

February 23, 1981 was a Holiday so the Board meeting
was moved to February 24, 1981.

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
2K2 Faculty Dining Room Second Floor
February 24, 1981 7:30 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) Approval of 1981-82 mailer bids
- 6) Personnel matters:
 - a) Term appointments
 - b) Continuing appointments
 - c) Tenure appointments
 - d) Faculty promotions
7. Acceptance of donations

E. Old Business:

- 1) Board policies (first reading)
- 2)

F. New Business:

- 1) Appointment of SVC Foundation liaison replacement
- 2)

G. Reports:

- 1) Student Trustee
- 2) ICCTA representative
- 3) Foundation representative

H. President's Report:

- 1)
- 2)
- 3)
- 4)

I. Executive Session

J. Time of Next Meeting

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

February 24, 1981

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on February 24, 1981 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

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

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

Absent: John Fassler

Minutes: It was moved by Member Keefer and seconded by Member Fisher that the Board approve the minutes of the February 9 meeting as presented. Motion voted and carried.

Treasurer's Report: It was moved by Member Prescott and seconded by Member Power's 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 Prescott and seconded by Member Koenig that the Board approve the bills in the following amounts:

Educational Fund	\$283,638.62
Building Fund	10,262.68
Site & Construction	24,799.86

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

Payroll: It was moved by Member Keefer and seconded by Member Fisher that the Board approve the payroll of January 31 in the amount of \$110,178.38 and the payroll of February 15 in the amount of \$114,146.40. In a roll call vote, all voted aye. Motion carried.

1981-82 Mailer Bids: Dr. Garner reported that bids had been solicited for the printing and direct mailing of five class schedules for the 1981-82 year. He said that one bid had been received from B.F. Shaw Printing Company of Dixon in the amount of \$26,475. It was moved by Member Prescott and seconded by Member Koenig that the Board accept the bid of B.F. Shaw Printing Company for the

Mailer
Bids:
printing and direct mailing of five class schedules in an amount not to exceed \$26,475. In a roll call vote, all voted aye. Motion carried.

Donation:
It was moved by Member Keefer and seconded by Member Powers that the Board accept the donation of 1300# of aluminum wire from Bogott Industrial Supply Company of Sterling. Motion voted and carried.

Board
Policies:
The attached set of policies was presented to the Board for first reading. The Board went over each policy and discussed same.

Foundation
Member:
Chairman Reigle appointed Kay Fisher as the Foundation liaison replacement for Mrs. Keefer.

Reports:
Member Prescott reported on the latest ICCTA news. Oscar Koenig reported that new Foundation officers had been elected. They are Dave Allen as President, Don Zezucha as Vice-President, Phyllis Fell as Secretary, and Russ Hammer as Treasurer. He also reported the Foundation was working on an information brochure.

President's
Report:
Dr. Garner reported on the Uniform Election Law and the pros and cons of 6-year terms for trustees. He also proposed having a "Legislative Workshop" sometime in April. He told the Board that a recommendation would be forthcoming next month on the T-1 building.

Executive
Session:
At 8:30 p.m. it was moved by Member Keefer and seconded by Member Powers that the Board adjourn to executive session to discuss personnel. Motion voted and carried.

Regular
Session:
At 11:30 p.m. it was moved by Member Keefer and seconded by Member Powers that the Board return to regular session. Motion voted and carried.

Term
Appointments:
It was moved by Member Keefer and seconded by Member Fassler that the Board approve the attached list of faculty members for term appointments for the 1981-82 academic year. Motion voted and carried.

Continuing
Appointments:
It was moved by Member Powers and seconded by Member Prescott that the Board offer the faculty on the attached list continuing appointments for the 1981-82 academic year. Motion voted and carried.

Tenure Appointments: It was moved by Member Prescott and seconded by Member Powers that the Board offer Charles Paterson and Peg White their initial continuing appointment (tenure) for the 1981-82 academic year. Motion voted and carried.

Promotions: It was moved by Member Koenig and seconded by Member Prescott that the Board promote the following faculty members as of the 1981-82 academic year:

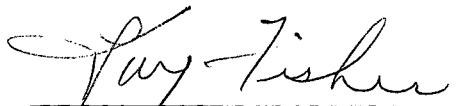
Glenn Bailey	Associate Professor to Professor
Ed Beatty	Assistant Professor to Associate
Carol Hain	Assistant Professor to Associate
Bob Matter	Assistant Professor to Associate
Ken McLean	Associate Professor to Professor
Harold Nelson	Assistant Professor to Associate
John O'Banion	Associate Professor to Professor
George Vrhel	Associate Professor to Professor
Peg White	Assistant Instructor to Instructor
Dave Youker	Associate Professor to Professor

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

Adjournment: Since there was no further business, it was moved by Member Keefer and seconded by Member Koenig that the Board adjourn to 7:30 p.m. on March 2, 1981. Motion voted and carried.

The meeting adjourned at 11:40 p.m.

Respectfully submitted:



Kay Fisher, Secretary

Board Meeting of
February 24, 1981

Agenda Item D-5

APPROVAL OF 1981-82 MAILER BIDS

Bids have been solicited for the printing and direct mailing of five class schedules for the 1981-82 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 Service 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

A legal notice regarding the bid was published in the Dixon Evening Telegraph and the Sterling Daily Gazette. In addition, direct invitations with printed specifications were extended to the following:

Dixon Evening Telegraph, Dixon, IL
Tribune Printing Company, Princeton, IL
Pinney Printing Company, Clinton, IA
H.C. Johnson Press, Rockford, IL

One bid was received. It was from the B.F. Shaw Printing Company for \$5,295 per mailer, for a total of \$26,475.

For the past two years, the B.F. Shaw Printing Co. has been the sole bidder for this contract. For the previous four years, B.F. Shaw and H.C. Johnson Press, Inc., bid on the contract. In each of those years, the B.F. Shaw Printing Company submitted the low bid. Their bid last year was \$4,670 per mailer or a total of \$23,350.

RECOMMENDATION:

It is recommended that the bids of \$26,475 submitted by the B.F. Shaw Printing Company of Dixon, IL be accepted.

SAUK VALLEY COLLEGE
Printing Specifications
1981-82 Class Schedules

DESCRIPTION: Five 16-panel folded brochures listing the classes to be offered during the 1981-82 school year.

QUANTITY: Size of each panel: $3\frac{1}{2}$ " x 22" - Fully opened sheet will be 22" x 28". Total order of 42,500 brochures for each of the five mailers.

NO. OF PAGES: One (1) page with 8 panels on each of two sides. Must bleed all four edges on both sides.

COLORS: Two (2) colors, 2 sides.

PAPER: 50# Offset White.

COMPOSITION: Bidder must do all design, layout, composition and keyline.

PHOTOGRAPHS: Bidder will provide photographic service under direction of the college.

ARTWORK: Will be provided by Sauk Valley College.

HALFTONES: Six (6) square halftones. Quote additional halftones.

PROOFS: Keyline proofs required - final blueline proof.

BINDING: Folded to 7" x $10\frac{1}{4}$ ".

DELIVERY: Bidder must mail to all occupants in attached zip code area, postage not included, with balance of order to Sauk Valley College, F.O.B.

SCHEDULE: Copy will be submitted to printer 15 working days prior to mailing. Final proof required in 8 working days.

Quotation will be based on 5 separate brochures based on the above specifications. P.O. will be placed for all 5 jobs at once; billing will be done by individual job. The printing contract will cover the school year from July 1, 1981 through June 30, 1982.

Bid Closing Date: Before 10 a.m. Feb. 17, 1981.

42,500 \$5,295.00 @ per 1,000 \$124.59

Cost per additional halftone. \$10.00 each

Extra Printing.....\$97.50 per M extra cost

Office of the Assistant to the President

Bid by Dixon Evening Telegraph

Tom Shaw
Thomas D. Shaw

2/16/81

Board Meeting of
February 24, 1981

Agenda Item D-7

ACCEPTANCE OF DONATION

We are pleased to report the following donation to our Welding Program in January:

1300# of aluminum wire from
Lee Sedig of Bogott Industrial
Supply, Inc., Third Avenue,
Sterling, Illinois.

RECOMMENDATION: Board approval to accept the donation of 1300# of aluminum wire and send a letter of appreciation to Bogott Industrial Supply, Inc.

Board Meeting of
February 24, 1981

Agenda Item E-1

Policy Revisions

First Reading

Attached are proposed revisions of current policies. The revisions are inscribed or noted on a copy of the policy currently in effect so the proposed change is readily seen.

The Board should accept these for first reading and reaction. Any addition or corrections desired should be noted and/or discussed.

dlg

See Complete Listing of all the Board Policies Revised in
the March 23, 1981 Meeting

Board Meeting of
February 24, 1981

Agenda Item D-6a

PERSONNEL RECOMMENDATION:

TERM APPOINTMENT

The following persons have completed a year of satisfactory service as a "term" appointment.

Doris Cox
Charles Frieders
Connie Hamann
Karen Huber *
Mary Krick
Joyce McClintock *
Art Sierra
Charles West

*This term appointment carries an "adjunct" designation due to the dependency of this position on external funding. This is, therefore, a non-tenure track appointment.

RECOMMENDATION: It is recommended that the persons indicated above be **offered** a new term appointment with a normal salary increment for the 1981-82 academic year.

dlg

Board Meeting of
February 24, 1981

Agenda Item D6-b

PERSONNEL RECOMMENDATION:

RENEWAL OF CONTINUING (TENURE) APPOINTMENTS

The following persons have satisfactorily completed another year of instructional service as a continuing (tenured) appointee and are recommended for an appointment renewal:

Glenn Bailey	Ed Beatty
Judy Burnham	Don Burton
Claire Buschmann	Bill Byar
Bob Crouse	Pam Cunningham *
Ross Dill	Jerry Frana
Lauren Frederick	Carl Gates
Leona Grossman	Max Guinnup
Carol Hain	Ron Happach
Alan Hardersen	Tom Harding
Ron Hartje	Ruth Hedstrom
Dale Heuck	Claire Holmberg
Anne Horton	Rosemary Johnson
Stu Keller	Kit Lillyman
Bob Logemann	Dave Lovekin
James Major	Jerry Mathis
Bob Matter	Ken McLean
Joan Melvin	Harold Nelson
Fred Nesbit	John O'Banion
Betty Orlowski	Charles Oster
Frank Palumbo	Duane Paulsen
Karen Pinter	Stanley Shippert
Bob Smith	Norm Spencer
Bob Thomas	Deb Vrhel
George Vrhel	Mary Weller
Bob Wharton	Dave Youker

*Submitted resignation May 21, 1981

RECOMMENDATION: It is recommended that the persons indicated above be offered a continuing appointment with a normal salary increment for the 1981-82 academic year.

Board Meeting of
February 24, 1981

Agenda Item D-6c

PERSONNEL RECOMMENDATION:

NEW CONTINUING (TENURE) APPOINTMENTS

The following persons have satisfactorily completed their period of three years of instructional service as a "term" appointee.

Charles Paterson
Assistant Professor
Automotive

Peggy White
Assistant Professor

RECOMMENDATION: It is recommended that the persons indicated above be offered their initial continuing (tenure) appointment with a normal salary increment for the 1981-82 academic year.

d1g

Agenda Item D-6d

PERSONNEL RECOMMENDATION:

PROMOTIONS

These persons are presented as having successfully completed the requirements outlined in the Faculty Agreement for promotion to a higher academic rank. Their record has been carefully reviewed and evaluated in each of these criteria.

1. Mastery of Subject Matter
2. Teaching Capability
3. Interest in Students as Individuals
4. Understanding of the Comprehensive Community College
5. Evidence of Professional Growth
6. Meritorious Service
7. Years in Present Rank

<u>Name</u>	<u>Promotion Recommended</u>	
	FROM	TO
Glenn Bailey	Associate Professor to Professor	
Ed Beatty	Assistant Professor to Associate	
Carol Hain	Assistant Professor to Associate	
Bob Matter	Assistant Professor to Associate	
Ken McLean	Associate Professor to Professor	
Harold Nelson	Assistant Professor to Associate	
John O'Banion	Associate Professor to Professor	
George Vrhel	Associate Professor to Professor	
Peg White	Assistant Instructor to Instructor	
Dave Youker	Associate Professor to Professor	

RECOMMENDATION: It is recommended that the instructional faculty nominated above be promoted as outlined, with the appropriate salary increments.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 17, 1980

MORANDUM

Dr Garner

M: Jim Strickland

It is with great pleasure that I recommend the promotion of Glenn Bailey from Associate Professor to Professor. He has fulfilled all the qualifying requirements for promotion to this rank. Mr. Bailey is an excellent instructor.

lm

GENERAL REQUIREMENTS FOR PROMOTION OF GLENN BAILEY TO PROFESSOR

1. Mastery of Subject Matter

Masters Degree in Education 1970.

Presently pursuing an Ed.D in Business Education at NIU, DeKalb.

Mr. Bailey came to Sauk Valley College with 8 years of teaching experience at the high school level. Immediately pursued a course of upgrading the entire Secretarial Science Program, which involved the re-structuring of the majority of the laboratory courses and the development of advanced courses.

2. Demonstrated Teaching Capability

Classroom and student evaluations are always excellent.

Teaches courses for SVC on-and-off campus.

Continues to manage the open-laboratory module for secretarial science program. This includes monitoring the progress for each student progressing-at-an-individual-rate. This has resulted in an increased completion rate in the secretarial science laboratory.

3. Interest in Students as Individuals

As an outstanding and effective classroom instructor, Mr. Bailey has continued to show interest in his students as individuals. This is indicated through his student evaluations. In supervising his student-majors, he arranges and chaperones field trips to businesses in northern Illinois, e.g., John Deere and Company home office, and Price Waterhouse of Chicago.

4. Understanding of the Comprehensive Community College Program

Completed several graduate level courses pertaining to the Community College, and the teaching of business education courses at that level. Through his instruction of off-campus courses for the College, this knowledge is demonstrated.

Presently (Fall 1980), he teaches a special class for Southeast Asians students with special-instructional-needs.

5. Potential for Continued Professional Growth

His continued course work at the graduate level (Northern Illinois University), results in his ability to integrate new techniques, for example: special courses for Medical Secretaries, Legal Secretaries, and the use of Memory IBM Typewriters.

6. Meritorious Service

In addition to his off-campus teaching, he is a frequent visitor of area high schools, and articulates the Secretarial Science Program with Whiteside Area Vocational Center. In addition, once a year he hosts all the secretarial science classes of WAVC for a tour and orientation of his program here on-campus.

Continues to serve at the State level, as an officer in the Illinois Business Education Association.

Served as Chairman/Member of Instructional Standards Committee and Curriculum Committee.

7. Number of Years in Present Rank

2 Years Associate Professor (as of August 1978)

He came to Sauk Valley College in August 1975, with 8 years of successful high school teaching experience.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 11, 1980

MEMORANDUM

Dr. Garner

DM: Dean Foster *MF*

E: Recommendation to Promote Edward Beatty to the Rank of Associate Professor

The following information is offered in support of the recommendation to promote Ed Beatty to the rank of Associate Professor.

1. Mastery of Subject Matter

Mr. Beatty holds a master's degree in English from the University of Wisconsin and has completed 30 additional hours of graduate work. He has published 12 poems in recognized poetry journals and presented a number of papers at professional society conferences. His post-master's degree graduate work includes courses in advanced educational psychology and curriculum development as well as upper level work in English and literature. In general, Mr. Beatty can be regarded as an excellent scholar with strong academic preparation in his subject matter field.

2. Demonstrated Teaching Ability

Since coming to Sauk Valley College in 1968, all of Mr. Beatty's evaluations have been outstanding. He has demonstrated the ability to provide excellent instruction for students of diverse ability levels in courses ranging from remedial English to creative writing. In addition, he was the first staff member to tailor courses to be offered in the nursing home program and has on several occasions taught courses in technical reporting to area industrial groups. Mr. Beatty is recognized as an outstanding community college instructor with the necessary flexibility to handle a variety of teaching assignments.

3. Interest in Students as Individuals

Mr. Beatty works well with individual students in lower level English classes, in creative writing, and in the journalism classes. He has excellent rapport with his

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 11, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote Edward Beatty to the Rank of Associate Professor

PAGE TWO

students and spends a great deal of time working with individual students on writing problems and assignments. For these reasons Mr. Beatty is one of the most popular, and best liked, instructors on campus.

4. Understanding of the Comprehensive Community College Program

In the 12 years that Mr. Beatty has been on the faculty at SVC he has demonstrated a thorough understanding of the role and mission of the community college. He has successfully taught remedial English, college parallel English composition, creative writing, literature, technical reporting, and journalism to a variety of students, both on and off campus. In addition, he has often been willing to take on tutorial assignments in order to fulfill the needs of students who were out of sequence or needed to fulfill graduation requirements. In the process of carrying out all of these diverse assignments Mr. Beatty has clearly demonstrated an understanding of the community college mission.

5. Potential for Continued Professional Growth

Mr. Beatty shows good promise of continuing to develop as a community college teacher and to continuing a productive record of scholarship in his field.

6. Meritorious Service

Mr. Beatty has an excellent record of responding to the needs of the college. He has been willing to take on added assignments such as the nursing home project, off campus teaching assignments under the Outreach Program and in area industries, and assume responsibility for the journalism program and the student newspaper. He has also participated in the SVC Speaker's Bureau Program since its inception and delivered a number of speeches to area clubs and organizations. Mr. Beatty has more than fulfilled his responsibilities to the college over the past 12 years.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 11, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote Edward Beatty to the Rank of Associate Professor

PAGE THREE

7. Number of Years in Present Rank

Mr. Beatty was promoted to his present rank in 1972. Thus, he is due for promotion to the rank of Associate Professor now that he has completed the requisite number of hours beyond the MA degree.

DF/js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 9, 1980

MORANDUM

Dr. Garner

M:

Jim Strickland



It is with great pleasure that I recommend the promotion of Carol Hain from Assistant Professor to Associate Professor. She has fulfilled all of the qualifying requirements for promotion to this rank.

lm

cc: Jan Kime

GENERAL REQUIREMENTS FOR PROMOTION OF CAROL HAIN TO ASSOCIATE PROFESSOR

1. Mastery of Subject Matter

Awarded Masters Degree in Nursing 1971

During the period 1974-1980, completed over 30 hours additional credit in professional workshops and college courses (documentation attached).

She is held in high regard by all of her fellow-faculty and administrators.

2. Demonstrated Teaching Capability

Evaluations (classroom and students) attached.

It is obvious that she is an excellent teacher and held in high regard by the students.

She incorporates a sense-of-humor into her presentations and creates a supportive learning environment, with a great deal of patience and understanding.

At the clinical site, she is an excellent role-model for the students, and highly respected by the professional staff at the hospitals.

During the 1975-76 year, Mrs. Hain was appointed as an Adjunct Faculty Member of Western Illinois University. She taught on our campus as a Faculty Member of Western.

3. Interest in Students as Individuals

As a student advisor and counselor, Mrs. Hain spends considerable time evaluating her students. She is active within the student organization and regularly participates as chaperone on the student field trips.

She is currently supervising a graduate student who is completing her School Nurse Certificate.

4. Understanding of the Comprehensive Community College Program

Served on Curriculum Committee and Instruction Standards Committee several times.

Served with enthusiasm through the Community Service Program; instructor of GSV 083 CARING FOR THE AGED several times. Participated in the SENIOR OLYMPICS sponsored by Sauk Valley College during the summer of 1980.

Presentation titled NURSING IN THE COMMUNITY COLLEGE to Sterling Women's Club. As a result of her lecture, Sauk Valley College was the recipient of an electric bed and a cash donation.

5. Potential for Continued Professional Growth

By accepting the challenge of teaching in new areas: Psychiatric Nursing Component of the AD Nursing Program, thereby increasing the number of clinical sites for the students; completely revising the Associate Degree Nursing Program during the summer of 1975, her professional growth is evidenced and well documented.

6. Meritorious Service

1980: Elected by nursing faculty to attend the "Master's Teacher Conference" in Maine.

1979: Responded to the critical need for a psychiatric nursing instructor at SVC (this is not her area of expertise).

1980/

81: Elected Senator for 13th District, Illinois Nurses Association on the State level.

1974/

78: Elected member of Legislative Committee, Illinois Nurses Association at the State level.

1975/

76: Worked diligently to develop policy and procedure relative to Advance Placement of Licensed Practical Nurses, into the Associate Degree Nursing Program.

7. Number of Years in Present Rank

8 Years Assistant Professor

ACADEMIC TRAINING

HIGH SCHOOL

GRADUATE OF _____

HIGH SCHOOL, _____

CITY _____

STATE _____

YEAR _____

COLLEGE (ATTACH OFFICIAL TRANSCRIPTS FOR ALL UNDERGRADUATE AND GRADUATE WORK.)

INSTITUTION

FROM

TO

Undergraduate

Graduate

TOTAL SEM.

TOTAL SEM. HRS.

HRS. EARNED

EARNED TO DATE

DEGREE

DATE

AWARDED

UNDERGRADUATE

University of Minnesota; Minneapolis

xx 147

xx

B.S.

12/20/51

GRADUATE

Northern Illinois University

1969

1971

36

MS

6/5/71

University of Illinois

1974 Summer

Vo Tec E399

4

Northern Illinois University

Spring 1976

SAHP 442

3

Workshops per attached memo from Dr. Williams to Carol Hain 5/20/77

11.9

credits

Workshops Physical Assessment 4/78 6.5 contact hrs

" Preparing the Assoc Degree Grad 13 cont hrs (Dec. '77)

Creative Teaching for Health Educators 3/78 5 contact hrs

Health Assessment #1700-1279-1856 3/78 5 cont hrs Total 29.5 contacts

SEMINAR CHAUTAUQUA '78 Colorado Nurses Assoc (July 29, 1978 USING THERAPEUTIC

to Aug. 5)

1.97 cr hr

TOUCH IN NURSING

.45

415T Psych Dept. Northern Ill University

Fall 1978

3

ISU Nurs Care/Longterm Schizophrenic #1700-1181-1770 6 contact)

Ill Nurses Assoc Continuing Ed #1700-1181-1747 4 contact)

MAJORS AND MINORS INA Continuing Ed #1700-1081-1678 4 contact) 20

BACHELOR'S DEGREE: INA Continuing Ed #1700-1080-761 MINOR 6 contact)

MASTER'S DEGREE: MAJOR Nursing

DOCTOR'S DEGREE: MAJOR

1.33 credits

Goldman Seminar - here at SVC May 21, 22, 1979

PAC 430 Concepts-Issues in Gerontology Spring 1980

U of I Cont Ed for Health Professionals "Professionalism" June 1980)

U of I Cont Ed for Health Professionals "Nurse Educator" Nov. 12, 1980)

Sauk Valley College LAN 163 Spanish for Survival Spr. 1980

1 credit hour

2 credit hours

0.766 cr hr

3

WESTERN ILLINOIS UNIVERSITY
MACOMB, ILLINOIS 61455

PROVOST AND
ACADEMIC VICE PRESIDENT

August 14, 1975

Ms. Carol Hain

Dixon, Illinois 61021

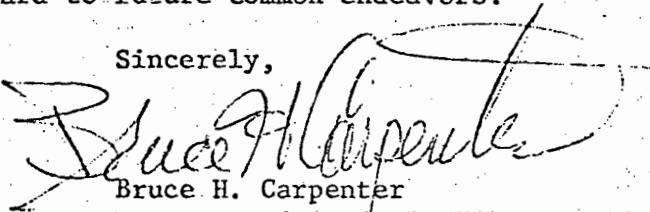
Dear Ms. Hain:

It is my pleasure to inform you that the Board of Governors of State Colleges and Universities has reacted favorably to our recommendation that you be appointed as an Adjunct Instructor on the faculty of Western Illinois University for the 1975-76 academic year.

I am pleased that you are willing to accept this assignment. We look forward to the mutual rewards of the coming year as we work together to meet the needs and demands placed upon us by the students at Western.

We sincerely thank you for your past contributions to this institution and look forward to future common endeavors.

Sincerely,



Bruce H. Carpenter
Provost and Academic Vice President

n

CC: Dean William L. Lakie, College of HPER
Chairman Robert Synovitz, Department of Health Sciences

April 4, 1975

Dr. Robert Synovitz
Chairman Dept Health Sciences
Western Illinois University
Macomb, Illinois 61455

Dear Doctor Synovitz:

I have been asked by Mrs Carol Hain to write a letter of reference to you regarding her interest in teaching for Western Illinois University, as an adjunct faculty member.

I have extremely high regard for Mrs Hain, not only for her teaching ability, which is readily evident in our daily classes here at Sauk, but also for her continued effort to educate herself and keep up with current nursing trends. Mrs Hain has been indispensable to us during the past year in our efforts to implement a Ladder Concept in AD Nursing and LP Nursing.

I feel she would be very well qualified to teach courses in Current Health Problems and anything dealing with the curriculum area of instruction.

If I can provide further assistance to you regarding Mrs Hain, do not hesitate to contact me directly.

JSincerely,

Ronald F. Williams, Ed.D.
Dean of Career Education

lm

cc: Mrs. Hain

CLASSROOM OBSERVATION

INSTRUCTOR Carol Hain COURSE HEA 130A Lt Nursing Fdmntls.

TERM Fall 1980 ACADEMIC YEAR 1980-81

VISITOR(S) Janet Kime, Asst Dean/Career Educ. DATE October 28, 1980 (Tuesday)
LOWEST AVERAGE HIGHEST

(1) (2) (3) (4) (5)

1. The presentation was in keeping with the course objectives.
2. How well was the class presentation planned and organized?
3. How would you judge the instructor's mastery of the course contents?
4. How did the instructor react to student viewpoints different from his own?
5. Do you believe that your visitation was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process?

NARRATIVE:

1. Were important ideas and/or facts clearly explained in view of the subject matter?
Dyopnea - subjective feeling - excellent explanation and example.
Respirations - internal and external
Uses blackboard well.
Good concrete examples - visceral and parietal pleura.
Good overheads
Good sense of humor.

2. In view of the size of the class and the nature of the course did the instructor encourage critical thinking?
Approximately 45 students
Limited opportunities due to size of class.

3. How would you describe the behavior of students in the class toward the instructor?

Freely asked questions

Relaxed learning environment

4. Has the instructor effectively prepared and organized the laboratory experience?

NA

SUGGESTIONS FOR IMPROVEMENT:

1. Course:

Ask students questions to encourage critical thinking.

2. Instructor:

Continue with approach.

I have read this report and understand that I may submit a written response.

Faculty member Carol Bain Date October 1980
Dean's Copy
Faculty member's copy

Approved by Instructional Standards Committee 4-21-75

INSTRUCTOR EVAL BY STUDENTS

HAIN CAROL HEA130 A

I HAVE COMPLETED AT SVC CR HR 100-15 2)16-30 3)31-40 4)41 OR MORE 5) N/A

1 2 3 4 5
STRONGLY DISAGREE DISAGREE UNDECIDED AGREE STRONGLY AGREE OTHER -N/A-
NO PFS PERC NO RES PERC NO RES PERC NO RES PERC NO RES MEAN STN-DEV
5 11.100 14 31.100 16 35.500 9 20.000 1 2.200 2.710 .978

2) MY AGE IS UNLESS THAN 17 2) 17-21 3) 22-30 4) 31-39 5) 40 OR OVER

1 2 3 4 5
 -STRONGLY DISAGREE----DISAGREE----UNDECIDED----AGREE----STRONGLY AGREE-- OTHER -N/A-
 NO RES PERC NO RES NO RES MEAN STN-DEV
 4 9.000 20 45.400 14 31.800 6 13.600 1 3.400 1.029

3) I AM CURRENTLY 1) PART-TIME 2) FULL-TIME

1 2 3 4 5
 -STRONGLY DISAGREE ----DISAGREE---- UNDECIDED----AGREE---- STRONGLY AGREE-- OTHER -N/A-
 NO RFS' PERC NO RES MEAN STN-DEV
 4 8.800 8 17.700 33 73.300 2.640 .630

4) THE GRADE I EXPECT IN THIS COURSE IS 1) A 2) B 3) C 4) D 5) E 6) OTHER

1. **STRONGLY DISAGREE** **DISAGREE** **UNDECIDED** **AGREE** **STRONGLY AGREE** OTHER **N/A**

NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	NO RES	MEAN	STN-DEV
4	8.800	7	15.500	23	51.100	11	24.400					2.910	.859

5. SEEMED GENUINELY INTERESTED IN TEACHING

1 2 3 4 5
 -STRONGLY DISAGREE ----DISAGREE---- UNDECIDED---- AGREE---- STRONGLY AGREE-- OTHER -N/A-
 NO RES PERC NO RES PERC NO RES PERC NO RES PERC NO RES NO RES MEAN STN-DEV
 16 35.500 29 64.400 4.640 .468

6. HAS BEEN AVAILABLE OUTSIDE OF CLASS FOR CONSULTATION WHEN NEEDED

1 2 3 4 5
 -STRONGLY DISAGREE---DISAGREE---UNDECIDED---AGREE---STRONGLY AGREE-- OTHER -N/A-
 NO RES PERC
 1 2.200 5 11.100 23 51.100 15 35.500 4.200 .717

7. HAS MOTIVATED YOU TO DO WORK BEYOND WHAT YOU THOUGHT YOU COULD OR WOULD DO

- 80 -

1 2 3 4 5
 -STRONGLY DISAGREE---DISAGREE---UNDECIDED---AGREE---STRONGLY AGREE-- OTHER -N/A-
 NO RES PERC NO RES NO RES MEAN STN-DEV
 1 2.200 8 18.100 23 52.200 12 27.200 1 4.040 .736

8. LECTURES WERE TOO REPETITIVE OF WHAT WAS IN THE TEXT BOOK

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DFV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	2.220
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	9 20.000
9	24	53.300	6	13.300	5	11.100	1	2.200

9. COURSE DID NOT INSULT MY INTELLIGENCE BUT WAS A COLLEGE LEVEL EXPERIENCE

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	3.860
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	4 8.800
4	1	2.200	4	8.800	24	53.300	12	26.600

10. STIMULATES & CONDUCTS WORTHWHILE LECTURES & DISCUSSIONS

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	4.130
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	1 2.200
1	1	2.200	1	2.200	30	66.600	12	26.600

11. HELPS YOU FEEL CONFIDENT IN ASKING QUESTIONS & EXPRESSING NEW IDEAS

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	4.170
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	4 8.800
4	3	6.600	19	42.200	19	42.200		.896

12. APPEARS SENSITIVE TO STUDENTS' FEELINGS & PROBLEMS

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	4.260
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	1 2.200
1	3	6.600	1	2.200	18	40.000	22	48.800

13. THE INSTRUCTOR SUMMARIZES MAJOR POINTS IN LECTURES & DISCUSSIONS

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	3.950
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	1 2.200
1	3	6.600	3	6.600	28	62.200	10	22.200

14. THE INSTRUCTOR COVERED AN APPROPRIATE AMOUNT OF MATERIAL AT EACH CLASS

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	4.130
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	1 2.200
1	2	4.400	1	2.200	27	60.000	14	.828

15. DURING LAB TIME, THE INSTRUCTOR SPENT TIME WITH INDIVIDUAL STUDENTS

1	2	3	4	5	OTHER	-N/A-	MEAN	STN-DEV
-STRONGLY DISAGREE	-DISAGREE	-UNDECIDED	-AGREE	-STRONGLY AGREE	NO RES	NO RES	MEAN	2.220
NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	9 20.000
9	24	53.300	6	13.300	5	11.100	1	.959

	1	2	3	4	5									
	NO RES	PERC	NO RES	MEAN										
1	2.500	1	2.500	5	12.500	22	55.000	11	27.500		5		4.020	.851

16. IN KEEPING WITH STATED OBJECTIVES, THE INSTRUCTOR USES CLASS TIME WELL

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO RES	PFRC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
1	2.200				3	6.600	26	57.700	15	33.300			4.200	.748

17. THE COURSE OBJECTIVES ARE FOCUSED ON THE STUDENT. THE PARTS FIT TOGETHER & YOU KNOW WHERE YOU'RE GOING OVERALL

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
3	6.600	2	4.400	2	4.400	29	64.400	9	20.000				3.860	.997

18. THE INSTRUCTOR MADE ASSIGNMENTS CLEAR

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO PES	PERC	NO RES	PFRC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
2	4.400	2	4.400	3	6.600	26	57.700	12	26.600				3.970	.953

19. SEEMED FAIR IN DEALING WITH STUDENTS

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO PES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
1	2.200			3	6.600	25	55.500	16	35.500				4.220	.751

20. THE INSTRUCTOR WAS RARELY LATE FOR CLASS

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
1	2.200				14	31.100	30	66.600					4.600	.711

21. THE CLASS SIZE WAS SATISFACTORY FOR THE METHOD OF CONDUCTING THE CLASS

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
2	4.400	3	6.600	1	2.200	27	60.000	12	26.600				3.970	.976

22. LAB FACILITIES, EQUIP & SUPPLIES WERE SUFFICIENT TO MEET THE NEEDS & REQUIREMENTS FOR THIS COURSE

	1	2	3	4	5									
	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE	OTHER	-N/A-							
1	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	MEAN
5	11.100	9	20.000	5	11.100	18	40.000	8	17.700				3.330	1.278

23. OVERALL, THE TEXTBOOKS FOR THIS COURSE CAN BE RATED 'GOOD'

1 2 3 4 5
 -STRONGLY DISAGREE ---DISAGREE--- UNDECIDED ---AGREE--- STRONGLY AGREE OTHER -N/A-
 NO RES PEPC NO RES PERC NO RES PERC NO RES PERC NO RES PERC NO RES NO RES MEAN STN-DEV
 1 2,200 6 13,300 27 60,000 11 24,400 4,040 .757

24. YOU WERE TOLD AT THE BEGINNING OF COURSE, HOW YOU WOULD BE EVALUATED

1 2 3 4 5
 -STRONGLY DISAGREE --- DISAGREE --- UNDECIDED --- AGREE --- STRONGLY AGREE -- OTHER -N/A-
 NO RES PFRC NO RES PERC NO RES PERC NO RES PERC NO RES PERC NO RES NO RES MEAN STN-DEV
 1 2.300 1 2.300 21 48.800 20 46.500 1 1 4.340 .800

25. THE INSTRUCTOR HAS EVALUATED STUDENTS AS HE/SHE INDICATED

1 2 3 4 5
 -STRONGLY DISAGREE ---DISAGREE--- UNDECIDED ---AGREE--- STRONGLY AGREE OTHER -N/A-
 NO RES PERC NO RES NO RES MEAN STN-DEV
 1 2.500 6 15.000 14 35.000 19 47.500 1 4 4.250 .886

26. EXPLAINS HIS/HER EVALUATIONS OF YOUR WORK AND IS ABLE TO JUSTIFY HIS/HER EVALUATION FAIRLY

1 2 3 4 5
 -STRONGLY DISAGREE---DISAGREE---UNDECIDED---AGREE---STRONGLY AGREE-- OTHER -N/A-
 NO PES PERC NO PES PERC NO RES PERC NO RES PERC NO RES PERC NO RES NO RES MEAN STN-DFV
 4 10.000 7 17.500 19 47.500 10 25.000 5 3.770 1.127

-27. I WOULD LIKE TO TAKE ANOTHER COURSE FROM THIS INSTRUCTOR

1		2		3		4		5		OTHER		-N/A-	
STRONGLY DISAGREE		DISAGREE		UNDECIDED		AGREE		STRONGLY AGREE		NO RES		NO RES	
NO PES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	PERC	NO RES	NO RES	MEAN	STN-DEV
2	4.400	3	6.600	1	2.200	19	42.200	20	44.400			4.150	1.051

28. OVERALL, I WOULD RATE THE QUALITY OF EXAMS AS FAIR-TO-THE-STUDENTS

1 2 3 4 5
 -STRONGLY DISAGREE----DISAGREE----UNDECIDED----AGREE----STRONGLY AGREE-- OTHER -N/A-
 NO RES PERC NO RES NO RES MEAN STN-DEV
 2 4.400 2 4.400 9 20.000 23 51.100 9 20.000 3.770 .962

29. WEIGHTING ALL THE ABOVE, I CONSIDER THE QUALITY OF MY INSTRUCTOR'S TEACHING VERY GOOD

1 2 3 4 5
 -STRONGLY DISAGREE---DISAGREE---UNDECIDED---AGREE---STRONGLY AGREE-- OTHER -N/A-
 NO RES PERC NO RES NO RES MEAN STN-DEV
 5 11.100 3 6.600 16 35.500 21 46.600 4.060 1.235

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 11, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster *D.F.*

RE: Recommendation to Promote Robert Matter to the Rank of Associate Professor

The following information is offered in support of the recommendation to promote Robert Matter to the rank of Associate Professor.

1. Mastery of Subject Matter

Mr. Matter holds a MA degree in art and has completed 30 additional hours of graduate credit. This post master's degree credit represents a combination of graduate work and credit equivalency for exhibiting his work in professional art shows. It is also noteworthy that Mr. Matter's academic background includes professional training at the Art Institute in Chicago as well as two university degrees. He also is a practicing artist and regularly exhibits his work in art shows in Illinois and surrounding states. Thus, Mr. Matter has an excellent background in his subject area, which is reflected in his teaching.

2. Demonstrated Teaching Ability

All evaluations of this instructor have been uniformly excellent. Mr. Matter developed most of the courses offered as part of the art program and continues to assume responsibility for its quality and range of offerings. It is noteworthy that he has been willing to offer studio art courses on a concurrent basis, and by so doing has enhanced the enrollment in the art program. Mr. Matter does an excellent job of providing instruction in both studio courses and lecture courses--such as ART 114 - Art Survey. This latter course is one of the most popular courses for students to take to satisfy the humanities requirement.

3. Interest in Students as Individuals

Mr. Matter has been willing to provide individualized instruction for all types of students in the studio art courses. He has worked out a system to provide meaningful instruction for art majors, for general education students, and for adults and senior citizens wanting to

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 11, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote Robert Matter to the Rank of Associate Professor

PAGE TWO

learn how to paint--all in the same studio class. This requires that a great deal of time be spent working one-on-one with individual students. In addition, Mr. Matter has served as advisor to the SVC Chess Club for many years--which can be viewed as an example of his willingness to work with individual students in an out of class situation. In general, Mr. Matter is regarded as a good teacher who brings a rather formal, but friendly, approach to his teaching responsibilities.

4. Understanding of the Community College Program

Having served on the faculty at SVC since 1967, Mr. Matter has a good understanding of the community college mission. He has successfully taught all types of students in a variety of art courses since coming to the college. His willingness to teach studio courses on a concurrent basis in order to accommodate the diverse needs of our students can be regarded as evidence of Mr. Matter's understanding of the community college. In addition, he recently completed courses in advanced educational psychology and philosophical foundations of education--which complimented his indepth training in his teaching field and contributed to his understanding of the changing role of the community college.

5. Potential for Continued Professional Growth

Mr. Matter shows good promise of continuing to grow professionally. He can be expected to continue to paint and exhibit his work in professional art shows, to continue to take additional graduate work, and to continue to update and revise his courses to reflect the changing needs of our student population.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 11, 1980

MORANDUM

Dr. Garner

TO: Dean Foster

RE: Recommendation to Promote Robert Matter to the Rank of Associate Professor

PAGE THREE

6. Meritorious Service

Perhaps the most noteworthy manifestation of meritorious service on the part of Mr. Matter is his development of "Gallery 506". This project, originally proposed by Mr. Matter, has turned out to be of positive benefit to the college public relations program as well as an important adjunct to the art program. Recently, he also volunteered to serve as curator for the art work displayed throughout the building. This proposal, which was submitted to the Building Utilization Committee, would involve selecting and rotating the art to be exhibited in the various display areas of the main college building. Mr. Matter has also participated in the SVC Speaker's Bureau Program since its inception, has served on a number of college committees, and has served as advisor to the SVC Chess Club for many years.

7. Number of Years in Present Rank

Mr. Matter received his last promotion in 1970.

DF/js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 10, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster *DGF*

RE: Recommendation to Promote Dr. Kenneth McLean to the Rank of Professor

The following information is offered in support of the recommendation to promote Dr. Kenneth McLean to the rank of Professor.

1. Mastery of Subject Matter

Dr. McLean holds a MA from New York University and a Ph.D. from the University of Texas in theatre/speech. He has taught speech and theatre courses and directed theatre productions at St. Petersburg Community College in Florida, at the University of Illinois, and at the University of Texas. He has also served as a director in a number of local and regional theatres during the summers. In addition, Dr. McLean has published 12 plays, some of which have been staged in significant theatres such as at New York University, the University of Alberta, Pensacola, Florida, the University of Texas, American University, the Channing Murray Performance Group, the University of Wisconsin, The University of Illinois, and the Performance Community in Chicago. Thus, Dr. McLean has an excellent academic background and an impressive record of scholarship in his field.

2. Demonstrated Teaching Capability

Since coming to SVC in 1977 Dr. McLean has consistently received very positive evaluations. He does a good job of providing instruction in the basic speech classes and is a superior teacher in the theatre classes. He has also developed several new theatre and dramatic writing courses and has performed in an outstanding manner as director of the SVC Little Theatre.

3. Interest in Students as Individuals

Dr. McLean spends a great deal of time working with individual students in his theatre classes and in connection with the theatre productions staged in the SVC Little Theatre. He is well liked by the students and enjoys a good working relationship with the theatre

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 9, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote Dr. Kenneth McLean to the Rank of Professor

PAGE TWO

students. Dr. McLean can always be counted on to carry out a special task that is helpful to the students. Most recently, he willingly took on the responsibility of evaluating 17 taped speeches for the VFW Voice of Democracy contest. This was done during a very busy time for him--but he willingly completed the assignment.

4. Understanding of the Comprehensive Community College

It should be noted that Dr. McLean has adapted his instructional procedures to meet the needs of community college students. Having taught for several years at St. Petersburg, Florida Community College for several years in the late 1960's, he was familiar with the contrast between the university teaching situation and that existing in a community college. Thus, he managed to make the adjustment from the University of Illinois to SVC rather well. This transition carried over into his work with the SVC Little Theatre as well.

5. Potential for Continued Professional Growth

There is little doubt that Dr. McLean will continue to grow professionally. He can be expected to continue to publish plays, work with area theatre groups, and fulfill his instructional responsibilities in an excellent manner. Also, he has developed tentative plans to take additional graduate work in psychology in order to acquire another teaching area. This would enhance his value to the college considerably--since he would be able to handle a cross-divisional instructional assignment.

6. Meritorious Service

Dr. McLean was the driving force behind the development of the Thalian Troupe during the 1977-78 school year. He has continued to advise and assist this community theatre

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 9, 1980

MORANDUM

Dr. Garner

TO: Dean Foster

RECOMMENDATION to Promote Dr. Kenneth McLean to the Rank of Professor

PAGE THREE

group since its inception. In addition, he has participated in the SVC Speaker's Bureau Program since 1977 and taken an active role in the Lee County Arts Council. Dr. McLean has also worked closely with the SVC Student Activities Program in bringing theatrical groups to the campus. Groups such as the Royal Shakespeare Company and the Guthrie Theatre were brought to the campus through the efforts of Dr. McLean. Finally, it should be noted that he has served on the Faculty Development Committee for three years and was chairman for two of those years. All of this activity would clearly give Dr. McLean a high rating in college service.

7. Number of Years in Present Rank

Dr. McLean's initial appointment in 1977 was at the rank of Associate Professor. As of next fall he will have completed four years in this rank.

DF/js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 16, 1980

MORANDUM

Dr. Garner

cc: Jim Strickland



It is with great pleasure that I recommend the promotion of Mr. Harold Nelson from Assistant Professor to Associate Professor. He has fulfilled all of the qualifying requirements for promotion to this rank.

lm

cc: Jan Kime

GENERAL REQUIREMENTS FOR PROMOTION OF HAROLD NELSON TO ASSOCIATE PROFESSOR

1. Mastery of Subject Matter

- 1972 - Selected Illinois Medical Technologists of the year.
- 1980 - Master's degree in Health Education from Central Michigan University.
- 1980 - Selected by the National Accrediting Agency for Clinical Laboratory Science to critique a Med Lab program in Florida.
- 1981 - Selected by the above agency to conduct an on-site visitation for a community college in Huntington, West Virginia.

2. Demonstrated Teaching Ability

Mr. Nelson has consistently received excellent student and classroom evaluations. He is very organized in his approach and uses visual aids well.

1974-75 - Dr. Cole recognized his performance by submitting his name to Who's Who in Outstanding Teachers.

3. Interest in Students as Individuals

Mr. Nelson has been a student advisor for the Rockford Branch IMTA Medical Technology Club.

He has developed an MLT refresher course in response to community need.

He has spent considerable time working with and evaluating two Indian students that are currently in his program. Mr. Nelson spends considerable time in advising and counseling his MLT students.

4. Understanding of the Comprehensive Community College Program

Mr. Nelson has been actively involved in the committee structure at SVC, serving on the curriculum, referendum and program evaluation committees.

He has actively been involved in recruitment activities in our local high schools and neighboring community colleges. He has developed an A-V presentation for recruitment purposes.

He is credited with securing cooperative agreements with the surrounding community colleges.

5. Potential

Mr. Nelson responsibly belongs to the following professional organizations:

American Society of Medical Technologists
American Association of Blood Banks
American Society of Clinical Pathologists

Mr. Nelson recognizes and accepts his professional responsibilities to stay current in one's field. He has a record of attending continuing education offerings on a regular basis and I am sure this trend will continue.

6. Meritorious Service

Mr. Nelson has coordinated annually the student and faculty blood donor program at SVC.

1979-He represented SVC at the Milledgeville County Fair and at Northland Mall.

He has had numerous speaking engagements over the past years.
The most recent being :

1979 - WSDR
1979 - Kewanis Club

7. Number of years in present Rank

9 years as Assistant Professor

ACADEMIC TRAINING

HIGH SCHOOL McHenry High School
GRADUATE OF

HIGH SCHOOL.

McHenry

Illinois

1936

COLLEGE (ATTACH OFFICIAL TRANSCRIPTS FOR ALL UNDERGRADUATE AND GRADUATE WORK.)

INSTITUTION	FROM	TO	TOTAL SEM. HRS. EARNED	TOTAL SEM. HRS. EARNED TO DATE	DEGREE	DATE AWARDED
<u>UNDERGRADUATE</u>						
Central YMCA College;Chicago	1941-42		8 xx	xx		
Northern Illinois University	1947	1950	112 xx3	xx	BS	1951
<u>Untiv. Slc., N.Y.</u>			17 xx	xx		
Total						
<u>GRADUATE</u>						
UNIVERSITY of ILL.	SPRING 1973	Serial 241	137 43	3		
Northern Illinois University	Fall 1973			3		
Northern Illinois University	Fall 1974	EDUC 503		3		
Northern Illinois University	Spring 1975	GCE 580		3		
Continuing Education (see attached sheets) P.A.C.E.	(no credits involved)					
Northern Illinois University	EDUC 504	SPRING 1976		3		
Central Michigan University	B&A 640-0	Spring 1976		2		
P.A.C.E Amer Society for Med Technology	Hematology	1/20/76, Hematology	1/27/76/Onconogy			
Central Michigan University	EAD 590	Spr 1977	12/14/76	2 9 eq. hrs. (per Dr. Wms.)		
Sauk Valley College	GSV 078	Spr 1977		2		
Central Michigan University	SED 508	Spring 1978		2		
P.A.C.E. 5/31/77		GSV 078 SVC; Quant Protein & Analysis;	2.1			
MAJORS AND MINORS		Basic and Appld Immunology.				
BACHELOR'S DEGREE:	MAJOR	Zoology	MINOR Chemistry			
MASTER'S DEGREE:	MAJOR		MINOR			
DOCTOR'S DEGREE:	MAJOR		MINOR			
Central Michigan University - Summer School 1978 SED 705	Curriculum Dev.&Planning				3	
(WORKSHOP NOV.16, 1978 8-hrs small instruments of Coulter Design)						No credits attached
GSV 078 "The Medical Laboratory Today" (30 clock hours) Sauk Valley College						2
Ill Med Tec Assoc Springfield (At Forum 30) May 4,5,1979						.02 credit
Central Michigan University Comp Appl H-Care Fld B&A 797	SPR 1979					3
P.A.C.E Amer Soc for Med Technology	11/17/78					.53 credit
P.A.C.E Amer Soc for Med Technology	5/12/80					1.06 credit
Central Michigan University	HED 625 (2 cr); SED 570 (3 cr) Smr '80					5 crs.

CLASSROOM OBSERVATION

INSTRUCTOR	Harold Nelson	COURSE	HEA 168B Med Lab Science IV
TERM	Fall 1980	ACADEMIC YEAR	1980-81
VISITOR(S)	Janet Kime	DATE	November 13, 1980
			12:15 to 1:05
	LOWEST	AVERAGE	HIGHEST

(1) (2) (3) (4) (5)

1. The presentation was in keeping with the course objectives.
2. How well was the class presentation planned and organized?
3. How would you judge the instructor's mastery of the course contents?
4. How did the instructor react to student viewpoints different from his own?
5. Do you believe that your visitation was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process?

NARRATIVE:

1. Were important ideas and/or facts clearly explained in view of the subject matter?

Protein Electro-Phoresis

Mr. Nelson had daily outline on transparency.

Ties current learning to previous learning.

Uses blackboard well to communicate ideas.

Ties lab results to specific disease processes.

Summarized lecture content at end of period.

2. In view of the size of the class and the nature of the course did the instructor encourage critical thinking?

8 Students

Mr. Nelson did question students directly.

3. How would you describe the behavior of students in the class toward the instructor?

Respectful and attentive.

Students freely questioned when necessary for clarification.

4. Has the instructor effectively prepared and organized the laboratory experience?

NA

SUGGESTIONS FOR IMPROVEMENT:

1. Course:

Continue with approach.

2. Instructor:

Continue with approach.

Ask for questions at the end of the period.

I have read this report and understand that I may submit a written response.

Faculty member

Harold M. Nelson

Dean's Copy

Faculty member's copy

Date November 13, 1980

Approved by Instructional Standards Committee 4-21-75

6/12/75
af

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 9, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster *DGF*

E: Recommendation to Promote John O'Banion to the Rank of Professor

The following information is offered in support of the recommendation to promote John O'Banion to the rank of Professor.

1. Mastery of Subject Matter

Mr. O'Banion has completed 62 semester hours of graduate work beyond the master's degree in the areas of language, linguistics, rhetoric, literature and comparative religion. He has completed all of the course work for the Ph.D. degree in English at Northern Illinois University and will sit for his qualifying exams next summer. In addition, Mr. O'Banion has published an article in a national level professional journal on black literature and is currently working on two additional articles for publication and is writing a textbook in English composition for use at the community college level. Thus, Mr. O'Banion has a strong academic background and has a good record of scholarship in his field.

2. Demonstrated Teaching Ability

Mr. O'Banion has had excellent evaluations since coming to SVC in 1969. He has successfully taught courses in English, speech, philosophy, literature, and comparative religion to all types of students. He has developed PHL 104 - Comparative Religion, ENG 220-221 - The Bible as Literature I and II, and ENG 206 - Introductory Colloquia in Literature (Violence). Perhaps Mr. O'Banion's greatest strength is his ability to motivate students to write. His course in ENG 101 is very popular among the students because of his positive approach to teaching writing. For the reasons cited above, Mr. O'Banion is regarded as an excellent teacher with a proven record of high performance in the classroom.

3. Interest in Students as Individuals

Mr. O'Banion has consistently demonstrated great empathy for and understanding of students. He spends a great deal of

VALLEY COLLEGE

RURAL ROUTE ONE;

DIXON, ILLINOIS 61021

DATE December 9, 1980

MEMORANDUM

TO: Dr. Garner

OM: Dean Foster

CC: Recommendation to Promote John O'Banion to the Rank of Professor

PAGE TWO

time working with individual students on writing problems. In general, Mr. O'Banion has an excellent rapport with his students. His classes are conducted in an informal manner, which the students like and respond to in a positive way. Also, he participates in many of the student activities on campus--such as dances, speech performances, poetry readings, theatre productions, etc. This contributes to his popularity among the students and serves to reinforce the good rapport with his students in class.

4. Understanding of the Comprehensive Community College Program

Mr. O'Banion has demonstrated a genuine understanding of the community college mission by developing and teaching courses for both academic transfer students and adult and continuing education students. His PHL 104 - Comparative Religion and ENG 220-221 - The Bible as Literature I and II courses have been especially well received by these two types of students. In addition, Mr. O'Banion has participated in developing and hosting articulation conferences for SVC area English teachers. He served as chairman of the most recent articulation conference held on campus last spring. In summary, Mr. O'Banion has demonstrated that he understands and assumes the responsibility to help fulfill the mission of the college.

5. Potential for Continued Professional Growth

There is little doubt about the continued professional development of this faculty member. He will complete his Ph.D. in English and continue his publishing efforts. Also, he shows promise of continuing to develop new courses, as well as modify and update existing courses, to reflect changes in his academic field and changing needs of our students.

JK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 9, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote John O'Banion to the Rank of Professor

PAGE THREE

6. Meritorious Service

During the past 11 years Mr. O'Banion has served on a number of college committees and served as chairman of the Instructional Standards Committee, the Faculty Council, and the College Council. Most recently, he served as chairman of the SVC Area English Teachers Articulation Conference. Mr. O'Banion has also been an active participant in the SVC Speakers Bureau Program throughout his tenure at the college. He regularly gives speeches to area civic clubs and churches and has participated in several study groups in area churches. These efforts have helped to create good will between the college and the community.

7. Number of Years in Present Rank

Mr. O'Banion received his promotion to his present rank in 1977.

DF/js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 10, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster *DZF*

RE: Recommendation to Promote George Vrhel to the Rank of Professor

The following information is offered in support of the recommendation to promote George Vrhel to the rank of Professor.

1. Mastery of Subject Matter

Mr. Vrhel has completed 63 hours of graduate work beyond the MA degree. His academic preparation includes a BA in social science, a MA in sociology, and extensive additional graduate work in sociology, psychology, and education. He has completed nearly all of the course work for a doctorate in educational psychology at NIU and has successfully completed the general portion of his qualifying exams. He shows good promise of completing this degree within one more year. It is noteworthy that Mr. Vrhel has been willing to complete his doctorate in educational psychology and thus qualify to teach the educational psychology course and the accompanying clinical course in education. This added training, along with his existing proficiency in sociology and general psychology, has made Mr. Vrhel a more useful faculty member since he can handle instruction in several additional academic areas. Thus, Mr. Vrhel has an excellent academic background for service as a community college teacher.

2. Demonstrated Teaching Capability

Mr. Vrhel's evaluations have been uniformly excellent since arriving at SVC in 1966. As a charter member of the faculty he has been a part of the growth and development of the college over the past 14 years. It is noteworthy that his instructional procedures have been modified over the years to reflect the changes in his academic discipline and in the SVC student population. Mr. Vrhel probably does his best work with high ability transfer students. However, he has also been willing to accommodate the instructional needs of less able students as they become a more important part of our student population. In general, Mr. Vrhel is regarded as a tough, but good, teacher who has consistently maintained high standards for his students.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 10, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote George Vrhel to the Rank of Professor

PAGE TWO

3. Interest in Students as Individuals

Mr. Vrhel has been willing to accommodate the attendance needs of swingshift workers by cooperating with the program to allow for alternate day and evening attendance of these students. He has also adapted his attendance policy to reflect the diverse ability levels and circumstances of non-traditional students. Mr. Vrhel has also been willing to spend a great deal of time working with individual students who have difficulty with his courses. Finally, it should be noted that Mr. Vrhel risked his life to save a student from drowning in the river back in 1970. It is for this reason that the college lifeboat is named in his honor. Thus, for the reasons cited above, Mr. Vrhel has clearly demonstrated his interest and concern for individual students.

4. Understanding of the Comprehensive Community College Program

Since Mr. Vrhel has been a member of the faculty since 1966 he clearly has a thorough understanding of the community college mission. He has also taken course work in adult education and community college education in order to develop a sound theoretical base for his instructional procedures. Over the past 14 years he has been active in the college committee structure and has served on numerous ad hoc committees to work on special problems. Also, Mr. Vrhel served as Chairman of the Social Science Department for three years and has participated in a number of instructional research projects. All of this would support the conclusion that Mr. Vrhel has an excellent understanding of the mission of the comprehensive community college.

5. Potential for Continued Professional Growth

Mr. Vrhel should complete his doctorate within a year and continue to develop professionally. His willingness to take additional graduate work in psychology has contributed,

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

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DATE December 10, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote George Vrhel to the Rank of Professor

PAGE THREE

and will continue to contribute, to broadening his professional interests as well as expand his range of teaching expertise. Mr. Vrhel can also be expected to continue to provide professional leadership as a senior faculty member and maintain his exemplary record of college committee service.

6. Meritorious Service

Since coming to SVC in 1966 Mr. Vrhel has demonstrated meritorious service in a number of ways. He helped to establish the Sterling-Rock Falls Debating Society several years ago, worked as a volunteer counselor for a boys group home in Sterling, and fulfilled a leadership role in the college committee structure throughout his tenure at the college. Mr. Vrhel also worked very hard in a leadership role for both the 1978 and 1979 referenda. Most recently, he rendered exemplary service as faculty representative on the SVC Presidential Search Committee. Finally, it is important to note that Mr. Vrhel has distinguished himself by consistently raising important questions about the status of academic standards and the well being of the college in general. At times these questions were controversial--but they were always asked in a responsible manner. This questioning on the part of Mr. Vrhel has helped to maintain the quality of the college over the years.

7. Number of Years in Present Rank

Mr. Vrhel received his last promotion in 1978.

DF/js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 11, 1980

MORANDUM

Dr Garner

Jim Strickland

It is with great pleasure that I recommend the promotion of Peggy White from the rank of Assistant Instructor, to Instructor.

The qualifying points on the attached, are according to the Contractual Agreement with the Faculty Association, Article IX, Paragraph 9.4.

lm
enc

cc: Jan Kime

GENERAL REQUIREMENTS FOR PROMOTION OF PEGGY WHITE TO RANK OF INSTRUCTOR

1. Mastery of Subject Matter

Awarded Bachelor of Science Degree in Biological Education 1969.

Completed 16 hours of graduate credit 1971.

Graduated from Sauk Valley College - Medical Lab Program with high honors 1974.

Six additional credit hours earned from Northern Illinois University and the University of Illinois during 1978-79.

Returned to St. Joseph's Hospital in Clinton, Iowa, working part-time in the Medical Technology Lab to update her work-experience at the clinical site Summer 1980.

Twenty-one hours of Chemistry at Sauk Valley College complete with semester-end Fall 1980.

2. Demonstrated Teaching Capability

Evaluations (classroom and students) attached.

She is an excellent instructor, very effective in communicating with her students, and has gained the high respect of students as well as faculty members.

3. Interest in Students as Individuals

Responded to request of students- forming a Medical Laboratory Technology Student Club, and acting as Advisor. Students sponsoring projects to fund a trip to a Medical Laboratory Technology Convention, or an Instrumentation Show. She continues to enjoy the support of her students.

4. Understanding of the Comprehensive Community College Program

Willingly participates in the Committee Structure through her Department, and by serving on Affirmative Action Committee. In the past, she was on the Student Services Committee.

Completed Vocational Education course work- during 1979 University of Illinois.

5. Potential for Continued Professional Growth

By continuing her education in the chemistry curriculum, she is prepared to teach an evening Chemistry Laboratory session for the Spring 1981 semester.

She is eligible to take the Medical Technologists Exam for Certification. Upon passing this exam, she will be qualified to teach all of the courses in the Medical Laboratory Technology Program. She plans to become Certified during 1981.

6. Meritorious Service

Served in many Outreach Programs of Sauk Valley College

Developed specific course work in Continuing Education for Allied Health students.

Recruited students -- high schools in-district, and Highland Community College in Freeport. Her promotional work is not limited to the aforementioned. She has also explained the Program to exceptional children in the lower grades.

Available to assume additional tasks as required.

7. Number of Years in Present Rank

Completing the third year as Assistant Instructor
Prior to this time, served as a part-time instructor

CLASSROOM OBSERVATION

INSTRUCTOR	Peggy White	COURSE	HEA 155A Lt Med Lab Science II	
TERM	Fall 1980	ACADEMIC YEAR	1980-81	
VISITOR(S)	Janet Kime, Assistant Dean Career Education	DATE	Wednesday, November 5, 1980	
		9:00-9:50 AM	<u>HIGHEST</u>	
	<u>LOWEST</u>	<u>AVERAGE</u>		
(1)	(2)	(3)	(4)	(5)
5	1. The presentation was in keeping with the course objectives.			
5	2. How well was the class presentation planned and organized?			
5	3. How would you judge the instructor's mastery of the course contents?			
NA	4. How did the instructor react to student viewpoints different from his own?			
4	5. Do you believe that your visitation was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process?			

NARRATIVE:

1. Were important ideas and/or facts clearly explained in view of the subject matter?

Liver - Reviewed A & P Physiologic Role

Hepatic artery and vein Portal Vein

Metabolic Function:

Ties current material to

CHO metabolism

previous 10

- b. Protein Synthesis
- c. Lepid Metabolism
- d. Protective Function

Ties current material to previous learning.

previous 10

2. In view of the size of the class and the nature of the course did the instructor encourage critical thinking?

10 students ~

Asked questions of students frequently -- patiently waited for student response.

Supportive and encourages student response.

3. How would you describe the behavior of students in the class toward the instructor?

Freely responded to questions.

Respectful and attentive.

4. Has the instructor effectively prepared and organized the laboratory experience?

NA

SUGGESTIONS FOR IMPROVEMENT:

1. Course:

Continue

2. Instructor:

Continue

I have read this report and understand that I may submit a written response.

Faculty member

D. White

Date November 1980

Dean's Copy

Faculty member's copy

Approved by Instructional Standards Committee 4-21-75

/12/75
f

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 11, 1980

MEMORANDUM

Dr. Garner

OM: Dean Foster *DYF*

Recommendation to Promote David Youker to the Rank of Professor

The following information is offered in support of the recommendation to promote David Youker to the rank of Professor.

1. Mastery of Subject Matter

Mr. Youker has both a BA and MA in Biology and has completed 61 post-master's degree hours in biology, chemistry, and geology. He has completed graduate work at Oklahoma State University, the University of Illinois, the University of Kansas, Southern Illinois University, the University of Northern Iowa, and Northern Illinois University and has been awarded one full year National Science Foundation study fellowship, and four summer fellowships. In addition, he has published a lab manual entitled A Beginners Guide to Collecting, Preserving, and Identifying Insects (1965) and has prepared a lab manual for the BIO 105 course at SVC which is sold in the SVC Bookstore. Mr. Youker has also been active in environmental study workshops in both Iowa and Illinois. It should be noted that Mr. Youker took additional graduate work in geology as part of a retraining effort to be able to teach GSC 115 - The Habitat of Man following the staff reduction program in 1978. Thus, Mr. Youker has a solid academic background and can be assigned to teach in several academic areas in the field of natural science.

2. Demonstrated Teaching Ability

Mr. Youker is a good teacher. His evaluations have been excellent throughout his 14 year tenure at SVC. Perhaps his greatest strength as a teacher is his outstanding lecturing ability. His lectures for the large lecture section of BIO 105 are well prepared, stimulating, and challenging to the students. Mr. Youker has an excellent mind and a good record of scholarship--which is communicated in his lectures. Also, the lab sections are very thorough and well organized. This type of instruction is well received--especially by high ability transfer students. Finally, Mr. Youker goes to extensive lengths

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

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DATE December 11, 1980

MEMORANDUM

TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote David Youker to the Rank of Professor

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to help students master the subject matter. He maintains high standards and works hard to help the students meet the requirements of his courses. As a result, Mr. Youker has a reputation as a tough--but outstanding teacher.

3. Interest in Students as Individuals

Over the years Mr. Youker has spent a great deal of time working with individual students in order to help them get through his courses. Since he does not teach remedial or developmental courses he has had to develop a number of instructional strategies to help less able students master the subject matter. Careful attention to this situation in recent years has resulted in an increase in the percentage of students who get through his biology course with a passing grade. This has involved a great deal of time in working with students on a one-to-one basis. Clearly, this can be regarded as a measure of concern for the individual welfare of the students.

4. Understanding of the Comprehensive Community College Program

While Mr. Youker teaches primarily academic transfer students--he does understand the broad spectrum of community college students. On numerous occasions he has served in an advisory role to help work out curriculum related issues in the biology component of the Allied Health Program at SVC. He has also been willing to offer night sections of biology in order to meet the needs of adult and evening students who need a lab science course in order to complete their degree requirements. Thus, in general, Mr. Youker has demonstrated an understanding and appreciation of the mission of the community college.

5. Potential for Continued Professional Growth

Mr. Youker is a good scholar with a wide range of academic and scientific interests. He shows good promise of continuing

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

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DATE December 11, 1980

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TO: Dr. Garner

FROM: Dean Foster

RE: Recommendation to Promote David Youker to the Rank of Professor

PAGE THREE

to attend seminars, complete additional course work, and participate in environmental workshops in order to continue to grow professionally. A well trained professional teacher, such as this, will never stop learning and growing--regardless of their position on the salary schedule.

6. Meritorious Service

It is noteworthy that Mr. Youker has participated in several important environmental workshops--especially the summer program at Northern Iowa and later at Northern Illinois University as part of the "Rock River Ecology Project" in 1972-73. Also, his leadership in helping to establish the SVC Zoological Museum this past year can be viewed as evidence of college service that goes beyond the duties normally expected of an instructor. Finally, Mr. Youker has an excellent record of college committee service over the past 14 years. He has served on nearly every committee and has been chairman of several important committees. He has also been an active leader in the SVC Faculty Association since 1969 and has served several terms as Association president.

7. Number of Years in Present Rank

Mr. Youker was promoted to his present rank in 1968. Thus, he is due for promotion to the rank of Professor now that he has completed the requisite number of hours beyond the MA degree.

DF/js

Board Meeting of
February 24, 1981

Agenda Item E-1

Policy Revisions

First Reading

Attached are proposed revisions of current policies. The revisions are inscribed or noted on a copy of the policy currently in effect so the proposed change is readily seen.

The Board should accept these for first reading and reaction. Any addition or corrections desired should be noted and/or discussed.

NOTE: Policies are in the March 23 section when they were approved.

dlg

TREASURER'S REPORT

January 31, 1981

EDUCATIONAL FUND

Balance on Hand December 31, 1980 \$ 233,695.18

Receipts:

Taxes	805.27
Charge-Back Revenue	4,296.07
Voc. Ed. Reimb. - Regular	35,915.00
Federal Work Study	17,122.74
Fall Tuition	100,000.00
Spring Tuition	75,000.00
Transcript Fees	92.00
Anixter Revenue	5,125.00
Unit 5 Revenue	2,250.00
Interest on Investments	4,254.35
Other Revenue	171.70
Expenditure Credits	11,901.63
Loan from Building Fund	35,000.00
Loan from Working Cash	35,000.00
	<u>326,933.76</u>

Total Available \$ 560,628.94

Disbursements:

Expenses for January	<u>328,810.77</u>
----------------------	-------------------

Balance on Hand January 31, 1981 \$ 231,818.77

BUILDING FUND

Balance on Hand December 31, 1980 \$ 48,561.88

Receipts:

Taxes	201.33
Misc. Revenue	85.00
Expenditure Credits	247.66
	<u>533.99</u>

Total Available \$ 49,095.87

Disbursements:

Expenses for January	4,599.88
Loan to Educational Fund	<u>35,000.00</u>
	<u>39,599.88</u>

Balance on Hand January 31, 1981 \$ 9,495.99

SITE AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand December 31, 1980 \$ 19,813.40

Receipts: -0-

Disbursements: -0-

Total Available \$ 19,813.40

Disbursements:

Expenses for January \$ 1,230.00

Balance on Hand January 31, 1981 \$ 18,583.40

SITE AND CONSTRUCTION FUND - Harris Trust

Balance on Hand December 31, 1980 \$ 6,811.09

Receipts: -0-

Disbursements: -0-

-Balance on Hand January 31, 1981 \$ 6,811.09

BOND AND INTEREST FUND #1

Balance on Hand December 31, 1980 \$ 7,517.14

Receipts:

Deferred Personal Prop. tax	26,302.07
Taxes	257.02
Interest on Investments	226.66
	<u>26,785.75</u>

Total Available \$ 34,302.89

Disbursements:

Investments	<u>34,000.00</u>
-------------	------------------

Balance on Hand January 31, 1981 \$ 302.89

BOND & INTEREST FUND #2

Balance on Hand December 31, 1980 \$ 124.54

Receipts:

Taxes 286.55

Total Available

\$ 411.09

Disbursements:

Investments 300.00

Balance on Hand January 31, 1981

\$ 111.09

WORKING CASH FUND

Balance on Hand December 31, 1980 \$ 41,837.96

Receipts:

Interest on Investments 8,508.70

Total Available

\$ 50,346.66

Disbursements:

Loan to Educational Fund 35,000.00

Balance on Hand January 31, 1981

\$ 15,346.66

INSURANCE FUND

Balance on Hand December 31, 1980 \$ 30,333.47

Receipts:

Taxes 53.68

Total Available

\$ 30,387.15

Disbursements:

Insurance Expenses for January 764.00

Balance on Hand January 31, 1981

\$ 29,623.15

FUNDS INVESTED

Repurchase Agreement - Open	Educational	\$1,250,000.00
Certificate of Deposit	Building	100,000.00
Certificate of Deposit	Building	68,588.78
Certificate of Deposit	S & C	101,000.00
Certificate of Deposit	S & C	115,000.00
Time-Open Deposit	S & C	200,000.00
Certificate of Deposit	S & C	101,000.00
Certificate of Deposit	S & C	134,000.00
Certificate of Deposit	S & C	200,000.00
Certificate of Deposit	B & I #1	214,145.39
Time-Open Deposit	B & I #1	36,242.35
Certificate of Deposit	B & I #1	45,000.00
Time-Open Deposit	B & I #4	784.12
Certificate of Deposit	Working Cash	<u>300,000.00</u>
	TOTAL INVESTED	\$2,865,760.64

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending January 31, 1981

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

Cash on Hand.....	\$ 7,416.55
Workstudy Awards Receivable from Fed. Gov. 1980-81...	13,747.41
Workstudy Awards Capital 1980-81.....	\$132,421.00
Workstudy Awards Paid 1980-81.....	111,004.75
E.O.G. Funds Receivable from Fed. Gov. 1980-81.....	34,807.00
Initial E.O.G. Awards Capital 1980-81.....	37,848.00
Initial E.O.G. Awards Paid 1980-81.....	8,767.10
Renewal E.O.G. Awards Capital 1980-81.....	27,959.00
Renewal E.O.G. Awards Paid 1980-81.....	9,935.00
Basic E.O.G. Awards Rec. from Fed. Gov. 1980-81.....	145,590.00
Basic E.O.G. Awards Capital 1980-81.....	284,590.00
Basic E.O.G. Awards Paid 1980-81.....	133,680.91
Inactive Federal Grants.....	17,869.28
	<u>\$482,818.00</u>

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 1/31/81

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

ASSETS:

Cash in Bank.....	\$.69
Notes Receivable.....	<u>2,550.00</u>
	<u>\$2,550.69</u>

LIABILITIES & NET WORTH:

Fund Equity.....	\$2,733.92.....
Net Loss.....	<u>183.23.....</u>
	<u>\$2,550.69</u>

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

INCOME:

Interest Income.....	\$ 79.77.....
Bad Debts Repaid.....	<u>361.00.....</u>
	<u>\$ 440.77</u>

EXPENSES:

Bad Debts.....	\$ 624.00
----------------	-----------

NET LOSS:..... (183.23)

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 1-31-81

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

ASSETS:

Cash in Bank	\$ 30,570.87
Petty Cash	500.00
Investments	113,753.50
Accounts Receivable - Educational Fund	146.40
Inventory 6-30-80	<u>73,339.62</u>
	<u><u>\$218,310.39</u></u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund	\$ 3,520.00
Fund Equity	214,755.92
Net Gain	<u>34.47</u>
	<u><u>214,790.39</u></u>
	<u><u>\$218,310.39</u></u>

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

INCOME:

Textbook Sales	\$156,599.41
Supply Sales	19,803.88
Miscellaneous Sales	7,795.88
Paperback Sales	4,573.59
Used Book Sales	11,863.28
Sales Tax Collected	9,330.62
Other Income	127.99
Investment Income	<u>1,308.11</u>
	\$211,402.76

EXPENSES:

Textbook Purchases	\$156,227.40
Supply Purchases	11,667.93
Miscellaneous Purchases	5,582.52
Paperback Purchases	4,446.46
Used Book Purchases	9,102.84
Sales Tax Paid	8,322.10
Salaries & Wages	11,046.11
Transportation Charges	3,710.36
Supply Expense	338.82
Equipment	-0-
Travel	489.52
Telephone	139.00
Dues & Subscriptions	155.00
Other Expense	104.95
Over & Under	43.00
Bad Debts	<u>(8.22)</u>
	\$211,368.29

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

\$ 34.47

RESTRICTED PURPOSE FUND

January 31, 1981

Balance on Hand - December 31, 1980	\$ 75,967.48
January Receipts	369,690.83
Cash Over - January 13, deposit	20.00
Cash Under - January 23, deposit	(1.00)
V. #79	(120.00)
TOTAL FUNDS AVAILABLE DURING JANUARY 1981	\$445,557.31
Cash Disbursements for January	\$240,002.34
Balance on Hand - January 31, 1981	\$205,554.97

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITIES

ACTIVITIES	AMOUNT
Comprehensive Fee Income	\$ 31,992.67
Athletic Income	266.00
Drama Income	225.01
Student Activity Income	4,448.27
Student Newspaper Income	88.50
Film Income	135.50
Cash Over & Under	(30.25)
Other Income - Student Activity Fund Only	13.95
TOTAL INCOME	\$ 37,139.65

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense	\$18,485.00	\$ 5,910.77
Cheerleaders & Pom Pom Squad	370.00	246.40
Speech Activity & Readers Theatre	3,500.00	2,590.10
Drama Expense	2,400.00	1,284.04
Music Expense	2,500.00	1,354.83
Student Activity Expense	9,150.00	7,340.66
Student Newspaper Expense	3,000.00	1,049.23
Associated Student Board	1,890.00	701.27
Musical	-0-	-0-
Women's Intercollegiate Act.	11,421.00	6,075.88
Charmurals-Coed	300.00	82.00
SVC Clubs	1,500.00	518.00
Film Commission	1,000.00	306.70
Art Exhibitions	270.00	-0-
Contingency Expense/Equipment	-0-	-0-
Contingencies/Non-Budgeted	320.00	-0-
	\$56,106.00	

TOTAL EXPENSE	\$ 27,459.88
Excess of Revenue Over Expenditures as of January 31, 1981	\$ 9,679.77

RESTRICTED PURPOSE FUND

STATEMENT OF ASSETS AND LIABILITIES

JANUARY 31, 1981

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank \$205,554.97	Due Educational Fund \$ 3,873.65	
Petty Cash 510.00	Due Building Fund 235.00	
Accts Rec. 255,951.81	Due Student Loan Fund 496.38	
	Due Bookstore 1,305.78	
	Out of District Fees 1,603.31	
	Student Tuition 413,460.00	
	Tuition Refunds (12,289.00)	
		\$408,685.12
<u>RESTRICTED AGENCY FUND LIABILITIES</u>		
Child Care Operations	\$ 855.65	
Parking	2,628.18	
Recreation Room Fund	5,905.83	
Student Locker Fund	286.60	
Land Lab	11,404.78	
Community Services	8,109.45	
EMTA Grant	(966.00)	
Photography Supplies	1,254.64	
Highway Emer. Rescue Tech.	(2,474.10)	
LPN Supplies	1,981.58	
Book Transactions	3.00	
Law Enforcement Grant	964.00	
HEW Nursing Grants	-0-	
1979-80 Nursing Capitation	(282.27)	
1980-81 Dissadv. Grant	(1,359.66)	
Miscellaneous Accoung	1,333.65	
Student Clubs	1,825.06	
Adult Learning Book Charges	358.00	
Community Theatre	464.15	
College Van	1,633.34	
Horticulture/Greenhouse	-0-	
Library Fund	18.90	
Vocational Information Prog.	(260.06)	
Alternative Energy Seminar	923.05	
		\$ 34,607.77
<u>FUND EQUITY</u>		
July 1, 1980	\$ 9,044.12	
Excess of Revenue over Expenditures as of Jan. 31, 1981	\$ 9,679.77	\$ 18,723.89
<u>TOTAL ASSETS \$462,016.78</u>	<u>TOTAL LIABILITIES & FUND EQUITY</u>	<u>\$462,016.78</u>

SAUK VALLEY COLLEGE

APPROVED BY

William E. Beegle
PRESIDENT

Kay L. Fisher
SECRETARY
DATE 2-24-81

BILLS PAYABLE

February 23, 1981

EDUCATIONAL FUND

192-000-593	VOID CHECK #7139 written January	\$ -1,950.60
	VOID CHECK	7,176
110-800-544	CHARLES PATERSON	7,177 386.45
192-000-593	ROCK VALLEY COLLEGE	7,178 1,650.60
110-300-543	FARM & FLEET	7,179 143.79
110-300-543	FARM & FLEET	7,180 140.51
	SVC PAYROLL FUND	7,181 101,240.13
100-000-439-03	SVC WORK STUDY FUND	7,182 65.00
181-000-530	DR. JOSEPH COSAND	7,183 1,072.55
191-000-550	JUANITA PRESCOTT	7,184 114.29
176-000-575	CENTRAL TELEPHONE CO.	7,185 252.00
100-000-439-03	SVC WORK STUDY FUND	7,186 62.00
191-000-550	WILLIAM REIGLE	7,187 20.00
	SVC PAYROLL FUND	7,188 106,962.85
181-000-550	HAL GARNER	7,189 648.84
		\$210,808.41

VOID CHECK

0.000,530.00	AUDIO GRAPHIC SYSTEMS	SERVICE 7,190
0.300,542.00	AM MULTIGRAPHICS	SUPPLIES 7,191 145.46
3,000,547.00	THE AMBOY NEWS	PUB RELA 7,192 79.27
2,000,541.00	A.S.B.O.	DUES 7,193 66.00
0,200,543.00	ALL AMERICA SELECTIONS	SUPPLIES 7,194 75.00
0,711,543.00	AMERICAN SCIENTIFIC PRODUCTS	SUPPLIES 7,195 15.00
0,300,543.00	ANN ARBOR BIOL CENTER	SUPPLIES 7,196 284.33
0,000,545.00	BAKER & TAYLOR CO	BOOKS 7,197 672.00
0,000,545.00	BAKER & TAYLOR CO	BOOKS 7,198 475.64
0,813,550.50	JAMES BARBER	TRAVEL 7,199 1,777.73
0,000,545.00	BARNES & NOBLE	BOOKS 7,200 99.98
2,000,545.00	BENOY INS AGENCY	INSURANCE 7,201 42.78
4,000,544.2	DICK BLICK	SUPPLIES 7,202 427.00
0,300,543.00	BOGOTT INDUSTRIAL SUPPLY	SUPPLIES 7,203 50.69
0,300,543.00	X X X	57.60
		3.20
0,300,543.00	BUEHLER LTD	SUPPLIES 7,204 60.80
0,615,543.00	CAMBRIDGE BOOK CO	SUPPLIES 7,205 107.32
0,000,543.00	CAROLINA BIOL SUPPLY	SUPPLIES 7,206 209.71
0,000,545.00	X X X	28.82
0,713,543.00	CAREER AIDS INC	BOOKS 7,207 49.30
5,000,575.00	CENTRAL TELEPHONE CO	SUPPLIES 7,208 55.00
1,000,550.00	CLAYTONS FLORAL SHOP	SERVICE 7,209 1,834.02
0,000,573.00	COMMONWEALTH EDISON	FLOWERS 7,210 31.00
0,000,545.00	CONCEPT MEDIA	SERVICE 7,211 11,756.23
		BOOKS 7,212 20.00

2000.544.01	CUMULATIVE INDEX TO NURSING	SUPPLIES	7,213	115.00
1711.543.00	CURTIN MATHESON SCIENTIFIC	SUPPLIES	7,214	86.57
2000.541.00	CURTIS 1000	SUPPLIES	7,215	159.65
1511.543.00	THE DAILY GAZETTE	SUPPLIES 5.60		
6000.547.00	X X	PUB RELA 180.00		
2000.547.00	X X	ADS 7.00	7,216	192.60
1511.543.00	DIXON EVENING TELEGRAPH	SUPPLIES 4.60		
6000.547.00	X X	PUB RELA 240.00	7,217	244.60
6300.543.00	DIXON GARAGE SUPPLY	SUPPLIES	7,218	46.29
2000.541.00	EDUCATORS PROGRESS SERVICE	SUPPLIES	7,219	17.10
0300.543.00	ENCO MFG CO	SUPPLIES	7,220	81.35
1711.543.00	FISHER SCIENTIFIC CO	SUPPLIES	7,221	216.27
3000.547.00	FLACH OUTDOOR ADVERTISING	SIGN ADV	7,222	142.50
1000.531.00	DR THOMAS FLYNN	SERVICES	7,223	250.00
0300.543.00	FORSTER IMPLEMENT CO	SUPPLIES	7,224	36.54
1512.543.00	MARK FOSTER MUSIC CO	SUPPLIES	7,225	127.93
6300.536.00	CHARLES FRIEDERS	TRAVEL	7,226	164.20
4000.559.00	HAL GARNER	MISC EXPENSES	7,227	300.00
0712.543.00	GAUMARD SCIENTIFIC MODELS	SUPPLIES	7,228	98.11
6000.544.01	GAYLORD BROS INC	SUPPLIES	7,229	28.91
3000.550.00	RALPH GELANDER	TRAVEL	7,230	39.20
0712.550.00	CAROL HAIN	TRAVEL	7,231	59.45
0000.545.00	G K HALL & CO	BOOKS	7,232	52.59
0812.541.01	HASKELLS	SUPPLIES	7,233	9.31
2000.585.00	HASKELLS	EQUIP 1750.20		
.800.542.00	X X	SUPPLIES 22.10		
1000.541.00	X X	34.04	7,234	1,806.34
1316.550.00	BETTY HIGBY	TRAVEL	7,235	106.85
0300.543.00	HOBART BROTHERS CO	SUPPLIES	7,236	31.96
0800.530.03	RICHARD HOLTAM	WORKSHOP	7,237	15.54
2800.530.02	I B M	SERVICE 54.34		
2000.539.00	X X	117.54	7,238	171.88
6000.562.00	I B M	EQUIP RENTAL	7,239	259.50
1000.541.00	I B M	SUPPLIES 17.10		
4000.541.00	X X	17.10		
2000.585.00	X X	TYPEWRITER 1867.50	7,240	1,901.70
6000.575.00	ILLINOIS BELL TELEPHONE	SERVICE	7,241	170.28
2000.545.00	INSTITUTE FOR RESEARCH	BOOKS	7,242	14.73
1500.543.00	INTERNATIONAL FILM BUREAU	SUPPLIES	7,243	35.31
0714.543.00	JOINT REVIEW COMM ON ED IN RAD TECH	SUPPLIES	7,244	650.00
1712.550.00	JANET KIME	TRAVEL	7,245	104.00
2800.544.00	MARY KRICK	REIMB 3 HOURS	7,246	98.50
2000.593.00	LAKE LAND COLLEGE	TUITION	7,247	1,322.64
0300.543.00	LAND MARK ENGINEERING SUPPLY	SUPPLIES	7,248	7.80
3000.547.00	THE LEADER GROUP	PUB RELA	7,249	45.60
1949.550.00	MCGASLINS BAKERY	BOARD MEETINGS	7,250	16.07
1712.550.00	JOYCE MCCLINTOCK	TRAVEL	7,251	59.45
1000.558.00	MCCORMICKS FLORAL	FLOWERS	7,252	15.00
0615.543.00	MCGRAW HILL BOOK CO	SUPPLIES	7,253	119.64
2000.544.01	MCGREGOR MAGAZINE AGENCY	SUPPLIES	7,254	11.00
0712.543.00	MALONEY CLEANERS	SUPPLIES 12.90		
1713.543.00	X X	12.90	7,255	25.80
316.543.00	MASS MEDIA ASSOCIATES	SUPPLIES	7,256	82.00

511.550.00	ROBERT MATTER	TRAVEL	7,257	110.00
300.543.00	MEANS SERVICES	SUPPLIES 10.00		
713.543.00	X X	49.00	7,258	59.00
715.543.00	MEANS SERVICES	SUPPLIES	7,259	55250
800.544.00	JOAN MELVIN	REIMB 3 HOURS	7,260	92.50
000.550.00	LINDA MILLER	TRAVEL	7,261	42.80
000.530.00	ED MUELLER A V	VOID	7,262	
000.530.00	NATIONAL COMPUTER SYS INC	SERVICE	7,263	15.00
000.541.00	NCR CORP	SERVICE	7,264	137.00
000.562.00	NCR CORP	CHECKS	7,265	395.80
600.543.00	NASCO	EQUIP RENTAL	7,266	3,327.13
200.543.00	NATL FARM BOOK CO	SUPPLIES	7,267	13.36
712.543.00	NATL LEAGUE FOR NURSING	SUPPLIES	7,268	10.33
711.550.00	HAROLD NELSON	TRAVEL	7,269	113.71
800.530.01	NELSON OFFICE SERVICES	SERVICE	7,270	76.80
400.550.00	FRED NESSBIT	TRAVEL	7,271	55.00
600.543.00	NEWARK ELECTRONICS	SUPPLIES	7,272	22.40
400.543.00	NORTHERN ILL UNIV	SUPPLIES 38.30	7,273	5.51
512.543.00	X X X	8.20	7,274	46.50
800.542.00	NORTHLAND PAPER CO	SUPPLIES	7,275	177.76
000.545.00	JEFFREY NORTON PUBL	BOOKS	7,276	23.45
400.543.00	PERFECTION FORM CO	SUPPLIES	7,277	65.75
000.547.00	PHOTOGRAPHY BY TERRY DOTY	PUB RELA	7,278	363.50
100.544.02	PRENTICE HALL INC	SUPPLIES	7,279	22.68
000.550.00	JUANITA PRESCOTT	TRAVEL	7,280	108.24
300.543.00	PROPHETER AVIATION	SUPPLIES	7,281	150.00
000.547.00	PROPHETSTOWN ECHO	PUB RELA	7,282	51.30
712.543.00	PYRAMID FILMS	SUPPLIES	7,283	48.36
000.544.02	RADIO SHACK	SUPPLIES	7,284	21.80
000.541.00	RESEARCH INSTITUTE OF AMERICA	SUPPLIES	7,285	39.72
316.543.00	RESEARCH PRESS	SUPPLIES	7,286	50.00
616.543.00	RED CARPET MARKET	SUPPLIES	7,287	52.16
000.530.00	ROADSTAR INN	DR COSAND	7,288	170.10
000.547.00	ROCK VALLEY REVIEW	PUB RELA	7,289	80.00
316.543.00	SVC BOOKSTORE	SUPPLIES 3.49		
500.543.00	X X	5.83		
511.543.00	X X	9.78		
600.543.00	X X	20.72		
711.543.00	X	57.60		
712.543.00	X X	1.83		
713.543.00	X X	1.96		
800.542.00	X X	2.76		
611.541.00	X X	2.97		
613.543.00	X X	6.73		
615.543.00	X X	14.68		
616.543.00	X X	1.38		
000.541.00	X X	37.80		
000.541.00	X X	5.94	7,290	173.47
000.550.00	SERVOMATION CORP	BOARD MEETING	7,291	6750
000.547.00	B F SHAW PRINTING CO	PUB RELA	7,292	6.60
000.543.00	SBM EQUIP CENTER	SUPPLIES 9.14		
800.530.01	X X	38.00		
800.542.00	X X	40.80	CONTD TO NEXT PAGE	

4.811.541.01	SBM EQUIP CENTER CONTD.	SUPPLIES	16.96
.000.541.00	X X	2.14	
.000.541.00	X X	9.18	
.000.539.00	X X	35.00	
2.600.543.00	SARGENT WELCH SCIENTIFIC CO	SUPPLIES	
1.815.543.00	SCIENCE RESEARCH ASSOC	SUPPLIES	
2.000.545.00	SCBIBNER BOOK CO	BOOKS	
3.000.547.00	B F SHAW PRINTING CO	PUB RELA	4870.00
2.000.544.00	X X X	POSTAGE	1347.99
0.714.550.00	STANLEY SHIPPERT	TRAVEL	
0.000.544.02	SITLERS SUPPLIES INC	SUPPLIES	
0.300.543.00	SOCIETY OF MFG ENGINEERS	SUPPLIES	
8.000.541.00	ST PETERS COLLEGE PRESS	SUPPLIES	
0.000.544.02	STERLING CAMERA CENTER	SUPPLIES	
3.000.547.00	X X	106.46	
0.310.538.00	STERLING SCHOOL OF BEAUTY	93.19	
1.000.556.00	SWARTLEYS GREENHOUSE	COSMETOLOGY	
3.000.547.00	TRI COUNTY PRESS	FLOWERS	
5.000.541.00	UARCO	PUB RELA	
0.000.545.00	UNITARIAN UNIVERSALIST ASSN	SUPPLIES	
0.400.543.00	UNIV OF ILLINOIS	BOOK	
0.500.543.00	X X	FILMS	28.50
0.600.543.00	X X	13.75	
0.300.543.00	UNIV OF WIS-EXTENSION	35.00	
2.600.543.00	VWR SCIENTIFIC INC	SUPPLIES	
.000.547.00	W I X N	SUPPLIES	
4.000.547.00	W J V M	PUB RELA	
1.000.547.00	W S D R	PUB RELA	
.000.531.00	WARD WARD MURRAY PACE---	SERVICES	
1.000.545.00	WEST PUBL CO	BOOKS	
0.800.530.03	WESTBROOK COLLEGE	MASTER TEACHERS SEMINAR	
0.715.543.00	WOLVERINE SPORTS	SUPPLIES	
2.000.545.00	WRITERS DIGEST BOOKS	BOOK	
2.000.541.00	WRITING SALES INC	SUPPLIES	
4.000.544.03	XEROX CORPORATION	SUPPLIES	
0.000.544.02	SVC IMPREST FUND	MISC EXPENSES	
0.000.549.00	SVC PETTY CASH	SUPPLIES	3.60
2.000.544.00	X X	4.84	
2.000.521.00	X X	1.66	
2.000.546.00	PRUDENTIAL INS CO	MARCH PREMIUM	
-000-530	ASSN OF GOVERNING BOARDS	DUES	
-000-585	MIDWEST VISUAL EQUIPMENT CO.	Service	177.28
		Equipment	- 1449.36
		TOTAL BILLS	
			72,830.21

Cks. #7176-7189 and void #7139

210,806.41

TOTAL EDUCATIONAL FUND FOR FEBRUARY

\$ 283,638.62

INSURANCE FUND

892-000-527	SVC EDUCATIONAL FUND	Reimb. Unemployment tax	12	\$ 2,431.48
892-000-531	SVC EDUCATIONAL FUND	Reimb. Audit	13	7,150.00
892-000-527	DIRECTOR OF LABOR	Addtl. Unemployment tax	14	<u>681.20</u>

TOTAL INSURANCE FUND FOR FEBRUARY

\$10,262.68

BUILDING FUND

271-000-530	MONTGOMERY ELEVATOR	Maint. Agmt.- addtl.	6,181	\$ 13.00
270-000-544	FARM & FLEET	Supplies	6,182	<u>279.37</u>
				292.37

0,000,544.00	CARDINAL AUTO PARTS	SUPPLIES	6,183	3.15
0,000,544.00	CRESCENT ELECTRIC CO	SUPPLIES	6,184	227.90
0,000,544.00	DIXON GARAGE SUPPLY	SUPPLIES	6,185	23.10
0,000,544.00	DIXON SWIMMING, POOL SUPPLY	SUPPLIES	6,186	72.50
0,000,550.00	GLADYS GUNTLE	TRAVEL	6,187	8.40
0,000,550.00	HENRY HAYNER	TRAVEL	6,188	70.70
0,000,544.00	KRADLES	SUPPLIES	6,189	31.26
0,000,544.00	LEE F S INC	SUPPLIES	6,190	573.23
0,000,544.00	LINCOLN RENTALL & SALES	SUPPLIES	6,191	64.12
1,000,530.00	DAVID MAYES	SEWAGE TESTING	6,192	175.00
1,000,530.00	MONTGOMERY ELEVATOR CO	MAINT CONTR	6,193	469.96
0,000,544.00	MORGAN LINEN SERVICE	SUPPLIES	6,194	89.16
6,000,571.00	NORTHERN ILL GAS CO	SERVICE	6,195	21,486.20
6,000,571.00	NORTHERN ILL GAS CO	SERVICE	6,196	522.47
1,000,530.00	ROCK VALLEY DISPOSAL	SERVICE	6,197	81.00
0,000,544.00	SVC EDUCATIONAL FUND	SUPPLIES	6,198	41.00
0,000,544.00	SBM EQUIPMENT CENTER	SUPPLIES 104.10		
0,000,547.00	X X X	EQUIP 220.00	6,199	324.10
0,000,544.00	STEWART TRUCK & EQUIP	SUPPLIES	6,200	56.00
0,000,544.00	SIMPLEX TIME RECORDER CO	SUPPLIES	6,201	147.36
0,000,544.00	TRACTOR SUPPLY CO	SUPPLIES	6,202	10.99
0,000,544.00	SVC IMPREST FUND	MIS EXPENSES	6,203	16.27
0,000,544.00	SVC PETTY CASH FUND	SUPPLIES	6,204	3.75
0,000,544.00	SVC BOOKSTORE	SUPPLIES	6,205	4.79

TOTAL BUILDING FUND FOR FEBRUARY

\$24,799.85

IMPREST FUND

110-300-550	Illinois Vocational Assn.	Conf. Reg.	5418	\$ 12.00
192-000-544	United Parcel Service	Service	5419	3.90
176-000-575	Susan Dixon	Phone calls	5420	5.10
192-000-544	Postmaster	Bulk permit	5421	100.00
110-813-514-01	Ruthanne Hyduke	Honorarium	5422	100.00
192-000-544	Postmaster	Bus. Reply acct.	5423	25.00
192-000-544	United Parcel Service	Service	5424	14.95
131-000-516	Diane Coons	Registration work	5425	65.33
110-418-543	John Jay Press	Supplies	5426	5.50
270-000-544	Lee Murray	Supplies	5427	6.27
271-000-530	Div. of Boiler & Pressure Vessel Safety	Inspection	5428	10.00
110-511-530	Joanne Wright	Modelling-art class	5429	64.00
110-600-543	David Youker	Supplies	5430	6.48
192-000-544	Postmaster	Bus. Reply acct.	5431	25.00
192-000-544	United Parcel Service	Service	5432	3.90
110-713-550	McKinley Health Service	Workshop reg.	5433	22.50
110-400-550	University of Illinois	Conf. Reg.	5434	80.00
110-812-550-01	Illinois Vocational Assn.	Conf. Reg.	5435	29.75
110-813-543	Wadsworth Publ. Co.	Supplies	5436	24.00
192-000-544	United Parcel Service	Service	5437	7.97
138-000-541	McDonalds Corporation	Supplies	5438	3.00
110-511-530	Ronald Kemp Jr.	Modelling-art class	5439	8.00
110-511-543	American Crafts Council	Supplies	5440	13.60
192-000-544	Postmaster	Bulk permit	5441	100.00
110-813-543	Holes-Wobway Co.	Supplies	5442	<u>17.95</u>

754.20

EDUCATIONAL FUND - 737.93

BUILDING FUND - 16.27

Balance in fund - 2269.80

Disbursements - 754.20Total in fund - 3024.00

BAUK VALLEY COLLEGE

APPROVED BY

William E. Keigle
PRESIDENT

Kay L. Fisher
SECRETARY
DATE 2-24-81

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	57,463.12	57,463.12	47,015.28	10,447.84	109,801.00	52,337.88	52,337.88
DIV OF BUS CONTR SERV	4,856.45	4,856.45	4,856.45	.00	4,265.00	591.45 CR	591.45 CR
DIV OF BUS SUPPLIES	3,070.45	3,070.45	2,800.16	270.29	3,850.00	779.55	779.55
DIV OF BUS CONF & MEETINGS	733.31	733.31	733.31	.00	1,300.00	566.69	566.69
FOOD SERV CONTR SERV	20.00	20.00	20.00	.00	300.00	280.00	280.00
FOOD SERV SUPPLIES	273.49	273.49	236.44	37.05	1,000.00	726.51	726.51
FOOD SERV CONF & MEETINGS	.00	.00	.00	.00	212.00	212.00	212.00
DIV OF AGRIC SALARIES	9,405.44	9,405.44	7,695.36	1,710.08	20,521.00	11,115.56	11,115.56
DIV OF AGRIC CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF AGRIC SUPPLIES	1,174.49	1,174.49	1,145.20	29.29	1,280.00	105.51	105.51
DIV OF AGRIC CONF & MEETINGS	.00	.00	.00	.00	465.00	465.00	465.00
DIV OF INDUS ED SALARIES	73,277.60	73,277.60	60,154.40	13,123.20	132,922.00	59,644.40	59,644.40
DIV OF INDUS ED CONTR SERV	2,083.65	2,083.65	2,083.65	.00	2,250.00	166.35	166.35
DIV OF INDUS ED SUPPLIES	12,356.27	12,356.27	11,201.74	1,154.53	21,440.00	9,083.73	9,083.73
DIV OF INDUS ED CONF & MEETINGS	764.38	764.38	588.18	176.20	3,605.00	2,840.62	2,840.62
COSMETOLOGY CONTR SERV	46,080.98	46,080.98	33,635.54	12,449.44	35,000.00	11,080.98 CR	11,080.98 CR
COSMETOL SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS	10.56	10.56	10.56	.50 CR	50.00	39.44	39.44
HUMAN SERV ADMIN SALARIES	13,937.40	13,937.40	12,079.08	1,858.32	22,300.00	8,362.60	8,362.60
HUMAN SERV CONTR SERV	50.00	50.00	50.00	.00	500.00	450.00	450.00
HUMAN SERV SUPPLIES	1,358.13	1,358.13	1,102.54	255.59	1,300.00	58.13 CR	58.13 CR
HUMAN SERV CONF & MEETINGS	230.03	230.03	123.18	106.85	475.00	244.97	244.97
DIV OF SOC SCI SALARIES	52,095.56	52,095.56	42,623.64	9,471.92	106,102.00	54,006.44	54,006.44
DIV OF SOC SCI CONTR SERV	30.00	30.00	30.00	.00	.00	30.00 CR	30.00 CR
DIV OF SOC SCI SUPPLIES	1,335.61	1,335.61	1,029.69	305.92	2,600.00	1,264.39	1,264.39
DIV OF SOC SCI CONF & MEETINGS	164.94	164.94	62.54	102.40	1,050.00	885.06	885.06
CRIMINAL JUS INSTR SALARIES	20,738.30	20,738.30	16,967.70	3,770.60	38,407.00	17,668.70	17,668.70
CRIM JUS CONTR SERV	.00	.00	.00	.00	550.00	550.00	550.00
CRIM JUS SUPPLIES	791.60	791.60	676.61	114.99	2,652.00	1,860.40	1,860.40
CRIM JUS CONF & MEETINGS	917.82	917.82	917.82	.00	1,100.00	182.18	182.18
LIBRARY TECH SUPPLIES	69.10	69.10	69.10	.00	250.00	180.90	180.90
DIV OF FIRE SCI CONTR SERV	28.00	28.00 CR	28.00	.00	100.00	128.00	128.00
DIV OF FIRE SCI SUPPLIES	100.07	100.07	100.07	.00	875.00	774.93	774.93
DIV OF FIRE SCI CONF & MEETINGS	42.70	42.70	42.70	.00	200.00	157.30	157.30
DIV OF HUMANITIES SALARIES	100,169.19	100,169.19	81,956.61	18,212.58	181,377.00	81,207.81	81,207.81
DIV OF HUMAN. CONTR SERV	25.00	25.00	25.00	.00	500.00	475.00	475.00
DIV OF HUMAN. SUPPLIES	1,691.05	1,691.05	1,473.32	217.73	2100.00	408.95	408.95

Account	Total Expenditures	To Date	Prev. No. To Date	This No.	Budget	Unexpended	Unencumbered
DIV OF HUMAN. CONF & MEETINGS	1,345.28	1,345.28	1,345.28	.00	1,690.00	344.72	344.72
ART DEPT SALARIES	8,922.32	8,922.32	7,300.08	1,622.24	19,467.00	10,544.68	10,544.68
ART DEPT CONTR SERV	72.00	72.00		72.00	450.00	378.00	378.00
ART DEPT SUPPLIES	622.33	622.33	681.35	59.02 CR	1,650.00	1,027.67	1,027.67
ART DEPT CONF & MEETINGS	110.00	110.00		110.00	110.00	.00	.00
MUSIC DEPT SALARIES	17,966.52	17,966.52	14,699.88	3,266.64	39,200.00	21,233.48	21,233.48
MUSIC DEPT CONTR SERV	744.85	744.85	744.85	.00	1,000.00	255.15	255.15
MUSIC DEPT SUPPLIES	616.03	616.03	533.86	82.17	1,300.00	683.97	683.97
MUSIC DEPT CONF & MEETINGS	.00			.00	270.00	270.00	270.00
DIV OF MATH SCI SALARIES	84,423.79	84,423.79	69,074.01	15,349.73	155,103.00	70,679.21	70,679.21
DIV OF MATH SCI CONTR SERV	34.27	34.27	34.27	.00	3,250.00	3,215.73	3,215.73
DIV OF MATH SCI SUPPLIES	5,901.69	5,901.69	4,910.07	991.62	10,050.00	4,148.31	4,148.31
DIV OF MATH SCI CONF & MEETINGS	30.50	30.50	30.50	.00	870.00	839.50	839.50
MED LAB TECH SALARIES	20,684.39	20,684.39	17,595.41	3,088.98	37,068.00	16,383.61	16,383.61
MED LAB TECH CONTR SERV	329.20	329.20	329.20	.00	800.00	470.80	470.80
MED LAB TECH SUPPLIES	5,320.62	5,320.62	4,600.65	719.97	12,155.00	6,834.38	6,834.38
MED LAB TECH CONF & MEETINGS	537.54	537.54	460.74	76.80	1,258.00	720.46	720.46
ADN INSTR SALARIES	15,187.70	15,187.70	12,426.30	2761.40	48,388.00	33,200.30	33,200.30
ADN OFC SALARIES	5,177.40	5,177.40	4,487.08	690.32	8,284.00	3,106.60	3,106.60
ADN CONTR SERV	.00			.00	200.00	200.00	200.00
ADN SUPPLIES	1,558.82	1,558.82	1,099.99	458.83	2,290.00	731.18	731.18
ADN CONF & MEETINGS	1,141.50	1,141.50	918.60	222.90	1,695.00	553.50	553.50
LPN SALARIES	61,242.55	61,242.55	57,466.87	8,775.68	10,486.20	4,361.945	4,361.945
LPN CONTR SERV	.00			.00	275.00	275.00	275.00
LPN SUPPLIES	832.50	832.50	623.09	209.41	3,054.00	2,221.50	2,221.50
LPN CONF & MEETINGS	611.88	611.88	460.87	151.01	1,475.00	863.12	863.12
RAD TECH SALARIES	12,977.19	12,977.19	11,188.61	1,788.58	21,463.00	8,485.81	8,485.81
RAD TECH CONTR SERV	.00			.00	450.00	450.00	450.00
RAD TECH SUPPLIES	3,359.62	3,359.62	2,627.93	731.69	5,875.00	2,515.38	2,515.38
RAD TECH CONF & MEETINGS	1,424.63	1,424.63	1,322.63	102.00	2,600.00	1,175.37	1,175.37
DIV OF PHYS ED SALARIES	21,322.95	21,322.95	17,446.05	3,876.90	46,523.00	25,200.05	25,200.05
DIV OF PHYS ED SUPPLIES	1,810.38	1,810.38	1,167.34	643.04	2,482.00	671.62	671.62
DIV OF PHYS ED CONF & MEETINGS	158.23	158.23	158.23	.00	440.00	281.77	281.77
NURSING ASST ADMIN SALARIES	11,173.35	11,173.35	9,552.26	1,621.09	16,180.00	5,006.65	5,006.65
NURSING ASST CONTR SERV	25.00	25.00	25.00	.00	350.00	325.00	325.00
NURSING ASST SUPPLIES	158.04	158.04	149.31	8.73	700.00	541.96	541.96
NURSING ASST CONF & MEETINGS	510.78	510.78	510.78	.00	450.00	60.78 CR	60.78 CR
PART TIME OVERLOAD-FOSTER	7,425.00	7,425.00	8,836.88	1,411.88 CR	26,000.00	18,575.00	18,575.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
NIGHT PREMIUMS-FOSTER	100.00	100.00	100.00	.00	100.00 CR	100.00	100.00 CR
PART TIME OVERLOAD-SAGMOE	19,026.60	19,026.60	19,026.60	.00	20,000.00	973.40	973.40
PART TIME OVERLOAD-STRICKLAND	80,535.91	80,535.91	78,822.08	1,713.83	125,000.00	44,464.09	44,464.09
NIGHT PREMIUMS-STRICKLAND	2,200.00	2,200.00	1,100.00	1,100.00	2,200.00 CR	2,200.00 CR	2,200.00 CR
SUMMER SESSION-STRICKLAND	428,46.86	428,46.86	428,46.86	.00	45,000.00	2,153.14	2,153.14
SUMMER SESSION-FOSTER	46,439.44	46,439.44	46,439.44	.00	47,725.00	1,285.56	1,285.56
SUMMER SESSION-SAGMOE	8,425.60	8,425.60	8,425.60	.00	11,000.00	2,574.40	2,574.40
INSTR ADMIN SECR SALARIES	14,792.40	14,792.40	12,820.08	1,972.32	23,668.00	8,875.60	8,875.60
WORKROOM CONTR SERV	1,704.00	1,704.00	1,611.00	93.00	1,750.00	46.00	46.00
INSTR UNALLOCATED CONTR SERV	672.04	672.04	617.70	54.34	1,650.00	977.96	977.96
FACULTY IN SERVICE TRAINING	1,262.62	1,262.62	47.08	1,215.54	5,000.00	3,737.38	3,737.38
WORKROOM SUPPLIES	1,184.48	1,184.48	1,387.70	203.22 CR	750.00	4,344.48 CR	4,344.48 CR
FACULTY OFFICE SUPPLIES	269.27	269.27	221.82	47.45	800.00	530.73	530.73
INSTITU COMMITTEES	55.97	55.97	55.97	.00	200.00	144.03	144.03
TUITION REIMBURSEMENT	3,926.92	3,926.92	3,349.47	577.45	7,200.00	3,273.08	3,273.08
ARTS & SCI DEAN SALARY	17,499.90	17,499.90	15,166.58	2,333.32	28,000.00	10,500.10	10,500.10
ARTS & SCI SECR SALARY	6,183.00	6,183.00	5,358.60	824.40	9,893.00	3,710.00	3,710.00
ARTS & SCI FED WORK STUDY	12,077.12	12,077.12	10,331.96	1,745.16	19,201.00	7,123.88	7,123.88
STUDENT TUTORS	2180.28	2180.28	1,976.25	204.03	4,600.00	2,419.72	2,419.72
ARTS & SCI SUPPLIES-DEAN	752.61	752.61	646.30	106.31	1,750.00	997.39	997.39
DEAN CONF & MEETINGS	514.25	514.25	514.25	.00	800.00	285.75	285.75
CAREER ED DEAN SALARY	16,249.95	16,249.95	14,083.29	2,166.66	26,000.00	9,750.05	9,750.05
ASST DEAN SALARY	16,156.20	16,156.20	14,002.04	2,154.16	25,850.00	9,693.80	9,693.80
CAREER ED SECR SALARY	6,663.75	6,663.75	5,775.25	888.50	10,662.00	3,998.25	3,998.25
CAREER ED FED WORK STUDY	15,184.07	15,184.07	13,734.04	1,450.03	12,230.00	2,954.07 CR	2,954.07 CR
SVC STUDENT EMPLOYEES	3,196.50	3,196.50	2,630.35	566.15	6,000.00	2,803.50	2,803.50
ASST DEAN CONTR SERV		.00		.00	1,00.00	100.00	100.00
DEAN SUPPLIES	477.98	477.98	440.72	37.26	1,300.00	1,322.02	1,322.02
ASST DEAN SUPPLIES	373.87	373.87	348.82	25.05	700.00	326.13	326.13
DEAN CONF & MEETINGS	179.25	179.25	149.50	29.75	1,275.00	1,095.75	1,095.75
ASST DEAN CONF & MEETINGS	106.04	106.04	106.04	.00	400.00	293.96	293.96
COMMUNITY ED ADMIN SALARIES	13,650.00	13,650.00	11,830.00	1,820.00	21,840.00	8,190.00	8,190.00
COMM ED INSTR SALARIES	50,371.17	50,371.17	48,020.17	2,351.00	81,000.00	30,628.83	30,628.83
COMM SERV COORDINATORS	4,355.00	4,355.00	4,355.00	.00	7,000.00	2,645.00	2,645.00
COMM ED SECR SALARIES	5,141.79	5,141.79	4,444.89	696.90	8,645.00	3,503.21	3,503.21
COMM ED CONTR SERV	880.00	880.00	880.00	.00	3,220.00	2,340.00	2,340.00
COMM ED SUPPLIES	1,960.28	1,960.28	1,813.52	146.76	3,500.00	1,539.72	1,539.72

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
COMM ED CONF & MEETINGS	921.82	921.82	821.84	99.98	1,950.00	1,028.18	1,028.18
ACADEM SKILLS SALARIES	17,927.58	17,927.58	14,668.02	3,259.56	38,061.00	20,133.42	20,133.42
ACADEM SKILLS FED WORK STUDY	3,641.25	3,641.25	3,554.15	87.10	2,722.00	919.25 CR	919.25 CR
ACADEM SKILLS CONTR SERV	36.75	36.75	36.75	.00	600.00	563.25	563.25
ACADEM SKILLS SUPPLIES	2,183.04	2,183.04	1,716.20	466.84	3,600.00	1,416.96	1,416.96
ACADEM SKILLS CONF & MEETINGS	224.42	224.42	224.42	.00	300.00	75.58	75.58
HONORS PROGRAM CONTR SERV		.00		.00	100.00	100.00	100.00
HONORS PROGRAM SUPPLIES	62.41	62.41	8.87	53.54	100.00	37.59	37.59
HONORS PROG CONF & MEETINGS		.00		.00	710.00	710.00	710.00
LRC ADMIN SALARIES	15,000.00	15,000.00	13,000.00	2,000.00	24,000.00	9,000.00	9,000.00
LRC PROF SALARIES	27,363.77	27,363.77	22,648.23	4,715.54	58,237.00	30,873.23	30,873.23
LRC SECR SALARIES	16,102.39	16,102.39	13,927.89	2,174.50	26,531.00	10,428.61	10,428.61
LRC FED WORK STUDY	7,588.41	7,588.41	6,722.40	866.01	7,909.00	320.59	320.59
LRC CONTR SERV	1,834.59	1,834.59	1,496.85	337.74	3,850.00	2,015.41	2,015.41
LIBRARY SUPPLIES	7,816.93	7,816.93	7,628.22	188.71	9,500.00	1,683.07	1,683.07
A V SUPPLIES	3,035.90	3,035.90	2,594.64	441.26	6,400.00	3,364.10	3,364.10
XEROX SUPPLIES	2,927.58	2,927.58	1,811.35	1,116.23 CR	2,000.00	4,927.58	4,927.58
LIBRARY BOOKS	20,250.85	20,250.85	17,377.59	2,873.26	30,000.00	9,749.15	9,749.15
LRC CONF & MEETINGS	99.14	99.14	99.14	.00	500.00	400.86	400.86
ADM & REC SECR SALARIES	19,555.00	19,555.00	16,847.85	2,707.15	31,547.00	11,992.00	11,992.00
ADM & REC FED WORK STUDY	3,129.81	3,129.81	2,907.03	222.78	3,837.00	707.19	707.19
ADM & REC CONTR SERV	455.00	455.00	455.00	.00	3,113.00	2,658.00	2,658.00
ADM & REC SUPPLIES	3,425.74	3,425.74	3,226.80	198.94	6,000.00	2,574.26	2,574.26
ADM & REC CONF & MEETINGS	28.76	28.76	28.76	.00	425.00	396.24	396.24
COUNSELING PROF SALARIES	50,356.59	50,356.59	43,481.45	6,875.14	82,502.00	32,145.41	32,145.41
COUNSELING SECR SALARIES	5,403.00	5,403.00	4,682.60	720.40	8,645.00	3,242.00	3,242.00
HEALTH SERV SUPPLIES		.00		.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	15,375.00	15,375.00	13,325.00	2,050.00	24,600.00	9,225.00	9,225.00
FIN AIDS SECR SALARIES	9,797.04	9,797.04	8,166.70	1,630.34	16,554.00	6,756.96	6,756.96
STUDENT SERV ADMIN SALARIES	18,562.50	18,562.50	16,087.50	2,475.00	29,700.00	11,137.50	11,137.50
STUDENT SERV SECR SALARIES	6,667.50	6,667.50	5,778.50	889.00	10,668.00	4,000.00	4,000.00
STUDENT SERV FED WORK STUDY	33,473.22	33,473.22	30,878.64	2,594.58	35,039.00	1,565.78	1,565.78
COACHING SALARIES	5,875.00	5,875.00	5,875.00	.00	10,300.00	4,425.00	4,425.00
STUDENT SERV CONTR SERV	273.71	273.71	273.71	.00	300.00	26.29	26.29
STUDENT SERV SUPPLIES	9,201.41	9,201.41	9,174.07	27.34	11,500.00	2,298.59	2,298.59
DISADVANTAGED GRANT	913.03	913.03	913.03	.00	913.03 CR	913.03 CR	913.03 CR

Account	Total Expenditures	To Date	Prev. No. To Date	This No.	Budget	Unexpended	Unencumbered
STUDENT RECRUITMENT	29.01	29.01	29.01	.00	1500.00	1470.99	1470.99
COMMENCEMENT	1,694.90	1,694.90	1,694.90	.00	6000.00	4305.10	4305.10
STUDENT SERV CONF & MEETINGS	1,669.56	1,669.56	1,626.76	42.80	4500.00	2830.44	2830.44
VETERANS GRANT SUPPLIES	91.27	91.27	90.28	.99	500.00	408.73	408.73
VETERANS GRANT CONF & MEETINGS	53.75	53.75	53.75	.00	250.00	196.25	196.25
PUB SERV SALARIES		.00		.00	3500.00	3500.00	3500.00
PUB SERV CONTR SERV		.00		.00	1000.00	1000.00	1000.00
PUB SERV SUPPLIES		.00		.00	3000.00	3000.00	3000.00
SERVICE STAFF SALARIES	180,095.83	180,095.83	155,893.89	24,201.94	307,971.00	127,875.17	127,875.17
MAINT BOYS FED WORK STUDY	36,268.16	36,268.16	31,782.90	4,485.26	64,475.00	28,206.84	28,206.84
MATRONS FED WORK STUDY	15,093.13	15,093.13	13,414.27	1,678.86		15,093.13 CR	15,093.13 CR
ELECTRICITY	86,471.18	86,471.18	74,714.95	11,756.23	156,200.00	69,728.82	69,728.82
TELEPHONE	14,646.16	14,646.16	12,540.59	2,105.57	25,150.00	10,503.84	10,503.84
PRESIDENTS SALARY	28,125.00	28,125.00	24,375.00	3,750.00	45,000.00	16,875.00	16,875.00
PRES SECR SALARY	8,578.25	8,578.25	7,473.75	1,104.50	13,504.00	4,925.75	4,925.75
PRES OFC FEDWORK STUDY	23,061.13	23,061.13	19,359.95	370.18	2096.00	210.13 CR	210.13 CR
PRES OFC CONTR SERV	1,629.65	1,629.65	387.00	1,242.65	2700.00	1,070.55	1,070.55
PRES OFC SUPPLIES	1,322.33	1,322.33	1,151.47	170.86	4,000.00	2,677.67	2,677.67
PRES OFC CONF & MEETINGS	1,927.09	1,927.09	1,278.25	648.84	2000.00	72.91	72.91
SPECIAL AFFAIRS	1,894.32	1,894.32	1,816.12	78.20	2000.00	105.68	105.68
PRES OFC OTHER CONF & MEETINGS	2700.00	2700.00	2400.00	300.00	3600.00	900.00	900.00
BUS OFC ADMIN SALARIES	21,874.95	21,874.95	18,958.29	2916.66	35,000.00	13,125.05	13,125.05
BUS OFC PROF SALARIES	15,812.40	15,812.40	13,704.08	2,108.32	25,300.00	9,487.60	9,487.60
BUS OFC SECR SALARIES	29,414.20	29,414.20	25,387.58	4,026.62	51,093.00	21,678.80	21,678.80
BUS OFC FED WORK STUDY	7,615.77	7,615.77	6,959.16	656.61	8,420.00	804.23	804.23
BUS OFC CONTR SERV	3,275.10	3,275.10	3,275.10	.00	3,900.00	624.90	624.90
BUS OFC SUPPLIES	536.43 CR	536.43 CR	266.16	802.59 CR	7,500.00	8,036.43	8,036.43
BUS OFC CONF & MEETINGS	859.21	859.21	859.21	.00	2,350.00	1,490.79	1,490.79
PUB RELA ADMIN SALARIES	15,624.90	15,624.90	13,541.58	2,083.32	25,000.00	9,375.10	9,375.10
PUB RELA SECR SALARIES	1,280.50	1,280.50	1,235.00	45.50	2,000.00	719.50	719.50
PUB RELA SUPPLIES & ADS	29,073.93	29,073.93	21,784.22	7,289.71	49,000.00	14,926.07	14,926.07
PUB RELA CONF & MEETINGS	191.84	191.84	152.64	39.20	750.00	558.16	558.16
AUDITING & LEGAL	2,335.00	2,335.00	9,085.00	6,750.00 CR	10,000.00	7,665.00	7,665.00
ELECTIONS & OTHER	428.54	428.54	400.12	28.42	6,000.00	5,571.46	5,571.46
BOARD CONF & MEETINGS	641.63	641.63	315.53	326.10	1,700.00	1,058.37	1,058.37
INSTITUTIONAL SECR SALARIES	5,493.75	5,493.75	4,761.25	732.50	8,790.00	3,296.25	3,296.25
GROUP MED & LIFE INS	92,196.37	92,196.37	81,062.78	11,133.59	122,125.00	29,928.63	29,928.63

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
UNEMPLOYMENT COMP.		.00	2431.48	2431.48 CR		.00	.00
INSTITU UNALLOCATED CONTR SERV	1,098.78	1,098.78	946.24	15254	2100.00	1,001.22	1,001.22
FACULTY ASSN SUPPLIES	3057	3057	28.86	1.71	200.00	169.43	169.43
POSTAGE	8,368.86	8,368.86	6,738.49	1,630.37	30,030.00	21,661.14	21,661.14
PUBLICATIONS & DUES	4,669.65	4,669.65	4,249.65	420.00	6,200.00	1,530.35	1,530.35
ADVERTISING	168.60	168.60	161.60	7.00	550.00	381.40	381.40
RECRUITMENT	4,359.56	4,359.56	4,359.56	.00	2000.00	2,359.56 CR	2,359.56 CR
GENERAL INSURANCE	5,187.64	5,187.64	4,760.64	427.00	12,000.00	6,812.36	6,812.36
EQUIPMENT	16,971.67	16,971.67	11,904.61	5,067.06	12,203.40	10,506.23	10,506.23
STATE VOC EQUIPMENT	25,421.98	25,421.98	25,421.98	.00		25,421.98 CR	25,421.98 CR
TUITION CHARGE BACK	13,682.72	13,682.72	12,661.61	1,021.11	15,000.00	1,317.28	1,317.28
INSTITU RESE ARCH SUPPLIES	146.08	146.08	143.92	2.16	500.00	353.92	353.92
DATA PROC PROF SALARIES	28,437.45	28,437.45	24,645.79	3,791.66	45,500.00	17,062.55	17,062.55
DATA PROC NON ACADEM SALARIES	5,831.25	5,831.25	5,053.75	777.50	9,330.00	3,498.75	3,498.75
DATA PROC FED WORK STUDY	2,075.70	2,075.70	1,864.65	211.05	3,231.00	1,155.30	1,155.30
DATA PROC CONTR SERV	11,536.50	11,536.50	11,399.50	137.00	14,824.00	3,287.50	3,287.50
DATA PROC SUPPLIES	3,590.08	3,590.08	3,274.51	315.57	4,000.00	409.92	409.92
DATA PROC CONF & MEETINGS	7.00	7.00	7.00	.00	850.00	843.00	843.00
DATA PROC EQUIP RENTAL	25,188.68	25,188.68	21,602.05	3,586.63	43,044.00	17,855.32	17,855.32
GRANTS OFC SUPPLIES	238.16	238.16	232.22	5.94	1,000.00	761.84	761.84
GRANTS OFC CONF & MEETINGS		.00		.00	500.00	500.00	500.00
AFFIRM ACTION CONTR SERV		.00		.00	200.00	200.00	200.00
AFFIRM ACTION SUPPLIES	86.50	86.50	86.50	.00	300.00	213.50	213.50
AFFIRM ACTION CONF & MEETINGS		.00		.00	950.00	950.00	950.00
CONTINGENCIES		.00		.00	47,500.00	47,500.00	47,500.00

2167.57145 T 2167.57145 T 1895.36146 T 271.609.99 T 3706.652.00 T 1539.080.55 T 1539.080.55 T

BULDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG & MAINT SUPPLIES	10.823.84	10.823.84	9.291.91	1.531.93	55.000.00	44.176.16	44.176.16
MAINT CONF & MEETINGS	357.12	357.12	278.02	79.10	700.00	342.88	342.88
SERVICE EQUIPMENT	357.25	357.25	137.25	220.00	850.00	8142.75	8142.75
MAINT CONTR SERV	23.957.85	23.957.85	23.208.89	748.96	32.150.00	8192.15	8192.15
GAS	60.776.24	60.776.24	38.804.03	21.972.21	120.300.00	54523.76	54523.76
RENTAL CHARGES		.00		.00	1.000.00	1.000.00	1.000.00
CONTINGENCIES		.00		.00	20.000.00	20.000.00	20.000.00

96.272.30T 96.272.30T 71.720.10T 24.552.20T 237.650.00T 141.377.70T 141.377.70T

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT	.00		.00	20.000.00	20.000.00	20.000.00
NEW BLDGS & 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	989.65 □	989.65 □	989.65 □	.00	989.65	989.65
BLDG REPAIRS GYM COLUMNS	90.000.00	90.000.00	90.000.00	.00	90.000.00 CR	90.000.00 CR
BLDG REPAIRS AFFIRM ACTION	6198.30	6198.30	6198.30	.00	6198.30 CR	6198.30 CR
BLDG REPAIRS INS DEF	2618.00	2618.00	2618.00	.00	2618.00 CR	2618.00 CR
OFFICE EQUIPMENT		.00	.00	10.000.00	10.000.00	10.000.00
INSTR EQUIPMENT		.00	.00	10.000.00	10.000.00	10.000.00
SERVICE EQUIPMENT		.00	.00	10.000.00	10.000.00	10.000.00
OTHER CAPITAL OUTLAY		.00	.00	20.000.00	20.000.00	20.000.00

97.826.65T 97.826.65T 97.826.65T .00T 200.000.00T 102173.35T 102173.35T

BOND AND INTEREST 01

DEBT PRINCIPAL RETIREMENT	225.000.00	225.000.00	225.000.00	.00	225.000.00	.00	.00
INTEREST	27.168.75	27.168.75	27.168.75	.00	50.232.00	23.063.25	23.063.25
OTHER CHARGES	126.87	126.87	126.87	.00	500.00	373.13	373.13

252295.62T 252295.62T 252295.62T .00T 275.732.00T 23436.38T 23436.38T

BOND AND INTEREST #4

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DEBT PRINCIPAL RETIREMENT	250.000.00	250.000.00	250.000.00	.00	250.000.00	.00	.00
INTEREST	17.194.44	17.194.44	17.194.44	.00	17.500.00	305.56	305.56
OTHER FIXED CHARGES	.00			.00	1500.00	1500.00	1500.00
	267.194.44	267.194.44	267.194.44	.00	269.000.00	1805.56	1805.56

WORKING CASH FUND

MISC EXPENSES	.00		.00	.00	1.000.00	1.000.00	1.000.00
	.00	.00	.00	.00	1.000.00	1.000.00	1.000.00

INSURANCE FUND

WORKMEN'S COMP	18.923.00	18.923.00	18.923.00	.00	15.000.00	3.923.00 CR	3.923.00 CR
TORT LIABILITY	9.224.00	9.224.00	9.224.00	.00	11.000.00	1.776.00	1.776.00
UNEMPLOYMENT COMP	5.066.46	5.066.46	1.953.78	3.112.68	19.000.00	13933.54	13933.54
AUDIT COSTS	7.150.00	7.150.00		7.150.00	7.000.00	150.00 CR	150.00 CR
	40.363.46	40.363.46	30100.78	10.262.68	52.000.00	11636.54	11636.54

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
CURRENT TAXES	744621.60	744621.60	743816.33	805.27	762700.00	18078.40	18078.40
BACK TAXES	.67	.67	.67	.00		.67 CR	.67 CR
IN LIEU OF TAXES	3217.51	3217.51	3217.51	.00		3217.51 CR	3217.51 CR
CHARGE BACK REVENUE	8019.35	8019.35	3723.28	4296.07	10,000.00	1980.65	1980.65
SUMMER STATE APPORT	119000.00	119000.00	119000.00	.00	119090.00	90.00	90.00
FALL STATE APPORT	531581.80	531581.80	531581.80	.00	598932.00	67350.20	67350.20
SPRING STATE APPORT		.00		.00	583141.00	583141.00	583141.00
ABE GED SUPPLEMENTAL	1260.48	1260.48	1260.48	.00	2520.00	1259.52	1259.52
VOC ED REG REIMB	80833.00	80833.00	44918.00	35915.00	95000.00	14167.00	14167.00
VOC ED EQUIP REIMB	3051.00	3051.00 CR	3051.00	.00	47727.00	50778.00	50778.00
CORP PERS PROP TAX REPL	122260.00	122260.00	122260.00	.00	114904.00	7356.00 CR	7356.00 CR
NEW TITLE 2		.00		.00	1900.00	1900.00	1900.00
FEDERAL WORK STUDY	111004.75	111004.75	93882.01	17122.74	132420.00	21415.25	21415.25
VETERANS REPORTING FEE & OTHER FED	172.00	172.00 CR	45.00	127.00 CR	5000.00	5172.00	5172.00
SUMMER TUITION	116630.55	116630.55	116630.55	.00	112200.00	4430.55 CR	4430.55 CR
FALL TUITION	491230.18	491230.18	391230.18	100000.00	409850.00	81380.18 CR	81380.18 CR
SPRING TUITION	75000.00	75000.00		75000.00	416950.00	341950.00	341950.00
GRADUATION FEES	18.00	18.00 CR	18.00	.00	600.00	618.00	618.00
TRANSCRIPT FEES	541.00	541.00	449.00	92.00	700.00	159.00	159.00
PUB SERV. INCOME		.00		.00	7500.00	7500.00	7500.00
ANIXTER REVENUE	35875.00	35875.00	30750.00	5125.00	54000.00	18125.00	18125.00
UNIT 5 REVENUE	9000.00	9000.00	6750.00	2250.00	13500.00	4500.00	4500.00
INTEREST ON INVESTMENTS	17031.86	17031.86	12777.51	4254.35	50000.00	32968.14	32968.14
OTHER REVENUE	3124.39	3124.39	2952.69	171.70	100.00	3024.39 CR	3024.39 CR

2466991.14 T 2466991.14 T 2222086.01 T 244905.13 T 3538734.00 T 1071742.86 T 1071742.86 T

BUILDING FUND

CURRENT TAXES	186166.51	186166.51	185965.18	201.33	190675.00	4508.49	4508.49
BACK TAXES	.17	.17	.17	.00		.17 CR	.17 CR
IN LIEU OF TAXES	804.43	804.43	804.43	.00		804.43 CR	804.43 CR
PERS PROP TAX REPL	30565.00	30565.00	30565.00	.00	28726.00	1839.00 CR	1839.00 CR
INTEREST ON INVESTMENTS	933.73	933.73	933.73	.00	100.00	833.73 CR	833.73 CR
MISC REVENUE	909.00	909.00	824.00	85.00	900.00	9.00 CR	9.00 CR

219378.84 T 219378.84 T 21909251 T 28633 T 220401.00 T 1022.16 T 1022.16 T

SITE AND CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. No. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANIXTER REVENUE	126.90	126.90	126.90	.00		126.90 CR	126.90 CR
INTEREST ON INVESTMENTS	44,242.80	44,242.80	44,242.80	.00	35,000.00	9,242.80 CR	9,242.80 CR
CONTRIBUTIONS	1,388.00	1,388.00	1,388.00	.00		1,388.00 CR	1,388.00 CR
	45,757.70T	45,757.70T	45,757.70T	.00T	35,000.00T	10,757.70 CR	10,757.70 CR

BOND AND INTEREST #1

CURRENT TAXES	237,657.84	237,657.84	237,400.82	257.02	243,428.00	5,770.16	5,770.16
BACK TAXES	.25	.25	.25	.00		.25 CR	.25 CR
IN LIEU OF TAXES	1,026.92	1,026.92	1,026.92	.00		1,026.92 CR	1,026.92 CR
PERS PROP TAX REPL	34,872.00	34,872.00	34,872.00	.00	34,872.00	.00	.00
INTEREST ON INVESTMENTS	10,579.90	10,579.90	10,353.24	226.66	10,000.00	579.90 CR	579.90 CR
	284,136.91T	284,136.91T	283,653.23T	483.68T	288,300.00T	4,163.09T	4,163.09T

BOND AND INTEREST #4

CURRENT TAXES	264,960.64	264,960.64	264,674.09	286.55	271,509.00	6,548.36	6,548.36
IN LIEU OF TAXES	1,144.89	1,144.89	1,144.89	.00		1,144.89 CR	1,144.89 CR
INTEREST ON INVESTMENTS	1,984.12	1,984.12	1,984.12	.00		1,984.12 CR	1,984.12 CR
	268,089.65T	268,089.65T	267,803.10T	286.55T	271,509.00T	3,419.35T	3,419.35T

WORKING CASH FUND

INTEREST ON INVESTMENTS	56,662.76	56,662.76	48,154.06	8,508.70	10,000.00	46,662.76 CR	46,662.76 CR
	56,662.76T	56,662.76T	48,154.06T	8,508.70T	10,000.00T	46,662.76 CR	46,662.76 CR

INSURANCE FUND

CURRENT TAXES	49,637.50	49,637.50	49,583.82	53.68	52,000.00	2,362.50	2,362.50
BACK TAXES	.01	.01	.01	.00		.01 CR	.01 CR
IN LIEU OF TAXES	214.48	214.48	214.48	.00		214.48 CR	214.48 CR
	49,851.99T	49,851.99T	49,798.31T	53.68T	52,000.00T	2,148.01T	2,148.01T

BAUK VALLEY COMMUNITY

APPROVED BY

William E. Keyle
PRESIDENT

Kay E. Fischer
SECRETARY
DATE 2-24-81