

815 / 288-5511



**Sauk  
Valley  
College**

173 IL ROUTE 2  
DIXON, IL 61021-9110

Office of the Secretary to the  
SVCC Board of Trustees

Date: May 19, 1987

PUBLIC NOTICE OF MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO Board of Trustees, District #506

WHEN: May 26, 1987 TUESDAY)

TIME: 7:00 p.m.

WHERE: Second Floor - Room 2K2

TYPE: Regular monthly Board meeting \*

PURPOSE: Above

AGENDA: TBA

\*Monday, May 25th is Memorial Day

A handwritten signature in cursive script that reads "Marilyn Vinson".

Marilyn Vinson, Secretary to the Board  
of Trustees, District #506

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
Room 2K2 Second Floor

May 26, 1987

7:00 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. Tax Abatement Request - Raynor Mfg. Co.
  - 5. Tax Abatement Request - National Mfg. Co.
  - 6. Pathfinder Bids
- F. Executive Session
- G. Personnel Recommendations
  - 1. Resignations
  - 2. Revised Evaluation System for SVCC-DCC Program
  - 3. Administrative and Classified Staff Salaries
  - 4. Contractual Personnel Salaries
  - 5. Director of Business and Economic Development
- H. Other Actions
  - 1. Sexual Harassment Policy-Second Reading
  - 2. 1987-88 Administrative Calendar
  - 3. New Program Approvals
  - 4. Donations
  - 5. Appointment of Local Election Official
  - 6. DCC Electrical Work
  - 7. Cosmetology Contracts
- I. Reports
  - 1. Student Trustee
  - 2. ICCTA Representative
  - 3. Foundation Liaison
  - 4. Board chair
- J. President's Report
  - 1. Radiography Program Accreditation
  - 2. Graduate Follow-up Study
  - 3. Construction Projects
  - 4. Food Service Status
  - 5. Orchestra
  - 6. Residence Hall Update
  - 7. Business Manager
  - 8. President's Academy
  - 9. Title III Application
- K. Time of Next Meeting

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

May 26, 1987

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on May 26, 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	Edie Peterson
Bill Simpson	Bob Wolf
Richard Groharing	Barry Bielema

New Student Trustee: Barry Bielema then introduced Kevin Peck to those present and noted that Kevin had been elected the new student trustee and would take office at the June meeting. Chair Groharing officially welcomed Kevin to the Board.

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

Minutes: It was moved by Member Simpson and seconded by Member Berrettini that the minutes of the April 20th meeting be approved with the following revisions:

Page #4, paragraph 3 - ... 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 maximum of \$50. If the trip is less than a full day, reimbursement over the meal allowance will be paid with submitted receipts, not to exceed \$50.

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

Treasurer's Report: It was moved by Member Simpson and seconded by Member Berrettini that the Treasurer's Report be approved as presented. In a roll call vote, all voted aye. Motion carried.

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

Educational Fund	\$389,403.56
Building Fund	14,766.33
Site & Construction	26,605.80
Insurance Fund	8,169.26

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

Payroll: It was moved by Member Simpson and seconded by Member Peterson that the Board approve the payroll of April 30, 1987 in the amount of \$171,740.80 and the May 15th payroll in the amount of \$157,779.00. In a roll call vote, all voted aye. Motion carried.

Tax Abatement for Raynor Manufacturing Company: It was moved by Member Andersen and seconded by Member Berrettini that the Board approve a Lee County 100% real estate tax abatement for 10 years for Raynor Manufacturing Company of Dixon, as per the attached application. In a roll call vote, all voted aye. Motion carried.

Tax Abatement for National Manufacturing Company: It was moved by Member Wolf and seconded by Member McDonald that the Board approve a Lee County 100% real estate tax abatement for 10 years for the National Manufacturing Company of Sterling, as per the attached application. In a roll call vote, all voted aye. Motion carried.

Pathfinder  
Bids: It was moved by Member Peterson and seconded by Member Berrettini that the Board approve the low bid of The Dixon Telegraph for the printing and distribution of the Pathfinder class schedules for the 1987-88 year. In a roll call vote, the following was recorded. Ayes: Members Andersen, Berrettini, Peterson, Simpson, Wolf, Groharing and Bielema. Nays: Member McDonald. Motion carried.

Executive Session: At 7:20 p.m. it was moved by Member Peterson and seconded by Member McDonald that the Board adjourn to executive session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Session: The Board returned to regular session at 10:00 p.m.

Resignations: It was moved by Member Peterson and seconded by Member Simpson that the Board accept with regret the resignations of Dennis Day, Director of the SVCC Dixon Correctional Center Program, and Janice Ahling, Assistant Professor of Nursing. In a roll call vote, all voted aye. Motion carried.

SVCC-DCC Education Program Evaluation: It was moved by Member Andersen and seconded by Member Peterson that the Board approve the SVCC-DCC Education Program Evaluation System, as revised, for instructional staff. In a roll call vote, all voted aye. Motion carried.

Administrative Salaries: It was moved by Member Berrettini and seconded by Member Peterson that the Board approve raising the administrative salary ranges by 4% and raising the salary of each administrator by 7.75%, subject to the upper limits of the ranges. In a roll call vote, the following was recorded: Ayes: Members Andersen, Berrettini, Peterson, Simpson, Wolf, Groharing, and Bielema. Nays: Member McDonald. Motion carried.

Classified Salaries: It was moved by Member Andersen and seconded by Member Berrettini that the Board approve a 3.5% increase in classified salary ranges and a 7.6% raise for all classified staff, subject to the upper limits of the ranges. In a roll call vote, the following was recorded: Ayes: Members Andersen, Berrettini, McDonald, Peterson, Simpson, Groharing, and Bielema. Nays: Member Wolf. Motion carried.

Correctional Center Faculty Salaries: It was moved by Member Andersen and seconded by Member Berrettini that the Board approve a 7.0% increase for each SVCC-DCC instructor and increase the overload rate to \$300 and \$325 as recommended. In a roll call vote, the following was recorded: Ayes: Members Andersen, Berrettini, McDonald, Simpson, Groharing, and Bielema. Nays: Members Peterson and Wolf. Motion carried.

- Contractual Promotion: It was moved by Member Berrettini and seconded by Member Andersen that the Board approve the promotion of Susan Van Weelden from the position of Coordinator of Business and Industry Training to the position of Director of Business and Economic Development at a salary of \$30,000 for the 1987-88 fiscal year. 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 Policy: It was moved by Member Andersen and seconded by Member Peterson that the Board approve for second reading the Sexual Harassment Policy as presented. In a roll call vote, all voted aye. Motion carried.
- Administrative Calendar: It was moved by Member Peterson and seconded by Member Andersen that the Board approve the attached Administrative Calendar as presented. In a roll call vote, all voted aye. Motion carried.
- New Programs: It was moved by Member Berrettini and seconded by Member McDonald that the Board approve new certificate programs in Electronic Technician, Robotics Technician, and Basic Library/Media Technical Assistant and an extension into a Biomedical Technician option. In a roll call vote, all voted aye. Motion carried.
- Donations: It was moved by Member Peterson and seconded by Member Berrettini that the Board accept the donation of nine 3278 CRTs from National Manufacturing to be used in our educational Data Processing Program, and an Ames Fuorostat Nephelometer from Medical Associates of Clinton (Iowa) for use in our Med Lab Technology Program. Motion voted and carried.
- Local Election Official: It was moved by Member Andersen and seconded by Member Berrettini that the Board appoint Marilyn Vinson as the local election official with Judy Scribner as an alternate. In a roll call vote, all voted aye. Motion carried.

Electrical  
Work at DCC:

It was moved by Member Berrettini and seconded by Member Andersen that the Board permit the administration to advertise for bids and accept the lowest responsible bid under \$7,809 to air condition and make electrical adjustments in our instructional area at the Dixon Correctional Center. In a roll call vote, all voted aye. Motion carried.

Cosmetology  
Contracts:

It was moved by Member Peterson and seconded by Member Berrettini that the Board approve the cosmetology agreements with Sterling School of Beauty Culture/John Amico School of Hair Design and the Beauty Academy of Dixon for the 1987-88 fiscal year. In a roll call vote, all voted aye. Motion carried.

Reports:

Student Trustee Bielema presented a written report to the Board in which he expressed his appreciation to the Trustees for an exciting and productive year. Dean Sagmoe noted that the Student Senate would miss Barry.

Eddie Peterson reminded the members of the ICCTA Annual Meeting to be held on June 12th and 13th. She urged all Trustees to attend, if possible.

President Behrendt reported that the Foundation had their regular meeting on May 19th and welcomed two new members, Darroll Erickson and Bob Gomsrud. He also reported that the Foundation had granted the college \$5,500 in start-up money for the band and orchestra program.

Chair Groharing reminded the members to complete their Trustee Audits and return them to him as soon as possible. He said that legislation was moving very rapidly in Springfield and that HB 143 had passed the House.

President Behrendt reported on the re-accreditation of the Radiography Program; had John Sagmoe explain the results of the recent SVCC Graduate Follow-up Study; gave a status report on the telephone installation, the roof flashing work, the automatic door opener, and the parking lot and roadway repairs; told the Board that the applicants were not satisfactory for the Food Service Program so Dean Sagmoe

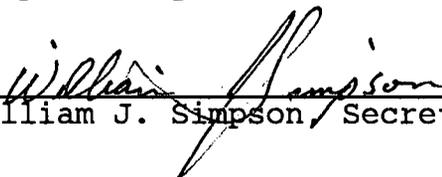
would now advertise for bids from the various food service/vending companies; that Mike Dowell had been hired to direct the college string orchestra program; that a local contractor had expressed interest in constructing a residence hall near the college and was seeking investors; that the administration would reopen the search for a Business Manager; that work was beginning on a Title III application; that he would be attending the AACJC President's Academy in Colorado in July; and that a Sports Booster Club would be forming soon.

Adjournment:

Since the scheduled business was completed, it was moved by Member Berrettini and seconded by Member Simpson that the Board adjourn. The next regular meeting will be 7 p.m. on June 22, 1987 in the THIRD FLOOR Board Room. Motion voted and carried.

The meeting adjourned at 10:50 p.m.

Respectfully submitted:

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

For Board Meeting of  
May 26, 1987

Agenda Item E-4

TAX ABATEMENT REQUEST

RAYNOR MANUFACTURING COMPANY

Raynor Manufacturing Company has applied for a tax abatement of 100% of their taxes for a term of 10 years for a 14,400 square foot facility. This addition will cost \$1,500,000 to construct, will add 100 new employees, and will mean the abatement of approximately \$1,448 per year in additional taxes for Sauk Valley Community College.

RECOMMENDATION: Approval of a 100% tax abatement for 10 years for the Raynor Manufacturing Company, according to their submitted application.

RESOLUTION GRANTING A REAL ESTATE  
TAX ABATEMENT TO RAYNOR MANUFACTURING COMPANY

WHEREAS, the General Assembly of the State of Illinois has enacted legislation known as Public Act 82-316 (the "Act") under the terms of which Sauk Valley College, Lee County, Illinois, (the "College") may abate any portion of its taxes on the property of any industrial or commercial firm for an expanded previously existing facility; and

WHEREAS, the College concurs with the intent of the Act to induce commercial firms to expand their existing facilities by offering financial incentives in the form of property tax abatement; and

WHEREAS, Raynor Manufacturing Company (the "Company") which has maintained a commercial facility located within the College District boundaries for 41 years, intends to construct a 120,000 square foot building within the College District; and

WHEREAS, the College hereby finds and declares that the Company qualifies for an abatement under the Act.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Sauk Valley Community College, that:

SECTION 1: Abatement of Taxes. Pursuant to the Act (codified as the second paragraph of Section 162 of the Revenue Act of 1939 as amended) the College hereby abates that portion of its property taxes provided for and levied on commercial real property owned by the Company located within the College District and resulting only and from any increase in assessed valuation which is attributable to new physical improvements on said property in the amounts and subject to the conditions recited in this resolution.

SECTION 2: Terms of Abatement. Said abatement shall be for 10 consecutive years, beginning with the real estate taxes for the year 1988, payable in 1989.

SECTION 3. Subject Property. Such abatement shall apply only to the property (the "Subject Property") currently identified as permanent real estate tax numbers:

07-02-33-277-005  
07-02-33-277-016  
07-02-33-427-003  
07-02-33-427-004

SECTION 4: Amount of Abatement. Each year said abatement shall apply only to that portion of the increased property taxes resulting from the increase in assessed valuation attributable to new physical improvements on the Subject Property. The amount of the abatement shall be computed each year as follows:

\* College Tax Rate for applicable year X Equalized Assessed Valuation of the "new physical improvements" for applicable year = "Abated Amount"

The abatement shall commence in 1989 and end in 1998 for the taxes incurred in taxable years 1988 through 1997, inclusive, for real estate taxes due and payable in 1989 through 1998, inclusive ("Abated Years"). The Abated Amount shall be subtracted from the taxes due to the College for each Abated Year.

SECTION 5: The abatement is conditioned upon each of the following:

A. The total aggregate amount of taxes abated by all taxing districts on the Subject Property during the successive years of the abatement granted hereunder shall not exceed the sum of \$1,000,000.00; and

B. The abatement shall apply only with respect to new physical improvements on the Subject Property.

\* The intent of the formula and this resolution is NOT to affect the equalized assessed value of the stated property but to abate the amount of tax.

SECTION 6: Further Action. The College shall take all further action in order to abate taxes as contemplated herein, including, but not limited to the adoption of further resolutions and the notification of the amount of the abatement each year to the County Clerk of Lee County.

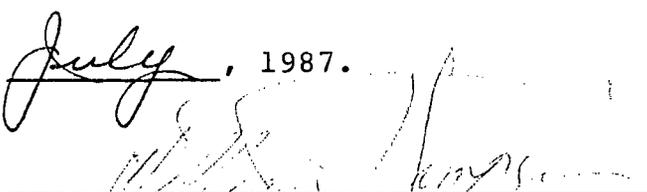
SECTION 7: Effective Date. This Resolution shall be effective immediately upon its passage and approval or as otherwise provided by law.

SECTION 8: The Secretary of the Board of Trustees of the College shall file a certified copy of this Resolution with the County Clerk of Lee County.

SECTION 9: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 10: All Resolutions and parts of Resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

Dated this 20 day of July, 1987.

  
\_\_\_\_\_  
Secretary, Board of Trustees  
Sauk Valley Community College  
Lee County, Illinois



815 / 288-5511

# Sauk Valley Community College

173 IL ROUTE 2  
DIXON, IL 61021-9110

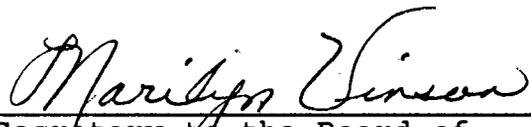
Office of the President

STATE OF ILLINOIS    )  
                                  )    SS  
COUNTY OF LEE        )

CERTIFICATE

I, Marilyn Vinson, do hereby certify that I am the duly appointed Secretary to the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, and that the attached is a true and correct copy of a resolution duly adopted by the Board of Trustees of the College at its regular meeting held on the 26th day of May, 1987, at the Board Room of the College at 173 Illinois Route #2, Dixon, Illinois, 61021, at which time and place a quorum was present.

Dated this 22nd day of July, 1987.

  
Secretary to the Board of  
Trustees District #506,  
Lee County, Illinois



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt      DATE: May 6, 1987  
FROM: Robert Edison      SUBJECT: Assessed Value

*Bob*

Lee County theoretically uses 1/3 of value for its equalized assessed value. Based on this projection, the annual abatement for Sauk Valley Community College would be as follows:

$$\text{Raynor } \frac{\$1,500,000.00}{3} = \$500,000.00 @ .2897 = \$1,448.00$$

$$\text{National } \frac{\$8,000,000.00}{3} = \$2,666,667 @ .2897 = \$7,725.00$$

n

LAW OFFICES

**WARD, MURRAY, PACE & JOHNSON, P. C.**

A PROFESSIONAL CORPORATION

202 EAST FIFTH STREET

P.O. BOX 400

STERLING, ILLINOIS 61081

(815) 625-8200

MILLEDGEVILLE OFFICE

323 NORTH MAIN STREET

MILLEDGEVILLE, ILLINOIS 61051

(815) 225-7300

PHILIP H. WARD

(1891-1977)

HENRY M. WARD

(1908-1982)

PHILIP H. WARD, JR.  
DAVID E. MURRAY  
OLE BLY PACE III  
LAURENCE F. JOHNSON  
ROBERT E. BRANSON  
MARK E. ZUMDAHL  
RICHARD A. PALMER  
JOSEPH E. HEATON, JR.  
PAUL A. OSBORN  
THOMAS L. SANDERS

February 18, 1987

TO: Mr. Graham Huffman  
Dr. Larry Roth  
~~Dr. Richard Behrendt~~  
Mr. Jack Halpern  
Mr. Ambrose Reuter

Re: Raynor Manufacturing Co. - Petition for Tax Abatement

Gentlemen:

Enclosed please find original and four copies of a Petition for Tax Abatement for the property of Raynor Manufacturing Co. located on River Road and Stoney Point Road, Lee County, Illinois. Pursuant to the terms of the tax abatement resolutions approved by the taxing districts, we hereby petition for the abatement as set forth in the petition. We have completed the petition with all information available.

It is my understanding that the Lee County Board President, Graham Huffman, will schedule a meeting with the Applicant and a representative of each of the taxing bodies to be able to present to each of the taxing bodies a recommended abatement.

On behalf of Raynor Manufacturing Co. we would like to be apprised of the date, time and place of that meeting to be able to present any additional information that any of the taxing bodies may request.

Should you have any questions concerning the petition, please feel free to contact me. We thank you in advance for your anticipated cooperation.

Sincerely yours,

WARD, MURRAY, PACE & JOHNSON, P. C.

By



Robert E. Branson

REB:jsd  
Enclosures  
cc Tim Wadsworth  
Doug Farley

TO: President and Board of Trustees  
Sauk Valley College  
173 Illinois Route 2  
Dixon, IL 61021

APPLICATION FOR ABATEMENT OF REAL ESTATE TAXES

RAYNOR MANUFACTURING CO., by Ward, Murray, Pace & Johnson, P.C., its attorneys, applies for the abatement of real estate taxes pursuant to resolution adopting a policy on abatement of real estate taxes duly passed by the Board of Trustees of Sauk Valley College and in support thereof states:

A. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT:

Name: Raynor Manufacturing Co.

Address: East River Road  
P.O. Box 448  
Dixon, IL 61021

Phone: 815/288-1431

B. NAME, TITLE, ADDRESS AND PHONE NUMBER OF REPRESENTATIVE MAKING APPLICATION (if different from applicant).

Name:

Address: SAME AS APPLICANT

Phone:

C. STATEMENT DESCRIBING APPLICANT'S BUSINESS:

(1) Generally: Applicant is an Illinois corporation primarily engaged in the manufacturing of garage doors and accessory hardware.

(2) At Location where abatement is requested: The location consists of three parcels. Two parcels are located on Stoney Point Road, Lee County, Illinois. Upon these two parcels Applicant intends to construct a 120,000 square foot building. This building will be used as a manufacturing

facility in which Applicant will manufacture Tri-Core doors and operate a stamping facility. The third parcel is located on River Road, Lee County, Illinois. Upon this parcel Applicant intends to construct a 14,400 square foot truck facility. From this facility, Applicant will service and maintain tractors and trailers used by it in the course of its business. This facility will service 70 trailers and 30 tractors.

D. DESCRIPTION (legal description) OF SITE WHERE ABATEMENT IS REQUESTED:

See Exhibit A attached hereto and made a part hereof.

E. REAL ESTATE TAX CODE FOR SITE:

07-02-33-277-005  
07-02-33-277-016  
07-02-33-427-003  
07-02-33-427-004

F. CURRENT EQUALIZED ASSESSED VALUE FOR SITE (By Parcel and total equalized assessed value); and CURRENT TAXES PAID (By parcel and total tax):

<u>Tax Code No.</u>	<u>Equalized Assessed Value</u>	<u>Current Taxes Paid</u>
07-02-33-277-005	\$21,400.00	\$ 1,177.78
07-02-33-277-016	No assessment	
07-02-33-427-003	16,630.00	754.90
07-02-33-427-004	<u>\$ 1,262.00</u>	<u>\$ 76.46</u>
TOTAL	\$39,292.00	\$ 2,009.14

G. NAME AND ADDRESS OF OWNER OF SITE IF DIFFERENT FROM APPLICANT:

Same as Applicant

H. DESCRIPTION OF CURRENT OPERATIONS CONDUCTED ON SITE, INCLUDING NUMBER OF EMPLOYEES WORKING FULL TIME AND PART TIME:

Applicant manufactures garage doors and various accessories. Applicant currently employs in Lee County approximately 500 persons on a full time basis.

I. IF APPLICANT IS A CORPORATION, SUBMIT A PHOTO COPY OF THE CERTIFICATE OF INCORPORATION, IF AN ILLINOIS CORPORATION, OR THE CERTIFICATE OF AUTHORITY IF A FOREIGN CORPORATION, TOGETHER WITH ANY AMENDMENTS THERETO, OR CERTIFICATES OF GOOD STANDING, AND COPY OF THE APPLICANTS MOST RECENT ANNUAL CORPORATE REPORT TO THE SECRETARY OF STATE OF THE STATE OF INCORPORATION:

See Exhibits B and C which are attached hereto and made a part hereof

J. IF APPLICANT IS NOT A CORPORATION NAME, ADDRESS AND PRIMARY OCCUPATION OF ALL PARTNERS OR INDIVIDUALS HAVING AN OWNERSHIP INTEREST, DIRECT OR INDIRECT INTEREST, GREATER THAN 10% IN THE BUSINESS TO BE CONDUCTED ON SITE FOR WHICH THE ABATEMENT IS REQUESTED:

Not Applicable

K. STATEMENT OF THE TOTAL NUMBER OF FULL TIME AND PART TIME EMPLOYEES TO BE (1) HIRED, (2) ADDED, OR (3) RETAINED AS A RESULT OF THE LOCATION/EXPANSION PROJECT, TOGETHER WITH A BRIEF DESCRIPTION OF THE JOBS ANTICIPATED TO BE SO CREATED OR RETAINED TOTAL ESTIMATED PAYROLL FOR EACH JOB CATEGORY AND THE COMBINED ESTIMATED PAYROLL FOR ALL JOB CATEGORIES:

Applicant anticipates hiring an additional 100 employees at the proposed facilities. In addition, Applicant anticipates purchasing an additional 10 tractors and 15 trailers to its existing motor carrier fleet. Total estimated payroll for the manufacturing concern to be constructed will be increased by approximately \$25,000,000.00 per annum.

L. TOTAL ESTIMATED COST OF THE EXPANSION/RELOCATION PROJECT:

Construction costs of  
manufacturing plant \$ 1,200,000.00

Construction costs of  
fleet operation facility \$ 300,000.00

M. APPLICANT'S MARKET AREA FOR THE PRODUCTS MANUFACTURED AND SOLD:

Nationwide.

N. TERMS OF ABATEMENT REQUESTED:

Applicant states that because the expansion of Applicant's business will (i) increase payroll, (ii) add approximately 100 new jobs, (iii) increase the assessed value of the premises, this Application is within the criteria to grant a 100% abatement of additional taxes for 10 years. Therefore, Applicant requests that 100% of the taxes be abated for a term of 10 years.

O. ESTIMATED DOLLAR AMOUNT OF ABATEMENT BEING REQUESTED:

Total aggregate amount: All amounts in excess of \$2,009.14

Total annual amount for length of term requested: 10 years

WHEREFORE, Applicant prays that the Board of Trustees of Sauk Valley College approve its petition for tax abatement in accordance with the terms of this Application.

RAYNOR MANUFACTURING COMPANY

By WARD, MURRAY, PACE & JOHNSON, P.C.

By Robert E. Branson  
Robert E. Branson

EXHIBIT A

A part of the East Half (E 1/2) of Lot Seventy (70) of "Moller's Survey" of lands in Township Twenty-two (22) North, Range Nine (9) East of the Fourth (4th) Principal Meridian. Lee County, Illinois, bounded and described as follows, to-wit:

the North line of Lot Seventy (70) of said "Moller's Survey", said point being 130.00 feet East of the Northwest corner of the East Half (E 1/2) of said Lot Seventy (70); thence Easterly along the North line of said Lot Seventy (70), a distance of 198.46 feet to the Northeast Corner of said Lot; thence Southerly along the East line of said Lot Seventy (70), at an angle of 88 degrees 55 minutes 44 seconds as measured counterclockwise from the last described course, a distance of 654.91 feet to the southeast Corner of said Lot; thence Westerly along South line of said Lot Seventy (70), at an angle of 90 degrees 52 minutes 02 seconds as measured counterclockwise from the last described course, a distance of 329.48 feet to the southwest Corner of the East Half (E 1/2) of said Lot Seventy (70); thence Northerly along the West line of said East Half (E 1/2), at an angle of 89 degrees 02 minutes 29 seconds as measured counterclockwise from the last described course, a distance of 368.76 feet to a point 285.00 feet South of the Northwest Corner of said East Half (E 1/2); thence Easterly parallel to the North line of said Lot Seventy (70), at an angle of 91 degrees 09 minutes 45 seconds as measured counterclockwise from the last described course, a distance of 130.00 feet; thence Northerly, parallel to the West line of said East Half (E 1/2), at an angle of 91 degrees 09 minutes 45 seconds as measured clockwise from the last described course, a distance of 285.00 feet to the Point of Beginning containing 4.090 acres, more or less.

Part of Lot Fifty-eight (58) of Moller's Survey of Lands in Township Twenty-two (22) North, Range Nine (9), East of the Fourth Principal Meridian bounded and described as follows, to-wit: Commencing at the southeast corner of said Lot 58, said point being at the southeast corner of the Northeast Quarter of Section 33, said Township and Range; running thence North along the east line of said Lot 58, 470.7 feet; thence North 81° west 1,061.15 feet on the center of the highway known as the Dixon and Grand Detour Road; thence in a southwesterly direction along the center of said road a distance of 520.9 feet; thence South 81° East to the point of beginning, being situated in the County of Lee, in the State of Illinois.

West Half of Lot Number Seventy-one (71) in Moller's Survey of Lands in Township Number Twenty-two (22) North, Range Nine (9) East of the Fourth Principal Meridian, in Lee County, Illinois, according to the Plat of said Moller's Survey recorded in the Office of the Recorder of said Lee County, Illinois in Book "H" of Deeds, page 344, in LEE COUNTY, ILLINOIS.



**To all to whom these Presents Shall Come, Greeting:**

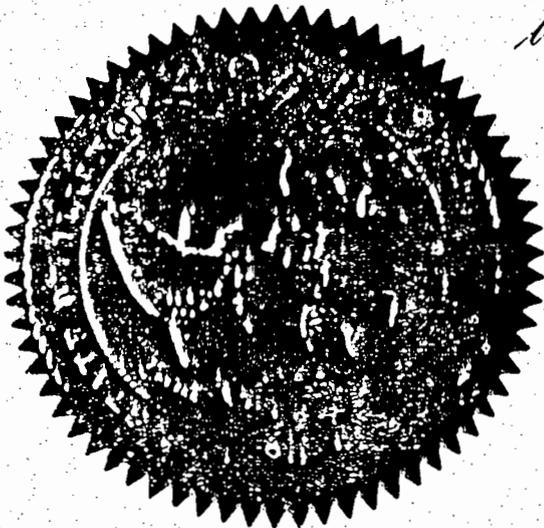
**Whereas**, Articles of Incorporation duly signed and verified of  
RAYNOR MFG. CO.

have been filed in the Office of the Secretary of State, on the 3rd  
day of September A. D. 1946, as provided by "THE BUSINESS  
CORPORATION ACT" of Illinois, in force July 13, A. D. 1933.

Now Therefore, I, **EDWARD J. BARRETT**, Secretary of State of the State of Illinois,  
by virtue of the powers vested in me by law, do hereby issue this certificate of  
incorporation, and attach thereto a copy of the Articles of Incorporation  
of the aforesaid corporation.

**In Testimony Whereof**, Thereto set my hand, and cause to  
be affixed the Great Seal of the State of Illinois.

Done, at the City of Springfield, this 3rd  
day of September A. D. 1946 and  
of the Independence of the United States  
the one hundred and 71st



(SIGNED) **Edward J. Barrett**  
Secretary of State

RETURN TO: Corporation Department  
Secretary of State  
Springfield, IL 62756  
Telephone (217) 782-7808

STATE OF ILLINOIS  
DOMESTIC CORPORATION ANNUAL REPORT

CORPORATION  
FILE NO.  
D 2916-273-0

YEAR OF 1986

RAYNOR MFG. CO.  
2 RAY H NEISEWANDER JR  
E RIVER RD  
DIXON, IL. 61021-0000

091379

CORPORATE NAME  
REGISTERED AGENT  
REGISTERED OFFICE  
CITY, IL, ZIP CODE

2.) AGENT/OFFICE CHANGES ONLY (see 11h)

RAYNOR MFG. CO.

Corporation Name

Registered Agent

Registered Office - Street Address

City, County, IL Zip Code

Date Incorporated 09/03/1946

Give complete address of principal office, if other than above:

Federal Employer Identification Number  
(EIN) \* 362069924

The names and addresses of the officers and directors are: (If officers are directors, so state.)

NAME	OFFICE	NUMBER & STREET	CITY	STATE	ZIP
Ray H. Neisewander Jr, Dir	President	East River Rd.	Dixon.	IL	61021
Thomas M. Kish	Secretary	Treas. E. River Rd.	Dixon,	IL	61021
Raynor Neisewander Dir.	<del>XXXXXX</del>	100 Pinehurst Drive	Springfield,	IL	62704
Frank O. Roberts	Director	1028 S. Grand Ave.,	Springfield,	IL	62704
Berline N. Vespa	Director	108 E. Hazel Dell,	Springfield,	IL	62704
Ray Neisewander	Director	2809 Highcrest	Rockford,	IL	61100

The type of business actually conducted in Illinois is: Manufacturing and Selling Overhead Doors & Part

Number of shares authorized and issued (as of 06/30/86)

CLASS	SERIES	PAR VALUE	NUMBER AUTHORIZED	NUMBER ISSUED
COMMON STOCK			1,500	1,054

6a.) The amount of paid-in capital as of 06/30/86 is:

\*PAID-IN CAPITAL \$ -0-

\*"Paid-In Capital" replaces the terms Stated Capital and Paid-In Surplus. It does not include Retained Earnings.

7b.) The Paid-In Capital as of 06/30/86 on record with the Secretary of State is:

TOTAL \$ 372,380

(The figure in Item 7b may not be altered.)

ITEM 8 MUST BE SIGNED

By Thomas M. Kish Secretary 7/23/86

(Any Authorized Officer's Signature)  
(Pres. or V. Pres. required if changes listed in 2)

(Title) (Date)

By Thomas M. Kish Secretary 7/23/86

(Secretary's or Ass't. Secretary's Signature)  
required only if changes listed in 2)

(Title) (Date)

Under the penalty of perjury and as an authorized officer, I declare that this annual report and, if applicable, the statement of change of registered agent and/or office, pursuant to provisions of the Business Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT DETACH

PLEASE COMPLETE THE REVERSE SIDE OF THIS REPORT

INFORMATION BELOW IS FOR THE PURPOSE OF COMPILING THE CERTIFIED LIST OF CORPORATIONS REQUIRED BY SECTION 1.28 OF THE BUSINESS CORPORATION ACT.

IDENT RAY H NEISEWANDER JR EAST RIVER RD DIXON

SECRETARY THOMAS M KISH EAST RIVER ROAD DIXON

IF ABOVE OFFICERS' NAMES AND ADDRESSES ARE MISSING OR HAVE CHANGED, ENTER ONLY THE ADDITIONS OR CORRECTIONS BELOW.

D 2916-073-0

File No.

372 380

EXHIBIT C

AGENT NAME STREET ADDRESS CITY STATE ZIP CODE

SECRETARY NAME STREET ADDRESS CITY STATE ZIP CODE

FEDERAL EMPLOYER IDENTIFICATION NUMBER IF NOT PRINTED : \* 362069924

9. The amounts stated in parts (a) through (e) below are given for the twelve month period ending \_\_\_\_\_, 19 \_\_\_\_\_.

The value of the property (gross assets)

(a) owned by the corporation, wherever located, was ..... (a) \$ \_\_\_\_\_

(b) of the corporation located within the state of Illinois was ..... (b) \$ \_\_\_\_\_

The gross amount of business transacted by the corporation

(c) everywhere for the above period was ..... (c) \$ \_\_\_\_\_

(d) at or from places of business in Illinois for the above period was ..... (d) \$ \_\_\_\_\_

Give the location of the principal places of business of the corporation in each state where authorized to transact business and the gross amount of business transacted in each state for the above period. (If necessary attach a second sheet.)

$$\text{ALLOCATION FACTOR} = \frac{b + d}{a + c} = \frac{\quad}{\quad} \quad \text{(6 decimal places)}$$

(Write this figure on line 11b below.)

10X ALL property of the corporation is located in Illinois and ALL business of the corporation is transacted or from places of business in Illinois; OR the corporation ELECTS to pay franchise tax on the basis of 10% of its total paid-in capital.

ALLOCATION FACTOR = 1.00000 (Write this figure on line 11b below.)

11. ANNUAL FRANCHISE TAX AND FEES

(a.) Total Paid-In Capital (Enter the <u>GREATER</u> of Item 7a or Item 7b from the other side of report) .....	a.	379,380	
(b.) ALLOCATION FACTOR (Enter from Item 9 or Item 10 above) ..	b.	X 1.00000	
(c.) ILLINOIS CAPITAL (Multiply line (a.) by line (b.)) .....	c.	379,380	
(d.) Omitted .....			
(e1.) Multiply line (c) by .001 (Round to nearest cent) .....	e1.	379.38	
(e2.) ANNUAL FRANCHISE TAX (Enter amount from line (e1), but not less than \$25)	e2.		379.38
(f1.) If Annual Report is late, multiply line (e2) by .10 .....	f1.		
(f2.) If Annual Franchise Tax is late, multiply line (e2) by .01 for each month late or part thereof (minimum \$1.00) .....	f2.		
(f3.) PENALTIES (Add line (f1) and line (f2)) .....	f3.		
(g.) ANNUAL REPORT FILING FEE (\$15) .....	g.		+ 15.00
(h.) CHANGE OF AGENT/OFFICE FILING FEE (\$5) (Applicable if Item 2 on this annual report form shows any change.) .....	h.		
(i.) TOTAL ANNUAL FRANCHISE TAX, FEES & PENALTIES DUE (Add line (e2) + line (f3) + line (g) + line (h)) .....	i.		314.38

**ITEM 8 MUST BE SIGNED**

C-53.17

REMIT CHECK OR MONEY ORDER, PAYABLE TO "SECRETARY OF STATE", IN THE TOTAL AMOUNT DUE LISTED ON LINE 11i. THIS FEE MUST BE SUBMITTED WITH THIS ANNUAL REPORT FORM. IF THE PROPER REMITTANCE IS NOT ENCLOSED, THIS REPORT WILL NOT BE ACCEPTED FOR FILING AND A LATE PENALTY MAY BE ASSESSED.

PLEASE BE SURE YOU HAVE SIGNED THE FRONT OF THIS FORM. (ITEM 8)

Your cancelled check is your receipt.

THE CORP  
PRE  
SEC  
IF TH  
CHA  
PRE  
SEC

For Board Meeting  
of May 26, 1987

Agenda Item E-5

TAX ABATEMENT REQUEST

NATIONAL MANUFACTURING COMPANY

National Manufacturing Company has applied for a 100%, 10 year tax abatement for a 200,000 square foot manufacturing facility which will cost eight million dollars to construct and which will initially hire 20 new employees. The estimated cost to Sauk Valley Community College will be \$7,725 per year in new real estate taxes.

RECOMMENDATION: Approval of the National Manufacturing request for a 100%, 10 year real estate tax abatement as submitted in their application.

RESOLUTION GRANTING A REAL ESTATE  
TAX ABATEMENT TO NATIONAL MANUFACTURING COMPANY

WHEREAS, the General Assembly of the State of Illinois has enacted legislation known as Public Act 82-316 (the "Act") under the terms of which Sauk Valley College, Lee County, Illinois, (the "College") may abate any portion of its taxes on the property of any industrial or commercial firm for an expanded previously existing facility; and

WHEREAS, the College concurs with the intent of the Act to induce commercial firms to expand their existing facilities by offering financial incentives in the form of property tax abatement; and

WHEREAS, National Manufacturing Company (the "Company") intends to construct a 200,000 square foot building within the College District; and

WHEREAS, the College hereby finds and declares that the Company qualifies for an abatement under the Act.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Sauk Valley Community College, that:

SECTION 1: Abatement of Taxes. Pursuant to the Act (codified as the second paragraph of Section 162 of the Revenue Act of 1939 as amended) the College hereby abates that portion of its property taxes provided for and levied on commercial real property owned by the Company located within the College District and resulting only and from any increase in assessed valuation which is attributable to new physical improvements on said property in the amounts and subject to the conditions recited in this resolution.

SECTION 2: Terms of Abatement. Said abatement shall be for 10 consecutive years, beginning with the real estate taxes for the year 1988, payable in 1989.

SECTION 3. Subject Property. Such abatement shall apply only to the property (the "Subject Property") currently identified as permanent real estate tax numbers:

10-13-06-100-002

SECTION 4: Amount of Abatement. Each year said abatement shall apply only to that portion of the increased property taxes resulting from the increase in assessed valuation attributable to new physical improvements on the Subject Property. The amount of the abatement shall be computed each year as follows:

\* College Tax Rate for applicable year X Equalized Assessed Valuation of the "new physical improvements" for applicable year = "Abated Amount"

The abatement shall commence in 1989 and end in 1998 for the taxes incurred in taxable years 1988 through 1997, inclusive, for real estate taxes due and payable in 1989 through 1998, inclusive ("Abated Years"). The Abated Amount shall be subtracted from the taxes due to the College for each Abated Year.

SECTION 5: The abatement is conditioned upon each of the following:

A. The total aggregate amount of taxes abated by all taxing districts on the Subject Property during the successive years of the abatement granted hereunder shall not exceed the sum of \$1,000,000.00; and

B. The abatement shall apply only with respect to new physical improvements on the Subject Property.

\* The intent of the formula and this resolution is NOT to affect the equalized assessed value of the stated property but to abate the amount of tax.

SECTION 6: Further Action. The College shall take all further action in order to abate taxes as contemplated herein, including, but not limited to the adoption of further resolutions and the notification of the amount of the abatement each year to the County Clerk of Lee County.

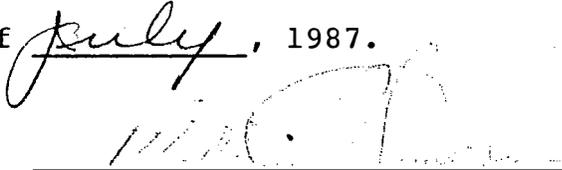
SECTION 7: Effective Date. This Resolution shall be effective immediately upon its passage and approval or as otherwise provided by law.

SECTION 8: The Secretary of the Board of Trustees of the College shall file a certified copy of this Resolution with the County Clerk of Lee County.

SECTION 9: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 10: All Resolutions and parts of Resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

Dated this 20 day of July, 1987.

  
\_\_\_\_\_  
Secretary, Board of Trustees  
Sauk Valley Community College  
Lee County, Illinois

LAW OFFICES  
**WARD, MURRAY, PACE & JOHNSON, P. C.**

A PROFESSIONAL CORPORATION  
202 EAST FIFTH STREET  
P.O. BOX 400  
STERLING, ILLINOIS 61081  
(815) 625-8200

March 11, 1987

PHILIP H. WARD, JR.  
DAVID E. MURRAY  
OLE BLY PACE III  
LAURENCE F. JOHNSON  
ROBERT E. BRANSON  
MARK E. ZUMDAHL  
RICHARD A. PALMER  
JOSEPH E. HEATON, JR.  
PAUL A. OSBORN  
THOMAS L. SANDERS

MILLEDGEVILLE OFFICE  
323 NORTH MAIN STREET  
MILLEDGEVILLE, ILLINOIS 61051  
(815) 225-7300  
PHILIP H. WARD  
(1891-1977)  
HENRY M. WARD  
(1908-1982)

Sauk Valley College  
173 Illinois Route 2  
Dixon, IL 61021  
Attn: Dr. Richard Behrendt

Re: National Manufacturing Co.  
Application for Real Estate Tax Abatement

Dear Dr. Behrendt:

Enclosed please find original and four copies of a Petition for Abatement of Real Estate Taxes for the property of National Manufacturing Co. located on East Route 30, Lee County, Illinois. Pursuant to the terms of the tax abatement resolutions approved by the taxing district, we hereby petition for the abatement as set forth in the petition. We have completed the petition with all information available.

I would appreciate it if you would advise me as to when and where you desire to meet with the Applicant to discuss the abatement petition. Please contact me at your convenience in order that we may discuss which taxing bodies should be present. At this meeting we will present any additional information that you may request.

Should you have any questions concerning the petition, please feel free to contact me. We thank you in advance for your anticipated cooperation.

Sincerely yours,

WARD, MURRAY, PACE & JOHNSON, P.C.

By Robert E. Branson  
Robert E. Branson

REB:jsd  
Enclosure  
cc John Ha

7100-4/9

TO: Sauk Valley Community College  
173 Illinois Route 2  
Dixon, IL 61021  
Attn: Dr. Richard Behrendt

APPLICATION FOR ABATEMENT OF REAL ESTATE TAXES

NATIONAL MANUFACTURING CO., by Ward, Murray, Pace & Johnson, P.C., its attorneys, applies for the abatement of real estate taxes pursuant to resolution adopting a policy on abatement of real estate taxes duly passed by the Board of Trustees of Sauk Valley College and in support thereof states:

A. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT:

Name: National Manufacturing Co.  
Address: One First Avenue  
Sterling, IL 61081  
Phone: 815/625-1320

B. NAME, TITLE, ADDRESS AND PHONE NUMBER OF REPRESENTATIVE MAKING APPLICATION (if different from applicant).

Name:  
Address: SAME AS APPLICANT  
Phone:

C. STATEMENT DESCRIBING APPLICANT'S BUSINESS:

(1) Generally: Applicant is an Illinois corporation primarily engaged in the manufacturing of hardware.

(2) At Location where abatement is requested: The location consists of one parcel of 57.89 acres. Upon this site Applicant intends to construct a 200,000 square foot building. This building will be used as a manufacturing facility in which Applicant will manufacture hardware products and operate a stamping facility.

D. DESCRIPTION (legal description) OF SITE WHERE ABATEMENT IS REQUESTED:

See Exhibit A attached hereto and made a part hereof.

E. REAL ESTATE TAX CODE FOR SITE:

10-13-06-100-002

F. CURRENT EQUALIZED ASSESSED VALUE FOR SITE (By Parcel and total equalized assessed value); and CURRENT TAXES PAID (By parcel and total tax):

<u>Tax Code No.</u>	<u>Equalized Assessed Value</u>	<u>Current Taxes Paid</u>
10-13-06-100-002	\$ 2,230,000.00	\$ 136,618.72

G. NAME AND ADDRESS OF OWNER OF SITE IF DIFFERENT FROM APPLICANT:

Same as Applicant

H. DESCRIPTION OF CURRENT OPERATIONS CONDUCTED ON SITE, INCLUDING NUMBER OF EMPLOYEES WORKING FULL TIME AND PART TIME:

Applicant currently employs in the taxing district approximately 160 persons on a full time basis. Applicant has one manufacturing facility in Lee County, the location of which is immediately adjacent to the proposed site.

I. IF APPLICANT IS A CORPORATION, SUBMIT A PHOTO COPY OF THE CERTIFICATE OF INCORPORATION, IF AN ILLINOIS CORPORATION, OR THE CERTIFICATE OF AUTHORITY IF A FOREIGN CORPORATION, TOGETHER WITH ANY AMENDMENTS THERETO, OR CERTIFICATES OF GOOD STANDING, AND COPY OF THE APPLICANTS MOST RECENT ANNUAL CORPORATE REPORT TO THE SECRETARY OF STATE OF THE STATE OF INCORPORATION:

See Exhibits B and C which are attached hereto and made a part hereof

J. IF APPLICANT IS NOT A CORPORATION NAME, ADDRESS AND PRIMARY OCCUPATION OF ALL PARTNERS OR INDIVIDUALS HAVING AN OWNERSHIP INTEREST, DIRECT OR INDIRECT INTEREST, GREATER THAN 10% IN THE BUSINESS TO BE CONDUCTED ON SITE FOR WHICH THE ABATEMENT IS REQUESTED:

Not Applicable

K. STATEMENT OF THE TOTAL NUMBER OF FULL TIME AND PART TIME EMPLOYEES TO BE (1) HIRED, (2) ADDED, OR (3) RETAINED AS A RESULT OF THE LOCATION/EXPANSION PROJECT, TOGETHER WITH A BRIEF DESCRIPTION OF THE JOBS ANTICIPATED TO BE SO CREATED OR RETAINED, TOTAL ESTIMATED PAYROLL FOR EACH JOB CATEGORY AND THE COMBINED ESTIMATED PAYROLL FOR ALL JOB CATEGORIES:

Applicant anticipates hiring an additional 20 employees at the proposed facilities. In addition, Applicant anticipates transferring 30 employees from its existing facility in Whiteside County to the new facility in Lee County. Total estimated payroll for the manufacturing concern to be constructed will be increased by approximately \$1,250,000.00 per annum.

L. TOTAL ESTIMATED COST OF THE EXPANSION/RELOCATION PROJECT:

Construction costs of manufacturing plant	\$ 8,000,000.00
--	-----------------

M. APPLICANT'S MARKET AREA FOR THE PRODUCTS MANUFACTURED AND SOLD:

Nationwide.

N. TERMS OF ABATEMENT REQUESTED:

Applicant states that because the expansion of Applicant's business will (i) increase payroll, (ii) add approximately 50 new jobs in Lee County, Illinois, (iii) increase the assessed value of the premises, this Application is within the criteria to grant a 100% abatement of additional taxes for 10 years. Therefore, Applicant requests that 100% of the taxes be abated for a term of 10 years.

O. ESTIMATED DOLLAR AMOUNT OF ABATEMENT BEING REQUESTED:

Total aggregate amount: All amounts in excess of \$6,391.18

Total annual amount for length of term requested: 10 years

WHEREFORE, Applicant prays that the Board of Trustees of Sauk Valley College approve its petition for tax abatement in accordance with the terms of this Application.

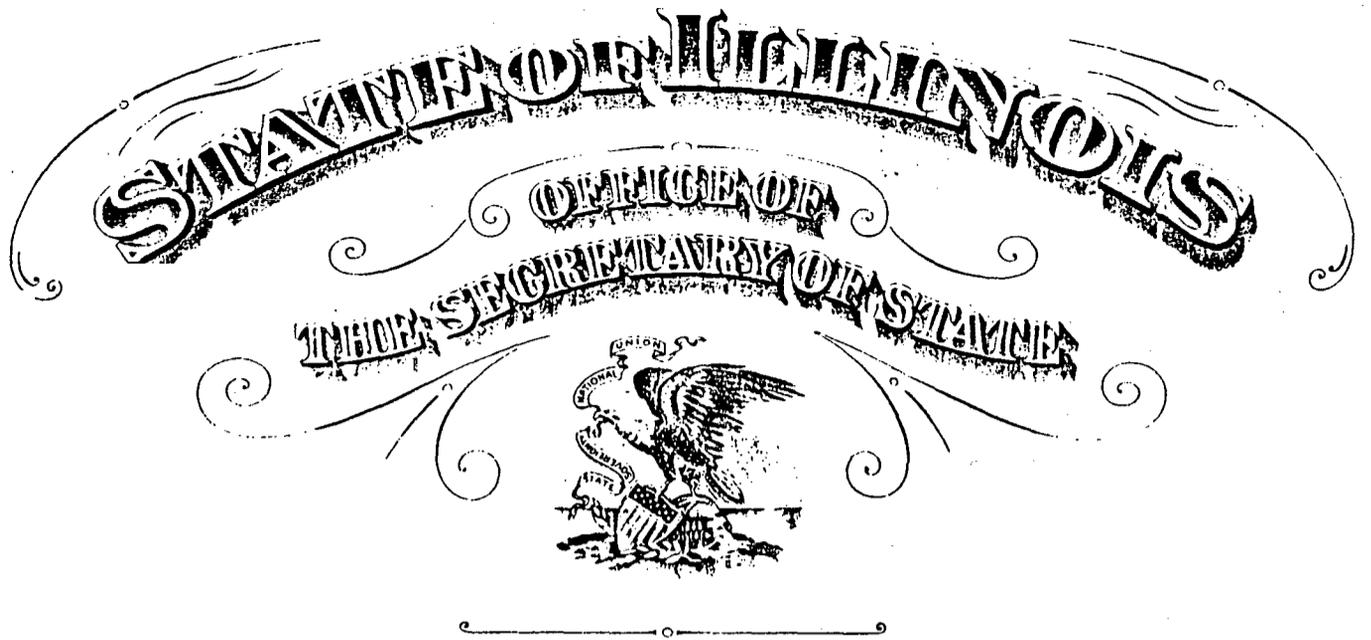
NATIONAL MANUFACTURING COMPANY

By WARD, MURRAY, PACE & JOHNSON, P.C.

By Robert E. Branson  
Robert E. Branson

Part of the North Half of Section 6, Township 20 North, Range 8 East of the Fourth Principal Meridian, Lee County, Illinois described as follows: Beginning at the point of intersection of the centerline of Howland Creek with the North line of said Section 6; said point being located 832.82 feet East of the Northwest corner thereof; thence extending Easterly on the said North line of Section 6, 2520.00 feet; thence Southerly at an angle of  $90^{\circ}-17'-32''$  measured counterclockwise from the last described course, 1854.87 feet to the centerline of Howland Creek; thence Northwesterly on the said centerline at an angle of  $52^{\circ}-02'-41''$  measured counterclockwise from the last described course, 1042.83 feet; thence Northwesterly on said centerline at an angle of  $198^{\circ}-07'-39''$  measured counterclockwise from the last described course, 778.68 feet; thence Northwesterly on said centerline at an angle of  $154^{\circ}-55'-00''$  measured counterclockwise from the last described course, 1362.88 feet to the said point of beginning, containing 57.89 Acres, more or less.

EXHIBIT A



To all to whom these Presents Shall Come, Greeting:

*J. CHARLES F. CARPENTIER, Secretary of State of the State of Illinois,*  
*do hereby certify that the following and hereto attached is a true*  
*photostatic copy of* the Articles of Incorporation and all  
Amendments thereto, to date, including Certificate of Change  
of Registered Agent and Registered Office, of NATIONAL  
MANUFACTURING CO.,

*the original of which is now on file and a matter of record in this office.*

**In Testimony Whereof,** *I hereto set my hand and cause to*  
*be affixed the Great Seal of the State of Illinois*

*Done at the City of Springfield this* 15th  
*day of* May *AD. 19* 59



*J. Charles F. Carpentier*  
SECRETARY OF STATE



**To all to whom these Presents Shall Come, Greeting:**

**Whereas,** *Articles of amendment to the Articles of Incorporation duly signed and verified of*

NATIONAL MANUFACTURING CO.

*have been filed in the Office of the Secretary of State on the* 25th *day of* April *A. D. 19* 73, *as provided by "THE BUSINESS CORPORATION ACT" of Illinois, in force July 13, A. D. 1933.*

*Michael J. Howlett*

*Now Therefore, I, ~~Michael J. Howlett~~ Secretary of State of the State of Illinois, by virtue of the powers vested in me by law, do hereby issue this certificate of amendment, and attach thereto a copy of the Articles of Amendment to the Articles of Incorporation of the aforesaid corporation.*

**In Testimony Whereof,** *I thereto set my hand, and cause to be affixed the Great Seal of the State of Illinois,*

*Done at the City of Springfield this* 25th *day of* April *A. D. 19* 73 *and of the Independence of the United States the one hundred and* 97th.



*Michael J. Howlett*

SECRETARY OF STATE.

(Do not write in this space)	
Date Paid	12-16-72
License Fee	\$
Franchise Tax	\$
Filing Fee	\$25.00
Clerk	3

(File in Duplicate)

**ARTICLES OF AMENDMENT  
TO THE  
ARTICLES OF INCORPORATION  
OF**

**NATIONAL MANUFACTURING CO.**

(Exact Corporate Name)

**MICHAEL J. HOWLETT**  
To ~~JOHN W. LEWIS~~  
Secretary of State  
Springfield, Illinois

The undersigned corporation, for the purpose of amending its Articles of Incorporation and pursuant to the provisions of Section 55 of "The Business Corporation Act" of the State of Illinois, hereby executes the following Articles of Amendment:

ARTICLE FIRST: The name of the corporation is:

**NATIONAL MANUFACTURING CO.**

ARTICLE SECOND: The following amendment or amendments were adopted in the manner prescribed by "The Business Corporation Act" of the State of Illinois:

**See Exhibit A attached**

(Disregard separation into classes if class voting does not apply to the amendment voted on.)

ARTICLE THIRD: The number of shares of the corporation outstanding at the time of the adoption of said amendment or amendments was \_\_\_\_\_  
50,000\* \_\_\_\_\_; and the number of shares of each class entitled to vote as a class on the adoption of said amendment or amendments, and the designation of each such class were as follows:

Class	Number of Shares
<b>Of these 50,000 shares, 6,070 are held in the treasury and therefore, only 43,930 are entitled to vote.</b>	

(Disregard separation into classes if class voting does not apply to the amendment voted on.)

ARTICLE FOURTH: The number of shares voted for said amendment or amendments was 43,930 \_\_\_\_\_; and the number of shares voted against said amendment or amendments was NONE \_\_\_\_\_. The number of shares of each class entitled to vote as a class voted for and against said amendment or amendments, respectively, was:

Class	Number of Shares Voted	
	For	Against

**NOT APPLICABLE**

(Disregard these items unless the amendment restates the articles of incorporation.)

Item 1. On the date of the adoption of this amendment, restating the articles of incorporation, the corporation had \_\_\_\_\_ shares issued, itemized as follows:

Class	Series (If Any)	Number of Shares	Par value per share or statement that shares are without par value
-------	--------------------	---------------------	---

**NOT APPLICABLE**

Item 2. On the date of the adoption of this amendment restating the articles of incorporation, the corporation had a stated capital of \$ \_\_\_\_\_ and a paid-in surplus of \$ \_\_\_\_\_ or a total of \$ \_\_\_\_\_.

**NOT APPLICABLE**

(Disregard this Article where this amendment contains no such provisions.)

ARTICLE FIFTH: The manner in which the exchange, reclassification, or cancellation of issued shares, or a reduction of the number of authorized shares of any class below the number of issued shares of that class, provided for in, or effected by, this amendment, is as follows:

Each of the 43,930 heretofore issued and outstanding common shares, without par value, and each of the 6,070 heretofore issued common shares, without par value, held in the corporate treasury, are hereby changed and converted into twenty-five fully paid and nonassessable common shares of the herein authorized shares, without par value, being an aggregate of 1,098,250 issued and outstanding shares and 151,750 treasury shares out of the 2,000,000, without par value, herein authorized. In connection with the change and conversion provided for in this paragraph, there shall be no change in the capital stock account of the corporation, so that thereafter the stated value of each common share, without par value, shall be reduced from \$105 to \$4.20

(Disregard this Paragraph where amendment does not affect stated capital or paid-in surplus.)

ARTICLE SIXTH: Paragraph 1: The manner in which said amendment or amendments effect a change in the amount of stated capital or the amount of paid-in surplus, or both, is as follows:

NOT APPLICABLE

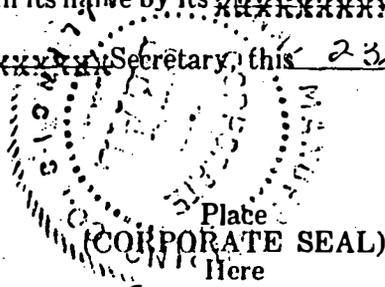
(Disregard this Paragraph where amendment does not affect stated capital or paid-in surplus.)

Paragraph 2: The amounts of stated capital and of paid-in surplus as changed by this amendment are as follows:

	Before Amendment	After Amendment
Stated capital . . . . .	\$	\$
Paid-in surplus . . . . .	\$	\$

NOT APPLICABLE

IN WITNESS WHEREOF, the undersigned corporation has caused these Articles of Amendment to be executed in its name by its ~~XXXXXXXXXXXX~~ President, and its corporate seal to be hereto affixed, attested by its ~~XXXXXXXXXXXX~~ Secretary, this 23d day of April, 19 73.



NATIONAL MANUFACTURING CO.  
(Exact Corporate Name)  
By [Signature]  
Its President K.W. Benson, Jr.

ATTEST:  
[Signature]  
Its Secretary J. H. Bittorf

STATE OF ILLINOIS  
COUNTY OF WHITESIDE } ss.

I, L.A. Schott, a Notary Public, do hereby certify that on the 23d day of April 19 73, K.W. Benson, Jr. personally appeared before me and, being first duly sworn by me, acknowledged that he signed the foregoing document in the capacity therein set forth and declared that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year before written.

[Signature]  
Notary Public



Form BCA-55  
File \_\_\_\_\_  
ARTICLES OF AMENDMENT  
to the  
ARTICLES OF INCORPORATION  
of  
NATIONAL MANUFACTURING CO.  
**F I L E D**  
APR 25 1973  
Michael J. Howlett  
Secretary of State  
FILE IN DUPLICATE  
Filing Fee \$25.00  
Filing Fee for Re-Stated Articles \$100.00  
(43995-15X-8-72) 10

Amendment  
to the articles of Incorporation  
of

STATE OF ILLINOIS  
VANDERBURGH COUNTY, ILL.

Filed for Record on 1 MAY 1973  
at 2 46 P. M.  
and Recorded in Book \_\_\_\_\_  
of Records at Page \_\_\_\_\_

*Martin J. Van Zuden*  
Martin J. Van Zuden Recorder

**STATE OF ILLINOIS**

Office of the

**Secretary of State**

*National Manufacturing Co.*  
P.O. Box 577  
Steele, Ill. 61081 \* 3.50

Exhibit A

RESOLVED, that the Articles of Incorporation of this corporation, as heretofore amended, shall be further amended as follows:

I.

1. The aggregate number of shares which the corporation shall have authority to issue is 2,000,000 common shares, without par value.

2. Each of the 43,930 heretofore issued and outstanding common shares, without par value, and each of the 6,070 heretofore issued common shares, without par value, held in the corporate treasury, are hereby changed and converted into twenty-five fully paid and nonassessable common shares of the herein authorized shares, without par value, being an aggregate of 1,098,250 issued and outstanding shares and 151,750 treasury shares out of the 2,000,000, without par value, herein authorized. In connection with the change and conversion provided for in this paragraph, there shall be no change in the capital stock account of the corporation, so that thereafter the stated value of each common share, without par value, shall be reduced from \$105 to \$4.20.

3. To reflect the said change and conversion, each holder of record of an outstanding share, without par value, (including the corporation as holder of the treasury shares), on the effective date of this amendment shall be entitled to receive as soon as practicable thereafter an additional certificate or certificates representing twenty-four additional shares, without par value.

4. No holder or owner of any shares of stock of the corporation shall have any pre-emptive or other right to acquire additional shares of stock of the corporation, or obligations convertible into shares of stock of the corporation, whether now or hereafter authorized.

II.

The duration of the corporation shall be perpetual.

RETURN TO:  
Corporation Department  
Secretary of State  
Springfield, IL 62756  
Telephone (217) 782-7808

STATE OF ILLINOIS  
DOMESTIC CORPORATION ANNUAL REPORT

CORPORATION  
FILE NO.  
D 0976-610-3

YEAR OF 1986

NATIONAL MANUFACTURING CO.  
% J D BITTORF  
WALLACE & 1ST AVE  
STERLING, IL. 61081-0000

CORPORATE NAME  
REGISTERED AGENT  
REGISTERED OFFICE  
CITY, IL, ZIP CODE

2.) AGENT/OFFICE CHANGES ONLY (see 11h)

NATIONAL MANUFACTURING CO

Corporation Name

Registered Agent

Registered Office - Street Address

City, County, IL Zip Code

Date Incorporated 12/18/1905  
Give complete address of principal office, if other than above:

Federal Employer Identification Number  
(EIN) \* 361524190

The names and addresses of the officers and directors are: (If officers are directors, so state.)

NAME	OFFICE	NUMBER & STREET	CITY	STATE	ZIP
W. Benson, Jr.	President & Director	309 W. 16th St.,	Sterling,	IL	61081
J. Bittorf	V.P. & Secretary	60 Brown's Beach Rd.,	Rock Falls,	IL	61071
W. Hay	V.P. & Treasurer	3502 - 14th Ave.,	Sterling,	IL	61081
W. Benson	V.P. & Director	4003 Dixon Ave.,	Rock Falls,	IL	61071
J. Bittorf Chairman &	Director	800 Dixon Ave.,	Rock Falls,	IL	61071
W. McConnell	V.P. & Director	1108 Crestview Rd.,	Sterling,	IL	61081

The type of business actually conducted in Illinois is: Manufacturer of Builder's Hardware

Number of shares authorized and issued (as of 09/30/86)

CLASS	SERIES	PAR VALUE	NUMBER AUTHORIZED	NUMBER ISSUED
COMMON	None	None	2,000,000	1,094,335

The amount of paid-in capital as of 09/30/86 is:

\*PAID-IN CAPITAL \$ 4,991,805

\*"Paid-in Capital" replaces the terms Stated Capital and Paid-in Surplus. It does not include Retained Earnings.

7b.) The Paid-in Capital as of 09/30/86 on record with the Secretary of State is:

TOTAL \$ 4,799,305

(The figure in Item 7b may not be altered.)

ITEM 8 MUST BE SIGNED

By \_\_\_\_\_ President 11/20/86  
(Any Authorized Officer's Signature) (Title) (Date)

(Pres. or V. Pres. required if changes listed in 2)

By \_\_\_\_\_ Secretary 11/20/86  
(Secretary's or Ass't. Secretary's Signature) (Title) (Date)

required only if changes listed in 2)

Under the penalty of perjury and as an authorized officer, I declare that this annual report and, if applicable, the statement of change of registered agent and/or office, pursuant to provisions of the Business Corporation Act, has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT DETACH

PLEASE COMPLETE THE REVERSE SIDE OF THIS REPORT

INFORMATION BELOW IS FOR THE PURPOSE OF COMPILING THE CERTIFIED LIST OF CORPORATIONS REQUIRED BY SECTION 1.25 OF THE BUSINESS CORPORATION ACT.

IDENT K W BENSON JR 309 W 15TH ST STERLING

D 0976-610-3

File No.

IDENT J D BITTORF 1411 1ST AVE STERLING

IF ABOVE OFFICERS' NAMES AND ADDRESSES ARE MISSING OR HAVE CHANGED, ENTER ONLY THE ADDITIONS OR CORRECTIONS BELOW.

4 799 305

EXHIBIT C

IDENT NAME STREET ADDRESS CITY STATE ZIP CODE

IDENT NAME STREET ADDRESS CITY STATE ZIP CODE

FEDERAL EMPLOYER IDENTIFICATION NUMBER IF NOT PRINTED : \* 361524190

9. The amounts stated in parts (a) through (e) below are given for the twelve month period ending \_\_\_\_\_, 19\_\_\_\_\_.

The value of the property (grants) sets

(a) owned by the corporation, wherever located, was ..... (a) \$ \_\_\_\_\_  
 (b) of the corporation located within the state of Illinois was ..... (b) \$ \_\_\_\_\_

The gross amount of business transacted by the corporation

(c) everywhere for the above period was ..... (c) \$ \_\_\_\_\_  
 (d) at or from places of business in Illinois for the above period was ..... (d) \$ \_\_\_\_\_

Give the location of the principal places of business of the corporation in each state where authorized to transact business and the gross amount of business transacted in each state for the above period. (If necessary attach a second sheet.)

$$\text{ALLOCATION FACTOR} = \frac{b + d}{a + c} = \frac{\cdot}{(6 \text{ decimal places})}$$

(Write this figure on line 11b below.)

10.  ALL property of the corporation is located in Illinois and ALL business of the corporation is transacted or from places of business in Illinois; OR the corporation ELECTS to pay franchise tax on the basis of 100% its total paid-in capital.

ALLOCATION FACTOR = 1.00000 (Write this figure on line 11b below.)

11. ANNUAL FRANCHISE TAX AND FEES

(a.) Total Paid-in Capital (Enter the <u>GREATER</u> of Item 7a or Item 7b from the other side of report) .....	a.	\$4,991,805	
(b.) ALLOCATION FACTOR (Enter from Item 9 or Item 10 above) ..	b.	X 1.00000	
(c.) ILLINOIS CAPITAL (Multiply line (a.) by line (b.)) .....	c.	4,991,805	
(d.) Omitted .....			
(e1.) Multiply line (c) by .001 (Round to nearest cent) .....	e1.	4,991.81	
(e2.) ANNUAL FRANCHISE TAX (Enter amount from line (e1), but not less than \$25)			e2. 4,991
(f1.) If Annual Report is late, multiply line (e2) by .10 .....	f1.	N.A.	
(f2.) If Annual Franchise Tax is late, multiply line (e2) by .01 for each month late or part thereof (minimum \$1.00) .....	f2.	N.A.	-0
(f3.) PENALTIES (Add line (f1) and line (f2) ) .....			f3.
(g.) ANNUAL REPORT FILING FEE (\$15) .....			g. + 15.00
(h.) CHANGE OF AGENT/OFFICE FILING FEE (\$5) (Applicable if Item 2 on this annual report form shows any change.) .....			h. -0
(i.) TOTAL ANNUAL FRANCHISE TAX, FEES & PENALTIES DUE (Add line (e2) + line (f3) + line (g) + line (h) ) .....			i. 5,006

ADDITIONAL DIRECTORS:

F. B. Comfort Director 4250 Foster Drive, Des Moines, IA 50312  
 J. L. Bittorf " 1411 - 1st Ave., Sterling, IL, 61081

**ITEM 8 MUST BE SIGNED**

C-53.17

REMIT CHECK OR MONEY ORDER, PAYABLE TO "SECRETARY OF STATE", IN THE TOTAL AMOUNT DUE LISTED ON LINE 11i. THIS FEE MUST BE SUBMITTED WITH THIS ANNUAL REPORT FORM. IF THE PROPER REMITTANCE IS NOT ENCLOSED, THIS REPORT WILL NOT BE ACCEPTED FOR FILING AND A LATE PENALTY MAY BE ASSESSED.

PLEASE BE SURE YOU HAVE SIGNED THE FRONT OF THIS FORM. (ITEM 8.)

Your cancelled check is your receipt.

For Board Meeting  
of May 26, 1987

Agenda Item E-6

PATHFINDER BIDS

Bids have been solicited for the printing and direct mailing of the Pathfinder class schedule/magazine for the 1987-88 year. As the attached memorandum indicates, the low (and only) bidder was the Dixon Telegraph.

RECOMMENDATION: Acceptance of the low bid of \$20,100 as submitted by the Dixon Telegraph for the printing and distribution of Pathfinder class schedules for the 1987-88 year.



Sauk Valley  
Community  
College

173 IL ROUTE 2  
DIXON, IL 61021-9110

815 / 288-5511

MEMORANDUM

To: Dr. Behrendt

Date: May 19, 1987

From: Ralph Gelandner *RG*

Subject: Pathfinder bids

Bids have been solicited for the printing and direct mailing of the Pathfinder class schedules for the 1987-88 year. The mailers will be produced in the form of five 24-page newsprint booklets.

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

- Dixon Telegraph (Dixon)
- Castle Communications (DeKalb)
- M and D Printing (Henry)
- Carroll County Review (Thomson)

One bid was received:

Dixon Telegraph . . . . . \$20,100 (\$4,020 each)

This is the first year in some time that we have received only one bid. For the past three years both the Telegraph and M and D Printing have bid, with the Telegraph being low each time. The Telegraph's quote this year is up 3.7% from its low bid last year of \$19,375.

I recommend acceptance of the low bid of \$20,100 submitted by the Dixon Telegraph.

jg

Enclosure

cc: Dean Edison

For Board Meeting  
of May 26, 1987

Agenda Item G-1

RESIGNATIONS

Attached are letters of resignation submitted by Dennis Day, Director of the Sauk Valley Community College Dixon Correctional Center Program and Janice Ahling, Assistant Professor of Nursing.

RECOMMENDATION; Board acceptance with regret of Dennis Day's resignation effective June 30, 1987 and Janice Ahling, effective at the end of the current academic year.



*Sauk Valley College*

2108 Eleventh Avenue  
Sterling, Illinois  
May 15, 1987

Richard Behrendt  
President  
Sauk Valley Community College  
Dixon, Illinois 61021

Dear Richard:

This is to confirm that I have notified my immediate supervisor, Carol Hain, of my resignation effective the end of the current school year.

It has been a pleasure to be associated with the excellent nursing programs at Sauk Valley Community College and I will take with me many fond memories.

Sincerely,

Jan Ahling

# SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE April 23, 1987

## MEMORANDUM

TO: Don Foster

FROM: Dennis Day *D. H. Day*

Please accept my resignation as Director of the Sauk Valley College Educational Programs at Dixon Correctional Center effective June 30, 1987.

For Board Meeting  
of May 26, 1987

Agenda Item G-2

REVISED EVALUATION SYSTEM

SVCC-DCC EDUCATION PROGRAM

This item was presented for information at the last Board meeting. However, since it is a merit-based system which does require the expenditure of funds, Attorney Pace has advised that it does need Board approval.

RECOMMENDATION; Board approval of the revised evaluation system for SVCC-DCC instructional staff.

# SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

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 members receiving this recognition.

Academic Council  
September 10, 1969  
SVC EV

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 \_\_\_\_\_

LOWESTAVERAGEHIGHEST

(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.)

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 Signature

---

 Date

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

js

Approved by Instructional Standard

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)

For Board Meeting  
of May 26, 1987

DEANS AND BOARD MEMBERS ONLY

Agenda Item G-3

ADMINISTRATIVE AND CLASSIFIED STAFF SALARY RECOMMENDATIONS

Since the faculty contract has been settled, it is now necessary to consider salary increases for the administrative and classified staff for the 1987-88 year.

RECOMMENDATION: A 7.5% salary increase for administrative and classified staff for the 1987-88 year and adoption of the enclosed salary scales.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 13, 1987

PROPOSED  
CLASSIFIED SALARY SCHEDULE  
1987 - 88

SALARY GRADE	MINIMUM	MIDPOINT	MAXIMUM
7	19,295	23,450	27,785
6	17,400	21,055	24,710
5	15,685	18,825	21,965
4	14,155	16,845	19,535
3	12,770	15,070	17,370
2	11,510	13,468	15,425
1	10,370	12,028	13,685

*Not approved*

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 13, 1987

PROPOSED  
ADMINISTRATIVE SALARY SCHEDULE  
1987 - 88

LEVEL	POSITION CATEGORY	ANNUAL SALARY RANGE		
		LOW	MIDPOINT	HIGH
I	Assistant Directors, Coordinators	22,000	28,000	34,000
II	Directors	28,000	34,500	41,000
III	Asst. Deans	34,000	41,500	49,000
IV	Deans	40,000	48,000	56,000

*Not approved*

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

MAY 27, 1987

ADMINISTRATIVE SALARY RANGES

1987-88

LEVEL	POSITION CATEGORY	ANNUAL SALARY RANGE		
		LOW	MIDPOINT	HIGH
I	Administrative Assistant	15,485	20,645	25,805
II	Assistant Directors, Coordinators	20,645	26,450	32,255
III	Directors	26,445	32,575	38,705
IV	Assistant Deans	32,575	38,865	45,155
V	Deans	38,705	45,155	51,605

*Approved*

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 27, 1987

CLASSIFIED SALARY RANGES

1987-88

SALARY GRADE	MINIMUM	MIDPOINT	MAXIMUM
7	18,575	22,665	26,750
6	16,755	20,275	23,790
5	15,105	18,125	21,150
4	13,630	16,220	18,810
3	12,300	14,510	16,725
2	11,085	12,970	14,850
1	9,985	11,580	13,180

For Board Meeting  
of May 26, 1987

Agenda Item G-4

CONTRACTUAL PERSONNEL SALARIES

It is also necessary to decide on salary adjustments for the SVCC-DCC faculty for 1987-88. Following past practice and fairness, the recommended salary increases will parallel those negotiated for the on-campus faculty.

RECOMMENDATION: Following the attached memorandum, increase the salary of each faculty by 7.0% and increase the overload rate to \$300 and \$325.



MEMORANDUM

May 1, 1987

TO: Dr. Behrendt

FROM: Don Foster *DAF*

RE: Recommendation for Salary Adjustments for the DCC  
Faculty - 1987-88

This memorandum will serve as a recommendation for salary increases for the SVCC-DCC faculty for FY 88 (July 1, 1987 - June 30, 1988). The following increases are recommended:

1. Increase the salary of each faculty member by 7.0%.
2. Increase the overload rate for the "less than master's degree range" to \$300.00 and increase the rate for the "master's degree range" to \$325.00.

In addition, I am recommending that the salary ranges for the faculty salary schedule in the DCC Program be adjusted as follows:

12 Month Salaries  
1987-88 Ranges

Less than Master's  
\$22,720 to 34,201

Master's  
\$26,357 to 39,981

Flat Step Used for Initial Placement

\$717

\$851

The above salaries reflect the beginning step and the bottom step of the Instructor Lane and the Assistant Professor Lane in the 1987-88 nine-month faculty salary schedule multiplied by a factor of 1.3. The flat steps were calculated using the 1.3 factor as well.

DF/js

cc Dennis Day



Sauk Valley  
Community  
College

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

MEMORANDUM

April 30, 1987

TO: Dr. Behrendt

**CONFIDENTIAL**

FROM: Don Foster *DF*

RE: Annual Recommendation for Contractual Personnel

SVCC-DCC Faculty

Michael Lambrecht - Performance above expected  
standard - merit recognition bonus  
recommended

Joseph Rush - Satisfactory performance - standard  
salary increase

John Wardell - Satisfactory performance - standard  
salary increase

Judy Bodmer - Satisfactory performance - standard  
salary increase

Michael Iacomini - Satisfactory performance - stan-  
dard salary increase

William Bencini - Satisfactory performance - stan-  
dard salary increase

Patrick Barrett - Satisfactory performancce - stan-  
dard salary increase

Center for Business and Economic Development

Susan Van Weelden - Promotion to Director level  
with salary adjustment communsurate  
with new responsibilities

The EV 4 Annual Recommendation Forms for all of the  
above listed faculty personnel are enclosed. The new  
administrative evaluation form for Susan Van Weelden is  
also enclosed. A recommendation will be submitted on  
behalf of Linda Kim after we receive notification of  
continuation of the Literacy Grant from the Secretary  
of State's Office.

DF/js

cc Dennis Day  
Susan Van Weelden

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name Michael Lambrecht Rank Career Counselor  
Department SVCC/DCC  
Date April 27, 1987

RECOMMENDATIONS:

Performance is above expected standard - merit recognition and bonus.

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.

4/28/87  
4-28-87  
4-29-87

Michael Lambrecht  
Signature of Instructor  
Dr. H. Duff  
Signature of Director  
Don Foster  
Signature of Dean

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

Faculty Member's copy  
Chairman's copy  
Student's copy

# SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE April 28, 1987

## MEMORANDUM

TO: Dr. Don Foster  
Dean of Instruction

FROM: Dennis Day *D. H. Day*  
Director of Education, SVCC/DCC

SUBJECT: RECOMMENDATION FOR MERIT RECOGNITION FOR MICHAEL LAMBRECHT,  
CAREER COUNSELOR SVCC/DCC PROGRAMS

I am recommending Michael Lambrecht, Career Counselor, SVCC/DCC Programs, for the merit recognition for the fiscal year 1987. The basis of the recommendation is as follows:

- 1) Mike has consistently strived to maintain compliance with the State of Illinois mandated Vocational Special Needs Coordinator function. This function was mandated by the Illinois Department of Corrections and the Corrections officials view Mike's compliance and manuals with great esteem. In fact, they have invited Mike to demonstrate his compliance methods to other institutions. This program primarily consists of identification of vocational students with special needs and assembling a battery of tests in order to meet those certain needs.
- 2) Mike spends a great quantity of time counseling and speaking with students. He is genuinely interested in the welfare of the students and does do the best of his ability in order to properly counsel and guide individuals into proper curricula of study.
- 3) Mike has exceeded his responsibilities in the area of student financial aid. Mike has researched the area of the Federal Student Financial Aid and has directed students toward the pursuit of acquiring financial aid. Several students, upon release, have been awarded full financial aid packets.
- 4) Although part of his job responsibilities includes the supervision of the Baccalaureate Program, Mike exceeds these responsibilities to a great degree. I work very closely with Mike in this area and Mike performs a lot of the leg work in the day to day operational aspect of orienting new part-time faculty to the rules of the Dixon Correctional Center.
- 5) Mike works very closely with the Admissions and Records office on the SVCC campus. He will travel to the College numerous times, many of these times are in fact on his own time. During these trips, Mike will also pick up related materials such as the books and supplies for both the faculty and the administration of this program.

- 6) Mike has been invited to and has accepted requests to speak at nationwide conventions of the American Correctional Association and has in fact presented academic papers at these conventions with references to the SVCC/DCC Programs.
- 7) Mike has expressed a desire to teach Sociology on a part-time basis during the evening. He taught Introduction to Sociology 111, and did an outstanding job.
- 8) Mike is active within the Rock River Valley Guidance Association and arranged a tour of the Dixon Correctional Center for this group during one of their regular meetings. Approximately thirty guidance counselors and college counselors toured the SVCC building as he and I conducted this tour. A majority of these individuals were very impressed with the SVCC Programs.

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name Joseph Rush Rank Instructor  
Department Small Engine Technology, SVCC/DCC  
Date April 27, 1987

RECOMMENDATIONS:

Satisfactory performance - standard salary increase.

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.

4-28-87

Joseph Rush  
Signature of Instructor

4-28-87

D.H. Day  
Signature of Director

4-29-87

Don Fizzle  
Signature of Dean

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

Faculty Member's copy

Chairman's copy

President's copy

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name John Wardell Rank Instructor  
Department Electronics Technology, SVCC/DCC  
Date April 27, 1987

RECOMMENDATIONS:

Satisfactory performance - standard salary increase.

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.

28-87  
28-87  
4-29-87

John H. Madell  
Signature of Instructor  
D. H. Day  
Signature of Director  
Ray Foster  
Signature of Dean

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

Faculty Member's copy  
Chairman's copy  
President's copy

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name Judy Bodmer Rank Instructor

Department Business and Information Systems, SVCC/DCC

Date April 27, 1987

RECOMMENDATIONS:

Satisfactory performance - standard salary increase.

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.

4-28-87

Judy Bodmer  
Signature of Instructor

4-28-87

D. H. Day  
Signature of Director

4-29-87

Don Fortle  
Signature of Dean

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

- Faculty Member's copy
- Chairman's copy
- Student's copy

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name Michael Iacomini Rank Instructor  
Department Horticulture, SVCC/DCC  
Date April 27, 1987

RECOMMENDATIONS:

Satisfactory performance - standard salary increase.

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.

4/28/87  
Signature of Instructor  
4-28/87  
Signature of Director  
4-29-87  
Signature of Dean

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

Faculty Member's copy  
Chairman's copy  
Student's copy

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name William Bencini Rank Instructor  
Department Automotive Technology, SVCC/DCC  
Date April 27, 1987

RECOMMENDATIONS:

Satisfactory performance - standard salary incr

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.

4-28-87  
Signature of Instructor  
4-28-87  
Signature of Director  
4-29-87  
Signature of Dean

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

Faculty Member's copy  
Instructor's copy  
Student's copy

Passed by  
Academic Council  
September 10, 1969  
SVC EV 4

SAUK VALLEY COLLEGE  
ANNUAL RECOMMENDATION

Name Patrick Barrett Rank Instructor  
Department Construction Technology, SVCC/DCC  
Date April 27, 1987

RECOMMENDATIONS:

Satisfactory performance - standard salary increase.

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.

4-28-87  
4-28-87  
5-1-87

Patrick M. Barrett  
Signature of Instructor  
P. H. Day  
Signature of Director  
D. J. [unclear]  
Signature of Dean

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

Faculty Member's copy  
Chairman's copy  
Student's copy

For Board Meeting  
of May 26, 1987

Agenda Item G-5

CONTRACTUAL PROMOTION

Susan Van Weelden is a contractual employee in the position of Coordinator of Business and Industry Training. Her administrative level is not now commensurate with the level of authority and responsibility which her position demands.

RECOMMENDATION: Promotion of Susan Van Weelden from the position of Coordinator of Business and Industry Training to the position of Director of Business and Economic Development at a salary of \$30,000 for the 1987-88 fiscal year.



Sauk Valley  
Community  
College

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

MEMORANDUM

CONFIDENTIAL

April 29, 1987

TO: Dr. Behrendt

FROM: Don Foster *DF*

RE: Recommendation to Change Administrative Status of  
Susan Van Weelden to Director of the Center for  
Business and Economic Development

This memorandum will serve as a formal recommendation to change Susan Van Weelden's classification from coordinator to director and to assign her the title of Director of the Center for Business and Economic Development. An appropriate salary adjustment that is commensurate with her increased level of responsibilities is also recommended.

Ms. Van Weelden has served as the Coordinator of the Training for Business and Industry Program for the past two years. Last fall she picked up all of the responsibilities of the Center for Business and Economic Development, formerly held by Lou Kinum. Since January 1, 1987 she has been responsible for administering all of the grant programs of the Center as well as continuing to coordinate the Training for Business and Industry Program. A complete list of all of these programs and the grants that support them is enclosed along with a description of the programs and services provided by the Center. Also enclosed is a record of training programs offered this past year, a report on the number of clients served by program, and a copy of the proposed new job description for this position.

It is noteworthy that Ms. Van Weelden has performed well in her present position. Under her leadership the Training for Business and Industry Program has developed into a thriving service that served 63 companies and 285 individuals in 1985-86 and as of April 1, 1987 has served 108 companies and 556 individuals. Her work in implementing the Small Business Development Center Program, Technology Commercialization Center Program, and the Illinois Resource Network Program has also been exemplary.

Her present responsibilities also include developing High Impact Training (HITS) grants for local businesses and industries in the college district.

Ms. Van Weelden has been able to integrate all of these programs and services into a first rate service center for the college. She has demonstrated the ability to develop a total program and make it both functional and successful. The title and salary adjustment recommended are consistent with the range and level of her present responsibilities.

Finally, the salary for this position is funded by the ICCB Economic Development Grant and the Small Business Development Center Grant.

DF/js

cc Sue Van Weelden

Enclosures

## DIRECTOR OF THE CENTER FOR BUSINESS

### AND ECONOMIC DEVELOPMENT

The Director of the Sauk Valley Community College Center for Business and Economic Development will be responsible for the development and management of the center. In that capacity the director will be responsible for the academic programming of college courses, workshops, seminars, in-plant programs, technical assistance to business, and market development related to each area. The Director of the Sauk Valley Center for Business and Economic Development will report to the Dean of Instruction.

#### Duties and Responsibilities

1. Establishment of academic policy, planning and procedures for the operation of the Center for Business and Economic Development.
2. Work with area businesses and industries in setting up college sponsored training programs, seminars, workshops, credit and non-credit courses for management, supervisory and hourly employees. This includes maintaining regular contact with these firms as well as assisting them in conducting an assessment of their training needs.
3. Develop a Sauk Valley Community College Training Team to provide business and industrial training. This will include the use of both full and part-time faculty as well as outside presenters according to situational need.
4. To administer state and federal grant programs housed within the center and to be responsible for budget monitoring and reporting for these grants. This includes such programs as the SBDC Program, Procurement Assistance Program, HITS Program, Prairie State 2000 Program, Technology Commercialization Program, and the Illinois Resource Network Program.
5. To recommend the appointment of advisory committee members, to see that regular advisory committee meetings are held, and to maintain a record of the minutes of the committee meetings.
6. Serve as the college liaison to area Chamber of Commerce personnel officers organizations and Industrial Councils.

7. To publish a quarterly newsletter for area businesses and industries in order to keep them informed of current developments in the college training program.
8. Maintain an up-to-date list of businesses and industries in the college district.
9. To develop and maintain a set of policies to guide the SVCC Training for Business and Industry Program and the Center for Business and Economic Development. These policies will be submitted to the Dean of Instruction and reviewed on an annual basis.
10. To prepare an annual budget request for the program and to administer the budget throughout the year.
11. To complete and submit to the Dean of Instruction all forms and state reports for the program as required.
12. To prepare and update all brochures and other related promotional material for the center.
13. To be responsible for evaluation of the center, as well as the faculty and presenters employed, and to submit annual recommendations to the Dean of Instruction for program improvement.
14. To serve as a member of the college administrative team, including service on the Administrative Council, and to cooperate with all members of the administration in addressing issues that relate to the Training for Business and Industry Program and the overall mission of the college.
15. To develop, in cooperation with the Dean of Instruction, an annual set of goals for the center at the beginning of each year.
16. To prepare and submit an annual report summarizing the extent of accomplishment of the goals for the center.
17. To assume all other reasonable professional duties and responsibilities as assigned by the Dean of Instruction.

## SBDC DUTIES

- I. Coordinate all SBDC training
  - a. on-campus
  - b. off-campus (often co-sponsored)
- II. Coordinate all SBDC Counseling
  - a. provide information and referral
  - b. schedule counseling appointments
    1. majority of counseling sessions provided by SBDC Director (Director completes 2 reports for each session)
    2. some counseling sessions provided by Procurement Specialist and/or SVCC instructional staff
- III. Record-keeping and Reporting
  - a. prepare and send appropriate reports to DCCA, to NIU, and to the SBA; such as:
    1. weekly counseling reports
    2. monthly training reports
    3. quarterly reports (overall)
    4. annual reports (overall)
  - b. weekly bookkeeping update - bring books up-to-date once per week.

## PROCUREMENT DUTIES

- I. Coordinate all Procurement activities through SVCC - on and off campus
  - a. schedule appointments for Procurement Specialist
  - b. provide information and contacts for Procurement Specialist
  - c. provide clerical support for Procurement Specialist
  - d. provide information and referral
- II. Record-keeping and Bookkeeping
  - a. complete weekly reports
  - b. weekly bookkeeping

## TCC/IRN - NIU DUTIES

- I. Coordinate all Technology Commercialization Center activities (and Illinois Resource Network activities) within the SVCC district
  - a. screen applicants for NIU
  - b. schedule appointments (at SVCC) for monthly visit by NIU representative
  - c. provide information and referral

- II. Record-keeping and Bookkeeping
  - a. complete and mail reports
  - b. maintain bookkeeping records

"HITS" ASSISTANCE PLUS ASSISTANCE ON OTHER FINANCIAL PROGRAMS

- I. High Impact Training Services Assistance (HITS)
  - a. information/referral/counseling
  - b. assistance with writing proposals
  - c. written completion and submission of grant proposals to IBHE
  - d. monitor grant sites (visits)
  - e. reporting and record-keeping
  - f. dispersing funds (checks)
- II. Other Financial Programs (provide assistance)
  - a. Prairie State 2000 Program
  - b. SBA Loan Program
  - c. DCCA (Build Illinois, etc.)
  - d. Others

INTERFACING/NETWORKING RESPONSIBILITIES

- I. SBDC Consortium
  - a. SBA and DCCA and NIU Lead SBDC
  - b. monthly meetings and two yearly conferences
- II. Industrial Councils and Personnel Directors' Associations
  - a. Dixon
  - b. Sterling
- III. Area Chambers of Commerce and Tourism Committees
- IV. American Society for Training and Development Association
- V. SDA 4 & SDA 12 (JTPA)
- VI. Area City Government Officials and County Officials

Center for Business/Economic Development  
Sauk Valley Community College  
Dixon, IL

A variety of services are available to area business and industry through Sauk Valley Community College. Non-credit training programs, such as seminars and workshops, are available nearly every week at the college. During March, for example, programs were offered on Decision Making (one day), Geometric Dimensioning and Tolerancing (three days), and Motivating Employees (three sessions).

Customized in-plant programs during March included a Group Dynamics Program at KSB Hospital in Dixon and four Quality Assurance Programs at Donaldson Company in Dixon.

The Center also provides Procurement Assistance. Two days each week, a specialist trained to provide assistance with procurement of government contracts, meets on campus or in-plant with interested companies.

The Center also maintains a Small Business Development Center which provides free counseling and free or low-cost training programs for local small businesses. In March, the Center offered a free program on "How to Prepare A Business Plan", and co-sponsored events for Women's History Week. The Small Business Development Center at SVCC was developed through a partnership between Illinois Department of Commerce and Community Affairs, the U.S. Small Business Administration, and Sauk Valley Community College.

Special assistance with prototype development, patents, licenses, marketing research, and so forth is provided through the Center's agreement with Northern Illinois University's Technology Commercialization Center and Illinois Resource Network. A representative from NIU visits SVCC on a monthly basis in order to meet with clients screened by Sauk's SBDC.

Assistance with "HITS" grant applications and general information and referral are additional services provided by Sauk's Center for Business/Economic Development. Ten "HITS" grants were awarded this year through Sauk to area businesses and industries. The Center also networks and participates in and with area chambers of commerce, area industrial councils, county and city governments, area personnel directors' associations, and numerous other organizations.

CENTER FOR BUSINESS AND ECONOMIC DEVELOPMENT

GRANT AND BUDGET ACCOUNTS

Sue Van Weelden

ICCB Economic Development Grant

Training - Economic Development Account

Small Business Development Grant

Procurement Grant

Technology Commercialization Grant

HITS Grants - Sue Van Weelden - 1986-87

    Midas Muffler - Dixon

    Eyelet Products - Dixon

    Picture This - Sterling

    Swartley's Florist - Sterling



Sauk Valley  
Community  
College

173 IL ROUTE 2  
DIXON, IL 61021-9110

15 / 288-5511

MEMORANDUM

DATE: April 9, 1987

TO: Don Foster  
FROM: Susan Van Weelden *S.V.W.*  
RE: Annual Report Information

I. Training programs delivered from 7/1/86 through present plus number of participants per program

Human Relations at SVCC  
Six Weeks - Fall 1986  
10 Participants

Tourism Symposium at Oregon\*  
October 15, 1986  
25 Participants

Introduction to Supervision at SVCC  
October 23, 1986  
17 Participants

Pre-Retirement Program at Borg Warner  
Six Weeks - Fall 1986  
20 Participants

Salesmanship at Polo\*  
November 1986  
20 Participants

Tax Update at SVCC\*  
November 24, 1986  
140 Participants

Business Correspondence for USF & G  
November 21 & 24, 1986  
36 Participants

Effective Communications at SVCC  
November 13 & 20, 1986  
20 Participants

Procurement Workshop at SVCC\*  
December 11, 1986  
14 Participants

Financial Planning at Borg Warner  
Four Weeks - January 1987  
30 Participants

Lotus 1-2-3 at SVCC  
January 6 - 8, 1987  
24 Participants

Federal Laws Program at SVCC  
January 23 & 30, 1987  
25 Participants

Organizational Behavior at SVCC  
Four Weeks - February 1987  
10 Participants

Office Equipment Show & Seminars at SVCC\*  
February 1987  
16 Seminar Participants

Geometric Dimensioning & Tolerancing at SVCC  
Three Weeks - March 1987  
16 Participants

Decision-Making Program at SVCC  
March 6, 1987  
16 Participants

How to Prepare a Business Plan at SVCC\*  
March 11, 1987  
11 Participants

Motivating Employees at SVCC  
Three Weeks - March , 1987  
15 Participants

Group Dynamics Program at KSB Hospital  
March 5, 1987  
38 Participants

Quality Assurance Program at Donaldson's  
Four Weeks - March 1987  
35 Participants

Supervisory/Subordinate Relations at SVCC  
Four Weeks - April 1987  
34 Participants

Business Correspondence Workshop at SVCC  
May 1, 1987

How to Apply for A Business Loan at SVCC\*  
May 8, 1987

Employee Discipline Seminar at SVCC  
May 6 & 13, 1987

Team Building Workshop for SVCC Clerical Staff at  
RRCC\*  
May 22, 1987

Supervision Fundamentals at SVCC  
May 20 & 27, 1987

Understanding the Computer & Data Processing at SVCC  
June 2 & 3, 1987

NOTE: Other in-plant and SBDC program proposals are pending and other on-campus programs may be scheduled.

\* Small Business Development Center sponsored program

II. Small Business Development Center Activities

- A. Training Programs - on and off campus - see above listings
- B. Individual Counseling - Forty-three small Business clients have been counseled since the end of September 1986 (see attached sample of counseling form required per client)

III. Technology Commercialization Center Activities (NIU)

- A. Screened clients for TCC representative
- B. Twelve clients served by TCC representative at SVCC from December 1986 to present (the Center for Business & Economic Development completes the required client forms for these (see attached examples)
- C. Make appointments for monthly visit by TCC representative

IV. General Information and Referral

We believe the center "averages" the following:

- A. telephone inquiries - 10 (daily)
- B. Walk-in inquiries - 2 (daily)

V. Procurement - Report prepared by Jon Grigalunas - see attached report

VI. Other

- A. Sterling and Dixon Industrial Councils - participation. Please note that Susan Van Weelden currently serves as Co-Chairman of the Dixon Industrial Council and will serve as Chairman next year.

- B. Area Chambers of Commerce - attend special meetings, dinners, etc. whenever possible, or request another SVCC Administrator to attend. Also organized SVCC Booth for Sterling Expo and for Dixon Trade Fair.
- C. Networking/interfaces with the various agencies and organizations. For example, Susan Van Weelden attends monthly SBDC Consortium Meeting - usually held at Kishwaukee College. These are also attended by U.S. Small Business Administration Representatives and Illinois DCCA representatives.

VII. "HITS" Grant Assistance Provided to area business/industry

- A. Of the ten "HITS" grant applications submitted by SVCC, all ten were awarded by the IBHE
- B. Five of the "HITS" grants were submitted by Zollie Hall and five were submitted by Susan Van Weelden. Zollie served as Project Director for the 5 he submitted and Susan Van Weelden for the 5 she submitted.

VIII. Professional Development

- A. Participated in the annual "LERN" conference in Kansas City from October 30, 1986 - November 2, 1986. Attended the Business/Industry workshops.
- B. Will participate in the SBDC Conference in Springfield - May 18-20, 1987

clg



Sauk Valley  
Community  
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173 IL ROUTE 2  
DIXON, IL 61021-9110

/ 288-5511

MEMORANDUM

DATE: April 23, 1987

TO: Don Foster  
FROM: Susan Van Weelden *svw*  
RE: Additional Information - Annual Report

Number of companies served - July 1986 to present:

1. National Manufacturing - Sterling
2. Radio Ranch - Polo
3. Products Unlimited - Sterling
4. Ashton Bank & Trust Company - Ashton
5. Buffalo Agency - Polo
6. Gate City Steel - Sterling
7. Centel - Dixon
8. Lawrence Brothers - Sterling
9. Kreider Services - Dixon
10. Frantz Manufacturing - Sterling
11. Raynor Manufacturing - Dixon
12. City Bank & Trust - Dixon
13. Whiteside County Sheriff's Department - Morrison
14. Medical Arts Clinic - Dixon
15. Sauk Valley Community College - Dixon
16. USF & G - Dixon
17. Tri-County Opportunities - Rock Falls
18. Community General Hospital - Sterling
19. Home Federal Savings & Loan - Dixon
20. Fabric Crafters - Dixon
21. Wilkins-Lowe - Sterling
22. Central National Bank - Sterling
23. Borg-Warner - Dixon
24. Rock Falls Savings & Loan - Rock Falls
25. School Employees Credit Union - Sterling
26. Amboy Specialty Foods - Dixon
27. Country Companies Insurance - Sterling
28. Department of Transportation - Dixon
29. Hermes Farms - Dixon
30. Woodward Governor Company - Rockford
31. Eyelet Engineering - Dixon
32. Rax Restaurant - Sterling
33. Donaldson Company - Dixon
34. KSB Hospital - Dixon

35. Picture This Photography - Sterling
36. Swartley's Florist - Sterling
37. Northwestern Steel & Wire - Sterling
38. Dumaro Manufacturing - Sterling
39. Conny's Kitchen Corner - Polo
40. Midas Muffler - Dixon
41. Ogle County Tourism Bureau - Oregon
42. Rock River Valley Tourism Bureau
43. Albany Chamber of Commerce - Albany
44. Double Eagle Golf Course
45. First National Bank - VIA Club - Rochelle
46. Lazarus Motor Sales/Museum - Forreston
47. Stone House - Polo
48. Lake Louise - Byron
49. White Pines Ranch - Oregon
50. Lake La Donna - Oregon
51. Sterling Park District - Sterling
52. Oregon Chamber of Commerce - Oregon
53. Maxson Manor - Oregon
54. Dixon Evening Telegraph - Dixon
55. Tri-County Press - Polo
56. Realty World - Sterling
57. WSDR Radio - Sterling & Dixon
58. Hal Roberts Company - Dixon
59. Trailside Package & Lounge - Dixon
60. Ken/Linda's Real Estate - Dixon
61. Long & Associates - Dixon
62. Data Management - Tampico
63. McPherson Electronics - Dixon
64. Realty World - Dixon
65. Illinois Forge - Rock Falls
66. First Federal Savings & Loan - Dixon
67. Fantasy Flavors - Amboy
68. Innovations by Joy - Dixon
69. Lincolnway Bank - Sterling
70. Polo National Bank - Polo
71. Hill Fastener Corporation - Rock Falls
72. Community State Bank - Rock Falls
73. Dixon Marquette Cement - Dixon
74. Senior Home Companion - Rock Falls
75. Katz Clinic - Dixon
76. Hole 'N' Cane - Dixon
77. Beauty Academy - Dixon
78. Kris Clothier - Polo
79. Kidswear - Polo
80. Daws Drug - Polo
81. E & R Bath Shop - Polo
82. Mount Plumbing - Polo
83. Plaza Deli Bake Shop - Polo
84. Polo Apparel Shop - Polo
85. City of Polo
86. Polo Chamber of Commerce - Polo
87. Olson's Elevator & Feeds - Polo
88. Shaw Oil Company - Polo
89. Quality Cleaning - Dixon

90. Burrs' Bridal One-Stop - Dixon
91. Penberthy - Prophetstown
92. Production Engineered Products - Walnut
93. H and H Design Services - Sterling
94. Beier & Company - Dixon
95. M. Paris, C.P.A. - Sterling
96. C & E Glass Company - Sterling
97. City of Fulton
98. Vic's Tool Grinding - Milledgeville
99. University of Illinois Extension - Mt. Carroll
100. Northern Illinois Business Systems - Belvidere
101. Ott's Ceramics - Prophetstown
102. WIXN - Dixon
103. Northern Illinois University - DeKalb
104. Illinois Valley Community College - Oglesby
105. Illinois Department of Commerce & Community Affairs
106. Dixon Public Schools - Dixon
107. W.F. Sellers & Associations - Sterling
108. Northwest Illinois Criminal Justice Commission

NOTE: The above listed companies do not include all of the:

1. SBDC counseling clients - some used counseling only - not training
2. SBDC training program participants - many registered as individuals only
3. Procurement program clients - 11 as of 4/22/87
4. TCC (NIU) program clients - 17 as of 4/22/87

The list does include companies that registered for:

1. In-plant training (customized programs)
2. Training Center program at SVCC
3. Some SBDC training programs
4. HITS grant participants (nine)

Total Number of Training Participants or Individuals = 556 as of 4/22/87.

Total number of SBDC Counseling clients = 44 as of 4/22/87.

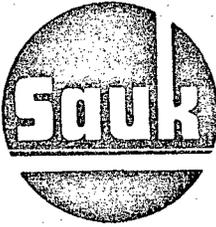
Total number of Procurement program clients = 11 as of 4/22/87.

Total number of TCC (NIU) program clients = 17 as of 4/22/87.

Total clients served through the Center for Business and Economic Development since July 1986 = 627.

clg

cc	Zollie Hall	Jon Grigalunas
	Karen Shapton	Chuck Lopardo
	Bob Edison	Diane Robertson
	John Sagmoe	Dolores LaVelle
	Jim Zalud	



Sauk Valley  
Community  
College

173 IL ROUTE 2  
DIXON, IL 61021-9110

15 / 288-5511

MEMORANDUM

DATE: April 9, 1987

TO: Susan Van Weelden, Coordinator of the Center for  
Business and Economic Development

FROM: Jon Grigalunas, Procurement Specialist *JG*

RE: Procurement Activities in the Sauk Valley Community  
College District

The Illinois Valley Regional Procurement Assistance Center is presently serving the procurement needs for Sauk Valley Community College and the Illinois Valley Community College districts. The Procurement Specialist is presently spending two days a week dedicated to the service of the Sauk Valley Community College district.

The following is a breakdown of client activity for the Sauk Valley district:

CLIENT: Northwestern Steel and Wire Company  
STATUS: Active  
BIDS RECEIVED: 8  
BIDS SUBMITTED: 2

CLIENT: Lawrence Brothers, Inc.  
STATUS: Active  
BIDS RECEIVED: 6  
BIDS SUBMITTED: 1

CLIENT: Valley Waste, Inc.  
STATUS: Active  
BIDS RECEIVED: 0  
BIDS SUBMITTED: 0

CLIENT: Vic's Tool Grinding Shop  
STATUS: Active  
BIDS RECEIVED: 0  
BIDS SUBMITTED: 0

CLIENT: Allen Blacktop and Building  
STATUS: Active  
BIDS RECEIVED: 10  
BIDS SUBMITTED: 0

CLIENT: Drives, Inc.  
STATUS: Active  
BIDS RECEIVED: 7  
BIDS SUBMITTED: 3

CLIENT: Sauk Valley Equipment Company  
STATUS: Active  
BIDS RECEIVED: 2  
BIDS SUBMITTED: 1

CLIENT: Krieder Center  
STATUS: Inactive  
BIDS RECEIVED: 0  
BIDS SUBMITTED: 0

CLIENT: Beier & Company  
STATUS: Inactive  
BIDS RECEIVED: 0  
BIDS SUBMITTED: 0

CLIENT: Quality Cleaning Service  
STATUS: Inactive  
BIDS RECEIVED: 0  
BIDS SUBMITTED: 0

CLIENT: Eire Casien Company  
STATUS: Inactive  
BIDS RECEIVED: 0  
BIDS SUBMITTED: 0

As of this writing, the PAC has made 41 client contacts. The Sauk portion represents 26.8% of Center activity. Client growth is expected to increase now that the Center has acquired most of the research and reference material necessary to offer a quality service.

The two items missing from the Sauk office are subscriptions to the Kewanee Star Courier and the Commerce Business Daily. Both of these publications are on order and should be received shortly.

There haven't been any awards at this time in the Sauk district; however, two awards totaling \$55,175 in the Illinois Valley district have been made.

clg

SAUK VALLY COMMUNITY COLLEGE

ADMINISTRATIVE EVALUATION

Person Evaluated Sue Van Weelden Position Coordinator of Training for Business & Industry

Evaluator Don Foster Position Dean of Instruction

Period of Evaluation: From April 1986 To April 1987  
month/year month/year

The evaluation is divided into three components:

- I. General Abilities
- II. Performance Related to Job Description
- III. Performance Related to College Goals and Objectives

At the end, there is a summary evaluation and provision for a statement of management objectives for the next year.

The evaluation should be completed only after the evaluator has reviewed the generic administrative job description, specific job description and prior year management objectives for the administrator being evaluated. The person being evaluated should review these items carefully as well.

I. GENERAL ABILITIES

Please rate the administrator being evaluated using the following scale: N/A-Not Applicable or Don't Know; 5-Excellent; 4-Good; 3-Satisfactory; 2-Needs Improvement; 1-Unsatisfactory.

A. ADMINISTRATIVE CHARACTERISTICS

1. COOPERATION N/A 5 4 X3 2 1  
 (Ability to work harmoniously with others and present viewpoints and recommendations affecting other areas without creating disunity or rancor)  
 Comment:

2. ACCEPTANCE OF RESPONSIBILITY/AUTHORITY N/A 5 4 3X 2 1  
 (Willingness to accept credit or criticism for desirable or undesirable outcomes, decisions or actions)  
 Comment:

3. AUTHORITY N/A 5 4 X3 2 1  
 (Ability to work within acceptable bounds, yet refer appropriate matters to supervisors)  
 Comment:

4. KNOWLEDGE/CREATIVE CONTRIBUTIONS N/A 5X 4 3 2 1  
 (Keeps informed and abreast of developments in his/her field and uses this knowledge to adopt new approaches to increase administrative effectiveness)  
 Comment:

5. PUNCTUALITY  
(Completes assignments and performs duties within acceptable time limitations) N/A 5 4 3 X2 1  
Comment:
6. CONSISTENCY  
(Maintains quality of work under pressure) N/A 5 4 3 X2 1  
Comment:
7. INITIATIVE  
(Ability to begin and accomplish tasks without prodding or supervision) N/A 5 4 X3 2 1  
Comment:
8. DEPENDABILITY  
(Can be relied upon to complete assigned tasks in a timely and competent manner) N/A 5 4 3 X2 1  
Comment:
9. OPENNESS AND INVOLVEMENT  
(Considers other viewpoints and accepts decisions contrary to own recommendations) N/A 5 4 3 X2 1  
Comment:
10. THOROUGHNESS  
(Investigates carefully various aspects of a problem before making recommendations) N/A 5 4 X3 2 1  
Comment:
11. SELF-CONTROL  
(Retains composure and objectivity in times of stress) N/A 5 4 3 X2 1  
Comment:
12. PERSONAL COMMITMENT  
(Demonstrates initiative, team player, time freely given, dependable, pride in quality of work) N/A 5 4 X3 2 1  
Comment:
13. CREATIVITY  
(Imaginative, future-oriented, open-minded) N/A 5 4 X3 2 1  
Comment:
14. PROMOTES EXCELLENCE  
(Quality of work establishes a model. Encourages excellence in others) N/A 5 4 3 X2 1  
Comment:
15. PERSONAL CHARACTERISTICS  
(Positive self image, respects others, integrity) N/A 5 4 X3 2 1  
Comment:

Comments (Administrative Characteristics) Sue measures up well in this category  
She has demonstrated the ability to take charge of a program and develop it to its full potential.

Please rate the administrator being evaluated using the following scale: N/A-Not Applicable or Don't Know; 5-Excellent; 4-Good; 3-Satisfactory; 2-Needs Improvement; 1-Unsatisfactory.

B. ADMINISTRATIVE CAPABILITIES

1. DELEGATION OF RESPONSIBILITY N/A 5 4 3 X 2 1  
 (Ability to assign tasks to others without undue interference with their implementation)  
 Comment:
  
2. WORKING KNOWLEDGE OF INSTITUTIONAL POLICIES AND PROCEDURES N/A 5 4 3 X 2 1  
 (Understanding of the total operation of the College and the interrelationships of its various components)  
 Comment:
  
3. KNOWLEDGE OF COMMUNITY COLLEGE PHILOSOPHY N/A 5 4 X 3 2 1  
 (Understanding of the general goals and objectives of Sauk Valley Community College)  
 Comment:
  
4. SUPERVISION OF OTHER EMPLOYEES N/A 5 4 3 2 X 1  
 (Ability to set work schedules, define tasks and establish clear expectations, evaluate performance, recognize contributions, improve the skills and effectiveness, and promote excellence of personal responsible to him/her)  
 Needs to monitor her clerical staff more closely--especially on hours on the job.  
 Comment:
  
5. COMMUNICATION N/A 5 4 X 3 2 1  
 (Ability to clearly and effectively inform others of needs, problems, activities, recommendations; ability to be tactful, concise and a good listener)  
 Has improved in this area over the past year.  
 Comment:
  
6. ANTICIPATION OF PROBLEMS N/A 5 4 3 X 2 1  
 (Ability to foresee possible problems, as well as reacting to unforeseen events)  
 Comment:
  
7. ANALYSIS OF PROBLEMS N/A 5 4 X 3 2 1  
 (Ability to define the elements ramifications, and approach necessary to solve problems associated with the position)  
 Comment:
  
8. PROFESSIONAL COMPETENCE TO PERFORM ASSIGNED TASKS N/A 5 4 X 3 2 1  
 (Possesses knowledge and experience necessary to accomplish tasks expected of position)  
 Comment:

9. LEADERSHIP CAPABILITY

N/A 5 4X 3 2 1

(Motivates others, promotes staff interaction, creates a favorable working atmosphere, is persuasive, follows through)

Comment:

10. DECISION MAKING ABILITY

N/A 5 4X 3 2 1

(Makes capable decisions taking into account multiple viewpoints; is accountable for decisions; understands consequences of decisions)

Comment:

Is willing to make difficult decisions and be accountable.

11. SYSTEMATIC PLANNING ABILITY

N/A 4X 3 2 1

(Establishes priorities, manages time well, meets deadlines, operates within realistic constraints, has foresight)

Comment:

Good planner.

Comments (Administrative Capabilities) Sue has proven herself as a first rate administrator during the past two years.

COMPOSITE EVALUATION OF GENERAL ABILITIES

N/A 5 4X 3 2 1

(General rating of individual)

Comments Sue does a good job of running her program. She has

developed the training program from ground zero and has made it a

success.

II. ASSESSMENT OF PERFORMANCE OF TASKS IN JOB DESCRIPTION

Using the same scale (N/A-Not Applicable or Don't Know; 5-Excellent; 4-Good; 3-Satisfactory; 2-Needs Improving; 1-Unsatisfactory) evaluate the performance of the duties and responsibilities contained in the general duties and responsibilities for all administrators as well as the administrator's own specific position description.

1. GENERIC DUTIES AND RESPONSIBILITIES OF ALL ADMINISTRATORS

A. Primary:

B. Secondary:

(Refers to item numbers on generic administrator job description)

- 1. 3
- 2. 3
- 3. 3
- 4. 3
- 5. 3
- 6. 4
- 7. 3
- 8. 4
- 9. 3
- 10. 5
- 11.
- 12.

- 1. 3
- 2. 3
- 3. 4
- 4. 3
- 5. 4
- 6. 3
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

2. SPECIFIC POSITION DESCRIPTION DUTIES AND RESPONSIBILITIES

(Refers to item numbers on specific job description)

- 1. 4
- 2. 4
- 3. 4
- 4. 4
- 5. 3
- 6. 3
- 7. 4
- 8. 3
- 9. 3
- 10. 3
- 11. 3
- 12. 3

- 13. 5
- 14. 3
- 15. 3
- 16. 3
- 17. 3

Has developed an excellent system to evaluate programs offered by the Center

3. COLLEGE SERVICE

Committees, college organizations, student activities, attendance at community events on behalf of the college

N/A     5 4 3 X 2     1    

4. COMMUNITY SERVICE

Speaking engagements, business/industry activities, membership/offices in community organizations, articulation

N/A     5 4 3 X 2     1    

5. PROFESSIONAL DEVELOPMENT

Membership/offices in professional organizations, education, special training, conferences

N/A     5 4 3 X 2     1

This document refers to the management objectives mutually agreed upon and recorded on Part V at the beginning of the current evaluation year. The employee will submit a written progress report by February 15 of each year.

III. PROGRESS TOWARD MANAGEMENT OBJECTIVES

1. List by number the current management objectives and rate the progress using the previous scale of 1 to 5.

1.	<u>4</u>
2.	<u>4</u>
3.	<u>4</u>
4.	<u>4</u>
5.	<u>3</u>
6.	<u>4</u>
7.	<u>3</u>
8.	<u>4</u>
9.	<u>4</u>
10.	<u>3</u>
11.	<u>3</u>

2. Assessment of management objectives deferred, delayed, or incomplete.

3. Suggestions to assist in objectives completion.

Sauk Valley Community College

IV. SUMMARY EVALUATION OF ADMINISTRATOR

PERSON EVALUATED Sue Van Weelden DATE 4-2-87

I. General Abilities

- 5. Excellent \_\_\_\_\_
- 4. Good X
- 3. Satisfactory \_\_\_\_\_
- 2. Needs Improving \_\_\_\_\_
- 1. Unsatisfactory \_\_\_\_\_

II. Administrative Responsibilities

- 5. Excellent \_\_\_\_\_
- 4. Good X
- 3. Satisfactory \_\_\_\_\_
- 2. Needs Improving \_\_\_\_\_
- 1. Unsatisfactory \_\_\_\_\_

III. Management Objectives

- 5. Excellent \_\_\_\_\_
- 4. Good X
- 3. Satisfactory \_\_\_\_\_
- 2. Needs Improving \_\_\_\_\_
- 1. Unsatisfactory \_\_\_\_\_

Summary Comments, including suggestions for future improvement.

General Comments Sue has done a good job in developing the Training for Business and Industry Program.

Major Strengths Ability to identify training needs and tailor courses and workshops to meet those needs.

Areas of Improvement Needs to supervise the clerical staff in her office more closely--especially on hours of duty and office coverage.

D. Foster  
Signature: Evaluator

4-2-87  
Date

Susan Van Weelden  
Signature: Person Evaluated

4-7-87  
Date

Comments by Person Being Evaluated

Sauk Valley Community College

V. ADMINISTRATIVE MANAGEMENT OBJECTIVES AND GROWTH PLAN

NAME Sue Van Weelden DATE 4-2-87  
DIVISION Instruction POSITION TITLE Coordinator of Training  
for Business and Industry  
SUPERVISOR Don Foster

(to be completed by June 1, 1987)

The management objectives and growth plan for the coming year will be developed by the administrator and immediate supervisor by June 1 of each year. Plans are to be reviewed mid-period and a status report on the achievement of the plan goals will be submitted by the administrator at the conclusion of the evaluation period (February 15).

I. Administrative Responsibilities. Describe any anticipated major changes in your administrative duties.

II. Management Objectives. Attach management objectives and plans of action.

III. Professional Development. Describe your membership role in professional/service organizations. Also include any additional training and staff development activities you intend to engage in.

IV. Community Service. Describe any community activities such as articulation, speaking engagements, business/industry activities, or membership/offices in community organizations you anticipate for the coming year.

RECOMMENDATION: ADMINISTRATIVE  
(FORM A)

NAME Sue Van Weelden

POSITION Coordinator of Training  
for Business & Industry

DATE 4-2-87

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\*RECOMMENDATION:

Promotion to Director level with salary adjustment commensurate with new responsibilities. Recommended title, "Director of the Center for Business and Economic Development."

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STAFF MEMBER'S COMMENT:

I have read this report and recognize that I have the privilege of discussing it with my supervisor and/or the college President. I also recognize that I have the right of making a written response to this recommendation.

DATE 4-7-87

Susan Van Weelden  
Signature of Staff Member

DATE 4-6-87

Don Foltz  
Signature of Supervisor

\*In all cases the final action rests with the Sauk Valley Community College Board of Trustees.

For Board Meeting  
of May 26, 1987

Agenda Item H-1

SEXUAL HARASSMENT POLICY

(SECOND READING)

The attached Sexual Harassment Policy was submitted for first reading at the April 20, 1987 Board meeting.

RECOMMENDATION: Board approval for second reading of the attached Sexual Harassment Policy as presented at the April 20, 1987 meeting for first reading.

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 May 26, 1987

Agenda Item H-2

1987-88 ADMINISTRATIVE CALENDAR

Attached is a recommended Administrative Calendar for 1987-88 which outlines significant administrative dates for the next fiscal year.

RECOMMENDATION: Approval of the attached 1987-88  
Administrative Calendar.

REVISED

SAUK VALLEY COMMUNITY COLLEGE ADMINISTRATIVE  
CALENDAR FOR 1987-88

JULY

4 Independence Day  
15 Annual Reports Due in President's Office  
31 Mail Fall Semester Pathfinder

AUGUST

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

SEPTEMBER:

7 Labor Day College Offices Closed  
9 Pow-Wow Day--All classes adjourn at noon  
Evening classes will be held from 4 p.m. on...  
15 Deadline for ICCB Unit Cost to be submitted to  
ICCB  
21 Mail Fall Community Service Pathfinder  
28 Deficiency Notice to Students (5th week)  
28 Deadline for Trustees approval of final budget

OCTOBER

1 Spring Schedule to Office of Dean Instruction  
5 Community Service Classes Begin  
6 Spring Schedule of Office of Admissions and  
Records  
12 Columbus Day--College Offices Closed  
26 Spring Semester Schedule to Director of Public  
Information

NOVEMBER

9 Distribute Spring Semester Schedule for internal  
use  
10 College Night  
11 Veterans Day--College Offices Closed  
16 Pre-registration begins for Spring Semester  
25 College closes at 5:00 p.m. (no evening classes)  
26 College closed for Thanksgiving Vacation through  
November 29

DECEMBER

14 Mail Spring Semester Pathfinder  
14 Final Exams begin  
17 Final Exams end  
18 Final grades due 5 p.m. in Office of Admissions  
and Records  
21 Staff recommendations from Dean to President for  
continuing (tenured) staff appointments  
23 Fall grades mailed to students  
23 College closes for Christmas/New Year Vacation at  
5:00 p.m.

JANUARY

4 College Offices open at 8:00 a.m.  
6 Spring Registration--1:00 p.m. to 8:00 p.m.  
7 Spring Registration--9:00 a.m. to 5:00 p.m.  
8 Faculty Orientation  
11 Spring Semester Classes Begin  
15 Official deadline for notice of re-appointment  
recommendations to continuing (tenured)  
personnel by the President  
18 Martin Luther King Day--College Offices Closed  
22 Mail Community Service Pathfinder

FEBRUARY

1 Summer Schedule to Dean of Instruction  
8 Summer Schedule to Ofc. Admissions and Records  
8 Community Service Classes Begin  
12 Lincoln's Birthday - College Offices Closed  
12 Deadline for official notice of re-appointment  
recommendations to non-tenured (term) personnel  
by the Deans  
12 Budget requests due in Dean's offices  
15 Deficiency Notice to Students (5th week)  
19 Deadline for official notice of re-appointment  
recommendations to non-tenured (term) personnel  
by the President  
22 Fall Semester Schedule to Dean of Instruction  
22 Board action on tenured and non-tenured  
appointment recommendations  
29 Fall Semester Schedule to Office of Admissions and  
Records  
29 Summer schedule to Director of Public Information

MARCH

21 Fall Semester Schedule to Director of Public  
Information  
21 Submission of Local Plan for Voc. Ed. to DAVTE  
31 Spring Vacation begins at 10:00 p.m.

APRIL

1 Good Friday, Offices Closed  
11 Distribute Fall and Summer Schedules for  
internal use  
11 Pre-registration for Fall Semester begins  
11 Registration for Summer Session begins  
11 Spring classes resume  
29 Mail Summer Session Pathfinder

MAY

9 Final Exams begin  
12 Final Exams end  
16 Grades due 9:00 a.m. in Office of Admissions and  
Records  
18 Commencement  
20 Spring Semester grades mailed to students  
30 Memorial Day--College Offices closed

JUNE

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

For Board Meeting  
of May 26, 1987

Agenda Item H-3

#### NEW PROGRAM REQUESTS

As the attached information outlines, the Curriculum Committee of the college and administration have approved new certificate programs in Electronics Technician, Robotics Technician, and Basic Library/Media Technical Assistant. In addition, an extension into a Biomedical Technician option for our Electronics Technician (AAS) Program is described

**RECOMMENDATION:** Board approval of these three certificate programs and extension of the AAS Program and permission to send them to the ICCB for their consideration.

**MEMORANDUM**

May 18, 1987

TO: Dr. Behrendt  
FROM: Don Foster *DF*  
RE: New Programs for Board Approval

The following new programs have been approved by the Curriculum Committee and need SVCC Board approval before they can be submitted to ICCB. Copies of the ICCB forms and the appropriate documentation for each proposed program are enclosed.

Certificates

Electronic Technician	41 hours
Robotics Technician	29 hours
Basic Library/Media Technical Assistant	15 hours

AAS Degree

Electronics Technology - Biomedical Technology Option  
(Reasonable and Moderate Extension)  
64 hours

These programs are designed to meet the manpower needs of the community served by the college.

DF/js

Enclosures

Illinois Community College Board  
Form 21 (Revised March 1985)

REQUEST FOR A REASONABLE AND MODERATE EXTENSION  
OF A PREVIOUSLY APPROVED UNIT OF INSTRUCTION  
(Please Submit Four Copies)

Institution Name/Number	<u>Sauk Valley Community College</u> 506	<u>Electronic Technician</u> Title of Requested Extension (36 Characters)
College	<u>Sauk Valley Community College</u>	<u>Certificate 41</u> Certificate or Degree/No. of Credit Hours
		<u>Electronic Technology AAS 150303</u> Title, Type, and CIP of Previously Approved Unit of Instruction

PLEASE ATTACH THE FOLLOWING ITEMS:

A copy of the sequence of courses in the previously approved unit of instruction.

A copy of the sequence of courses in the proposed extension.

An explanation (for each) if the proposed extension requires:

- a. The employment of three or more FTE faculty members;
- b. Equipment purchases of more than \$10,000; or
- c. The addition of new laboratory facilities.

A description of procedures if this extension requires approval (review) by other agencies or professional or regulatory associations.

The appropriate course form(s) to add any new courses in the curriculum.

A description of the employment objective for the previously approved unit of instruction and the proposed extension.

A completed Form 22.

REMARKS: This proposed extension represents the major field core of the AAS Degree without  
general education requirements for that degree. The proposed certificate is designed to  
prepare technicians for employment in the electronic field--while the AAS Degree is designed  
prepare technicians with the added capability of assuming supervisory positions and/or going  
to complete a four year degree.

Paul J. Foster  
Individual to be Contacted

\_\_\_\_\_  
Certified by President/Chancellor DATE \_\_\_\_\_

REVIEWED AT THE ICCB BY \_\_\_\_\_

SUPPORTING MATERIAL

REASONABLE AND MODERATE EXTENSION - ELECTRONIC TECHNICIAN

CERTIFICATE 41 HOURS

1. A copy of the Electronic Technology AAS Degree Program is enclosed. This proposed certificate is a reasonable and moderate extension of this program.
2. A copy of the sequence of courses in this proposed extension is enclosed.
3. No additional faculty, equipment, or laboratory facilities will be needed.
4. There is no approval by outside agencies, professional or regulatory associations required.
5. All courses for the proposed extension have already been approved by IOCB and are in the college catalog.
6. The employment objective for the AAS Degree Program in Electronic Technology is to prepare students to enter the job market as electronic technicians, as well as being able to move into supervisory level positions and/or go on to complete a Bachelor's Degree in electronics.

The proposed extension certificate is designed to prepare students for employment as electronic technicians. Students are trained to work on digital and micro-processor equipment as well as AM and FM radio communication equipment.

(PROPOSED REASONABLE AND MODERATE EXTENSION  
CERTIFICATE)

CAREER EDUCATION

CERTIFICATE PROGRAM

ELECTRONIC TECHNICIAN  
(SVC Curriculum Code OH69)

This Program prepares individuals to be capable of entering the job market as an electronics technician. Individuals will have an in-depth understanding of digital and microprocessor technology and AM and FM radio communications. As students progress through the program, they will become familiar with the design and maintenance of microprocessor systems and radio communications. Students completing this program will qualify for the National Association of Radio and Telecommunications Engineers certification as an Electronic Technician.

SUMMARY OF DEGREE REQUIREMENTS

Major Field Requirements	Sem/Hrs
EET 105 Electronics Direct Current Circuitry.....	4
EET 106 Electronics Alternating Current Circuitry	4
EET 110 Introduction to Digital Electronics.....	4
EET 111 Active Discrete Devices.....	3
EET 201 Communications I Amplitude Modulation....	3
EET 206 Communications II Frequency Modulation...	2
EET 215 Microprocessor Architecture.....	4
EET 217 Microprocessor Applications.....	3
EET 223 Opto-Electronics.....	2
EET 252 Industrial Electronics.....	3
EET 255 Equipment Service and Repair.....	3
Technology Electives.....	6
Total Hours Required for Certificate	<u>41</u>

Illinois Community College Board  
Form 21 (Revised March 1985)

REQUEST FOR A REASONABLE AND MODERATE EXTENSION  
OF A PREVIOUSLY APPROVED UNIT OF INSTRUCTION  
(Please Submit Four Copies)

District Name/Number	<u>Sauk Valley Community College</u> 506	<u>Electronic Technology-Biomedical Option</u> Title of Requested Extension (36 Characters)
College	<u>Sauk Valley Community College</u>	<u>AAS Degree in Electronic Technology 64 hrs</u> Certificate or Degree/No. of Credit Hours  <u>Electronic Technology AAS 150303</u> Title, Type, and CIP of Previously Approved Unit of Instruction

PLEASE ATTACH THE FOLLOWING ITEMS:

A copy of the sequence of courses in the previously approved unit of instruction.

A copy of the sequence of courses in the proposed extension.

An explanation (for each) if the proposed extension requires:

- a. The employment of three or more FTE faculty members;
- b. Equipment purchases of more than \$10,000; or
- c. The addition of new laboratory facilities.

A description of procedures if this extension requires approval (review) by other agencies or professional or regulatory associations.

The appropriate course form(s) to add any new courses in the curriculum.

A description of the employment objective for the previously approved unit of instruction and the proposed extension.

A completed Form 22.

COMMENTS: This proposed option in Biomedical Technology is designed to train technicians to  
repair and maintain electronic medical diagnostic and treatment equipment installed in hospitals  
and clinics. Sauk Valley Community College is capable of providing this option because of its  
existing strong programs in electronic technology, medical laboratory technology, and radiologic  
technology.

David J Foster  
Individual to be Contacted

\_\_\_\_\_  
Certified by President/Chancellor DATE \_\_\_\_\_

REVIEWED AT THE ICCB BY \_\_\_\_\_

## SUPPORTING MATERIALS

### REASONABLE AND MODERATE EXTENSION - BIOMEDICAL OPTION

#### FOR AAS DEGREE PROGRAM IN ELECTRONIC TECHNOLOGY - 64 HOURS

1. A copy of the Electronic Technology AAS Degree is enclosed. The proposed option is an extension of this program.
2. A copy of the required courses for this option is enclosed.
3. (a) No additional faculty member will be needed to offer this program. The existing electronics technology, medical laboratory technology, and radiologic technology faculty members will be able to provide the instruction for this proposed option.  
  
(b) There will not be additional equipment purchased in excess of \$10,000 to offer this option.  
  
(c) No additional laboratory facilities will be needed.
4. There is no approval by outside agencies, professional or regulatory associations required.
5. All courses for the proposed option are included with this application.  
(EET 103, 270 and 271)
6. The employment objective for the AAS Degree Program in Electronic Technology is to prepare students to enter the job market as electronics technicians, as well as being able to move into supervisory level position and/or go on to complete a Bachelors Degree in electronics.

The proposed option is designed to prepare AAS Degree Electronics Technology graduates to specialize in the repair and maintenance of electronics equipment in the biomedical area. This includes electronic medical diagnostic and treatment equipment installed in hospitals and clinics throughout the college district and the Northern Illinois region. Graduates of the AAS Degree Program in Electronic Technology - Biomedical Option will be trained for employment by large hospitals, clinics and by medical equipment manufacturers and service firms.

ELECTRONIC TECHNOLOGY

(Biomedical Option)

SUMMARY OF DEGREE REQUIREMENTS

Major Field Requirements		Sem/Hrs
EET 105	Electronics Direct Current Circuitry . . . . .	4
EET 106	Electronics Alternating Current Circuitry . . . . .	4
EET 110	Introduction to Digital Electronics . . . . .	4
EET 111	Active Discrete Devices . . . . .	3
EET 217	Microprocessor Applications . . . . .	3
EET 223	Opto-Electronics . . . . .	2
EET 252	Industrial Electronics . . . . .	3
EET 255	Equipment Service and Repair . . . . .	3
EET 103	Introduction to Biomedical Technology . . . . .	3
HEA 101	Introduction to Anatomy and Physiology I . . . . .	2
HEA 102	Introduction to Anatomy and Physiology II . . . . .	2
EET 270	Occupational Internship I . . . . .	2
EET 271	Occupational Internship II . . . . .	2
		<u>37</u>
Related Requirements		Sem/Hrs
MET 210	Technical Physics	
	or	
PHY 175	Introduction to Physics . . . . .	4
IND 105	Introduction to Computers for Technologists . . . . .	2
		<u>6</u>
General Education Requirements		
	Communications (ENG 100, ENG 111) . . . . .	6
	Social Science . . . . .	3
	Humanities . . . . .	3
	Mathematics (MAT 105 or MAT 121) . . . . .	3
	Science (CHE 103) . . . . .	4
	Orientation . . . . .	1
	Electives . . . . .	1
		<u>21</u>
Total Hours Required for an Associate in Applied Science Degree . . . . .		64

Illinois Community College Board  
Form 20 (Revised March 1985)

APPLICATION FOR APPROVAL OF A NEW UNIT OF INSTRUCTION

District Name Sauk Valley Community College District No. 506 College No. 01

Title of Proposed Curriculum Robotics Technician

Type of Curriculum \_\_\_\_\_ Number of Credit Hours 29

Degree Designation \_\_\_\_\_ Proposed CIP Number 150303

Certificate Type 29 semester hours Proposed Date of Implementation 1-11-88

Contact Person Donald J. Foster *DJF*

This proposed new unit of instruction was approved by the College Board of Trustees  
on \_\_\_\_\_  
(date)

State approval is hereby requested.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
Chief Administrative Officer

\*\*\*\*\*

Approval of this new unit was \_\_\_\_\_ by the Illinois Community College Board.  
(granted or denied)

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

The new unit approved by the Illinois Community College Board will be forwarded to the  
Illinois Board of Higher Education for action.

\*\*\*\*\*

Approval of this new unit was \_\_\_\_\_ by the Illinois Board of Higher Educa-  
(granted or denied)  
tion on \_\_\_\_\_  
(date)

The granting of approval by the Illinois Board of Higher Education requires the college  
to submit a Form 22 to the Illinois Community College Board in order to enter the  
curriculum on the ICCB Curriculum Master File. [The college is also responsible for  
filing the appropriate form(s) to add any new course(s) included in the curriculum.]

IND 0H85 - Robotics Technician - 29 Semester Hours

1. Mission and Objectives

a. Objectives of Proposed Certificate

- 1) To prepare students for positions as robotics technicians to work in the installation, application and maintenance of robotic work-cell environments in industrial settings.
- 2) To provide inservice training for persons currently employed in industries who need to upgrade their skills in current robotics technologies.
- 3) To provide a sequence of courses in the robotics 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 in electronics or other related industrial technology areas.

b. List of Approved Related Curricula

- EET 0H65 - Certificate - Industrial Electronics  
470105
- EET 0H94 - Certificate - Industrial Maintenance  
Electrician - 470201
- 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 robotics technician students  
(pre-service)
- 2) Part-time robotics technician students  
(pre-service)

ROBOTICS TECHNICIAN  
 (SVCC Curriculum Code 0H85)

The robotics technician certificate program prepares students to work in one of the newest and fastest-growing technologies. The program emphasizes developmental skills in robotics application, operation and installation related to a robotic work-cell environment

SUMMARY OF CERTIFICATE REQUIREMENTS

Major Field Requirements	Sem/Hrs
IND 212 Robotics and Mechanisms.....	3
IND 213 Robotics Application.....	2
IND 105 Intro to Computers for Technologists..	2
MET 221 Fluid Power.....	4
ELT 262 Electrical Controls.....	3
EET 105 Electronics Direct Current Circuitry..	4
EET 106 Electronics Alternating Current.....	4
EET 245 Programmable Controllers.....	2
EET 252 Industrial Electronics.....	3
	27
Electives .....	2
Total Hours Required for Certificate.....	29

Suggested Electives: EET,ELT,IND

Illinois Community College Board  
Form 20 (Revised March 1985)

APPLICATION FOR APPROVAL OF A NEW UNIT OF INSTRUCTION

District Name Sauk Valley Community College District No. 506 College No. 01

Title of Proposed Curriculum Basic Library/Media Technical Assistant

Type of Curriculum \_\_\_\_\_ Number of Credit Hours 15

Degree Designation \_\_\_\_\_ Proposed CIP Number 250301

Certificate Type 15 semester hours Proposed Date of Implementation 1-11-88

Contact Person Donald J. Foster, Dean of Instruction

This proposed new unit of instruction was approved by the College Board of Trustees on \_\_\_\_\_ (date)

State approval is hereby requested.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
Chief Administrative Officer

\*\*\*\*\*

Approval of this new unit was \_\_\_\_\_ by the Illinois Community College Board.  
(granted or denied)

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

A new unit approved by the Illinois Community College Board will be forwarded to the Illinois Board of Higher Education for action.

\*\*\*\*\*

Approval of this new unit was \_\_\_\_\_ by the Illinois Board of Higher Education on \_\_\_\_\_ (date)  
(granted or denied)

The granting of approval by the Illinois Board of Higher Education requires the college to submit a Form 22 to the Illinois Community College Board in order to enter the curriculum on the ICCB Curriculum Master File. [The college is also responsible for filing the appropriate form(s) to add any new course(s) included in the curriculum.]

LIB 0L80 - Basic Library/Media Technical Assistant

15 Semester Hours

1. Mission and Objectives

a. Objectives of Proposed Certificate

- 1) To prepare students for employment as a technical assistant in library/media centers in schools, public libraries, institutions and industries.
- 2) To provide inservice training for persons currently employed in the library/media center area who need to upgrade their skills.
- 3) To provide a sequence of courses in the library/media 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 other related academic areas in the library/media field.

b. List of Approved Related Curricula

AA Degree - Public Service Suggested Program  
240101

AAS Degree - Human Services - Community  
Services Aide Option 440701

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 library/media technical assistants (pre-service)
- 2) Part-time library/media technical assistants (pre-service)
- 3) Students currently employed in the field who desire additional training (inservice)

Certificate Program

Career Program

Basic Library/Media Technical Assistant  
(SVCC Curriculum Code LIB OL80 )

This program is designed to provide the student with the basic skills and knowledge for employment as a Library/Media Technical Assistant in school, institutional, and public library/media centers; and industries having libraries and/or media services.

Summary of Certificate Requirements

Major Field Requirements	Sem/Hrs
LIB 105 - Introduction to Technical Services	3
LIB 126 - Introduction to Reference Services	3
LIB 108 - Introduction to Library Resources & Services	3
LIB 206 - Introduction to Audio Visual Equipment & Services	3
LIB 207 - Basic Audio Visual Production	3
	<hr/>
Total Hours Required for Certificate	15

( April 1987)

For Board Meeting  
of May 26, 1987

Agenda Item H-4

#### DONATIONS

The college has received two donations as described in the attached memoranda.

**RECOMMENDATION:** Board acceptance of these two donations with an appropriate letter of appreciation.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

DATE: May 12, 1987

TO: Dr. Behrendt

FROM: Don Foster *DAF*

RE: Donation

The college has received an Ames Fluorostat Nephelometer for use in the Medical Laboratory Technology Program. This instrument is used for therapeutic drug monitoring purposes. It will be used in several classes in the MLT program.

This donation should be approved by the SVCC Board of Trustees and an appropriate letter of appreciation sent to:

Mr. Sam French, CEO  
Medical Associates of Clinton  
13th and Springdale Road  
Clinton, IA 52732

DF/sg

cc Dick Holtam  
Harold Nelson

# SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE May 13, 1987

## MEMORANDUM

TO: Dr. Behrendt  
FROM: Walter Clevenger   
Equipment Donation

National Manufacturing of Sterling has donated nine 3278 CRTS. These computer terminals will be used in our Educational Data Processing Program at the College.

I recommend that we accept the donation and send a letter of appreciation to National Manufacturing.

REF:WC051301

For Board Meeting  
of May 26, 1987

Agenda Item H-5

APPOINTMENT OF LOCAL ELECTION OFFICIAL

It is necessary for the Board of Trustees to approve a resolution naming Marilyn Vinson as the "local election official" to receive petitions and facilitate all other Board election matters. Judy Scribner should be appointed as an alternate.

RECOMMENDATION: Board approval to appoint Marilyn Vinson as the local election official with Judy Scribner as an alternate.

1987  
BOARD OF TRUSTEES ELECTION DATES

- May 26, 1987           The Board of Trustees approves a resolution naming one person and an alternate as the "Local Election Official", to receive petitions and facilitate all other election matters.
- Legal notice and news story should be placed in area newspapers announcing the date that petitions may be circulated and also that petitions may be filed in the Office of the Secretary to the Board of Trustees on the third floor of the college during regular office hours from August 17, through August 24, 1987. The official legal notice should also be posted at the college.
- May 26, 1987           First day to circulate nomination papers for non-partisan candidates of units of local government and school districts for those candidates who file August 17 through August 24...90 days preceding the last day to file such papers.
- August 17, 1987        First day to file petitions at the college.
- August 24, 1987        Last day to file petitions (by 5:00 p.m.).
- August 31, 1987        Last day for filing objections to nomination papers or certificates of nomination.
- September 2, 1987     Last day to hold lottery, if necessary, on candidate's petitions.
- September 3, 1987     Last day for candidates to withdraw and local election officials to deliver names to county clerks.
- September 24, 1987    First day for registered voters presently within the confines of the United States who expect to be absent from the county on election day, to make application by mail or in person for an absentee ballot.
- October 29, 1987      Last day for registered voters to vote absentee.
- November 3, 1987      ELECTION DAY (vote 6 a.m. to 7 p.m.)
- Returns:  
November 5, 1987      Within two days of receipt of complete returns of the election, the county clerk shall transmit an original certificate of results from each precinct to the secretary of the college district.
- November 10, 1987     Last day to canvass above results.
- December 1, 1987      On or before the first Monday of December following the election and canvass, the Chair of the Board shall convene the new Board and conduct the election for Chair, Vice-Chair, and secretary. Terms of such officers are two years, expect Board policy may establish terms of one year.

For Board Meeting  
of May 26, 1987

Agenda Item H-6

DCC ELECTRICAL WORK

The Department of Corrections has provided \$7,809 in our budget with them in order to air condition the computer room which we use for instructional purposes at the prison. This work must be bid by us according to the contract, even though it will be an alteration to their facility. Because of the timing, we would like to proceed to advertise and accept bids as long as they do not exceed the \$7,809 budgeted figure.

RECOMMENDATION: Board approval to advertise for bids and accept the lowest responsible bid under \$7,809 to air condition and make electrical adjustments in our instructional area at the Dixon Correctional Center.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt

DATE: May 19, 1987

FROM: Robert Edison *Bob*

SUBJECT: Board Approval of  
Electrical Work at the  
Dixon Correctional Center

The Department of Corrections has approved a budgeted amount of \$7,809 to be spent on work at the Correctional Center to air condition some of the facilities and to make electrical adjustments.

It is necessary to bid this work and we are attempting to get the necessary specifications at this time. The job is small and unique but if we are to have air conditioning for use this summer, it should proceed as rapidly as possible.

I must get specifications and bid documents, and I am therefore requesting that the Board of Trustees approve the completion of this work without delay contingent upon the bids being within the budget requirements of the Department of Corrections.

n

cc: Don Foster  
Dennis Day

For Board Meeting  
of May 26, 1987

Agenda Item H-7

COSMETOLOGY CONTRACTS

We have recently negotiated our agreements with the Sterling School of Beauty Culture/John Amico School of Hair Design and the Beauty Academy in Dixon for the 1987-88 fiscal year. The agreements are attached for your information.

RECOMMENDATION: Board approval of these two agreements.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

May 18, 1987

TO: Dr. Behrendt

FROM: Don Foster *DF*

RE: FY 88 - Cosmetology Contractual Agreements

Enclosed are the revised agreements with the Sterling School of Beauty Culture/John Amico School of Hair Design and the Beauty Academy in Dixon for the period from July 1, 1987 to June 3, 1988.

All financial arrangements between SVCC and the two beauty schools remain the same as in the FY 87 contracts. The fees that the students pay directly to the beauty schools have been adjusted--but the per credit hour fees that the college pays the beauty schools remains at \$37.00 per credit hour.

The starting dates for the Cosmetology Program have been adjusted to reflect monthly starting dates as opposed to the starting dates for other college programs which are tied to the regular academic calendar. This change will facilitate the process of financial aid for the students enrolled in this program.

The Cosmetology Program continues to have good enrollment (2,180 credit hours in FY 87). The continuation of these agreements is in the best interest of both the college and the students who enroll in the program.

DF/js

cc Dick Holtam

Enclosure

AGREEMENT  
FOR COSMETOLOGY TRAINING BETWEEN  
COMMUNITY COLLEGE DISTRICT NUMBER 506 AND  
JOHN AMICO'S SCHOOL OF HAIR DESIGN

THIS AGREEMENT, made this 1st day of July, 1987, between this BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 506, an Illinois Community College organized and existing under the laws of the State of Illinois (hereinafter referred to as the "District"), with its principal office located at 173 IL Route 2, Dixon, Illinois, and the STERLING SCHOOL OF BEAUTY CULTURE, INC. an Illinois Corporation doing business as JOHN AMICO'S SCHOOL OF HAIR DESIGN which is presently located at 211 East Third Street, Sterling, Illinois, (hereinafter referred to as the "Beauty School").

WHEREAS, The District, wishes to provide cosmetology training for those of its students desiring it, and the Beauty School is licensed by the Illinois Department of Registration and Education to furnish instruction and clinical training to students in cosmetology and is willing to furnish such instruction and clinical training to students of the District enrolled with the Beauty School for the program on a contracted basis for a set fee per student as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual promises of the parties, each bargained for and given in exchange for the other, it is hereby mutually agreed as follows:

1. STUDENT ENROLLMENT - The District may enroll with the Beauty School students who meet R&E requirements and admission standards of the District as prescribed in the current college catalog for instruction and clinical training in cosmetology as set forth herein, the exact number of students not to exceed 60 for any particular school term.

The final date for enrollment for any particular term shall be determined by the Beauty School with a schedule agreed upon by the college in conjunction with the Director of Counseling and Admissions and the Dean of Instruction.

2. INSTRUCTION, RECORDS, ETC. - The Beauty School shall provide the necessary instructors who shall be employees of said School and under its complete control and jurisdiction. Said instructor shall not be considered as members of the faculty of Sauk Valley Community College and shall not be entitled to membership in the Sauk Valley Community College Faculty Association. The college shall maintain credentials on these faculty members for the purpose of review by accrediting agencies. The Beauty School shall be solely responsible for all Workmen's Compensation Insurance, Unemployment Insurance, and payrolls of persons it hires or uses for instruction of the courses provided for herein. The Beauty School will provide instruction and clinical training to students as prescribed by the Department of Registration and Education of the State of Illinois, the District, and the Illinois Community College Board. The Beauty School shall maintain records of attendance, grades and hours of instruction and these shall be communicated to the college's admissions office. The normal college admission procedures will require that the college admissions office collect certain documents as specified in the admissions area of the college catalog. The Beauty School shall submit to the District Director of Admissions at the conclusion of each course, evaluation reports of each student by grade. The District shall conduct annual follow up studies of Cosmetology graduates. The overall administrative

supervision of the program lies with the college. Representatives of the District may make periodic calls at the Beauty School for the purpose of observing and assessing the progress of the students and the evaluation of the instructional process and make these evaluations known to the director of the Beauty School. In addition, the Beauty School will follow the prescribed Cosmetology Curriculum as printed in the SVCC Catalog. The Beauty School must also honor the cooperative agreement between SVCC and Whiteside Area Vocational Center and grant 8 semester hours of advance credit for the COS 101 Cosmetology I course as specified in the SVCC Catalog.

3. COURSES AND FEES - The courses to be offered by the Beauty School shall be designated Cosmetology 101, 102, 103, 104, 105, 106; the content for which courses shall consist of the items contained in the descriptions thereof attached hereto and made a part hereof by reference. The student will be enrolled in only one (1) course at any period of time. The College shall maintain course outlines and revise these as program changes warrant. The District shall collect tuition and pay the Beauty School the following fee for each student enrolled at the mid-point in the following courses:

<u>Course Name</u>	<u>Credit Hours</u>	<u>Amount of Tuition</u>	<u>Instructional Fees Paid By Sauk Valley Community College To John Amico's School of Hair Design</u>
Cosmetology 101	8	\$ 232.00	\$ 296.00
Cosmetology 102	4	116.00	148.00
Cosmetology 103	12	348.00	444.00
Cosmetology 104	<u>12</u>	<u>348.00</u>	<u>444.00</u>
	36	\$1,044.00 (\$29.00 per credit hour)	\$1,332.00 (\$37.00 per credit hour)

Course fee and supply fee paid directly to John Amico's School of Hair Design by students:

\$2,668.00 first day of school, unless other financial arrangements have been made. This fee may be changed by the Beauty School with thirty (30) days prior written notification to Sauk Valley Community College.

These fees include special supplies, materials and reference books needed by the student during the study of Cosmetology.

Course Additions: Cosmetology 105 - Instructor Education  
Cosmetology 106 - Student Teaching Practicum

<u>Course Name</u>	<u>Credit Hours</u>	<u>Amount of Tuition</u>	<u>Instructional Fees Paid By Sauk Valley Community College To John Amico's School of Hair Design</u>
Cosmetology 105	12	\$348.00	\$444.00
Cosmetology 106	<u>12</u>	<u>348.00</u>	<u>444.00</u>
	24	\$696.00 (\$29.00 per credit hour)	\$888.00 (\$37.00 per credit hour)

Additional fees paid to John Amico's School of Hair Design by students for COS 105 and COS 106.

\$100.00 registration fee paid when enrolled in COS 105  
\$ 50.00 book fee paid when enrolled in COS 105  
\$720.00 course fee for each course

Paid the first day of school, unless other financial arrangements have been made. This fee may be changed by the Beauty School with thirty (30) days prior written notification to Sauk Valley Community College.

4. PAYMENT SCHEDULE - The District agrees to pay the Beauty School the amount specified in accordance with the foregoing schedule per student per course contingent upon the student's good standing and attendance (student must be in attendance) at the established mid-term date based upon the course starting date as determined by the academic calendar of the Beauty School developed in conjunction with the College. Said calendar shall prevail with reference to the determination of the mid-term date. The invoice shall include the student's name, social security number, starting date and ending date of the course, together with the amount due.

5. CLASSES AND HOURS - The Beauty School is located at 211 East Third Street, Sterling, Illinois. The hours of classes for day students shall be 8:30 a.m. to 4:00 p.m., Monday through Friday, 8:00 a.m. to 3:30 p.m. Saturday except legal holidays. Students attending evening classes shall meet 5:00 p.m. to 9:00 p.m., Monday through Thursday, and Saturday 8:00 a.m. to 3:30 p.m., except legal holidays. The academic calendar of the Beauty School will be in effect, not the calendar of the District.
6. REGISTRATION AND QUALIFICATION OF STUDENTS - Each student and his/her parent or guardian, if he/she is a minor, shall execute and file a Registration and Matriculation Application with the Beauty School before the beginning date of class for submission to the Department of Registration and Education of the State of Illinois, in addition to regulations of the College. The form of Registration and Matriculation Application shall be prescribed by the School and shall show or be accompanied by the following requirements of the Illinois Beauty Culture Act and the Rules and Regulations for the Administration of the Illinois Beauty Culture Act and the Department of Registration and Education before a student may be permitted to attend or participate in Cosmetology training.
- a. Proof that the student is a graduate of at least the eighth grade or equivalent, provide transcripts of high school course work, proof of name must be certified in keeping with Illinois Department of Registration and Education regulations.
  - b. That the student is a citizen or has filed a Declaration of Intent (as defined in the Beauty Culture Act of 1967, Section 5, Paragraph F).
  - c. An executed form of the modified Registration contract delivered to the Beauty School.

Students shall also be required to complete registration with the District in accordance with its rules and regulations, as specified in the college catalog.

7. RESPONSIBILITIES OF STUDENTS - In addition to any and all other duties as set forth herein and as required by the rules, regulations and policies of the District, each student shall purchase at his/her own expense and perform the following:

- a. Supply his/her own white professional uniforms and shoes and transportation to and from the Beauty School and any other supplies and expenses needed.
- b. Adhere to the rules and regulations of the Beauty School which are attached hereto and made a part hereof by reference, it being understood that the Beauty School shall not be responsible for any acts of the students while not in attendance at the School.

8. PRIVILEGES OF THE BEAUTY SCHOOL - As an independent contractor, it is understood and agreed that the Beauty School, in cooperation with the District, shall have the right to request the withdrawal of any student in keeping with the college's enrollment withdrawal and disciplinary procedures as specified in the college catalog. Any tuition refunds to the students shall be in accordance with the prevailing District policy. Such withdrawal requests should be made to the Dean of Instruction.

It is understood that the District is a public institution and the Beauty School agrees to indemnify and hold harmless the said District, its Board of Trustees and employees for any loss or damage, and any attorneys' fees, court costs, and expenses incurred as a

result of any claim or wrongful dismissal or any claim of deprivation of any instructional or legal right, regardless of whether such claims are groundless in fact.

In the event the Beauty School closes or ceases doing business for any reason whatsoever, it shall refund fees to the District, on a pro rata basis, based upon the actual hours of instruction given the students. The Beauty School further agrees to indemnify and hold the District, its Board of Trustees and Staff harmless from any and all expense, claim or loss, including reasonable attorneys' fees, which may result from said closing or cessation of business.

9. PRIVILEGES OF DISTRICT AND STUDENTS - The District for an individual student or any individual student shall have the right at his discretion to withdraw from or cancel the cosmetology instruction and clinical training afforded by the Beauty School by forwarding to said School a written notice containing, but not limited to, the reason for the discontinuance or disconnection and the date it is to be effective. In the event of withdrawal or cancellation, the student shall be entitled to a tuition refund in accordance with the then current policy of the District as stated in the District catalog.

Should the District cancel its program in cosmetology or not enroll new students, students enrolled in the program will be allowed to finish their education through continued enrollment in the remaining courses at the Beauty School upon payment of the Beauty School required fees. Time for completion of this sequence cannot exceed three calendar years from the date of enrollment in the first course.

Students participating in this program are eligible for all auxiliary services of the college and shall be encouraged in every way to participate in the student activities normally provided for students of other programs.

10. NO REFUNDS FOR SUPPLIES - There shall be no refunds or credits given by the Beauty School and/or the District for "School Kits" or any other equipment or supplies purchased by the student or District under any circumstances.
11. ADVISORY COMMITTEE - An Advisory Committee shall be formulated to work with the college and the Beauty School for improvement of the program. This advisory committee shall be representative of the District at large.
12. LIABILITY INSURANCE, ETC. - Beauty School shall, during the duration of this agreement, maintain in force comprehensive general liability insurance in companies suitable to and approved by District and naming District as an additional insured, protecting District from any loss, claim or demand which may arise in any manner from the conduct of instruction as provided for herein, including without limitation, any and all liability to third person, students, or agents, or servants of Beauty School for personal injury or property damage. It is understood and agreed that Beauty School shall not be required to insure nor be responsible for any claims or occurrences which may arise off the premises and surroundings of Beauty School, or out of operation of motor vehicle by any student for the purpose of attending instruction at Beauty School. Limits of liability under such policy shall be as follows:

\$100,000.00 for individual  
 \$300,000.00 for accident  
 \$ 5,000.00 per property damage; and  
 excess liability of \$1,000,000.00

13. NOTICES AND DEMANDS - All notices and demands herein shall be in writing. The mailing of notices or any other instrument shall be sufficiently served hereunder if duly sent by registered or certified mail (return receipt requested), addressed to the respective addresses as stated above, subject to the right of any party to designate by notice in writing a new address to which notice must be sent.
14. AMENDMENTS - This agreement may from time to time be altered, amended or cancelled in whole or in part, subject, however, to the express condition precedent that such alteration, amendment or cancellation shall be in writing and signed by the parties; and the same shall not be invalid because of the lack of consideration, but shall have the same force and effect as though originally embodied herein.
15. PRIOR AGREEMENTS, ETC. - This agreement supersedes and takes the place of any and all prior agreements, representations and negotiations, and said prior agreements, representations and negotiations are hereby released and terminated.
16. CAPTIONS - The captions at the beginning of each paragraph shall not be construed to limit or restrict the language contained therein; it being the intention of the parties that said captions are employed simply as a convenient index.
17. BENEFIT - This agreement shall be binding upon and shall inure to the benefit of the parties; their successors and assigns. No assignment by the Beauty School shall be made without the prior written agreement of the District.

18. DURATION OF AGREEMENT - This contract between the District and the Beauty School shall be continuous from this date. The duration of this agreement shall be from July 1, 1987 through June 30, 1988. Both the District and the Beauty School shall, however, have the right to terminate this contract upon giving written notice to the other at least ninety (90) days before the date upon which either District or Beauty School desires to terminate this contract.

Notwithstanding the foregoing, in case of termination as above stated, the Beauty School shall continue its obligation to those students already enrolled, until those students have completed their training and are qualified to take State examinations. The District will pay the Beauty School for such students as hereinbefore provided.

19. ENTIRE AGREEMENT - This agreement contains all of the terms, covenants, and conditions between the parties and no modifications, additions, waivers or alterations shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

This entire agreement shall be subject to the approval of the District's program in Cosmetology by the Illinois Community College Board, the Illinois Department of Vocational and Technical Education, the Illinois Board of Higher Education and the Illinois Department of Registration and Education and Beauty School shall at all times comply with applicable law, statutes, and regulations and keep in force required licenses as provided by the Illinois Department of Registration and Education, continue to maintain accreditation with the Cosmetology Accreditation Commission.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals  
the day and year first above written.

Board of Trustees of Community  
College District Number 506

Sterling School of Beauty  
Culture, Inc., an Illinois  
Corporation doing business  
as John Amico's School of  
Hair Design

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

Attest:

Attest:

\_\_\_\_\_  
Secretary - Board of  
Trustees, Community  
College District No. 506

\_\_\_\_\_  
Secretary  
Sterling School of  
Beauty Culture, Inc.,  
an Illinois Corporation  
doing business as  
John Amico's School of  
Hair Design  
Sterling, Illinois

(Seal)

(Seal)

AGREEMENT  
FOR COSMETOLOGY TRAINING BETWEEN  
COMMUNITY COLLEGE DISTRICT NUMBER 506 AND  
BEAUTY ACADEMY

THIS AGREEMENT, made this 1st day of July, 1987, between this BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 506, an Illinois Community College organized and existing under the laws of the State of Illinois (hereinafter referred to as the "District"), with its principal office located at 173 IL Route 2, Dixon, Illinois, and the BEAUTY ACADEMY, a school of cosmetology approved and licensed by the Department of Registration and Education of the state of Illinois, which is presently located at 1254 North Galena Avenue, Dixon, Illinois, (hereinafter referred to as the "Beauty Academy").

WHEREAS, The District, wishes to provide cosmetology training for those of its students desiring it, and the Beauty Academy is licensed by the Illinois Department of Registration and Education to furnish instruction and clinical training to students in cosmetology and is willing to furnish such instruction and clinical training to students of the District enrolled with the Beauty Academy for the program on a contracted basis for a set fee per student as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual promises of the parties, each bargained for and given in exchange for the other, it is hereby mutually agreed as follows:

1. STUDENT ENROLLMENT - The District may enroll with the Beauty Academy students who meet R&E requirements and admission standards of the District as prescribed in the current college catalog for instruction and clinical training in cosmetology as set forth herein, the exact number of students not to exceed 60 for any particular school term.

The final date for enrollment for any particular term shall be determined by the Beauty Academy with a schedule agreed upon by the college in conjunction with the Director of Counseling and Admissions and the Dean of Instruction.

2. INSTRUCTION, RECORDS, ETC. - The Beauty Academy shall provide the necessary instructors who shall be employees of said Academy and under its complete control and jurisdiction. Said instructor shall not be considered as members of the faculty of Sauk Valley Community College and shall not be entitled to membership in the Sauk Valley Community College Faculty Association. The college shall maintain credentials on these faculty members for the purpose of review by accrediting agencies. The Beauty Academy shall be solely responsible for all Workmen's Compensation Insurance, Unemployment Insurance, and payrolls of persons it hires or uses for instruction of the courses provided for herein. The Beauty Academy will provide instruction and clinical training to students as prescribed by the Department of Registration and Education of the State of Illinois, the District, and the Illinois Community College Board. The Beauty Academy shall maintain records of attendance, grades and hours of instruction and these shall be communicated to the college's admissions office. The normal college admission procedures will require that the college admissions office collect certain documents as specified in the admissions area of the college catalog. The Beauty Academy shall submit to the District Director of Admissions at the conclusion of each course, evaluation reports of each student by grade. The District shall conduct annual follow-up studies of Cosmetology graduates. The overall administrative

supervision of the program lies with the college. Representatives of the District may make periodic calls at the Beauty Academy for the purpose of observing and assessing the progress of the students and the evaluation of the instructional process and make these evaluations known to the director of the Beauty Academy. In addition, the Beauty Academy will follow the prescribed Cosmetology Curriculum as printed in the SVCC Catalog. The Academy must also honor the cooperative agreement between SVCC and Whiteside Area Vocational Center and grant 8 semester hours of advance credit for the COS 101 Cosmetology I course as specified in the SVCC Catalog.

3. COURSES AND FEES - The courses to be offered by the Beauty Academy shall be designated Cosmetology 101, 102, 103, 104, 105, 106; the content for which courses shall consist of the items contained in the descriptions thereof attached hereto and made a part hereof by reference. The student will be enrolled in only one (1) course at any period of time. The College shall maintain course outlines and revise these as program changes warrant. The District shall collect tuition and pay the Beauty Academy the following fee for each student enrolled at the mid-point in the following courses:

<u>Course Name</u>	<u>Credit Hours</u>	<u>Amount of Tuition</u>	<u>Instructional Fees Paid By Sauk Valley Community College To Beauty Academy</u>
Cosmetology 101	8	\$ 232.00	\$ 296.00
Cosmetology 102	4	116.00	148.00
Cosmetology 103	12	348.00	444.00
Cosmetology 104	12	348.00	444.00
	<u>36</u>	<u>\$1,044.00</u> (\$29.00 per credit hour)	<u>\$1,332.00</u> (\$37.00 per credit hour)

Course fee and supply fee paid directly to Beauty Academy by students:

\$1,868.00 first day of school, unless other financial arrangements have been made. This fee may be changed by the Beauty Academy with thirty (30) days prior written notification to Sauk Valley College.

These fees include special supplies, materials and reference books needed by the student during the study of Cosmetology.

Course Additions: Cosmetology 105 - Instructor Education  
Cosmetology 106 - Student Teaching Practicum

<u>Course Name</u>	<u>Credit Hours</u>	<u>Amount of Tuition</u>	<u>Instructional Fees Paid By Sauk Valley Community College To Beauty Academy</u>
Cosmetology 105	12	\$348.00	\$444.00
Cosmetology 106	12	348.00	444.00
	<u>24</u>	<u>\$648.00</u> (\$27.00 per credit hour)	<u>\$888.00</u> (\$37.00 per credit hour)

Additional fees paid to the Beauty Academy by students in COS 105 and COS 106.

\$150.00 registration fee  
\$ 50.00 book fee  
\$456.00 course fee for each course

Paid the first day of school, unless other financial arrangements have been made. This fee may be changed by the Beauty Academy with thirty (30) days prior written notification to Sauk Valley College.

4. PAYMENT SCHEDULE - The District agrees to pay the Beauty Academy the amount specified in accordance with the foregoing schedule per student per course contingent upon the student's good standing and attendance (student must be in attendance) at the established mid-term date based upon the course starting date as determined by the academic calendar of the Beauty Academy developed in conjunction with the College. Said calendar shall prevail with reference to the determination of the mid-term date. The invoice shall include the student's name, social security number, starting date and ending date of the course, together with the amount due.
5. CLASSES AND HOURS - The Beauty Academy is located at 1254 North Galena Avenue, Dixon, Illinois. The hours of classes shall be 8:30 a.m. to 5:00 p.m., Tuesday through Saturday, except legal holidays. The academic calendar of the Beauty Academy will be in effect, not the calendar of the District.
6. REGISTRATION AND QUALIFICATION OF STUDENTS - Each student and his/her parent or guardian, if he/she is a minor, shall execute and file a Registration and Matriculation Application with the Beauty Academy before the beginning date of class for submission to the Department of Registration and Education of the State of Illinois, in addition to regulations of the College. The form of Registration and Matriculation Application shall be prescribed by the Academy and shall show or be accompanied by the following requirements of the Illinois Beauty Culture Art and the Rules and Regulations for the Administration of the Illinois Beauty Culture Act and the Department of Registration and

Education before a student may be permitted to attend or participate in Cosmetology training.

- a. Proof that the student is a graduate of at least the eighth grade or equivalent, provide transcripts of high school course work, proof of name must be certified in keeping with Illinois Department of Registration and Education regulations.
- b. That the student is a citizen or has filed a Declaration of Intent (as defined in the Beauty Culture Act of 1967, Section 5, Paragraph F).
- c. An executed form of the modified Registration contract delivered to the Beauty Academy.

Students shall also be required to complete registration with the District in accordance with its rules and regulations, as specified in the college catalog.

7. RESPONSIBILITIES OF STUDENTS - In addition to any and all other duties as set forth herein and as required by the rules, regulations and policies of the District, each student shall purchase at his/her own expense and perform the following:

- a. Supply his/her own white professional uniforms and shoes and transportation to and from the Beauty Academy and any other supplies and expenses needed.
- b. Adhere to the rules and regulations of the Beauty Academy which are attached hereto and made a part hereof by reference, it being understood that the Beauty Academy shall not be responsible for any acts of the students while not in attendance at the Academy.

8. PRIVILEGES OF THE BEAUTY ACADEMY - As an independent contractor, it is understood and agreed that the Beauty Academy, in cooperation with the District, shall have the right to request the withdrawal of any student in keeping with the college's enrollment withdrawal and disciplinary procedures as specified in the college catalog. Any tuition

refunds to the students shall be in accordance with the prevailing District policy. Such withdrawal requests should be made to the Dean of Instruction.

It is understood that the District is a public institution and the Beauty Academy agrees to indemnify and hold harmless the said District, its Board of Trustees and employees for any loss or damage, and any attorneys' fees, court costs, and expenses incurred as a result of any claim or wrongful dismissal or any claim of deprivation of any instructional or legal right, regardless of whether such claims are groundless in fact.

In the event the Beauty Academy closes or ceases doing business for any reason whatsoever, it shall refund fees to the District, on a pro rata basis, based upon the actual hours of instruction given the students. The Beauty Academy further agrees to indemnify and hold the District, its Board of Trustees and Staff harmless from any and all expense, claim or loss, including reasonable attorneys' fees, which may result from said closing or cessation of business.

9. PRIVILEGES OF DISTRICT AND STUDENTS - The District for an individual student or any individual student shall have the right at his discretion to withdraw from or cancel the cosmetology instruction and clinical training afforded by the Beauty Academy by forwarding to said Academy a written notice containing, but not limited to, the reason for the discontinuance or disconnection and the date it is to be effective. In the event of withdrawal or cancellation, the student shall be entitled to a tuition refund in accordance with the then current policy of the District as stated in the District catalog.

Should the District cancel its program in cosmetology or not enroll new students, students enrolled in the program will be allowed to finish their education through continued enrollment in the remaining courses at the Beauty Academy upon payment of the Beauty Academy's required fees. Time for completion of this sequence cannot exceed three calendar years from the date of enrollment in the first course. Students participating in this program are eligible for all auxiliary services of the college and shall be encouraged in every way to participate in the student activities normally provided for students of other programs.

10. NO REFUNDS FOR SUPPLIES - There shall be no refunds or credits given by the Beauty Academy and/or the District for "School Kits" or any other equipment or supplies purchased by the student or District under any circumstances.
11. ADVISORY COMMITTEE - An Advisory Committee shall be formulated to work with the college and the Beauty Academy for improvement of the program. This advisory committee shall be representative of the District at large.
12. LIABILITY INSURANCE, ETC. - Beauty Academy shall, during the duration of this agreement, maintain in force comprehensive general liability insurance in companies suitable to and approved by District and naming District as an additional insured, protecting District from any loss, claim or demand which may arise in any manner from the conduct of instruction as provided for herein, including without limitation, any and all liability to third person, students, or

agents, or servants of Beauty Academy for personal injury or property damage. It is understood and agreed that Beauty Academy shall not be required to insure nor be responsible for any claims or occurrences which may arise off the premises and surroundings of Beauty Academy, or out of operation of motor vehicle by any student for the purpose of attending instruction at Beauty Academy. Limits of liability under such policy shall be as follows:

\$100,000.00 for individual  
\$300,000.00 for accident  
\$ 5,000.00 per property damage; and  
excess liability of \$1,000,000.00

13. NOTICES AND DEMANDS - All notices and demands herein shall be in writing. The mailing of notices or any other instrument shall be sufficiently served hereunder if duly sent by registered or certified mail (return receipt requested), addressed to the respective addresses as stated above, subject to the right of any party to designate by notice in writing a new address to which notice must be sent.
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18. DURATION OF AGREEMENT - This contract between the District and the Beauty Academy shall be continuous from this date. The duration of this agreement shall be from July 1, 1987 through June 30, 1988. Both the District and the Beauty Academy shall, however, have the right to terminate this contract upon giving written notice to the other at least ninety (90) days before the date upon which either District or Beauty Academy desires to terminate this contract.
- Notwithstanding the foregoing, in case of termination as above stated, the Beauty Academy shall continue its obligation to those students already enrolled, until those students have completed their training and are qualified to take State examinations. The District will pay the Beauty Academy for such students as hereinbefore provided.
19. ENTIRE AGREEMENT - This agreement contains all of the terms, covenants, and conditions between the parties and no modifications, additions, waivers or alterations shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

This entire agreement shall be subject to the approval of the District's program in Cosmetology by the Illinois Community College Board, the Illinois Department of Vocational and Technical Education, the Illinois Board of Higher Education and the Illinois Department of Registration and Education and Beauty Academy shall at all times comply with applicable law, statutes, and regulations and keep in force required licenses as provided by the Illinois Department of Registration and Education, continue to maintain accreditation with the Cosmetology Accreditation Commission.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Board of Trustees of Community College District Number 506

Beauty Academy

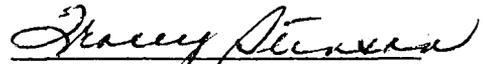
By \_\_\_\_\_  
President

By   
President

Attest:

Attest:

\_\_\_\_\_  
Secretary - Board of Trustees, Community College District No. 506

  
Secretary  
Beauty Academy  
Dixon, Illinois

(Seal)

(Seal)

May 26, 1987

To: Board of Trustees

From: Barry Bielema

*Barry Bielema*

As my term as Student Trustee expires this meeting, I would like to deeply thank you. This year has been productive and exciting for me. I followed Connie's footsteps and now the new member, Kevin Peck, will follow hers and mine.

I may have kept quiet during the meetings, but I was closely observing. With this observation I would to express some thoughts. These thoughts are for the pursuit of excellence for Sauk Valley Community College.

In a class of mine, International Relations, I learned of a term called "Brain Drain". A brain drain occurs when a Third World Country sends people to the West to be educated, and those people stay in the West. The Third World Country loses educated people. Our community should be treated as a little country. Our tax abatement policy, and local investments are trying to attract new industries. Can we attract when we lose people? We are losing people. Three young well-rounded men from a small town in our district chose to attend Illinois Valley Community College to play football. That is fine to me, but they are leaders to their cohorts. A leader has followers. It was reported to me that several more students with high ACT scores also chose to go to IVCC, not for football, as some are girls, but they are all following the "leaders". This is just not an isolated incident, but common practice. I have witnessed this by seeing my friends going to Augustana and St. Ambrose. This community possesses many teams that make the IHSA football playoffs. When these young adults reach the age for college, is this community college utilizing the resources the community is providing?

Some may say this is a plea for more sports, but it is not. The academic area can be enhanced also. The school in past years published a school newspaper, journal, and a yearbook. Where are they now? Some may say the resources are not there for supporting such a system, but in talking with some of the faculty I think their creativity and dedication would offset the loss of money on paper. Jerry Mathis's dedication to the theatre is one example. I am also reminded that you cannot make money without spending it, and without supporting some of these extra-curricular activities, nothing will come to be except mediocrity.

These are some thoughts that I would like to leave with you as I attend my last meeting as a Student Trustee. I wish the best of luck to the Board of Trustees and Sauk Valley Community College. Thank you for an exciting year!



**Sauk Valley  
Community  
College**

15 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Board Of Trustees

FROM: Dick Groharing *Dick*

SUBJECT: May ICCTA Meeting

At the State Relations Committee meeting on Friday afternoon we reviewed the status of all the bills that we have taken positions on. It was reported that HB 143, (Dividing the college districts into 7 sub-districts), had become a rather hot issue. As of now we still need 8 more votes to get it defeated. Several bills have been introduced to extend the Nurse Practice Act as is. It looks like we have a good chance to win on this issue. HB 180, (cut trustee terms to 4 years), did not get out of committee and currently looks like it's a dead issue. We voted to oppose in principal any bill that would allow the student vote to count, as they are not properly elected trustees, but selected. It was also reported that the higher education funding bills were back to 1987 levels. In otherwords, no increases. Some schools will recieve increases however, but the details as yet haven't been sorted out. We also established positions on several new bills, and changed our position on 2 or 3 because of amendments.

At the Executive committee meeting Saturday morning we discussed the agenda of the annual meeting in June. I urge all of you to take advantage of the excellent workshops being presented this year. Quite some time was spent fine tuning the budget for 87-88 which will be presented for approval by the board of representatives at the annual meeting.

As you will all be recieving the "Board Letter" dealing with the general meeting on Saturday morning, I am, as usual, not including that information. I would like to comment though on the super job being done by the new ICCTA executive director, Dr. Gary Davis. He has not only gained the respect of the staff, but of all the trustees who have had an opportunity to work with him. I'm sure he is going to make the ICCTA an even better, more respected organization.

SAUK VALLEY COMMUNITY COLLEGE GRADUATE FOLLOW-UP STUDY

Summer Graduates 1985  
Fall Graduates 1985  
Spring Graduates 1986



Prepared by:

John E. Sagmoe  
Dean of Student Services

SAUK VALLEY COMMUNITY COLLEGE  
173 IL ROUTE 2  
DIXON, IL 61021-9110

May 1987

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### ACKNOWLEDGEMENT

The completion of this report was made possible through the cooperation of the many Sauk Valley Community College students who responded to the questionnaire, and their cooperation is most appreciated.

Special thanks are also extended to Student Services secretary JoAnn Babel and Student Services workstudy student Anna Barnhart.

## FOLLOW-UP STUDY OF SAUK VALLEY COMMUNITY COLLEGE 1985-86 GRADUATES

## INTRODUCTION

Follow-up research of Sauk Valley Community College graduates is vitally important in determining how well its students are prepared for the next step in either continued education or career fields. Information of this nature is necessary if the college is to keep its instructional programs relating to the changing requirements of the business, professional, industrial, and university requirements. Data from these studies are used in analyzing programs and courses offered at the college.

Purpose

The purpose of this study was to do a follow-up research on students who graduated from various instructional programs with either an Associate in Arts, Associate in Science, Associate in Liberal Studies, Associate in Applied Science Degree, or Certificate in 1985-86. Specifically, the study attempted to learn: What happened to the 1985-86 graduate in terms of continued education or employment? What colleges or universities are the graduates attending, and what are their major areas of study? Where are the graduates employed, and what is the nature of their employment?

Research Procedures

The population of Sauk Valley Community College degree recipients, as reported by the Sauk Valley Community College Office of Admissions, was employed in this research. Each of the graduates was contacted by one of the following procedures:

- A. Mailed a letter requesting them to participate in the research and complete a questionnaire (see appendix A and B).
- B. If a response was not forthcoming in 30 days of the initial contact, a second questionnaire was mailed to the graduate.
- C. If the graduate had not responded to either mailing within an additional 30 days, the individual was contacted by phone.
- D. If the second mailings and the telephone attempts did not yield follow-up data, the graduate was listed as no response.

## SVCC PLACEMENT REPORT

Four hundred sixty-five students graduated in 1985-86. Follow-up research conducted six months after the spring commencement indicated that the majority of the students had found successful placement either through employment or a program of continued education.

Two hundred forty-six (52.9%) of the graduates were employed, while 106 graduates (22.8%) continued their education. Fifty-six students (12.1%) reported they were unemployed. Thirty-four students (7.3%) could not be contacted. Twenty-three students (4.9%) were categorized as "special circumstances".

### Graduates Continuing Their Education

One hundred six students continued their education after graduation from Sauk. Ninety-two of these students transferred to four year colleges and universities and are currently enrolled at 20 different institutions. Northern Illinois University was the most popular transfer school with 31 students. Illinois State University enrolled 15 students, followed by Western Illinois University and University of Illinois with seven students each. Southern Illinois University (Edwardsville) enrolled six students and Sangamon State University and Southern Illinois University (Carbondale) enrolled two students each.

Four graduates enrolled in private Illinois colleges. Seventeen students continued their education at out-of-state institutions.

Fourteen graduates continued their education at Sauk Valley Community College. This group was composed primarily of certificate graduates who revised their career plans and decided to pursue an advanced degree.

### Employed Graduates

One hundred seven students, or 79.2% of the 135 graduates who received the Associate in Applied Science Degree reported that they are currently employed. One hundred eight students, or 52.6% of the 205 graduates who received certificates reported they were currently employed. It is also significant to note that although the Associate in Science and Associate in Arts Degrees are transfer programs, 30 of these students, or 25.2% found full-time employment rather than transferring to a university.

### Relationship of Education and Training to Current Employment for Associate in Applied Science and Certificate Graduates

The 1986 follow-up student indicates that a significant number of the employed graduates in the Associate in Applied Science and Certificate programs found jobs which directly relate to their major field of study at Sauk Valley Community College. Eighty seven respondents, or 81.3% of the Associate in Applied Science graduates were employed in positions related to their major field of preparation. Eighty students, or 74.1% of the certificate respondents reported that they were employed in positions related to their major field of study.

### Location of Employment

In spite of local economic conditions, the research once again indicates that a majority of the students educated at Sauk Valley Community College found employment in the Sauk Valley district. One hundred eighty-one (73.5%) of the 246 employed graduates took jobs in the district. This is a significant statistic in terms of how well the college can respond to local manpower needs. Dixon and Sterling led the local area employers with 77 and 55 graduates respectively. Thirty-seven graduates are employed in communities outside the Sauk Valley Community College district, 26 left the state and two left the country for employment.

TABLE I  
COLLEGE TRANSFER AND EMPLOYMENT FOR ASSOCIATE DEGREE  
AND CERTIFICATE RECIPIENTS FOR 1985-86

DEGREE TRANSFERRED	CONTINUED EDUCATION AT SAUK	EMPLOYED	UNEMPLOYED	NO INFO	SPECIAL CIRCUM- STANCES	TOTAL	
A.A.	17	0	5	0	1	0	23
A.S.	54	1	25	7	5	4**	96
A.A.S.	13	1	107	8	4	2**	135
A.L.S.	2	1	1	1	0	1**	6
CERT.	6	11	108	40	24	15** 1***	205

TOTAL	92	14	246	56	34	23	465
PERCENT	19.7	3.1	52.9	12.1	7.3	4.9	100%

\* Housewife

\*\* Not Seeking Employment

\*\*\* Deceased

TABLE II

FREQUENCY OF MATRICULATION OF ASSOCIATE DEGREE AND  
CERTIFICATE RECIPIENTS BY UNIVERSITIES OR COLLEGE 1985-86

Institution	A.A.	A.S.	A.L.S.	A.A.S.	CERT.	TOTAL	PERCENT
Illinois State University	4	10		1		15	14.1
Northern Illinois University	6	15		6	4	31	29.2
Sangamon State University		1		1		2	1.8
Sauk Valley Community College		1	1	1	11	14	13.1
Southern Illinois University (Carbondale)		1		1		2	1.8
Southern Illinois University (Edwardsville)	2	3			1	6	5.6
University of Illinois	1	5	1			7	6.5
Western Illinois University	1	4	1	1		7	6.5
<u>Private Colleges</u>							
Aurora College		1				1	1.0
Bradley University		1				1	1.0
Illinois Benedictine College				1		1	1.0
Rockford College		1				1	1.0
<u>Out of State</u>							
American Institute of Commerce					1	1	1.0
Arizona State University		1		1		2	1.8
Art Institute of Atlanta	1	1				2	1.8
Boston University	1					1	1.0
Harding University		1				1	1.0
Iowa State University		1				1	1.0
Kennesaw College	1					1	1.0
Marycrest College		1				1	1.0
University of Iowa		1				1	1.0
University of Missouri		1				1	1.0
University of Wisconsin		2		3		5	4.6
William Penn College		1				1	1.0
Total	17	53	3	16	17	106	
Percent	16.0	50.0	3.0	15.0	16.0		100%

TABLE III  
EMPLOYED ASSOCIATE IN APPLIED SCIENCE DEGREE GRADUATES AND  
FREQUENCY WITH WHICH MAJOR FIELD OF STUDY IS RELATED OR  
UNRELATED TO THEIR CURRENT POSITIONS FOR 1985-86

MAJOR FIELD OF STUDY	STUDENTS ENTERING RELATED OCCUPATIONS	STUDENTS ENTERING UNRELATED OCCUPATIONS	TOTAL
Business	19	8	27
Health	48	4	52
Industrial- Technical	14	5	19
Public Service- Safety	6	3	9
TOTAL	87	20	107
PERCENT	81.3	18.7	100%

TABLE IV  
EMPLOYED CERTIFICATE GRADUATES AND FREQUENCY WITH WHICH MAJOR  
FIELD OF STUDY IS RELATED OR UNRELATED TO  
THEIR CURRENT POSITIONS FOR 1985-86

MAJOR FIELD OF STUDY	STUDENTS ENTERING RELATED OCCUPATIONS	STUDENTS ENTERING UNRELATED OCCUPATIONS	TOTAL
Business	10	9	19
Health	49	11	60
Industrial- Technical	6	5	11
Public Service- Safety	15	3	18
TOTAL	80	28	108
PERCENT	74.1	25.9	100%

TABLE V  
FREQUENCY AND LOCATION OF EMPLOYMENT FOR THE  
1985-86 SAUK VALLEY COMMUNITY COLLEGE GRADUATES

IN-DISTRICT

Amboy	14
Dixon	55
Harmon	1
Morrison	7
Nachusa	2
Polo	4
Prophetstown	4
Rock Falls	13
Sterling	77
Walnut	4
	<u>181</u>

OUT-OF-STATE

Bethlehem, FL	1
Boxnton Beach, FL	1
Clinton, IA	4
Colorado Springs, CO	2
Davenport, IA	1
Engelwood, CO	1
Fort Jackson, SC	2
Greeley, CO	1
Iowa City, IA	1
Jacksonville, FL	1
Kiowa, CO	1
Lexington, MA	1
Lodi, WI	1
Mesa, AZ	1
Orlando, FL	1
Port Charlotte, FL	1
San Antonio, TX	1
St. Louis, MO	2
St. Paul, MN	1
Urbana, OH	1
	<u>26</u>

OUT-OF-DISTRICT

Ashton	1
Belvidere	1
Byron	1
Chadwick	1
Chicago	1
Cordova	1
DeKalb	3
Flanagan	1
Freeport	3
Kewanee	1
Lanark	1
Mendota	5
Moline	1
Mt. Morris	2
Northbrook	1
Ottawa	4
Princeton	1
Rockford	2
Rock Island	1
Savanna	1
Shaumburg	2
Sublette	1
Streator	1
West Brooklyn	1
	<u>37</u>

OUT-OF-COUNTRY

South America	1
Korea	1
	<u>2</u>

GRAND TOTAL 246

TABLE VI

MAJOR AREA OF STUDY BY GRADUATESCONTINUING THEIR EDUCATION

<u>Business Related</u>	<u>Number of Students</u>
Agricultural Business	2
Accounting	3
Business	14
Business Information Systems	4
Business Finance	5
Business Management	4
Word Processing	1
 <u>Engineering/Industrial-Technical</u>	
Architecture	1
Electronics	2
Engineering	2
Mechanical Drafting	2
Mechanical Engineering	2
Heating, Refrigeration, Air Conditioning, Solar Energy	1
 <u>Health</u>	
Health Services	1
Medical Lab Technician	1
Mental Health Technician	1
Nursing	4
Nutrition, Dietetics and Food Service	2
Radiologic Technology	1
Speech Therapy	1
 <u>Home Economics</u>	
Interior Design	3
 <u>Liberal Arts/Social Sciences/Education</u>	
Art	1
Criminal Justice	2
Economics	2
Education	6
Elementary Education	7
History	1
Law	1
Liberal Arts	4
Music	1
Physical Education	7
Political Science	4
Public Relations	3

TABLE VI

Liberal Arts/Social Sciences/Education

Psychology	1
Secondary Education	1
Sociology	1
Journalism	1

Sciences

Chemistry	1
Biochemistry	3
Physics	2

TABLE VII

1985-86 YEAR COMPARISON OF PLACEMENT FIGURES

Year	Transferred		Continued Education at Sauk		Employed		Unemployed		No info		Special Circumstances		Total # Students
	#	%	#	%	#	%	#	%	#	%	#	%	#
1975	96	31.7	9	3.0	147	48.5	15	5.0	36	11.8			303
1976	102	28.1	8	2.2	202	55.5	18	4.9	34	9.3			364
1977	85	28.0	9	3.0	137	45.0	9	3.0	66	21.0			306
1978	73	20.2	5	1.4	219	60.5	17	4.6	48	13.3			362
1979	60	20.1	11	3.7	199	66.8	20	6.7	8	2.7			298
1980	86	24.5	4	1.2	204	58.1	31	8.8	26	7.4			351
1981	91	17.5	22	4.2	317	61.0	37	7.1	38	7.3	15	2.9	520
1982	68	15.8	33	7.7	278	64.5	38	8.8	6	1.4	8	1.8	431
1983	95	19.2	26	5.3	285	57.5	52	10.5	21	4.3	15	3.0	494
1984	74	15.2	21	4.3	308	63.1	46	9.4	23	4.7	16	3.3	488
1985	78	17.3	21	4.6	280	62.1	32	7.1	23	5.1	17	3.8	451
1986	92	19.7	14	3.1	246	52.9	56	12.1	34	7.3	23	4.9	465

TABLE VIII

CERTIFICATE RECIPIENTS FOR 1985-86

<u>PROGRAM</u>	<u>OF RECIPIENTS</u>
Accounting	5
Automotive Service	4
Basic Nurse Assistant	81
Building Construction	1
Business and Information System	5
Clerk Typist	4
Cosmetology	39
Data Processing	3
Diesel Technology	1
Food Preparation and Service	1
Heating, Refrigeration, Air Conditioning, Solar Energy	9
Industrial Maintenance Electrician	2
Machine Tool Operator	1
Management	10
Mechanical Drafting	3
Office Machines	3
Practical Nursing	21
Real Estate	1
Secretarial Science	7
Small Engine Service and Repair	3
Word Processing	1
Total	<u>205</u>

CERTIFICATE RECIPIENTS FOR 1985-86

<u>NAME</u>	<u>SVC MAJOR</u>	<u>POSITION</u>	<u>EMPLOYER OR COLLEGE</u>
<u>SUMMER 1985</u>			
Alex, Tammra L.	Practical Nursing	LPN	Mercy Health Care Sterling, IL
Barry, Laura L.	Cosmetology	No Response	
Behn, Jody R.	Cosmetology	No Response	
Bishop, Sally A.	BNA	No Response	
Donnell, Lorna	BNA	Unemployed	
Frankmeier, Virginia	Practical Nursing	LPN	Mercy Home Care Sterling, IL
Grody, Clare M.	BNA	Unemployed	
Hunk, Carol L.	Cosmetology	Student	Northern IL University DeKalb, IL
Hunk, Kathy	Practical Nursing	RN	Resurrection Hospital Chicago, IL
Rushaber, Pam S.	Cosmetology	Bookkeeper	Sterling Chrysler Sterling, IL
Markett, Gladys L.	Practical Nursing	Not Seeking Employment	
Castillo, Betty	BNA	Unemployed	
Castillo, Susan M.	BNA	Unemployed	
Christianson, Diane J.	BNA	Student	Sauk Valley Com. College Dixon, IL
Rotts, Dorothea M.	BNA	BNA	Polo Continental Manor Polo, IL
Reets, Drena K.	BNA	Secretary	Farmers Mutual Insurance Dixon, IL
Wicks, Christine M.	Cosmetology	Hair Stylist	Hair-Craft-Hers Sterling, IL

SUMMER 1985 (continued)

Egan, Cheryl L.	BNA	CNA	Prophets Riverview Center Prophetstown, IL
Frank, Nancy L.	Practical Nursing	Charge Nurse	Sterling Care Center Sterling, IL
Frankfother, Shirley R.	Office Machines	Student	Sauk Valley Com. College Dixon, IL
Fredericks, Kristeen	BNA	BNA	In-Home Care Dixon, IL
Fridley, Arlene Y.	BNA	CNA	Heritage Square Dixon, IL
Gerdes, Hannelore	Practical Nursing	Charge Nurse	Heritage Square Dixon, IL
Gerlach, Janice M.	Practical Nursing	LPN	Community General Hospital Sterling, IL
Gould, Timothy A.	Heating, Ref., A/C, Solar Energy	Maintenance	McDonald's Sterling, IL
Hames, Tammy K.	Practical Nursing	Not Seeking Employment	
Hansen, Linda M.	Cosmetology	Cosmetologist	A Head of Time Dixon, IL
Hanson, Ernest A.	Diesel Technology	No Response	
Helander, Marcie	Practical Nursing	Locker	Edelmann's Dixon, IL
Hubbard, Jodi L.	Data Processing	Student	American Inst. of Commerce Davenport, IA
Hurd, Audrey	BNA	CNA	Rock Falls Manor Rock Falls, IL
Jacobs, Dorothy	Practical Nursing	Unemployed	
Jensen, Donna L.	Cosmetology	Unemployed	
Johnson, Betty J.	Practical Nursing	Not Seeking Employment	
Jones, Susan M.	Practical Nursing	Charge Nurse	Sterling Care Center Sterling, IL

SUMMER 1985 (continued)

Kendrick, Craig E.	BNA	No Response	
King, Carrie L.	BNA	BNA	Self Employed
Lamb, Barbara	Practical Nursing	Bookkeeper	Self Employed
Leal, Vicki M.	BNA	Unemployed	
Levan, Lisa K.	Practical Nursing	LPN	KSB Hospital Dixon, IL
Mathesius, Tugtig	BNA	No Response	
Menzel, Sunee	BNA	Not Seeking Employment	
Meyer, Susan M.	Cosmetology	Unemployed	
Montanez, Dorothy S.	Practical Nursing	Charge LPN	Dixon Health Center Dixon, IL
Myers, Tanya L.	Cosmetology	Unemployed	
Nelson, Tammy	Cosmetology	No Response	
Parke, Shelly R.	Cosmetology	Cosmetologist	Hair-Craft-Hers Sterling, IL
Paterson, Julia A.	Practical Nursing	Dental Assistant	James O Hey Jr. Dixon, IL
Perkins, Janelle M.	Cosmetology	No Response	
Phippley, Donald E., II	Accounting	Deceased	
Rodriguez, Santos R.	Heating, Ref., A/C, Solar Energy	Unemployed	
Rowden, Ron	Automotive Service	Student	Northern IL University DeKalb, IL
Serrano, Grace R.	Practical Nursing	No Response	

SUMMER 1985 (continued)

Shuey, Kay F.	practical nursing	Charge Nurse	Dixon Health Center Dixon, IL
Strum, Teresa J.	Practical Nursing	LPN	Dixon Health Center Dixon, IL
Thompson, Kathryn E.	Cosmetology	No Response	
Todd, Valentina	BNA	CNA	Sterling Care Center Sterling, IL
Wilhelm, Michele	Practical Nursing	LPN	Private Duty Dixon, IL
Williams, Linda M.	BNA	Unemployed	
Williamson, Mary Colleen	Practical Nursing	Student	Sauk Valley Com. College Dixon, IL

FALL 1985

Anderson, Melody	BNA	No Response	
Bertolozzi, Susan M.	BNA	CNA	Rock Falls Manor Rock Falls, IL
Brockman, Cyndi	Data Processing	Asst. Librarian	Rock Falls High School Rock Falls, IL
Burkholder, Renate M.	BNA	Factory Employee	Edelmann's Dixon, IL
Campbell, Ella K.	BNA	CNA	Dixon Health Center Dixon, IL
Carrington, Iilla L.	BNA	Unemployed	
Charter, Carol R.	Management	CNA	Mercy Health Center Sterling, IL
Cleary, Douglas P.	Management	No Response	
Cleary, John P.	Management	Restaurant	Shamrock Inn Dixon, IL
Cleary, Shawn T.	Management	Production Supervisor	Zedco Inc. Freeport, IL

## ALL 1985 (continued)

oleman, Russell D.	BNA	Unemployed	
ramer, Teresa	BNA	Student	Sauk Valley Com. College Dixon, IL
ewald, Barbara A.	BNA	Assembly Line	G.E. Manufacturing Company Morrison, IL
az, Debra E.	BNA	CNA	Maple Side Manor Amboy, IL
ersole, Linda K.	BNA	CNA	Sterling Care Center Sterling, IL
schbach, Jeffrey L.	Mechanical Drafting	Student	Sauk Valley Com. College Dixon, IL
edericks, Donna K.	BNA	Unemployed	
umer, Kathy W.	BNA	CNA	Mercy Health Care Sterling, IL
adhill, Wendy S.	BNA	CNA	Rock Falls Manor Rock Falls, IL
ndel, Lester E., Jr.	Heating, Ref., A/C Solar Energy	Student	Sauk Valley Com. College Dixon, IL
cks, Constance M.	BNA	Student	Southern IL University Carbondale, IL
uck, Katherine L.	Accounting	No Response	
cobs, Laurie L.	BNA	CNA	Walnut Manor Walnut, IL
nkins, Jessica	BNA	Beautician	Hair-Craft-Hers Sterling, IL
nes, Marguerite	BNA	CNA	Mapleside Manor Amboy, IL
os, Amee A.	BNA	CNA	Lee County Nursing Home Dixon, IL
slin, Pamela	BNA	Sanitation	Fantasy Flavors Amboy, IL
rn, Joseph W.	Food Preparation and Service Management	Army	Fort Jackson South Carolina
ng, Carol	Secretarial Non-Shorthand Office Machines	Unemployed	

ALL 1985 (continued)

Keel, Lori L.	NA	Unemployed	
ilby, Lynette A.	NA	BNA	Colonial Acres Rock Falls, IL
'Brien, Dan	Mechanical Drafting	Tool Designer	Borg Warner Corporation Dixon, IL
hda, Kristy A.	BNA	BNA	Rock Falls Manor Rock Falls, IL
atliff, Terry	Ind. Maintenance Electrician	Maintenance	Micro Industry Rock Falls, IL
eynolds, Cindy	BNA	BNA	Edgewild Health Center Sterling, IL
anders, Wayne A.	Heating, Ref., A/C, Solar Energy	Multi-Slide Set-Up Man	G. E. Manufacturing Morrison, IL
antos, Marty J.	Mechanical Drafting	Supervisor	Mesa Cosmetic Supplies Mesa, AZ
chonfelder, Dave	Heating, Ref., A/C, Solar Energy	Supervisor	U. S. Government Colorado Springs, CO
chroeder, Dwaine L.	Machine Tool Operator	Student	Sauk Valley Com. College Dixon, IL
hannon, Diane L.	Clerk Typist	Case Manager	Kreider Services Dixon, IL
mith, Judy	BNA	BNA	Rehabilitation Center Rock Falls, IL
mith, Marleene	BNA	BNA	Heritage Square Dixon, IL
ompson, Dianne M.	BNA	Not Seeking Employment	
erronez, Gerald A.	-Data Processing -Management	Traffic Manager	Dumarco Corporation Sterling, IL
iesman, Julie	Secretarial	Unemployed	
akeley, Lynne A.	BNA	No Response	
elch, Terry	BNA	BNA	Edgewild Health Center Sterling, IL

FALL 1985 (continued)

Willstead, Esther	BNA	No Response	
Wood, Betty J.	BNA	CNA	Pine Crest Nursing Home Mt. Morris, IL
Wypasek, Robert L.	Heating, Ref., A/C Solar Energy	Electrical Technician	Dixon Publishing Company Dixon, IL
Yang, Chue	Office Machines	Unemployed	
Ziegler, Colin	Heating, Ref., A/C Solar Energy	Student	Sauk Valley Com. College Dixon, IL

PRING 1986

Walters, Sheila	Secretarial Non-Shorthand	CNA	Exceptional Care Sterling, IL
Walgieri, Ralph K.	BNA	CNA	Amboy Nursing Home Amboy, IL
Wagon, Howard	Business and Information Systems	Not Seeking Employment	
Warr, Barbara L.	BNA	No Response	
Warton, Joyce R.	BNA	CNA	Maple Side Manor Amboy, IL
Wehnke, Darlene M.	Secretarial Non-Shorthand	BNA	Big Meadows Nursing Home Savanna, IL
Wheles, Ina M.	BNA	Homemaker for The Elderly	Tri-County Opportunities Rock Falls, IL
Wiggins, Dorothy E.	BNA	No Response	
Wiccola, Stacy L.	BNA	CNA	Maple Side Manor Amboy, IL
Wionauro, Sam	Business and Information Systems	Student	Northern IL University Dekalb, IL
Wurton, Carlos L.	Management	Student	Sauk Valley Com- College Dixon, IL
Warr, Sandra J.	Clerk Typist	Unemployed	
Wamp, Charles M.	Heating, Ref.,	No Response	

SPRING 1986 (continued)

Audillo, Annette C.	BNA	Not Seeking Employment	
Brawford, Lori J.	Cosmetology	Sales Clerk	Payless Shoes Dixon, IL
Crossman, Renee L.	BNA	BNA	Midway Manor St. Paul, MN
Davis, Lana R.	BNA	CNA	Village Inn Dixon, IL
Dean, Martha D.	Management	Not Seeking Employment	
Debrock, Deanne M.	BNA	CNA	Walnut Manor Walnut, IL
deJesus, John R., Jr.	Business and Information Systems	Not Seeking Employment	
Dunn, Patricia M.	Cosmetology	Unemployed	
Eads, Kathleen L.	Cosmetology	Cosmetologist	Adrian Lind Walnut, IL
Eckhardt, Barbara J.	BNA	Unemployed	
Elder, Jeri	Cosmetology	Unemployed	
Escamilla, Sandra J.	BNA	CNA	Sterling Care Center Sterling, IL
Ferrer, Debra S.	BNA	Unemployed	
Ferrier, Joseph	Small Engine Service and Repair	Not Seeking Employment	
Fox, Carol L.	Cosmetology	Cosmetologist	Image Makers Salon Sterling, IL
Francis, Lisa R.	Secretarial	Secretary	Raymond W. Dosso MD Rock Island, IL
Frank, Diana K.	Real Estate	Receptionist	Datachecker Systems, Inc. Schaumburg, IL
Gould, Timothy A.	Building Construction	Maintenance	McDonalds Sterling, IL

SPRING 1986 (continued)

au, Aimee	Cosmetology	Assistant Manager	Chicago Hair Cutting Co. Sterling, IL
abben, Sara L.	Accounting	Data Entry Operator	Nielsens Clinton, IA
anchett, James A	Heating, Ref., A/C Solar Energy	Heating and A/C Repairman	H.D. Oliver Company Kewanee, IL
artman, Susan K.	BNA	Student	Sauk Valley Com. College Dixon, IL
eald, Mark W.	Automotive Service	Unemployed	
elms, Julie A.	BNA	CNA	Rock Falls Manor Rock Falls, IL
ernandez, Shirley	Cosmetology	Unemployed	
ince, Karl	Small Engine Service and Repair	Not Seeking Employment	
oward, Deborah J.	Cosmetology	Unemployed	
ubbard, Maurice	Business and Information Systems	Not Seeking Employment	
ensen, Amy L.	Cosmetology	Unemployed	
ohnson, Susan E.	Word Processing	Sales Clerk	K-Mart Sterling, IL
arr, John W.	BNA	No Response	
arr, Ruth A.	BNA	No Response	
ennedy, Thomas I.	Automotive Service	Laborer	P&P Tool Morrison, IL
lavenga, Rhonda S.	BNA	Advertising Clerk	Dixon Telegraph Dixon, IL
arson, Christine A.	BNA	CNA	Sterling Care Center Sterling, IL
arson, Pamela L.	BNA	Unemployed	

PRING 1986 (continued)

ong, Carol A.	Secretarial	Unemployed	
andrell, Theresa F.	Clerk Typist	Not Seeking Employment	
artinez, Maria D.	Cosmetology	Unemployed	
cdaniel, Jon M.	Automotive Service	Set-Up Man	Central Quality Industries Polo, IL
ellott, Gary J.	BNA	CNA	Maple Side Manor Amboy, IL
ontague, Pamela A.	Cosmetology	Cashier	Hardees Sterling, IL
ontee, Linda J.	Accounting	Machinist	La Monte Gear Prophetstown, IL
orris, Shirley L.	BNA	Cook	Rax Restaurant Sterling, IL
ichols, Tawny L.	BNA	Unemployed	
ull, Helen M.	Management	Set-Up Operator	G.E. Manufacturing Morrison, IL
yen, Laura A.	Cosmetology	Cosmetologist	Fashionable Salon Rock Falls, IL
arker, Edith L.	BNA	CNA	Mercy Health Care Sterling, IL
arker, Jane L.	Management	Student	Sauk Valley Com. College Dixon, IL
eterson, Gina L.	Cosmetology	Unemployed	
iecha, Chris M.	Cosmetology	No Response	
ond, Phyllis A.	Cosmetology	Unemployed	
app Emily J.	Cosmetology	Cosmetologist	Lake Wood Hair Etc. Mendota, IL
iffe, David M.	Business and Information Systems	Student	Northern IL University DeKalb, IL

PRING 1986 (continued)

oduiguez, Santos R.	Industrial Maintenance Elec.	Unemployed	
osas, Rosalba	Cosmetology	Unemployed	
andoval, Arthur B.	Accounting	Sales Correspondent	Northwestern Steel & Wire Sterling, IL
chriber, Vicki A.	Cosmetology	Unemployed	
chultheis, Melinda	Secretarial Non-Shorthand	Packing	Beier and Company Dixon, IL
errano, MadeJesus	BNA	Unemployed	
homaker, Sandra J.	BNA	Assembly Line	Kreider-Grand Detour Dixon, IL
ommers, Kathleen A.	Cosmetology	Beautician	Smart Set Beauty Salon Dixon, IL
ondgeroth, Lisa J.	Cosmetology	Cosmetologist	Merle Norman Studio Dixon, IL
tanley, Lisa L.	Cosmetology	Stylist	JC Penney Sterling, IL
arbill, Rose M.	BNA	Unemployed	
hompson, Dianne M.	Cosmetology	Not Seeking Employment	
hompson, Kathryn E.	BNA	No Response	
hompson, Phyllis J.	BNA	CNA	Walnut Manor Walnut, IL
ornow, Sheila A.	Cosmetology	Beautician	High Rise Apts. Rock Falls, IL
urner, Lana L.	Clerk Typist	Secretary	Sauk Valley Com. College Dixon, IL
asquez, Lorenzo	Cosmetology	Cosmetologist	Marta's Beauty Shop Rock Falls, IL
ughn, Michelle D.	BNA	Unemployed	

PRING 1986 (continued)

agenknecht, Debra L.	BNA	No Response	
hitmore, Juanita	Cosmetology	No Response	
illiams, Cindy L.	BNA	CNA	Exceptional Care Center Sterling, IL
illiams, Michael G.	Small Engine Service and Repair	Not Seeking Employment	
inanni, Sharon L.	Cosmetology	Hair Stylist	Marta's Beauty Shop Rock Falls, IL

TABLE IX

ASSOCIATE IN ARTS GRADUATES FOR 1985-86

<u>PROGRAM</u>	<u>NUMBER OF RECIPIENTS</u>
Art	3
Communication Arts	4
English	1
Foreign Languages	1
Liberal Arts	12
Music	<u>2</u>
Total	23

ASSOCIATE IN ARTS GRADUATES FOR 1985-86

<u>NAME</u>	<u>SVCC MAJOR</u>	<u>POSITION</u>	<u>EMPLOYER OR COLLEGE</u>
<u>SUMMER 1985</u>			
Mannon, Paula S.	Communication Arts	Student	Southern IL University Carbondale, IL
Murphy, Angela E.	Music	Sales Clerk	Hart's Jewelers Sterling, IL
Weidman, Brian J.	Liberal Arts	Student	Western IL University Macomb, IL
<u>FALL 1985</u>			
Berard, Michelle A.	Art	Student	Northern IL University DeKalb, IL
Carmona, Roberto G.	Liberal Arts	Student	Northern IL University DeKalb, IL
Eisentraut, Margaret	Communication Arts	Student	Illinois State University Normal, IL
King, Peggy A.	Liberal Arts	Student	Kennesaw College Marietta, GA
Munford, Ellen K.	Liberal Arts	Student	Northern IL University DeKalb, IL
Stevens, Mary E.	Liberal Arts	Student	Illinois State University Normal, IL
Thompson, John R.	Liberal Arts	Student	Northern IL University DeKalb, IL
Von Holten, Linda K.	Music	Student	Illinois State University Normal, IL
Wilkin, David J.	Communication Arts	Student	Northern IL University DeKalb, IL
<u>SPRING 1986</u>			
Anderson, Brenda L.	Liberal Arts	No Response	
Bales, Joanne R.	Communication Arts	Sales Clerk	Chamber of Commerce Dixon, IL
Bensinger, Karleen	Liberal Arts	Self Employed	Sterling, IL

SPRING 1986 (continued)

Bilbrey, Susan B.	Art	Student	Art Institute of Atlanta Atlanta, GA
Borell, Connie S.	Liberal Arts	Student	Boston University Boston, MA
Cox, Edson C.	Liberal Arts	Student	Northern IL University DeKalb, IL
Donaldson, Barry A.	Art	Student	Northern IL University DeKalb, IL
Kostecki, Roger	Foreign Languages	Student	Northern IL University DeKalb, IL
Thede, Jon	Liberal Arts	Student	Southern IL University Carbondale, IL
Weber, Gaye	English	Student	Illinois State University Normal, IL
Wohlstadter, Daniel W.	Liberal Arts	Student	University of Illinois Urbana-Champaign, IL

TABLE X

ASSOCIATE IN SCIENCE GRADUATES FOR 1985-86

<u>PROGRAM</u>	<u>NUMBER OF RECIPIENTS</u>
Anthropology	1
Biology	2
Business	22
Chemistry	3
Criminal Justice, Corrections	3
Criminal Justice, Law Enforcement	2
Education	32
Elementary Education	5
Pre-Engineering	7
History	2
Nursing	3
Physics	2
Physical Education	3
Pre-Medical	2
Psychology	2
Secondary Education	3
Sociology	1
Special Education	1
Total	<u>96</u>

ASSOCIATE IN SCIENCE GRADUATES FOR 1985-86

<u>NAME</u>	<u>SVCC MAJOR</u>	<u>POSITION</u>	<u>EMPLOYER OR COLLEGE</u>
<u>SUMMER 1985</u>			
Adamson, Wendy D.	Nursing	LPN	Rochelle Manor Rochelle, IL
Boze, Robert W.	Business	Student	Eastern IL University Charleston, IL
Dewey, Roger E.	Business	Student	Western IL University Macomb, IL
Dillon, Michael R.	Education	Student	Southern IL University Edwardsville, IL
Eades, Jack D.	Engineering	Tool and Die Operator	Frizzelle and Parson's Moline, IL
Francque, Michelle M.	Education	Student	Northern IL University DeKalb, IL
Fulfs, Faye L.	Education	No Response	
Greenwalt, David	Criminal Justice	Patrolman	Dixon Police Department Dixon, IL
Groleau, Edward G.	Chemistry	Student	Illinois State University Normal, IL
Higgs, Kathleen A.	Business	Student	Northern IL University DeKalb, IL
Leininger, Kent D.	Education	Student	Northern IL University DeKalb, IL
Mendoza, Kevin P.	History	Army	U.S. Army Korea
O'Brien, Elizabeth	Business	Student	Southern IL University Carbondale, IL
Saunders, Elaine D.	Nursing	No Response	
Steward, Bronwyn	Physics Chemistry	Unemployed	
Stralow, Cynthia R.	Physical Education	Student	Northern IL University DeKalb, IL

SUMMER 1985 (continued)

Strum, Michael	Education	Student	Northern IL University DeKalb, IL
Vagenknecht, Tamra D.	Education	Student	Sangamon State University Springfield, IL
Viersema, Kristen L.	Secondary Education	Student	University of Iowa Iowa City, IA
Yorkman, Lori A.	Education	Student	Arizona State University Tempe, Arizona
Zimmerman, Teri J.	Elementary Education	Student	Northern IL University DeKalb, IL

FALL 1985

Barsema, Judith A.	Elementary Education	Student	Northern IL University DeKalb, IL
Bittorf, Sara A.	Elementary Education	Unemployed	
Burke, Edward J.	Business	Student	Illinois State University Normal, IL
Burke, Sandra L.	Business	Student	Northern IL University DeKalb, IL
DeJarnette, Andrea D.	Business	Student	Harding University Searcy, AR
Diveley, Barbara J.	Education	Lab Technician	Freeport Memorial Hospital Freeport, IL
Duncan, Brian	Education	Farmer	Self Employed Polo, IL
Durham, Raymond P.	Education	Programmer	Lift Incorporation Northbrook, IL
Feldman, Kenneth S.	Physics	Student	University of Wisconsin Platteville, WI
Grady, James E.	Education	Sales	Napa Auto Parts Amboy, IL
Hannan, Janet M.	Business	Pharmacy Technician	Sterling-Rock Falls Clinic Sterling, IL
Hayes, Theophilus	Education	Not Seeking Employment	

FALL 1985 (continued)

Kinn, Gary L.	Education	Unemployed	
Linden, Terry K.	Education	Nurse	Sterling-Rock Falls Clinic Sterling, IL
Lippens, Dale R.	Education	Labor	Self-Employed Harmon, IL
Macko, Michael D.	Education	Student	Illinois State University Normal, IL
Mannix, Susan J.	Education	Unemployed	
Marshall, James E.	Psychology	Student	University of Missouri Columbia, MO
Rowden, Ron	Education	Student	Northern IL University DeKalb, IL
Rudolphi, Paul B.	Business	Student	Illinois State University Normal, IL
Slaney, Jennifer A.	Business	Student	Bradley University Peoria, IL
Stoudt, Dennis A.	Business	24 Inch Mill Hand	Northwestern Steel & Wire Sterling, IL
Stoudt, William F.	Education	Labor	Ideal Industries DeKalb, IL
Woodworth, Terese A.	Education	No Response	

SPRING 1986

Anderson, Steven W.	Education	Auto Technician	Jerry Warren Pontiac Sterling, IL
Atherton, Robert E.	Criminal Justice	Student	Western IL University Macomb, IL
Bailey, Koby A.	Business	Student	Illinois State University Normal, IL
Barnett, Kathleen M.	Criminal Justice	Child Care Worker	Nachusa Lutheran Home Dixon, IL
Beien, Thomas	Business	Student	Northern IL University DeKalb, IL
Bilbrey, Susan B.	Anthropology	Student	Art Institute of Atlanta Atlanta, GA

SPRING 1986 (continued)

Bogue, Nancy L.	Special Education	Foster Parent	Salem Children's Home Flanagan, IL
Carl, Douglas W.	Business	Student	Sauk Valley Com. College Dixon, IL
Celletti, Jean L.	Physical Education	Student	University of Iowa Iowa City, IA
Currens, Daniel J.	Engineering	TV/Radio Repairman	Self-Employed Ashton, IL
Dean, Martha	Education	Not Seeking Employment	
Dir, Karen M.	Pre-Medical	Student	Eastern IL University Charleston, IL
DuBois, Joseph G.	Education	Student	Iowa State University Ames, IA
Eads, Lisa M.	Biology	MLT	Highland Hospital Belvedere, IL
Edeus, James A. II	Engineering	Student	Southern IL University Edwardsville, IL
Farley, Julie A.	Pre-Medical	Physical Therapy Aid	Community General Hospital Sterling, IL
Foster, Tony B.	Education	Student	Northern IL University DeKalb, IL
Francque, Bernadette M.	Elementary Education	Student	Aurora College Aurora, IL
Gavlick, Lee A.	Secondary Education	Student	Marycrest College Davenport, IA
Gebhardt, Lawrence S.	Engineering	Student	University of Wisconsin Platteville, WI
Gawk, Sandi	Education	Secretary	Sterling High School Sterling, IL
Gewitt, Rodney G.	Business	Student	Western IL University Macomb, IL
Gonoskey, James W.	Business	Student	University of Illinois Urbana-Champaign, IL
Light, Robert D.	Engineering	No Response	

SPRING 1986 (continued)

Kraber, James W., II	Engineering	Equipment Attendant	Commonwealth Edison Byron, IL
Lanham, Mary P.	Psychology	Student	Illinois State University Normal, IL
Lee, Lorrie J.	Nursing	Sales Clerk	Don Lee Music Store Sterling, IL
Lees, Susan K.	Sociology	Student	Rockford College Rockford, IL
Lombardi, John E.	Education	Student	Northern Illinois University DeKalb, IL
Mason, Richard B.	Education	Laborer	Turner Construction Chicago, IL
Miller, Dianna D.	Elementary Education	Student	Northern Illinois University DeKalb, IL
Moore, Thomas P., Jr.	Education	Not Seeking Employment	
Nelson, Kathleen C.	Education	Registered Nurse	Community General Hospital Sterling, IL
Nern, Lori D.	Business	Not Seeking Employment	
Olson, Christopher	Secondary Education	Student	Illinois State University Normal, IL
Ost, DeAnna L.	Business	Accounts Receivable	Dixon Lumber Dixon, IL
Padilla, Michael C.	Education	Student	University of Illinois Urbana-Champaign, IL
Patten, Karin E.	Education	Unemployed	
Rae, Michael A.	Physical Education	Student	Southern Illinois University Carbondale, IL
Robbins, Allan D.	Business	No Response	
Schrader, Martin G.	Engineering	Student	University of Illinois Urbana-Champaign, IL
Slain, Patricia L.	Business	Student	Illinois State University Normal, IL

SPRING 1986 (continued)

Stephenson, Robert H.	Pre-Law	Student	Western IL University Macomb, IL
Tenboer, Alan D.	Business	Student	William Penn College Oskaloosa, IA
Terveer, Bruce E.	Criminal Justice	Labor	Northwestern Steel & Wire Sterling, IL
Traum, Mark A.	History	Student	Illinois State University Normal, IL
Vaessen, Julie R.	Business	Student	Illinois State University Normal, IL
Wescott, Gay L.	Education	General Clerk Transportation	Unocal Chemicals Schaumburg, IL
Wohlstadter, Daniel W.	Chemistry Biology	Student	University of Illinois Urbana-Champaign, IL

TABLE XI

ASSOCIATE IN APPLIED SCIENCE GRADUATES FOR 1985-86

<u>PROGRAMS</u>	<u>NUMBER OF RECIPIENTS</u>
Accounting	10
Automotive Technology	3
Business and Information Systems	3
Criminal Justice, Law Enforcement	5
Community Service Aide	1
Data Processing	7
Early Childhood Education	4
Electronic Technology	11
Heating, Refrigeration, Air Conditioning, Solar Energy	6
Management	7
Marketing	4
Mechanical Design	1
Medical Lab Technician	15
Mental Health Technician	3
Nursing-Associate Degree	26
Office and Administrative Services	12
Radiologic Technology	17
TOTAL	<u>135</u>

ASSOCIATE IN APPLIED SCIENCE GRADUATES FOR 1985-86

<u>NAME</u>	<u>SVCC MAJOR</u>	<u>POSITION</u>	<u>EMPLOYER OR COLLEGE</u>
<u>SUMMER 1985</u>			
Anderson, Vickie L.	Radiologic Technology	Radiographer	Perry Memorial Hospital Princeton, IL
Burgess, Joanie D.	Radiologic Technology	Staff Technologist	Community General Hospital Sterling, IL
Burkett, Kendra D.	Radiologic Technology	X-Ray Technician	Freeport Memorial Hospital Freeport, IL
Conklen, Brenda J.	Radiologic Technology	Radiographer	Williams Chiropractic Clinic Rock Falls, IL
Coy, Robert C., Jr.	Radiologic Technology	Child Care Supervisor	Nachusa Lutheran Home Dixon, IL
Cuffe, Alice M.	Radiologic Technology	Simulation Technician	Charlotte Therapy Center Pt. Charlotte, FL
Dombroski, Mary K.	Radiologic Technology	Checker	Eagle Foods Sterling, IL
Fischbach, Christine K.	Radiologic Technology	Radiographer	Prompt Care Clinic Rock Falls, IL
Frangenberg, Pamela A.	Radiologic Technology	Student	University of Wisconsin Platteville, WI
Greer, Robert J.	Heating, Ref., A/C Solar Energy	Custodian	Sauk Valley Com. College Dixon, IL
Hoffman, Anne M.	Radiologic Technology	Radiographer	St. Mary's Hospital Streator, IL
Hoover, Janet D.	Office and Administrative Services	Secretary	Amboy Specialty Foods Dixon, IL
Landherr, Pamela A.	Radiologic Technology	X-Ray Technician	Tharek Medical Center Chicago, IL
Leffelman, Brenda B.	Mental Health Technician	LPN	Mendota Lutheran Home Mendota, IL
McFadden, Dianne M.	Mental Health Technician	Unemployed	
Reed, Nancy L.	Radiologic Technology	Staff Radiation Therapy Tech.	Iowa City Cancer Center Iowa City, IA

SUMMER 1985 (continued)

Rodriguez, Santos R.	Heating, Ref., A/C Solar Energy	Unemployed	
Sampson, Deborah K.	Radiologic Technology	Radiographer	KSB Hospital Dixon, IL
Schuler, Janet I.	Management	No Response	
Stapleton, Terry L.	Radiologic Technology	X-Ray Technician	Community Hospital Ottawa, IL
Stoudt, Dennis A.	Accounting	24 Inch Mill Hand	Northwestern Steel & Wire Sterling, IL
Townsend, Beth A.	Radiologic Technology	Staff Rad Technologist	Community Hospital Ottawa, IL

FALL 1985

Baar, Shelley G.	Office and Administrative Services	Associate Assistant	Mid American Marketing Davenport, IA
Brady, Beth A.	Office and Administrative Services	Student	Northern Illinois University DeKalb, IL
Brumbly, Timothy S.	Medical Laboratory Technician	Quality Control Manager	Chi-Vit Corp. Urbana, OH
Cordell, Ann M.	Early Childhood Education	Nanny	Gary & Julie White Lexington, MA
Crawford, Susan J.	Medical Laboratory Technician	MLT	Community Hospital Ottawa, IL
Dyer, Michael G.	Law Enforcement	Student	Southern Illinois University Carbondale, IL
Guthrie, Kimberly	Medical Laboratory Technician	Student	Illinois State University Normal, IL
Houck, Katherine L.	Accounting	No Response	
Hubbell, Janet E.	Medical Laboratory Technician	MLT	Sterling-Rock Falls Clinic Sterling, IL
King, Billie J.	Associate Degree Nursing	RN	Maple Side Manor Amboy, IL
Kuehl, Shari L.	Data Processing	Unemployed	

FALL 1985 (continued)

Linboom, Sue	Early Childhood Education	Lead Teacher	Rockin'Tots Day Care Sterling, IL
McGarvey, Lon M.	Criminal Justice	Deputy Sheriff	Whiteside Sheriff's Dept. Morrison, IL
Mills, Rusty K.	Electronic Technology	Equipment Operator	Commonwealth Edison Cordova, IL
Milne, William J.	Electronic Technology	Production Worker	Northwestern Steel & Wire Sterling, IL
Neal, Verna V.	Medical Laboratory Technician	Teller	First National Bank Rockford, IL
Payne, Pamela A.	Medical Laboratory Technician	MLT	Mendota Hospital Mendota, IL
Rodriguez, Carlo D.	Associate Degree Nursing	RN	Community General Hospital Sterling, IL
Rowden, Ron	Automotive Technology	Student	Northern Illinois University DeKalb, IL
Salas, Orlando	Electronic Technology	Electronic Technician	Salas Engineering South America
Schluns, Julie C.	Medical Laboratory Technician	MLT	Drs. Clinic Greeley, CO
Seaman, Garry R.	Electronic Technology	Electrician	Waldorf Corporation Clinton, IA
Smith, Brenda	Medical Laboratory Technician	MLT	Mendota Community Hospital Mendota, IL
Stremlau, Susanna T.	Medical Laboratory Technician	Student	Sangamon State University Springfield, IL
Weerts, Wayne W.	Automotive Technology	Distribution Clerk	U.S. Postal Service Chadwick, IL
Wells, Jerome A.	Electronic Technology	Electronic Technician	Borg-Warner Corporation Dixon, IL
Widolff, Lois J.	Accounting	Student	Illinois Benedictine Lisle, IL
Williams, Sandra D.	Medical Laboratory Technician	MLT	Ottawa Community Hospital Ottawa, IL

SPRING 1986

Anderson, Steven W.	Automotive Technology	Auto Technician	Jerry Warren Pontiac Sterling, IL
Boelkins, Susan K.	Radiologic Technology	Chief Technologist	Morrison Com. Hospital Morrison, IL
Brainerd, Elizabeth A.	Associate Degree Nursing	Nursing Services Coordinator	First Health Care Ltd. Dixon, IL
Brainerd, Julia A.	Associate Degree Nursing	Student	Northern Illinois University DeKalb, IL
Brill, Edward D.	Mechanical Design	Tool Designer	Wahl Clipper Corporation Sterling, IL
Brown, Gary F.	Marketing	Roller Foreman	Northwestern Steel & Wire Sterling, IL
Brown, Linda H.	Radiologic Technology	No Response	
Brown, Thersea A.	Early Childhood Education	Unemployed	
Brunk, Kathrine J.	Associate Degree Nursing	Nurse	Chicago Resurrection Hospita Chicago, IL
Buonauro, Sam	Business and Information Systems	Student	Northern Illinois University DeKalb, IL
Bush, Donna M.	Office and Administrative Services	Unemployed	
Butterbaugh, Janis L.	Community Service Aide	Teacher Aide	Dixon Public Schools Dixon, IL
Cheshier, Jeannette A.	Associate Degree Nursing	Health Nurse	Home Health Care Orlando, FL
Colberg, Jon A.	Electronic Technology	Manager Trainee	Radio Shack Sterling, IL
Dancey, Donald F.	Electronic Technology	No Response	
Daniels, Deborah A.	Associate Degree Nursing	RN	Maple Side Manor Amboy, IL
DeJesus, John	Business and Information Systems	Not Seeking Employment	
DeViney, Vicky R.	Medical Laboratory Technician	MLT	Mercy Hospital Clinton, IA

SPRING 1986 (continued)

Dinges, Donna L.	Office and Administrative Services	Receptionist	Mendota Com. Hospital Sublette, IL
Ditzler, Sharon	Associate Degree Nursing	Pediatric Staff Nurse	KSB Hospital Dixon, IL
Frankfother, Shirley	Office and Administrative Services	Student	Sauk Valley Com. College Dixon, IL
Fritz, Jill A.	Associate Degree Nursing	Staff Nurse VIP Unit	St. Vincents Med. Center Jacksonville, FL
Gaul, Edward	Associate Degree Nursing	Nurse	KSB Hospital Dixon, IL
Gebhardt, Marilyn M.	Data Processing	Program Analyst	National Manufacturing Sterling, IL
Geerts, Leanne J.	Office and Adminstrative Services	Backline Cook	Hardees Morrison, IL
Gholson, Deanna K.	Associate Degree Nursing	RN	Community General Hospital Sterling, IL
Gould, Timothy A.	Heating, Ref., A/C Solar Energy	Maintenance	McDonalds Sterling, IL
Groshans, Gerald J.	Data Processing	Manager	Sauk Valley Cleaners Dixon, IL
Habben, Catherine J.	Accounting	Accounting Clerk	EPN Distribution Dixon, IL
Habben Rick L.	Electronic Technology	Engineer	Wahl Clipper Corporation Sterling, IL
Hahn, Martin F.	Accounting	Bookkeeper	West Brooklyn Inn West Brooklyn, IL
Harrison, Jacqueline M.	Early Childhood Education Management	Teaching Assistant	Tri-County Head Start Dixon, IL
Henkel, Paula J.		Assistant Bar Manager	Coachman Inn Sublette, IL
Hubbard, Maurice	Business and Information Systems	Not Seeking Employment	
Johnson, Rebecca J.	Medical Laboratory Technician	MLT	Mendota Com. Hospital Mendota, IL

SPRING 1986 (continued)

Kierczynski, William M.	Law Enforcement	Sales Clerk	K-Mart Sterling, IL
Kime, John H.	Management	Plumber	Self Employed Dixon, IL
Koziol, Andrea D.	Accounting	Bookkeeper	Exceptional Care Sterling, IL
Lahey, Lois L.	Associate Degree Nursing	RN	KSB Hospital Dixon, IL
Lee, Lorrie J.	Associate Degree Nursing	Sales Clerk	Don Lee Music Store Sterling, IL
Long, Carol A.	Office and Administrative Services	Unemployed	
Longtin, Michael E.	Heating, Ref., A/C Solar Energy	Engineer	National Manufacturing Sterling, IL
Martinez, Martin J.	Law Enforcement	Customer Service Rep.	Knights LTD. St. Louis, MO
Maxwell, Thomas O.	Heating, Ref., A/C Solar Energy	Shipping	Northwestern Steel & Wire Sterling, IL
Maycher, Gary	Management	Salesman	Northwestern Steel & Wire Sterling, IL
McCarty, Sheila A.	Associate Degree Nursing	RN	Comm. General Hospital Sterling, IL
McCleary, Warren E.	Management Marketing	Student	University of Wisconsin Platteville, WI
McCormick, Maureen	Associate Degree Nursing	Charge Nurse	Sterling Care Center Sterling, IL
McCune, Laura L.	Office and Administrative Services	Office Assistant	Sauk Valley Com. College Dixon, IL
McGowan, Daniel F.	Mental Health Technician	Student	Western Illinois University Macomb, IL
Menchaca, Kathleen S.	Associate Degree Nursing	Unemployed	
Miller, Julie K.	Associate Degree Nursing	RN	Community Gen. Hospital Sterling, IL
Miller, Michael L.	Associate Degree Nursing	ADN	KSB Hospital Dixon, IL

SPRING 1986 (continued)

Morath, Michelle L.	Associate Degree Nursing	RN	Sterling-Rock Falls Clinic Sterling, IL
Morhardt, Gregory S.	Marketing	Production Assistant	Kable Printing Co. Mt Morris, IL
Munson, Jeffrey T.	Data Processing	Unemployed	
Newton, Patricia A.	Office and Administrative Services	Office Administrator, Bookkeeper	American Surveying Co. Dixon, IL
Osborn, Terry A.	Accounting	Bookkeeper Data	Prescott Appliance Sterling, IL
Ost, DeAnna L.	Management	Accounts Receivable	Dixon Lumber Co. Dixon, IL
Patten Karen E.	Medical Laboratory Technician	MLT	VA Hospital Iowa City, IA
Payne, Julie L.	Office and Administrative Services	Bookkeeper	Farm Service Dixon, IL
Pearl, Linda S	Marketing	Secretary, Bookkeeper	Rock River Lumber and Grain Prophetstown, IL
Pierson, Sandra K.	Data Processing	Bookkeeper	Self Employed Prophetstown, IL
Ports, Alice	Accounting	Word Processing	Central National Bank Sterling, IL
Quigg, Jennifer L.	Associate Degree Nursing	RN	Community General Hospital Sterling, IL
Roberts, Connie L.	Associate Degree Nursing	ADN	KSB Hospital Dixon, IL
Ryan, Keith R.	Data Processing	Student	Northern Illinois University DeKalb, IL
Schonfelder, David J.	Heating, Ref., A/C Solar Energy	Supervisor	U.S. Government Colorado Springs, CO
Schwab, Lisa M.	Office and Administrative Services	Clerk	K-Mart Sterling, IL
Scribner, Timothy R.	Management	Assistant Manager	Color Tyme Sterling, IL
Seidel Gary L.	Electronic Technology	Pulpit Operator	Northwestern Steel & Wire Sterling, IL

SPRING 1986 (continued)

Severns, Richelle L.	Associate Degree Nursing	RN Private	Wayside Press Corp. Kiowa, CO
Simon, Marta, M.	Associate Degree Nursing	RN Team Leader	Craig Hospital Engelwood, CA
Sleightholm, N. Patricia	Medical Laboratory Technician	MLT	St. Luke's Hospital Bethlehem, PA
Stoudt, Rick L.	Electronic Technology	Service Technician	Haskell's Office Supplies Sterling, IL
Swan-Martin, Lisa L.	Accounting	Checker	Wallace Supermarket Walnut, IL
Terronez, Gerald A.	Data Processing	Traffic Manager	Dumarco Corp. Sterling, IL
Thompson, Jacqueline G.	Medical Laboratory Technician	MLT	Jane Lamb Health Center Clinton, IA
Tiemann, Nancy B.	Associate Degree Nursing	Staff Nurse	University Health Services DeKalb, IL
Van De Wostine, Karen L.	Accounting	Accountant	Dennis Jokerst CPA Rock Falls, IL
Vasquez, Jesus A.	Electronic Technology	Roadman Survey Crew	Austin Bridge San Antonio, TX
Voeltzke, Karen A.	Criminal Justice	Reporter Photographer	The Lodi Enterprise Lodi, WI
Von Holten, Aldine R.	Associate Degree Nursing	RN	Sterling Rock Falls Clinic Sterling, IL
Webb, Teresa K.	Associate Degree Nursing	ADN	Community General Hospital Sterling, IL

TABLE XII

ASSOCIATE IN LIBERAL STUDIES GRADUATES FOR 1985-86

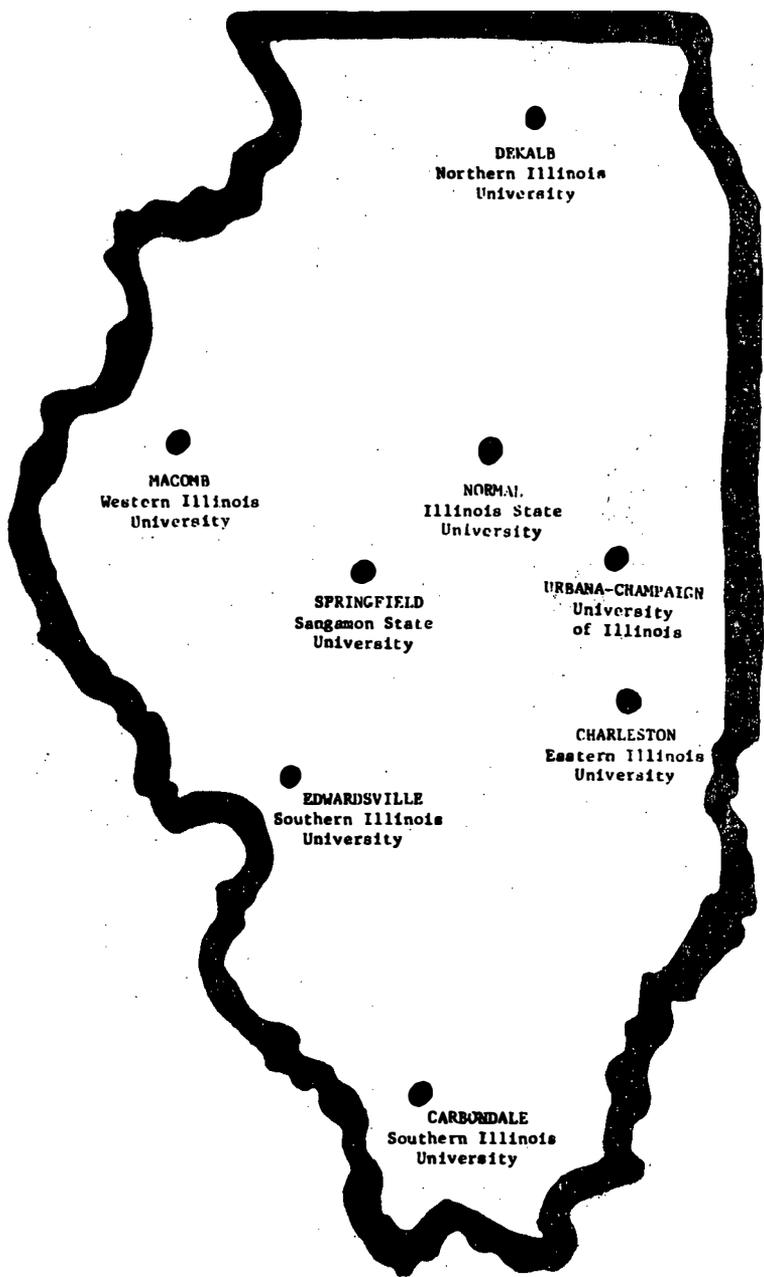
<u>PROGRAM</u>		<u>NUMBER OF RECIPIENTS</u>
Associate In Liberal Studies	Total	$\frac{6}{6}$

ASSOCIATE IN LIBERAL SCIENCE GRADUATES FOR 1985-86

<u>NAME</u>	<u>SCV MAJOR</u>	<u>POSITION</u>	<u>EMPLOYER OR COLLEGE</u>
<u>SUMMER 1985</u>			
Walker, Donald R.	Liberal Studies	Student	Western Illinois University Macomb, IL
<u>FALL 1985</u>			
Foster, Connie J.	Liberal Studies	Clerk-Typist Purchasing Dept.	Elkay Manufacturing Lanark, IL
Thurman, Glen	Liberal Studies	Student	University of Illionis Urbana-Champaign, IL
<u>SPRING 1986</u>			
Burton, Carlos L.	Liberal Studies	Student	Sauk Valley Com. College Dixon, IL
Cisneros, Gene	Liberal Studies	Unemployed	
Hamilton, Michael	Liberal Studies	Not Seeking Employment	

FIGURE I  
FREQUENCY OF MATRICULATION  
OF ASSOCIATED DEGREE AND CERTIFICATE RECIPIENTS AT STATE UNIVERSITIES  
BY SAUK VALLEY COMMUNITY COLLEGE GRADUATES FOR 1985-86

EASTERN ILLINOIS UNIVERSITY	0
ILLINOIS STATE UNIVERSITY	15
NORTHERN ILLINOIS UNIVERSITY	31
SANGAMON STATE UNIVERSITY	2
SOUTHERN ILLINOIS UNIVERSITY (Carbondale)	2
SOUTHERN ILLINOIS UNIVERSITY (Edwardsville)	6
UNIVERSITY OF ILLINOIS	7
WESTERN ILLINOIS UNIVERSITY	7



## APPENDIX A



# Sauk Valley College

815 / 288-5511

R.R.5 DIXON, ILLINOIS 61021

October 14, 1985

Dear Former Student:

In order to provide effective career and educational placement services for students and graduates of Sauk College, it is helpful to conduct a yearly follow-up study to find out where our graduates are going or what kind of jobs they are getting.

We are requesting that each of our 1984-85 graduates take a few minutes of their time to provide us with this valuable information that cannot be obtained anywhere else. You may be assured that your responses will be held confidential.

Thank you for your cooperation in participating in this follow-up study. As a result of your cooperation, we will be able to provide effective service to you and all the future graduates of Sauk Valley College.

If you would like to receive a summary of the results of the 1984-85 graduate follow-up survey, please indicate it on the questionnaire.

Sincerely,

A handwritten signature in black ink that reads "John E. Sagmoe". The signature is written in a cursive style with a large, sweeping "J" and "S".

John E. Sagmoe  
Dean of Student Services

jmb

enclosure

## APPENDIX B



**Sauk  
Valley  
College**

815 / 288-5511

R.R.5 DIXON, ILLINOIS 61021

November 18, 1985

Dear Former Student:

Recently, Sauk Valley College contacted you regarding your cooperation in a follow-up study of former graduates.

The purpose of this study is to help us provide effective career and educational placement services for students and graduates of Sauk Valley College. We would be most appreciative if you would take a few minutes of time to provide us with this valuable information that cannot be obtained anywhere else. You may be assured that your responses will be held confidential.

Thank you for your cooperation in participating in this follow-up study. As a result of your cooperation, we will be able to provide better service to you and all the future graduates of Sauk Valley College.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Sagmoe".

John E. Sagmoe  
Dean of Student Services

jmb

attachment

## APPENDIX C





**Sauk Valley  
Community  
College**

173 IL ROUTE 2  
DIXON, IL 61021-9110

815 / 288-5511

**MEMORANDUM**

TO: Dr. Behrendt  
DATE: May 19, 1987  
FROM: Robert Edison *Bob*  
SUBJECT: Construction Projects

The various projects which are in process are scheduled and in some cases, priced as follows:

1. The installation of the new telephone system has begun, with the anticipated testing date to be approximately the middle of July.
2. The contract for the flashing work at the College has been given to the Quality Roofing Company of DeWitt, Iowa with completion scheduled to be approximately June 27, 1987. The bid for this project was awarded to Quality Roofing Company in the amount of \$35,870. In addition to this bid, the Carlson Roofing Company of Rockford, Illinois submitted a bid of \$48,500.
3. The only bid received for the automatic door opener was received and contracted for John D. Martin, Electrical Contractor in the amount of \$9,038 with completion scheduled for approximately June 28, 1987.
4. Bids for the basic parking and roadway repair work were received as follows: (a) Propheter Construction, \$88,560; (b) Prescott Construction, approximately \$100,000; (c) Ladd Construction, approximately \$111,000. Contracts of \$88,560 were awarded to Propheter Construction Company, plus an amount of \$23,190 for the two alternates which were submitted subject to payment by the College. Completion scheduled for approximately June 28, 1987.

In summary, out of \$41,000 approved by the Board of Trustees, we will have committed only an actual expenditure of \$182.00, but will also need to finance and underwrite a contingency reserve which could run in the vicinity of 10% over the construction costs, but could conceivably cost nothing if there are no contingency circumstances.

n

TREASURER'S REPORT

April 30, 1987

EDUCATION FUND

Balance on hand March 31, 1987		\$ 181,917.18
<u>Receipts:</u>		
Deferred Personal Property Tax Repl.	48,993.75	
Taxes	11,877.95	
Voc. Ed. Equipment Reimb.	24,734.00	
Federal Work Study	16,909.78	
Spring Tuition	275,000.00	
Graduation Fees	542.50	
Transcript Fees	116.00	
Interest on Investments	2,789.72	
Other Revenue	3,843.64	
Expenditure Credit	<u>5,082.12</u>	<u>389,889.46</u>
Total Available		\$ 571,806.64
<u>Disbursements:</u>		
Expenses for March	392,245.31	
Investments	<u>2,789.72</u>	<u>395,035.03</u>
Balance on Hand April 30, 1987		<u>\$ 176,771.61</u>

BUILDING FUND

Balance on Hand March 31, 1987		\$ 20,527.33
<u>Receipts:</u>		
Deferred Personal Property Tax Repl.	5,999.80	
Taxes	1,454.55	
Other Revenue	227.00	
Expenditure Credits	<u>26.61</u>	<u>7,707.96</u>
Total Available		\$ 28,235.29
<u>Disbursements:</u>		
Expenses for March		<u>18,823.11</u>
Balance on Hand April 30, 1987		<u>\$ 9,412.18</u>

BOND & INTEREST #1

Balance on Hand March 31, 1987		\$ 6,703.14
<u>Receipts:</u>		
Interest on Investments		<u>29.88</u>
Total Available		\$ 6,733.02
<u>Disbursements:</u>		<u>-0-</u>
Balance on Hand April 30, 1987		\$ <u>6,733.02</u>

WORKING CASH FUND

Balance on Hand March 31, 1987		\$ 60,491.18
<u>Receipts:</u>		
Interest on Investments		<u>6,235.09</u>
Total Available		\$ 66,726.27
<u>Disbursements:</u>		<u>-0-</u>
Balance on Hand April 30, 1987		\$ <u>66,726.27</u>

AUDIT FUND

Balance on Hand March 31, 1987		\$ 12,369.12
<u>Receipts:</u>		
Taxes	172.61	
Interest on Investments	<u>49.38</u>	<u>221.99</u>
Total Available		\$ 12,591.11
<u>Disbursements:</u>		<u>-0-</u>
Balance on Hand April 30, 1987		\$ <u>12,591.11</u>

INSURANCE FUND

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

Receipts:

Taxes	484.26	
Interest on Investments	125.35	
Expenditure Credits	<u>31.25</u>	640.86

Total Available \$ 33,134.52

Disbursements:

Expenses for March		<u>708.06</u>
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Balance on Hand April 30, 1987 \$ 32,426.46

SITE AND CONSTRUCTION FUND

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

Receipts:

Interest on Investments		<u>4,037.16</u>
-------------------------	--	-----------------

Total Available \$ 9,738.70

Disbursements:

-0-

Balance on Hand April 30, 1987 \$ 9,738.70

\*\*\*\*\*

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	5.65	9-29-87	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>565,861.58</u>

TOTAL INVESTED

\$4,075,483.21

SAUK VALLEY COMMUNITY COLLEGE

E.O.G. WORKSTUDY FUND

Period Ending April 30, 1987

B A L A N C E   S H E E T

Cash on Hand . . . . .	\$ 29,428.46	
Interfund Loans. . . . .		\$ 7,500.00
Workstudy Awards Receivable from Fed. Gov. 1986-87 . . . . .	8,690.25	
Workstudy Awards Capital 1986-87 . . . . .		170,658.00
Workstudy Awards Paid 1986-87. . . . .	137,648.50	
E.O.G. Awards Receivable from Fed. Gov. 1986-87. . . . .	9,951.00	
Initial E.O.G. Awards Capital 1986-87. . . . .		33,292.00
Initial E.O.G. Awards Paid 1986-87 . . . . .	27,225.00	
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. (29,346.00)		
PELL Grant Awards Capital 1986-87. . . . .		565,232.00
PELL Grant Awards Paid 1986-87 . . . . .	579,306.30	
Inactive Federal Grants. . . . .	17,633.50	
	<u>\$803,731.00</u>	<u>\$803,731.00</u>

SAUK VALLEY COMMUNITY COLLEGE

STUDENT LOAN FUND

Period Ending 4/30/87

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$ 9,545.04
Notes Receivable .....	2,497.00
	<u>\$12,042.04</u>

LIABILITIES & NET WORTH:

Fund Equity .....	\$7,253.25	
Net Profit .....	<u>4,788.79</u>	<u>\$12,042.04</u>

P R O F I T   A N D   L O S S

INCOME:

Interest Income .....	\$ 281.99	
Bad Debts Repaid .....	259.80	
Contribution Income .....	<u>5,000.00</u>	\$ 5,541.79

EXPENSES:

Bad Debts .....	753.00
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<u>NET PROFIT</u> .....	<u>\$ 4,788.79</u>
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SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 4-30-87

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$114,843.29
Petty Cash .....	500.00
Investments .....	74,305.61
Accounts Receivable - Educational Fund .....	413.13
Inventory 6-30-86 .....	112,944.03
	<u>\$303,006.06</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund .....	\$ 565.00
Fund Equity .....	\$342,131.20
Fund Transfer .....	(75,000.00)
Net Gain .....	35,309.86
	<u>302,441.06</u>
	<u>\$303,006.06</u>

P R O F I T   A N D   L O S S

INCOME:

Textbook Sales .....	\$246,566.40	
Supply Sales .....	33,018.82	
Miscellaneous Sales .....	25,123.66	
Paperback Sales .....	6,936.50	
Used Book Sales .....	22,990.71	
Sales Tax Collected .....	18,314.77	
Other Income .....	191.48	
Investment Income .....	3,527.08	\$356,669.42

EXPENSES:

Textbooks Purchased .....	\$201,314.49	
Supplies Purchased .....	23,255.37	
Miscellaneous Purchased ....	15,091.87	
Paperbacks Purchased .....	4,279.73	
Used Books Purchased .....	17,847.77	
Sales Tax Paid .....	17,519.19	
Salaries & Wages .....	30,993.63	
Transportation Charges .....	6,168.16	
Supply Expenses .....	2,093.24	
Equipment .....	339.00	
Travel .....	1,018.07	
Telephone .....	466.40	
Dues & Subscriptions .....	75.00	
Other Expense .....	737.89	
Over & Under .....	15.94	
Bad Debts .....	143.81	<u>321,359.56</u>

NET GAIN on a cash basis without regard to inventory or accounts payable ..... \$ 35,309.86

SAUK VALLEY COMMUNITY COLLEGE

RESTRICTED PURPOSES FUND

April 30, 1987

Balance on Hand - April 1, 1987	\$252,666.19
Void Check #10337 - Issued 1/22/87	5.00
Void Check #8637 - Issued 8/7/86	5.00
Stop Payment - Check #11006 - Issued 3/16/87	225.00
Cash Under - April 10, 1987 Deposit	(.02)
April Receipts	<u>197,925.03</u>
TOTAL FUNDS AVAILABLE DURING APRIL	\$ 450,826.20
Cash Disbursement - April, 1987	<u>384,214.00</u>
Balance on Hand - April 30, 1987	<u>\$ 66,612.20</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	\$ 23,266.21
Athletic Income	813.00
Drama Income	315.00
Student Activity Income	1,266.50
Student Newspaper Income	
Film Income	
Cash Over & Under	15.05
Other Income - Student Activity Only	<u>4.00</u>
TOTAL INCOME	<u>\$ 25,679.81</u>

	<u>BUDGET</u>	<u>INCOME</u>	
Athletic Expense	\$18,200.	\$15,806.13	
Cheerleader & Pom Pon Squad	850.	688.02	
Speech Act. & Reader's Theatre	3,000.	6,041.20	
Drama Expense	700.	719.65	
Music Expense	3,500.	2,506.83	
Student Act. Exp/Cultural-Social	10,250.	8,537.20	
Student Senate Expense	2,500.	2,359.98	
Womens Intercoll. Expense	14,000.	12,648.36	
SVC Clubs	200.	200.00	
Contingencies/Non-Budgeted	<u>-0-</u>	<u>-0-</u>	
	<u>\$53,200.</u>	TOTAL EXPENSE	<u>\$49,507.37</u>

Excess of Expenditures Over Revenue, as of  
April 30, 1987

\$(23,827.56)

STATEMENT OF ASSETS AND LIABILITIES

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank \$ 66,612.20	Due Educational Fund \$ 4,147.14	
Petty Cash 1,025.00	Due Building Fund 618.10	
Accts. Rec. 210,518.96	Due Student Loan Fund 1,084.31	
Investments 100,000.00	Due Bookstore -0-	
	Out of District Fees 6,351.13	
	Student Tuition 236,871.00	
	Lab Fees 14,667.50	
	Tuition Refunds (20,976.70)	
	Lab Fees Refunds (752.70)	
		<u>\$242,009.79</u>

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations \$ (6,933.10)
Parking 4,630.99
Recreation Room Fund 8,359.49
Student Locker Fund 640.33
Community Services 7,005.13
Dislocated Steelworkers 1,403.35
Photography Supplies 24.86
Procurement Assistance Gt. (1,261.01)
Collegiate Choir 337.20
Illinois Arts Council Gt. (783.14)
JTPA/CAED Gt. FY 87 (1,247.82)
Indochinese Gt. FY 87 (83.55)
HITS Gt. -0-
HITS Gt. - Dumarco (8,115.00)
HITS Gt. - Conny's Kitchen -0-
HITS Gt. - Midas Muffler -0-
HITS Gt. - NW Steel (2,412.00)
HITS Gt. - Buffalo Agcy -0-
HITS Gt. - Rax Restaurant (2,702.00)
HITS Gt. - Eyelet Products -0-
HITS Gt. - Puppy's Dog House 795.00
HITS Gt. - Picture This -0-
HITS Gt. - Swartleys -0-
Disadvantaged Gt. FY 87 (5,141.38)
Disadv.-Handicap. Gt. FY87(14,079.43)
Quality Assistance Gt. (1,875.29)
Humanities Gt. 90.85
Econ. Dev. Gt. II FY 87 14,330.32
Econ. Dev. Gt. Inc. FY 87 44,026.50
Econ. Dev. Gt. Exp. FY 87 (49,210.69)
Student Clubs 3,855.39
Adult Learning Book Chges. 2,956.34
College Van 1,414.75
Community Theatre 48.40
VIP/CPP 869.59
Student Serv/Spec. Proj. 118,395.68
DCC/Income FY 87 297,820.82
DCC/Expenses FY 87 (280,405.21)

Pre-Employment Skills FY87	(2,845.42)	
PELL Grants	38.15	
Ill. Interp. Workshop	248.25	
SVCC Foundation	(25.80)	
Sauk Area Arts Council	-0-	
Sm Bus Dev Gt. Inc./FY 87	11,081.20	
Sm Bus Dev Gt. Exp/FY 87	(10,660.95)	
VITAL - FY 87	11,119.86	
Prairie State 2000 Gt.	(1,030.83)	
Articulation Gt.	1,571.45	
LPN Supplies	570.11	
Northern Ill University	804.28	
Miscellaneous Account	114.00	<u>\$143,739.67</u>

FUND EQUITY

July 1, 1986	\$ 16,234.26	
Excess of Expenditures Over Revenue, as of April 30, 1987	(23,827.56)	<u>\$ (7,593.30)</u>

TOTAL ASSETS \$378,156.16

TOTAL LIABILITIES & NET WORTH

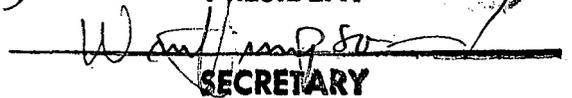
\$378,156.16

**SAUK VALLEY COLLEGE**

**APPROVED BY**



**PRESIDENT**



**SECRETARY**

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

BILLS PAYABLE

May 26, 1987

EDUCATION FUND

-000-554	Bruce Andree	Interview Expense	9065	\$ 116.82
-000-499.02	SVC Restricted Purposes Fund	Grant adjustments	9066	81.00
-000-550	Richard Groharing	Travel	9067	166.34
-000-573	Commonwealth Edison	Service	9068	41.25
-000-539	National Great Teachers Seminar	Applications	9069	750.00
-000-575	Central Telephone Co.	Service	9070	3,095.21
-100-541.02	Moneysworth	Supplies	9071	338.87
-100-541.02	Telemart	Supplies	9072	121.00
-000-544.02	Postmaster	Bulk mailing account	9073	300.00
	SVC Payroll Fund	4-30-87 Payroll	9074	142,533.35
-316-541.02	University of Illinois	Supplies - 35.00		
-400-541.02	x x x	166.75		
-500-541.02	x x x	34.25		
-600-541.02	x x x	15.50		
-813-541.02	x x x	18.50	9075	270.00
-000-550	Barry Bielema	Travel	9076	114.40
-000-550	Richard L. Behrendt	Travel	9077	68.51
-000-550	Amoco Oil Co.	Pres. travel	9078	17.89
-000-550	Shell Oil Co.	Pres. travel	9079	70.70
	SVC Payroll Fund	5-15-87 Payroll	9080	136,302.98
-300-541.02	Harbor Freight and Salvage	Supplies	9081	193.03
-000-554	Thomas Hudson	Interview expense	9082	301.92
-000-550	AACJC	Workshop	9083	325.00
				<u>\$285,208.27</u>
000,541.01	A C T INC	S U P P L I E S	9,084	30.00
000,550.00	AMERICAN EXPRESS	TRAVEL-PRES	9,085	507.02
300,541.02	ARATEX SERVICES	SUPPLIES	9,086	14.97
000,541.01	ARROW BUSINESS SYSTEMS	SUPPLIES	9,087	1,445.20
000,554.00	THE ATLANTA JOURNAL	RECRUITMENT	9,088	407.44
813,541.02	AUSTADS	SUPPLIES	9,089	33.45
000,545.00	BAKER & TAYLOR	BOOKS	9,090	32.76
000,545.00	BAKER & TAYLOR	BOOKS	9,091	385.38
500,550.00	EDWARD BEATTY	TRAVEL	9,092	171.40
310,538.00	THE BEAUTY ACADEMY	COSMETOLOGY	9,093	2,664.00
000,550.00	RICHARD L BEHRENDT	TRAVEL 25.00		
000,559.00	x x	OTHER EXP 300.00	9,094	325.00
000,556.00	BEHRENS FLOWER SHED	FLOWERS	9,095	25.00
300,541.02	BENNETT WELDING SUPPLY	SUPPLIES 32.00		
711,541.02	x x	8.00	9,096	40.00
000,554.00	BESTWESTERN BRANDYWINE	RECRUITMENT	9,097	77.52
000,545.00	R R BOWKER	BOOKS	9,098	129.62
000,550.00	CHRISTINE BYAR	TRAVEL	9,099	24.00
800,541.02	CAROLINA BIOL SUPPLY CO	SUPPLIES	9,100	53.32

511,541.01	CASE PUBLICATIONS	SUPPLIES	9,101	20.50
000,554.00	CHRONICLE OF HIGHER EDUC	RECRUITMENT	9,102	258.50
711,534.00	CINARCO ELLIOTT	REPAIRS 7.50		
712,534.00	X X	7.50		
713,534.00	X X	7.50		
714,534.00	X X	7.50	9,103	30.90
300,550.00	JEAN L COGDALL	TRAVEL	9,104	81.98
000,573.00	COMMONWEALTH EDISON	SERVICE 2 MOS	9,105	34.5 27.15
513,550.00	COMMUNITY GENERAL HOSPITAL	DINNERS	9,106	45.00
711,541.02	COPPINS LETTER SHOP	SUPPLIES 14.50		
712,541.02	X X	14.50		
713,541.02	X X	14.50		
714,541.02	X X	14.50		
000,541.01	X X	224.00		
000,554.00	X X	28.00	9,107	310.00
000,541.03	DEPARTMENT OF CONSERVATION	SUPPLIES	9,108	22.00
810,547.00	THE DES MOINES REGISTER	PUB INFO	9,109	210.00
300,541.02	DIESEL INJECTION SERVICE	SUPPLIES	9,110	54.56
500,550.00	ROSS A DILL	TRAVEL	9,111	68.80
810,547.00	DIXON CAMERA CENTER	PUB INFO	9,112	27.90
000,556.00	DIXON FLORAL CO	FLOWERS	9,113	26.50
000,534.00	DIXON PUBLIC LIBRARY	TELECOMM	9,114	208.99
810,547.00	THE DIXON TELEGRAPH	PUB INFO	9,115	5 15.30
300,541.02	DO ALL ROCKFORD CO	SUPPLIES	9,116	44.81
810,547.00	DOTY STUDIO	PUB INFO	9,117	42.00
000,585.00	DU QUAINÉ LECTERN MFG CO	LECTERN	9,118	1,117.24
810,547.00	DYNAMIC GRAPHICS INC	PUB INFO	9,119	121.50
000,550.00	ROBERT EDISON	TRAVEL	9,120	410.24
600,541.02	FISHER SCIENTIFIC	SUPPLIES 101.02		
000,585.00	X X	EQUIP 600.15	9,121	701.17
818,550.00	DONALD FOSTER	TRAVEL 63.84		
000,532.00	X X	85.98	9,122	149.82
300,550.00	JERRY L FRANA	TRAVEL	9,123	14.00
600,541.02	FREY SCIENTIFIC CO	SUPPLIES	9,124	26.30
000,541.03	GAYLORD BROS INC	SUPPLIES	9,125	164.78
810,550.00	RALPH GELANDER	TRAVEL	9,126	60.00
000,585.00	GERAGHTY INDUSTRIAL EQUIP	EQUIPMENT	9,127	440.42
418,550.00	LINDA A GIESEN	TRAVEL	9,128	14.80
713,550.00	LEONA GROSSMAN	TRAVEL	9,129	18.00
712,550.00	CAROL HAIN	TRAVEL	9,130	23.00
000,529.00	RONALD HAPPACH	REIMB.6 HOURS	9,131	60.00
810,547.00	HASKELLS	SUPPLIES 31.87		
812,541.01	X X	37.55		
818,541.01	X X	139.00		
000,541.01	X X	42.46		
000,541.01	X X	164.45		
000,541.01	X X	101.93		
000,585.00	X X	293.61	9,132	810.87
512,550.00	RUTH HEDSTROM	TRAVEL 25.00		
000,529.00	X X	REIMB 4 HRS 211.96	9,133	236.96

00,544.01	THE HIGHSMITH CO INC	SUPPLIES	9,134	76.66
13,550.00	DEBI HILL	TRAVEL	9,135	96.00
13,550.00	RICHARD HOLTAM	TRAVEL	9,136	24.50
00,541.02	HUMAN EDGE SOFTWARE CORP	SUPPLIES	9,137	20.00
00,550.00	MICHAEL HUSTAD	TRAVEL	9,138	9.55
00,534.01	I B M CORP	SERVICE 4884.01		
00,541.01	X X	SUPPLIES 728.00	9,139	5,612.01
00,575.00	ILLINOIS BELL TELEPHONE	SERVICE	9,140	246.95
00,541.03	ILLINOIS HISTORIC PRESERVATION AGENCY	SUBSCR	9,141	26.00
00,541.02	INTEGRATED COMPUTER SYSTEMS	SUPPLIES	9,142	275.00
00,545.00	JJC LEGACY	BOOKS	9,143	11.00
18,541.02	JOHN JAY COLLEGE OF CRIMINAL JUSTICE	SUPPLIES	9,144	15.00
00,541.01	JOHNSON & STALEY INC	SUPPLIES	9,145	497.40
00,541.02	JOHNSTONE SUPPLY	SUPPLIES	9,146	53.01
00,549.00	JOSTENS	DIPLOMAS	9,147	839.26
11,550.00	CATHLEEN JOYNT	TRAVEL	9,148	188.80
00,534.00	KAYMAN ENTERPRISE INC	SERVICES	9,149	345.76
00,541.02	KENT STATE UNIV	SUPPLIES	9,150	11.13
00,550.00	JOAN KERBER	TRAVEL	9,151	94.35
00,534.00	KNIE APPLIANCE	SERVICE	9,152	50.58
00,541.02	LAFAYETTE INSTRUMENT CO	SUPPLIES	9,153	43.00
712,541.02	LEE WAYNE CO INC	SUPPLIES	9,154	171.00
00,585.00	LUCENTA TIRE	EQUIPMENT	9,155	2,195.00
00,556.00	LUNDSTROM FLORIST	FLOWERS	9,156	28.00
00,545.00	MCGRAW HILL BOOK CO	BOOKS	9,157	1,268.03
00,541.03	MCGREGOR SUBSCR SERVICE	SUPPLIES	9,158	211.15
00,544.01	3M COMPANY	SUPPLIES	9,159	34.16
00,550.00	RONALD MARLIER	TRAVEL	9,160	157.00
00,550.00	JERRY MATHIS	TRAVEL	9,161	200.00
00,541.02	MIDWEST VISUAL EQUIP CO	SUPPLIES	9,162	896.78
00,554.00	MINNEAPOLIS STAR & TRIBUNE.	RECRUITMENT	9,163	427.50
00,541.02	MODERN ELECTRONICS	SUPPLIES	9,164	17.97
00,541.02	MONROE	SUPPLIES	9,165	54.18
00,549.00	E R MOORE CO	COMMENCEMENT	9,166	55.25
00,534.00	MUELLER A V	SERVICE 70.53		
00,544.01	X X	SUPPLIES 481.38	9,167	551.91
00,534.01	NCR CORPORATION	SERVICE	9,168	587.00
00,534.01	NATIONAL COMPUTER SYSTEMS	SERVICE 456.00		
00,541.01	X X	SUPPLIES 493.28	9,169	949.28
00,541.02	NASCO	SUPPLIES	9,170	24.24
00,541.01	NATIONAL COMPUTER PRODUCTS	SUPPLIES	9,171	224.81
711,550.00	HAROLD NELSON	TRAVEL	9,172	192.09
00,554.00	PHILIP J NICOLUSI	RECRUITMENT EXP	9,173	24.00
-000-534	NORTHERN ILL LIBRARY SYSTEM	SERVICE	9,174	126.63
16,541.02	NORTHERN ILL UNIVERSITY	SUPPLIES 59.50		
00,541.02	X X	15.85	9,175	75.35
00,542.00	NORTHLAND PAPER CO	SUPPLIES 38.22		
00,541.01	X X	1620.43	9,176	1,658.65

0,000,550.00	BETTY ORLOWSKI	TRAVEL	9,177	14.00
0,300,550.00	CHARLES OSTER	TRAVEL	9,178	61.70
0,100,541.02	PC BRAND	SUPPLIES	9,179	114.00
0,418,541.02	PACE PUBLICATIONS	SUPPLIES	9,180	179.00
0,000,541.01	PACIFIC COMPUTER PRODUCTS	SUPPLIES	9,181	168.18
2,000,537.00	PETERSON OFFICE SERVICE	SERVICE	9,182	509.00
0,810,547.00	R L POLK & CO	PUB INFO	9,183	78.00
0,810,547.00	PORTERS CAMERA STORE	PUB INFO	9,184	92.46
0,100,541.02	PROGRAMMERS CONNECTION	SUPPLIES	9,185	724.00
0,400,541.02	PROJECTED LEARNING PROGRAMS	SUPPLIES 212.00		
0,815,541.02	X X	1201.00	9,186	1,413.00
0,400,541.02	PSYCHOLOGICAL ASSESSMENT RESOURCES	SUPPLIES	9,187	38.50
0,300,541.02	QUALITY EVALUATION DEVICES CORP	SUPPLIES	9,188	90.50
0,512,534.00	QUICK VAN LINES	MOVING PIANO	9,189	96.00
0,000,544.01	RADIO SHACK	SUPPLIES	9,190	54.39
0,714,541.02	RITTENHOUSE BOOK DISTRIB	SUPPLIES	9,191	960.00
0,810,547.00	ROCKFORD NEWSPAPERS	PUB INFO	9,192	92.50
0,810,547.00	ROCK RIVER PRINTERS INC	PUB INFO	9,193	35.50
0,810,547.00	THE ROCK VALLEY REVIEW	PUB INFO	9,194	92.50
0,100,541.02	SVC BOOKSTORE	SUPPLIES 3.63		
0,300,541.02	X X	1.81		
0,310,541.02	X X	45.29		
0,400,541.02	X X	4.11		
0,500,541.02	X X	.83		
0,511,541.02	X X	8.86		
0,800,541.02	X X	1.81		
0,811,541.01	X X	4.27		
0,812,541.01	X X	2.95		
0,813,541.02	X X	5.70		
0,818,541.01	X X	20.63		
0,000,544.01	X X	2.57		
0,000,541.01	X X	23.71		
0,000,541.01	X X	43.04		
0,000,554.00	X X 110-600-541.02 - 20.98	19.46	9,195	209.65
0,300,541.02	SVC BUILDING FUND	GAS	9,196	10.30
0,000,539.00	SVC RESTRICTED PURP FUND	USE OF VAN 95.20		
0,000,550.00	X X	38.20	9,197	133.40
0,000,534.00	SBM EQUIPMENT CENTER	SERVICE 380.00		
0,000,541.01	X X	SUPPLIES 71.00		
0,000,585.00	X X	EQUIP 1856.00	9,198	2,307.00
0,000,554.00	ST LOUIS POST DISPATCH	RECRUITMENT	9,199	440.16
0,811,550.00	SERVICE AMERICA CORP	MEETINGS 31.60		
0,812,550.00	X X	11.35		
0,813,550.00	X X	29.50		
0,000,550.00	X X	52.70		
0,000,554.00	X X	170.00		
0,000,550.00	X X	6.90		
0,000,550.00	X X	30.00	9,200	332.05
0,000,550.00	KAREN SHAPTON	TRAVEL	9,201	74.98
0,714,550.00	STANLEY SHIPPERT	TRAVEL	9,202	380.60
0,000,593.00	SOUTHEASTERN ILL COLLEGE	CHARGEBACK	9,203	729.64
0,000,544.01	STERLING CAMERA CENTER	SUPPLIES	9,204	42.11

0,310,538.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	9,205	20,276.00
0,000,545.00	SUPT OF DOCUMENTS	BOOKS	9,206	29.00
0,512,541.02	TEMPORAL ACUITY PRODUCTS	SUPPLIES	9,207	337.00
0,000,550.00	ROBERT THOMAS	TRAVEL	9,208	313.65
0,000,544.01	THOMPSON ELECTRONICS	SUPPLIES	9,209	210.69
0,811,550.00	KAY TURK	TRAVEL	9,210	112.80
5,000,541.01	UARCO	SUPPLIES	9,211	926.35
5,000,541.01	UNIQUE COMPUTER	SUPPLIES	9,212	175.00
6,000,541.01	U S GOVT PRINTING OFFICE	SUPPLIES	9,213	38.00
0,712,541.02	U S HOSPITAL SUPPLY CO	SUPPLIES 27.06		
0,713,541.02	X X	21.42	9,214	48.48
0,400,541.02	UNIV OF ILLINOIS	SUPPLIES 212.00		
1,500,541.02	X X	18.00		
0,500,550.00	X X	123.60		
0,600,541.02	X X	12.50		
0,813,541.02	X X	33.00	9,215	399.10
0,400,541.02	UNIV OF MICHIGAN MEDIA	SUPPLIES	9,216	24.26
0,600,541.02	UNIV OF WISCONSIN EXTENSION	SUPPLIES	9,217	9.40
0,300,541.02	VICS TOOL GRINDING	SUPPLIES	9,218	9.00
0,810,547.00	W J V M	PUB INFO	9,219	180.00
0,810,547.00	W S D R INC	PUB INFO	9,220	660.44
0,810,547.00	WALGREENS	PUBINFO	9,221	13.12
0,000,535.00	WARD MURRAY PACE & JOHNSON	SERVICES	9,222	1,482.99
0,714,534.00	WAYNE INC	SERVICE	9,223	366.20
0,000,545.00	WEST PUBLISHING CO	BOOKS	9,224	540.75
0,000,541.01	XEROX CORPORATION	SUPPLIES	9,225	867.38
0,810,547.00	THE DIXON TELEGRAPH	PUB INFO	9,226	322.00
6,000,573.00	COMMONWEALTH EDISON	SERVICE	9,227	36.34
0,300,541.02	SVC PETTY CASH FUND	SUPPLIES 4.95		
0,600,541.02	X X	1.09	9,228	6.04
	SVC IMPREST FUND	MISC EXPENSES	9,229	1,443.35

104,195.29

Cks. #9065 - 9083

285,208.27

TOTAL EDUCATION FUND FOR MAY

\$389,403.56

SITE AND CONSTRUCTION FUND

390-000-582.02	CAPITAL DEVELOPMENT BOARD CONTRIBUTORY TRUST FUND	Parking Lots	774	\$3,182.00
390-000-584.01	WM. C. BARBER & ASSOCIATES	Services	775	839.80
390-000-584.01	HUGHES BUSINESS TELEPHONES INC.	New phone system	776	<u>22,584.00</u>
	TOTAL SITE AND CONSTRUCTION FUND FOR MAY			\$26,605.80

INSURANCE FUND

292-000-526	DIRECTOR OF EMPLOYMENT SECURITY	Unemployment	147	\$7,531.30
292-000-528	DIXON NATIONAL BANK	Medicaire 4/30	135	389.24
292-000-528	DIXON NATIONAL BANK	Medicaire 5/15	136	<u>248.72</u>
	TOTAL INSURANCE FUND FOR MAY			\$8,169.26

BUILDING FUND

70-000-541.04	FARM AND FLEET	Supplies	1166	\$ 158.99
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0,000,541.04	ACE HARDWARE	SUPPLIES	1,167	10.41
0,000,541.04	ADVANCE PRODUCTS CO	SUPPLIES	1,168	149.25
0,000,541.04	AMERICAN HOTEL REGISTER CO	SUPPLIES	1,169	20.00
0,000,541.04	BURNS EXCAVATING	SUPPLIES	1,170	100.00
0,000,541.04	C B BOILER SERVICE	SUPPLIES	1,171	251.03
0,000,541.04	C & H DISTRIBUTORS	SUPPLIES	1,172	195.00
0,000,541.04	CHEMICAL MAINTENANCE INC	SUPPLIES	1,173	58.00
0,000,541.04	COAST TO COAST	SUPPLIES	1,174	34.88
0,000,541.04	CRESCENT ELECTRIC SUPPLY	SUPPLIES	1,175	221.47
0,000,541.04	DIXON PAINT CO	SUPPLIES	1,176	52.37
0,000,541.04	DONAHUE AUTO SUPPLY	SUPPLIES	1,177	17.72
0,000,541.04	EMBLEM PARTS SUPPLY INC	SUPPLIES	1,178	29.40
0,000,541.04	W W BRAINGER INC	SUPPLIES	1,179	107.29
0,000,550.00	GLADYS GUNTLE	TRAVEL	1,180	16.00
0,000,541.04	HASKELLS	SUPPLIES	1,181	95.20
0,000,541.04	HIGLEY CHEMICAL CO	SUPPLIES	1,182	113.72
0,000,534.00	HILLS ELECTRIC MOTOR SERV	SERVICE	1,183	65.00
0,000,541.04	HOME HARDWARE	SUPPLIES	1,184	2.88
0,000,541.04	HUNZEKER SERVICE AGENCY	SUPPLIES	1,185	123.28
0,000,541.04	J & K LOCKSMITH SERVICE	SUPPLIES	1,186	54.00

0.000,541.04	KIRBY HUMMEL FLAG CENTER	SUPPLIES	1,187	127.84
0.000,534.00	LYSTADS	SERVICE	1,188	75.00
0.000,534.00	DAVID MAYES	SEWAGE TESTING	.189	190.00
0.000,541.04	MID WEST SUPPLY CO	SUPPLIES	1,190	35.65
0.000,534.00	MONTGOMERY ELEVATOR CO	SERVICE	1,191	469.96
0.000,541.04	MORGAN SERVICES INC	SUPPLIES	1,192	264.82
0.000,541.04	MOTT BROS CO	SUPPLIES	1,193	201.20
0.000,541.04	NATIONAL HOLL METAL & SUPPLY	SUPPLIES	1,194	150.00
0.000,541.04	NAPA AUTO PARTS	SUPPLIES	1,195	66.80
1.000,571.00	NORTHERN ILL GAS CO	SERVICE	1,196	4,602.49
1.000,571.00	NORTHERN ILL GAS CO	SERVICE	1,197	80.25
0.000,541.04	PRIME AUTO SUPPLY	SUPPLIES	1,198	57.60
0.000,541.04	QUALITY WATER SYSTEMS	SUPPLIES	1,199	43.50
0.000,534.00	RICKS TIRE & APPLIANCE	SERVICE	1,200	7.00
0.000,534.00	ROCK VALLEY DISPOSAL	SERVICE	1,201	109.20
0.000,541.04	ROYAL INDUSTRIES	SUPPLIES	1,202	99.47
0.000,541.04	SVC EDUCATION FUND	SUPPLIES	1,203	107.06
0.000,541.04	SEARS ROEBUCK & CO	SUPPLIES	1,204	26.92
0.000,541.04	SMITH FILTER CORP	SUPPLIES	1,205	338.29
0.000,541.04	SORENSEN JANITOR SUPPLY	SUPPLIES	1,206	2,652.99
0.000,534.00	STERLING QUALITY KITCHENS	REPAIRS	1,207	512.87
0.000,541.04	STEVENS CHEMICAL CO	SUPPLIES	1,208	1,621.40
0.000,541.04	PURITAN CHURCHILL CHEM CO	SUPPLIES	1,209	750.95
0.000,541.04	VONACHEN INDUSTRIAL SUPP	SUPPLIES	1,210	41.85
0.000,541.04	WILCO RENTAL INC	SUPPLIES	1,211	41.99
0.000,541.04	WOLOHANS	SUPPLIES	1,212	63.82
0.000,534.00	YOUNGRENS REFRIGERATION	REPAIRS	1,213	84.70
0.000,541.04	SVC IMPREST FUND	SUPPLIES	1,214	36.85
0.000,541.04	SVC PETTY CASH FUND	SUPPLIES	1,215	9.97

TOTAL BUILDING FUND FOR MAY .

\$14,766.33

IMPREST FUND

138-000-550	Northern Il. University	Seminar	7909	\$ 85.00
138-000-550	Northern Il. University	Seminar	7910	85.00
110-812-550	Zollie W. Hall	Supplies	7911	9.36
195-000-541.01	Microrim	Supplies	7912	27.95
191-000-550	Only Springfield Hilton	Meeting	7913	40.00
192-000-544.02	United Parcel Service	Service	7914	16.48
176-000-575	Richard Groharing	Phone calls	7915	23.17
110-300-541.02	Robert Logemann	Supplies	7916	29.58
110-600-541.02	David Youker	Supplies	7917	9.67
182-000-541.01	Central National Bank of Sterling	Supplies	7918	7.20
192-000-544.02	United Parcel Service	Supplies	7919	98.55
181-000-550	Richard L. Behrendt	Travel - 46.20		
181-000-558	x x x	Lunch - 4.00	7920	50.20
110-812-550	SBM Salute to Secretaries	Lunch - Merlo	7921	25.00
192-000-544.02	United Parcel Service	Service	7922	4.77
195-000-541.01	Cartridge Recharge Co.	Supplies	7923	42.95
110-816-550	George Vrhel	Supplies	7924	9.59
176-000-575	Ron Rowden	Phone calls	7925	90.46
110-813-534	Romaine Albrecht	Comm. Serv. Clerical	7926	40.00
110-813-534	Ned Nesti, Jr.	x x x	7927	40.00
110-813-534	William Gengenbach	x x x	7928	40.00
110-813-534	Susan Vance	x x x	7929	40.00
110-813-534	Dorothea Rahn	x x x	7930	40.00
110-813-534	Mel Barron	x x x	7931	40.00
110-813-534	Melvin Swanlund	x x x	7932	40.00
110-813-534	Russell Campen	x x x	7933	40.00
110-813-534	Robert Wasson	x x x	7934	40.00
110-813-534	Dale Hall	x x x	7935	40.00
110-813-534	Barbara Ballew	x x x	7936	40.00
110-813-534	Kim Toole	x x x	7937	40.00
110-813-534	Donna Schipper	x x x	7938	40.00
192-000-544.02	Patt Dawson	Postage	7939	9.28
110-300-541.02	Robert Logemann	Supplies	7940	7.72
192-000-544.02	United Parcel Service	Service	7941	29.31
110-117-541.02	Sheryl Rocke	Supplies	7942	53.10
110-811-550	ICEA Workshop	Registration	7943	10.00
182-000-550	Robert Edison	Supplies	7944	8.67
110-813-534	Ramona Eidenmiller	Comm. Serv. Clerical	7945	40.00
192-000-544.02	United Parcel Service	Service	7946	27.84
110-813-534	Sharon Rose	Honorarium	7947	50.00
270-000-541.04	Peet Frate Line	Freight charges	7948	36.85
110-600-541.02	Lauren Frederick	Supplies	7949	10.50
192-000-554	Mark Anderson	Interview expense	7950	22.00

1,480.20

EDUCATION FUND - 1443.35

BUILDING FUND - 36.85

Balance in fund - 1543.80

Disbursements - 1480.20

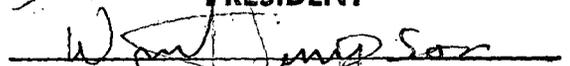
Total in fund - 3024.00

**SAUK VALLEY COLLEGE**

**APPROVED BY**



**PRESIDENT**



**SECRETARY**

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

## EDUCATION FUND

Account	Total		Prev. Mo.		This Mo.	Budget	Unexpended	Unencumbered
	Expenditures	To Date	To Date	To Date				
DIV OF BUSINESS SALARIES	171,044.73	171,044.73	150,898.37	20,146.36	208,718.00	37,673.27	37,673.27	
DIV OF BUS CONTR SERV	7,574.47	7,574.47	7,574.47	.00	11,000.00	3,425.53	3,425.53	
DIV OF BUS SUPPLIES	12,537.51	12,537.51	9,737.66	2,799.85	11,475.00	1,062.51	1,062.51	CR
DIV OF BUS CONF & MEETINGS	438.80	438.80	460.80	22.00	CR 1,400.00	961.20	961.20	CR
FOOD SERV CONTR SERV	720.00	720.00	720.00	.00	800.00	80.00	80.00	
FOOD SERV SUPPLIES	113.17	113.17	60.07	53.10	425.00	311.83	311.83	
FOOD SERV CONF & MEETINGS		.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	128,669.77	128,669.77	113,532.15	15,137.62	161,950.00	33,280.23	33,280.23	
DIV OF INDUS ED CONTR SERV	3,914.75	3,914.75	4,294.75	380.00	CR 6,400.00	2,485.25	2,485.25	
DIV OF INDUS ED SUPPLIES	15,188.01	15,188.01	14,454.59	733.42	16,195.00	1,006.99	1,006.99	
DIV OF INDUS ED CONF & MEETINGS	764.63	764.63	607.23	157.40	1,200.00	435.37	435.37	
COSMETOLOGY	78,552.00	78,552.00	55,612.00	22,940.00	54,000.00	24,552.00	24,552.00	CR
COSMETOLOGY SUPPLIES	128.63	128.63	23.84	104.79	400.00	271.37	271.37	CR
COSMETOLOGY CONF & MEETINGS		.00		.00	175.00	175.00	175.00	
HUMAN SERV CONTR SERV		.00		.00	100.00	100.00	100.00	
HUMAN SERV SUPPLIES	1,289.41	1,289.41	1,243.55	45.86	1,000.00	289.41	289.41	CR
HUMAN SERV CONF & MEETINGS	92.00	92.00	92.00	.00	200.00	108.00	108.00	
DIV OF SOC SCI SALARIES	94,074.09	94,074.09	83,006.55	11,067.54	113,421.00	19,346.91	19,346.91	
DIV OF SOC SCI SUPPLIES	3,551.44	3,551.44	2,724.08	827.36	4,000.00	448.56	448.56	
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	
CRIMINALJUS SALARIES	20,749.52	20,749.52	18,308.40	2,441.12	28,669.00	7,919.48	7,919.48	
CRIMINALJUS CONTR SERV		.00		.00	500.00	500.00	500.00	
CRIMJUS SUPPLIES	1,360.66	1,360.66	1,152.82	207.84	1,941.00	580.34	580.34	
CRIMJUS CONF & MEETINGS	218.00	218.00	203.20	14.80	500.00	282.00	282.00	
LIBRARY TECH SUPPLIES	36.17	36.17	36.17	.00	100.00	63.83	63.83	
DIV OF HUMANITIES SALARIES	226,268.47	226,268.47	194,648.65	28,619.82	298,656.00	70,387.53	70,387.53	
DIV OF HUMAN SUPPLIES	1,895.57	1,895.57	1,793.60	101.97	3,500.00	1,604.43	1,604.43	
DIV OF HUMAN CONF & MEETINGS	1,163.10	1,163.10	599.30	563.80	2,500.00	1,336.90	1,336.90	
ART DEPT SALARIES	20,635.96	20,635.96	18,208.20	2,427.76	29,133.00	8,497.04	8,497.04	
ART DEPT SUPPLIES	332.61	332.61	328.62	3.99	600.00	267.39	267.39	
ART DEPT CONF & MEETINGS	60.00	60.00	60.00	.00	200.00	140.00	140.00	
MUSIC DEPT SALARIES	40,369.22	40,369.22	35,619.90	4,749.32	56,992.00	16,622.78	16,622.78	
MUSIC DEPT CONTR SERV	857.00	857.00	761.00	96.00	1,200.00	343.00	343.00	

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT SUPPLIES	1,398.28	1,398.28	1,055.90	342.38	1,450.00	51.72	51.72
MUSIC DEPT CONF & MEETINGS	65.00	65.00	40.00	25.00	500.00	435.00	435.00
DIV OF MATH SCI SALARIES	177,856.89	177,856.89	156,932.55	20,924.34	209,772.00	31,915.11	31,915.11
DIV OF MATH SCI CONTR SERV	308.06	308.06	308.06	.00	900.00	591.94	591.94
DIV OF MATH SCI SUPPLIES	5,520.76	5,520.76	5,162.59	358.17	10,950.00	5,429.24	5,429.24
DIV OF MATH SCI CONF & MEETINGS	289.33	289.33	289.33	.00	1,400.00	1,110.67	1,110.67
MED LAB TECH SALARIES	44,326.46	44,326.46	39,759.70	4,566.76	54,801.00	10,474.54	10,474.54
MED LAB TECH CONTR SERV	3,329.23	3,329.23	3,321.73	7.50	1,875.00	1,454.23	CR 1,454.23 CR
MED LAB TECH SUPPLIES	6,160.22	6,160.22	6,138.63	21.59	11,610.00	5,449.78	5,449.78
MED LAB TECH CONF & MEETINGS	985.18	985.18	793.09	192.09	1,440.00	454.82	454.82
ADN SALARIES	90,615.50	90,615.50	82,961.62	7,653.88	78,343.00	12,272.50	CR 12,272.50 CR
ADN OFC SALARIES	10,886.82	10,886.82	9,849.98	1,036.84	12,442.00	1,555.18	1,555.18
ADN CONTR SERV	186.85	186.85	179.35	7.50	767.00	560.15	560.15
ADN SUPPLIES	1,809.63	1,809.63	1,603.77	205.86	3,570.00	1,760.37	1,760.37
ADN CONF & MEETINGS	371.97	371.97	348.97	23.00	1,550.00	1,178.03	1,178.03
LPN SALARIES	15,562.14	15,562.14	13,731.30	1,830.84	69,935.00	54,372.86	54,372.86
LPN CONTR SERV	176.25	176.25	168.75	7.50	386.00	209.75	209.75
LPN SUPPLIES	793.33	793.33	771.49	21.84	2,725.00	1,931.67	1,931.67
LPN CONF & MEETINGS	18.00	18.00	.00	18.00	700.00	682.00	682.00
RAD TECH SALARIES	40,107.13	40,107.13	35,944.95	4,162.18	51,548.00	11,440.87	11,440.87
RAD TECH CONTR SERV	3,042.50	3,042.50	2,668.80	373.70	3,902.00	859.50	859.50
RAD TECH SUPPLIES	3,502.71	3,502.71	2,632.06	870.65	3,185.00	317.71	CR 317.71 CR
RAD TECH CONF & MEETINGS	2,770.66	2,770.66	2,390.06	380.60	3,000.00	229.34	229.34
DIV OF PHYS ED SALARIES	37,137.66	37,137.66	33,735.58	3,402.08	49,045.00	11,907.34	11,907.34
DIV OF PHYS ED CONTR SERV	.00	.00	.00	.00	570.00	570.00	570.00
DIV OF PHYS ED SUPPLIES	2,228.53	2,228.53	2,226.85	1.68	2,300.00	71.47	71.47
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	651.17	651.17	650.17	1.00	750.00	98.83	98.83
NURSING ASST CONF & MEETINGS	54.80	54.80	54.80	.00	200.00	145.20	145.20
INFO OFC & WORKROOM SALARIES	38,612.66	38,612.66	34,920.16	3,692.50	44,310.00	5,697.34	5,697.34
INFO OFC FED WORK STUDY	9,803.47	9,803.47	8,902.36	901.11	13,000.00	3,196.53	3,196.53
WORKROOM FED WORK STUDY	774.65	774.65	398.63	376.02	7,250.00	6,475.35	6,475.35
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
INFO OFC SUPPLIES	767.21	767.21	691.30	75.91	1,450.00	682.79	682.79
INSTITU COMMITTEES SUPPLIES	5.65	5.65	3.97	1.68	300.00	294.35	294.35
WORKROOM SUPPLIES	2,756.25	2,756.25	CR 1,796.16	960.07	CR 1,000.00	3,756.25	3,756.25

Account	Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
PUB INFO ADMIN SALARIES	31,376.73	31,376.73	28,388.47	2,988.26	35,859.00	4,482.27	4,482.27
PUB INFO SECR SALARIES	1,719.50	1,719.50	1,352.26	367.24	2,000.00	280.50	280.50
PUB INFO SUPPLIES	73,248.57	73,248.57	70,617.67	2,630.90	86,750.00	13,501.43	13,501.43
PUB INFO CONF & MEETINGS	791.80	791.80	731.80	60.00	1,200.00	408.20	408.20
ASST DEAN ARTS & SOC SCI SALARY	32,491.41	32,491.41	29,396.99	3,094.42	37,133.00	4,641.59	4,641.59
PART TIME OVERLOAD	53,041.08	53,041.08	51,107.53	1,933.55	42,000.00	11,041.08	CR 11,041.08
NIGHT PREMIUMS	200.00	200.00	200.00	.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 SALARY	12,233.34	12,233.34	11,068.26	1,165.08	13,981.00	1,747.66	1,747.66
FED WORK STUDY	6,160.70	6,160.70	5,743.54	437.16	8,147.00	1,966.30	1,966.30
SUPPLIES	851.17	851.17	732.65	118.52	1,300.00	448.83	448.83
CONF & MEETINGS	1,198.18	1,198.18	854.98	343.20	2,000.00	801.82	801.82
ASST DEAN BUS & TECH SALARY	35,244.93	35,244.93	31,889.27	3,356.66	40,280.00	5,035.07	5,035.07
PART TIME OVERLOAD	95,043.62	95,043.62	94,741.67	301.95	105,000.00	9,956.38	9,956.38
NIGHT PREMIUMS	1,400.00	1,400.00	1,400.00	.00		1,400.00	CR 1,400.00
SUMMER SALARIES	43,563.26	43,563.26	43,563.26	.00	42,000.00	1,563.26	CR 1,563.26
SECR SALARIES	14,133.00	14,133.00	12,787.00	1,346.00	16,152.00	2,019.00	2,019.00
FED WORK STUDY	19,983.62	19,983.62	17,672.79	2,310.83	15,979.00	4,004.62	CR 4,004.62
SUPPLIES	1,359.05	1,359.05	1,215.75	143.30	1,200.00	159.05	CR 159.05
CONF & MEETINGS	1,053.55	1,053.55	1,007.84	45.71	3,000.00	1,946.45	1,946.45
ASST DEAN COMM & EXTEN SERV SALARY	31,351.32	31,351.32	28,365.48	2,985.84	35,830.00	4,478.68	4,478.68
INSTR SALARIES	73,105.61	73,105.61	70,718.11	2,387.50	100,000.00	26,894.39	26,894.39
COORDINATORS SALARIES	8,225.00	8,225.00	5,525.00	2,700.00	7,500.00	725.00	CR 725.00
SECR SALARIES	10,193.42	10,193.42	9,205.27	988.15	12,126.00	1,932.58	1,932.58
FED WORK STUDY	497.46	497.46	422.09	75.37	1,972.00	1,474.54	1,474.54
CONTR SERV	1,310.00	1,310.00	700.00	610.00	5,000.00	3,690.00	3,690.00
SUPPLIES	4,538.24	4,538.24	4,414.29	123.95	5,500.00	961.76	961.76
CONF & MEETINGS	1,628.83	1,628.83	1,433.83	195.00	2,000.00	371.17	371.17
DIR OF HEALTH & NAT SCI SALARY	30,051.00	30,051.00	27,189.00	2,862.00	34,344.00	4,293.00	4,293.00
PART TIME OVERLOAD	27,700.77	27,700.77	26,571.35	1,129.42	38,700.00	10,999.23	10,999.23
NIGHT PREMIUMS	100.00	100.00	100.00	.00		100.00	CR 100.00
SUMMER SALARIES	8,460.81	8,460.81	8,460.81	.00	11,000.00	2,539.19	2,539.19
FED WORK STUDY	5,034.92	5,034.92	4,808.81	226.11	4,820.00	214.92	CR 214.92
CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
SUPPLIES	712.35	712.35	692.94	19.41	1,200.00	487.65	487.65
CONF & MEETINGS	809.36	809.36	809.36	.00	1,300.00	490.64	490.64
ACADEMIC & SKILLS SALARIES	22,923.48	22,923.48	20,226.60	2,696.88	56,573.00	33,649.52	33,649.52
ACADEM SKILLS CONTR SERV	300.00	300.00	300.00	.00	300.00	.00	.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ACADEM SKILLS SUPPLIES	4,673.41	4,673.41	3,460.45	1,212.96	7,000.00	2,326.59	2,326.59
ACADEM SKILLS CONF & MEETINGS	154.00	154.00	154.00	.00	500.00	346.00	346.00
HONORS PROGRAM CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
HONORS PROGRAM SUPPLIES	157.27	157.27	156.49	.78	400.00	242.73	242.73
HONORS PROGRAM CONF & MEETINGS	85.93	85.93	76.34	9.59	270.00	184.07	184.07
DEAN OF INSTR ADMIN SALARY	30,396.23	30,396.23	36,548.97	6,152.74	CR 46,167.00	15,770.77	15,770.77
DEAN OF INSTR SECR SALARIES	15,668.73	15,668.73	14,176.47	1,492.26	17,907.00	2,238.27	2,238.27
STUDENT TUTORS	1,815.67	1,815.67	1,611.32	204.35	2,000.00	184.33	184.33
DEAN OF INSTR FED WORK STUDY	2,263.73	2,263.73	1,809.81	453.92	3,580.00	1,316.27	1,316.27
DEAN OF INSTR SUPPLIES	1,634.02	1,634.02	1,340.91	293.11	2,000.00	365.98	365.98
DEAN OF INSTR CONF & MEETINGS	1,767.18	1,767.18	1,703.34	63.84	2,000.00	232.82	232.82
LRC PROF SALARIES	68,139.00	68,139.00	60,763.00	7,376.00	88,512.00	20,373.00	20,373.00
LRC SECR SALARIES	23,570.65	23,570.65	21,305.91	2,264.74	27,177.00	3,606.35	3,606.35
LRC FED WORK STUDY	9,796.79	9,796.79	8,845.42	951.37	12,809.00	3,012.21	3,012.21
LRC CONTR SERV	6,685.24	6,685.24	6,223.51	456.73	11,260.00	4,574.76	4,574.76
XEROX SUPPLIES	2,031.48	2,031.48	CR 1,476.38	555.10	CR 2,000.00	4,031.48	4,031.48
LIBRARY SUPPLIES	13,300.11	13,300.11	12,820.44	479.67	14,540.00	1,239.69	1,239.89
A V SUPPLIES	5,570.61	5,570.61	4,643.57	927.04	7,650.00	2,079.39	2,079.39
LIBRARY BOOKS	23,377.17	23,377.17	20,980.63	2,396.54	35,000.00	11,622.83	11,622.83
LRC CONF & MEETINGS	1,387.25	1,387.25	1,059.60	327.65	1,200.00	187.25	CR 187.25
ADM & REC ADMIN SALARIES	30,838.50	30,838.50	27,901.50	2,937.00	35,244.00	4,405.50	4,405.50
ADM & REC SECR SALARIES	46,910.29	46,910.29	42,432.55	4,477.74	55,928.00	9,017.71	9,017.71
ADM & REC FED WORK STUDY	7,690.58	7,690.58	6,936.01	754.57	10,958.00	3,267.42	3,267.42
ADM & REC CONTR SERV	914.76	914.76	569.00	345.76	2,600.00	1,685.24	1,685.24
ADM & REC SUPPLIES	8,548.45	8,548.45	8,202.94	345.51	7,900.00	648.45	CR 648.45
ADM & REC CONF & MEETINGS	688.78	688.78	664.78	24.00	1,000.00	311.22	311.22
COUNSELING SALARIES	66,118.64	66,118.64	59,562.80	6,555.84	76,669.00	10,550.36	10,550.36
COUNSELING SECR SALARIES	12,071.82	12,071.82	10,906.74	1,165.08	13,981.00	1,909.18	1,909.18
HEALTH SERV SUPPLIES	21.36	21.36	21.36	.00	300.00	278.64	278.64
FIN AIDS ADMIN SALARIES	31,750.32	31,750.32	28,726.48	3,023.84	36,286.00	4,535.68	4,535.68
FIN AIDS SECR SALARIES	23,035.32	23,035.32	20,841.48	2,193.84	26,326.00	3,290.68	3,290.68
STUDENT SERV ADMIN SALARIES	38,190.18	38,190.18	34,553.02	3,637.16	43,646.00	5,455.82	5,455.82
STUDENT SERV SECR SALARIES	15,595.23	15,595.23	14,109.97	1,485.26	17,823.00	2,227.77	2,227.77
STUDENT SERV FED WORK STUDY	39,508.55	39,508.55	36,088.66	3,419.89	45,100.00	5,591.45	5,591.45
COACHING SALARIES	9,695.00	9,695.00	9,695.00	.00	11,850.00	2,155.00	2,155.00
STUDENT SERV CONTR SERV	948.58	948.58	568.58	380.00	1,300.00	351.42	351.42
STUDENT SERV SUPPLIES	11,227.40	11,227.40	10,736.80	490.60	14,780.00	3,552.60	3,552.60
COMMENCEMENT	1,859.49	1,859.49	906.98	952.51	6,000.00	4,140.51	4,140.51

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV CONF & MEETINGS	3,640.29	3,640.29	3,156.69	483.60	4,620.00	979.71	979.71
STUDENT RECRUITMENT	1,049.71	1,049.71	832.25	217.46	1,500.00	450.29	450.29
PUBLIC SERV SALARIES		.00		.00	4,600.00	4,600.00	4,600.00
PUB SERV CONTR SERV		.00		.00	5,000.00	5,000.00	5,000.00
PUB SERV SUPPLIES		.00		.00	5,300.00	5,300.00	5,300.00
SERVICE STAFF SALARIES	303,772.26	303,772.26	274,509.66	29,262.60	370,923.00	67,150.74	67,150.74
MAINT FED WORK STUDY BOYS	59,839.17	59,839.17	54,486.57	5,352.60	82,000.00	22,160.83	22,160.83
MATRONS FED WORK STUDY	10,950.61	10,950.61	9,930.56	1,020.05		10,950.61	10,950.61
ELECTRICITY	191,634.36	191,634.36	157,029.62	34,604.74	235,900.00	44,265.64	44,265.64
TELEPHONE	31,742.63	31,742.63	28,655.06	3,087.57	39,840.00	8,097.37	8,097.37
PRESIDENTS SALARY	56,880.00	56,880.00	51,680.00	5,200.00	62,721.00	5,841.00	5,841.00
PRES SECR SALARY	17,940.09	17,940.09	16,231.51	1,708.58	20,503.00	2,562.91	2,562.91
PRES OFC FED WORK STUDY	2,879.31	2,879.31	2,577.81	301.50	3,484.00	604.69	604.69
PRES OFC CONTR SERV		.00		.00	1,000.00	1,000.00	1,000.00
PRES OFC SUPPLIES	2,175.98	2,175.98	2,262.98	67.00	2,500.00	324.02	324.02
PRES OFC CONF & MEETINGS	3,988.39	3,988.39	3,109.17	679.22	4,000.00	11.61	11.61
SPECIAL AFFAIRS	3,279.86	3,279.86	3,200.36	79.50	2,500.00	779.86	779.86
PRES OTHER EXP	4,111.71	4,111.71	3,807.71	304.00	5,600.00	1,488.29	1,488.29
BUS OFC ADMIN SALARIES	44,555.91	44,555.91	40,312.49	4,243.42	50,921.00	6,365.09	6,365.09
BUS OFC PROF SALARIES	16,766.82	16,766.82	15,169.96	1,596.84	19,162.00	2,395.18	2,395.18
BUS OFC SECR SALARIES	65,593.14	65,593.14	59,681.18	5,916.96	75,423.00	9,824.86	9,824.86
BUS OFC CONTR SERV	3,807.70	3,807.70	3,807.70	.00	6,800.00	2,992.30	2,992.30
BUS OFCSUPPLIES	888.79	888.79	1,942.44	2,831.23	7,000.00	6,111.21	6,111.21
BUS OFC CONF & MEETINGS	1,950.59	1,950.59	1,531.68	418.91	2,500.00	549.41	549.41
PRES SEARCH	11,157.06	11,157.06	11,157.06	.00	14,000.00	2,842.94	2,842.94
LEGAL CONTR	6,549.99	6,549.99	5,067.00	1,482.99	8,000.00	1,450.01	1,450.01
OTHER BOARD SUPPLIES	492.81	492.81	454.38	38.43	2,000.00	1,507.19	1,507.19
BOARD CONF & MEETINGS	3,450.85	3,450.85	3,090.11	360.74	4,000.00	549.15	549.15
INSTITU SECR SALARIES	13,352.70	13,352.70	12,169.70	1,183.00	14,196.00	843.30	843.30
INSTITU FED WORK STUDY	3,120.24	3,120.24	2,880.49	239.75	3,685.00	564.76	564.76
CONTINGENCY FED WORK STUDY	4,200.05	4,200.05	4,029.20	170.85	4,448.00	247.95	247.95
GROUP MED & LIFE INS	242,702.06	242,702.06	244,593.35	1,891.29	90,500.00	47,797.94	47,797.94
TUITION REIMB	2,192.54	2,192.54	1,920.58	271.96	5,000.00	2,807.46	2,807.46
CURRICULUM DEVELOPMENT	1,436.40	1,436.40	1,350.42	85.98	5,000.00	3,563.60	3,563.60
UNALLOCATED CONTR	1,787.40	1,787.40	1,278.40	509.00	2,400.00	612.60	612.60
IN SERVICE TRAINING	2,747.05	2,747.05	1,901.85	845.20	5,000.00	2,252.95	2,252.95
FACULTY ASSN SUPPLIES	62.70	62.70	52.02	10.68	200.00	137.30	137.30
POSTAGE	32,131.33	32,131.33	32,050.19	81.14	40,000.00	1,863.67	1,863.67

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
PUBLICATIONS & DUES	6,555.16	6,555.16	6,555.16	.00	6,950.00	394.84	394.84
ADVERTISING	315.23	315.23	315.23	.00	700.00	384.77	384.77
RECRUITMENT	5,543.50	5,543.50	3,467.64	2,075.86	6,000.00	456.50	456.50
GENERAL INSURANCE	.00	.00	.00	.00	27,500.00	27,500.00	27,500.00
EQUIPMENT	97,354.11	97,354.11	90,851.69	6,502.42	145,947.00	46,592.89	46,592.89
VOC ED EQUIPMENT	27,640.00	27,640.00	27,640.00	.00	.00	27,640.00	CR 27,640.00
AFFIRM ACTION CONTR SERV	.00	.00	.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	.00	.00	300.00	300.00	300.00
INSTITU RE6 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	58,423.05	58,423.05	52,858.95	5,564.10	66,769.00	8,345.95	8,345.95
DATA PROC SECR SALARIES	21,975.46	21,975.46	19,866.38	2,109.08	25,309.00	3,333.54	3,333.54
DATA PROC FED WORK STUDY	2,024.99	2,024.99	1,916.12	108.87	6,365.00	4,340.01	4,340.01
DATA PROC CONTR SERV ADMIN	72,144.25	72,144.25	66,217.24	5,927.01	143,700.00	71,555.75	71,555.75
DATA PROC CONTR SERV EDUC	5,462.92	5,462.92	5,462.92	.00	13,000.00	7,537.08	7,537.08
DATA PROC ADMIN SUPPLIES	8,741.47	8,741.47	6,040.13	2,701.34	16,600.00	7,858.53	7,858.53
DATA PROC EDUC SUPPLIES	7,223.31	7,223.31	7,195.81	27.50	16,000.00	8,776.69	8,776.69
DATA PROC CONF & MEETINGS	267.01	267.01	228.81	38.20	7,500.00	7,232.99	7,232.99
DATA PROC EQUIP RENTAL	2,071.00	2,071.00	2,071.00	.00	.00	2,071.00	CR 2,071.00
PLANNING & DEVEL ADMIN SALARIES	31,409.07	31,409.07	28,417.73	2,991.34	35,896.00	4,486.93	4,486.93
PL & DEVEL SECR SALARIES	9,842.02	9,842.02	8,703.86	1,138.16	13,109.00	3,266.98	3,266.98
PL & DEVEL CONTR SERV	.00	.00	.00	.00	300.00	300.00	300.00
PL & DEVEL SUPPLIES	964.21	964.21	901.02	63.19	1,300.00	335.79	335.79
PL & DEVEL CONF & MEETINGS	1,873.84	1,873.84	1,798.86	74.98	1,700.00	173.84	CR 173.84
TUITION CHARGE BACK	23,767.25	23,767.25	23,052.64	714.61	25,000.00	1,232.75	1,232.75
CONTINGENCIES	.00	.00	.00	.00	75,000.00	75,000.00	75,000.00
	4,132,413.63 #		3,758,173.19 *		5,226,994.00 *		
		4,132,413.63 #		384,240.44 *		1,094,580.37 *	1,094,580.37 *

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MAINT CONTR SERV	31,210.98	31,210.98	29,677.25	1,533.73	45,840.00	14,629.02	14,629.02
MAINT SUPPLIES	37,226.58	37,226.58	28,719.33	8,507.25	51,000.00	13,773.42	13,773.42
MAINT CONF & MEETINGS	633.56	633.56	617.56	16.00	2,500.00	1,866.44	1,866.44
GAS	71,467.92	71,467.92	66,785.18	4,682.74	119,900.00	48,432.08	48,432.08
ELECTRICITY							
EQUIPMENT	354.00	354.00	354.00	.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
	140,893.04	* 40,893.04	* 26,153.32	* 14,739.72	* 253,640.00	* 127,469.66	* 112,746.96 *

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
BUILD ILLINOIS FY 86-87	3,182.00	3,182.00		3,182.00		3,182.00	CR 3,182.00 CR
BLDG IMPROVEMENTS		.00		.00	100,000.00	100,000.00	100,000.00
TELEPHONE SYSTEM	25,673.21	25,673.21	2,249.41	23,423.80		25,673.21	CR 25,673.21 CR
ENERGY MANAGEMENT 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
	88,341.36	* 88,341.36	* 61,735.56	* 26,605.80	* 260,000.00	* 71,658.64	* 171,658.64 *

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	30,512.23	30,512.23	30,518.40	6.17	CR 28,000.00	2,512.23 CR	2,512.23 CR
UNEMPLOYMENT COMP	9,275.31	9,275.31	1,769.09	7,506.22	17,000.00	7,724.69	7,724.69
MEDICAIRE	6,965.13	6,965.13		6,965.13		6,965.13 CR	6,965.13 CR
TORT LIABILITY	55,950.49	55,950.49	62,277.66	6,327.17	CR 25,000.00	30,950.49 CR	30,950.49 CR
	102,703.16	* 102,703.16	* 94,565.15	* 8,138.01	* 70,000.00	* 32,703.16 CR	32,703.16 CR

AUDIT FUND

AUDIT COSTS	12,622.00	12,622.00	12,622.00	.00	22,000.00	9,378.00	9,378.00
	12,622.00	* 12,622.00	* 12,622.00	* .00	* 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	855,436.15	855,436.15	843,558.20	11,877.95	857,500.00	2,063.85	2,063.85
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 REV	9,377.15	9,377.15	9,377.15	.00	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	24,734.00	24,734.00		24,734.00	16,500.00	8,234.00 CR	8,234.00 CR
CORP PERS PROP TAX REPL	176,442.58	176,442.58	176,442.58	.00	147,889.00	28,553.58 CR	28,553.58 CR
STATE WORK STUDY		.00		.00	1.00	1.00	1.00
FEDERAL WORK STUDY	149,923.61	149,923.61	133,013.83	16,909.78	170,658.00	20,734.39	20,734.39
OTHER FEDERAL SOURCES	691.00	691.00	691.00	.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	425,000.00	425,000.00	150,000.00	275,000.00	507,650.00	82,650.00	82,650.00
GRADUATION FEES	2,794.50	2,794.50	2,252.00	542.50	2,500.00	294.50 CR	294.50 CR
TRANSCRIPT FEES	959.00	959.00	843.00	116.00	500.00	459.00 CR	459.00 CR
LABOR AT DRY FEES	14,938.00	14,938.00	14,938.00	.00	31,600.00	16,662.00	16,662.00
PUB SERV INCOME		.00		.00	14,900.00	14,900.00	14,900.00
INTEREST ON INVESTMENTS	34,349.46	34,349.46	31,559.74	2,789.72	40,000.00	5,650.54	5,650.54
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	33,949.68	33,949.68	33,546.68	403.00	36,000.00	2,050.32	2,050.32
OTHER REV COMPUTER	11,086.25	11,086.25	10,147.50	938.75		11,086.25 CR	11,086.25 CR
OTHER REV SALARIES	34,923.92	34,923.92	33,035.17	1,888.75		34,923.92 CR	34,923.92 CR
OTHER REV OVERHEAD	5,204.95	5,204.95	4,672.81	532.14		5,204.95 CR	5,204.95 CR
	3,649,125.00 *		3,313,392.41 *	335,732.59 *	4,932,821.00 *	1,283,696.00 *	1,283,696.00 *
		3,649,125.00 *					

BUILDING FUND

1985 TAXES	104,755.65	104,755.65	103,301.10	1,454.55	105,000.00	244.35	244.35
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
CORP PERS PROP TAX REPL	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

continued next page-----

BUILDING FUND REVENUE CONTINUED.....

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
OTHER REVENUE	2,431.00	2,431.00	2,204.00	227.00	2,000.00	431.00 CR	431.00 CR
	128,864.20	* 28,864.20	* 27,182.65	* 1,681.55	* 30,211.00	* 10,134.60	* 10,134.60 *
<u>SITE AND CONSTRUCTION FUND</u>							
STATE CONTRIBUTIONS	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	46,126.06	46,126.06	42,083.90	4,037.16	60,000.00	13,873.94	13,873.94
	67,450.06	* 67,450.06	* 63,412.90	* 4,037.16	* 60,002.00	* 7,443.06	CR 7,443.06 CR
<u>BOND AND INTEREST FUND</u>							
INTEREST ON INVESTMENTS	20,940.50	20,940.50	20,910.62	29.88	.00	20,940.50 CR	20,940.50 CR
	20,940.50	* 20,940.50	* 20,910.62	* 29.88	.00	* 20,940.50	CR 20,940.50 CR
<u>WORKING CASH FUND</u>							
INVESTMENT INCOME	82,834.64	82,834.64	82,599.55	6,235.09	50,000.00	32,834.64 CR	32,834.64 CR
	82,834.64	* 82,834.64	* 82,599.55	* 6,235.09	* 50,000.00	* 32,834.64	CR 32,834.64 CR
<u>INSURANCE FUND</u>							
1985 TAXES	30,361.60	30,361.60	29,677.34	484.26	30,450.00	89.40	89.40
1986 TAXES	.00	.00	.00	.00	30,450.00	30,450.00	30,450.00
IN LIEU OF TAXES	19.09	19.09	19.09	.00		19.09 CR	19.09 CR
INTEREST ON INVESTMENTS	3,179.56	3,179.56	3,054.21	125.35	3,000.00	179.56 CR	179.56 CR
	33,560.25	* 33,560.25	* 32,950.64	* 609.61	* 63,900.00	* 30,339.75	* 30,339.75 *
<u>AUDIT FUND</u>							
1985 TAXES	10,820.83	10,820.83	10,648.22	172.61	10,850.00	29.17	29.17
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	625.60	625.60	576.22	49.38	300.00	325.60 CR	325.60 CR
	11,453.23	* 11,453.23	* 11,231.24	* 221.99	* 22,000.00	* 10,546.77	* 10,546.77 *

**SAUK VALLEY COLLEGE**

**APPROVED BY**

*Debra Bohannon*

**PRESIDENT**

*W. Simpson*

**SECRETARY**

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