

SAUK VALLEY COLLEGE BOARD OF TRUSTES MEETING  
2K2 Faculty Dining Room Second Floor  
August 29, 1983 7:30 pm

- A. Call to Order
- B. Roll Call
- C. Written Communications from Visitors
- D. Approval of Minutes
- E. Financial Reports and Actions:
  - 1. Treasurer's Report
  - 2. Current Disbursements
  - 3. Current Payroll Journal
  - 4. Public Hearing on 1983-84 Budget
  - 5. Approval of 1983-84 Faculty Contractual Agreement
  - 6. Approval of 1983-84 Budget
  - 7. Request for Tax Abatement
  - 8. Authorization for Roadway Repairs
- F. Personnel Recommendations:
  - 1. Request for Leave of Absence
  - 2. Confirmation of Professional Appointments
  - 3. Approval of Personal Resolution
- G. Other Actions:
  - 1. Approval of Resources Allocation (RAMP)
  - 2.
- H. Reports:
  - 1. Student Trustee
  - 2. ICCTA Representative
  - 3. Foundation Liaison
  - 4. Energy Committee
- I. President's Report:
  - 1. Administrative Year-end Reports
  - 2. Staff Report: Recent Research Studies
  - 3. New Slide Presentation
  - 4. Referendum Prospectus
  - 5. Fall Enrollment Report
- J. Time of Next Meeting
- K. Executive Session

# MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

August 29, 1983

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on August 29, 1983 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

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

John Fassler	Kay Fisher
Dick Groharing	Ann Powers
Juanita Prescott	Dolores Marassa

Absent: Dave Mandrgoc Oscar Koenig

Minutes: It was moved by Member Fisher and seconded by Member Powers that the Board approve the minutes of the July 25 and August 15 meetings as presented. Motion voted and carried.

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

Arrival: Member Koenig arrived at 7:40 p.m.  
Member Mandrgoc arrived at 7:42 p.m.

Disbursements: It was moved by Member Groharing and seconded by Member Fisher that the Board approved the bills in the following amounts:

Educational Fund	\$347,304.29
Building Fund	22,088.16

In a roll call vote the following was recorded:

Ayes; Members Fassler, Fisher, Groharing, Koenig, Powers, Prescott and Marassa. Member Mandrgoc abstained. Motion carried.

Payroll: It was moved by Member Groharing and seconded by Member Powers that the Board approve the July 31 payroll in the amount of \$119,761.45 and the August 15 payroll in the amount of \$125,114.81. In a roll call vote, all voted aye. Motion carried.

Public Hearing: Chair Prescott noted that the tentative budget for 1983-84 had been approved on July 25, and available for public review for the required 30 days. She said it was now time for the public hearing on this budget.

- Faculty Agreement: It was reported that the Faculty Association and the Board of Trustees had reached an agreement. It was moved by Member Groharing and seconded by Member Koenig that the Board approve the attached Contractual Agreement as presented. In a roll call vote the following was recorded: Ayes Members Fassler, Fisher, Groharing, Koenig, Mandrgoc, Powers, Prescott and Marassa. Nays-0. Motion carried.
- 1983-84 Budget: It was moved by Member Groharing and seconded by Member Koenig that the Board approve the attached 1983-84 budget as presented. In a roll call vote the following was recorded: Ayes Members Fassler, Fisher, Groharing, Koenig, Powers, Prescott and Marassa. Nays-Member Mandrgoc. Motion carried.
- Tax Abatements: Dr. Garner reported that the business and governmental bodies of Rock Falls are requesting the taxing bodies in their area to grant tax abatements to prospective industries in their community. This will be discussed further at the September meeting.
- Roadway Repairs: It was moved by Member Mandrgoc and seconded by Member Koenig that the Board approve the low bid of Midwest Blacktop in the amount of \$5,947.40 to seal and repair portions of the college parking lots and roadways, with funds to be used from the Site and Construction Fund. In a roll call vote, all voted aye. Motion carried.
- Leave of Absence: It was moved by Member Groharing and seconded by Member Powers that the Board grant Mr. David Lovekin, professor of Philosophy and English, a Leave of Absence for the 1983-84 academic year. In a roll call vote, all voted aye. Motion carried.
- Personnel: It was moved by Member Koenig and seconded by Member Fisher that the Board confirm the following professional appointments for the 1983-84 year:  
  
Louise Gartner - Asst. Instructor in Nursing  
David Clydesdale - Asst. Professor in Mathematics  
  
In a roll call vote, all voted aye. Motion carried.
- Commendation: It was moved by Member Fassler and seconded by Member Koenig that the Board approve the attached resolution commending Assistant Dean Jan Kime on her years of service to the college. Motion voted and carried.

RAMP: It was moved by Member Mandrgoc and seconded by Member Fisher that the Board approve the Resource Allocation Management Plan for Community Colleges which had been submitted to the Illinois Community College Board on August 1st. Motion voted and carried.

Reports: Member Groharing reported that he had been appointed to the ICCTA State Relations Committee. He said the next meeting would be held on September 10, 1984.

Kay Fisher reported that there was no Foundation meeting held in August.

Member Groharing reported that our energy grant had been approved on the state level and we were waiting for word of approval on the federal level. He said they were setting up a time frame to implement the items and also responsibility for each item will be assigned either to a college member or a vendor. Specs should be ready by November and the Board could accept bids at the December meeting.

Dr. Garner reported on the administrative year-end reports, the budget briefing held recently for members of the public, the planned updating of certain policies in the Board policy manual, current enrollment, the referendum prospectus, and introduced Linda Pifer who briefed the Board on recent research studies completed under the Title III grant.

Adjournment: Since the scheduled business was concluded, it was moved by Member Mandrgoc and seconded by Member Powers that the Board adjourn. The next regular meeting will be September 26, 1983. Motion voted and carried.

The meeting adjourned at 8:55 p.m.

Respectfully submitted:

  
Richard B. Groharing, Secretary



For Board Meeting  
of August 29, 1983

Agenda Item E-4

PUBLIC HEARING: 1983-84 BUDGET

The tentative Budget for 1983-84 was approved July 25, 1983. Since that date, the budget has been available for public review for the required 30 days.

A period of time shall be set aside at this meeting as the time of "hearing" for the Board to receive comments or inquiries from any citizens present.

For Board Meeting  
of August 29, 1983

Agenda Item E-5

APPROVAL OF 1983-84 FACULTY  
CONTRACTUAL AGREEMENT

The negotiations teams for the Faculty Association and the Board of Trustees have reached tentative agreement on a contract for 1983-84.

The Faculty Association will meet to consider the recommendation of their team on Friday, August 26th. If a positive vote is obtained, the Board will be asked to give their approval at the Monday night (August 29th) meeting, to the proposed new contract.

CONTRACTUAL AGREEMENT

BETWEEN

THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

AND

SAUK VALLEY COLLEGE FACULTY ASSOCIATION

APPROVED: 8/29/83

# SAUK VALLEY COLLEGE

*M. V. Files*

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 9, 1983

## MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe *JS*

RECEIVED  
SEP 12 1983  
OFF. OF THE PRESIDENT

The following should be included in your files with the Faculty Contract for 1983-84:

- (A) An original signed copy of the memorandum of understanding regarding instructional materials
- (B) An original signed copy of the agreement regarding statements to be entered in the minutes

jmb

enclosures

A MEMORANDUM OF UNDERSTANDING

Between

The SVC Faculty Association Bargaining Team

and

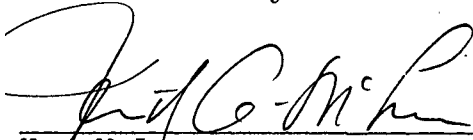
The SVC Board of Trustees Bargaining Team

Regarding

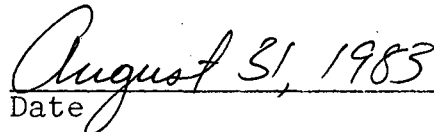
Instructional Materials

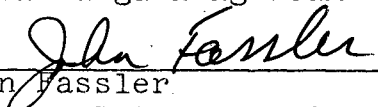
It is recognized that there is an artistic aspect to teaching which arises from an individual's personal style. Therefore, the personal notes developed by an instructor for personal use in instruction is considered personal property. Rights to such personal notes shall reside with the faculty member. The presentation, duplication, or dissemination of such personal materials without the expressed consent of the author/faculty member is not permitted.

The foregoing is not to be confused with course outlines, syllabi, and major evaluation materials, which are developed for a course, program, or academic discipline. These are fundamental for providing consistency and quality in academic standards. Such materials shall be developed, revised, exchanged, and otherwise maintained by faculty members as college property and held in common for any or all who need them.

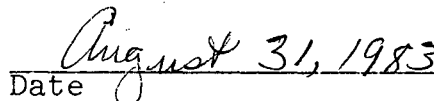
  
Ken McLean  
for the SVC Faculty Association  
Bargaining Team

Date

  
August 31, 1983

  
John Fassler  
for the SVC Board of Trustees  
Bargaining Team

Date

  
August 31, 1983

MINUTES

Sauk Valley College Faculty Association

and

Sauk Valley College Board

Negotiation Session

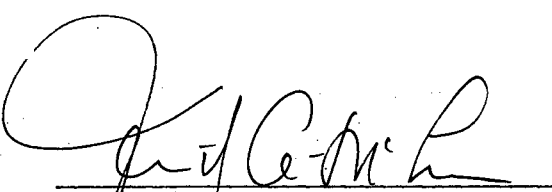
August 1, 1983

Minutes to Reflect:

- A. That the Dean of Instruction shall be personally and departmentally available to resolve all problems of scheduling which cannot be resolved within the department.
- B. The President clarifies his commitment to continue his practice of regular communication sessions with the SVCFA.

Included in these sessions will be discussion of official SVC policies which are pending before the Board and which would be recorded in the Board Policy Manual.

It is understood that the Association point of view will be presented to the Board by the President when such policies are under consideration, and, in addition, the Association shall have the option of preparing a written statement for Board distribution by the President.

  
Ken McLean  
for the SVC Faculty Association  
Bargaining Team

Date

August 31, 1983

  
John Fassler  
for the SVC Board of Trustees  
Bargaining Team

Date

August 31, 1983

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PREAMBLE

The Board of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau, and Carroll, State of Illinois, commonly known as the Board as Trustees of Sauk Valley Community College, hereinafter referred to as the "Board," and the Sauk Valley College Faculty Association, hereinafter referred to as the "Association," recognize that the aim of Sauk Valley College is to provide the best education and training possible for the residents of the Community College District and that the achievement of these educational objectives is a matter of mutual concern to the Board and the professional staff.

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

The Board recognizes that teaching is a profession requiring specialized educational qualifications, and both parties acknowledge the fact that the success of the educational program in the District depends in part upon the maximum utilization of the abilities of the professional instructional staff. As evidence of its acceptance of the professional rights and responsibilities of instructors, the Association has endorsed the Code of Ethics of the Education Profession as adopted by the 1975 Representative Assembly of the National Education Association.

ARTICLE I

Recognition

- 1.1 The Board recognizes the Sauk Valley College Faculty Association as the sole negotiating agent for the faculty (Faculty is defined as full-time instructional staff including librarians, counselors, and audio-visual personnel who have regular full-time appointments approved by the Board of Trustees and who hold academic rank), in matters defined as negotiable in Article II, Section 2.3A, of this agreement. The Board agrees that faculty members shall have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board. It is specifically understood and agreed that the individuals excluded from the bargaining unit are the President, the Deans, the Directors, and their Assistants or Associates.
- 1.2 It is understood and agreed that there shall not be included in the Negotiating Unit any other individual whose duties are primarily administrative in nature or whose position requires him/her to evaluate the performance of employees and make recommendations with reference to dismissal, retention, or other matters dealing with the employees' continuing status. The Board specifically agrees not to negotiate with any other organization purporting to represent the bargaining unit as defined in Article I of this agreement for the duration of this Agreement, unless the Association is successfully challenged as provided in Article XXIV - Duration. Further, the Board agrees not to negotiate with any member of the Negotiating Unit individually during the duration of this Agreement on matters agreed upon herein.
- 1.3 The prohibition on negotiating with any member of the negotiating unit individually shall in no way be construed to limit the right of the Board, through its administrative offices, to negotiate the initial placement of any individual on the salary schedule.
- 1.4 Both parties agree that they shall not discriminate against any employee for joining or not joining and/or assisting the Association or the Board.
- 1.5 This recognition shall entitle the Association to organizational use of staff bulletin boards in the Library, payroll deduction of membership dues, if requested, intra-school mail service, and the use of College facilities for meetings, as governed by current Board policies.
- 1.6 Nothing herein shall require any member of the faculty to be a member of the Association.
- 1.7 It is recognized that the legal responsibility for the College is vested in the Board of Trustees. However, the Board agrees to participate in good faith negotiations as provided herein.

- 1.8 Nothing contained herein shall limit or restrict the Board's  
responsibility and authority to amend or adopt Board Policy as the Board  
in its discretion deems necessary, except that no Board policy shall be  
amended or adopted where the subject matter of such policy is the  
product of specific agreements between the parties hereto after  
negotiation and upon inclusion in this Agreement. Further, nothing  
contained herein shall prevent the Board from executing the legal  
responsibilities imposed upon it by law.
- 1.9 The faculty shall have made available to them, through the President's  
Office, a copy of the proposed official calendar prior to Board  
adoption.

ARTICLE II

Procedures

2.1 Obtaining Objectives:

- A. The process provided for in this Agreement is dependent upon mutual understanding and cooperation. Representatives of the parties shall meet at reasonable times and places and negotiate in good faith to reach agreements on matters defined as negotiable in this Agreement.
- B. The following concepts are inherent in the phrases "good faith negotiations":
1. Each group will deal with the chosen representatives of the other.
  2. Each group will deal with the other honestly and in a bona-fide effort to reach agreement.
  3. Each group will meet at reasonable times and places in order to facilitate negotiations.
  4. A representative of each group will carry the necessary authority to make proposals and counter-proposals, to compromise, and to make agreements subject to final ratification.
  5. Each party to this agreement recognizes that the making of a proposal does not necessarily require a counter-proposal from the opposite party.
- C. The Board agrees that it will not knowingly deprive any faculty member of his/her rights under the laws of the State of Illinois or the Constitution of the State of Illinois or of the Constitution of the United States.

2.2 Representation:

- A. Members of the negotiating team shall be three (3) in number for each team unless the number is changed by mutual consent. Members of the negotiating team for the Board shall be confined to members of the Board of Trustees and/or regularly employed members of the professional college staff (excluding the President of the College). Members of the negotiating team for the Association shall be confined to members of the Association. By mutual agreement other authorized representatives of the Association and the Board may be present at the bargaining table. Subject to these limitations, neither party will attempt to exert any control over the other party's selection of its representatives.

- B. Negotiating sessions shall be closed; however, the negotiating teams shall have the right to utilize the services of consultants in the deliberations and may call upon competent professional and lay representatives to consider the matter under discussion and, with the permission of the other group, to make suggestions and observations to the participants assembled.
- C. Costs of consultants chosen by either party shall be paid by that party. The costs for the mediator, the fact-finder, or any costs incidental to the mediation and fact-finding procedures as hereinafter provided for, shall be shared equally by the Board and the Association.

2.3 Subject of Negotiations:

- A. The Association and the Board agree that negotiations in good faith will encompass only the following items:
1. Negotiation Procedures
  2. Grievance Procedures
  3. Salaries
  4. Related Economic Conditions of Employment, consisting of
    - (a) Group Insurance
    - (b) Sick Leave
    - (c) Maternity Leave
    - (d) Sabbatical Leave
    - (e) Other Leaves
    - (f) Retirement
    - (g) Workload
    - (h) Compensation for Overload
    - (i) Summer School Contracts and Compensation
    - (j) Reimbursement for Substitute Teaching
    - (k) Tenure
    - (l) Retrenchment Criteria and Procedures

(m) Promotional Policy and Academic Rank

(n) Merit Pay and Overload Pay

(o) Other mutually agreed upon matters.

2.4 Date for Initiating Negotiations:

Negotiations for a new agreement shall begin not later than March 1 nor prior to February 15 the year in which this agreement is to terminate.

2.5 Directing Requests:

A. Requests from the Association for meetings of the negotiating teams shall be made in writing directly to the Chairman of the Board. Requests from the Board shall be made in writing directly to the President of the Association. Requests shall be accompanied by an agenda of the items to be considered. Within ten days of the date of mailing the request, a mutually convenient time and place for a meeting shall be established. The meeting shall take place within fifteen (15) days after the mailing of the request.

B. Additional meetings may be agreed upon by the negotiating teams to enable them to complete consideration of agenda items. Every effort shall be made to schedule meetings so as to avoid conflicts with college duties of Association representatives or with the duties or responsibilities of the Board's representatives.

2.6 Exchange of Information:

The Association shall be furnished, on request of its President or its duly authorized representatives, all regularly and routinely prepared information concerning the financial condition of the College, including annual financial audit and tentative adopted budget. In addition, the Board and Administration will grant the reasonable requests of the President or of the duly authorized representatives of the Association for any other readily available and pertinent information which may be relevant to negotiations and/or grievances. Nothing herein shall require the central administrative staff or members of the bargaining unit to research and assemble information. The Association shall furnish copies of pertinent information as reasonably requested by the Chairman of the Board or its duly authorized representatives.

ARTICLE III

Agreement

- 3.1 When tentative agreement is reached on all matters being negotiated, it shall be reduced to writing and submitted to the Association membership and the full Board of the college for ratification. It shall be signed by the Chairman or President and the Secretary of the respective parties. This Agreement shall be a part of and incorporated by this reference in the individual contract or statement of conditions of service submitted to employees; and said individual contract shall contain no provisions contrary to the provisions of this Agreement. The Agreement shall not discriminate against any member of the negotiating unit, regardless of membership or non-membership in the Association.
- 3.2 Copies of the ratified Agreement shall be available to all members of the bargaining unit, and one-dozen (12) copies will be delivered to the President of the Faculty Association.



ARTICLE IV

Appeal Procedures

4.1 If agreement is not reached on all items within sixty (60) calendar days of commencement of negotiations, either party may declare that an impasse has been reached and call for the appointment of a mediator, by the Federal Mediation and Conciliation Service. A written request for mediation by one party shall be considered a joint request for mediation, and the other party shall join in the request.

4.2 Mediation:

The mediator shall meet with the parties or their representatives, either jointly or separately, and shall take such other steps as he/she may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement, provided that the mediator shall not make findings of fact or recommend terms of settlement without the consent of the parties. If findings of fact or recommendations are made, they shall not be made public without the written consent of both parties.

4.3 Fact Finding:

- A. If agreement cannot be reached through the mediation process within twenty (20) calendar days from the date of selection of a mediator, a fact-finder shall be requested from the American Arbitration Association. The procedures specified in the American Arbitration Association Voluntary Labor Arbitration Rules shall be used to select a fact-finder, provided that the fact-finder shall not be the same person used as a mediator.
- B. Within 10 days after his/her selection the fact-finder shall meet with the parties or their representatives, or both, either jointly or separately, make inquiries and investigations, hold hearings, and take other steps as he/she deems appropriate. The Board and the Association shall furnish the fact-finder, upon request, all records, papers, and information in their possession relating to any matter under investigation by or at issue before the fact-finder.
- C. If the dispute is not settled prior thereto, the fact-finder shall make findings of fact and recommend terms of settlement, which recommendations shall be advisory only, within 30 days after his selection. Any finding of fact and recommended terms of settlement shall be submitted in writing to both parties.
- D. Within 10 days after receipt of the written report, both parties must notify the fact-finder, in writing, of their decision. If the written report is not accepted, the reasons for non-acceptance must be included in the response. If no agreement is reached within 10 days after receipt of the written report, the responses will be added to the written report, and copies will be released to the public.

ARTICLE V

No-Strike Clause

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

ARTICLE VI

Faculty Personnel Policies

6.1 Basis for Personnel Policies:

- A. Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley College in accordance with provisions H.B. 1710, 74th Illinois General Assembly.
- B. The intent of these personnel policies is to insure the selection and maintenance of a highly qualified staff capable of conducting a comprehensive community college program which will warrant national recognition and meet the following standards:
  1. Illinois Community College Board, Manual of Policies, Procedures, and Guidelines.
  2. The regional and national accreditation standards for higher education in general and for community colleges in particular.
  3. The requirements of such other governing or regulatory agencies from which the college must seek approval for programs and/or funds.

6.2 Workload:

- A. Workload for the full-time teaching staff for the academic year shall be assigned by the appropriate Dean in accordance with the needs of the College. Workloads up through 32 semester hours without overload compensation may be assigned for the academic year. Credit hours for workload will be determined allowing 1 credit hour for each lecture hour and .75 credit hour for each laboratory hour. Faculty will not receive equated credit hours for workload assumed or supervised by para-professionals/instructional aides. Those faculty who have special duties or responsibilities within the College assigned by their respective Deans may be given released time for their workload. Faculty members shall maintain at least five (5) office hours per week per semester.
- B. Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester. Overload compensation shall be paid for all teaching assignments in excess of 32 semester hours for the academic year. Any faculty member may have the option of accepting or refusing an overload of more than 1 semester hour.
- C. The College will pay a flat \$100.00 per semester for each night on which classes are assigned in excess of two (2) nights per week. Night classes are defined as classes which start at 5:00 p.m. or after. Day classes that begin before 8:00 a.m. and Saturday and Sunday classes shall count the same as night classes for purposes of this calculation.

- D. Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the Sauk Valley College Faculty Association shall be 37 hours per week. Any instructional duties assigned will be on an overload basis, with the exception of counselors teaching Student Development classes (e.g., Psychology 100), as part of their 37 hours per week. Instructional duties for the counselors shall be assigned on the basis of two (2) hours released time for a one (1) semester credit hour course taught.
- E. A community service course is defined, for the purposes of this contract to be any course that cannot be used as a transfer course and cannot be applied toward any Associate Degree or Certificate offered by the College. An extension course is defined to be any off campus course that can be used for transfer purposes or can be applied toward an Associate Degree or Certificate. Selection and assignment of faculty members within this program is the responsibility of the Assistant Dean for Community and Extended Services, based upon consultation with the faculty member's appropriate Dean. Teaching assignments of extension courses taught in the community service program may be considered part of the faculty's normal workload. Full-time faculty members may volunteer to teach both community service and extension courses. Those full-time faculty members assigned in the community service program shall accomplish their instruction during the regularly scheduled fall and spring semesters. Faculty teaching community service courses beyond their normal workload shall be reimbursed at the same rate as they would be paid for overload.
- F. Full-time faculty shall be reimbursed for off-campus travel at the current college rate for travel to and from courses that are taught as part of regular load.

ARTICLE VII

Faculty Tenure Policy

7.1 Tenure Definition:

Tenure is hereby defined as the continued contractual appointment to a professional position of employment at Sauk Valley College. Tenure, as defined in this Agreement, applies to all full-time faculty members who are eligible for membership in the bargaining unit. Tenure is not related to a specific position; however, any faculty member having the status of tenure whose position is changed must be classified and paid for the new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

7.2 Tenure Schedule:

Faculty members shall initially be appointed for no longer than one year. Such appointments must be reviewed annually, and eligibility for tenure will be based upon completion of 3 years of full-time professional service at Sauk Valley College. Service started prior to January 1 will count as a full year. Service started subsequent to January 1 will not count toward tenure. Tenure is effective with the beginning of the academic year following approval by the Board of Trustees. Prior to tenure, if the employee is not to be re-employed at the end of his/her contract, he/she shall be given, not later than March 15 of the contract year, written notice, from the President, of the Board's decision not to re-employ him/her. If a faculty member is a temporary or term employee and is offered an appointment for the coming academic year, he/she must notify the college of his/her intentions to accept or to reject the offer not later than April 1, or within fourteen (14) days of receiving the offer, whichever is later. A tenured faculty member planning to resign shall notify the college at the earliest possible date, preferably no later than May 31.

7.3 Approval Procedure:

Tenure will be granted upon recommendation of the President of the College with specific Board approval required in each individual case. Additional probationary years may be approved by the President upon recommendation of the appropriate Dean. Such additional probationary years must be based upon the need for the faculty member to complete additional credential requirements related to his/her specific job function, and shall not relate to competency in the classroom. In such cases, the President shall notify the Board and the individual concerned, in writing, of the specific reasons for the additional year of probation, as well as the requirements to be fulfilled during that year.

7.4 Dismissal for Cause:

Any one of the following shall be considered adequate cause for suspension and possible termination of tenured staff:

- A. Inadequate performance of duties
- B. Willful and continuous neglect of duties
- C. Unprofessional conduct
- D. Violation of official college policies
- E. Moral turpitude
- F. Unjustifiable insubordination
- G. Physical or mental incapacity

7.5 Other Reasons for Termination:

- A. Age: Tenure shall expire automatically and without notice upon completion of the contract year in which the 70th birthday of a tenured staff member occurs. Employment after 70, if any, shall be on either a temporary or an annual contract basis.
- B. Budget or Program Retrenchment: The services of any member of the faculty may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent, but, in any case, not later than February 1 of the contract year. Members of the department in which the retrenchment is being considered shall be consulted in a department meeting held prior to any Board action on the retrenchment. Within 14 days after the said meeting, the opinions of the department must be filed with the President, who, in turn, will forward them to the Board prior to any Board action on the matter. Termination shall be made at the close of the contract year. During his/her final semester of employment, the individual to be retrenched will be provided three hours of released time. The college will reimburse the individual for expenses incurred to locate and move to a new position up to a sum of \$500.00 upon presentation of appropriate vouchers to the Dean of Business Services. Positions which have been vacated on such grounds shall not be filled within two years. If the position is to be refilled within two years, it must first be offered to the retrenched person if even only on a part-time basis. The retrenched employee must notify the college of his/her intent to accept the position within 14 calendar days after the receipt of offer.

7.6 Retrenchment: Qualifications and Priorities

In the event that staff retrenchment is indicated by the Board, to the maximum extent possible, except where program continuation comes under jeopardy, seniority shall be given the greatest weight in all matters involving a reduction in force. In addition to seniority in

the subject area involved, the Board shall judge the employees  
affected on the basis of demonstrated instructional proficiency  
(including evaluation procedures), and educational training and  
background. Where these other factors are relatively equal,  
seniority shall prevail. Employees affected shall be given at least  
five (5) school days advance notice before the Board acts on  
administrative recommendations on the above.

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ARTICLE VIII

Academic Freedom

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| 8.1 | It is the policy of Sauk Valley College to maintain and encourage an    | 3  |
|     | atmosphere of freedom in teaching commensurate with the responsibility  | 4  |
|     | which each instructor must assume. The College believes that creative   | 5  |
|     | scholarship can thrive only in a wholesome atmosphere in which there is | 6  |
|     | freedom for examination of ideas. Such freedom includes the right to    | 7  |
|     | investigate problems and to evaluate and question accepted theories. It | 8  |
|     | carries with it the responsibility to offer alternative solutions in an | 9  |
|     | unbiased manner and to develop in students the habit of independent     | 10 |
|     | investigation.  | 11 |
| 8.2 | The protection of the prerogatives of academic freedom requires a       | 12 |
|     | conscientious, responsible staff. Specifically, each faculty member     | 13 |
|     | should uphold the dignity of the College in all his/her activities; set | 14 |
|     | for students an example of integrity, tolerance and decency; and        | 15 |
|     | maintain high standards of scholarship and personal conduct.            | 16 |



ARTICLE IX

Criteria for Placement and Promotion  
of Professional Staff

- 9.1 All faculty shall have academic rank. 1
- 9.2 Specific Minimum Requirements for Placement of Instructional Staff: 2
- A. The instructional staff is classified into five groups: 3
1. Assistant Instructor 4
  2. Instructor 5
  3. Assistant Professor 6
  4. Associate Professor 7
  5. Professor 8
- 9.3 Initial appointments are made in accordance with the following guides 9
- for employment at the various ranks. Appointments are made on an 10
- individual basis and depend upon personal qualifications as well as 11
- education and experience. One year of credit is given for each two 12
- years of clinical and work experience in determining placement on the 13
- schedule. 14
- A. Assistant Instructor: A certificate or diploma from a vocational, 15
- technical, or other training school in the field of specialization. 16
- Program of preparation should be the equivalent of two years of post 17
- high school education. This rank may also be assigned to an 18
- appointee who holds a bachelor's degree and is working toward a 19
- master's degree in the field of teaching specialization or a 20
- master's degree with a graduate major in the teaching subject field. 21
- B. Instructor: A master's degree in the field of specialization, or a 22
- master's degree with a graduate major in the teaching subject field. 23
- In those fields in which a graduate degree is not available, the 24
- following alternatives may be considered: 25
1. A bachelor's degree and 30 semester hours of graduate credit, or 26
  2. A total of 150 semester hours of college credit. 27
- In all cases, the preparation should include the equivalent of an 28
- undergraduate major and appropriate graduate courses in the field of 29
- specialization. 30
- C. Assistant Professor: A master's degree in the field of 31
- specialization or a master's degree with a graduate major in the 32
- subject field and four years of related professional experience; or 33
- a doctorate degree in the field of specialization and less than four 34
- years of related professional experience. In those fields in which 35
- a graduate degree is not available, the following alternatives may 36
- be considered: 37

1. A bachelor's degree and 30 semester hours of graduate credit, or 1
2. A total of 150 semester hours of college credit. 2

In all cases, the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization. 3  
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- D. Associate Professor: A master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field and 30 hours of approved graduate credit, and eight years of related professional experience, at least two of which shall be successful college teaching, or a doctor's degree in the field of specialization, and six years of related professional experience, at least two of which shall be successful college teaching. 6  
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In those fields in which a graduate degree is not available, the following alternatives may be considered: 14  
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1. A bachelor's degree and 60 semester hours of graduate credit, or 16
2. A total of 180 semester hours of college credit. 17

In all cases, preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization. 18  
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- E. Professor: A doctor's degree in the field of specialization, or a master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field, and 60 hours of approved graduate credit. Ten years of related professional experience, at least five of which shall be successful college teaching. In those fields in which a graduate degree is not available, the following alternatives may be considered: 21  
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1. A bachelor's degree and 80 semester hours of graduate credit, or 28
2. A total of 200 semester hours of college credit. 29

In all cases, preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization. 30  
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#### 9.4 General Requirements for Promotion of Faculty 33

- A. The following general qualifications will be considered in the promotion of faculty. All seven promotional criteria will be considered in the evaluation of a faculty member when he or she is considered by the Dean for promotion. 34  
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1. Mastery of subject matter 38
2. Demonstrated teaching capability 39

3. Interest in students as individuals 1
4. Understanding of the comprehensive community college program 2
5. Potential for continued professional growth 3
6. Meritorious service 4
7. Number of years in present rank 5

The specific minimum requirements for selection of instructional staff as set forth in Section 9.1 of this Article are minimum requirements for promotion and shall be considered with the general requirements set forth in this paragraph for promotion of faculty members. For good cause shown, faculty members with non-academic backgrounds and qualifications may be promoted to the rank of instructor without regard for the specific minimum requirements for promotion. 6  
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9.5. Credit hours used for promotional purposes shall be accumulated based upon the following criteria: 13  
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A. Undergraduate and graduate credits from an established institution of higher education. 15  
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1. Such course work shall be approved by the appropriate Dean of Instruction prior to enrollment in the class. 17  
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2. Such course credits shall meet with the Dean's approval as being related to the faculty member's actual or intended employment at Sauk Valley College, and toward improvement of his/her employment capacity. 19  
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B. Credit shall be granted for non-credit seminars, symposiums, and workshops on the ratio of 1 credit equal to 15 hours of actual contact experience. 23  
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1. Such instruction shall be approved by the appropriate Dean of Instruction prior to enrollment. 26  
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2. Such credit shall be granted by the Dean as being related to the faculty member's actual or intended employment at Sauk Valley College, and toward improvement of his/her employment capacity. 28  
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C. Any future professional or occupational activity applicable to the instructional assignment may, upon prior approval, be granted creditable hours toward rank or experience advancement. 31  
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9.6 Promotion of faculty may be made by the Board of Trustees upon the recommendation of the appropriate Dean and the President of the College, and is at the sole discretion of the Board of Trustees. The acquisition of graduate credit hours and necessary experience to meet specific minimum requirements for the selection of instructional staff is only one criterion to determine eligibility for promotion. 34  
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ARTICLE X

Types of Appointments

- 10.1 Appointments to the faculty shall be in one of three categories:  
temporary, term, or continuing.
- A. A temporary appointment shall be an appointment for an unspecified period and may be terminated at any time. Temporary appointments ordinarily are for part-time service, voluntary service, or for periods of less than one year.
- B. A term appointment shall be an appointment for a specific period of time, normally for one year. Such an appointment shall automatically expire at the end of the agreed term unless terminated earlier in accordance with subsequent provisions of these policies.
- C. A continuing appointment shall be a tenured appointment and shall continue indefinitely unless terminated in accordance with subsequent provisions of these policies. It shall not be affected by change in rank.

ARTICLE XI

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Evaluation Policies

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- 11.1 In order to ensure quality education and management accountability, the 3  
evaluation of a faculty member's performance is the responsibility of 4  
the appropriate Dean or other supervisor who is responsible to the 5  
President for the preparation of recommendations regarding the status of 6  
staff under his/her supervision. Evaluation will be related to duties 7  
and responsibilities as stated in the Professional Staff Handbook. 8

ARTICLE XII

Evaluation Procedures

12.1 The evaluation of a faculty member's performance will include the following:

A. Classroom observation

1. A formal classroom observation of tenured faculty members will normally be conducted every third year. However, more frequent evaluations may be conducted for the following reasons:

(a) Promotional considerations

(b) Question of adequate performance of duties

2. Term faculty will be observed no less than once each academic year.

B. Annual collection of data related to:

1. Classroom teaching - class visitations, student evaluations

2. Professional growth - self-evaluation and developmental plans

3. Academic growth - self-evaluation and written statements by other college administrators

4. College service - self-evaluation and written statements by other college administrators

5. Service to students - service in academic advisement, participation in student related functions

C. An annual evaluation session between the faculty member and his/her appropriate supervisor, resulting in a written summary of the session with a written recommendation presented to the faculty member for his/her review and comment. The faculty member may submit a written response to his/her evaluation; this response will be included in his/her personnel file.

D. An annual recommendation to the President of the College regarding the faculty member, from his/her supervisor.

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

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ARTICLE XIII

Change in Status

13.1 Annual Review

- A. There will be an annual review of the performance and status of each member of the faculty holding a term or continuing appointment. This shall include a conference between the staff member and the appropriate Dean or other immediate supervisor to be followed by recommendations to the President. These recommendations shall be based on the documented evaluation data compiled in accordance with approved procedures for faculty evaluation.

13.2 Results of Review

- A. The following actions may be taken as a result of the annual review:
1. Retention with normal salary increment
  2. Retention with extra salary increment(s)
  3. Promotion to higher rank
  4. Termination of service
  5. Granting of continuing appointment (tenure)
  6. Retention without salary increment
  7. Additional education required

- 13.3 If the President recommends 1, 2, or 3, above, and if the Board's disposition of the recommendation is contrary to such recommendation, the staff member in question shall be given written notice of the Board's final decision concerning the President's recommendation and the reason for that decision within two weeks following the next regular Board meeting.

- 13.4 Additional education or training may be required of a faculty member by his/her Dean. Such a requirement shall be based upon the Dean's evaluation of the educational needs of the College and of the faculty member's department. It shall take into consideration the faculty member's academic qualifications, experience, and ability to perform the services needed by the College. The additional education or training to be required shall be made a part of the annual review of the performance and status of the faculty member. Activities completed in compliance with this article shall be granted creditable hours toward rank or experience advancement in accordance with the criteria established in Article IX.

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



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

13.7 The reasonableness of the Dean's decision to require additional education or training and its implementation may be subject of a grievance. Any grievance as to the reasonableness of a Dean's requirement must be filed within ninety (90) days after receipt of notice of the requirement by the faculty member. Failure to file within said period shall constitute a waiver of the right to grieve the matter. Any such grievance shall start with the Board of Trustees Grievance Hearing Committee at Step 3. A review of the Grievance Hearing Committee, or an Arbitrator if a grievance is carried to arbitration, shall be limited to the reasonableness of the Dean's requirement and its implementation, taking into consideration the educational needs of the College and of the faculty member's department, the faculty member's academic qualifications and experience, and his/her ability to perform the services required by the College. If it is determined that the requirement is unreasonable, it shall be waived, and any salary increment withheld as a result of the faculty member's failure to agree to perform the requirement shall be paid to the faculty member.

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

13.9 A Dean's recommendation for retention with normal salary increment may be conditional upon the implementation of the plan for the required additional education or training, and, if a faculty member refuses to implement the required plan or indicates an unwillingness to do so, the Dean may recommend option 6. When option 6 is exercised for the second time for a tenured staff member, such staff member shall have the right to demand that either dismissal proceedings will be initiated or that he will thereafter receive his/her normal increment.

13.10 Notification

The appropriate Dean or other immediate supervisor shall notify each staff member of the recommendation that is being made as a result of the annual review. For a term appointee, this shall be accomplished by February 15, and for a continuing appointee, January 1. (Note Article VII, Section 7.2 on Tenure for notification procedure on the granting of continuing appointment). The staff member may then request a meeting with the President, the appropriate Dean, or other immediate supervisor, to show cause for any inequity in the recommendation. He/she may invite up to two observers of his/her choice to attend the meeting. In any

case, within two weeks of the above dates, the staff member will be given written notice by the President of his decision regarding the recommendation. If the recommendation is for option 4, 6, or 7 of Article 13.2A, the staff member may request the Board of Trustees to review his case. Such a request must be made within 10 days after the staff member has received written notification of the President's recommendation. The staff member may enlist the assistance of the Association in presenting his/her case to the Board.

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

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ARTICLE XIV

Termination: Term Appointments

14.1 Prior to Completion of Agreed Term

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

ARTICLE XV

Termination: Continuing Appointments

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

- A. When the President receives a recommendation for termination, or other information or complaint against a tenured member of the faculty containing allegations which, if true, might serve as a cause for termination, and if he/she deems such information to be substantial, he/she shall make this information available to and shall discuss it with the individual concerned and shall make such investigation as he/she considers appropriate, including the review of any written documentation which may be available to him/her.
- B. If the President decides to recommend termination to the Board, the individual concerned shall be formally notified at least 7 days prior to the President's recommendation to the Board, and shall be given the opportunity to be present at the time the recommendation is made to the Board and to request a public or private hearing on the recommendation. If the Board accepts the President's recommendation, then the individual and/or the Association may appeal the Board's decision by filing a written notice of appeal, setting forth the basis for the appeal. The notice shall be filed with the Chairman of the Board within 7 days after the individual has been notified of the Board's action on the President's recommendation. The appeal shall then be presented at the first regular Board meeting following receipt of the notice of appeal, provided a meeting is scheduled within two weeks; otherwise, a special meeting shall be called. The Board shall have the option of considering the appeal in an executive session. The individual and/or Association shall have the option of requesting a formal hearing before the Board or presenting the case through written briefs. No later than one week after the conclusion of the hearing, the Board of Trustees shall render its decision in writing to the Association and the individual involved. If the Board's decision is unacceptable, the matter may be submitted to arbitration as provided in Step 4 of Article 17.4 - Professional Grievance Procedure. The decision of the arbitrator will be accepted as final, and in lieu of any other remedy, by the Board, the Association and the individual member or members of the Association affected thereby.

ARTICLE XVI

Cancellation of Classes and/or Duties

16.1 If the President (or his/her representative, if the President is absent from the campus) receives a recommendation or other information regarding a member of the faculty containing allegations which, if true, might serve as a cause for termination and he/she deems such information to be substantial, and if, in the opinion of the President or his/her representative, immediate harm to the faculty member, the College, or to others may result from his/her continued presence or acts, the President or his/her representative shall have the right to cancel immediately the classes and/or duties of that faculty member and to cause him/her to absent himself/herself from the classroom or the campus. In the event of such action, the faculty member shall have the opportunity of following the Professional Grievance Procedure starting at Step 3, by notification to the Chairman of the Board within 7 days after such action by the President or his/her legal representative. If the matter proceeds to Step 4 of the Professional Grievance Procedure, the decision of the arbitrator will be accepted as final and in lieu of any other remedy by the Board, the Association, and the individual member or members of the Association affected. It is understood that such cancellation of classes or duties will cause no loss of pay or benefits to the faculty member prior to a decision being rendered by the Board of Trustees Grievance Hearing Committees.

ARTICLE XVII

PROFESSIONAL GRIEVANCE PROCEDURE

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

17.2 Definitions:

- A. A "grievance" shall mean a claim that there has been an alleged violation, misinterpretation or misapplication of a provision of this Agreement.
- B. A "grievant" shall be any party to this Agreement or any member of the full-time professional instructional staff who shall submit a grievance.
- C. Association representative or grievance committee means a member or members of the Association's grievance committee, which is composed of seven members from the local Association appointed in accordance with the bylaws of the Association.
- D. Time limits: All time limits refer to days the college is officially open.

17.3 General Conditions:

- A. The Board acknowledges the right of the Association's grievance committee to participate in the processing of a grievance at any level if the grievant so desires, and the Board acknowledges that no grievant be required to discuss any grievance if a grievance committee member is not present.
- B. At least one member, and not more than three members, of the grievance committee, in addition to the grievant, shall be present for any meeting, hearing, appeals or other proceedings relating to a grievance which has been formally presented, provided it is the wish of the grievant. Nothing contained herein shall be construed as limiting the right of any grievant to have a grievance adjusted without the intervention of the Association, provided that if the grievance has been formally filed with the Association, the Association shall be notified of the final settlement.
- C. The parties acknowledge that it is usually most desirable for a grievant and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by a grievant, the grievance committee may intervene to assist in this procedure. However, should such informal processes fail to

- satisfy the grievant, then a grievance may be processed in accordance with the following procedure. 1  
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- D. If a grievance is to be processed in accordance with Article 17.4, Procedures, the grievant shall initiate step one within 90 days from the date of the event giving rise to the grievance. The failure of the Administrator or the Board to give a decision within the time limits stated shall permit the grievant to proceed to the next step. The failure of a grievant or the Association to take action in accordance with this Agreement within the prescribed time limits shall act as a bar to any further appeal. 3  
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- E. The number of days indicated at each level shall be considered maximums, and every effort shall be made to expedite the process. The time limits may be extended by mutual consent. 11  
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- F. All decisions shall be rendered in writing to the grievant and the Association at each step of the grievance procedure, the written decisions setting forth the findings of fact, conclusions, and supporting reasons. 14  
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- G. Either party shall have the right to be represented by representatives of his choice (not to exceed three in number) at any level above step one. 18  
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- H. Either party shall have the right at all stages of a grievance proceeding to confront and cross-examine all witnesses called against him/her to testify and to call witnesses on his/her behalf. There shall be no limitations on the presentation of competent evidence on either side in the hearing before the Board of Trustees Grievance Hearing Committee. 21  
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- I. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, insofar as possible, at other than College hours or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during College hours, all employees whose presence is required shall be excused, with pay, for that purpose. 27  
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- J. No reprisals of any kind shall be taken against any staff member for participating in any grievance proceeding. If any staff member for whom a grievance is filed, processed, or sustained, shall be found to have been unjustly charged, and if suspension is involved, he/she shall be restored to his/her former position. 35  
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- K. All documents, communications, and records dealing with the grievance shall be filed separately from the personnel files of the participants. An individual's grievance file shall be open to him/her upon request. 40  
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- L. It is agreed that the grievant shall be furnished with copies of any written information in the possession of the Board and/or the the Administration necessary for the processing of any grievance or complaint. 44  
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M. A grievance may be withdrawn at any level without establishing a precedent.

N. All communications, notices, or decisions required may be personally delivered to the party or parties entitled thereto or may be mailed to them by certified or registered mail to their last address as shown on the College records. Delivery shall be deemed to have been made when the document is deposited in a United States mailbox. All communications, notices, or decisions for the Association or the Board shall be delivered or mailed to the respective President.

17.4 Procedures:

All grievances accepted by the Association shall be presented and adjusted in the following manner:

Step #1. The Association shall present the grievance immediately in writing, setting forth the particular provision or provisions of the Agreement or policy involved, to the supervisor, who will arrange for a meeting to take place within 14 days after receipt of the grievance. The grievant, the Association's representatives, and the involved supervisor shall be present for the meeting. The supervisor must then submit his/her decision in writing within 14 days after such meeting.

Step #2. If the grievance is not resolved by Step #1, then the Association shall file a written appeal with the appropriate Dean or his/her official designee within 14 days after receipt of the Step #1 decision or within 14 days after the Step #1 meeting, whichever is later, setting forth the basis for the appeal. The appropriate Dean shall arrange for a hearing with the grievant and the representatives of the Association's grievance committee to take place within 14 days of his/her receipt of the notice of appeal. Upon conclusion of the hearing, the appropriate Dean shall have 14 days in which to provide his/her written decision to the grievant and Association.

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

Step #4. If the Association is not satisfied with the decision of the Board Committee, or if no decision has been made within the period provided in Step #3, the Association may submit the grievance to arbitration before an impartial arbitrator. The Association must



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

17.5 No grievances may be submitted to arbitration without consent of the association.

ARTICLE XVIII

Resignation by Advance Notice

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

ARTICLE XIX

Leaves of Absence

19.1 Sick Leave and Personal Leave:

- A. Sick leave shall accrue to all full-time faculty at the rate of 15 days the first year and 10 days per year thereafter. Sick leave for the full contract year shall accrue as of the first duty day of employment and shall terminate as of the last duty day of employment. Sick leave for those on twelve-month contract shall accrue at the rate of 17 days the first year and 12 days per year thereafter.
- B. Sick leave shall be credited to each employee at the beginning of each contract year so that the accumulated unused sick leave from prior periods plus the credit for the current year will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30).
- C. This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the contract year. Should service terminate after this banked credit has been used by the employee, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment.
- D. Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness or injury of the employee involved. The employee may use up to 10 days of sick leave in any one contract year for sickness in the immediate family, sickness which creates the necessity for the employee to remain away from the place of employment, or for personal bereavement related to a member of the immediate family.
- E. Sick leave without salary may be granted to members of the faculty subject to the discretion of the Board of Trustees. During any such leave, the administration shall make appropriate arrangements for carrying on the activities of the affected area with due regard to the workload of other members of that area.

- 19.2 F. The immediate supervisor or appropriate Dean shall  
submit a report to the Business Office of the number  
of days of sick leave taken. The report shall be  
on forms supplied by the BUbusiness Office. A  
person may be charged for sick days only when he/she  
would normally be working. The Board reserves  
the right to require a physician's certificate  
that the individual is incapacitated from performing  
his/her usual or ordinary duties for any sick leave  
taken. 1
- G. If a person is sick, he/she shall notify his/her  
immediate Supervisor or the appropriate Dean at  
the earliest possible time, but not later than two  
hours prior to the time his/her duties are to begin. 2
- H. Each member of the faculty may take three days  
annually for personal leave. Any days so taken  
will be charged against the sick leave credit of  
the individual. If a personal leave is to be used,  
such notice shall be given by the faculty member  
not later than 24 hours before duties are to begin.  
The faculty member shall state, in writing, his/her  
efforts to arrange coverage for the classes  
occurring during the period of personal leave.  
Such statement shall be submitted with a notice  
given of his/her intention to use personal leave.  
In emergency situations, the foregoing notice  
requirements may be waived. No permission is  
required to take personal leave. 3
- I. No compensation shall be paid for sick leave  
accrued unless the individual is sick and  
incapacitated from performing his/her usual and  
ordinary duties or personal leave taken as in  
Paragraph H. 4
- J. Upon termination of service, any accrued but unused  
sick leave shall be cancelled. 5
- Maternity Leave: 6
- The Board recognizes two categories into which leaves  
relating to pregnancy may fall: first, a leave of  
absence for maternity purposes; second, a disability  
leave for the faculty member who is absent from work  
due to illness or disability relating to pregnancy,  
complications in connection with said condition, and  
childbirth. 7

- A. Leave of Absence for Expected Maternity: 1
1. As soon as pregnancy is known, or no later than the 2  
end of the fourth month of pregnancy, the faculty 3  
member shall report her condition to her immediate 4  
supervisor in writing, together with a doctor's 5  
certificate indicating the expected due date and the 6  
fact that the employee is in good health and able to 7  
continue work. The faculty member shall be entitled, 8  
upon request, to a maternity leave to begin at any 9  
time between the commencement of pregnancy and the 10  
birth of the child. The request for such a leave 11  
shall be in writing, addressed to the President of 12  
the College, and, except in case of emergency, shall 13  
give notice at least thirty (30) days prior to the 14  
date on which her leave is to begin. 15
  2. A faculty member who is pregnant may continue in active 16  
employment as late into her pregnancy as she desires, 17  
provided she is properly able to perform her required 18  
duties. 19
  3. When an employee is placed on maternity leave, no salary 20  
will be paid, and all sick leave and other financial 21  
benefits will cease to accumulate. 22
  4. At the time a maternity leave is granted, the President 23  
shall obtain a written statement from the faculty 24  
member, a statement indicating her intention with 25  
reference to the duration of said leave. Ordinarily, 26  
maternity leave shall be granted for a period of 27  
thirty (30) days. Upon request of the faculty member, 28  
the President may grant maternity leave until the 29  
beginning of the next semester after the delivery of 30  
the child. Upon approval of the President and other 31  
appropriate administrative officers, the Board may grant 32  
an extension of the maternity leave up to a total of one 33  
year with no loss of rank, tenure, placement on the 34  
salary schedule, or accrued sick leave. In the event the 35  
faculty member is found physically able to return to work 36  
and she fails or refuses to do so, her employment shall 37  
be terminated. 38
- B. Disability Leave Related to Pregnancy, Complications in Connection 39  
with Said Condition and Childbirth: 40
1. If a faculty member elects not to request a maternity leave, 41  
she shall, at the end of the sixth month of pregnancy, 42  
provide her immediate supervisor with an estimate by her 43  
physician as to the date at which pregnancy will result 44  
in her inability to continue to perform the services required 45  
of her. It shall also contain an estimate by the physician 46  
as to the date when she would be able to return to her 47  
normal duties. 48

2. The faculty member shall be expected to continue the normal services required of her until she is physically unable to do so. At such time as she is unable to provide said services, she shall furnish a written statement from her physician indicating the physical cause for her inability to perform the services.

3. It is expected that a faculty member would normally be able to return to work within twenty-one (21) days after delivery. In the event of complications or circumstances which prevent her return within said period, she shall furnish a written statement from her physician indicating the nature and extent of the problem and an estimate as to when she would be able to return.

Under either Paragraph 2 above, or this Paragraph, the Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the faculty member is found physically able to work and she fails or refuses to do so, her employment shall be terminated.

4. The faculty member shall be entitled to use accrued sick leave during the period she is disabled. At such time as accrued sick leave has been used, all pay and other financial benefits will cease.

19.3 The Board shall pay the regular salary to a teacher called to serve as a juror, and the teacher shall submit any reimbursement to the College.

19.4 Other Leaves: The President, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary, or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or with foreign nations. Such leaves shall be for appropriate purposes consistent with the needs and interest of the College. Application for such leaves shall be made, in writing, to the President, and shall state the purpose for which the leave is requested, its anticipated duration, and its value to the College. The terms and conditions of the leave shall be determined at the time the request for leave is acted upon. However, the date of April 1 and November 15 shall be used by the faculty member to notify the College regarding his/her intention to return to his/her assignment. Failure of a faculty member to notify the College by the date specified as appropriate to the leave request shall constitute a formal resignation by the faculty member involved.

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

- 19.6 Retirement Program: All permanent employees, including part-time employees, whose employment is considered permanent at Sauk Valley College, are required to participate in the State Universities Retirement System, effective with the beginning of the first day of employment. Details concerning retirement allowances, disability benefits, reciprocity, and refunds are contained in the System's Handbook issued to every member at the beginning of his employment. 1  
2  
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- 19.7 Other Employment: Any faculty member who accepts outside employment during the individual contract period without written notification to the appropriate supervisor may be subject to dismissal proceedings. Such employment shall, in no way, interfere with the College's ability to schedule classes taught by the faculty member. Such employment shall not interfere with duties normally expected of faculty members. 8  
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ARTICLE XX

Fringe Benefits

- |      |   |                              |
|------|---|------------------------------|
| 20.1 | The College shall provide and pay the premium cost of a group hospitalization and major medical insurance program, group life insurance benefits, and dependent life insurance.   | 1<br>3<br>4<br>5             |
| 20.2 | The College agrees to grant free tuition enrollment at Sauk Valley College for all full-time professional instructional staff, their spouses, and their children under 23 years of age. It is also agreed that any portion of institutional charges that are allocated by Board policy towards financing the Student Activity Program is not construed as a part of the tuition waiver as approved in this Agreement. | 6<br>7<br>8<br>9<br>10<br>11 |
| 20.3 | The College agrees, at the option of the individual, to prorate his/her ten-month salary over a twelve-month period. Once an individual has elected a method of payment, it may not be changed until the beginning of the next College year.  | 12<br>13<br>14<br>15         |
| 20.4 | The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley College function.  | 16<br>17                     |
| 20.5 | A separate and private dining area shall be provided for the use of the professional staff.   | 18<br>19                     |
| 20.6 | Tuition Reimbursement: Will be based upon Article IX, Section 9.5.  | 20                           |
| A.   | The Board will pay tuition at the rate of \$75 per credit hour.   | 21                           |
| B.   | Approval of such courses is based upon Article IX, Section 9.5.   | 22                           |
| C.   | Reimbursement for tuition may be used for graduate or undergraduate credit and for workshops, seminars, and symposiums as equated by the appropriate Dean.  | 23<br>24<br>25               |
| D.   | Tuition reimbursement will be limited to <u>6</u> credit hours per year; exceptions may be made by the appropriate Dean upon his/her approval of a developmental plan submitted by the faculty member.  | 26<br>27<br>28<br>29         |
| E.   | Tuition reimbursement shall be paid to faculty on leaves of absence for a maximum period of one year at a rate not to exceed \$75 per credit hour and up to a total of 30 credit hours. Tuition reimbursement does not apply in cases where these costs are covered by grants, scholarships, or assistantships.   | 30<br>31<br>32<br>33<br>34   |
| F.   | Tuition reimbursement shall be made upon presentation of a voucher or receipt from the institution where the staff member was enrolled to the Dean of Business Services and should bear the endorsement of the appropriate Dean approving such reimbursement, and upon completion of the course and receipt of transcript.  | 35<br>36<br>37<br>38<br>39   |



ARTICLE XXI

Association and Faculty Rights

- 21.1 Officers and committee chairmen of the Association shall have the right to use College equipment such as typewriters, calculating machines, and audio-visual equipment at all reasonable times when such equipment is not otherwise in use, subject to regulations determined by the Dean of Business Services and subject to the approval of the individual who is charged with the responsibility for that piece of equipment.
- 21.2 The Association's Negotiation Committee's expenses for duplicating (with College equipment) material for use of the Board or Board Committee in negotiations shall be paid for by the College out of funds budgeted for the Board.
- 21.3 The Board agrees to furnish regularly to the Association two copies of the agenda, minutes, and the complete packet of information distributed for all Board meetings, such copies to be made available at the same time as distribution to Board members.
- 21.4 Communications from Association:
- The President of the Association, or his/her authorized delegate, is extended the privilege of addressing the Board of Trustees, at regular or special meetings, on topics scheduled on the Board agenda for said meeting. The privilege shall be extended under the agenda item "Written Communications From Visitors" or under such other agenda items as the Board Chairperson deems appropriate. All communications shall be in writing and submitted to the office of the President of Sauk Valley College for inclusion in the materials presented to Board members for meeting. In addition, the Association representative shall have the privilege of presenting the Association's position verbally for a period not to exceed five (5) minutes.
- All such communications shall be addressed to the issues of a particular question and shall not be used to criticize or attack personalities within the institution or on the Board of Trustees. The privilege to address the Board does not extend to eliciting responses from or arguing with Board members.
- The privilege of addressing the Board may be terminated temporarily or permanently by the Board Chairperson if, in his/her sole discretion, the privilege is abused. If such privilege is permanently terminated, written notification of such termination with supporting reasons therefore shall be given the Executive Board of the Association.
- The Association recognizes and agrees that the privilege of addressing the Board is an opportunity to present professional and constructive positions that will be beneficial to the Sauk Valley College community.

- 21.5 An individual's personnel file shall be open to him/her upon request, with the exception that any confidential credentials or references submitted by a party outside the College shall not be revealed without the permission of the originator. The Association shall have similar access to an individual's personnel file with the individual's written consent, subject to the same restriction in regard to confidential materials originated outside the College. Reproduction of materials shall be subject to limitations imposed by law and/or by the originator if the originator is from outside the College. The following material shall be maintained in each faculty member's file:
- A. Application for employment with reference, placement data (if submitted), and complete transcripts of academic credit earned prior to and subsequent to employment by the College.
  - B. Copies of all evaluation reports and recommendations regarding the staff member's professional performance and competence.
  - C. Copies of each contract and notification of change of status (promotion, tenure) of the individual.
  - D. All other correspondence relating to the faculty member's professional performance and competence, and to his/her standing in the community. Correspondence of a derogatory nature shall be reported to the faculty member within three weeks of receipt of the correspondence if it is to become part of the personnel file.
- Requests to examine an individual's personnel file, as kept by the appropriate Dean, should be submitted to the Dean's office, and such examination or the reproduction of any portion of the file shall be conducted in the presence of the Dean or his/her designated representative.
- 21.6 The Board agrees to set aside a small room or office with table, chairs, and one large file cabinet with lock for exclusive Association use.

ARTICLE XXII

Professional Compensation

22.1 Salary Policy:

- A. It is the responsibility of the faculty candidate or the faculty member to present to the proper administrator the following: undergraduate and graduate credit hours; teaching, industrial, business, military, and professional experience; all experience that he/she wishes to be considered for beginning placement or revised placement on the salary schedule.
- B. After the initial presentation of the total experience package, it is the responsibility of the administrator and prospective faculty member to agree upon the total number of hours and years which will be creditable basing their decisions on their applicability to the area in which the candidate would be hired. Once this is agreed upon, the faculty member should be given a statement about years of experience and hours accepted.

22.2 Salary Schedule:

The salaries, increments, and all other economic provisions of this contract shall be effective at the beginning of the 1982-83 Academic Year.

- A. The Sauk Valley College 1982-83 Instructional Salary Schedule contained herein shall be effective beginning the first day of the Fall Semester, 1982.

- B. When a faculty member is granted a promotion in rank, the following steps shall be applied to determine his/her new salary:

Step #1: Find the salary step and rank on the salary schedule for the current year.

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

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

- C. Overload payments shall be made on the basis of the following schedule. Payment will be made on an annual basis by March 1 of each calendar year.

	<u>Per Credit Hour</u>
Assistant Instructor and Instructor	\$200
Assistant and Associate Professor	225
Professor	250

- D. Summer school payments shall be made on the basis of the following schedule:

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

SAUK VALLEY COLLEGE

22.3

1983-84 INSTRUCTIONAL SALARY SCHEDULE

EFFECTIVE FALL SEMESTER 1983

9 MONTHS ONLY

Step	Assistant Instructor	Instructor	Assistant Professor	Associate Professor	Professor
1	\$12,863	\$13,981	\$16,187	\$18,330	\$20,847
2.	13,250	14,424	16,714	18,942	21,535
3.	13,637	14,867	17,241	19,554	22,223
4.	14,024	15,310	17,768	20,166	22,911
5.	14,411	15,753	18,295	20,778	23,599
6.	14,798	16,196	18,822	21,390	24,287
7.	15,185	16,639	19,349	22,002	24,975
8.	15,572	17,082	19,876	22,614	25,663
9.	15,959	17,525	20,403	23,226	26,351
10.	16,346	17,968	20,930	23,838	27,039
11.	16,733	18,411	21,457	24,450	27,727
12.	17,120	18,854	21,984	25,062	28,415
13.	17,507	19,297	22,511	25,674	29,103
14.	17,894	19,740	23,038	26,286	29,791
15.			23,565	26,898	30,479
16.			24,092	27,510	31,167
17.					31,855
	387*	443*	527*	612*	688*

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

\*Constant Step Amount

ARTICLE XXIII

Effect of This Agreement

- 23.1 The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Association and the Board with regard to subjects covered herein.
- 23.2 Should any article, section, or clause of this Agreement be finally declared illegal by a court of competent jurisdiction, or be in conflict with regulations established by the Illinois Community College Board, said section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

ARTICLE XXIV

Duration of Agreement

24.1 This Agreement shall be effective at such time as it is ratified by both parties and shall continue in effect through the 30th day of June, 1984, provided that Article III, IV and V of this Agreement shall be terminated only by mutual agreement when negotiations for the following year have not been completed. The Board will continue to recognize the Association as the sole bargaining agent through the steps of mediation, fact-finding and release of the fact-finder's report to the public as provided in Article 4.3.

24.2 Challenge:

A. Upon the filing of a petition with the Secretary of the Board, signed by not less than 30% of the members of the Negotiating Unit, requesting a referendum for the purpose of challenging the present Negotiating Unit or requesting that no organization represent the full-time faculty, the Secretary of the Board shall immediately notify the President of the Faculty Association of the filing of such petition by sending by United States mail a written notification of such filing with a copy of such petition. The Association may file objections to the petition with the Secretary of the Board within 7 days of the receipt of such notification. Within 14 days after receipt of any objections, the Board shall hold a hearing and make a determination as to the validity of the petition. If the Board finds such petition to be valid, the referendum shall be held within 14 days after the determination of validity. A petition requesting a referendum may be filed only between the 15th day of September and the first day of November in any year and no more than one petition will be accepted in any calendar year. The cost of conducting any referendum ordered by the Board shall be borne by the Board and the ballots used in any referendum shall include "No Representative" as an alternative choice.

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

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

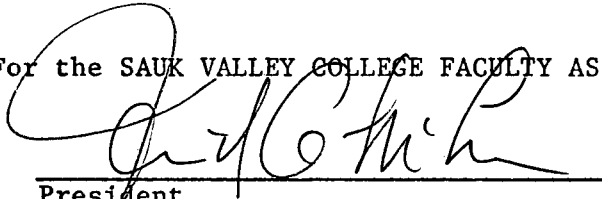
ARTICLE XXV


Acceptance

25.1. This Agreement is signed and adopted this 29th day of August, 1983.

IN WITNESS WHEREOF:


For the SAUK VALLEY COLLEGE FACULTY ASSOCIATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

For the BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary



For Board Meeting  
of August 29, 1983

Agenda Item E-6

APPROVAL OF 1983-84 BUDGET

The 1983-84 Budget is ready for approval. No adjustments have been made since the adoption of the tentative budget other than the internal application of \$32,045 from contingency to the respective salary items.

In addition, it appears we will have \$12,306 more carry-over from last year than previously estimated, thus reducing the deficit accordingly.

It should also be noted that the following items are factors which can help offset the deficit this budget contains:

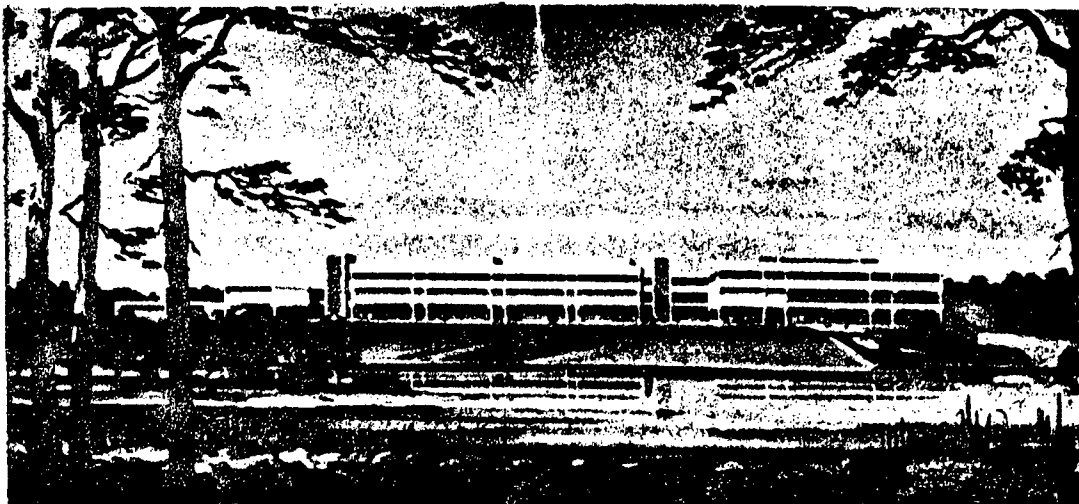
- |   |   |                        |
|---|---|------------------------|
| * | Budget Holds (list attached)  | \$162,700              |
| * | Contingencies   | \$ 92,955              |
| * | A practice of underspending our budget in previous years leads us to believe this can again be accomplished, amounting to 3-5% overall savings. (Last year we spent 5.2% less than budgeted). | \$160,000 -<br>266,000 |

RECOMMENDATION: It is recommended that the 1983-84 budget be approved as presented.

# 1983-1984 BUDGET "HOLDS"

The following items from the 1983-84 budget have been designated as "on hold". These items, while essential programatic needs, have nevertheless been selected to be held until the revenue side of the budget becomes clear. Specific action by the Board will be obtained before these holds are released:

	Equipment	Supplies	Travel	Contractual	Total
Chapton			500		500
Magmoe	1,943	800			2,743
Hison	2,440				2,440
Levenger	32,000	5,000			
		2,450		5,040	44,490
Building	13,500				13,500
Business Education	24,875	1,020			25,895
Food Services	6,000	425	125	200	6,750
Agriculture		500	210		710
Industrial Education	19,500		800		20,300
Ad. Tech.	3,900				3,900
Asst. Dean - Wagner		200	600		800
Asst. Dean - Kime	440				440
Asst. Dean - Seguin	440				440
Oster	1,943			200	2,143
Earning Resources	24,579				24,579
Resident's Office	1,420				1,420
Faculty Office	1,450				1,450
Relander		9,000			9,000
Affirmative Action				200	200
On-Service-Training				1,000	1,000
	134,430	19,395	2,235	6,640	162,700



**BUDGET**  
**1983 -- 1984**



**SAUK VALLEY COLLEGE**

**ROUTE 6  
DIXON, IL 61021**

TABLE I

## SUMMARY OF 1983-84 BUDGET BY FUND

OPERATIONAL FUNDS

	Education Fund	Operations, Building and Maintenance Fund	Total Operating
1. Beginning Balance	33,095	22,634	55,729
2. Estimated Revenues	4,138,216	256,462	4,394,678
3. Estimated Expenditures	4,940,585	383,550	5,324,135
4. Estimated Transfer to Operations, Bldg. & Maint. (Restricted) Fund*	-0-	-0-	-0-
5. Estimated Ending Balance or (Deficit)	(769,274)	(104,454)	(873,728)

OTHER FUNDS

	Operations, Bldg. & Maint. (Restricted) Fund	Bond and Interest Fund #1	Bond and Interest Fund #2	Working Cash Fund	Ins. Fund (Special)
1. Beginning Balance	1,059,233	499,845	138,415	2,221,552	71,824
2. Estimated Revenues	110,000	292,415	141,549	100,000	73,864
3. Estimated Expenditures	295,000	273,625	278,625	1,000	67,000
4. Estimated Transfer from Operations, Bldg. & Maint. Fund *	-0-	-0-	-0-	-0-	-0-
5. Estimated Ending Balance or (Deficit)	874,233	518,635	1,339	2,320,552	78,688

\*Annual Transfer to the Operations, Building and Maintenance Fund (Restricted) from the Operations, Building and Maintenance Fund of funds accumulated for site purchase or building construction.

Official Budget was approved by the

BOARD OF TRUSTEES ON August 29, 1983.

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

TABLE II  
SUMMARY OF 1983-84 ESTIMATED REVENUES

College	SAUK VALLEY COLLEGE	Dist. No. 506	Year Ended 6-30-84
<u>OPERATING REVENUES BY SOURCE</u>			
	Education Fund	Operations, Bldg. & Maint. Fund	Total Operating Funds
<u>Local Government</u>			
1/2 of 1982 Taxes	471,475	117,868	589,343
1/2 of 1983 Taxes	471,475	117,868	589,343
Replacement of Pers. Prop. Tax	77,704	19,426	97,130
Chargeback Revenue			
Non-College Territory and			
Other Community Colleges	12,000		12,000
TOTAL LOCAL GOVERNMENT	1,032,654	255,162	1,287,816
<u>State Government</u>			
ICCB Flat Rate	1,282,721		1,282,721
Ill. Board of Voc. Ed. Reimb.	240,682		240,682
State Work Study	1		1
TOTAL STATE GOVERNMENT	1,523,404		1,523,404
<u>Federal Government</u>			
Federal Work Study	170,658		170,658
Other Federal	2,000		2,000
TOTAL FEDERAL GOVERNMENT	172,658		172,658
<u>Student Tuition and Fees</u>			
Tuition	1,379,500		1,379,500
Fees	2,100		2,100
Public Services Income	14,900		14,900
TOTAL TUITION AND FEES	1,396,500		1,396,500
<u>Other Sources</u>			
Interest on Investments	10,000	100	10,100
Other Revenue	3,000	1,200	4,200
TOTAL OTHER SOURCES	13,000	1,300	14,300
TOTAL 1983-84 BUDGETED REVENUE	\$ 4,138,216	\$ 256,462	\$ 4,394,678
* Less Non-Operating Items:			
Tuition Chargeback (593)	12,000		12,000
ADJUSTED REVENUE	\$ 4,126,216	\$ 256,462	\$ 4,382,678

\* Inter-college expenses that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

TABLE III

## SUMMARY OF 1983-84 OPERATING BUDGETED EXPENDITURES

	Education Fund	Operations, Building & Maint. Fund	Total Operating	%
<b>BY PROGRAM</b>				
Instruction	2,477,893		2,477,893	46.5%
Academic Support	180,047		180,047	3.4%
Student Services	357,025		357,025	6.7%
Public Service	14,900		14,900	.3%
Organized Research	-0-		-0-	-0-
Independent Operations	-0-		-0-	-0-
Operation & Maint. of Plant	652,136	357,550	1,009,686	19.0%
General Administration	247,781		247,781	4.7%
Institutional Support	1,010,803	26,000	1,036,803	19.4%
<b>TOTAL 1983-84 BUDGETED EXPENDITURES</b>	<b><u>4,940,585</u></b>	<b><u>383,550</u></b>	<b><u>5,324,135</u></b>	<b><u>100.0%</u></b>
*Less Non-operating Items				
Tuition Chargeback	<u>12,000</u>		<u>12,000</u>	
<b>ADJUSTED EXPENDITURES</b>	<b><u>4,928,585</u></b>	<b><u>383,550</u></b>	<b><u>5,312,135</u></b>	
<b>BY OBJECT</b>				
Salaries	3,442,505		3,442,505	64.7%
Employee Benefits	258,400		258,400	4.9%
**Contractual Services	166,882	42,500	209,382	3.9%
General Materials & Supplies	275,455	58,000	333,455	6.3%
Conference & Meeting Expense	56,950	3,000	59,950	1.1%
Fixed Charges	16,000	1,000	17,000	.3%
Utilities	185,465	236,400	421,865	7.9%
Capital Outlay	258,313	17,650	275,963	5.2%
***Other	187,660		187,660	3.5%
Provision for Contingency	92,955	25,000	117,955	2.2%
<b>TOTAL 1983-84 BUDGETED EXPENDITURES</b>	<b><u>4,940,585</u></b>	<b><u>383,550</u></b>	<b><u>5,324,135</u></b>	<b><u>100.0%</u></b>
*Less Non-Operating Items:				
Tuition Chargeback (593)	<u>12,000</u>		<u>12,000</u>	
<b>ADJUSTED EXPENDITURES</b>	<b><u>4,928,585</u></b>	<b><u>383,550</u></b>	<b><u>5,312,135</u></b>	
* Inter-college expenses that do not generate related local college credit hours are subtracted to allow for statewide comparison.				
** Includes In-Service-Training \$5,000				
** Includes:				
Student Recruitment	\$ 1,500	Advertising	\$ 600	
Commencement	6,000	Recruitment	2,500	
Special Affairs	3,500	Chargeback	25,000	
Postage	40,000	Computer Rental	95,750	
Publ. & Dues	6,310	Tuition Reimb.	6,500	
			<u>\$187,660</u>	

1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	2,174,551	
Employee Benefits	-0-	
Contractual Services	99,382	
General Materials & Supplies	171,660	
Conference & Meeting Expense	32,300	
Fixed Charges	-0-	
Capital Outlay	-0-	
Other	-0-	
		2,477,893
<u>ACADEMIC SUPPORT</u>		
Salaries	121,907	
Employee Benefits	-0-	
Contractual Services	4,500	
General Materials & Supplies	52,890	
Conference & Meeting Expense	750	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		180,047
<u>STUDENT SERVICES</u>		
Salaries	321,575	
Employee Benefits	-0-	
Contractual Services	3,400	
General Materials & Supplies	19,100	
Conference & Meeting Expense	5,450	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	7,500	
		357,025
<u>PUBLIC SERVICES</u>		
Salaries	4,600	
Employee Benefits	-0-	
Contractual Services	2,800	
General Materials & Supplies	7,500	
Conference & Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		14,900
<u>ORGANIZED RESEARCH</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials & Supplies	-0-	
Conference & Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Total</u>
<u>INDEPENDENT OPERATIONS</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials & Supplies	-0-	
Conference & Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
<u>OPERATION AND MAINTENANCE OF PLANT</u>		
Salaries	466,671	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials & Supplies	-0-	
Conference & Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	185,465	
Capital Outlay	-0-	
Other	-0-	
		652,136
<u>GENERAL ADMINISTRATION</u>		
Salaries	216,081	
Employee Benefits	-0-	
Contractual Services	6,050	
General Materials & Supplies	11,250	
Conference & Meeting Expense	10,900	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	3,500	
		247,781
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	137,120	
Employee Benefits	258,400	
Contractual Services	50,750	Includes In-Service
General Materials & Supplies	13,055	
Conference & Meeting Expense	7,550	
Fixed Charges	16,000	
Utilities	-0-	
Capital Outlay	258,313	
Other	176,660	
Provision for Contingency	92,955	
		1,010,803
GRAND TOTAL		<u>\$ 4,940,585</u>



1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

OPERATIONS, BUILDING AND MAINTENANCE FUND

	<u>Appropriations</u>	<u>Total</u>
<u>OPERATION AND MAINTENANCE OF PLANT</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	42,500	
General Materials & Supplies	58,000	
Conference & Meeting Expense	3,000	
Fixed Charges	-0-	
Utilities	236,400	
Capital Outlay	17,650	
Other	<u>-0-</u>	
		357,550
<u>GENERAL ADMINISTRATION</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials & Supplies	-0-	
Conference & Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	<u>-0-</u>	
		-0-
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials & Supplies	-0-	
Conference & Meeting Expense	-0-	
Fixed Charges	1,000	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
Provision for Contingency	<u>25,000</u>	
		<u>26,000</u>
 GRAND TOTAL		 <u>\$ 383,550</u>

1983-84 ESTIMATED CURRENT BUDGETED REVENUES

OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)

<u>REVENUE BY SOURCE</u>	<u>Revenue</u>	<u>Total</u>
Local Governmental Sources		
Sale of Bonds	-0-	
Other	-0-	-0-
State Governmental Sources		
Other	-0-	-0-
Federal Governmental Sources		
Title VI	-0-	
H.E.W. Grant	-0-	
Other	35,000	35,000
Other Sources		
Sales and Service Fees	-0-	
Facilities Revenue	-0-	
Interest on Investments	75,000	
Non-Gov't. Gifts, Grants and Bequests	-0-	
Other Revenue	-0-	
Transfer from Operations, Building and Maintenance Fund	-0-	75,000
GRAND TOTAL		<u>\$ 110,000</u>

1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)

	<u>Appropriations</u>	<u>Total</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials & Supplies	-0-	
Conference & Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	295,000	
Other	-0-	
Provision for Contingency	-0-	295,000
GRAND TOTAL		<u>\$ 295,000</u>

1983-84 ESTIMATED CURRENT BUDGETED REVENUE

BOND AND INTEREST FUND #1 REVENUE BY SOURCE

	<u>Revenue</u>	<u>Total</u>
<u>Local Governmental Sources</u>		
1/2 of 1982 Taxes	121,405	
1/2 of 1983 Taxes	121,405	
Back Taxes	-0-	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Other - Personal Property Tax Replacement	34,605	277,415
<u>State Governmental Sources</u>		
Other	-0-	-0-
<u>Other Sources</u>		
Interest on Investments	15,000	
Other Revenue	-0-	15,000
GRAND TOTAL		<u>\$ 292,415</u>

1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

BOND AND INTEREST FUND #1

	<u>Appropriations</u>	<u>Total</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal Retired	250,000	
Interest on Bonds	23,125	
Service Charge	-0-	
Other	500	273,625
GRAND TOTAL		<u>\$ 273,625</u>

1983-84 ESTIMATED CURRENT BUDGETED REVENUE

BOND AND INTEREST FUND #2 REVENUE BY SOURCE

	<u>Revenue</u>	<u>Total</u>
<u>Local Governmental Sources</u>		
1/2 of 1982 Taxes	141,049	
Back Taxes	-0-	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Interest on Investments	500	
Other	-0-	<u>141,549</u>
GRAND TOTAL		<u>\$ 141,549</u>

1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

BOND AND INTEREST FUND #2

	<u>Appropriations</u>	<u>Total</u>
<u>INSTITUTIONAL SUPPORT</u>		
Debt Principal Retired	250,000	
Interest	28,125	
Other Fixed Charges	<u>500</u>	<u>278,625</u>
GRAND TOTAL		<u>\$ 278,625</u>

1983-84 ESTIMATED CURRENT BUDGETED REVENUE

WORKING CASH FUND

Revenue

Total

Other Sources

Investment Income

100,000

100,000

GRAND TOTAL

\$ 100,000

1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

WORKING CASH FUND

Appropriations

Total

INSTITUTIONAL SUPPORT

Miscellaneous Expense

1,000

1,000

GRAND TOTAL

\$ 1,000

1983-84 ESTIMATED CURRENT BUDGETED REVENUE

SPECIAL FUND (INSURANCE)

	<u>Revenue</u>	<u>Total</u>
<u>Local Governmental Sources</u>		
1/2 of 1982 Taxes	36,932	
1/2 of 1983 Taxes	36,932	
Back Taxes	-0-	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Other	-0-	73,864
GRAND TOTAL		<u>\$ 73,864</u>

1983-84 ESTIMATED CURRENT BUDGETED EXPENDITURES

SPECIAL FUND (INSURANCE)

	<u>Appropriations</u>	<u>Total</u>
<u>INSTITUTIONAL SUPPORT</u>		
Worker's Compensation	20,000	
Tort Liability Insurance	13,000	
Unemployment Compensation	20,000	
Audit Costs	14,000	67,000
GRAND TOTAL		<u>\$ 67,000</u>

SAUK VALLEY COLLEGE

EDUCATION FUND

PART I: ESTIMATED REVENUE 1983-84

100-000-400 EDUCATION FUND

100-000-410 Local Governmental Sources

100-000-411-01 - 1982 Taxes $\frac{1}{2}$ (785,791,014 @ 12¢)	471,475	
100-000-411-02 - 1983 Taxes $\frac{1}{2}$ (785,791,014 @ 12¢)	471,475	
100-000-414 - Replacement of Corporate Personal Property Tax (\$131,735)	77,704	
100-000-415 - Charge-Back Revenue	<u>12,000</u>	\$ 1,032,654

100-000-420 State Governmental Sources

100-000-421 - State Apportionment

Based on FY '82 enrollment - 53,709 hrs	<u>1,282,721</u>	1,282,721
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100-000-422 - Vocational Technical Education

100-000-422 - Regular Reimbursement	146,682	
100-000-422-02 - Equipment Reimbursement	<u>94,000</u>	240,682

100-000-429 - State Work Study	<u>1</u>	1
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100-000-430 Federal Governmental Sources

100-000-439-02 - Federal Work Study	170,658	
100-000-439-03 - Other Federal	<u>2,000</u>	172,658

100-000-440 Student Tuition and Fees

100-000-441-01 - Summer 1983 ( 7,500)	172,000	
100-000-441-02 - Fall 1983 (26,300)	607,500	
100-000-441-03 - Spring 1984 (25,400)	<u>600,000</u>	1,379,500
100-000-442-01 - Graduation Fees	1,000	
100-000-442-04 - Transcript Fees	1,100	
100-000-442-09 - Public Services Income	<u>14,900</u>	17,000

100-000-460 Rental of Facilities

100-000-461 - Rental	-0-	-0-
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100-000-470 Interest on Investments	<u>10,000</u>	10,000
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100-000-499 Other Revenue	<u>3,000</u>	<u>3,000</u>
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TOTAL EDUCATION FUND REVENUE . . . . .		<u>\$ 4,138,216</u>
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SAUK VALLEY COLLEGE

EDUCATION FUND

PART II: ESTIMATED EXPENDITURES 1983-84

<u>110-000-000</u>	<u>INSTRUCTION</u>		<u>\$ 2,477,893</u>
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110-100-000      DIVISION OF BUSINESS

110-100-513	- Salaries - Full Time	\$ 153,066	
110-100-533	- Contractual Services	12,000	
110-100-541.02	- General Materials & Supplies	9,045	
110-100-550	- Conference & Meeting Expense	<u>1,750</u>	175,861

110-117-000      FOOD SERVICES

110-117-533	- Contractual Services	200	
110-117-541.02	- General Materials & Supplies	425	
110-117-550	- Conference & Meeting Expense	<u>125</u>	750

110-200-000      DIVISION OF AGRICULTURE

110-200-513	- Salaries - Full Time	24,092	
110-200-533	- Contractual Services	100	
110-200-541.02	- General Materials & Supplies	1,665	
110-200-550	- Conference & Meeting Expense	<u>610</u>	26,467

110-300-000      DIVISION OF INDUSTRIAL EDUCATION

110-300-513	- Salaries - Full Time	174,562	
110-300-533	- Contractual Services	8,230	
110-300-541.02	- General Materials & Supplies	25,300	
110-300-550	- Conference & Meeting Expense	<u>1,600</u>	209,692

110-310-000      COSMETOLOGY

110-310-538	- Contractual Services	54,000	
110-310-541.02	- General Materials & Supplies	100	
110-310-550	- Conference & Meeting Expense	<u>175</u>	54,275

110-316-000      HUMAN SERVICES

110-316-533	- Contractual Services	250	
110-316-541.02	- General Materials & Supplies	1,350	
110-316-550	- Conference & Meeting Expense	<u>500</u>	2,100

110-400-000      DIVISION OF SOCIAL SCIENCE

110-400-513	- Salaries - Full Time	121,706	
110-400-541.02	- General Materials & Supplies	3,050	
110-400-550	- Conference & Meeting Expense	<u>1,400</u>	126,156



110-410-000 E.M.T.

110-410-533	- Contractual Services	1,650	
110-410-541.02	- General Materials & Supplies	<u>190</u>	1,840

110-418-000 CRIMINAL JUSTICE

110-418-513	- Salaries - Full Time	45,549	
110-418-533	- Contractual Services	100	
110-418-541.02	- General Materials & Supplies	1,060	
110-418-550	- Conference & Meeting Expense	<u>850</u>	47,559

110-419-000 LIBRARY TECHNOLOGY

110-419-541.02	- General Materials & Supplies	<u>100</u>	100
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110-500-000 DIVISION OF HUMANITIES

110-500-513	- Salaries - Full Time		
	(Humanities)	225,564	
110-500-533	- Contractual Services		
	(Humanities)	350	
110-500-541.02	- General Materials & Supplies		
	(Humanities)	4,275	
110-500-550	- Conference & Meeting Expense		
	(Humanities)	<u>2,500</u>	232,689

110-511-513	- Salaries - Full Time (Art)	23,838	
110-511-533	- Contractual Services (Art)	200	
110-511-541.02	- General Materials & Supplies		
	(Art)	600	
110-511-550	- Conference & Meeting Expense		
	(Art)	<u>200</u>	24,838

110-512-513	- Salaries - Full Time (Music)	47,676	
110-512-533	- Contractual Services (Music)	1,200	
110-512-541.02	- General Materials & Supplies		
	(Music)	1,450	
110-512-550	- Conference & Meeting Expense		
	(Music)	<u>500</u>	50,826

110-600-000 DIVISION OF MATH SCIENCE

110-600-513	- Salaries - Full Time	175,946	
110-600-533	- Contractual Services	1,600	
110-600-541.02	- General Materials & Supplies	10,850	
110-600-550	- Conference & Meeting Expense	<u>1,500</u>	189,896

110-711-000 MED. LAB. TECHNOLOGY

110-711-513	- Salaries - Full Time	45,683	
110-711-533	- Contractual Services	1,500	
110-711-541.02	- General Materials & Supplies	12,990	
110-711-550	- Conference & Meeting Expense	<u>1,420</u>	61,593

110-712-000 AD NURSING

110-712-513	- Salaries - Full Time	110,144	
110-712-516	- Salaries - Office Staff	10,455	
110-712-533	- Contractual Services	620	
110-712-541.02	- General Materials & Supplies	2,525	
110-712-550	- Conference & Meeting Expense	<u>2,000</u>	125,744

110-713-000 LP NURSING

110-713-513	- Salaries - Full Time	77,971	
110-713-533	- Contractual Services	545	
110-713-541.02	- General Materials & Supplies	2,860	
110-713-550	- Conference & Meeting Expense	<u>1,650</u>	83,026

110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513	- Salaries - Full Time	25,625	
110-714-533	- Contractual Services	1,837	
110-714-541.02	- General Materials & Supplies	2,565	
110-714-550	- Conference & Meeting Expense	<u>1,920</u>	31,947

110-715-000 DIVISION OF PHYSICAL EDUCATION

110-715-513	- Salaries - Full Time	43,263	
110-715-533	- Contractual Services	2,000	
110-715-541.02	- General Materials & Supplies	1,400	
110-715-550	- Conference & Meeting Expense	<u>700</u>	47,363

110-716-000 NURSING ASSISTANT

110-716-533	- Contractual Services	300	
110-716-541.02	- General Materials & Supplies	350	
110-716-550	- Conference & Meeting Expense	<u>100</u>	750

110-800-000      INFORMATION OFFICE & REPRODUCTION ROOM

110-800-516	- Salaries - Secretarial	25,177	
110-800-518.01	- Student Employees - Federal		
	(Faculty Ofc.)	13,000	
110-800-518.01-1	- Student Employees - Federal		
	(Workroom)	7,250	
110-800-533	- Contractual (Workroom)	4,700	
110-800-537	- Contractual (UNALLOCATED)	1,900	
110-800-542	- General Materials & Supplies		
	(Workroom)	1,000	
110-800-541.02	- General Materials & Supplies		
	(Faculty Ofc.)	900	
110-800-541.03	- General Materials & Supplies		
	(Institutional Committees)	300	54,227

110-810-000      PUBLIC INFORMATION

110-810-511	- Salaries - Administrative	30,984	
110-810-516	- Salaries - Secretarial	2,000	
110-810-547	- General Materials & Supplies	77,600	
110-810-550	- Conference & Meeting Expense	1,000	111,584

110-811-000      ASS'T DEAN OF ARTS AND SOCIAL SCIENCES

110-811-511	- Salaries - Administrative	31,491	
110-811-514.01	- Salaries - Instructional		
	(Part-time)	47,000	
110-811-514.02	- Salaries - Instructional		
	(Summer Session)	44,200	
110-811-516	- Salaries - Secretarial	11,749	
110-811-518.01	- Salaries - Student Employees		
	(Federal)	5,800	
110-811-541.01	- General Materials & Supplies	800	
110-811-550	- Conference & Meeting Expense	2,000	143,040

110-812-000      ASS'T DEAN OF BUSINESS & TECHNOLOGY

110-812-511	- Salaries - Administrative	33,149	
110-812-514.01	- Salaries - Instructional		
	(Part-time)	100,000	
110-812-514.02	- Salaries - Instructional		
	(Summer Session)	41,000	
110-812-516	- Salaries - Secretarial	13,573	
110-812-518.01	- Salaries - Student Employees		
	(Federal)	11,256	
110-812-541.01	- General Materials & Supplies	1,000	
110-812-550	- Conference & Meeting Expense	2,600	202,578

110-813-000      ASS'T DEAN OF COMMUNITY & EXTENSION SERVICES

110-813-511	- Salaries - Administrative	40,636	
110-813-514.01	- Instructional Salaries	110,000	
110-813-514.02	- Community Services Coordinators	6,500	
110-813-516	- Salaries - Secretarial	11,681	
110-813-518.01	- Salaries - Student Employees - (Federal)	3,655	
110-813-533	- Contractual Services	5,000	
110-813-541.02	- General Materials & Supplies	3,000	
110-813-550	- Conference & Meeting Expense	<u>2,500</u>	182,972

110-814-000      ASS'T DEAN OF HEALTH & NATURAL SCIENCES

110-814-511	- Salaries - Administrative	33,149	
110-814-514.01	- Salaries - Instructional (Part-time)	75,000	
110-814-514.02	- Salaries - Instructional (Summer Session)	30,000	
110-814-518.01	- Salaries - Student Employees - (Federal)	13,596	
110-814-533	- Contractual Services	300	
110-814-541.01	- General Materials & Supplies	800	
110-814-550	- Conference & Meeting Expense	<u>1,850</u>	154,695

110-815-000      ACADEMIC SKILLS CENTER

110-815-513	- Salaries - Full Time	71,365	
110-815-533	- Contractual Services	500	
110-815-541.02	- General Materials & Supplies	2,000	
110-815-550	- Conference & Meeting Expense	<u>700</u>	74,565

110-816-000      HONORS PROGRAM

110-816-533	- Contractual Services	100	
110-816-541.02	- General Materials & Supplies	110	
110-816-550	- Conference & Meeting Expense	<u>550</u>	760

110-818-000      DEAN OF INSTRUCTION

110-818-511	- Salaries - Administrative	39,153	
110-818-516	- Salaries - Secretarial	15,047	
110-818-518.03	- Student Tutors	2,000	
110-818-533	- Contractual Services	200	
110-818-541.01	- General Materials & Supplies	2,000	
110-818-550	- Conference & Meeting Expense	<u>1,600</u>	60,000

<u>120-000-000</u>	<u>ACADEMIC SUPPORT (Learning Resource Center)</u>	<u>\$ 180,047</u>
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120-000-512	- Salaries - Professional	73,956	
120-000-516	- Salaries - Secretarial	34,951	
120-000-518.01	- Salaries - Student Employees - (Federal)	13,000	
120-000-533	- Contractual Services	4,500	
120-000-541.01	- Xerox Supplies	2,000	
120-000-541.03	- Library Supplies	13,040	
120-000-544.01	- Audio Visual Supplies	7,850	
120-000-545	- Library Books	30,000	
120-000-550	- Conference & Meeting Expense	750	180,047

<u>130-000-000</u>	<u>STUDENT SERVICES AND AIDS</u>	<u>\$ 357,025</u>
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<u>131-000-000</u>	<u>Admissions and Records</u>
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131-000-512	- Salaries - Professional	29,889	
131-000-516	- Salaries - Secretarial	46,996	
131-000-518.01	- Salaries - Student Employees - (Federal)	10,958	
131-000-533	- Contractual Services	2,600	
131-000-541.01	- General Materials & Supplies	6,000	
131-000-550	- Conference & Meeting Expense	800	97,243

<u>132-000-000</u>	<u>Counseling and Testing</u>
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132-000-512	- Salaries - Instructional	59,900	
132-000-516	- Salaries - Secretarial	11,749	71,649

<u>133-000-541.01</u>	<u>Health Services - Materials</u>	<u>300</u>	300
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<u>134-000-000</u>	<u>Financial Aids</u>
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134-000-512	- Salaries - Professional	30,773	
134-000-516	- Salaries - Secretarial	22,373	53,146

<u>138-000-000</u>	<u>Administration of Student Services &amp; Aids</u>
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138-000-511	- Salaries - Administrative	37,015	
138-000-516	- Salaries - Secretarial	14,977	
138-000-518.01	- Salaries - Student Employees - (Federal)	45,100	
138-000-519	- Other Salaries (Coaching)	11,845	
138-000-533	- Contractual Services	800	
138-000-541.01	- General Materials & Supplies	12,800	
138-000-549	- Commencement	6,000	
138-000-554	- Student Recruitment	1,500	
138-000-550	- Conference & Meeting Expense	4,650	134,687

<u>140-000-000</u>	<u>PUBLIC SERVICES</u>		<u>\$ 14,900</u>
140-000-514.02	- Salaries	4,600	
140-000-533	- Contractual Services	2,800	
140-000-541.02	- General Materials & Supplies	<u>7,500</u>	14,900
<u>170-000-000</u>	<u>OPERATION AND MAINTENANCE OF PLANT</u>		<u>\$ 652,136</u>
171-000-517	- Salaries - Services Staff	384,671	
171-000-518.01	- Salaries - Student Employees - (Federal)	82,000	
176-000-571	- Gas	154,600	
176-000-575	- Telephone	<u>30,865</u>	652,136
<u>181-000-000</u>	<u>GENERAL ADMINISTRATION</u>		<u>\$ 247,781</u>
<u>181-000-000</u>	<u>President's Office</u>		
181-000-511	- Salaries - Administrative	53,192	
181-000-516	- Salaries - Secretarial	17,228	
181-000-518.01	- Salaries - Student Employees - (Federal)	3,484	
181-000-533	- Contractual Services	1,000	
181-000-541.01	- General Materials & Supplies	3,250	
181-000-550	- Conference & Meeting Expense	3,000	
181-000-556	- Special Affairs	3,500	
181-000-559	- Other Conf. & Meeting Expense	<u>4,900</u>	89,554
<u>182-000-000</u>	<u>Business Office</u>		
182-000-511	- Salaries - Administrative	43,620	
182-000-512	- Salaries - Professional	31,589	
182-000-516	- Salaries - Secretarial	66,968	
182-000-518.01	- Salaries - Student Employees - (Federal)	-0-	
182-000-533	- Contractual Services	5,050	
182-000-541.01	- General Materials & Supplies	8,000	
182-000-550	- Conference & Meeting Expense	<u>3,000</u>	158,227

<u>190-000-000</u>	<u>INSTITUTIONAL SUPPORT</u>		<u>\$ 1,010,803</u>
<u>191-000-000</u>	<u>Board of Trustees</u>		
191-000-534	- Contractual - Legal	8,000	
191-000-549	- Other General Supplies (Election)	2,500	
191-000-550	- Conference & Meeting Expense	<u>3,500</u>	14,000
<u>192-000-000</u>	<u>Institutional Support Expense</u>		
192-000-516	- Salaries - Secretarial	11,928	
192-000-518.01	- Salaries - Student Employees - (Federal)	3,685	
192-000-518.03	- Salaries - Student Employees - (Federal) (Contingency)	4,448	
192-000-521	- Group Medical & Life Insurance	258,400	
192-000-529	- Tuition Reimbursement	6,500	
192-000-533.03	- In-Service-Training	5,000	
192-000-537	- UNALLOCATED Contractual	2,400	
192-000-541.02	- Supplies (FACULTY ASSOCIATION)	200	
192-000-544.02	- Postage	40,000	
192-000-546	- Publications/Dues	6,310	
192-000-547	- Advertising	600	
192-000-554	- Recruitment	<u>2,500</u>	341,971
<u>192-000-560</u>	<u>Fixed Charges</u>		
192-000-565	- General Insurance	<u>16,000</u>	16,000
<u>192-000-580</u>	<u>Capital Outlay</u>		
192-000-585	- Equipment	<u>258,313</u>	258,313
<u>192-000-593</u>	<u>Tuition Charge Back</u>	<u>25,000</u>	25,000
<u>194-000-000</u>	<u>Institutional Research</u>		
194-000-541.01	- General Materials & Supplies	<u>500</u>	500
<u>195-000-000</u>	<u>Data Processing Services</u>		
195-000-512	- Salaries - Professional	56,962	
195-000-516	- Salaries - Secretarial	12,273	
195-000-518.01	- Salaries - Student Employees - (Federal)	6,365	
195-000-533	- Contractual Services	34,750	
195-000-541.01	- General Materials & Supplies	8,600	
195-000-550	- Conference & Meeting Expense	1,500	
195-000-562	- Rental of Computer Equipment	<u>95,750</u>	216,200

196-000-000      Planning & Development

196-000-512	- Salaries - Professional	30,443	
196-000-516	- Salaries - Secretarial	11,016	
196-000-533	- Contractual Services	300	
196-000-541.02	- General Materials & Supplies	1,155	
196-000-550	- Conference & Meeting Expense	<u>2,250</u>	45,164

197-000-000      Affirmative Action

197-000-533	- Contractual Services	300	
197-000-541.02	- General Materials & Supplies	100	
197-000-550	- Conference & Meeting Expense	<u>300</u>	700

<u>199-000-600      Provision for Contingencies</u>	<u>92,955</u>	<u>92,955</u>
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TOTAL BUDGET EDUCATION FUND . . . . .	<u>\$ 4,940,585</u>
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PART III:      BUDGET SUMMARY

Balance on Hand July 1, 1983	\$ 33,095
Revenue	4,138,216
Less Expenditures	<u>4,940,585</u>
Excess of Revenue over Expenditures	<u>(802,369)</u>
Estimated balance on hand June 30, 1984	<u>\$ (769,274)</u>



SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1983-84

200-000-400 OPERATIONS, BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411-01	- 1982 Taxes $\frac{1}{2}$ (785,791,014 @ 3¢)	117,868	
200-000-411-02	- 1983 Taxes $\frac{1}{2}$ (785,791,014 @ 3¢)	117,868	
200-000-414	- Replacement of Corporate Personal Property Tax (\$131,735)	<u>19,426</u>	\$ 255,162

200-000-470	Interest on Investment	<u>100</u>	100
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200-000-499	Miscellaneous Revenue	<u>1,200</u>	<u>1,200</u>
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TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND . . . . .			<u>\$ 256,462</u>
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SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART II: ESTIMATED EXPENDITURES 1983-84

200-000-000 OPERATIONS, BUILDING AND MAINTENANCE FUND

270-000-000 Operation and Maintenance of Plant

270-000-541.04 - General Materials & Supplies	\$ 58,000	
270-000-550 - Conference & Meeting Expense	<u>3,000</u>	\$ 61,000
<u>270-000-580 Capital Outlay</u>		
270-000-587 - Additional Equipment	<u>17,650</u>	17,650
<u>271-000-533 - Contractual Services</u>	<u>42,500</u>	42,500
<u>276-000-573 - Electricity</u>	<u>236,400</u>	236,400

290-000-000 Institutional Support

292-000-560 Fixed Charges

292-000-561 - Rental	<u>1,000</u>	1,000
<u>299-000-600 Provision for Contingencies</u>	<u>25,000</u>	<u>25,000</u>
TOTAL BUDGET OPERATIONS, BUILDING AND MAINTENANCE FUND . . . . .		<u>\$ 383,550</u>

PART III:      BUDGET SUMMARY

Balance on hand July 1, 1983		\$    22,634
Revenue	256,462	
Less Expenditures	<u>383,550</u>	
Excess of Revenue over Expenditures		<u>(127,088)</u>
Estimated balance on hand June 30, 1984		<u><u>\$ (104,454)</u></u>

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)

PART I: ESTIMATED REVENUE 1983-84

300-000-430 Federal Governmental Sources

300-000-439 - Federal Grants and Contributions \$ 35,000

300-000-470 Investment Income 75,000

TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED) . . . \$ 110,000

PART II: ESTIMATED EXPENDITURES 1983-84

INSTITUTIONAL SUPPORT

390-000-580 Capital Outlay

390-000-582	Site Improvement	5,000	
390-000-584	Building Improvements	275,000	
390-000-586	Equipment - Instructional	5,000	
390-000-587	Equipment - Service	5,000	
390-000-589	Other Capital Outlay	<u>5,000</u>	\$ 295,000

TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED) . . . . \$ 295,000

PART III: BUDGET SUMMARY

Balance on hand July 1, 1983 \$ 1,059,233

Revenue \$ 110,000

Less Expenditures 295,000

Excess of Revenue over Expenditures . . . . . (\$ 185,000)

Estimated balance on hand June 30, 1984 . . . . . \$ 874,233



SAUK VALLEY COLLEGE

BOND AND INTEREST FUND #2 (Working Cash)

PART I: ESTIMATED REVENUE 1983-84

400-000-410 Local Governmental Sources

400-000-411-01 - 1982 Taxes		
$\frac{1}{2}$ (785,791,014 @ .0359)	\$ 141,049	\$ 141,049

400-000-470 Other Sources

400-000-470 - Interest on Investments	500	500
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TOTAL BOND AND INTEREST FUND #2 REVENUE . . . . .		<u>\$ 141,549</u>
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PART II: ESTIMATED EXPENDITURES 1983-84

INSTITUTIONAL SUPPORT

490-000-560 Fixed Charges

490-000-563 Debt Principal Retirement	\$ 250,000	
490-000-564 Interest	28,125	
490-000-569 Other Fixed Charges	500	\$ 278,625

TOTAL BOND AND INTEREST FUND #2 EXPENDITURES . . . . .		<u>\$ 278,625</u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1983		\$ 138,415
Revenue	\$ 141,549	
Less Expenditures	<u>278,625</u>	
Excess of Revenue over Expenditures . . . . .		<u>( 137,076)</u>
Estimated balance on hand June 30, 1984 . . . . .		<u>\$ 1,339</u>

SAUK VALLEY COLLEGE

WORKING CASH FUND

PART I: ESTIMATED REVENUE 1983-84

700-000-470 Other Sources

700-000-470	Investment Income	<u>\$ 100,000</u>	<u>\$ 100,000</u>
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TOTAL WORKING CASH FUND REVENUE . . . . .			<u>\$ 100,000</u>
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PART II: ESTIMATED EXPENDITURES 1983-84

790-000-500 Institutional Support

790-000-569	Miscellaneous Expense	<u>1,000</u>	<u>\$ 1,000</u>
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TOTAL WORKING CASH FUND EXPENDITURES . . . . .			<u>\$ 1,000</u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1983		\$ 2,221,552
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Revenue	\$ 100,000	
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Less Expenditures	<u>1,000</u>	
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Excess of Revenue over Expenditures . . . . .		<u>99,000</u>
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Estimated balance on hand June 30, 1984 . . . . .		<u>\$ 2,320,552</u>
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SAUK VALLEY COLLEGE

INSURANCE FUNDS (SPECIAL)

PART I: ESTIMATED REVENUE 1983-84

800-000-410 Local Governmental Sources

800-000-411-01 - 1982 Taxes $\frac{1}{2}$ (785,791,014 @ .0094)	36,932	
800-000-411-02 - 1983 Taxes $\frac{1}{2}$ (785,791,014 @ .0094)	<u>36,932</u>	\$ 73,864
TOTAL INSURANCE FUNDS (SPECIAL) REVENUE . . . . .		<u>\$ 73,864</u>

PART II: ESTIMATED EXPENDITURES 1983-84

892-000-000 Institutional Support

892-000-523 Worker's Compensation		\$ 20,000
892-000-526 Tort Liability Insurance		13,000
892-000-527 Unemployment Compensation		20,000
892-000-531 Audit Costs		<u>14,000</u>
TOTAL INSURANCE FUNDS (SPECIAL) EXPENDITURES . . . . .		<u>\$ 67,000</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1983		\$ 71,824
Revenue	\$ 73,864	
Less Expenditures	<u>67,000</u>	
Excess of Revenue over Expenditures . . . . .		<u>6,864</u>
Estimated Balance on hand June 30, 1984 . . . . .		<u>\$ 78,688</u>



SAUK VALLEY COLLEGE BOOKSTORE

Budget for 1983-84

PART I: REVENUE

SALES:

Textbooks	\$ 293,250	
Supplies	39,250	
Miscellaneous	23,400	
Paperbacks	8,100	
Used Books	24,300	
Other Income	100	
Investment Income	2,500	
Sales Tax Collected	<u>17,850</u>	\$ 408,750

Less Cost of Sales:

Textbooks	234,600	
Supplies	27,475	
Miscellaneous	17,550	
Paperbacks	5,500	
Used Books	18,225	
Sales Tax Paid	<u>17,500</u>	<u>320,850</u>

ESTIMATED GROSS PROFIT . . . . . \$ 87,900

PART II: EXPENDITURES

Salaries & Wages	27,450	
Employee Benefits	900	
Transportation	8,550	
Equipment	3,000	
Supplies	3,000	
Travel	1,800	
Telephone	400	
Dues & Subscriptions	300	
Auditing & Legal	300	
Other Expenses	<u>1,200</u>	<u>46,900</u>

EXCESS REVENUE OVER EXPENDITURES . . . . . \$ 41,000

PART III: Budget Summary

Fund Equity July 1, 1983		\$ 231,729
Revenue	\$ 408,750	
Less Expenditures	<u>367,750</u>	
Excess Revenue over Expenditures . . . . .		<u>41,000</u>
Estimated Fund Equity, June 30, 1984 . . . .		<u>\$ 272,729</u>

RESTRICTED PURPOSES FUND

PART I: ESTIMATED REVENUE

	<u>1982-83</u>	<u>1983-84</u>
<u>#201 Comprehensive Income</u>	\$ 57,500	\$ 59,200
<u>Income from Admissions</u> <u>to Student Activities</u>		
#202 Athletics	700	600
#203 Drama and Readers Theatre	800	900
#204 Cultural Events	3,000	3,000
#205 Newspaper	<u>200</u>	<u>300</u>
	<u>4,700</u>	<u>4,800</u>
 TOTAL ESTIMATED REVENUE	 <u><u>\$ 62,200</u></u>	 <u><u>\$ 64,000</u></u>

RESTRICTED PURPOSES FUND

PART II: ESTIMATED EXPENSITURES

	<u>1982-83</u>		<u>1983-84</u>
#251 - Athletics (Palumbo)			
#252A - Athletics (Cross Country)			
#252B - Athletics (Track)			
#253 - Athletics (Golf)			
#254A - Athletics (Soccer)			
#254B - Athletics (Baseball)			
 <u>Athletics</u>			
Officials	2,835		3,700
Travel	6,550		6,550
Meals and Hotel	5,294		4,955
Awards	584		490
Insurance	1,450		1,300
Banquet	300		325
Dues and Fees	<u>695</u>		<u>895</u>
	17,708		18,215
 <u>Rentals</u>			
Baseball	250		275
Golf	350		400
Tennis	<u>200</u>		<u>200</u>
	800		875
 <u>Supplies and Cleaning</u>			
Basketball	150		150
Baseball	400		400
Golf	253		425
Tennis	385		485
Soccer	<u>-0-</u>		<u>100</u>
	1,188		1,560
 <u>Equipment</u>			
	<u>350</u>		<u>-0-</u>
	350		-0-
 <u>Miscellaneous</u>			
Scouting	150		175
Basketball Clinic	<u>150</u>		<u>175</u>
	300		350

	<u>1982-83</u>		<u>1983-84</u>	
<u>#256 - Cheerleaders and Pom Pon</u>				
Jr. High Cheerleaders Clinic	-0-		150	
Travel and Meals	585		476	
Uniforms and Supplies	<u>265</u>		<u>224</u>	
	850		850	
<u>#257 - Speech Activities</u>				
<u>Readers Theatre</u>				
Supplies	150		150	
Sets and Costumes	400		400	
Publicity	<u>50</u>		<u>50</u>	
	600		600	
<u>Tournaments</u>				
Dues and Fees	350		350	
Royalties	20		20	
Transportation	930		930	
Meals	900		900	
Lodging	<u>900</u>		<u>900</u>	
	<u>3,100</u>		<u>3,100</u>	
	3,700		3,700	
<u>#258 - Drama</u>				
Royalties	550		550	
Publicity	200		200	
Sets and Costumes	1,050		1,050	
Rentals	100		100	
Equipment	250		250	
Supplies	350		350	
Summer Theatre	<u>300</u>		<u>300</u>	
	2,800		2,800	
<u>#259 - Music</u>				
Travel	1,500		1,500	
Meals	600		600	
Cleaning and Misc.	100		100	
Workshop Travel	220		220	
Tailoring	210		210	
Madrigal Dinner	<u>1,170</u>		<u>1,170</u>	
	3,800		3,800	

1982-831983-84#260 - Student Activities

Leadership	250	-0-	
Fine Arts	2,600	-0-	
Pop Entertainment	2,600	-0-	
Speakers	2,600	-0-	
Wages	300	-0-	
Publicity	700	-0-	
Miscellaneous	600	-0-	
Entertainment & License Fees	-0-	350	
Supplies	-0-	725	
Equipment	-0-	100	
Xerox & Workroom	-0-	75	
Miscellaneous	-0-	100	
Pow Wow Day	-0-	1,500	
Concert-Lecture Series			
Promotions	-0-	4,150	
Entertainment/Promotions	-0-	3,000	
	9,650		10,000
<u>#262 - Student Newspaper</u>	<u>3,400</u>	<u>3,300</u>	
	3,400		3,300

#264 Student Senate

Supplies	50	600	
Publicity	50	-0-	
Special Events	800	-0-	
Miscellaneous	100	-0-	
Leadership	-0-	1,200	
Membership Fees	-0-	200	
	1,000		2,000

#266 - Women's IntercollegiateAthleticsAthletics

Officials	2,900	2,930	
Travel	3,943	3,880	
Meals and Lodging	3,060	2,550	
Insurance	1,150	1,175	
Dues and Fees	720	925	
Awards	576	510	
Banquet	326	300	
Rentals	50	50	
	12,725		12,320

Supplies

First Aid	350	375	
Tennis	125	130	
Softball	250	200	
Uniforms	600	100	
	1,325		805

	<u>1982-83</u>		<u>1983-84</u>	
<u>#266 - Women's Intercollegiate</u>				
<u>Athletics</u> - continued				
<u>Equipment</u>	<u>400</u>		<u>700</u>	
		400		700
<u>Scouting</u>	<u>150</u>		<u>175</u>	
		150		175
<u>Sectionals</u>	<u>-0-</u>		<u>200</u>	
		-0-		200
<u>#268 - Intramurals - Coed</u>				
Awards	50		-0-	
Officials	75		-0-	
Supplies	<u>25</u>		<u>50</u>	
		150		50
<u>#270 - Clubs</u>	<u>200</u>	200	<u>500</u>	500
<u>#271 - Film Commission</u>	<u>1,400</u>	1,400	<u>1,600</u>	1,600
<u>#299 - Non-Budgeted Contingencies</u>	<u>304</u>	<u>304</u>	<u>200</u>	<u>200</u>
		<u>\$62,200</u>		<u>\$64,000</u>

PART III:        BUDGET SUMMARY

Balance on hand July 1, 1983		\$ 3,844
Revenue	\$ 64,000.	
Less Expenditures	<u>64,000</u>	
Excess of Revenue over Expenditures		<u>-0-</u>
Estimated balance on hand June 30, 1984 . . . . .		<u><u>\$ 3,844</u></u>

SAUK VALLEY COLLEGE

CHILD CARE CENTER

1983-84

PART I: ESTIMATED REVENUE

Fees	\$ 18,150
Insurance	<u>200</u>
TOTAL REVENUE	<u>\$ 18,350</u>

PART II: ESTIMATED EXPENDITURES

Salaries	\$ 16,550
Insurance	200
Supplies	1,400
Travel	<u>200</u>
TOTAL EXPENDITURES	<u>\$ 18,350</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1983	\$ 3,034
Revenue	\$ 18,350
Less Expenditures	<u>18,350</u>
Excess of Revenue over Expenditures	<u>-0-</u>
Estimated balance on hand June 30, 1984 . . .	<u>\$ 3,034</u>



For Board Meeting  
of August 29, 1983

Agenda Item E-7

REQUEST FOR TAX ABATEMENT

The business and governmental bodies of Rock Falls are requesting Sauk Valley College to grant tax abatements to prospective industries in their community.

Specific details of this request will be available at the meeting.

For Board Meeting  
of August 29, 1983

Agenda Item E-8

ROADWAY REPAIRS

Bids for sealing and repairing portions of our roadways and parking lots have been solicited by public advertisement in the Dixon and Sterling papers, August 4th and 11th.

The following bids were received and opened on August 23rd:

Midwest Blacktop Sterling, IL	\$5,947.40
Fritz Asphalt Service Walnut, IL	6,014.50
Porter Brothers Rock Falls, IL	10,395.55

The foregoing work consists of seal coating of approximately 11,600 yards and represents base and surface replacement for approximately 180 square yards essentially in the east parking lot. Unit prices will become a part of the base bid and will lead to some variation in the total cost estimated above. The architect's services will also be an additional cost.

RECOMMENDATION: Board of Trustees approval of the bid submitted by Midwest Blacktop, and permission to continue with this work with funds from the Site and Construction Fund.

For Board Meeting  
of August 29, 1983

Agenda Item F-1

REQUEST FOR LEAVE OF ABSENCE

Mr. David Lovekin, professor of Philosophy and English,  
has requested a Leave of Absence for the 1983-84 academic  
year.

He will be working on his doctoral studies at the University  
of Texas.

RECOMMENDATION: It is recommended that Mr. Lovekin's  
request for a Leave of Absence for  
1983-84 be granted.



## SAUK VALLEY COLLEGE

R. R. 5, Dixon, Illinois 61021 — Phone 815-288-5511

August 1, 1983

Dr. Hal Garner, President  
Sauk Valley College  
R.R. 5  
Dixon, IL 61021

Dear Dr. Garner:

I am requesting a leave of absence for the 83-84 academic year, to be renewed by April 1 of 1984 for the following 84-85 year, for the purpose of completing a PhD in the Humanities at the University of Texas at Dallas. I will not be needing Sauk's customary partial insurance coverage, as I will be covered adequately by U.T.D., a policy available to teaching assistants, a position I have been awarded.

I feel that this personal and professional development is needed by me and that it will be ultimately of value to Sauk Valley.

Sincerely,

David Lovekin  
Professor of Philosophy and  
English

DL/js

cc Don Foster  
Mike Seguin

RECEIVED  
AUG 1 1983  
Off. of the President

For Board Meeting  
of August 29, 1983

Agenda Item F-2

CONFIRMATION OF PROFESSIONAL  
APPOINTMENTS

The following professional appointments have been made  
subject to Board confirmation:

Louise Gartner	Assistant Instructor in Nursing
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David Clydesdale	Asst. Professor in Mathematics
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RECOMMENDATION: It is recommended that the Board  
confirm these appointments.

# SAUK VALLEY COLLEGE

## RECOMMENDATION FOR STAFF APPOINTMENT

NAME: David Clydesdale SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

Bloomington Illinois DATE: 8-1-83

City State

PRESENT POSITION: Math Instructor Illinois State University

RECOMMENDED POSITION AT THE COLLEGE: Assistant Professor Math

Type of Position

EFFECTIVE DATE OR PERIOD: FROM: August 26, 1983 TO: \_\_\_\_\_

BASIS OF EMPLOYMENT: FULL-TIME: X PART-TIME: \_\_\_\_\_ OTHER: \_\_\_\_\_

POSITION ON SALARY PLAN: Assistant Professor 7 SALARY: 19,349

Rank/Level Step

CONDITIONS OF EMPLOYMENT: none

### BIOGRAPHIC DATA

EDUCATION: HIGHEST DEGREE EARNED: M.S. Math DATE: 8-81

A.S. Illinois Valley Community College 1973

B.S.Ed. John Brown University 1975

M.S. Illinois State University 1981

### EXPERIENCE:

David has taught for 4 years at the junior high level and for 2 years as a math instructor at Illinois State.

### OTHER:

STAFF RECOMMENDATION: Janet R. Keme DATE: 8-1-83

Signature

DEANS RECOMMENDATION: David J. Foster DATE: 8-1-83

Signature

PRESIDENTS RECOMMENDATION FOR BOARD APPROVAL: M. D. Turner DATE: 8-2-83

Signature

APPROVED: Official Board Action 8-29-83 DATE: 9-1-83

Signature of President or Board Action M. Vinson

July, 1981

# SAUK VALLEY COLLEGE

## RECOMMENDATION FOR STAFF APPOINTMENT

NAME: Louise Gartner SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

Street

Sterling Illinois 61081 DATE: August 1, 1983

City                      State

PRESENT POSITION: Part-time instructor at SVC

RECOMMENDED POSITION AT THE COLLEGE: Term Professional Staff

Type of Position

EFFECTIVE DATE OR PERIOD: FROM: August 19, 1983 TO: \_\_\_\_\_

BASIS OF EMPLOYMENT: FULL-TIME: X PART-TIME: \_\_\_\_\_ OTHER: \_\_\_\_\_

POSITION ON SALARY PLAN: Assistant Instructor 13 SALARY: 17.507\*

Rank/Level                      Step                      \*82-83 salary schedule

CONDITIONS OF EMPLOYMENT: one year contract

### BIOGRAPHIC DATA

EDUCATION: HIGHEST DEGREE EARNED: R.N. Diploma DATE: Sept. '54

Methodist Hospital School of Nursing, Indianapolis, Indiana

EXPERIENCE: Community General Hospital, Sterling, IL, Staff nurse, 1955-59, 61-64, 77-80  
Dr. Ralph Redmond, Sterling-Rock Falls Clinic, Office Nurse, 1959-61  
Sinnissippi Mental Health Nurse, Psychiatric Nurse, 1974-77  
SVC, Part-time Instructor LPN Program 1979-82  
Full-time Instructor LPN Program 1-82 to 1-83  
Part-time Instructor LPN Program 1-83 to present

OTHER:

STAFF RECOMMENDATION: *Louise Gartner* DATE: 8-1-83

Signature

DEANS RECOMMENDATION *Donald J. Foster* DATE: 8-1-83

Signature

PRESIDENTS RECOMMENDATION FOR BOARD APPROVAL: *W. H. Jensen* DATE: 8-2-83

Signature

APPROVED: *Official Board Action* 8-29-83 DATE: 9-1-83

Signature of President or Board Action *W. H. Jensen*

July, 1981

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# DAVID T. CLYDESDALE

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## ADDRESS

### HOME

Bloomington, Illinois 61701

### OFFICE

Department of Mathematics  
Illinois State University  
Normal, Illinois 61761  
(309) 438-7365

## PERSONAL INFORMATION

Born, May 22, 1953  
Health, excellent  
Married, three children  
Willing to relocate

Height, 6'  
Weight, 200 lbs.

## CAREER OBJECTIVE

To work in a situation where there are opportunities both for the utilization of my training and experience as a mathematics instructor, and for growth in this profession.

## EDUCATION

M.S. Mathematics, Illinois State University, August 1981

B.S. Ed. Mathematics, John Brown University, Siloam Springs Arkansas, December 1975

## PROFESSIONAL EXPERIENCE

1981-1983	<b>Mathematics Instructor</b> Illinois State University Normal, Illinois  Instructor in courses in: Algebra, Trigonometry Finite Mathematics, Business Calculus, and Liberal Arts Mathematics. Coordinated a multi-section course in trigonometry. Wrote the solution manual for and assisted in the editing process of a high school geometry text book. Gave high school mathematics talks.
1980-1981	<b>Graduate Assistant</b> Illinois State University  Algebra Instructor. Conducted weekly help sessions in Finite Mathematics. Mathematics tutor.
1979-1980	<b>Teacher</b> DePue Unit School DePue, Illinois  Junior high Science, high school General Science, Chemistry, and Physics teacher. Junior Class Sponsor.
1976-1979	<b>Teacher</b> Deer Park Consolidated School Ottawa, Illinois  Mathematics, Science, Spelling, and Art teacher. Limited Coaching.

References will be supplied upon request.

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For Board Meeting  
of August 29, 1983

Agenda Item F-3

APPROVAL OF PERSONAL RESOLUTION

A resolution has been prepared to acknowledge the personal and professional services of Ms. Janet Kime as Assistant Dean for Health and Natural Sciences and prior services for Sauk.

RECOMMENDATION: It is recommended that the prepared resolution be approved and presented to Ms. Kime.

For Board Meeting  
of August 29, 1983

Agenda Item G-1

APPROVAL OF RAMP/CC

The Resource Allocation Management Plan for Community Colleges (RAMP/cc) for Sauk has been completed and submitted to the Illinois Community College Board.

The following will be of particular interest as the enclosed document is reviewed:

- Planning Statement ..... p 3-10  
(This is a reproduction of our institutional goals announced previously)
- Planning Assumptions ..... p 14
- Program Additions/Deletions ..... p 27
- Summary of Capital Requests ..... p 34

RECOMMENDATION: It is recommended that the RAMP/cc report be approved as submitted to the ICCB.

716,541.02	SAMS DRIVE IN CLEANERS	SUPPLIES	2,247	20.80
600,541.02	SARGENT WELCH SCIENTIFIC CO	SUPPLIES	2,248	118.87
712,541.02	W B SAUNDERS CO	SUPPLIES	2,249	5.33
000,541.00	SERVOMATION CORP	SUPPLIES 350.00		
000,556.00	X X	FOUNDATION RECEP 80.00		
000,549.00	X X	BOARD MEETING 30.00	2,250	460.00
000,544.02	B F SHAW PRINTING CO	POSTAGE 1377.95		
000,547.00	X X	ADS 11.40	2,251	1,389.35
713,541.02	THE SKILLBOOK CO	SUPPLIES	2,252	25.38
000,545.00	SOCIETY FOR THE SCIENTIFIC STUDY OF SEX	BOOK	2,253	16.00
800,542.00	GLENN SPUTE	SUPPLIES	2,254	2.75
810,547.00	STERLING CAMERA CENTER	SUPPLIES	2,255	183.78
310,538.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	2,256	3,939.84
000,541.01	SWARTLEYS	FLOWERS 58.49		
000,549.00	X X	21.65	2,257	80.14
100,541.02	TOOLCOM COMPUTER	SUPPLIES	2,258	40.00
000,545.00	TRAINEX CORP	FILM	2,259	20.00
000,593.00	TRITON COLLEGE	CHARGE BACK	2,260	182.15
000,541.01	UARCO	SUPPLIES 82.51		
000,533.00	X X	MAINT AGRMT 453.60		
000,541.01	X X	SUPPLIES 1165.66	2,261	1,701.77
000,545.00	U S GOVT PRINTING OFC	BOOKS	2,262	300.00
000,541.02	VEGA ENTERPRISES	SUPPLIES	2,263	76.48
000,550.00	EUGENE WAGNER	TRAVEL	2,264	85.40
000,549.00	WALKUS MOUNTAIN PRODUCTIONS	COMMENCEMENT	2,265	80.00
000,534.00	WARD WARD MURRAY---	SERVICES	2,266	632.50
000,545.00	WATSON GUPTILL PUBLICATIONS	BOOKS	2,267	3.13
100,550.00	CHARLES WEST	TRAVEL	2,268	29.00
000,541.01	WRITING SALES INC	SUPPLIES	2,269	21.78
000,541.01	XEROX CORP	SUPPLIES	2,270	1,679.09
	SVC IMPREST FUND	MISC EXPENSES	2,271	1,776.23
000,545.00	ASSOCIATED LITHOGRAPHERS	BOOKS	2,272	21.95
100,550.00	GLENN BAILEY	TRAVEL	2,273	264.31
000,545.00	BAKER & TAYLOR CO	BOOKS	2,274	750.23
810,547.00	DIXON EVENING TELEGRAPH	ADS	2,275	41.28
000,545.00	GALE RESEARCH CO	BOOKS	2,276	75.65
000,545.00	GENEALOGICAL GUIDE	BOOK	2,277	17.00
600,541.02	KAROL MEDIA	SUPPLIES	2,278	90.00
000,541.03	MCGREGOR MAGAZINE AGENCY	SUPPLIES	2,279	10.00
000,593.00	PARKLAND COLLEGE	CHARGE BACK	2,280	1,949.50
800,541.02	SBM EQUIPMENT CENTER	SUPPLIES	2,281	17.64
000,541.01	UNIVERSITY ASSOCIATES	SUPPLIES	2,282	67.50
316,541.02	UNIVERSITY OF ILLINOIS	SUPPLIES 56.25		
500,541.02	X X	50 50	2,283	196.75
810,547.00	W S D R	PUB INFO	2,284	95.00
000,545.00	WEST PUBLISHING CO	BOOKS	2,285	76.50

BILLS PAYABLE

August 29, 1983

EDUCATIONAL FUND

110-300-541.02	VOID CHECK #2163 written July		\$ -97.65
110-100-550	GLENN BAILEY	Travel advance	2181 500.00
110-600-550	DAVID YOUKER	Travel advance	2182 700.00
110-814-514-02	ILLINOIS VALLEY HOSPITAL	Summer Instr.	2183 35.00
110-813-514-01	NACHUSA LUTHERAN HOME	Comm. Serv. Instr.	2184 67.50
110-814-514-02	FREEPORT MEMORIAL HOSPITAL	Summer Instr.	2185 225.00
	SVC PAYROLL FUND	7-31-83 Payroll	2186 114,485.23
192-000-521	PRUDENTIAL INS. CO.	July premium	2187 18,868.11
192-000-521	JAMES MAJOR	Ins. refund	2188 291.60
182-000-541.01	CURTIS 1000	Supplies	2189 157.68
110-814-514-02	ILL. VALLEY HOSPITAL	Summer Instr.	2190 35.00
110-813-514-01	NACHUSA LUTHERAN HOME	Comm. Serv. Instr.	2191 67.50
192-000-521	PRUDENTIAL	August premium	2192 18,030.74
	SVC PAYROLL FUND	8-15-83 Payroll	2193 118,971.37
192-000-544.02	POSTMASTER	Postage-Summer grades	2194 399.00

\$ 272,736.08

.811,541.01	A.S.C.D.	MEMBERSHIP	2195 48.00
.418,541.02	ACADEMY OF CRIM JUS SCI	MEMBERSHIP	2196 100.00
.300,541.02	BOGOTT INDUS SUPPLY	SUPPLIES	2197 1,292.29
.810,547.00	C.A.S.E. MEMBERSHIP	MEMBERSHIP	2198 300.00
.600,541.02	CAL GLASS FOR RESEARCH	SUPPLIES	2199 953.78
.000,575.00	CENTRAL TELEPHONE CO	SERVICE	2200 2,072.31
.000,533.00	CENTURY ANALYSIS INC	MAINT AGRMT	2201 2,970.00
.000,556.00	CLAYTONS FLORAL SHOP	FLOWERS	2202 20.00
.713,541.02	COPPINS LETTER SHOP	SUPPLIES	2203 42.50
.000,545.00	CORNELL UNIV PRESS	BOOKS	2204 132.64
.000,541.01	CROWN PRINTING	SUPPLIES 6.60	
.000,541.01	X X	4.40	
.000,549.00	X X	3.00	2205 14.00
.000,547.00	THE DAILY GAZETTE	ADS 9.00	
.000,554.00	X X	39.60	2206 48.60
.300,541.02	DEMCO	SUPPLIES	2207 86.56
.300,541.02	DIESEL INJECTION SERV INC	SUPPLIES	2208 2.00
.000,556.00	DIXON FLORAL CO	FLOWERS	2209 17.50
.000,556.00	DONUT WORLD CO	SUPPLIES	2210 29.64
.000,541.01	EDUC COMMISSION OF THE STATES	SUPPLIES	2211 5.00
.711,533.00	FISHER SCIENTIFIC CO	SERVICE	2212 56.00
.000,534.00	DR THOMAS FLYNN	SERVICES	2213 250.00
.818,550.00	DONALD FOSTER	TRAVEL 130.45	
.0550.00	X X	14.00	2214 144.45
.0550.00	HAL GARNER	TRAVEL 85.83	
.000,559.00	X	MISC EXP 300.00	2215 385.83
.810,550.00	RALPH GELANDER	TRAVEL	2216 34.00
.800,542.00	HARKELLS	SUPPLIES 14.00	
.000,541.01	X X	146.25	2217 160.25

0.000,562.00	I B M CORP	MAINT AGRMT	2,218	394.50
0.000,533.00	IBM CORP	SERVICE 320.00		
0.000,537.00	X X	136.32	2,219	456.32
0.000,546.00	I.C.C.T.A.	DUES	2,220	1,574.58
0.000,575.00	ILLINOIS BELL TELEPHONE	SERVICE	2,221	185.54
0.810,547.00	ILLINOIS POSTER ADVERTISING	ADS	2,222	576.00
0.000,541.01	INTERPRETIVE SCORING SYSTEMS	SUPPLIES	2,223	233.30
0.000,545.00	KALMIA CO INC	BOOKS	2,224	66.59
0.000,544.01	KLAUS RADIO INC	SUPPLIES	2,225	290.05
0.000,545.00	LEARNING RESEARCH PROJECT	BOOK	2,226	11.50
0.810,547.00	LEE WAYNE CO	PUB INFO	2,227	390.85
0.200,541.02	MEREDITH CORP	SUPPLIES	2,228	160.00
0.810,547.00	MILLEDGEVILLE C.U.D. 312	PUB INFO	2,229	95.00
0.000,545.00	MULTI MEDIA PRODUCTIONS INC	BOOKS	2,230	78.00
0.000,533.00	NCR CORPORATION	MAINT 4484.31		
0.000,533.00	X X	17,865.25		
0.000,541.01	X X	SUPPLIES 200.00		
0.000,562.00	X X	EQUIP RENTAL 7016.64	2,231	29,566.20
0.000,534.00	N.A.C.U.A.	MEMBERSHIP	2,232	250.00
0.000,541.02	N.A.E.I.R.	SUPPLIES	2,233	164.05
0.000,533.00	N.C.S. INC	SERVICE	2,234	165.00
0.812,541.01	NATL CENTER FOR RES IN VOC ED	SUPPLIES 25.00		
0.18,541.01	X X X X	25.00	2,235	50.00
0.00,541.01	NATL ON CAMPUS REPORT	SUBSCR	2,236	58.00
0.711,550.00	HAROLD NELSON	TRAVEL	2,237	81.60
0.000,545.00	NICKELODEON	RECORDS	2,238	181.86
0.000,546.00	NORTH CENTRAL ASSN	DUES	2,239	655.00
0.000,571.00	NORTHERN ILLINOIS GAS CO	SERVICE	2,240	11,775.84
0.000,571.00	NORTHERN ILL GAS CO	SERVICE	2,241	29.51
0.800,542.00	NORTHLAND PAPER CO	SUPPLIES	2,242	528.90
0.815,550.00	FRANK PINTOZZI	TRAVEL	2,243	58.00
0.100,533.00	RADIO RANCH	SERVICE 148.00		
0.100,541.02	X X	23.90	2,244	171.90
0.100,541.02	SVC BOOKSTORE	SUPPLIES 49.10		
0.300,541.02	X X	8.46		
0.400,541.02	X X	9.67		
0.500,541.02	X X	2.51		
0.511,541.02	X X	2.62		
0.512,541.02	X X	7.61		
0.810,547.00	X X	2.28		
0.811,541.01	X X	1.18		
0.813,541.02	X X	178.48		
0.815,541.02	X X	1.15		
0.000,541.01	X X	1.18		
0.000,541.01	X X	10.51		
0.000,541.01	X X	12.95		
0.000,541.01	X X	3.45		
0.000,541.02	X X	6.28	2,245	297.43
0.25,541.02	SBM EQUIP CENTER	SUPPLIES 60.77		
0.14,541.02	X X	20.76		
0.000,533.00	X X	MAINT 325.00		
0.000,541.01	X X	CREDIT (25.27)	2,246	381.26

0.000,545.00	WRITERS & BOOKS	BOOKS	2,286	11.00
0.712,550.00	JANET KIME	TRAVEL	2,287	12.00
				<hr/>
		TOTAL BILLS		74,568.21
	Cks. #2181 - 2194 and void #2163			<u>272,736.08</u>
	TOTAL EDUCATIONAL FUND FOR AUGUST			\$347,304.29

BUILDING FUND

271-000-533	BRANSON ELECTRIC	Services	7195	\$ 150.00
000,541.04	ACE HARDWARE	SUPPLIES	7,196	37.99
000,541.04	BERRY BEARING CO	SUPPLIES	7,197	171.35
000,550.00	ROGER CHEESEMAN	TRAVEL	7,198	13.00
000,541.04	COAST TO COAST	SUPPLIES	7,199	11.47
000,573.00	COMMONWEALTH EDISON	SERVICE	7,200	18,744.25
000,541.04	CRESCENT ELECTRIC SUPPLY	SUPPLIES	7,201	151.80
000,541.04	ELLER & WILLEY BLOCK CO	SUPPLIES	7,202	55.59
000,541.04	FORSTER IMPLEMENT CO	SUPPLIES	58.68	
000,533.00	X X	SERVICE	253.24	
000,541.04	FYR FYTER INC	SUPPLIES	7,203	311.92
000,550.00	GLADYS GUNTLE	TRAVEL	7,204	100.00
000,541.04	DIXON HOME LUMBER CO	SUPPLIES	7,205	8.40
000,541.04	HONEYWELL INC	SUPPLIES	7,206	99.00
000,541.04	KRABLES	SUPPLIES	7,207	269.31
000,541.04	ELECTRONICS INC	SUPPLIES	7,208	4.32
000,550.00	JOHN LENOX	TRAVEL	7,209	30.00
000,541.04	LINCOLNWAY MATERIALS	SUPPLIES	7,210	13.00
000,533.00	DAVID MAYES	SEWAGE TESTING	7,211	204.75
000,533.00	MONTGOMERY ELEVATOR CO	MAINT	7,212	190.00
000,541.04	MORGAN SERVICES	SUPPLIES	7,213	469.96
000,541.04	MOTT BROTHERS	SUPPLIES	7,214	97.70
000,550.00	FELIX NAPOLITANO	TRAVEL	7,215	108.60
000,533.00	PITNEY BOWES	MAINT CONTR	7,216	75.80
000,550.00	TERRY RENOLDS	TRAVEL	7,217	186.00
000,533.00	ROCK RIVER GLASS	REPAIRS	7,218	13.00
000,533.00	ROCK VALLEY DISPOSAL	SERVICE	7,219	81.27
000,541.04	SVC EDUC FUND	SUPPLIES	7,220	82.80
000,541.04	SBM EQUIPMENT CENTER	SUPPLIES	7,221	1.75
000,541.04	SARGENT SOWELL INC	SUPPLIES	7,222	9.77
000,533.00	SIMPLEX TIME RECORDER CO	SERVICE	7,223	20.99
000,541.04	WESTERN AUTO STORE	SUPPLIES	7,224	144.00
000,541.04	WISCONSIN TURF EQUIP CO	SUPPLIES	7,225	8.95
000,541.04	SVC PETTY CASH	SUPPLIES	7,226	217.33
			7,227	4.09

TOTAL BUILDING FUND FOR AUGUST

\$22,088.16

# IMPREST FUND

192-000-546	Sterling Chamber of Commerce	Membership	6517	\$ 100.00
138-000-541.01	Capitol Publications Inc.	Subscr.	6518	149.00
192-000-546	Dixon Chamber of Commerce	Dues	6519	50.00
110-713-541.02	Southern Council on Collegiate Educ.	Supplies	6520	10.00
110-713-541.02	Nursing Report	Subscr.	6521	19.00
192-000-544.02	United Parcel Service	Service	6522	58.39
100-000-442-01	Mary Farley	Cap & Gown refund	6523	11.00
110-117-541.02	Debbie Brooks	Supplies	6524	5.86
110-811-541.01	Alliance for Arts Education	Supplies	6525	9.00
110-813-541.02	Natl. Council on Comm. Serv.	Membership	6526	30.00
120-000-545	Robert D. Thomas	Records	6527	29.94
120-000-545	Duane Paulsen	Book	6528	12.95
110-818-550	Sterling Chamber of Commerce	Dinner meeting	6529	7.00
192-000-544-02	United Parcel Service	Service	6530	17.86
	Void Check		6531	
110-811-541.01	American Council for the Arts	Supplies	6532	18.45
110-811-541.01	Univ. of Massachusetts	Supplies	6533	3.50
110-811-541.01	Playboy Publications	Supplies	6534	2.50
110-500-541.01	Training	Subscr.	6535	28.00
192-000-544.02	United Parcel Service	Service	6536	4.79
110-117-541.02	Krogers	Supplies	6537	10.12
138-000-549	Carol O'Dell	Honorarium	6538	50.00
138-000-549	Kim Glassburn	Honorarium	6539	25.00
138-000-549	Marty DeCrane	Honorarium	6540	15.00
138-000-549	Chris Kolling	Honorarium	6541	15.00
120-000-554	Don Foster	Recruitment exp.	6542	18.84
110-812-550	Hal Garner	Dinner meeting	6543	96.73
110-100-541.02	American Institute for Economic Res.	Supplies	6544	3.00
192-000-554	R. Kreig King	Interview exp.	6545	120.00
192-000-554	David Clydesdale	Interview exp.	6546	44.00
192-000-554	Everett Taylor	Interview exp.	6547	26.00
192-000-554	John Simpson	Interview exp.	6548	56.40
192-000-544.02	United Parcel Service	Service	6549	7.88
192-000-544.02	Postmaster	Fall billings	6550	308.00
133-000-541.01	Van Natta's Upholstery	Repairs	6551	25.00
110-813-533	Kathy Yount	Armory rental	6552	45.00
110-818-550	Sterling Chamber of Commerce	Luncheon meeting	6553	5.00
110-811-550	Ernie Fike	Mileage	6554	12.00
138-000-550	Only Hyatt Regency	Reservation-Marlier	6555	165.00
138-000-550	MASFAA 1983 Site Committee	Conference fee	6556	100.00
138-000-550	Days Inn	Reservation-Marlier	6557	27.54
192-000-544.02	United Parcel Service	Service	6558	33.48

Disbursements - Educational Fund

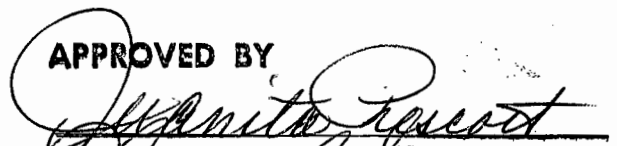
1,776.23

Balance in fund	- 1247.77
Disbursements	1776.23
Total in fund	- 3024.00

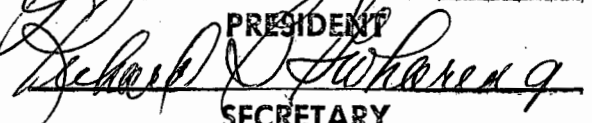


**SAUK VALLEY COLLEGE**

**APPROVED BY**

  
\_\_\_\_\_

**PRESIDENT**

  
\_\_\_\_\_

**SECRETARY**

**DATE** \_\_\_\_\_

TREASURER'S REPORT

July 31, 1983

EDUCATIONAL FUND

Balance on Hand June 30, 1983 \$149,378.42

Receipts:

Taxes	139,264.94	
Charge-Back Revenue	185.29	
Federal Work Study	8,125.50	
Summer Tuition	50,000.00	
Transcript Fees	108.00	
Other Revenue	554.14	
Exp. Credits	3,725.48	
Loan from Pool	<u>200,000.00</u>	<u>401,963.35</u>

Total Available \$551,341.77

Disbursements:

Expenses for July for '82-'83	309,407.54	
Expenses for July for '83-'84	<u>121,238.13</u>	<u>430,645.67</u>

Balance on Hand July 31, 1983 \$120,696.10

BUILDING FUND

Balance on Hand June 30, 1983 \$ 42,516.23

Receipts:

Taxes	34,810.04	
Misc. Revenue	215.00	
Exp. Credits	<u>41.78</u>	<u>35,066.82</u>

Total Available \$ 77,583.05

Disbursements:

Expenses for July for '82-'83	27,200.39	
Expenses for July for '83-'84	<u>5,582.76</u>	<u>32,783.15</u>

Balance on Hand July 31, 1983 \$ 44,799.90

AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand June 30, 1983 \$ 15,188.76

Receipts:

Interest on Investments 2,816.90

Total Available \$ 18,005.66

Disbursements: -0-

Balance on Hand July 31, 1983 \$ 18,005.66

BOND AND INTEREST #1

Balance on Hand June 30, 1983 \$129,450.45

Receipts:

Taxes 4,949.70  
Int. on Investments 793.94 5,743.64

Total Available \$135,194.09

Disbursements: -0-

Balance on Hand July 31, 1983 \$ 135,194.09

BOND AND INTEREST #4

Balance on Hand June 30, 1983 \$ 91,322.80

Receipts:

Taxes 5,750.86  
Int. on Investments 465.85 6,216.71

Total Available \$ 97,539.51

Disbursements:

Bond Interest 14,062.50

Balance on Hand July 31, 1983 \$ 83,477.01

# WORKING CASH FUND

Balance on Hand June 30, 1983 \$ 7,792.15

## Receipts:

Investments	519,593.17	
Int. on Investments	<u>17,631.20</u>	<u>537,224.37</u>

Total Available \$545,016.52

## Disbursements:

Investments	332,689.27	
Loan to Educ. Fund	<u>200,000.00</u>	<u>532,689.27</u>

Balance on Hand July 31, 1983 \$ 12,327.25

# INSURANCE FUND

Balance on Hand June 30, 1983 \$ 61,093.76

## Receipts:

Taxes	1,505.93	
Int. on Investments	<u>319.02</u>	<u>1,824.95</u>

Total Available \$ 62,918.71

## Disbursements:

Expenses for July		<u>5,282.78</u>
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Balance on Hand July 31, 1983 \$ 57,635.93

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## FUNDS INVESTED

Central National Bank	S & C	Variable		\$405,000.00
Farmers National	S & C	8.71	10-21-83	112,460.19
Wexon National	S & C	8.72	11-25-83	246,818.99
Farmers National	S & C	8.639	8-22-83	105,000.00
First National	S & C	8.955	10-10-83	75,000.00
First National	S & C	8.430	9-6-83	96,948.01
Rock Falls National	B & I #1	9.30	12-20-83	352,364.93
Rock Falls National	Working Cash	Variable		477,000.00
Rock Falls National	Working Cash	9.00	9-26-83	279,986.59
Wexon National	Working Cash	8.955	9-29-83	301,705.91
Rock Falls National	Working Cash	8.45	11-14-83	156,656.71
Wexon National	Working Cash	8.72	11-25-83	88,135.56
Farmers National	Working Cash	9.70	9-27-83	100,000.00
Rock Falls National	Working Cash	8.650	8-15-83	158,601.36
Rock Falls National	Working Cash	9.55	1-12-84	<u>332,689.27</u>

TOTAL INVESTED \$3,288,367.52

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 7/31/83

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$ 428.22
Notes Receivable .....	4,205.00
	<u>\$4,633.22</u>

LIABILITIES & NET WORTH:

Fund Equity .....	\$4,631.36	
Net Profit .....	<u>1.86</u>	<u>\$4,633.22</u>

P R O F I T   A N D   L O S S

INCOME:

Interest Income .....	\$ 1.86
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EXPENSES: ..... NONE

NET PROFIT ..... 1.86

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending July 31, 1983

B A L A N C E   S H E E T

Cash on Hand . . . . .	\$ 6.17	
Workstudy Awards Receivable from Fed. Gov. 1982-83 . . . . .	-0-	
Workstudy Awards Capital 1982-83 . . . . .		\$184,422.68
Workstudy Awards Paid 1982-83. . . . .	181,255.40	
E.O.G. Awards Receivable from Fed. Gov. 1982-83. . . . .	-0-	
Initial E.O.G. Awards Capital 1982-83. . . . .		29,245.00
Initial E.O.G. Awards Paid 1982-83 . . . . .	33,521.01	
Renewal E.O.G. Awards Capital 1982-83. . . . .		23,674.00
Renewal E.O.G. Awards Paid 1982-83 . . . . .	19,397.64	
PELL Grant Awards Receivable from Fed. Gov. 1982-83. . . . .	.60	
PELL Grant Awards Capital 1982-83 . . . . .		382,536.00
PELL Grant Awards Paid 1982-83 . . . . .	382,535.40	
ELL Grant Administrative Allowance Receivable from Federal Government 1982-83. . . . .	-0-	
ELL Grant Administrative Allowance Capital 1982-83. . . . .		1,385.00
PELL Grant Administrative Allowance Paid 1982-83 . . . . .	1,385.00	
Workstudy Awards Receivable from Fed. Gov. 1983-84 . . . . .	168,658.00	
Workstudy Awards Capital 1983-84 . . . . .		170,658.00
Workstudy Awards Paid 1983-84 . . . . .	6,835.93	
E.O.G. Awards Receivable from Fed. Gov. 1983-84. . . . .	59,200.00	
Initial E.O.G. Awards Capital 1983-84. . . . .		32,316.00
Initial E.O.G. Awards Paid 1983-84 . . . . .	-0-	
Renewal E.O.G. Awards Capital 1983-84. . . . .		26,884.00
Renewal E.O.G. Awards Paid 1983-84 . . . . .	-0-	
PELL Grant Awards Receivable from Fed. Gov. 1983-84. . . . .	206,970.00	
PELL Grant Awards Capital 1983-84 . . . . .		206,970.00
PELL Grant Awards Paid 1983-84 . . . . .	-0-	
Inactive Federal Grants. . . . .		1,674.47
	<u>\$1,059,765.15</u>	<u>\$1,059,765.15</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 7-31-83

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$ 72,559.04
Petty Cash .....	500.00
Accounts Receivable - Educational Fund .....	387.00
Inventory 6-31-83 .....	114,591.69
	<u>\$188,037.73</u>

LIABILITIES & NET WORTH:

Accounts Receivable - Student Activity Fund .....	\$ 550.00
Fund Equity .....	\$231,729.17
Net Loss .....	(44,241.44)
	<u>187,487.73</u>
	<u>\$188,037.73</u>

P R O F I T   A N D   L O S S

INCOME:

Textbook Sales .....	\$ 684.32	
Supply Sales .....	186.79	
Miscellaneous Sales .....	391.20	
Paperback Sales .....	150.68	
Used Book Sales .....	604.38	
Sales Tax Collected .....	237.00	
Other Income .....	2.39	\$ 2,256.76

EXPENSES:

Textbooks Purchases .....	\$ 36,500.74	
Supply Purchases .....	4,599.61	
Miscellaneous Purchases ...	2,560.36	
Paperback Purchases .....	349.37	
Used Book Purchases .....	-0-	
Sales Tax Paid .....	-0-	
Salaries & Wages .....	1,638.74	
Transportation Charges ....	660.20	
Supply Expense .....	188.18	
Equipment .....	-0-	
Travel .....	-0-	
Telephone .....	-0-	
Dues & Subscriptions .....	-0-	
Other Expense .....	-0-	
Over & Under .....	1.00	
Bad Debts .....	-0-	<u>46,498.20</u>

NET LOSS on a cash basis without regard to inventory or  
accounts payable ..... (\$ 44,241.44)

SAUK VALLEY COLLEGE

RESTRICTED PURPOSES FUND

July 31, 1983

Balance on Hand - June 30, 1983	\$ 83,979.89
July Receipts	75,236.83
Void Check #6346 - written 3/28/83	513.25
Void Check #7148 - written 6/27/83	350.00
Cash Under - July 20, 1983, deposit	(1.00)
Cash Over - July 26, 1983, deposit	1.00
TOTAL FUNDS AVAILABLE DURING JULY, 1983	<u>\$160,079.97</u>
Cash Disbursements - July, 1983	<u>76,526.17</u>
Balance on Hand - July 31, 1983	<u>\$ 83,553.80</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	-0-
Athletic Income	-0-
Drama Income	\$ 334.50
Student Activity Income	-0-
Film Income	-0-
Student Newspaper Income	-0-
Cash Over & Under	-0-
Other Income - Student Activity Only	-0-
TOTAL INCOME	<u>\$ 334.50</u>

	<u>BUDGET</u>	<u>EXPENSE</u>	
Athletic Expense	\$21,000.	\$ 701.79	
Cheeleader & Pom Pon Squad	850.	-0-	
Speech Activity & Readers' Theatre	3,700.	-0-	
Drama Expense	2,800.	331.16	
Music Expense	3,800.	69.00	
Student Activity Expense/Cultural-Social	10,000.	25.00	
Student Newspaper Expense	3,300.	-0-	
Associated Student Board Expense	2,000.	-0-	
Women's Intercollegiate Expense	14,200.	-0-	
Intramurals - Coed	50.	-0-	
SVC Clubs	500.	-0-	
Film Commission	1,600.	-0-	
Contingency Expense/Equipment	-0-	-0-	
Contingencies/Non-Budgeted	200.	-0-	
	<u>\$64,000.</u>	TOTAL EXPENSE	<u>\$ 1,126.95</u>

Excess of Expenditures Over Revenue, as of July 31, 1983	<u>\$ 792.45</u>
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RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

<u>ASSETS</u>		<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>AMOUNT</u>
Cash in Bank	\$ 83,553.80	Due Educational Fund	\$1,107.47
Petty Cash	-0-	Due Building Fund	416.00
Accts. Rec.	195,504.73	Due Student Loan Fund	708.11
Investments	100,000.00	Due Bookstore	-0-
		Out of District Fees	-0-
		Student Tuition	246,725.00
		Tuition Refunds	<u>(13,085.00)</u>
			\$235,871.58

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ 3,188.15	
Parking	3,615.22	
Recreation Room Fund	10,400.70	
Student Locker Fund	582.50	
Land Lab	331.91	
Community Services	3,906.06	
Photography Supplies	166.52	
LPN Supplies	8,518.93	
Planning Grant-Title III	(1,158.16)	
LRC Contributions	864.71	
Title II Library	-0-	
HEW Nursing Grants	-0-	
Nursing Capitation Grant	(19.88)	
Indochinese Grant	(16,783.93)	
HITS Grant - Prd. Unlim.	1,106.74	
1982-83 Disadv. Gt.	(573.52)	
1983-84 Disadv. Gt.	(1,703.65)	
DAVTE Disadv. & Handi-		
capped Grant	(2,637.84)	
DAVTE Quality Assist. Gt.	(2,412.91)	
Seminars & Development	628.57	
Humanities Grant	90.85	
Miscellaneous Account	(10.00)	
DCCA - Assist. for Econon-		
omic Development	(1,311.12)	
Student Clubs	1,067.39	
Adult Learning Bk. Chges.	1,570.59	
SVC Foundation	(250.00)	
Community Theatre	49.70	
College Van	2,152.52	
Vocational Info. Prog.	1,052.18	
Student Act/Spec Proj.	<u>116,390.92</u>	\$128,823.15


FUND EQUITY

July 1, 1983	\$15,156.25	
Excess of Expenditures Over Revenue, as of		
July 31, 1983	<u>(792.45)</u>	\$14,363.80

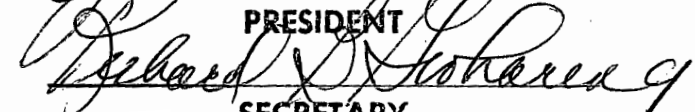
TOTAL ASSETS	<u>\$379,058.53</u>	TOTAL LIABILITIES & FUND EQUITY	<u>\$379,058.53</u>
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**SAUK VALLEY COLLEGE**

**APPROVED BY**



**PRESIDENT**



**SECRETARY**

**DATE** \_\_\_\_\_

EDUCATIONAL FUND

Account	Exp. for July & Aug.		Budget		Unexpended	Unencumbered
DIVISION OF BUSINESS SALARIES		.00	.00	147,940.00	147,940.00	147,940.00
DIV OF BUS CONTR SERV	573.00	573.00	573.00	12,000.00	11,427.00	11,427.00
DIV OF BUS SUPPLIES	867.44	867.44	867.44	9,045.00	8,177.56	8,177.56
DIV OF BUS CONF & MEETINGS	293.31	293.31	293.31	1,750.00	1,456.69	1,456.69
FOOD SERVICES CONTR SERV		.00	.00	200.00	200.00	200.00
FOOD SERV SUPPLIES	17.62	17.62	17.62	425.00	407.38	407.38
FOOD SERV CONF & MEETINGS		.00	.00	125.00	125.00	125.00
DIV OF AGRIC SALARIES		.00	.00	23,565.00	23,565.00	23,565.00
DIV OF AGRIC CONTR SERV		.00	.00	100.00	100.00	100.00
DIV OF AGRIC SUPPLIES	160.32	160.32	160.32	1,665.00	1,504.68	1,504.68
DIV OF AGRIC CONF & MEETINGS		.00	.00	610.00	610.00	610.00
DIV OF INDUS ED SALARIES		.00	.00	178,967.00	178,967.00	178,967.00
DIV OF INDUS ED CONTR SERV		.00	.00	8,230.00	8,230.00	8,230.00
DIV OF INDUS ED SUPPLIES	1,468.99	1,468.99	1,468.99	25,300.00	23,831.01	23,831.01
DIV OF INDUS ED CONF & MEETINGS		.00	.00	1,600.00	1,600.00	1,600.00
COSMETOLOGY CONTR SERV	3,939.84	3,939.84	3,939.84	54,000.00	50,060.16	50,060.16
COSMETOL SUPPLIES		.00	.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS		.00	.00	175.00	175.00	175.00
HUMAN SERVICES CONTR SERV		.00	.00	250.00	250.00	250.00
HUMAN SERV SUPPLIES	56.25	56.25	56.25	1,350.00	1,293.75	1,293.75
HUMAN SERV CONF & MEETINGS		.00	.00	500.00	500.00	500.00
DIV OF SOC SCI SALARIES		.00	.00	118,664.00	118,664.00	118,664.00
DIV OF SOC SCI SUPPLIES	165.47	165.47	165.47	3,050.00	2,884.53	2,884.53
DIV OF SOC SCI CONF & MEETINGS		.00	.00	1,400.00	1,400.00	1,400.00
E.M.T. CONTR SERV		.00	.00	1,650.00	1,650.00	1,650.00
E.M.T. SUPPLIES		.00	.00	190.00	190.00	190.00
DIV OF CRIM JUS SALARIES		.00	.00	44,495.00	44,495.00	44,495.00
DIV OF CRIM JUS CONTR SERV		.00	.00	100.00	100.00	100.00
DIV OF CRIM JUS SUPPLIES	100.00	100.00	100.00	1,060.00	960.00	960.00
DIV OF CRIM JUS CONF & MEETINGS		.00	.00	850.00	850.00	850.00
LIBRARY TECH SUPPLIES		.00	.00	100.00	100.00	100.00
DIV OF HUMANITIES SALARIES		.00	.00	241,910.00	241,910.00	241,910.00
DIV OF HUMANITIES CONTR SERV		.00	.00	350.00	350.00	350.00
DIV OF HUMAN. SUPPLIES	135.35	135.35	135.35	4,275.00	4,139.65	4,139.65
DIV OF HUMAN. CONF & MEETINGS		.00	.00	2500.00	2500.00	2500.00
ART DEPT SALARIES		.00	.00	23,226.00	23,226.00	23,226.00

Account	Exp. for July & Aug.			Budget	Unexpended	Unencumbered
ART DEPT CONTR SERV		.00	.00	200.00	200.00	200.00
ART DEPT SUPPLIES	30.85	30.85	30.85	600.00	569.15	569.15
ART DEPT CONF & MEETINGS		.00	.00	200.00	200.00	200.00
MUSIC DEPT SALARIES		.00	.00	45,720.00	45,720.00	45,720.00
MUSIC DEPT CONTR SERV		.00	.00	1,200.00	1,200.00	1,200.00
MUSIC DEPT SUPPLIES	18.05	18.05	18.05	1,450.00	1,431.95	1,431.95
MUSIC DEPT CONF & MEETINGS		.00	.00	500.00	500.00	500.00
DIV OF MATH SCI SALARIES		.00	.00	179,832.00	179,832.00	179,832.00
DIV OF MATH SCI CONTR SERV		.00	.00	1,600.00	1,600.00	1,600.00
DIV OF MATH SCI SUPPLIES	1,209.25	1,209.25	1,209.25	10,850.00	9,640.75	9,640.75
DIV OF MATH SCI CONF & MEETINGS	700.00	700.00	700.00	1,500.00	800.00	800.00
DIV OF MED LAB TECH SALARIES	3,656.25	3,656.25	3,656.25	44,560.00	40,903.75	40,903.75
MED LAB TECH CONTR SERV	136.00	136.00	136.00	1,500.00	1,364.00	1,364.00
MED LAB TECH SUPPLIES	433.93	433.93	433.93	12,990.00	12,556.07	12,556.07
MED LAB TECH CONF & MEETINGS	81.60	81.60	81.60	1,420.00	1,338.40	1,338.40
DIV OF ADN SALARIES	5,461.86	5,461.86	5,461.86	104,627.00	99,165.14	99,165.14
DIV OF ADN OFC SALARIES	1,306.88	1,306.88	1,306.88	11,545.00	10,238.12	10,238.12
DIV OF ADN CONTR SERV	80.00	80.00	80.00	620.00	540.00	540.00
DIV OF ADN SUPPLIES	155.33	155.33	155.33	2,525.00	2,369.67	2,369.67
DIV OF ADN CONF & MEETINGS	12.00	12.00	12.00	2,000.00	1,988.00	1,988.00
DIV OF LPN SALARIES	6,212.13	6,212.13	6,212.13	74,528.00	68,315.87	68,315.87
LPN CONTR SERV	80.00	80.00	80.00	545.00	465.00	465.00
LPN SUPPLIES	158.04	158.04	158.04	2,860.00	2,701.96	2,701.96
LPN CONF & MEETINGS		.00	.00	1,650.00	1,650.00	1,650.00
DIV OF RAD TECH SALARIES	3,128.76	3,128.76	3,128.76	25,030.00	21,901.24	21,901.24
DIV OF RAD TECH CONTR SERV	80.00	80.00	80.00	1,837.00	1,757.00	1,757.00
RAD TECH SUPPLIES	32.50	32.50	32.50	2,565.00	2,532.50	2,532.50
RAD TECH CONF & MEETINGS		.00	.00	1,920.00	1,920.00	1,920.00
DIV OF PHYS ED SALARIES		.00	.00	42,208.00	42,208.00	42,208.00
DIV OF PHYS ED CONTR SERV		.00	.00	2,000.00	2,000.00	2,000.00
PHYS ED SUPPLIES		.00	.00	1,400.00	1,400.00	1,400.00
DIV OF NURSING ASST CONTR SERV		.00	.00	300.00	300.00	300.00
DIV OF NURSING ASST SUPPLIES	30.49	30.49	30.49	350.00	319.51	319.51
NURSING ASST CONF & MEETINGS		.00	.00	100.00	100.00	100.00
INSTR ADMIN SECR SALARIES	2,927.11	2,927.11	2,927.11	24,563.00	21,635.89	21,635.89
INSTR ADMIN FED WORK STUDY	889.42	889.42	889.42	13,000.00	12,110.58	12,110.58

Account	Exp. for July & Aug.		Budget		Unexpended	Unencumbered
WORKROOM FED WORK STUDY	445.55	445.55	445.55	7,250.00	6,804.45	6,804.45
WORKROOM CONTR SERV	4,035.00	4,035.00	4,035.00	4,700.00	665.00	665.00
UNALLOCATED CONTR INSTR ADMIN		.00	.00	1,900.00	1,900.00	1,900.00
FACULTY OFFICE SUPPLIES	17.64	17.64	17.64	900.00	882.36	882.36
INSTITU COMMITTEES		.00	.00	300.00	300.00	300.00
WORKROOM SUPPLIES	10.51	10.51 CR	10.51 CR	1,000.00	1,010.51	1,010.51
PUB INFO ADMIN SALARIES	3,873.00	3,873.00	3,873.00	30,228.00	26,355.00	26,355.00
PUB INFO SECR SALARIES	148.00	148.00	148.00	2,000.00	1,852.00	1,852.00
PUB INFO SUPPLIES	1,870.14	1,870.14	1,870.14	77,600.00	75,729.86	75,729.86
PUB INFO CONF & MEETINGS	34.00	34.00	34.00	1,000.00	966.00	966.00
ASST DEAN ARTS & SOC SCI ADMIN SALARY	3,936.38	3,936.38	3,936.38	30,723.00	26,786.62	26,786.62
PART TIME OVERLOAD		.00	.00	47,000.00	47,000.00	47,000.00
SUMMER SALARIES	49,745.00	49,745.00	49,745.00	44,200.00	5,545.00 CR	5,545.00 CR
SECR SALARY	1,468.62	1,468.62	1,468.62	11,462.00	9,993.38	9,993.38
FED WORK STUDY	474.01	474.01	474.01	5,800.00	5,325.99	5,325.99
SUPPLIES	91.68	91.68	91.68	800.00	708.32	708.32
CONF & MEETINGS	12.00	12.00	12.00	2,000.00	1,988.00	1,988.00
ASST DEAN BUS & TECH SALARY	4,143.62	4,143.62	4,143.62	32,340.00	28,196.38	28,196.38
PART TIME OVERLOAD		.00	.00	100,000.00	100,000.00	100,000.00
SUMMER SALARIES	38,869.78	38,869.78	38,869.78	41,000.00	2,130.22	2,130.22
SECR SALARY	1,696.62	1,696.62	1,696.62	13,242.00	11,545.38	11,545.38
FED WORK STUDY	663.30	663.30	663.30	11,256.00	10,592.70	10,592.70
SUPPLIES	35.78	35.78	35.78	1,000.00	964.22	964.22
CONF & MEETINGS	230.33	230.33	230.33	2,600.00	2,369.67	2,369.67
ASST DEAN COMMUNITY & EXTEN SERV SALARY	5,079.48	5,079.48	5,079.48	39,645.00	34,565.52	34,565.52
INSTR SALARIES	14,437.50	14,437.50	14,437.50	110,000.00	95,562.50	95,562.50
COORDINATORS	225.00	225.00	225.00	6,500.00	6,275.00	6,275.00
SECR SALARY	1,460.12	1,460.12	1,460.12	11,396.00	9,935.88	9,935.88
FED WORK STUDY	848.13	848.13	848.13	3,655.00	2,806.87	2,806.87
CONTR SERV	995.00	995.00	995.00	5,000.00	4,005.00	4,005.00
SUPPLIES	246.79	246.79	246.79	3,000.00	2,753.21	2,753.21
CONF & MEETINGS		.00	.00	2,500.00	2,500.00	2,500.00
ASST DEAN HEALTH & NAT SCI SALARY	4,137.55	4,137.55	4,137.55	32,340.00	28,202.45	28,202.45
PART TIME OVERLOAD		.00	.00	75,000.00	75,000.00	75,000.00
SUMMER SALARIES	30,910.45	30,910.45	30,910.45	30,000.00	910.45 CR	910.45 CR
FED WORK STUDY	882.29	882.29	882.29	13,596.00	12,713.71	12,713.71
SUPPLIES	10.62	10.62	10.62	800.00	789.38	789.38

Account	Exp. for July & Aug.			Budget	Unexpended	Unencumbered
ASST DEAN HEALTH & NAT SCI CONF & MEETINGS		.00	.00	1,850.00	1,850.00	1,850.00
ACADEMIC SKILLS SALARIES		.00	.00	69,473.00	69,473.00	69,473.00
ACADEM SKILLS CONTR SERV		.00	.00	500.00	500.00	500.00
ACADEM SKILLS SUPPLIES	47.89	47.89	47.89	2,000.00	1,952.11	1,952.11
ACADEM SKILLS CONF & MEETINGS	58.00	58.00	58.00	700.00	642.00	642.00
HONORS PROGRAM CONTR SERV		.00	.00	100.00	100.00	100.00
HONORS PROG SUPPLIES		.00	.00	110.00	110.00	110.00
HONORS PROG CONF & MEETINGS		.00	.00	550.00	550.00	550.00
DEAN OF INSTR ADMIN SALARY	4,894.13	4,894.13	4,894.13	38,198.00	33,303.87	33,303.87
DEAN OF INSTR SECR SALARY	1,880.87	1,880.87	1,880.87	14,680.00	12,799.13	12,799.13
STUDENT TUTORS	46.90	46.90	46.90	2,000.00	1,953.10	1,953.10
DEAN OF INSTR CONTR SERV		.00	.00	200.00	200.00	200.00
DEAN OF INSTR SUPPLIES	176.73	176.73	176.73	2,000.00	1,823.27	1,823.27
DEAN OF INSTR CONF & MEETINGS	142.45	142.45	142.45	1,600.00	1,457.55	1,457.55
LRC PROF SALARIES	3,575.73	3,575.73	3,575.73	71,351.00	67,775.27	67,775.27
LRC SECR SALARIES	4,368.86	4,368.86	4,368.86	34,099.00	29,730.14	29,730.14
LRC FED WORK STUDY	598.80	598.80	598.80	13,000.00	12,401.20	12,401.20
LRC CONTR SERV		.00	.00	4,500.00	4,500.00	4,500.00
LRC XEROX SUPPLIES	1,105.61	1,105.61	1,105.61	2,000.00	894.39	894.39
LRC LIBRARY SUPPLIES	5,633.78	5,633.78	5,633.78	13,040.00	7,406.22	7,406.22
A V SUPPLIES	274.25	274.25	274.25	7,850.00	7,575.75	7,575.75
LIBRARY BOOKS	1,929.94	1,929.94	1,929.94	30,000.00	28,070.06	28,070.06
LRC CONF & MEETINGS		.00	.00	750.00	750.00	750.00
ADM & REC PROF SALARIES	3,736.13	3,736.13	3,736.13	29,160.00	25,423.87	25,423.87
ADM & REC SECR SALARIES	6,021.55	6,021.55	6,021.55	46,978.00	40,956.45	40,956.45
ADM & REC FED WORK STUDY	586.24	586.24	586.24	10,958.00	10,371.76	10,371.76
ADM & REC CONTR SERV	320.00	320.00	320.00	2,600.00	2,280.00	2,280.00
ADM & REC SUPPLIES	4,144.6	4,144.6	4,144.6	6,000.00	5,585.54	5,585.54
ADM & REC CONF & MEETINGS		.00	.00	800.00	800.00	800.00
COUNSELING SALARIES	7,288.20	7,288.20	7,288.20	58,306.00	51,017.80	51,017.80
COUNSELING SECR SALARIES	1,468.62	1,468.62	1,468.62	11,462.00	9,993.38	9,993.38
HEALTH SERV SUPPLIES	25.00	25.00	25.00	300.00	275.00	275.00
FIN AIDS PROF SALARIES	3,846.62	3,846.62	3,846.62	30,022.00	26,175.38	26,175.38
FIN AIDS SECR SALARIES	2,796.62	2,796.62	2,796.62	22,731.00	19,934.38	19,934.38
STUDENT SERV ADMIN SALARIES	4,626.87	4,626.87	4,626.87	36,112.00	31,485.13	31,485.13
STUDENT SERV SECR SALARIES	1,872.12	1,872.12	1,872.12	14,612.00	12,739.88	12,739.88
STUDENT SERV FED WORK STUDY	2,015.68	2,015.68	2,015.68	45,100.00	43,084.32	43,084.32

Account	Exp. for July & Aug.		Budget		Unexpended	Unencumbered
COACHING SALARIES	350.00	350.00	350.00	11,845.00	11,495.00	11,495.00
STUDENT SERV CONTR SERV	565.70	565.70	565.70	800.00	234.30	234.30
STUDENT SERV SUPPLIES	1,445.44	1,445.44	1,445.44	12,800.00	11,354.56	11,354.56
COMMENCEMENT	185.00	185.00	185.00	6,000.00	5,815.00	5,815.00
STUDENT SERV CONF & MEETINGS	292.54	292.54	292.54	4,650.00	4,357.46	4,357.46
STUDENT RECRUITMENT		.00	.00	1,500.00	1,500.00	1,500.00
PUBLIC SERV SALARIES		.00	.00	4,600.00	4,600.00	4,600.00
PUB SERV CONTR SERV		.00	.00	2,800.00	2,800.00	2,800.00
PUB SERV SUPPLIES		.00	.00	7,500.00	7,500.00	7,500.00
SERVICE STAFF SALARIES	45,274.43	45,274.43	45,274.43	375,778.00	330,503.57	330,503.57
MAINT BOYS FED WORK STUDY	6,301.75	6,301.75	6,301.75	82,000.00	75,698.25	75,698.25
MATRONS FED WORK STUDY	2,081.24	2,081.24	2,081.24		2,081.24 CR	2,081.24 CR
GAS	11,805.35	11,805.35	11,805.35	154,600.00	142,794.65	142,794.65
TELEPHONE	2,437.94	2,437.94	2,437.94	30,865.00	28,427.06	28,427.06
PRESIDENTS SALARY	6,648.99	6,648.99	6,648.99	52,895.00	46,246.01	46,246.01
PRES SECR SALARY	2,153.49	2,153.49	2,153.49	16,808.00	14,654.51	14,654.51
PRES OFC FED WORK STUDY	145.72	145.72	145.72	3,484.00	3,338.28	3,338.28
PRES OFC CONTR SERV		.00	.00	1,000.00	1,000.00	1,000.00
PRES OFC SUPPLIES	152.36	152.36	152.36	3,250.00	3,097.64	3,097.64
PRES OFC CONF & MEETINGS	85.83	85.83	85.83	3,000.00	2,914.17	2,914.17
SPECIAL AFFAIRS	147.14	147.14	147.14	3,500.00	3,352.86	3,352.86
PRES OFC OTHER CONF & MEETINGS	900.00	900.00	900.00	4,900.00	4,000.00	4,000.00
BUS OFC ADMIN SALARIES	5,452.50	5,452.50	5,452.50	42,556.00	37,103.50	37,103.50
BUS OFC PROF SALARIES	3,948.62	3,948.62	3,948.62	30,819.00	26,870.38	26,870.38
BUS OFC SECR SALARIES	8,370.98	8,370.98	8,370.98	65,335.00	56,964.02	56,964.02
BUS OFC FED WORK STUDY	867.63	867.63	867.63		867.63 CR	867.63 CR
BUS OFC CONTR SERV	4,809.31	4,809.31	4,809.31	5,050.00	240.69	240.69
BUS OFC SUPPLIES	685.80	685.80 CR	685.80 CR	8,000.00	8,685.80	8,685.80
BUS OFC CONF & MEETINGS		.00	.00	3,000.00	3,000.00	3,000.00
LEGAL CONTR	1,132.50	1,132.50	1,132.50	8,000.00	6,867.50	6,867.50
BOARD SUPPLIES	81.56	81.56	81.56	2,500.00	2,418.44	2,418.44
BOARD CONF & MEETINGS		.00	.00	3,500.00	3,500.00	3,500.00
INSTITU SECR SALARIES	1,491.00	1,491.00	1,491.00	11,637.00	10,146.00	10,146.00
CONTINGENCY FED WORK STUDY		.00	.00	4,448.00	4,448.00	4,448.00
GROUP MED & LIFE INS	37,190.45	37,190.45	37,190.45	258,400.00	221,209.55	221,209.55
TUITION REIMBURSEMENT		.00	.00		6,500.00	6,500.00
IN SERVICE TRAINING		.00	.00	5,000.00	5,000.00	5,000.00
INSTITU. -SWITCHBOARD FED WORK STUDY	346.50	346.50	346.50	3,685.00	346.50	3,338.50

Account	Exp. for July & Aug.		Budget		Unexpended	Unencumbered
INSTITU UNALLOCATED CONTR	136.32	136.32	136.32	2400.00	2263.68	2263.68
FACULTY ASSN	.24	.24	.24	200.00	199.76	199.76
POSTAGE	2207.35	2207.35	2207.35	40000.00	37792.65	37792.65
PUBLICATIONS & DUES	2885.58	2885.58	2885.58	6310.00	3424.42	3424.42
ADVERTISING	20.40	20.40	20.40	600.00	579.60	579.60
RECRUITMENT	304.84	304.84	304.84	2500.00	2195.16	2195.16
GENERAL INSURANCE		.00	.00	16000.00	16000.00	16000.00
EQUIPMENT		.00	.00	258313.00	258313.00	258313.00
TUITION CHARGE BACK	2131.65	2131.65	2131.65	25000.00	22868.35	22868.35
INSTITU RES SUPPLIES	2.94	2.94	2.94	500.00	497.06	497.06
DATA PROC PROF SALARIES	7090.70	7090.70	7090.70	55573.00	48482.30	48482.30
DATA PROC SECR SALARIES	1465.13	1465.13	1465.13	11974.00	10508.87	10508.87
DATA PROC FED WORK STUDY	383.57	383.57	383.57	6365.00	5981.43	5981.43
DATA PROC CONTR SERV	21618.85	21618.85	21618.85	34750.00	13131.15	13131.15
DATA PROC SUPPLIES	1374.56	1374.56	1374.56	8600.00	7225.44	7225.44
DATA PROC CONF & MEETINGS		.00	.00	1500.00	1500.00	1500.00
DATA PROC EQUIP RENTAL	14306.65	14306.65	14306.65	95750.00	81443.35	81443.35
PLANNING & DEVEL PROF SALARIES	3805.37	3805.37	3805.37	29700.00	25894.63	25894.63
PLANNING & DEVEL SECR SALARIES	922.13	922.13	922.13	10703.00	9780.87	9780.87
PLANNING & DEVEL CONTR SERV		.00	.00	300.00	300.00	300.00
PLANNING & DEVEL SUPPLIES	275.81	275.81	275.81	1155.00	879.19	879.19
PLANNING & DEVEL CONF & MEETINGS	14.00	14.00	14.00	2250.00	2236.00	2236.00
AFFIRM ACTION CONTR SERV		.00	.00	300.00	300.00	300.00
AFFIRM ACTION SUPPLIES		.00	.00	100.00	100.00	100.00
AFFIRM ACTION CONF & MEETINGS		.00	.00	300.00	300.00	300.00
CONTINGENCIES		.00	.00	125000.00	125000.00	125000.00

468,287.22 T 468,287.22 T

.00 T 468,287.22 T 4,940,585.00 T 4,472,297.78 T 4,472,297.78 T



BUILDING FUND

Account	Exp. for July & Aug.			Budget	Unexpended	Unencumbered
MAINT & BLDG SUPPLIES	1,662.12	1,662.12	1,662.12	58,000.00	56,337.88	56,337.88
MAINT CONF & MEETINGS	123.20	123.20	123.20	3,000.00	2,876.80	2,876.80
SERVICE EQUIPMENT		.00	.00	17,650.00	17,650.00	17,650.00
MAINT CONTR SERV	6,968.67	6,968.67	6,968.67	42,500.00	35,531.33	35,531.33
ELECTRICITY	18,744.25	18,744.25	18,744.25	236,400.00	217,655.75	217,655.75
RENTAL CHARGES		.00	.00	1,000.00	1,000.00	1,000.00
CONTINGENCIES		.00	.00	25,000.00	25,000.00	25,000.00
	27,498.24 T	27,498.24 T	.00 T	27,498.24 T	38,355.00 T	35,605.176 T

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT		.00	.00	5,000.00	5,000.00	5,000.00
BLDG IMPROVEMENTS		.00	.00	275,000.00	275,000.00	275,000.00
INSTR EQUIPMENT		.00	.00	5,000.00	5,000.00	5,000.00
SERVICE EQUIPMENT		.00	.00	5,000.00	5,000.00	5,000.00
OTHER CAPITAL OUTLAY		.00	.00	5,000.00	5,000.00	5,000.00
	.00 T	.00 T	.00 T	.00 T	295,000.00 T	295,000.00 T

BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT		.00	.00	250,000.00	250,000.00	250,000.00
INTEREST		.00	.00	23,125.00	23,125.00	23,125.00
OTHER CHARGES		.00	.00	500.00	500.00	500.00
	.00 T	.00 T	.00 T	.00 T	273,625.00 T	273,625.00 T

BOND & INTEREST #4

DEBT PRINCIPAL RETIREMENT		.00	.00	250,000.00	250,000.00	250,000.00
INTEREST		.00	.00	28,125.00	28,125.00	28,125.00
OTHER FIXED CHARGES		.00	.00	500.00	500.00	500.00
	.00 T	.00 T	.00 T	.00 T	278,625.00 T	278,625.00 T

WORKING CASH FUND

Account	Exp. for July & Aug.				Budget	Unexpended	Unencumbered
MISC EXPENSE		.00		.00	1.0 00.00	1.0 00.00	1.0 00.00
	.00 T	.00 T	.00 T	.00 T	1.0 00.00 T	1.0 00.00 T	1.0 00.00 T
<u>INSURANCE FUND</u>							
WORKMENS COMP		.00		.00	20.0 00.00	20.0 00.00	20.0 00.00
TORT LIABILITY		.00		.00	13.0 00.00	13.0 00.00	13.0 00.00
UNEMPLOYMENT COMP		.00		.00	20.0 00.00	20.0 00.00	20.0 00.00
AUDIT COSTS		.00		.00	14.0 00.00	14.0 00.00	14.0 00.00
	.00 T	.00 T	.00 T	.00 T	67.0 00.00 T	67.0 00.00 T	67.0 00.00 T

REVENUE REPORT

<u>EDUCATIONAL FUND</u>		Receipts for July		Budget	Unexpended	Unencumbered
Account						
1982 TAXES	65.146.84 >	65.146.84 CR	65.146.84 CR	471.475.00	536.621.84	536.621.84
1983 TAXES		.00	.00	471.475.00	471.475.00	471.475.00
CORP PERS PROP TAX REPL		.00	.00	77.704.00	77.704.00	77.704.00
CHARGE BACK REVENUE	185.29	185.29	185.29	12.000.00	11.814.71	11.814.71
STATE APPORTIONMENT		.00	.00	1282.721.00	1282.721.00	1282.721.00
VOC ED REG REIMB	80.842.00 >	80.842.00 CR	80.842.00 CR	146.682.00	227.524.00	227.524.00
VOC ED EQUIP REIMB	50.000.00 >	50.000.00 CR	50.000.00 CR	94.000.00	144.000.00	144.000.00
STATE WORK STUDY		.00	.00	1.00	1.00	1.00
FED WORK STUDY		.00	.00	170.658.00	170.658.00	170.658.00
OTHER FED SOURCES		.00	.00	2.000.00	2.000.00	2.000.00
SUMMER TUITION	50.000.00	50.000.00	50.000.00	172.000.00	122.000.00	122.000.00
FALL TUITION		.00	.00	607.500.00	607.500.00	607.500.00
SPRING TUITION		.00	.00	600.000.00	600.000.00	600.000.00
GRADUATION FEES	11.00 >	11.00 CR	11.00 CR	1.000.00	1.011.00	1.011.00
TRANSCRIPT FEES		.00	.00	1.100.00	1.100.00	1.100.00
PUB SERV INCOME		.00	.00	14.900.00	14.900.00	14.900.00
INTEREST ON INVESTMENTS		.00	.00	10.000.00	10.000.00	10.000.00
OTHER REVENUE		.00	.00	3.000.00	3.000.00	3.000.00
	145,814.55 CR	145,814.55 CR	.00 T	145,814.55 CR 1,382,16.00 T	4,284,030.55 T	4,284,030.55 T

BUILDING FUND

Account	Receipts for July			Budget	Unexpended	Unencumbered
1982 TAXES	16,295.14	16,295.14 CR		16,295.14 CR 117,888.00	134,163.14	134,163.14
1983 TAXES		.00		.00 19,426.00	19,426.00	19,426.00
CORP PERS PROP TAX REPL		.00		.00 100.00	100.00	100.00
INTEREST ON INVESTMENTS		.00		.00 1,200.00	1,200.00	1,200.00
MISC REVENUE		.00				
	16,295.14 CR	16,295.14 CR	.00 T	16,295.14 CR 256,462.00 T	272,757.14 T	272,757.14 T

SITE AND CONSTRUCTION FUND

FEDERAL CONTRIBUTIONS & GRANTS		.00		.00 35,000.00	35,000.00	35,000.00
INTEREST ON INVESTMENTS		.00		.00 75,000.00	75,000.00	75,000.00
	.00 T	.00 T	.00 T	.00 T 110,000.00 T	110,000.00 T	110,000.00 T

BOND & INTEREST #1

1982 TAXES	47,684.96	47,684.96 CR		47,684.96 CR 121,405.00	169,089.96	169,089.96
1983 TAXES		.00		.00 121,405.00	121,405.00	121,405.00
PERS PROP TX REPL		.00		.00 34,605.00	34,605.00	34,605.00
INTEREST ON INVESTMENTS	793.94	793.94		793.94 15,000.00	14,206.06	14,206.06
	46,891.02 CR	46,891.02 CR	.00 T	46,891.02 CR 292,415.00 T	339,306.02 T	339,306.02 T

BOND & INTEREST #4

DEBT PRINCIPAL RETIREMENT		.00		.00 250,000.00	250,000.00	250,000.00
INTEREST		.00		.00 28,125.00	28,125.00	28,125.00
OTHER CHARGES		.00		.00 500.00	500.00	500.00
	.00 T	.00 T	.00 T	.00 T 278,625.00 T	278,625.00 T	278,625.00 T

WORKING CASH FUND

Account	Receipts for July			Budget	Unexpended	Unencumbered	
INTEREST ON INVESTMENTS	13096.10	13096.10		13096.10	100.000.00	86903.90	86903.90
	13096.10 T	13096.10 T	.00 T	13096.10 T	100.000.00 T	86903.90 T	86903.90 T
<u>INSURANCE FUND</u>							
1982 CURRENT TAXES	14507.48 <	14507.48 CR		14507.48 CR	36932.00	51439.48	51439.48
1983 TAXES		.00		.00	36932.00	36932.00	36932.00
INTEREST ON INVESTMENTS	319.02	319.02		319.02		319.02 CR	319.02 CR
	14188.46 CR	14188.46 CR	.00 T	14188.46 CR	73864.00 T	88052.46 T	88052.46 T

**SAUK VALLEY COLLEGE**

**APPROVED BY**

*Janita Ruppert*

**PRESIDENT**

*Richard D. Hohmann*

**SECRETARY**

**DATE** \_\_\_\_\_