

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

April 20, 1987 ✓ Room 2K2 Second Floor

7 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. Parking Lot Repairs
  - 5. Telephone Proposal
  - 6. Copier Lease Purchase
  - 7. Theatre Lighting
- F. Executive Session
- G. Personnel Recommendations
  - 1. Resignation
  - 2. Request for New Faculty Position
  - 3. Other
- H. Other Actions
  - 1. Resolution to Legislators
  - 2. Sexual Harassment Policy (First Reading)
  - 3. Program Approval
  - 4. Travel Allowance (Second Reading)
- I. Reports
  - 1. Student Trustee
  - 2. ICCTA Representative
  - 3. Foundation Liaison
  - 4. Board Chair
- J. President's Report
  - 1. NCA Accreditation
  - 2. Instrumental Music
  - 3. Booster Club
  - 4. Classified Staff Evaluation Forms
  - 5. DCC Evaluation/Merit Forms
  - 6. Prairie Grass Plot Update
  - 7. T-2 Lease
  - 8. Conference Reports
- K. Time of Next Meeting
- L. Executive Session

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

April 20, 1987

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on April 20, 1987 in Room 2K2 of Sauk Valley Community College, 173 Illinois Route 2, Dixon, Illinois.

Call to Order: Chair Groharing called the meeting to order at 7:00 p.m. and the following members answered roll call:

Ed Andersen	Paul Berrettini
Joe McDonald	Bill Simpson
Bob Wolf	Richard Groharing
Barry Bielema	

Absent: Edie Peterson (arrived later)

SVCC Staff: President Richard L. Behrendt  
Dean Robert Edison  
Dean Don Foster  
Dean John Sagmoe  
Board Secretary Marilyn Vinson  
Director Ralph Gelandner

Minutes: It was moved by Member Simpson and seconded by Member Berrettini that the Board approve the minutes of the March 23 meeting as presented. In a roll call vote, all voted aye. Motion carried.

Treasurer's Report: It was moved by Member Simpson 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.

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

Educational Fund	\$392,245.31
Building Fund	18,823.11
Insurance Fund	708.06

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

Payroll: It was moved by Member Berrettini and seconded by Member Simpson that the Board approve the payroll of March 31 in the amount of \$170,420.40 and the payroll of April 15 in the amount of \$167,960.89. In a roll call vote, all voted aye. Motion carried.

- Arrival: Member Edie Peterson arrived at 7:25 p.m.
- Parking Lot Repairs: It was moved by Member Simpson and seconded by Member Peterson that the Board approve an expenditure of up to \$41,000 from the Site and Construction Fund to coordinate with the Capital Development Board for alternate bids to complete the resurfacing of the North parking lot and roadways on the campus. In a roll call vote, the following was recorded: Ayes: Members Andersen, Peterson, Simpson, Wolf, Groharing, and Bielema. Nays: Member McDonald. Member Berrettini abstained. Motion carried.
- New Telephone System: It was moved by Member Peterson and seconded by Member Berrettini that the Board approve the recommendation of Mr. William Barber, telephone consultant, to accept the lowest competitive bid and contract with Hughes Business Telephones, Inc. to install a TIE telephone system with a "small voice mail system" at a cost not to exceed \$89,000 to be funded from the Site and Construction Fund. In a roll call vote, all voted aye. Motion carried.
- Xerox Copier: Discussion was held on the lease purchase of a Xerox 1075 copier. It was moved by Member Peterson and seconded by Member Berrettini that the Board approve the lease purchase of a Xerox 1075 to be financed over a period of four years with funds derived from the charges assessed for copying. It was then moved by Member Wolf and seconded by Member Berrettini that the Board table this item and request that the administration get competitive bids. In a roll call vote, all voted aye. Motion carried.
- Theatre Lighting: Discussion was held on the lighting system in the Little Theatre and the need for an improved system. It was moved by Member Andersen and seconded by Member Simpson that the administration be requested to obtain bids on this project which will be funded by a \$12,000 donation from the SVCC Foundation with the balance to be paid from the Site and Construction Fund. In a roll call vote, all voted aye. Motion carried.

Executive Session: At 8:45 p.m. it was moved by Member Andersen and seconded by Member McDonald that the Board adjourn to Executive Session to discuss the employment, appointment, or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Session: The Board returned to regular session at 9:55 p.m.

Resignation: It was moved by Member McDonald and seconded by Member Peterson that the Board accept with regret the resignation of Bev Ohda. The administration will proceed to fill this vacancy. In a roll call vote, all voted aye. Motion carried.

New Faculty Position: It was moved by Member Andersen and seconded by Member Peterson that the Board approve a new full-time faculty position in the Electronics area. In a roll call vote, all voted aye. Motion carried.

New Faculty Contract: It was moved by Member Berrettini and seconded by Member Peterson that the Sauk Valley Community College Board of Trustees approve a three year contract (as per the stipulations in the attached memorandum dated April 20, 1987 to Dr. Richard L. Behrendt from Dean John Sagmoe) with the SVCC Faculty Association to run from July 1 1987 through June 30, 1990, as negotiated by the Board's team of Deans Sagmoe, Foster, and Edison. The Chairman and Secretary are hereby authorized and directed to sign this contract on behalf of the Board of Trustees. In a roll call vote, the following was recorded: Ayes: Members Andersen, Berrettini, McDonald, Peterson, Simpson, Groharing and Bielema. Member Wolf abstained. Motion carried.

Resolution: It was moved by Member Peterson and seconded by Member Andersen that the Board approve the attached resolution and circulation of this resolution to all Illinois State Legislators. In a roll call vote, the following was recorded: Ayes: Members Andersen, Berrettini, Peterson, Simpson, Groharing and Bielema. Nays: Members McDonald and Wolf. Motion carried.

Sexual  
Harassment:

It was moved by Member Simpson and seconded by Member Peterson that the Board approve the attached policy on Sexual Harassment for first reading. In a roll call vote, all voted aye. Motion carried.

New Program:

It was moved by Member Peterson and seconded by Member McDonald that the Board approve a new program-- Appliance Repair Technician-- and give permission to the administration to submit it to the Illinois Community College Board for their consideration. In a roll call vote, all voted aye. Motion carried.

Travel  
Policy:

It was moved by Member Peterson and seconded by Member Simpson that the Board approve revisions to the SVCC Travel Policy as follows:

...Meals are subject to reimbursement up to \$25 per day including tips (5.00 for breakfast, 7.00 for lunch, and 13.00 for dinner). For a full day trip, expenses over \$25 will be reimbursed upon the submission of receipts for all meals, with a total daily minimum of \$50. If the trip is less than a full day, reimbursement over the meal allowance will be paid with submitted receipts.

Reimbursement when using personal automobile for college travel will be at the rate of 21 cents per mile.

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

Departure:

Edie Peterson departed the meeting at 10:30 pm

Reports:

Student Trustee Bielema reported to the Board on his trip to Springfield on April 10 for the Student Trustee Advisory Board meeting.

Chair Groharing reminded the Board that the next Foundation Board meeting would be on May 19, 1987. He told the Board that since he had submitted a written report on the ICCTA meeting, he would only add that at the present time the Illinois legislators are very active. He also told the Board that anyone who wished to attend the regional meeting at Highland on April 30th should notify the President's Office; that he had requested Ed

Andersen to head the evaluation team to do an interim evaluation on President Behrendt. He said that evaluation forms would be mailed to each Board member and that when they are returned Ed will collate the information, set up a time for discussion and Dr. Behrendt's response. Chair Groharing said it also was time for the Board to carry out their annual evaluation of themselves as Board members.

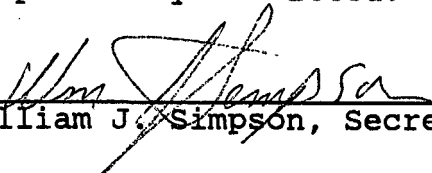
Dr. Behrendt reported: on the letter received from North Central advising that no further progress reports are necessary and that the college was re-accredited until 1991-92; on the status of the instrumental music program soon to be introduced at the college; that an athletic booster meeting would be held on April 21 to ascertain the interest in starting a club here at the college; that the classified staff would be evaluated in May; progress on the T-2 lease; that the three Deans had included memos on travel for their areas; and distributed a copy of the revised DCC evaluation/merit forms for the Board to study for possible action at the next meeting.

Adjournment:

Since the scheduled business was concluded, it was moved by Member Simpson and seconded by Member McDonald that the Board adjourn. The next regular meeting will be on TUESDAY, May 26, due to Memorial Day on May 25th. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 10:40 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
William J. Simpson, Secretary

or Board Meeting  
f April 20, 1987

Agenda Item E-4

PARKING LOT REPAIRS

As the Board is aware, Sauk Valley has been approved to spend a total of \$188,732 for FY86 and FY87 from "Build Illinois" funds. As the attached memorandum from Dean Edison outlines, this will provide for most, but not all, of the resurfacing needs for our North lots and roadways. Therefore, we feel the need to use some Site and Construction money to augment the Build Illinois funds and repair all of these North lots and roadways at the same time.

RECOMMENDATION: Board of Trustees approval to spend up to an amount of \$31,000 from the Site and Construction Fund to coordinate with the Capital Development Board for alternate bids to complete the resurfacing of the North lots and roadways on the campus.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt

DATE: April 8, 1987

FROM: Robert Edison

SUBJECT: Build Illinois

*Bob*

Sometime ago, Sauk Valley Community College was approved for appropriation under the "Build Illinois" Program in an amount of \$89,443 for FY 1986 and \$89,298 for FY 1987, or a grand total of \$188,732.

Finally, the projects under this Program have received bid dates of April 14, 1987 and April 22, 1987, with these bids being submitted to the Capital Development Board.

The work which is currently designed with specifications and estimates to be covered under the "Build Illinois" Program are as follows:

<u>Description</u>	<u>Location</u>
Main Roadway	1
Electronic Doors	2
New Base - North Lot East	
Roadway	3
Athletic Field Roadway	
Drainage	4
North Lot Exit	5
New Base-Main Entrance	6
Partial North Lot	7
Roof Flashing	0

In addition to the foregoing work which was estimated (with contingencies) to absorb the totality of the "Build Illinois" Program, we have two problems which should be a part of these projects, namely:

1. Two major base soft spots located on the South roadway exit of the East Parking Lot, and
2. Approximately 25% of the North Lot refinishing.



Memorandum to Dr. Behrendt  
April 8, 1987  
Page Two

The estimate on these two projects could cost as much as \$31,000, with the North Lot representing \$26,000 of this amount. It is my feeling that the soft spots in the East Lot should be fixed or the result will be more rapid deterioration and a greater cost within the next year. The North Lot is currently in very bad condition and is the most utilized parking facility on our campus. It currently has bad base sections and has been resurfaced at one time which has greatly effected the drainage which runs from east to west across the entire facility. The work which now needs to be done and which represents approximately 25% of the entire lot would be much more expensive to do in small sections if not repaired concurrently with "Build Illinois". Drainage from east to west would also be greatly affected if this one section were left unrepaired.

RECOMMENDATION:

Board of Trustee approval to coordinate with the Capital Development Board for these alternate bids up to an amount of \$31,000 to be derived from the Site and Construction Fund.

n

For Board Meeting  
of April 20, 1987

Agenda Item E-5

TELEPHONE SYSTEM PROPOSAL

The Board of Trustees has previously authorized the hiring of an independent telephone consultant, William Barber, and the development of specifications and advertisement for bids for a new telephone system for the college. The bids have been received and analyzed by Mr. Barber and the President's Council and a summary of the outcome is attached.

RECOMMENDATION: Approval to spend a maximum of \$89,000 from the Site and Construction Fund and approval to contract with Hughes Business Telephones, Inc. to install the TIE telephone system with a "small voice mail system" as described.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt

DATE: April 9, 1987

FROM: Robert Edison *Bob*

SUBJECT: Telephone System

Last January 12, 1987, and subsequent to Board of Trustee approval, Sauk Valley Community College through its consultant, William Barber, advertised and sent individual requests for a proposal on a telecommunications system. I have been through this proposal and the quotations submitted by six suppliers on several occasions with Mr. Barber and with his method of computing the cost of such a system for Sauk Valley Community College.

Mr. Barber was available at the President's Council last Tuesday and to the best of my knowledge, all important questions have been answered at this time. Based on our discussions and the recommendations, I would request Trustee approval to install a telecommunications system at Sauk Valley Community College through Hughes Business Telephones, Inc. in an amount not to exceed \$89,000, with necessary funds to be derived from the Site and Construction Fund. The foregoing costs would involve all station equipment and all cable installations and necessary emergency power equipment as well as \$13,750 for a "small voice mail system". In addition, this amount includes \$7,500 as a contingency fund of \$4,000, plus \$3,500 for Mr. Barber to supervise the installation and to make sure that the system is working in accordance with the proposal.

I feel there will be some savings from this \$7,500 amount and subsequent to installation, we will be able to drop a \$14,000 fixed cost rental and in lieu of that cost, will enter a maintenance agreement which will cost per year not less than \$3,600 nor more than \$5,600.

n

For Board Meeting  
of April 20, 1987

Agenda Item E-6

COPIER LEASE PURCHASE

We have an old Xerox 7000 copier which is seventeen years old, constantly being repaired, technically outdated, and produces poor copies. We have investigated alternatives and the information is attached.

RECOMMENDATION: That the Board of Trustees authorize the lease purchase of a Xerox 1075 copier which will be financed over a period of four years with funds derived from the charges assessed for copying.

**MEMORANDUM**

TO: Dr. Behrendt  
FROM: Robert Edison

DATE: April 9, 1987  
SUBJECT: Xerox Copier

*Bob*

Sometime ago a committee of Mr. Gelander, Mr. Thomas and myself was organized to explore the possibility of obtaining a new copy machine for the College. During the past several weeks we have called and met with various vendors and have reached a decision that our past services and the quality of the Xerox machine for high productive copy work would be the most desirable unit to make available.

By way of explanation I would like to indicate that the older Xerox 7000 which the College now owns was initially leased in 1970 and purchased by the College in 1976. This machine is quite old and is constantly in need of repairs, is outdated insofar as machine capability, and produces a poor reproduction quality. Over the years we have operated this machine on a self-sustaining basis by charging all customers .02¢ per copy for its usage which has included the paper products and all other costs related to the machine itself. The College departments have been utilizing this machine to duplicate approximately 500,000 copies per year.

In negotiating with Xerox for a new machine we have arrived at the following cost to purchase:

1075 Marathon Copier	\$31,000.00
Recirculating Document Handler	2,850.00
Duplexing	950.00
Reduction	1,250.00
Total	\$36,050.00
7000 Trade-In	2,500.00
First Quarter Promotion	10,000.00
TOTAL COST	<u>\$23,550.00</u>

In further negotiating with Xerox, and by tagging along, by request, to the Office of Education contract, we can obtain a 6% financing arrangement over a period of two to four years dependent on our preference, or more specifically, we can obtain a four year lease purchase contract using a 6% declining balance. The cost would then be as follows:

Memorandum to Dr. Behrendt  
April 9, 1987  
Page Two

48 month lease purchase	\$ 553.07
Maintenance contract for 25,750 copies per month	365.79
Estimate of 45,000 copies per month, or 19,250 copies at .006¢ each	<u>115.50</u>
Estimated Cost Per Month	\$1,034.36
Divided by Estimated Copies	<u>45,000</u>
Cost Per Copy	<u>2.3¢</u>

Estimated monthly usage of 45,000 copies with cost  
per copy of 2.3¢ each

Based on the foregoing, I would like to recommend that the Board of Trustees authorize the lease purchase of a Xerox 1075 copier to be financed over a period of four years with funds to be derived from the charges assessed the machine users over the same period.

n

cc: Ralph Gelandner  
Robert Thomas

For Board Meeting  
of April 20, 1987

Agenda Item E-7

#### LITTLE THEATRE LIGHTING

The lighting system in the Little Theatre is inadequate for play productions. In order to help us obtain an appropriate lighting system, the Sauk Valley Community College Foundation, at its meeting of February 17, 1987, approved a total of \$12,000 to be utilized as part of the cost of a new lighting system. Since this project will cost in excess of this amount (including installation) it will be necessary for the college to finance the rest of this project. The attached memo provides summary information.

RECOMMENDATION: Board of Trustee approval to spend a maximum amount of \$20,000 from the Site and Construction fund to pay for the college portion of this theatre lighting project.



**Sauk Valley  
Community  
College**

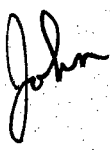
815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

April 15, 1987

TO Dr. Behrendt

FROM John Sagmoe 

RE RECOMMENDATION - LIGHTING SYSTEM FOR LITTLE THEATRE

Over the past three months, we have conducted an extensive review and analysis of the stage lighting in the Little Theatre.

The current lighting system is, for all practical purposes, obsolete. The light board control system is outdated, and repair and replacement parts are not generally available. Maintenance costs for the most part are also subject to significant increases. In view of the fact that the college is reestablishing the theater program, it is necessary that we bring the lighting system up to par at an efficient and effective operating level.

We have been working with two stage lighting firms who have been recommended as being experts in this field and are located in the upper midwest area. The two firms are Grand Stage Lighting Company, Chicago, and Gopher State Productions of Minneapolis. Representatives of both of these firms have made visitations and have reviewed the total lighting system with staff members from the theater department and building and grounds.

Based on preliminary proposals, it has become apparent that both firms will be providing the final quotes in the neighborhood of \$30,000. It is projected that these costs will be broken down in the following manner:

Lighting and equipment costs -	\$23,800
Electrical contracting installation -	6,700
Total	<u>\$30,500</u>



The Sauk Valley Community College Foundation has approved a total of \$12,000 to be utilized as part of the cost of new lighting for the Little Theatre. In order that we can move ahead with this project and have it in place for student programming in the fall, I would recommend that the college allocate the remaining amount, \$18,500, for the lighting system in the Little Theatre.

jmb

For Board Meeting  
of April 20, 1987

Agenda Item G-1

#### FACULTY RESIGNATION

As the attached letter indicates, Beverly J. Ohda will be resigning her position as an instructor of Data Processing at the end of the Spring 1987 term.

RECOMMENDATION: Board acceptance of Beverly J. Ohda's resignation effective at the end of the Spring 1987 term.

Rock Falls, IL 61071  
April 7, 1987

Sauk Valley Community College  
173 IL Rte. 2  
Dixon, IL 61021

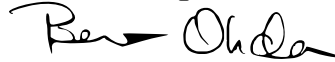
Dear Zollie,

I would like to inform you of my intention to resign my position as Instructor of Data Processing at the end of the Spring 1987 term.

I have enjoyed my years at Sauk Valley Community College. It has been a wonderful opportunity to work with the excellent Sauk staff. I have truly enjoyed working with the many fine students that have passed through my classroom.

It is now time for me to leave Sauk and continue my professional growth in the business world.

Cordially,

  
Beverly J. Ohda

cc Dr. Behrendt  
Dr. Foster

For Board Meeting  
of April 20, 1987

Agenda Item G-2

NEW FACULTY POSITION-ELECTRONICS

The administration of Sauk Valley Community College believes that we have a need for a new full-time faculty position in the electronics area. The attached information substantiates that request.

RECOMMENDATION: Board approval for this requested faculty position and permission to fill the position.



**Sauk Valley  
Community  
College**

173 IL ROUTE 2  
DIXON, IL 61021-9110

815 / 288-5511

**MEMORANDUM**

To: SVCC Board of Trustees Date: March 27, 1987  
From: Richard L. Behrend  Subject: New Faculty  
Position

As you know, there were three unfilled positions in the 1986-87 budget. We used one of them to create the new position of Business Manager and I am recommending that we use a second one to create a new full-time faculty position in the Electronics area.

Attached you will see a considerable amount of information justifying this request. However, it can best be summed up as follows:

1. Enrollment has grown to the point where we clearly need another position.

2. Counting overload and part-time salaries in Electronics, we have needed to pay for 49.5 credit hours of part-time and overload instruction for a total of \$12,125. Since 32 hours is a full-time load, we have been using the equivalent of 1.5 faculty in addition to our one full time instructor. Furthermore, two of these part-time instructors will be leaving the area and will not be able to teach next year.

3. Another Electronics person would give us added flexibility in Robotics, Appliance Repair, CAD, and Heating/Air Conditioning.

In short, the breadth of the program and the number of students enrolled has expanded beyond the capabilities of one full-time instructor; we must have two. Furthermore, there is apparently a continuing long-term instructional need in this curricular area.

# SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE March 17, 1987

## MEMORANDUM

TO: Dr. Behrendt

FROM: Don Foster *DF*

RE: Recommendation for Added Full-time Faculty Position in Electronics Area

Enclosed is a recommendation to add a full-time faculty position in the electronics area for the 1987-88 school year prepared by Zollie Hall. A point-by-point rationale in support of this recommendation is provided along with the enrollment history in the electronics area for the past three years. Also enclosed is a list of the electronics courses that we plan to schedule for next year that illustrates a full load for two faculty members along with a list of the present and proposed programs in the electronics area.

It is noteworthy that the electronics area is a growth area in the Industrial Technology Division. This past year we had to turn some students away because of filled classes. The AAS Degree Electronics Program has also been extensively revised during the past two years and three new certificates added. Two more certificates are being considered by the Curriculum Committee on March 18, 1987. As a result of the demand for skilled technicians in the electronics area and the college response in adding staff, equipping the electronics laboratory, and revising the curriculum, the enrollment has grown. The addition of these new certificates is expected to add to the enrollment in that area.

Finally, we expect to utilize the new faculty person hired for this position to assist in the development of a new robotics program and appliance repair program as well as provide some instruction in the Computer Assisted Drafting (CAD) area and the Heating, Refrigeration and Solar area. We are currently utilizing an extensive amount of part-time faculty members in both of these areas.

Thus, there is no question about a full teaching load for this new position. We are currently not realizing our enrollment potential in the electronics area due to the lack of sufficient full-time faculty members.

DF/js

cc Zollie Hall



**MEMORANDUM**

March 10, 1987

TO: Don Foster

FROM: Zollie Hall *ZH*

RE: A New Electronics  
Faculty Position

To clarify my memo of March 2, 1987, regarding an additional faculty member, the following supporting rationale is presented:

1. The Electronics Program is a viable program. The Fall '86 program enrollment was 68; specifically- 32 day students, 27 night students and 9 students registered in both day and evening classes.

The Spring '87 program enrollment totaled 77; specifically- 33 day students, 27 night students and 17 students registered in both day and evening classes.

These figures are on only those who have declared enrollment in the two-year A.A.S. program. Course enrollees are not included in these figures. These enrollment figures justify two full-time instructors in this program.

2. The attached load factor is based on only one section of Freshman students. There should be an adequate number of students to offer two sections of the Freshman courses.
3. We have employed several excellent part-time faculty members in the Electronics program, two of which have indicated they will not return for the 1987-88 year. Part-time faculty members are not available to cover day classes. To serve our students in this program, both day and evening offerings are necessary.
4. Mr. Jean Cogdall does not wish to carry his current overload for another year

Don Foster  
March 10, 1987  
Page Two

5. With another full-time instructor, additional programs could be developed in robotics and appliance repair along with a teaching assignment in CAD, heating/air conditioning, etc.
6. Both full-time instructors could become more involved in recruiting and industrial visits, ultimately increasing our student enrollment.
7. The prospects for employment and/or continuing education for graduates of this program are excellent. This is an area in which trained people can obtain employment.
8. Finally, employing an additional instructor should result in increased enrollment in a program that is still viable for the community served by the college.

lm  
enc

cc: Jean Cogdall



## ELECTRONICS PROGRAM

### DEGREE PROGRAMS AND CERTIFICATES

#### I. Present Programs

AAS Degree - Electronics Technology (Page 88 of catalog)	64 hours
Electronics Certificate (Page 131 of catalog)	21 hours
Industrial Electronics (Page 136 of catalog)	20 hours
Industrial Maintenance Electrician (Page 137 of catalog)	30 hours
Microprocessor Maintenance (Page 142 of catalog)	20 hours

#### II. Programs Under Development

Appliance Repair Technician (Submitted to Curriculum Committee 3-18-87)	30 hours
Robotics - Certificate (Currently being developed)	
Biomedical Equipment Technology - AAS Degree Option An option of AAS Degree in Electronics Technology (Approved by Curriculum Committee on 2-18-87. Will be submitted to College Board for approval as soon as all courses are approved.)	

In addition, electronics courses are included as part of other programs in the industrial technology area--such as Heating, Refrigeration and Solar Energy, Building Maintenance, and Machine Tool.

DF/js

ENROLLMENT - ELECTRONICS COURSES

Credit Hours

1984-85

Fall 84

427

Spring 85

379

1985-86

Fall 85

474

Spring 86

419

1986-87

Fall 86

577

Spring 87

614

SCHEDULED CLASS LOAD 1987-88

ELECTRONICS AREA

Fall Semester 1987

<u>Course</u>	<u>Lt</u>	<u>Lb</u>	<u>Total Credit Hours</u>
EET 105	3	2	4.5
EET 106	3	2	4.5
EET 110	3	2	4.5
EET 111	2	2	3.5
EET 201	2	2	3.5
EET 206	1	2	2.5
EET 223	1	2	2.5
EET 252	2	2	<u>3.5</u>

Equated Hours 29.0

Spring Semester 1988

<u>Course</u>	<u>Lt</u>	<u>Lb</u>	<u>Total Credit Hours</u>
EET 105	3	2	4.5
EET 106	3	2	4.5
EET 110	3	2	4.5
EET 111	2	2	3.5
EET 215	3	2	4.5 (A)
EET 215	3	2	4.5 (N)
EET 217	2	2	3.5
EET 252	2	2	3.5
EET 255	2	2	3.5 (A)
EET 255	2	2	<u>3.5 (N)</u>

Equated Hours 40.0

Total equated hours of load = 69.0

$69.0 \div 2 = 34.5$  per faculty member

DF/js

ELECTRONICS PART-TIME AND OVERLOAD

FALL 86 - SPRING 87

Fall 86

Cordts, Larry	EET 201N	3.5	\$ 787.50
Dunavin, Tim	EET 217/252NA	3.5	787.50
Lubbs, Michael	EET 110N	4.5	1,012.50
Sippel, Francis	EET 105N	4.5	1,012.50

Spring 87

Cordts, Larry	EET 206N	3.5	787.50
Dunavin, Tim	EET 215N	4.5	900.00
	EET 223N	3.5	900.00
Wardell, John	EET 106N	<u>4.5</u>	<u>1,125.00</u>
	Part-time Total	32.0	\$7,312.50

Overload

Cogdall, Jean		<u>17.5</u>	<u>\$4,812.50</u>
	Grand Total	49.5	<u>\$12,125.00</u>

For Board Meeting  
of April 20, 1987

Item H-1

RESOLUTION TO LEGISLATORS

Since the Sauk Valley Community College Board of Trustees has requested Governor Thompson's support of the IBHE FY88 budget recommendations and subsequently thanked him for his acceptance, the Governor has requested Board support of his tax proposal to state legislators in order to fund the FY88 budget recommendations.

RECOMMENDATION: Board approval of the attached resolution and circulation of that resolution to all Illinois State Legislators.



STATE OF ILLINOIS  
**OFFICE OF THE GOVERNOR**  
SPRINGFIELD 62706

JAMES R. THOMPSON  
GOVERNOR

April 6, 1987

Richard L. Behrendt, President  
Sauk Valley College  
173 Illinois Route 2  
Dixon, Illinois 61201

Dear Dr. Behrendt:

Thank you for your letter commending Governor Thompson for his support of the Illinois Board of Higher Education's Fiscal Year 1988 budget recommendations.

As you are aware, the Governor has consistently lobbied for increased funds for higher education. The Governor is convinced of the strong correlation between quality higher educational opportunities and the future economic vitality of the state and its citizenry.

In this time of budget politics the Governor encourages you, as an advocate of higher education, to support his tax proposal this legislative session.

Again, thank you for your letter of support.

Sincerely,

A handwritten signature in cursive script that reads "Gail Lieberman".

Gail Lieberman  
Assistant to the Governor  
for Education

MBB/108



STATE OF ILLINOIS  
OFFICE OF THE GOVERNOR  
SPRINGFIELD 62706

JAMES R. THOMPSON  
GOVERNOR

April 3, 1987

Dear Friend of Higher Education:

As a member of the higher education community, I know you share my belief that Illinois must continue to furnish the financial support necessary to continue improvements at our colleges and universities.

My Fiscal Year 1988 general funds budget recommendation of \$1.435 billion for higher education demonstrates that funding to improve the quality of education in Illinois continues to be a high priority. The \$100 million in new State spending recognizes the vital role higher education plays in strengthening Illinois' economy.

However, this level of funding cannot be achieved without new State resources. I need your help in convincing State legislators that new revenues must be made available for higher education.

I realize that many in the higher education community feel that even more funding is needed in FY 88. If the General Assembly makes more revenue available than I have suggested, I certainly would be interested in discussing with you your suggestions as to how that should be spent.

Focusing on education's share of new revenue is natural and proper. However, attention also must be paid to the effect on education if additional tax resources are not made available in Fiscal Year 1988. Without new revenue, the numbers dictate that education, in common with all other areas of spending, will not receive an increase in the coming fiscal year.

Without my revenue proposal, the impact on higher education programs would be a reduction of \$107.5 million from the budget recommendation of \$1.435 billion.

Depressing as these cuts from my proposed FY 88 budget would be, the true picture would be even worse. Built-in pay raises, annualization costs and inflation, mild though it is, mean that the FY 88 dollars will buy less than FY 87 dollars.

A variety of cuts would be required, and they include the following:

- \* In plain terms, a level funding budget means dramatic cuts in personnel and programs. Of the \$107.5 million reduction, public universities and system offices would be cut \$72 million.
- \* No State funds would be available for faculty and staff salary increases or general, library, and utility cost increases.
- \* No new programs could be initiated to strengthen the quality of institutional programs, support economic development, improve undergraduate education, enhance cooperation with elementary and secondary schools, or advance minority educational achievement.
- \* General cost increases, including Medicare, and funds to open new buildings would not be available.
- \* The universities would be required to absorb a \$9.4 million loss of Agricultural Premium funds which will no longer be available as a source of revenue.
- \* Community college grants and operations would be cut by almost \$14 million.
- \* New program initiatives at community colleges would be eliminated.
- \* Scholarship programs would be cut by \$17 million. The increase in the maximum monetary award would be eliminated. Funds would be cut to expand the number of applications processed, and the number of awards would either be reduced to cover cost and tuition increases, or be funded at an amount less than the FY 87 level of \$3,100.
- \* Funds to expand the Merit Scholarship program as well as the Veterans Scholarship and the National Guard Scholarship programs also would be eliminated.
- \* Board of Higher Education operations and grant programs to private colleges, support for cooperative efforts among institution, and health education programs would be cut by over \$4 million.

With the revenues that I have proposed, not only can we avoid these unconscionable cuts but we also can continue to enhance the quality of education in Illinois.

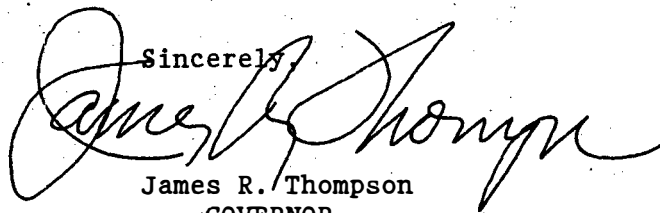
As our competitors in the world make significant gains, we must forge ahead by providing Illinois colleges and universities with the necessary support to meet the continuing demands of a changing Illinois economy.



Page 3  
April 3, 1987

We have set in motion the programs to ensure the citizens of our State a quality education.

Now, your help is needed. You can contact your legislators and spread the word locally through the news media, social clubs and civic organizations. We must act to avoid these cuts and strengthen our higher education system.

Sincerely,  
  
James R. Thompson  
GOVERNOR

JRT:vlj

# Sauk Valley College

## Resolution

- WHEREAS, Sauk Valley Community College has been providing a valuable educational service to the citizens of Community College District #506, and
- WHEREAS, Sauk Valley Community College must have adequate state financing to continue providing this level of service, and
- WHEREAS, Sauk Valley Community College is convinced of the strong correlation between quality higher educational opportunities and the future economic vitality of Illinois, and
- WHEREAS, the Sauk Valley Community College Board on January 26, 1987 passed a Resolution urging Governor Thompson to continue his support of adequate financing for all of public higher education in Illinois, and specifically requested his firm support of the IBHE budget recommendations for community colleges, and
- WHEREAS, Governor Thompson's budget proposal for FY88 includes almost the exact funding level recommended by the IBHE, and
- WHEREAS, The Sauk Valley Community College Board passed a second resolution on March 23, 1987, thanking the Governor for recommending this level of support, and
- WHEREAS, New state revenue is apparently needed to provide the monies necessary to support the Governor's budget request, now therefore be it
- RESOLVED, That the Sauk Valley Community College Board of Trustees urge all of the legislators of the State of Illinois and, specifically, the legislators who represent Community College District #506, to approve the necessary legislation to provide the additional revenue needed to support Governor Thompson's higher education budget request.

For Board Meeting  
of April 20, 1987

Agenda Item H-2

SEXUAL HARASSMENT POLICY

(First Reading)

Sauk Valley Community College does not currently have a written Sexual Harassment Policy applicable to students and employees. While we have had no problems to date, we do need to have such a policy.

Dean Sagmoe and Mr. Clevenger have drafted a policy and it has been subsequently reviewed and revised by Attorney Pace.

RECOMMENDATION: Board approval for first reading of the attached Sexual Harassment Policy.

The College shall provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state and federal law.

1. DEFINITIONS

"Sexual harassment" or "sexually harass" shall mean that term as defined by federal and state law, and, to the extent not inconsistent with federal or state law, shall mean:

A. Unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to or participation in such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment at the College;

2. Submission to or rejection to such conduct is used as a basis for employment decisions affecting such individual's employment at the College;

3. Submission to or rejection of such advances is used as a basis for grades to be given a student for course work.

B. Where unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

"Aggrieved Party" shall mean any employee or student who believes he or she has been the victim of sexual harassment.

## 2. IMPLEMENTATION

All levels of administration shall be responsible to implement practices for persons under their supervision which shall avoid sexual harassment. All members of administration shall correct any sexual harassment which occurs under their supervision and shall report any sexual harassment which they observe in other areas of the College to the Affirmative Action Officer.

## 3. VIOLATIONS OF POLICY

It shall be a violation of this policy for any person employed by the College who is authorized to recommend or to take personnel actions affecting an employee, or who is otherwise authorized to transact business or to perform acts or services on behalf of the College to do any of the following:

A. To sexually harass any student or employee of the College.

B. To make sexual advances or to request sexual favors when submission to or rejection of such conduct is, either explicitly or implicitly, the basis for recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect an employee's condition of employment or a student's status.

C. To recommend, impose, grant, withhold or refuse to take any personnel action consistent with his or her duties and responsibilities either because of sexual favors, or as a reprisal against an employee or student who has rejected or reported sexual advances or sexual harassment.

D. To fail to take immediate corrective action in the event sexual harassment has occurred.

E. To create an intimidating, hostile, or offensive working environment by continuing to make unwelcome sexual remarks, unwelcome advances, unwelcome requests for sexual favors, or exposure of sexual organs, regardless of whether the person committing such conduct is in a position to adversely affect an employee's position of employment with the College.

#### 4. EFFECT OF VIOLATION

Violation of this policy may result in the discipline of the employee or employees who have committed the act or acts of sexual harassment. Discipline may include discharge.

#### 5. RESPONSIBILITY OF THE COLLEGE AND OF THE PERSON ALLEGEDLY AFFECTED BY SEXUAL HARASSMENT

An employee, student, or other individual who is an aggrieved person shall take the following steps:

A. An aggrieved person who feels comfortable in doing so should immediately inform the person engaging in sexual harassment that such conduct or communication is offensive unless stopped.

B. If an aggrieved individual does not wish to communicate directly with the person whose conduct is offensive, or if an aggrieved individual has had direct communication with the offending party but that communication has been unavailing, then such aggrieved party should contact the Sauk Valley Community College Affirmative Action Officer. An aggrieved person alleging sexual harassment by the Affirmative Action Officer or a failure of the Affirmative Action Officer to take immediate action on the

aggrieved person's complaint, shall contact the President of the College. In the event that the aggrieved person alleges that the President of the College is the person committing acts of sexual harassment, the aggrieved party shall contact the Chairman of the Board of Trustees.

C. Complaints of sexual harassment made to the Affirmative Action Officer, to the President of the College or to the Chairman of the Board of Trustees shall be handled in accordance with the grievance procedures provided under the Affirmative Action Policy of Sauk Valley Community College.

D. Within ten (10) days of the date that any complaint of sexual harassment is first filed with or made to the Affirmative Action Officer, the Affirmative Action Officer shall furnish a report to the President of the College. Such report shall contain, at minimum:

- 1) The date of the receipt of the complaint.
- 2) Identification of the complainant.
- 3) Identification of the party or parties and the actions complained of including relevant background facts and circumstances.
- 4) A statement detailing the scope of the investigation that has been undertaken and the result thereof.
- 5) In the event the investigation reveals that corrective measures need to be taken, a statement of the corrective measures pursued, the date such measures were undertaken and the results achieved.
- 6) Where possible, a written statement signed by the complainant detailing the conduct about which complaint is made.

6. NON-RETALIATION

Initiation of a complaint of sexual harassment will not adversely affect the aggrieved person's employment, compensation, or work assignments, or position as a student.



PROPOSED AMENDMENTS TO SAUK VALLEY COMMUNITY COLLEGE

AFFIRMATIVE ACTION PLAN

GRIEVANCE PROCEDURES

1.00 Introduction. These procedures are adopted by the Board of Trustees of Sauk Valley Community College (called the "Board") as part of the Board's continuing commitment to an effective policy of non-discrimination and equal opportunity in all employee and/or student actions, without regard to race, color, religion, sex, age, national origin or handicap. The College endeavors to maintain an atmosphere free of harassment, intimidation and insults based on race, sex, marital status, parenthood, national origin or religion.

2.01 An employee with a grievance should discuss the problem with his or her supervisor. A student with a grievance should discuss the problem with an instructor or counselor of his or her choice. However, in cases of alleged sexual harrassment, student-or-employee grievances should be reported promptly and directly to the affirmative action officer.

For Board Meeting  
of April 20, 1987

Agenda Item H-3

APPLIANCE REPAIR TECHNICIAN CERTIFICATE

Sauk Valley Community College believes there is a need for a certificate program for Appliance Repair Technicians in our service area. All of the appropriate information about such a program is attached for your information.

RECOMMENDATION: Board approval of this Appliance Repair Technician Certificate Program and permission to send it to the ICCB for their consideration.



**MEMORANDUM**

April 6, 1987

TO: Dr. Behrendt

FROM: Don Foster *DF*

RE: Form 20 for Appliance Repair Technican - 30 Hours

Enclosed is a form 20 for the addition of a new certificate in Appliance Repair. This application for a new program must be approved by the SVCC Board of Trustees before it can be sent to ICCB.

Detailed information about this certificate is provided in the application. It is noteworthy that this program will be an extension of existing programs in the electronics-electrical area and will not be costly to add to our curriculum. More importantly, the program will provide needed training for the students and businesses in our college district.

The SVCC Curriculum Committee approved this program application on March 18, 1987.

DF/js

cc Zollie Hall

Enclosure

## ELT 0H75 - Appliance Repair Technician - 30 Semester Hours

### 1. Mission and Objectives

#### a. Objectives of Proposed Certificate

- 1) To prepare individuals to enter the field of appliance repair--including the full range of home appliances as well as for apartment complexes and small commercial establishments.
- 2) To provide inservice training for persons currently employed in the field of appliance repair who need to upgrade their skills.
- 3) To provide a sequence of courses in the appliance repair field that will culminate in a certificate to verify student competence in the field and, thus, enhance employment prospects.
- 4) To provide a foundation for students to move on to one of the other certificates or the AAS degrees in the electrical/electronics area.

#### b. List of Approved Related Curricula

EET 0H65 - Certificate - Industrial Electronics	470105
EET 0H94 - Certificate - Industrial Maintenance	
Electrician	470201
HRS 0H81 - Certificate - Refrigeration	470201
CON 0H79 - Certificate - Building Maintenance	
Specialist	460401
EET 0063 - AAS Degree - Electronic Technology	150303

Enrollments in the proposed curriculum are not expected to reduce the enrollment in any related certificates or programs.

#### c. Types of Students to Be Served

- 1) Full-time appliance repair students (pre-service)
- 2) Part-time appliance repair students (pre-service)
- 3) Students currently employed in the field who desire additional training.

### 2. Academic Control

- a. This certificate was developed by the Industrial Technology faculty in consultation with the Assistant Dean of Business, Technology and Natural Sciences. Also, the advisory committees in the Heating/Air Conditioning and Electronics areas were consulted and provided input on the development of this certificate. The certificate was approved by the college Curriculum Committee on March 18, 1987 (copy of minutes enclosed).

- b. The proposed certificates will be administered by the Industrial Technology Department under the direction of the Assistant Dean of Business, Technology and Natural Sciences who, in turn, reports to the Dean of Instruction.
- c. Application is open to any interested person who wishes to benefit from Sauk Valley Community College courses or any curriculum leading to a certificate. However, students are screened for appropriate reading and mathematics ability levels using the ASSET Testing Program. Also, a career guidance and academic advisement program is employed to properly place students.
- d. Completion requirements:
  - 1) Appliance Repair Technician Certificate - 30 semester hours
  - 2) A grade point average of 2.0 (4.0 scale) is required for graduation
  - 3) Complete a minimum of 16 (less for selected certificates) semester hours of course work at Sauk Valley Community College. No more than one-fourth of course work for a certificate can be transferred in from other institutions.
  - 4) Credits accepted through:  
(Copy of appropriate catalog pages enclosed.)
  - 5) There are no practicum courses or clinical experience requirements for this program.

### 3. Curriculum

- a. See Chart A.
- b. Program requirements list enclosed.

### 4. Faculty

- a. Full-time faculty member - Industrial Technology Area  
MSITE Degree  
19 years industrial related experience  
12 years teaching experience  
  
Part-time faculty member - Industrial Technology Area  
MSIT Degree  
14 years teaching experience  
2 years industrial experience  
  
No additional full-time faculty needed to implement this certificate.

5. Support Services

- a. No additional physical facilities will be required. Existing classrooms in the Industrial Technology area will accommodate this proposed certificate.
- c. The LRC has sufficient holdings in print media, including books and periodicals, to provide for the instructional needs of this program. An extensive collection of technical journals, including those that cover the appliance repair area, is held by the LRC.
- d. No additional LRC materials will be needed. However, the existing collection is constantly being augmented- especially in the technical fields.
- e. None needed for this certificate.
- f. No special student services needed.

6. Financing

- a. An additional part-time faculty member will be needed for several of the courses contained in this certificate. (Cost specified in Chart D.) The assumption is that two three hour classes will be taught by part-time faculty each semester. Full-time faculty salary is calculated on 20% of one full-time faculty salary. Part-time faculty salaries are calculated according to part-time salary scale.
- b. See Chart E.
- c. Existing resources will suffice to support the needs of these certificates. All educational programs are supported by tuition (\$28.00 per semester hour), ICCB and DAVTE apportionment, and the funds from the Educational Fund tax levy.
- d. Not applicable.

7. Catalog description for the certificate is enclosed.

8. Accreditation and Licensure

- a. Not applicable
- b. Not applicable

9. Program Needs and Priorities

- a. Employment opportunities - See Chart F

- b. Estimated enrollments - See Chart G
- c. There are no other post secondary institutions in the college district.
- d. There are no cooperative agreements anticipated for this proposed certificate.

10. Timetable for Implementation

The proposed certificate will be implemented with the fall semester of 1987, or as soon as ICCB and IBHE approval is obtained.

- a. No additional full-time faculty needed. One part-time faculty member will be employed to teach several of the courses.
- b. Advertising will be handled through the regular college schedule which is mailed to every household in the college district. A program brochure will be prepared by September of 1987. Special mailings will be made to area industries who employ appliance repair personnel.
- c. Students will be admitted into these certificates for fall semester of 1987, or as soon as ICCB and IBHE approval is obtained.
- d. The new courses for this certificate have been developed and approved by the Curriculum Committee. The Form 11's for these courses are enclosed.
- e. The first graduates can be expected to receive their certificates in May or August of 1988.

CERTIFICATE PROGRAM

CAREER PROGRAM

APPLIANCE REPAIR TECHNICIAN

(SVCC CURRICULUM CODE OH75)

This program is designed to prepare individuals interested in appliance repair. Technicians usually specialize. They may service small appliances such as toasters and vacuum cleaners; major appliances such as refrigerators, freezers, washers, and dryers; or power tools such as lawnmowers, electric drills, and power saws. Repairers in large shops generally are more specialized than those in small shops. Portable appliances are worked on in shops. Major appliances usually are repaired in customers' homes by appliance repairers who carry their tools and a number of commonly used parts with them in a truck.

SUMMARY OF CERTIFICATE REQUIREMENTS

Major Field Requirements		Sem/Hrs
ELT 101	Electrical Wiring.....	3
ELT 160	Fundamentals of Electricity.....	3
ELT 104	Tools and Test Instruments.....	3
ELT 102	Small Appliance Repair.....	3
ELT 103	Major Appliance Repair.....	3
HRS 120	Basic Refrigeration.....	3
HRS 130	Basic Heating.....	3
		<hr/> 21
Related Requirements		Sem/Hrs
(Select nine (9) semester hours from courses with the following prefixes -		
HRS, ELT, CON).....		9
Total Hours Required for Certificate.....		30

(March 1987)



For Board Meeting  
of April 20, 1987

Agenda Item H-4

TRAVEL ALLOWANCE (Second Reading)

The travel allowance policy presented for first reading (attached) at the March 23, 1987 meeting is presented for second reading.

RECOMMENDATION: It is recommended that the Board approve the travel allowance policy changes as presented at the March 23, 1987 meeting for first reading.

For Board Meeting  
of March 23, 1987

Agenda Item H-6

TRAVEL ALLOWANCE  
(FIRST READING)

Our present travel policy reads as follows:

...Meals are subject to reimbursement up to \$18.00 per day, including tips. ...

...Reimbursement when using personal automobile for college travel will be at the rate of 20¢ per mile.

(Note the attached policy)

The proposed policy would read:

...Meals are subject to reimbursement up to \$25.00 per day, (\$5.00 for breakfast, \$7.00 for lunch, and \$13.00 for dinner) including tips. For a full day trip, expenses over the total \$25 allowance will be reimbursed upon the submission of receipts for all meals. If the trip is less than a full day, reimbursement over the meal allowances will be paid with submitted receipts. ...

Reimbursement when using personal automobile for college travel will be at the rate of 21¢ per mile.

RECOMMENDATION: It is recommended that the Board approve the policy changes for first reading.

511.01 Travel of College Personnel

A) Deans shall regulate travel within their respective offices subject to the limitations of the budget provided. Accountability for expenses incurred while traveling will be made by the individual, the responsible dean and the President, in accordance with procedures and forms issued by the Business Office and accepted accounting practices.

B) Reimbursement for college travel will be as follows:

1) In-District Travel

All personnel will regard their regular places of instruction, or duty, as their regular places of work. No reimbursement will be allowed for travel from home to the regular place of work or duty. Logs will be kept of all in-district travel, and reimbursement must be approved by division heads and deans. Logs will be turned in monthly for reimbursement claims for in-district travel.

2) Out-of-District Travel

Out-of-district travel requires prior approval initiated by proper written request, unless performed under emergency conditions. Meals are subject to reimbursement up to \$18.00 per day, including tips. Lodging is to be reimbursed by receipts to be submitted. Reimbursement on fares for public transportation will be based only on the actual tax exempt fare.

Reimbursement when using personal automobile for college travel will be at the rate of 20¢ per mile.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

To: All SVCC Staff Date: April 10, 1987  
From: Richard L. Behrend  Subject: Re-accreditation

As you know, our accreditation visit of June 1985 required that we submit a progress report on institutional planning to the North Central Commission by July 1, 1987. Following the approval by the Board of Trustees on March 23, 1987 of our Strategic Plan, we forwarded a copy of that plan to North Central for their consideration.

I am pleased to report to you that this Strategic Plan was accepted by the Commission and that no further reports will be required before our next regularly-scheduled comprehensive evaluation in 1991-92. For your information, I have attached the relevant correspondence from North Central indicating this action.

Thank you for your assistance in reviewing and revising the drafts of our Strategic Plan. It is evident that our work was worthwhile as it has resulted in meeting the North Central requirement well in advance of our July 1, 1987 deadline.

I am grateful for your cooperation and trust that we will continue to move forward as we develop the operational plan and then achieve the goals/objectives that we have outlined for ourselves.



North Central Association  
of Colleges and Schools  
Commission on Institutions  
of Higher Education

159 North Dearborn  
Chicago, Illinois 60601  
(312) 263-0456  
(800) 621-7440

April 7, 1987

President Richard L. Behrendt  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, IL 61021

Dear President Behrendt:

I have now reviewed the report you submitted to our office on March 31. My staff analysis of the report is enclosed.

On behalf of the Commission, I accept the report. No further reports are required. The next comprehensive evaluation is scheduled for 1991-92.

I am also enclosing a copy of the institution's Statement of Affiliation Status, which reflects the actions I have taken on behalf of the Commission. If you have any questions about this analysis or any other evaluation matters, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Joseph J. Semrow".

Joseph J. Semrow  
Associate Director

JJS:jlh

cc: Dr. Thurston E. Manning

Enclosures



North Central Association  
of Colleges and Schools  
Commission on Institutions  
of Higher Education

159 North Dearborn  
Chicago, Illinois 60601  
(312) 263-0456  
(800) 621-7440

## STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: April 7, 1987  
STAFF: Joseph J. Semrow

INSTITUTION: Sauk Valley Community College, IL

EXECUTIVE OFFICER: President Richard L. Behrendt

PREVIOUS COMMISSION ACTION RE: REPORT: (June 21, 1985) The College is required to submit a progress report on institutional planning to the Commission by July 1, 1987.

ITEMS ADDRESSED IN REPORT: The institutional planning process. It addresses the concern expressed by the team that there was little evidence of institutional consensus regarding the future course and direction of the college.

STAFF ANALYSIS: The institution's report documents the development of a strategic plan with a focus on the mission. All sectors of the institution's community were involved in this process. The next step is the development of the operational plan. Excellent resources and capabilities exist at the institution to bring this about.

STAFF ACTION: Accept report. No further reports are required. The next comprehensive evaluation is scheduled for 1991-92.

AFFILIATION STATUS OF

SAUK VALLEY COMMUNITY COLLEGE

173 Illinois Route 2

Dixon, IL 61021

(Effective April 7, 1987)

CONTROL: Sauk Valley Community College is a public institution.

STATUS: Sauk Valley Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Accredited: 1972-.

EDUCATIONAL PROGRAMS: The College offers programs leading to Certificates, and the Associate's (arts and sciences and vocational-technical curricula) degree. It also offers credit and non-credit courses not part of these programs.

LOCATIONS: The College offers courses and programs at its campus in Dixon, Illinois; some courses and some programs are offered at the Dixon Correctional Center. Some courses are also offered at various sites within the district.

STIPULATIONS: None.

REPORTS REQUIRED: None.

FOCUSED EVALUATIONS: None.

COMPREHENSIVE EVALUATIONS: Sauk Valley Community College's most recent comprehensive evaluation occurred in 1984-1985. Its next comprehensive evaluation is scheduled for 1991-1992..



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

April 12, 1987

TO: Board of Trust  
FROM: Richard Groharing  
SUBJECT: April ICCTA Meeting

At the State Relations Committee meeting we established positions on 35 bills which will impact community colleges. These positions were all approved at the general meeting the next day. It was reported by the ICCTA staff that support to maintain the current "Nurse Practice Act" was growing, and that we will probably be able to defeat any changes now being proposed by the Nurses Assoc. Staff also reported that in the polling of the boards done regarding HB 143, (division of the districts), 34 of the 37 school districts affected opposed the bill. In the general meeting the next day, the official vote was 25 to 2 in opposition, 1 abstention.

During the Executive Committee meeting on Saturday morning we reviewed the proposed 87-88 budget, discussed and approved 6% staff salary increases, reviewed plans for the annual convention in June, and approved the new dues structure proposal for submission to the board of representatives. This new dues structure is an attempt to better balance how the dues are determined for each school. I am attaching a copy of the new dues list for your information. As you can see SVCC's dues will only go up \$37.

In the general session, the board of representatives voted unanimously for the new dues structure. They also recieved the report of the Nominating Committee, who proposed the following slate of officers for next year.

Pres. Tom Wilson - Carl Sandburg  
V. Pres. Dick O'Dell - Parkland  
Treas. Joyce Heap - Joliet  
Secy. Rich Anderson - Lake County

I did not attempt to take notes on all the other committee reports since you will be recieving these in the "Board Letter" in a few days.



1986-87 DUES COMPARISON

<u>COLLEGE</u>	<u>CURRENT DUES FORMULA</u>	<u>NEW PROPOSAL ( SEMESTER HRS/UNIT COST)</u>	<u>DIFFERENCE</u>
Kaskaskia	4,255.18	3,847.41	- 407.77
DuPage	14,539.86	16,917.00	2,377.14
Black Hawk	8,250.90	8,337.92	87.02
Triton	14,599.12	15,107.78	508.66
Parkland	6,692.46	7,254.96	562.50
Sauk Valley	3,408.02	3,444.98	36.96
Danville	4,624.60	4,049.02	- 575.58
Chicago	25,000.00	25,000.00	----
Elgin	5,011.58	5,281.89	270.31
Thornton	8,248.46	7,845.39	- 403.07
Rock Valley	5,821.96	6,257.46	435.50
Harper	10,791.58	12,521.64	1,730.06
Illinois Valley	4,558.00	4,733.48	175.48
Illinois Central	9,282.14	10,145.11	862.97
Prairie	4,977.02	5,170.47	193.45
Waubensee	4,367.36	4,669.67	302.31
Lake Land	4,514.26	4,651.89	137.63
Sandburg	3,612.88	3,815.83	202.95
Highland	3,629.14	3,387.96	- 241.18
Kankakee	4,946.78	4,460.49	- 486.29
Rend Lake	4,486.26	3,419.54	-1,066.72
Belleville	10,093.92	9,745.89	- 348.03
Kishwaukee	4,115.50	3,675.81	- 439.69
Moraine	9,753.52	10,606.44	852.92
Joliet	8,090.12	8,698.47	608.35
Lincoln Land	5,633.50	5,911.00	277.50
Morton	3,368.38	3,600.83	232.45
McHenry	3,233.50	3,476.22	242.72
Ill. Eastern	10,180.24	8,213.74	- 1,966.50
Logan	4,680.88	3,984.26	- 696.62
Shawnee	3,148.54	2,632.03	- 516.51
Lake County	7,434.88	7,912.33	477.45
Southeastern	4,848.09	3,775.88	- 1,072.21
Spoon River	2,806.16	2,817.24	11.08
Oakton	7,217.86	8,086.29	868.43
Lewis & Clark	4,641.00	4,900.12	259.12
Richland	3,131.12	3,305.76	174.64
John Wood	3,803.08	3,485.96	- 317.12
State Community	<u>5,825.55</u>	<u>2,482.46</u>	<u>-3,343.09</u>
 TOTAL -----	 \$257,623.40	 \$257,630.62	

# DUES PROPOSAL

<u>COLLEGE</u>	<u>1985 Credit Hours</u>	<u>Net Instructional Unit Cost (84.87)</u>	<u>.000557</u>	<u>Flat Fee</u>	<u>1986-87 Dues</u>
Kaskaskia	56003	4,752,975	2,647.41	1,200.00	\$ 3,847.41
DuPage	332476	28,217,238	15,717.00	"	16,917.00
Black Hawk	150995	12,814,946	7,137.92	"	8,337.92
Triton	294204	24,969,093	13,907.78	"	15,107.78
Parkland	128086	10,870,659	6,054.96	"	7,254.96
Sauk Valley	47490	4,030,476	2,244.98	"	3,444.98
Danville	60268	5,114,945	2,849.02	"	4,049.02
Chicago	500000	42,435,000	23,800.00	"	25,000.00
Elgin	86348	7,328,355	4,081.89	"	5,281.89
Thornton	140576	11,930,685	6,645.39	"	7,845.39
Rock Valley	106985	9,079,817	5,057.46	"	6,257.46
Harper	239497	20,326,110	11,321.64	"	12,521.64
Ill. Valley	74747	6,343,778	3,533.48	"	4,733.48
Ill. Central	189224	16,059,441	8,945.11	"	10,145.11
Prairie	83991	7,128,316	3,970.47	"	5,170.47
Waubensee	73397	6,229,203	3,469.67	"	4,669.67
Lake Land	73021	6,197,292	3,451.89	"	4,651.89
Sandburg	55335	4,696,281	2,615.83	"	3,815.83
Highland	46284	3,928,123	2,187.96	"	3,387.96
Kankakee	68972	5,853,654	3,260.49	"	4,460.49
Rend Lake	46952	3,984,816	2,219.54	"	3,419.54
Belleville	180779	15,342,714	8,545.89	"	9,745.89
Kishwaukee	52373	4,444,897	2,475.81	"	3,675.81
Moraine	198983	16,887,687	9,406.44	"	10,606.44
Joliet	158622	13,462,249	7,498.47	"	8,698.47
Lincoln Ld	99656	8,457,805	4,711.00	"	5,911.00
Morton	50787	4,310,293	2,400.83	"	3,600.83
McHenry	48151	4,086,575	2,276.22	"	3,476.22
Ill. Eastern	148368	12,591,992	7,013.74	"	8,213.74
Logan	58898	4,998,673	2,784.26	"	3,984.26
Shawnee	30293	2,570,967	1,432.03	"	2,632.03
Lake Co.	141992	12,050,861	6,712.33	"	7,912.33
Southeastern	54490	4,624,566	2,575.88	"	3,775.88
Spoon River	34211	2,903,488	1,617.24	"	2,817.24
Oakton	145672	12,363,183	6,886.29	"	8,086.29
Lewis & Cl.	78272	6,642,945	3,700.12	"	4,900.12
Richland	44545	3,780,534	2,105.76	"	3,305.76
John Wood	48357	4,104,059	2,285.96	"	3,485.96
State Comm.	27129	2,302,438	1,282.46	"	2,482.46
<b>TOTAL</b>	<b>4456429</b>	<b>378,217,129</b>	<b>210,830.62</b>	<b>46,800.00</b>	<b>257,630.62</b>



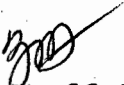
**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

April 9, 1987

TO: Dr. Richard Behrendt  
FROM: Zollie Hall   
RE: Classified Staff Evaluation

The attached form was developed and approved  
by a committee of classified employees, and me.

If you have questions or comments, please let  
me know.

lm  
enc

cc: Cathy Seagren  
John Lenox  
Carol Cullum  
Janet Myhre  
Vern Walker

SAUK VALLEY COMMUNITY COLLEGE  
Dixon, Illinois

CLASSIFIED STAFF EVALUATION

Person Evaluated \_\_\_\_\_ Position \_\_\_\_\_

Period of Evaluation: From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year

Please rate the employee being evaluated using the following scale:  
5-Excellent; 4-Good; 3-Satisfactory; 2-Needs Improvement; and  
1-Unsatisfactory. (Please justify areas rated less than Satisfactory)

I. SPECIFIC DUTIES AND RESPONSIBILITIES  
(Refers to items from Classification Description)

Item	Rating	Item	Rating
1.	5__ 4__ 3__ 2__ 1__	9.	5__ 4__ 3__ 2__ 1__
2.	5__ 4__ 3__ 2__ 1__	10.	5__ 4__ 3__ 2__ 1__
3.	5__ 4__ 3__ 2__ 1__	11.	5__ 4__ 3__ 2__ 1__
4.	5__ 4__ 3__ 2__ 1__	12.	5__ 4__ 3__ 2__ 1__
5.	5__ 4__ 3__ 2__ 1__	13.	5__ 4__ 3__ 2__ 1__
6.	5__ 4__ 3__ 2__ 1__	14.	5__ 4__ 3__ 2__ 1__
7.	5__ 4__ 3__ 2__ 1__	15.	5__ 4__ 3__ 2__ 1__
8.	5__ 4__ 3__ 2__ 1__		Comments/Justification

II. SPECIFIC SKILLS AND/OR ABILITIES REQUIRED  
(Please list)

1. _____	5__ 4__ 3__ 2__ 1__
2. _____	5__ 4__ 3__ 2__ 1__
3. _____	5__ 4__ 3__ 2__ 1__
4. _____	5__ 4__ 3__ 2__ 1__
5. _____	5__ 4__ 3__ 2__ 1__
6. _____	5__ 4__ 3__ 2__ 1__

III. GENERAL

Job Performance

Knowledge of Work 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

Quality of Work 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

Quantity of Work 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

IV. PERSONAL TRAITS

1. Punctuality 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

2. Attendance Record 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

3. Initiative 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

4. Attitude on Job 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

5. Working Relationships 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

6. Professionalism 5\_\_ 4\_\_ 3\_\_ 2\_\_ 1\_\_  
Comments/Justification

V. SUMMARY STATEMENTS

- (1) Supervisor's acknowledgment and recognition of employee's efforts at self-improvement:
- (2) Performance of duties and responsibilities beyond the position description:
- (3) Suggestions for areas of improvement:

VI. SUMMARY/RECOMMENDATION

SIGNATURES

This evaluation prepared by:

\_\_\_\_\_  
Supervisor and Title

\_\_\_\_\_  
Date

I have participated in this evaluation and discussed it with my supervisor and

\_\_\_ Agree with the contents, or

\_\_\_ Disagree with the contents and my comments are attached.

\_\_\_\_\_  
Employee and Title

\_\_\_\_\_  
Date

# SAUK VALLEY COLLEGE

R. R. 5.

DATE April 10, 1987

## MEMORANDUM

TO: Dr. Behrendt

FROM: Don Foster *DF*

RE: Final Draft of Revised Evaluation System for SVCC-DCC Program

Enclosed is the final draft of a revised evaluation system for the SVCC-DCC Program. This document has been reviewed by Dennis Day and the DCC faculty. They support the proposed revised evaluation system as printed in the final draft. Also, the suggestions that you made have been incorporated into this draft.

This system should be presented to the SVCC Board of Trustees for their review--since they formally approved the original evaluation system for that program.

The proposed new system is much less complex and will be easier to administer. Also, the evaluation forms used to implement the system are the same ones in use here on campus. This new system still includes a merit recognition component in keeping with the Board's original intentions for an evaluation and compensation system for the DCC Program.

DF/js

cc Dennis Day

Enclosure

EVALUATION SYSTEM

FOR

SAUK VALLEY COMMUNITY COLLEGE

EDUCATIONAL PROGRAM

AT

DIXON CORRECTIONAL CENTER



## INTRODUCTION

The Sauk Valley Community College Educational Program at Dixon Correctional Center is a contractual program funded under an agreement between SVCC and Illinois Department of Corrections School District #428. All faculty and staff employed in the SVCC-DCC Program are contractual employees and are employed under the conditions of Article 401.01A and 426.01 of the SVCC Board Policy Manual.

The evaluation system outlined in this document is designed to provide a systematic means and set of procedures for use in evaluating the professional staff employed in the SVCC-DCC Program. The evaluation system is administered by the Director of the SVCC-DCC Program in a manner that is consistent with college policy.

The philosophical foundation of this evaluation system is based upon the concepts of accountability, performance, consistency, and fairness in personnel matters. It is also positive in orientation and is designed to encourage the growth and development of the professional staff employed in the program. Finally, this system incorporates a merit recognition component that provides a monetary reward for exceptional performance.

## I. CRITERIA FOR EVALUATION

- A. Teaching performance
- B. Performance of academic assignments outside of the classroom (committee work, etc.)
- C. Program development (curriculum work and other academic related work)
- D. Contribution to the SVCC-DCC Program beyond assigned responsibilities
- E. Initiative
- F. Creativity
- G. Personal commitment or attitude

## II. IMPLEMENTING PROCEDURES FOR EVALUATION SYSTEM

- A. Classroom evaluation may be conducted by the Director of the SVCC-DCC Program at any time throughout the year. However, at least one formal classroom visit of at least one hour in length must be completed for each full-time faculty member each year. Additional classroom evaluations may be conducted at the discretion of the Director. All first year faculty members will be evaluated in the classroom at least two times during the first year of employment..
- B. An appointment for a conference must be held no later than ten working days after the classroom evaluation to discuss the EV2 - Classroom Observation report and to sign the report. A written report may be submitted by the faculty member within three working days after the conference.
- C. The Director of the SVCC-DCC Program shall administer Student Faculty Evaluation Forms to at least one class for each faculty member prior to March 1st of each year. The student evaluations may be reviewed at the time of the annual evaluation conference. Following this conference the forms will be given to the faculty member. (The Guidelines for Administering Instructor Evaluation form will be followed in using this form.)
- D. By April 1st of each year an annual evaluation conference must be held between the Director

and each faculty member. Each faculty member shall complete an EV3 - Self-Evaluation Form prior to that conference, which will be reviewed as part of the conference along with classroom observations, student evaluations, and all other matters related to the faculty member's overall professional performance.

An EV1 - Report of Evaluation and Planning Conference Form will be prepared as a summary of the planning conference. This document must be signed by both the Director and the faculty member.

- E. An EV4 - Annual Recommendation Form will be prepared by the Director for each faculty member and sent to the Dean of Instruction by April 15th of each year. The annual recommendation will consist of one of the following categories:

1. Unacceptable performance - non-retention
2. Performance below standard expected - no salary increase
3. Satisfactory performance - standard salary increase
4. Performance above expected standard - merit recognition and bonus

The faculty member shall have the right to attach a statement if he/she disagrees with the contents of the annual evaluation conference summary or takes exception to the annual recommendation. This document will be submitted to the Dean of Instruction along with all other evaluation forms. The Dean of Instruction will sign the annual recommendation form and return it to the faculty member by May 1st of each year. The faculty member may appeal the annual recommendation to the Dean of Instruction by notifying him in writing. This appeal will be forwarded to the college President along with the annual recommendation.

- F. The college President will issue a letter of appointment to each faculty member prior to May 15th of each year.
- G. A contract will be issued to each faculty member by the President following SVCC Board action on all contractual employees in the program.

No Board action will be taken until the contractual agreement with the external funding agency for the

subsequent fiscal year has been finalized and signed.

III. COMPENSATION

SVCC - DCC PROGRAM FACULTY  
12 MONTH SALARIES

<u>Less Than Masters Range*</u>	<u>Masters Range*</u>
Beginning Salary to Top Salary	Beginning Salary to Top Salary

\*Specific salary ranges and flat steps will be approved by the SVCC Board of Trustees for each fiscal year.

- A. This range is intended to be used to obtain a beginning salary for faculty persons employed by Sauk Valley Community College at the Dixon Correctional Center. Advancement will be determined annually by evaluations.
- B. Initial placement will be based upon prior teaching experience and related industrial experience. Differential flat steps will be used as a basis for determining placement above the base steps in each range.
- C. Certain high technology, innovative, or otherwise high demand areas may command higher salaries than routine placement in the range would allow. In an effort to secure qualified instructors for these areas, the Director may, with the approval of the Dean of Instruction, recommend original placement at a higher level.
- D. When a faculty person on the Less than Masters range obtains a Masters Degree in an approved discipline, he/she will receive the figure of \$1,000 added to their annual salary at the beginning of the next contract year in addition to any increase earned for the year as determined by the evaluation system. The salary ceiling will then become that of the Master range.

When a faculty member earns a doctorate in an approved discipline, he/she will receive an additional \$1,000 added to their annual salary at the beginning of the next contract year in addition to any increase earned for the year as determined by the evaluation system.

- E. The merit recognition bonus will be in the amount of \$500.00. This will be a one-time payment and will not be included in the 12 month contract and salary of the faculty member or member of this recognition.

Passed by  
Academic Council  
September 10, 1969  
SVC EV 1

SAUK VALLEY COLLEGE

REPORT OF EVALUATION AND PLANNING CONFERENCE

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Division Chairman \_\_\_\_\_

Other Participants \_\_\_\_\_

This report represents a summary of a conference held to evaluate professional performance and plan for future growth and improvement activities.

-----

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

Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Dean's Copy

Faculty Member's Copy

### CLASSROOM OBSERVATION

INSTRUCTOR \_\_\_\_\_ COURSE \_\_\_\_\_

TERM \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_

VISITOR(S) \_\_\_\_\_ DATE \_\_\_\_\_

LOWEST

AVERAGE

HIGHEST

(1)

(2)

(3)

(4)

(5)

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

NARRATIVE:

1. Were important ideas and/or facts clearly explained in view of the subject matter?
2. In view of the size of the class and the nature of the course did the instructor encourage critical thinking?

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

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

SUGGESTIONS FOR IMPROVEMENT:

1. Course:

2. Instructor:

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

Faculty member \_\_\_\_\_ Date \_\_\_\_\_  
Dean's Copy  
Faculty member's copy

Approved by Instructional Standards Committee 4-21-75

5/12/75  
af



## SELF-EVALUATION

Annual Professional Summary and Evaluation

(To cover period from December to following November)

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Rank \_\_\_\_\_

Summarize your accomplishments for the past year and outline your plans and goals for next year according to the following suggested areas. Respond to those areas which you feel are most appropriate to you. Please use additional sheets of paper as necessary.

- I. Contributions to Students and the Instructional Process  
(Suggested examples: Instructional techniques, counseling and advising, etc.)
- II. Contributions to My Department  
(Suggested examples: course development and modifications, etc.)
- III. Contributions to My Specific Professional Area  
(Suggested examples: professional affiliations, conferences, etc.)
- IV. Contributions to the College as a Whole  
(Suggested examples: committee assignments, special projects, extracurricular activities, etc.)
- V. Contributions to My Community  
(Suggested examples: speaking engagements, civic organizations, etc.)
- VI. Other
- VII. Future Plans for Professional Development  
(Suggested examples: goals, objectives, etc.)

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

To be submitted to the appropriate supervisor prior to annual review conference in November.

js

Approved by Instructional Standards Committee - May 1984

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
\*RECOMMENDATIONS:

\_\_\_\_\_  
INSTRUCTOR'S COMMENT:

I have read this report and recognize that I have the privilege of discussing it with the Dean of Instruction and/or submitting a written response.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\*In all cases the final action rests with the College Board.

Faculty Member's copy

Dean's copy

President's copy

## GUIDELINES FOR ADMINISTERING INSTRUCTOR EVALUATION FORM

1. The Assistant Dean, or his/her designee, will be responsible for administering the student/faculty evaluation forms to at least one class for each full-time faculty member each year.
2. The instructor will be asked to leave the room during the process to ensure anonymity of the student responses. The forms will be collected and reviewed by the appropriate supervisor and sent to the faculty member after grades have been turned in at the end of the semester. Throughout this process the forms will be treated in a confidential manner.
3. The student evaluation forms may be reviewed and discussed during the annual review conference between the faculty member and the assistant dean.
4. Student evaluations may be reviewed as part of the annual evaluation conference but may not be used for purposes of evaluation, discipline, promotion, retention, or for any adverse action against a faculty member. Also, the evaluations may not be placed in a faculty member's personnel file and will remain the property of the faculty member after the evaluation conference is concluded.

## INSTRUCTIONS FOR COMPLETING THE INSTRUCTOR EVALUATION FORM

To the Student:

The faculty at Sauk Valley College is constantly seeking to improve the quality of instruction. We are asking for your help in this effort by completing the attached questionnaire, including the open-ended questions on the reverse side of the form. Your answers will assist the instructor in making decisions regarding course content and methods of presentation. Your responses will be kept confidential and will not be returned to the instructor until after the grades have been submitted at the end of the current semester. Thank you for your time and effort.

Please rate your instructor on each of the following factors by placing an (X) at the point on the scale which best represents your evaluation of his or her performance. An example is provided below. In instances where the question may not apply to a class, indicate this by printing N/A in the ranking scale space.

	Inadequate		Average		Excellent
Course materials are arranged in units that I can understand.	/	/	/	/	X /

Approved by Instructional Standards Committee 4/15/83

Course

Date

Name of Faculty Member

STUDENT FACULTY EVALUATION

Inadequate    Average    Excellent

1 Course materials are arranged  
in units that I can understand.

/ / / / /

2 Course objectives, classroom,  
and laboratory (if applicable)  
activities, and examinations  
seem to go together.

/ / / / /

3 The instructor, usually, is  
well prepared for each session.

/ / / / /

4 The instructor makes provisions  
for individual differences.

/ / / / /

5 The instructor is sensitive to  
student needs.

/ / / / /

6 We are free to ask questions  
and disagree.

/ / / / /

7 I understand the objectives  
of this course.

/ / / / /

8 The instructor encourages me  
to do my best.

/ / / / /

9 The instructor demonstrates a  
command of the subject matter.

/ / / / /

10 The instructor is confident and  
self-reliant.

/ / / / /

11 The instructor expands on the  
textbook and/or lab manuals.

/ / / / /

12 Exams are fair.

/ / / / /

13 The grading system is well  
defined.

/ / / / /

14 The instructor uses effective  
illustrations to clarify  
materials.

/ / / / /

15 The instructor seems genuinely  
interested in teaching.

/ / / / /

16 Students feel comfortable with  
the instructor.

/ / / / /

- 17 The instructor holds class as scheduled. / / / / / / /
- 18 The course has motivated me to achieve beyond what I thought was possible. / / / / / / /
- 19 Overall, I would rate the quality of instruction. / / / / / / /

EVALUATION ADDENDUM

1. Please name one or two things that you especially liked about

A. This course and the way it was conducted

B. The teacher's performance

2. Please make suggestions which you feel might improve

A. This course

B. The teacher's performance

3. Please give any other additional comments

4. My major field \_\_\_\_\_  
(optional)



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt

DATE: April 9, 1987

FROM: Robert Edison *Bob*

SUBJECT: Rent of T-2

The lease and all its details on T-2 has been finalized with the elements having been as initially presented except for the following:

1. We are to assume structural maintenance at the inception of the lease period which is November 15, 1986. The structural obligation will pertain to the foundation, walls and roof and has been written to include the septic system if a repair or replacement cost exceeds \$500.
2. The rent has been amended from \$5,632 for the first year, \$8,272 for the second year, and \$10,912 for the third year to an annual amount of \$10,912 for each of the three years commencing November 15, 1986.
3. The lease is in the name of the corporation called Fabric Crafters, Incorporated, but also contains the personal guarantee of both Duane Meyers and Chuck Brauer.

# SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE March 25, 1987

## MEMORANDUM

TO: Dr. Behrendt

FROM: Don Foster *DF*

RE: Report on System for Sharing Information Learned  
from Attending Conferences and Profesional Society  
Meetings

It is customary for faculty members to share ideas and information learned from attendance at conferences and professional society meetings with their colleagues. This is usually done at department meetings and on an individual basis according to shared academic interest.. Often copies of formal presentations are circulated among faculty members.

The three faculty members who attend the AACJC Great Teachers Seminar each summer make a formal panel presentation at a special Faculty Forum in September.

Administrators in the Division of Instruction share information from conferences on a regular basis at Academic Council meetings.

In response to the current concern about this subject, I have asked each of the assistant deans to list the exchange of information learned from conferences as a formal agenda item at departmental meetings. This will serve to highlight and formalize the practice of regular exchange of this type of information.

It should also be recognized that more than one-half of our travel funds are spent for indistrict travel, advisory committee meetings, and routine trips to Springfield for grant meetings, ICCB program meetings, etc. We budget \$200 per full-time faculty member in the department budgets and \$50.00 per faculty member in the assistant dean's budgets for faculty attendance at conferences and professional society meetings. This adds up to \$12,000 based on 48 faculty members. All travel must have prior approval and is carefully



monitored to be sure that it is related to the area of assignment and is worthy of being supported by college travel funds.

Many faculty members end up paying for quite a bit of travel out of their own pockets due to the low level of available college travel funds.

DF/js

cc Academic Council



**Sauk Valley  
Community  
College**


173 IL ROUTE 2  
DIXON, IL 61021-9110

815 / 288-5511

**MEMORANDUM**

March 26, 1987

TO: Dr. Behrendt

FROM: John Sagmoe 

RE: TRAVEL REPORT SUMMARY, STUDENT SERVICES DIVISION

The major conference and meeting expenses in the Student Services Division are directly related to operational responsibilities of each reporting unit and are, for the most part, required to facilitate and maintain ongoing programs.

**Nature of the Travel:**

In the area of Admissions, approximately 40% of the travel is dedicated to our in-district high school relations visitation and recruitment program. This involves visiting each high school in the district approximately four times in an academic year. About 35% of the admissions travel budget is committed to out-of-district recruitment, particularly in those schools in which we have cooperative agreements. The remainder of admissions travel is related to college and university articulation matters, attendance at Illinois Community College Board workshops and Illinois Association of College Registrars and Admissions Officers. The budget also accommodates special on campus recruitment programs, transfer days, parent visitations, etc.

Financial Aid conference and meeting expenses are, for the most part, related to required workshops, seminars and conferences designed to keep the director and his staff updated in order to be in compliance with annual revisions in financial aid programs. Examples include attendance at financial training sessions, Illinois Guaranteed Loan workshops, ACT/FFS training programs, Illinois Association of Financial Aid Administrators, and regional financial aid conferences. The budget also allows for in-district travel to high schools and community organizations for local presentations.

Counselors are required to attend transfer articulation programs at all of the major state supported universities. Attendance at these sessions is a requirement if we are to continue to keep current with transfer information for our students. Counselors are also involved in a good deal of travel to local high schools as part of our student recruitment and high school relations program. Counselors also make special presentations to a variety of high school groups. Other related travel includes testing conferences, ACT/CEEB, Rock River Guidance meetings, DISCOVER and career workshops, etc.

#### Reporting Procedures:

The Student Services staff has an ongoing practice of providing for feedback to staff of any major conferences or programs attended. Staff meetings are held on a regular basis each Monday morning, and as a regular part of the agenda, staff members make reports of any conferences or workshops attended. In addition, it is a standard practice to call special meetings for reports that have a significant impact on our operations. Examples of this include:

- Financial Aid reports regarding Pell Grants, new financial aid applications, Illinois Guaranteed Loan Program revisions, etc.
- Counselor reports regarding new revisions in ACT/ASSET testing, computerized career guidance program, transfer requirements for a specific university program
- Admissions--Feedback regarding a specific area high school visitation, new state admissions requirements

In addition to reporting back in meetings, it is customary to prepare written summary reports to be distributed to appropriate faculty if the program attended merits a more detailed explanation. It is also a practice to bring back to staff members any materials obtained at a conference for distribution.

In summary, the term "travel" is somewhat of a misnomer. Actually, the majority of travel in the Student Services Division is required just to maintain and do the job. In fact, some of the funds are really not travel but are "conference and meeting expenses" for on campus functions which include College Night, Senior Preview Days, Transfer Articulation Days, specialized high school visitation programs, high school counselor articulation programs, Rock River Guidance programs, and Parents Night information programs.

jmb



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt      DATE: April 3, 1987  
FROM: Robert Edison      *Bob*      SUBJECT: Business Area Travel

During past years, I have belonged to the Illinois Community College Business Administrators, Illinois Association of School Business Officers, the Central Association of College and University Business Officers and the National Association of College and University Business Officers. The bulk of the travel has been strictly financial business and has essentially been related to the Illinois Community College Business Administrators and the Central Association of College and University Business Officers.

Most of the meetings are procedural and local problems with reports, sometimes, it would be most difficult to write a comprehensive report relative to these meetings that would be relative to other non-business personnel.

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For Board Meeting  
of April 20, 1987

Agenda Item K

TIME OF NEXT MEETING

Our meeting date for May is scheduled for May 25th.  
Since this is the Memorial Day Holiday, the Board should  
decide on an alternate date.

TREASURER'S REPORT

March 31, 1987

EDUCATION FUND

Balance on Hand February 28, 1987 \$ 29,324.66

Receipts:

Investments	455,000.00	
Deferred Pers. Property Tax	17,344.27	
Taxes	2,058.47	
Charge-Back Revenue	683.05	
Federal Work Study	23,568.43	
Other Federal Funds	351.00	
Spring Tuition	150,000.00	
Graduation Fees	652.00	
Transcript Fees	198.00	
Interest on Investments	3,772.14	
Other Revenue	10,451.56	
Expenditure Credit	<u>9,122.88</u>	<u>673,201.80</u>

Total Available \$ 702,526.46

Disbursements:

Expenses for February	491,837.14	
Investments	3,772.14	
Repaid to Building Fund	<u>25,000.00</u>	<u>520,609.28</u>

Balance on Hand March 31, 1987 \$ 181,917.18

BUILDING FUND

Balance on Hand February 28, 1987 \$ 10,089.12

Receipts:

Deferred Personal Prop. Tax	2,124.00	
Taxes	252.08	
Other Revenue	201.00	
Expenditure Credits	47.18	
Repaid from Educ. Fund	<u>25,000.00</u>	<u>27,624.26</u>

Total Available \$ 37,713.38

Disbursements:

Expenses for February		<u>17,186.05</u>
-----------------------	--	------------------

Balance on Hand March 31, 1987 \$ 20,527.33

BOND AND INTEREST FUND

Balance on Hand February 28, 1987 \$ 9,702.43

Receipts:

Investments	370,160.64	
Interest on Investments	<u>9,949.85</u>	<u>380,110.49</u>

Total Available \$389,812.92

Disbursements:

Investments		<u>383,109.78</u>
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Balance on Hand March 31, 1987 \$ 6,703.14

WORKING CASH FUND

Balance on Hand February 28, 1987 \$ 57,131.95

Receipts:

Interest on Investments		<u>3,359.23</u>
-------------------------	--	-----------------

Total Available \$ 60,491.18

Disbursements:

-0-

Balance on Hand March 31, 1987 \$ 60,491.18

AUDIT FUND

Balance on Hand February 28, 1987 \$ 12,065.04

Receipts:

Taxes	7.21	
Interest on Investments	46.87	
Expenditure Credits	<u>250.00</u>	<u>304.08</u>

Total Available \$ 12,369.12

Disbursements:

-0-

Balance on Hand March 31, 1987 \$ 12,369.12

INSURANCE FUND

Balance on Hand February 28, 1987 \$ 35,991.10

Receipts:

Taxes	20.21	
Interest on Investments	134.75	
Expenditure Credits	<u>2,297.20</u>	<u>2,452.16</u>

Total Available \$ 38,443.26

Disbursements:

Expenses for February		<u>5,949.60</u>
-----------------------	--	-----------------

Balance on Hand March 31, 1987 \$ 32,493.66

SITE AND CONSTRUCTION FUND

Balance on Hand February 28, 1987 \$ 6,229.03

Receipts:

Interest on Investments		<u>5,832.70</u>
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Total Available \$ 12,061.73

Disbursements:

Investments	3,850.19	
Expenses for February	<u>2,510.00</u>	<u>6,360.19</u>

Balance on Hand March 31, 1987 \$ 5,701.54

\* \* \* \* \*

FUNDS INVESTED

Central National Bank	S & C/W.C.	Variable		\$1,377,994.25
Dixon National Bank	S & C	5.90	5-27-87	186,665.89
Farmers National Bank	S & C	6.00	8-7-87	105,000.00
First National Bank	S & C	5.70	3-31-87	75,000.00
First National Bank	S & C	5.65	9-1-87	134,723.80
United States Treasury	B & I #1	5.56	6-25-87	383,109.78
United States Treasury	B & I #1	5.49	5-28-87	161,933.47
Dixon National Bank	Working Cash	5.90	7-4-87	208,731.34
Dixon National Bank	Working Cash	5.90	6-29-87	290,063.24
Whiteside Co. Bank	Working Cash	Variable		100,000.00
United States Treasury	Working Cash	5.41	5-28-87	486,399.86
Rock Falls National Bank	Education	Variable		<u>563,071.86</u>

TOTAL INVESTED \$4,072,693.49



SAUK VALLEY COMMUNITY COLLEGE

STUDENT LOAN FUND

Period Ending 3/31/87

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$ 7,251.74
Notes Receivable .....	4,741.00
	<u>\$11,992.74</u>

LIABILITIES & NET WORTH:

Fund Equity .....	\$7,253.25	
Net Profit .....	<u>4,739.49</u>	<u>\$11,992.74</u>

P R O F I T   A N D   L O S S

INCOME:

Interest Income .....	\$ 242.69	
Bad Debts Repaid .....	199.80	
Contribution Income .....	<u>5,000.00</u>	<u>\$5,442.49</u>

EXPENSES:

Bad Debts .....	703.00
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<u>NET PROFIT</u> .....	<u>\$4,739.49</u>
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SAUK VALLEY COMMUNITY COLLEGE

E.O.G. WORKSTUDY FUND

Period Ending March 31, 1987

B A L A N C E   S H E E T

Cash on Hand . . . . .	\$ 5,853.26	
Interfund Loans. . . . .		\$ 7,500.00
Workstudy Awards Receivable from Fed. Gov. 1986-87 . . . . .	73,530.25	
Workstudy Awards Capital 1986-87 . . . . .		170,658.00
Workstudy Awards Paid 1986-87. . . . .	120,738.72	
E.O.G. Awards Receivable from Fed. Gov. 1986-87. . . . .	40,151.00	
Initial E.O.G. Awards Capital 1986-87. . . . .		33,292.00
Initial E.O.G. Awards Paid 1986-87 . . . . .	27,200.00	
Renewal E.O.G. Awards Capital 1986-87. . . . .		27,049.00
Renewal E.O.G. Awards Paid 1986-87 . . . . .	23,193.99	
PELL Grant Awards Receivable from Fed. Gov. 1986-87. . . . .	4,960.00	
PELL Grant Awards Capital 1986-87 . . . . .		565,232.00
PELL Grant Awards Paid 1986-87 . . . . .	490,470.28	
Inactive Federal Grants . . . . .	17,633.50	
	<u>\$803,731.00</u>	<u>\$803,731.00</u>

SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 3-31-87

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$107,717.02
Petty Cash .....	500.00
Investments .....	73,971.22
Accounts Receivable - Educational Fund .....	413.13
Inventory 6-30-86 .....	112,944.03
	<u>\$295,545.40</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund ....	\$	4,998.00
Fund Equity .....	\$342,131.20	
Fund Transfer .....	(75,000.00)	
Net Gain .....	23,416.20	290,547.40
		<u>\$295,545.40</u>

P R O F I T   A N D   L O S S

INCOME:

Textbook Sales .....	\$234,644.71	
Supply Sales .....	29,273.52	
Miscellaneous Sales .....	22,010.74	
Paperback Sales .....	6,004.81	
Used Book Sales .....	22,727.86	
Sales Tax Collected .....	17,579.34	
Other Income .....	185.33	
Investment Income .....	3,192.69	\$335,619.00

EXPENSES:

Textbooks Purchased .....	\$200,614.90	
Supplies Purchased .....	22,460.75	
Miscellaneous Purchased .....	13,806.33	
Paperbacks Purchased .....	4,176.25	
Used Books Purchased .....	17,847.77	
Sales Tax Paid .....	15,085.08	
Salaries & Wages .....	27,851.69	
Transportation Charges .....	6,083.25	
Supply Expense .....	2,050.82	
Equipment .....	339.00	
Travel .....	590.51	
Telephone .....	398.22	
Dues & Subscriptions .....	75.00	
Other Expense .....	737.89	
Over & Under .....	14.00	
Bad Debts .....	71.34	312,202.80

NET GAIN on a cash basis without regard to inventory or  
accounts payable ..... \$ 23,416.20

SAUK VALLEY COMMUNITY COLLEGE

RESTRICTED PURPOSES FUND

March 31, 1987

Balance on Hand - March 1, 1987	\$ 373,398.46
Void Check #8315 - Issued 6/17/86	1.00
Void Check #9515 - Issued 10/30/86	29.00
Journal Entries	(482.09)
Cash Under - March 11, 1987 Deposit	(.01)
Cash Over - March 20, 1987 Deposit	.01
March Receipts	215,486.70
TOTAL FUNDS AVAILABLE DURING MARCH	\$ 588,433.07
Cash Disbursements - March, 1987	335,766.88
Balance on Hand - March 31, 1987	<u>\$ 252,666.19</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	\$ 23,266.21
Athletic Income	813.00
Drama Income	315.05
Student Activity Income	1,266.50
Student Newspaper Income	
Film Income	
Cash Over & Under	15.90
Other Income - Student Activity Only	4.00
TOTAL INCOME	<u>\$ 25,680.66</u>

	<u>BUDGET</u>	<u>EXPENSE</u>	
Athletic Expense	\$18,200.	\$13,994.20	
Cheerleader & Pom Pon Squad	850.	553.92	
Speech Act. & Reader's Theatre	3,000.	4,255.73	
Drama Expense	700.	577.48	
Music Expense	3,500.	1,974.50	
Student Act. Exp./Cultural-Social	10,250.	8,534.49	
Student Senate Expense	2,500.	2,322.18	
Womens Intercol. Expense	14,000.	12,530.36	
SVC Clubs	200.	200.00	
Contingencies/Non-Budgeted	-0-	-0-	
	<u>\$ 53,200.</u>	TOTAL EXPENSE	<u>\$ 44,942.86</u>

Excess of Expenditures Over Revenue, as of  
March 31, 1987 \$ ( 19,262.20)

STATEMENT OF ASSETS AND LIABILITIES

ASSETS		REVOLVING AGENCY FUND LIABILITIES		AMOUNT
Cash in Bank	\$252,666.19	Due Educational Fund	\$3,201.64	
Petty Cash	1,025.00	Due Building Fund	239.80	
Accts. Rec.	212,795.33	Due Student Loan Fund	781.26	
Investments	100,000.00	Due Bookstore	-0-	
		Out of District Fees	279.15	
		Student Tuition	460,615.00	
		Lab Fees	14,735.50	
		Tuition Refunds	(20,315.50)	
		Lab Fees Refunds	(743.70)	\$458,793.15

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$(6,673.49)
Parking	4,549.99
Recreation Room Fund	7,739.49
Student Locker Fund	640.33
Community Services	8,116.68
Dislocated Steelworkers	1,403.35
Photography Supplies	24.86
Procurement Assistance Gt.	(2,162.50)
Collegiate Choir	337.20
Illinois Arts Council Gt.	(783.14)
JTPA/CAED Gt. FY 87	(1,544.48)
Indochinese Gt. FY 87	1,597.54
HITS Gt.	-0-
HITS Gt. - Dumarco	3,985.00
HITS Gt. - Conny's Kitchen	-0-
HITS Gt. - Midas Muffler	-0-
HITS Gt. - NW Steel	(16,899.00)
HITS Gt. - Buffalo Agcy	-0-
HITS Gt. - Rax Restaurant	(5,404.00)
HITS Gt. - Eyelet Products	-0-
HITS Gt. - Puppy's Dog House	714.00
HITS Gt. - Picture This	-0-
HITS Gt. - Swartleys	-0-
Disadvantaged Gt. FY 87	(3,484.41)
Disadv.-Handicap. Gt FY87	(12,749.47)
Quality Assistance Gt.	(1,546.53)
Humanities Gt.	90.85
Econ. Dev. Gt. II FY87	13,477.99
Econ. Dev. Gt. Inc. FY87	44,026.50
Econ. Dev. Gt. Exp. FY87	(46,377.19)
Student Clubs	4,155.67
Adult Learning Bk Chges.	2,986.34
College Van	1,472.81
Community Theatre	48.40
VIP/CPP	834.59
Student Serv/Spec Proj.	118,395.68
DCC/Income FY 86	413.95
DCC/Income FY 87	222,820.82
DCC/Expenses FY 87	(249,178.73)
Project Careers FY87	(.82)

Pre-Employment Skills FY87	(2,877.73)	
PELL Grants	38.15	
Ill. Interp. Workshop	224.03	
SVCC Foundation	(25.80)	
Sauk Area Arts Council	-0-	
Sm Bus Dev Gt. Inc./FY87	9,850.00	
Sm Bus Dev Gt. Exp/FY87	(9,329.34)	
VITAL - FY 87	17,948.04	
Prairie State 2000 Gt.	(1,030.83)	
Articulation Gt.	3,543.60	
Nursing Uniforms	177.85	
LPN Supplies	570.11	
Northern Ill. University	551.96	
Miscellaneous Account	52.99	<u>\$110,721.31</u>

#### FUND EQUITY

July 1, 1986	\$16,234.26	
Excess of Expenditures Over Revenue, as of March 31, 1987	<u>(19,262.20)</u>	<u>\$(3,027.94)</u>

TOTAL ASSETS      \$566,486.52

TOTAL LIABILITIES & NET WORTH

\$566,486.52

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April 20, 1987

EDUCATION FUND

181-000-550	OIL CO.	Pres. travel	8885	\$ 12.41
181-000-550	AMOCO OIL CO.	Pres. travel	8886	9.30
181-000-550	AMERICAN EXPRESS	Pres. travel	8887	489.18
192-000-544.02	POSTMASTER	Bulk mailing	8888	300.00
110-714-550	ISSRT	Conference	8889	120.00
110-711-534	CUSTOM COMPOSITES	Pictures - 20.90		
110-712-534	x x	xx 50.60		
110-713-534	x x	xx 40.00		
110-714-534	x x	xx 48.80	8890	160.30
110-600-550	LAUREN FREDERICK	Travel advance	8891	216.00
110-811-550	1987 IACEA CONFERENCE	Registration	8892	140.00
110-310-538	STERLING SCHOOL OF BEAUTY	Cosmetology	8893	3,996.00
110-100-541.02	SOFTWARE PUBLISHING CORP.	Supplies	8894	105.00
192-000-585	PETERSON OFFICE SERVICE	Equipment	8895	4,788.00
	SVC PAYROLL FUND	3-31-87 Payroll	8896	147,252.28
176-000-575	CENTRAL TELEPHONE CO.	Service	8897	2,821.78
192-000-544.02	POSTMASTER	Postage meter	8898	9,020.00
181-000-550	SHELL OIL CO.	Pres. travel	8899	66.57
196-000-550	KAREN SHAPTON	Travel advance	8900	325.00
192-000-544.02	POSTMASTER	Bulk mailing permit	8901	300.00
	SVC PAYROLL FUND	4-15-87 Payroll	8902	145,859.97
				\$315,981.79
1,000,550.00	AMERICAN EXPRESS	PRESIDENTS TRAVEL	8,903	241.89
5,000,541.01	ACCESS MEDIA SUPPLY	SUPPLIES	8,904	124.08
0,300,541.02	ACE HARDWARE	SUPPLIES	8,905	8.43
0,100,541.02	ADMINISTRATIVE MANAGEMENT	SUBSCR	8,906	30.00
0,814,550.00	JANICE AHLING	TRAVEL	8,907	24.00
0,300,541.02	ALENCO TOOL SUPPLY	SUPPLIES	8,908	44.41
2,000,541.03	AMERICAN LIBRARY ASSN	SUPPLIES	8,909	95.00
0,815,541.02	AMERICAN MICRO MEDIA INC	SUPPLIES	8,910	787.50
0,600,541.02	AMERICAN NUCLEAR PRODUCTS INC	SUPPLIES	8,911	30.25
0,711,541.02	AMERICAN SOC OF CLINICAL PATHOL	SUPPLIES	8,912	485.00
0,300,541.02	ARATEX SERVICES INC	SUPPLIES	8,913	47.75
5,200,541.01	ARCH ASSOCIATES CORP	SUPPLIES 178.20		
95,000,541.01	x x	87.10	8,914	265.30
0-000-545	BAKER & TAYLOR	BOOKS	8,915	438.40
2,000,545.00	BAKER & TAYLOR	BOOKS	8,916	1,091.82

**SAUK VALLEY COLLEGE**

**APPROVED BY**

  
\_\_\_\_\_

**PRESIDENT**

  
\_\_\_\_\_

**SECRETARY**

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



0.810,547.00	L G BALFOUR CO INC	SUPPLIES	102.50	
0.811,541.01	X X		102.50	
0.812,541.01	X X		102.50	
0.813,541.02	X X		102.50	
0.814,541.01	X X		102.50	
0.818,541.01	X X X		102.50	
8.000,541.01	X X		102.50	
1.000,541.01	X X		702.83	
1.000,549.00	X X		102.50	
6.000,541.01	X X		102.50	8,917 1,625.33
0.300,541.02	BERGWALL	SUPPLIES		8,918 99.00
1.000,559.00	RICHARD BEHRENDT	OTHER EXP		8,919 300.00
0.711,541.02	BENNETT WELDING SUPPLY	SUPPLIES		8,920 4.00
0.000,544.01	DICK BLICK	SUPPLIES		8,921 9.64
1.000,550.00	BRANDYWINE INN	LUNCHES		8,922 30.14
8.000,550.00	THOMAS BREED	TRAVEL		8,923 230.70
1.000,541.01	BRITT OFFICE SYSTEMS	SUPPLIES		8,924 956.07
2.000,585.00	BRODHEAD GARRETT CO	EQUIPMENT		8,925 348.15
6.000,541.01	CASE PUBLICATION SALES	SUPPLIES		8,926 25.50
0.300,541.02	C & N SUPPLY	SUPPLIES		8,927 24.64
0.600,541.02	CAROLINA BIOL SUPPLY	SUPPLIES		8,928 66.24
0.300,541.02	CENTRAL SCIENTIFIC CO	SUPPLIES		8,929 111.49
2.000,541.01	CHRONICLE OF HIGHER EDUC	SUBSCR		8,930 50.00
1.000,556.00	CLAYTONS FLORAL SHOP	FLOWERS		8,931 26.00
5.000,550.00	WALTER CLEVENGER	TRAVEL		8,932 82.71
1.000,541.01	COLLEGE BOARD PUBLICATIONS	SUPPLIES		8,933 29.84
6.000,573.00	COMMONWEALTH EDISON	SERVICE		8,934 15.92
	VOID CHECK			8,935
0.810,547.00	CROWN PRINTING	SUPPLIES		8,936 25.34
0.810,547.00	RICHARD CULLOM	SUPPLIES		8,937 102.00
8.000,554.00	THE DAILY GAZETTE	RECRUITMENT		8,938 9.90
0.300,541.02	DANA CORPORATION	SUPPLIES		8,939 52.50
0.000,545.00	DIRPRO	BOOK		8,940 175.00
0.810,547.00	DIXON CAMERA CENTER	CREDIT (1.37)		
0.000,541.01	X X	SUPPLIES 4.39		8,941 3.02
1.000,556.00	DIXON FLORAL CO	FLOWERS		8,942 24.50
0.300,541.02	DIXON GARAGE SUPPLY	SUPPLIES		8,943 13.19
0.000,534.00	DIXON PUBLIC LIBRARY	TELECOMM		8,944 208.99
0.810,547.00	THE DIXON TELEGRAPH	PUB INFO		8,945 276.45
0.300,541.02	DOALL ROCKFORD CO	SUPPLIES		8,946 126.13
0.512,541.02	DOVER PUBLICATIONS	SUPPLIES		8,947 13.81
0.810,547.00	DYNAMICS GRAPHICS	PUB INFO		8,948 60.75
0.300,534.00	DYNAPATH SYSTEMS INC	SERVICE CONTR		8,949 1,500.00
0.711,534.00	ENV SERVICES	SERVICE		8,950 275.00
0.810,547.00	EASTERN SUN DIRECTORIES LTD	PUB INFO		8,951 125.00
0.512,541.02	EDUCATIONAL AUDIO VISUAL	SUPPLIES		8,952 75.00
0.300,541.02	ENGINEERED ROOFING CO	SUPPLIES		8,953 103.70
0.818,550.00	DONALD FOSTER	TRAVEL		8,954 55.55
0.300,550.00	JERRY FRANA	TRAVEL 50.00		
2.000,529.00	X X	TUITION REIMB 60.00		8,955 110.00

0.800,541.02	GP TECHNOLOGIES	SUPPLIES 13.92		
0.000,544.01	X X	7.49	8,956	21.41
0.000,545.00	GALE RESEARCH CO	BOOKS	8,957	89.40
0.810,550.00	RALPH GELANDER	TRAVEL	8,958	105.20
0.711,541.02	GIBCO LABORATORIES	SUPPLIES	8,959	27.06
0.418,550.00	LINDA A GIESEN	TRAVEL	8,960	80.00
0.512,534.00	VINCENT E GILBERT	PIANO TUNING	8,961	35.00
0.711,541.02	GINDERS HOSPITAL SUPPLY	SUPPLIES 35.00		
0.712,541.02	X X	8.60	8,962	43.60
0.812,550.00	ZOLLIE W HALL	TRAVEL	8,963	82.05
0.300,550.00	RONALD HAPPAH	TRAVEL	8,964	78.00
0.813,541.02	TOM HARMER EQUIPMENT	SUPPLIES	8,965	49.80
7.000,593.00	WILLIAM RAINEY HARPER COLLEGE	CHARGE BACK	8,966	205.77
0.800,542.00	HASKELLS	SUPPLIES 221.38		
0.810,547.00	X X	2.64		
0.812,541.01	X X	3.40		
0.818,541.01	X X	53.40		
8.000,541.01	X X	147.16		
1.000,541.01	X X	112.00		
2.000,541.01	X X	120.83		
6.000,541.01	X X	59.99	8,967	720.80
5.000,541.01	HIGHER EDUCATION PUBLICATIONS	SUPPLIES	8,968	52.25
0.810,547.00	THE HIGHSMITH CO INC	PUB INFO 26.30		
0.000,544.01	X X	SUPPLIES 717.49	8,969	743.79
0.810,547.00	W H HOHENADEL PRINTING CO	PUB INFO	8,970	390.05
0.813,550.00	RICHARD HOLTAM	TRAVEL	8,971	196.30
0.715,541.02	HUMAN KINETICS PUBLISHERS	SUPPLIES	8,972	10.74
8.000,550.00	MICHAEL HUSTAD	TRAVEL	8,973	46.90
2.000,585.00	IBM CORPORATION	EQUIPMENT	8,974	2,610.00
5.000,534.01	IBM CORPORATION	SERVICE	8,975	88.00
5.000,534.01	IBM CORP	SERVICE 2474.78		
5.000,541.02	X X	2133.00	8,976	4,607.78
1.000,549.00	ICCTA	WORKSHOP	8,977	10.00
0.600,541.02	I.M.A.C.C.	SUPPLIES	8,978	80.00
6.000,575.00	ILLINOIS BELL TELEPHONE	SERVICE	8,979	210.96
0.810,547.00	ILLINOIS MEDICAL ASSISTANTS	MAGAZINE PUB INFO	8,980	55.00
8.000,550.00	ILLINOIS STATE UNIVERSITY	WORKSHOP	8,981	80.00
2.000,585.00	INDUSTRIAL SCIENTIFIC DEVICES	EQUIPMENT	8,982	611.63
0.300,541.02	JOHNSTONE SUPPLY CO	SUPPLIES	8,983	78.72
7.000,593.00	JOLIET JUNIOR COLLEGE	CHARGE BACK	8,984	3,151.67
2.000,585.00	JOSEPH ELECTRONICS	EQUIPMENT	8,985	348.22
0.100,541.02	K MART	SUPPLIES	8,986	383.04
0.300,541.02	KENT MOORE TOOL GROUP	SUPPLIES	8,987	211.33
8.000,550.00	JOAN KERBER	TRAVEL	8,988	89.40
2.000,585.00	KLAUS RADIO INC	EQUIPMENT	8,989	1,040.00
1.000,550.00	THE KROGER CO	MEETINGS	8,990	13.47
0.714,534.00	L & L XRAY SERVICE	REPAIRS	8,991	404.80
0.000,550.00	CABOL LINTON	TRAVEL	8,992	14.44
0.000,541.03	MCCALLS	SUBSCR	8,993	19.95
0.000,541.03	MCGREGOR SUBSCR SERVICE	SUPPLIES	8,994	53.00
0.815,550.00	MCHENRY COUNTY COLLEGE	TRAVEL	8,995	130.00
0.000,534.00	3 M COMPANY	SERVICE	8,996	189.00

00,550.00	RONALD MARLIER	TRAVEL	8,997	7.00
00,545.00	MEDCOM INC	BOOKS	8,998	21.47
00,534.00	MUELLER A V	SERVICE 54.55		
00,534.00	X X	X X 185.75	8,999	240.30
00,534.01	N C R CORPORATION	SERVICE	9,000	587.00
	VOID CHECK		9,001	
00,546.00	N A E I R	SUPPLIES	9,002	25.00
00,541.02	NASCO BIOLO SUPPLY	SUPPLIES	9,003	19.36
00,550.00	SHERATON-NAPERVILLE	CONFERENCE	9,004	61.04
15,541.02	NATIONAL AUDIO VISUAL CENTER	SUPPLIES	9,005	45.00
00,545.00	NATIONAL LITERARY DISTIB	BOOKS	9,006	44.27
00,541.01	NATIONAL MARKET REPORTS	SUBSCR	9,007	42.00
11,550.00	HAROLD NELSON	TRAVEL	9,008	184.80
00,541.02	NEWARK ELECTRONICS	SUPPLIES	9,009	13.36
00,545.00	NEW WORLD RECORDS	BOOKS	9,010	26.80
00,545.00	NICKELODEON RECORDS	RECORDS	9,011	45.70
00,534.00	NORTHERN ILL LIBRARY SYSTEM	MAINT FEE	9,012	126.63
16,541.02	NORTHERN ILL UNIVERSITY	SUPPLIES 7.20		
00,541.02	X X	49.90	9,013	57.10
00,542.00	NORTHLAND PAPER CO	SUPPLIES	9,014	191.10
10,547.00	OGLE COUNTY LIFE	PUB INFO	9,015	131.25
00,550.00	BETTY ORLOWSKI	TRAVEL	9,016	14.00
00,593.00	PARKLAND COLLEGE	CHARGE BACK	9,017	3,506.88
00,541.01	PETERSON OFFICE SERVICE	SUPPLIES 1525.20		
00,537.00	X X	SERVICE 252.50	9,018	1,777.70
10,547.00	PORTERS CAMERA STORE	PUB INFO	9,019	56.20
00,585.00	PRATT AUDIO VISUAL EQUIP	EQUIP	9,020	700.00
15,541.02	PROJECTED LEARNING PROGRAMS	SUPPLIES	9,021	362.25
10,547.00	PUBLICATIONS SYSTEMS INC	PUB INFO	9,022	75.00
00,541.01	PUBLISHERS TEST SERVICE	SUPPLIES	9,023	76.82
00,541.02	QUALITY AMERICA INC	SUPPLIES	9,024	295.00
00,541.02	RADIO SHACK	SUPPLIES	9,025	65.00
00,541.02	RESEARCH PRESS	SUPPLIES	9,026	55.00
00,541.02	SVC BOOKSTORE	SUPPLIES 3.68		
00,541.02	X X	20.36		
00,541.02	X X	24.37		
18,541.02	X X	12.59		
00,541.02	X X	19.07		
11,541.02	X X	7.22		
13,541.02	X X	2.09		
14,541.02	X X	.63		
10,547.00	X X	.35		
11,541.01	X X	.69		
13,541.01	X X	4.55		
15,541.02	X X	19.84		
18,541.01	X X	22.39		
00,544.01	X X	2.40		
00-545	X X	21.25		
00,541.01	X X	59.00		
00,541.01	X X	91.82		
00,541.01	X X	.69		
00,541.01	X X	3.99		
00,541.01	X X	55.21	9,027	378.69
00-541.01	X X	6.50		

0.300,541.02	SVC BUILDING FUND	SUPPLIES	9,028	10.30
0.100,534.00	SBM EQUIPMENT CENTER	SERVICE 201.00		
0.600,541.02	X X	160.00		
0.712,541.02	X X	25.17		
0.811,541.01	X X	79.95		
0.000,544.01	X X	42.08		
1.000,534.00	X X	54.00		
8.000,541.01	X X	112.00		
2.000,585.00	X X	1670.00	9,029	2,344.20
8.000,550.00	JOHN SAGMOE	TRAVEL	9,030	172.64
0.811,550.00	MICHAEL SEGUIN	TRAVEL	9,031	159.48
0.500,550.00	SERVICE AMERICA CORP	LUNCHES 103.50		
0.818,550.00	X X	337.50		
8.000,554.00	X X	4.55		
1.000,556.00	X X	49.00		
1.000,550.00	X X	30.00	9,032	524.55
0.000,550.00	KAREN SHAPTON	TRAVEL	9,033	31.70
0.714,550.00	STANLEY SHIPPET	TRAVEL	9,034	173.80
0.000,534.00	SHURE BROTHERS INC	REPAIRS	9,035	137.15
2.000,541.01	SLAGLE PRINTING	SUPPLIES	9,036	65.00
0.100,541.02	SOUTH WESTERN PUBL CO	SUPPLIES	9,037	8.23
0.810,547.00	STERLING CAMERA CENTER	PUB INFO	9,038	2.84
0.716,541.02	STONY POINT LAUNDRY	SUPPLIES	9,039	25.05
0.300,534.00	SUN ELECTRIC CORP	REPAIRS	9,040	120.65
1.000,541.01	UARCO INC	SUPPLIES 99.90		
5.000,541.01	X X	1181.53	9,041	1,281.43
0.000,544.01	U S I INC	SUPPLIES	9,042	78.85
0.100,541.02	UNIQUE COMPUTER	SUPPLIES 95.00		
5.000,534.01	X X	REPAIRS 1300.00		
5.000,534.02	X X	1085.00	9,043	2,480.00
0.316,541.02	UNIVERSITY OF ILLINOIS	SUPPLIES 21.90		
0.400,541.02	X X	170.75		
0.500,541.02	X X	77.00		
0.600,541.02	X X	30.50		
0.813,541.02	X X	12.50	9,044	312.65
0.715,541.02	UNIVERSITY OF MINNESOTA	SUPPLIES	9,045	23.60
0.600,541.02	UNIV OF WISC EXTENSION	SUPPLIES	9,046	29.30
1.000,550.00	MARILYN VINSON	TRAVEL	9,047	111.00
0.810,547.00	W R H L RADIO	PUB INFO	9,048	100.00
0.810,547.00	W S D R INC	PUB INFO	9,049	450.00
5.000,541.01	WALLACE COMPUTER SERV	SUPPLIES	9,050	108.90
1.000,535.00	WARD MURRAY PACE & JOHNSON	SERVICES	9,051	780.00
7.000,593.00	WAUBONSEE COMM COLLEGE	CHARGEBACK	9,052	1,206.50
0.600,541.02	WAYNE INC	SUPPLIES 93.00		
0.714,541.02	X X	72.50		
0.000,545.00	WEST PUBL CO	BOOKS	9,053	165.50
0.000,541.01	WHITEBROOK BOOKS	SUPPLIES	9,054	27.25
0.300,541.02	JOHN WILEY & SONS	SUPPLIES	9,055	115.70
0.715,541.02	THE WINNERS EDGE	SUPPLIES	9,056	1.73
0.000,541.01	XEROX CORPORATION	SUPPLIES	9,057	118.00
			9,058	455.27

0,000,541.01	XEROX CORPORATION	SUPPLIES	9,059	138.27
0,000,544.01	YOUNGS	SUPPLIES	9,060	99.72
2,000,521.00	PRUDENTIAL	MAY PREMIUM	9,061	24,426.49
0,300,541.02	SVC PETTY CASH	SUPPLIES 1.11		
2,000,544.02	X X	1.75	9,062	2.86
	SVC IMPREST FUND	MISC EXPENSES	9,063	987.13
0,711,534.00	COULTER ELECTRONICS INC	MAINT CONTR	9,064	1,570.00

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76,263.52

Cks. #8885 - 8902

315,981.79

TOTAL EDUCATION FUND FOR APRIL

\$392,245.31

# INSURANCE FUND

1292-000-527	DIXON NATIONAL BANK	Medicare 3/31 payroll	133	\$ 380.21
1292-000-527	DIXON NATIONAL BANK	" " 4/15 "	134	<u>327.85</u>
TOTAL INSURANCE FUND FOR APRIL				\$ 708.06

# BUILDING FUND

270-000-541.04	FARM AND FLEET	Supplies	1118	\$ 530.02
270-000-541.04	THE UPHOLSTERY SUPPLY CO.	Supplies	1119	3,204.63

0.000,541.04	ACE HARDWARE	SUPPLIE S	1,120	2.08
0.000,534.00	ALS AUTO UPHOLSTERING	REPAIRS	1,121	70.00
0.000,541.04	AMERICAN HOTEL REGISTER	SUPPLIES	1,122	136.40
0.000,541.04	BALEMASTER	SUPPLIES	1,123	288.00
0.000,534.00	BUN AUSTIN CHEVROLET	REPAIRS	1,124	242.15
0.000,541.04	C & E GLASS CO	SUPPLIES	1,125	20.00
0.000,541.04	CARTER LUMBER	SUPPLIES	1,126	22.28
0.000,541.04	CHEMICAL MAINTENANCE INC	SUPPLIE S	1,127	96.00
0.000,541.04	DIXON CO-OPERATIVE CO	SUPPLIES	1,128	288.00
0.000,541.04	DIXON HOME LUMBER CO	SUPPLIES	1,129	4.10
0.000,541.04	DOLDER ELECTRIC SUPPLY	SUPPLIES	1,130	80.80
0.000,541.04	DONAHUE AUTO SUPPLY	SUPPLIES	1,131	118.31
0.000,541.04	G & M INDUSTRIAL SUPPLIES	SUPPLIES	1,132	26.40
0.000,541.04	W W GRAINGER INC	SUPPLIES	1,133	5.10
0.000,550.00	GLADYS GUNTLE	TRAVEL	1,134	25.60
0.000,534.00	HONEYWELL INC	SERVICE	1,135	1,196.00
0.000,541.04	INLANDER STEINDLER	SUPPLIES	1,136	743.94
0.000,541.04	LEE F S INC	SUPPLIES	1,137	248.16
0.000,541.04	LINCOLNWAY MATERIALS CO	SUPPLIES	1,138	81.60
0.000,534.00	LYSTADS	SERVICE	1,139	75.00
0.000,541.04	MCCORMICKS NURSERY	SUPPLIES	1,140	28.80
0.000,534.00	DAVID MAYES	SEWAGE TESTING	1,141	190.00
0.000,534.00	MONTGOMERY ELEVATOR	SERVICE	1,142	469.96
0.000,541.04	NAPA AUTO PARTS	SUPPLIES	1,143	5.67
1.000,571.00	NORTHERN ILL GAS CO	SERVICE	1,144	6,212.72
0.000,541.04	NORTHERN ILL GAS CO	SERVICE	1,145	108.14
	OLIN WATER SERVICES	SUPPLIES	1,146	98.71
0.000,541.04	P & W SUPPLY CO	SUPPLIES	1,147	515.30
0.000,541.04	QUALITY WATER SYSTEMS	SUPPLIES	1,148	17.40

0,000,541.04	RADIO SHACK	SUPPLIES	1,149	39.95
0,000,534.00	RICKS TIRE & AP PLIANCE	REPAIRS 6.00		
0,000,541.04	X X	SUPPLIES 152.60	1,150	158.60
0,000,541.04	ROCK RIVER RAYNOR INC	SUPPLIES	1,151	17.83
0,000,534.00	ROCK VALLEY DISPOSAL	SERVICE	1,152	183.00
0,000,541.04	JOSEPH T RYERSON & SON	SUPPLIES	1,153	154.13
0,000,541.04	SVC EDUCATION FUND	SUPPLIES	1,154	114.80
0,000,541.04	SCHMITT PLUMBING & HEATING	SUPPLIES	1,155	280.20
0,000,541.04	TWIN CITY PRODUCE CO	SUPPLIES	1,156	51.60
0,000,541.04	VONACHEN INDUS SUPPLIES	SUPPLIES	1,157	260.54
0,000,541.04	WALDSCHMIDT REPAIR	SUPPLIES 14.95		
6,000,587.00	X X	EQUIP 354.00	1,158	368.95
0,000,550.00	NORMAN WELCH	MAINT STAFF TRAVEL	1,159	236.10
0,000,541.04	WILCO RENTAL	SUPPLIES	1,160	1,056.27
0,000,541.04	WOLOHANS	SUPPLIES	1,161	22.60
0,000,541.04	WORLD WIDE SIGN CO	SUPPLIES	1,162	207.06
0,000,541.04	DIXON PAINT CO	SUPPLIES	1,163	502.17
0,000,541.04	SVC PETTY CASH FUND	SUPPLIES	1,164	1.98
	SVC IMPREST FUND	MISC EXPENSES	1,165	16.06

TOTAL BUILDING FUND FOR APRIL

\$18,823.11

IMPREST FUND

176-000-575	Ron Rowden	Phone calls	7886	\$ 25.68
110-714-534	Ill. Dept. of Nuclear Safety	Inspection	7887	105.00
176-000-575	Richard Groharing	Phone calls	7888	25.54
138-000-550	ACT National Center	Conference	7889	150.00
	VOID CHECK		7890	
192-000-544.02	United Parcel Service	Service	7891	27.10
110-813-541.02	Farm & Fleet	Supplies	7892	13.74
181-000-550	Richard L. Behrendt	Travel	7893	8.90
191-000-550	Richard Groharing	Travel	7894	138.80
131-000-541.01	AACRAO	Supplies	7895	12.00
192-000-544.02	United Parcel Service	Service	7896	58.29
182-000-550	Nancy Breed	Supplies	7897	5.94
181-000-550	North Central Assn.	Reg. fee	7898	75.00
120-000-545	American College of Obstetrics & Gynecologists	Film	7899	15.00
192-000-544.02	United Parcel Service	Service	7900	27.54
176-000-575	Ron Rowden	Phone calls	7901	49.02
270-000-541.04	Ronald Happach	Supplies	7902	10.50
181-000-550	Ramada Renaissance Hotel	Secretaries' Day	7903	55.00
270-000-541.04	Patt Dawson	Supplies	7904	5.56
120-000-544.01	University of Illinois	Supplies	7905	5.69
192-000-544.02	United Parcel Service	Service	7906	8.57
110-300-541.02	Jean Cogdall	Supplies	7907	10.32
182-000-550	Illinois ASBO	Conference	7908	170.00

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\$ 1,003.19

EDUCATION FUND - 987.13

BUILDING FUND - 16.06

Balance in fund - 2020.81

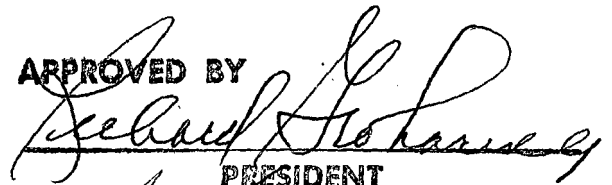
Disbursements - 1003.19

Total in fund - 3024.00



**SAUK VALLEY COLLEGE**

**APPROVED BY**



**PRESIDENT**



**SECRETARY**

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

EDUCATION FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	150,893.37	150,893.37	130,951.34	19,947.03	202,718.00	57,819.63	57,819.63
DIV OF BUS CONTR SERV	7,574.47	7,574.47	7,296.42	278.05	11,000.00	3,425.53	3,425.53
DIV OF BUS SUPPLIES	9,737.66	9,737.66	8,585.01	1,152.65	11,475.00	1,737.34	1,737.34
DIV OF BUS CONF & MEETINGS	460.80	460.80	460.80	.00	1,400.00	939.20	939.20
FOOD SERV CONTR SERV	720.00	720.00	720.00	.00	800.00	80.00	80.00
FOOD SERV SUPPLIES	60.07	60.07	60.07	.00	425.00	364.93	364.93
FOOD SERV CONF & MEETINGS	.00	.00	.00	.00	125.00	125.00	125.00
DIV OF AGRIC SUPPLIES	152.80	152.80	152.80	.00	400.00	247.20	247.20
DIV OF INDUS ED SALARIES	113,532.15	113,532.15	98,394.53	15,137.62	161,950.00	48,417.85	48,417.85
DIV OF INDUS ED CONTR SERV	4,294.75	4,294.75	2,674.10	1,620.65	6,400.00	2,105.25	2,105.25
DIV OF INDUS ED SUPPLIES	14,454.59	14,454.59	12,850.68	1,603.91	16,195.00	1,740.41	1,740.41
DIV OF INDUS ED CONF & MEETINGS	607.23	607.23	479.23	128.00	1,200.00	592.77	592.77
COSMETOLOGY CONTR SERV	55,612.00	55,612.00	51,616.00	3,996.00	54,000.00	1,612.00	CR 1,612.00 CR
COSMETOL SUPPLIES	23.84	23.84	23.84	.00	400.00	376.16	376.16
COSMETOL CONF & MEETINGS	.00	.00	.00	.00	175.00	175.00	175.00
HUMAN SERV CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
HUMAN SERV SUPPLIES	1,243.55	1,243.55	1,208.07	35.48	1,000.00	243.55	CR 243.55 CR
HUMAN SERV CONF & MEETINGS	92.00	92.00	92.00	.00	200.00	108.00	108.00
DIV OF SOC SCI SALARIES	83,006.55	83,006.55	71,939.01	11,067.54	113,421.00	30,414.45	30,414.45
DIV OF SOC SCI SUPPLIES	2,724.08	2,724.08	2,314.21	409.87	4,000.00	1,275.92	1,275.92
DIV OF SOC SCI CONF & MEETINGS	429.51	429.51	429.51	.00	1,000.00	570.49	570.49
E M T CONTR SERV	1,040.00	1,040.00	1,040.00	.00	1,700.00	660.00	660.00
E M T SUPPLIES	106.00	106.00	106.00	.00	313.00	207.00	207.00
E M T CONF & MEETINGS	125.00	125.00	125.00	.00	150.00	25.00	25.00
CRIMINAL JUS SALARIES	18,308.40	18,308.40	15,867.28	2,441.12	28,609.00	10,360.60	10,360.60
CRIM JUS CONTR SERV	.00	.00	.00	.00	500.00	500.00	500.00
CRIM JUS SUPPLIES	1,152.82	1,152.82	1,140.23	12.59	1,941.00	788.18	788.18
CRIM JUS CONF & MEETINGS	203.20	203.20	123.20	80.00	500.00	296.80	296.80
LIBRARY TECH SUPPLIES	36.17	36.17	36.17	.00	100.00	63.83	63.83
DIV OF HUMANITIES SALARIES	199,643.65	199,643.65	173,028.83	26,614.82	296,656.00	97,007.35	97,007.35
DIV OF HUMAN. SUPPLIES	1,793.60	1,793.60	1,584.27	209.33	3,500.00	1,706.40	1,706.40
DIV OF HUMAN. CONF & MEETINGS	599.30	599.30	495.80	103.50	2,500.00	1,900.70	1,900.70
ART DEPT SALARIES	18,208.20	18,208.20	15,780.44	2,427.76	29,133.00	10,924.80	10,924.80
ART DEPT SUPPLIES	328.62	328.62	321.04	7.58	600.00	271.38	271.38
ART DEPT CONF & MEETINGS	60.00	60.00	60.00	.00	200.00	140.00	140.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT SALARIES	35,619.90	35,619.90	30,670.58	4,749.32	56,992.00	21,372.10	21,372.10
MUSIC DEPT CONTR SERV	761.00	761.00	726.00	35.00	1,200.00	439.00	439.00
MUSIC DEPT SUPPLIES	1,055.90	1,055.90	963.63	92.27	1,450.00	394.10	394.10
MUSIC DEPT CONF & MEETINGS	40.00	40.00	40.00	.00	500.00	460.00	460.00
DIV OF MATH SCI SALARIES	156,932.55	156,932.55	136,008.21	20,924.34	209,772.00	52,839.45	52,839.45
DIV OF MATH SCI CONTR SERV	308.06	308.06	308.06	.00	900.00	591.94	591.94
DIV OF MATH SCI SUPPLIES	5,162.59	5,162.59	4,562.16	600.43	10,950.00	5,787.41	5,787.41
DIV OF MATH SCI CONF & MEETINGS	289.33	289.33	73.33	216.00	1,400.00	1,110.67	1,110.67
MED LAB TECH SALARIES	39,759.70	39,759.70	35,192.94	4,566.76	54,801.00	15,041.30	15,041.30
MED LAB TECH CONTR SERV	3,321.73	3,321.73	1,455.83	1,865.90	1,875.00	1,446.73	1,446.73
MED LAB TECH SUPPLIES	6,138.63	6,138.63	5,581.97	556.66	11,610.00	5,471.37	5,471.37
MED LAB TECH CONF & MEETINGS	793.09	793.09	608.29	184.80	1,440.00	646.91	646.91
ADN SALARIES	82,961.62	82,961.62	75,307.74	7,653.88	78,343.00	4,618.62	4,618.62
ADN OFC SALARIES	9,849.98	9,849.98	8,813.14	1,036.84	12,442.00	2,592.02	2,592.02
ADN CONTR SERV	179.35	179.35	128.75	50.60	767.00	587.65	587.65
ADN SUPPLIES	1,603.77	1,603.77	1,529.26	74.51	3,570.00	1,966.23	1,966.23
ADN CONF & MEETINGS	348.97	348.97	348.97	.00	1,550.00	1,201.03	1,201.03
LPN SALARIES	13,731.30	13,731.30	11,900.46	1,830.84	69,935.00	56,203.70	56,203.70
LPN CONTR SERV	168.75	168.75	128.75	40.00	386.00	217.25	217.25
LPN SUPPLIES	771.49	771.49	761.22	10.27	2,725.00	1,953.51	1,953.51
LPN CONF & MEETINGS	.00	.00	.00	.00	700.00	700.00	700.00
RAD TECH SALARIES	35,944.95	35,944.95	31,782.77	4,162.18	51,549.00	15,603.05	15,603.05
RAD TECH CONTR SERV	2,668.80	2,668.80	2,110.20	558.60	3,902.00	1,233.20	1,233.20
RAD TECH SUPPLIES	2,632.06	2,632.06	2,550.86	81.20	3,185.00	552.94	552.94
RAD TECH CONF & MEETINGS	2,390.06	2,390.06	2,096.26	293.80	3,000.00	609.94	609.94
DIV OF PHYS ED SALARIES	33,735.08	33,735.08	26,566.02	7,169.56	49,045.00	15,309.42	15,309.42
DIV OF PHYS ED CONTR SERV	.00	.00	.00	.00	570.00	570.00	570.00
DIV OF PHYS ED SUPPLIES	2,226.85	2,226.85	2,027.35	199.50	2,300.00	73.15	73.15
DIV OF PHYS ED CONF & MEETINGS	.00	.00	.00	.00	600.00	600.00	600.00
NURSING ASST CONTR SERV	.00	.00	.00	.00	150.00	150.00	150.00
NURSING ASST SUPPLIES	650.17	650.17	595.78	54.39	750.00	99.83	99.83
NURSING ASST CONF & MEETINGS	54.80	54.80	54.80	.00	200.00	145.20	145.20
INFO OFC & WORKROOM SALARIES	34,920.16	34,920.16	31,227.66	3,692.50	44,310.00	9,389.84	9,389.84
INFO OFC FED WORK STUDY	8,902.36	8,902.36	7,897.40	1,004.96	13,000.00	4,097.64	4,097.64
WORKROOM FED WORK STUDY	398.63	398.63	197.64	200.99	7,250.00	6,851.37	6,851.37
WORKROOM CONTR SERV	5,685.00	5,685.00	5,685.00	.00	6,000.00	315.00	315.00
UNALLOCATED CONTR SERV	711.37	711.37	711.37	.00	1,600.00	888.63	888.63

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INF OFC SUPPLIES	691.30	691.30	608.98	82.32	1,450.00	758.70	758.70
INSTITU COMMITTEES	3.97	3.97	3.97	.00	300.00	296.03	296.03
WORKROOM SUPPLIES	1,796.18	1,796.18	CR 2,178.33	382.15	1,000.00	2,796.18	2,796.18
PUB INFO SALARIES	28,388.47	28,388.47	25,400.21	2,988.26	35,859.00	7,470.53	7,470.53
PUB INFO SECR SALARIES	1,352.26	1,352.26	869.64	482.62	2,000.00	847.74	847.74
PUB INFO SUPPLIES	70,617.67	70,617.67	68,482.27	2,135.40	68,750.00	16,132.33	16,132.33
PUB INFO CONF & MEETINGS	731.80	731.80	626.60	105.20	1,200.00	468.20	468.20
ASST DEAN ARTS & SOC SCI SALARY	29,396.99	29,396.99	26,302.57	3,094.42	37,133.00	7,736.01	7,736.01
PART TIME OVERLOAD	51,107.53	51,107.53	47,962.40	3,125.13	42,000.00	9,107.53	CR 9,107.53
NIGHT PREMIUMS	200.00	200.00	200.00	.00	200.00	200.00	CR 200.00
SUMMER SALARIES	41,433.80	41,433.80	41,433.80	.00	42,000.00	566.20	566.20
SECR SALARIES	11,068.26	11,068.26	9,903.18	1,165.08	13,981.00	2,912.74	2,912.74
FED WORK STUDY	5,743.54	5,743.54	5,075.23	668.31	6,147.00	2,403.46	2,403.46
SUPPLIES	732.65	732.65	508.06	224.59	1,300.00	567.35	567.35
CONF & MEETINGS	654.98	654.98	555.50	299.48	2,000.00	1,145.02	1,145.02
ASST DEAN BUS & TECH SALARY	31,888.27	31,888.27	28,531.61	3,356.66	40,280.00	8,391.73	8,391.73
NIGHT PREMIUMS	1,400.00	1,400.00	1,400.00	.00	1,400.00	1,400.00	CR 1,400.00
PART TIME OVERLOAD	94,741.67	94,741.67	92,937.02	1,804.65	105,000.00	10,258.33	10,258.33
SUMMER SALARIES	43,563.26	43,563.26	43,563.26	.00	42,000.00	1,563.26	CR 1,563.26
SECR SALARY	12,787.00	12,787.00	11,441.00	1,346.00	18,152.00	3,365.00	3,365.00
FED WORK STUDY	17,672.79	17,672.79	14,972.97	2,699.82	15,979.00	1,693.79	CR 1,693.79
SUPPLIES	1,215.75	1,215.75	1,046.52	169.23	1,200.00	15.75	CR 15.75
CONF & MEETINGS	1,007.84	1,007.84	925.79	82.05	3,000.00	1,992.16	1,992.16
ASST DEAN COMM & EXTEN SERV SALARY	28,365.48	28,365.48	25,379.84	2,985.64	35,830.00	7,464.52	7,464.52
INSTR SALARIES	70,718.11	70,718.11	63,554.73	7,163.38	100,000.00	29,281.89	29,281.89
COORDINATORS SALARIES	5,525.00	5,525.00	5,525.00	.00	7,500.00	1,975.00	1,975.00
SECR SALARY	9,205.27	9,205.27	8,495.97	709.30	12,126.00	2,920.73	2,920.73
FED WORK STUDY	4,220.9	4,220.9	351.74	70.35	1,972.00	1,549.91	1,549.91
CONTR SERV	700.00	700.00	700.00	.00	5,000.00	4,300.00	4,300.00
SUPPLIES	4,414.29	4,414.29	4,087.93	326.36	5,500.00	1,085.71	1,085.71
CONF & MEETINGS	1,433.83	1,433.83	1,237.53	196.30	2,000.00	566.17	566.17
DIR HEALTH & NAT SCI SALARY	27,189.00	27,189.00	24,327.00	2,862.00	34,344.00	7,155.00	7,155.00
PART TIME OVERLOAD	26,571.35	26,571.35	19,925.18	6,646.17	38,700.00	12,128.65	12,128.65
NIGHT PREMIUMS	100.00	100.00	100.00	.00	100.00	100.00	CR 100.00
SUMMER SALARIES	8,480.81	8,480.81	8,480.81	.00	11,000.00	2,539.19	2,539.19
FED WORK STUDY	4,808.81	4,808.81	4,388.39	420.42	4,820.00	11.19	11.19

	Expenditures	To Date	To Date	This Mo.	Budget	Unexpended	Unencumbered
HEALTH & NAT SCI CONTR SERV		.00		.00	200.00	200.00	200.00
HEALTH & NAT SCI SUPPLIES	692.94	692.94	566.44	126.50	1,200.00	507.06	507.06
HEALTH & NAT SCI CONF & MEETINGS	809.36	809.36	785.36	24.00	1,300.00	490.64	490.64
ACADEMIC SKILLS SALARIES	20,226.60	20,226.60	17,529.72	2,696.88	56,573.00	36,346.40	36,346.40
ACADEM SKILLS CONTR SERV	300.00	300.00	300.00	.00	300.00	.00	.00
ACADEM SKILLS SUPPLIES	3,460.45	3,460.45	2,146.72	1,313.73	7,000.00	3,539.55	3,539.55
ACADEM SKILLS CONF & MEETINGS	154.00	154.00	24.00	130.00	500.00	346.00	346.00
HONORS PROGRAM CONTR SERV		.00		.00	100.00	100.00	100.00
HONORS PROGRAM SUPPLIES	156.49	156.49	155.81	.68	400.00	243.51	243.51
HONORS PROG CONF & MEETINGS	76.34	76.34	76.34	.00	270.00	193.66	193.66
DEAN OF INSTR SALARY	36,543.97	36,543.97	32,701.71	3,842.26	46,167.00	9,618.03	9,618.03
DEAN OF INSTR SECR. SALARY	14,176.47	14,176.47	12,684.21	1,492.26	17,907.00	3,730.53	3,730.53
STUDENT TUTORS	1,611.32	1,611.32	1,316.52	294.80	2,000.00	388.68	388.68
DEAN OF INSTR FED WORK STUDY	1,809.81	1,809.81	1,609.81	201.00	3,580.00	1,770.19	1,770.19
DEAN OF INSTR SUPPLIES	1,340.91	1,340.91	1,072.63	268.28	2,000.00	659.09	659.09
DEAN OF INSTR CONF & MEETINGS	1,703.34	1,703.34	1,453.39	249.95	2,000.00	296.66	296.66
LRC PROF SALARIES	60,763.00	60,763.00	53,367.00	7,376.00	82,512.00	27,749.00	27,749.00
LRC SECR SALARIES	21,305.91	21,305.91	19,041.17	2,264.74	27,177.00	5,871.09	5,871.09
LRC FED WORK STUDY	8,845.42	8,845.42	8,096.71	748.71	12,809.00	3,963.58	3,963.58
LRC CONTR SERV	6,228.51	6,228.51	5,480.99	747.52	11,260.00	5,031.49	5,031.49
XEROX SUPPLIES	1,476.38	1,476.38	736.59	739.79	2,000.00	3,476.38	3,476.38
LIBRARY SUPPLIES	12,820.44	12,820.44	12,637.19	183.25	14,540.00	1,719.56	1,719.56
A V SUPPLIES	4,643.57	4,643.57	3,891.06	752.51	7,650.00	3,006.43	3,006.43
LIBRARY BOOKS	20,980.63	20,980.63	19,154.22	1,826.41	35,000.00	14,019.37	14,019.37
LRC CONF & MEETINGS	1,059.60	1,059.60	1,045.60	14.00	1,200.00	140.40	140.40
ADM & RECORDS ADMIN SALARIES	27,901.50	27,901.50	24,964.50	2,937.00	35,244.00	7,342.50	7,342.50
ADM & REC SECR SALARIES	42,432.55	42,432.55	37,954.81	4,477.74	55,928.00	13,495.45	13,495.45
ADM & REC FED WORK STUDY	6,936.01	6,936.01	6,157.14	778.87	10,958.00	4,021.99	4,021.99
ADM & REC CONTR SERV	569.00	569.00	515.00	54.00	2,600.00	2,031.00	2,031.00
ADM & REC SUPPLIES	8,202.94	8,202.94	6,670.57	1,332.37	7,900.00	302.94	302.94
ADM & REC CONF & MEETINGS	664.78	664.78	664.78	.00	1,000.00	335.22	335.22
COUNSELING SALARIES	59,562.80	59,562.80	53,007.02	6,555.78	78,669.00	17,106.20	17,106.20
COUNSELING SECR SALARIES	10,906.74	10,906.74	9,741.66	1,165.08	15,981.00	3,074.26	3,074.26
HEALTH SERV SUPPLIES	21.36	21.36	21.36	.00	300.00	278.64	278.64
FINANCIAL AIDS ADMIN SALARIES	28,726.48	28,726.48	25,702.64	3,023.84	34,286.00	7,559.52	7,559.52
FIN AIDS SECR SALARIES	20,841.48	20,841.48	18,647.64	2,193.84	28,326.00	5,484.52	5,484.52
STUDENT SERV ADMIN SALARIES	34,553.02	34,553.02	30,915.86	3,637.16	43,646.00	9,092.98	9,092.98
STUDENT SERV SECR SALARIES	14,109.97	14,109.97	12,624.71	1,485.26	17,823.00	3,713.03	3,713.03

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV FED WORK STUDY	36,088.66	36,088.66	30,913.79	5,174.87	45,100.00	9,011.34	9,011.34
COACHING SALARIES	9,695.00	9,695.00	13,119.98	3,424.98	CR 11,850.00	2,155.00	2,155.00
STUDENT SERV CONTR SERV	568.58	568.58	568.58	.00	1,300.00	731.42	731.42
STUDENT SERV SUPPLIES	10,736.80	10,736.80	9,852.94	883.86	14,780.00	4,043.20	4,043.20
COMMENCEMENT	906.98	906.98	906.98	.00	6,000.00	5,093.02	5,093.02
STUDENT SERV CONF & MEETINGS	3,156.69	3,156.69	2,319.01	837.68	4,620.00	1,463.31	1,463.31
STUDENT RECRUITMENT	832.25	832.25	817.80	14.45	1,500.00	667.75	667.75
PUB SERV SALARIES	.00	.00	.00	.00	4,600.00	4,600.00	4,600.00
PUB SERV CONTR SERV	.00	.00	.00	.00	5,000.00	5,000.00	5,000.00
PUB SERV SUPPLIES	.00	.00	.00	.00	5,300.00	5,300.00	5,300.00
SERVICE STAFF SALARIES	274,509.66	274,509.66	244,910.84	29,598.82	370,923.00	96,413.34	96,413.34
MAINT BOYS FED WORK STUDY	54,486.57	54,486.57	48,301.97	6,184.60	82,000.00	27,513.43	27,513.43
MATRONS FED WORK STUDY	9,930.56	9,930.56	8,995.14	935.42		9,930.56	9,930.56
ELECTRICITY	157,029.62	157,029.62	157,013.70	15.92	235,990.00	78,870.38	78,870.38
TELEPHONE	28,655.06	28,655.06	25,880.80	2,774.26	39,840.00	11,164.94	11,164.94
PRESIDENTS SALARY	51,680.00	51,680.00	46,480.00	5,200.00	62,721.00	11,041.00	11,041.00
PRES SECR SALARY	16,231.51	16,231.51	14,522.93	1,708.58	20,503.00	4,271.49	4,271.49
PRES OFC FED WORK STUDY	2,577.81	2,577.81	2,246.16	331.65	3,484.00	906.19	906.19
PRES OFC CONTR SERV	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
PRES OFC SUPPLIES	2,262.98	2,262.98	1,298.27	964.71	2,500.00	237.02	237.02
PRES OFC CONF & MEETINGS	3,109.17	3,109.17	2,317.30	791.87	4,000.00	890.83	890.83
SPECIAL AFFAIRS	3,200.36	3,200.36	3,343.86	143.50	CR 2,500.00	700.36	700.36
PRES OFC OTHER EXP	3,807.71	3,807.71	3,507.71	300.00	5,600.00	1,792.29	1,792.29
BUS OFC ADMIN SALARIES	40,312.49	40,312.49	36,069.07	4,243.42	50,921.00	10,608.51	10,608.51
BUS OFC PROF SALARIES	15,169.98	15,169.98	13,573.14	1,596.84	19,162.00	3,992.02	3,992.02
BUS OFC SECR SALARIES	59,681.18	59,681.18	53,395.94	6,285.24	75,423.00	15,741.82	15,741.82
BUS OFC CONTR SERV	3,807.70	3,807.70	3,807.70	.00	6,800.00	2,992.30	2,992.30
BUS OFC SUPPLIES	1,942.44	1,942.44	CR 1,196.26	746.18	CR 7,000.00	8,942.44	8,942.44
BUS OFC CONF & MEETINGS	1,531.68	1,531.68	1,166.30	365.38	2,500.00	968.32	968.32
PRES SEARCH	11,157.06	11,157.06	11,157.06	.00	14,000.00	2,842.94	2,842.94
LEGAL CONTR	5,067.00	5,067.00	4,287.00	780.00	8,000.00	2,933.00	2,933.00
BOARD OTHER SUPPLIES	454.38	454.38	275.71	178.67	2,000.00	1,545.62	1,545.62
BOARD CONF & MEETINGS	3,090.11	3,090.11	2,775.32	314.79	4,000.00	909.89	909.89
INSTITU SECR SALARIES	12,169.70	12,169.70	10,986.70	1,183.00	14,196.00	2,026.30	2,026.30
INSTITU FED WORK STUDY	2,880.49	2,880.49	2,509.49	371.00	3,685.00	804.51	804.51
CONTINGENCY FED WORK STUDY	4,029.20	4,029.20	3,744.45	284.75	4,448.00	413.80	413.80
GROUP MED & LIFE INS	244,593.35	244,593.35	226,577.31	18,016.04	290,500.00	45,906.65	45,906.65

Account	Expenditures	To Date	To Date	This Mo.	Budget	Unexpended	Unencumbered
TUITION REIMBURSEMENT	1,920.58	1,920.58	1,860.58	60.00	5,000.00	3,079.42	3,079.42
CURRICULUM DEVELOPMENT	1,350.42	1,350.42	1,350.42	.00	5,000.00	3,649.58	3,649.58
UNALLOCATED CONTR	1,278.40	1,278.40	1,025.90	252.50	2,400.00	1,121.60	1,121.60
IN SERVICE TRAINING	1,901.85	1,901.85	2,051.85	150.00	CR 5,000.00	3,098.15	3,098.15
FACULTY ASSN SUPPLIES	52.02	52.02	40.92	11.10	200.00	147.98	147.98
POSTAGE	32,050.19	32,050.19	22,559.82	9,490.37	40,000.00	7,949.81	7,949.81
PUBLICATIONS & DUES	6,555.16	6,555.16	6,530.16	25.00	6,950.00	394.84	394.84
ADVERTISING	315.23	315.23	315.23	.00	700.00	384.77	384.77
RECRUITMENT	3,467.64	3,467.64	3,467.64	.00	6,000.00	2,532.36	2,532.36
EQUIPMENT	90,851.69	90,851.69	106,375.69	15,524.00	CR 45,947.00	55,095.31	55,095.31
VOC ED EQUIP	27,640.00	27,640.00		27,640.00		27,640.00	CR 27,640.00
AFFIRM ACTION CONTR SERV		.00		.00	300.00	300.00	300.00
AFFIRM ACTION SUPPLIES	1.56	1.56	1.56	.00	100.00	98.44	98.44
AFFIRM ACTION CONF & MEETINGS		.00		.00	300.00	300.00	300.00
INSTITU RES CONTR SERV	250.00	250.00	250.00	.00	500.00	250.00	250.00
INSTITU RES SUPPLIES	2.26	2.26	2.26	.00	500.00	497.74	497.74
DATA PROC ADMIN SALARIES	52,858.95	52,858.95	47,294.85	5,564.10	66,769.00	13,910.05	13,910.05
DATA PROC SECR SALARIES	19,866.38	19,866.38	17,757.30	2,109.08	25,309.00	5,442.62	5,442.62
DATA PROC FED WORK STUDY	1,916.12	1,916.12	1,677.45	238.67	6,365.00	4,448.88	4,448.88
DATA PROC ADMIN CONTR SERV	66,217.24	66,217.24	61,767.46	4,449.78	143,700.00	77,482.76	77,482.76
DATA PROC EDUC CONTR SERV	5,462.92	5,462.92	2,244.92	3,218.00	13,000.00	7,537.08	7,537.08
DATA PROC ADMIN SUPPLIES	6,040.13	6,040.13	4,507.31	1,532.82	16,600.00	10,559.87	10,559.87
DATA PROC EDUC SUPPLIES	7,195.81	7,195.81	7,195.81	.00	16,000.00	8,804.19	8,804.19
DATA PROC CONF & MEETINGS	228.81	228.81	146.10	82.71	7,500.00	7,271.19	7,271.19
DATA CENTER EQUIP RENTAL	2,071.00	2,071.00	2,071.00	.00		2,071.00	CR 2,071.00
PLANNING & DEVEL ADMIN SALARIES	28,417.73	28,417.73	25,426.39	2,991.34	35,896.00	7,478.27	7,478.27
PL & DEVEL SECR SALARIES	8,703.86	8,703.86	7,565.70	1,138.16	13,109.00	4,405.14	4,405.14
PL & DEVEL CONTR SERV		.00		.00	300.00	300.00	300.00
PL & DEVEL SUPPLIES	901.02	901.02	592.62	308.40	1,300.00	398.98	398.98
PL & DEVEL CONF & MEETINGS	1,798.86	1,798.86	1,442.16	356.70	1,700.00	98.86	CR 98.86
TUITION CHARGE BACK	23,052.64	23,052.64	14,961.82	8,070.82	25,000.00	1,947.36	1,947.36
CONTINGENCIES		.00		.00	75,000.00	75,000.00	75,000.00
GENERAL INSURANCE	90	.00		.00	27,500.00	27,500.00	27,500.00
	3,748,173.19 #		3,365,050.76 #				
	3,748,173.19 *			383,122.43 *			
					5,226,994.00	1,478,820.81	1,478,820.81

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MAINT CONTR SERV	29,677.25	29,677.25	27,245.14	2,432.11	45,840.00	16,162.75	16,162.75
MAINT & BLDG SUPPLIES	28,719.33	28,719.33	19,312.07	9,407.26	51,000.00	22,280.67	22,280.67
MAINT CONF & MEETINGS	617.56	617.56	355.86	261.70	2,500.00	1,882.44	1,882.44
GAS	66,785.18	66,785.18	60,464.32	6,320.86	119,900.00	53,114.82	53,114.82
EQUIPMENT	354.00	354.00		354.00	8,400.00	8,046.00	8,046.00
RENTAL CHARGES		.00		.00	1,000.00	1,000.00	1,000.00
CONTINGENCIES		.00		.00	25,000.00	25,000.00	25,000.00
	126,153.32	* 26,153.32	* 107,377.39	* 18,775.93	* 253,640.00	* 127,486.68	* 127,486.68 *

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT		.00		.00	100,000.00	100,000.00	100,000.00
COLLEGE SIGN	25,206.00	25,206.00	25,206.00	.00		25,206.00	CR 25,206.00 CR
BLDG IMPROVEMENTS		.00		.00	100,000.00	100,000.00	100,000.00
TELEPHONE SYSTEM	2,249.41	2,249.41	2,249.41	.00		2,249.41	CR 2,249.41 CR
ENERGY MANAGE MENT GRANT	5,006.05	5,006.05	5,006.05	.00		5,006.05	CR 5,006.05 CR
HIGH TECH DATA PROC	29,274.10	29,274.10	29,274.10	.00		29,274.10	CR 29,274.10 CR
INSTR EQUIPMENT		.00		.00	50,000.00	50,000.00	50,000.00
SERVICE EQUIPMENT		.00		.00	5,000.00	5,000.00	5,000.00
OTHER CAPITAL OUTLAY		.00		.00	5,000.00	5,000.00	5,000.00
	61,735.56	* 61,735.56	* 61,735.56	* .00	* 60,000.00	* 98,264.44	* 198,264.44 *

WORKING CASH FUND

MISC EXPENSE		.00		.00	1,000.00	1,000.00	1,000.00
	.00 *	.00 *	.00 *	.00 *	1,000.00	* 1,000.00 *	1,000.00 *



INSURANCE FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This MO.	Budget	Unexpended	Unencumbered
WORKERS COMP	30,518.40	30,518.40	30,678.78	160.38	CR 28,000.00	2,518.40 CR	2,518.40 CR
UNEMPLOYMENT COMP	1,769.09	1,769.09	2,074.91	305.82	CR 17,000.00	15,230.91	15,230.91
TORT LIABILITY	62,277.66	62,277.66	63,400.60	1,122.94	CR 25,000.00	37,277.66 CR	37,277.66 CR
	94,565.15	* 94,565.15	* 96,154.29	* 1,589.14	CR 70,000.00	* 24,565.15 CR	24,565.15 CR

AUDIT FUND

AUDIT COSTS

12,622.00	12,622.00	12,872.00	250.00	CR 22,000.00	9,378.00	9,378.00
12,622.00	* 12,622.00	* 12,872.00	* 250.00	CR 22,000.00	* 9,378.00	* 9,378.00 *

REVENUE REPORT

EDUCATION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1985 TAXES	843,558.20	843,558.20	841,499.73	2,058.47	857,500.00	13,941.80	13,941.80
1986 TAXES		.00		.00	857,500.00	857,500.00	857,500.00
IN LIEU OF TAXES	537.50	537.50	537.50	.00		537.50 CR	537.50 CR
CHARGEBACK REVENUE	9,377.15	9,377.15	8,694.10	683.05	9,000.00	377.15 CR	377.15 CR
STATE APPORTIONMENT	1,041,777.93	1,041,777.93	1,041,777.93	.00	1,388,570.00	346,792.07	346,792.07
REG VOC ED REIMB	64,537.11	64,537.11	64,537.11	.00	52,500.00	12,037.11 CR	12,037.11 CR
VOC ED EQUIP REIMB		.00		.00	16,500.00	16,500.00	16,500.00
PERS PROP REPL TAX	176,442.58	176,442.58	176,442.58	.00	147,869.00	28,553.58 CR	28,553.58 CR
STATE WORK STUDY		.00		.00	1.00	1.00	1.00
FEDERAL WORK STUDY	133,013.83	133,013.83	109,445.40	23,568.43	170,658.00	37,644.17	37,644.17
OTHER FEDERAL SOURCES	691.00	691.00	340.00	351.00	3,000.00	2,309.00	2,309.00
SUMMER TUITION	126,489.41	126,489.41	126,489.41	.00	126,000.00	489.41 CR	489.41 CR
FALL TUITION	515,230.40	515,230.40	515,230.40	.00	529,850.00	14,619.60	14,619.60
SPRING TUITION	150,000.00	150,000.00		150,000.00	507,650.00	357,650.00	357,650.00
GRADUATION FEES	2,252.00	2,252.00	1,600.00	652.00	2,500.00	248.00	248.00
TRANSCRIPT FEES	843.00	843.00	645.00	198.00	500.00	343.00 CR	343.00 CR
LA B FEES	14,938.00	14,938.00	14,938.00	.00	31,600.00	16,662.00	16,662.00
PUBSERV INCOME		.00		.00	14,900.00	14,900.00	14,900.00
INTEREST ON INVESTMENTS	31,559.74	31,559.74	27,767.60	3,772.14	40,000.00	8,440.26	8,440.26
FOUNDATION GIFTS	13,400.00	13,400.00	13,400.00	.00	13,400.00	.00	.00
BOOKSTORE & LAND LAB CONTRIB	83,741.24	83,741.24	83,741.24	.00	83,741.00	.24 CR	.24 CR
RESTRICTED FUND INCOME	10,039.03	10,039.03	10,039.03	.00	30,000.00	19,960.97	19,960.97
SALE OF SURPLUS PROPERTY	13,562.13	13,562.13	13,562.13	.00	13,562.00	.13 CR	.13 CR
OTHER REVENUE	33,546.68	33,546.68	33,336.19	210.49	36,000.00	2,453.32	2,453.32
OTHER REV COMPUTER	10,147.50	10,147.50	8,486.50	1,661.00		10,147.50 CR	10,147.50 CR
OTHER REV SALARIES	33,035.17	33,035.17	24,999.62	8,035.55		33,035.17 CR	33,035.17 CR
OTHER REV OVERHEAD	4,672.81	4,672.81	4,128.29	544.52		4,672.81 CR	4,672.81 CR
	3,313,392.41 *		3,121,657.76 *		4,932,821.00 *		1,619,423.59 *
		3,313,392.41 *		191,734.65 *		1,619,423.59 *	

BUILDING FUND

1985 TAXES	103,301.10	103,301.10	103,049.02	252.08	105,000.00	1,698.90	1,698.90
1986 TAXES		.00		.00	105,000.00	105,000.00	105,000.00
IN LIEU OF TAXES	65.82	65.82	65.82	.00		65.82 CR	65.82 CR
REP OF CORP PERS PROP TAX	21,611.73	21,611.73	21,611.73	.00	18,111.00	3,500.73 CR	3,500.73 CR
INTEREST ON INVESTMENTS		.00		.00	100.00	100.00	100.00
OTHER REVENUE	2,204.00	2,204.00	2,003.00	201.00	2,000.00	204.00 CR	204.00 CR
	127,182.65	127,182.65	126,729.57	453.08	302,111.00	103,023.55	103,023.55

SITE AND CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STATE CONTRIB	21,324.00	21,324.00	21,324.00	.00	1.00	21,323.00 CR	21,323.00 CR
FEDERAL CONTRIB	.00	.00	.00	.00	1.00	1.00	1.00
INVESTMENT INCOME	42,083.90	42,083.90	36,256.20	5,827.70	60,000.00	17,911.10	17,911.10
	63,412.90	* 63,412.90	* 57,580.20	* 5,827.70	* 60,002.00	* 3,410.90 CR	3,410.90 CR

WORKING CASH FUND

INVESTMENT INCOME	82,599.55	82,599.55	79,240.32	3,359.23	50,000.00	32,599.55 CR	32,599.55 CR
	82,599.55	* 82,599.55	* 79,240.32	* 3,359.23	* 50,000.00	* 32,599.55 CR	32,599.55 CR

INSURANCE FUND

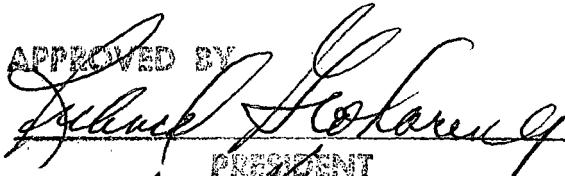
1985 TAXES	29,877.34	29,877.34	29,857.13	20.21	30,450.00	572.66	572.66
1986 TAXES	.00	.00	.00	.00	30,450.00	.00	.00
IN LIEU OF TAXES	19.09	19.09	19.09	.00		19.09 CR	19.09 CR
INTEREST ON INVESTMENTS	3,054.21	3,054.21	2,919.46	134.75	3,000.00	54.21 CR	54.21 CR
	32,950.64 *		* 32,795.68	* 154.96	* 63,900.00	* 499.36 *	499.36 *

AUDIT FUND

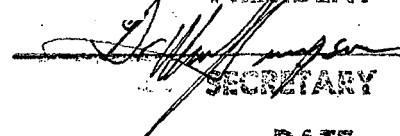
1985 TAXES	10,648.22	10,648.22	10,641.01	7.21	10,850.00	201.78	201.78
1986 TAXES	.00	.00	.00	.00	10,850.00	10,850.00	10,850.00
IN LIEU OF TAXES	6.80	6.80	6.80	.00		6.80 CR	6.80 CR
INTEREST ON INVESTMENTS	576.22	576.22	529.35	46.87	300.00	276.22 CR	276.22 CR
	11,231.24	* 11,231.24	* 11,177.16	* 54.08	* 22,000.00	* 10,763.76 *	10,763.76 *

SAUK VALLEY COLLEGE

APPROVED BY



PRESIDENT



SECRETARY

DATE \_\_\_\_\_