 T 1.953.424.07 T 1.701.360.74 T 252.057.33 T 3.102.963.00 T 1.144.538.93 T 1.144.538.93 T

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG & MAINT SUPPLIES	22,275.63	22,275.63	10012.46	12,263.17	52,000.00	29,724.37	29,724.37
MAINT CONF & MEETINGS	294.15	294.15	283.65	.00	638.00	343.85	343.85
SERVICE EQUIPMENT	.00			.00	8500.00	8500.00	8500.00
MAINT CONTR SERV	18,688.44	18,688.44	17,649.00	1,039.44	29,700.00	11,011.56	11,011.56
GAS	64,459.13	64,459.13	51,868.01	12,591.12	93,060.00	28,600.87	28,600.87
ELECTRIC	64,571.42	64,571.42	51,726.03	17,845.39	112,000.00	42,428.58	42,428.58
RENTAL CHARGES	531.00	531.00	531.00	.00	500.00	31.00 CR	31.00 CR
CONTINGENCIES	.00			.00	15,000.00	15,000.00	15,000.00

175,819.77 T 175,819.77 T 132,070.15 T 43,749.62 T 311,398.00 T 135,578.23 T 135,578.23 T

SITE & CONSTRUCTION FUND

SITE IMPROVEMENT	66,645.85	66,645.85	66,645.85	.00	25,000.00	41,645.85 CR	41,645.85 CR
NEW BLDGS & ADDITIONS	.00			.00	25,000.00	25,000.00	25,000.00
BLDG IMPROVEMENTS	.00			.00	75,000.00	75,000.00	75,000.00
BLDG REPAIRS	6,175.00	6,175.00	2,175.00	4,000.00	.00	6,175.00 CR	6,175.00 CR
BLDG REPAIRS LITTLE THEATRE	2,239.31	2,239.31	2,239.31	.00	.00	2,239.31 CR	2,239.31 CR
BLDG REPAIRS DEMAND CONTROLLERS	1,554.00	1,554.00	1,554.00	.00	.00	1,554.00 CR	1,554.00 CR
OFFICE EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
INSTR EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
SERVICE EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
OTHER CAPITAL OUTLAY	.00			.00	20,000.00	20,000.00	20,000.00

76,614.16 T 76,614.16 T 72,614.16 T 4,000.00 T 175,000.00 T 98,385.84 T 98,385.84 T

BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT	225,000.00	225,000.00	225,000.00	.00	225,000.00	.00	.00
INTEREST	35,325.00	35,325.00	35,325.00	.00	66,600.00	31,275.00	31,275.00
OTHER FIXED CHARGES	138.12	138.12	138.12	.00	500.00	361.88	361.88

260,463.12 T 260,463.12 T 260,463.12 T .00 T 292,100.00 T 316,368.87 T 316,368.87 T

BOND & INTEREST #2

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DEBT PRINCIPAL RETIREMENT	90.000.00	90.000.00	90.000.00	.00	90.000.00	.00	.00
INTEREST	4.800.00	4.800.00	4.800.00	.00	4.800.00	.00	.00
OTHER CHARGES	.00			.00	100.00	100.00	100.00
	94.800.00T	94.800.00T	94.800.00T	.00T	94.900.00T	100.00T	100.00T
<u>WORKING CASH FUND</u>							
MISC EXPENSES		.00		.00	250.00	250.00	250.00
	.00T	.00T	.00T	.00T	250.00T	250.00T	250.00T
<u>INSURANCE FUND</u>							
INSURANCE EXPENSE		.00		.00	12000.00	12000.00	12000.00
	.00T	.00T	.00T	.00T	12000.00T	12000.00T	12000.00T

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
CURRENT TAXES	728,082.31	728,082.31	728,036.66	45.65	733,788.00	5,705.69	5,705.69
BACK TAXES	2,982.07	2,982.07	2,982.07	.00	2,982.07 CR	2,982.07 CR	2,982.07 CR
CHARGE BACK REVENUE	7,237.65	7,237.65	6,923.17	314.48	12,000.00	4,762.35	4,762.35
SUMMER STATE APPORT	105,389.54	105,389.54	105,389.54	.00	100,844.00	4,545.54 CR	4,545.54 CR
FALL STATE APPORT	472,304.46	472,304.46	472,304.46	.00	578,295.00	105,990.54	105,990.54
SPRING STATE APPORT	167.86 ▷	167.86 CR	167.86 ▷	.00	517,973.00	518,140.86	518,140.86
ICCB EQUALIZATION GRANT	1,093.20	1,093.20	1,034.56	58.64	1,200.00	106.80	106.80
VOC ED REG REIMB	43,752.00	43,752.00	12,775.00	30,977.00	95,000.00	51,248.00	51,248.00
VOC ED EQUIP REIMB	1,017.00 ▷	1,017.00 CR	1,017.00 ▷	.00	5,188.00	6,205.00	6,205.00
STATE WORK STUDY	.00			.00	12,500.00	12,500.00	12,500.00
OTHER ILLINOIS REVENUE	597.26 ▷	597.26 CR	597.26 ▷	.00	8,817.00	9,414.26	9,414.26
HEW TITLE 2	.00			.00	3,800.00	3,800.00	3,800.00
VETERANS COST OF INSTR	.00			.00	14,737.00	14,737.00	14,737.00
FEDERAL WORK STUDY	74,944.01	74,944.01	68,561.08	11,382.93	141,377.00	61,432.99	61,432.99
VETERANS REPORTING FEE	2,311.00	2,311.00		2,311.00	8,500.00	6,189.00	6,189.00
SUMMER TUITION	66,943.88	66,943.88	66,943.88	.00	66,830.00	113.88 CR	113.88 CR
FALL TUITION	336,228.37	336,228.37	336,228.37	.00	367,101.00	30,672.63	30,872.63
SPRING TUITION	.00			.00	327,778.00	327,778.00	327,778.00
GRADUATION FEES	.00			.00	600.00	600.00	600.00
TRANSCRIPT FEES	726.50	726.50	620.50	106.00	700.00	26.50 CR	26.50 CR
PUBLIC SERVICES INCOME	.00			.00	4,500.00	4,500.00	4,500.00
INTEREST ON INVESTMENTS	.00			.00	100.00	100.00	100.00
OTHER REVENUE	3,172.58	3,172.58	3,020.78	151.80	100.00	3,072.58 CR	3,072.58 CR

1.844,385.45 T 1.844,385.45 T 1.803,037.95 T 45,347.50 T 3,001,728.00 T 1,153,342.55 T 1,153,342.55 T

BUILDING FUND

CURRENT TAXES	182,019.62	182,019.62	182,008.20	11.42	183,447.00	1,427.38	1,427.38
BACK TAXES	745.51	745.51	745.51	.00	745.51 CR	745.51 CR	745.51 CR
INTEREST ON INVESTMENTS	.00			.00	100.00	100.00	100.00
MISC REVENUE	721.00	721.00	649.00	72.00	900.00	179.00	179.00

183,466.13 T 183,486.13 T 183,402.71 T 83,42 T 184,447.00 T 960.87 T 960.87 T

SITE & CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANNEXTER REVENUE	37,912.00	37,912.00	33,174.25	4,737.75	44,850.00	11,938.00	11,938.00
UNIT 5 REVENUE	8,000.00	8,000.00	7,000.00	1,000.00	12,000.00	4,000.00	4,000.00
INTEREST ON INVESTMENTS	43,677.72	43,677.72	26,070.28	17,607.44	25,000.00	18,677.72 CR	18,677.72 CR

BOND & INTEREST FUND #1

CURRENT TAXES	297,615.89	297,615.89	297,597.23	.00	294,936.00	2,320.11	2,320.11
BACK TAXES	1,322.89	1,322.89	1,322.89	.00	.00	1,322.89 CR	1,322.89 CR
INTEREST ON INVESTMENTS	8,591.94	8,591.94	8,591.94	.00	6,000.00	2,591.94 CR	2,591.94 CR

BOND & INTEREST FUND #2

CURRENT TAXES	96,762.08	96,762.08	96,756.01	.07	97,471.00	708.92	708.92
BACK TAXES	506.67	506.67	506.67	.00	.00	506.67 CR	506.67 CR
INTEREST ON INVESTMENTS	1,472.17	1,472.17	1,472.17	.00	50.00	1,422.17 CR	1,422.17 CR

WORKING CASH FUND

INTEREST ON INVESTMENTS	38,690.28	38,690.28	38,690.28	.00	10,000.00	28,690.28 CR	28,690.28 CR
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INSURANCE FUND

CURRENT TAXES	12,136.59	12,136.59	12,135.83	.76	12,058.00	78.59 CR	78.59 CR
	12,136.59 T	12,136.59 T	12,135.83 T	.76 T	12,056.00 T	78.59 CR	78.59 CR

GAUK VALLEY COLLEGE

APPROVED BY

William E. Peagle
PRESIDENT

Lorna Keefer
SECRETARY
DATE