

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Third Floor Conference Room, 3L14
June 23, 1980 8:00 p.m.

A. Call to Order

B. Roll Call

C. Written Communications from Visitors

D. Recommended Actions:

- 1) Approval of minutes as submitted
- 2) Approval of Treasurer's Report
- 3) Approval of current bills for payment
- 4) Approval of current payroll journal
- 5) Bids for class schedule mailers
- 6) Kitchen lease with Unit 5
- 7) DAVTE Annual Evaluation Report
- 8) Contract with the SVC Faculty Association

E. Old Business:

- 1) Update on Financial Aid move
- 2) Career Education enrollment comparison

F. New Business:

- 1) Association of Community College Trustees
Membership Dues
- 2) Affirmative Action report on aging
- 3)

G. President's Report:

- 1) Report from student trustee
- 2) Committee meeting minutes
- 3) Yearly report Arts and Sciences
- 4) Yearly report Humanities
- 5) Yearly report Natural Sciences
- 6) Yearly report Physical Education
- 7) Yearly report Social Science
- 8) Enrollment update
- 9) Senate bill #1665

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

June 23, 1980

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on June 23, 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 8:00 p.m. and the following members answered roll call:

Lorna Keefer	Kay Fisher
Ann Powers	Oscar Koenig
William Reigle	Juanita Prescott

Absent: John Fassler Scott Quick

Minutes: It was moved by Member Prescott and seconded by Member Keefer that the Board approve the minutes of the June 9 and June 18 meetings as presented. Motion voted and carried.

Treasurer's Report: It was moved by Member Koenig and seconded by Member Prescott that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried.

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

Educational Fund	<u>304,961.16</u>
Building Fund	<u>3,536.27</u>
Site & Construction	<u> </u>
Bond and Interest	<u>32,621.15</u>

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 payroll of May 30 in the amount of \$155,125.09 and the payroll of June 15 in the amount of \$77,825.76. In a roll call vote, all voted aye. Motion carried.

Arrival: Member John Fassler arrived at 8:10 p.m.

Direct Mailer
Bids:

It was moved by Member Keefer and seconded by Member Koenig that the Board approve the bid from the B.F. Shaw Printing Company in the amount of \$23,350 for five direct mail class schedules. It was noted that this was the only bid received. In a roll call vote, all voted aye. Motion carried.

Unit 5
Kitchen
Lease:

In discussion on the kitchen lease with Unit 5, it was decided that Chairman Reigle and Member Fisher will explore this lease and report back to the Board with their recommendations.

DAVTE
Evaluation:

It was moved by Member Prescott and seconded by Member Powers that the Board approve the administration's response to the recent DAVTE Evaluation. Motion voted and carried.

SVC Faculty
Association
Contract:

It was moved by Member Prescott and seconded by Member Keefer that the Board approve the attached two-year agreement with the Sauk Valley College Faculty Association. In a roll call vote, all voted aye. Motion carried.

Dues for the
ACCT:

It was moved by Member Prescott and seconded by Member Fisher that the Board approve the payment of yearly dues for the Association of Community College Trustees in the amount of \$470 for the fiscal year beginning June 1, 1980. In a roll call vote, all voted aye. Motion carried.

Affirmative
Action Study
on the Aged:

The attached report was submitted from the Affirmative Action Officer, Dr. Donald Foster, as evidence that the college is committed to providing equal opportunity and services for persons from 40 to 70 years old.

President's
Report:

There was no report from the student trustee. President Cole reported on the committee meeting minutes, annual reports received from the Arts and Sciences division and the academic departments in this division. He also reported on Senate Bill #1665, estimated revenue for the 1979-80 fiscal year, and summer enrollment which shows 6,278 credit hours as compared to 5,228 credit hours for summer last year.

June 23, 1980
Page #3

Farewell:

Chairman Reigle noted that this was President Cole's last Board meeting. He said he would be remiss for not commending Dr. Cole for the fantastic growth in the college district, new programs, and enrollment, during the eight years of Dr. Cole's tenure. He noted that the positive reports and evaluations from the North Central Association and the Illinois Community College Board were testimony to this. He said that he had enjoyed working with Dr. Cole over the past eight years and on behalf of the Board he wished him luck in his future endeavors.

Adjournment:

Since there was no further business, it was moved by Member Prescott and seconded by Member Powers that the Board adjourn. The next regular meeting will be 8:00 p.m. on July 14, 1980 in the Board Room of the college. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 8:45 p.m.

Respectfully submitted:



Kay Fisher, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE: June 18, 1980

MEMORANDUM

TO: Sauk Valley College Board of Trustees
FROM: Dr. George E. Cole
RE: APPROVAL OF CONTRACT FOR 1980-81 DIRECT MAIL CLASS SCHEDULES

The attached memorandum from Ralph Gelander is self-explanatory. Each year we bid the total mailer package. This year the only bid received was from the B. F. Shaw Printing Co., Dixon, in the amount of \$23,350.

RECOMMENDATION: Board approval to accept the bid in the amount of \$23,350 from the B. F. Shaw Printing Company for the printing and direct mailing of five SVC class schedules for the 1980-81 year, in accordance with the specifications listed on the attached.

1m

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 18, 1980

MEMORANDUM

TO: Dr. George E. Cole, President

FROM: Ralph Gelander

RE: APPROVAL OF A CONTRACT FOR PRINTING AND DIRECT MAILING
FIVE 1980-81 COLLEGE CLASS SCHEDULES

One bid has been received for the printing and direct mailing of five class schedules for the college throughout the 1980-81 year. The five mailers include the following:

- 1) One for each of the regular fall and spring semester class schedules;
- 2) One for each of the Community Services fall and spring semester class schedules; and,
- 3) One combined mailer to include the summer session schedule and the President's Report to the community.

The following bid was received following appropriate legal notice published in the Dixon Evening Telegraph and the Sterling Daily Gazette:

- 1) A rate of \$4,670 per mailer was received from the B.F. Shaw Printing Company (publishers of the Dixon Evening Telegraph), for a total bid of \$23,350.

For the previous four years the B. F. Shaw Printing Co. and the H. C. Johnson Press, Inc., have been the sole bidders for this contract. In each case, the B. F. Shaw Printing Company submitted a bid.

I am attaching a copy of the bid submitted, as well as copies of the legal notice and the printing specifications which I prepared.

RECOMMENDATION: I recommend approval of the bid of \$23,350 submitted by the B. F. Shaw Printing Co., Dixon, IL.

RG:lm

Note: Last year the bid from B. F. Shaw Printing Company was \$3,895 per mailer or a total of \$19,820.

SAUK VALLEY COLLEGE

1-6
RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 23, 1980

MORANDUM

Sauk Valley College Board of Trustees

TO: Dr. George E. Cole

: Kitchen Lease - Unit 5

As you will note from the attached memorandum, Unit 5 school district is interested in renewing their lease for kitchen facilities.

Because of vacation schedules, I have not had an opportunity to discuss the details with Dean Edison, but I would suggest that the Board discuss this matter at the June 23 meeting. It is apparently a continuation of the original contract which had been approved by both Boards.

RECOMMENDATION: Board approval to continue the contract with Unit 5 for the continuation of the kitchen facilities lease from July 1, 1980 through June 30, 1981.

mv

COMMUNITY UNIT SCHOOL DISTRICT NO. 5
1800 SIXTH AVENUE
STERLING, ILLINOIS 61081

BUSINESS OFFICE

815-626-5050

June 10, 1980

Mr. Robert Edison
Dean of Business Services
Sauk Valley College
R.R. #1
Dixon, IL 61021

Dear Bob:

On behalf of the school food service program for our district, we respectfully request authorization for the continuation of the kitchen facilities lease. This request is for fiscal year 1981 which begins July 1, 1980, and ends June 30, 1981. The request is based on the premise of the original lease continued with the same conditions and stipulations as agreed and originally signed by both Boards.

Enclosed with our request are copies of computer print-outs of our school food service program displaying the results. The first page covers the results for January through June, 1979, and the second sheet covers the period of July through December, 1979. The reports indicate that 338,399 meals were served for calendar year 1979. We submit that the vast majority of these meals were prepared at the main kitchen preparation site located at SVC; however, some of the meals served are prepared in the Challand kitchen or at Sterling High School. This will give you basic information regarding our usage.

If further questions should arise regarding extension of the lease and/or the semi-annual food service reports, I ask that you call my office. May we hear from you regarding our request and your decision.

Yours truly,

Robert R. Cripe

Robert R. Cripe
Director of Business Affairs

RC/jd

Enclosures

ILLINOIS STATE BOARD OF EDUCATION
JOSEPH M. CRONIN, STATE SUPERINTENDENT

SCHOOL LUNCH SEMI-ANNUAL FINANCIAL FY79

PAGE 1,309

AGREEMENT NUMBER
75-098-04-0600-1SPONSOR NAME
ROBERT R CRIPESCHOOL NAME
COMMUNITY UNIT SCHOOLREPORTING PERIOD
JANUARY THRU JUNE

VENUES	TOTAL	TYPE A	SPECIAL MILK	BREAKFAST	OTHER
10. FEDERAL	62,365.00	52,648.00	9,717.00	.00	
11. STATE	4,118.00	4,118.00	.00	.00	
12. CHILDREN	133,658.00	90,670.00	6,962.00	.00	36,026.00
13. ADULTS	2,827.00			.00	2,827.00
14. PAYMENTS	.00	.00		.00	
15. OTHER	11,451.00	.00	.00	.00	11,451.00
16. TOTAL	214,419.00	147,436.00	16,679.00	.00	50,304.00
 DSTS/EXPENDITURES					
17. LABOR	83,858.00	73,795.00	4,528.00	.00	5,535.00
18. EQP DEPR	1,307.00	819.00	165.00	.00	323.00
19. OTHER	38,476.00	24,117.00	4,852.00	.09	9,507.00
20. SUB TOTAL	123,641.00	98,731.00	9,545.00	.00	15,365.00
21. INDIRECT	24.73	30,576.00	24,416.00	2,360.00	.00
22. FOOD		118,841.00	74,488.00	14,987.00	3,800.00
23. TOTAL COST		273,058.00	197,635.00	26,892.00	29,366.00
 SUMMARY					
24. BEGIN BAL	21,520.00-				
25. EXCESS REV	58,639.00-	50,199.00-	10,213.00-	.00	1,773.00
26. ENDING BAL	80,159.00-				
 VALUE OF DONATIONS					
27. USDA COMMOD	24,125.00	17,302.00		.00	6,823.00
28. OTHER	.00	.00	.00	.00	.00

SEMI-ANNUAL ANALYSIS

LUNCH					ADJUSTMENTS	
TYPE	NUMBER	COST/MEAL	COST	REVENUE	STATE	FEDERAL
PAID	150,066	1.0680	160,270.48	112,800.57	.00	.00
FREE	27,453	1.0680	29,319.80	28,070.66	.00	.00
REDUCED	7,524	1.0680	8,035.63	6,564.66	.00	.00
TOTAL	185,043	1.0680	197,625.91	147,435.89	.00	.00

ILLINOIS STATE BOARD OF EDUCATION
JOSEPH M. CRONIN, STATE SUPERINTENDENT

SCHOOL LUNCH SEMI-ANNUAL FINANCIAL FY80

PAGE 1,61

AGREEMENT NUMBER
55-098-04-0600-1SPONSOR NAME
ROBERT R CRIPESCHOOL NAME
COMM UNIT SCHOOL #5REPORTING PERIOD
JULY THRU DECEMBER

	TOTAL	TYPE A	SPECIAL MILK	BREAKFAST	OTHER
REVENUES					
10. FEDERAL	58,077.00	48,782.00	9,295.00	.00	
11. STATE	3,942.00	3,942.00	.00	.00	
12. CHILDREN	112,808.00	74,697.00	5,384.00	.00	32,727.00
13. ADULTS	2,687.00	.00	.00	.00	2,687.00
14. PAYMENTS	.00	.00	.00	.00	
15. OTHER	.00	.00	.00	.00	.00
16. TOTAL	177,514.00	127,421.00	14,679.00	.00	35,414.00
COSTS/EXPENDITURES					
17. LABOR	72,475.00	52,805.00	8,835.00	.00	10,835.00
18. EQP DEPR	1,307.00	952.00	159.00	.00	196.00
19. OTHER	37,013.00	26,968.00	4,511.00	.00	5,534.00
20. SUB TOTAL	110,795.00	80,725.00	13,505.00	.00	16,565.00
21. INDIRECT 25.47	28,220.00	20,561.00	3,440.00	.00	4,219.00
22. FOOD	104,754.00	76,329.00	12,772.00	.00	15,653.00
23. TOTAL COST	243,769.00	177,615.00	29,717.00	.00	36,437.00
SUMMARY					
24. BEGIN BAL	80,159.00-				
25. EXCESS REV	66,255.00-	50,194.00-	15,038.00-	.00	1,023.00-
26. ENDING BAL	146,414.00-				
VALUE OF DONATIONS					
27. USDA COMMOD	14,466.00	12,004.00	.00	.00	2,462.00
28. OTHER	.00	.00	.00	.00	.00

S E M I - A N N U A L A N A L Y S I S

LUNCH	NUMBER	COST/MEAL	COST	REVENUE	ADJUSTMENTS	
					STATE	FEDERAL
PAID	122,323	1.1581	141,662.26	94,541.11	.00	.00
FREE	26,279	1.1581	30,433.70	28,447.00	.00	.00
REDUCED	4,754	1.1581	5,505.60	4,433.09	.00	.00
TOTAL	153,356	1.1581	177,601.56	127,421.20	.00	.00

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE June 19, 1980

MEMORANDUM

TO: SVC Board of Trustees

FROM: Don Foster DDF

RE: Contract Changes

Enclosed is a list of all contract changes, the salary information for all 61 members of the bargaining unit and the new salary schedules for 1980-81 and 1981-82. The entire proposal is ready for board action since the Faculty Association ratified the agreement on 6/22/80. Enclosed are four signed copies of the acceptance page which must be signed by Bill Reigle and Kay Fisher after the board ratifies the agreement.

Any questions about the language changes and/or salary schedules can be answered by Jan Kime and Dr. Cole. A joint news release has been prepared and given to Joan Melvin, Jan Kime and Ralph Gelander for revision and the preparation of a final draft. A copy of this news release will be given to the board for their approval, as requested, before being released to the press.

DF/js

cc Dr. Cole
Janet Kime
Ralph Gelander

Enclosure

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 18, 1980

MEMORANDUM

TO: SVC Board of Trustees

FROM: Don Foster

RE: Comparative Costs - Association Proposal

Association Proposal of 6/16/80

1980-81 \$1,206,575*

Added Cost \$141,090

1981-82 \$1,306,120

Added Cost \$ 99,545

Total added cost over two years = \$240,635 (22.6%)

*The figures for the 1980-81 year include the nine promotions that were granted. No promotions are included for the 1981-82 year.

DF/js

cc Dr. Cole
Joan Melvin

ASSOCIATION PROPOSAL 6/16/80

<u>NAME</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
Bailey, Glenn	\$17,300	\$19,750	\$21,487
Beatty, Ed	15,700	17,886	19,407
Burnham, Judy	15,700	17,886	19,407
Burton, Don	21,100	23,422	25,159
Buschmann, Claire	18,270*	20,830*	22,656*
Byar, William	21,100	23,422	25,159
Crouse, Robert	18,475	20,521	22,042
Cunningham, Pam	12,650	15,251**	16,772
Dill, Ross	16,775	19,138	20,875
Frana, Jerry	13,850	15,807	17,108
Frederick, Lauren	18,475	21,536**	23,323
Frieders, Chuck	17,300	19,467	20,988
Gates, Carl	17,300	20,362**	22,099
Grossman, Leona	17,160*	19,498*	21,061*
Guinnup, Max	21,100	23,422	25,159
Hain, Carol	15,700	17,886	19,407
Happach, Ron	17,875	20,362	22,099
Hardersen, Alan	17,160*	19,566*	21,391*
Harding, Tom	17,300	19,467	20,988
Hartje, Ron	21,100	23,789	25,757
Hedstrom, Ruth	13,025	15,251**	16,772
Hefferin, Deb (Vrhel)	13,425	15,251	16,772
Heuck, Dale	18,475	20,974	22,711
Hilton, June	13,850	15,778	17,299
Holmberg, Claryce	20,400	23,101	25,069
Horton, Anne	24,150	26,541	28,508
Johnson, Rosemary	14,730*	17,374**	18,935*
Keller, Stuart	21,100	23,422	25,159
Lillyman, Kit	19,100	21,586	23,323
Logemann, Robert	14,300	16,250**	17,551
Lovekin, David	16,775	19,138	20,875
Major, James	21,100	23,422	25,159
Mathis, Jerry	18,475	21,725**	23,693
Matter, Robert	17,300	19,467	20,988
McLean, Ken	18,475	20,974	22,711
Melvin, Joan	18,840*	21,463**	23,288*
Nelson, Harold	22,170*	24,625*	26,450*

* Indicates 12 months salary

**Indicates promotional salary for 1980-81

ASSOCIATION PROPOSAL 6/16/80

-2-

<u>NAME</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
Nesbit, Fred	\$20,400	\$23,101	\$25,069
O'Banion, John	16,775	19,138	20,875
Orlowski, Betty	13,025	15,251**	16,772
Oster, Chuck	18,475	20,521	22,042
Palumbo, Frank	21,100	23,422	25,159
Paterson, Chuck	17,875	19,994	21,515
Paulsen, Duane	18,475	20,974	22,711
Petersen, Maxine	17,875	20,362	22,099
Pinter, Karen	20,400	22,810	24,547
Shippert, Stanley	18,270*	20,563*	21,593*
Sierra, Arturo	15,630*	17,905*	19,466*
Smith, Robert	18,475	20,521	22,042
Spencer, Norman	18,475	20,521	22,042
Thomas, Robert	17,875	20,362	22,099
Vrhel, George	17,875	20,362	22,099
Walrath, Chuck	13,425	15,251	16,772
West, Chuck	13,850	15,778	17,299
Weller, Mary	21,100	23,422	25,159
Wharton, Robert	17,300	19,467	20,988
White, Peggy	10,950	12,443	13,620
Youker, David	21,100	23,422	25,159
Krick, Janet	13,500*	15,396*	16,808*
Huber, Karen	11,900	13,604	14,781
McClintock, Joyce	<u>14,280*</u>	<u>16,325*</u>	<u>17,737*</u>
	<u>\$1,065,485</u>	<u>\$1,206,575</u>	<u>\$1,306,120</u>

* Indicates 12 month salary

**Indicates promotional salary for 1980-81

js

SAUK VALLEY COLLEGE

1980-81 INSTRUCTIONAL SALARY SCHEDULE

EFFECTIVE FALL SEMESTER 198010 Months Only

<u>Step</u>	<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>
1	\$11,282	\$12,263	\$14,197	\$16,078	\$18,285
2	11,669	12,706	14,724	16,690	18,973
3	12,056	13,149	15,251	17,302	19,661
4	12,443	13,592	15,778	17,914	20,349
5	12,830	14,035	16,305	18,526	21,037
6	13,217	14,478	16,832	19,138	21,725
7	13,604	14,921	17,359	19,750	22,413
8	13,991	15,364	17,886	20,362	23,101
9	14,378	15,807	18,413	20,974	23,789
10	14,765	16,250	18,940	21,586	24,477
11	15,152	16,693	19,467	22,198	25,165
12	15,539	17,136	19,994	22,810	25,853
13			20,521	23,422	26,541
14			21,048	24,034	27,229
15					27,917
constant step Amount	387	443	527	612	688

Based on 9% x step one of each rank in the 1979-80 salary schedule

Steps were obtained by multiplying the average salary in each lane by 3.2%

Promotions are calculated by locating present step, adding one step in old lane to one step in new lane, and round off to nearest salary in the lane for the new rank.

SAUK VALLEY COLLEGE

1981-82 INSTRUCTIONAL SALARY SCHEDULE

EFFECTIVE FALL SEMESTER 198110 Months Only

Step	Assistant Instructor	Instructor	Assistant Professor	Associate Professor	Professor
1	\$12,072	\$13,121	\$15,191	\$17,203	\$19,565
2	12,459	13,564	15,718	17,815	20,253
3	12,846	14,007	16,245	18,427	20,941
4	13,233	14,450	16,772	19,039	21,629
5	13,620	14,893	17,299	19,651	22,317
6	14,007	15,336	17,826	20,263	23,005
7	14,394	15,779	18,353	20,875	23,693
8	14,781	16,222	18,880	21,487	24,381
9	15,168	16,665	19,407	22,099	25,069
10	15,555	17,108	19,934	22,711	25,757
11	15,942	17,551	20,461	23,323	26,445
12	16,329	17,994	20,988	23,935	27,133
13			21,515	24,547	27,821
14			22,042	25,159	28,509
15					29,197

Constant Step Amount	387	443	527	612	688
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Based on 7% x step one of each rank in the 1980-81 salary schedule

LIST OF APPROVED CONTRACT MODIFICATIONS

1.1 - line 7 - add after personnel

"who have regular full-time appointments approved by the Board of Trustees, and who hold academic rank)"

approved 3/4/80

1.4 - line 37 - 41 - delete and replace with

"Both parties agree that they shall not discriminate against any employee for joining and/or assisting the Association or the Board."

approved 3/4/80

2.2 - line 15 - delete "or"

- line 19 - after Association. insert additional sentence "By mutual agreement other authorized representatives of the Association and the Board may be present at the bargaining table."

approved 3/4/80

4.1 - line 43 - delete "selection" and replace with "appointed".

After mediator add "by the Federal Mediation and Conciliation Service."

approved 3/4/80

4.2 - A. lines 5 - 17 delete

B. lines 18 - 20 delete

C. lines 21 - 23 delete

New 42.2A. would then read as follows: "The mediator shall meet with the parties.....written consent of both parties."

approved 3/4/80

4.3 - A. new clause reads as follows:

"If agreement cannot be reached through the mediation process within twenty (20) calendar days from the date of selection of a mediator, a fact-finder shall be requested from the American Arbitration Association. The procedures specified in the American Arbitration Association Voluntary Labor Arbitration Rules shall be used to select a fact-finder, provided that the fact-finder shall not be the same person used as a mediator."

approved 3/18/80

6.2A - lines 32-38

Delete: existing language

Change to: "Overload will be determined on the basis of the assignment for the academic year, i.e. the fall semester plus the spring semester. Overload compensation shall be paid for all teaching assignments in excess of 32 semester hours for the academic year. Any faculty member may have the option of accepting or refusing overload of more than one (1) semester hour".

approved 6/19/80

6.2B - lines 35-38

Delete: "A written contract....overload period".

approved 4/22/80

6.2C - Revised clause reads as follows:

"The College will pay a flat \$100.00 for each night on which a class or classes are assigned in excess of two (2) nights (classes starting at 5:00 p.m. or after) or for day classes starting before 8:00 a.m. in excess of two (2) days per week. Saturday and Sunday classes shall count the same as night classes for purposes of this calculation".

approved 4/22/80

6.2F - New article

"F. Full-time faculty shall be reimbursed for off-campus travel at the current college rate for travel to and from courses that are taught as part of regular load".

approved 4/22/80

11.1 - line 28

Change: "Faculty Handbook" to "Professional Staff Handbook".

approved 4/22/80

12.2 - lines 19-22

Delete: Old article

Add: New language as follows:

"When new forms are developed, the Administration shall furnish copies to members of the Bargaining Unit prior to final adoption. The members of the Bargaining Unit may submit written responses within twenty (20) calendar days of receipt. Within twenty (20) calendar days thereafter, the Administration shall notify the members of the Bargaining Unit of its disposition of the responses. If new evaluation forms are to be used, copies will be distributed to the faculty at the beginning of the academic year".

approved 4/22/80

17.2A - lines 24-27

Delete: All after "Agreement"

Changed clause would then read as follows: "A. A "grievance" shall mean a claim that there has been an alleged violation, misinterpretation or misapplication of a provision of this Agreement".

approved 6/19/80

17.2D - line 36

Add: After days, "except snow days and holidays as designated on the official school calendar".

approved 4/22/80

22.2A - line 25

Change: to 1980-81 approved 6/19/80

22.2A - line 27

22.2B - line 28

Change: to 1981-82 approved 6/19/80

22.2B - line 30

Change: to 1981 approved 6/19/80

22.2C - Delete: lines 31-33

Add: "When a faculty member is granted a promotion in rank the following steps shall be applied to determine his/her new salary:

Step #1: Find the present salary step and rank on the salary schedule for the year in which the promotion will take effect.

Step #2: Add monies equal to one increment in his/her present rank and one increment in the next rank figured on the salary schedule for the year in which the promotion will take effect.

Step #3: Round that figure to the nearest salary in the new rank on the salary schedule for the year in which the promotion will take effect".

Approved 6/19/80

DF/js

STATUS OF NEGOTIATING POSITIONS

AS OF JUNE 19, 1980

<u>Board Position</u>	<u>Association Position</u>
Agreement on Article I (3/4/80)	Agreement on Article I (3/4/80)
Agreement on Article II (3/4/80)	Agreement on Article II (3/4/80)
Agreement on Article III (3/4/80)	Agreement on Article III (3/4/80)
Agreement on Article IV (3/20/80)	Agreement on Article IV (3/20/80)
Agreement on Article V (3/20/80)	Agreement on Article V (3/20/80)
Article VI 6.2A - lines 14, 16 Update for new contract term. Agreement (4/22/80)	Article VI 6.2A - lines 14-35 Association's acceptance of any change in workload is tied to their economic offer.
6.2A - line 18 Present language Agreement (5/8/80)	
6.2A - line 23 Present language Agreement (5/8/80)	
 6.2B - lines 32-38 <u>Delete:</u> existing language <u>Change to:</u> "Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester. Overload compensation shall be paid for all teaching assignments in excess of 32 semester hours for the academic year. Any faculty member may have the option of accepting or refusing overload of more than one (1) semester hour". Agreement (5/8/80)	 6.2B - lines 32-35 Association's acceptance of this is tied to their economic offer.
	 It was agreed that a "memorandum of understanding" will be issued which will specify that--"One (1) hour of workload credit per semester will be allowed for each weekly session of off-campus field experience for coordinating student educational activities with the health agency nursing service area".

<u>Board Position</u>	<u>Association Position</u>
6.2B - lines 35-38 <u>Delete:</u> Present language Agreement (4/22/80)	6.2B - lines 35-38 <u>Delete:</u> Present language Agreement (4/22/80)
6.2C - lines 39-42 Agreement (4/22/80)	6.2C - lines 39-42 Agreement (4/22/80) Accepted Board's proposal of 4/22/80.
6.2E - line 31 Present language Agreement (4/22/80)	6.2E - line 31 Association withdrew proposal on (4/22/80) Revert back to present language.
6.2F - New Article "F. Full-time faculty shall be reimbursed for off-campus travel at the current college rate for travel to and from courses that are taught as part of regular load". 6.2G - (New clause) Board's proposal withdrawn on 4/22/80.	6.2F - New Article Agreement (6/19/80) 6.2G Agreement reached on 4/22/80.
Agreement on Article VII (3/20/80)	Agreement on Article VII (3/20/80)
Agreement on Article VIII (3/20/80)	Agreement on Article VIII (3/20/80)
Article IX Both parties agreed to withdraw all proposals on 4/22/80.	Article IX Both parties agreed to withdraw all proposals 4/22/80.
Article X No changes proposed	Article X No changes proposed
Article XI 11.1 - line 17 <u>Change:</u> "Faculty Handbook" to "Professional Staff Handbook". Agreement (3/18/80)	Article XI 11.1 - line 17 Agreement (3/18/80)
Article XII 12.2 - line 20 Agreement (4/22/80) Board's revised proposal of 4/22/80 accepted.	Article XII 12.2 - line 20 Agreement (4/22/80) Board's revised proposal of 4/22/80 accepted.
Article XIII 13.2A - line 39 Board proposal withdrawn (4/22/80)	Article XIII 13.2A - line 39 Board proposal withdrawn (4/22/80)
Article XIV No changes proposed	Article XIV No changes proposed
Article XV No changes proposed	Article XV No changes proposed

<u>Board Position</u>	<u>Association Position</u>
Article XVI No change proposed	Article XVI No change proposed
Article XVII 17.2A - lines 24-27 Delete: all after "Agreement". Changed clause would then read as follows: "A. A "grievance" shall mean a claim that there has been an alleged violation, misinterpretation or misapplica- tion of a provision of this Agreement". Agreement (5/6/80)	Article XVII 17.2A - lines 24-27 Board's proposal accepted. Agreement (5/6/80)
17.2D - line 36 Agreement (4/22/80)	17.2D - line 36 Association proposal accepted. Language after <u>calendar days</u> reads as follows: "except snow days and holidays as designated on the official school calendar". Agreement (4/22/80)
17.2E - after line 36 (New clause) Board proposal withdrawn (4/22/80)	17.2E - after line 36 Agreement on 4/22/80.
17.4 - entire clause Agreement reached (4/22/80) to go back to present language.	17.4 - entire clause Agreement reached (4/22/80) to go back to present language.
Article XVIII No changes proposed	Article XVIII No changes proposed
Article XIX All proposals withdrawn and agreement reached to go back to present language (4/22/80)	Article XIX All proposals withdrawn and agreement reached to go back to present language (4/22/80)
Article XX No changes proposed	Article XX No changes proposed
Article XXI No changes proposed	Article XXI No changes proposed

<u>Board Position</u>	<u>Association Position</u>
Article XXII 22.C - lines 31-33 <u>Delete:</u> Lines 31-33	Article XXII 22.C - lines 31-33
Add: "When a faculty member is granted a promotion in rank the following steps shall be applied to determine his/her new salary: Step #1: Find the present salary step and rank on the salary schedule for the year in which the promotion will take effect. Step #2: Add monies equal to one increment in his/her present rank and one increment in the next rank figured on the salary schedule for the year in which the promotion will take effect. Step #3: Round that figure to the nearest salary in the new rank on the salary schedule for the year in which the promotion will take effect".	
Agreement (6/19/80)	
22.2D - line 36-38 Agreed to retain present language. (5/6/80)	22.2D - line 36-38 Agreed to retain present language. (5/6/80)
22. E - line 39 Agreement (4/22/80)	22. E - line 39 Association withdrew this proposal on 4/22/80.
22.3 Agreement to delete 1978-79 Contract 4/22/80.	22.3 Agreement 4/22/80
22.4 Board salary proposal of 5/8/80.	22.4 Association salary proposal of 5/8/80.
Article XXIV 24.1 - line 21 <u>Change:</u> "30th day of June, 1980" to "30th day of June, 1982".	Article XXIV 24.1 - line 21 Association has not agreed to a two year contract.
24.2 - <u>Delete</u>	24.2 - <u>Delete</u>
24.3 Agreement reached (4/22/80)	24.3 Move to Article II and become 2.4. Then old 2.4 would become 2.5. Agreement reached 4/22/80
Article XXV 25.1 Insert new date of ratification.	Article XXV 25.1 Agree to update this.

CONTRACTUAL AGREEMENT

BETWEEN

THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

AND

SAUK VALLEY COLLEGE FACULTY ASSOCIATION

APPROVED: 6/23/80

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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," recognize 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

Because mutual understanding and cooperation between 12
the Board and the professional instructional staff are 13
required, the free and open exchange of views, as evidenced 14
in good 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 who have regular full-time appointments approved by the Board of Trustees and who hold academic rank), in matters defined as negotiable in Article II, Section 2.3A, 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, and their Assistants or Associates.	3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
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/her 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 I of this agreement for the duration of this Agreement, unless the Association is successfully challenged as provided in Article XXIV - Duration. Further, the Board agrees not to negotiate with any member of the Negotiating Unit individually during the duration of this Agreement on matters agreed upon herein.	18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33
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.	34 35 36 37 38
1.4	Both parties agree that they shall not discriminate against any employee for joining or not joining and/or assisting the Association or the Board.	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

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Procedures

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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/her 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. By mutual agreement other authorized representatives of the Association and the Board may be present at the bargaining table. 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 23 24 25
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.	26 27 28 29 30 31 32 33
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 herein-after provided for, shall be shared equally by the Board and the Association.	34 35 36 37 38 39
2.3 Subject of Negotiations:	40
A. The Association and the Board agree that negotiations in good faith will encompass only the following items:	41 42 43
1. Negotiating Procedures	44
2. Grievance Procedures	45
3. Salaries	46

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) Workload	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 Date for Initiating Negotiations:	17
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.	18
2.5 Directing Requests:	19
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.	20
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	21
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representatives or with the duties or responsibilities of the Board's representatives.	1 2
2.6 Exchange of Information:	3
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.	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
ARTICLE III	20
<u>Agreement</u>	21
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.	22 23 24 25 26 27 28 29 30 31 32 33 34 35
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.	36 37 38 39
ARTICLE IV	40
<u>Appeal Procedures</u>	41
4.1 If agreement is not reached on all items within sixty (60) calendar days of commencement of negotiations,	42 43

either party may declare that an impasse has been reached and call for the appointment of a mediator, by the Federal Mediation and Conciliation Service. A written request for mediation by one party shall be considered a joint request for mediation, and the other party shall join in the request.	1 2 3 4 5 6
4.2 Mediation:	7
The mediator shall meet with the parties or their representatives, either jointly or separately, and shall take such other steps as he/she 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.	8 9 10 11 12 13 14 15 16 17 18
4.3 Fact Finding:	19
A. If agreement cannot be reached through the mediation process within twenty (20) calendar days from the date of selection of a mediator, a fact-finder shall be requested from the American Arbitration Association. The procedures specified in the American Arbitration Association Voluntary Labor Arbitration Rules shall be used to select a fact-finder, provided that the fact-finder shall not be the same person used as a mediator.	20 21 22 23 24 25 26 27 28
B. Within 10 days after his/her selection the fact-finder shall meet with the parties or their representatives, or both, either jointly or separately, make inquiries and investigations, hold hearings, and take other steps as he/she deems appropriate. The Board and the Association shall furnish the fact-finder, upon request, all records, papers, and information in their possession relating to any matter under investigation by or at issue before the fact-finder.	29 30 31 32 33 34 35 36 37 38
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 both parties.	39 40 41 42 43 44 45

D. Within 10 days after receipt of the written report, 1
both parties must notify the fact-finder, in 2
writing, of their decision. If the written report 3
is not accepted, the reasons for non-acceptance 4
must be included in the response. If no agreement 5
is reached within 10 days after receipt of the 6
written report, the responses will be added to the 7
written report, and copies will be released to the 8
public. 9

ARTICLE V 10

No-Strike Clause 11

5.1 It is hereby recognized that it is the law of the 12
State of Illinois that no public employee, any 13
organization of employees, nor any person acting on 14
behalf of an employee organization, shall ever at any 15
time engage in or encourage or support any strike, 16
slow down, or other concerted refusal to render full 17
and complete services in a college district. The 18
Association hereby agrees not to strike, or engage in, 19
or support or encourage any concerted refusal to 20
render full and complete services in the Community 21
College District or to engage in or support any 22
activity whatsoever which would disrupt in any manner 23
the operation of the College during the term of this 24
Agreement. 25

ARTICLE VI 26

Faculty Personnel Policies 27

6.1 Basis for Personnel Policies: 28

A. Establishment of these policies is the legal 29
responsibility of the governing Board of Sauk 30
Valley College in accordance with provisions 31
H.B. 1710, 74th Illinois General Assembly. 32

B. The intent of these personnel policies is to 33
insure the selection and maintenance of a highly 34
qualified staff capable of conducting a comprehen- 35
sive community college program which will warrant 36
national recognition and meet the following 37
standards: 38

1. Illinois Community College Board, Manual of 39
Policies, Procedures, and Guidelines. 40

2. The regional and national accreditation standards for higher education in general and for community colleges in particular.	1 2 3
3. The requirements of such other governing or regulatory agencies from which the college must seek approval for programs and/or funds.	4 5 6
6.2 Workload:	7
A. Workload for the full-time teaching staff for the academic year shall be assigned by the appropriate Dean in accordance with the needs of the College. Workloads up through 32 semester hours without overload compensation may be assigned for the academic year. Credit hours for workload will be determined allowing 1 credit hour for each lecture hour and .75 credit hour for each laboratory hour. Those faculty who have special duties or responsibilities within the College assigned by their respective Deans may be given released time for their workload. Faculty members shall maintain at least five (5) office hours per week per semester.	8 9 10 11 12 13 14 15 16 17 18 19 20
B. Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester. Overload compensation shall be paid for all teaching assignments in excess of 32 semester hours for the academic year. Any faculty member may have the option of accepting or refusing an overload of more than 1 semester hour.	21 22 23 24 25 26 27 28
C. The College will pay a flat \$100.00 per semester for each night on which classes are assigned in excess of two (2) nights per week. Night classes are defined as classes which start at 5:00 P.M. or after. Day classes that begin before 8:00 A.M. and Saturday and Sunday classes shall count the same as night classes for purposes of this calculation.	29 30 31 32 33 34 35
D. Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the Sauk Valley College Faculty Association shall be 37 hours per week. Any instructional duties assigned will be on an overload basis, with the exception of counselors teaching Student Development classes (e.g., Psychology 100), as part of their 37 hours per week. Instructional duties for the counselors shall be assigned on the basis of two (2) hours released time for a one (1) semester credit hour course taught.	36 37 38 39 40 41 42 43 44 45 46

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 workload. 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 semesters. Faculty will be paid for teaching community services courses at the same rate as they would receive for overload.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
F. Full-time faculty shall be reimbursed for off-campus travel at the current college rate for travel to and from courses that are taught as part of regular load.	24 25 26 27
ARTICLE VII	28
<u>Faculty Tenure Policy</u>	29
7.1 Tenure Definition:	30
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 the new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.	31 32 33 34 35 36 37 38 39 40 41
7.2 Tenure Schedule:	42
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	43 44 45 46 47 48 49

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/her contract, he/she shall be given, not later than March 15 of the contract year, written notice, from the President, of the Board's decision not to re-employ him/her. 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 receiving the offer, whichever is later. A tenured faculty member planning to resign shall notify the college at the earliest possible date, preferably no later than May 31.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
7.3 Approval Procedure:	16
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 probaticnary 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.	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32
7.4 Dismissal for Cause:	33
Any one of the following shall be considered adequate cause for suspension and possible termination of tenured staff:	34 35 36
A. Inadequate performance of duties	37
B. Willful and continuous neglect of duties	38
C. Unprofessional conduct	39
D. Violation of official college policies	40
E. Moral turpitude	41
F. Unjustifiable insubordination	42
G. Physical or mental incapacity	43

7.5 Other Reasons for Termination:

A. Age: Tenure shall expire automatically and without notice upon completion of the contract year in which the 65th birthday of a tenured staff member occurs. Employment after 65, if any, shall be on either a temporary or an annual contract basis. 1
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B. Budget or Program Retrenchment: The services of any member of the faculty may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent, but, in any case, not later than February 1 of the contract year. Such termination shall be made at the close of the contract year. The college will reimburse the individual for expenses incurred to locate and move to a new position up to a sum of \$250.00 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/her 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. Within 14 days after the said meeting, the opinions of the department must be filed with the President, who, in turn, will forward them to the Board prior to any Board action on the matter. 7
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7.6 Retrenchment: Qualifications and Priorities 34

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 prevail. Employees affected shall be given at least five (5) school days advance notice before the Board acts on administrative recommendations on the above. 35
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	ARTICLE VIII	1
	<u>Academic Freedom</u>	2
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 in which 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.	3 4 5 6 7 8 9 10 11 12 13
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/her activities; set for students an example of integrity, tolerance and decency; and maintain high standards of scholarship and personal conduct.	14 15 16 17 18 19 20
	ARTICLE IX	21
	<u>Criteria for Placement and Promotion of Professional Staff</u>	22 23
9.1	All faculty shall have academic rank.	24
9.2	Specific Minimum Requirements for Placement of Instructional Staff:	25 26
A.	The instructional staff is classified into five groups:	27 28
1.	Assistant Instructor	29
2.	Instructor	30
3.	Assistant Professor	31
4.	Associate Professor	32
5.	Professor	33
9.3	Initial appointments are made in accordance with the following guides for employment at the various ranks. Appointments are made on an individual basis and depend upon personal qualifications as well as education and experience. One year of credit is given for each two	34 35 36 37 38

years of clinical and work experience in determining placement on the schedule.	1 2
A. <u>Assistant Instructor</u> : A certificate or diploma from a vocational, technical, or other training school in the field of specialization. Program of preparation should be the equivalent of two years of post high school education. This rank may also be assigned to an appointee who holds a bachelor's degree and is working toward a master's degree in the field of teaching specialization or a master's degree with a graduate major in the teaching sub subject field.	3 4 5 6 7 8 9 10 11 12
B. <u>Instructor</u> : A master's degree in the field of specialization, or a master's degree with a graduate major in the teaching subject field. In those fields in which a graduate degree is not available, the following alternatives may be considered:	13 14 15 16 17 18
1. A bachelor's degree and 30 semester hours of graduate credit, or	19 20
2. A total of 150 semester hours of college credit.	21
In all cases, the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.	22 23 24 25
C. <u>Assistant Professor</u> : A master's degree in the field of specialization or a master's degree with a graduate major in the subject field and four years of professional experience; or a doctorate degree in the field of specialization and less than four years of professional experience. In those fields in which a graduate degree is not available, the following alternatives may be considered:	26 27 28 29 30 31 32 33 34
1. A bachelor's degree and 30 semester hours of graduate credit, or	35 36
2. A total of 150 semester hours of college credit.	37
In all cases, the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.	38 39 40 41
D. <u>Associate Professor</u> : A master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field and	42 43 44

30 hours of approved graduate credit, <u>and</u> eight years of professional experience, at least <u>two</u> of which shall be successful college teaching, or a doctor's degree in 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 4 5 6 7
In those fields in which a graduate degree is not available, the following alternatives may be considered:	8 9 10
1. A bachelor's degree and 60 semester hours of graduate credit, or	11 12
2. A total of 180 semester hours of college credit.	13
In all cases, preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.	14 15 16
E. <u>Professor</u> : 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:	17 18 19 20 21 22 23 24 25
1. A bachelor's degree and 80 semester hours of graduate credit, or	26 27
2. A total of 200 semester hours of college credit.	28
In all cases, preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.	29 30 31
9.4 General Requirements for Promotion of Faculty	32
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.	33 34 35 36 37
1. Mastery of subject matter	38
2. Demonstrated teaching capability	39
3. Interest in students as individuals	40
4. Understanding of the comprehensive community college program	41 42

5.	Potential for continued professional growth	1
6.	Meritorious service	2
7.	Number of years in present rank	3
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 the rank of instructor without regard for the specific minimum requirements for promotion.		4 5 6 7 8 9 10 11 12
9.5	Credit hours used for promotional purposes shall be accumulated based upon the following criteria:	13 14
A.	Undergraduate and graduate credits from an established institution of higher education.	15 16
1.	Such course work shall be approved by the appropriate Dean of Instruction prior to enrollment in the class.	17 18 19
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.	20 21 22 23 24
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.	25 26 27
1.	Such instruction shall be approved by the appropriate Dean of Instruction prior to enrollment.	28 29 30
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.	31 32 33 34 35
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.	36 37 38 39
9.6	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 at the sole discretion of the Board of Trustees. The	40 41 42 43

acquisition of graduate credit hours and necessary	1
experience to meet specific minimum requirements for	2
the selection of instructional staff is only one	3
criterion to determine eligibility for promotion.	4

ARTICLE X 5

Types of Appointments 6

10.1 Appointment to the faculty shall be in one of three	7
categories: <u>temporary</u> , <u>term</u> , or <u>continuing</u> .	8

A. A temporary appointment shall be an appointment 9
for an unspecified period and may be terminated at 10
any time. Temporary appointments ordinarily are 11
for part-time service, voluntary service, or for 12
periods of less than one year. 13

B. A term appointment shall be an appointment for 14
a specified period of time, normally for one year. 15
Such an appointment shall automatically expire 16
at the end of the agreed term unless terminated 17
earlier in accordance with subsequent provisions 18
of these policies. 19

C. A continuing appointment shall be a tenured 20
appointment and shall continue indefinitely unless 21
terminated in accordance with subsequent provisions 22
of these policies. It shall not be affected by 23
change in rank. 24

ARTICLE XI 25

Evaluation Policies 26

11.1 In order to ensure quality education and management	27
accountability, the evaluation of a faculty member's	28
performance is the responsibility of the appropriate	29
Dean or other supervisor who is responsible to the	30
President for the preparation of recommendations	31
regarding the status of staff under his/her super-	32
vision. Evaluation will be related to duties and	33
responsibilities as stated in the Professional Staff	34
Handbook.	35

acquisition of graduate credit hours and necessary	1
experience to meet specific minimum requirements for	2
the selection of instructional staff is only one	3
criterion to determine eligibility for promotion.	4

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Types of Appointments 6

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A. A temporary 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. 9 10 11 12 13

B. A term 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. 14 15 16 17 18 19

C. A continuing 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. 20 21 22 23 24

ARTICLE XI 25

Evaluation Policies 26

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/her supervision. Evaluation will be related to duties and responsibilities as stated in the Professional Staff Handbook. 27 28 29 30 31 32 33 34 35

acquisition of graduate credit hours and necessary	1
experience to meet specific minimum requirements for	2
the selection of instructional staff is only one	3
criterion to determine eligibility for promotion.	4

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earlier in accordance with subsequent provisions 18
of these policies. 19

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appointment and shall continue indefinitely unless 21
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of these policies. It shall not be affected by 23
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ARTICLE XI 25

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accountability, the evaluation of a faculty member's 28
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Dean or other supervisor who is responsible to the 30
President for the preparation of recommendations 31
regarding the status of staff under his/her super- 32
vision. Evaluation will be related to duties and 33
responsibilities as stated in the Professional Staff 34
Handbook. 35

	ARTICLE XII	1
	<u>Evaluation Procedures</u>	2
12.1	The evaluation of a faculty member's performance will include	3 4
A.	Classroom observation of said faculty member and collection of data related to the faculty member and his/her performance.	5 6 7
1.	Classroom Teaching - Class Visitations, Student Evaluations	8 9
2.	Professional Growth - Self-Evaluation and Developmental Plans	10 11
3.	Academic Growth - Self-Evaluation and Written Statements by other College Administrators	12 13 14
4.	College Service - Self-Evaluation and Written Statements by other College Administrators	15 16 17
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/her review and comment. The faculty member may submit a written response to his/her evaluation; this response will be included in his/her personnel file.	18 19 20 21 22 23 24
C.	An annual recommendation to the President of the College regarding the faculty member, from his/her supervisor.	25 26 27
12.2	When new forms are developed, the Administration shall furnish copies to members of the Bargaining Unit prior to final adoption. The members of the Bargaining Unit may submit written responses within twenty (20) calendar days of receipt. Within twenty (20) calendar days thereafter, the Administration shall notify the members of the Bargaining Unit of its disposition of the responses. If new evaluation forms are to be used, copies will be distributed to the faculty at the beginning of the academic year.	28 29 30 31 32 33 34 35 36 37

	ARTICLE XIII	1
	<u>Change in Status</u>	2
13.1	Annual Review	3
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 documented evaluation data compiled in accordance with approved procedures for faculty evaluation.	4 5 6 7 8 9 10 11 12
13.2	Results of Review	13
A.	The following actions may be taken as a result of the annual review:	14 15
1.	Retention with normal salary increment	16
2.	Retention with extra salary increment(s)	17
3.	Promotion to higher rank	18
4.	Termination of service	19
5.	Granting of continuing appointment (term appointees only)	20 21
6.	Retention without salary increment	22
7.	Additional education required	23
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.	24 25 26 27 28 29 30
13.4	Additional education or training may be required of a faculty member by his/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 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	31 32 33 34 35 36 37 38

of the performance and status of the faculty member. 1
Activities completed in compliance with this article 2
shall be granted creditable hours toward rank or 3
experience advancement in accordance with the criteria 4
established in Article IX. 5

13.5 The faculty member shall be given released time with 6
pay from a full 32-hour teaching or normal workload 7
for those employed on a 37-hour basis, load equal to 8
the number of equated credit hours approved by the 9
Dean and taken by the faculty member as a result of 10
the Dean's recommendation. 11

13.6 Any requirement for additional education or training 12
shall be reviewed by the faculty member's department, 13
and a copy of the proposed requirement shall be submit- 14
ted by the Dean to the appropriate immediate supervisor. 15
The department shall make a written report to the Dean 15
either concurring in the requirement or indicating 16
the specific reasons why it is felt the requirement 17
should not be enforced. If the department fails to 18
submit its report to the Dean within thirty (30) days 19
after receipt of a copy of the Dean's requirement, 20
the right to review the requirement and make a recom- 21
mendation thereon shall be deemed to have been waived. 22

13.7 The reasonableness of the Dean's decision to require 23
additional education or training and its implementa- 24
tion may be subject of a grievance. Any grievance as to 25
the reasonableness of a Dean's requirement must be 26
filed within ninety (90) days after receipt of notice 27
of the requirement by the faculty member. Failure to 28
file within said period shall constitute a waiver of 29
the right to grieve the matter. Any such grievance 30
shall start with the Board of Trustees Grievance Hear- 31
ing Committee at Step 3. A review of the Grievance 32
Hearing Committee, or an Arbitrator if a grievance is 33
carried to arbitration, shall be limited to the reason- 34
ableness of the Dean's requirement and its implementa- 35
tion, taking into consideration the educational needs 36
of the College and of the faculty member's department, 37
the faculty member's academic qualifications and experi- 38
ence, and his/her ability to perform the services 39
required by the College. If it is determined that the 40
requirement is unreasonable, it shall be waived, and 41
any salary increment withheld as a result of the 42
faculty member's failure to agree to perform the 43
requirement shall be paid to the faculty member. 44

13.8 The final decision with reference to the implementation 45
of a plan for additional education or training for a 46
faculty member shall rest with the appropriate Dean. 47

13.9	A Dean's recommendation for retention with normal salary increment may be conditional 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/her normal increment.	1 2 3 4 5 6 7 8 9 10 11
13.10	Notification	12
	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/she may invite up to two observers of his/her choice to attend the meeting. In any case, within two weeks of the above dates, the staff member will be given written notice by the President of his decision regarding the recommendation. If the recommendation is for option 4, 6, or 7 of Article 13.2A., the staff member may request the Board of Trustees to review his case. Such a request must be made within 10 days after the staff member has received written notification of the President's recommendation. The staff member may enlist the assistance of the Association in presenting his/her case to the Board.	13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35
13.11	The Board shall act on all annual review recommendations not later than March 1 for continuing employees and April 15 for term employees.	36 37 38
	ARTICLE XIV	39
	<u>Termination: Term Appointments</u>	40
14.1	Prior to Completion of Agreed Term	41
	If a term appointment is to be terminated prior to completion of agreed term, cause shall be given and procedures will be identical with the provisions for termination of continuing appointments as in Article XV Termination: Continuing Appointments.	42 43 44 45 46

ARTICLE XV

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Termination: Continuing Appointments

2

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

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

B. If the President decides to recommend termination to the Board, the individual concerned shall be formally notified at least 7 days prior to the President's recommendation to the Board, and shall be given the opportunity to be present at the time the recommendation is made to the Board and to request a public or private hearing on the recommendation. If the Board accepts the President's recommendation, then the individual and/or the Association may appeal the Board's decision by filing a written notice of appeal, setting forth the basis for the appeal. The notice shall be filed with the Chairman of the Board within 7 days after the individual has been notified of the Board's action on the President's recommendation. The appeal shall then be presented at the first regular Board meeting following receipt of the notice of appeal, provided a meeting is scheduled within two weeks; otherwise, a special meeting shall be called. The Board shall have the option of considering the appeal in an executive session. The individual and/or Association shall have the option of requesting a formal hearing before the Board or presenting the case through written briefs. No later than one week after the conclusion of the hearing, the Board of Trustees shall render its decision in writing to the Association and the individual involved. If the Board's decision is unacceptable, the matter may be submitted to arbitration as provided in Step 4 of Article 17.4 - Professional Grievance Procedure. The

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decision of the arbitrator will be accepted as final, 1
and in lieu of any other remedy, by the Board, the 2
Association and the individual member or members of 3
the Association affected thereby. 4

ARTICLE XVI

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Cancellation of Classes and/or Duties

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16.1 If the President (or his/her representative, if the 7
President is absent from the campus) receives a recom- 8
mendation or other information regarding a member of 9
the faculty containing allegations which, if true, 10
might serve as a cause for termination and he/she 11
deems such information to be substantial, and if, in 12
the opinion of the President or his/her representative, 13
immediate harm to the faculty member, the College or 14
to others may result from his/her continued presence 15
or acts, the President or his/her representative shall 16
have the right to cancel immediately the classes and/ 17
or duties of that faculty member and to cause him/her 18
to absent himself/herself from the classroom or the 19
campus. In the event of such action, the faculty mem- 20
ber shall have the opportunity of following the Profes- 21
sional Grievance Procedure starting at Step 3, by 22
notification to the Chairman of the Board within 7 days 23
after such action by the President or his/her legal 24
representative. If the matter proceeds to Step 4 of 25
the Professional Grievance Procedure, the decision of 26
the arbitrator will be accepted as final and in lieu 27
of any other remedy by the Board, the Association, and 28
the individual member or members of the Association 29
affected. It is understood that such cancellation of 30
classes or duties will cause no loss of pay or benefits 31
to the faculty member prior to a decision being render- 32
ed by the Board of Trustees Grievance Hearing Commit- 33
tees. 34

ARTICLE XVII

35

Professional Grievance Procedure

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17.1 Whereas the establishment and maintenance of a harmo- 37
nious cooperative relationship between the College and 38
the professional instructional staff is essential to 39
the operation of the College, it is the purpose of this 40
procedure to secure, at the lowest possible administra- 41
tive level, equitable solutions to alleged grievances 42
free from coercion, interference, restraint, discrim- 43
ination, or reprisal, and by which the College and the 44
staff are afforded adequate opportunity to dispose of 45

their differences without the necessity of time-consuming and costly procedures before administrative agencies or in the courts.	1 2 3
17.2 Definitions:	4
A. A "grievance" shall mean a claim that there has been an alleged violation, misinterpretation or misapplication of a provision of this Agreement.	5 6 7
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.	8 9 10
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 bylaws of the Association.	11 12 13 14 15
D. Time limits: All time limits refer to calendar days, except snow days, and holidays as designated on the official school calendar.	16 17 18
17.3 General Conditions:	19
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 the Board acknowledges that no grievant be required to discuss any grievance if a grievance committee member is not present.	20 21 22 23 24 25 26
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.	27 28 29 30 31 32 33 34 35 36 37 38
C. The parties acknowledge that it is usually most desirable for a grievant and his/her 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.	39 40 41 42 43 44 45 46

accordance with the following procedure. 1

D. If a grievance is to be processed in accordance 2
with Article 17.4, Procedures, the grievant shall 3
initiate step one within 90 days from the date of 4
the event giving rise to the grievance. The fail- 5
ure of the Administrator or the Board to give a 6
decision within the time limits stated shall permit 7
the grievant to proceed to the next step. The 8
failure of a grievant or the Association to take 9
action in accordance with this Agreement within 10
the prescribed time limits shall act as a bar to 11
any further appeal. 12

E. The number of days indicated at each level shall 13
be considered maximums, and every effort shall be 14
made to expedite the process. The time limits may 15
be extended by mutual consent. 16

F. All decisions shall be rendered in writing to the 17
grievant and the Association at each step of the 18
grievance procedure, the written decisions setting 19
forth the findings of fact, conclusions, and 20
supporting reasons. 21

G. Either party shall have the right to be represented 22
by representatives of his choice (not to exceed 23
three in number) at any level above step one. 24

H. Either party shall have the right at all stages of 25
a grievance proceeding to confront and cross- 26
examine all witnesses called against him/her to 27
testify and to call witnesses on his/her own behalf. 28
There shall be no limitations on the presentation 29
of competent evidence on either side in the hear- 30
ing before the Board of Trustees Grievance Hearing 31
Committee. 32

I. Hearings and conferences under this procedure shall 33
be conducted at a time and place which will afford 34
a fair and reasonable opportunity for all persons, 35
including witnesses entitled to be present, to 36
attend, and will be held, insofar as possible, at 37
other than College hours or during non-teaching 38
time of personnel involved. When such hearings 39
and conferences are held, at the option of the 40
Administration, during College hours, all employees 41
whose presence is required shall be excused, with 42
pay, for that purpose. 43

J. No reprisals of any kind shall be taken against 44
any staff member for participating in any grievance 45
proceeding. If any staff member for whom a griev- 46
ance is filed, processed, or sustained, shall be 47
found to have been unjustly charged, and if suspen- 48
sion is involved, he/she shall be restored to his/ 49
her former position. 50

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/her upon request.	1 2 3 4 5
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.	6 7 8 9 10
M.	A grievance may be withdrawn at any level without establishing a precedent.	11 12
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 mailbox. All communications, notices, or decisions for the Association or the Board shall be delivered or mailed to the respective President.	13 14 15 16 17 18 19 20 21 22
17.4	Procedures:	23
	All grievances accepted by the Association shall be presented and adjusted in the following manner:	24 25
	<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 the grievance. The grievant, the Association's representatives, and the involved supervisor shall be present for the meeting. The supervisor must then submit his/her decision in writing within 14 days after such meeting.	26 27 28 29 30 31 32 33 34 35
	<u>Step #2.</u> If the grievance is not resolved by Step #1, then the Association shall file a written appeal with the appropriate Dean or his/her official designee within 14 days after receipt of the Step #1 decision or within 14 days after the Step #1 meeting, whichever is 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/her receipt of the notice of appeal. Upon conclusion of the hearing, the appropriate Dean shall have 14 days in which to provide his/her written decision to the grievant and Association.	37 38 39 40 41 42 43 44 45 46 47 48 49

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

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

ARTICLE XVIII

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Resignation by Advance Notice

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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. 3
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ARTICLE XIX

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Leaves of Absence

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19.1 Sick Leave and Personal Leave: 13

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. 14
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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). 23
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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 employ-
ment 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. 30
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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
sick leave in any one contract year for sickness
in the immediate family, sickness which creates the
necessity for the employee to remain away from the
place of employment, or for personal bereavement 39
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related to a member of the immediate family.	1
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 workload of other members of that area.	2 3 4 5 6 7 8
F. The immediate supervisor or appropriate Dean shall submit a report to the Business Office of the number of days of sick leave taken. The report shall be on forms supplied by the Business Office. A person may be charged for sick days only 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/her usual or ordinary duties for any sick leave taken.	9 10 11 12 13 14 15 16 17 18
G. If a person is sick, he/she shall notify his/her immediate Supervisor or the appropriate Dean at the earliest possible time, but not later than two hours prior to the time his/her duties are to begin.	19 20 21 22 23
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/her 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/her intention to use personal leave. In emergency situations, the foregoing notice requirements may be waived. No permission is required to take personal leave.	24 25 26 27 28 29 30 31 32 33 34 35 36 37
I. No compensation shall be paid for sick leave accrued unless the individual is sick and incapacitated from performing his/her usual and ordinary duties or personal leave taken as in Paragraph H.	38 39 40 41
J. Upon termination of service, any accrued but unused sick leave shall be cancelled.	42 43

19.2	Maternity Leave:	1
	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.	2 3 4 5 6 7 8
	A. Leave of Absence for Expected Maternity:	9
	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.	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
	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.	26 27 28 29
	3. When an employee is placed on maternity leave, no salary will be paid, and all sick leave and other financial benefits will cease to accumulate.	30 31 32 33
	4. At the time a maternity leave is granted, the President shall obtain a written statement from the faculty member, a statement indicating her intention with reference to the duration of said leave. Ordinarily, maternity leave shall be granted for a period of thirty (30) days. Upon request of the faculty member, the President may grant maternity leave until the beginning of the next semester after the delivery of the child. Upon approval of the President and other appropriate 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	34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

return to work and she fails or refuses to do so, her employment shall be terminated.	1 2
B. Disability Leave Related to Pregnancy, Complications in Connection with said Condition and Childbirth:	3 4
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 supervisor 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.	5 6 7 8 9 10 11 12 13 14
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.	15 16 17 18 19 20 21
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.	22 23 24 25 26 27 28 29 30
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.	31 32 33 34 35 36 37
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.	38 39 40 41 42
19.3 The Board shall pay the regular salary to a teacher called to serve as a juror, and the teacher shall submit any reimbursement to the College.	43 44 45

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/her inten-
tion to return to his/her 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.

19.5 Leaves of absence with pay to attend Illinois-Educa-
tion Association conventions, seminars, and conferences,
or to serve in elected or appointed official positions,
shall be granted to the Association President or his/
her delegate when leaves are 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.

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 employ-
ment. 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.

19.7 Other Employment: Any faculty member who accepts out-
side employment during the individual contract period
without written notification to the appropriate super-
visor 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.

ARTICLE XX

1

Fringe Benefits

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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 6

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. 7 8 9 10 11 12 13 14

20.3 The College agrees, at the option of the individual, to pro-rate his/her 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. 15 16 17 18 19

20.4 The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley College function. 20 21 22

20.5 A separate and private dining area shall be provided for the use of the professional staff. 23 24

20.6 Tuition Reimbursement: Will be based upon Article IX, Section 9.5. 25 26

A. The Board will pay tuition at the rate of \$50 per credit hour. 27 28

B. Approval of such courses is based upon Article IX, Section 9.5. 29 30

C. Reimbursement for tuition may be used for graduate or undergraduate credit and for workshops, seminars, and symposiums as equated by the appropriate Dean of Instruction. 31 32 33 34

D. Tuition reimbursement will be limited to 6 credit hours per year; exceptions may be made by the appropriate Dean of Instruction upon his/her approval of a developmental plan submitted by the faculty member. 35 36 37 38 39

E. Tuition reimbursement shall not be paid to faculty on leaves of absence. 40 41

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.	1 2 3 4 5 6 7
	ARTICLE XXI	8
	<u>Association and Faculty Rights</u>	9
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.	10 11 12 13 14 15 16 17
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.	18 19 20 21 22
21.3	The Board agrees to-furnish regularly to the Association two copies of the agenda, minutes, and the complete packet of information distributed for all Board meetings, such copies to be made available at the same time as distribution to Board members.	23 24 25 26 27
21.4	Communications from Association: The President of the Association, or his/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 the Association's position verbally for a period not to exceed five (5) minutes.	28 29 30 31 32 33 34 35 36 37 38 39 40 41 42
	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	43 44 45

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.	1 2 3
The privilege of addressing the Board may be terminated temporarily or permanently by the Board Chairperson if, in his/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.	4 5 6 7 8 9 10
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.	11 12 13 14 15
21.5 An individual's personnel file shall be open to him/her 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 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:	16 17 18 19 20 21 22 23 24 25 26 27 28
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.	29 30 31 32
B. Copies of all evaluation reports and recommendations regarding the staff member's professional performance and competence.	33 34 35
C. Copies of each contract and notification of change of status (promotion, tenure) of the individual.	36 37 38
D. All other correspondence relating to the faculty member's professional performance and competence, and to his/her 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.	39 40 41 42 43 44 45

Requests to examine an individual's personnel file, 1
as kept by the appropriate Dean, should be submitted 2
to the Dean's office, and such examination or the 3
reproduction of any portion of the file shall be 4
conducted in the presence of the Dean or his/her 5
designated representative. 6

21.6 The Board agrees to set aside a small room or office 7
with table, chairs, and one large file cabinet with 8
lock for exclusive Association use. 9

ARTICLE XXII 10

Professional Compensation 11

22.1 Salary Policy: 12

A. It is the responsibility of the faculty candidate 13
or the faculty member to present to the proper 14
administrator the following: undergraduate and 15
graduate credit hours; teaching, industrial, 16
business, military, and professional experience; 17
all experience that he/she wishes to be considered 18
for beginning placement or revised placement on 19
the salary schedule. 20

B. After the initial presentation of the total 21
experience package, it is the responsibility of 22
the administrator and prospective faculty member 23
to agree upon the total number of hours and years 24
which will be creditable basing their decisions 25
on their applicability to the area in which the 26
candidate would be hired. Once this is agreed 27
upon, the faculty member should be given a state- 28
ment about years of experience and hours accepted. 29

22.2 Salary Schedule: 30

The salaries, increments, and all other economic provi- 31
sions of this contract shall be effective at the begin- 32
ning of the 1980-81 Academic Year. 33

A. The Sauk Valley College 1980-81 Instructional 34
Salary Schedule contained herein shall be effective 35
beginning the first day of the Fall Semester, 1980. 36

B. The Sauk Valley College 1981-82 Instructional 37
Salary Schedule contained herein shall be effective 38
beginning the first day of the Fall Semester, 1981. 39

C. When a faculty member is granted a promotion in 40
rank the following steps shall be applied to deter- 41
mine his/her new salary: 42

<u>Step #1:</u> Find the salary step and rank on the salary schedule for the current year.	1 2	
<u>Step #2:</u> Add monies equal to one increment in his/her present rank and one increment in the next rank figured on the salary schedule for the year in which the promotion will take effect.	3 4 5 6	
<u>Step #3:</u> Round that figure to the <u>nearest</u> salary in the new rank on the salary schedule for the year in which the promotion will take effect.	7 8 9	
D. Overload payments shall be made on the basis of the following schedule:	10 11	
Assistant Instructor and Instructor	Per Credit Hour \$200	12 13
Assistant and Associate Professor	225	14
Professor	250	15
E. Summer school payments shall be made on the basis of the following schedule:	16 17	
Assistant Instructor and Instructor	Per Credit Hour \$325	18 19
Assistant and Associate Professor	350	20
Professor	375	21

22.3

SAUK VALLEY COLLEGE

1980-81 INSTRUCTIONAL SALARY SCHEDULE

EFFECTIVE FALL SEMESTER 1980

10 Months Only

<u>Step</u>	<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>
1	\$11,282	\$12,263	\$14,197	\$16,078	\$18,285
2	11,669	12,706	14,724	16,690	18,973
3	12,056	13,149	15,251	17,302	19,661
4	12,443	13,592	15,778	17,914	20,349
5	12,830	14,035	16,305	18,526	21,037
6	13,217	14,478	16,832	19,138	21,725
7	13,604	14,921	17,359	19,750	22,413
8	13,991	15,364	17,886	20,362	23,101
9	14,378	15,807	18,413	20,974	23,789
10	14,765	16,250	18,940	21,586	24,477
11	15,152	16,693	19,467	22,198	25,165
12	15,539	17,136	19,994	22,810	25,853
13			20,521	23,422	26,541
14			21,048	24,034	27,229
15					27,917
	387*	443*	527*	612*	688*

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

*Constant Step Amount

22.4

SAUK VALLEY COLLEGE

1981-82 INSTRUCTIONAL SALARY SCHEDULE

EFFECTIVE FALL SEMESTER 1981

10 Months Only

<u>Step</u>	<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>
1	\$12,072	\$13,121	\$15,191	\$17,203	\$19,565
2	12,459	13,564	15,718	17,815	20,253
3	12,846	14,007	16,245	18,427	20,941
4	13,233	14,450	16,772	19,039	21,629
5	13,620	14,893	17,299	19,651	22,317
6	14,007	15,336	17,826	20,263	23,005
7	14,394	15,779	18,353	20,875	23,693
8	14,781	16,222	18,880	21,487	24,381
9	15,168	16,665	19,407	22,099	25,069
10	15,555	17,108	19,934	22,711	25,757
11	15,942	17,551	20,461	23,323	26,445
12	16,329	17,994	20,988	23,935	27,133
13			21,515	24,547	27,821
14			22,042	25,159	28,509
15					29,197
	387*	443*	527*	612*	688*

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

*Constant Step Amount

ARTICLE XXIII

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Effect of This Agreement

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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.

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23.2 Should any article, section, or clause of this Agree-
ment 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.

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ARTICLE XXIV

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Duration of Agreement

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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, 1982, 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 media-
tion, fact-finding and release of the fact-finder's
report to the public as provided in Article 4.3.

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24.2 Challenge:

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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 shall immediately notify the
President of the Faculty Association of the filing
of such petition by sending by United States mail a
written notification of such filing with a copy of
such petition. The Association may file objections
to the petition with the Secretary of the Board
within 7 days of the receipt of such notification.
Within 14 days after receipt of any objections,
the Board shall hold a hearing and make a

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determination as to the validity of the petition. 1
If the Board finds such petition to be valid, the 2
referendum shall be held within 14 days after the 3
determination of validity. A petition requesting a 4
referendum may be filed only between the 15th day 5
of September and the first day of November in any 6
year and no more than one petition will be accepted 7
in any calendar year. The cost of conducting any 8
referendum ordered by the Board shall be borne by 9
the Board and the ballots used in any referendum 10
shall include "No Representative" as an alternative 11
choice. 12

B. Upon certification of the results of any referendum, 13
the Board of Trustees shall declare the organiza- 14
tion receiving the majority of the votes cast at 15
such referendum as the exclusive representative of 16
the full-time faculty eligible for membership in 17
a bargaining unit, or if the majority of the votes 18
cast are for "No Representative", the Board shall 19
not recognize any representative for at least 12 20
months after the termination date of this Agreement. 21

C. Nothing contained herein shall require duties or 22
attendance at the College beyond the date required 23
in the individual employment agreement. 24

ARTICLE XXV

Acceptance

25.1 This Agreement is signed and adopted this 23rd day of June, 1980

IN WITNESS WHEREOF:

For the SAUK VALLEY COLLEGE FACULTY ASSOCIATION

Jerry W. Mathis
President

Claire Buschmann
Secretary

For the BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

William E. Reyle
President

Kay E. Fisher
Secretary

SAUK VALLEY COLLEGE

8-1
RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE June 23, 1980

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: Dr. George E. Cole

RE: Financial Aid and Veteran's Office Move

The attached letter from Dean Sagmoe indicates that the Financial Aids Office and the Veteran's Office has been moved adjacent to the Counseling Office on the first floor.

Although this move has been completed with some disruptions, it would appear that everything seems to be working out and running smoothly at this time.

mv
enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

2-1
DATE June 17, 1980

MEMORANDUM

TO: Dr. Cole

FROM: John Sagmoe

RE: FINANCIAL AIDS AND VETERANS AFFAIRS OFFICE RELOCATION

This is to advise you that the Office of Financial Aids and Veterans Affairs has been moved to the first floor mall area adjacent to Counseling.

Last week some questions were raised concerning the Veterans Affairs Office, and as a point of clarification, all files and processing of veterans papers, applications, etc. is now consolidated in this office. However, we have also made arrangements to conduct a special summer veterans recruitment program and drop-in center. This program is conducted through the veterans workstudy program which is financed by the Veterans Administration. Currently, three veteran workstudy students are employed under the supervision of Ron Marlier. These veterans will be assisting in a community outreach program to recruit and inform veterans of educational opportunities at Sauk. They will also serve as a referral source within the college for new and returning veterans. A number of outreach activities are being developed including news releases, media appearances, veterans club activities, business and industrial visitations, and telephone and direct home contacts.

It is anticipated that although our veterans population has appeared to stabilize at about 300 students, these extra services may be of benefit at a time when unemployment projections for our economy are increasing. This total project will be evaluated at the end of the summer.

jmb

cc: Ron Marlier

8.2
June 18, 1980

MEMORANDUM

TO: Dr. Cole

FROM: Jim Strickland

The following is a comparison of Summer School Sessions registration - Career Education, over the past three years. Student Credit Hour totals are up in each department:

SVC CAREER EDUCATION

Student Credit Hours

	<u>Summer '78 6/16/78</u>	<u>Summer '79 6/13/79</u>	<u>Summer '80 6/17/80</u>	<u>% Change 1979-80</u>
AGRICULTURE	24	53	59	+ 11.3%
BUSINESS	703	760	955	+25.6%
IND/TECH	304	256	268	+ 4.7%
HEALTH	674	649	910	+40.2%
PUBLIC SERVICE	154	114	206	+80.7%
	<hr/>	<hr/>	<hr/>	<hr/>
	1859	1832	2398	+30.8%

lm

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 23, 1980

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: Dr. George E. Cole

RE: Association of Community College Trustees Membership Dues

The attached billing from the ACCT is for membership dues from July 1980 through June 1981 in the amount of \$470.00.

The Board has attended workshops sponsored by this association in the past, and I would recommend that the membership be continued because of their fine in-service activities.

The other billing is for a voluntary assessment as a contribution to their Condominium Fund Drive.

The Board may want to defer action on this until they discuss it with their new President.

MV
encls.

OCIATION OF COMMUNITY COLLEGE TRUSTEES

955 L'Enfant Plaza North, S.W. - Suite 2700

Washington, D.C. 20024

Phone: (202) 488-8277

Invoice

INVOICE No. 8405

INVOICE DATE July 1, 1980

Dr. George E. Cole, President
 SAUK VALLEY COLLEGE
 R.R. # 1
 Dixon, IL 61021

Do not write in this box. For ACCT office use only.

Amount Rec'd _____

Chk./War # _____

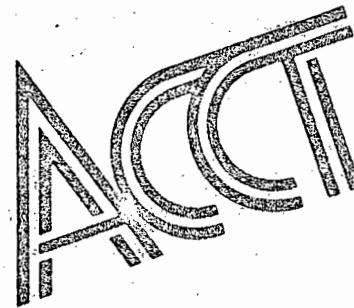
Chk. Date _____

Dep. Date _____

Initials _____

ORDER NO.	SALESMAN	TERMS	SHIPPED VIA
Automatic renewal		Net 30 days	
ANTITY	DESCRIPTION	PRICE	AMOUNT
	INSTITUTIONAL MEMBERSHIP DUES July 1980 thru June 1981	\$470.00	

sociation of Community College Trustees
5 L'Enfant Plaza, S.W.,
te 2700
shington, D.C. 20024
488/8277



TO : Business Manager
FROM: James B. Tatum, President
RE : Special Assessment
DATE: June 1, 1980

This letter and billing comes to you because so many of our member colleges have requested that the matter of a contribution to the ACCT Condominium Fund drive be handled in this manner. Please know that this in no way is an attempt to circumvent due process within the framework of policy at your college. So many of you have asked for a one time voluntary assessment in an amount equal to your current year's dues. Several of you have told us that you want to contribute and such a one time assessment would be proper and most easily handled. We certainly need your contribution in order that this fund drive be a success. The fact that you may be able to handle this promptly and in this fiscal year could be of value to all concerned. This, of course, has no bearing on the actual dues billing for the year starting July 1.

We would appreciate your help in this matter but most of all be assured that your continued interest, support and good will is paramount. I accept personal responsibility for this method of solicitation at this time because of so many requests and because of the great good which could come from additional support.

If you have any questions or problems concerning this request please let me know.

GBT/ebj

Encl.

OCIATION OF COMMUNITY COLLEGE TRUSTEES

955 L'Enfant Plaza North, S.W. - Suite 2700

Washington, D.C. 20024

Phone: (202) 488-8277

Invoice

INVOICE No. 8820

INVOICE DATE June 1, 1980

OLD
TO
Dr. George E. Cole, President
SAUK VALLEY COLLEGE
R. R. #1
Dixon, IL 61021

Do not write in this box. For ACCT office use only.

Amount Rec'd _____

Chk./War # _____

Chk. Date _____

Dep. Date _____

Initials _____

OUR ORDER NO.	SALESMAN	TERMS	SHIPPED VIA
		Net 30 days	
UANTITY	DESCRIPTION	PRICE	AMOUNT
	SPECIAL ASSESSMENT	\$375.00	

SAUK VALLEY COLLEGE

X-2
RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE June 5, 1980

MEMORANDUM

TO: Dr. George E. Cole

FROM: Don Foster, ^{DYF} Affirmative Action Officer

RE: Institutional Self-study - Services for the Aged

Pursuant to the requirements of the Age Discrimination in Employment Act of 1967, as amended in 1974 and 1978, 20 U.S.C. 62, the Equal Employment Opportunity Act, 42 U.S.C., 2000(e) and Executive Order 11246, 30 Fed. Reg. 12319 (1965) as amended by Executive Order 11375, 36 Fed. Reg. 17444 (1971) persons from 40 to 70 years of age are included as a protected category under affirmative action. As a public institution of higher education, the college is responsible for compliance with affirmative action regulations in order to qualify for federal grants and contracts. This self-study is submitted as evidence of the college's commitment to providing equal opportunity and services for persons in the age range cited above.

HISTORICAL RECORD OF SERVICES TO ADULTS AND SENIOR CITIZENS

Since its establishment in 1965 Sauk Valley College has provided services and employment opportunities for persons of all ages--including senior citizens. During the fall semester of 1979 279 (or 9%) of the students enrolled were in the 40-55 age range and 523 (or 17%) were in the over 55 age range. Also the college has developed an extensive program of offerings in area nursing homes and housing facilities for senior citizens under the Community Services Program. Each semester over 400 area senior citizens are provided with courses in either history, government, geography, literature or physical education under this program. The major purpose of this effort is to extend the services of the college to this segment of the population by offering courses in the place of residence. These courses, as well as those on campus, are more accessible because of the Golden Age Pass which enables persons over 60 years of age to enroll in courses for only one dollar per semester hour. A number of senior citizens also take advantage of the Golden Age Pass by enrolling in courses on campus each semester.

Many older students also take advantage of the "pass/withdrawal" and "audit" options on grading which enables them to take courses and explore new interests and not have to be concerned about the pressures of earning grades. This has helped to encourage older students to enroll in courses in areas where they might not have a strong academic background and thus broaden their interests and knowledge.

In 1977 Sauk Valley College adopted an Affirmative Action Plan which provided for age as a protected category along with race, color, sex, religion, national origin and the handicapped. During the 1977-78 school year the Affirmative Action Committee conducted a study of all college employment and student application forms for any evidence of discrimination involving any of the seven protected categories. All references to age were subsequently removed from application forms and age has not been a consideration for either employment or admission into programs since that time.

PROGRAMS FOR SENIOR CITIZENS

In recent years the Human Services and Physical Education Departments have developed courses and programs to specifically serve the needs of senior citizens. The Human Services Department offers a program in "Recreational Leadership", a program to train "Community Service Technicians" and a "Housekeeper Specialist" Certificate Program which are all designed to provide training for students preparing to work with the elderly. Also, the Physical Education Department offers special sections of "PED 123 - Conditioning" and "PED 140 - Lifetime Fitness" for senior citizens. The Social Science Department offers a course entitled "SOC 287 - Gerontology: Social Problems of the Aged" which is offered for persons who work with senior citizens. Also, the college recently started a new program entitled "Basic Nurse Assistant Training"--which is designed to train personnel to become qualified, and certified, to practice as nurses aides in hospitals, extended care facilities, and nursing homes. This program complements the ADN and LPN nursing programs that provide trained health care personnel to work in both area nursing homes and hospitals.

In 1979 the college developed, and received ICCB approval, for an Associate in Liberal Studies Degree which is a non-traditional degree designed to meet the needs and fulfill the interests of adults and senior citizens who may not want to pursue a traditional degree. This new degree allows the student to tailor an individual program of study to meet his or her particular interests without the concern for meeting the usual requirements as specified for the AA, AS, and AAS degrees.

In addition, special workshops and seminars are offered at the college from time to time which focus on issues that are of interest to the aged or social service agency personnel that serve senior citizens. Special programs have been held on such topics as pre-retirement, and the problems of aging. The Community Services Office also provides an important liaison function between the college and the Northern Illinois Area Agency on Aging. Several joint planning and grant administration projects are currently being carried out by these two entities.

"The Golden Age Tuition Pass" makes it possible for any senior citizen residing in the Sauk Valley College District, age 60 or over, to enroll in any course offered on or off-campus for a fee of one dollar per credit hour. Also, all senior citizens who are enrolled as students can attend concerts and dramatic productions offered by the college at no cost. Tickets for productions sponsored by the SVC Theatre Department are also available to senior citizens who are not currently enrolled as students at a reduced cost.

CONCLUSION

Sauk Valley College has an excellent record of providing both services and opportunities for the elderly. All programs and employment opportunities are available and accessible to persons in the 40 to 70 age range in compliance with affirmative action guidelines. Sauk Valley College also has made a special effort to go beyond providing equal access to programs and employment and has aggressively sought to encourage senior citizens to take advantage of the services provided by the college.

DF/js

cc AAC Members

ARTS AND SCIENCES

Enrichment Offerings



Opportunities for the adult learner, the senior citizen, the homemaker and the college graduate through ...

**SAUK VALLEY
COLLEGE**
R.R. 1
DIXON, ILLINOIS 61021

AUDIT OR PASS-FAIL OPTION

Grades and exams need not be a concern at Sauk Valley College. The adult student can elect to enroll in all courses on an audit basis (no grades at all) or a pass-fail basis.

OTHER EDUCATIONAL AND CULTURAL OPPORTUNITIES

Sauk Valley College regularly offers special field trips to historical sites in Illinois, concerts, conferences, dramatic productions and special lectures for the benefit of the students and the community. The cost of many of these activities is very low — and in some instances free.

COMMUNITY SERVICE COURSES

The Division of Arts and Sciences helps sponsor a variety of non-credit special topics courses (such as Illinois History) in churches and other sites throughout the S.V.C. Area. Many courses are offered in nursing homes for senior citizens who are unable to travel to the college.

BOARD OF GOVERNOR'S BACHELORS DEGREE

Sauk Valley College, in cooperation with Western Illinois University, participates in the Board of Governors Bachelor of Arts Degree Program. This enables the S.V.C. Area student to complete a bachelors degree without traveling to a distant university campus.

PREPARATION FOR A NEW CAREER

Many adult students, including senior citizens, are able to retrain for a new career by attending Sauk Valley College. Arts and Sciences courses can be used to explore new interests that can lead to a second career.

ENRICHMENT COURSES AT SVC IN THE ARTS AND SCIENCES

THE ADULT STUDENT MAY SELECT FROM

- ...The Humanities
- ...The Natural Sciences
- ...The Social Sciences
- ...Physical Education

ENRICHMENT

Courses in the arts and sciences provide an opportunity to explore individual interests and develop new abilities. Both day and evening classes are offered in art, music, literature, history, the sciences and many other areas.

LOW COST

Tuition rates are low at Sauk Valley College for all students. Senior citizens can use the Golden Age Pass and enroll in courses for only \$1.00 per credit hour (\$3.00 for the average course).

ASSOCIATE IN LIBERAL STUDIES DEGREE

The Associate in Liberal Studies Degree is a non-specialized degree that is tailored to meet the needs and interests of the individual student. Both baccalaureate (transfer) and career education courses may be used to fulfill the requirements for this alternate degree program. The ALS Degree is designed for the student who may not want to work toward the more traditional AA, AS or AAS Degrees. While not intended to be a transfer degree, the ALS Degree is designed to enable the student to articulate with the Board of Governor's Degree Program and the Bachelor of Liberal Studies Degree Program at participating Illinois universities.

The specific requirements for the ALS Degree are listed as follows:

1. Complete a minimum of 64 semester hours of course work at the 100 level, or above, with an average grade of "C" or better.
2. Develop and fulfill a statement of educational goals and a specific written program of course work which must be approved and signed by the student, his or her counselor, and his or her advisor. This written program must be filled out and signed prior to the completion of the last 16 semester hours of course work that is to be used to satisfy the requirements for the degree. The program cannot be changed without the consent of both the student and advisor.
3. The degree program can be completed on either a part-time or full time basis or a combination of both.
4. Demonstrate proficiency in each of the following academic areas by completing at least 3 semester hours of course work in each area:
 - a. Communication and writing skills
 - b. The social sciences
 - c. The humanities
 - d. The natural sciencesCredit for prior work experience, credit by USAFI, CLEP, and credit by proficiency examination may be used for this degree in accordance with the current college policy as stated in the catalog.
5. A minimum of 16 semester hours of course work must be completed at Sauk Valley College.
6. Satisfy the state requirements regarding National State and Local Government, the United States Constitution and the Illinois Constitution in accordance with existing college policy as stated in the catalog.

TUITION INFORMATION

TUITION AND FEES

Tuition at Sauk Valley College is assessed per credit hour on the following basis:

A. In-District Resident

Tuition \$20.00

B. Out-of-District Resident who files an "Intent to Attend a Recognized Public Community College" with his local high school district or home Community college district board and receives an "Authorization for Partial Financial Support" will be enrolled on the same tuition basis as the in-district resident.

Tuition \$20.00

*C. Out-of-District Resident who does not submit an "Authorization for Partial Financial Support" will be charged the student per capita cost, less state apportionment.

Tuition \$39.67

*D. Out-of State Resident

Tuition \$65.07

E. Golden Age Tuition Pass

Any senior citizen residing in the Sauk Valley College District, aged 60 or over, may enroll in any Sauk Valley courses offered on or off campus for a fee of one dollar per credit hour.

HUMAN SERVICES

CAREER PROGRAMS FOR CHILD CARE WORKER,
EDUCATIONAL AIDE, MENTAL HEALTH TECHNICIAN
AND COMMUNITY SERVICE TECHNICIAN



SAUK VALLEY COLLEGE

R. R. 1

Dixon, Illinois 61021



COMMUNITY SERVICE AIDE (SVC CURRICULUM CODE 039)

The basic of this option is to meet the paraprofessional needs of community-based social services agencies. Employment opportunities are found in a wide range of governmental and voluntary agencies, such as: community action programs, family service agencies, homes for the aged, nursing homes, hospitals, mental health centers, public welfare departments, group homes, rehabilitation agencies, sheltered workshops, Y's and community centers.

An additional emphasis is also offered under community service entitled recreational leadership. This specialized offering is designed for park, playground, industry, and camp supervision. The course will provide necessary skills and knowledge to organize, promote, and develop interest in a variety of recreational pursuits.

COLLEGIATE TECHNICAL

ASSOCIATE IN APPLIED SCIENCE

HUMAN SERVICES CURRICULUM

Community Service Aide

(SVC CURRICULUM CODE 039)

Major Field Requirements

		Semester Hours
HSV 101	Introduction to Human Relations.....	3
HSV 110	Human Services Seminar I	1
HSV 111	Human Services Seminar II	1
HSV 120	Introduction to Group Process	3
HSV 210	Human Services Seminar III	1
HSV 211	Human Services Seminar IV	1
HSV 225	Human Services Applications	3
HSV 250	Human Services Practicum I	3
HSV 251	Human Services Practicum II	3
HSV 102	Empathy Training	1
SOC 111	Introduction to Sociology.....	3
		23

Related Requirements (11 semester hours to be selected from the following courses.)

SOC 112	Social Problems.....	3
SOC 287	Gerontology: Social Problems of the Aged	3
CJS 208	Juvenile Delinquency	3
HSV 220	Mental Retardation.....	3
PSY 104	Applied Psychology	3
PSY 217	Abnormal Psychology	3
PSY 251	Human Sexuality and Marriage	3
PED 213	First Aid	2
CJS 101	Introduction to Criminal Justice	3
FOD 103	Nutrition I	3
		11

Other appropriate courses may be selected between the advisor and student to meet curricular objectives.

General Education Requirements

Communications.....	6
Social Science PSY 103 (PSY 200 recommended)	6
Natural Science (BIO 120 recommended)	3
Humanities	3
Mathematics	3
Orientation	1
	22

Electives.....

Total Required for Associate in Applied Science Degree

All students must satisfy the Illinois State Constitution examination requirement either by course work or special examination.

HUMAN SERVICES

RECREATIONAL LEADERSHIP OPTION



SAUK VALLEY COLLEGE

R. R. 1

Dixon, Illinois 61021

Phone - 288-5511



A new emphasis is now offered under the Human Services Curriculum. This program will be offered as a Recreational Leadership specialization under the Community Service option. The core of the program will be three newly implemented recreation courses, Principles of Recreation, Recreation for Exceptional Children and Senior Citizens and Program Leadership Techniques.

The curriculum is designed for park, playground, industry, Red Feather organizations, camp, and other recreation supervisors. The course will provide necessary skills and knowledge to organize, promote, develop interest in a variety of recreational pursuits. The students will also learn to participate in community meetings, organized planning sessions, and to interpret recreational services to the public.

COLLEGIATE TECHNICAL ASSOCIATE IN APPLIED SCIENCE HUMAN SERVICES CURRICULUM Community Service Aid Option Recreational Leadership (SVC CURRICULUM CODE 089)

Major Field Requirements

		Semester Hours
HSV	101 Introduction to Human Relations	3
HSV	110 Human Services Seminar I	1
HSV	111 Human Services Seminar II	1
HSV	120 Introduction to Group Process	3
HSV	210 Human Service Seminar III	1
HSV	250 Human Services Practicum I	3
PED	216 Introduction to Recreation	2
HSV	125 Principles of Recreation	3
HSV	215 Recreation for Exceptional Children and Senior Citizens	2
HSV	230 Program Leadership Techniques	3
PED	213 First Aid	2
PED	220 Rhythm and Games for Children	2
		26

Related Requirements (16 semester hours to be selected from the following courses).

PED	217 Camp Counseling	3
SOC	287 Gerontology: Social Problems of the Aged	3
SOC	112 Social Problems	3
PSY	251 Human Sexuality and Marriage	3
PSY	104 Applied Psychology	3
LIB	205 Audio-Visual Materials	3
HSV	102 Empathy Training	1
PED	221 Officiating Men or Women	2
PED	125 Beginning Swimming	1
PED	135 Advanced Life Saving	2
PED	139 Water Safety Instructor	2
PED	222 Adapted Aquatics Instructor	2
		16

Other related requirements may be selected between the advisor and student to meet career objectives.

General Education Requirements

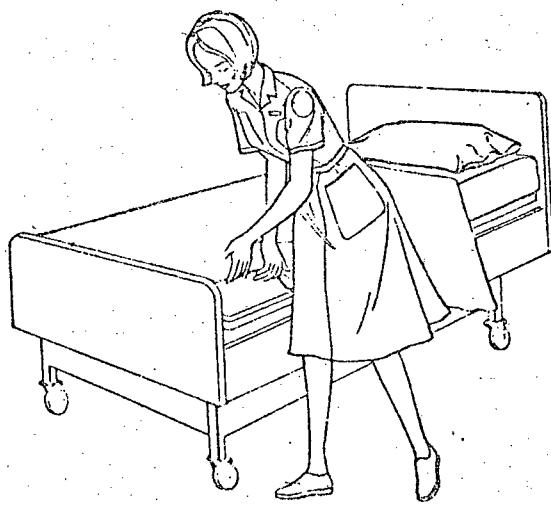
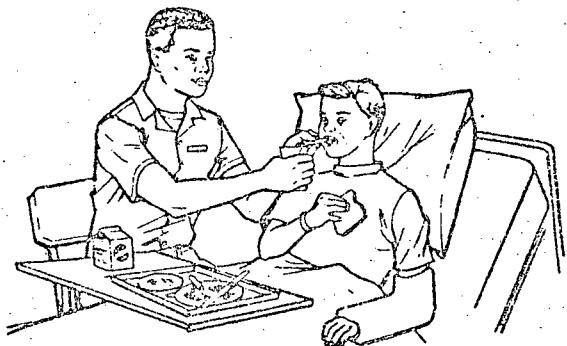
Communication	6
Humanities (ART, MUS, or Introduction to Theatre recommended)	3
Social Science (PSY 103 - SOC 111)	6
Natural Science (BIO 120 recommended)	3
Mathematics	3
Orientation	1
	22

Total Required for Associate in Applied Science Degree

All students must satisfy the Illinois State Constitution examination requirement either by course work or special examination.

NURSING ASSISTANT/ ORDERLY

A CAREER PROGRAM OFFERED
BY YOUR COMMUNITY COLLEGE



SAUK VALLEY COLLEGE
R.R. 1
Dixon, Illinois 61021
Phone: 288-5511

The age of formalized Nursing Assistant education and/or certification is upon us. Sauk Valley College has developed a 7 credit hour course for training Nursing Assistants in basic nursing (95 classroom lab hours, 40 clinical hours). The title Nursing Assistant, includes both the female aids and male orderlies. We, at Sauk, feel that all people giving direct patient care need a certain base level of knowledge and fundamental skills to safely work with patients.

The duties of a Nursing Assistant include admission, transfer and discharge, weighing, feeding, and bathing patients, answering call lights, measuring intake and output, collecting specimens, bed making, and performing selected treatments.

Students may complete the Nursing Assistant program at SVC in 7 weeks. Class work is conducted at the college with clinical experience provided in our local health agencies. Courses in the program include the study of: basic nutrition, medical terminology, anatomy and physiology, communications, growth and development and a heavy emphasis is placed on the nursing skills.

ADMISSION QUALIFICATIONS

Any man or woman sixteen years of age or older who is interested in working in the health field may apply. A high school diploma is not required, but evidence of 8th grade completion is required by the Public Health Department. The class will be limited to 36 students, with a 12 to 1 ratio in the clinical area and students will be admitted according to

application date. A T.B. skin test will be required; if positive, a chest X-ray will also be required.

Personal qualifications that would be helpful in assuring success are dependability, good personal grooming, high moral standards, and desire to help people in need.

Clinical experiences will include working with the aged, the medical and surgical patient, the pediatric patient, and home-health care.

WHAT ARE EMPLOYMENT OPPORTUNITIES?

As a Nursing Assistant, you will most likely be working in health care institutions. The AHAS report surveyed northern Illinois and found one of the largest demands in the Nursing Assistant category for the future.

Salaries in the field are generally competitive with other occupations requiring similar investments in education and skills.

DUTIES OF NURSING ASSISTANT

The Nursing Assistant will be helping the nurses care for patients. The Nursing Assistant will always be working under the direction and supervision of a Registered Nurse or Licensed Practical Nurse. In general, everything the Nursing Assistant does will fall under: 1) nursing care; 2) care of the patient's unit; 3) food service; 4) handling equipment and supplies; 5) record keeping and messenger duty.

Successful completion of the suggested program entitles the student to receive a certificate from Sauk Valley College.

<u>Suggested Program</u>	
<u>7 weeks</u>	<u>Credits</u>
HEA 040-Basic Nursing Aides	3
HEA 041-Medical Terminology & Related Body Structure	1
HEA 043-Advanced Nursing	3
	7
Total required for certificate	7
All students must satisfy the Illinois State Constitution examination requirement either by course work or special examination.	
This program has been approved by the Illinois Public Health Department and will meet the individual's needs for certification.	
For more information, contact the SVC Office of Admissions and Records at 288-5511, extension 378.	
Financial aid in the form of scholarships, grants-in-aid, loans, and work study opportunities are available through the SVC Financial Aid Office to help students in the NA program finance their education.	

SAUK VALLEY COLLEGE

HOUSEKEEPER SPECIALIST

CERTIFICATE PROGRAM

Handbook

There is a growing demand for qualified, trained personnel with housekeeping skills which will allow them to provide home care for individuals and/or families. The purpose of the Housekeeper Specialist training program is to offer a comprehensive study and practical work experience training program in house cleaning, food sanitation, nutrition and meal preparation; human relationships and personality development; child care; caring for senior citizens; consumer economics in shopping; laundry and care of clothing.

Objectives

Upon completion of the Housekeeper Specialist training program, the student should be able to:

1. Identify the characteristics of a housekeeper specialist.
2. Demonstrate skills necessary to complete housekeeping tasks including cleaning, sanitation, meal planning, food preparation, shopping, child care and care of the aged.
3. Understand the importance of meeting nutritional needs of all ages.
4. Plan menus to meet individual and family needs.
5. Demonstrate safety precautions in the kitchen.
6. Select appropriate supplies and equipment necessary for household cleaning.
7. Realize the advantages of planned and comparative shopping.
8. Demonstrate ways to provide for needs of children from infancy to adolescent.
9. Understand the behavioral characteristics of children at various age levels from birth to adolescent.

HOUSEKEEPER SPECIALIST

TRAINING SESSIONS

SESSION NO.	TOPIC
1.	Qualifications of a Housekeeper Specialist Training Program Objectives Nutrition and Menu Planning Cultural Food Patterns
2.	Personal Appearance Care
3.	Food Sanitation and Kitchen Safety Meal Planning; "The Wise Shopper"
4.	Meal Preparation: Breakfast Table Setting
5.	Meal Preparation: Lunch and Dinner Nutritional Snacks
6.	House Cleaning
7.	Care for the Senior Citizen
8.	Child Care
9.	Human Relations
10.	Empathy Training
11.	First Aid
12.	Care of the Mental Patient
13.	Last Session: Training: Evaluation Presentation of Certificate

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 6-23-80

MEMORANDUM

TO: Dr. Cole

FROM: Walter Clevenger *25c*

SUMMER REGISTRATION, 1980

	<u>Students</u>	<u>Hours</u>	
Summer, 1980	1684	6278	on June 23, 1980
Summer, 1979	1575	5228	on June 22, 1979

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 6-23-80

MEMORANDUM

TO: President Cole

FROM: Robert Edison



*In accordance with our conversation at Administrative Council
I am submitting herein revised estimated revenue for the 1979-80
fiscal year.*

RE:fsb

SAUK VALLEY COLLEGEEDUCATIONAL FUNDPART I: ESTIMATED REVENUE 1979-80

		Budget 1979-80	Estimated 6/23/80
<u>100-000-400 EDUCATIONAL FUND</u>			
<u>100-000-410 Local Governmental Sources</u>			
100-000-411 Current Taxes		\$ 788,394	\$ 803,600
100-000-414 Charge-Back Revenue		<u>10,000</u>	<u>14,200</u>
		<u>798,394</u>	<u>817,800</u>
<u>100-000-420 State Governmental Sources</u>			
<u>100-000-421 State Apportionment</u>			
100-000-421-01.1 Summer 1979		112,845	121,951
100-000-421-01.2 Fall 1980		569,727	524,735
100-000-421-01.3 Spring 1980		<u>545,793</u>	<u>550,960</u>
		<u>1,228,365</u>	<u>1,197,646</u>
100-000-421-02 ICCB Equalization Grant		42,671	41,000
<u>100-000-422 Vocational Technical Education</u>			
100-000-422 Regular Reimbursement		95,000	142,244
100-000-422-02 Equipment Reimbursement		<u>19,331</u>	<u>16,677</u>
		<u>114,331</u>	<u>158,921</u>
100-000-429-01 Illinois Office of Education		-0-	-0-
<u>100-000-430 Federal Governmental Sources</u>			
100-000-434 HEW Title II		3,963	3,963
100-000-439-01 Veterans Cost of Instruction Program		11,000	11,410
100-000-439-02 Federal Work Study		130,658	170,600
(Assumes expenditure of \$200,600 (\$36,000 more than budgeted.))			
100-000-439-03 Other Federal		<u>5,000</u>	<u>4,400</u>
		<u>150,621</u>	<u>190,373</u>
<u>100-000-440 Student Tuition and Fees</u>			
100-000-441-01 Summer 1979		77,484	75,307
100-000-441-02 Fall 1980		438,617	409,848
100-000-441-03 Spring 1980		<u>420,190</u>	<u>416,589</u>
		<u>936,291</u>	<u>901,744</u>
100-000-442-01 Graduation Fees		600	1,000
100-000-442-04 Transcript Fees		700	1,150
100-000-442-09 Public Services Income		<u>7,500</u>	<u>7,500</u>
		<u>8,800</u>	<u>9,650</u>
<u>100-000-470 Interest on Investments</u>		100	10,991
<u>100-000-499 Other Revenue</u>		<u>100</u>	<u>3,092</u>
<u>TOTAL EDUCATIONAL FUND REVENUE</u>		<u>\$ 3,279,673</u>	<u>\$ 3,331,217</u>

SAUK VALLEY COLLEGE

BUILDING AND MAINTENANCE FUND

<u>PART I:</u>	<u>ESTIMATED REVENUE</u>	<u>Budget</u> <u>1979-80</u>	<u>Estimated</u> <u>6/23/80</u>
<u>200-000-400</u>	<u>Building and Maintenance Fund</u>		
<u>200-000-410</u>	<u>Local Governmental Sources</u>		
	200-000-411 <i>Current Taxes</i>	\$ 197,098	\$ 200,965
	200-000-470 <i>Interest on Investment</i>	100	2,655
	200-000-499 <i>Miscellaneous Revenue</i>	900	1,150
	<i>TOTAL BUILDING AND MAINTENANCE FUND REVENUE . . .</i>	<u>\$ 198,098</u>	<u>\$ 204,770</u>

BILLS PAYABLE

June 23, 1980

EDUCATIONAL FUND

'6-000-573	PALMYRA TOWNSHIP	Street lighting	6,017	\$ 104.68
0-310-538	STERLING SCHOOL OF BEAUTY	Cosmetology	6,018	3,694.60
0-813-514-01	SVC RESTRICTED PURPOSES FUND	Comm. Serv. Instr.	6,019	450.00
0-800-514-03	ILLINOIS VALLEY COMM. HOSPITAL	Med. Lab. Practicum	6,020	277.50
0-800-514-03	POLO VETERINARY CLINIC	AGR 119N	6,021	250.00
0-813-514-01	LEE CENTER COMM. SCHOOL DIST.	Comm. Serv. Instr.	6,022	271.08
0-800-514-03	SWEDISH AMERICAN HOSPITAL	Rad. Tech. Spec. Procedures	6,023	125.00
		5-31-80 Payroll	6,024	151,141.24
12-000-544	POSTMASTER	Grade Mailings	6,025	607.50
12-000-546	I.C.C.T.A.	Dues	6,026	1,008.60
18-000-530	MARY PARKER	Services - 24.80		
18-000-549	" "	Commencement Usher-12.40	6,027	37.20
0-813-514-01	STERLING ROCK FALLS YMCA	Comm. Serv. Instr.	6,028	200.00
	SVC PAYROLL FUND	6-15-80 Payroll	6,029	<u>74,826.17</u>
				232,993.57

000,545.00	AACJC PUBLICATIONS	BOOKS	6,030	23.50
714,543.00	AGFA GEVAERT REX INC	SUPPLIES	6,031	411.92
000,547.00	THE AMBOY NEWS	PUB RELA	6,032	66.00
300,530.00	AMERICAN CHAIN & CABLE CO	SERVICE	6,033	330.10
000,545.00	AMERICAN HERITAGE	BOOKS	6,034	45.60
000,542.00	AM MULTIGRAPHICS	SUPPLIES	6,035	148.30
000,547.00	THE ASHTON GAZETTE	PUB RELA	6,036	61.00
000,546.00	ASSN OF GOVERNING BOARDS	DUES	6,037	375.00
300,543.00	AUTOMOTIVE NEWS	SUBSCR	6,038	30.00
000,550.00	JO ANN BABEL	TRAVEL	6,039	4.59
000,545.00	BAKER & TAYLOR CO	BOOKS	6,040	151.93
000,545.00	BAKER & TAYLOR CO	BOOKS	6,041	1,772.38
813,550.00	JAMES L BARBER	TRAVEL	6,042	72.79
000,550.00	FLOR ENCE BERTSCH	TRAVEL	6,043	17.34
300,543.00	BOGOTT INDUSTRIAL SUPPLY	SUPPLIES	69.55	
000,543.00	X X X	2.80		
000,555.01	X X X	EQUIP 1557.23	6,044	1,629.58
813,543.00	BRIGGS CORPORATION	SUPPLIES	6,045	18.04
400,550.00	WILLIAM BYAR	TRAVEL	6,046	27.20
000,543.00	CAPITOL PUBLICATIONS	SUPPLIES	6,047	114.88
000,547.00	CARROLL COUNTY REVIEW	PUB RELA	6,048	116.88
000,575.00	CENTRAL TELEPHONE CO	SERVICE	6,049	1,924.70
000,541.00	CHANGING TIMES	SUBSCR	6,050	21.00
200,543.00	CLAYTONS FLORAL SHOP	SUPPLIES	54.60	
000,556.00	X X X	15.00	6,051	69.60
000,543.00	COLE FARMER	SUPPLIES	6,052	131.16
000,549.00	COLLEGIATE CAP & GOWN	COMMENCEMENT	6,053	1,036.75

000,573.00	COMMONWEALTH EDISON	SERVICE	6,054	10,537.30
300,541.00	COPPINS LETTER SHOP	SUPPLIES	6,055	99.00
000,545.00	CREATIVE COMPUTING	BOOKS	6,056	19.90
000,541.00	CURTIS 1000	SUPPLIES	6,057	175.06
000,547.00	DAILY GAZETTE	PUB RELA	6,058	157.50
500,550.00	ROSS DILL	TRAVEL	6,059	31.25
300,543.00	DIXON CAMERA CENTER	SUPPLIES	84.37	
000,541.00	X X X	13.10		
000,547.00	X X X	18.67	6,060	116.14
000,547.00	DIXON EVENING TELEGRAPH	PUB RELA	6,061	225.00
300,543.00	DO ALL ROCKFORD CO	SUPPLIES	6,062	77.95
000,549.00	ECONOMY TROPHY	SUPPLIES	6,063	36.00
000,550.00	EMERALD HILL	LUNCHES	6,064	40.05
000,545.00	ENJOY COMMUNICATING	BOOKS	6,065	24.67
000,547.00	FULTON PRESS INC	PUB RELA	6,066	92.00
000,545.00	GALE RESEARCH CO	BOOKS	6,067	53.51
800,544.00	CARL GATES	REIMB 3 HRS	6,068	20.50
000,550.00	RALPH GELANDER	TRAVEL	6,069	22.44
600,543.00	HACH CHEMICAL CO	SUPPLIES	6,070	144.90
600,544.00	CAROL HAIN	REIMB 2 HRS	6,071	87.00
511,543.00	HALLS L P GAS	SUPPLIES	6,072	142.70
000,549.00	HAROLD HARRISON	COMMENCEMENT	6,073	280.00
000,541.00	HARVARD BUSINESS REVIEW	SUPPLIES	6,074	8.88
600,544.00	RUTH HEDSTROM	REIMB 3 HRS	6,075	92.50
316,550.00	BETTY HIGBY	TRAVEL	6,076	41.82
000,544.02	HIGHSMITH CO	SUPPLIES	6,077	35.94
000,575.00	ILL BELL TELEPHONE CO	SERVICE	6,078	159.36
100,565.01	I B M CORP	EQUIPMENT	6,079	2,070.00
000,562.00	I B M CORP	EQUIP RENTAL	6,080	477.48
000,539.00	I B M CORP	SERVICE	6,081	50.00
100,530.00	I B M CORP	SERVICE	7.26	
300,543.01	X X	16.20		
811,541.01	X X	16.20		
000,541.00	X X	3707.44	6,082	3,747.10
200,543.00	INTERSTATE PRINTERS	SUPPLIES	6,083	11.65
000,549.00	JOSTENS	DIPLOMAS	6,084	22.73
000,549.00	SHIRLEY KATNER	COMMENCEMENT	6,085	50.00
000,549.00	KAROUSEL OF MUSIC	ORGAN RENTAL	6,086	150.00
716,550.00	ANNE KELLER	TRAVEL	6,087	49.30
712,550.00	JANET KIME	TRAVEL	95.70	
812,550.02	X X	2.75	6,088	98.45
600,543.00	LABORATORY CRAFTSMEN	SUPPLIES	6,089	204.54
000,547.00	THE LEADER GROUP	PUB RELA	6,090	43.60
000,545.00	LEARNING CORP OF AMERICA	BOOKS	6,091	49.00
000,545.00	LIBRARIES UNLIMITED INC	BOOKS	6,092	34.10
000,549.00	MCCASLINS BAKERY	COMMENCEMENT	6,093	55.86
713,530.00	MALONEYS CLEANERS	SERVICES	6,094	42.50
800,544.00	ROBERT MATTER	REIMB 3 HRS	6,095	72.00
000,530.00	MIDWEST VISUAL EQUIP	SERVICE	6,096	75.85
000,530.00	ED MUELLER A V	SERVICE	6,097	487.40
000,545.00	NACUBO	BOOKS	6,098	31.00
000,541.00	NCR CORP	SUPPLIES	990.53	
000,562.00	X	EQUIP RENTAL	3416.60	4,407.13
000,530.00	NATIONAL COMPUTER SYSTEMS	MAINT AGRT	6,100	125.00
000,545.00	NEAL SCHUMAN PUBLISHERS	BOOKS	6,101	28.18
711,550.00	HAROLD NELSON	TRAVEL	6,102	59.84
800,530.01	NELSON OFFICE SERVICES	SERVICE	6,103	35.00
400,550.00	FRED NESBIT	TRAVEL	6,104	38.08

1,500.543.00	NORTHEAST CONFERENCE	SUPPLIES	6,105	36.00
000,571.00	NORTHERN ILL GAS CO	SERVICE	6,106	4,202.62
000,571.00	NORTHERN ILL GAS CO	SERVICE	6,107	182.00
1,511,543.00	NORTHERN ILL UNIVERSITY	SUPPLIES 8.20		
1,600,543.00	X X X	26.90	6,108	35.10
1,600,544.00	JOHN OBANION	REIMB 3 HOURS	6,109	87.38
1,600,550.00	BETTY ORLOWSKI	TRAVEL	6,110	106.47
1,300,550.00	CHARLES OSTER	TRAVEL	6,111	8.84
.715,543.00	PASSONS SPORTS	SUPPLIES	6,112	185.39
.800,544.00	CHARLES PATERSON	REIMB 6 HOURS	6,113	164.50
.000,550.00	DUANE PAULSEN	TRAVEL	6,114	71.25
.000,545.00	PERECTION FORM CO	BOOK	6,115	27.12
.000,547.00	PINNEY PRINTING CO	CATALOGS	6,116	20,019.00
.000,550.00	FRANK PINTOZZI	TRAVEL	6,117	20.50
.000,544.02	PORTERS CAMERA STORE	SUPPLIES	6,118	44.47
.000,545.00	PRENTICE HALL MEDIA	BOOKS	6,119	36.50
.512,530.00	QUICK VAN LINES	MOVING PIANO	6,120	80.00
.400,543.00	RESEARCH PRESS	SUPPLIES	6,121	45.98
.000,547.00	ROCHELLE NEWSPAPERS	PUB RELA	6,122	93.28
.000,547.00	ROCK VALLEY REVIEW	PUB RELA	6,123	84.00
.000,545.00	ROSE RECORDS	RECORDS	6,124	138.81
.100,543.00	SVC BOOKSTORE	SUPPLIES .45		
.300,543.00	X X	16.52		
.400,543.00	X X	19.90		
.418,543.00	X X	1.32		
.600,543.00	X X	16.83		
.713,543.00	X X	18.95		
.500,542.00	X X	1.38		
.813,543.00	X X	2.00		
.816,543.00	X X	8.98		
.000,541.00	X X	7.90		
.000,541.00	X X	16.55		
.000,541.00	X X	.75	6,125	111.53
100,550.00	SVC RESTRICTED PURPOSES	USE OF VAN	6,126	35.75
600,530.01	SBM EQUIPMENT CENTER	SERVICE 45.84		
800,542.00	X X	13.51		
800,543.01	X X	17.59		
000,541.00	X X X	10.75		
000,541.00	X X X	72.22		
000,585.00	X X X	EQUIP 670.00	6,127	829.91
000,550.00	JOHN SAGMOE	TRAVEL	6,128	20.50
711,543.00	SCIENTIFIC PRODUCTS	SUPPLIES	6,129	230.84
300,544.00	MIKE SEQUIN	REIMB 3 HOURS	6,130	121.72
812,550.01	SERVOMATION CORP	LUNCHES 67.17		
816,550.00	X X	181.50		
000,549.00	X X	1120.00		
000,550.00	X X	455.67		
000,550.00	X X	80.00	6,131	1,964.34
000,547.00	B F SHAW PRINTING CO	PUB RELA 3901.60		
000,544.00	X X X	POSTAGE ON SCHEDULES		
		1189.44	6,132	5,091.04
714,550.00	STAN SHIPPERT	TRAVEL	6,133	226.38
800,542.00	GLENN SPUTTE	SUPPLIES	6,134	291.48
812,550.01	JAMES STRICKLAND	TRAVEL	6,135	126.75
000,549.00	SWARTLEYS	COMMENCEMENT	6,136	160.00
000,547.00	TRI COUNTY PRESS	PUB RELA	6,137	78.00
500,550.00	UNIVERSITY OF ILLINOIS	CONF-DILL	6,138	61.45
800,544.00	DEBORAH VRHEL	REIMB 6 HOURS	6,139	164.50
800,544.00	GEORGE VRHEL	REIMB 6 HOURS	6,140	164.50

000,544.02	VIDEO MASTERS INC	SUPPLIES	6,141	504.32
000,531.00	WARD WARD MURRAY ---	SERVICES	6,142	200.00
000,545.00	WEST PUBL CO	BOOKS	6,143	241.00
400,550.00	ROBERT WHARTON	TRAVEL	6,144	6250
000,547.00	WHITESIDE NEWS SENTINEL	PUB RELA	6,145	80.00
000,545.00	WORLD FUTURE SOCIETY	BOOKS	6,146	51.80
000,544.03	XEROX CORP	SUPPLIES	6,147	469.50
000,544.00	DAVID YOUNKER	REIMB 3 HOURS	6,148	92.50
000,549.00	SVC PETTY CASH	SUPPLIES	6,149	6.34
000,550.00	SVC IMPREST FUND	MISC EXPENSES	6,150	1,220.17
	ROBERT EDISON	TRAVEL	6,151	117.06

CKS. #6017 - 6029

71,967.59
232,993.57

TOTAL EDUCATIONAL FUND FOR JUNE

\$ 304,961.16

BUILDING FUND

000,544.00	ACE HARDWARE	SUPPLIES	5,932	4.47
000,544.00	AFFILIATED STEAM EQUIP CO	SUPPLIES	5,933	37.08
000,544.00	CRESCENT ELECTRIC SUPPLY	SUPPLIES	5,934	102.04
000,544.00	DIXON SWIMMING POOL SUPPLY	SUPPLIES	5,935	42.00
000,544.00	FAIRFAX HARDWARE	SUPPLIES	5,936	12.35
000,544.00	W W GRAINGER INC	SUPPLIES	5,937	56.39
000,550.00	GLADYS GUNTLE	TRAVEL	5,938	14.28
000,544.00	HALLS LP GAS SERVICE	SUPPLIES	5,939	4.80
000,544.00	HONEYWELL INC	SUPPLIES	5,940	223.27
000,544.00	LEE CO DEPUTY SHERIFFS ASSN	DUES	5,941	5.00
000,544.00	LEE F S INC	SUPPLIES	5,942	406.30
000,544.00	LINCOLNWAY MATERIALS CO	SUPPLIES	5,943	69.30
000,530.00	DAVID MAYES	SEWAGE TESTING	5,944	165.00
000,530.00	MONTGOMERY ELEVATOR CO	MAINT AGRT 469.96		
000,544.00	X X X	SUPPLIES 51.12	5,945	521.08
000,544.00	MORGAN LINEN SERVICE	SUPPLIES	5,946	86.24
000,544.00	MOTT BROS CO	SUPPLIES	5,947	17.54
000,544.00	P & W SUPPLY CO	SUPPLIES	5,948	78.73
000,544.00	FRANK RIDDLE & ASSOC	SUPPLIES	5,949	25.16
000,530.00	ROCK VALLEY DISPOSAL	SERVICE	5,950	75.00
000,544.00	SVC BOOKSTORE	SUPPLIES	5,951	1.74
000,544.00	SVC EDUC FUND	SUPPLIES	5,952	14.20
000,544.00	SEARS ROEBUCK & CO	SUPPLIES 31.33		
000,537.00	X X X	61.41	5,953	112.74
000,544.00	SBM EQUIPMENT CENTER	SUPPLIES	5,954	23.40
000,544.00	SORENSEN INC	SUPPLIES 225.48		
000,567.00	X X	EQUIP 742.50	5,955	967.98
000,544.00	TRACTOR SUPPLY CO	SUPPLIES	5,956	396.54
000,544.00	WASTONE INC	SUPPLIES	5,957	51.57
000,544.00	WESTERN AUTO STORE	SUPPLIES	5,958	.95
000,544.00	SVC PETTY CASH	SUPPLIES	5,959	1.60
000,544.00	SVC IMPREST FUND	MISC EXP	5,960	19.52
TOTAL BUILDING FUND FOR JUNE				3,536.27

BOND AND INTEREST #1

-000-278	SVC BUILDING FUND	Cash transfer	124	\$ 5,415.53
-000-564	AMERICAN NATIONAL BANK & TRUST	Interest - 27,168.75		
-000-569	X X X X	Fees 36.87	125	27,205.62
TOTAL BOND & INTEREST #1 FOR JUNE				\$32,621.15

REST FUND

-000-545	Ceramics Book Department	Books	5106	\$ 25.45
)-712-543	William Kaufman, Inc.	Supplies	5107	5.20
)-000-544	Farm & Fleet	Supplies	5108	19.52
)-000-544	Postmaster	Bus. Reply Acct.	5109	25.00
3-000-549	Hey Brothers Ice Cream	Supplies	5110	32.50
3-000-549	Food World Grocers	Supplies	5111	26.10
)-000-544-01	Prairie Farmer	Subscr.	5112	19.00
)-000-544-01	Schwann Record & Tape Guide	Subscr.	5113	25.00
)-000-544-01	Curriculum Innovations, Inc.	Subscr.	5114	8.50
3-000-549	Dawn Cormack	Commencement	5115	25.00
)-117-543	Dianne Tucker	Supplies	5116	9.39
)-000-544	United Parcel Service	Service	5117	45.61
	VOID CHECK		5118	
)-000-575	Susan Dixon	Phone calls	5119	10.83
)-712-550	University of Illinois	Seminar-Hain	5120	42.00
)-000-544	Postmaster	Bulk Mailing Acct.	5121	100.00
)-300-550	Parkland College	Conf.-Logemann	5122	85.00
)-117-530	Fung Mings	Wines & Spirits Class	5123	25.00
)-000-550	George E. Cole	Travel	5124	27.31
3-000-549	Rev. Don Castle	Commencement	5125	200.00
)-000-543	NCR Educational User Group	Dues	5126	25.00
)-000-544	United Parcel Service	Service	5127	14.03
)-000-541	Computer Shopper	Subscr.	5128	10.00
)-000-575	Susan Dixon	Phone calls	5129	6.16
)-000-545	Walter DeGruyter	Book	5130	78.50
'-316-543	College Board Publication Orders	Supplies	5131	2.50
)-000-544	Postmaster	Stamps-Pres. Ofc.	5132	45.00
)-300-550	Parkland College	Conf.-Frieders	5133	85.00
)-000-545	Robert Thomas	Supplies	5134	119.00
)-813-543	University of Illinois	Supplies	5135	10.00
)-000-544	United Parcel Service	Service	5136	52.58
)-000-541	NACUBO	Dues	5137	28.00
)-000-544	United Parcel Service	Service	5138	7.51

1239.69

EDUCATIONAL FUND	-	1220.17
BUILDING FUND	-	19.52

alance in fund	-	1784.31
bursements	-	1239.69
al in fund	-	3024.00

TREASURER'S REPORT

May 31, 1980

EDUCATIONAL FUND

Balance on hand April 30, 1980 \$ 139,175.86

Receipts:

Deferred Personal Property	
Tax Replacement	47,262.55
Taxes	181.61
Charge-Back Revenue	1,396.57
ICCB Equalization Grant	17,847.49
Federal Work Study	13,476.75
Graduation Fees	126.00
Transcript Fees	103.00
Other Revenue	39.66
Expenditure Credit	2,198.37
Loan from Working Cash	<u>242,100.13</u>
	<u>324,732.13</u>

Total Available \$ 453,907.99

Disbursements:

Expenses for May	<u>262,770.94</u>
Balance on Hand May 31, 1980	<u>\$ 201,137.05</u>

BUILDING FUND

Balance on hand April 30, 1980 \$ 17,353.76

Receipts:

Deferred Personal Property	
Tax Replacement	11,815.64
Taxes	45.42
Misc. Revenue	116.00
Expenditure Credits	<u>46.59</u>
	<u>12,023.65</u>

Total Available \$ 29,377.41

Disbursements:

Expenses for May	<u>6,938.74</u>
Balance on hand May 31, 1980	<u>\$ 22,438.67</u>

BAUK VALLEY COLLEGE

APPROVED BY

William E. Beige

PRESIDENT

Kay E. Fisher

SECRETARY

DATE 6-23-80

ITE AND CONSTRUCTION FUND - Dixon National Bank

alance on Hand April 30, 1980 \$ 84,452.53

Receipts:

Facilities Revenue	6,125.00	
Interest on Investments	<u>12,862.38</u>	<u>18,987.38</u>

otal Available \$103,439.91

Disbursements:

Investments	6,862.38	
Expenses for May	<u>3,177.90</u>	<u>10,040.28</u>

alance on hand May 31, 1980 \$ 93,399.63

ITE AND CONSTRUCTION FUND - Harris Trust

alance on hand April 30, 1980 \$ 6,811.09

Receipts:

-0-

Disbursements:

-0-

alance on hand May 31, 1980 \$ 6,811.09

OND AND INTEREST FUND #1

alance on hand April 30, 1980 \$ 3,627.86

Receipts:

Investments	29,500.00	
Taxes	66.60	
Interest on Investments	<u>14,230.49</u>	<u>43,797.09</u>

otal Available \$ 47,424.95

Disbursements:

Investments	<u>14,005.49</u>
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alance on hand May 31, 1980 \$ 33,419.46

WORKING CASH FUND

Balance on hand April 30, 1980 \$ 16,282.80

Receipts:

Investments	233,718.82	
Interest on Investments	<u>25,940.52</u>	<u>259,659.34</u>

otal Available \$275,942.14

Disbursements:

Investments	17,559.21	
Loan to Educational Fund	<u>242,100.13</u>	<u>259,659.34</u>

Balance on hand May 31, 1980 \$ 16,282.80

SURANCE FUND

alance on hand April 30, 1980 \$ 10,957.91

ceipts:

Taxes	3.03	<u>3.03</u>
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otal Available \$ 10,960.94

sbursements:

Expense for May	<u>539.00</u>
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alance on hand May 31, 1980 \$ 10,421.94

FUNDS INVESTED

Certificate of Deposit	Working Cash	6-25-80	\$ 157,680.64
Certificate of Deposit	Building	6-16-80	65,000.00
Certificate of Deposit	B & I #1	6-21-80	149,482.17
Certificate of Deposit	S & C	11-15-80	122,077.72
ime-Open Deposit	S & C	5-28-80	100,000.00
ime-Open Deposit	B & I #1		19,063.31
Certificate of Deposit	S & C	8-25-80	101,000.00
Certificate of Deposit	B & I #1		45,000.00
Certificate of Deposit	S & C	10-11-80	200,000.00
ime-Open Deposit	S & C	5-28-80	100,000.00
Certificate of Deposit	Working Cash	6-10-80	212,384.19
Certificate of Deposit	S & C	8-11-80	200,000.00
Certificate of Deposit	Working Cash	9-1-80	294,531.75
Certificate of Deposit	Working Cash	6-29-80	215,417.06
Certificate of Deposit	B & I #1	6-21-80	<u>56,156.75</u>
			\$2,037,793.59

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 5/31/80

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

ASSETS:

Cash in Bank.....	\$ 692.39
Notes Receivable.....	2,446.28
	<u>\$3,138.67</u>

LIABILITIES AND NET WORTH:

Fund Equity.....	\$2,384.61
Net Profit.....	<u>754.06</u>
	<u>\$3,138.67</u>

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

INCOME:

Interest Income.....	\$ 153.06
Bad Debts Repaid.....	<u>601.00</u>
	<u>\$ 754.06</u>

EXPENSES:..... NONE

NET PROFIT:..... \$ 754.06

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending May 31, 1980

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

Cash on Hand.....	\$ 4,370.08	
Workstudy Awards Receivable from Fed. Gov. 1979-80...	27,586.46	
Workstudy Awards Capital 1979-80.....		\$170,658.00
Workstudy Awards Paid 1979-80.....	138,575.48	
E.O.G. Funds Receivable from Fed. Gov. 1979-80.....	5,204.00	
Initial E.O.G. Awards Capital 1979-80.....		36,123.00
Initial E.O.G. Awards Paid 1979-80.....	34,664.11	
Renewal E.O.G. Awards Capital 1979-80.....		29,818.00
Renewal E.O.G. Awards Paid 1979-80.....	23,357.00	
Basic E.O.G. Awards Rec. from Fed. Gov. 1979-80.....	3,978.00	
Basic E.O.G. Awards Capital 1979-80.....		250,988.00
Basic E.O.G. Awards Paid 1979-80.....	248,388.35	
Inactive Federal Grants.....	1,463.52	
	<u>\$487,587.00</u>	<u>\$487,587.00</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 5-31-80

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

ASSETS:

Cash in Bank	\$ 63,054.37
Petty Cash	500.00
Investments	52,562.91
Accounts Receivable - Educational Fund	131.80
Inventory - 6-30-79	<u>56,357.18</u>
	<u>\$172,606.26</u>

LIABILITIES AND NET WORTH:

Accounts Payable - Student Activity Fund	\$ 60.00
Fund Equity	\$182,118.61
Net Loss	<u>(9,572.35)</u>
	<u>172,546.26</u>
	<u>\$172,606.26</u>

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

INCOME:

Textbook Sales	\$149,854.48
Supply Sales	19,773.87
Miscellaneous Sales	12,493.37
Paperback Sales	6,204.39
Used Book Sales	9,884.91
Sales Tax Collected	9,348.60
Other Income	492.64
Investment Income	<u>2,840.15</u>
	\$210,892.41

EXPENSES:

Textbook Purchases	\$145,944.44
Supply Purchases	19,326.80
Miscellaneous Purchases	10,022.81
Paperback Purchases	6,157.72
Used Book Purchases	7,778.84
Sales Tax Paid	8,825.91
Salaries & Wages	14,789.49
Transportation Charges	3,819.06
Supply Expense	1,631.50
Equipment	880.70
Travel	277.83
Telephone	263.37
Dues & Subscriptions	125.00
Other Expense	648.63
Over and Under	5.70
Bad Debts	<u>(33.04)</u>
	<u>\$220,464.76</u>

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

RESTRICTED PURPOSES FUND

May 31, 1980

Balance on Hand April 30, 1980 \$ 67,697.36

May Receipts 122,970.88

TOTAL FUNDS AVAILABLE DURING MAY \$190,668.24

Cash Disbursements for May \$ 41,686.90

Balance on Hand - May 31, 1980 \$148,981.34

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITIES

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	\$ 47,926.86
Athletic Income	343.00
Drama Income	2,079.57
Student Activity Income	1,206.32
Student Newspaper Income	359.94
Film Income	127.00
Cash Over & Under	(101.83)
Other Income - Student Activity Fund Only	<u>35.82</u>
 TOTAL INCOME	\$ 51,976.68

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense	\$15,231.00	\$12,980.96
Cheerleaders & Pon Pom Squad	370.00	247.11
Speech Activities & Readers Theat.	4,100.00	4,684.78
Drama Expense	2,400.00	2,788.51
Music Expense	2,750.00	2,237.17
Student Activity Expense	11,157.00	11,781.84
Student Newspaper Expense	4,000.00	2,839.15
Associated Student Board	1,890.00	1,865.61
Musical	-0-	
Women's Intercollegiate Act.	8,500.00	9,249.47
Intramurals - Coed	300.00	178.50
SVC Clubs	2,250.00	1,662.08
Film Commission	1,800.00	1,169.79
Art Exhibitions	300.00	
Contingency Expense/Equipment	80.00	249.00
Contingencies/Non-Budgeted	300.00	
	\$55,428.00	
 TOTAL EXPENSE		<u>\$ 51,933.97</u>

Excess of Revenue Over
Expenditures as of
May 31, 1980 \$ 42.71

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

May 31, 1980

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank	\$148,981.34	
	Student Tuition	\$229,058.68
	Out of District Fees	4,524.10
	Due Educational Fund	2,008.01
Accts. Rec.	\$115,709.68	
	Due Building Fund	87.60
	Due Student Loan Fund	310.63
	Due Bookstore	1,091.66
	Tuition Refunds	(780.00)
		\$236,300.68

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ (746.67)
Parking	631.09
Recreation Room Fund	5,167.38
Student Locker Fund	254.90
Land Lab	7,203.19
Community Services	7,801.71
EMTA Grant	(2,067.72)
Photography Supplies	1,254.64
Highway Emer. Rescue Tech.	(9,613.45)
LPN Supplies	751.18
Book Transactions	3.00
Law Enforcement Grant	352.00
1979-80 Nursing Capitation	(1,267.84)
1979-80 Disadv. Grant	1,662.11
Ill. Humanities Grant	(1.21)
Miscellaneous Account	1,608.45
Student Clubs	1,177.34
Adult Learning Book Charges	327.23
Community Theatre	454.49
College Van	2,236.06
Horticulture/Greenhouse	413.60
Library Fund	173.74

TOTAL EXPENSE \$ 17,775.22

FUND EQUITY

July 1, 1979 \$ 10,572.41

Excess of Revenue over
Expenditures as of May
31, 1980 \$ 42.71 \$ 10,615.12

TOTAL ASSETS \$264,691.02 TOTAL LIABILITIES & FUND EQUITY \$264,691.02

APPROVED BY
William E. Fisher
PRESIDENT
Kay E. Fisher
SECRETARY

DATE 6-23-80

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	88.111.01	88.111.01	81.636.87	6474.14	96741.00	86299.99	86299.99
DIV OF BUS CONTR SERV	3.871.51	3.871.51	3.864.25	7.26	3.800.00	7151 CR	7151 CR
DIV OF BUS SUPPLIES	3.838.30	3.838.30	3.389.92	448.38	4.661.00	822.70	822.70
DIV OF BUS CONF & MEETINGS	1.309.96	1.309.96	1.274.21	35.75	1.148.00	161.96 CR	161.96 CR
FOOD SERV CONTR SERV	115.00	115.00	90.00	25.00	300.00	185.00	185.00
FOOD SERV SUPPLIES	467.41	467.41	458.02	9.39	994.00	526.59	526.59
FOOD SERV CONF & MEETINGS	48.82	48.82	48.82	.00	212.00	163.18	163.18
DIV OF AGRIC SALARIES	14.626.01	14.626.01	13.086.43	1539.58	18475.00	3.848.99	3.848.99
DIV OF AGRIC CONTR SERV		.00		.00	150.00	150.00	150.00
DIV OF AGRIC SUPPLIES	1.242.78	1.242.78	1.182.98	59.80	1.300.00	57.22	57.22
DIV OF AGRIC CONF & MEETINGS	142.34	142.34	142.34	.00	468.00	325.66	325.66
DIV OF INDUS ED SALARIES	104.837.31	104.837.31	96.498.12	8339.19	118150.00	13312.69	13312.69
DIV OF INDUS ED CONTR SERV	1156.78	1156.78	826.68	330.10	2000.00	843.22	843.22
DIV OF INDUS ED SUPPLIES	12367.01	12367.01	12500.11	133.10 CR	14088.00	1720.99	1720.99
DIV OF INDUS ED CONF & MEETINGS	1304.97	1304.97	1.126.13	178.84	1496.00	191.03	191.03
COSMETOLOGY CONTR SERV	26389.96	26389.96	22695.36	3694.60	23000.00	3389.96 CR	3389.96 CR
COSMETOL SUPPLIES		.00		.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS	12.24	12.24	12.24	.00	42.00	29.76	29.76
HUMAN SERV SALARIES	19.645.68	19.645.68	17.937.36	170832	20500.00	854.32	854.32
HUMAN SERV CONTR SERV	30.00	30.00	30.00	.00	300.00	270.00	270.00
HUMAN SERV SUPPLIES	1.118.47	1.118.47	1.094.09	24.38	1.200.00	81.53	81.53
HUMAN SERV CONF & MEETINGS	479.75	479.75	437.93	41.82	467.00	12.75 CR	12.75 CR
DIV OF SOC SCI SALARIES	82187.31	82187.31	71193.11	10994.20	94550.00	12362.69	12362.69
DIV OF SOC SCI SUPPLIES	2542.95	2542.95	2392.91	150.04	2600.00	57.05	57.05
DIV OF SOC SCI CONF & MEETINGS	686.67	686.67	558.89	127.78	952.00	265.33	265.33
CRIM JUS INSTR SALARIES	28211.55	28211.55	25969.65	2241.90	34175.00	5963.45	5963.45
CRIM JUS CONTR SERV		.00		.00	225.00	225.00	225.00
CRIM JUS SUPPLIES	2720.82	2720.82	2695.05	25.77	1863.00	857.82 CR	857.82 CR
CRIM JUS CONF & MEETINGS	660.38	660.38	850.50	190.12 CR	850.00	189.62	189.62
LIBRARY TECH SUPPLIES	54.66	54.66	54.66	.00	250.00	195.34	195.34
DIV OF FIRE SCI CONTR SERV	7.00	7.00 CR	35.00	42.00 CR	100.00	107.00	107.00
DIV OF FIRE SCI SUPPLIES	773.52	773.52	773.52	.00	1575.00	801.48	801.48
DIV OF FIRE SCI CONF & MEETINGS		.00		.00	240.00	240.00	240.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF HUMANITIES SALARIES	147,274.81	147,274.81	136,754.97	10,519.84	159,650.00	12,375.19	12,375.19
DIV OF HUMANITIES CONTR SERV	.00	.00	.00	.00	500.00	500.00	500.00
DIV OF HUMANITIES SUPPLIES	1,920.90	1,920.90	1,289.40	631.50	2,154.00	233.10	233.10
DIV OF HUMAN CONF & MEETINGS	1,035.70	1,035.70	943.00	92.70	1,136.00	100.30	100.30
ART DEPT SALARIES	13,695.77	13,695.77	12,254.11	1,441.66	17,300.00	3,604.23	3,604.23
ART DEPT CONTR SERV	205.00	205.00	205.00	.00	446.00	241.00	241.00
ART DEPT SUPPLIES	418.98	418.98	248.66	170.32	1,527.00	1,108.02	1,108.02
ART DEPT CONF & MEETINGS	.00	.00	.00	.00	88.00	88.00	88.00
MUSIC DEPT SALARIES	27,332.07	27,332.07	24,455.01	2,877.06	34,525.00	7,192.93	7,192.93
MUSIC DEPT CONTR SERV	891.35	891.35	811.35	80.00	735.00	156.35 CR	156.35 CR
MUSIC DEPT SUPPLIES	1,300.23	1,300.23	1,297.92	2.31	1,300.00	.23 CR	.23 CR
MUSIC DEPT CONF & MEETINGS	31.70	31.70	31.70	.00	177.00	145.30	145.30
DIV OF MATH SCI SALARIES	122,404.86	122,404.86	112,535.92	9,868.94	134,650.00	16,245.14	16,245.14
DIV OF MATH SCI CONTR SERV	21,300.00	21,300.00	21,300.00	.00	2950.00	820.00	820.00
DIV OF MATH SCI SUPPLIES	5,712.53	5,712.53	5,145.15	567.38	8,750.00	3,037.47	3,037.47
DIV OF MATH SCI CONF & MEETINGS	443.11	443.11	443.11	.00	704.00	260.89	260.89
MED LAB TECH SALARIES	29,865.00	29,865.00	27,105.00	2,760.00	33,120.00	3,255.00	3,255.00
MED LAB TECH CONTR SERV	374.42	374.42	374.42	.00	400.00	25.58	25.58
MED LAB TECH SUPPLIES	6,515.91	6,515.91	6,235.77	280.14	10,065.00	3,549.09	3,549.09
MED LAB TECH CONF & MEETINGS	816.42	816.42	756.58	59.84	550.00	266.42 CR	266.42 CR
ADN INSTR SALARIES	36,293.56	36,293.56	33,161.56	3,132.00	55,425.00	19,131.44	19,131.44
ADN OFC SALARIES	6,870.54	6,870.54	6,242.96	627.58	7,492.00	621.46	621.46
ADN CONTR SERV	74.50	74.50	74.50	.00	135.00	60.50	60.50
ADN SUPPLIES	2,916.39	2,916.39	2,766.02	150.37	2,160.00	756.39 CR	756.39 CR
ADN CONF & MEETINGS	1,544.29	1,544.29	1,406.59	137.70	1,505.00	39.29 CR	39.29 CR
LPN SALARIES	73,259.51	73,259.51	66,110.23	7,149.28	66,230.00	7,029.51 CR	7,029.51 CR
LPN CONTR SERV	108.90	108.90	66.40	42.50	250.00	141.10	141.10
LPN SUPPLIES	2,088.20	2,088.20	1,944.85	143.35	2,684.00	595.80	595.80
LPN CONF & MEETINGS	1,426.04	1,426.04	1,433.86	7.82 CR	1,201.00	225.04 CR	225.04 CR
RAD TECH SALARIES	17,815.00	17,815.00	16,245.00	1,570.00	18,840.00	1,025.00	1,025.00
RAD TECH CONTR SERV	.00	.00	.00	.00	450.00	450.00	450.00
RAD TECH SUPPLIES	2,378.73	2,378.73	1,950.04	428.69	3,150.00	771.27	771.27
RAD TECH CONF & MEETINGS	1,396.22	1,396.22	1,169.84	226.38	2,530.00	1,133.78	1,133.78
DIV OF PHYS ED SALARIES	32,854.04	32,854.04	29,395.72	3,458.32	41,500.00	8,645.96	8,645.96
DIV OF PHYS ED SUPPLIES	2,072.06	2,072.06	1,851.91	220.15	2,140.00	67.94	67.94
DIV OF PHYS ED CONF & MEETINGS	294.53	294.53	294.53	.00	334.00	39.47	39.47
NURSE AID INSTR SALARIES	4,356.17	4,356.17	3,007.83	1,348.34	.00	4,356.17 CR	4,356.17 CR
NURSE AID CONTR SERV		.00		.00	30.00	30.00	30.00

Account	Total	Expenditures	To Date	Prev. Mo.	This Mo.	Budget	Unexpended	Unencumbered
				To Date				
NURSE AID SUPPLIES	96.13	96.13	75.90	20.23	300.00	203.87	203.87	
NURSE AID TRAVEL	65.72	65.72		65.72		65.72 CR	65.72 CR	
PART TIME OVERLOAD-FOSTER	27,277.19	27,277.19	24,664.87	2,612.32	20,800.00	6,477.19 CR	6,477.19 CR	
NIGHT PREMIUMS-FOSTER	300.00	300.00	300.00	.00		300.00 CR	300.00 CR	
PART TIME OVERLOAD-SAGMOE	20,932.98	20,932.98	16,480.42	4,452.56	13,600.00	7,332.98 CR	7,332.98 CR	
PART TIME OVERLOAD-STRICKLAND	145,020.51	145,020.51	114,550.33	30,470.18	103,000.00	42,020.51 CR	42,020.51 CR	
NIGHT PREMIUMS-STRICKLAND	1,400.00	1,400.00	1,400.00	.00		1,400.00 CR	1,400.00 CR	
SUMMER SESSION SALARIES	92,031.00	92,031.00	92,031.00	.00		6,831.00 CR	6,831.00 CR	
INSTR ADMIN SECR SALARIES	18,975.27	18,975.27	17,055.89	1,919.38	20,052.00	1,076.73	1,076.73	
WORKROOM CONTR SERV	1,703.64	1,703.64	1,622.80	80.84	1,750.00	46.36	46.36	
INSTR ADMIN UNALLOCATED CONTR SERV	904.72	904.72	904.72	.00	1,650.00	745.28	745.28	
FACULTY IN SERVICE TRAINING	1,579.63	1,579.63	1,579.63	.00	5,000.00	3,420.37	3,420.37	
WORKROOM SUPPLIES	1,138.86	1,138.86	1,330.08	191.22 CR	750.00	388.86 CR	388.86 CR	
FACULTY OFFICESUPPLIES	367.04	367.04	263.28	103.76	800.00	432.96	432.96	
INSTITUTIONAL COMMITTEES	864.01	864.01	707.10	156.91	200.00	664.01 CR	664.01 CR	
TUITION REIMBURSEMENT	4,646.88	4,646.88	3,579.78	1,067.10	6,000.00	1,353.12	1,353.12	
ARTS & SCI DEAN SALARY	23,958.18	23,958.18	21,874.86	2,083.32	25,000.00	1,041.82	1,041.82	
ARTS & SCI SECR SALARY	8,635.45	8,635.45	7,885.95	749.50	8,994.00	358.55	358.55	
ARTS & SCI FED WORK STUDY	15,615.58	15,615.58	14,184.76	1,430.82	19,201.00	3,585.42	3,585.42	
STUDENT TUTORS	2,423.60	2,423.60	2,389.50	34.10	3,600.00	1,176.40	1,176.40	
DEAN SUPPLIES	1,000.29	1,000.29	926.87	73.42	1,750.00	749.71	749.71	
DEAN CONF & MEETINGS	379.81	379.81	379.81	.00	612.00	232.19	232.19	
CAREER ED ADMIN SALARIES	23,000.00	23,000.00	21,000.00	2,000.00	24,000.00	1,000.00	1,000.00	
ASST DEAN SALARY	22,520.68	22,520.68	20,587.03	1,933.65	23,500.00	979.32	979.32	
CAREER ED SECR SALARY	9,289.01	9,289.01	8,481.27	807.74	9,693.00	403.99	403.99	
CAREER ED FED WORK STUDY	14,199.91	14,199.91	12,733.15	1,466.76	12,230.00	1,969.91 CR	1,969.91 CR	
SVC STUDENT EMPLOYEES	3,812.80	3,812.80	3,304.40	508.40	6,000.00	2,187.20	2,187.20	
CAREER ED DEAN SUPPLIES	1,102.04	1,102.04	1,027.13	74.91	1,800.00	697.96	697.96	
ASST DEAN SUPPLIES	686.23	686.23	539.02	147.21	600.00	86.23 CR	86.23 CR	
DEAN CONF & MEETINGS	449.67	449.67	255.75	193.92	1,275.00	825.33	825.33	
ASST DEAN CONF & MEETINGS	342.48	342.48	339.73	2.75	382.00	39.52	39.52	
COMM ED ADMIN SALARIES	20,930.00	20,930.00	19,110.00	1,820.00	21,840.00	910.00	910.00	
COMM ED INSTR SALARIES	80,629.02	80,629.02	66,397.26	14,231.76	68,000.00	12,629.02 CR	12,629.02 CR	
COMM SERV COORDINATORS	7,625.00	7,625.00	7,600.00	25.00	7,000.00	625.00 CR	625.00 CR	
COMM ED SECR SALARIES	7,204.12	7,204.12	6,549.20	654.92	7,859.00	654.88	654.88	
COMM ED CONTR SERV	1,805.00	1,805.00	1,805.00	194.00	3,000.00	1,195.00	1,195.00	
COMM ED SUPPLIES	3,196.26	3,196.26	3,001.91	194.35	2,200.00	1,996.26 CR	1,996.26 CR	

Account	Total Expenditures	To Date	Prev. No. To Date	This Mo.	Budget	Unexpended	Unencumbered
COMM ED CONF & MEETINGS	1,618.32	1,618.32	1,545.53	72.79	1,530.00	88.32 CR	88.32 CR
ACADEM SKILLS SALARIES	31,028.03	31,028.03	28,775.90	2,252.13	33,825.00	2,796.97	2,796.97
ACADEM SKILLS FED WORK STUDY	5,320.50	5,320.50	4,974.85	345.65	2,722.00	2,598.50 CR	2,598.50 CR
ACADEM SKILLS CONTR SERV	419.63	419.63	419.63	.00	400.00	19.63 CR	19.63 CR
ACADEM SKILLS SUPPLIES	3,498.21	3,498.21	3,474.05	24.16	3,300.00	198.21 CR	198.21 CR
ACADEM SKILLS CONF & MEETINGS	216.73	216.73	216.73	.00	255.00	38.27	38.27
HONORS PROG CONTR SERV		.00		.00	200.00	200.00	200.00
HONORS PROG SUPPLIES	233.97	233.97	221.99	11.98	200.00	33.97 CR	33.97 CR
HONORS PROG CONF & MEETINGS	655.43	655.43	473.93	181.50	510.00	145.43 CR	145.43 CR
LRC ADMIN SALARIES	20,604.09	20,604.09	18,812.43	1,791.66	21,500.00	895.91	895.91
LRC PROF SALARIES	39,088.32	39,088.32	34,973.76	4,114.56	49,375.00	10,286.68	10,286.68
LRC SECR SALARIES	22,761.80	22,761.80	20,751.90	2,009.90	24,119.00	1,357.20	1,357.20
LRC FED WORK STUDY	12,140.64	12,140.64	11,191.26	949.38	7,909.00	4,231.64 CR	4,231.64 CR
LRC CONTR SERV	3,697.84	3,697.84	3,134.59	563.25	3,500.00	197.84 CR	197.84 CR
LIBRARY SUPPLIES	7,813.94	7,813.94	7,747.80	66.14	8,800.00	986.06	986.06
A V SUPPLIES	5,820.35	5,820.35	5,297.95	522.40	6,400.00	579.65	579.65
XEROX SUPPLIES	5,775.20	5,775.20 CR	5,124.61	650.59 CR	2,000.00	7,775.20	7,775.20
LIBRARY BOOKS	25,759.89	25,759.89	22,807.94	2,951.95	30,000.00	4,240.11	4,240.11
LRC CONF & MEETINGS	345.81	345.81	168.09	177.72	510.00	164.19	164.19
ADM & REC SECR SALARIES	28,500.78	28,500.78	26,110.86	2,389.92	29,594.00	1,093.22	1,093.22
ADM & REC FED WORK STUDY	4,205.31	4,205.31	3,548.11	657.20	3,827.00	378.31 CR	378.31 CR
ADM & REC CONTR SERV	425.00	425.00	425.00	.00	429.00	4.00	4.00
ADM & REC SUPPLIES	3,630.24	3,630.24	3,265.16	365.08	6,000.00	2,369.76	2,369.76
ADM & REC CONF & MEETINGS	6.80	6.80	6.80	.00	425.00	418.20	418.20
COUNSELING SALARIES	69,743.08	69,743.08	63,654.76	6,088.32	73,060.00	3,316.92	3,316.92
COUNSELING SECR SALARIES	6,820.83	6,820.83	6,165.93	654.90	7,492.00	671.17	671.17
HEALTH SERV SUPPLIES	25.50	25.50	25.50	.00	300.00	274.50	274.50
FIN AIDS PROF SALARIES	21,275.00	21,275.00	19,425.00	1,850.00	22,200.00	925.00	925.00
FIN AIDS SECR SALARIES	7,811.26	7,811.26	7,132.02	679.24	8,151.00	339.74	339.74
STUDENT SERV ADMIN SALARIES	25,875.00	25,875.00	23,625.00	2,250.00	27,000.00	1,125.00	1,125.00
STUDENT SERV SECR SALARY	9,293.84	9,293.84	8,485.68	808.16	9,698.00	404.16	404.16
STUDENT SERV FED WORK STUDY	52,320.66	52,320.66	47,796.24	4,524.42	34,049.00	18,271.66 CR	18,271.66 CR
COACHING & OTHER SALARIES	9,650.00	9,650.00	7,112.50	2,537.50	10,300.00	650.00	650.00
STUDENT SERV CONTR SERV	218.55	218.55	193.75	24.80	300.00	81.45	81.45
STUDENT SERV SUPPLIES	9,536.52	9,536.52	9,161.74	374.78	9,000.00	5,365.2 CR	5,365.2 CR
STUDENT RECRUITMENT	1,180.51	1,180.51	1,180.51	.00	1,500.00	319.49	319.49
COMMENCEMENT	6,143.49	6,143.49	2,929.26	3,214.23	5,500.00	643.49 CR	643.49 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV CONF & MEETINGS	3,386.86	3,386.86	2,866.05	520.81	3,655.00	268.14	268.14
VETERANS GRANT SECR	14,423.25	14,423.25	13,148.43	1,274.82	15,259.00	835.75	835.75
VETERANS GRANT SUPPLIES	1,434.03	1,434.03	1,410.63	23.40	1,200.00	234.03 CR	234.03 CR
VETERANS GRANT CONF & MEETINGS	78.24	78.24	78.24	.00	800.00	721.76	721.76
PUB SERV SALARIES		.00		.00	3,500.00	3,500.00	3,500.00
PUB SERV CONTR SERV		.00		.00	1,000.00	1,000.00	1,000.00
PUB SERV SUPPLIES		.00		.00	3,000.00	3,000.00	3,000.00
SERVICE STAFF SALARIES	24,465.67	24,465.67	22,319.21	2,146.44	28,946.00	4,480.33	4,480.33
MAINT BOYS FED WORK STUDY	32,494.89	32,494.89	28,371.17	4,123.72	63,355.00	30,860.11	30,860.11
MATRONS FED WORK STUDY	22,659.57	22,659.57	20,075.23	2,584.34	22,659.57 CR	22,659.57 CR	
GAS	92,318.07	92,318.07	87,933.45	4,384.62	105,350.00	13,031.93	13,031.93
ELECTRICITY	114,574.85	114,574.85	103,932.87	10,641.98	124,100.00	9,525.15	9,525.15
TELEPHONE	21,197.04	21,197.04	19,360.88	1,836.16	24,000.00	2,802.96	2,802.96
PRESIDENTS SALARY	33,541.59	33,541.59	30,624.93	2,916.66	35,000.00	1,458.41	1,458.41
PRESIDENTS SECR SALARY	11,980.92	11,980.92	10,716.44	1,264.48	12,299.00	318.08	318.08
PRES OFC FED WORK STUDY	4,693.78	4,693.78	4,458.18	235.60	2,096.00	2,597.78 CR	2,597.78 CR
PRES OFC CONTR SERV		.00		.00	100.00	100.00	100.00
PRES OFC SUPPLIES	1,388.91	1,388.91	1,225.99	162.92	3,000.00	1,611.09	1,611.09
PRES OFC CONF & MEETINGS	915.35	915.35	888.04	27.31	2,000.00	1,084.65	1,084.65
SPECIAL AFFAIRS	476.18	476.18	461.18	15.00	1,500.00	1,023.82	1,023.82
BUS OFC ADMIN SALARIES	31,625.00	31,625.00	28,875.00	2,750.00	33,000.00	1,375.00	1,375.00
BUS OFC PROF SALARIES	22,041.59	22,041.59	20,124.93	1,916.66	23,000.00	958.41	958.41
BUS OFC SECR SALARIES	40,925.02	40,925.02	37,380.51	3,544.51	46,447.00	5,521.98	5,521.98
BUS OFC FED WORK STUDY	7,041.01	7,041.01	6,368.31	672.70	8,420.00	1,378.99	1,378.99
BUS OFC CONTR SERV	2,976.49	2,976.49	2,976.49	.00	3,575.00	598.51	598.51
BUS OFC SUPPLIES	10,639.99	10,639.99	8,334.05	2,305.94	7,500.00	3,139.99 CR	3,139.99 CR
BUS OFC CONF & MEETINGS	2,075.37	2,075.37	1,940.97	134.40	1,700.00	375.37 CR	375.37 CR
PUB RELA ADMIN SALARIES	21,083.18	21,083.18	19,249.86	1,833.32	22,000.00	916.82	916.82
PUB RELA SECR SALARIES	890.50	890.50	875.00	15.50	2,000.00	1,109.50	1,109.50
PUB RELA SUPPLIES	55,828.37	55,828.37	30,711.64	25,116.73	45,000.00	10,828.37 CR	10,828.37 CR
PUB RELA CONF & MEETINGS	323.95	323.95	301.51	22.44	638.00	314.05	314.05
AUDITING & LEGAL	11,422.20	11,422.20	11,222.20	200.00	14,000.00	2,577.80	2,577.80
ELECTIONS & OTHER	3,278.78	3,278.78	3,210.63	68.15	6,000.00	2,721.22	2,721.22
BOARD CONF & MEETINGS	1,362.09	1,362.09	1,282.09	80.00	1,700.00	337.91	337.91
INSTITU SECR SALARIES	7,657.85	7,657.85	6,991.95	665.90	7,991.00	333.15	333.15
GROUP MED & LIFE INS	99,433.49	99,433.49	99,836.36	402.87 CR	115,500.00	16,066.51	16,066.51
UNEMPLOYMENT COMP	9,641.38	9,641.38	9,641.38	.00	19,200.00	4,558.62	4,558.62

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTITU UNALLOCATED CONTR SERV	1,127.62	1,127.62	1,077.62	50.00	2,100.00	972.38	972.38
FACULTY ASSN SUPPLIES	141.60	141.60	115.87	25.73	200.00	58.40	58.40
POSTAGE	18,892.14	18,892.14	16,805.47	2,086.67	27,300.00	8,407.86	8,407.86
PUBLICATIONS & DUES	6,984.80	6,984.80	5,601.20	1,383.60	6,200.00	784.80 CR	784.80 CR
ADVERTISING	135.96	135.96	135.96	.00	550.00	414.04	414.04
RECRUITMENT	4,472.91	4,472.91	4,472.91	.00	2,000.00	2,472.91 CR	2,472.91 CR
GENERAL INSURANCE	6,026.33	6,026.33	6,027.75	1.42 CR	12,000.00	5,973.67	5,973.67
EQUIPMENT	17,450.17	17,450.17	16,780.17	670.00	53,200.00	35,749.83	35,749.83
STATE VOC EQUIPMENT	25,076.11	25,076.11	21,451.22	3,624.89	25,076.11 CR	25,076.11 CR	
TUITION CHARGE BACK	24,906.09	24,906.09	24,925.49	19.40 CR	15,000.00	9,906.09 CR	9,906.09 CR
INSTITUTIONAL RESEARCH SUPPLIES	116.69	116.69	88.23	28.46	500.00	383.31	383.31
DATA PROC PROF SALARIES	39,291.59	39,291.59	35,874.93	3,416.66	41,000.00	1,708.41	1,708.41
DATA PROC NON ACADEM SALARIES	6,181.49	6,181.49	5,474.67	706.82	7,685.00	1,503.51	1,503.51
DATA PROC FED WORK STUDY	3,035.77	3,035.77	2,665.32	370.45	3,231.00	195.23	195.23
DATA PROC CONTR SERV	10,993.50	10,993.50	10,868.50	125.00	11,213.00	219.50	219.50
DATA PROC SUPPLIES	3,010.05	3,010.05	2,230.44	779.61	3,780.00	769.95	769.95
DATA PROC CONF & MEETINGS	.00			.00	850.00	850.00	850.00
DATA PROC EQUIP RENTAL	38,719.55	38,719.55	34,825.47	3,894.08	44,908.00	6,188.45	6,188.45
GRANTS OFC SUPPLIES	522.07	522.07	401.64	120.43	1,000.00	477.93	477.93
GRANTS OFC CONF & MEETINGS	113.60	113.60	93.10	20.50	600.00	486.40	486.40
AFFIRM ACTION CONTR SERV	.00			.00	200.00	200.00	200.00
AFFIRM ACTION SUPPLIES	139.65	139.65	121.61	18.04	400.00	260.35	260.35
AFFIRM ACTION CONF & MEETINGS	963.87	963.87	963.87	.00	850.00	113.87 CR	113.87 CR
CONTINGENCIES	.00			.00	3,893.00	3,893.00	3,893.00
	3,081,851.01	3,081,851.01	2,779,088.22	302,762.79	3,343,278.00	261,426.99	261,426.99

BUILDING FUND

BLDG & MAINT SUPPLIES	47,458.75	47,458.75	45,517.22	1,941.53	52,000.00	4,541.25	4,541.25
MAINT CONF & MEETINGS	307.37	307.37	293.09	14.28	638.00	330.63	330.63
SERVICE EQUIPMENT	4,848.84	4,848.84	4,024.93	823.91	8,500.00	3,651.16	3,651.16
MAINT CONTR SERV	22,749.14	22,749.14	22,039.18	709.96	29,700.00	6,950.86	6,950.86
RENTAL CHARGES	919.00	919.00	919.00	.00	500.00	419.00 CR	419.00 CR
CONTINGENCIES	.00		.00	.00	22,000.00	22,000.00	22,000.00
	76,283.10	76,283.10	72,793.42	3,489.68	773,338.00	37,054.98	37,054.98

SITE AND CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANIXTER REVENUE	55,485.92	55,485.92	50,360.92	5,125.00	53,300.00	2,185.92 CR	2,185.92 CR
UNIT 5 REVENUE	12,000.00	12,000.00	11,000.00	1,000.00	12,000.00	.00	.00
INTEREST ON INVESTMENTS	68,729.95	68,729.95	55,867.57	12,862.38	34,000.00	34,729.95 CR	34,729.95 CR

BOND & INTEREST #1

CURRENT TAXES	293,578.06	293,578.06	293,511.46	66.60	289,078.00	4,500.06 CR	4,500.06 CR
BACK TAXES	1,015.37	1,015.37	1,015.37	.00	.00	1,015.37 CR	1,015.37 CR
IN LIEU OF TAXES	98.80	98.80	98.80	.00	.00	98.80 CR	98.80 CR
INTEREST ON INVESTMENTS	23,968.71	23,968.71	9,738.22	14,230.49	10,000.00	13,968.71 CR	13,968.71 CR

WORKING CASH FUND

SALE OF BONDS	250,000.00	250,000.00	250,000.00	.00	250,000.00	.00	.00
INTEREST ON INVESTMENTS	81,887.09	81,887.09	55,946.57	25,940.52	15,000.00	66,887.09 CR	66,887.09 CR

INSURANCE FUND

CURRENT TAXES	13,338.54	13,338.54	13,335.51	3.03	27,600.00	14,261.46	14,261.46
BACK TAXES	45.98	45.98	45.98	.00	.00	45.98 CR	45.98 CR
IN LIEU OF TAXES	4.48	4.48	4.48	.00	.00	4.48 CR	4.48 CR

13,389.00 T	13,389.00 T	13,385.97 T	3.03 T	27,600.00 T	14,211.00 T	14,211.00 T
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REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
CURRENT TAXES	800,572.37	800,572.37	800,390.76	181.61	788,394.00	12,178.37 CR	12,178.37 CR
BACK TAXES	2758.45	2758.45	2758.45	.00		2758.45 CR	2758.45 CR
IN LIEU OF TAXES	269.42	269.42	269.42	.00		269.42 CR	269.42 CR
CHARGE BACK REVENUE	9,978.02	9,978.02	8,581.45	1,396.57	10,000.00	21.98	21.98
SUMMER STATE APPORTIONMENT	121,951.26	121,951.26	121,951.26	.00	112,845.00	9,106.26 CR	9,106.26 CR
FALL STATE APPORT	524,734.94	524,734.94	524,734.94	.00	564,727.00	44,992.06	44,992.06
SPRING STATE APPORT	205,316.80	205,316.80	205,316.80	.00	545,793.00	340,476.20	340,476.20
ICCB EQUALIZATION GRANT	40,262.47	40,262.47	224,14.98	17,847.49	42,671.00	24,085.3	24,085.3
REG REIMBURSEMENT VOC ED	115,347.00	115,347.00	115,347.00	.00	95,000.00	20,347.00 CR	20,347.00 CR
VOC ED EQUIP REIMBURSEMENT	3,063.00	3,063.00 CR	3,063.00	.00	19,331.00	22,394.00	22,394.00
OTHER ILLINOIS REVENUE	2094.56	2094.56 CR	2094.56	.00		2,094.56	2,094.56
HEW TITLE 2		.00		.00	3,963.00	3,963.00	3,963.00
VETERANS COST OF INSTR		.00		.00	11,000.00	11,000.00	11,000.00
FEDERAL WORK STUDY	131,347.93	131,347.93	117,871.18	13,476.75	130,658.00	689.93 CR	689.93 CR
VETERANS REPORTING FEE	1,939.00	1,939.00	1,939.00	.00	5,000.00	3,061.00	3,061.00
SUMMER TUITION	75,306.43	75,306.43	75,306.43	.00	77,484.00	21,775.7	21,775.7
FALL TUITION	409,848.40	409,848.40	409,848.40	.00	438,617.00	28,768.60	28,768.60
SPRING TUITION	250,000.00	250,000.00	250,000.00	.00	420,190.00	170,190.00	170,190.00
GRADUATION FEES	987.70	987.70	861.70	126.00	600.00	387.70 CR	387.70 CR
TRANSCRIPT FEES	1,082.00	1,082.00	979.00	103.00	700.00	382.00 CR	382.00 CR
PUBLIC SERVICES INCOME		.00		.00	7,500.00	7,500.00	7,500.00
INTEREST ON INVESTMENTS	10,990.60	10,990.60	10,990.60	.00	100.00	10,890.60 CR	10,890.60 CR
OTHER REVENUE	3,091.79	3,091.79	3,052.13	39.66	100.00	2,991.79 CR	2,991.79 CR

2700,627.02 T 2700,627.02 T 2667,455.94 T 33,171.08 T 3,279.673.00 T 579,045.98 T 579,045.98 T

BUILDING FUND

CURRENT TAXES	200,208.47	200,208.47	200,163.05	45.42	197,098.00	3,110.47 CR	3,110.47 CR
BACK TAXES	689.79	689.79	689.79	.00		689.79 CR	689.79 CR
IN LIEU OF TAXES	67.38	67.38	67.38	.00		67.38 CR	67.38 CR
INTEREST ON INVESTMENTS		.00		.00	100.00	100.00	100.00
MISC REVENUE	1,129.00	1,129.00	1,013.00	116.00	900.00	229.00 CR	229.00 CR
	202,094.64 T	202,094.64 T	201,933.22 T	161.42 T	198,098.00 T	3,996.64 CR	3,996.64 CR

SITE AND CONSTRUCTION FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
SITE IMPROVEMENT		.00		.00	20,000.00	20,000.00	20,000.00
NEW BUILDINGS & ADDITIONS		.00		.00	25,000.00	25,000.00	25,000.00
BLDG IMPROVEMENTS		.00		.00	105,000.00	105,000.00	105,000.00
BLDG REPAIRS	5,038.82	5,038.82	5,038.82	.00	5,038.82 CR	5,038.82 CR	
BLDG REPAIRS AFFIRM ACTION	9,716.05	9,716.05	9,716.05	.00	9,716.05 CR	9,716.05 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
CAPITAL OUTLAY - OTHER		.00		.00	20,000.00	20,000.00	20,000.00

14,754.87 T	14,754.87 T	14,754.87 T	.00 T	200,000.00 T	185,245.13 T	185,245.13 T
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BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT	225,000.00	225,000.00	225,000.00	.00	225,000.00	.00	.00
INTEREST	58,443.75	58,443.75	31,275.00	27,168.75	58,444.00	.25	.25
OTHER FIXED CHARGES	169.37	169.37	132.50	36.87	500.00	330.63	330.63

283,613.12 T	283,613.12 T	256,407.50 T	27,205.62 T	283,944.00 T	330.88 T	330.88 T
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WORKING CASH FUND

MISC EXPENSES		.00		.00	500.00	500.00	500.00
		.00 T	.00 T	.00 T	500.00 T	500.00 T	500.00 T

BOND & INTEREST #4

DEBT PRINCIPAL RETIREMENT		.00		.00	250,000.00	250,000.00	250,000.00
INTEREST		.00		.00	17,500.00	17,500.00	17,500.00
OTHER CHARGES		.00		.00	1,500.00	1,500.00	1,500.00

.00 T	.00 T	.00 T	.00 T	269,000.00 T	269,000.00 T	269,000.00 T
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INSURANCE FUND

INSURANCE EXPENSE		15,325.00	15,325.00	15,325.00	.00	27,500.00	12,175.00	12,175.00
		15,325.00 T	15,325.00 T	15,325.00 T	.00 T	27,500.00 T	12,175.00 T	12,175.00 T

SAUK VALLEY COMMUNITY

APPROVED BY

William E. Peyle
PRESIDENT

Lay E. Fisher
SECRETARY

DATE 6-23-88