



## SAUK VALLEY COLLEGE

*R. R. 1 Dixon, Illinois* / 61021 Area 815 288-5511

BUDGET WORKSHOP.....6:00 p.m.

May 12, 1980

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Third Floor Conference Room, 3L14  
May 12, 1980 8:00 p.m.

A. ROLL CALL

B. Call to Order

C. Budget Workshop (6:00 to 8:00 p.m.)

D. Recommended Actions:

- 1) Approval of minutes as submitted
- 2) Seating of new student trustee
- 3) Approval of 1980-82 catalog
- 4) Personnel matters
  - a) Resignation of June Hilton

E. Old Business:

- 1) Financial Aids office move
- 2) College Concerns committee

F. New Business:

- 1) Clerical and support staff raises
- 2) Administrative pay raises
- 3) Other items

G. President's Report:

- 1) Report of student trustee
- 2) Committee meeting minutes
- 3) Tennis team recognition
- 4) Draft of ICCB visitation
- 5) Draft of North Central visitation

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 12, 1980

## MEMORANDUM

TO: Sauk Valley College Board of Trustees  
FROM: Dr. George E. Cole  
RE: Board Budget Workshop

Attached are the materials for the Board Budget Workshop scheduled for 6:00 p.m. on Monday, May 12.

Each Dean was asked to provide enrollment figures for his area of responsibility with special emphasis on the number of sections scheduled, use of part-time and overload funds, and enrollment trends. Recognizing the extreme differences in the instructional areas, it was felt that the most meaningful comparison would be to compare each area to itself over a period of several years. In addition to enrollment trends, each department was asked to justify or give rationale for their equipment requests.

You have already received a summary of finance and enrollment figures for the period of 1971-72 through to the present time. If after reading the material you have any further questions, please feel free to call my office.

mv  
encs.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1980

## MEMORANDUM

TO: Dr. Cole

FROM: Jim Strickland

RE: Board Budget Workshop  
May 12, 1980

Attached are three documents relating to the Workshop:

1. The first is an Analysis from the Fall 1974 through the Spring 1980, indicating the number of full-time and part-time faculty, the student credit hours generated, and the number of sections.

The variance in the number of sections is typically not significant, because a class that is both laboratory and lecture listed as a BT would be one section, then the next semester it could be listed separately (a lecture and a laboratory section) and therefore be counted as two sections.

2. The second is a Student Credit Hour Production of each faculty member, covering a comparable period to that above.
3. The third exhibit is a Priority Rating on equipment requested for Career Education 1980-81. Number One is high priority, Number Three is lowest.

I will be available for questions when the Workshop is in session.

Tomorrow, I will have another information sheet for you on equipment requested, by Program Area.

lm  
enc

CAREER EDUCATION  
 PART-TIME - FULL-TIME CREDIT HOURS  
 NUMBER OF SECTIONS  
 FALL 1974 THRU SPRING 1980  
 MAY 12, 1980

	Fall 1974	Spring 1975	Fall 1975	Spring 1976	Fall 1976	Spring 1977	Fall 1977	Spring 1978	Fall 1978	Spring 1979	Fall 1979	Spring 1980
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AGRICULTURE

F-T Faculty	1	1	1	1	2	2	1	1	1	1	1	1
P-T Faculty	3	3	4	6	2	3	3	4	5	4	4	4
Stu Cr Hrs F-T	169	168	199	204	144	188	179	109	209	218	189	201
Stu Cr Hrs P-T	174	180	285	399	198	297	119	185	235	165	174	88
No. of Sections	14	12	14	15	14	19	18	14	16	11	15	13

BUSINESS

F-T Faculty	5	5	6	6	7	7	7	7	6	5	5	5
P-T Faculty	11	12	14	23	9	11	12	14	16	20	17	21
Stu Cr Hrs F-T	1963	2359	2820	2666	3004	2600	3193	2392	2715	1931	2162	1760
Stu Cr Hrs P-T	1001	1152	1778	1487	768	1035	1198	1290	1130	1468	1356	1283
No. of Sections	76	64	87	85	125	91	110	138	122	138	110	114

HEALTH

NURSING ADN-LP

F-T Faculty	7	7	9	10	9	9	8	8	9	9	10	9
P-T Faculty	0	0	0	0	0	0	5	5	3	7	7	12
Stu Cr Hrs F-T	1406	2116	1669	1663	1876	1679	1946	1363	1478	1426	1472	1420
Stu Cr Hrs P-T	0	0	138	0	0	0	292	132	82	262	391	671
No. of Sections	23	14	47	33	48	32	39	34	56	43	35	63

Med Lab Tech

F-T Faculty	1	1	1	1	1	1	1	1	2	2	2	2
P-T Faculty	0	4	0	5	1	5	2	6	1	5	0	4
Stu Cr Hrs F-T	199	112	240	124	80	248	212	122	202	240	246	222
Stu Cr Hrs P-T	0	0	0	0	148	56	70	113	9	64	0	72
No. of Sections	9	8	7	8	14	14	16	21	19	18	21	17

Fall 1974	Spring 1975	Fall 1975	Spring 1976	Fall 1976	Spring 1977	Fall 1977	Spring 1978	Fall 1978	Spring 1979	Fall 1979	Spring 1980
1	1	1	1	1	1	1	1	1	1	1	1
5	4	4	4	4	4	5	4	4	4	8	9
143	111	138	111	130	100	125	110	142	150	173	156
0	0	0	0	46	22	46	42	52	50	54	52
9	11	11	9	5	12	13	13	14	15	17	16

## INDUSTRIAL/TECHNICAL

F-T Faculty	4	4	6	6	6	6	7	7	7	7	7	7
P-T Faculty	5	6	11	12	14	13	10	9	10	12	11	16
Stu Cr Hrs F-T	868	1028	2242	1869	2016	2113	1902	1559	1933	1633	1686	1873
Stu Cr Hrs P-T	374	410	1004	1272	1253	1101	687	787	378	563	484	542
No. of Sections	34	40	58	72	75	77	59	67	96	85	82	96

CRIMINAL JUSTICE

F-T Faculty	1	2	2	2	2	2	2	2	2	2	2	2
P-T Faculty	4	3	2	2	3	7	2	3	2	5	3	4
Stu Cr Hrs F-T	402	625	894	702	379	317	428	453	429	455	423	468
Stu Cr Hrs P-T	255	269	117	210	191	531	168	186	75	213	144	180
No. of Sections	9	17	13	14	12	15	11	16	13	17	17	14

#### FIRE CONTROL.

<u>TIME SCHEDULE</u>											
F-T Faculty	3	4	3	3	3	3	1	1	4	0	0
Stu Cr Hrs P-T	52	72	144	60	83	50	80	44	96	0	0
No of Sections	3	9	4	3	3	4	5	4	4	0	0

## COSMETOLOGY

Faculty	Listed only as Keith Renner (owner)											
Stu Cr Hrs	416	328	328	472	484	640	464	528	532	452	296	395
No of Sections	7	6	10	10	10	12	11	12	8	12	14	12

## FOOD SERVICE

P-T Faculty only	1	1	5	5	5	5	4	4	5	5
Stu Cr' Hrs P-T	46	112	205	233	179	145	86	128	128	143
No of Sections	2	6	10	11	7	11	8	5	7	6

	Fall 1974	Spring 1975	Fall 1975	Spring 1976	Fall 1976	Spring 1977	Fall 1977	Spring 1978	Fall 1978	Spring 1979	Fall 1979	Spring 1980
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Library

P-T Faculty only	3	2	2	1	3	2	1	1	2	1	1	2
Stu Cr Hrs P-T	105	42	108	162	63	69	27	39	42	39	63	15
No of Sections	3	2	3	1	4	1	5	2	2	1	2	3

HUMAN SERVICES

P-T Faculty	3	7	5	5	5	6	10	13	8	11	10	7
Stu Cr Hrs P-T	261	445	745	557	482	506	593	466	599	480	524	458
No of Sections	3	13	13	16	22	19	26	27	28	27	18	32

	<u>Fall</u> <u>1974</u>	<u>Spring</u> <u>1975</u>	<u>Fall</u> <u>1975</u>	<u>Spring</u> <u>1976</u>	<u>Fall</u> <u>1976</u>	<u>Spring</u> <u>1977</u>	<u>Fall</u> <u>1977</u>	<u>Spring</u> <u>1978</u>	<u>Fall</u> <u>1978</u>	<u>Spring</u> <u>1979</u>	<u>Fall</u> <u>1979</u>	<u>Spring</u> <u>1980</u>
<u>AGRICULTURE</u>												
Spencer, Norman	169	189	199	204	144	188	179	181	209	218	189	201
Hammer, Tom	-	-	-	-	96	144	-	-	-	-	-	-
<u>BUSINESS</u>												
Burton, Don	450	624	438	558	648	417	519	387	384	330	300	237
Dahlberg, Marv	418	443	-	-	225	441	482	296	-	-	-	-
Gates, Carl	339	624	642	669	531	495	273	168	391	335	421	353
Hartje, Ron	377	126	375	367	451	199	486	385	343	488	655	490
Osborn, Philip	379	542	541	315	359	301	382	240	-	-	-	-
Holland, Wayne	-	-	423	382	373	364	324	378	388	357	-	-
Bailey, Glenn	-	-	401	370	429	328	523	312	576	421	522	339
Setchell, Tom	-	-	-	-	-	-	-	-	441	-	-	-
West, Charles	-	-	-	-	-	-	-	-	-	264	341	-
<u>HEALTH</u>												
<u>AD Nursing/LP Nursing</u>												
Krick, Mary												179
McClintock, Joyce												81
Hain, Carol and	370	320	200	180	170	246	165	129	126	146	154	158
Kime, Janet			255	234	132		22	29	46	60	66	60
Hilton, June(1) and			114		174	190	164	231	119	123	133	90
Longanecker, Esther (2)	276	(1&2)	504(1&2)		(1)							
Cherry, Juanita (3)				120	300(2)	200	120	470	139	198	-	-
Grossman, Leona (5)	238		84		(3)	158	231	264	240	36	130	224
Johnson, Rosemary(6)	232	5/(1260)	348	228	155	130	-		264	210	330	142
Melvin, Joan (7)	290	8/(7)	358	468-(5&7)	158	225	304	264	281	312	339	270
							56	72	130	76	66	

	<u>Fall</u> <u>1974</u>	<u>Spring</u> <u>1975</u>	<u>Fall</u> <u>1975</u>	<u>Spring</u> <u>1976</u>	<u>Fall</u> <u>1976</u>	<u>Spring</u> <u>1977</u>	<u>Fall</u> <u>1977</u>	<u>Spring</u> <u>1978</u>	<u>Fall</u> <u>1978</u>	<u>Spring</u> <u>1979</u>	<u>Fall</u> <u>1979</u>	<u>Spring</u> <u>1980</u>
Cunningham, Pam						53	20	16	126	130	209	196
Fortner, Richard								229	198	154	--	--
Eichman, Lois	-	190		218	220	195						
Substitute for New Instructor			120									
Huber, Karen				155		222						264
<u>RADIOLOGIC TEC</u>												
Harder, Tom	143	111										
Meredith, Gil			138	111	130	100						
Shippert, Stan							125	110	142	150	173	156
<u>MEDICAL LAB TEC</u>												
Nelson, Harold	199	112	240	124	148	248	212	120	172	121	136	195
White, Peggy								30	119	110	27	

	<u>Fall 1974</u>	<u>Spring 1975</u>	<u>Fall 1975</u>	<u>Spring 1976</u>	<u>Fall 1976</u>	<u>Spring 1977</u>	<u>Fall 1977</u>	<u>Spring 1978</u>	<u>Fall 1978</u>	<u>Spring 1979</u>	<u>Fall 1979</u>	<u>Spring 1980</u>
<u>CRIMINAL JUSTICE</u>												
Crouse, Robert	402	279	588	306	196	44	191	252	216	269	231	258
Geldean, Larry	-	346	306	396	183	273						
Burnham, Judy	-	-	-	-	-	-	237	243	213	186	192	210
<u>IND/TECHNICAL</u>												
Happach, Ron	379	284	543	456	555	222	479	262	448	244	325	369
Logemann, Robt	220	216	278	198	286	220	212	198	140	151		118
Oster, Charles	209	314	408	317	369	287	259	361	296	316	368	227
Parke, Irv	60	214	309	186	78	218	262	190				
Johnson, Steve			276	287	435	350	195	195	279	242		
Smith, Robt			428	425	293	460	313	247	430	308	241	385
Frana, Jerry							182	251	211	235	231	256
Paterson, Charles									129	137	168	228
Frieders, Charles										237		290

CAREER EDUCATION  
STUDENT CREDIT HOURS AT MID-TERM  
MAY 7, 1980

CAREER EDUCATION

1980

EQUIPMENT BY PRIORITY

	<u>First Priority</u> <u>(1)</u>	<u>Second Priority</u> <u>(2)</u>	<u>Third Priority</u> <u>(3)</u>	<u>TOTAL</u>
<i>Agriculture</i>	\$	\$	\$6,500.00	\$6,500.00
<i>Business</i>	4,691.69		3,410.40	8,102.09
<i>Industrial/Technical</i>				
<i>Automotive</i>				
<i>Total Group I</i>	854.05			
<i>Total Group II</i>	16,722.65			17,576.70
<i>Autobody</i>			4,337.18	4,337.18
<i>Construction</i>	811.00			811.00
<i>Machine Design</i>		200.00		200.00
<i>Heating/Air Cond</i>	17,219.00		7,630.00	24,849.00
<i>Welding</i>	4,992.15			4,992.15
<i>Machine Tool</i>	1,590.00		15,860.00	17,450.00
<i>Health</i>				
<i>LP Nursing</i>	2,995.00		769.50	3,764.50
<i>AD Nursing</i>		1,750.00		1,750.00
<i>Nursing Assistant</i>			675.00	675.00
<i>Medical Lab Tech</i>	1,550.00		1,500.00	3,050.00
<i>Radiologic Tech</i>	525.00		1,525.00	2,050.00
<i>Public Services</i>				
<i>Criminal Justice</i>			265.00	265.00
<i>Food Services</i>		315.00		315.00
<i>Sub-totals-----</i>	\$51,950.54	\$2,065.00	\$42,672.08	

Total Budget Equipment--- \$96,587.62  
 Career Education

CAREER EDUCATION

SPRING 1980

SUMMARY SHEET

	<u>EQ HRS</u>	<u>CR</u>	<u>CONT</u>	<u>STU</u>	<u>STU CR HRS</u>
AGRICULTURE	31.00	36	32	98	289
BUSINESS	172.80	299	164	1144	3043
PUBLIC SAFETY	45.40	51	47	224	648
PUBLIC SERVICE :	151.20	181	423	1534	1011
Food Service	9.60	11	9	104	143
Human Services	31.40	54	27	206	458
Library	3.20	9	3	5	15
Cosmetology	107.00	107	384	44	395
INDUSTRIAL/TECHNICAL	224.70	222	261	1175	2415
HEALTH :	262.66	230	293.25	958	2593
Radiologic Technology	25.60	30	19	94	208
Medical Laboratory	35.56	52	42	151	294
AD Nursing	79.25	60	92.50	240	784
LP Nursing	122.25	88	139.75	473	1307
 TOTAL CAREER EDUCATION					
INSTRUCTOR LOAD - SPRING 1980	887.76	1019	1220.25	5133	9,999

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU CR HRS
<b>AGRICULTURE</b>							
Marsh, Scott							
AGR 143N Lt	Home Grounds Planning		3.00	3	3	14	42
McCormick, Les							
AGR 240N Lt	Advanced Floral Design		3.00	3	3	6	18
McCormick, Royal	(ill-F.Selmi teaching course)						
AGR 145N Lt	Floriculture Crop Production (1/2 of course)		1.50	1.5	1.5	6	9
Selmi, Frank							
AGR 145N Lt	Floriculture Crop Production (1/2 of course)		1.50	1.5	1.5	6	9
O'Connor, J							
Clayton, J							
AGR 119N Lt	Animal Health (team teaching)		2.00	2	2	5	10
Spencer, Norman							
AGR 103A Lt	Intro to Agr Business Mgmt		3.00	3	3	10	30
AGR 104A Bt	Prin of Soil Fertility & Fertil		3.50	3	4	13	39
AGR 141N Bt	Methods/Techniques in Gardening		2.50	2	3	7	14
AGR 201N Bt	Principles of Soils Science		3.50	3	4	13	39
AGR 202A Bt	Agr Chemicals and Supplies		3.50	3	4	8	24
AGR 203A-AA Lt	Agr Business Seminar		3.00	3	3	5	15
AGR 204A In	Agr Business Experience II		1.00	8	0	5	40
			20.00	25	21	61	201
<b>TOTAL AGRICULTURE</b>			<b>31.00</b>	<b>36</b>	<b>32</b>	<b>98</b>	<b>289</b>

INSTRUCTOR LOAD REPORT

	EO HRS	CR	CONT	STU	STU	CR HRS
<b>BUSINESS</b>						
Anderson, Loren						
EDP 120NZ Bt	Data Processing Operations	3.50	3	4	16	48
EDP 120N1 Bt	Data Processing Operations	0	1	0	3	3
EDP 120N2 Bt	Data Processing Operations	0	1	0	1	1
EDP 120N3 Bt	Data Processing Operations	0	1	2	1	1
		3.50	6	6	21	53

Bailey, Glenn						
BUS 107	Tutorial Business Correspondence	0	3	0	1	3
BUS 231D Lt	Occupational Seminar I(Sec1)	1.00	1	1	4	4
BUS 232D Lt	Occupational Seminar II(Sec1)	0	1	0	4	4
BUS 235D In	Occupational Internship I(Sec1)	.80	3	0	4	12
BUS 236D In	Occupational Internship II	.80	3	0	4	12
SEC 110A Bt	Beginning Shorthand	3.50	3	4	9	27
SEC 216N Lt	Office Methods	3.00	3	3	16	48
	Secretarial Science Laboratory	15.00	54	20	132	229
		24.10	71	28	174	339

SECRETARIAL SCIENCE OPEN LABORATORY

Bodmer, Judy		2.25)			23	40
Burke, Pat		3.00)			32	55
Cavosie, Diane		2.25)	54		23	40
Hendryx, Dorothy		4.50)			49	85
Currens, Darlene	Paraprofessional					
Lukas, Belinda	Paraprofessional					
Ryan, Bonnie	Paraprofessional					
Bailey, Glenn (these figures are added in Bailey's load above)		15.00	54	20	132	229

Courses offered in Open Secretarial Science Lab:

SEC 111 Beginning Shorthand	SEC 119 Machine Transcription
SEC 113 Beginning Typing	SEC 212 Transcription
SEC 114 Intermediate Typing	SEC 215 Advanced Typing
SEC 115 Intermediate Shorthand	SEC 219 Business Machines I
SEC 117 Medical Transcription	SEC 220 Business Machines II
SEC 118 Legal Transcription	

Berge, John						
BUS 203N Lt	Cost Accounting	3.00	3	3	10	30
Burton, Don						
BUS 112A Lt	Human Relations	3.00	3	3	14	42
BUS 112N Lt	Human Relations	3.00	3	3	25	75
BUS 126A Lt	Small Business Mgt (Legal)	3.00	3	3	4	12
BUS 209A Lt	Business Law II	3.00	3	3	16	48

## INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
<u>Burton, Don</u>	(Continued)							
BUS 209N	Lt	Business Law II	3.00	3	3	17		51
BUS 205		<u>Tutorial</u> Prin of Management	0	3	0	1		3
ECO 211		<u>Tutorial</u> Prin of Economics	0	3	0	1		3
BUS 208		<u>Tutorial</u> Business Law I	0	3	0	1		3
			15.00	24	15	79		237
<u>Catalina, Terry</u>								
BUS 101N	Lt	Principles of Accounting	3.00	3	3	36		108
BUS 101NA	Lt	Principles of Accounting	3.00	3	3	14		42
			6.00	6	6	50		150
<u>Clevenger, Walter</u>								
BUS 214A	Lt	Business Statistics	3.00	3	3	14		42
EDP 101A	Lt	Fundamentals of Data Processing	3.00	3	3	31		93
EDP 101N	Lt	Fundamentals of Data Processing	3.00	3	3	25		75
			9.00	9	9	70		210
<u>Dixon, Scott</u>								
BUS 115N	Lt	Principles of Bank Operations	3.00	3	3	10		30
<u>Dohm, John P</u>								
BUS 241N	Lt	Adv Real Estate Principles	2.00	2	2	5		10
<u>Gates, Carl</u>								
BUS 103A	Lt	Intro to Business	3.00	3	3	30		90
BUS 103B	Lt	Intro to Business	3.00	3	3	14		42
BUS 206N	Lt	Small Business Management	3.00	3	3	19		57
BUS 218N	Lt	Supervision & Personnel Admin	3.00	3	3	11		33
BUS 231A	Lt	Occup Seminar I (Mid Mgt,Mktng)	1.00	1	1	10		10
BUS 232A	Lt	Occup Seminar II(Mid Mgt,Mktng)	0	1	0	7		7
BUS 235A	In	Occup Internship I(Mid Mgt,Mktng)	2.00	3	0	10		30
BUS 236A	In	Occup Internship II " " "	1.40	3	0	7		21
ECO 111A	Lt	Introduction to Economics	3.00	3	3	19		57
BUS 210		<u>Tutorial</u> Marketing	0	3	0	1		3
BUS 230		<u>Tutorial</u> Consumer Economics	0	3	0	1		3
			19.40	29	16	129		353

INSTRUCTOR LOAD REPORT

			EQ. HRS	CR	CONT	STU	STU	CR HRS
Hartje, Ron								
	BUS 100N Lt	Basic Accounting	4.00	4	4	32	128	
	BUS 102B Lt	Fundamentals of Accounting	3.00	3	3	23	69	
	BUS 102N Lt	Fundamentals of Accounting	3.00	3	3	14	42	
conc)	BUS 106A Lt	Business Math I	3.00	3	3	37	111	
	BUS 108A Lt	Business Math II	0	2	0	7	14	
conc)	BUS 106N Lt	Business Math I	3.00	3	3	16	48	
	BUS 108N Lt	Business Math II	0	2	0	3	6	
	ECO 140N Lt	Consumer Economics.	3.00	3	3	24	72	
			19.00	23	19	156	490	
Hodson, Floyd								
	BUS 210N Lt	Marketing	3.00	3	3	17	51	
Kazmerski, Stan								
	BUS 244N Lt	Real Estate Appraisals	2.00	2	2	10	20	
Mandrgoc, David								
	BUS 242N Lt	Contract Conveyances	2.00	2	2	9	18	
Moriarty, Frank								
	BUS 213N Lt	Retailing	3.00	3	3	14	42	
Nyberg, Ralph								
	BUS 205N Lt	Principles of Management	3.00	3	3	14	42	
Pfeifer, Alan								
	EDP 111A Bt	Programming I	3.50	3	4	20	60	
	EDP 113N Bt	Introduction to Syst Analysis	3.50	3	4	20	60	
	EDP 212N Bt	Programming II(R.P.G.II)	3.50	3	4	11	33	
	EDP 212A Bt	Programming II (R.P.G.II)	3.50	3	4	12	36	
conc)	BUS 231C Lt	Occup Seminar I (Data Process)	1.00	1	1	3	3	
	BUS 232C Lt	Occup Seminar I (Data Process)	0	1	0	3	3	
conc)	BUS 235C Bt	Occup Internship I (Data Process)	.60	3	0	3	9	
	BUS 236C Bt	Occup Internship II (Data Process)	.60	3	0	3	9	
	EDP 222 Bt	Tutorial Programming II(RPGII)	0	3	0	3	9	
			16.20	23	17	78	222	
Pyper, Craig								
	BUS 219N Lt	Credit Administration	3.00	3	3	9	27	
Slaney, Pat								
	BUS 216N Lt	Advertising	3.00	3	3	12	36	
Stoker, Kim								
	BUS 240N Lt	Real Estate Transactions	3.00	3	3	16	48	
	BUS 240NA Lt	Real Estate Transactions	3.00	3	3	20	60	
			6.00	6	6	36	108	

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
Strickland, Jim								
BUS 239 Lt	<u>Tutorial</u> Marketing Case Analy		0	3	0	2		6
West, Charles								
BUS 100A Lt	Basic Accounting		4.00	4	4	35		140
BUS 101A Lt	Principles of Accounting		3.00	3	3	35		105
BUS 102A Lt	Fundamentals of Accounting		3.00	3	3	18		54
BUS 202N Lt	Intermediate Accounting II		3.00	3	3	10		30
BUS 232B Lt	Occup Seminar III (Accounting)		1.00	1	1	3		3
BUS 236B In	Occup Internship II (Accntng)		.60	3	0	3		9
			14.60	17	14	104		341
Yingling, Edward								
BUS 249N Lt	Farm Property Management		1.00	1	1	8		8
	<b>TOTAL BUSINESS</b>		<b>172.80</b>	<b>299</b>	<b>164</b>	<b>1144</b>		<b>3043</b>

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU CR HRS
<u>INDUSTRIAL AND TECHNICAL</u>							
Baars, Kenneth							
MET 201N Bt	Machine Design I		4.50	4	5	12	48
Burke, Larry							
DFT 104N Bt	Basic Technical Drawing		0	4	0	7	28
DFT 106N Bt	Advan Technical Drawing		5.00	4	6	4	16
			5.00	8	6	11	44
Callison, Wm							
IND 125N Lb	Machining & Manuf Processes		3.00	0	4	12	0
IND 125NA Lb	Machining & Manuf Processes		3.00	0	4	10	0
			6.00	0	8	22	0
Choiniere, Michael							
EET 101N Bt	Electrical Wiring		3.50	3	4	24	72
EET 101NA Bt	Electrical Wiring		3.50	3	4	24	72
			7.00	6	8	48	144
Day, Roger							
CON 141N Lb	Architectural Drawing Interp		3.50	3	4	14	42
Frana, Jerry							
IND 125A Lt	Mahcining & Manuf Processes		5.00	4	6	22	88
IND 203N Lt	Advan Machine & Manuf Processes		3.50	3	2	12	36
IND 210N Bt	Basic Foundry		3.50	3	4	15	45
MET 230N Bt	Metallurgy & Heat Treatment		3.50	3	4	12	36
WLD 100N Lt	BP Reading and Layout		3.00	3	3	17	51
MET 203NA Lb	Adv Machine & Manuf Processes		0	0	2	12	0
			18.50	16	21	90	256
Frieders, Chuck							
WLD 109N Lt	Gas Cutting & Welding		1.00	2	1	14	28
WLD 111N Lt	Beginning Arc Welding		1.00	2	1	42	84
WLD 111NA Lt	Beginning Arc Welding		1.00	2	1	19	38
WLD 202N Bt	Inspection Techniques		2.50	2	3	11	22
WLD 213N Lt	MIG Welding		1.00	2	1	18	36
WLD 214N Lt	TIG Welding		1.00	2	1	10	20
WLD 225N Lt	Welding Fabrication & Layout		1.00	2	1	5	10
Open Welding Laboratory			9.00	0	12	20	0
(CETA)WLD 213B Bt	MIG Welding		2.50	2	3	13	26
(CETA)WLD 111B Bt	Beginning Arc Welding		2.50	2	3	13	26
			22.50	18	27	165	290

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	STU	CR HRS
Fritts, David									
CON 252N Lt	Contracts, Laws & Records		3.00	3	3	11			33
Hadaway, Jeff									
CON 139NA Lb	Basic Furniture Construction		1.50	0	2	35			0
CON 239NA Lb	Adv Furniture Construction		1.50	0	2	14			0
Open Construction Laboratory			3.00	0	4	49			0
			6.00	0	8	98			0
Happach, Ron									
IND 110B Lt	Technical Math I		5.00	4	5	14			56
IND 110BB Lt	Technical Math I		0	2	0	6			12
IND 111B Lt	Technical Math II		0	4	0	8			32
IND 111BB Lt	Technical Math II		0	2	0	3			6
IND 160A Bt	Fundamentals of Electricity		3.50	3	4	12			36
IND 161A Bt	Basic Refrigeration		3.50	3	4	8			24
IND 164N Bt	Domestic Refrigeration		2.00	3	2	14			42
IND 166N Lt	Commercial Refrigeration		2.00	3	2	7			21
IND 168N Bt	Advanced Heating		3.50	3	4	15			45
WLD 100A Lt	Blueprint Reading & Layout		3.00	3	3	13			39
EET 252N Bt	Industrial Control		4.50	4	5	11			44
IND 169	<u>Tutorial Design, Install &amp; Service</u>		0	3	0	4			12
			27.00	37	29	115			369
Kari, Nelson									
EET 111N Bt	Transistor Electronics		4.50	4	5	14			56
EET 211N	<u>Tutorial Transistor Circuits</u>		0	4	0	2			8
			4.50	8	5	16			64
Kolb, Doug									
Open Welding Laboratory			12.60	0	18	90			0
Lennon, Phil									
Open Construction Laboratory			3.00	0	4	49			0
Logemann, Robert									
AUT 126N Bt	Intro to Diesel Power Systems		2.75	2	3	9			18
AUT 127A Bt	Internal Combustion Engines		3.75	3	4	8			24
AUT 128A Lt	Intro to Diesel Fuel Systems		2.00	2	2	10			20
AUT 225A Bt	Susp Design & Service (Susp)		2.50	2	3	3			6
AUT 225N Bt	Susp Design & Service (Brake)		2.50	2	3	4			8
AUT 233A Bt	Automotive Accessories		2.50	2	3	9			18
MET 221A Bt	Fluid Power		4.50	4	5	6			24
			20.50	17	23	49			118

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
Love, Michael								
AVA 101N Lt	Private Pilot Ground Training I		2.00	2	2	19		38
Oster, Charles								
IND 110A Lt	Technical Math I		5.00	4	5	7		28
IND 110AA Lt	Technical Math I		0	2	0	3		6
IND 111A Lt	Technical Math II		0	4	0	7		28
IND 111AA Lt	Technical Math II		0	2	0	1		2
DFT 104A Bt	Basic Technical Drawing		5.00	4	6	8		32
DFT 106A Bt	Advan Technical Drawing		0	4	0	6		24
DFT 104A Lb	Basic Technical Drawing		0	0	0	8		0
DFT 106A Lb	Advan Technical Drawing		0	0	0	6		0
EET 106N Lt	Direct Current Circuits		4.50	4	3	12		48
EET 106N Lb	Direct Current Circuits		0	0	2	11		0
EGR 103A-AA Lb	Engineering Graphics		4.50	3	6	11		33
MET 210N Bt	Mechanisms		3.50	3	4	5		15
EET 205	<u>Tutorial</u> AC Circuits		0	4	0	1		4
MET 250	<u>Tutorial</u> Design Project I		0	2	0	2		4
IDS 298K	<u>Ind Study</u> Mechanical Des Dept		0	3	0	1		3
			22.50	39	26	89		227
Paterson, Chuck								
AUT 121A Bt	Automotive Service & Repair I		3.50	3	4	25		75
AUT 122A Bt	Automotive Service & Repair II		3.50	3	4	14		42
AUT 122B Bt	Automotive Service & Repair II		3.50	3	4	7		21
AUT 124A Bt	Engine Electrical Systems		2.50	2	3	8		16
AUT 130A Bt	Carburetion		2.50	2	3	19		38
AUT 227N Bt	Automatic Transmission		5.00	4	6	9		36
			20.50	17	24	82		228
Seaman, Gary								
IND 166NA Lb	Commercial Refrigeration		1.50	0	2	8		0
Singley, Michael								
CON 249N Bt	Concrete Technology		3.50	3	4	7		21
Slaney, Don								
EET 260N Bt	Circuits Analysis Applications		4.50	4	5	5		20

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
Smith, Robert								
CON 139N Lt	Basic Furniture Construction		2.00	3	2	37		111
CON 140N Lt	Residential Construction		2.00	4	2	31		124
CON 140N Lb	Residential Construction		3.00	0	4	31		0
CON 239N Lt	Advanced Furniture Construction		2.00	3	2	15		45
CON 240N Lt	Estimating		2.00	2	2	15		30
CON 244A Lt	Construction Seminar		1.00	1	1	3		3
CON 246A In	Construction Internship		.60	2	0	3		6
CON 241A Bt	Commercial Construction		5.00	4	6	10		40
CON 242	<u>Tutorial</u> Construction Methods		0	2	0	3		6
CON 245	<u>Tutorial</u> Material Analysis		0	4	0	3		12
CON 247	<u>Tutorial</u> Construction Projects		0	4	0	2		8
			17.60	29	19	153		385
Spencer, Russell								
MET 212N Bt	Strength of Materials		4.50	4	5	5		20
Von Holten, Ken								
MET 221N Bt	Fluid Power		4.50	4	5	17		68
<b>TOTAL INDUSTRIAL/TECHNICAL</b>			<b>224.70</b>	<b>222</b>	<b>261</b>	<b>1175</b>		<b>2415</b>

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
<u>PUBLIC SERVICE PROGRAMS</u>								
<u>Criminal Justice</u>								
	Burnham, Judith							
CC)	CJS 103A Lt	Police Administration	3.00	3	3	17		51
CC)	CJS 103N Lt	Police Administration	3.00	3	3	6		18
CC)	CJS 208A Lt	Juvenile Delinquency	3.00	3	3	13		39
CC)	CJS 208B Lt	Juvenile Delinquency	3.00	3	3	12		36
	CJS 227A Lt	Probation and Parole	3.00	3	3	12		36
	CJS 236A Bt	Intro to Criminalistics(team tch)	2.50	2	3(1/2)	12		24
	CJS 250A2 In	Criminal Justice Practicum	.20	3	0	1		3
	CJS 250A3 In	Criminal Justice Practicum	.20	3	0	1		3
			17.90	25	18	74		210
	Crouse, Robert							
CC)	CJS 135A Lt	Criminal Law	3.00	3	3	25		75
CC)	CJS 135N Lt	Criminal Law	3.00	3	3	10		30
CC)	CJS 120A Lt	Intro to Corrections	3.00	3	3	11		33
	CJS 120B Lt	Intro to Corrections	3.00	3	3	32		96
	CJS 236A Bt	Intro to Criminalistics(team tch)	2.50	2	3(1/2)	12		24
			14.50	14	15	90		258
	Ellison, L.E.							
	CJS 231N Lt	Criminal Evidence & Procedure	3.00	3	3	22		66
	Kavanaugh, Patrick							
	CJS 131N Bt	Crime Scene Photography	4.00	3	5	8		24
	Rapp, John							
	CJS 299N Lt	Special Issues: Your Legal Rights	3.00	3	3	14		42
	Hornsby, Tom							
	CJS 208N Lt	Juvenile Delinquency	3.00	3	3	16		48
	<b>TOTAL CRIMINAL JUSTICE</b>			<b>45.40</b>	<b>51</b>	<b>47</b>	<b>224</b>	<b>648</b>

INSTRUCTOR LOAD REPORT

				EQ HRS	CR	CONT	STU	STU CR HRS
<u>Food Service</u>								
Beck, Gail								
FOD 103NA	Lt	Nutrition I		2.00	2	2	13	26
Miller, Joyce								
FOD 103N	Lt	Nutrition I		2.00	2	2	13	26
FOD 105N	Lt	Food Sanitation (Team Tch)		1.00	1	1	31	31
				3.00	3	3	44	57
Miller, Duane								
FOD 105N	Lt	Food Sanitation (Team Tch)		1.00	1	1	31	31
Jones, Carol								
FOD 115A	In	Food Service Internship I		.60	2	0	3	6
FOD 116N	Lt	Food Service Seminar I		1.00	1	1	3	3
				1.60	3	1	6	9
Tucker, Diane								
FOD 108N	Lt	Intro to Wines and Spirits		2.00	2	2	10	20
 TOTAL FOOD SERVICE								
				9.60	11	9	104	143
<u>Human Services</u>								
Anderson, Robert								
HSV 102N	Lt	Empathy Training		1.00	1	1	11	11
Gardner, Sarah								
HSV 130N	Lt	Manual Communications I		3.00	3	3	12	36
HSV 130NA	Lt	Manual Communications I		3.00	3	3	11	33
HSV 131N	Lt	Manual Communications II		3.00	3	3	10	30
				9.00	9	9	33	99
Higby, Betty								
HSV 110NB	Lt	Human Services Seminar		1.00	1	1	8	8
nc) HSV 210A	Lt	Human Services Seminar III		1.00	1	1	1	1
HSV 211A	Lt	Human Services Seminar IV		0	1	0	4	4
HSV 211E	Lt	Human Services Sem IV (Head Strt)	1.00	1	1	8	8	
nc) HSV 250A	In	Human Services Practicum I	.20	3	0	1	3	
HSV 251A	In	Human Services Practicum I	.80	3	0	4	12	
HSV 251E	In	Human Services Practicum I	1.60	3	0	8	24	
			5.60	13	3	34	60	

INSTRUCTOR LOAD REPORT

				EQ HRS	CR	CONT	STU	STU	CR HRS
Miller, Linda									
HSV 110N	Lt	Human Services Seminar		1.00	1	1	17		17
HSV 120B	Lt	Introduction to Group Process		3.00	3	3	23		69
				4.00	4	4	40		86
Tucker, Michael									
HSV 220N	Lt	Mental Retardation		3.00	3	3	17		51
Keim, Ann									
HSV 115N	Lt	Principles of Early Chldhd Educ		3.00	3	3	31		93
Holtam, Richard									
HSV 111A	Lt	Human Services Seminar II		1.00	1	1	12		12
HSV 210B	Lt	Human Services Seminar III		1.00	1	1	1		1
HSV 211B	Lt	Human Services Seminar IV		0	1	0	3		3
HSV 210D	Lt	Human Services Seminar II		1.00	1	1	2		2
HSV 211D	Lt	Human Services Seminar IV		0	1	0	3		3
HSV 250B	In	Human Services Practicum I		.20	3	0	1		3
HSV 251B	In	Human Services Practicum II		.60	3	0	3		9
HSV 251C	Lt	Human Services Practicum II		.20	3	0	1		3
HSV 250D	In	Human Services Practicum I		.40	3	0	2		6
HSV 251D	In	Human Services Practicum II		.40	3	0	2		6
HSV 110	Lt	<u>Community Services "Passages"</u>		1.00	1	1	10		10
				5.80	21	4	40		58
<b>TOTAL HUMAN SERVICES</b>				<b>31.40</b>	<b>54</b>	<b>27</b>	<b>206</b>	<b>458</b>	
<u>Library</u>									
Higby, Betty									
LIB 221N	Lt	Children's Literature		3.00	3	3	3		9
Orlowski, Betty									
LIB 205A	Bt	<u>Tutorial</u> Audio Visual Matls		0	3	0	1		3
Paulsen, Duane									
LIB 212A	In	Library Practicum		.20	3	0	1		3
<b>TOTAL LIBRARY</b>				<b>3.20</b>	<b>9</b>	<b>3</b>	<b>5</b>	<b>15</b>	

INSTRUCTOR LOAD REPORT

	EQ HRS	CR	CONT	STU	STU	CR HRS
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Cosmetology

Rennér, Keith

COS 101A	Bt	Cosmetology I	8	8	31	5	40
COS 101B	Lt	Cosmetology I	3	3	31	1	3
COS 102B	Bt	Cosmetology II	4	4	14	10	40
COS 102C	Bt	Cosmetology II	4	4	14	2	8
COS 102D	Bt	Cosmetology II	4	4	14	1	4
COS 103A	Bt	Cosmetology III	12	12	40	1	12
COS 103B	Bt	Cosmetology III	12	12	40	7	84
COS 103C	Bt	Cosmetology III	12	12	40	1	12
COS 103D	Bt	Cosmetology III	12	12	40	2	24
COS 104A	Bt	Cosmetology IV	12	12	40	1	12
COS 104B	Bt	Cosmetology IV	12	12	40	1	12
COS 104C	Bt	Cosmetology IV	12	12	40	12	144
TOTAL COSMETOLOGY -----			107	107	384	44	395

TOTAL PUBLIC SERVICES

107	232	384	583	1659
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INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
<u>Medical Laboratory Technology</u>								
Henricksen, Eric								
HEA 170B	In	Medical Laboratory Practicum	.60	8	0	3		24
Joyner, Ron (IVC Hospital Agreement with SVC)								
HEA 170D	In	Medical Laboratory Practicum	.20	8	0	1		8
Labora, Susan								
HEA 170A	In	Medical Laboratory Practicum	.80	8	0	4		32
Mansfeldt, Richard								
HEA 170E	In	Medical Laboratory Practicum	.20	8	0	1		8
Nelson, Harold								
HEA 160A	Lt	Medical Laboratory Science III	1.00	4	1	11		44
HEA 160AA	Lb	Medical Laboratory Science III	1.13	0	1.5	11		0
HEA 160AB	Lt	Medical Laboratory Science III	1.00	0	1	11		0
HEA 167A	Lt	Microb for Med Lab Tech	2.00	4	2	13		52
HEA 167AA	Lb	Microb for Med Lab Tech	3.00	0	4	12		0
HEA 168A	Lt	Med Lab Science IV	1.50	9	1.5	11		99
HEA 168AA	Lb	Med Lab Science IV	4.13	0	5.5	11		0
HEA 168AB	Lt	Med Lab Science IV	1.50	0	1.5	11		0
HEA 168BB	Lb	Med Lab Science IV	3.00	0	4	11		0
			18.26	17	22	102		195
White, Peggy								
HEA 151A	Lt	Med Lab Science I	2.00	3	2	9		27
HEA 151A	Lb	Med Lab Science I	1.50	0	2	9		0
HEA 160AA	Lb	Med Lab Science III	3.00	0	4	11		0
HEA 168AA	Lb	Med Lab Science IV	9.00		12	11		0
HEA 168AC	Lb	Med Lab Science IV	15.50	3	20	40		27
<b>TOTAL MED LAB TECH</b>			<b>35.56</b>	<b>52</b>	<b>42</b>	<b>151</b>		<b>294</b>

## INSTRUCTOR LOAD REPORT

Associate Degree Nursing	EQ HRS	CR	CONT	STU	STU
					CR HRS
Cunningham, Pam	6.00	4	8	9	36
HEA 121AB Lb Mental & Physical Health Prob I (See LPN load for remainder of Pam's load)					
Hain, Carol	4.00	4	4	22	88
HEA 220B Lt Mental & Physical Health Prob II	7.50	5	10	6	30
HEA 220C Lb Mental & Physical Health Prob II	3.00	5	4	8	40
HEA 220D Lb Mental & Physical Health Prob II	14.50	14	18	36	158
Hilton, June	6.00	4	8	9	36
HEA 121AC Lb Mental & Physical Health Prob I (See LPN Load for remainder of June's load)					
Melvin, Joan	4.00	3	4	38	114
HEA 121A Bt Mental & Physical Health Prob I	4.00	4	4	24	96
HEA 220A Lt Mental & Physical Health Prob II	7.50	5	10	12	60
HEA 220BB Lb Mental & Physical Health Prob II	15.50	12	18	74	270
Kime, Janet	2.00	2	2	28	56
HEA 222A Lt Developments & Trends in Nursing	0	1	0	4	4
IDS 298J Independent Study Obj for Nurs Stu	2.00	3	2	32	60
Huber, Karen	1.50	2	1.5	10	20
HEA 193A Lt Technical Nursing	.75	0	1	10	0
HEA 193AA Lb Technical Nursing (See LPN Load for remainder of Karen's load)	2.25	2	2.5	20	20
McClintock, Joyce	6.00	4	8	9	36
HEA 121AD Lb Mental & Physical Health Prob I	7.50	5	10	9	45
HEA 220E Lb Mental & Physical Health Prob II	13.50	9	18	18	81
Bond, Mary J	6.00	4	8	11	44
HEA 121AA Lb Mental & Physical Health Prob I	0	1	0	5	5
IDS 298G Independent Study Nurs Clin Exp	0	1	0	9	9
IDS 298M Independent Study Math Medication	3.00	6	8	25	58
Cormack, Dawn	9.00	6	8	5	5
IDS 298G Independent Study Nurs Clin Exp	0	1	0	5	5
Youngmark, Mary	7.50	5	10	12	60
HEA 220AA Lb Mental & Physical Health Prob II	3.00	5	10	12	60
Coordinating	10.50	5	10	12	60
TOTAL Associate Degree Nursing	79.25	60	92.50	240	784

INSTRUCTOR LOAD REPORT

			EQ HRS	CR	CONT	STU	STU	CR HRS
<u>Licensed Practical Nursing</u>								
Cunningham, Pam								
HEA 093BB	Lt	Fdns of Mod Bdside Nursing	4.00	4	4	28	28	112
HEA 095D	Lb	Pract of Mod Bdside Nursing I	9.00	6	12	8	8	48
(See ADN Load for remainder of Pam's load)			13.00	10	16	36	36	160
Hilton, June								
HEA 087B	Lb	Pract of Mod Bdside Nursing	9.00	6	12	9	9	54
(See ADN Load for remainder of June's load)								
Grossman, Leona								
HEA 086A	Lt	Fdns of Mod Bdside Nursing I	4.00	4	4	28	28	112
HEA 093A	Lt	Fdns of Mod Bdside Nursing II	2.00	2	2	19	19	38
Open LP Nursing Lab			1.50	0	2	0	0	0
			7.50	6	8	47	47	150
Johnson, Rosemary								
HEA 093B	Lt	Fdns of Mod Bdside Nursing II	2.00	2	2	28	28	56
HEA 093AA	Lt	Fdns of Mod Bdside Nursing II	4.00	2	4	19	19	38
HEA 095C	Lb	Pract of Mod Bdside Nursing II	9.00	6	12	8	8	48
			15.00	12	18	55	55	142
Krick, Mary								
HEA 041A	Lt	Medical Terminology	1.00	1	1	7	7	7
HEA 086B	Lt	Fdns of Mod Bdside Nursing I	4.00	4	4	28	28	112
HEA 087C	Lb	Pract of Mod Bdside Nursing I	9.00	6	12	10	10	60
			14.00	11	17	45	45	179
Huber, Karen								
HEA 093A	Lt	Fdns of Mod Bdside Nursing I	2.00	4	2	19	19	76
HEA 093B	Lt	Fdns of Mod Bdside Nursing I	2.00	4	2	28	28	112
HEA 095A	Lb	Pract of Mod Bdside Nursing II	9.00	6	12	8	8	48
IDS 298L		Independent Study Math Meds	0	1	0	8	8	8
(See ADN Load for remainder of Karen's load)			13.00	15	16	63	63	244
Erdmann, Joyce								
HEA 095E	Lb	Pract of Mod Bdside Nursing II	9.00	6	12	7	7	42
Coordinating			3.00					
			12.00	6	12	7	7	42
Gartner, Louise								
HEA 095B	Lb	Practice of Mod Bdside Nursing II	9.00	6	12	7	7	42
Coordinating			3.00					
			12.00	6	12	7	7	42
Gaumer, Patricia								
HEA 095F	Lb	Practice of Mod Bdside Nursing II	9.00	6	12	9	9	54
Coordinating			3.00					
			12.00	6	12	9	9	54

				EQ HRS	CR	CONT	STU	STU CR HRS
Mazzola, Ann								
HEA 087A	Lb	Practice of Mod Bdsd Nurs I Coordinating		7.31	6	9.75	9	54
				2.43				
				<u>9.75</u>	<u>6</u>	<u>9.75</u>	<u>9</u>	<u>54</u>
Weller, Mary								
HEA 088A	Lt	Intro Anatomy & Physiology I		1.50	2	1.50	44	88
HEA 088AA	Lb	Intro Anatomy & Physiology I		.75	0	1.00	16	0
HEA 088AB	Lb	Intro Anatomy & Physiology I		.75	0	1.00	28	0
HEA 089A	Lt	Intro Anatomy & Physiology II		1.50	2	1.50	49	98
HEA 089AA	Lb	Intro Anatomy & Physiology II		.75	0	1.00	25	0
HEA 089AB	Lb	Intro Anatomy & Physiology II		.75	0	1.00	24	0
				<u>5.00</u>	<u>4</u>	<u>7.00</u>	<u>186</u>	<u>186</u>
TOTAL LICENSED PRACTICAL NURSING				<u>122.25</u>	<u>88</u>	<u>139.75</u>	<u>473</u>	<u>1307</u>
TOTAL HEALTH				<u>262.66</u>	<u>230</u>	<u>293.25</u>	<u>958</u>	<u>2593</u>
TOTAL CAREER EDUCATION				<u>887.76</u>	<u>1019</u>	<u>1220.25</u>	<u>5133</u>	<u>9,999</u>

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 8, 1980

## MEMORANDUM

To: Dr. Cole

From: Jim Strickland *ARS*

Subject: Career Education  
Equipment Rationale - Fiscal 1981  
Board Budget Workshop  
May 12, 1980

The following report indicates equipment requests by priority rating - #1 (highest), #2 and #3:

### AGRICULTURE

As a third priority item, the Ag Department is requesting a diesel engine (John Deere) for use in the Ag Mechanics course, and in the Diesel Automotive course. The vast majority of farm tractors today, are diesel and of the type that the student will encounter in work experience.

### BUSINESS

In the Business Department request, are two large items. As a priority three, the Secretarial Science Department has requested a replacement for their AB Dick duplicator. The present model in the lab is out-of-date, and not used in local business offices.

As a priority one item, the Business Department is requesting a TRS 8016K microprocessor. This is a mini-computer, similar to the computers being purchased by Business and Industry today. In looking ahead, the world is on the verge of a new industrial revolution. This will be centered around the business and industrial applications of microprocessors. This equipment will have an impact on every program area at the community college level, within the next few years.

### INDUSTRIAL/TECHNICAL

#### Automotive:

The automotive equipment requests are divided into two basic areas. As a priority one item, are two pieces of equipment for the Diesel Program. We must have this equipment to implement the remainder of the diesel courses.

As a priority three item, in automotive, Autobody Program is listed for \$4,337.00. There is a need for an Autobody Program, however, this priority is placed at three.

Dr. George Cole  
May 8, 1980  
Page Two

Construction:

The equipment request for construction includes small tools with a relatively short-life in the construction lab. They are essential to the maintenance of the lab, e.g., routers, sanders, etc. These are priority one items.

Machine Design:

As a priority three item, we need to replace one of the drafting machines in the drafting lab. All the machines in that lab are in need of repair, and are becoming less-effective for use in the advanced courses.

Heating/Air-Conditioning:

The equipment in this lab is divided into priority one and three categories. \$17,219.00 worth of equipment is priority one and essential if this program is to continue. \$7,630.00 worth of equipment, could be delayed- in its place would be explanation to the students by means of audio-visual, hence, a priority three item.

Welding:

The equipment for the welding lab is a priority one. This request is greatly reduced from what is really needed to maintain the quality of this laboratory function. Our welding machines receive heavy usage and many of them were purchased as far back as 1976.

Machine Tool:

As a priority one item, Machine Tool Département is requesting a digital read-out for the Bridgeport. This is in-lieu of a numerical control machine which normally would cost in the neighborhood of \$30,000.00.

As a priority three item, the Machine Tool Department has requested a Colchester lathe for \$15,860.00. Presently, our machine tool lab is filled to capacity during the evening hours. To add students, we need another lathe.

ALLIED HEALTH

LP Nursing:

As a priority one item, the LP Nursing Department has requested a sharp paper-copier for \$2,995.00. This would be used by the entire Allied Health area. With the additional staff at that end of the building, the one secretary is often not at her desk to answer the phone and handle correspondence, etc., but rather standing in line waiting to make copies at the all-school xerox machine. This item is certainly needed.

The remainder of the LPN equipment is priority three, and includes a training doll (functioning mannequin), for use in the nursing labs.

Dr. George Cole  
May 8, 1980  
Page Three

AD Nursing:

As a priority two item, the ADN staff has requested various pieces of equipment, totaling \$1,750.00: an orthopedic traction set-up, fetal scope, etc.

Nursing Assistant:

As a priority three item, for \$675.00, the Nursing Assistant Department has requested a training doll for laboratory use.

Medical Lab Tec:

As a priority one item, the Med Lab Tec Department has requested \$1,550.00, most of which is for used equipment resulting from the merger of the People's Hospital in Peru, Illinois, and St. Mary's Hospital in LaSalle, Illinois-- now titled Illinois Valley Community Hospital.

The priority three item for \$1,500.00 is an automatic diluter for the Gilford which is a photospechtometer. This is the type of equipment which the students encounter in the local hospitals, therefore, it is necessary for us to train the students on similar equipment.

Radiologic Tec:

As priority one items, totaling \$525.00, the Rad Tec Department has requested phantoms to be used in demonstrating xray procedures here on campus. With the changes in the program requested by the Joint Review Committee, this equipment is necessary. As a priority three item, we have \$1,525.00 for measuring-equipment relating to the quality of xray film.

CRIMINAL JUSTICE

An enlarger has been requested by the Criminal Justice Department as a priority three item, for \$265.00. The present enlarger in the crime scene technology laboratory, is borrowed.

FOOD SERVICE

As a priority two item, \$315.00 worth of equipment - containing items such as a five-quart mixer, etc., has been requested. Presently, the food service instructors bring their own equipment on any given item needed for instruction at the College.

\*\*\*\*\*

I will be present to answer questions pertaining to this report, when the Board meets for the Budget Workshop on May 12, 1980.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE

DIXON, ILLINOIS 61021

DATE 5-6-80

## MEMORANDUM

TO: Dr. Cole

FROM: Walter Clevenger *Qm*

RE: Equipment Request for Admissions & Records

We are planning to convert all our transcripts to microfiche. This will accomplish three things:

1. Cut down on the storage space required to house the transcripts. If we do not go to a microfiche system, we will have to buy additional fireproof storage safes.
2. Our present system of handling transcripts involves the cutting and posting of transcripts. The new will eliminate the need to cut and post.
3. The Admissions and Records Office is physically running out of space.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 6, 1980

## MEMORANDUM

TO: Dr. Cole

FROM: Walter Clevenger *WFC*

RE: Equipment Request for Data Processing

I am requesting a computer terminal for the following reasons:

1. At the exit interview of North Central, the Data Center got criticized for not having terminals for educational use. This will give us the ability to do some preliminary studies toward their use.
2. This will give us a back-up terminal in case some of ours become inoperative.
3. This will give us a terminal for administrative testing.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE May 7, 1980

## MEMORANDUM

TO: Dr. Cole

FROM: John Sagmoe

RE: 1980 BUDGET WORKSHOP MATERIALS - ACADEMIC SKILLS CENTER

Attached is information related to the Academic Skills Center instructional programs. The ASC includes developmental courses in reading, mathematics, writing, GED preparation, and English as a second language.

### Sections - Modules:

The majority of the courses in the Academic Skills Department are offered on a variable entry--variable exit basis in the form of one credit sections or modules. Thus, an instructor teaching one class which would normally be considered a three credit course would appear in the attached charts as teaching three sections or modules for each course offered. This is the reason why a small department such as Academic Skills may have in excess of 200 sections.

### ESL and Tutorial Assistance:

The English as a Second Language Program has experienced significant growth in the Spring 1980 Semester. This is the direct result of a high influx of Indochinese students into the SVC district. Sauk Valley participates in an Indochinese Consortium with three other community colleges. This grant, along with CETA, has provided tuition assistance for many of these new students. The Consortium Grant and the Disadvantaged Grant also provides a great deal of tutoring assistance. During the Spring Semester, as high as 10 tutors have been employed to assist instructors in the ESL classes.

### Projections for 1980-81:

Because of the growth experienced in the Spring Semester in ESL classes attended by Indochinese students and the increased Indochinese population in the SVC district, Dr. Pintozzi has submitted a grant that will significantly increase the amount of assistance for this population next year in the form of tuition and tutors. If this grant is approved, it is anticipated that the Academic Skills Department could experience an enrollment increase of up to 500 credit hours.

jmb

attachment

## ACADEMIC SKILLS CENTER

The following figures provide a breakdown on expenditures for full-time and part-time overload staffing. The 1976-79 actual and budgeted expenditures are figures taken from the official end of the year audit reports. The 1979-80 figures are estimated. The credit hour figures are from the summary report recently provided by the Data Processing Center. The 1979-80 credit hours include an estimated additional 100 hours that are anticipated to be included in the supplementary report.

		Actual Expenditures	Budgeted Expenditures	Credit Hours
1976-77	3 Full-Time	43025.10	43025.10	2933
	Part-Time/Over- load	7200.00	7000.00	
	Night Premium	50225.10	50225.10	2933
1977-78	*2½ Full-Time	37737.00	37738.00	2236
	Part-Time/Over- load	6000.00	10600.00	
	Night Premium	100.00	48338.00	2236
	*Leave of absence for one semester			
1978-79	2 Full-Time	32275.00	45100.00	2251
	Part-Time/Over- load	7310.00	3800.00	
	Night Premium	39585.00	48900.00	2251
1979-80	2 Full-Time	33825.00	33825.00	3007
	Part-Time/Over- load	19600.00 est.	13600.00	100**
	Night Premium	53825.00 est.	47425.00	3107

\*\*additional supplementary  
hours estimated

ACADEMIC SKILLS CENTER  
Credit Hour Analysis

1974-75		1975-76		1976-77		1977-78		1978-79		1979-80	
# of Sections	# of Cr Hrs	# of Sections	# of Cr Hrs	# of Sections	# of Cr Hrs	# of Sections	# of Cr Hrs	# of Sections	# of Cr Hrs	# of Sections	# of Cr Hrs
(modules)		(modules)		(modules)		(modules)		(modules)		(modules)	
174	2041	220	3083	219	2933	183	2236	214	2251	225	3107
<u>Instructors</u>		<u>Instructors</u>		<u>Instructors</u>		<u>Instructors</u>		<u>Instructors</u>		<u>Instructors</u>	
3 Full-time		3 Full-time		3 Full-time		2½ Full-time		2 Full-time		2 Full-time	
4 Part-time		9 Part-time		6 Part-time		5 Part-time		6 Part-time		13 Part-time	
Full-time cr hrs Fall and Spring 1626		Full-time cr hrs Fall and Spring 1998		Full-time cr hrs Fall and Spring 1734		Full-time cr hrs Fall and Spring 1399		Full-time cr hrs Fall and Spring 987		Full-time cr hrs Fall and Spring 1398	
Part-time cr hrs 415		Part-time cr hrs 1085		Part-time cr hrs 1199		Part-time cr hrs 837		Part-time cr hrs 1264		Part-time cr hrs 1709	

1977 - Fall Semester Teresa Mueller on Leave of Absence

1978 - Teresa Mueller Resignation - No Full-Time Replacement  
Humanities Teachers Dill and Horton Assigned Some Sections of ACS Instruction

1979 - Instruction at Rock Falls Adult Learning Center Assigned to ACS

ACADEMIC SKILLS FULL-TIME TEACHING LOADS

	1974 Fall SCH	1975 Spring SCH	1975 Fall SCH	1976 Spring SCH	1976 Fall SCH	1977 Spring SCH	1977 Fall SCH	1978 Spring SCH	1978 Fall SCH	1979 Spring SCH	1979 Fall SCH	1980 Spring SCH
Teresa Mueller	274	264	303	342	282	269	Lv of Absence	210		Resigned position not filled		
Karen Pinter	269	213	360	348	284	331	331	150*	258	135*	253*	392
Chuck Walrath	225	381	375	270	260	308	422	286	399	195	398	355

\*Karen Pinter was released 3 credits each semester to work with special study and tutorial retention program for nurses Spring 1978, 1979 and Fall 1979.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 8, 1980

## MEMORANDUM

TO: Dr. Cole

FROM: Don Foster *DF*

RE: Justification for Equipment Request 1980-81

The equipment requests listed below are in priority order.

1. Natural Science Department - \$2,401.00

This request includes the attached list of items of equipment which are necessary in order to replace worn and outmoded equipment for the biology, chemistry, and physics labs. Most of this equipment is over 10 years old and needs to be replaced. The department has developed a plan to replace some of this equipment each year in order to reduce the impact on the budget during any single year.

2. Physical Education Department - \$125.00

This request is to purchase an additional manikin for the CPR courses. The original manikins are wearing out from excessive use. The department is replacing them one at a time. Also, there is an increase in the demand for CPR courses and more students in each class. Thus, an additional manikin is needed.

3. Humanities-Art - \$820.00

This equipment request is to provide needed equipment for the Ceramics Lab. An additional electric potter's wheel is needed, two seats (replacements) and a kiln cart. The latter item is needed to store student projects prior to and after the firing process.

DF/js

Enclosures

CAUK VALLEY COLLEGE  
Bixton, Illinois

1980-1981

Date March 4, 1980

Equipment Request

Form I

Natural Science Department  
Department

No.	Item	Quantity	Unit Cost	Request	Leave Blank
1.	Hemoglobin Meter (Biology)	1	\$ 170.00	\$ 170.00	
2.	Otoscope with Case and Battery Handle (Biology)	1	215.00	215.00	
3.	Blood Pressure Kit (Biology)	1	78.00	78.00	
4.	Organic Chemistry Lab Kit (Chemistry)	1	200.00	200.00	
5.	Variable Transformer (Chem)	1	75.00	75.00	
6.	Digital Multimeter (Physics)	1	395.00	395.00	
7.	Digital Frequency Counter (Physics)	1	403.00	403.00	
8.	Sparic Source (Physics)	1	300.00	300.00	
9.	Photocell Gates (Physics)	2	117.00	234.00	
10.	Triple Beam Balance (Dec-o-gram) Physics	1	100.00	100.00	
11.	Triple Beam Balance with Weight Set (Physics)	3	77.00	231.00	
12.			Total	\$2401.00	
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

SAUK VALLEY COLLEGE  
Dixon, Illinois

1980-1981

Date March 4, 1980

Equipment Request

FORM I

Physical Education Department  
Department

No.	Item	Quantity	Unit Cost	Request	Leave Blank
1.	Baby Manikin	1	\$125.00	\$125.00	
2.	5 x 7 Tents	3	24.00	72.00	
3.			Total	\$197.00	
4.					
5.					
6.					
7.					
8.					
9.					
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19.					
20.					

SAUK VALLEY COLLEGE  
Dixon, Illinois

1980-1981

Date March 4, 1980

Equipment Request

FORM I

Art Department  
Department

10.	Item	Quantity	Unit Cost	Request	Leave Blank
1.	Brent Electric Wheel (Model C)	1	\$505.00	\$505.00	
2.	Brent Electric Wheel Seat	2	80.00	160.00	
3.	Heatproof Kiln Cart	1	155.00	155.00	
4.			Total	\$820.00	
5.					
6.					
7.					
8.					
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10.					
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16.					
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20.					

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 8, 1980

## MEMORANDUM

TO: Dr. Cole  
FROM: Don Foster  
RE: Enclosed Data on Enrollment by Subject Area

Enclosed is the information that you have requested for the SVC Board of Trustees Budget Workshop. The data includes all courses taught both on and off campus that were part of load for the faculty in each department. Also all labs were counted as separate sections, as well as courses that were taught concurrently. All tutorial sections, independent study sections, and cross-divisional instructional assignments were excluded from the calculations. In instances where a staff member from another department taught courses in a different department they are listed as part-time instructors (for that department) and their credit hours included in the part-time totals.

The most noteworthy trend to be observed is that we are offering substantially fewer sections in all four departments in the Arts and Sciences Division as a result of the enrollment decline since 1975-76 and the retrenchment of four full-time staff members in 1978.

DF/js

Enclosure

## HUMANITIES DEPARTMENT

SUBJECT AREA	1974-75		1975-76		1976-77		1977-78		1978-79		1979-80																	
	Fall		Spring		Fall		Spring		Fall		Spring																	
	No.* Cr. Sec.	Cr. Hrs.																										
Art	10	399	13	393	12	505	12	351	13	391	12	367	12	318	11	278	11	321	8	210	11	247	11	208				
English	21	1577	21	1305	32	2094	31	1765	30	1734	30	1466	26	1497	29	1232	25	1342	21	1212	21	1222	21	1216				
Humanities	--	---	--	---	1	63	1	129	1	114	1	57	3	270	2	183	3	264	3	300	3	243	3	279				
Language	10	244	7	128	8	304	11	200	6	212	10	167	8	205	5	96	4	104	4	112	6	184	7	160				
Music	19	531	18	599	18	412	20	435	9	223	13	317	14	152	15	241	13	237	15	241	12	197	17	345				
Philosophy	5	294	5	318	5	372	5	372	5	312	5	327	7	342	4	171	5	148	4	132	3	102	3	126				
Speech	14	672	14	606	14	681	15	728	15	674	15	639	15	510	15	624	15	585	15	556	15	551	16	686				
Total	79	3717	78	3349	90	4431	95	3980	79	3660	86	3340	85	3294	81	2825	76	3001	70	2763	71	2746	78	3020				
	No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.					
	Full-time 11	6126	Full-time 13	7388	Full-time 13	6627	Full-time 13	6119	Full-time 12	5647	Full-time 12	5647	Full-time 12	5625	Full-time 12	5625	Part-time 7	940	Part-time 7	1023	Part-time 6	373	Part-time 2	105	Part-time 1	117	Part-time 1	141

## SOCIAL SCIENCE DEPARTMENT

SUBJECT AREA	1974-75		1975-76		1976-77		1977-78		1978-79		1979-80															
	Fall		Spring		Fall		Spring		Fall		Spring															
	No.* Cr. Sec.	Cr. Hrs.																								
Economics**	2	93	2	87	2	132	2	126	3	351	2	210	3	234	2	135	2	135	2	150	2	180	2	174		
History	6	582	8	624	7	597	7	747	6	498	7	489	7	393	7	480	7	445	7	444	7	372	7	552		
Political Science	4	207	4	258	4	288	3	294	4	201	4	237	4	153	3	213	3	135	2	147	2	117	2	159		
Geography	2	60	1	30	1	33	1	21	--	--	1	42	1	48	--	--	--	--	--	--	--	--	--			
*** Psychology	13	1458	13	1707	13	1908	13	2013	16	1713	19	1865	15	1425	13	1317	10	972	13	1215	11	996	14	1249		
Sociology--Anthropology	9	711	10	969	10	981	10	963	13	936	10	696	7	508	8	447	7	348	6	414	6	396	6	435		
Total	36	3111	38	3675	37	3939	36	4164	42	3699	43	3539	37	2761	33	2592	29	2035	30	2370	28	2061	31	2569		
	No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.		No. of Staff--Cr. Hrs.			
	Full-time 7	6546	Full-time 7	7644	Full-time 6	6447	Full-time 6	5040	Full-time 5	4276	Full-time 5	4288	Part-time 2	240	Part-time 5	459	Part-time 3	313	Part-time 1	129	Part-time 4	342	(Includes Harper & Crouse)	(Includes Harper, Geldean)	(Includes Harper & Geldean)	(Includes Harper & Foster, Crouse & Lovekin)

\*Includes all lab and lecture sections as well as sections that were taught concurrently. Both on and off campus courses that were part of load for full-time staff are included in the totals. Tutorial sections are excluded from the totals. Also, cross-divisional assignments are excluded. \*\*Does not include ECO 111 or 140 which are taught by the Business Department. \*\*\* Does not include PSY 100.

## ARTS &amp; SCIENCES ENROLLMENT TRENDS 1974-80

## NATURAL SCIENCE DEPARTMENT

SUBJECT AREA	1974-75		1975-76		1976-77		1977-78		1978-79		1979-80	
	Fall Spring		Fall Spring		Fall Spring		Fall Spring		Fall Spring		Fall Spring	
	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.	No.* Cr. Sec. Hrs.
Biology	15 1104	17 1043	16 1379	16 1338	15 1260	16 1080	15 1076	14 988	13 946	14 843	11 937	12 849
Chemistry	10 589	9 387	10 720	9 493	10 639	6 329	9 492	9 345	9 504	9 351	10 564	9 362
Earth Science	5 187	10 410	5 317	5 324	6 341	4 233	5 244	4 251	2 130	3 205	2 84	3 151
Mathematics	13 1122	13 889	14 1105	14 992	16 1227	13 995	14 933	14 986	13 1068	12 836	14 1109	14 984
Physics	6 240	9 290	5 215	9 312	5 225	7 265	5 183	8 316	5 134	7 187	6 342	7 265
Total	51 3242	59 3019	54 3736	56 3459	56 3692	47 2902	15 2933	51 2886	42 2782	45 2422	43 3036	45 2611
	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.	No. of Staff--Cr. Hrs.
	Full-time 8 5470	Full-time 8 6118	Full-time 8 6168	Full-time 8 5357	Full-time 7 4880	Full-time 7 5269	Full-time 7 462	Full-time 7 324	Full-time 7 378	Full-time 7 378	Full-time 7 378	Full-time 7 378
	Part-time 3 791	Part-time 3 1077	Part-time 1 426	Part-time 1 462	(Includes Holmberg)							
	(Includes Holmberg & and Bunch)											

## PHYSICAL EDUCATION DEPARTMENT

SUBJECT AREA	1974-75		1975-76		1976-77		1977-78		1978-79		1979-80		
	Fall Spring		Fall Spring		Fall Spring		Fall Spring		Fall Spring		Fall Spring		
	No.* Cr. Sec. Hrs.												
Physical Education	21 360	18 375	21 484	21 586	21 395	20 488	21 456	23 478	18 409	15 289	17 348	17 388	
Total	21 360	18 375	21 484	21 586	21 395	20 488	21 456	23 478	18 409	15 289	17 348	17 388	
	No. of Staff--Cr. Hrs.												
	Full-time 3 375	Full-time 3 547	Full-time 3 815	Full-time 3 901	Full-time 2 585	Full-time 2 711	Full-time 0 0	Part-time 2 39	Part-time 1 68	Part-time 4 113	Part-time 2 25	(Includes Walrath)	(Includes Walrath & Lovekin)
	Part-time 0 0												
	(Includes Walrath)												

\*Includes all lab and lecture sections as well as sections that were taught concurrently. Both on and off campus courses that were taught as part of load for full-time staff are included. \*\*Tutorial sections are excluded from the totals.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE May 8, 1980

MEMORANDUM

Dr. Cole

OM: Jim Strickland

Re: Board Budget Workshop  
May 12, 1980

Attached is Mr. Barber's report for Community Services.

lm  
enc

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1980

## MEMORANDUM

TO: James R. Strickland

FROM: James L. Barber

RE: Attached Credit Hour/Section Historical Report

I have included two tables which represent the operations of the Community Services Department for which I am responsible.

Table I follows the format prepared by Dr. Foster and yourself. A breakdown is provided of the number of sections and credit hours produced Fall and Spring semester each year from fiscal 1974 through 1978. I have separated the sections by type - Transfer/Vocational, General Studies, and the Non-Credit Community Education section. I have also indicated the number of sections and resultant credit hours of the senior studies program. The 1979-80 data is not provided as the final information is not included in the data processing reports.

Table II is a yearly synopsis which does include all sections administered by this office (Fall, Spring, and Summer). It should be noted that these figures may not parallel the records office data as they were compiled prior to drops and adds and are not intended to reflect the reimbursement classes, but rather, to provide an overview of the departmental activities.

As we discussed, I have not indicated a breakdown on full and part-time instructors as almost the entire instructional responsibility has been performed by part-time instructors. The other classes taught by full-time staff have been reimbursed at the part-time/overload rate.

Furthermore, no financial data is enclosed as each section taught through this department is designed to be operated on a "break even" basis. As you are aware, the program has continued to make a substantial contribution to the college's overhead after all Community Services budgets are accounted for in computations.

If I can answer any further specific questions, please contact me directly.

JLB/jml

Enclosures

TABLE I

	1974-1975				1975-1976				1976-1977				1977-1978				1978-1979			
	Fall	Spring	Fall	Spring	Fall	Spring														
General Studies	40	693	54	1313	58	893	50	776	50	867	27	457	40	748	32	661	30	816	55	761
Transfer/ Vocational	11	348	29	835	22	695	27	560	26	888	60	2042	31	737	42	1017	53	1713	80	2412
Non-Credit Community Education	7	180*	22	506*	21	321*	24	560*	9	205*	23	364*	14	223*	19	296*	7	91*	9	140*
Senior Studies Classes	None	None	None	None	20	360	14	323	20	915	19	888	19	828	22	1026	25	1125		
Total Sections	58	105		101	101		85	110		85	93		90	144						
Total Credit Classes	51	83		80	77		76	87		71	74		83	135						
Total Credit Hours	1041	2148		1588	1336		1755	2499		1485	1678		2529	3173						

(\* - These data represent individuals enrolled as credit hours were not produced)

TABLE II

Historical Perspective of Community Service Program  
(Number of Sections and Credit Hours Produced)

YEAR	NUMBER OF SECTIONS*	TOTAL NUMBER OF CREDIT SECTIONS	TOTAL HEAD COUNT*	TOTAL CREDIT HOURS	AVERAGE CLASS SIZE*
72-73	35		575	726	16.43
73-74	93		1771	1973	19.05
74-75	136	107**	2871	3189	21.11
75-76	202	157**	3468	3397	17.17
76-77	204	172**	3105	4353	15.22
77-78	231	193**	3470	5081	15.03
78-79	258	211**	3912	6204	15.17
79-80	302	273**	4244	5949	14.06

\* - This includes non-credit sections

\*\* - This includes general studies and transfer/vocational classes only

B-#4

MIDTERM ENROLLMENT  
at  
SAUK VALLEY COLLEGE  
in  
SEMESTER HOURS

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
Summer Session	2,718	3,006	2,859	2,701	3,032	3,243	6,128	5,553	4,472	4,559
Fall Semester	16,285	16,224	17,155	17,756	18,596	20,436	28,471	26,291	25,645	23,018
Spring Semester	14,285	15,262	16,127	17,141	18,365	22,394	28,108	26,645	22,970	22,051
<b>TOTAL HOURS:</b>	<b>33,288</b>	<b>34,492</b>	<b>36,141</b>	<b>37,598</b>	<b>39,993</b>	<b>46,073</b>	<b>62,707</b>	<b>58,489</b>	<b>53,087</b>	<b>49,628</b>
<b>Full Time Equivalent Students</b>	<b>1,110</b>	<b>1,150</b>	<b>1,205</b>	<b>1,253</b>	<b>1,333</b>	<b>1,536</b>	<b>2,090</b>	<b>1,950</b>	<b>1,770</b>	<b>1,654</b>

SUMMARY  
of  
OPERATIONAL REVENUE, EXPENDITURES, AND FUND BALANCES

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
<b>TOTAL REVENUE:</b>	<b>2,003,171</b>	<b>2,098,005</b>	<b>2,326,135</b>	<b>2,495,303</b>	<b>3,119,143</b>	<b>3,222,190</b>	<b>3,192,033</b>	<b>3,163,662</b>
<b>TOTAL EXPENSES:</b>	<b>\$2,076,634</b>	<b>\$2,058,121</b>	<b>\$2,222,684</b>	<b>\$2,568,852</b>	<b>\$3,019,031</b>	<b>\$3,433,264</b>	<b>\$3,290,052</b>	<b>\$3,240,068</b>
Excess (Deficiency) of Revenue over Expenditures	(73,562)	39,883	103,451	(73,549)	100,112	(211,074)	(98,019)	(76,406)
Balance June 30th	153,513	193,396	296,848	223,299	323,411	112,336	14,317	(62,088)

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

May 12, 1980

The Board of Trustees of Sauk Valley College met in regular meeting at 6:00 p.m. on May 12, 1980 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Reigle called the meeting to order at 6:00 p.m. and the following members answered roll call:

John Fassler	Kay Fisher
Lorna Keefer	Ann Powers
Juanita Prescott	William Reigle

Absent: Oscar Koenig

Welcome: Chairman Reigle officially welcomed the new student trustee, Scott Quick, of Fulton, IL.

Budget Workshop: Discussion was held on the 1980-81 budget. Some of the major items discussed were equipment requested by the various departments and the priorities for same. Another item discussed at length was the growing number of class sections offered at the present time while total credit hour production seems to be down. The Board went on record as expressing their concern about this trend.

Arrival: Member Koenig arrived at 6:40 p.m.

Executive Session: At 7:30 p.m. it was moved by Member Prescott and seconded by Member Fassler that the Board adjourn to executive session to discuss personnel. Motion voted and carried.

Regular Session: At 8:05 p.m. it was moved by Member Fisher and seconded by Member Keefer that the Board return to regular session. Motion voted and carried.

Minutes: It was moved by Member Koenig and seconded by Member Prescott that the minutes of the April 28 meeting be approved with the notation that on Page #2 (the last paragraph) Ann Powers' name should be included as a member of the College Concerns Committee.

1980-82 Catalog: It was moved by Member Prescott and seconded by Member Koenig that the Board approve the 1980-82 college catalog and reaffirm the contents, including the curricula, regulations and provisions published in it. In a roll call vote, all voted aye. Motion carried.

Resignation: It was moved by Member Keefer and seconded by Member Fisher that the Board accept with regret the resignation of June Hilton, Asst. Professor of Nursing. Motion voted and carried. The Board said they were very appreciative of her nine and one-half years of service to the college, and wished her well in the years to come.

Replacement: It was moved by Member Keefer and seconded by Member Koenig that the Board approve replacing June Hilton. Motion voted and carried.

Financial Aids Office: Discussion was held on the crowded conditions in the Financial Aids area and the possibility of moving this operation to the area on the first floor currently occupied by the Agriculture Department. Dr. Cole asked the Board to come to the next meeting a few minutes early so that they could tour both of these areas.

College Concerns Committee: Member Prescott reported on the activities of the College Concerns Committee.

President's Report: Student trustee, Scott Quick, reported on the events held during Spring Fever Week, the circus which is scheduled for June 10, and the ASB elections which were held recently. He said that Jim McBride of Sterling had been elected President, Penni Livingston had been elected Vice-President, and Ed Mears and Jorge Rangel were elected Lay Members. Dr. Cole reported on committee meeting minutes, the success of the tennis team in winning the Arrowhead Conference Championship, the sectionals and were schedule to participate in the state tournament. He also noted that he had enclosed copies of the drafts for the ICCB evaluation visit and the North Central visitation. He asked the Board to study these documents and present any questions at the next meeting.

Executive Session: At 8:30 p.m. it was moved by Member Keefer and seconded by Member Koenig that the Board adjourn to executive session to discuss personnel evaluations. In a roll call vote, all voted aye. Motion carried.

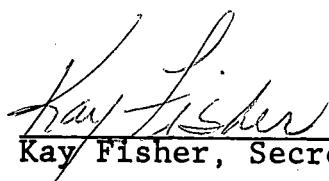
Regular Session: At 9:50 p.m. it was moved by Member Fassler and seconded by Member Powers that the Board return to regular session. Motion voted and carried.

Auditors: Discussion was held on auditors hired by the college each year.

Adjournment: Since there was no further business, it was moved by Member Powers and seconded by Member Koenig that the Board adjourn to Tuesday, May 27 at 8:00 p.m. (Monday, May 26 is an official college holiday).

The meeting adjourned at 10:08 p.m.

Respectfully submitted:

  
Kay Fisher  
Kay Fisher, Secretary

# SAUK VALLEY COLLEGE

D-#1

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1980

## MEMORANDUM

TO: Dr. Cole

FROM: John Sagmoe

RE: NEW STUDENT TRUSTEE

This is to advise you that the Sauk Valley College Associated Student Board has conducted their annual spring elections, and the newly elected student trustee to the Sauk Valley College Board is Scott Quick, a graduate of Fulton High School and presently a sophomore at Sauk.

jmb

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

10-4

DATE May 9, 1980

MEMORANDUM

CONFIDENTIAL  
BOARD OF TRUSTEES ONLY

TO: Dr. Cole

OM: Jim Strickland *JMS*

Attached is a letter of resignation to Jan Kime, from June Hilton, Assistant Professor of Nursing.

Would you please ask the Board of Trustees to accept June's resignation at their regular meeting on May 12, 1980.

Obviously, I do not agree with some of June's statements in her letter of resignation, and feel that she is inaccurate in her assessment, however, June is entitled to her opinion. I would hope that the Board would see the good work that June Hilton has done over the years and disregard some of the negative comments in her letter.

Dean Jan Kime will be at the Board meeting on May 12 to answer any questions that may arise.

Please seek approval to refill this position.

lm  
enc

May 8, 1980

Janet Kime, Director  
Associate Degree Nursing Program  
Sauk Valley College

Dear Janet:

Please accept my resignation from the nursing faculty at the end of this school year.

I have spent considerable time and effort in preparing myself to teach Maternal & Infant Health. I have not done so this year and am not scheduled to next year. The last two years I taught the class there was 100% passage on State Boards, so my ability to teach should not be in question.

I can no longer teach in an atmosphere which I feel is not educationally sound. I am currently spending 5 days a week in the clinical area and after several attempts, I still was unable to find out the course content. In one case, it was not even written yet. Communication is non-existent--students have to tell me what they have in class.

I have taught at SVC for 9½ yrs. and enjoy working with the students a great deal. This has been a very difficult decision to make. I am no longer willing to spend so much time and effort with such little satisfaction in return. I feel I no longer want to live with the continuing frustrations that exist here.

Sincerely,

*June Hilton*

June Hilton, Assistant Professor

RECEIVED  
MAY - 9 1980