

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
2K2 Faculty Dining Room Second Floor
August 27, 1984 7:30 p.m.

- A. Call to Order
- B. Roll Call
- C. 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 1984-85 Budget
 - 5. Approval of 1984-85 Budget
 - 6. Other
- F. Personnel Recommendations:
 - 1. Leave of Absence
 - 2. Professional Appointments
 - 3. Approval of Performance and Compensation Plan
 - 4. Others
- G. Other Actions:
 - 1. Approval of RAMP/CC'
 - 2. Approval of New and Revised Policies
(Second Reading)
 - 3. ICCTA Code of Ethics for Boards and Presidents
(Informational Reading)
 - 4. Tax Abatement Request
 - 5. Others
- H. Reports
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair Report
 - 5. Board Committee Reports
- I. President's Report:
 - 1. Enrollment Report
 - 2. Endowment Fund Grant Request
 - 3. Referenda Progress Report
 - 4. Pending Incubator Project
 - 5. ICCB Recognition
 - 6. Others
- J. Time of Next Meeting:
- K. Executive Session

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

August 27, 1984

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on August 27, 1984 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

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

Richard Groharing	Robert Wolf
Oscar Koenig	Kay Fisher
David Mandrgoc	Linda Hiatt
William Simpson	

Absent: Ann Powers

Minutes: It was moved by Member Simpson and seconded by Member Koenig that the Board approve the minutes of the July 23 and August 13 meetings as presented. Motion voted and carried.

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

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

Educational Fund	\$314,206.86
Building Fund	19,311.00
Site and Construction	4,984.17
Bond and Interest	9,236.36

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

Payroll: It was moved by Member Koenig and seconded by Member Mandrgoc that the Board approve the payroll of July 15 in the amount of \$108,876.03, the payroll of July 31 in the amount of \$126,129.45 and the payroll of August 15 in the amount of \$106,400.95. In a roll call vote, all voted aye. Motion carried.

Budget Hearing: Chair Fisher opened the agenda to hold a Public Hearing on the 1984-85 budget for Sauk Valley College. During this hearing, there were no questions from the audience present and after an extended waiting period, Chair Fisher declared the hearing closed.

1984-85
Budget:

It was moved by Member Groharing and seconded by Member Koenig that the Board approve the attached budget for the 1984-85 year as presented. In a roll call vote, all voted aye. Motion carried.

Executive
Session:

At 7:51 p.m. it was moved by Member Groharing and seconded by Member Simpson that the Board adjourn to executive session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular
Session:

The Board returned to regular session at 8:06 p.m.

Leave of
Absence:

It was moved by Member Koenig and seconded by Member Mandrgoc that the Board approve a Leave of Absence for Judi Burnham for the 1984-85 school year with the understanding that no fringe benefits or other costs to the college will be associated with the granting of this leave. In a roll call vote, all voted aye. Motion carried.

Professional
Appointments:

It was moved by Member Groharing and seconded by Member Koenig that the following professional appointments be confirmed as presented:

Donna Wilcox, Asst. Professor Step 6
Counselor/Coordinator Student Activities
Carole McMullen, Asst. Instructor Step 7
Nursing Instructor, Fall Semester only
Jean Cogdall, Asst. Professor Step 15
Electronics Instructor
Glenn Rieker, Inst. Dixon Correctional Ctr.
Dennis Day, Inst. Dixon Correctional Ctr.

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

Performance
and Compensation
Plan at Dixon
Correctional
Center:

Dr. Garner reported that a Performance and Compensation Plan was needed to reflect the unique nature of the instructional services required at the Dixon Correctional Center. Jim Feverston, Director, explained the plan which had been presented to the Board.

It was moved by Member Wolf and seconded by Member Koenig that the Board table the plan for further study. In a roll call vote, the following was recorded: Ayes - Members Koenig and Wolf. Nays - Members Groharing, Mandrgoc, Simpson, Fisher and Hiatt. Motion defeated.

It was then moved by Member Groharing and seconded by Member Simpson that the proposed plan for performance and compensation for the instructional staff at the Dixon Correctional Center be approved as presented, with a status report to be presented to the Board at the end of the first year. In a roll call vote, the following was recorded: Ayes - Members Groharing, Koenig, Mandrgoc, Simpson, Fisher and Hiatt. Nayes - Member Wolf. Motion carried.

RAMP:

It was moved by Member Koenig and seconded by Member Simpson that the attached RAMP/CC report be approved as submitted to the Illinois Community College Board. In a roll call vote, all voted aye. Motion carried.

New and Revised Board Policies:

It was moved by Member Groharing and seconded by Member Mandrgoc that the following policies be approved as presented, effective September 1, 1984:

107.01 Organization and Meetings
306.01 Abatement Policy
401.01 Personnel Classifications
417.01 Responsibilities of Classified Staff
426.01 Responsibilities, Duties and Working Conditions for Contractual Employees
516.01 Alcoholic Beverages

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

Code of Ethics:

Dr. Garner said that the attached correspondence from ICCTA gives a brief summary of the origin and purpose of the "Board/President Relationship: A Code of Ethics". The Trustees discussed how and when this document might be used and it was the consensus of the Board that this should be studied and a decision made later on how the Board will want to deal with this.

Tax Abatement:

It was moved by Member Groharing and seconded by Member Mandrgoc that the Board approve the attached tax abatement request from Volckmans (a division of Ethan Allen, Inc.) from Morrison, IL. Mr. Roger Colmark was present to explain the abatement request. In a roll call vote, all voted aye. Motion carried. The Board then directed Attorney Pace to draw up the necessary resolution to be approved at the next meeting.

Reports:

Student Trustee, Linda Hiatt, reported on the Student Senate Open House planned for September 4, 5, 6, and 7, and the status of the plans for Pow-Wow Day on September 12.

Member Groharing reported that the Life/Health Safety Bill still had not been signed by the Governor, and that the next ICCTA meeting would be held on September 7 and 8 in Carbondale.

Chair Fisher told the Board that she was disappointed in the ACCT publication describing their Annual Convention to be held in San Antonio. Discussion centered on the amount of dues paid into this organization and how the money was spent.

Dr. Garner called the Board's attention to the display set up in the Board Room showing the various publications and news releases originating from the Office of Public Information.

Dr. Garner also reported on faculty orientation, enrollment which is down from last fall, the Endowment Fund Grant Program, the activities of the Referendum Steering Committee, the Incubator Project involving T-1, the ICCB Recognition visit recently completed, and the presentation by Harold Pluimer on "Encounter with the Future" to be held at the college on October 11.

Executive Session:

At 9:55 p.m. it was moved by Member Groharing and seconded by Member Koenig that the Board adjourn to executive session to discuss probable or imminent litigation. Motion voted and carried.

Regular Session:

The Board returned to regular session at 10:42 p.m.

Adjournment:

Since there was no further business, it was moved by Member Wolf and seconded by Member Koenig that the Board adjourn. The next meeting will be September 24. Motion voted and carried.

The meeting adjourned at 10:43 p.m.

Respectfully submitted:



David W. Mandrgoc, Secretary

For Board Meeting
of August 27, 1984

Agenda Item E-4

PUBLIC HEARING: 1984-85 BUDGET

The tentative budget for 1984-85 was approved July 23, 1984. 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 27, 1984

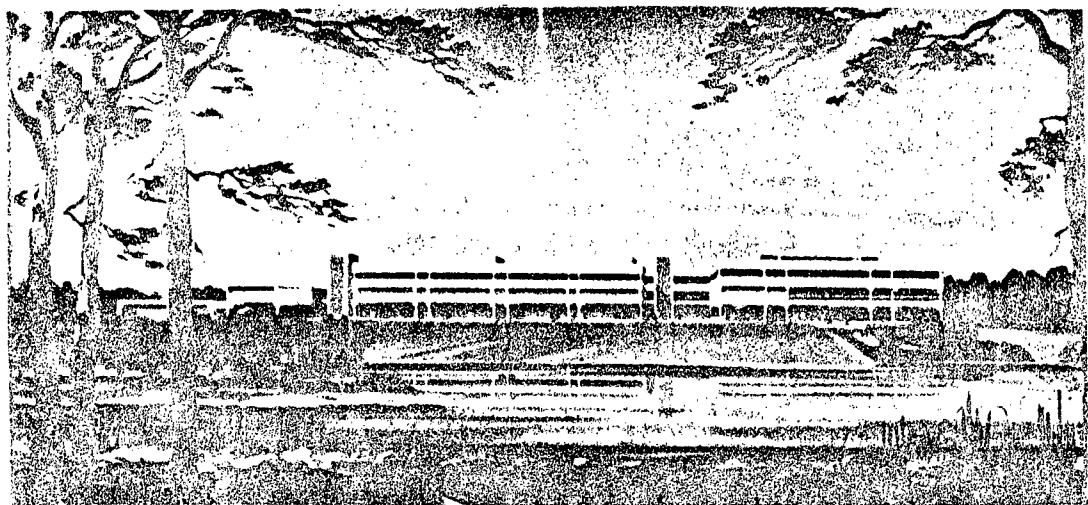
Agenda Item E 5

APPROVAL OF 1984-85 BUDGET

The 1984-85 budget is ready for approval. No adjustments have been made since the adoption of the tentative budget in July other than the distribution of \$71,880 from the contingency items to cover the respective salary changes. This leaves a balance of \$78,120 in the combined contingency funds. This is available for unforeseen needs during the year or application against the deficit.

This budget contains a deficit of \$481,705 between anticipated expenditures and revenues. Added to a carry-over deficit from FY 84 of \$268,916, we could have an accumulated deficit of \$750,621 by June 30, 1985

RECOMMENDATION: It is recommended that the 1984-85 budget be approved as presented.



B U D G E T

1984 - 1985



SAUK VALLEY COLLEGE

**ROUTE 5
DIXON, IL 61021**

STATE OF ILLINOIS

COMMUNITY COLLEGE DISTRICT 506

Annual Budget for Fiscal Year 1985

*SAUK VALLEY COLLEGE
R.R. #5
Dixon, Illinois*

SUMMARY OF FISCAL YEAR 1985 BUDGET BY FUND

<i>General</i>			
	<i>Education Fund</i>	<i>Operations, Building and Maintenance Fund</i>	<i>Total Operating</i>
<i>Beginning Balance</i>	(341,764)	78,373	(263,391)
<i>Budgeted Revenues</i>	4,198,962	251,186	4,450,148
<i>Budgeted Expenditures</i>	4,610,703	321,150	4,931,853
<i>Budgeted Transfer from (to) Other Funds</i>	-0-	-0-	-0-
<i>Budgeted Ending Balance</i>	(753,505)	8,409	(745,096)

	<i>Special Revenue</i>	<i>Debt Service</i>	
	<i>Liability, Protection, and Settlement Fund</i>	<i>Bond and Interest Fund</i>	<i>Working Cash Fund</i>
<i>Beginning Balance</i>	95,274	545,097	2,221,552
<i>Budgeted Revenues</i>	60,365	279,375	70,000
<i>Budgeted Expenditures</i>	58,000	264,375	1,000
<i>Budgeted Transfers from (to) Other Funds</i>	-0-	-0-	-0-
<i>Budgeted Ending Balance</i>	97,639	560,097	2,290,552

<i>Capital Projects</i>		
	<i>Building Bond Proceeds Fund</i>	
<i>Beginning Balance</i>	1,121,138	
<i>Budgeted Revenue</i>	122,000	
<i>Budgeted Expenditures</i>	250,000	
<i>Budgeted Transfers from (to) Other Funds</i>	-0-	
<i>Budgeted Ending Balance</i>	993,138	

The Official Budget which is accurately summarized in this document was approved by the Board of Trustees on August 27, 1984.

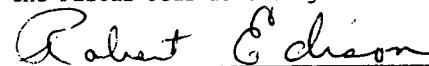
ATTEST: *Donald W. Hendry*
Secretary, Board of Trustees

Illinois Community College Board

SUMMARY OF FY 1985 ANTICIPATED REVENUES

College SAUK VALLEY COLLEGE Dist. No. 506

Said community college's current estimates of revenues anticipated for Fiscal Year 1985 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 1985 budget.



Chief Fiscal Officer of Community College Dist. #506

REVENUES BY SOURCE

	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>		<u>Capital Projects</u>
	<u>Education Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Liability, Protection, & Settlement Fund</u>	<u>Bond and Interest Fund</u>	<u>Working Cash Fund</u>
LOCAL GOVERNMENT					
1/2 1983 Taxes	456,789	117,868	34,640	116,481	
1/2 1984 Taxes	441,000	110,250	25,725	114,461	
Other	12,000				
	<u>909,789</u>	<u>228,118</u>	<u>60,365</u>	<u>230,942</u>	<u>47,000</u>
					<u>47,000</u>
STATE GOVERNMENT					
ICCB Grants	1,375,540				
ISBE Voc.Ed. - Reg.	118,000				
ISBE Voc.Ed.-Equip.	50,000				
Corporated Personal Property Replacement					
Taxes	87,074	21,768		33,433	
State Work Study	1				
	<u>1,630,615</u>	<u>21,768</u>		<u>33,433</u>	
FEDERAL GOVERNMENT					
Federal Work Study	170,658				
Other	2,000				
	<u>172,658</u>				
STUDENT TUITION AND FEES					
Tuition	1,331,400				
Fees	34,600				
Other	14,900				
	<u>1,380,900</u>				
OTHER SOURCES					
Investment Revenue	75,000	100		15,000	75,000
Other	30,000	1,200		15,000	75,000
	<u>105,000</u>	<u>1,300</u>		<u>15,000</u>	<u>75,000</u>
TOTAL FISCAL YEAR 1985					
ANTICIPATED REVENUE	4,198,962	251,186	60,365	279,375	70,000
					122,000

SUMMARY OF FISCAL YEAR 1985 ESTIMATED REVENUES

College SAUK VALLEY COLLEGE Dist. No. 506 Year Ended 1985

<u>OPERATING REVENUES BY SOURCE</u>	<u>Education Fund</u>	<u>Operations, Building & Maintenance Fund</u>	<u>Total Operating Funds</u>
<u>Local Government</u>			
1/2 of 1983 Taxes	456,789	117,868	574,657
1/2 of 1984 Taxes	441,000	110,250	551,250
Chargeback Revenue			
Non-College Territory and Other Community College	<u>12,000</u>		<u>12,000</u>
TOTAL LOCAL GOVERNMENT	909,789	228,118	1,137,907
<u>State Government</u>			
ICCB Credit Hour Grants	1,375,540		1,375,540
State Board of Education-			
Voc. Educ. Regular	118,000		118,000
State Board of Education-			
Voc. Educ. Equipment	50,000		50,000
Corporate Personal Property			
Replacement Taxes	87,074	21,768	108,842
State Work Study	<u>1</u>		<u>1</u>
TOTAL STATE GOVERNMENT	1,630,615	21,768	1,652,383
<u>Federal Government</u>			
Federal Work Study	170,658		170,658
Other Federal	<u>2,000</u>		<u>2,000</u>
TOTAL FEDERAL GOVERNMENT	172,658		172,658
<u>Student Tuition and Fees</u>			
Tuition	1,331,400		1,331,400
Fees	34,600		34,600
Public Service Income	<u>14,900</u>		<u>14,900</u>
TOTAL TUITION AND FEES	1,380,900		1,380,900
<u>Other Sources</u>			
Investment Income	75,000	100	75,100
Other Revenue	<u>30,000</u>	<u>1,200</u>	<u>31,200</u>
TOTAL OTHER SOURCES	105,000	1,300	106,300
TOTAL 1985 BUDGETED REVENUE	\$ 4,198,962	\$ 251,186	\$ 4,450,148
* Less Non-Operating Items:			
Tuition chargeback	<u>12,000</u>		<u>12,000</u>
ADJUSTED REVENUE	\$ 4,186,962	\$ 251,186	\$ 4,438,148

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

SUMMARY OF FISCAL YEAR 1985 OPERATING BUDGETED EXPENDITURES

	<i>Education Fund</i>	<i>Operations, Building & Maintenance Fund</i>	<i>Total Operating Funds</i>	<i>%</i>
<u>BY PROGRAM</u>				
Instruction	2,289,561		2,289,561	46.4%
Academic Support	164,187		164,187	3.3%
Student Services	367,421		367,421	7.5%
Public Service	14,900		14,900	.3%
Organized Research	-0-		-0-	-0-
Independent Operations	-0-		-0-	-0-
Operation & Maint. of Plant	652,081	295,150	947,231	19.2%
General Administration	235,710		235,710	4.8%
Institutional Support	886,843	26,000	912,843	18.5%
TOTAL 1984-85 BUDGETED EXPENDITURES	<u>4,610,703</u>	<u>321,150</u>	<u>4,931,853</u>	<u>100.0%</u>
*Less Non-operating Items				
Tuition Chargeback	12,000		12,000	
ADJUSTED EXPENDITURES	<u>4,598,703</u>	<u>321,150</u>	<u>4,919,853</u>	
<u>BY OBJECT</u>				
Salaries	3,220,984		3,220,984	65.3%
Employee Benefits	250,200		250,200	5.1%
**Contractual Services	203,586		203,586	4.1%
General Materials & Supplies	251,330	58,000	309,330	6.3%
Conference & Meeting Expense	35,811	2,550	38,361	.8%
Fixed Charges	17,500	1,000	18,500	.4%
Utilities	178,500	234,600	413,100	8.4%
Capital Outlay	187,922		187,922	3.8%
**Other	211,750		211,750	4.3%
Provision for Contingency	53,120	25,000	78,120	1.5%
TOTAL 1984-85 BUDGETED EXPENDITURES	<u>4,610,703</u>	<u>321,150</u>	<u>4,931,853</u>	<u>100.0%</u>
*Less Non-Operating Items:				
Tuition Chargeback	12,000		12,000	
ADJUSTED EXPENDITURES	<u>4,598,703</u>	<u>321,150</u>	<u>4,919,853</u>	

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

**Includes In-Service-Training \$2,500.

**Includes:	Student Recruitment	\$ 1,500	Advertising	\$ 500
	Commencement	6,000	Recruitment	2,500
	Special Affairs	2,500	Chargeback	25,000
	Postage	40,000	Computer Rental	117,250
	Publ. & Dues	11,000	Tuition Reimb.	5,500
				\$ 211,750

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	2,024,045	
Employee Benefits	-0-	
Contractual Services	96,661	
General Materials and Supplies	154,840	
Conference and Meeting Expenses	14,015	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	2,289,561
ACADEMIC SUPPORT		
Salaries	112,571	
Employee Benefits	-0-	
Contractual Services	4,500	
General Materials and Supplies	46,390	
Conference and Meeting Expenses	726	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	164,187
STUDENT SERVICES		
Salaries	331,626	
Employee Benefits	-0-	
Contractual Services	3,025	
General Materials and Supplies	19,900	
Conference and Meeting Expenses	5,370	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	7,500	367,421
PUBLIC SERVICE		
Salaries	4,600	
Employee Benefits	-0-	
Contractual Services	2,800	
General Materials and Supplies	7,500	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	14,900
ORGANIZED RESEARCH		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-

FISCAL YEAR 1985 BUDGETED EXPENDITURES

Continued -

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INDEPENDENT OPERATIONS		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-
OPERATION AND MAINTENANCE OF PLANT		
Salaries	413,325	
Employee Benefits	-0-	
Contractual Services	42,500	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	178,500	
Capital Outlay	17,756	
Other	-0-	652,081
GENERAL ADMINISTRATION		
Salaries	206,660	
Employee Benefits	-0-	
Contractual Services	6,500	
General Materials and Supplies	10,000	
Conference and Meeting Expenses	12,550	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	235,710
INSTITUTIONAL SUPPORT		
Salaries	128,157	
Employee Benefits	250,200	
Contractual Services	47,600	
General Materials and Supplies	12,700	
Conference and Meeting Expenses	5,650	
Fixed Charges	17,500	
Utilities	-0-	
Capital Outlay	170,166	
Other	201,750	
Provision for Contingency	53,120	886,843
GRAND TOTAL		\$ 4,610,703

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>OPERATIONS, BUILDING AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
OPERATION AND MAINTENANCE OF PLANT		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	58,000	
Conference and Meeting Expenses	2,550	
Fixed Charges	-0-	
Utilities	234,600	
Capital Outlay	-0-	
Other	-0-	295,150
GENERAL ADMINISTRATION		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-
INSTITUTIONAL SUPPORT		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	1,000	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
Provision for Contingency	25,000	26,000
GRAND TOTAL		\$ 321,150

FISCAL YEAR 1985 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
<i>Local Governmental Sources</i>		
1/2 1983 Taxes	116,481	
1/2 1984 Taxes	114,461	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Other	-0-	230,942
<i>State Sources</i>		
Corporate Personal Property		
Replacement Taxes	33,433	33,433
<i>Other Sources</i>		
Investment Revenue	15,000	
Other	-0-	15,000
GRAND TOTAL		\$ 279,375
FISCAL YEAR 1985 BUDGETED EXPENDITURES		
<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<i>INSTITUTIONAL SUPPORT</i>		
Bond Principal Retired	250,000	
Interest on Bonds	13,875	
Service Charge	-0-	
Other	500	264,375
GRAND TOTAL		\$ 264,375

FISCAL YEAR 1985 BUDGETED REVENUES

<u>WORKING CASH FUND</u>	<u>Revenues</u>	<u>Totals</u>
<i>Other Sources</i>	70,000	70,000
<i>GRAND TOTAL</i>		\$ 70,000

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>WORKING CASH FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<i>INSTITUTIONAL SUPPORT</i>		
<i>Miscellaneous Expense</i>	1,000	1,000
<i>GRAND TOTAL</i>		\$ 1,000

FISCAL YEAR 1985 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
<i>Local Governmental Sources</i>		
1/2 1983 Taxes	34,640	
1/2 1984 Taxes	25,725	
<i>Payment in Lieu of Taxes</i>	-0-	
Chargeback Revenue	-0-	
Other	-0-	60,365
<i>Other Sources</i>		
Investment Revenue	-0-	
Other	-0-	-0-
GRAND TOTAL		\$ 60,365

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
<i>INSTITUTIONAL SUPPORT</i>		
Employee Benefits	46,000	
Fixed Charges	-0-	
Other	12,000	58,000
GRAND TOTAL		\$ 58,000

FISCAL YEAR 1985 BUDGETED REVENUES

<u>BUILDING BOND PROCEEDS FUND</u>	<u>Revenues</u>	<u>Totals</u>
<i>Local Governmental Sources</i>		
<i>Sale of Bonds</i>	-0-	
<i>Other</i>	-0-	
<i>State Governmental Sources</i>	-0-	
<i>Federal Governmental Sources</i>	47,000	47,000
<i>Other Sources</i>		
<i>Sales and Service Fees</i>	-0-	
<i>Facilities Revenue</i>	-0-	
<i>Investment Revenue</i>	75,000	
<i>Non-govt'l. Gifts, Grants and Bequests</i>	-0-	
<i>Other</i>	-0-	75,000
GRAND TOTAL		\$ 122,000

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>BUILDINGS BOND PROCEEDS FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<i>INSTRUCTIONAL SUPPORT</i>		
<i>Salaries</i>	-0-	
<i>Employee Benefits</i>	-0-	
<i>Contractual Services</i>	-0-	
<i>General Materials and Supplies</i>	-0-	
<i>Conference and Meeting Expenses</i>	-0-	
<i>Fixed Charges</i>	-0-	
<i>Utilities</i>	-0-	
<i>Capital Outlay</i>	250,000	
<i>Other</i>	-0-	
<i>Provision for Contingency</i>	-0-	250,000
GRAND TOTAL		\$ 250,000

SAUK VALLEY COLLEGE

EDUCATION FUND

PART I: ESTIMATED REVENUE 1984-85

100-000-400 EDUCATION FUND

100-000-410 Local Governmental Sources

100-000-411.01	- 1983 Taxes $\frac{1}{2}(761,315,449 @ 12\%)$	456,789
100-000-411.02	- 1984 Taxes $\frac{1}{2}(735,000,000 @ 12\%)$	441,000
100-000-414	- Charge-Back Revenue	12,000
		\$ 909,789

100-000-420 State Governmental Sources

100-000-421 - State Apportionment

Based on FY '83 enrollment - 59,087 hrs. 1,375,540 1,375,540

100-000-423 - Vocational Technical Education

100-000-423.01.1 - Regular Reimbursement 118,000
100-000-423.01.2 - Equipment Reimbursement 50,000 168,000

100-000-427 - Replacement of Corporate

Personal Property Tax (\$142,275) 87,074 87,074

100-000-429 - State Work Study

100-000-430 Federal Governmental Sources

100-000-431	- Federal Work Study	170,658
100-000-439	- Other Federal	2,000
		172,658

100-000-440 Student Tuition and Fees

100-000-441.01 - Summer 1984	(5,500)	138,875
100-000-441.02 - Fall 1984	(23,900)	603,475
100-000-441.03 - Spring 1985	(23,100)	<u>589,050</u>
		1,331,400
100-000-442.01 - Graduation Fees		1,000
100-000-442.04 - Transcript Fees		1,100
100-000-442.05 - Laboratory Fees		32,500
100-000-442.09 - Public Services Income		14,900
		49,500

100-000-460 *Rental of Facilities*

-0- -0-

100-000-470 Interest on Investments

75,000 75,000

100-000-499 Other Revenue

30,000 30,000

TOTAL EDUCATION FUND REVENUE

\$ 4,198,962

SAUK VALLEY COLLEGE

EDUCATION FUND

PART II: ESTIMATED EXPENDITURES 1984-85

110-000-000 INSTRUCTION \$ 2,289,561

110-100-000 DIVISION OF BUSINESS

110-100-513.01 - Salaries - Full Time	\$ 157,341
110-100-518.01 - Student Employees -	
(Federal)	6,700
110-100-534 - Contractual Services	11,045
110-100-541.02 - General Materials & Supplies	8,575
110-100-550 - Conference & Meeting Expense	<u>-0-</u> 183,661

110-117-000 FOOD SERVICES

110-117-534 - 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

110-200-541.02 - General Materials & Supplies	<u>400</u> 400
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110-300-000 DIVISION OF INDUSTRIAL EDUCATION

110-300-513.01 - Salaries - Full Time	139,579
110-300-518.01 - Student Employees -	
(Federal)	5,479
110-300-534 - Contractual Services	7,950
110-300-541.02 - General Materials & Supplies	14,190
110-300-550 - Conference & Meeting Expense	<u>-0-</u> 167,198

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

110-316-534 - Contractual Services	<u>-0-</u>
110-316-541.02 - General Materials & Supplies	850
110-316-550 - Conference & Meeting Expense	<u>150</u> 1,000

110-400-000 DIVISION OF SOCIAL SCIENCE

110-400-513.01 - Salaries - Full Time	125,248
110-400-541.02 - General Materials & Supplies	3,050
110-400-550 - Conference & Meeting Expense	<u>-0-</u> 128,298

110-410-000 E.M.T.

110-410-534	- Contractual Services	1,650
110-410-541.02	- General Materials & Supplies	200
110-410-550	- Conference & Meeting Expense	100
		<u>1,950</u>

110-418-000 CRIMINAL JUSTICE

110-418-513-01	- Salaries - Full Time	46,803
110-418-534	- Contractual Services	600
110-418-541.02	- General Materials & Supplies	1,690
110-418-550	- Conference & Meeting Expense	525
		<u>49,618</u>

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

110-500-513.01	- Salaries - Full Time	
	(Humanities)	232,428
110-500-534	- Contractual Services	
	(Humanities)	350
110-500-541.02	- General Materials & Supplies	
	(Humanities)	3,825
110-500-550	- Conference & Meeting Expense	
	(Humanities)	<u>-0-</u>
		236,603
110-511-513.01	- Salaries - Full Time	(Art)
110-511-534	- Contractual Services	(Art)
110-511-541.02	- General Materials & Supplies	(Art)
110-511-550	- Conference & Meeting Expense	(Art)
		<u>-0-</u>
		25,150
110-512-513-01	- Salaries - Full Time	(Music)
110-512-534	- Contractual Services	(Music)
110-512-541.02	- General Materials & Supplies	(Music)
110-512-550	- Conference & Meeting Expense	(Music)
		<u>100</u>
		51,850

110-600-000 DIVISION OF MATH SCIENCE

110-600-513.01	- Salaries - Full Time	180,836
110-600-518.01	- Student Employees -	
	(Federal)	6,300
110-600-534	- Contractual Services	1,000
110-600-541.02	- General Materials & Supplies	10,850
110-600-550	- Conference & Meeting Expense	<u>-0-</u>
		198,986

110-711-000 MED. LAB. TECHNOLOGY

110-711-513.01	- Salaries - Full Time	47,539
110-711-534	- Contractual Services	1,500
110-711-541.02	- General Materials & Supplies	12,390
110-711-550	- Conference & Meeting Expense	820
		62,249

110-712-000 AD NURSING

110-712-513.01	- Salaries - Full Time	87,507
110-712-516	- Salaries - Office Staff	10,769
110-712-534	- Contractual Services	404
110-712-541.02	- General Materials & Supplies	4,005
110-712-550	- Conference & Meeting Expense	800
		103,485

110-713-000 LP NURSING

110-713-513-01	- Salaries - Full Time	60,264
110-713-534	- Contractual Services	250
110-713-541.02	- General Materials & Supplies	3,175
110-713-550	- Conference & Meeting Expense	450
		64,139

110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513-01	- Salaries - Full Time	26,335
110-714-534	- Contractual Services	3,012
110-714-541.02	- General Materials & Supplies	2,615
110-714-550	- Conference & Meeting Expense	1,620
		33,582

110-715-000 DIVISION OF PHYSICAL EDUCATION

110-715-513.01	- Salaries - Full Time	45,036
110-715-534	- Contractual Services	1,500
110-715-541.02	- General Materials & Supplies	800
110-715-550	- Conference & Meeting Expense	300
		47,636

110-716-000 NURSING ASSISTANT

110-716-534	- Contractual Services	200
110-716-541.02	- General Materials & Supplies	350
110-716-550	- Conference & Meeting Expense	100
		650

110-800-000INFORMATION OFFICE & REPRODUCTION ROOM

110-800-516	- Salaries - Secretarial	38,403
110-800-518.01	- Student Employees - Federal (Faculty Ofc.)	13,000
110-800-518.01-1	- Student Employees - Federal (Workroom)	7,250
110-800-534	- Contractual (Workroom)	5,300
110-800-537	- Contractual (UNALLOCATED)	1,800
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
		67,953

110-810-000PUBLIC INFORMATION

110-810-511	- Salaries - Administrative	31,914
110-810-516	- Salaries - Secretarial	2,000
110-810-547	- General Materials & Supplies	73,300
110-810-550	- Conference & Meeting Expense	1,000
		108,214

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

110-811-511	- Salaries - Administrative	32,436
110-811-513.02	- Salaries - Instructional (Part-time)	36,350
110-811-513.03	- Salaries - Instructional (Summer Session)	43,000
110-811-516	- Salaries - Secretarial	12,101
110-811-518.01	- Salaries - Student Employees (Federal)	1,340
110-811-541.01	- General Materials & Supplies	900
110-811-550	- Conference & Meeting Expense	1,550
		127,677

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

110-812-511	- Salaries - Administrative	34,143
110-812-513.02	- Salaries - Instructional (Part-time)	96,300
110-812-513.03	- Salaries - Instructional (Summer Session)	54,200
110-812-516	- Salaries - Secretarial	13,980
110-812-541.01	- General Materials & Supplies	1,000
110-812-550	- Conference & Meeting Expense	1,900
		201,523

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

110-813-511	- Salaries - Administrative	31,298
110-813-513.02	- Instructional Salaries	100,000
110-813-513.03	- Community Services Coordinators	4,000
110-813-516	- Salaries - Secretarial	7,878
110-813-518.01	- Salaries - Student Employees (Federal)	2,512
110-813-534	- Contractual Services	4,000
110-813-541.02	- General Materials & Supplies	3,000
110-813-550	- Conference & Meeting Expense	<u>2,000</u>
		154,688

110-814-000 DIRECTOR OF HEALTH & NATURAL SERVICES

110-814-511	- Salaries - Administrative	30,000
110-814-513.02	- Salaries - Instructional (Part-time)	47,195
110-814-513.03	- Salaries - Instructional (Summer Session)	14,608
110-814-518.01	- Salaries - Student Employees (Federal)	5,360
110-814-534	- Contractual Services	200
110-814-541.01	- General Materials & Supplies	800
110-814-550	- Conference & Meeting Expense	<u>1,300</u>
		99,463

110-815-000 ACADEMIC SKILLS CENTER

110-815-513.01	- Salaries - Full Time	48,330
110-815-518.01	- Salaries - Student Employees (Federal)	6,807
110-815-534	- Contractual Services	500
110-815-541.02	- General Materials & Supplies	2,000
110-815-550	- Conference & Meeting Expense	<u>-0-</u>
		57,637

110-818-000 DEAN OF INSTRUCTION

110-818-511	- Salaries - Administrative	40,328
110-818-516	- Salaries - Secretarial	15,498
110-818-518	- Student Tutors	2,000
110-818-534	- Contractual Services	-0-
110-818-541.01	- General Materials & Supplies	2,000
110-818-550	- Conference & Meeting Expense	<u>1,000</u>
		60,826

<u>120-000-000</u>	<u>ACADEMIC SUPPORT (Learning Resource Center)</u>	<u>\$ 164,187</u>
120-000-515	- Salaries - Professional	76,234
120-000-516	- Salaries - Secretarial	23,528
120-000-518.01	- Salaries - Student Employees (Federal)	12,809
120-000-534	- Contractual Services	4,500
120-000-541.01	- Xerox Supplies	2,000
120-000-541.03	- Library Supplies	12,040
120-000-544.01	- Audio Visual Supplies	7,350
120-000-545	- Library Books	25,000
120-000-550	- Conference & Meeting Expense	<u>726</u>
		<u>164,187</u>
<u>130-000-000</u>	<u>STUDENT SERVICES AND AIDS</u>	<u>\$ 367,421</u>
<u>131-000-000</u>	<u>Admissions and Records</u>	
131-000-511	- Salaries - Administrative	30,786
131-000-516	- Salaries - Secretarial	48,406
131-000-518.01	- Salaries - Student Employees (Federal)	10,958
131-000-534	- Contractual Services	2,225
131-000-541.01	- General Materials & Supplies	6,800
131-000-550	- Conference & Meeting Expense	<u>750</u>
		<u>99,925</u>
<u>132-000-000</u>	<u>Counseling and Testing</u>	
132-000-515	- Salaries - Professional	64,133
132-000-516	- Salaries - Secretarial	<u>12,101</u>
		<u>76,234</u>
<u>133-000-541.01</u>	<u>Health Services - Materials</u>	<u>300</u>
<u>134-000-000</u>	<u>Financial Aids</u>	
134-000-511	- Salaries - Administrative	31,696
134-000-516	- Salaries - Secretarial	<u>23,045</u>
		<u>54,741</u>
<u>138-000-000</u>	<u>Administration of Student Services & Aids</u>	
138-000-511	- Salaries - Administrative	38,125
138-000-516	- Salaries - Secretarial	15,426
138-000-518.01	- Salaries - Student Employees (Federal)	45,100
138-000-519	- Other Salaries (Coaching)	11,850
138-000-534	- 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	<u>4,620</u>
		<u>136,221</u>

<u>140-000-000</u>	<u>PUBLIC SERVICES</u>	<u>\$ 14,900</u>
140-000-514.02	- Salaries	4,600
140-000-534	- Contractual Services	2,800
140-000-541.02	- General Materials & Supplies	<u>7,500</u>
		<u>14,900</u>
<u>170-000-000</u>	<u>OPERATION AND MAINTENANCE OF PLANT</u>	<u>\$ 652,081</u>
171-000-517	- Salaries - Services Staff	331,325
171-000-518.01	- Salaries - Student Employees (Federal)	82,000
171-000-534	- Contractual Services	42,500
171-000-587	- Equipment	17,756
176-000-571	- Gas	147,500
176-000-575	- Telephone	<u>31,000</u>
		<u>652,081</u>
<u>181-000-000</u>	<u>GENERAL ADMINISTRATION</u>	<u>\$ 235,710</u>
<u>181-000-000</u>	<u>President's Office</u>	
181-000-511	- Salaries - Administrative	54,788
181-000-516	- Salaries - Secretarial	17,745
181-000-518.01	- Salaries - Student Employees (Federal)	3,484
181-000-534	- Contractual Services	1,000
181-000-541.01	- General Materials & Supplies	2,500
181-000-550	- Conference & Meeting Expense	2,500
181-000-556	- Special Affairs	2,500
181-000-559	- Other Conf. & Meeting Expense	<u>5,000</u>
		<u>89,517</u>
<u>182-000-000</u>	<u>Business Office</u>	
182-000-511	- Salaries - Administrative	44,929
182-000-512	- Salaries - Professional	16,738
182-000-516	- Salaries - Secretarial	68,976
182-000-518.01	- Salaries - Student Employees (Federal)	-0-
182-000-534	- Contractual Services	5,500
182-000-541.01	- General Materials & Supplies	7,500
182-000-550	- Conference & Meeting Expense	<u>2,550</u>
		<u>146,193</u>

<u>190-000-000</u>	<u>INSTITUTIONAL SUPPORT</u>		<u>\$ 886,843</u>
<u>191-000-000</u>	<u>Board of Trustees</u>		
191-000-535	- Contractual - Legal	10,000	
191-000-549	- Other General Supplies (Election)	2,000	
191-000-550	- Conference & Meeting Expense	<u>3,000</u>	<u>15,000</u>
<u>192-000-000</u>	<u>Institutional Support Expense</u>		
192-000-516	- Salaries - Secretarial	12,286	
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	250,200	
192-000-529	- Tuition Reimbursement	5,500	
192-000-537	- UNALLOCATED Contractual	2,400	
192-000-539	- In-Service-Training	2,500	
192-000-541.02	- Supplies (FACULTY ASSOCIATION)	200	
192-000-544.02	- Postage	40,000	
192-000-546	- Publications/Dues	11,000	
192-000-547	- Advertising	500	
192-000-554	- Recruitment	<u>2,500</u>	<u>335,219</u>
<u>192-000-560</u>	<u>Fixed Charges</u>		
192-000-565	- General Insurance	<u>17,500</u>	<u>17,500</u>
<u>192-000-580</u>	<u>Capital Outlay</u>		
192-000-585	- Equipment	<u>170,166</u>	<u>170,166</u>
<u>193-000-000</u>	<u>Affirmative Action</u>		
193-000-534	- Contractual Services	300	
193-000-541.02	- General Materials & Supplies	100	
193-000-550	- Conference & Meeting Expense	<u>300</u>	<u>700</u>
<u>194-000-000</u>	<u>Institutional Research</u>		
194-000-541.01	- General Materials & Supplies	<u>1,300</u>	<u>1,300</u>
<u>195-000-000</u>	<u>Data Processing Services</u>		
195-000-511	- Salaries - Administrative	58,671	
195-000-518.01	- Salaries - Student Employees (Federal)	6,365	
195-000-534	- Contractual Services	32,100	
195-000-541.01	- General Materials & Supplies	8,100	
195-000-550	- Conference & Meeting Expense	1,500	
195-000-562	- Rental of Computer Equipment	<u>117,250</u>	<u>223,986</u>

196-000-000 Planning & Development

196-000-511	- Salaries - Administrative	31,356
196-000-516	- Salaries - Secretarial	11,346
196-000-534	- Contractual Services	300
196-000-541.02	- General Materials & Supplies	1,000
196-000-550	- Conference & Meeting Expense	<u>850</u>
		44,852
<u>197-000-593</u>	<u>Tuition Charge Back</u>	<u>25,000</u>
<u>199-000-600</u>	<u>Provision for Contingencies</u>	<u>53,120</u>
TOTAL BUDGET EDUCATION FUND		<u>\$ 4,610,703</u>

PART III: BUDGET SUMMARY

Balance on Hand July 1, 1984	(341,764)
Revenue	4,198,962
Less Expenditures	<u>4,610,703</u>
Excess of Revenue over Expenditures	<u>(411,741)</u>
Estimated balance on hand June 30, 1985	<u>(753,505)</u>

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1984-85

200-000-400 OPERATIONS, BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411.01 - 1983 Taxes $\frac{1}{2}(761,315,449 @ 3\%)$	117,868
200-000-411.02 - 1984 Taxes $\frac{1}{2}(735,000,000 @ 3\%)$	<u>110,250</u>
	228,118

200-000-420 State Governmental Sources

200-000-427 - Replacement of Corporate Personal Property Tax (\$142,275)	<u>21,768</u>	21,768
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200-000-470 Interest on Investment

100 100

200-000-499 Miscellaneous Revenue

1,200 1,200

TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND

\$ 251,186

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART II: ESTIMATED EXPENDITURES 1984-85

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>2,550</u>	\$ 60,550
<u>276-000-573 - Electricity</u>	<u>234,600</u>	<u>234,600</u>

290-000-000 Institutional Support

<u>292-000-560 Fixed Charges</u>		
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>
<u>TOTAL BUDGET OPERATIONS, BUILDING AND MAINTENANCE FUND</u>		<u>\$ 321,150</u>

PART III: BUDGET SUMMARY

<i>Balance on hand July 1, 1984</i>	<i>\$ 78,373</i>
<i>Revenue</i>	<i>251,186</i>
<i>Less Expenditures</i>	<i><u>321,150</u></i>
<i>Excess of Revenue over Expenditures</i>	<i><u>(69,964)</u></i>
<i>Estimated balance on hand June 30, 1985</i>	<i><u>\$ 8,409</u></i>

SAUK VALLEY COLLEGE

BOND AND INTEREST FUND #1 (BUILDING)

PART I: ESTIMATED REVENUE 1984-85

400-000-410 Local Governmental Sources

400-000-411-01	- 1983 Taxes		
	$\frac{1}{2}(761,315,449 @ .0306)$	\$ 116,481	
400-000-411-02	- 1984 Taxes		
	$\frac{1}{2}(735,000,000 @ .0311)$	<u>114,461</u>	\$ 230,942

400-000-420 State Governmental Sources

400-000-427	- Personal Property Tax Replacement	<u>33,433</u>	33,433
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400-000-470 Other Sources

400-000-470	- Interest on Investments	<u>15,000</u>	15,000
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TOTAL BOND AND INTEREST FUND #1 REVENUE

\$ 279,375

PART II: ESTIMATED EXPENDITURES 1984-85

INSTITUTIONAL SUPPORT

490-000-560 Fixed Charges

490-000-563	- Debt Principal Retirement	\$ 250,000	
490-000-564	- Interest	13,875	
490-000-569	- Other Fixed Charges	<u>500</u>	<u>\$ 264,375</u>

TOTAL BOND AND INTEREST FUND #1 EXPENDITURES

\$ 264,375

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984 \$ 545,097

Revenue \$ 279,375
Less Expenditures 264,375

Excess of Revenue over Expenditures 15,000

Estimated balance on hand June 30, 1985 \$ 560,097

SAUK VALLEY COLLEGE

WORKING CASH FUND

PART I: ESTIMATED REVENUE 1984-85

700-000-470 Other Sources

700-000-470	Investment Income	<u>\$ 70,000</u>	<u>\$ 70,000</u>
TOTAL WORKING CASH FUND REVENUE			<u>\$ 70,000</u>

PART II: ESTIMATED EXPENDITURES 1984-85

790-000-500 Institutional Support

790-000-569	Miscellaneous Expense	<u>1,000</u>	<u>\$ 1,000</u>
TOTAL WORKING CASH FUND EXPENDITURES			<u>\$ 1,000</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984	<u>\$ 2,221,552</u>
Revenue	<u>\$ 70,000</u>
Less Expenditures	<u>1,000</u>
Excess of Revenue over Expenditures	<u>69,000</u>
Estimated balance on hand June 30, 1985	<u>\$ 2,290,552</u>

SAUK VALLEY COLLEGE

LIABILITY, PROTECTION, AND SETTLEMENT FUND

PART I: ESTIMATED REVENUE 1984-85

1200-000-410 Local Governmental Sources

1200-000-411-01 - 1983 Taxes $\frac{1}{2}(761,315,449 @ .0091)$	34,640
1200-000-411-02 - 1984 Taxes $\frac{1}{2}(735,000,000 @ .0070)$	<u>25,725</u>
	<u>\$ 60,365</u>

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND

\$ 60,365

PART II: ESTIMATED EXPENDITURES 1984-85

1292-000-000 Institutional Support

1292-000-523 - Worker's Compensation	14,000
1292-000-526 - Unemployment Compensation	18,000
1292-000-527 - Tort Liability Insurance	<u>14,000</u>
1292-000-531 - Audit Costs	<u>12,000</u>
	<u>12,000</u>

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND

\$ 58,000

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984	\$ 95,274
Revenue	\$ 60,365
Less Expenditures	<u>58,000</u>
Excess of Revenue over Expenditures	<u>2,365</u>
Estimated Balance on hand June 30, 1985	<u>\$ 97,639</u>

SAUK VALLEY COLLEGE

BUILDING BOND PROCEEDS FUND

PART I: ESTIMATED REVENUE 1984-85

1300-000-430 Federal Governmental Sources

1300-000-439 - Federal Grants and Contributions \$ 47,000

1300-000-470 Investment Income

75,000

TOTAL BUILDING BOND PROCEEDS FUND

\$ 122,000

PART II: ESTIMATED EXPENDITURES 1984-85

INSTITUTIONAL SUPPORT

1390-000-580 Capital Outlay

1390-000-582	Site Improvement	15,000
1390-000-584	Building Improvements	220,000
1390-000-586	Equipment - Instructional	5,000
1390-000-587	Equipment - Service	5,000
1390-000-589	Other Capital Outlay	<u>5,000</u>
		\$ 250,000

TOTAL BUILDING BOND PROCEEDS FUND \$ 250,000

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984 \$ 1,121,138

Revenue \$ 122,000
Less Expenditures 250,000

Excess of Revenue over Expenditures (\$ 128,000)

Estimated balance on hand June 30, 1985 \$ 993,138

SAUK VALLEY COLLEGE BOOKSTORE

Budget for 1984-85

PART I: REVENUE

SALES:

Textbooks	\$ 275,000
Supplies	37,500
Miscellaneous	25,400
Paperbacks	8,400
Used Books	30,600
Other Income	6,100
Sales Tax Collected	<u>18,600</u>
	\$ 401,600

Less Cost of Sales:

Textbooks	220,000
Supplies	26,320
Miscellaneous	19,050
Paperbacks	5,700
Used Books	22,950
Sales Tax Paid	<u>18,300</u>
	<u>312,320</u>

ESTIMATED GROSS PROFIT \$ 89,280

PART II: EXPENDITURES

Salaries & Wages	33,000
Employee Benefits	900
Transportation	8,000
Equipment	3,000
Supplies	3,000
Travel	1,600
Telephone	400
Dues & Subscriptions	400
Other Expenses	<u>1,500</u>
	<u>51,800</u>

EXCESS REVENUE OVER EXPENDITURES \$ 37,480

PART III: Budget Summary

Fund Equity July 1, 1984	\$ 270,686
Revenue	89,280
Less Expenditures	<u>51,800</u>
Excess Revenue over Expenditures	<u>37,480</u>
Estimated Fund Equity, June 30, 1985 . . .	<u>\$ 308,166</u>

RESTRICTED PURPOSES FUND

PART I: ESTIMATED REVENUE

	<u>1983-84</u>	<u>1984-85</u>
<u>#201 Comprehensive Income</u>	<u>\$ 59,200</u>	<u>\$ 53,500</u>
<u>Income from Admissions</u>		
<u>to Student Activities</u>		
#202 Athletics	600	600
#203 Drama and Readers		
Theatre	900	---
#204 Cultural Events	3,000	3,000
#205 Newspaper	300	---
	<u>4,800</u>	<u>3,600</u>
<u>TOTAL ESTIMATED REVENUE</u>	<u>\$ 64,000</u>	<u>\$ 57,100</u>

RESTRICTED PURPOSES FUND

PART II: ESTIMATED EXPENDITURES

	<u>1983-84</u>	<u>1984-85</u>
#251 - Athletics (Tennis)		
#252 - Athletics (Basketball)		
#253 - Athletics (Golf)		
#254A - Athletics (Soccer)		
#254B - Athletics (Baseball)		
<u>Athletics</u>		
Officials	3,700	2,300
Travel	6,550	4,400
Meals and Hotel	4,955	4,620
Awards	490	520
Insurance	1,300	1,300
Banquet	325	325
Dues and Fees	<u>895</u>	<u>625</u>
	18,215	14,090
<u>Rentals</u>		
Baseball	275	-0-
Golf	400	425
Tennis	<u>200</u>	<u>200</u>
	875	625
<u>Supplies and Cleaning</u>		
Basketball	150	---
Baseball	400	---
Golf	425	625
Tennis	485	510
Soccer	<u>100</u>	<u>900</u>
	1,560	2,035
<u>Equipment</u>	<u>-0-</u>	<u>450</u>
	-0-	450
<u>Miscellaneous</u>		
Scouting	175	200
Basketball Clinic	<u>175</u>	<u>175</u>
	350	375

1983-841984-85#256 - Cheerleaders and Pom Pon

<i>Jr. High Cheerleaders Clinic</i>	150	
<i>Travel and Meals</i>	476	
<i>Uniforms and Supplies</i>	<u>224</u>	
	850	850

#257 - Speech ActivitiesReaders Theatre

<i>Supplies</i>	150	
<i>Sets and Costumes</i>	400	
<i>Publicity</i>	<u>50</u>	
	600	

Tournaments

<i>Dues and Fees</i>	350	
<i>Royalties</i>	20	
<i>Transportation</i>	930	
<i>Meals</i>	900	
<i>Lodging</i>	<u>900</u>	
	3,100	1,000

#258 - Drama

<i>Royalties</i>	550	
<i>Publicity</i>	200	
<i>Sets and Costumes</i>	<u>1,050</u>	
<i>Rentals</i>	100	
<i>Equipment</i>	250	
<i>Supplies</i>	350	
<i>Summer Theatre</i>	<u>300</u>	
	2,800	1,000

#259 - Music

<i>Travel</i>	1,500	
<i>Meals</i>	600	
<i>Cleaning and Misc.</i>	100	
<i>Workshop Travel</i>	220	
<i>Tailoring</i>	210	
<i>Madrigal Dinner</i>	<u>1,170</u>	
	3,800	3,900

1983-841984-85#260 - Student Activities

Special Programming Reserve	-0-	1,980
Entertainment &		
License Fees	350	600
Supplies	725	1,200
Equipment	100	400
Xerox & Workroom	75	600
Miscellaneous	100	200
Pow Wow Day	1,500	1,500
Concer-Lecture Series		
Promotions	4,150	4,500
Entertainment/Promotions	<u>3,000</u>	<u>4,000</u>
	10,000	14,980

#262 - Student Newspaper

	<u>3,300</u>	<u>1,000</u>
	3,300	1,000

#264 - Student Senate

Supplies	600	
Leadership	1,200	
Membership Fees	<u>200</u>	
	2,000	2,800

#266 - Women's Intercollegiate
Athletics

<u>Athletics</u>		
Officials	2,930	1,780
Travel	3,880	3,575
Meals and Lodging	2,550	3,090
Insurance	1,175	900
Dues and Fees	925	705
Awards	510	370
Banquet	300	325
Rentals	<u>50</u>	<u>50</u>
	12,320	10,795

Supplies

First Aid	375	325
Tennis	130	410
Softball	200	-0-
Uniforms	100	-0-
Basketball	-0-	150
Volleyball	<u>-0-</u>	<u>150</u>
	805	1,035

	<u>1983-84</u>	<u>1984-85</u>
<u>#266 - Women's Intercollegiate Athletics - continued</u>		
<u>Equipment</u>	<u>700</u>	<u>300</u>
	700	300
<u>Scouting</u>	<u>175</u>	<u>200</u>
	175	200
<u>Sectionals</u>	<u>200</u>	<u>115</u>
	200	115
<u>#268 - Intramurals - Coed</u>		
<u>Supplies</u>	<u>50</u>	<u>50</u>
	50	50
<u>#270 - Clubs</u>	<u>500</u>	<u>500</u>
	500	500
<u>#271 - Film Commission</u>	<u>1,600</u>	<u>800</u>
	1,600	800
<u>#299 - Non-Budgeted Contingencies</u>	<u>200</u>	<u>200</u>
	200	200
	<u><u>\$64,000</u></u>	<u><u>\$57,100</u></u>

PART III: BUDGET SUMMARY

<i>Balance on hand July 1, 1984</i>	<i>\$ 17,598</i>
<i>Revenue</i>	<i>\$ 57,100</i>
<i>Less Expenditures</i>	<i><u>57,100</u></i>
<i>Excess of Revenue over Expenditures</i>	<i><u>-0-</u></i>
<i>Estimated balance on hand June 30, 1985</i>	<i><u>\$ 17,598</u></i>

SAUK VALLEY COLLEGE

CHILD CARE CENTER

1984-85

PART I: ESTIMATED REVENUE

Fees	\$ 18,750
Insurance	<u>250</u>
TOTAL REVENUE	<u>\$ 19,000</u>

PART II: ESTIMATED EXPENDITURES

Salaries	\$ 17,150
Insurance	250
Supplies	1,400
Travel	<u>200</u>
TOTAL EXPENDITURES	<u>\$ 19,000</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984	\$ 2,131
Revenue	\$ 19,000
Less Expenditures	<u>19,000</u>
Excess of Revenue over Expenditures	<u>-0-</u>
Estimated balance on hand June 30, 1985 . . .	<u>\$ 2,131</u>

For Board Meeting
of August 27, 1984

Agenda Item F-1

LEAVE OF ABSENCE

Judi Burnham has requested a Leave of Absence for the 1984-85 academic year. No fringe benefits or other costs to the college will be associated with the granting of this leave.

RECOMMENDATION: It is recommended that a Leave of Absence be granted to Judi Burnham for the 1984-85 academic year.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 16, 1984

MEMORANDUM

TO: Dr. Garner

OM: Don Foster *DF*

E: Request for Leave of Absence - Judi Burnham

Enclosed is a letter from Judi Burnham requesting a leave of absence for the 1984-85 school year.

I recommend that this request be approved. We will cover her classes with part-time faculty and by shifting some load among full-time faculty. Thus, we will not request a full-time faculty replacement.

DF/js

cc Mike Seguin
Gene Wagner

RECEIVED

AUG 16 1984

OFFICE OF THE PRESIDENT



Sauk Valley College

815 / 288-5511

R.R.5 DIXON, ILLINOIS 61021

August 13, 1984

Dear Mike,

I am requesting an educational leave of absence. It would begin August 17, 1984 until June 1, 1985.

A handwritten signature in cursive ink that reads "Judi P. Buerkle".

For Board Meeting
of August 27, 1984

Agenda Item F-2

CONFIRMATION OF PROFESSIONAL APPOINTMENTS

Confirmation of the following professional staff appointments is requested. These appointments were authorized at the July 23rd meeting of the Board and now are available for confirmation:

Jean Cogdall - Asst. Professor of Electronics
Asst. Professor Level, Step 15 \$23,665

Dennis Day - Instructor in Data Processing
at the Dixon Correctional Center \$25,283

Carole McMullen - Asst. Instructor of Nursing
Asst. Inst. Level Step 6 \$7,449
Fall Semester Only

Glenn Rieker - Instructor of Horticulture
Dixon Correctional Center \$20,033

Donna Wilcox - Counselor/Coordinator of Student
Activities.
Asst. Professor Level Step 6 \$18,922

RECOMMENDATION: It is recommended
that the foregoing appointments
be confirmed as presented.

RECEIVED JUN 21 1984

Dubuque, Iowa 52001
June 19, 1984

Dr. Donald J. Foster
Dean of Instruction
Sauk Valley College
R. R. 5
Dixon, Illinois 61021

Dear Doctor Foster:

I am applying for the position of Electronics Instructor.

Briefly, my general qualifications are as follows:

Education: I have a Bachelors Degree and a Masters Degree in Industrial Education from Winona State College in Winona, Minnesota. I also have many hours beyond the Masters Degree mostly in the Electronics area. I have completed three computer classes and also one on microprocessors.

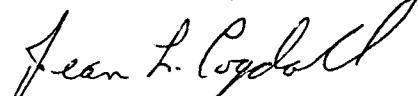
Experience: I have 18 years teaching experience. The last 5 years I have been teaching electronics, electricity and digital logic at Dubuque Senior High School. I have spent many hours the last two years writing a new electronics curriculum for our district which has been approved. I have always serviced my own equipment. I have also taught electronics to an adult education class for Northeast Iowa Technical Institute in Dubuque. Prior to moving to Dubuque, I was the owner-operator of a hardware and appliance store in Brighton, Colorado, for 3 years.

Personal Reference: Mr. Don Kelsrud, Principal, Dubuque Senior High School, 1800 Clarke Drive, Dubuque, Iowa 52001. He assured me that he would welcome a phone call. His phone number is: 319-588-5220.

Personal Data: I am married, age 43, and have a 10-year-old son. I have lived in Dubuque for the past five years. Due to budget reductions in our district and my lack of seniority, I was staff reduced in spite of the fact of increasing electronic class enrollments. Electronics has been my life-long interest.

I may be contacted at the above address if you require further information or to schedule an interview.

Yours truly,


Mr. Jean L. Cegdall
Phone: 319-556-2278

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

RECEIVED

DATE

July 30, 1984

JUL 25 1984

OFFICE OF THE PRESIDENT

CONFIDENTIAL

MEMORANDUM

TO: Dr. Garner

FROM: Don Foster *DFF*

RE: Recommendation for Instructor of Electronics

This memorandum will serve as a recommendation to appoint Mr. Jean L. Cogdall as an Assistant Professor of Electronics. The supporting rationale for this recommendation is outlined below along with a copy of his resume.

The following information is presented in support of this recommendation.

I. Academic Training

Mr. Cogdall holds a BS and MS in industrial education from Winona State College. In addition, he has continued his education by taking advanced courses at Bemidji State College, St. Cloud State College, the University of Wyoming, the University of California and Marycrest College. Mr. Cogdall's emphasis throughout his training has been on electronics and vocational curriculum. He is well qualified to teach all of our electronics courses, develop the curriculum, and work with local industry.

II. Background and Experience

Mr. Cogdall has 18 years of teaching at the high school level. Twelve of these years were in electronics and six in industrial arts. Most of the electronics instructional experience was at Dubuque Senior High School, Dubuque, Iowa and at Centennial Schools in Circle Pines, Minnesota. He has also had experience in teaching adult students and has developed and taught workshops for industry in Dubuque, Iowa. Mr. Cogdall was also an owner/operator of a Gambles Store, has served as a surveyor for the Soil Conservation Service and has been in the television, appliance and repair business. Thus, he brings a considerable range of experience to this position.

III. Recommendations

Mr. Cogdall's references all give him high marks. He is regarded as an excellent instructor with an indepth knowledge of the electronics field. Both his written and telephone references included such remarks as, "very capable, motivates people, sincere, solid background in electronics, realistic approach to instruction, flexible, excellent shop manager, provides good support for the administration, and has good potential as a community college instructor."

IV. Selection Process

This position was listed in the Chronicle of Higher Education, the Milwaukee Journal, St. Louis Post Dispatch, Des Moines Register, Rockford Register Star, and the Chicago Tribune. The position announcement was also sent to 23 university placement services throughout the midwest and sent to all 39 Illinois Community Colleges. We received 13 applications and interviewed five people for the position. Gene Wagner, Chuck Oster, Al Pfeifer and Jim Feverston served as the selection committee and participated in all of the interviews. Don Foster also interviewed all five candidates. Mr. Cogdall was the unanimous first choice for this position.

V. Personal Qualifications

Mr. Cogdall appears to be a serious and dedicated vocational instructor. He demonstrated a high degree of professionalism in his approach to instruction and believes that his background and ability will benefit the Electronics Program at Sauk Valley College. He also has a good understanding of the importance of high school recruiting for his program. Throughout the interview process Mr. Cogdall demonstrated a high regard for academic standards. He will make a welcome addition to the Industrial Technology Division.

DF/js

cc Gene Wagner
Jean L. Cogdall
Personnel File

Enclosures



POSITION VACANCY

Sauk Valley College announces the following faculty vacancy:

ELECTRONICS TECHNOLOGY

Sauk Valley College has an opening for a full-time instructor in Electronics Technology. The position will involve instruction, curriculum development, and student advisement activities. The position will require a strong background in electronics. In addition, a knowledge of computer science and microcomputers will be given consideration in the selection process.

Qualifications:

1. Master's Degree (preferred) in Electronics, Electrical or Engineering Technology with a current background in digital electronics, and microprocessors.
2. Educational and/or industrial experience desirable.
3. Ability to coordinate and develop the electronics curriculum.
4. Ability to develop and maintain the electronics laboratory.

Salary Range: Commensurate with qualifications and experience. Extra compensation for summer and overload.

Starting Date: August 22, 1984

Send complete resume, credentials, and transcript to:

Dr. Donald J. Foster
Dean of Instruction
Sauk Valley College
RR5
Dixon, IL 61021

Deadline date for application: July 13, 1984

RECOMMENDATION REPORT

CONFIDENTIAL

Dennis H. Day

Recommendation for Business and Information Systems Instructor, Sauk Valley College at Dixon Correctional Center. This is a contractual position.

Announcement Process

The position was advertised in the following manner.

1. Internally. An announcement of the vacancy was distributed throughout Sauk Valley College and posted at the Dixon Correctional Center.
2. A vacancy announcement was sent to all community colleges in the state of Illinois.
3. The vacancy was listed in 25 university placement offices throughout the midwest and a copy was sent to the Illinois Department of Corrections Institutions.
4. Position vacancy ads were run in six midwestern newspapers.

Application Response

We received 15 applications for the Business and Information Systems Instructor position.

Screening Process

The applications were screened by James Feverston, Director of the SVC Program at the Dixon Correctional Center, and Eugene Wagner, Assistant Dean for Business, Technology and Natural Sciences. Three candidates were interviewed for the position by Dean Foster, Assistant Dean Wagner and Director Feverston. All candidates were also interviewed at DCC by appropriate staff members from the Department of Corrections and School District #428. Mr. Day was the unanimous first choice for the position.

Qualifications

1. Academic Background. Mr. Day holds a certificate in accounting from John A. Logan College, an Associate in Arts from Illinois Valley Community College, an Associate in Arts in Mortuary Science from Southern Illinois University, a Bachelor of Science in Mortuary Science and Technical Careers from SIU, a MS degree in Public Administration from SIU, and a MS in Business Education from SIU. In addition, he has completed 30 semester hours of course work in data processing and 45 semester hours of course work in accounting and data processing as a part of his academic training at John A. Logan and SIU.

Thus, he is well qualified academically to provide instruction in the Business and Information Systems area in our DCC Program.

2. Professional Background and Experience. Mr. Day has six years of teaching experience at two community colleges (a combination of full and part-time) and has four years of business experience in the operation of a funeral home. He has taught community college level courses in accounting, business, management, marketing, business math, small business management, finance, data processing, and emergency medical technology. Thus, he brings a broad background of teaching experience to this position.
3. References. Mr. Day's references all praised his performance as an instructor. He is described as "very hard working," "well organized," "very dedicated to teaching," "very knowledgeable in his field," and "very creative in his approach to instruction." An extensive telephone check was made of his references as well as with other administrators at John A. Logan College.
4. Personal Qualifications. Mr. Day is a very personable young man. He appears to be energetic and very professional. He responded well to the rather intensive interview process both on campus and at DCC. In addition, he has a wide range of hobbies and personal interests. He will make a welcome addition to the program at DCC.

DF/js



JOHN A. LOGAN COLLEGE ■ Carterville, Illinois 62918 ■ (618) 985-3741

July 9, 1984

James Feverston, Director
Sauk Valley College Dixon Correctional Program
P.O. Box 678
Dixon, IL 61021

Dear Mr. Feverston:

In Sunday's St. Louis Post-Dispatch I saw a vacancy notice for a Business and Information Systems Instructor at your institution. As you read this letter and VITAE, I think you will see that I have the credentials you seek for this position. I am originally from the Ottawa area and I desire to return to northern Illinois.

As you can see from my VITAE, I have an M.S. Degree in Business Education with concentrations in accounting and data processing. My accounting background includes preparation in the following areas: (1) financial, (2) managerial, (3) systems, (4) intermediate, (5) cost, (6) tax, (7) payroll, (8) auditing, (9) controllership, (10) advanced, (11) microcomputer applications, and (12) theory.

My data processing/information systems background includes preparation in the following areas: (1) BASIC programming, (2) FORTRAN programming, (3) Systems Analysis, (4) Advanced Systems Analysis, (5) Word Processing, (6) Office Automation, (7) Microcomputers in Accounting Education, (8) Microcomputers in Business Education, and (9) Microcomputers in Public Administration.

I also have an M.P.A. Degree in Public Administration with concentrations in organization administration and administrative policy. This is a general administrative degree which is similar to an M.B.A.

For the past six years, I have been teaching at the community college level in Illinois. In this capacity I have taught the following courses in the business area: (1) accounting, (2) management, (3) marketing, (4) business finance, (5) business mathematics, (6) data processing, and (7) small business management. In the allied health area, I have taught in the Emergency Medical Technician Program. In fact I have been with the State

page 2.
Mr. Feverston

EMT Examiners as part of the examination team when we administered the exams at the Vienna Correctional Center in Vienna, Illinois. In this action, I have had contact with higher education in a correctional environment.

Most of our students are a mix of the traditional student and the adult learner. In this capacity, I have experience in teaching to both groups of learners.

While at Logan College I authored our one-year Certificate in Emergency Medical Technician. In addition, I helped author our two-year A.A.S. Degree program in Business Data Processing, which is microcomputer oriented. In all of my teaching experience, I have assisted with curriculum development since the state of the art changes constantly in the business areas. While engaged in full-time instruction, I also helped with our office of program development by contacting area businesses to determine their training needs and following through with specific programs of instruction specifically designed for their needs.

All of my teaching has been within the vocational education environment with the traditional lecture and laboratory learning procedures. I feel that the laboratory is essential so that the skills may be practiced in order to provide for greater learning strength and retention.

In summary, I am able to offer professional skills in educating individuals in the accounting, data processing, microcomputer applications, word processing, and business areas. I am able to offer six years of teaching experience within a laboratory setting, curriculum development, academic advisement, and experience within a correctional environment. Should you desire to contact me, please do so at my residence during the summer term.

Sincerely,

D.H. Day

Dennis H. Day
Instructor
Departments of Allied Health
& Business

SAUK VALLEY COLLEGE
AT
DIXON CORRECTIONAL CENTER

Business and Information Systems Instructor - Job Description

The Business and Information Systems instructor position with Sauk Valley College at the Dixon Correctional Center is a full-time twelve-month position. Work hours will be 8:00 A.M. to 4:00 P.M. Monday through Friday or as amended depending on program needs.

A specific contract for faculty members of Sauk Valley College at the Dixon Correctional Center reflects employment for contractual employees as per board policy. The faculty member may anticipate a renewable twelve-month teaching assignment, provided that performance evaluations are satisfactory and the contractual agreement between Sauk Valley College and the Illinois Department of Corrections School District #428 is renewed.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include the following:

1. Follow all Illinois Department of Corrections administrative regulations, administrative directives and institutional directives.
2. Prepare an annual report of activities within the program and institution.
3. Develop and coordinate a comprehensive competency-based curriculum.
4. Actively solicit the input of a local craft advisory committee and utilize their input to maintain a valid quality instructional program.
5. Organize and manage the classroom and related laboratory.
6. Make recommendations concerning equipment and supply purchases.
7. Provide usable schedule and budget information.
8. Provide required reports and documentation in conformance with agreed upon deadlines.
9. Develop and maintain a complete inventory of all equipment and supplies and their location at all times.
10. To be cognizant of the philosophy and objectives of the college and institution, using them as guidelines in the planning, structuring and teaching of each course.
11. To assume responsibility, as a staff member of Sauk Valley College at the Dixon Correctional Center, for accomplishing the goals and objectives of same.
12. To periodically evaluate methods of teaching, content and objectives of each course and review the need for new courses, programs, and other curriculum changes.
13. To care for the equipment and property under his/her assigned jurisdiction.
14. To report to the director equipment or facilities which need attention.
15. To keep an accurate grade, attendance, and student progress record for each student, and to turn in the records to the director as requested and at the close of each course.
16. To notify the director promptly in case regularly assigned duties cannot be performed.

17. To attend all faculty meetings called by the director and other meetings for which he/she has professional responsibility.
18. To establish and post office hours available for student conferences.
19. To advise students when appropriate, realizing that the individual instructor often has the finest opportunity for effective advisement.
20. To cooperate with the institution staff on student problems associated with the instructor's class.
21. To inform students by the mid-term of class work below the "C" level.
22. To maintain the scheduled class hours assigned.
23. To assume all other reasonable professional duties and responsibilities as assigned by the director.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 7, 1984

MEMORANDUM

Dr. Garner

OM:

Don Foster

CONFIDENTIAL

E: Recommendation for Faculty Appointment - Dixon Correctional Center Program - Horticulture

Enclosed is a recommendation to appoint Mr. Glenn Rieker as an instructor in the Horticulture Program for the SVC - Dixon Correctional Program. A completed recommendation for staff appointment is enclosed along with additional supporting material for this recommendation.

It should be noted that this is a contractual appointment--subject to employment terms as specified in SVC Board Policy. This is also a 12 month position with Illinois state holidays off only and 10 days vacation. Other working conditions are specified in the enclosed job description.

The first contract for Mr. Rieker will be issued for the month of August 1984--with a second contract to be issued at a later date to conform to the FY 85 contract year for the Illinois Department of Corrections School District #428. All subsequent faculty and staff contracts for the program at DCC will run from September 1 through the following August 31.

DF/js

cc Jim Feverston

Enclosure

RECOMMENDATION REPORT

Glenn Rieker

Recommendation for Horticulture Instructor, Sauk Valley College at Dixon Correctional Center.

This memorandum will serve as a recommendation to approve the appointment of Glenn Rieker as Horticulture Instructor for Sauk Valley College at Dixon Correctional Center. The supporting rationale for this recommendation is outlined below along with a copy of the candidates resume and a job description for the position.

Announcement Process

The Horticulture Instructor Position was advertised in the following manner.

1. Internally. An announcement of the vacancy was distributed throughout Sauk Valley College and posted at the Dixon Correctional Center.
2. A vacancy announcement was sent to all community colleges in the State of Illinois.
3. The vacancy was listed with 25 university placement offices throughout the Midwest and a copy was sent to all Illinois Department of Corrections Institutions.
4. Position vacancy ads were run in six mid-western newspapers as well.

Application Response

We received thirteen applications for the Horticulture Instructor position.

Screening Process

Assistant Dean Gene Wagner and I reviewed the resumes and credentials of all applicants. Three candidates were selected to be interviewed. Dean Don Foster, Assistant Dean Gene Wagner and I participated in the interviews.

Qualifications

1. Academic Background.

Mr. Rieker holds a Bachelor of Science degree in Landscape Architecture from Iowa State University. Undergraduate study in forestry and landscape-architecture was done at Michigan Technological University and Utah State University.

2. Professional Background and Experience.

Mr. Rieker is the owner of a small progressive full service landscape architecture business in Rockford with emphasis on design and batch projects. The company employs four people and has been in operation four years. He has taught part time since 1980 for Rock Valley College and full time the spring 1984 semester for Kishwaukee College. Other jobs included landscape architecture and land planting for Ames Engineering and Testing Company, Ames Iowa and also as survey technician.

3. References

Mr. Rieker's references give him high marks. He is regarded as a highly effective instructor by students (as evidenced by student evaluation) and by positive recommendations from supervisors at Kishwaukee College and Rock Valley College. It is noteworthy that the Agriculture Department Chairman at Kishwaukee stated he would rehire Mr. Rieker again if a position existed, and that he would rank him high above other beginning teachers. A professional client list which included many of the Rockford elite was provided. Client reference checks provided satisfied customers who refer friends and neighbors.

4. Personal Qualifications

Mr. Rieker presents the image of a dedicated individual in his field. During the eight hour interview process he demonstrated considerable enthusiasm, knowledge and a sincere interest in people and the drive necessary to build a successful model program. Boy Scouts and family life have helped shape Glenn's character.

It is my opinion as well as that of the committee that Mr. Rieker has the special qualifications needed for role model status at the Dixon Correctional Center.

I recommend Mr. Glenn Rieker for appointment without reservation.

SAUK VALLEY COLLEGE
AT
DIXON CORRECTIONAL CENTER

Horticulture Instructor - Job Description

The horticulture instructor position with Sauk Valley College at the Dixon Correctional Center is a full-time twelve-month position. Work hours will be 8:00 A.M. to 4:00 P.M. Monday through Friday or as amended depending on program needs.

A specific contract for faculty members of Sauk Valley College at the Dixon Correctional Center reflects employment for contractual employees as per board policy. The faculty member may anticipate a renewable twelve-month teaching assignment, provided that performance evaluations are satisfactory and the contractual agreement between Sauk Valley College and the Illinois Department of Corrections School District #428 is renewed.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include the following:

1. Follow all Illinois Department of Corrections administrative regulations, administrative directives and institutional directives.
2. Prepare an annual report of activities within the program and institution.
3. Develop and coordinate a comprehensive competency-based curriculum in horticulture to include such courses as, soil science, plant propagation, fertilizers, pesticides, groundskeeping, turf management, landscaping and nursery management.
4. Actively solicit the input of a local craft advisory committee and utilize their input to maintain a valid quality instructional program.
5. Organize and manage a greenhouse and nursery.
6. Make recommendations concerning equipment and supply purchases.
7. Provide usable schedule and budget information.
8. Provide required reports and documentation in conformance with agreed upon deadlines.
9. Develop and maintain a complete inventory of all tools, equipment and trucks and their location at all times.
10. To be cognizant of the philosophy and objectives of the college and institution, using them as guidelines in the planning, structuring, and teaching of each course.
11. To assume responsibility, as a staff member of Sauk Valley College at the Dixon Correctional Center, for accomplishing the goals and objectives of same.
12. To periodically evaluate methods of teaching, content and objectives of each course and review the need for new courses, programs, and other curriculum changes.
13. To care for the equipment and property under his or her assigned jurisdiction.

14. To report to the director equipment or facilities which need attention.
15. To keep an accurate grade, attendance, and student progress record for each student, and to turn in the records to the director as requested and at the close of each course.
16. To notify the director promptly in case regularly assigned duties cannot be performed.
17. To attend all faculty meetings called by the director and other meetings for which he has a professional responsibility.
18. To establish and post office hours available for student conferences.
19. To advise students when appropriate, realizing that the individual instructor often has the finest opportunity for effective advisement.
20. To cooperate with the institution staff on student problems associated with the instructor's class.
21. To inform students by the mid-term of class work below the "C" level.
22. To maintain the scheduled class hours assigned.
23. To assume all other reasonable professional duties and responsibilities as assigned by the director.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 2, 1984

MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

RE: DOCUMENTATION OF RECOMMENDATION OF STAFF APPOINTMENT
OF DONNA WILCOX

CONFIDENTIAL

ANALYSIS OF QUALIFICATIONS:

Academic: Donna Wilcox holds a Masters Degree in College Counseling and Student Personnel from the University of Delaware. She has a Bachelors Degree in Education from West Chester State College, Pennsylvania. Her graduate work includes extensive practicum experiences with new student orientation programs, testing services, financial aids and student development.

Professional Background: Miss Wilcox has ten years of professional experience and is currently a member of the student personnel staff at Earlham College in Richmond, Indiana. She is Assistant Dean of Students. This position includes a half-time counseling assignment and a half-time assignment coordinating student and professional residential staff, along with a variety of student groups and organizations. She has held this position for the past two years. Previously, she worked at the University of Delaware as a counselor involved in academic counseling, new student orientation and financial aid programs. Before entering higher education, Miss Wilcox was employed in the public school systems in Allentown, Pennsylvania.

Personal Qualifications: Miss Wilcox has many of the qualifications and previous experiences that should compliment the counselor/student activities position at Sauk Valley College. Her current position as a half-time counselor and half-time student activities coordinator is very similar to the position at Sauk. In her interviews, she displayed the ability to balance these assignments and projected insight into the practical applications of the position. She is excellent in facilitating groups in leadership, communication skills, study skills and career life planning. She has personal experiences in programming a variety of college and community cultural and social activities. She gives evidence of being able to work with both rural and urban students and expresses a philosophy that is congruent with the mission of the community college. Her references refer to her intelligence, sense of humor, friendliness and self-confidence. All of these characteristics were reaffirmed in the interview process.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 2, 1984

MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

RE: DOCUMENTATION OF RECOMMENDATION OF STAFF APPOINTMENT
FOR DONNA WILCOX

page two

Reference Followup: Nelson E. Bingham, Ph.D.
Associate Professor of Psychology

"Donna Wilcox is a well trained and talented professional in Student Personnel. Her background includes personal and academic counseling, the development of peer counseling programs and a wide range of student activities. She has good organizational capabilities and is a delightful individual. I recommend her without reservation."

Leonard C. Holvik, Professor of Music

"Donna was program associate for our international studies program. She developed and coordinated several projects, including the Earlham-Wittenburg Community Leadership Series. She is a person of many skills and resources. I recommend her most highly."

Announcement Process: The counselor position was advertised in the following manner:

1. Internally, an announcement of the vacancy was distributed throughout the institution.
2. An announcement of the vacancy was distributed to all community colleges in the state of Illinois.
3. The vacancy was listed with graduate placement offices in 40 colleges and universities.
4. The vacancy was also advertised in one edition of The Chronicle of Higher Education.

Application Process: Forty-four application responses were received by the July 16 deadline.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 2, 1984

MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

RE: DOCUMENTATION OF RECOMMENDATION OF STAFF APPOINTMENT
FOR DONNA WILCOX

page three

Screening Process: A committee composed of the Student Personnel staff, including Al Hardersen, Ron Marlier, Michael Hustad, Tom Breed, Duane Monte and John Sagmoe reviewed the files of all candidates. These candidates were later screened to four, who were invited to the campus for interviews. One of the candidates cancelled. In addition to the screening committee, Miss Wilcox was interviewed by representatives of the Student Senate, the Dean of Student Services and President Garner. The candidate also held discussions with other available administrators.

jmb

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 20, 1984

MEMORANDUM

TO: Dr. Garner

FROM: Don Foster *DF*

E: Recommendation to Appoint Carole McMullen to One-Half Year Position in the LPN Program

CONFIDENTIAL

This memorandum will serve as a recommendation to appoint Carole McMullen as an Assistant Instructor of Nursing for the fall semester of 1984.

This action is recommended since we were unable to recruit an instructor to fill the vacant position in the ADN program, which called for a nurse with a MSN degree. Thus, we will make some adjustments in load among other faculty members, use some additional part-time faculty and employ Ms. McMullen to finish up with the last winter class of LPN students--which will graduate in December.

Since we will not start a January class of LPN students this year--the position will not be needed second semester.

We would, however, like to retain the MSN position on the records--although we were unable to fill it for this year. We will monitor enrollments and the placement record of our ADN graduates during the year and make a decision about whether or not to try to fill this position for next year.

DF/js

cc Carol Hain
Dick Holtam

RECEIVED
AUG 21 1984
OFFICE OF THE PRESIDENT

file complete
L 7/16

Earlham COLLEGE

July 11, 1984

RICHMOND, INDIANA 47374

OFFICE OF STUDENT DEVELOPMENT

Dean John Sagmoe
Sauk Valley College
Rural Route 5
Dixon, Illinois 61021

Dear Dean Sagmoe:

I am interested in applying for the position of Counselor/Coordinator at Sauk Valley College. Currently I am employed at Earlham College as the Assistant Dean of Students, a position that involves half-time counseling and half-time supervision and training of student and professional resident hall staff as well as working with groups of students across campus. At this point in my career I am seeking to expand my duties and responsibilities in student development along with having a strong desire to move back into the sphere of public education, especially on the community college level. This desire comes from a philosophical commitment to provide education for all individuals who want it.

I have had extensive background in college counseling. While at the University of Delaware and Earlham College I counseled students for career, personal and academic concerns and facilitated groups in human sexuality, stress management, career issues and autonomy. I have taught courses in leadership, communication skills, study skills, and life planning as well as administering and interpreting a variety of personality and career inventories including the Strong-Campbell, Kudor, MMPI, CPI, and the Edwards.

Along with the counseling comes a background of working with student groups. While at Delaware I initiated and developed a successful outreach program for the Office of Financial Aid. It involved the selection and training of students to present financial aid programs to the college and community and establishing a student operated Financial Aid Center in the Student Center. At Earlham I planned and coordinated student and cultural activities out of the International Programs Office. This included two all-day festivals, a series of dinner/lectures, business seminars, and a student-to-student outreach program with the public schools. Part of my Assistant Dean's responsibilities involved developing and implementing training workshops for student and professional staff. This included designing the sessions, coordinating speakers, writing a training manual, conducting weekly staff meetings and being available for consultation and referral.

I have had the opportunity to participate in a wide variety of counseling and administrative experiences ranging from counseling individuals, facilitating groups, teaching classes, supervising staff, and planning and coordinating campus and community events. I believe these skills would benefit Student Services at Sauk Valley College.

Enclosed is my resume. If you wish to contact me during the day I can be reached at Earlham College (317) 962 - 6561 or in the evenings at home (317) 935 - 1821.

Thank you for considering my application.

Sincerely,

Donna Wilcox

Donna Wilcox

For Board Meeting
of August 27, 1984

Agenda Item F-3

APPROVAL OF PERFORMANCE
AND COMPENSATION PLAN
FOR SAUK VALLEY COLLEGE-DIXON
CORRECTIONAL CENTER

We are on the threshold of beginning our first instructional program at the Dixon Correctional Center under a contract with the Illinois Department of Corrections.

A performance and compensation plan is needed to reflect the unique nature of the instructional services required. Jim Feverston, our Director for the Correctional Center program, has developed a comprehensive and innovative plan--the essential portions of which are attached.

A detailed overview of the plan will be provided at the meeting.

RECOMMENDATION: It is recommended that the proposed plan for performance and compensation for the instructional staff at the Dixon Correctional Center be approved.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 21, 1984

MEMORANDUM

TO: Dr. Garner

FROM: Don Foster *MF*

E: Recommendation for Performance Evaluation and Compensation System for Sauk Valley College-Dixon Correctional Center

The enclosed recommendation represents an innovative approach to faculty salary and evaluation--in accordance with our discussion of last May. Specifically, this proposal is based on the following premises.

1. Salary ranges rather than a lock-step single salary schedule.
2. Only two ranges--as compared to four or five for most salary schedules.
3. Consistent with the salary schedule employed for our full-time faculty on campus in regard to the beginning salary and top salary in the second and third lanes.
4. A salary system based on a full 12 month year with state holidays off only and ten vacation days.
5. A performance evaluation system which is directly reflected in a merit system for future raises.
6. A system that allows for sufficient flexibility and latitude in initial placement to be able to recruit qualified faculty to staff that program.
7. A procedure for faculty input and review in the performance evaluation system.

While this system represents a departure from the compensation system employed in most public schools and community colleges, it shows promise of success in our program at Dixon Correctional Center since it is a completely new program with all new faculty and staff. Our research shows that such systems work best when established as part of a new institution or program. It should also be recognized that the performance evaluation and compensation system outlined in this recommendation is similar to that employed for management personnel in the private sector.

Dr. Garner

-2-

August 21, 1984

Jim Feverston, Director of the SVC Program at the Dixon Correctional Center, deserves special recognition for the extensive research and effort that went into the development of this recommendation. I have asked Mr. Feverston to be available to answer any questions and provide any needed clarification for either you or the SVC Board of Trustees when this recommendation is considered.

DF/js

cc Jim Feverston
Academic Council

Enclosure

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 21, 1984

MEMORANDUM

TO: Dr. Garner

OM: Don Foster *DF*

E: Additional Material - To Supplement Recommendation on DCC Performance Evaluation and Compensation System.

Enclosed is a chart worked up to use for initial placement of the Dixon Correctional Center personnel. Only the second and third columns are included in the recommendation submitted. This chart is based on the following:

1. The present salary schedule for on-campus full-time faculty was used (reflecting the \$100 per step increase--including the base step for each lane). Each figure was multiplied by 1.3 to provide a true 12 month salary--as opposed to a nine or eleven month salary.
2. The flat dollar steps for the second and third lanes were multiplied by 1.3 to reflect the true 12 month assignment situation.
3. Initial placement will be based on this schedule and subsequent raises awarded according to the merit system outlined in the recommendation. Year for year service credit will be allowed for full-time teaching and two year's service of related business or industrial experience for one year of service credit.

Also, included is a page outlining the rationale for having only two salary ranges in the proposed system.

This may be useful as appropriate "back-up" material.

DF/js

cc Jim Feverston

Enclosures

16,851.90	18,305.30	21,173.10	23,959.00	27,231.10
17,355.00	18,881.20	21,858.20	24,754.60	28,125.50
17,858.10	19,457.10	22,543.30	25,550.20	29,019.90
18,361.20	20,033.00	23,228.40	26,345.80	29,914.30
18,864.30	20,608.90	23,913.50	27,141.40	30,808.70
19,367.40	21,184.80	24,598.60	27,937.00	31,703.10
19,870.50	21,760.70	25,283.70	28,732.60	32,597.50
20,373.60	22,336.60	25,968.80	29,528.20	33,491.90
20,876.70	22,912.50	26,653.90	30,323.80	34,386.30
21,379.80	23,488.40	27,339.00	31,119.40	35,280.70
21,882.90	24,064.30	28,024.10	31,915.00	36,175.10
22,386.00	24,640.20	28,709.20	32,710.60	37,069.50
22,889.10	25,216.10	29,394.30	33,506.20	37,963.90
23,392.00	25,792.00	30,079.40	34,301.80	38,858.30
23,895.00	26,367.90	30,764.50	35,097.40	39,752.70
		31,449.60	35,893.00	40,647.10
		32,134.70	36,688.60	41,541.50
				42,435.90

RATIONALE FOR ELIMINATION OF FIRST LEVEL

Most full time faculty persons employed by Sauk Valley College at the Dixon Correctional Center will be qualified tradesmen as well as competent instructors. Since trade experience will usually be a requirement, elimination of the first level will take into consideration that the faculty person has both trade experience and degree.

Giving up top two levels, therefore no chance to advance higher than Master Level.

Elimination of level one will allow us to be somewhat more competitive with industry salaries.

The work assignment is in the medium security Dixon Correctional Center.

Clientele of the Correctional Center are not as favorable as campus clientele.

All faculty persons will be called instructors.

RATIONALE FOR ELIMINATING TOP TWO LEVELS

After having earned a Master Degree, hours obtained toward a Doctoral Degree are not nearly as important to the program instructor's effectiveness as technical updates and service seminars. Credit hour reimbursement would continue to be provided and consideration of achievement would be reflected in the performance evaluation. However, automatic advancement for hours earned past the Master Degree could serve only to inflate the price of the contract.

RATIONALE FOR 1.3 MULTIPLIER

Faculty persons are required to be on the job 8 hours per day five days and during a normal week will have 30 hours of direct student contact.

Faculty persons will receive only 10 days vacation per fiscal year and the normal state holidays, eliminating substantial down time during Christmas break, spring break, college orientation days, → powwow days, etc.



Sauk Valley College

815 / 288-5511

R.R.5 DIXON, ILLINOIS 61021

August 20, 1984

Dr. Donald J. Foster
Dean of Instruction
Sauk Valley College
Dixon, Illinois 61021

Dear Dr. Foster;

Attached is a copy of the Performance Evaluation and Compensation Program for Sauk Valley College at the Dixon Correctional Center. This program is being submitted for your final approval and forwarding to Dr. Garner and the Board of Trustees.

Merit pay plans in the past were frequently found to be unworkable and more schools have tried and abandoned them than reportedly have programs in operation. Empirical evidence and research data seem to bear this out. Program administration, lack of adequate research, poor evaluation techniques and poor design of implementation were cited most often as the apparent reason for failure. Lack of effective and efficient evaluation was viewed most troublesome and was far and away the most common reason for program failure.

Initial placement in a merit compensation salary system was also another area of major concern. The corner stone of a well designed merit pay system is the existence of a correct beginning salary for every instructor, both externally competitive and internally equitable, reflecting level of responsibility, experience and education. The instructional salary range is an attempt to parallel the existing Sauk Valley salary schedule while correcting for differences involved with correctional education.

As emphasized in the literature, successful programs are characterized by;

1. Sound research before implementation.
2. A local plan to suit local unique conditions.
3. Teacher participation.
4. And consistent review, evaluation and update.

Hopefully, we will be able to create a "Win-Win" situation by having done our homework on system design and implementation and by acquiring a new staff which will negate contract implementation problems. Teachers will also have continuous input into the revision of the evaluation and compensation system.

Our approach recognizes that if performance is indeed above average then above average compensation can and should be paid. It seems self-evident that where two instructors are doing a similar job with one producing significantly higher quality than the other the higher quality results should be rewarded. While small percentage increases may be seen by some as only tokenism, dollar differences can indeed be significant if looked at over several years.

There are those individuals who will say that most people are not motivated by money, but rather by other things such as advancement opportunities, nature of the work, etc. While agreeing that money is not a job satisfier, my personal experience definitely indicates that money still motivates. Perhaps it doesn't satisfy for long but it does symbolize and motivate. This is especially true in an environment where there exists the possibility of no additional compensation compared to the above standard compensation and special recognition. Additionally, our Performance Evaluation and Compensation Program may in the future include special published recognition for teaching excellence and/or attendance at state-wide meetings or conferences.

Finally, properly administered, our Performance Evaluation and Compensation Program returns the emphasis of the salary system to "doing a better job", with improvement rather than penalization, being stressed. Our system rewards the instructor for quality not the type or the amount of work done.

The attached program represents my best effort toward performance evaluation and compensation. Your input and guidance has been very helpful and is deeply appreciated.

I am truly excited about the implementation of this model program for Sauk Valley College. Our hearts and minds are in the right place with the students the ultimate beneficiaries of our endeavors.

Sincerely,



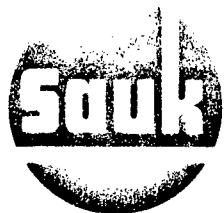
James Douglas Feverston
Director of Education

SAUK VALLEY COLLEGE
AT
DIXON CORRECTIONAL CENTER

PERFORMANCE EVALUATION
COMPENSATION
PROGRAM

SUBMITTED FOR APPROVAL
SAUK VALLEY COLLEGE BOARD OF TRUSTEES
AUGUST 27, 1984

SAUK VALLEY COLLEGE
AT
DIXON CORRECTIONAL CENTER



PERFORMANCE EVALUATION
COMPENSATION
PROGRAM

RATIONALE

A comprehensive performance evaluation program is necessary for any progressive organization to achieve and maintain state-of-the-art. Linking performance evaluation results with compensation reflects a non-traditional approach in education toward the attainment of first-rate, quality programs which meet the needs of industry and our students.

For such a program to work at Sauk Valley College, some very tenuous balances must be maintained.

1. It must be a program in which the Board of Trustees has confidence. The Board must approve the basic concept of performance evaluation. They must be kept informed of changes in policy and procedure and receive timely reports concerning personnel contracts.

2. It must be a program in which the President and the administration have confidence. It must be a program which is administered and maintained primarily by the director with significant input from the President and the persons working most closely with him in a way which reflects the will of the Board and meets with defensible needs of Sauk Valley College at Dixon Correctional Center.

3. It must be a program in which the instructor has confidence. It must be a program which engenders job satisfaction and provides mechanisms to correct inequities. It must be a program which allows reasonable input into the system from the instructors who are most affected by it.

4. It must be a program which has the flexibility to adjust to reflect the changing needs of Sauk Valley College at Dixon Correctional Center.



James Douglas Feverston
Director of Education
Sauk Valley College at
Dixon Correctional Center

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CHAPTER I
REVIEW OF SYSTEMS AND PHILOSOPHY

BACKGROUND

America achieved greatness in the world's market place because of its belief in and practice of free enterprise—a prominent characteristic of our society being the rewarding of meritorious service for a better product by greater financial compensation.

More than any other factor, income determines the relative strength of any occupational group to attract and hold competent persons. Financial rewards are taking on new meaning as an increasing number of able students forego teaching careers and elect employment in business and industry.

A review of studies about merit pay only underscores how complex an issue it is. Arguments in favor of merit pay stress the equity and logic of paying teachers what they are worth, but present pay systems generally treat all teachers alike. This implicit rewards mediocrity and discourages teachers from exerting extra effort to do a better than average job.

Over the years, merit incentives have been used in industrial settings, and it would seem that applying such methods to schools could help professionalize teaching. However, although merit pay plans have been tried in education since 1910, they have been discontinued for one reason or another, and the idea remains controversial today.

Although there is an abundance of information on merit pay, few major empirical studies shed much light on the topic. The most comprehensive study of nearly three thousand American schools in 1979, showed that 4% of the schools had a program in operation, although 4.7% were considering adopting one. However, a larger number, 6.4%, indicated that they had previously implemented a merit plan but discontinued it. The dominant reasons for abandoning the plans related to evaluation of teachers, teacher morale and the negotiating of merit pay provisions out of teacher contracts.

At the present time, resurgence of interest in merit pay plans is marked by President Reagan's recent statement that America has not gotten its money's worth from public schools and the best way to improve schools is to reward excellence in teaching and school administration. This point of view was echoed by Education Secretary Terrel Bell in his endorsement of merit pay.

DEPTH OF STUDY

In order to determine the best and most appropriate evaluation and compensation system for instructors of Sauk Valley College at Dixon Correctional Center a comprehensive review of current literature and merit pay evaluation systems was undertaken.

The following merit and/or salary/wage compensation plans were studied.

1. Austin Texas Independent School District
2. Belleville Area College
3. Brewster, New York School District
4. Houston's Second Mile Program
5. Kalamazoo, Michigan School District
6. Mongomery Court Schools, Rockville, Maryland
7. Portland, Oregon School District
8. Round Valley, California Schools
9. Sauk Valley College
10. South Oklahoma City Junior College
11. Tennessee Better Schools Program
12. U.S. Postal Service

In addition the "Merit Pay Task Force Report", prepared for the use of the Committees on Education and Labor, House of Representatives, October, 1983 was studied in detail as were many recent articles pertaining to various systems.

CONCLUSION

The conclusion from the review of literature and the systems examined is that no one institution seems to have all the answers or a program readily adaptable to our application. In an effort not to re-invent the wheel and to learn by others mistakes the most workable components of the best systems were analyzed and modified to meet the specialized needs of Sauk Valley College at Dixon Correctional Center.

The following "Performance Evaluation and Compensation Program" represents our best effort toward fair and equitable evaluation and compensation based on performance.

PHILOSOPHY

The philosophical foundation of Sauk Valley College at Dixon Correctional Center includes the concepts of accountability and performance by individuals within the correctional institution. In order to reflect this commitment, performance is seen to be an integral part of salary compensation. The basic performance concept in this plan provides for salary recognition of "standard" performance and "above standard" performance. All persons receiving "standard" or "above standard" rating will receive an increase in their annual salary, recognizing the "standard" level of performance. Those persons receiving "above standard" ratings will receive an increase in addition to the "standard" increase.

The performance evaluation compensation program provides for salary ranges with minimum and maximum amounts that the college is willing to pay consistent with the job, responsibilities and education experience requirements. The overall plan allows establishment of priorities based on the productivity of the individual. It discourages "across the board" increases not related to work performance.

CHAPTER II
INSTRUCTIONAL SALARY RANGE

SAUK VALLEY COLLEGE
at
DIXON CORRECTIONAL CENTER
1984-85 Instructional Salary Range

INSTRUCTORS

Less than Masters	Masters
18,305	21,173
to	to
26,368	32,135

- A) This range is intended to be used to obtain a beginning salary for faculty persons employed by Sauk Valley College at the Dixon Correctional Center. Advancement will be determined annually by Performance Evaluations.
- B) The figure of \$576 on the Less than Masters range and \$685 on the Masters range will be added to the base pay for each year of teaching experience and for each two-years of applicable work experience.
- C) Certain high technology, innovative or otherwise high demand areas may command higher salaries than routine placement in the range would allow. In an effort to secure qualified instructors for these areas, the director may, with the approval of the dean of instruction, recommend original placement at a higher level.
- D) When a faculty person on the Less than Masters range obtains a Masters Degree in an approved discipline, he/she will receive the figure of \$1,000 added to their annual salary at the beginning of the next contract year in addition to any increase earned for the year as determined by Performance Based Evaluation. The salary ceiling will then become that of the Master range.

CHAPTER III
PRINCIPLES AND GUIDELINES

PRINCIPLES AND GUIDELINES
FOR
INSTRUCTOR EVALUATION

Certain principles or guidelines should apply in all areas covered in the faculty evaluation process. Some of these are as follows:

A. EVALUATION IS DEPENDENT UPON SHARED RESPONSIBILITY AND RIGOROUS PROFESSIONAL JUDGEMENTS.

Fundamental to successful evaluation is the recognition and acceptance of shared responsibility. Prior to the formal evaluation conference, the instructor completes a self-evaluation and the director completes an evaluation of the instructor, each using a common instrument. At the conference, full consideration is given by each party to both evaluations. At the conclusion of the conference, the director draws conclusions and renders a summative statement and rating of the instructor's performance for that period.

The instructor and the director must undertake evaluation with candor, honesty, and care, exercising their best professional judgements in each stage of the process.

B. ONLY AGREED TO ITEMS ARE EVALUATED.

Inherent within the evaluation philosophy of Sauk Valley College at Dixon Correctional Center is that an instructor is evaluated upon what he/she has agreed. These agreements are made in several ways.

1. When an instructor accepts employment with the college, he or she agrees to:
 - a. Support and promote the functions, philosophy and goals of the college as outlined.
 - b. Abide by the Illinois Department of Corrections procedures and policies as outlined in the Administrative Rules, Administrative Directives and Institutional Directives.
 - c. Fulfill the role and duties outlined in the job description for an instructor for Sauk Valley College at Dixon Correctional Center.
2. At the beginning of each year a contract is signed which includes the projected teaching assignment, job description, and general or special objectives.
3. During the course of a year, the instructor and the director may reach other specific agreements, the content of which may be properly included in the evaluation.

C. INFORMATION USED IN THE PERFORMANCE EVALUATION SHOULD BE KNOWN TO BOTH PARTIES PRIOR TO THE PERFORMANCE CONFERENCE.

An ideal, toward which we strive, is that both the director and the instructor draw from the same set of materials for the evaluation. Both will use information drawn from students, peers, and from their own observations. Both have considerable responsibility to communicate to each other the information being used, particularly information that only one of the two might possess.

Much of the data is communicated to both through ongoing institutional processes. Both receive or possess data on student progress, completion and perception. Materials developed by the instructor, such as learning materials, program evaluation or development materials, schedule and budget information, etc., which are processed through the director are obviously known to both and the director will have formally or informally discussed their quality with the instructor.

Other information, however, may not always be known to both. If students or peers have made positive or negative comments to the instructor and director, it is known to both. If the comments are made to only one, and the information is to be used, then the one has the responsibility to communicate that information to the other. Similarly, an instructor may have been productively involved in a college or community activity without the knowledge of the director. Such information should be communicated to the director if it is to be used in the self evaluation.

The principle that applies is that each person is responsible for knowing that information is possessed by both parties and for communicating either formally or informally that information which may be known to only one party. The extent to which this shared responsibility is carried out influences the extent to which the directors evaluation and the self evaluation will match.

D. EVALUATION DEALS WITH QUALITY RATHER THAN QUANTITY.

The evaluation process deals primarily with the quality of the instructor's performance. The contract, job description and subsequent agreements deal primarily with the quantity. Quantity enters the evaluation process only in regards to the amount produced as compared with the amount one agreed to produce. For example, a faculty person has agreed to and has developed two course curriculums. The number of curriculums is pertinent in the evaluation only to the extent that they were developed or not developed according to the agreement. If they were developed, it is their quality that is pertinent to the evaluation.

E. OBJECTIVE & SUBJECTIVE JUDGEMENTS OCCUR IN EVALUATION.

Much of the information used in the evaluation is objective in nature. However, the data is processed by humans and is

used to consider perceived human performance. In the final analysis, the summation of the self evaluation must be a result of the reasoned professional judgement of the instructor, and the summation of the instructor's performance must be a result of the reasoned professional judgement of the director.

F. BELOW STANDARD INDICATORS: WHEN QUESTIONS APPEAR TO EXIST WITH THESE INDICATORS, THEY MUST BE RESOLVED BEFORE CONSIDERING THE STANDARD INDICATORS.

Each area includes indicators of below standard performance. These indicators were derived in an effort to establish certain minimum conditions that must exist before a standard or above standard rating may be considered. If there appear to be questions in these fundamental areas, the questions must first be resolved. The presence of the question need not result in a below standard rating; rather the presence of the question requires resolution before standard or higher ratings are considered. The resolution process will usually be a simple one. More often than not a conversation between the director and the instructor reveals that extenuating circumstances or conditions beyond the control of the instructor explain the presence of the question. At other times an agreement reached between the instructor and director will satisfactorily resolve the question. Occasionally, more complex processes might be required. Ordinarily, the instructor and the director will have discussed and, ideally, will have resolved the question prior to the performance conference.

For example, a class has operated for a major portion of a term without curriculum materials. The question of, "materials not in the hand of students when needed" is raised. If the material was contracted to be completed prior to the entry point, was not available when needed, and extenuating circumstances are not present, then the performance in Area II, Instructor Effectiveness with Course Learning Materials, could be judged substandard regardless of the quality of the learning materials developed thus far.

Another example should suffice. The director may have received enough comments from students about an instructor's "fairness" to conclude that the question of "fairness" has been raised. If inquiry results in defensible data that the instructor is arbitrary and capricious, then the question is resolved and a substandard rating is given. What is more likely, however, is that inquiry will reveal that the instructor is indeed fair with students, but that certain ones of them may have developed perceptions of unfairness. At this point, the question of "fairness" has been resolved and the indicators of standard performance may now be considered.

G. LISTS OF PERFORMANCE INDICATORS ARE NOT INTENDED TO BE EXCLUSIVE.

Although each area includes lists of standard, above standard, and below standard indicators, these lists are not intended to

exclude other possibilities. There may be other indicators of standard and above standard performance that are particular to a given instructor's role as a teaching professional but are too specific to be included in a list that pertains to most instructors.

The below standard indicators state the more negative factors within each area as they apply to most instructors. However, no attempt was made to define what should be certain, self-evident aspects of sub-standard performance. For example, it is unnecessary to specify such indicators as "Instructor claimed authorship of certain learning material which was in fact written by another."

Nonetheless, any non-listed indicator which is used to assign either above or below standard must be one which is pertinent to the performance area as it is defined.

H. IN DERIVING A RATING WITHIN AN AREA, ONE OR MORE THAN ONE OF THE INDICATORS MAY NEED TO BE USED.

In using the performance indicators the principle of "one or more" must apply. With the exception of Area I, Instructor Effectiveness with Students, it is deliberate and desirable that no minimum or maximum number is specified as to the number of indicators that must be present for a given rating. This flexibility is distinctly within the best interests of the individual instructor as well as of Sauk Valley College at Dixon Correctional Center.

I. SPECIAL OBJECTIVES ARE EVALUATED UNDER THE AREA TO WHICH THEY PERTAIN.

When special objective, e.g., retention, recruitment, or staff development, have been agreed to in a contract or subsequent agreement, the evaluation of them should be considered under the area within the evaluation form to which the objective applies. For example, some retention objectives may pertain to enhancing chances for student success within a particular course. If the objective deals with instructor interaction with students, it is best evaluated under Area I, Instructor Effectiveness with Students.

If the objective deals with alteration of learning materials or evaluation processes, it is best evaluated under Area II, Instructor Effectiveness with Course Learning Materials. Further retention objectives which deal with institutional constraints would be evaluated under Area III, Instructor Effectiveness with Instructional Programs Within the Dixon Correctional Center.

PRINCIPLES & GUIDELINES
(SPECIFIC TO SINGLE AREAS)

AREA I. INSTRUCTOR EFFECTIVENESS WITH STUDENTS

This area gives considerable attention to data collected using the Student Instructional Report. The indicators of instructional effectiveness with students, 1, 2, 3, 5, 6, 8, 11, 12, 13, 16, 18 were ranked in order of importance by the director and the dean of instruction and composite result used to identify item 1, 2, 8, 12, 13 as special indicators. Instructor input will be collectively solicited at the beginning of each contract year.

Since the data collected from the Student Instructional Report is a summation of student perceptions, special attention should be given to the size of the sample. A workable rule-of-thumb is to view with caution any data which is based upon fewer than twenty responses. Therefore, Student Instructional Report will be collected for each class taught throughout the year, at approximately three quarters of the way through each course.

Both the director and the instructor should keep in mind that other data as well as other items from the Student Instructional Report may be introduced into consideration. For that reason, the "qualifying indicators" in I.C. 4 are of considerable importance. These indicators are presented as ones which exist upon a continuum which may range from the negative to the positive. However, certain factors come into play when considering each of the indicators.

- a. Negative changes in Student Instructional Report data are already reflected in the initial rating.
- b. Changes in percent of student success per se may or may not be an indicator of instructor performance. When this indicator is to be used, additional information should exist which suggests the change is related to instructor performance.
- c. Formal or informal comments from students should be used when they are sufficient in quality or quantity to be pertinent. Any time they are to be used negatively, the director should have made special efforts to verify their validity.
- d. The principle stated in c. above applies also to observations made by the director.
- e. The qualifying indicator concerning Student Instructional Report items is included to allow the instructor and the director the flexibility to include Student Instructional Report items not ordinarily used for Area I. The principle of prior agreement is very important here.

f. An instructor's accessibility to students is useful as a qualifier to the degree that accessibility, or lack of it, influences students chances for success.

AREA II. INSTRUCTOR EFFECTIVENESS WITH COURSE LEARNING MATERIALS

Learning materials which may be considered in this area are those which have been developed and formally evaluated during the course of the contract year.

Prior to the deadline for submitting learning materials, the instructor has the option of working developmentally with the director to produce quality learning materials.

AREA III. INSTRUCTOR EFFECTIVENESS WITH INSTRUCTIONAL PROGRAMMING WITHIN THE DIXON CORRECTIONAL CENTER

Activities in this area deal with the effectiveness of the instructor in developing, improving, maintaining, and/or assessing quality in a program area within the administrative rules and administrative directives of the Illinois Department of Corrections, the Institutional Directives of Dixon Correctional Center and the Educational Directives and policies of Sauk Valley College at Dixon Correctional Center.

Lastly, an instructor may have developed an above average program curricula, but if it fails to function within the confines of the Dixon Correctional Center, the program ceases to meet the needs of Sauk Valley College at Dixon Correctional Center, or the needs of the students.

The number one goal of the Illinois Department of Corrections at Dixon Correctional Center is containment of convicted felons remanded to the department. As contractual employees working at Dixon Correctional Center, instructors must comply with all rules, regulations, and directives in order to help achieve the Illinois Department of Correction's goals and objectives.

Program evaluation and improvement are necessary to achieve our commitment to state-of-the-art instruction in all program areas offered by Sauk Valley College at Dixon Correctional Center.

AREA IV. INSTRUCTOR EFFECTIVENESS WITH ADMINISTRATIVE FUNCTION

In this area, the instructor is evaluated for the quality of managing the administrative responsibilities of his/her program. This includes schedules, budget projection, production time liner, grade reports, progress reports, etc.

a. The director will provide as much advance notification as possible of due dates of requested data or reports.

The principle applies that a well-organized instructor is usually an effective instructor. Attention to the planning, organization and direction of program management activities is an important part of any program as it relates to the college as a whole.

The evaluation form itself clearly spells out additional points of evaluation.

AREA V. INSTRUCTOR EFFECTIVENESS WITH COLLEGE AND COMMUNITY ACTIVITIES

Activities to be considered in this area are those which are clearly related to the mission and goals of Sauk Valley College at Dixon Correctional Center and in which the instructor is representing the college. Being active in a church or civic club in the community is usually related to one's private life as a citizen. If an instructor, as a college representative, is working with a church, civic club, or association in a community or institutional development project, then the activity is pertinent.

Historically, higher education faculties have been considered to have three major functions: instruction, research and extension and public service. The faculties of comprehensive universities traditionally participate in all three. The faculties of the community college traditionally participate in two: instruction and extension and public service.

The intent of Area V is to recognize and evaluate the ways in which the instructors extend themselves beyond the classroom to serve other needs of the external college community. For this college in particular, these activities fall into four categories:

- a. Participation in and contribution to college committees and organizations.
- b. Participation in and contribution to Dixon Correctional Center activities generated by the institution.
- c. Participation in and contribution to extracurricular instructional activities and events.
- d. Participation in or contribution to external community activities and events.

Since the primary purpose of instructors for Sauk Valley College at Dixon Correctional Center is instruction, seldom would he or she be heavily involved in committees, extracurricular activities and community activities simultaneously. It is expected, however, that instructors manage professional time in such a way that they are able to contribute their particular and valuable expertise to the college institution or community in areas beyond their particular teaching responsibilities. Sometimes this occurs when they are asked to serve on institution committees or assume roles in extracurricular or community activities. More often, however, this valuable contribution occurs because of the ingenuity of instructors as they become involved in areas where they can contribute.

For Board Meeting
of August 27, 1984

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 document mailed earlier to you is reviewed:

- Planning Statement. p. 2-4
- Planning Assumptions. p. 7
- Program Additions/
Deletions p. 20
- Summary Capital Requests. . p. 23, 28-34

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

For Board Meeting
of August 27, 1984

Agenda Item G-2

APPROVAL OF NEW AND REVISED
POLICIES
(SECOND READING)

The following policies were accepted by the Board for first reading at the July 23rd meeting:

- 107.01 Organization and Meetings
- 306.01 Abatement Policy
- 401.01 Personnel Classifications and Definitions
- 417.01 Responsibilities of Classified Staff
- 426.01 General Responsibilities, Duties and Working Conditions for Contractual Employees
- 516.01 Alcoholic Beverages

No changes have been made since the first reading.

RECOMMENDATION: It is recommended that these new and revised policies be adopted.

107.01 Organization and Meeting of the Board of Trustees

After each election of members, the Board will meet on or before the first Monday in December (or the first Monday following an election) to certify the election results and organize by electing a Chairman, Vice-Chairman, and a Secretary, each for one-year terms.

The Board shall meet at the College in regular session on the fourth Monday of each calendar month except when changes are announced in advance. Meetings will be scheduled for 7:30 p.m. unless otherwise announced in advance.

Revised 3/23/81

Revised 7/27/81

Revised 10/24/83

Proposed

107.01 Organization and Meeting of the Board of Trustees

After each election of members, the Board will meet on or before the first Monday in December to certify the election results and organize by electing a Chairman, Vice-Chairman, and a Secretary, each for one-year terms. Other reorganizational activities such as the following shall also be completed:

- Appoint the Treasurer
- Appoint the attorney for the district
- Designate the bank depositories
- Designate regular monthly date for Board meetings
- Pass a resolution to reconfirm existing policies and regulations

On alternate years, said election of the officers of the Board shall be held at the November meeting.

The Board shall meet at the College in regular session on the fourth Monday of each calendar month except when changes are announced in advance. Meetings will be scheduled for 7:30 p.m. unless otherwise announced in advance.

Revised 3/23/81

Revised 7/27/81

Revised 10/24/83

Revised

306.01 Abatement Policy

The College views the economic health of the District as a matter of great importance to the College. The Board will look favorably toward tax abatements when by virtue of a tax abatement, a significant benefit to the District in economic terms can be realized. Abatement may be appropriate whether the need arises by virtue of expansion of an existing business, or for attraction of new business. The Board will be concerned with a net benefit in comparison with any short term detriment which the College may suffer as a result of the abatement as compared to non-abatement, and will be concerned also with other benefits which the College District may enjoy as a result of the expansion or new business.

Tax abatement requests must be submitted in writing to the Board of Trustees of Sauk Valley College, District 506. All such requests will be considered on an individual basis. Tax abatements will not be granted for a period of time in excess of ten years.

Procedure

At the request of the Board of Trustees, the college president will appoint a committee from administration to consider an abatement request and develop a recommendation to the Board. In developing its recommendation, any such committee shall take at least the following steps:

1. Meet with representatives of the firm or organization requesting the District #506 tax abatement, and review the policy of the Board, the annual dollar amount of the abatement, the number of years of abatement, and the total amount of the abatement.
2. Estimate the training programs or educational services available through the college the entity seeking abatement might utilize. The value, insofar as possible, of these services should be determined.

3. Consult with representatives of all other taxing bodies affected by the abatement request.
4. Review the nature of any claimed hardship and its validity.

The committee will establish procedures appropriate to permit it to make a recommendation to the Board and to maintain sufficient contact with the entity seeking abatement to determine whether the project is in fact proceeding.

401.01 Personnel Classifications and DefinitionsA. DEFINITIONS

The following definitions shall apply to personnel employed at the College:

1. Contractual Employee

This term refers to employees hired by the Board of Trustees for a specified period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the College of expectation that the College will continue employment beyond the terms of the contract. These employees shall be entitled to salaries and benefits as specified by the Board of Trustees.

If the Board or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees.

2. Full-time and Part-time EmployeesFull-time:

Full-time employees are those who work a full 40 hour work week in the case of classified personnel or a full load as defined by a given administrative, instructional or para-professional position.

Proposed

401.01 Personnel Classifications and Definitions

A. Definitions

CONTRACTUAL EMPLOYEES

Contractual employees are hired by the Board of Trustees for a specified period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance.

Contractual employees may include personnel in any classification: Administrative, Professional, Instructional Faculty, Paraprofessional, Classified or any other classifications used at the college.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees.

Original

p. 417

417.01 Responsibilities of Classified Staff

The responsibilities of Classified staff shall be defined by their respective supervisors within the scope of the rules and regulations issued by the Business Office and in a manner consistent with Affirmative Action guidelines, and the Classified Personnel Handbook, with the approval of the President.

2-12-79

Proposed

417.01 Responsibilities of Classified Staff

The responsibilities of Classified staff shall be defined by their respective supervisors within the scope of the rules and regulations governing their responsibilities and in a manner consistent with Affirmative Action guidelines, and the Classified Personnel Handbook, with the approval of the President.

2-12-79

Rev

8.433

426.01 General Responsibilities, Duties and Working Conditions for Contractual Employees

GENERAL RESPONSIBILITIES, DUTIES AND WORKING CONDITIONS FOR CONTRACTUAL EMPLOYEES

1. Contractual employees are required to fulfill all duties and responsibilities as specified in their respective job description.
2. Contractual employees are required to observe proper channels of communication in handling routine operational matters and to express any concerns through their respective supervisor in the same manner as all other Sauk Valley College employees.
3. Contractual employees are responsible for complying with all reporting requirements specified by the college or the external funding agency.
4. Contractual employees are afforded the same fringe benefits and come under established college personnel policies and procedures in the same manner as other employees.

New

p. 433

426.01 General Responsibilities, Duties and Working Conditions for Contractual Employees

GENERAL RESPONSIBILITIES, DUTIES AND WORKING CONDITIONS FOR CONTRACTUAL EMPLOYEES

1. Contractual employees are required to fulfill all duties and responsibilities as specified in their respective job description.
2. Contractual employees are required to observe proper channels of communication in handling routine operational matters and to express any concerns through their respective supervisor in the same manner as all other Sauk Valley College employees.
3. Contractual employees are responsible for complying with all reporting requirements specified by the college or the external funding agency.
4. Contractual employees are afforded the same fringe benefits and come under established college personnel policies and procedures in the same manner as other employees.

Dear

p. 531

516.01 Alcoholic Beverages

No alcoholic beverages shall be sold or served on the premises of Sauk Valley College, unless there is specific permission granted by the Board of Trustees for the specific event or occasion.

For Board Meeting
of August 27, 1984

Agenda Item G-3

ICCTA CODE OF ETHICS FOR
BOARDS AND PRESIDENTS
(INFORMATIONAL READING)

The attached correspondence from Dr. Gary Petty, Executive Director of the Illinois Community College Trustees Association (ICCTA), gives a brief summary of the origin and purpose of the "Board/President Relationships: A Code of Ethics".

The Board should receive this as an informational reading and begin a consideration of action(s) it may wish to take in subsequent meetings.



Illinois Community College Trustees Association

Executive Director
Gary Frank Petty

509 South Sixth Street
Springfield, Illinois 62701
Telephone 217-528-2858

July 31, 1984

TO: Board Representatives
Chief Administrative Officers

FROM: Gary Frank Petty 

RE: Code of Ethics

RECEIVED
AUG 2 1984
OFFICE OF THE PRESIDENT

The Board of Representatives at the Annual Meeting approved a Code of Ethics for Board/President Relations as originally proposed by the Illinois Council of Public Community College Presidents. An amendment of additional ethical questions proposed was deferred for action no later than November, 1984.

After discussion on the implementation of the approved Code of Ethics, the Board recommended that each representative take the Code back to his/her district board and place it on the board agenda for discussion. Therefore, while the Board of Representatives believes that the Code of Ethics is desirable from a policy standpoint, the Code has no binding effect on local boards unless adopted as policy.

GFP:dg
Enc.

President
Mr. Richard J. Doyle
Danville Area Community College
805 East Lincoln Avenue
Hooperston, Illinois 60942

Vice President
Mrs. Mary Hill Dobbs
Lake Land College
Rural Route 2
Toledo, Illinois 62468

Secretary
Mr. Robert Gaffner
Kaskaskia College
2 Spring Hill
Cottage Grove, Illinois 62246

Treasurer
Dr. Jerry Lacy
John A. Logan College
Route 7
Carbondale, Illinois

BOARD/PRESIDENT RELATIONSHIPS: A CODE OF ETHICS

Illinois Community College Trustees Association

WHEREAS, a fundamental factor in the successful operation of any community college is the maintenance of sound and harmonious work relationships between boards of trustees and presidents, and

WHEREAS, these relationships are subjected daily to a variety of stresses which occasionally result in their deterioration, and

WHEREAS, such deterioration is inevitably accompanied by consequences which are detrimental to both institutions and individuals, and

WHEREAS, the Association of Community College Trustees, through its Round Table Discussion on Board/President Relationships at its Annual Convention in 1982, suggested a Code of Ethics as a guide for establishing sound Board/President Relationships, which Code would help maintain an environment of trust and mutual support,

THEREFORE, the following ethical considerations for boards and presidents are recommended as a means of establishing and maintaining sound board president relationships.

The President in dealing with the Board of Trustees should:

1. Keep Board members informed fully regarding the state of the institution-- its strengths, opportunities for improvement, and progress toward achieving its objectives.
2. Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the college.
3. Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.
4. Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against his/her recommendation.
5. Treat all members of the Board equally. Maintain a professional and even-handed stance in the unhappy event of a division of the Board, or of unfriendly relations among Board members.
6. Be sympathetic and understanding of the difficult position of Board members in representing the college's many publics, and assist them to the best of his/her ability to discharge their roles in effective fashion.
7. Represent individual members of the Board in a professional and supportive manner to all factions of the public, even though the President may privately disagree with the stand or behavior of a Board member.
8. Provide the Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.

9. Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.
10. Avoid public utterances or actions which will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.
11. Work closely with the Board and particularly so with its Chairman so that the District will benefit from a strong and coordinated team approach.
12. Provide maximum assistance to new members in their indoctrination to Board membership.
13. Provide the Board with appropriate advance notice of plans to resign or seek another position.
14. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the Board of Trustees.

The Board of Trustees in dealing with the President should:

1. Be sympathetic and understanding of the difficult position of the President in carrying out his/her leadership responsibilities amid the wants and concerns of students, faculty, staff, and general public.
2. Seek his/her advice and counsel regarding matters of policy before making a final decision.
3. Give him/her full confidence and support realizing that the chief executive needs this assistance if he/she is to perform with maximum effectiveness.
4. Expect its Chairman to work particularly close with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and the President.
5. Inform the President immediately of any questions or concerns about the College or District so that appropriate follow-up actions may be taken.
6. Help assure the orderly operation of the College by insisting that employees make use of established channels before bringing their concerns to the Board.
7. Require that the interests and welfare of the entire District be considered before those of any special interest group.
8. Assist him/her by supporting fully all Board decisions once they have been made, even though the vote may have been divided.
9. Inform the President immediately of any concerns regarding performance, conduct, or style that, in the opinion of the Board, require attention.
10. Provide the President with adequate time to correct any deficiencies noted.
11. Exert every effort to conduct discussions relating to contract termination in a professional manner, being always sensitive to the potential for damage to both the District and the President.

12. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
13. Give the President a reasonable period of time to find another position.

Approved by Board of Representatives
June 9, 1984

For Board Meeting
of August 27, 1984

Agenda Item G-4

TAX ABATEMENT REQUEST

A request has been received asking the college district to grant a ten year graduated tax abatement for a new plant expansion in Morrison for Volckman's, a division of Ethan Allen, Inc. A detailing of the request is enclosed.

By meeting time, it is anticipated that the provisions of the abatement policy (subject to approval earlier at this meeting) will have been completed. The Board could therefore move if it chooses to do so, to implement the pending new policy for this abatement request.

VOLCKMAN'S

A Division of Ethan Allen

TAX ABATEMENT PROPOSAL

August 9, 1984

Roger A. Colmark
CERTIFIED PUBLIC ACCOUNTANT, NY

VOLCKMAN'S, A DIVISION OF ETHAN ALLEN
Tax Abatement Request

Project Description

Volckman's, a Division of Ethan Allen, Inc., 900 West Wall, Morrison, Illinois, is planning a plant expansion. The anticipated plan is to build a 150,000 square foot manufacturing plant in April, 1985, with a possible 120,000 square foot distribution center facility to follow, on 50 acres of ground currently located in Mt. Pleasant Township. The land will be annexed to the City of Morrison after it is acquired.

The project will do the following for the area's employment:

Jobs Retained	90
New jobs with construction of 150,000 sq. ft. manufacturing plant	60
New jobs resulting from construction of the 120,000 sq. ft. distribution center	50

The City of Morrison has committed to run the city water and sewer lines to the property for this project. The 50.9 acres Volckman's is acquiring is adjacent to the 40 acres the City of Morrison is considering acquiring for the city's new industrial park.

The company is requesting of all the taxing bodies involved, real estate tax abatement using the following formula:

<u>Year</u>	<u>Tax Abatement</u>
1	100 %
2	90 %
3	80 %
4	70 %
5	60 %
6	50 %
7	40 %
8	30 %
9	20 %
10	10 %

Following is a question and answer presentation of what this decision really means to your community.

Question: Is real estate tax abatement legal?

Answer: Yes. The State of Illinois allows the taxing bodies to grant tax abatement to a company considering locating in that community.

Question: What taxing bodies are involved in the request for tax abatement by Volckman's?

Answer: The following taxing bodies have been petitioned for real estate tax abatement:

Whiteside County
City of Morrison
School District #6
Morrison Hospital
Mt. Pleasant Township
Sauk Valley College4

Question: Does each taxing body have to grant tax abatement before an abatement plan can be implemented?

Answer: No. Each taxing body acts independently of each other. Each approves their own tax abatement plan with the company.

Question: Do we have to accept the plan as presented?

Answer: No. You are free to write your own plan. The proposal you have is one often used by many cities around the country. Also it is a plan that the company feel they can live with and still produce a competitive product.

Question: If we approve real estate tax abatement for Volckman's can other industries also request the same?

Answer: Yes. Any industry that is expanding with a new facility or builds a new building in your community could request tax abatement. Existing industry, however, could not be granted tax abatement without facility expansion.

Question: Are there extraordinary costs involved in construction of the move that tax abatement will help defray?

Answer: Yes. First the physical cost of the move to the new building is substantial. Second, job retraining cost for existing and new employees will be substantial.

Question: How much will tax abatement cost the people of the taxing district I represent?

Answer: Nothing. We say that because the following facts persist:

- (1) The real estate taxes currently on the 50.0 acres are \$715.00 per year. If the land remains farm land, you are guaranteed \$715 per year. If you abate the taxes under the proposed plan, you lose \$715 of tax revenue the first year, but if the plant is constructed, rapidly you will gain that back in the second year and throughout the life of the building.
- (2) The economic impact to the community is many times greater than just the real estate taxes to be abated.

Question: What does this plant, retention of the current jobs and creation of new jobs really mean to our community?

Answer: According to a study done by the Illinois State Chamber of Commerce and Bureau of Business and Economic Research, University of Illinois for Whiteside County, the creation of 100 jobs will have the following impact on Whiteside County over the next ten years.

Creation of 100 New Jobs (over ten years)

Increase in Personal Income	\$225	Million
Gain of Tax Revenues	\$ 6	Million
Gain in Property Taxes	\$ 4	Million
Increase in Retail Sales	\$ 95.4	Million
Increase in Service Receipts	\$ 24.7	Million
Increase in Bank Deposits	\$653	Million
Time Deposits	\$4,050	Million
Other Benefits:		
Total employment in the area to be gained	6300	
Housing Units	3866	
Retail Establishments	113.1	
Service Establishments	1064	

Of course, if Volckman's were to relocate elsewhere, the loss of the 100 jobs would have the reverse effect. The basic change would be new construction would not only not take place, but many homes would become abandoned and as a result losses in tax assessments, and even smaller tax revenues for the community.

Question: What is the projected project cost?

Answer: The project cost break down is as follows:

Land 50.9 Acres	\$ 203,600
Manufacturing Plant	
150,000 sq. ft. @ \$22.50	3,375,000
Distribution Center	
120,000 sq. ft.	<u>2,700,000</u>
 Total Project Cost	\$6,278,600

Question: Using the above mentioned cost, what are the projected real estate taxes for our taxing body, using the current tax rate?

Answer: Attached on separate sheets are the real estate taxes both current and projected for your taxing body.

All computations assume no change in tax rates over the next ten years.

Question: If I vote for tax abatement, will Volckman's definitely commit to locate in Morrison?

Answer: After your approval of the tax abatement plan they will exercise their option to purchase the land. Final approval to build Phase I of the project will come at the Corporate Budget meetings in February, 1985, and construction estimated to start in April, 1985, by the Interco Board which owns Volckman's. Phase II, the Distribution Center, will not be decided until 1986 or thereafter. Knowing they already have tax abatement approval will be a determining factor in the final decision to locate the distribution center here.

Question: If Volckman's relocate at another site, what will happen to the real estate taxes on the current property?

Answer: As long as Volckman's own the building, they will have to pay the real estate taxes. However, when they sell it, the taxes would probably increase as a result of a higher value. However, if the building were abandoned, assessed values could decline, and therefore, lower the taxes.

Question: If Volckman's decide to relocate in another state, what are our chances of replacing the potential 200 jobs we are giving up?

Answer: According to the State of Illinois, 80% of all new jobs will come from people already within your community and 20% will come from people outside the area. With this in mind, to replace 200 potential jobs will take a substantial community effort. This is why it pays to take good care of your existing industry.

Question: Rather than granting tax abatement, would we as a community be better off to find an industry for our community who would locate here without tax abatement?

Answer: Yes. Provided you can find that industry, within a reasonable time and without spending a lot of money doing it.

You must look seriously at the situation your community finds itself in.

- (1) First: Statistically, 80% of the jobs in a community, come from industries already within that community, and 20% of the new jobs will come from people outside the area.
- (2) Second: Of the 80% of the jobs being created from within a community, most of these are small start up companies which require very little new building construction, therefore, no new real estate taxes directly.
- (3) Third: Most new jobs today are being created in the service industry, not manufacturing. The service industry job does not need as much physical building and as a result does not increase a community's real estate valuation directly.
- (4) Forth: While 20% of the new jobs will come from people outside the community, one has to find them first. The fact is the larger the company, the more choices of location one has and the better the economic deals other communities are willing to put together for them to locate their facility there.

Question: I realize with tax abatement we are compromising real estate revenue to retain a good employer. However, could you explain what other taxes, if any, will be lost if they would relocate to another community?

Answer: The loss of the Volckman's jobs will affect the community's taxes in the following areas:

- (1) Sales tax revenue for ten years \$95,000

- (2) Decline in other real estate values because of lack of demand.
- (3) Decrease in motor fuel taxes.
- (4) Decrease in Revenue Sharing due to decline in population.
- (5) Decrease in State of Illinois Personal Property Replacement Taxes, because you would lose corporate profits.

Question: What other effects on the community could we expect if the 200 jobs are lost to the area?

Answer: The following are a few areas of impact that the community will feel with the loss of 200 potential jobs:

- (1) Less utilization of hospitals, schools, and colleges.
- (2) Higher taxes spread over fewer people.
- (3) Fewer job opportunities for current individuals.
- (4) Little reason for future generations to locate in the community.

In conclusion, I would like to point out that Volckman's has served the community for a long time, providing economic opportunity to many people over the years. As a result of their commitment to your community, you have both prospered. Now is the time, through tax abatement, to reaffirm your commitment to an economic entity which will provide your future job seekers with employment opportunities in the community that has afforded you the economic success you enjoy.

We have allowed a majority of our most gifted human resources to relocate to larger metropolitan communities. The rural communities have a quality of life that the larger metro centers can not provide, but without jobs rural communities will not be able to hold future generations. The creation of meaningful employment must be the focal point of all taxing bodies. The creation of a stable economic climate in which business can grow and prosper is essential to a healthy job market. When looking for prosperity you must have a dream. A dream can only become a reality with action. When we fail to plan for economic growth as a community, we are certainly planning to fail.

Volckman's Plant Expansion
Tax Abatement Plan

	Phase I Manufacturing Plant	Phase II Distribution Center	Total
Cost of Project	\$3,578,000	\$2,700,000	\$6,278,000
Tax Rate Percentage	33.33%	33.33%	33.33%
Assessed Valuation	\$1,192,547	\$899,910	\$2,092,457
Tax Rate	0.056892	0.056892	0.056892
Taxes Per Year	<u><u>\$67,846</u></u>	<u><u>\$51,198</u></u>	<u><u>\$119,044</u></u>

Tax Rate Distribution	Rate	Percentage	Current Tax	Projected Tax Distribution		Total Projected Taxes Annually
			Distribution	Phase I	Phase II	
Total Taxes			\$715.00			
City of Morrison	\$0.7069	12.425297%	\$89	\$8,430	\$6,361	\$14,792
School Dist. #6	\$3.3445	58.786824%	\$420	\$39,885	\$30,097	\$69,982
Hospital	\$0.4060	7.136328%	\$51	\$4,842	\$3,654	\$8,495
Mt. Pleasant Township	\$0.4218	7.414048%	\$53	\$5,030	\$3,796	\$8,826
Whiteside County	\$0.6203	10.903115%	\$78	\$7,397	\$5,582	\$12,980
Sauk Valley College	\$0.1897	3.334388%	\$24	\$2,262	\$1,707	\$3,969
Total	<u><u>5.6892</u></u>	<u><u>100.000000%</u></u>	<u><u>\$715</u></u>	<u><u>\$67,846</u></u>	<u><u>\$51,198</u></u>	<u><u>\$119,044</u></u>

Sauk Valley College

Year	Tax Abatement Rate	Percent Collected	Projected Taxes		Total Taxes If Abated	Current Taxes If Abated	Tax Revenue Lost	
			Phase I	Phase II			If Buildings Not Constructed	
1	100%	0%	\$0	\$0	\$0	\$0	\$24	(\$24)
2	90%	10%	\$226	\$171	\$397	\$24	\$373	
3	80%	20%	\$452	\$341	\$794	\$24	\$770	
4	70%	30%	\$679	\$512	\$1,191	\$24	\$1,167	
5	60%	40%	\$905	\$683	\$1,588	\$24	\$1,564	
6	50%	50%	\$1,131	\$854	\$1,985	\$24	\$1,961	
7	40%	60%	\$1,357	\$1,024	\$2,382	\$24	\$2,358	
8	30%	70%	\$1,584	\$1,195	\$2,779	\$24	\$2,755	
9	20%	80%	\$1,810	\$1,366	\$3,176	\$24	\$3,152	
10	10%	90%	\$2,036	\$1,536	\$3,572	\$24	\$3,548	
11	0%	100%	\$2,262	\$1,707	\$3,969	\$24	\$3,945	

TREASURER'S REPORT

July 31, 1984

EDUCATIONAL FUND

Balance on Hand June 30, 1984 \$ 156,350.79

Receipts:

Investments	190,000.00
1983 Taxes	83,667.74
Pers. Prop. Tax Repl.	29,376.42
Charge=Back Revenue	269.10
Voc. Ed. Reg. Equip.	33,744.16
Federal Work Study	7,041.22
Other Federal Funds	2,843.59
Summer Tuition	50,000.00
Transcript Fees	104.00
Interest on Investments	11,541.03
Other Revenue	423.76
Expenditure Credits	<u>2,569.71</u>
	<u>411,580.73</u>

Total Available \$ 567,931.52

Disbursements:

Expenses for July	<u>413,045.26</u>
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Balance on Hand July 31, 1984 \$ 154,886.26

BUILDING FUND

Balance on Hand June 30, 1984 \$ 40,065.21

Receipts:

1983 Taxes	20,916.27
Pers. Prop. Tax Repl.	7,344.10
Misc. Revenue	100.00
Expenditure Credits	<u>22.00</u>
	<u>28,382.37</u>

Total Available \$ 68,447.58

Disbursements:

Expenses for July	<u>22,954.60</u>
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Balance on Hand July 31, 1984 \$ 45,492.98

SITE AND CONSTRUCTION FUND

Balance on Hand June 30, 1984 \$ 23,808.14

Receipts:

Interest on Investments	3,477.34
Sale of Kitchen Equipment	<u>24,668.01</u>
	<u>28,145.35</u>

Total Available \$ 51,953.49

Disbursements:

-0-

Balance on Hand July 31, 1984 \$ 51,953.49

BOND AND INTEREST #1

Balance on Hand June 30, 1984 \$ 13,119.38

Receipts:

Interest on Investments	<u>353.29</u>
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Total Available \$ 13,472.67

Disbursements:

-0-

Balance on Hand July 31, 1984 \$ 13,472.67

BOND AND INTEREST #4

Balance on Hand June 30, 1984 \$ 25,290.63

Receipts:

Interest on Investments	<u>176.68</u>
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Total Available \$ 25,467.31

Disbursements:

-0-

Balance on Hand July 31, 1984 \$ 25,467.31

WORKING CASH FUND

Balance on Hand June 30, 1984 \$ 7,861.03

Receipts:

-0-

Disbursements:

-0-

Balance on Hand July 31, 1984 \$ 7,861.03

INSURANCE FUND

Balance on Hand June 30, 1984 \$ 87,645.53

Receipts:

Investment Income 554.72

Total Available \$ 88,200.25

Disbursements: -0-

Balance on Hand July 31, 1984 \$ 88,200.25

* * * * *

FUNDS INVESTED

Central National Bank	S & C	Variable	\$405,090.15
Farmers National Bank	S & C	10.00	112,460.19
Dixon National Bank	S & C	10.75	290,352.37
Farmers National Bank	S & C	9.30	105,000.00
First National Bank	S & C	10.35	75,000.00
First National Bank	S & C	9.70	105,949.67
Rock Falls National	B & I #1	11.12	263,000.00
Rock Falls National	B & I #1	11.12	260,000.00
Dixon National	Educational	10.75	407,145.52
Rock Falls National	Educational	Variable	<u>1,139,000.00</u>
		TOTAL INVESTED	\$3,162,997.90

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending July 31, 1984

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

Cash On Hand	\$ 1,497.84	
Loans From Other Funds		\$26,000.00
Workstudy Awards Receivable from Fed. Gov. 1983-84	-0-	
Workstudy Awards Capital 1983-84		173,825.28
Workstudy Awards Paid 1983-84	173,825.28	
E.O.G. Awards Receivable from Fed. Gov. 1983-84.	149.66	
Initial E.O.G. Awards Capital 1983-84.		32,679.00
Initial E.O.G. Awards Paid 1983-84	34,195.35	
Renewal E.O.G. Awards Capital 1983-84.		27,186.00
Renewal E.O.G. Awards Paid 1983-84	25,519.99	
PELL Grant Awards Receivable from Fed. Gov. 1983-84.	28,131.44	
PELL Grant Awards Capital 1983-84		630,100.00
PELL Grant Awards Paid 1983-84	622,542.42	
Workstudy Awards Receivable from Fed. Gov. 1984-85	170,658.00	
Workstudy Awards Capital 1984-85		170,658.00
Workstudy Awards Paid 1984-85.	6,002.69	
E.O.G. Awards Receivable from Fed. Gov. 1984-85.	60,341.00	
Initial E.O.G. Awards Capital 1984-85.		33,292.00
Initial E.O.G. Awards Paid 1984-85	-0-	
Renewal E.O.G. Awards Capital 1984-85.		27,049.00
Renewal E.O.G. Awards Paid 1984-85	-0-	
PELL Grant Awards Receivable from Fed. Gov. 1984-85.	367,970.00	
PELL Grant Awards Capital 1984-85.		367,970.00
PELL Grant Awards Paid 1984-85	-0-	
Inactive Federal Grants.	2,074.39	
	<u>\$1,490,833.67</u>	<u>\$1,490,833.67</u>

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 7/31/84

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

ASSETS:

Cash in Bank	\$ 5,147.03
Notes Receivable	2,476.27
	<u>\$7,623.30</u>

LIABILITIES & NET WORTH:

Fund Equity	\$8,108.68
Net Loss	(485.38)
	<u>\$7,623.20</u>

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

INCOME:

Interest Income	\$ 7.00
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EXPENSES:

Bad Debts	\$ 492.39
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<u>NET LOSS</u>	<u>\$ (485.38)</u>
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SAUK VALLEY COLLEGE BOOKSTORE
PERIOD ENDING 7-31-84
B A L A N C E S H E E T

ASSETS:

Cash in Bank	\$ 71,991.42
Petty Cash	500.00
Investments	60,000.00
Accounts Receivable - Educational Fund	13.62
Inventory 6-30-84	118,150.05
	<u>\$250,655.09</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund	\$ 1,283.73
Fund Equity	\$268,150.13
Net Loss	<u>(18,778.77)</u>
	<u>249,371.36</u>
	<u>\$250,655.09</u>

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

INCOME:

Textbook Sales	\$ (1,390.55)
Supply Sales	397.24
Miscellaneous Sales	533.50
Paperback Sales	305.19
Used Book Sales	187.89
Sales Tax Collected	147.37
Other Income	<u>-0-</u>
	\$ 180.64

EXPENSES:

Textbooks Purchased	\$ 15,265.11
Supply Purchases	1,123.80
Miscellaneous Purchases	769.21
Paperback Purchases	(108.06)
Used Book Purchases	44.92
Sales Tax Paid	1,191.13
Salaries & Wages	660.71
Transportation Charges	11.01
Supply Expense	<u>-0-</u>
Equipment	<u>-0-</u>
Travel	<u>-0-</u>
Telephone	<u>-0-</u>
Dues & Subscriptions	<u>-0-</u>
Other Expense	<u>-0-</u>
Over & Under	1.58
Bad Debts	<u>-0-</u>
	<u>18,959.41</u>

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

SAUK VALLEY COLLEGE

RESTRICTED PURPOSES FUND

July 31, 1984

Balance on Hand - June 30, 1984	\$133,082.83
July Receipts	125,856.48
Cash Under - July 31, 1984 deposit	(.25)
Cash Over - July 31, 1984 deposit	.25
TOTAL FUNDS AVAILABLE DURING JULY	\$258,939.31
Cash Disbursements - July	88,181.96
	\$170,757.35

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	
Athletic Income	
Drama Income	
Student Activity Income	
Student Newspaper Income	
Film Income	
Cash Over & Under	
Other Income - Student Activity Only	\$ 25.00
TOTAL INCOME	\$ 25.00

BUDGET EXPENSE

Athletic Expense	\$755.29
Cheerleader & Pom Pon Squad	-0-
Speech Activities & Readers Theatre	-0-
Drama Expense	-0-
Music Expense	114.83
Student Act. Expense/Cultural-Social	25.00
Student Newspaper Expense	-0-
SVC Student Senate Expense	100.99
Women's Intercollegiate Expense	-0-
Intramurals - Coed	-0-
SVC Clubs	-0-
Film Commission	-0-
Contingency Expense/Equipment	-0-
Contingencies/Non-Budgeted	-0-
TOTAL EXPENSE	\$996.11

Excess of Expenditures Over Revenue, as of July 31, 1984 \$971.11

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS & LIABILITIES

<u>ASSETS</u>	<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>AMOUNT</u>
Cash in Bank \$170,757.35	Due Educational Fund \$2,220.35	
Petty Cash -0-	Due Building Fund 100.00	
Accts. Rec. 79,826.28	Due Student Loan Fund 357.50	
Investments 100,000.00	Due Bookstore 273.48	
	Out of District Fees 484.38	
	Student Tuition 155,965.00	
	Lab Fees 5,266.00	
	Tuition Refunds (11,030.00)	
	Lab Fees Refunds (345.00)	
		\$153,291.71

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$2,211.70
Parking	3,958.91
Recreation Room Fund	12,687.11
Student Locker Fund	665.80
Land Lab	8,741.24
Community Services	3,476.58
Photography Supplies	24.86
Collegiate Choir	603.43
LPN Supplies	725.74
LRC Contributions	864.71
Indochinese Grant - FY 84	(12,690.32)
Indochinese Grant - FY 85	(4,958.80)
Indochinese - Sewing	8,935.00
1983-84 Disadvantaged Grant	5,525.59
JTPA - Title II A	(8,797.01)
Truck Farming	318.54
DAVTE Disadv. & Handic. Gt.	(13,085.69)
DAVTE Quality Assist. Gt.	(125.00)
Economic Dev. Gt. II	4,890.00
Humanities Grant	90.85
Miscellaneous Account	-0-
Econ. Dev. Gt. - Income	47,630.84
Econ. Dev. Gt. - Exp.	(47,249.36)
Student Clubs	1,486.61
Adult Learning Bk. Chges.	1,872.34
SVC Foundation	(4.56)
Community Theatre	48.40
College Van	1,600.59
Vocational Info. Program	1,283.78
St. Serv./Spec. Proj.	115,228.82
Dixon Corr. Cent.- Income	69,115.00
Dixon Corr. Center- Pers. S.	(7,654.70)
Dixon Corr. Center- Suppl.	(359.89)
Dixon Corr. Center- Travel	(19.60)
Dixon Corr. Center- Other Cost	(189.60)
Labor Market Orientation	(5,427.11)
Vocational Exploration Prog.	(9,625.51)
LMO Assessment Fees	342.00
Project Careers	<u>(1,476.12)</u>
	\$180,665.17

FUND EQUITY

July 1, 1984 \$ 17,597.86

Excess of Expenditures
Over Revenue, as of
July 31, 1984 (971.11) \$ 16,626.75

TOTAL ASSETS \$350,583.63 TOTAL LIABILITIES & NET WORTH \$350,583.63

BILLS PAYABLE

August 27, 1984

EDUCATIONAL FUND

0-000-431	SVC WORK STUDY EOG FUND	Error - overpayment	3,784	\$.02
	SVC PAYROLL FUND	7-31-84 Payroll	3,785	110,771.73
0-814-513-02	ILLINOIS VALLEY HOSPITAL	HEA 170-D	3,786	210.00
0-814-513-02	FREEPORT MEMORIAL HOSPITAL	HEA 186-D	3,787	225.00
0-814-513-02	OTTAWA COMMUNITY HOSPITAL	HEA 170E	3,788	210.00
2-000-554	DONNA WILLCOX	Interview exp.	3,789	149.20
2-000-544.02	POSTMASTER	Fall Schedules	3,790	257.40
2-000-554	FRANK DARROW	Interview exp.	3,791	293.42
2-000-554	SIVILE MCPOLIN	Interview exp.	3,792	48.80
5-000-575	CENTAL	Service	3,793	2,615.35
2-000-529-02	FRANK PINTOZZI	Moving expenses	3,794	500.00
5-000-575	SVC RESTRICTED PURP. FUND	Phone bill paid in error	3,795	59.39
2-000-544.02	POSTMASTER	Summer grades	3,796	343.60
0-310-538	STERLING SCHOOL 'OF BEAUTY	Cosmetology	3,797	4,801.68
	SVC PAYROLL FUND	8-15-84 Payroll	3,798	93,288.68
-000-521	PRUDENTIAL	August premium	3,799	<u>21,708.04</u>
				\$235,482.31

1,000,55,9.00	A.A.H.E.	DUES	3,800	95.00
0,300,541.02	ACE HARDWARE	SUPPLIES	3,801	3.10
0,300,541.02	ALENCO TOOL SUPPLY	SUPPLIES	3,802	63.12
0,000,545.00	AMERICAN ASSN FOR STATE & LOCAL HIST	BOOKS	3,803	30.75
0,314,541.01	AMERICAN JOURNAL OF NURSING	SUPPLIES	3,804	29.00
8,000,541.01	AMERICAN COLLEGE TESTING PROG	SUPPLIES	3,805	542.50
0,811,541.01	ASSN FOR SUPERV & CURRIC DEVEL	SUPPLIES	3,806	48.00
4,512,541.02	AUGSBURG SALES DEPT	SUPPLIES	3,807	25.00
2,600,541.02	AMERICAN SCIENTIFIC PROD	SUPPLIES	3,808	90.58
2,000,545.00	BAKER & TAYLOR CO	BOOKS	3,809	428.82
2,000,545.00	BAKER & TAYLOR CO	BOOKS	3,810	154.09
2,811,541.01	BALDWIN COOKE CO	SUPPLIES	14.62	
2,818,541.01	X X	7.31		
1,000,541.01	X X	14.62		
8,000,541.01	X X	14.62		
1,000,541.01	X X	7.31		
2,000,541.01	X X	36.59		
0,300,534.00	BEAR AUTOMOTIVE OF CHICAGO	REPAIRS	3,811	95.07
0,810,547.00	CARROLL CO REVIEW	PUB RELA	3,812	254.58
0,000,554.00	CHRONICLE OF HIGHER EDUC	RECRUITMENT	3,813	16.00
0,000,545.00	CITIZENS INFORMATION SERV	BOOKS	3,814	156.80
1,000,541.01	COPPINS LETTER SHOP	SUPPLIES	3,815	250
0,810,547.00	CROWN PRINTING CO	PUB RELA	3,816	45.00
0,810,547.00	THE DAILY GAZETTE	PUB RELA	3,817	51.25
1,000,541.01	X X	86.00		
		PRES SUBSCR	44.00	
			3,818	130.00

SAUK VALLEY COLLEGE

APPROVED BY

Kay E. Fischer

PRESIDENT

Donald W. Standigoc

SECRETARY

DATE 8/27/84

2810547.00	DIXON EVENING TELEGRAPH	PUB RELA	3500.40		
2000544.02	X X	1372.37			
2000547.00	X X	17.40	3,819	4,890.17	
2300541.02	DOALL ROCKFORD CO	SUPPLIES	3,820	7.53	
0812541.01	DRYDEN ENGINEERING CO	SUPPLIES	3,821	3.59	
2410541.02	DYNAMED	SUPPLIES	3,822	40.00	
2000550.00	ROBERT EDISON	TRAVEL	3,823	67.50	
2000539.00	EDUCATIONAL TESTING SERV	SUPPLIES	3,824	135.88	
0000544.01	EDUCATORS PROGRESS SERV	SUPPLIES	3,825	23.21	
0600541.02	FISHER SCIENTIFIC	SUPPLIES	3,826	117.10	
1000535.00	DR THOMAS FLYNN	SERVICE	3,827	250.00	
0810547.00	G P TECHNOLOGIES	PUB RELA	14.98		
2000541.01	X X	SUPPLIES	7.49	22.47	
0000545.00	GALE RESEARCH CO	BOOKS	3,828	79.45	
2810547.00	GATEWAY BROADCASTING CORP	PUB RELA	3,829	100.65	
1000550.00	HAL GARNER	TRAVEL	219.53		
1000559.00	X X	OTHER EXP	300.00	3,831	519.53
0810550.00	RALPH GELANDER	TRAVEL	3,832	59.40	
0711541.02	GINDERS HOSPITAL SUPPLY	SUPPLIES	3,833	64.41	
0814541.01	HARVARD MEDICAL SCHOOL	SUPPLIES	3,834	32.00	
0814550.00	CAROL HAIN	TRAVEL	3,835	70.00	
0800550.00	AL HARDERSEN	TRAVEL	3,836	49.00	
0810547.00	HASKELLS	PUB RELA	42.29		
0814541.01	X	SUPPLIES	1.91		
0000541.01	X X	66.93	3,837	111.13	
1000549.00	HECKMAN BINDERY	SUPPLIES	3,838	44.55	
0000550.00	MICHAEL HUSTAD	TRAVEL	3,839	9.00	
0100534.00	I B M CORP	SERVICE	7470.00		
0000534.00	X X	416.00	3,840	7,886.00	
5000562.00	I B M CORP	EQUIP RENTAL	3,841	226.50	
6000575.00	ILL BELL TELEPHONE	SERVICE	3,842	210.19	
0810547.00	JOHNSON PUBL CO	PUB RELA	3,843	98.00	
0000549.00	JOSTENS	SUPPLIES	3,844	123.32	
0713541.02	K S B H OSPITAL	SUPPLIES	3,845	3.00	
0000545.00	KRANTZ CO	BOOKS	3,846	41.95	
1000541.01	THE KROGER CO	SUPPLIES	9.86		
1000550.00	X X	21.69	3,847	31.55	
2000550.00	CAROL LINTON	TRAVEL	3,848	15.08	
0100541.02	LUSTRO INC	SUPPLIES	3,849	32.00	
0000541.03	MCREGOR MAGAZINE AGCY	SUPPLIES	3,850	5,313.72	
0000544.01	3 M	SUPPLIES	3,851	193.60	
0000541.01	MAGNA PUBLICATIONS INC	SUPPLIES	3,852	58.00	
1000534.00	DAVID MAYES	SEWAGE TESTING	3,853	190.00	
0100534.00	MEANS SERVICES	SUPPLIES	3,854	8.86	
0400541.02	UNIVERSITY OF MICHIGAN	SUPPLIES	3,855	21.03	
0100534.00	MONROE	SERVICE	3,856	174.00	
1000534.00	MONTGOMERY ELEVATOR CO	SERVICE	3,857	469.96	
0000534.00	ED MUELLER A V	SERVICE	3,858	397.97	
2000546.00	N A E I R	SUPPLIES	3,859	65.88	
2000534.00	N C R CORP	MAINT	4932.97		
5000534.00	X X	19 420.05	3,860	32,948.27	
5000562.00	X X X	8595.25			

3,000.534.00	NATL COMPUTER SYS	MAINT	3,861	181.00
5,000.541.01	NATL DATA PRODUCTS	SUPPLIES	3,862	118.34
2,000.534.00	NATIONWIDE ENGINEERING	SERVICE 535.43	3,863	640.43
2,000.544.01	X X	SUPPLIES 105.00	3,864	66.00
2,711.550.00	HAROLD NELSON	TRAVEL	3,865	77.20
2,000.545.00	NICKELODEON	RECORDS	3,866	49.78
6,000.571.00	NORTHERN ILL GAS	SERVICE	3,867	9,151.83
6,000.571.00	NORTHERN ILL GAS	SUPPLIES	3,868	123.48
2,800.542.00	NORTHLAND PAPER CO	CHARGE-BACK	3,869	1,313.52
7,000.593.00	PARKLAND COLLEGE	PUB RELA	3,870	55.50
2,810.547.00	PHOTOGRAPHY BY T L DOTY	BOOKS	3,871	12.95
0,000.545.00	PIERSON GRAPHICS	SERVICE	3,872	301.00
1,000.534.00	PITNEY BOWES	SUPPLIES	3,873	276.80
5,000.541.01	PRYOR CORP	REPAIRS	3,874	93.20
1,000.534.00	RICKS TIRE & APPLIANCE	SERVICES	3,875	76.20
1,000.534.00	ROCK VALLEY DISPOSAL	SUPPLIES 6.02		
0,100.541.02	SVC BOOKSTORE	79.30		
0,400.541.02	X X	2.79		
0,711.541.02	X X	2.61		
0,800.541.02	X X	14.22		
0,812.541.01	X X	6.26		
0,813.541.02	X X	64.46		
1,000.541.01	X X	12.24		
1,000.541.01	X X	2.78	3,876	190.68
6,000.541.02	X X	SERVICE 425.00		
0,100.534.00	SBM EQUIPMENT CENTER	SUPPLIES 23.00		
1,000.541.01	X X	SERVICE 245.40		
1,000.534.00	X X	SUPPLIES 23.45		
1,000.541.01	X X	SERVICE 495.00		
2,000.534.00	X X	SUPPLIES 252.12		
2,000.541.01	X X	47.50		
2,000.537.00	X X	RECORDS	3,877	1,511.47
0,000.545.00	SANDY HOOK RECORDS	SUPPLIES	3,878	56.20
0,600.541.02	SARGENT WELCH SCI CO	MEETING 142.50	3,879	45.47
8,000.550.00	SERVOMATION CORP	BOARD MEETING 30.00		
1,000.550.00	X X	SERVICE	3,880	172.50
1,000.534.00	SIMPLEX TIME RECORDER	CHARGE BACK	3,881	151.00
7,000.593.00	SPOON RIVER COLLEGE	TRAVEL	3,882	410.55
0,714.550.00	STANLEY SHIPPERT	PUB RELA	3,883	100.80
0,810.547.00	STERLING CAMERA CENTER	SERVICE	3,884	71.40
0,100.534.00	C F STOCKER	BOOKS	3,885	108.51
0,000.545.00	SUPT OF DOCUMENTS	COMMENCEMENT 250.00	3,886	50.50
8,000.549.00	SWARTLEYS	FLOWERS 19.00		
1,000.556.00	X X	TRAVEL	3,887	269.00
0,000.550.00	ROBERT THOMAS	SUPPLIES	3,888	23.20
2,000.541.01	T I E	SUPPLIES	3,889	130.10
0,600.541.02	TRIARCH INC	CHARGE BACK	3,890	49.30
7,000.593.00	TRITON COMM COLLEGE	SUPPLIES 29.89	3,891	234.00
1,100.541.02	UARCO INC	MAINT CONTR 477.00		
5,000.534.00	X X	SUPPLIES 1386.32	3,892	1,893.31
5,000.541.01	X X	BOOKS	3,893	28.92
0,000.545.00	UNIV PRESS OF KANSAS			

1,000.534.00	VICS TOOL GRINDING SHOP	REPAIRS	3,894	9.00
0,000.545.00	VIDEO YESTERYEAR	CASSETTE	3,895	51.95
0,810.547.00	W I X N	PUB RELA	3,896	248.40
0,810.547.00	W S D R	TRAVEL	3,897	270.00
0,812.550.00	EUGENE WAGNER	BOOKS	3,898	60.40
0,000.545.00	WALDENBOOKS	PUB RELA	3,899	125.55
0,810.547.00	THE WALNUT LEADER	TRAVEL	3,900	37.95
0,100.550.00	CHARLES WEST	BOOKS	3,901	15.40
0,000.545.00	WEST PUBLICO	PUB RELA	3,902	251.00
0,810.547.00	WHITESIDE NEWS SENTINEL	FLOWERS	3,903	52.00
1,000.556.00	WILSON GREENHOUSES	SERVICE	3,904	20.00
1,000.534.00	WISCONSIN TURF EQUIP CO	SUPPLIES	3,905	155.40
2,000.541.01	WRITING SALES INC	SUPPLIES	3,906	110.73
0,000.541.01	XEROX CORP	SERVICE	3,907	995.09
1,000.534.00	YOUNGREN'S REFRIGERATION	MISC EXPENSES	3,908	149.10
	SVC IMPREST FUND		3,909	671.93

TOTAL BILLS	78,724.55
Cks. #3784 - 3799	<u>235,482.31</u>

TOTAL EDUCATIONAL FUND FOR AUGUST	\$ 314,206.86
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INSURANCE FUND

1292-000-526	DIRECTOR OF LABOR	Unemployment Ins.	113	\$ 4,984.17
TOTAL INSURANCE FUND FOR AUGUST				\$ 4,984.17

SITE AND CONSTRUCTION FUND

390-000-584.10	VOID CHECK	711	
	HONEYWELL, INC.	712	\$ 9,236.36
TOTAL SITE AND CONSTRUCTION FOR AUGUST			
			\$ 9,236.36

BUILDING FUND

0.000.541.04	ACE HARDWARE	SUPPLIES	328	14.08
0.000.573.00	COMMONWEALTH EDISON	SERVICE	329	18,144.58
0.000.541.04	ENGLEWOOD ELECTRICAL SUPPLY	SUPPLIES	330	30.69
0.000.541.04	FORSTER IMPLEMENT	SUPPLIES	331	64.56
0.000.550.00	GLADYS QUNTLE	TRAVEL	332	5.60
0.000.541.04	HANDY HAND CO	SUPPLIES	333	27.45
0.000.541.04	JIMS REPAIR	SUPPLIES	334	4.65
0.000.541.04	KRADLES	SUPPLIES	335	26.46
0.000.541.04	LEE F S INC	SUPPLIES	336	402.03
0.000.541.04	MEANS SERVICES	SUPPLIES	337	90.00
0.000.541.04	MORGAN SERVICES	SUPPLIES	338	100.01
0.000.541.04	P & W SUPPLY	SUPPLIES	339	32.00
0.000.541.04	RIVER ROAD REPAIR	SUPPLIES	340	31.70
0.000.541.04	SVC BOOKSTORE	SUPPLIES	341	4.50
0.000.541.04	SVC EDUCATIONAL FUND	SUPPLIES	342	10.55
0.000.541.04	SEARS ROEBUCK & CO	SUPPLIES	343	83.50
0.000.541.04	STONER TRUE VALUE	SUPPLIES	344	43.64
0.000.541.04	WILCO RENTAL	SUPPLIES	345	9.54
0.000.541.04	WISCONSIN TURF EQUIP CORP	SUPPLIES	346	166.42
0.000.541.04	SVC PETTY CASH	SUPPLIES	347	5.56
0.000.541.04	SVC IMPREST FUND	MISC EXPENSES	348	13.48

TOTAL BUILDING FUND FOR AUGUST

19,311.00

PREST FUND

38-000-541.01	Capitol Publications	Supplies	6906	\$ 149.00
10-100-541.02	Ill. Dept. of Revenue	Supplies	6907	6.50
92-000-544.02	United Parcel Service	Service	6908	10.09
70-000-541.04	Patt Dawson	Supplies	6909	7.53
	void check		6910	
92-000-544.02	United Parcel Service	Service	6911	20.48
38-000-550	Jo Ann Babel	Supplies	6912	9.87
92-000-544.02	United Parcel Service	Service	6913	74.07
20-000-541.03	Rockford Register Starr	Subscr.	6914	130.00
92-000-544.02	United Parcel Service	Service	6915	12.14
91-000-549	W. Harold Garner	Plaque	6916	37.26
10-300-541.02	Mitchell Manuals, Inc.	Supplies	6917	29.00
92-000-546	N.A.E.I.R.	Supplies	6918	26.64
92-000-544.02	United Parcel Service	Service	6919	34.93
10-813-541.02	Barb Hermes	Supplies	6920	7.58
81-000-541.01	Supt. of Documents	Supplies	6921	10.00
92-000-546	Council of Presidents	Dues	6922	50.00
76-000-575	Randy Paisley	Phone bill	6923	23.95
92-000-544.02	Postmaster	Stamps	6924	20.00
92-000-544.02	United Parcel Service	Service	6925	20.42
270-000-541.04	Byron Weidman	Supplies	6926	5.95
	Total Disbursements			\$ 685.41

EDUCATIONAL FUND - 671.93

BUILDING FUND - 13.48

Balance in fund - 2338.59

Disbursements - 685.41

Total in fund - 3024.00

SAUK VALLEY COLLEGE

APPROVED BY

Kay L. Fisher

PRESIDENT

David W. Mendiola

SECRETARY

DATE 8/27/84

SAUK VALLEY COLLEGE

BUDGET REPORT

AUGUST 31, 1984

EDUCATIONAL FUND

II

Account	Total Exp. - July & Aug.	Exp. to Date	Unexpended	Unencumbered
DIV OF BUS CONTR SERV	8186.37	8186.37	8186.37	8186.37 CR
DIV OF BUS SUPPLIES	249.13	249.13	249.13	249.13 CR
DIV OF BUS CONF & MEETINGS	15.40	15.40	15.40	15.40 CR
DIV OF INDUS ED CONTR SERV	254.58	254.58	254.58	254.58 CR
DIV OF INDUS ED SUPPLIES	143.66	143.66	143.66	143.66 CR
COSMETOLOGY CONTR SERV	4.801.68	4.801.68	4.801.68	4.801.68 CR
DIV OF SOC SCI SUPPLIES	228.48	228.48	228.48	228.48 CR
EMT CONTR SERV	180.00	180.00	180.00	180.00 CR
EMT SUPPLIES	40.00	40.00	40.00	40.00 CR
DIV OF HUMAN SUPPLIES	74.03	74.03	74.03	74.03 CR
ART DEPT SUPPLIES	.82	.82	.82	.82 CR
MUSIC DEPT SUPPLIES	25.90	25.90	25.90	25.90 CR
DIV OF MATH SCI SUPPLIES	352.14	352.14	352.14	352.14 CR
DIV OF MED LAB TECH SALARIES	3.741.24	3.741.24	3.741.24	3.741.24 CR
MED LAB TECH SUPPLIES	517.24	517.24	517.24	517.24 CR
MED LAB TECH CONF & MEETINGS	66.00	66.00	66.00	66.00 CR
ADN SALARIES	9,671.04	9,671.04	9,671.04	9,671.04 CR
ADN OFC SALARIES	1,306.89	1,306.89	1,306.89	1,306.89 CR
ADN SUPPLIES	26.93	26.93	26.93	26.93 CR
LPN SALARIES	3,142.86	3,142.86	3,142.86	3,142.86 CR
LPN SUPPLIES	3.00	3.00	3.00	3.00 CR
RAD TECH SALARIES	3,203.10	3,203.10	3,203.10	3,203.10 CR
RAD TECH SUPPLIES	6.60	6.60	6.60	6.60 CR
RAD TECH CONF & MEETINGS	100.80	100.80	100.80	100.80 CR
NURSING ASST SUPPLIES	.64	.64	.64	.64 CR
INSTR ADMIN SECUR SALARIES	4,660.62	4,660.62	4,660.62	4,660.62 CR
INSTR ADMIN FED WORK STUDY	861.78	861.78	861.78	861.78 CR
WORKROOM FED WORK STUDY	244.54	244.54	244.54	244.54 CR
WORKROOM CONTR SERV	5,116.00	5,116.00	5,116.00	5,116.00 CR
FACULTY OFFICE SUPPLIES	8.71	8.71	8.71	8.71 CR
WORKROOM SUPPLIES	285.61	285.61	285.61	285.61 CR
PUB INFO SALARIES	3,873.00	3,873.00	3,873.00	3,873.00 CR
PUB INFO SECUR SALARIES	158.00	158.00	158.00	158.00 CR
PUB INFO SUPPLIES	4,719.01	4,719.01	4,719.01	4,719.01 CR
PUB INFO CONF & MEETINGS	59.40	59.40	59.40	59.40 CR

Account	Total	Exp. - July & Aug.	Exp. to Date	Unexpended	Unencumbered
ASST DEAN ARTS & SOC SCI SALARY	3,936.39	3,936.39	3,936.39	3,936.39 CR	3,936.39 CR
PART TIME OVERLOAD	33.52	33.52	33.52	33.52 CR	33.52 CR
SUMMER SALARIES	48,365.74	48,365.74	48,365.74	48,365.74 CR	48,365.74 CR
SECR SALARY	1,468.62	1,468.62	1,468.62	1,468.62 CR	1,468.62 CR
FED WORK STUDY	592.95	592.95	592.95	592.95 CR	592.95 CR
SUPPLIES	88.29	88.29	88.29	88.29 CR	88.29 CR
ASST DEAN BUS & TECH SALARY	4,143.63	4,143.63	4,143.63	4,143.63 CR	4,143.63 CR
SUMMER SALARIES	42,148.99	42,148.99	42,148.99	42,148.99 CR	42,148.99 CR
SECR SALARY	1,696.62	1,696.62	1,696.62	1,696.62 CR	1,696.62 CR
FED WORK STUDY	341.70	341.70	341.70	341.70 CR	341.70 CR
SUPPLIES	31.71	31.71	31.71	31.71 CR	31.71 CR
CONF & MEETINGS	60.40	60.40	60.40	60.40 CR	60.40 CR
ASST DEAN COMM & EXTEM SERV SALARY	4,054.34	4,054.34	4,054.34	4,054.34 CR	4,054.34 CR
INSTR SALARIES	12,760.00	12,760.00	12,760.00	12,760.00 CR	12,760.00 CR
COORDINATORS	600.00	600.00	600.00	600.00 CR	600.00 CR
SECR SALARIES	603.92	603.92	603.92	603.92 CR	603.92 CR
FED WORK STUDY	286.42	286.42	286.42	286.42 CR	286.42 CR
SUPPLIES	85.98	85.98	85.98	85.98 CR	85.98 CR
DIRECTOR-HEALTH & NAT SCI SALARY	1,500.00	1,500.00	1,500.00	1,500.00 CR	1,500.00 CR
PART TIME OVERLOAD	697.50	697.50	697.50	697.50 CR	697.50 CR
SUMMER SALARIES	14,091.92	14,091.92	14,091.92	14,091.92 CR	14,091.92 CR
FED WORK STUDY	613.59	613.59	613.59	613.59 CR	613.59 CR
SUPPLIES	66.45	66.45	66.45	66.45 CR	66.45 CR
CONF & MEETINGS	70.00	70.00	70.00	70.00 CR	70.00 CR
SUPPLIES	5.64	5.64	5.64	5.64 CR	5.64 CR
DEAN OF INSTR SALARY	4,894.14	4,894.14	4,894.14	4,894.14 CR	4,894.14 CR
SECR SALARY	1,880.88	1,880.88	1,880.88	1,880.88 CR	1,880.88 CR
SUPPLIES	69.74	69.74	69.74	69.74 CR	69.74 CR
LRC PROF SALARIES	3,667.50	3,667.50	3,667.50	3,667.50 CR	3,667.50 CR
LRC SECR SALARIES	2,855.37	2,855.37	2,855.37	2,855.37 CR	2,855.37 CR
LRC FED WORK STUDY	772.99	772.99	772.99	772.99 CR	772.99 CR
LRC CONTR SERV	933.40	933.40	933.40	933.40 CR	933.40 CR

Account	Total	Exp. - July & Aug.	Exp. to Date	Unexpended	Unencumbered
XEROX SUPPLIES	543.21	543.21	543.21	543.21 CR	543.21 CR
LIBRARY SUPPLIES	5,743.72	5,743.72	5,743.72	5,743.72 CR	5,743.72 CR
A V SUPPLIES	281.54	281.54	281.54	281.54 CR	281.54 CR
LIBRARY BOOKS	1,415.03	1,415.03	1,415.03	1,415.03 CR	1,415.03 CR
ADM & REC PROF SALARIES	3,735.81	3,735.81	3,735.81	3,735.81 CR	3,735.81 CR
ADM & REC SECR SALARIES	5,874.51	5,874.51	5,874.51	5,874.51 CR	5,874.51 CR
ADM & REC FED WORK STUDY	1,029.28	1,029.28	1,029.28	1,029.28 CR	1,029.28 CR
ADM & REC SUPPLIES	405.23	405.23	405.23	405.23 CR	405.23 CR
COUNSELING SALARIES	6,717.10	6,717.10	6,717.10	6,717.10 CR	6,717.10 CR
COUNSELING SECR SALARIES	1,468.62	1,468.62	1,468.62	1,468.62 CR	1,468.62 CR
FIN AIDS PROF SALARIES	3,846.63	3,846.63	3,846.63	3,846.63 CR	3,846.63 CR
FIN AIDS SECR SALARIES	2,796.63	2,796.63	2,796.63	2,796.63 CR	2,796.63 CR
STUDENT SERV ADMIN SALARIES	4,626.87	4,626.87	4,626.87	4,626.87 CR	4,626.87 CR
STUDENT SERV SECR SALARIES	1,872.12	1,872.12	1,872.12	1,872.12 CR	1,872.12 CR
STUDENT SERV FED WORK STUDY	4,232.86	4,232.86	4,232.86	4,232.86 CR	4,232.86 CR
COACHING SALARIES	350.00	350.00	350.00	350.00 CR	350.00 CR
STUDENT SERV CONTR SERV	416.00	416.00	416.00	416.00 CR	416.00 CR
STUDENT SERV SUPPLIES	1,768.30	1,768.30	1,768.30	1,768.30 CR	1,768.30 CR
COMMENCEMENT	373.32	373.32	373.32	373.32 CR	373.32 CR
STUDENT SERV CONF & MEETINGS	210.37	210.37	210.37	210.37 CR	210.37 CR
SERVICE STAFF SALARIES	38,681.51	38,681.51	38,681.51	38,681.51 CR	38,681.51 CR
MAINT BOYS FED WORK STUDY	4,634.87	4,634.87	4,634.87	4,634.87 CR	4,634.87 CR
MATRONS FED WORK STUDY	1,312.39	1,312.39	1,312.39	1,312.39 CR	1,312.39 CR
MAINT CONTR SERV	7,358.46	7,358.46	7,358.46	7,358.46 CR	7,358.46 CR
GAS	9,201.61	9,201.61	9,201.61	9,201.61 CR	9,201.61 CR
TELEPHONE	2,983.63	2,983.63	2,983.63	2,983.63 CR	2,983.63 CR
PRESIDENTS SALARY	6,648.99	6,648.99	6,648.99	6,648.99 CR	6,648.99 CR
PRES SECR SALARY	2,153.49	2,153.49	2,153.49	2,153.49 CR	2,153.49 CR
PRES FED WORK STUDY	477.37	477.37	477.37	477.37 CR	477.37 CR
PRES OFC SUPPLIES	228.74	228.74	228.74	228.74 CR	228.74 CR
PRES OFC CONF & MEETINGS	219.53	219.53	219.53	219.53 CR	219.53 CR
SPECIAL AFFAIRS	39.00	39.00	39.00	39.00 CR	39.00 CR
PRES OTHER EXP	995.00	995.00	995.00	995.00 CR	995.00 CR
BUS OFC ADMIN SALARIES	5,452.50	5,452.50	5,452.50	5,452.50 CR	5,452.50 CR
BUS OFC PROF SALARIES	2,187.44	2,187.44	2,187.44	2,187.44 CR	2,187.44 CR
BUS OFC SECR SALARIES	8,371.02	8,371.02	8,371.02	8,371.02 CR	8,371.02 CR
BUS OFC CONTR SERV	5,427.97	5,427.97	5,427.97	5,427.97 CR	5,427.97 CR

Account	Total	Exp. - July & Aug.	Exp. to Date	Unexpended	Unencumbered
BUS OFC SUPPLIES	471.56	471.56 CR	471.56 CR	471.56	471.56
BUS OFC CONF & MEETINGS	82.58	82.58	82.58	82.58 CR	82.58 CR
BOARD LEGAL CONTR	250.00	250.00	250.00	250.00 CR	250.00 CR
BOARD SUPPLIES	107.68	107.68	107.68	107.68 CR	107.68 CR
BOARD CONF & MEETINGS	51.69	51.69	51.69	51.69 CR	51.69 CR
INSTITU SECR SALARIES	1,491.00	1,491.00	1,491.00	1,491.00 CR	1,491.00 CR
SWITCHBOARD FED WORK STUDY	420.00	420.00	420.00	420.00 CR	420.00 CR
CONTINGENCY FED WORK STUDY	864.30	864.30	864.30	864.30 CR	864.30 CR
GROUP MED & LIFE INS	43,402.71	43,402.71	43,402.71	43,402.71 CR	43,402.71 CR
RELOCATION EXPENSES	500.00	500.00	500.00	500.00 CR	500.00 CR
UNALLOCATED INSTITU CONTR	1,245.50	1,245.50	1,245.50	1,245.50 CR	1,245.50 CR
IN SERVICE TRAINING	1,358.88	1,358.88	1,358.88	1,358.88 CR	1,358.88 CR
FACULTY ASSN SUPPLIES	3.50	3.50	3.50	3.50 CR	3.50 CR
POSTAGE	2,164.10	2,164.10	2,164.10	2,164.10 CR	2,164.10 CR
PUBLICATIONS & DUES	2,481.69	2,481.69	2,481.69	2,481.69 CR	2,481.69 CR
ADVERTISING	37.40	37.40	37.40	37.40 CR	37.40 CR
RECRUITMENT	839.98	839.98	839.98	839.98 CR	839.98 CR
INSTITU RES SUPPLIES	2.58	2.58	2.58	2.58 CR	2.58 CR
DATA PROC PROF SALARIES	7,120.23	7,120.23	7,120.23	7,120.23 CR	7,120.23 CR
DATA PROC FED WORK STUDY	770.49	770.49	770.49	770.49 CR	770.49 CR
DATA PROC CONTR SERV	20,259.05	20,259.05	20,259.05	20,259.05 CR	20,259.05 CR
DATA PROC SUPPLIES	1,879.47	1,879.47	1,879.47	1,879.47 CR	1,879.47 CR
DATA PROC EQUIP RENTAL	17,196.31	17,196.31	17,196.31	17,196.31 CR	17,196.31 CR
PLANING & DEVEL PROF SALARIES	3,805.38	3,805.38	3,805.38	3,805.38 CR	3,805.38 CR
PL & DEVEL SECR SALARIES	1,377.00	1,377.00	1,377.00	1,377.00 CR	1,377.00 CR
PL & DEVEL SUPPLIES	159.95	159.95	159.95	159.95 CR	159.95 CR
TUITION CHARGE BACK	1,958.07	1,958.07	1,958.07	1,958.07 CR	1,958.07 CR
	460.838.19 T	460.838.19 T	.00 T	460.838.19 T	.00 T
				460.838.19 CR	460.838.19 CR

BUILDING FUND

Account	Total	Exp. - July & Aug.	Exp. to Date	Unexpended	Unencumbered
BLDG & MAINT SUPPLIES	1,160.82	1,160.82	1,160.82	1,160.82 CR	1,160.82 CR
MAINT CONF & MEETINGS	5.60	5.60	5.60	5.60 CR	5.60 CR
ELECTRICITY	18,144.58	18,144.58	18,144.58	18,144.58 CR	18,144.58 CR
RENTAL CHARGES	238.00	238.00	238.00	238.00 CR	238.00 CR
	19,549.00 T	19,549.00 T	.00 T	19,549.00 T	.00 T
				19,549.00 CR	19,549.00 CR

SITE AND CONSTRUCTION FUND

Account	Total	Exp. - July & Aug.	Exp. to Date	Unexpended	Unencumbered
BLDG REPAIRS-ENERGY MANAGEMENT GRANT	9,236.36	9,236.36	9,236.36	9,236.36 CR	9,236.36 CR
	9,236.36 T	9,236.36 T	.00 T	9,236.36 T	.00 T
				9,236.36 CR	9,236.36 CR

REVENUE REPORTEDUCATIONAL FUND

Account	Total Receipts	Rec. - July	Rec. to Date	Unexpended	Unencumbered
1983 TAXES	82,651.60	82,651.60 CR	82,651.60 CR	82,651.60	82,651.60
CHARGE BACK REVENUE	269.10	269.10	269.10	269.10 CR	269.10 CR
VOC ED REG REIMB	9,646.84	9,646.84 CR	9,646.84 CR	9,646.84	9,646.84
VOC ED EQUIP REIMB	47,050.00	47,050.00 CR	47,050.00 CR	47,050.00	47,050.00
CORP PERS PROP TAX REPL	68,095.77	68,095.77	68,095.77	68,095.77 CR	68,095.77 CR
OTHER FEDERAL SOURCES	2,843.59	2,843.59	2,843.59	2,843.59 CR	2,843.59 CR
SUMMER TUITION	50,000.00	50,000.00	50,000.00	50,000.00 CR	50,000.00 CR
	18,139.98 CR	18,139.98 CR	.00 T	18,139.98 CR	.00 T
				18,139.98 T	18,139.98 T

BUILDING FUND

Account	Total Receipts	Rec.-July	Receipts to Date	Unexpended	Unencumbered
1983 TAXES CORP PERS PROP TAX REPL	20,665.60 ▷ 17,023.93	20,665.60 CR 17,023.93	20,665.60 CR 17,023.93	20,665.60 17,023.93 CR	20,665.60 17,023.93 CR
	3,641.67 CR	3,641.67 CR	.00 T	3,641.67 CR	.00 T
				3,641.67 T	3,641.67 T

SITE AND CONSTRUCTION FUND

SALE OF KITCHEN EQUIPMENT	24,668.01	24,668.01	24,668.01	24,668.01 CR	24,668.01 CR
	24,668.01 T	24,668.01 T	.00 T	24,668.01 T	.00 T

BOND AND INTEREST #1

1983 TAXES PERS PROP TAX REPL INTEREST ON INVESTMENTS	42,410.28 ▷ 33,433.00 353.29	42,410.28 CR 33,433.00 353.29	42,410.28 CR 33,433.00 353.29	42,410.28 33,433.00 CR 353.29 CR	42,410.28 33,433.00 CR 353.29 CR
	8,623.99 CR	8,623.99 CR	.00 T	8,623.99 CR	.00 T
				8,623.99 T	8,623.99 T

INSURANCE FUND

1983 TAXES INTEREST ON INVESTMENTS	12,613.03 ▷ 554.72	12,613.03 CR 554.72	12,613.03 CR 554.72	12,613.03 554.72 CR	12,613.03 554.72 CR
	12,058.31 CR	12,058.31 CR	.00 T	12,058.31 CR	.00 T
				12,058.31 T	12,058.31 T

BOND AND INTEREST #4

INTEREST ON INVESTMENTS	176.68	176.68	.176.68	176.68 CR	176.68 CR
	176.68 T	176.68 T	.00 T	176.68 T	.00 T
				176.68 CR	176.68 CR

SAUK VALLEY COLLEGE

APPROVED BY

Ray E. Fisher

PRESIDENT

Klaudia Mandrigoc

SECRETARY

DATE 8/27/84