

SAUK VALLEY COLLEGE* BOARD OF TRUSTEES MEETING
2K2 Faculty Dining Room Second Floor
June 24, 1985 ✓ 7:30 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. Financial Reports and Actions:
 - 1. Treasurer's Report
 - 2. Current Disbursements
 - 3. Current Payroll Journal
 - 4. Net Tuition Receipts Report
 - 5. Recommendation for Special Student Services Project Fund
 - 6. Working Cash Resolution
 - 7. Other
- F. Personnel Recommendations:
 - 1. Resignation
 - 2. Professional Appointment
 - 3. Approval of Contractual Agreement-Faculty Association
 - 4. Approval of Revised Non-instructional Salary Ranges
 - 5. Approval of Non-instructional Salaries-FY 86
 - 6. Other
- G. Other Actions:
 - 1. Acceptance of Donations
 - 2. Approval of 1985-86 Administrative/Academic Calendar
 - 3. Academic Program Evaluation and Review FY85
 - 4. Authorization for Optical Technology Program at Dixon Correctional Center
 - 5. Approval of Cosmetology Agreement
 - 6. Other
- H. Reports:
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair
 - 5. Other
- I. President's Report:
 - 1. Progress on Conservation Measures
 - 2.
 - 3.
 - 4.
- J. Time of Next Meeting
- K. Executive Session

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

June 24, 1985

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on June 24, 1985 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:

Edward Andersen	Richard Groharing
Oscar Koenig	William Simpson
Robert Wolf	Kay Fisher

Absent: David Mandrgoc Russ Paulsen

Secretary Pro-tem: Due to the absence of David Mandrgoc, Chair Fisher appointed William Simpson as Secretary Pro-tem.

Minutes: It was moved by Member Simpson and seconded by Member Koenig that the Board approve the minutes of the May 20 meeting as presented. Motion voted and carried.

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

Disbursements: It was moved by Member Andersen and seconded by Member Koenig that the Board approve the disbursements in the following amounts:

Educational Fund	\$341,885.34
Building Fund	28,370.55
Site & Construction	9,715.52
Bond and Interest	- - - - -
Insurance	- - - - -

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

Payroll: It was moved by Member Simpson and seconded by Member Koenig that the Board approve the following payrolls:

<u>Date</u>	<u>Amounts</u>
May 31, 1985	\$188,660.00
June 15, 1985	104,246.29

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 Board approve the following appointments as presented:

Norman McNeal	Associate Professor of Data Processing at SVC
Robert Smith	Instructor of Building Trades and Maintenance at Dixon Correctional Center
Michael R. Iacomini	Instructor of Horticulture at Dixon Correctional Center
William K. Bencini	Instructor of Automotive Technology at Dixon Correctional Center

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

Faculty
Association
Contract:

It was moved by Member Groharing and seconded by Member Koenig that the Board approve the attached collective bargaining agreement with the SVC Faculty Association for the 1985 through 1987 years. In a roll call vote, all voted aye. Motion carried.

Non-
Instructional
Salary Ranges:

It was moved by Member Groharing and seconded by Member Koenig that the Board approve the attached new salary ranges for non-instructional personnel. In a roll call vote, all voted aye. Motion carried.

Staff Raises:

It was moved by Member Groharing and seconded by Member Simpson that the Board approve up to 9% salary increases for all classified personnel and up to 8% salary increases for administrative and para-professional personnel. In a roll call vote the following was recorded: Ayes Members Groharing, Koenig, Simpson, Wolf and Fisher. Nays Member Andersen. Motion carried.

President:

It was moved by Member Groharing and seconded by Member Simpson that the Board extend the contract of the college president one additional year through 1988. In a roll call vote, all voted aye. Motion carried.

Tuition Report: The attached tuition report was presented to the Board which showed net tuition receipts for the spring and indicated that the mid-term semester hours had decreased from 23,195 to 20,960 or approximately 10% from last year at this same time.

Special Student Services Project: It was moved by Member Groharing and seconded by Member Koenig that the Board approve the following projects to be funded from the Special Student Services Fund:

1. \$3,130 to the SVC Alumni Association
2. \$2,400 for the purchase of a portable video camera and VCR.
3. \$500 to Student Activities for new student club development.
4. \$5,000 for partial funding of a new college van.

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

Working Cash Fund: It was moved by Member Simpson and seconded by Member Groharing that the Board approve the attached resolution authorizing the transfer of working cash funds to operating funds as the need arises for FY 86. In a roll call vote, all voted aye. Motion carried.

Executive Session: At 7:55 p.m. it was moved by Member Groharing, seconded by Member Koenig that the Board adjourn to executive session to discuss collective negotiating matters and the appointment, employment or dismissal of an employee. Motion voted and carried.

Regular Session: At 9:40 p.m. the Board returned to regular session.

Resignation: It was moved by Member Groharing and seconded by Member Wolf that the Board accept with regret the resignation of Eugene Wagner, Assistant Dean for Business, Technology and Natural Sciences, and authorize the administration to seek a replacement immediately. In a roll call vote, all voted aye. Motion carried.

- Donations: It was moved by Member Koenig and seconded by Member Simpson that the Board accept the donation of two solid state programable machine control units from the National Manufacturing Company for use in our electronics program and 85 volumes of historical books and reference books from Bill Byar to be used in our Learning Resource Center. Motion voted and carried.
- Calendar: It was moved by Member Groharing and seconded by Member Koenig that the Board approve the attached administrative and revised academic calendar for the 1985-86 year. Motion voted and carried.
- Academic Program Evaluation: It was moved by Member Groharing and seconded by Member Simpson that the Board acknowledge the Academic Program Review for FY 85 and confirm this for submission to the Illinois Community College Board. Motion voted and carried.
- Optical: It was moved by Member Andersen and seconded by Member Simpson that the Board authorize the establishment of an Optical Technology Program at the Dixon Correctional Center in cooperation with the Illinois Department of Corrections. In a roll call vote, all voted aye. Motion carried.
- Cosmetology: It was moved by Member Simpson and seconded by Member Koenig that the Board approve the attached Cosmetology Agreement with the Sterling School of Beauty Culture covering the period of June 1, 1985 through June 30, 1986. In a roll call vote, all voted aye. Motion carried.
- Reports: Member Groharing reported on the annual meeting of the ICCTA held on June 7th and 8th, the workshops that were held during this weekend, the presentations by Harold Pluimer and George Walter, and noted that Fred Redmore of Highland Community College had been chosen as outstanding community college faculty member of the year. He also gave a status report on the various bills in process in Springfield that deal with community colleges and said that the annual election of officers for the ICCTA had taken place.

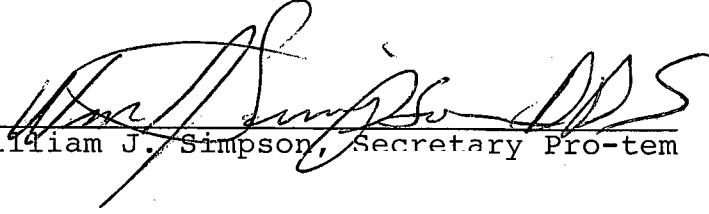
Reports: Chair Fisher reported on the status of the events scheduled for Founders Day weekend in October. She also reported on the Strategic Long-range Planning Meeting in Des Moines which she attended with Dr. Garner, Don Foster and Bob Edison.

President Garner updated the Board on the various conservation measures underway throughout the college and said that summer school enrollment was reported to be down about 13 % this year.

Adjournment: Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Koenig that the Board adjourn. The next meeting will be 7:30 p.m. on July 22, 1985.

The meeting adjourned at 11:00 p.m.

Respectfully submitted:


William J. Simpson, Secretary Pro-tem

For Board Meeting
of June 24, 1985

Agenda Item E-4

NET TUITION REPORT

Attached is the report of net tuition receipts and deductions for the spring semester.

This data indicates the mid-term semester hours decreased from 23,195 to 20,960 or approximately 10% with a corresponding decrease from budgeted revenue of approximately \$80,000.

This is an informational report. No action is necessary.

NET TUITION RECEIPTS AND DEDUCTIONS

<u>Deductions from Tuition</u>	<u>Spring 1983</u>	<u>Spring 1984</u>	<u>Spring 1985</u>
1. Tuition Refunds	23,592.50	30,344.90	18,978.40
2. Employee Waivers	10,367.20	10,272.00	9,568.00
3. Bad Debts	1,018.00	2,797.50	1,595.00
4. Senior Citizens	35,928.00	37,699.00	46,370.80
5. EOG Waivers	-0-	-0-	-0-
6. Achievement Awards	5,445.00	9,015.00	8,556.60
7. Total Deductions	76,350.70	90,128.40	85,068.80
8. Actual Tuition Receipts	600,959.33	537,500.74	509,520.29
9. Actual Mid-Term Cr.Hrs.	25,260	23,195	20,960
10. Tuition Received/Mid- Term Credit Hours (Line 8+9)	23.79	23.17	24.31
11. Tuition Charged/Cr.Hr.	24.00	24.00	26.00
12. Variable/Credit Hours	-.21	-.83	-1.69

NET TUITION RECEIPTS AND DEDUCTIONS

Deductions from Tuition	Spring 1975	Spring 1976	Spring 1977	Spring 1978	Spring 1979	Spring 1980	Spring 1981	Spring 1982
1. Tuition Refunds	5,597.20	13,026.00	13,925.80	12,745.60	12,051.00	11,178.00	16,949.00	18,394.00
2. Employee Waivers	2,982.20	4,198.60	6,846.00	6,003.00	6,413.40	8,178.20	4,152.00	6,410.60
3. Bad Debts	529.20	526.00	135.00	3,403.67	4,632.30	(170.60)	2,279.50	6,252.86
4. Senior Citizens	3,302.00	7,669.20	17,235.00	18,738.00	23,794.00	31,920.00	33,687.00	31,334.00
5. EOG Waivers	966.40	1,635.00	1,735.50	1,133.00	2,185.60	-0-	-0-	-0-
6. Total Deductions	<u>13,377.00</u>	<u>27,054.80</u>	<u>39,877.30</u>	<u>42,023.27</u>	<u>49,076.30</u>	<u>51,105.60</u>	<u>57,067.50</u>	<u>62,391.46</u>
7. Actual Tuition Receipts	<u>291,089.68</u>	<u>394,271.45</u>	<u>362,901.05</u>	<u>323,344.57</u>	<u>355,866.40</u>	<u>416,588.68</u>	<u>464,998.88</u>	<u>443,221.11</u>
8. Actual Mid-Term Cr.Hrs.	<u>22,394</u>	<u>28,108</u>	<u>26,645</u>	<u>22,970</u>	<u>22,051</u>	<u>22,562</u>	<u>24,612</u>	<u>23,959</u>
9. Tuition Received/Mid-Term Credit Hours (Line 7+8)	13.00	14.03	13.62	14.08	16.14	18.46	18.89	18.50
10. Tuition Charged/Cr.Hr.	<u>13.00</u>	<u>14.00</u>	<u>14.00</u>	<u>15.00</u>	<u>17.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
11. Variable/Credit Hours	<u>-0-</u>	<u>+ .03</u>	<u>- .38</u>	<u>- .92</u>	<u>- .86</u>	<u>- .54</u>	<u>- .11</u>	<u>- .50</u>

For Board Meeting
of June 24, 1985

Agenda Item E-5

RECOMMENDATION FOR SPECIAL STUDENT

SERVICES PROJECT FUND

The Special Student Services Project Fund was established in 1981-82 utilizing interest accumulated on an initial deposit of bookstore equity money. A fund was designed to provide funding for special areas of need that directly benefitted students and/or student/related programs at Sauk Valley College.

Proposals for projects are solicited from all divisions of the college and are screened by the Student Service College Committee. Recommendations of this committee are forwarded to the President and subsequently to the Board of Trustees for final approval.

The 1984-85 Student Services College Committee has recommended the following projects for funding:

1. Allocation of \$3,130 to the Sauk Valley College Alumni Association to assist the initial development of the newly formed Alumni Association.
2. Allocation of \$2,400 for the purchase of a portable video camera and VCR to be used by the various student activities. Specifically, these would include all athletic teams, speech, drama and music. The equipment will also be available to the Admissions Office for recruitment activities and presentations.
3. Allocation of \$500 to Student Activities for initial development of new student clubs, (or possible student clubs), including Womens Business Club, Electronics Club, Computer Club, and Photo Club.
4. Allocation of \$5,000 for partial funding of a new college van. The old van, a 1978 model, has 75,000 miles and requires more frequent service.

These recommendations have been developed in concurrence with the established guidelines and are within the approved funding level.

RECOMMENDATION: It is recommended that the proposed projects of the Student Services Committee for the Special Services Project Fund be approved.

For Board Meeting
of June 24, 1985

Agenda Item E-6

WORKING CASH RESOLUTION

The attached resolution should be approved to authorize the transfer of Working Cash funds to operating funds for the needs of FY86.

RECOMMENDATION: It is recommended that the resolution be approved as presented.

RESOLUTION PURSUANT TO ILL. REV. STATS, CH 122,
SEC. 103-33.6, TRANSFER OF MONIES FROM
WORKING CASH FUND

WHEREAS, SAUK VALLEY COLLEGE, District No. 506, has duly established a Working Cash Fund, and

WHEREAS, the Board of said College now desires to transfer funds in anticipation of needs, and

WHEREAS, pursuant to Ill. Rev. Stat., Ch. 122, Sec. 103-33.6, the Board of said College has the authority to make transfers from the Working Cash Fund to the Educational Fund and Building and Maintenance Fund, and

WHEREAS, the Board further states:

A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are \$3,537,665,
\$1,998,004 taxes and \$1,539,661 State Aid

B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is \$1,998,004

C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is
None

D) The amount of monies which the Board estimates will be derived for the year from State, Federal, Government or other sources in anticipation of the receipt of all or part of which the transfer hereinbelow named is to be made is
FY 86 State Apportionment & Equalization \$1,539,661

E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Educational Fund or Building and Maintenance Fund in anticipation of the collection of such taxes or the receipt of such other monies from other sources is
\$278,800 Educational Fund

NOW, THEREFORE, BE IT RESOLVED, pursuant to authority of Ill. Rev. Stat., Ch 122, Sec. 103-33.6, that the Community College Treasurer is directed to transfer the following sums to the Funds indicated in anticipation of the collection of taxes levied to be received, to-wit:

Education Fund (90% tax plus State Aid)	\$ 2,708,931
less borrowed (E)	
Building and Maintenance Fund (90% Tax)	\$ 196,167

BE IT FURTHER RESOLVED that the Treasurer shall adhere to the statutory limitations on the amount of transfers and the aggregate amount of transfer heretofore made shall not exceed 90% of the actual or estimated amount of taxes extended or to be extended or to be received as set forth above.

This Resolution passed this 24th day of June, 1985

AYES

NAYS

For Board Meeting
of June 24, 1985

Agenda Item F-2

RESIGNATION

Gene Wagner, Assistant Dean for Business and Technology, has submitted his resignation. He will become Dean of Occupational Education at the College of DuPage on July 15, 1985.

We will move to fill this position immediately.

RECOMMENDATION: It is recommended that the resignation of Gene Wagner be accepted and that a replacement be sought immediately.

SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE June 17, 1985

MEMORANDUM

TO: Dr. Garner
FROM: Don Foster *DF*
RE: Resignation of Gene Wagner

RECEIVED

JUN 17 1985

OFFICE OF THE PRESIDENT

Enclosed is a copy of Gene Wagner's resignation effective July 15, 1985. Gene has accepted the position of Dean of Occupational Education at the College of DuPage.

I am, of course, requesting authorization to fill the vacancy.

Gene has been an outstanding administrator since coming to SVC on July 1 of 1981. His leadership and energy will be greatly missed by us all. He can be credited with moving the Business and Technology Division into extensive program revitalization. Gene played an especially critical role in moving this division into the high-technology area with major upgrading in instructional equipment in those areas.

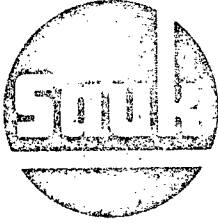
Gene also played a key role in grant writing. Many of the JTPA grants that the college received during the past year were due to his efforts. He also wrote the grant application that enabled the college to receive the \$165,000 High Technology Equipment Grant from ICCB to help offset the cost of the new IBM Computer.

This kind of talent is not easy to find. It will be difficult to replace Gene with an administrator of equal ability. We wish him well in his new position.

DF/js

cc Gene Wagner
Academic Council

Enclosure



June 17, 1985

Dr. Don Foster
Dean of Instruction
Sauk Valley College
Dixon, IL 61021

Dear Don:

Please accept this letter of resignation as Assistant Dean of Business, Technology and Natural Science at Sauk Valley College, effective July 15, 1985. During my four years at Sauk, I have been given numerous activities and responsibilities that have allowed me to grow as an administrator. This growth has allowed me to accept a position as Dean of Occupational Education at the College of DuPage, Glen Ellyn, Illinois.

I appreciate the support that has been given to me and the departments that I have supervised. I have enjoyed working at Sauk and leave with many memories. I wish the institution the best of luck in the future.

Sincerely,

Eugene H. Wagner
Assistant Dean
Business, Technology, and Natural Science

EHW/lm

cc: Dr. Garner

For Board Meeting
of June 24, 1985

Agenda Item F-2

PROFESSIONAL APPOINTMENTS

The following professional appointments are presented for Board approval:

- | | |
|------------------------|--|
| 1. Norman McNeal | Associate Professor of
Data Processing |
| 2. Robert L. Smith | Instructor, Building Trades
and Maintenance at Dixon
Correctional Center |
| 3. Michael R. Iacomini | Instructor, Horticulture
Dixon Correctional
Center |
| 4. William K. Bencini | Instructor, Automotive
Technology, Dixon Correctional
Center. |

RECOMMENDATION: It is recommended that these professional appointments be approved as presented.

For Board Meeting
of June 24, 1985

Agenda Item F-3

APPROVAL OF CONTRACTUAL AGREEMENT
WITH FACULTY ASSOCIATION

The collective bargaining process between the representatives of the Faculty Association and the Board of Trustees have reached tentative agreement.

The Board team will provide a detailed report at the meeting in executive session. Action on the report can be anticipated in regular session.

CONTRACTUAL AGREEMENT

BETWEEN

THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

AND

SAUK VALLEY COLLEGE FACULTY ASSOCIATION

APPROVED:

June 24, 1985

CONTENTS

PREAMBLE.....	1
ARTICLE I	
Recognition.....	2
ARTICLE II	
Procedures	
Obtaining Objectives.....	4
Representation.....	4
Subject of Negotiations.....	5
Date for Initiating Negotiations.....	5
Directing Requests.....	5
Exchange of Information.....	6
ARTICLE III	
Agreement.....	7
ARTICLE IV	
Appeal Procedures	
Mediation.....	8
Fact Finding.....	8
ARTICLE V	
No Strike Clause.....	9
ARTICLE VI	
Faculty Personnel Policies	
Basis for Personnel Policies.....	10
Workload Maximum.....	10
Released Time.....	10
Overload	10
Premium for Night and Saturday Classes.....	10
ARTICLE VII	
Faculty Tenure Policy	
Tenure Definition.....	12
Tenure Schedule.....	12
Resignation Date.....	12
Approval Procedure.....	12
Dismissal for Cause.....	13
Other Reasons for Termination.....	13
Retirement Age.....	13
Retrenchment.....	13
ARTICLE VIII	
Academic Freedom.....	15
ARTICLE IX	
Criteria for Placement and Promotion of Professional Staff	
Specific Minimum Requirements.....	16
General Requirements.....	17
Credit Hour Definition for Promotions.....	18

ARTICLE X	
Types of Appointments.....	19
ARTICLE XI	
Evaluation Policies.....	20
ARTICLE XII	
Evaluation Procedures.....	21
ARTICLE XIII	
Change in Status	
Annual Review.....	23
Results of Review.....	23
Recommendation.....	23
Notification.....	23
ARTICLE XIV	
Required Faculty Retraining.....	25
Voluntary Retraining.....	26
ARTICLE XV	
Termination: Term Appointments.....	28
ARTICLE XVI	
Termination: Continuing Appointments	
Termination for Cause.....	29
ARTICLE XVII	
Cancellation of Classes and/or Duties.....	30
ARTICLE XVIII	
Professional Grievance Procedure	
Definition.....	31
General Conditions.....	31
Procedures.....	33
ARTICLE XIX	
Resignation by Advance Notice.....	35
ARTICLE XX	
Leaves of Absence	
Sick Leave.....	36
Maternity.....	37
Jury Duty.....	39
Other Leaves.....	39
Leaves for Association President.....	39
Retirement Program.....	40
Other Employment.....	40
ARTICLE XXI	
Fringe Benefits	
Insurance.....	41
Miscellaneous.....	41
Tuition Reimbursement.....	41

ARTICLE XXII

Association and Faculty Rights

Faculty Usage.....	42
Communication to Board from Association.....	42
Personnel File.....	43

ARTICLE XXIII

Professional Compensation

Salary Policy.....	44
Salary Schedule.....	44
Overload.....	45
Summer School.....	45
Salary Table.....	46

ARTICLE XXIV

Effect of this Agreement.....	48
-------------------------------	----

ARTICLE XXV

Duration of Agreement.....	49
----------------------------	----

ARTICLE XXVI

Acceptance.....	50
-----------------	----

PREAMBLE

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

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

The Board recognizes that teaching is a profession requiring specialized educational qualifications, and both parties acknowledge the fact that the success of the educational program in the District depends in part upon the maximum utilization of the abilities of the professional instructional staff. As evidence of its acceptance of the professional rights and responsibilities of instructors, the Association has endorsed the Code of Ethics of the Education Profession as adopted by the 1975 Representative Assembly of the National Education Association. Both parties agree to comply with the Illinois Educational Labor Relations Act (HB-1530).

ARTICLE I

Recognition

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

- 1.8 Nothing contained herein shall limit or restrict the Board's responsibility and authority to amend or adopt Board Policy as the Board in its discretion deems necessary, except that no Board policy shall be amended or adopted where the subject matter of such policy is the product of specific agreements between the parties hereto after negotiation and upon inclusion in this Agreement. Further, nothing contained herein shall prevent the Board from executing the legal responsibilities imposed upon it by law. 1
2
3
4
5
6
7
8
- 1.9 The faculty shall have made available to them, through the President's Office, a copy of the proposed official calendar prior to Board adoption. 9
10
11

ARTICLE II

Procedures

2.1 Obtaining Objectives:

A. The process provided for in this Agreement is dependent upon mutual understanding and cooperation. Representatives of the parties shall meet at reasonable times and places and negotiate in good faith to reach agreements on matters defined as negotiable in this Agreement.

B. The following concepts are inherent in the phrases "good faith negotiations":

1. Each group will deal with the chosen representatives of the other.
2. Each group will deal with the other honestly and in a bona-fide effort to reach agreement.
3. Each group will meet at reasonable times and places in order to facilitate negotiations.
4. A representative of each group will carry the necessary authority to make proposals and counter-proposals, to compromise, and to make agreements subject to final ratification.
5. Each party to this agreement recognizes that the making of a proposal does not necessarily require a counter-proposal from the opposite party.

C. The Board agrees that it will not knowingly deprive any faculty member of his/her rights under the laws of the State of Illinois or the Constitution of the State of Illinois or of the Constitution of the United States.

2.2 Representation:

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

- B. Negotiating sessions shall be closed; however, the negotiating teams shall have the right to utilize the services of consultants in the deliberations and may call upon competent professional and lay representatives to consider the matter under discussion and, with the permission of the other group, to make suggestions and observations to the participants assembled. 1
2
3
4
5
6
- C. Costs of consultants chosen by either party shall be paid by that party. The costs for the mediator, the fact-finder, or any costs incidental to the mediation and fact-finding procedures as hereinafter provided for, shall be shared equally by the Board and the Association. 7
8
9
10
11

2.3 Subject of Negotiations: 12

- A. The Association and the Board agree that negotiations in good faith will encompass the following items: 13
14
 - 1. Negotiation Procedures 15
 - 2. Grievance Procedures 16
 - 3. Matters affecting wages, hours and other terms and conditions of employment 17
18
 - 4. Other mutually agreed upon matters 19

2.4 Date for Initiating Negotiations: 20

Negotiations for a new agreement shall begin not later than March 1 21
nor prior to February 15 the year in which this agreement is to 22
terminate. 23

2.5 Directing Requests: 24

- A. Requests from the Association for meetings of the negotiating teams shall be made in writing directly to the Chairman of the Board. 25
Requests from the Board shall be made in writing directly to the 26
President of the Association. Requests shall be accompanied by an 27
agenda of the items to be considered. Within ten days of the date 28
of mailing the request, a mutually convenient time and place for 29
a meeting shall be established. The meeting shall take place within 30
fifteen (15) days after the mailing of the request. 31
32
- B. Additional meetings may be agreed upon by the negotiating teams to 33
enable them to complete consideration of agenda items. Every effort 34
shall be made to schedule meetings so as to avoid conflicts with 35
college duties of Association representatives or with the duties 36
or responsibilities of the Board's representatives. 37

2.6 Exchange of Information:

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14

ARTICLE III

Agreement

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

ARTICLE IV

Appeal Procedures

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

4.2 Mediation:

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

4.3 Fact Finding:

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

ARTICLE V

1

No-Strike Clause

2

5.1 The Association agrees that neither it nor its members will authorize or take part in any strike against Sauk Valley College during the life of this agreement.

3

4

5

5.2 The Association agrees not to support or encourage any concentrated refusal to render full and complete service to Sauk Valley College in accordance with, and during the life of this agreement.

6

7

8

ARTICLE VI

Faculty Personnel Policies

6.1 Basis for Personnel Policies:

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

6.2 Workload:

- A. Workload for the full-time teaching staff for the academic year shall be assigned by the appropriate Dean in accordance with the needs of the College. Workloads up through 32 semester hours without overload compensation may be assigned for the academic year. Credit hours for workload will be determined allowing 1 credit hour for each lecture hour and .75 credit hour for each laboratory hour. Faculty will not receive equated credit hours for workload assumed or supervised by para-professionals/instructional aides. Those faculty who have special duties or responsibilities within the College assigned by their respective Deans may be given released time for their workload. Faculty members shall maintain at least five (5) office hours per week per semester.
- B. Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester. Overload compensation shall be paid for all teaching assignments in excess of 32 semester hours for the academic year. Any faculty member may have the option of accepting or refusing an overload of more than 1 semester hour.
- C. The College will pay a flat \$100.00 per semester for each night on which classes are assigned in excess of two (2) nights per week. Night classes are defined as classes which start at 4:00 p.m. or after. Day classes that begin before 8:00 a.m. and Saturday and Sunday classes shall count the same as night classes for purposes of this calculation.

- D. Workload for full-time faculty (other than full-time teaching staff) eligible for membership in the Sauk Valley College Faculty Association shall be 37 hours per week. Any instructional duties assigned will be on an overload basis, with the exception of counselors teaching Student Development classes (e.g., Psychology 100), as part of their 37 hours per week. Instructional duties for the counselors shall be assigned on the basis of two (2) hours released time for a one (1) semester credit hour course taught. 1
2
3
4
5
6
7
8
- E. A community service course is defined, for the purposes of this contract to be any course that cannot be used as a transfer course and cannot be applied toward any Associate Degree or Certificate offered by the College. An extension course is defined to be any off campus course that can be used for transfer purposes or can be applied toward an Associate Degree or Certificate. Selection and assignment of faculty members within this program is the responsibility of the Assistant Dean for Community and Extended Services, based upon consultation with the faculty member's appropriate Dean. Teaching assignments of extension courses taught in the community service program may be considered part of the faculty's normal workload. Full-time faculty members may volunteer to teach both community service and extension courses. Those full-time faculty members assigned in the community service program shall accomplish their instruction during the regularly scheduled fall and spring semesters. Faculty teaching community service courses beyond their normal workload shall be reimbursed at the same rate as they would be paid for overload. 9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
- F. Full-time faculty shall be reimbursed for off-campus travel at the current college rate for travel to and from courses that are taught as part of regular load/overload. 26
27
28

ARTICLE VII

Faculty Tenure Policy

7.1 Tenure Definition:

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

7.2 Tenure Schedule:

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

7.3 Approval Procedure:

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

7.4 Dismissal for Cause:

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

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

7.5 Other Reasons for Termination:

- . Age: Tenure shall expire automatically and without notice upon completion of the contract year in which the 70th birthday of a tenured staff member occurs. Employment after 70, if any, shall be on either a temporary or an annual contract basis.
- . Budget or Program Retrenchment: The services of any member of the faculty may be terminated in the event of the need for financial or program retrenchment.
 - 1. Members of the department in which the retrenchment is being considered shall be consulted in a department meeting held no later than 30 days prior to any Board action on the retrenchment.
 - 2. Within 14 days after said meeting, representatives elected from the affected department shall file with the President the opinions of said department.
 - 3. The President will forward the department's opinion to the Board prior to any Board action on the matter.
 - 4. Notification of termination shall be given as soon as the need for retrenchment is apparent, but, in any case, not later than February 1 of the contract year. Termination shall be made at the end of the contract year.
 - 5. Employees affected shall be given five (5) school days advance notice before the Board acts on administrative recommendations on the above.

In the event that staff retrenchment is indicated by the Board, to the maximum extent possible, except where program continuation comes under jeopardy, seniority shall be given the greatest weight in all matters involving a reduction in force. In addition to seniority, the Board shall judge the employees affected on the basis of demonstrated instructional proficiency (including evaluation procedures), and educational training and background. Where these other factors are relatively equal, seniority shall prevail.

Seniority shall be defined as years of continuous full-time service (including approved leaves of absence) at Sauk Valley College, beginning with the date of Board approval of initial contract.

- 7.6 Positions which have been vacated for program or budget retrenchment shall not be filled within two years. Should course offerings become available in the area of retrenchment, said offerings must first be offered to the retrenched person. The retrenched employee must notify the College of his/her intent to accept the position within 14 calendar days after the receipt of offer.
- 7.7 The College will pay the individual covered under this contract \$500 plus \$100 for each academic year of services to the institution should said individual be terminated for program or budget retrenchment.
- 7.8 During his/her final semester of employment, the individual to be retrenched will be provided three hours of released time.

ARTICLE VIII

Academic Freedom

- | | | |
|-----|---|---|
| | | 1 |
| | | 2 |
| 8.1 | It is the policy of Sauk Valley College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in a wholesome atmosphere in which there is freedom for examination of ideas. Such freedom includes the right to investigate problems and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation. | 3
4
5
6
7
8
9
10
11 |
| 8.2 | The protection of the prerogatives of academic freedom requires a conscientious, responsible staff. Specifically, each faculty member should uphold the dignity of the College in all his/her activities; set for students an example of integrity, tolerance and decency; and maintain high standards of scholarship and personal conduct. | 12
13
14
15
16 |

ARTICLE IX

Criteria for Placement and Promotion
of Professional Staff

- 9.1 All faculty shall have academic rank. 4
- 9.2 Specific Minimum Requirements for Placement of Instructional Staff: 5
- A. The instructional staff is classified into five groups: 6
1. Assistant Instructor 7
 2. Instructor 8
 3. Assistant Professor 9
 4. Associate Professor 10
 5. Professor 11
- 9.3 Initial appointments are made in accordance with the following guides 12
for employment at the various ranks. Appointments are made on an 13
individual basis and depend upon personal qualifications as well as 14
education and experience. One year of credit is given for each two 15
years of clinical and work experience in determining placement on the 16
schedule. 17
- A. Assistant Instructor: A certificate or diploma from a vocational, 18
technical, or other training school in the field of specialization. 19
Program of preparation should be the equivalent of two years of post 20
high school education. This rank may also be assigned to an 21
appointee who holds a bachelor's degree and is working toward a 22
master's degree in the field of teaching specialization or a 23
master's degree with a graduate major in the teaching subject field. 24
- B. Instructor: A master's degree in the field of specialization, or a 25
master's degree with a graduate major in the teaching subject field. 26
In those fields in which a graduate degree is not available, the 27
following alternatives may be considered: 28
1. A bachelor's degree and 30 semester hours of graduate credit, or 29
 2. A total of 150 semester hours of college credit. 30
- In all cases, the preparation should include the equivalent of an 31
undergraduate major and appropriate graduate courses in the field of 32
specialization. 33
- C. Assistant Professor: A master's degree in the field of 34
specialization or a master's degree with a graduate major in the 35
subject field and four years of related professional experience; or 36
a doctorate degree in the field of specialization and less than four 37
years of related professional experience. In those fields in which 38
a graduate degree is not available, the following alternatives may 39
be considered: 40

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

In all cases, the preparation should include the equivalent of an 3
undergraduate major and appropriate graduate courses in the field of 4
specialization. 5

- D. Associate Professor: A master's degree in the field of 6
specialization or a master's degree with a graduate major in the 7
teaching subject field and 30 hours of approved graduate credit, and 8
eight years of related professional experience, at least two of 9
which shall be successful college teaching, or a doctor's degree in 10
the field of specialization, and six years of related professional 11
experience, at least two of which shall be successful college 12
teaching. 13

In those fields in which a graduate degree is not available, the 14
following alternatives may be considered: 15

1. A bachelor's degree and 60 semester hours of graduate credit, or 16
2. A total of 180 semester hours of college credit. 17

In all cases, preparation should include the equivalent of an 18
undergraduate major and appropriate graduate courses in the field of 19
specialization. 20

- E. Professor: A doctor's degree in the field of specialization, or 21
a master's degree in the field of specialization or a master's 22
degree with a graduate major in the teaching subject field, and 60 23
hours of approved graduate credit. Ten years of related 24
professional experience, at least five of which shall be successful 25
college teaching. In those fields in which a graduate degree is not 26
available, the following alternatives may be considered: 27

1. A bachelor's degree and 80 semester hours of graduate credit, or 28
2. A total of 200 semester hours of college credit. 29

In all cases, preparation should include the equivalent of an 30
undergraduate major and appropriate graduate courses in the field of 31
specialization. 32

9.4 General Requirements for Promotion of Faculty 33

- A. The following general qualifications will be considered in the 34
promotion of faculty. All seven promotional criteria will be 35
considered in the evaluation of a faculty member when he or she is 36
considered by the Dean for promotion. 37

1. Mastery of subject matter 38
2. Demonstrated teaching capability 39

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

The specific minimum requirements for selection of instructional staff as set forth in Section 9.1 of this Article are minimum requirements for promotion and shall be considered with the general requirements set forth in this paragraph for promotion of faculty members. For good cause shown, faculty members with non-academic backgrounds and qualifications may be promoted to the rank of instructor without regard for the specific minimum requirements for promotion. 6
7
8
9
10
11
12

9.5 Credit hours used for promotional purposes shall be accumulated based upon the following criteria: 13
14

A. Undergraduate and graduate credits from an established institution of higher education. 15
16

1. Such course work shall be approved by the appropriate Dean of Instruction prior to enrollment in the class. 17
18

2. Such course credits shall meet with the Dean's approval as being related to the faculty member's actual or intended employment at Sauk Valley College, and toward improvement of his/her employment capacity. 19
20
21
22

B. Credit shall be granted for non-credit seminars, symposiums, and workshops on the ratio of 1 credit equal to 15 hours of actual contact experience. 23
24
25

1. Such instruction shall be approved by the appropriate Dean of Instruction prior to enrollment. 26
27

2. Such credit shall be granted by the Dean as being related to the faculty member's actual or intended employment at Sauk Valley College, and toward improvement of his/her employment capacity. 28
29
30

C. Any future professional or occupational activity applicable to the instructional assignment may, upon prior approval, be granted creditable hours toward rank or experience advancement. 31
32
33

9.6 Promotion of faculty may be made by the Board of Trustees upon the recommendation of the appropriate Dean and the President of the College, and is at the sole discretion of the Board of Trustees. The acquisition of graduate credit hours and necessary experience to meet specific minimum requirements for the selection of instructional staff is only one criterion to determine eligibility for promotion. 34
35
36
37
38
39

ARTICLE X

Types of Appointments

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

ARTICLE XI

Evaluation Policies

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

ARTICLE XII

Evaluation Procedures

- | | | |
|------|---|----|
| 12.1 | The evaluation of a faculty member's performance will include the following: | 3 |
| | | 4 |
| A. | Classroom observation | 5 |
| 1. | A formal classroom observation of tenured faculty members will normally be conducted every third year. However, more frequent evaluations may be conducted for the following reasons: | 6 |
| | | 7 |
| | | 8 |
| | | 9 |
| | (a) Promotional considerations | 10 |
| | (b) Question of adequate performance of duties | 11 |
| 2. | Term faculty will be observed no less than once each academic year. | 12 |
| | | 13 |
| B. | Annual collection of data related to: | 14 |
| 1. | Classroom teaching - class visitations, student evaluations | 15 |
| 2. | Professional growth - self-evaluation and developmental plans | 16 |
| | | 17 |
| 3. | Academic growth - self-evaluation and written statements by other college administrators | 18 |
| | | 19 |
| 4. | College service - self-evaluation and written statements by other college administrators | 20 |
| | | 21 |
| 5. | Service to students - service in academic advisement, participation in student related functions | 22 |
| | | 23 |
| C. | An annual evaluation session between the faculty member and his/her appropriate supervisor, resulting in a written summary of the session with a written recommendation presented to the faculty member for his/her review and comment. The faculty member may submit a written response to his/her evaluation; this response will be included in his/her personnel file. | 24 |
| | | 25 |
| | | 26 |
| | | 27 |
| | | 28 |
| | | 29 |
| | | 30 |
| D. | An annual recommendation to the President of the College regarding the faculty member, from his/her supervisor. | 31 |
| | | 32 |

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

1
2
3
4
5
6
7
8
9

ARTICLE XIII	1
<u>Change in Status</u>	2
13.1 Annual Review	3
A. There will be an annual review of the performance and status of each member of the faculty holding a <u>term</u> or <u>continuing</u> appointment. This shall include a conference between the staff member and the appropriate Dean or other immediate supervisor to be followed by recommendations to the President. These recommendations shall be based on the documented evaluation data compiled in accordance with approved procedures for faculty evaluation.	4 5 6 7 8 9 10
13.2 Results of Review	11
A. The following actions may be taken as a result of the annual review:	12
1. Retention with normal salary increment	13
2. Retention with extra salary increment(s)	14
3. Promotion to a higher rank	15
4. Termination of service	16
5. Granting of continuing appointment (tenure)	17
6. Retention without salary increment	18
7. Additional education required	19
13.3 If the President recommends 1, 2, or 3 above, and if the Board's disposition of the recommendation is contrary to such recommendation, the staff member in question shall be given written notice of the Board's final decision concerning the President's recommendation and the reason for that decision within two weeks following the next regular Board meeting.	20 21 22 23 24 25
13.4 Notification	26
The appropriate Dean or other immediate supervisor shall notify each staff member of the recommendation that is being made as a result of the annual review. For a term appointee, this shall be accomplished by February 15, and for a continuing appointee, January 1. (Note Article VII, Section 7.2 on tenure for notification procedure on the granting of continuing appointment). The staff member may then request a meeting with the President, the appropriate Dean, or other immediate supervisor, to show cause for any inequity in the recommendation. He/she may invite up to two observers of his/her choice to attend the meeting. In any	27 28 29 30 31 32 33 34 35

case, within two weeks of the above dates, the staff member will be 1
given written notice by the President of his decision regarding the 2
recommendation. If the recommendation is for option 4, 6, or 7 of 3
Article 13.2A, the staff member may request the Board of Trustees to 4
review his case. Such a request must be made within 10 days after the 5
staff member has received written notification of the President's 6
recommendation. The staff member may enlist the assistance of the 7
Association in presenting his/her case to the Board. 8

13.5 The Board shall act on all annual review recommendations not later than 9
March 1 for continuing employees and term employees. 10

ARTICLE XIV

- 14.1 "Retraining" of a faculty member means a significant amount of additional academic course work or training so that the faculty member acquires the necessary background to be able to teach courses which the faculty member would not otherwise be competent and qualified to teach. Retraining undertaken pursuant to the terms of this Article may either be on a required basis or on a voluntary basis.
- 14.2 Required Faculty Retraining
- A. Additional education or training may be required of a faculty member by his/her Dean. Such requirement shall be based upon the Dean's evaluation of the educational needs of the College and of the faculty member's department. The Dean shall take into consideration the faculty member's academic qualifications, experience, and ability to perform the services needed by the College, and, if relevant, the ability of the College to retain highly qualified faculty members who might otherwise be dismissed as a result of a reduction in force.
- B. The Dean shall meet with the faculty member and discuss the retraining, and the retraining shall be described in the faculty member's retraining plan.
- C. The requirement for additional education or training shall be reviewed by the faculty member's department, and a copy of the retraining plan shall be submitted by the Dean to the appropriate immediate supervisor. The department shall make a written report to the Dean either concurring in the requirement or indicating the specific reasons why it is felt the requirement should not be enforced. If the department fails to submit its report to the Dean within thirty (30) calendar days after receipt of a copy of the Dean's requirement, the right to review the requirement and make a recommendation thereon is waived.
- D. Implementation of the required retraining shall be described in a written implementation memorandum to the faculty member. The implementation shall take into consideration the other responsibilities to the College which the faculty member has and will have during the period of retraining.
- E. The reasonableness of the Dean's decision to require retraining and its implementation may be the subject of a grievance. Any such grievance must be filed within 90 calendar days of written notification of the Dean's final decision. Failure to file within said period shall constitute a waiver of the right to grieve the matter. Any such grievance shall start with the Board of Trustees Grievance Hearing Committee at Step 3. The scope of review of the required retraining plan by the Board of Trustees Grievance Hearing Committee or by the Arbitrator if the grievance is carried to arbitration, shall be limited to the reasonableness of the dean's requirement and its implementation, taking into consideration the educational needs of the College and of the faculty member's department, the faculty member's academic qualifications and experience, the faculty member's other responsibilities to the College, and his/her ability to perform the services required by the College, and, if relevant, the ability of the College to retain a highly qualified faculty member or members who

might otherwise be lost as a result of reduction in force. If it is determined that the requirement is unreasonable, it shall be waived, and any salary increment withheld as a result of the faculty member's failure to perform the requirement shall be paid to the faculty member.

- F. The faculty member's progress in the retraining plan shall be reviewed at the faculty member's Annual Review. In the event any changes are made in the retraining plan or implementation plan to which the faculty member objects, the faculty member must object in writing at the Annual Review and such objection shall be noted in the Annual Review document. He or she shall be entitled to raise an objection by a grievance, but any such grievance not filed within thirty (30) calendar days after the Annual Review shall be considered waived.
- G. The faculty member shall be given released time with pay from a full 32 hour teaching, or normal workload for those employed on a 37 hour basis equal to the number of equated credit hours approved by the Dean and taken by the faculty member as a result of the Dean's requirement, or the faculty member may be given some other type of additional compensation based on equated hours, provided, however, no additional compensation shall be paid to any faculty member in the form of monetary compensation, compensated released time or otherwise, unless such additional compensation is specifically set out in the "Retraining Plan" which shall signify the Dean's prior approval of any courses or training. All compensation in the form of either release time or salary shall be calculated on the basis of equated hours. In cases where this results in an overload, it will be paid at the overload salary rate as specified in Article 23.2C. If the retraining takes place during the summer, the equated hours of release time shall be paid at the summer salary rate as specified in Article 23.2D. Cost estimates and approvals for the total retraining program shall be included in the retraining plan.
- H. Travel expenses, registration fees, or tuition for approved retraining shall be paid by the College only to the extent specified in the retraining plan and shall not exceed the amount specified elsewhere in this contract.
- I. The retraining plan shall be signed by both the Dean and the faculty member. The faculty member's signature shall not be deemed a waiver of the rights to grieve spelled out in paragraph 5 hereof.

14.3 Voluntary Retraining

- A. If a faculty member voluntarily wishes to undertake retraining, his/her Dean may agree to such retraining on behalf of the College, in the sole discretion of the Dean.
- B. Voluntary retraining shall be set out in a retraining plan which will be signed by the faculty member and the Dean. The faculty member shall be given such released time on an equated hour basis with pay or other form of equated hour compensation as shall be provided in

- writing in the faculty member's retraining plan. No compensation
or released time shall be paid or given to a faculty member for
retraining unless such additional compensation is specifically set
out in the retraining plan. An implementation plan shall be prepared
by the Dean and signed by the faculty member and the Dean. Any
amendments to the retraining plan or implementation plan shall be
in writing.
- C. Travel expenses, registration fees, or tuition for approved retraining
shall be paid by the College only to the extent specified in the
retraining plan and shall not exceed the amount specified elsewhere
in this contract.
- D. Progress on the retraining plan shall be reviewed at the faculty
member's Annual Review. If the faculty member shall fail to complete
the voluntary retraining in the manner provided in the retraining
plan and implementation plan, the faculty member shall reimburse
the College for compensation or released time previously received.

ARTICLE XV

Termination: Term Appointments

15.1 Prior to Completion of Agreed Term

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

ARTICLE XVI

Termination: Continuing Appointments

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

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

ARTICLE XVII

Cancellation of Classes and/or Duties

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

ARTICLE XVIII

PROFESSIONAL GRIEVANCE PROCEDURE

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

18.2 Definitions:

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

18.3 General Conditions:

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

- satisfy the grievant, then a grievance may be processed in accordance with the following procedure. 1 2
- D. If a grievance is to be processed in accordance with Article 17.4, Procedures, the grievant shall initiate step one within 90 days from the date of the event giving rise to the grievance. The failure of the Administrator or the Board to give a decision within the time limits stated shall permit the grievant to proceed to the next step. The failure of a grievant or the Association to take action in accordance with this Agreement within the prescribed time limits shall act as a bar to any further appeal. 3 4 5 6 7 8 9 10
- E. The number of days indicated at each level shall be considered maximums, and every effort shall be made to expedite the process. The time limits may be extended by mutual consent. 11 12 13
- F. All decisions shall be rendered in writing to the grievant and the Association at each step of the grievance procedure, the written decisions setting forth the findings of fact, conclusions, and supporting reasons. 14 15 16 17
- G. Either party shall have the right to be represented by representatives of his choice (not to exceed three in number) at any level above step one. 18 19 20
- H. Either party shall have the right at all stages of a grievance proceeding to confront and cross-examine all witnesses called against him/her to testify and to call witnesses on his/her behalf. There shall be no limitations on the presentation of competent evidence on either side in the hearing before the Board of Trustees Grievance Hearing Committee. 21 22 23 24 25 26
- I. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, insofar as possible, at other than College hours or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during College hours, all employees whose presence is required shall be excused, with pay, for that purpose. 27 28 29 30 31 32 33 34
- J. No reprisals of any kind shall be taken against any staff member for participating in any grievance proceeding. If any staff member for whom a grievance is filed, processed, or sustained, shall be found to have been unjustly charged, and if suspension is involved, he/she shall be restored to his/her former position. 35 36 37 38 39
- K. All documents, communications, and records dealing with the grievance shall be filed separately from the personnel files of the participants. An individual's grievance file shall be open to him/her upon request. 40 41 42 43
- L. It is agreed that the grievant shall be furnished with copies of any written information in the possession of the Board and/or the the Administration necessary for the processing of any grievance or complaint. 44 45 46 47

- M. A grievance may be withdrawn at any level without establishing a precedent.
- N. All communications, notices, or decisions required may be personally delivered to the party or parties entitled thereto or may be mailed to them by certified or registered mail to their last address as shown on the College records. Delivery shall be deemed to have been made when the document is deposited in a United States mailbox. All communications, notices, or decisions for the Association or the Board shall be delivered or mailed to the respective President.

18.4 Procedures:

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

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

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

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

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

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

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

ARTICLE XIX

Resignation by Advance Notice

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

ARTICLE XX

Leaves of Absence

20.1

Sick Leave and Personal Leave:

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

- 20.2 F. The immediate supervisor or appropriate Dean shall submit a report to the Business Office of the number of days of sick leave taken. The report shall be on forms supplied by the Business Office. A person may be charged for sick days only when he/she would normally be working. The Board reserves the right to require a physician's certificate that the individual is incapacitated from performing his/her usual or ordinary duties for any sick leave taken. 1
2
3
4
5
6
7
8
9
10
- G. If a person is sick, he/she shall notify his/her immediate Supervisor or the appropriate Dean at the earliest possible time, but not later than two hours prior to the time his/her duties are to begin. 11
12
13
14
- H. Each member of the faculty may take three days annually for personal leave. Any days so taken will be charged against the sick leave credit of the individual. If a personal leave is to be used, such notice shall be given by the faculty member not later than 24 hours before duties are to begin. The faculty member shall state, in writing, his/her efforts to arrange coverage for the classes occurring during the period of personal leave. Such statement shall be submitted with a notice given of his/her intention to use personal leave. In emergency situations, the foregoing notice requirements may be waived. No permission is required to take personal leave. 15
16
17
18
19
20
21
22
23
24
25
26
27
28
- I. No compensation shall be paid for sick leave accrued unless the individual is sick and incapacitated from performing his/her usual and ordinary duties or personal leave taken as in Paragraph H. 29
30
31
32
33
- J. Upon termination of service, any accrued but unused sick leave shall be cancelled. 34
35
- Maternity Leave: 36
- The Board recognizes two categories into which leaves relating to pregnancy may fall: first, a leave of absence for maternity purposes; second, a disability leave for the faculty member who is absent from work due to illness or disability relating to pregnancy, complications in connection with said condition, and childbirth. 37
38
39
40
41
42
43

A. Leave of Absence for Expected Maternity:

1. As soon as pregnancy is known, or no later than the end of the fourth month of pregnancy, the faculty member shall report her condition to her immediate supervisor in writing, together with a doctor's certificate indicating the expected due date and the fact that the employee is in good health and able to continue work. The faculty member shall be entitled, upon request, to a maternity leave to begin at any time between the commencement of pregnancy and the birth of the child. The request for such a leave shall be in writing, addressed to the President of the College, and, except in case of emergency, shall give notice at least thirty (30) days prior to the date on which her leave is to begin.
2. A faculty member who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is properly able to perform her required duties.
3. When an employee is placed on maternity leave, no salary will be paid, and all sick leave and other financial benefits will cease to accumulate.
4. At the time a maternity leave is granted, the President shall obtain a written statement from the faculty member, a statement indicating her intention with reference to the duration of said leave. Ordinarily, maternity leave shall be granted for a period of thirty (30) days. Upon request of the faculty member, the President may grant maternity leave until the beginning of the next semester after the delivery of the child. Upon approval of the President and other appropriate administrative officers, the Board may grant an extension of the maternity leave up to a total of one year with no loss of rank, tenure, placement on the salary schedule, or accrued sick leave. In the event the faculty member is found physically able to return to work and she fails or refuses to do so, her employment shall be terminated.

B. Disability Leave Related to Pregnancy, Complications in Connection with Said Condition and Childbirth:

1. If a faculty member elects not to request a maternity leave, she shall, at the end of the sixth month of pregnancy, provide her immediate supervisor with an estimate by her physician as to the date at which pregnancy will result in her inability to continue to perform the services required of her. It shall also contain an estimate by the physician as to the date when she would be able to return to her normal duties.

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

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

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

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

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

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

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

- 20.6 Retirement Program: All permanent employees, including part-time employees, whose employment is considered permanent at Sauk Valley College, are required to participate in the State Universities Retirement System, effective with the beginning of the first day of employment. Details concerning retirement allowances, disability benefits, reciprocity, and refunds are contained in the System's Handbook issued to every member at the beginning of his employment. 1
2
3
4
5
6
7
- 20.7 Other Employment: Any faculty member who accepts outside employment during the individual contract period without written notification to the appropriate supervisor may be subject to dismissal proceedings. Such employment shall, in no way, interfere with the College's ability to schedule classes taught by the faculty member. Such employment shall not interfere with duties normally expected of faculty members. 8
9
10
11
12
13

ARTICLE XXI

Fringe Benefits

- 21.1 The College shall provide and pay the premium cost of a group hospitalization and major medical insurance program, group life insurance benefits, and dependent life insurance.
- 21.2 The College agrees to grant free tuition enrollment at Sauk Valley College for all full-time professional instructional staff, their spouses, and their children under 23 years of age. It is also agreed that any portion of institutional charges that are allocated by Board policy towards financing the Student Activity Program is not construed as a part of the tuition waiver as approved in this Agreement.
- 21.3 The College agrees, at the option of the individual, to prorate his/her ten-month salary over a twelve-month period. Once an individual has elected a method of payment, it may not be changed until the beginning of the next college year.
- 21.4 The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley College function.
- 21.5 A separate and private dining room shall be provided for the use of the professional staff.
- 21.6 Tuition Reimbursement: will be based upon Article IX, Section 9.5.
- A. The Board will pay tuition at the rate of \$100 per credit hour.
- B. Reimbursement for tuition may be used for graduate or undergraduate credit and for workshops, seminars, and symposiums as equated by the appropriate Dean.
- C. Reimbursement for tuition may be used for graduate or undergraduate credit and for workshops, seminars and symposiums as equated by the appropriate Dean.
- D. Tuition reimbursement will be limited to 9 credit hours per year.
- E. Tuition reimbursement shall be paid to faculty on leaves of absence for a maximum period of one year at a rate not to exceed \$100 per credit hour and up to a total of 30 credit hours. Tuition reimbursement does not apply in cases where these costs are covered by grants, scholarships or assistantships.
- F. Tuition reimbursement shall be made upon presentation of a voucher or receipt from the institution where the staff member was enrolled to the Dean of Business Services and should bear the endorsement of the appropriate Dean approving such reimbursement, and upon completion of the course and receipt of transcript.

ARTICLE XXII

Association and Faculty Rights

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

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

ARTICLE XXIII

Professional Compensation

23.1 Salary Policy:

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

23.2 Salary Schedule:

The salaries, increments, and all other economic provisions of this contract shall be effective at the beginning of the 1985-86 Academic Year.

- A. The Sauk Valley College 1985-86 Instructional Salary Schedule contained herein shall be effective beginning the first day of the Fall Semester, 1985.

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

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

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

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

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

	<u>Per Credit Hour</u>		
	1985-86	1986-87	
Assistant Instructor and Instructor	\$225	\$250	
Assistant and Associate Professor	250	275	
Professor	275	300	

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

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

23.3

SAUK VALLEY COLLEGE
1985-86 INSTRUCTIONAL SALARY SCHEDULE
EFFECTIVE FALL SEMESTER 1985
9 MONTHS ONLY

Step	Assistant Instructor	Instructor	Assistant Professor	Associate Professor	Professor
1.	\$13,993	\$15,222	\$17,622	\$19,955	\$22,672
2.	14,414	15,702	18,192	20,615	23,414
3.	14,835	16,182	18,762	21,275	24,156
4.	15,256	16,662	19,332	21,935	24,898
5.	15,677	17,142	19,902	22,595	25,640
6.	16,098	17,622	20,472	23,255	26,382
7.	16,519	18,102	21,042	23,915	27,124
8.	16,940	18,582	21,612	24,575	27,866
9.	17,361	19,062	22,182	25,235	28,608
10.	17,782	19,542	22,752	25,895	29,350
11.	18,203	20,022	23,322	26,555	30,092
12.	18,624	20,502	23,892	27,215	30,834
13.	19,045	20,982	24,462	27,875	31,576
14.	19,466	21,462	25,032	28,535	32,318
15.	19,887	21,942	25,602	29,195	33,060
16.			26,172	29,855	33,802
17.			26,742	30,515	34,544
18.					35,286
	*421	*480	*570	*660	*742

Base change in Step #1 of 4.694% in amounts of 609, 661, 765, 865, and 983

Dropped Step #1 of new Schedule. No person to gain as a result of number of steps in each lane.

Increments adjusted as shown with one step on Schedule

No freeze in lanes

Cost approximately \$106,266 equal to annual average increase of 8.163%

SAUK VALLEY COLLEGE
1986-87 INSTRUCTIONAL SALARY SCHEDULE
EFFECTIVE FALL SEMESTER 1986
9 MONTHS ONLY

Step	Instructor	Assistant Professor	Associate Professor	Professor
1.	\$16,325	\$18,925	\$21,456	\$24,381
2.	16,839	19,534	22,160	25,173
3.	17,353	20,143	22,864	25,965
4.	17,867	20,752	23,568	26,757
5.	18,381	21,361	24,272	27,549
6.	18,895	21,970	24,976	28,341
7.	19,409	22,579	25,680	29,133
8.	19,923	23,188	26,384	29,925
9.	20,437	23,797	27,088	30,717
10.	20,951	24,406	27,792	31,509
11.	21,465	25,015	28,496	32,301
12.	21,979	25,624	29,200	33,093
13.	22,493	26,233	29,904	33,885
14.	23,007	26,842	30,608	34,677
15.	23,521	27,451	31,312	35,469
16.		28,060	32,016	36,261
17.		28,669	32,720	37,053
18.				37,845
	*514	*609	*704	*792

Base change in Step #1 of 1984-85 Schedule in amount of 555, 655, 753, and 867

Dropped Step #1 of new Schedule. No person to gain as a result of number of steps in each lane.

Increments adjusted as shown with one step on Schedule

No freeze in lanes

Cost approximately \$102,772 equal to annual average increase of 7.895% based on 1984-85 and 7.299 based on 1985-86.

ARTICLE XXIV

Effect of This Agreement

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

ARTICLE XXV

Duration of Agreement

25.1 This Agreement shall be effective at such time as it is ratified by both parties and shall continue in effect through the 30th day of June, 1987, provided that Article III and IV of this Agreement shall be terminated only by mutual agreement when negotiations for the following year have not been completed. The Board will continue to recognize the Association as the sole bargaining agent through the steps of mediation, fact-finding and release of the fact-finder's report to the public as provided in Article 4.3.

25.2 Challenge:

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

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

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

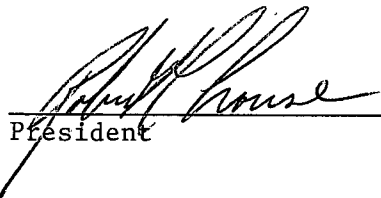
ARTICLE XXVI

Acceptance

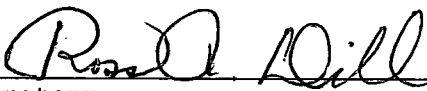
26.1 This Agreement is signed and adopted this 24th day of June, 1985.

IN WITNESS WHEREOF:

For the SAUK VALLEY COLLEGE FACULTY ASSOCIATION

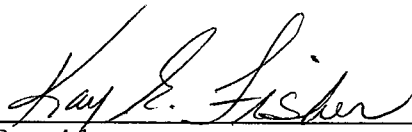


President

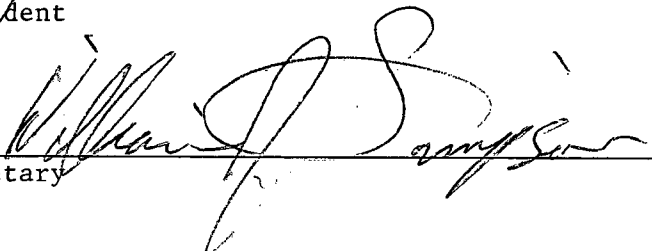


Secretary

For the BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506



President



Secretary

For Board Meeting
of June 24, 1985

Agenda Item F-4

APPROVAL OF REVISED NON-INSTRUCTIONAL
SALARY RANGES

It is time for us to review and revise our salary schedules for non-instructional personnel. We have schedules for Administrative, Classified, and Para-professional.

These schedules have not been updated since the Hayes-Hill special study in 1982.

Attached are the revised schedules recommended. Further explanation of the revisions and the rationale behind them will be made at the meeting.

RECOMMENDATION: It is recommended that the new salary schedules for the respective non-instructional personnel be adopted as presented.

PROPOSED

CLASSIFIED SALARY SCHEDULE

<u>SALARY GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>SALARY RANGE SPREAD</u>
7	\$17,257	\$21,054	\$24,851	44%
6	15,564	18,832	22,100	42%
5	14,032	16,838	19,645	40%
4	12,660	15,066	17,472	38%
3	11,424	13,480	15,537	36%
2	10,295	12,046	13,796	34%
1	9,274	10,758	12,242	32%

June 24, 1985
Ofc. of the President

PROPOSED

1985-86

ADMINISTRATIVE SALARY SCHEDULE

LEVEL	POSITION CATEGORY	ANNUAL SALARY RANGE			SALARY SPREAD RANGE
		LOW	MIDPOINT	HIGH	
I	Admini. Assistant	14,314	19,085	23,856	67%
II	Asst. Drctrs Coordinators	19,085	24,453	29,820	56%
III	Directors	24,450	30,117	35,784	46%
IV	Asst. Deans	30,117	35,933	41,748	39%
V	Deans	35,784	41,748	47,712	33%

Office of the President
June 24, 1985

PARA-PROFESSIONAL
SALARY SCHEDULE.

The following is the salary range for a fulltime, 12 month para-professional position:

<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$12,500	16,000	19,500

The range for hourly rates for para-professionals:

\$5.50 - \$7.70

Office of the President
June 24, 1985

For Board Meeting
of June 24, 1985

Agenda Item F-5

APPROVAL OF NON-INSTRUCTIONAL
SALARIES- FY 86

It is time to consider salaries for all non-instructional staff for the 1985-86 year.

Specific recommendations will be made at the meeting for each of the following:

Classified Staff
Administrative Staff
Para-professional Staff

Included, also, will be recommendations from the Board regarding the contract with the President.

For Board Meeting
of June 24, 1985

Agenda Item F-5 (Addendum)

RECOMMENDATION ON
NON-INSTRUCTIONAL SALARIES

These recommendations for salary increases for next year are based on the following considerations:

- A comparative analysis of salaries between Sauk and other colleges (in case of professional staff) and with the community and immediate employment area (in the case of classified).
- Our staff was given only minimal increases each of the last two years.

Therefore, the following increases are recommended....

- RECOMMENDATIONS:
1. That the classified staff salaries be increased nine per-cent for the 1985-86 year.
 2. That the administrative and para-professional staff salaries be increased eight percent for the 1985-86 year.

1985 AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN
DR. WILLIAM H. GARNER AND
THE BOARD OF JUNIOR COLLEGE DISTRICT NO. 506,
COUNTIES OF WHITESIDE, LEE, OGLE, HENRY, BUREAU AND CARROLL
STATE OF ILLINOIS

WHEREAS, an Employment Agreement was made in June, 1980, by and between the Board of Trustees of Sauk Valley College (hereinafter "Board"), and Dr. William H. Garner (hereinafter "President"), which has heretofore been amended from time to time; and

WHEREAS, Board at its regularly scheduled meeting on June 24, 1985, negotiated an appropriate amendment to the Agreement with President, and upon roll call vote adopted its resolution authorizing the Chairman and Secretary of the Board to execute on its behalf this Amendment to the Employment Agreement employing the President on the terms and conditions hereinafter set forth, and

WHEREAS, the President is willing to enter into and execute this Amendment to the Employment Agreement,

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Board and President agree that the following amendments to the Employment Agreement are made:

Clause 1 of the Employment Agreement is amended to state as follows:

"Board hereby employs William H. Garner as President of the College for a term commencing July 1, 1985 and continuing until June 30, 1988.

Clause 6 of the Employment Agreement is amended to read as follows:

"The Board shall pay President an annual salary of \$59,171 for the contract years commencing July 1, 1985 through June 30, 1988. Said salary rate shall be paid to the President in installments in accordance with the usual and customary payment practices of the Board. Unless mutually agreed between the Board and President, the Board shall not reduce said annual salary rate below said amount. Nothing herein shall be deemed to prohibit the Board, in its discretion, from increasing the President's annual salary prospectively at any time during the term of this agreement, or during any extension or renewal hereof."

Except for the amendments herein agreed upon, the Employment Agreement entered into between the President and the Board in June, 1980, as heretofore amended, remains in full force and effect.

Date: _____

Board of Trustees of Junior College
District No. 506, Counties of White-
side, Lee, Ogle, Henry, Bureau and
Carroll, State of Illinois

By _____
Chairman

ATTEST:

Secretary

William H. Garner

For Board Meeting
of June 24, 1985

Agenda Item G-1

ACCEPTANCE OF DONATIONS

The Board is asked to acknowledge and accept the following donations:

1. Two solid state programmable machine control units from the National Manufacturing Company for use in our electronics program.
2. 85 volumes of historical books and references from Bill Byar, retiring Associate Professor of History, given to our Learning Resource Center library collection.

RECOMMENDATION: It is recommended that these donations be accepted and appropriate acknowledgement be given to the donors .

For Board Meeting
of June 24, 1985

Agenda Item G-2

APPROVAL OF 1985-86

ADMINISTRATIVE CALENDAR

Board policy requires the administration to issue an administrative calendar specifying working days for all 12-month personnel prior to the start of each fiscal year (July 1st).

The attached calendar incorporates the dates established in the previously approved academic calendar with a couple of revisions:

1. Symposium Day is converted to two half-day activities.
2. Lincoln's birthday was moved to the actual birth date of February 12. This coincides with area schools.
3. Washington's birthday will not be observed.

RECOMMENDATION: It is recommended that the administrative and revised academic calendar be approved.

SAUK VALLEY COLLEGE ADMINISTRATIVE CALENDAR FOR 1985-86

JULY

- 4 Independence Day - College Offices Closed
- 9 Mail Fall Semester Pathfinder
- 15 Annual Reports Due in President's Office

AUGUST

- 1 Deadline for RAMP to be submitted
- 5 Grades due 9 a.m. in Office of Admissions and Records
- 9 Summer grades mailed to students
- 21 Fall Registration - 1:00 p.m. to 8:00 p.m.
- 22 Fall Registration - 9:00 a.m. to 8:00 p.m.
- 23 Faculty Orientation
- 26 Fall Semester Classes Begin

SEPTEMBER

- 1 Deadline for ICCB Unit Cost to be submitted to ICCB
- 2 Labor Day - College Offices Closed
- 11 Pow-Wow Day - Afternoon classes adjourn at noon
Evening classes will be held from 4 p.m.
on....
- 13 Spring Semester Schedule to Office of Dean of Instruction
- 20 Spring Semester Schedule to Office of Admissions & Records
- 20 Mail Fall Community Service Pathfinder
- 24 Deadline for Trustees approval of final budget (4th Tuesday)

OCTOBER

- 7 Community Service Classes Begin
- 11 Spring Semester Schedule to Director of Public Information
- 14 Columbus Day - College Offices Closed

NOVEMBER

- 1 Symposium Day - No afternoon classes
- 1 Distribute Spring Semester Schedule for internal use
- 4 Pre-registration begins for Spring Semester
- 11 Veterans Day - College Offices Closed
- 12 College Night
- 27 College closes at 5:00 p.m. (No evening classes)
- 28 College closed for Thanksgiving Vacation
- 29 College closed for Thanksgiving Vacation

DECEMBER

- 3 Mail Spring Semester Pathfinder
- 6 Summer Semester Schedule to Dean of Instruction
- 16 Final Exams begin
- 19 Final Exams end
- 20 Staff recommendations from Deans to President for continuing
(tenured) staff appointments
- 20 Final grades due 12 Noon in Office of Admissions & Records
- 23 College closes for Christmas/New Year Vacation

Over...

JANUARY

- 2 College Offices open at 8:00 a.m.
- 3 Fall grades mailed to students
- 8 Spring Registration - 1:00 p.m. to 8:00 p.m.
- 9 Spring Registration - 9:00 a.m. to 8:00 p.m.
- 10 Faculty Orientation
- 10 Mail Community Service Pathfinder
- 13 Spring Semester Classes Begin
- 15 Official deadline for notice of re-appointment recommendations to continuing (tenured) personnel by the President
- 20 Martin Luther King Day - College Offices Closed

FEBRUARY

- 1 Summer Session Schedule to Office of Admissions & Records
- 3 Fall Semester Schedule to Dean of Instruction
- 3 Community Service Classes begin
- 7 Fall Semester Schedule to Office of Admissions & Records
- 12 Lincoln's Birthday - College Offices Closed
- 15 Deadline for recommendation to the President and notification to non-tenured (term) personnel by the Deans.
- 15 Budget requests due in Dean's offices
- 24 Deadline for official notice of re-appointment recommendations to non-tenured (term) personnel by the President.
- 24 Board action on tenured and non-tenured appointment recommendations.

MARCH

- 3 Summer Session Schedule to Director of Public Information
- 4 Fall Semester Schedule to Director of Public Information
- 21 Symposium Day - No afternoon classes
- 25 Distribute Summer Session Schedule for internal use
- 27 Spring Vacation Begins at 5:00 p.m.
- 28 Good Friday - College Offices Closed
- 31 Submission of Local Plan for Vocational Education to DAVTE

APRIL

- 1 Distribute Fall Semester Schedule for internal use
- 1 Pre-registration for Fall Semester begins
- 1 Registration for Summer Session begins
- 7 Spring classes resume

MAY

- 1 Mail Summer Session Pathfinder
- 12 Final Exams begin
- 15 Final Exams end
- 19 Grades due 9:00 a.m. in Office of Admissions & Records
- 21 Commencement
- 23 Spring Semester grades mailed to students
- 26 Memorial Day - College Offices closed

JUNE

- 5 Summer Session Registration - 9:00 a.m. to 8:00 p.m.
- 9 Summer Session Classes begin

For Board Meeting
of June 24, 1985

Agenda Item G-3

ACADEMIC PROGRAM EVALUATION

AND REVIEW FY 85

Each year we review and evaluate a portion (approximately 1/5th) of our college programs.

Attached is this years report, including a review of the evaluation procedure.

RECOMMENDATION: It is recommended that this report be acknowledged and confirmed for submission to the Illinois Community College Board.

PROGRAM REVIEW AND EVALUATION REPORT

SAUK VALLEY COLLEGE

1984-85

The following programs were reviewed during the 1984-85 school year using the regular college procedure adopted in 1983.

- Adult Education Program
- Academic Skills Program
- History Program
- Political Science Program
- Economics Program
- Geography Program
- Music Program
- Diesel Technology Program
- Heating, Refrigeration, Air Conditioning and Solar
Energy Program
- Marketing Program

In addition external evaluations were conducted by professional or state accreditation agencies for the following programs.

- Medical Laboratory Technology Program
 - Evaluated by National Accreditation Agency for
Clinical Laboratory Sciences--an affiliate of the
American Medical Association
- Adult Education Program
 - Evaluated by the Illinois Office of Education

The Program Evaluation and Review Program at Sauk Valley College provides for the review of each program every five years. A self-study is conducted by the faculty in the program being evaluated, one counselor, and the assistant dean for the division. A copy of the results of the self-study is sent to all faculty members of the department for informational purposes. The self-study report is then submitted to the Curriculum Committee for its review and recommendations.

Following review by the Curriculum Committee, the evaluations are forwarded to the Dean of Instruction for his review and recommendations. The final report, containing the Curriculum Committee's recommendations and the dean's recommendation, is then presented to the college president for his review. Finally, the evaluations are submitted to the Sauk Valley College Board of Trustees as an information item prior to the formal Program Evaluation and Review Report being submitted to ICCB.

PROGRAM EVALUATION AND REVIEW

Program: Adult Education
Academic Skills

CIP Code: 320101

Both the Adult Education Program and the Academic Skills Program were evaluated as a unit since in practice this is really a single program which is operated out of the Academic Skills Center. The only formal degree program associated with this area is a certificate in Academic Skills. The major focus of this program is to provide remediation for students who lack skills in mathematics, reading, and writing. It also provides an extensive service in GED preparation. A complete list of the courses offered as part of this program is provided on page 152 of the 1984-85 catalog.

Major Strengths of the Program

This program, which is the only source of remediation needed by most students, is designed to prepare students with learning disabilities to enter regular college level courses. It also has an extensive GED component that regularly graduates between 250 and 300 students each year. Perhaps its greatest strength is that it has a well trained and highly dedicated faculty, a good location to be accessible to the students needing the services of the program, and the curriculum is well designed. The program is also highly responsive to community needs.

Major Program Deficiencies

The program uses too many part-time faculty members and some of the instructional materials need to be updated and replaced. The curriculum should also be revised and updated to include CAI in areas where it is appropriate. Some release time for faculty to revise course material would also be in order along with some staff development activities.

A copy of the IOE evaluation of the Adult Education Program completed in November of 1984 is enclosed as part of this report.

Cost Information (From April 26, 1985 ICCB Report)

The unit cost for this program is high (\$95.43 compared to the state average or \$40.55.) This is largely due to the fact that the full-time faculty assigned to this program are senior faculty members who are in the upper level of the salary schedule and to a number of small classes (average is under 20).

Recommendation

It was recommended that this program be retained and that some institutional resources be committed to strengthening the program.



EDUCATION IS EVERYONE'S FUTURE

100 North First Street
Springfield, Illinois 62777
217/782-4321

Walter W. Naurner, Jr., Chairman
Illinois State Board of Education

Donald G. Gill
State Superintendent of Education

November 13, 1984

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

Dear Dr. Garner:

This is a final report of the evaluation of the state supported adult education program at Sauk Valley College on November 6 and 7, 1984. It provides the district with a formal statement of commendations, areas for improvement and recommendations.

The visitation team, consisting of the following persons, expresses its appreciation to the district for the courtesies extended to it during the on-site visit:

Ralph L. Goodman - Team Leader
Michael Agone
Joan Gary
Jeff Wolever

We hope that this report will be used as a tool for improving the delivery of existing adult education programs and services, and for assisting in future planning.

This report is divided into two separate sections. First, a listing of commendations is provided which points out those positive aspects of the District's delivery system for adult education. Certainly, this listing is not all inclusive. Second, the listing of recommendations and suggested improvements is provided to aid the district in a positive way, to improve upon the local adult education programs.

The next annual application for establishing an adult education program (program proposal) should be written with these recommendations and suggestions in mind. Districts must respond to the recommendations in this report in the narrative section of their next application.

Dr. Hal Garner
November 13, 1984
Page Two

COMMENDATIONS: (not listed in priority order)

1. Sauk Valley College is commended for the excellent staff working in the adult education program. The secretaries, administrators and teachers are very knowledgeable and committed to their students and their jobs.
2. The evaluation team was very favorably impressed by the level of cooperation and coordination which is occurring between the adult education department and other departments within the college and between the adult education department and other agencies outside the college.
3. The evaluation team commends the district for having developed a very sound and successful adult education program. Although it is small, it is very responsive to the needs in the community.

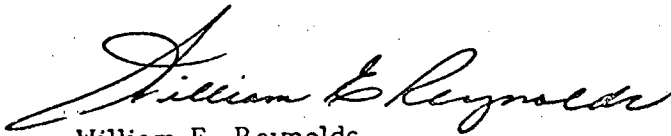
RECOMMENDATIONS AND SUGGESTED IMPROVEMENTS: (not listed in priority order)

1. The evaluation team was concerned that the administrative responsibilities for the adult education program are shared by more than one department in the college. The administration is currently very effective. However, the evaluation team recommends that should the personalities change, or adult education expand significantly, a study should be made of the administrative structure and appropriate changes made to avoid stresses which might affect the quality of services in a negative way.
2. The evaluation team recommends that data collection, record keeping and storage and report preparation activities be consolidated into a more central location. It is also suggested that the college provide computer assistance for these activities as the resources become available to do so.
3. It is recommended that a greater emphasis be placed on locally planned staff development activities.
4. The evaluation team recommends that the college consolidate the adult education classrooms and offices in one area of the building on campus. Great efficiency and improved staff morale would be expected from such an arrangement.

Dr. Hal Garner
November 13, 1984
Page Three

The evaluation team expresses its appreciation to the staff at Sauk Valley College for their kind hospitality and candid responses to the evaluators during the on-site visit.

Sincerely,

A handwritten signature in cursive script, reading "William E. Reynolds". The signature is written in dark ink and is positioned above the printed name and title.

William E. Reynolds
Manager
Adult and Continuing
Education Section

WER/pjs

PROGRAM EVALUATION AND REVIEW

Program: History, Political Science,
Economics, and Geography

CIP Code: 0400, AA
0412, AS

Since all four of these academic areas are included in a closely related component of the Social Science Department and the same faculty are involved in delivering the instruction for these areas--they were treated as one program for purposes of conducting this evaluation and review. The courses for this program area are all baccalaureate courses that are used for the AA or AS degree. Some AAS students also enroll in history, economics, political science and geography courses in order to satisfy the social science general education requirement. The individual courses for this program area are listed on pages 166, 178, 179 and 191 of the 1984-86 catalog.

Major Strengths of the Program

The major program strengths identified were the diversity of course offerings, versatility of the faculty, and excellent academic preparation and proven teaching ability of the faculty.

Major Program Deficiencies

The deficiencies identified were that the range of courses offered should be reduced to reflect enrollment decline and the reduction in staff that has occurred in this area, the need to promote the program more effectively, and redefine the general education role of the academic areas being reviewed.

Cost Information (From April 26, 1985 ICCB Report)

The unit cost for the cluster of courses in this area average \$77.33 per credit hour as compared to \$79.20 for the state average for all courses in the CIP 4502 through 4511 series. Thus, the program does well in terms of cost.

Recommendations

It is recommended that this program be continued and that efforts be undertaken to improve their marketing program. Also, it is recommended that the range of courses be analyzed to see if the needs of the college could still be met with fewer courses offered in this area.

PROGRAM EVALUATION AND REVIEW

Program: Music

CIP Code: 500904

The music program offers a sequence of music theory and applied music courses for music majors as well as providing survey courses for students needing to fulfill the humanities general education requirement. Non-degree students enroll in music survey courses for personal enrichment purposes. The courses offered in this area are listed on page 185 of the 1984-86 catalog.

Major Strengths of the Program

Major program strengths identified include an adequate range of survey courses offered to meet the general education need, an excellent sequence of music theory courses offered for music majors and a sufficient number of private instruction courses in vocal and instrumental music to meet the needs of both music majors and other types of students wanting this type of experience. The program has two excellent full-time faculty members--one specializing in vocal music and one in instrumental music.

Major Program Deficiencies

Major deficiencies were noted in the marketing and recruiting area. Concern was also raised about the music faculty's desire to expand one of their popular survey courses into a two semester course. There was also some concern raised about the lack of adequate sound proofing in the music practice area as well as in the classroom areas. Several concerns were also raised about the scheduling patterns in the other academic areas that have presented barriers for students wanting to participate in the Concert Choir.

Cost Information (From April 26, 1985 ICCB Report)

The music courses (5009 series) have a unit cost of \$104.94 per credit hour as opposed to \$112.41 for the state average. Thus, the SVC Music Program is 6.65% under the state average.

Recommendations

It was recommended that this program be continued and that attention be given to correcting the sound proofing problems. Also, major attention will be given to the marketing and recruiting program during the 1985-86 school year.

PROGRAM EVALUATION AND REVIEW

Program: Heating, Refrigeration,
Air Conditioning and Solar Energy

CIP Code: 470203

This program consists of both a 65 hour AAS degree program and a 20 hour certificate program. It is designed to prepare students to go directly into the job market as trained technicians to repair and service heating, refrigeration, air conditioning and solar systems. Many of the students enrolled in the courses in this area are adult students who take classes on a part-time basis. The courses in this program are listed on page 178 of the 1984-86 catalog.

Major Strengths of the Program

The major strengths identified by the study include a well trained faculty with solid industrial experience, excellent training and laboratory equipment, and a schedule that is flexible enough to allow for the diverse student population that regularly enrolls in the classes. Also, the new laboratory facilities established during the 1984-85 school year will enable the program to function better in a single location with adequate space.

Major Deficiencies

The major areas of concern were the need to remove classroom space from the laboratory, the need for another instructor for the solar classes, and the need to better promote the program. Also, some of the course descriptions need to be revised.

Cost Information (From April 26, 1985 ICCB Report)

The unit cost of this program is \$82.12 per credit hour compared to \$96.76 for the state average. This is 15.13% below the state average.

Recommendations

It was recommended that this program be retained and that attention be given to correcting the areas of concern. Also, it was recommended that this program be expanded to more adjacent community college districts through cooperative agreements in order to increase enrollment.

PROGRAM EVALUATION AND REVIEW

Program: Diesel Technology

CIP Code: 47065

This program offers a 64 hour AAS degree and a 31 hour certificate. It is designed to prepare students to repair and overhaul diesel units--including automobile engines, truck engines and drive units, and heavy equipment engines and drive units. The courses in this program are listed on pages 165 and 166 of the 1984-85 catalog.

Major Strengths of the Program

The major program strengths that were identified include a well qualified instructional staff, up to date training equipment, and well developed course materials. This program has received a number of diesel engines from GM, Detroit Diesel, Cummins and Caterpillar for student laboratory use.

Major Deficiencies

The program needs more laboratory space and still needs a few large items of equipment. It also needs to be better marketed.

Cost Information (From April 26, 1985 ICCB Report)

The unit cost of this program is \$98.58 per credit hour as compared to \$103.84 for the state average. This represents 5.07% below the state average.

Recommendations

It was recommended that this program be retained and that a new, and bigger, laboratory facility be located to house it. Also, it was recommended that a major marketing effort be undertaken to promote this program.

PROGRAM EVALUATION AND REVIEW

Program: Marketing

CIP Code: 080706

This program offers both a 64 hour AAS degree and a 30 hour certificate. Both programs are designed to prepare students for employment in sales and marketing in either retail or industrial situations. The courses for this program are listed on pages 158, 159 and 160 of the 1984-86 catalog.

Major Strengths of the Program

The program has good quality part-time instructors and the course outlines and course content are in good order. The content and schedule of offerings meet the needs of the students who enroll in the program.

Major Deficiencies

There is a need for a full-time faculty member to provide the instruction, curriculum development and fulfill the student advisement function. Also, the program is currently offered only during the evening. There is a need to schedule day sections of marketing classes in order to attract more students. The addition of a full-time faculty member would correct this problem.

Cost Information (From April 26, 1985 ICCB Report)

The unit cost for this program is \$60.50 per credit hour as compared to \$76.40 for the state average. This represents a unit cost that is 20.82% below the state average.

Recommendations

It was recommended that the program be retained and that an effort be made to add a full-time faculty member to provide unity, consistency, and curriculum development for the marketing program. Also updated audio-visual materials will be purchased for this program for 1985-86 and CAI introduced with the acquisition of some simulation software for the marketing students to use in the microcomputer laboratory.

PROGRAM EVALUATION AND REVIEW

Program: Medical Laboratory Technician

CIP Code: 170309

This program is a 74 hour AAS degree program designed to prepare students for employment as medical technologists in hospitals, clinics and other types of health care facilities. Upon completion of the program the students are qualified to take the national certifying examination required by the American Society of Clinical Pathologists and the National Certification Agency for Laboratory Personnel. The courses for this program are listed on page 184 of the 1984-86 catalog.

This program was evaluated by the Medical Laboratory Technician Review of the Committee of the National Accrediting Agency for Clinical Laboratory Sciences, an affiliate of the American Medical Association, during 1984. It received continued accreditation on April 1, 1985. The results of this evaluation are enclosed in lieu of the regular college evaluation process results.

Cost of the Program (From April 26, 1985 ICCB Report)

The unit cost for this program is \$146.38 per credit hour as compared to \$158.24 for the state average. This represents a unit cost that is 7.49% below the state average.

Recommendations

It is recommended that this program be retained and that the concerns listed in the NAACLS evaluation report of October 26, 1984 be corrected. Good progress has already been made to remedy these concerns. (Copies enclosed.)



AMERICAN MEDICAL ASSOCIATION

535 NORTH DEARBORN STREET • CHICAGO, ILLINOIS 60610 • PHONE (312) 645-5000 • TWX 910-221-0300

DEPARTMENT OF ALLIED HEALTH
EDUCATION AND ACCREDITATION
(312) 645-4660

JOHN J. FAUSER, Ph.D.
Director

April 1, 1985

W. Harold Garner
President
Sauk Valley College
R. R. #5
Dixon, Illinois 61021

Dear President Garner

The Medical Laboratory Technician Review Committee of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) received and reviewed the progress report submitted by the Medical Laboratory Technician-Associate Degree program at Sauk Valley College in Dixon, Illinois. They recommended to the Committee on Allied Health Education and Accreditation (CAHEA) that the progress report be accepted as satisfactory.

CAHEA concurred with this recommendation.

Our best wishes for the continued successful operation of your program.

Sincerely

A handwritten signature in cursive script that reads "Barbara Weithaus".

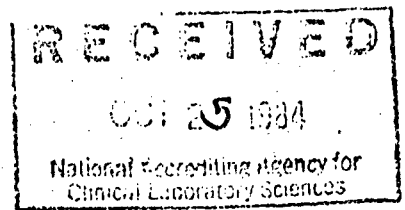
Barbara Weithaus, PhD
Assistant Director, DAHEA

BW:gh

cc: Dr. Don Foster, Dean of Instruction
Tiêm Lie, MD, Medical Director
Harold M. Nelson, MT(ASCP), MA, Program Director/Education Coordinator
NAACLS

CRITIQUE OF PROGRESS REPORT

SAUK VALLEY COLLEGE
Dixon, IL
MLT-AD Program



- References: (1) CAHEA letter of continuing accreditation for 5 years for 24 students dated 10/21/83 with a report due 11/1/84
(2) Report by Sauk Valley College dated 10/19/84

I. RESPONSE TO MARGINAL DEFICIENCIES NOTED IN REFERENCE (1)

Essential 9:

Rationale: Library materials in the clinical laboratory sciences are inadequate.

Recommendation for Unquestioned Compliance:
Expand and update library materials pertinent to clinical laboratory sciences.

The program has submitted documentation of new reference textbooks in Medical Technology, Clinical Chemistry, Clinical Microbiology and Blood Banking located in the Program Library.

Magazines received by the library are also documented. New textbooks in the library reserve circulation for the MLT Program were also documented, as well as previous textbooks at the time of evaluation.

Essential 27:

Rationale: The evaluation process and grading policy for the clinical practicum at the two clinical affiliates are not uniform nor clear.

Recommendation for Unquestioned Compliance:
Develop and implement a more descriptive and uniform policy for evaluation and grading of clinical practice performance. Distribute the policy statement to both students and clinical faculty.

The program documented the minutes of a clinical faculty meeting (12/9/83) in which grading and student evaluation was discussed. A policy was decided upon and a copy was included.

The policy criteria used to determine pass/fail was stated to be:

- "1. Accomplishment of seventy percent of the state objectives in each unit of HEA 170 'Medical Laboratory Practicum' shall be considered 'Pass.' Less than 70% shall be considered 'Fail.'"
2. Failure to accomplish 70% of the stated objectives in any unit shall require additional work until satisfaction is achieved.

These grades and recommendations provided by Clinical Instructors will be incorporated in the final grade for the course."

Criteria for evaluation was stated to include:

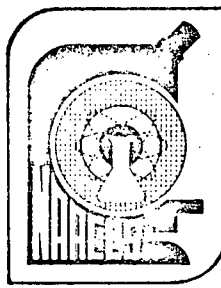
- "A. Oral quizzing by Clinical Instructors
- B. Written tests prepared for bench evaluation
- C. Unknowns submitted for student analysis
- D. Weekly discussions between student and Clinical Instructors and/or Supervisors
- E. Conference between Program Director and Clinical Instructor
- F. Evaluation submitted on approved forms"

This policy has been stated to be implemented and distributed to both students and clinical faculty.

CONCLUSIONS:

- 1) The program appears to have appropriately expanded and updated reference materials pertinent to clinical laboratory sciences.
- 2) A policy for evaluation and grading of clinical practice performance has been developed, implemented and distributed to students and clinical faculty.

**NATIONAL
ACCREDITING
AGENCY**
for



**CLINICAL
LABORATORY
SCIENCES**

547 WEST JACKSON BLVD. • SUITE 608 • CHICAGO, ILLINOIS 60606 • 312/461-0333

November 1, 1984

Harold Nelson, MT(ASCP), M.A.
Program Director
MLT-AD Program
Sauk Valley College
R. R. # 1
Dixon, IL 61021

REF: Progress Report Received October 18, 1984

Preliminary Review Received October 25, 1984

Dear Mr. Nelson:

Enclosed is the preliminary review of the progress report. The report will be submitted to the full MLT Review Committee at its next regular meeting on January 31 - February 2, 1985. This recommendation will be received and acted upon by the NAACLS Review Board in March 1985. The Board's action becomes NAACLS' official recommendation to CAHEA. The CAHEA will receive and act on NAACLS recommendation at its mid April 1985 meeting. CAHEA's accreditation action will be transmitted to you in early May 1985. NAACLS will advise you of its recommendation to CAHEA in early April 1985. Please note that no actions are final or official until adopted by CAHEA.

Thank you for supporting the voluntary accreditation process.

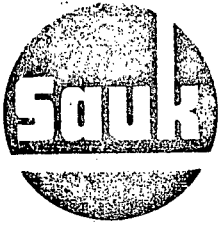
Sincerely,

Terry J. Kane, MT(ASCP), M.P.A.
Administrative Assistant, Accreditation

Enclosure - 1

TJK/df

815 / 288-5511



**Sauk
Valley
College**

R.R.5 DIXON, ILLINOIS 61021

October 5, 1984

National Accrediting Agency for
Clinical Laboratory Sciences
547 West Jackson Blvd. Suite 608
Chicago, Illinois 60606

Attention: Allan Lipsey M.D.
Chairman NAACLS Review Board

Dear Review Board Member:

This letter is written to you submitting evidence of compliance as recommended by the survey committee responsible for our inspection in April 1983.

Enclosed are:

- (1) A statement incorporated in the minutes of the Clinical Faculty Meeting on December 9, 1983. Their statement deals with the Essentials 27 "written criteria for pass/fail decisions". This statement is distributed to the students at the time of clinical affiliation. The faculty adheres rigidly to this document.
- (2) A list of Clinical Laboratory related references available to students is supplied. The list consists of newly placed copies of current texts in use. Other books recently added are in the process of being cataloged. A list of references and audiovisual materials available at the time of inspection is enclosed.
- (3) A list of Magazine Publications relevant to Clinical Laboratory Medicine is enclosed. These magazines have already been available all along to students in the laboratory of the program. They are complimentary by the publisher and sponsoring agency or by subscription to the program.

It should be noted that the Learning Resource Center has several volumes of laboratory related subjects cataloged under the Library of Congress System. All of the previously listed volumes are available in LRC or in the Programs own Library. Materials in the program are available to students on a checkout basis with faculty in the program.

I hope the enclosed materials fulfill the recommendations of the Committee.

Sincerely yours,

Harold M. Nelson MAMT (ASCP)
Program Director MLT

Encs.

HN/skp

For Board Meeting
of June 24, 1985

Agenda Item G-4

AUTHORIZATION FOR OPTICAL TECHNOLOGY
PROGRAMS AT DIXON CORRECTIONAL CENTER

Attached is a proposal to establish an Optical Technology Program at Dixon Correctional Center in cooperation with the Illinois Department of Corrections Prison Industries. The funding for this program will come from JTPA eight% set-aside funds administered by the Ill. Community College Board. Service Delivery Area #12 has approved the pass-through resolution to allow these funds to be received by the college to establish the program. Also, several meetings have been held with officials from the Department of Corrections, Prison Industries. Linda Giesen and Sachs from DCC have also been a part of these deliberations.

Authorization is needed from the SVC Board of Trustees for us to proceed with this program and to employ the two staff positions outlined in this proposal.

RECOMMENDATION: It is recommended that the authorization be given to begin the Optical Technology Program at Dixon Correctional Center as proposed.

A
Joint Venture
Training Proposal
Developed
for
Illinois Department of Corrections
Prison Industries

with

Sauk Valley College

at

Dixon Correctional Center

Developed by

James Douglas Feverston

April 26, 1985

PROPOSAL

Sauk Valley College at Dixon Correctional Center proposes to establish a total vocational education program for Prison Industry's Optical Lens manufacturing plant at Dixon Correctional Center. The program will include the following:

- A. Interest and aptitude testing and evaluation to select persons most likely to productively participate in the program.
- B. Instruction in the theoretical and technical body of knowledge on which optical lens manufacturing and related technologies are dependent.
- C. Instruction in production technique and plant operations theory to include health and safety education, employee accountability, quality control, human relations, etc.
- D. Administration of the total testing, training, and placement program.

Sauk Valley College proposes to employ a counselor to test and evaluate all perspective employees (approximately 500). The college further proposes to hire a registered optic technician as an instructor for the core training program. General baccalaureate courses will supplement the technical aspect of the program.

Task analysis and program development will occur during the months of June, July, and August. Simultaneously, the screening, testing, and evaluating of inmates will take place. Intensive core training will begin September 1st., 1985 and continue through December 31st., 1985 to achieve a trained work force of 35 by January 1, 1986. Counseling would continue during this period for inmates involved in the training program as well as the evaluation of all new inmates wishing employment. January 1 would signal the beginning of a new class of 20, with on going instruction and counseling. Classroom and laboratory would be provided in the expansion area, room 107 of the manufacturing plant building number 30. Industry owned equipment would be available for hands on training as needed during the 8-4 shift until January 1, 1986 and thereafter during the second shift.

Sauk Valley College will provide inmates the opportunity to develop computer related skills required for data entry and accounting functions through the Business and Information Systems Program at Dixon Correctional Center. These graduates will also be available for placement in Prison Industries within the appropriate occupations.

PHILOSOPHY

Sauk Valley College at Dixon Correctional Center has adapted a formalized list of goals and values (Appendix A) which are the principle foundation and core of the community college's purpose within the correctional setting. Essentially that purpose is:

" . . . providing a quality opportunity for incarcerated individuals to assess their life skills, and employability noting both strengths and liabilities, aptitudes and interest, and to channel their efforts through education to perfecting and mastery of skills. The expected outcome is that the incarcerated person has an improved likelihood of successful transition to life in the free community."

In order to meet this challenge, Sauk Valley College in conjunction with Illinois Department of Corrections School District #428 has instituted a wide range of college level programming at Dixon Correctional Center. This includes concentrated certificates and degree programs in various occupational and trade areas as well as academic subjects. These programs provide a theoretical and realistic framework for life situations.

Prison Industries of the Illinois Department of Corrections is operated as an independent business and receives no appropriation from the General Assembly. They are supported solely by profit from sales of products consistent with any independent business. Prison Industries is locating an optical lens manufacturing plant at Dixon Correctional Center. An opportunity exists to provide training to disadvantaged workers in the high technology optical lens field which will provide the workers with employment upon completion of training and a high probability that skills will transfer upon release to the free society work force.

AGREEMENTS

Sauk Valley College agrees to provide competency based training which directly reflects the knowledge and skills needed to perform tasks required of workers employed by Prison Industries.

Sauk Valley College agrees to provide screened, tested, and trained workers on a timely basis to Prison Industries.

Prison Industries agrees to employ only those workers who are trained and recommended by Sauk Valley College as long as Sauk Valley College at Dixon Correctional Center is able to meet the demand.

Prison Industries agrees to allow hands-on training to be conducted on industry owned equipment.

Sauk Valley College agrees to supply necessary commodities to accomplish the training.

Prison Industries agrees to employ graduates for a minimum period of one year barring circumstances beyond their control, (i.e. segregation placement, security removal, institutional transfer, etc.)

Prison Industries agrees that after one year of work experience an employee may be asked to relinquish his position to allow newly trained workers to acquire work experience. (The screening process would try to pinpoint inmates with approximately 2-3 years remaining on their sentence, so there is a minimum of time remaining between the work experience and the inmate's release to free society.

ADVANTAGES TO INMATES

- A. Bonafide educational credentials that compliment industry work experience which when combined create a competitive edge in the employment market upon release.
- B. Strong economic incentives to master concept in skills both in a short and a long term run.
- C. Work experience in specialized high technology industry which offers strong employment prospects upon release.
- D. Strong sense of accomplishment that comes from knowing that one has used one's incarcerated time to advantage.

ADVANTAGES TO PRISON INDUSTRIES

Advantages to Prison Industries are:

- A. Workers who have been interest and aptitude tested, and screened to meet all eligibility criteria.
- B. Workers who have committed themselves to a training program and successfully completed it, illustrating an obvious mark towards integrity and tenacity. Such employees usually are preferred by employers who describe them as "dependable".
- C. Workers who have an understanding and appreciation for both the theoretical and production consideration of the industry. Such employees are often described as "very productive".
- D. Workers who understand and can abide by safety procedures and act responsibly for their own safety and the safety of others. Such employees are often described as "conscientious".
- E. Possibility of increased production and reduction in product breakage and waste.
- F. Minimal cost of training to Prison Industries.
- G. Bottom line - A competent, productive work force[#] trained in the technology required.

Sauk Valley College
at
Dixon Correctional Center

(APPENDIX A)

- GOAL -

Unsurpassed Excellence in Education"

This means:

1. Concern for the adjustment and development of the student not only vocationally and academically but as a whole person.
2. Programs that: Meet industry needs; Exceed the criteria set by Sauk Valley College, Illinois Community College Board, and the Illinois Board of Higher Education and; Help students establish and achieve personal and educational goals.
3. Innovative programming utilizing state-of-the-art equipment recommended by industry, taught by competent experienced person-centered instructors who utilize competency-based learning outcomes that emphasize skills, validated by craftsmen and experts in the field.
4. Clean, safe, organized instructional facilities functionally designed for the technologies taught and readily accessible to students.
5. Fiscal responsibility and accountability demonstrated by maximum credit hour generation and successful graduates.
6. A merit system of compensation that rewards personnel who consistently and diligently strive to exceed expectations.
7. Administrative structure that is committed to on-going evaluation and reassessment of goals and the integration of all of the above at Dixon Correctional Center.

- Values -

1. CARING - Caring about the student's adjustment and development not only academically and vocationally, but as a whole person.
2. QUALITY - Doing the best we can in the things we do.
3. OPPORTUNITY - Opportunity for our students both now and in the future.

For Board Meeting
of June 24, 1985

Agenda Item G-5

APPROVAL OF COSMETOLOGY AGREEMENT

We need to complete a new agreement between Sauk Valley College and the Sterling School of Beauty Culture covering the period from July 1, 1985 through June 30, 1986.

The new agreement reflects the following changes from the FY 85 contract:

The per credit hour amount paid by SVC to the Beauty School has been increased from \$30.78 to \$35.00.

The fees that the students pay directly to the Beauty School have been increased from \$900 to \$1,340. Also, these fees are payable on the first day of school and are subject to change with 30 days prior written notice to the college.

All other provisions of the contractual agreement remain the same.

Copies of the full contract will be available at the meeting for review if needed.

RECOMMENDATION: It is recommended that the new agreement with the Sterling School of Beauty Culture be authorized.

PARA-PROFESSIONAL

SALARY SCHEDULE

The following is the salary range for a fulltime, 12 month para-professional position:

<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
\$12,500	16,000	19,500

The range for hourly rates for para-professionals:

\$5.50 - \$7.70

Office of the President
June 24, 1985

TREASURER'S REPORT

May 31, 1985

EDUCATION FUND

Balance on Hand April 30, 1985 \$ 37,628.72

Receipts:

In Lieu of Taxes	25.52	
State Apportionment	343,885.00	
Federal Work Study	14,326.54	
Other Federal Funds	2,490.00	
Graduation Fees	217.00	
Transcript Fees	66.00	
Interest on Investments	1,101.13	
Other Revenue	314.95	
Expenditure Credits	2,764.36	
Loan from Working Cash	<u>285,000.00</u>	<u>650,190.50</u>

Total Available \$ 687,819.22

Disbursements:

Expenses for May	328,429.51	
Repaid to Working Cash	<u>325,000.00</u>	<u>653,429.51</u>

Balance on Hand May 31, 1985 \$ 34,389.71

BUILDING FUND

Balance on Hand April 30, 1985 \$ (2,019.53)

Receipts:

In Lieu of Taxes	6.38	
Other Revenue	636.00	
Expenditure Credits	1,464.95	
Loan from Working Cash	<u>30,000.00</u>	<u>32,107.33</u>

Total Available \$ 30,087.80

Disbursements:

Expenses for May	<u>21,398.96</u>	
------------------	------------------	--

Balance on Hand May 31, 1985 \$ 8,688.84

SITE AND CONSTRUCTION FUND

Balance on Hand April 30, 1985 \$ 40,001.32

Receipts:

Investments	418,547.27	
State Grants & Contributions	165,443.00	
Interest on Investments	<u>16,729.78</u>	<u>600,720.05</u>

Total Available \$640,721.37

Disbursements:

Investments		<u>527,893.19</u>
-------------	--	-------------------

Balance on Hand May 31, 1985 \$112,828.18

BOND AND INTEREST #1

Balance on Hand April 30, 1985 \$ 80,356.40

Receipts:

Investments	421,582.66	
In Lieu of Taxes	6.51	
Interest on Investments	<u>17,311.04</u>	<u>438,900.21</u>

Total Available \$519,256.61

Disbursements:

Investments	438,394.00	
Bond Interest	4,625.00	
Service Charges	<u>30.00</u>	<u>443,049.00</u>

Balance on Hand May 31, 1985 \$ 76,207.61

WORKING CASH FUND

Balance on Hand April 30, 1985 \$ 38,862.88

Receipts:

Investments	285,000.00	
Interest on Investments	7,997.46	
Repaid from Educ. Fund	<u>325,000.00</u>	<u>617,997.46</u>

Total Available \$656,860.34

Disbursements:

Investments	325,000.00	
Loan to Building Fund	30,000.00	
Loan to Educ. Fund	<u>285,000.00</u>	<u>640,000.00</u>

Balance on Hand May 31, 1985 \$ 16,860.34

INSURANCE FUND

Balance on Hand April 30, 1985 \$ 77,882.82

Receipts:

In Lieu of Taxes	1.93	
Investment Income	478.80	
Expenditure Credits	<u>26.11</u>	<u>506.84</u>

Total Available \$ 78,389.66

Disbursements:

-0-

Balance on Hand May 31, 1985 \$ 78,389.66

* * * * *

FUNDS INVESTED

Central National Bank	S & C and Working Cash	Variable	\$ 748,975.15
Central National Bank	S & C	8-23-85	277,893.19
Dixon National Bank	S & C	11-27-85	250,000.00
Farmers National Bank	S & C	8-19-85	105,000.00
First National Bank	S & C	10-1-85	75,000.00
First National Bank	S & C	9-3-85	117,000.34
Rock Falls National Bank	B & I #1	11-29-85	285,542.05
Rock Falls National Bank	B & I #1	11-29-85	152,851.95
Dixon National Bank	Working Cash	6-29-85	250,000.00
Rock Falls National Bank	Working Cash	Variable	939,000.00
Dixon National Bank	Working Cash	7-4-85	<u>180,000.00</u>

Total Invested \$3,381,262.68

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending May 31, 1985

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

Cash on Hand	\$ 948.96	
Workstudy Awards Receivable from Fed. Gov. 1984-85 . .	6,400.00	
Workstudy Awards Capital 1984-85		\$170,658.00
Workstudy Awards Paid 1984-85	159,996.89	
E.O.G. Awards Receivable from Fed. Gov. 1984-85 . . .	29,228.82	
Initial E.O.G. Awards Capital 1984-85		33,292.00
Initial E.O.G. Awards Paid 1984-85	22,871.75	
Renewal E.O.G. Awards Capital 1984-85		27,049.00
Renewal E.O.G. Awards Paid 1984-85	17,490.50	
PELL Grant Awards Receivable from Fed. Gov. 1984-85 .	(47,067.24)	
PELL Grant Awards Capital 1984-85		490,505.00
PELL Grant Awards Paid 1984-85	521,093.15	
Inactive Federal Grants	10,541.17	
	<u>\$721,504.00</u>	<u>\$721,504.00</u>

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 5/31/85

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

ASSETS:

Cash in Bank	\$5,571.92
Notes Receivable	<u>2,121.10</u>
	<u>\$7,693.02</u>

LIABILITIES & NET WORTH:

Fund Equity	\$8,108.68
Net Loss	<u>(415.66)</u>
	<u>\$7,693.02</u>

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

INCOME:

Interest Income	\$349.72
Bad Debts Repaid	447.00
Contribution Income	<u>75.00</u>
	\$ 871.72

EXPENSES:

Bad Debts	\$1,287.38
-----------------	------------

<u>NET LOSS</u>	<u>\$ (415.66)</u>
-----------------------	--------------------

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 4-30-85

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

ASSETS:

Cash in Bank	\$109,548.56
Petty Cash	500.00
Investments	65,098.65
Accounts Receivable - Educational Fund	446.35
Inventory 6-30-85	118,150.05
	<u>\$293,743.61</u>

LIABILITIES & NET WORTH:

Account Payable - Student Activity Fund	\$	550.00
Fund Equity	\$268,150.13	
Net Gain	<u>25,043.48</u>	293,193.61
		<u>\$293,743.61</u>

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

INCOME:

Textbook Sales	\$219,423.41	
Supply Sales	26,142.06	
Miscellaneous Sales	17,442.74	
Paperback Sales	6,651.50	
Used Book Sales	23,228.72	
Sales Tax Collected	16,290.76	
Other Income	431.73	
Investment Income	<u>5,098.65</u>	\$314,709.57

EXPENSES:

Textbooks Purchased	\$187,498.40	
Supplies Purchased	14,205.26	
Miscellaneous Purchased	15,135.75	
Paperbacks Purchased	3,536.30	
Used Books Purchased	17,651.35	
Sales Tax Paid	15,460.56	
Salaries & Wages	26,404.28	
Transportation Cahrges	5,127.38	
Supply Expenses	2,417.01	
Equipment	-0-	
Travel	1,228.16	
Telephone	71.19	
Dues & Subscriptions	215.00	
Other Expense	775.53	
Over & Under	20.93	
Bad Debts	<u>(81.01)</u>	289,666.09

NET GAIN on a cash basis without regard to inventory or
accounts payable \$ 25,043.48

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 5-31-85

BALANCE SHEET

ASSETS:

Cash in Bank	\$ 98,619.58
Petty Cash	2,581.00
Investments	65,526.70
Accounts Receivable - Educational Fund	462.85
Inventory 6-30-84	118,150.05
	<u>\$285,340.18</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund	\$ 597.00
Fund Equity	\$268,150.13
Net Gain	16,593.05
	<u>284,743.18</u>
	<u>\$285,340.18</u>

PROFIT AND LOSS

INCOME:

Textbook Sales	\$224,758.36	
Supply Sales	27,576.68	
Miscellaneous Sales	20,769.71	
Paperback Sales	7,031.21	
Used Book Sales	24,602.52	
Sales Tax Collected	16,843.53	
Other Income	436.93	
Investment Income	5,526.70	\$327,545.64

EXPENSES:

Textbooks Purchased	\$199,816.49	
Supplies Purchased	15,917.84	
Miscellaneous Purchased	16,786.91	
Paperbacks Purchased	4,191.65	
Used Books Purchased	17,651.35	
Sales Tax Paid	17,451.39	
Salaries & Wages	28,792.17	
Transportation Charges	5,582.05	
Supply Expenses	2,454.16	
Equipment	-0-	
Travel	1,256.16	
Telephone	71.19	
Dues & Subscriptions	240.00	
Other Expense	798.51	
Over & Under	23.73	
Bad Debts	(81.01)	310,952.59

NET GAIN on a cash basis without ragard to inventory or
accounts payable \$ 16,593.05

SAUK VALLEY COLLEGE

RESTRICTED PURPOSES FUND

Balance on Hand - May 1, 1985	\$305,699.24
May Receipts	130,530.16
Void Check #3784 issued 1/4/85	259.20
Void Check #3392 issued 11/21/84	126.00
Void Check #3513 issued 11/28/84	2.00
Void Check #2274 issued 7/12/84	2.00
Reinstate check #7709 previously voided and now cashed	(1.00)
JV 169	(54.00)
TOTAL FUNDS AVAILABLE DURING MAY, 1985	\$436,563.60
Cash Disbursements - May, 1985	68,430.57
Balance on Hand - May 31, 1985	<u>\$368,133.03</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	\$ 25,069.37
Athletic Income	668.00
Drama Income	
Student Activity Income	1,874.25
Student Newspaper Income	
Film Income	
Cash Over & Under	(59.86)
Other Income - Student Activity Only	911.46
TOTAL INCOME	<u>\$ 28,463.22</u>

	<u>BUDGET</u>	<u>EXPENSES</u>	
Athletic Expense	\$17,575.	\$14,624.16	
Cheerleader & Pom Pon Squad	850.	754.12	
Speech Activities & Readers Theatre	1,000.	1,253.34	
Drama Expense	1,000.	179.38	
Music Expense	3,900.	2,600.44	
Student Activity Expense/Cultural-Social	14,980.	9,882.58	
Student Newspaper Expense	1,000.	-0-	
Student Senate Expense	2,800.	2,685.96	
Womens Intercollegiate Expense	12,445.	11,001.93	
Intramurals - Coed	50.	-0-	
SVC Clubs	500.	-0-	
Film Commission	800.	246.00	
Contingency Expense/Equipment	-0-	-0-	
Contingencies/Non-Budgeted	200.	-0-	
	<u>\$57,100.</u>	TOTAL EXPENSE	<u>\$ 43,227.91</u>

Excess of Expenditures Over Revenue, as of May 31, 1985

\$ (14,764.69)

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

<u>ASSETS</u>		<u>REVOLVING AGENCY FUND LIABILITIES</u>		<u>AMOUNT</u>
Cash in Bank	\$368,133.03	Due Educational Fund	\$ 1,492.60	
Petty Cash	250.00	Due Building Fund	1,745.90	
Accounts Rec.	119,631.21	Due Student Loan FUnd	538.04	
Investments	100,000.00	Due Bookstore	3,932.74	
		Out of District Fees	512.64	
		Student Tuition	331,006.00	
		Lab Fees	15,971.80	
		Tuition Refunds	(23,011.40)	
		Lab Fees Refunds	(552.80)	\$331,635.52

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ 573.66	
Parking	2,011.08	
Recreation Room FUnd	13,359.74	
Student Locker Fund	670.90	
Land Lab	8,741.24	
Community Services	3,657.09	
Photography Supplies	24.86	
Collegiate Choir	499.18	
LPN Supplies	536.51	
LRC Contributions	883.71	
JTPA - CAED Grant	(3,152.66)	
Nursing Uniforms	-0-	
Indochinese Grant - FY 85	(4,199.95)	
Indochinese - Sewing - FY 85	(1,746.74)	
HITS Grant	396.59	
1984-85 Disadvantaged Grant	23,510.01	
JTPA - Classroom Trng. - SDA-4	(100.00)	
Disadvantaged & Handicapped Gt.	(12,832.92)	
DAVTE Quality Assistance Grant	(3,125.36)	
Economic Development II	12,567.93	
Humanities Grant	90.85	
Miscellaneous Account	2,220.00	
Econ. Dev. Gt. - Income - FY 85	52,371.76	
Econ. Dev. Gt. - Expenses - FY 85	(41,720.96)	
Student Clubs	1,216.60	
Adult Learning Book Charges	2,531.34	
SVC Foundation	(42.41)	
Community Theatre	48.40	
College Van	1,416.86	
Friends of SVC	(1,779.39)	
V.I.P. & Career Planning Program	759.59	
Student Serv./Special Projects	125,538.46	
DCC/Income FY 85	267,133.20	
DCC/Expenses FY 85	(173,431.96)	
L.M.O. - V.E.P. FY 86	(1,377.00)	
Vocational Exploration Program	9.11	
Project Careers - FY 85	(5,519.00)	
Sauk Valley Arts Council	-0-	
Pre-Employment SKills Trng.	(3,569.41)	
Classroom Trng. - Heating/Refrig.	(9,045.10)	
Classroom Trng. - Word Proc.	(5,580.26)	\$253,545.55

FUND EQUITY

July 1, 1985	\$17,597.86	
Excess of Expenditures over Revenue, as of May 31, 1985	(14,764.69)	\$ 2,833.17

TOTAL ASSETS \$588,014.24

TOTAL LIABILITIES & NET WORTH

\$588,014.24

BILLS PAYABLE

June 24, 1985

EDUCATIONAL FUND

191-000-550	RICHARD GROHARING	Travel	5245	\$ 190.00
191-000-550	DAVID W. MANDRGOC	Travel	5246	52.80
191-000-550	RICHARD GROHARING	Travel	5247	127.00
110-814-513.02	FREEPORT MEMORIAL HOSPITAL	HEA 185E and 285E	5248	393.75
110-814-513.02	ILLINOIS VALLEY COMM. HOSPITAL	HEA 170D	5249	52.50
192-000-544.02	POSTMASTER	Postage	5250	799.26
	SVC PAYROLL FUND	5-31-85 Payroll	5251	171,678.76
191-000-550	WILLIAM SIMPSON	Travel	5252	180.00
100-000-414	SVC RESTRICTED PURPOSES FUND	Out/Dist. overpayment	5253	128.16
192-000-521	VOID CHECK #5241 written May			-18,944.63
192-000-521	PRUDENTIAL	replaces #5241	5254	18,897.06
	SVC PAYROLL FUND	6-15-85 Payroll	5255	89,814.47
	SVC PAYROLL FUND	Addtl. to above ck.	5256	190.00
176-000-575	CENTRAL TELEPHONE CO.	Service	5257	2,958.47
192-000-539	HYATT DES MOINES	Meeting - 299.70		
191-000-550	x x x	99.90	5258	399.60
192-000-539	ASSN. COMM. COLLEGE TRUSTEES	Meeting 525.00		
191-000-550	x x x	175.00	5259	700.00
110-300-541.02	VOID CHECK #4718 written February			-65.00

\$267,552.20

0,100,541.02	A C DELCO	SUPPLIES	5,260	137.00
0,000,541.01	AMERICAN COLLEGE TESTING	SUPPLIES	5,261	57.60
0,712,550.00	JAN AHLING	TRAVEL	5,262	28.00
0,300,541.02	AIDEX CORP	SUPPLIES	5,263	189.00
0,000,554.00	THE ATLANTA JOURNAL	RECRUITMENT	5,264	217.13
0,810,547.00	THE AMBOY NEWS	PUB INFO	5,265	194.25
0,000,541.03	A.A.S.L.H.	SUBSCR	5,266	15.00
0,814,541.01	AMERICAN MEDICAL ASSN	SUPPLIES	5,267	19.95
0,810,547.00	THE ASHTON GAZETTE	PUB INFO	5,268	143.00
0,512,541.02	AUGSBURG PUBL HOUSE	SUPPLIES	5,269	4.09
0,300,541.02	B & M CABINET & LUMBER CO	SUPPLIES	5,270	42.60
0,000,545.00	BAKER & TAYLOR	BOOKS	5,271	611.46
0,000,545.00	BAKER & TAYLOR	BOOKS	5,272	638.36
0,810,547.00	NORMA L BARNES	PUB INFO 58.50		
0,813,550.00	x x	TRAVEL 54.00	5,273	112.50
0,300,541.02	BENNETT WELDING SUPPLY	SUPPLIES	5,274	21.50
0,000,585.01	BORNQUIST INC	EQUIPMENT	5,275	4,373.28
0,818,550.00	BRANDYWINE INN	LUNCHES	5,276	65.50
0,810,547.00	THE CARROLL COUNTY REVIEW	PUB INFO	5,277	374.64
0,000,575.00	CENTRAL TELEPHONE CO	EQUIPMENT	5,278	332.96
0,600,541.02	CENTRAL SCIENTIFIC CO	SUPPLIES	5,279	363.40
0,000,554.00	CHICAGO TRIBUNE CO	RECRUITMENT	5,280	301.00
0,000,554.00	THE CHRONICLE OF HIGHER EDUC	RECRUITMENT	5,281	102.00
1,000,556.00	CLAYTONS FLORAL SHOP	FLOWERS	5,282	8.00
0,000,550.00	WALTER CLEVINGER	TRAVEL	5,283	192.92
0,812,550.00	JEAN COGDALL	TRAVEL	5,284	29.20

0.000,549.00	COLLEGIATE CAP & GOWN CO	COMMENCEMENT	5,285	2,120.10
0.300,541.02	COMMAND PRODUCTIONS	SUPPLIES	5,286	15.95
	VOID CHECK		5,287	.00
0.000,554.00	COMPUTERWORLD	RECRUITMENT	5,288	289.80
0.813,550.00	COMMUNITY GENERAL HOSPITAL	LUNCHES	5,289	45.00
0.712,541.02	CONCEPT MEDIA	SUPPLIES	5,290	155.00
0.000,554.00	COPPINS LETTER SHOP	STUDENT RECRUITMENT	198.00	
0.000,549.00	X X	SUPPLIES 82.00	5,291	280.00
0.811,550.00	DORIS COX	TRAVEL 32.50		
0.000,529.00	X X	REIMB 6 HRS 332.82	5,292	365.32
0.713,541.01	C C I	PICTURES 69.55		
0.712,541.01	X X	41.75		
0.711,541.01	X X	34.80		
0.714,541.01	X X	34.80	5,293	180.90
0.810,547.00	THE DAILY GAZETTE	PUB INFO 309.95		
0.000,554.00	X X	RECRUITMENT 18.00	5,294	327.95
0.000,544.02	DIXON EVENING TELEGRAPH	POSTAGE 1436.70		
0.810,547.00	X X	PUB INFO 3272.68	5,295	4,709.38
0.300,534.00	DIXON METAL SPECIALTIES	SHOP RENTAL	5,296	400.00
0.810,547.00	DOTY STUDIO	PUB INFO	5,297	682.00
0.000,550.00	SANDI DRANE	WORKSHOP	5,298	5.00
0.810,547.00	DYNAMIC GRAPHICS	PUB INFO	5,299	121.50
0.810,547.00	THE ECHO	PUB INFO	5,300	188.30
0.000,550.00	PATRICIA EDWARDS	SEMINAR	5,301	29.50
0.300,541.02	FEEDBACK INC	SUPPLIES	5,302	15.00
0.818,550.00	DONALD FOSTER	TRAVEL	5,303	17.60
0.600,541.02	FREY SCIENTIFIC CO	SUPPLIES	5,304	510.79
0.810,547.00	FULTON PRESS INC	PUB INFO	5,305	178.20
0.000,550.00	HAL GARNER	TRAVEL	5,306	313.47
0.810,547.00	GATEWAY BROADCASTING CORP	PUB INFO	5,307	203.00
0.810,550.00	RALPH GELANDER	TRAVEL	5,308	97.80
0.512,534.00	VINCENT E GILBERT	PIANO TUNING	5,309	315.00
0.000,550.00	RICHARD GROHARING	TRAVEL	5,310	127.60
0.712,550.00	LEONA GROSSMAN	TRAVEL 28.00		
0.713,550.00	X X	35.00	5,311	63.00
0.712,550.00	CAROL HAIN	TRAVEL 179.44		
0.713,550.00	X X	111.04	5,312	290.48
0.812,550.00	RONALD HAPPAH	TRAVEL	5,313	63.00
0.800,542.00	HASKELLS	SUPPLIES 98.90		
0.000,541.01	X X	137.09	5,314	235.99
0.000,541.03	HECKMAN BINDERY	SUPPLIES 51.45		
0.000,549.00	X X	37.80	5,315	89.25
0.000,550.00	CHRISTINE HINDLEY	TRAVEL	5,316	5.00
0.000,541.03	HISTORIC ILLINOIS	SUPPLIES	5,317	28.20
0.813,550.00	RICHARD HOLTAM	TRAVEL	5,318	42.90
0.810,547.00	HUB PRINTING & OFFICE SUPPLIES	PUB INFO	5,319	5,600.40
0.712,550.00	KAREN HUBER	TRAVEL	5,320	28.00
0.000,585.00	I B M CORP	EQUIP 12,617.60		
0.000,585.01	X X	300.00	5,321	12,917.60
0.000,537.00	I B M CORP	SERVICE 229.80		
0.000,562.00	X X	EQUIP RENTAL 226.50	5,322	456.30
0.000,575.00	ILLINOIS BELL TELEPHONE	SERVICE	5,323	209.67

000,534.00	INARCO PRODUC TS	SIGN	5,324	2,050.00
512,541.02	INDIANA UNIV PRESS	SUPPLIES	5,325	9.27
712,550.00	ROSEMARY JOHNSON	TRAVEL 28.00		
713,550.00	X X	35.00	5,326	63.00
000,549.00	JOSTENS	DIPLOMAS	5,327	798.44
000,534.00	KATS EYE ALARM SYSTEMS	CONTR	5,328	142.00
000,550.00	KROGER CO	MEETING 14.45		
000,539.00	X X	8.55	5,329	23.00
000,541.03	LIBRARY OF CONGRESS	SUPPLIES	5,330	18.00
000,550.00	CAROL LINTON	TRAVEL	5,331	15.81
000,556.00	LUNDSTROM FLORIST	FLOWERS	5,332	25.00
813,550.00	KENNETH MCLEAN	TRAVEL	5,333	72.80
000,529.00	ROBERT MATTER	REIMB 3 HRS	5,334	176.98
000,534.00	DAVID MAYES	SEWAGE TESTING	5,335	190.00
300,541.02	MEANS SERVICES	SUPPLIES	5,336	21.02
712,550.00	JOAN MELVIN	TRAVEL	5,337	35.00
000,554.00	MINNEAPOLIS STAR & TRIBUNE CO	RECRUITMENT	5,338	258.72
000,534.00	MONTGOMERY ELEVATOR CO	MAINT CONTR	5,339	469.96
000,545.00	MOODYS INVESTORS SERVICE	BOOKS	5,340	125.00
712,550.00	JOAN MELVIN	TRAVEL	5,341	28.00
000,534.00	ED MUELLER A V	REPAIRS	5,342	484.22
000,550.00	JANET MYHRE	TRAVEL	5,343	45.25
000,562.00	NCR CORPORATION	EQUIP RENTAL	5,344	9,252.53
000,562.00	NCR CORPORATION	SUPPLIES	5,345	98.51
000,534.00	NATL COMPUTER SYSTEMS INC	SERVICE	5,346	199.00
600,541.02	NASCO	SUPPLIES	5,347	18.70
711,550.00	HAROLD NELSON	TRAVEL	5,348	107.00
818,541.01	NEW FORUMS PRESS INC	SUPPLIES 28.00		
000,541.01	X X	9.45	5,349	37.45
810,547.00	NEWMAN CENTRAL CATHOLIC H.S.	AD	5,350	100.00
000,545.00	NEW WORLD RECORDS	BOOKS	5,351	26.30
000,545.00	NICKELODEON RECORDS & TAPES	BOOKS	5,352	103.57
000,571.00	NORTHERN ILL GAS CO	SERVICE	5,353	3,333.21
000,571.00	NORTHERN ILL GAS CO	SERVICE	5,354	149.90
000,541.03	NORTHERN ILL LEARNING RES CO	OP SUPPLIES 300.00		
000,545.00	X X	BOOKS 546.40	5,355	846.40
316,541.02	NORTHERN ILL UNIVERSITY	SUPPLIES 99.20		
400,541.02	X X X	SUPPLIES 8.55	5,356	107.75
7,000,593.00	OAKTON COMM COLLEGE	CHARGEBACK	5,357	952.14
2,000,539.00	JOHN O'BANION	SYMP DAY	5,358	25.50
2,000,539.00	CHARLES OSTER	TRAVEL	5,359	25.00
1,000,556.00	R S OWENS & CO	PLAQUES	5,360	169.41
0,000,545.00	OXFORD UNIVERSITY PRESS	BOOKS	5,361	156.32
2,000,585.00	PASCO SCIENTIFIC	EQUIPMENT	5,362	984.00
2,300,550.00	CHARLES PATERSON	TRAVEL	5,363	39.20
0,000,550.00	DUANE PAULSEN	TRAVEL	5,364	20.40
1,000,541.01	PETERSON OFFICE SERVICE	SUPPLIES	5,365	26.75
5,000,550.00	ALAN PFEIFER	WORKSHOP	5,366	18.00
300,541.02	PRAKKEN PUBLICATIONS	SUPPLIES	5,367	8.69
2,000,545.00	PRESTOLITE CO	SLIDES	5,368	146.64
5,000,541.01	PRYOR	SUPPLIES	5,369	83.20
0,000,545.00	PUBLISHERS QUALITY LIBRARY SERV	BOOKS	5,370	21.22

0.512,534.00	QUICK VAN LINES	MOVING PIANO	5,371	100.00
0.810,547.00	ROCHELLE NEWSPAPERS	PUB INFO	5,372	399.00
1.000,534.00	ROCK VALLEY DISPOSAL	SERVICES	5,373	106.80
0.100,541.02	SVC BOOKSTORE	BOOKS 165.41		
0.300,541.02	X X	73.35		
0.400,541.02	X X	24.35		
0.500,541.02	X X	(15.64)		
0.600,541.02	X X	68.81		
0.712,541.02	X X	1.78		
0.713,541.02	X X	3.40		
0.715,541.02	X X	(7.65)		
0.813,541.02	X X	(16.06)		
0.815,541.02	X X	(12.71)		
0.100,541.02	SVC BOOKSTORE	SUPPLIES .83	5,374	285.04
0.300,541.02	X X	14.91		
0.316,541.02	X X	5.91		
0.400,541.02	X X	52.60		
0-500-541.02	X X	3.35		
0-511-541.02	X X	19.92		
0-512-541.02	X X	4.48		
0.600,541.02	X X	8.40		
0.711,541.02	X X	4.21		
0.712,541.02	X X	.84		
0.715,541.02	X X	2.97		
0.810,547.00	X X	2.72		
0.812,541.01	X X	3.21		
0.813,541.02	X X	10.12		
0.815,541.02	X X	39.14		
0.000,544.01	X X	5.24		
0.000,541.01	X X	9.66		
0.000,541.01	X X	17.74		
0.000,554.00	X X	19.96		
0.000,541.01	X X	5.96		
0.712,541.02	SVC RESTRICTED PURP FUND	4.84		
0.000,541.01	X X	USE OF VAN 51.00	5,375	237.01
0.000,541.02	X X	122.50		
0.800,542.00	SBM EQUIPMENT CENTER	10.00		
0.600,541.02	X X	SUPPLIES 28.00	5,376	183.50
0.000,541.01	X X	80.00		
0.000,556.00	SERVOMATION CORP	190.00		
0.000,550.00	X X	SUPPLIES 111.00	5,377	298.00
0.000,550.00	KAREN SHAPTON	BOARD MEETINGS 105.60	5,378	216.60
0.714,541.02	SHELDON ENTERPRISES	TRAVEL	5,379	56.99
0.300,541.02	SHERWOOD MEDIA	SUPPLIES	5,380	51.47
0.714,550.00	STANLEY SHIPPET	SUPPLIES	5,381	23.89
0.000,529.00	X X	TRAVEL 119.20		
0.000,544.01	SPECTRUM FILMS INC	38.50 reimb. 1.5 hrs.	5,382	157.70
0.000,542.00	GLENN SPUTE	SUPPLIES	5,383	35.20
0.000,544.01	STERLING CAMERA CENTER	SUPPLIES	5,384	16.70
0.810,547.00	STERLING CHAMBER OF COMMERCE	SUPPLIES	5,385	14.48
0.000,550.00	X X	PUB INFO 550.00		
		DINNER 14.00	5,386	564.00

1,100,541.02	C F STOCKER	SUPPLIES	5,387	103.50
1,000,550.00	ARDELLA STOUT	WORKSHOP	5,388	5.00
1,300,541.02	TAB BOOKS INC	SUPPLIES	5,389	11.44
1,000,550.00	ROBERT THOMAS	TRAVEL	5,390	82.20
1,000,541.01	TRAINING	SUBSCR	5,391	36.00
1,810,547.00	TRI COUNTY PRESS	PUB INFO	5,392	80.00
1,813,550.00	FREDERICK TURK	TRAVEL	5,393	114.40
1,100,534.00	UNIQUE COMPUTER SHOP	SERVICE 69.00		
1,100,541.02	X X X	SUPPLIES 200.00	5,394	269.00
1,316,541.02	UNIV OF ILLINOIS	FILMS 36.00		
1,400,541.02	X X	89.10		
1,500,541.02	X X	32.10	5,395	157.20
1,600,541.02	UNIV OF MICHIGAN	SUPPLIES	5,396	14.18
1,000,534.00	VIDEO MIDWEST	REPAIRS	5,397	63.09
1,000,544.01	VIDEO MIDWEST	SUPPLIES 56.24		
2,000,585.00	X X	EQUIP 1234.32	5,398	1,290.56
3,000,541.01	VISIBLE COMPUTER SUPPLY CORP	SUPPLIES	5,399	53.80
1,810,547.00	W S D R INC	PUB INFO	5,400	60.00
1,810,547.00	W N S PUBLICATIONS	PUB INFO	5,401	348.00
1,812,550.00	EUGENE WAGNER	TRAVEL	5,402	75.40
1,000,534.00	WALDSCHMIDT REPAIR	REPAIRS	5,403	233.45
1,000,541.01	WALLACE COMPUTER SERV INC	SUPPLIES	5,404	30.29
1,000,549.00	WALRUS MOUNTAIN PRODUCTIONS	COMMENCEMENT	5,405	250.00
1,000,535.00	WARD MURRAY PACE & JOHNSON	SERVICES	5,406	1,090.00
1,100,550.00	CHARLES WEST	TRAVEL	5,407	37.00
1,000,545.00	WEST PUBLISHING CO	BOOKS	5,408	178.50
1,712,550.00	MARY WILLETT	TRAVEL 28.00		
1,713,550.00	X	155.00	5,409	183.00
1,000,541.03	H W WILSON CO	SUPPLIES	5,410	1,032.00
1,000,541.01	XEROX CORPORATION	SUPPLIES	5,411	450.71
1,000,534.00	YOUNGRENS REFRIGERATION	SERVICE	5,412	151.75
2,000,521.00	ESTHER LONGANECKER	INS REFUND	5,413	63.99
2,000,521.00	NOAH BUNCH	INS REFUND	5,414	180.77
2,000,521.00	HARRIET HASTINGS	INS REFUND	5,415	71.10
2,000,521.00	LUCILLE NOVAK	INS REFUND	5,416	71.10
2,000,521.00	GILBERT SCHEFFLER	INS REFUND	5,417	76.00
2,000,521.00	ELMER RICE	INS REFUND	5,418	71.10
0,711,541.02	SVC PETTY CASH	SUPPLIES 2.52		
0,812,550.00	X X	3.48		
1,000,556.00	X X	2.22	5,419	8.22
	SVC IMPREST FUND	MISC EXPENSES	5,420	2,232.46
2,000,550.00	MARY HEALY	WORKSHOP	5,421	5.00

Total Bills

\$74,333.14

Cks. #5245 - 5259 and void checks

267,552.20

TOTAL EDUCATIONAL FUND FOR JUNE

\$341,885.34

BUILDING FUND

270-000-550	WESTERN ILLINOIS UNIVERSITY	Workshop	529	\$ 120.00
0,000,541.04	ACE HARDWARE	SUPPLIES	530	9.60
0,000,541.04	A L L EQUIPMENT	SUPPLIES	531	982.08
0,000,550.00	DIXIE BONNER	WORKSHOP	532	13.00
0,000,541.04	C B BOILER SERVICE	SUPPLIES	533	345.02
0,000,573.00	COMMONWEALTH EDISON	SERVICE	534	16,269.21
0,000,550.00	SANDRA COMPTON	WORKSHOP	535	13.00
0,000,541.04	CRESCENT ELECTRIC SUPPLY	SUPPLIES	536	72.77
0,000,541.04	THE DAILY GAZETTE	SUPPLIES	537	68.25
0,000,541.04	DIV OF MANAGEMENT SERV	BOILER CERT	538	10.00
0,000,541.04	DIXON HOME LUMBER	SUPPLIES	539	190.46
0,000,541.04	ENGLEWOOD ELECTRICAL SUPPLY	SUPPLIES	540	4,360.24
0,000,541.04	FYR FYTER INC	SUPPLIES	541	80.00
0,000,541.04	W W GRAINGER INC	SUPPLIES	542	162.94
0,000,550.00	GLADYS GUNTLE	TRAVEL	543	11.20
0,000,541.04	HIGLEY CHEMICAL	SUPPLIES	544	36.59
0,000,541.04	INLANDER STEINDLER PAPER CO	SUPPLIES	545	1,964.25
0,000,541.04	INTERNATIONAL SALT CO	SUPPLIES	546	806.99
0,000,541.04	KIRBYS FLAG CENTER	SUPPLIES	547	85.05
0,000,541.04	KINETICO	SUPPLIES	548	36.25
0,000,541.04	LEE F S INC	SUPPLIES	549	577.50
0,000,541.04	MCCORMICKS FLORAL CENTER	SUPPLIES	550	674.96
0,000,541.04	MCMASTER CARR SUPPLY	SUPPLIES	551	20.54
0,000,541.04	MIDWEST ASSOCIATED INC	SUPPLIES	552	107.13
0,000,541.04	MORGAN SERVICES	SUPPLIES	553	97.96
0,000,541.04	OLIN WATER SERVICES	SUPPLIES	554	485.53
0,000,550.00	DOLORES OWEN	WORKSHOP	555	13.00
0,000,541.04	P & W SUPPLY CO	SUPPLIES	556	28.56
0,000,541.04	RADIO SHACK	SUPPLIES	557	13.78
0,000,541.04	RICKS TIRE & APPLIANCE	SUPPLIES	558	47.57
0,000,541.04	SVC EDUC FUND	SUPPLIES	559	73.53
0,000,541.01	STERLING AUTO PARTS	SUPPLIES	560	4.90
0,000,541.04	TACO PARTS DISTRIB CO	SUPPLIES	561	427.40
0,000,541.04	TWIN CITY PRODUCE CO	SUPPLIES	562	17.20
0,000,550.00	BYRON WEIDMAN	TRAVEL	563	73.00
	SVC IMPREST FUND	MISC EXPENSES	564	71.09

TOTAL BUILDING FUND FOR JUNE

\$28,370.55

SITE AND CONSTRUCTION FUND

1390-000-584.2	EUGENE H. WAGNER	Seminar-CAD/CAM	724	\$ 560.70
1390-000-584.2	WRIGHT STATE UNIVERSITY	Seminar-CAD/CAM	725	1,195.00
1390-000-584.10	HONEYWELL, INC.	Energy Management Grt.	726	4,427.65
1390-000-584.11	FOREST CITY ELECTRIC	Equipment	727	3,532.17

TOTAL SITE AND CONSTRUCTION FUND FOR JUNE

\$9,715.52

MPREST FUND

32-000-550	Cathy Seagren	Meeting supplies	7153	\$ 6.19
92-000-544.02	United Parcel Service	Service	7154	11.33
	VOID CHECK		7155	
92-000-539	Dr. Jo Ann Cannon	Seminar speaker	7156	274.00
38-000-541.01	American College Testing Prog.	Supplies	7157	30.00
92-000-544.02	United Parcel Service	Service	7158	19.26
10-419-541.02	Maureen Hermus	Honorarium	7159	38.00
82-000-541.01	Dan Heusinkveld, Co. Clerk	Notary certificate	7160	2.50
76-000-575	Randy Paisley	Phone calls	7161	7.00
76-000-575	Frank Palumbo	Phone calls	7162	21.43
76-000-575	Jerry Frana	Phone calls	7163	11.64
10-818-550	Moraine Valley Comm. College	20.00		
10-814-550	x x x x	20.00		
10-812-550	x x x x	20.00		
10-813-550	x x x x	20.00		
10-811-550	x x x x	20.00	7164	100.00
10-818-550	Ill. Comm. Educ. Assn.	Workshop	7165	20.00
38-000-550	I.C.C.S.A.A.	Meeting	7166	85.00
92-000-544.02	United Parcel Service	Service	7167	28.05
76-000-575	Kay Fisher	Phone calls	7168	19.12
10-715-541.02	Frank Palumbo	Supplies	7169	10.00
38-000-549	Dr. Pennie Von Bergen	Commencement speaker	7170	100.00
38-000-549	Dr. Michael Wessels	Commencement speaker	7171	100.00
70-000-541.04	Ross Herren	Supplies	7172	23.00
38-000-549	Michael Ramage	Commencement usher	7173	13.40
38-000-549	Kim Greenawalt	x x	7174	13.40
38-000-549	Debbie Denham	x x	7175	13.40
38-000-549	Jim Asbury	x x	7176	13.40
38-000-550	Rock Valley College	Career College Day	7177	9.50
38-000-549	Tim Fischbach	Commencement organist	7178	50.00
92-000-539	Betty Orlowski	Symposium Day	7179	37.40
70-000-541.04	Churchill Truck Lines Inc.	Freight charges	7180	33.90
38-000-549	Diane Kophammer	Allied Health Pinning	7181	25.00
38-000-549	Liz Elliott	x x x	7182	40.00
32-000-541.01	Changing Times	Subscription	7183	3.95
32-000-550	I.A.C.C.B.A.	Conferehce	7184	25.00
10-813-541.02	Natl. Council on Comm. Serv.	Membership	7185	30.00
10-813-541.02	Great Books Foundation	Supplies	7186	66.00
92-000-544.02	United Parcel Service	Service	7187	33.16
92-000-544.02	Postmaster	Bus. Reply Acct.	7188	200.00
92-000-544.02	United Parcel Service	Service	7189	11.76
10-410-534	Dr. Thomas Vinje	EMT Honorarium	7190	60.00
10-410-534	Rick Balsley	x x	7191	30.00
10-410-534	William B. Wescott	x x	7192	95.00
10-410-534	Patricia Stachowiak	x x	7193	85.00
10-410-534	Lynn J. Peterson	x x	7194	20.00
10-410-534	Mark Zum Dahl	x x	7195	30.00
10-410-534	Lenore Sparapani	x x	7196	30.00
10-410-534	Randall Barnhart	x x	7197	30.00
10-410-534	Kim Groharing	x x	7198	70.00
10-410-534	Gregory Holder	x x	7199	60.00
10-410-534	Connie Holder	x x	7200	90.00
10-410-534	Donald Stachowiak	x x	7201	95.00

.38-000-541.01	M.A.S.F.A.A.	Dues	7202	20.00
270-000-541.04	Patt Dawson	Supplies	7203	14.19
.92-000-544.02	United Parcel Service	Service	7204	22.28
010-814-550	Carol Hain	Supplies	7205	<u>26.29</u>
				\$2,303.55

EDUCATIONAL FUND - 2232.46

BUILDING FUND - 71.09

Balance in fund - 720.45
 Disbursements - 2303.55
 Total in fund - 3024.00

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	143,185.57	143,185.57	133,559.72	9,625.85	157,341.00	14,155.43	14,155.43
DIV OF BUS FED WORK STUDY	5,462.05	5,462.05	5,112.82	349.23	6,700.00	1,237.95	1,237.95
DIV OF BUS CONTR SERV	9,823.71	9,823.71	9,754.71	69.00	11,045.00	1,221.29	1,221.29
DIV OF BUS SUPPLIES	8,255.91	8,255.91	7,505.85	750.06	8,575.00	319.09	319.09
DIV OF BUS CONF & MEETINGS	278.86	278.86	256.86	22.00		278.86 CR	278.86 CR
FOOD SERV CONTR SERV	426.00	426.00	426.00	.00	200.00	226.00 CR	226.00 CR
FOOD SERV SUPPLIES	165.41	165.41	165.41	.00	425.00	259.59	259.59
FOOD SERV CONF & MEETINGS	.00	.00	.00	.00	125.00	125.00	125.00
DIV OF AGRIC SUPPLIES	185.57	185.57	185.57	.00	400.00	214.43	214.43
DIV OF INDUS ED SALARIES	123,211.74	123,211.74	112,995.08	10,216.66	139,579.00	16,367.26	16,367.26
DIV OF INDUS ED FEDWRK STUDY	3,925.32	3,925.32	3,579.47	345.85	5,479.00	1,553.68	1,553.68
DIV OF INDUS ED CONTR SERV	9,621.97	9,621.97	9,221.97	400.00	7,950.00	1,671.97 CR	1,671.97 CR
DIV OF INDUS ED SUPPLIES	11,717.94	11,717.94	11,222.76	495.18	14,190.00	2,472.06	2,472.06
DIV OF INDUS ED CONF & MEETINGS	177.75	177.75	138.55	39.20		177.75 CR	177.75 CR
COSMETOLOGY CONTR SERV	36,320.42	36,320.42	36,320.42	.00	54,000.00	17,679.58	17,679.58
COSMETOLOGY SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS	.00	.00	.00	.00	175.00	175.00	175.00
HUMAN SERV SUPPLIES	1,074.33	1,074.33	929.83	144.50	850.00	224.33 CR	224.33 CR
HUMAN SERV CONF & MEETINGS	.00	.00	.00	.00	150.00	150.00	150.00
DIV OF SOC SCI SALARIES	115,475.21	115,475.21	100,550.41	14,924.80	125,248.00	9,772.79	9,772.79
DIV OF SOC SCI SUPPLIES	3,279.49	3,279.49	3,026.87	252.62	3,050.00	229.49 CR	229.49 CR
E M T CONTR SERV	1,400.00	1,400.00	705.00	695.00	1,650.00	250.00	250.00
E M T SUPPLIES	84.87	84.87	84.87	.00	200.00	115.13	115.13
E M T CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF CRIM JUS SALARIES	24,719.00	24,719.00	23,345.76	1,373.24	46,803.00	22,084.00	22,084.00
DIV OF CRIM JUS CONTR SERV	.00	.00	.00	.00	600.00	600.00	600.00
DIV OF CRIM JUS SUPPLIES	949.75	949.75	948.58	1.17	1,690.00	740.25	740.25
DIV OF CRIM JUS CONF & MEETINGS	.00	.00	.00	.00	525.00	525.00	525.00
LIBRARY TECH SUPPLIES	72.03	72.03	34.03	38.00	100.00	27.97	27.97
DIV OF HUMANITIES SALARIES	208,473.31	208,473.31	192,430.62	16,042.69	232,428.00	23,954.69	23,954.69
DIV OF HUMAN CONTR SERV	.00	.00	.00	.00	350.00	350.00	350.00
DIV OF HUMAN SUPPLIES	2,599.04	2,599.04	2,479.45	1,195.9	3,825.00	1,225.96	1,225.96
ART DEPT SALARIES	24,550.00	24,550.00	23,186.13	1,363.87	24,550.00	.00	.00

SAUK VALLEY COLLEGE

APPROVED BY

Kay E. Fisher

PRESIDENT

William J. Simpson

SECRETARY

DATE *6-24-85*

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ART DEPT SUPPLIES	205.21	205.21	203.71	1.50	600.00	394.79	394.79
MUSIC DEPT SALARIES	38,870.96	38,870.96	34,779.28	4,091.68	49,100.00	10,229.04	10,229.04
MUSIC DEPT CONTR SERV	908.00	908.00	493.00	415.00	1,200.00	292.00	292.00
MUSIC DPET SUPPLIES	1,066.56	1,066.56	1,028.13	38.43	1,450.00	383.44	383.44
MUSIC DEPT CONF & MEETINGS	25.00	25.00	25.00	.00	100.00	75.00	75.00
DIV OF MATH SCI SALARIES	165,425.23	165,425.23	153,324.02	12,101.21	180,836.00	15,410.77	15,410.77
DIV OF MATH SCI FED WORK STUDY	6027.00	6027.00	5,594.75	432.25	6,300.00	273.00	273.00
DIV OF MATH SCI CONTR SERV	124.00	124.00	124.00	.00	1,000.00	876.00	876.00
DIV OF MATH SCI SUPPLIES	6,989.92	6,989.92	5,880.83	1,109.09	10,850.00	3,860.08	3,860.08
DIV OF MED LAB TECH SALARIES	42,623.14	42,623.14	38,661.58	3,961.56	47,539.00	4,915.86	4,915.86
DIV OF MED LAB TECH CONTR SERV	996.93	996.93	996.93	.00	1,500.00	503.07	503.07
DIV OF MED LAB TECH SUPPLIES	10,725.28	10,725.28	10,633.83	91.45	12,390.00	1,664.72	1,664.72
DIV OF MED LAB TECH CONF & MEETINGS	642.65	642.65	535.65	107.00	820.00	177.35	177.35
DIV OF ADN SALARIES	78,523.94	78,523.94	73,482.49	5,041.45	87,507.00	8,983.06	8,983.06
ADN OFC SALARIES	10,320.30	10,320.30	9,422.88	897.42	10,769.00	448.70	448.70
DIV OF ADN CONTR SERV	516.31	516.31	516.31	.00	404.00	112.31 CR	112.31 CR
DIV OF ADN SUPPLIES	2216.05	2216.05	1,956.68	259.37	4,005.00	1,788.95	1,788.95
ADN CONF & MEETINGS	678.94	678.94	245.50	433.44	800.00	121.06	121.06
DIV OF LPN SALARIES	51,899.67	51,899.67	46,877.65	5,022.02	60,264.00	8,364.33	8,364.33
DIV OF LPN CONTR SERV	286.31	286.31	286.31	.00	250.00	36.31 CR	36.31 CR
DIV OF LPN SUPPLIES	1,389.09	1,389.09	1,252.92	136.17	3,175.00	1,785.91	1,785.91
DIV OF LPN CONF & MEETINGS	411.04	411.04	75.00	336.04	450.00	38.96	38.96
DIV OF RAD TECH SALARIES	25,118.55	25,118.55	22,924.05	2,194.50	26,335.00	1,216.45	1,216.45
DIV OF RAD TECH CONTR SERV	2824.99	2824.99	2,824.99	.00	3,012.00	187.01	187.01
DIV OF RAD TECH SUPPLIES	1,131.68	1,131.68	946.25	185.43	2,615.00	1,483.32	1,483.32
DIV OF RAD TECH CONF & MEETINGS	2,184.74	2,184.74	2,065.54	119.20	1,620.00	564.74 CR	564.74 CR
DIV OF PHYS ED SALARIES	35,653.50	35,653.50	31,900.50	3,753.00	45,036.00	4,382.50	4,382.50
DIV OF PHYS ED CONTR SERV	1,164.75	1,164.75	1,164.75	.00	1,500.00	335.25	335.25
DIV OF PHYS ED SUPPLIES	741.65	741.65	729.90	11.75	800.00	58.35	58.35
DIV OF PHYS ED CONF & MEETINGS	24.95	24.95	24.95	.00	300.00	275.05	275.05
DIV OF NURSING ASST CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
DIV OF NURSING ASST SUPPLIES	210.77	210.77	209.34	1.43	350.00	139.23	139.23
DIV OF NURSING ASST CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
INSTR ADMIN SECR SALARIES	36,802.96	36,802.96	33,602.70	3,200.26	38,403.00	1,600.04	1,600.04
INSTR ADMIN FED WORK STUDY	10,617.55	10,617.55	9,578.22	1,039.33	13,000.00	2,382.45	2,382.45
WORKROOM FED WORK STUDY	4,887.60	4,887.60	4,401.86	485.74	7,250.00	2,362.40	2,362.40
WORKROOM CONTR SERV	5,352.55	5,352.55	5,352.55	.00	5,300.00	52.55 CR	52.55 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTR UNALLOCATED CONTR	696.91	696.91	696.91	.00	1800.00	1103.09	1103.09
FACULTY OFC SUPPLIES	609.58	609.58	495.90	113.68	900.00	290.42	290.42
INSTITUTIONAL COMMITTEES SUPPLIES	589.76	589.76	585.45	4.31	300.00	289.76 CR	289.76 CR
WORKROOM SUPPLIES	3605.68 ◊	3605.68 CR	3102.36 ◊	503.32 CR	1000.00	4605.68	4605.68
PUB INFO SALARIES	30584.25	30584.25	27924.75	2659.50	31914.00	1329.75	1329.75
PUB INFO SECR SALARIES	1643.19	1643.19	1508.89	134.30	2000.00	356.81	356.81
PUB INFO SUPPLIES	56652.68	56652.68	43696.82	12955.86	73300.00	16647.32	16647.32
PUB INFO CONF & MEETINGS	753.60	753.60	655.80	97.80	1000.00	246.40	246.40
ASST DEAN ARTS & SOC SCI SALARY	31084.50	31084.50	28381.50	2703.00	32436.00	1351.50	1351.50
PART TIME OVERLOAD	40807.63	40807.63	33771.13	7036.50	36350.00	4457.63 CR	4457.63 CR
NIGHT PREMIUMS	200.00	200.00	200.00	.00		200.00 CR	200.00 CR
SUMMER SALARIES	48399.26	48399.26	48399.26	.00	43000.00	5399.26 CR	5399.26 CR
SECR SALARIES	11596.60	11596.60	10588.18	1008.42	12101.00	504.40	504.40
FED WORK STUDY	1147.33	1147.33	1103.78	43.55	1340.00	192.67	192.67
SUPPLIES	554.97	554.97	484.09	70.88	900.00	345.03	345.03
CONF & MEETINGS	1446.52	1446.52	1394.02	52.50	1550.00	103.46	103.46
ASST DEAN BUS & TECH SALARY	32720.46	32720.46	29875.20	2845.26	34143.00	1422.54	1422.54
PART TIME OVERLOAD	101790.83	101790.83	83340.08	18450.75	96300.00	5490.83 CR	5490.83 CR
NIGHT PREMIUMS	1100.00	1100.00	1100.00	.00		1100.00 CR	1100.00 CR
SUMMER SALARIES	42282.68	42282.68	42282.68	.00	54200.00	11917.32	11917.32
SECR SALARIES	13397.50	13397.50	12232.50	1165.00	13980.00	582.50	582.50
SUPPLIES	1012.66	1012.66	907.91	104.75	1000.00	12.66 CR	12.66 CR
CONF & MEETINGS	1578.00	1578.00	1386.92	191.08	1900.00	322.00	322.00
ASST DEAN COMM & EXTEN SERV SALARY	30249.94	30249.94	27641.78	2608.16	31298.00	1048.06	1048.06
INSTR SALARIES	89167.41	89167.41	72572.41	16595.00	100000.00	10832.59	10832.59
COORDINATORS	6875.00	6875.00	6062.50	812.50	4000.00	2875.00 CR	2875.00 CR
SECR SALARIES	6597.75	6597.75	5948.83	648.92	7878.00	1280.25	1280.25
FED WORK STUDY	2009.95	2009.95	1829.05	180.90	2512.00	502.05	502.05
CONTR SERV	787.50	787.50	787.50	.00	4000.00	3212.50	3212.50
COMM SERV SUPPLIES	3466.19	3466.19	3337.08	129.11	3000.00	466.19 CR	466.19 CR
CONF & MEETINGS	1552.91	1552.91	1203.81	349.10	2000.00	447.09	447.09
DIRECTOR HEALTH & NAT SCI SALARY	26683.43	26683.43	24183.43	2500.00	30000.00	3316.57	3316.57
PART TIME OVERLOAD	51389.26	51389.26	49179.72	2209.54	47195.00	4194.26 CR	4194.26 CR
NIGHT PREMIUMS	400.00	400.00	400.00	.00		400.00 CR	400.00 CR
SUMMER SALARIES	14746.92	14746.92	14746.92	.00	14608.00	138.92 CR	138.92 CR
FED WORK STUDY	5423.56	5423.56	4986.39	437.17	5360.00	63.56 CR	63.56 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIR OF HEALTH CONTR SER		.00		.00	200.00	200.00	200.00
DIR OF HEALTH SUPPLIES	654.97	654.97	620.20	34.77	800.00	145.03	145.03
CONF & MEETINGS	501.29	501.29	455.00	46.29	1300.00	798.71	798.71
ACADEM SKILLS SALARIES	42532.74	42532.74	39074.84	3457.90	48330.00	5797.26	5797.26
ACADEM SKILLS FED WRK STUDY	4530.73	4530.73	4269.43	261.30	6807.00	2276.27	2276.27
ACADEM SKILLS CONTR SERV	12.00	12.00	12.00	.00	500.00	488.00	488.00
ACADEM SKILLS SUPPLIES	704.37	704.37	733.57	29.20 CR	2000.00	1295.63	1295.63
DEAN OF INSTR SALARY	38647.59	38647.59	35286.93	3360.66	40328.00	1680.41	1680.41
SECR SALARY	14852.25	14852.25	13560.75	1291.50	15498.00	645.75	645.75
STUDENT TUTORS	360.12	360.12	336.67	23.45	2000.00	1639.88	1639.88
SUPPLIES	1148.82	1148.82	916.06	232.76	2000.00	851.18	851.18
CONF & MEETINGS	888.49	888.49	765.39	123.10	1000.00	111.51	111.51
LRC PROF SALARIES	65241.98	65241.98	58889.14	6352.84	76234.00	10992.02	10992.02
LRC SECR SALARIES	22404.24	22404.24	20443.56	1960.68	23528.00	1123.76	1123.76
LRC FED WORK STUDY	10773.19	10773.19	9994.34	778.85	12809.00	2035.81	2035.81
LRC CONTR SERV	3866.63	3866.63	3319.32	547.31	4500.00	633.37	633.37
XEROX SUPPLIES	2898.65	2898.65 CR	2397.38	501.27 CR	2000.00	4898.65	4898.65
LIBRARY SUPPLIES	10542.61	10542.61	9045.72	1496.89	12040.00	1497.39	1497.39
A V SUPPLIES	7087.87	7087.87	7099.23	11.36 CR	7350.00	262.13	262.13
LIBRARY BOOKS	24092.68	24092.68	21570.91	2521.77	25000.00	907.32	907.32
CONF & MEETING EXP	818.78	818.78	716.18	102.60	726.00	92.78 CR	92.78 CR
ADM & RECORDS PROF SALARIES	24503.25	24503.25	26937.75	2565.50	30786.00	1282.75	1282.75
ADM & REC SECR SALARIES	46389.10	46389.10	42355.26	4033.84	48406.00	2016.90	2016.90
ADM & REC FED WORK STUDY	8479.49	8479.49	7951.88	527.61	10958.00	2478.51	2478.51
ADM & REC CONTR SERV	1529.04	1529.04	1494.54	34.50	2225.00	695.96	695.96
ADM & REC SUPPLIES	6269.47	6269.47	5936.97	332.50	6800.00	530.53	530.53
ADM & REC CONF & MEETINGS	304.20	304.20	304.20	.00	750.00	445.80	445.80
COUNSELING SALARIES	60093.77	60093.77	54749.37	5344.40	64133.00	4039.23	4039.23
COUNSELING SECR SALARIES	11582.25	11582.25	10573.83	1008.42	12101.00	518.75	518.75
HEALTH SERV SUPPLIES		.00		.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	30375.38	30375.38	27734.04	2641.34	31696.00	1320.62	1320.62
FIN AIDS SECR SALARIES	22084.80	22084.80	20164.38	1920.42	23045.00	960.20	960.20
STUDENT SERV ADMIN SALARIES	36535.52	36535.52	33358.44	3177.08	38125.00	1589.48	1589.48
STUDENT SERV SECR SALARIES	14783.25	14783.25	13497.75	1285.50	15426.00	642.75	642.75
STUDENT SERV FED WORK STUDY	44791.10	44791.10	44152.93	638.17	45100.00	308.90	308.90
COACHING SALARIES	8895.00	8895.00	8070.00	825.00	11850.00	2955.00	2955.00
STUDENT SERV CONTR SERV	965.30	965.30	965.30	.00	800.00	165.30 CR	165.30 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV SUPPLIES	8189.98	8189.98	7599.81	590.17	12800.00	4610.02	4610.02
COMMENCEMENT	5478.57	5478.57	1859.43	3619.14	6000.00	521.43	521.43
STUDENT SERV CONF & MEETINGS	2367.73	2367.73	2222.98	144.75	4620.00	2252.27	2252.27
STUDENT RECRUITMENT	1246.38	1246.38	1025.14	221.24	1500.00	253.62	253.62
PUB SERV SALARIES		.00		.00	4600.00	4600.00	4600.00
PUB SERV CONTR SERV		.00		.00	2800.00	2800.00	2800.00
PUB SERV SUPPLIES		.00		.00	7500.00	7500.00	7500.00
SERVICE STAFF SALARIES	305.054.62	305.054.62	278207.70	26846.92	331.325.00	26270.38	26270.38
BOYS FED WORK STUDY	54837.11	54837.11	48611.49	6225.62	82000.00	27162.89	27162.89
MATRONS FED WORK STUDY	15877.81	15877.81	14455.73	1422.08		15877.81 CR	15877.81 CR
MAINT CONTR SERV	36013.49	36013.49	32669.53	3343.96	42500.00	6486.51	6486.51
SERVICE EQUIPMENT	379.53	379.53	379.53	.00	17756.00	17376.47	17376.47
GAS	101.042.25	101.042.25	97559.14	3483.11	147500.00	46457.75	46457.75
TELEPHONE	33262.41	33262.41	29769.14	3493.27	31000.00	2262.41 CR	2262.41 CR
PRESIDENTS SALARY	52505.09	52505.09	47939.43	4565.66	54788.00	2282.91	2282.91
PRES SECR SALARY	17005.71	17005.71	15526.95	1478.76	17745.00	739.29	739.29
PRES FED WORK STUDY	3195.86	3195.86	3122.16	73.70	3484.00	288.14	288.14
PRES OFC CONTR SERV	150.00	150.00	150.00	.00	1000.00	850.00	850.00
PRES OFC SUPPLIES	1992.86	1992.86	1792.46	200.40	2500.00	507.14	507.14
PRES OFC CONF & MEETINGS	3690.82	3690.82	3348.90	341.92	2500.00	1190.82 CR	1190.82 CR
SPECIAL AFFAIRS	1583.78	1583.78	1268.15	315.63	2500.00	916.22	916.22
PRES OTHER EXP	4970.00	4970.00	4970.00	.00	5000.00	30.00	30.00
BUS OFC ADMIN SALARIES	43056.92	43056.92	39312.84	3744.08	44929.00	1872.08	1872.08
BUS OFC PROF SALARIES	16196.83	16196.83	14801.99	1394.84	16738.00	541.17	541.17
BUS OFC SECR SALARIES	65891.41	65891.41	60480.33	5411.08	68976.00	3084.59	3084.59
BUS OFC CONTR SERV	5738.47	5738.47	5738.47	.00	5500.00	238.47 CR	238.47 CR
BUS OFC SUPPLIES	1742.09	1742.09 CR	208.00	1534.09 CR	7500.00	9242.09	9242.09
BUS OFC CONF & MEETINGS	1653.63	1653.63	1596.63	57.00	2550.00	896.37	896.37
LEGAL CONTR	11118.20	11118.20	10028.20	1090.00	10000.00	1118.20 CR	1118.20 CR
BOARD SUPPLIES	613.95	613.95	510.56	103.39	2000.00	1386.05	1386.05
BOARD CONF & MEETINGS	3773.59	3773.59	2715.69	1057.90	3000.00	773.59 CR	773.59 CR
INSTITU SECR SALARIES	11929.00	11929.00	10859.66	1069.34	12286.00	357.00	357.00
SWITCHBOARD FED WORK STUDY	3031.85	3031.85	2836.73	195.12	3685.00	653.15	653.15
CONTINGENCY FED WORK STUDY	4537.56	4537.56	4318.14	219.42	4448.00	895.6 CR	895.6 CR
GROUP MED & LIFE INS	223983.42	223983.42	224318.84	335.42 CR	250200.00	26216.58	26216.58
TRAVEL REIMBURSEMENT	1762.19	1762.19	1213.89	548.30	5500.00	3737.81	3737.81
RELOCATION EXP	500.00	500.00	500.00	.00		500.00 CR	500.00 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTITU UNALLOCATED CONTR	1,974.99	1,974.99	1,745.19	229.80	2,400.00	425.01	425.01
IN SERVICE TRAINING	2,777.66	2,777.66	1,514.01	1,263.65	2,500.00	277.66 CR	277.66 CR
FACULTY ASSN	87.87	87.87	79.51	8.36	200.00	112.13	112.13
POSTAGE	26,400.64	26,400.64	24,053.35	2,347.29	40,000.00	13,599.36	13,599.36
PUBLICATIONS & DUES	10,376.69	10,376.69	10,376.69	.00	11,000.00	623.31	623.31
ADVERTISING	550.57	550.57	550.57	.00	500.00	50.57 CR	50.57 CR
RECRUITMENT	2,797.77	2,797.77	1,478.12	1,319.65	2,500.00	297.77 CR	297.77 CR
GENERAL INSURANCE	13,595.00	13,595.00	13,595.00	.00	17,500.00	3,905.00	3,905.00
EQUIPMENT	32,926.51	32,926.51	18,090.59	14,835.92	170,166.00	137,239.49	137,239.49
VOC ED EQUIPMENT	65,689.08	65,689.08	61,015.80	4,673.28		65,689.08 CR	65,689.08 CR
AFFIRM ACTION CONTR SERV		.00		.00	300.00	300.00	300.00
AFFIRM ACTION SUPPLIES	1.84	1.84	1.56	.28	100.00	98.16	98.16
AFFIRM ACTION CONF & MEETINGS		.00		.00	300.00	300.00	300.00
INSTITU RES SUPPLIES	892.60	892.60	889.94	2.66	1,300.00	407.40	407.40
DATA PROC SALARIES	56,226.43	56,226.43	51,337.17	4,889.26	58,671.00	2,444.57	2,444.57
DATA PROC FED WORK STUDY	5,264.46	5,264.46	4,688.27	576.19	6,365.00	1,100.54	1,100.54
DATA PROC CONTR SERV	25,498.05	25,498.05	25,299.05	199.00	32,100.00	6,601.95	6,601.95
DATA PROC SUPPLIES	5,395.66	5,395.66	5,173.82	221.84	8,100.00	2,704.34	2,704.34
DATA PROC CONF & MEETINGS	501.35	501.35	167.93	333.42	1,500.00	998.65	998.65
DATA PROC EQUIP RENTAL	107,409.14	107,409.14	97,930.11	9,479.03	117,250.00	9,840.86	9,840.86
PLANNING & DEVEL SALARIES	30,049.50	30,049.50	27,436.50	2,613.00	31,356.00	1,306.50	1,306.50
PL & DEVEL SECR SALARIES	10,873.25	10,873.25	9,927.75	945.50	11,346.00	472.75	472.75
PL & DEVEL CONTR SERV		.00		.00	300.00	300.00	300.00
PL & DEVEL SUPPLIES	874.79	874.79	901.89	27.10 CR	1,000.00	125.21	125.21
PL & DEVEL CONF & MEETINGS	387.23	387.23	320.24	66.99	850.00	462.77	462.77
TUITION CHARGE BACK	28,039.44	28,039.44	27,135.50	903.94	25,000.00	3,039.44 CR	3,039.44 CR
CONINGENCIES		.00		.00	53,120.00	53,120.00	53,120.00
	397,823.14	397,823.14	363,424.32	33,992.82	461,070.30	63,246.38	63,246.38

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MAINT & BLDG SUPPLIES	33908.74	33908.74	22071.16	11837.58	58000.00	24091.26	24091.26
MAINT CONF & MEETINGS	815.82	815.82	572.62	243.20	2550.00	1734.18	1734.18
ELECTRICITY	184149.14	184149.14	169324.32	14824.82	234600.00	50450.86	50450.86
RENTAL CHARGES	478.00	478.00	478.00	.00	1000.00	522.00	522.00
CONTINGENCIES		.00		.00	25000.00	25000.00	25000.00
	219351.70 T	219351.70 T	192446.10 T	26905.60 T	321150.00 T	101798.30 T	101798.30 T

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT	8665.75	8665.75	8665.75	.00	15000.00	6334.25	6334.25
BLDG IMPROVEMENTS		.00		.00	220000.00	220000.00	220000.00
BLDG REPAIRS HIGH TECH GRANT D/P	1755.70	1755.70		1755.70		1755.70 CR	1755.70 CR
ENERGY MANAGEMENT GRANT	93621.02	93621.02	84193.37	4427.65		93621.02 CR	93621.02 CR
AUTO SHOP ENERGY PROJECT	10391.07	10391.07	6858.90	3532.17		10391.07 CR	10391.07 CR
INSTR EQUIPMENT		.00		.00	5000.00	5000.00	5000.00
SERVICE EQUIPMENT		.00		.00	5000.00	5000.00	5000.00
OTHER CAPITAL OUTLAY		.00		.00	5000.00	5000.00	5000.00
	114433.54 T	114433.54 T	104718.02 T	9715.52 T	250000.00 T	135566.46 T	135566.46 T

BOND AND INTEREST FUND #1

DEBT PRINCIPAL RETIREMENT	250000.00	250000.00	250000.00	.00	250000.00	.00	.00
INTEREST	13875.00	13875.00	13875.00	.00	13875.00	.00	.00
FEES	160.00	160.00	160.00	.00	500.00	340.00	340.00
	264035.00 T	264035.00 T	264035.00 T	.00 T	264375.00 T	340.00 T	340.00 T

WORKING CASH FUND

MISC EXPENSE		.00		.00	1000.00	1000.00	1000.00
	.00 T	.00 T	.00 T	.00 T	1000.00 T	1000.00 T	1000.00 T

INSURANCE FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
WORKMENS COMP	17268.40	17268.40	17277.51	9.11 CR	14000.00	3268.40 CR	3268.40 CR
UNEMPLOYMENT COMP	15393.03	15393.03	15410.03	17.00 CR	18000.00	2606.97	2606.97
TORT LIABILITY	13180.00	13180.00	13180.00	.00	14000.00	820.00	820.00
AUDIT COSTS	12500.00	12500.00	12500.00	.00	12000.00	500.00 CR	500.00 CR
	58341.43 T	58341.43 T	58367.54 T	26.11 CR	58000.00 T	341.43 CR	341.43 CR

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1983 TAXES	455863.55	455863.55	455863.55	.00	456789.00	925.45	925.45
1984 TAXES	.00	.00	.00	.00	900375.00	900375.00	900375.00
BACK TAXES	601.34	601.34	601.34	.00		601.34 CR	601.34 CR
IN LIEU OF TAXES	306.12	306.12	280.60	25.52		306.12 CR	306.12 CR
CHARGE BACK REVENUE	7540.04	7540.04	7668.20	128.16 CR	12000.00	4459.96	4459.96
STATE APPORT	1375540.00	1375540.00	1031655.00	343885.00	1375540.00	.00	.00
VOC ED REG REIMB	86217.41	86217.41	86217.41	.00	118000.00	31782.59	31782.59
VOC ED EQUIP REIMB	.00	.00	.00	.00	50000.00	50000.00	50000.00
CORP PERS PROP TAX REPL	97137.13	97137.13	97137.13	.00	87074.00	10063.13 CR	10063.13 CR
STATE WORK STUDY	.00	.00	.00	.00	1.00	1.00	1.00
FEDERAL WORK STUDY	159996.89	159996.89	145670.35	14326.54	170658.00	10661.11	10661.11
OTHER FED SOURCES	6355.59	6355.59	3865.59	2490.00	2000.00	4355.59 CR	4355.59 CR
SUMMER 1984 TUITION	140643.04	140643.04	140643.04	.00	138875.00	1768.04 CR	1768.04 CR
FALL TUITION	511160.82	511160.82	511160.82	.00	603475.00	92314.18	92314.18
SPRING TUITION	365000.00	365000.00	365000.00	.00	589050.00	224050.00	224050.00
GRADUATION FEES	4102.50	4102.50	3885.50	217.00	1000.00	3102.50 CR	3102.50 CR
TRANSCRIPT FEES	742.00	742.00	676.00	66.00	1100.00	358.00	358.00
LAB FEES	20265.70	20265.70	20265.70	.00	32500.00	12234.30	12234.30
PUB SERV INCOME	.00	.00	.00	.00	14900.00	14900.00	14900.00
INTEREST ON INVESTMENTS	76580.20	76580.20	75479.07	1101.13	75000.00	1580.20 CR	1580.20 CR
OTHER REVENUE	3813.88	3813.88	3771.48	42.40	30000.00	26186.12	26186.12
OTHER REV COMPUTER	13900.00	13900.00	13900.00	.00		13900.00 CR	13900.00 CR
OTHER REV SALARIES	10576.91	10576.91	5488.35	5088.56		10576.91 CR	10576.91 CR
OTHER REV OVERHEAD	23830.72	23830.72	28646.73	4816.01 CR		23830.72 CR	23830.72 CR
	3360173.84 T	3360173.84 T	2997875.86 T	362297.98 T	4658337.00	11298163.16 T	1298163.16 T

BUILDING FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1983 TAXES	113958.94	113958.94	113958.94	.00	117,868.00	3909.06	3909.06
1984 TAXES		.00		.00	110,250.00	110,250.00	110,250.00
BACK TAXES	150.33	150.33	150.33	.00		150.33 CR	150.33 CR
IN LIEU OF TAXES	76.53	76.53	70.15	6.38		76.53 CR	76.53 CR
CORP PERS PROP TAX REPL	24,284.28	24,284.28	24,284.28	.00	21,768.00	2516.28 CR	2516.28 CR
INTEREST ON INVESTMENTS		.00		.00	100.00	100.00	100.00
MISC REVENUE	5,675.20	5,675.20	5,039.20	636.00	1,200.00	4,475.20 CR	4,475.20 CR
	144,145.28 T	144,145.28 T	143,502.90 T	642.38 T	251,186.00 T	107,040.72 T	107,040.72 T

SITE AND CONSTRUCTION FUND

STATE GRANTS & CONTRIBUTIONS	165,443.00	165,443.00		165,443.00		165,443.00 CR	165,443.00 CR
FEDERAL GRANTS & CONTRIBUTIONS	32,769.00	32,769.00	32,769.00	.00	47,000.00	14,231.00	14,231.00
INTEREST ON INVESTMENTS	101,562.01	101,562.01	84,832.23	16,729.78	75,000.00	26,562.01 CR	26,562.01 CR
SALE OF KITCHEN EQUIPMENT	26,618.01	26,618.01	26,618.01	.00		26,618.01 CR	26,618.01 CR
	326,392.02 T	326,392.02 T	144,219.24 T	18,217.78 T	122,000.00 T	204,392.02 CR	204,392.02 CR

BOND AND INTEREST #1

1983 TAXES	116,248.46	116,248.46	116,248.46	.00	116,481.00	232.54	232.54
1984 TAXES		.00		.00	114,461.00	114,461.00	114,461.00
BACK TAXES	153.34	153.34	153.34	.00		153.34 CR	153.34 CR
IN LIEU OF TAXES	78.06	78.06	71.55	6.51		78.06 CR	78.06 CR
PERSONAL PROPERTY TAX REPL	33,433.00	33,433.00	33,433.00	.00	33,433.00	.00	.00
INTEREST ON INVESTMENTS	51,366.09	51,366.09	34,055.05	17,311.04	15,000.00	36,366.09 CR	36,366.09 CR
	201,278.95 T	201,278.95 T	183,961.40 T	17,317.55 T	274,375.00 T	78,096.05 T	78,096.05 T

WORKING CASH FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INTEREST ON INVESTMENTS	51,426.75	51,426.75	43,429.29	7,997.46	70,000.00	18,573.25	18,573.25
	51,426.75 T	51,426.75 T	43,429.29 T	7,997.46 T	70,000.00 T	18,573.25 T	18,573.25 T

INSURANCE FUND

1983 TAXES	34,568.52	34,568.52	34,568.52	.00	34,640.00	71.48	71.48
1984 TAXES		.00		.00	25,725.00	25,725.00	25,725.00
BACK TAXES	45.60	45.60	45.60	.00		45.60 CR	45.60 CR
IN LIEU OF TAXES	23.21	23.21	21.28	1.93		23.21 CR	23.21 CR
INTEREST ON INVESTMENTS	6,819.37	6,819.37	6,340.57	478.80		6,819.37 CR	6,819.37 CR
	41,456.70 T	41,456.70 T	40,975.97 T	480.73 T	60,365.00 T	18,908.30 T	18,908.30 T

SAUK VALLEY COLLEGE

APPROVED BY

Kay E. Fisher

PRESIDENT

William C. Murphy

SECRETARY

DATE

6-24-85