

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, held at Sauk Valley Community College, 173 Illinois Route 2, Dixon, Illinois, in said District at 7:00 o'clock P.M., on the 27th day of August, 2001.

* * *

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, William Simpson, the Chairman, and the following Trustees at said location answered present: Thomas W. Jensen, B.J. Wolf, Ed Andersen, Robert J. Thompson, Nancy Varga, Pennie von Bergen Wessels and Mathew Mathew (student member).

The following Trustees were absent from the meeting: See minutes

At 7:00 o'clock P.M., the Chairman announced that the next agenda item for the Board of Trustees was a public hearing (the "*Hearing*") to receive public comments on the proposal to issue General Obligation Community College Bonds in an amount not to exceed \$1,875,000 for the purpose of paying claims of the District and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The Chairman opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: for the purchase of equipment

Whereupon the Chairman asked for additional comments from the members of the Board of Trustees. Additional comments were made by the following:

(If no additional statements were made,
please so indicate with the word "none.")

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Chairman and is attached hereto as Exhibit I.

(If no written testimony was received,
please so indicate with the word "none.")

Whereupon the Chairman asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following:

(If no additional statements were made,
please so indicate with the word "none.")

The Chairman then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Trustee _____ moved and Trustee _____ seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Trustees voted AYE: William Simpson, Thomas W. Jensen, B.J. Wolf, Ed Andersen, Robert J. Thompson, Nancy Varga, Pennie von Bergen Wessels and Mathew Mathew (student member) and the following Trustees voted NAY:

Whereupon the Chairman declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was finally adjourned.

Marilyn Tension
Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WHITESIDE)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois (the "Board"), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitute a full, true and complete transcript of the minutes of the meeting of the Board held on the 27th day of August, 2001, insofar as the same relates to a public hearing concerning the intent of the Board to issue General Obligation Community College Bonds in an amount not to exceed \$1,875,000.

I do further certify that the deliberations of the Board at said meeting were conducted openly, that all votes taken at said meeting were taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 27th day of August, 2001.



Marilyn Jinson
Secretary, Board of Trustees

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

AUGUST 27, 2001

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on August 27, 2001 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Simpson called the Funding Bond Hearing to order at 7 p.m. and the following members answered roll call:

Edward Andersen	Thomas Jensen
Robert Thompson	Nancy Varga
Pennie von Bergen Wessels	B.J. Wolf
William Simpson	Mathew Mathew

SVCC Staff: President Richard L. Behrendt
Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Deborah Hecht
Vice President Joan Kerber
Director of College Relations Cal Lyons
Secretary to the Board Marilyn Vinson

Hearing: It was moved by Member Jensen and seconded by Member Thompson that the Board hold a public hearing on funding bonds in the amount of \$1,875,000 and that the Board receive comments or inquiries from any citizen present. Motion voted and carried. Chair Simpson then recognized Mr. Jim Jones who made comments and inquiries on the funding bonds. Discussion followed.

Adjournment: Since the funding bond hearing was completed, it was moved by Member Wolf and seconded by Member von Bergen Wessels that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

Call to Order: At 7:10 p.m. Chair Simpson called the regular Board meeting to order and the following members answered roll call:

Edward Andersen	Thomas Jensen
Robert Thompson	Nancy Varga
Pennie von Bergen Wessels	B.J. Wolf
William Simpson	Mathew Mathew

Consent Agenda: It was moved by Member Wolf and seconded by Member Varga that the Board approve the Consent Agenda. Member von Bergen Wessels requested the Bills Payable item be removed from the Consent Agenda. In a roll call vote, all voted aye. Motion carried. Discussion followed on the bills list.

Bills Payable: It was then moved by Member Wolf and seconded by Member von Bergen Wessels that the Board approve the bills as presented. In a roll call vote, all voted aye. Motion carried.

President's Report: President Behrendt reported that enrollment figures, matching the fourth day of classes this year to the fourth day of classes last year, indicate the College is up 14.3% in credit hours and 12.8% in student headcount, and that the Fall In-Service program for all full and part-time employees had been held on August 21 with "standing room only" attendance.

Closed Session: At 7:25 p.m. it was moved by Member von Bergen Wessels and seconded by Member Jensen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, closed session minutes consideration, and placement of individual students in special education programs and other matters relating to individual students. In a roll call vote, all voted aye. Motion carried.

Regular Session: The Board returned to regular session at 9:05 p.m.

Part-time Instructors: It was moved by Member von Bergen Wessels and seconded by Member Varga that the Board approve the attached list of part-time instructors. In a roll call vote, the following was recorded: Ayes - Members Andersen, Jensen, Varga, von Bergen Wessels, Wolf and Simpson. Abstain - Member Thompson (on approval of Charles Becker). Motion carried. Student Trustee Mathew advisory vote: aye.

Faculty Appointment - Nursing: It was moved by Member Wolf and seconded by Member Andersen that the Board approve the appointment of Mary T. Heitman as an Assistant Professor (Step 12) of Nursing, effective August 21, 2001 at a 10-month salary of \$38,927. In a roll call vote, all voted aye. Motion carried.

Temporary Faculty Appointment:	It was moved by Member Andersen and seconded by Member Jensen that the Board approve the temporary one semester appointment of Marcy Fountain as an Assistant Instructor, Step 4, effective August 21, 2001 through December 31, 2001. In a roll call vote, all voted aye. Motion carried.
SVCC Faculty Association	It was moved by Member Jensen and seconded by Member von Bergen Wessels that the Board approve a three-year contract with the Sauk Valley Community College Faculty Association as negotiated. In a roll call vote, all voted aye. Motion carried.
Part-time Faculty Salaries:	It was moved by Member Wolf and seconded by Member von Bergen Wessels that the Board approve new part-time faculty pay rates (for the next three years) that provide the same percentage raise (rounded) as negotiated with the full-time faculty. In a roll call vote, all voted aye. Motion carried.
Agenda Item:	It was moved by Member Thompson and seconded by Member Wolf that the Board add the items - Administrative and Support Staff Salary Raises to the agenda. In a roll call vote, all voted aye. Motion carried.
Administrative Staff Raises:	It was moved by Member Jensen and seconded by Member Thompson that the Board approve a 5% salary raise for all satisfactorily-evaluated administrators, to include medical insurance changes (effective January 1, 2002) similar to those agreed to in the faculty contract. In a roll call vote, the following was recorded: Ayes - Members Andersen, Jensen, Thompson, Varga, Wolf, and Simpson. Nays - Member von Bergen Wessels. Student Trustee Mathews advisory vote: aye.
Support and Professional/ Technical Staff Raises:	It was moved by Member Jensen and seconded by Member Andersen that the Board approve a 5% salary raise for all satisfactorily-evaluated support and professional technical staff to include medical insurance changes (effective January 1, 2002) similar to those agreed to in the faculty contract. In a roll call vote, all voted aye. Motion carried.
Reports:	Student Trustee Mathew did not have a report.

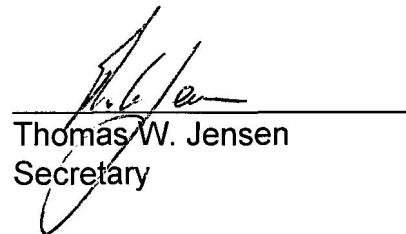
ICCTA Representative Thompson reminded the Board of the September meeting to be held in Peoria.

Foundation Liaison Andersen reported that the next meeting of the Foundation would be at 7:30 a.m. in the morning.

Adjournment: Since the scheduled business was completed, it was moved by Member Thompson and seconded by Member Varga that the Board adjourn. The next regular meeting will be held on September 24, 2001 in the third floor Board Room at 7 p.m. In a roll call vote, all voted aye. Motion carried.

The Board adjourned at 9:15 p.m.

Respectfully submitted:



Thomas W. Jensen
Secretary

For Board Meeting of
August 27, 2001

Agenda Item I-1

PART-TIME INSTRUCTORS

The administration is recommending approval of the part-time instructors listed on the attached memorandum from Dr. Hecht.

RECOMMENDATION: Board approval of the instructors as presented.

SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM

DATE: August 20, 2001

TO: Dr. Richard L. Behrendt

FROM: Dr. Deborah Hecht 

SUBJECT: **Part-time Faculty for Board Approval**

Attached is the updated master list of part-time instructors for SVCC Board approval.

js

attachments

Division of Arts, Social Sciences, and Physical Education

Part-Time Faculty Information - Fall 2001

Name	Highest Degree	Discipline	SVCC Course
Mary Lou Angone	M Ed	Reading	ENG 105
Julie Arnold	Ph D	Political Science	GOV 163*
Odile Blazquez	Ph D	Medicine	ENG 091, 100
Steve Boll	MM	Music Education	MUS 137*, 155*
Craig Chattic	MA	Counseling	PED 126*
Adela Clow	MA	Humanities	LAN 161*, 261*
Will Costello	MA	Hearing Handicapped	HSV 130*
Terrance Cox	BA (1)	Physical Education	PED 211*
Darlene Curcio-Elsbury	MFA, MA	Creative Writing and Teaching Writing	ENG 103*
Jim Duis	BS (2)	Art	ART 203*
Gary Eilders	BA (3)	Criminal Justice	CJS 227*
Tim Fischbach	AA (4)	Music Education	MUS 131*, 133*, 135*
Bert Hagemann	MS, CAS.	Educational Admin	PSY 276*, 277*
Carolyn Handy	MA	English/Lit/Writing	ENG 101*
Darren Hibbard	MA	English	ENG 101*
Maria Hoffman	Law degree	Law	LAN 162*
Richard Holtam	MA	Counseling	HSV 110*, PSY 100*
James Kerns	MA	American History	CJS 101*
Jack Koehler	MA	Theology	PHL 103*, HIS 222*
Adrian Kostallari	MA	English/French	ENG 101*
Anna Lewis	MA	Education	GSP 035, 052, 080

Name	Highest Degree	Discipline	SVCC Course
Kathryn Lillyman	MA	Spanish	LAN 163*
Kimberly Luthin	MA	Art Education	ART 230*
Diane Markel	MA	Communications	ENG 091, 101*
Mary Murrian	MA	Communication	SPE 131*
Boyd Melvin	MS	Social Science	GEO 122*
Ruth Montino	M.A.	English	ENG 103*
Bonnie Olentine	MS	English	ENG 095
Joseph Picchi	MA	Philosophy	PHL 102*
Joseph Popp	MS	Art Education	ART 101*, 225*
Cheryl Price	MSW	Social Work	SOC 200*
Deborah Proctor	BS	Education	GSP 041
Linda Setchell	BS (5)	Hotel Restaurant Management	HSV 228*
Gary Shaffer	MA	Interdisciplinary Studies	SPE 131*
Margaret Shoger	HS Diploma (6)		PED 102*, 103*
Donna Spencer	MA	English	ENG 101*
James Stewart	BA (7)	Physical Education	PED 134*
Heinz Suppan	MA	History	LAN 151*, 251* HIS 131*
Peter Surrey	MS	Education, Religion	PHL 101*
Margaret Taylor	MA	Early Childhood Education	HSV 206*, 275*
Tom Tegge	MA	History	SOC 231*, HIS 241*
Jennifer Thompson	MA	Theatre Arts	SPE 240*
Harry Ulferts	BA (8)	Law Enforcement	CJS 130*
William Weathers	BS, CPA (9)	Accounting	ECO 211*
Sarah Willey	MS	Special Education	PSY 220*

Name	Highest Degree	Discipline	SVCC Course
David Williams	MS	Physical Education	PED 134*, 145*

*denotes transfer course

August 20, 2001

Division of Business, Technology & Natural Sciences

Part-Time Faculty Information - Fall 2001

Name	Highest Degree	Discipline	SVCC Course
Tom Anderson	MA	Physics	MAT 203, 204, 205 TI*
Charles Beckman	Juris Doctorate with Distinction	Law	BUS 222*
Judith Cogdall	BA	Liberal Arts	MAT 074
Edson Cox	MA	Organizational Communication	BUS 240
Frank Delgado	Associate + Electrician Certificate + 39 years of experience	Electricity	ELT 111
Robert Duncan	MS	Chemistry	MAT 072, 076
Cindy Everett	MS	Chemistry	CHE 103*
Eric Grennan	BS	Chemistry	MAT 106
Marcy Fountain	BS	AutoCAD/Industrial Applications of Computer	CIS 105
David Habben	Cisco Certification	Computer Tech	CIS 156, 158
Julie Helfrich	BA	Board of Trustees	QLT 101
William Helgason	MA	Finance/Economics	BUS 112*
Dale Heuck	MS	Chemistry	CHE 102, 103*
Phil Hofreiter	MA	Math	MAT 105
Jill Horn	M Ed	Master in Education	MAT 074
Jim Johnson	M Ed	Math	MAT 105, 115*
Stephen Kuhn	MBA	Finance	BUS 103*
Allen Lee	BA (10)	Journalism	BUS 210*, 213

Name	Highest Degree	Discipline	SVCC Course
Clyde Lipp	MS	Applied Child & Family Studies	BUS 205*
Tim Lundquist	H.S. Diploma + 12 years of hands-on experience and supervisory construction	Heating, Refrigeration and Electrical	EET 105, HRS 120
Robert McKinley	MBA	Business Administration	BUS 105*
Jerry McNair	BS	Forest Science	MAT 074, 105
Chuck Murphy	25 Years Experience Owner Farley Appliance Sales & Repair		ELT 103
Jane Nafziger	MS, CPA	Accounting	ACC 101*
Jim Pepper	BA	Board of Governors	EET 106
Rick Prestley	MS	Reading	MAT 070
Belavadi Shankar	Ph D	Biostatistics	MAT 105*
Daryl Smiley	BS	Business Education	Open OAS Lab
Palmer Swanson	No degree	Vocational training in Computer Information Systems	CIS 109, 180
Marcia Thompson	BS	Business Education	Open OAS Lab
Einar Trygstad	BS	Electrical Engineering	EET 105
Fred Turk	Ph D	International Education	MAT 070, 072

*denotes transfer course

August 20, 2001

Division of Health Careers Education

Part-Time Faculty Information - Fall 2001

Name	Highest Degree	Discipline	SVCC Course
Caren Bryant	RN, BS	Nursing	NRS 102
Diana Eisenberg	RN, BS	Nursing	NRS 101, 103
Cassandra Francisco	RT, BS	Radiologic Technology	RAD 184, 185, 186, 284, 285, 286 Clinicals
Nina Mardauss	RN, BS	Nursing	NRS 102
Susan Rowe	MSN	Nursing	NRS 129, 130
Doug Sears	Licensed Paramedic IDPH Lead Instructor	Paramedic	EMS 101
Virginia Sheets	RN IDPH Lead Instructor	Paramedic	EMS 106, 111, 116
Amy West	RN, BS	Nursing	NRS 101, 102, 103
Cindy Zoeller	RN, MS	Nursing	NRS 115

August 20, 2001

While SVCC attempts to hire adjunct faculty with Master's degrees or higher to teach transferable courses, at times we substitute "special training, experience, creative production, or other accomplishments or distinctions that qualify them for their specific assignment" (NCA guidelines) in lieu of a degree.

Below is evidence for the experience/training of those adjunct faculty who do not have Master's degrees.

1. Mr. Cox has been coaching the SVCC baseball team since 1994.
2. Mr. Duis is an experienced artist who currently teaches at Newman High School.
3. Mr. Eilders has been Assistant Director for Probation District A for 23 years.
4. Mr. Fischbach has had his own private music studio since 1990 and has been a church choir director of music since 1975.
5. Ms. Setchell has been employed at SVCC as Food Service Director for Consolidated Management since 1992.
6. Ms. Shoger is a certified yoga teacher with many years of experience.
7. Mr. Stewart has been a golf pro for over 35 years.
8. Mr. Ulferts has been in law enforcement for over 20 years as an officer, detective and supervisor.
9. Mr. Weathers has his CPA and 15 graduate hours toward an MBA.
10. Mr. Lee has 25 years of marketing experience which includes two years of international marketing and employment at Fortune 500 companies.

For Board Meeting of
August 27, 2001

Agenda Item I-2

FACULTY APPOINTMENT - NURSING

The Search Committee and the administration are recommending the appointment of Mary T. Heitman of Mendota, IL as an Assistant Professor (Step 12) of Nursing, effective August 21, 2001.

RECOMMENDATION: Board approval of the appointment of Mary T. Heitman as an Assistant Professor (Step 12) of Nursing, effective August 21, 2001 at a 10-month salary of \$38,927.

Sauk Valley Community College

Health Careers Education

Memorandum

To: Dr. Deborah Hecht

From: Rosemary Johnson

Date: July 24, 2001

Subject: Recommendation to Employ Ms. Mary Heitmann

I would like to recommend that we appoint Ms. Mary Heitmann as an assistant professor of nursing. I am making this recommendation based on the following information.

Announcement Process

The nursing position was advertised in the Sauk Valley News, the Rockford Register, the Dekalb Daily Chronicle, the Quad City Times, the Peoria Journal Star, the Nursing Spectrum the SVCC Scout, and the SVCC Employment Website.

Application Process

Six applications that met the minimum requirements were received.

Screening

The selection committee consisted of Pam Cunningham, Terry Lyn Funston, Janet Lynch, Chris Gehlbach, Rosemary Johnson, Colleen Klein, Steve Nunez and Jeanine Tufty. After a review of all applications, four candidates were selected to be interviewed by the committee. One candidate withdrew her application prior to her interview. The committee interviewed the three remaining candidates, viewed a teaching demonstration and had the candidates provide an on-site writing sample. The candidates toured the campus and met with Curt Devan, Dr. Deborah Hecht and Dr. Richard Behrendt. Ms. Heitmann was selected as the best candidate for the position by the selection committee.

Qualifications

1. Academic Background – Ms. Heitmann holds a masters degree from the Family Nurse Practitioner (FNP) Program from the University of Illinois at Chicago. She received national certification as an FNP in April, 2001.
2. Professional Background – Ms. Heitmann has worked as a professional registered nurse in a variety of health care settings. These experiences include intensive care, psychiatric care, long-term care, out-patient clinics and home health care. In addition, she has experience in staff development, patient education, and monitoring nursing compliance to accreditation standards.

References – The references for Ms. Heitmann were unanimous in their recommendation of her. They each identified teaching as one of her strengths. One of the references, a former instructor, indicated that Ms. Heitmann has high standards, is very reliable and extremely ethical. A co-worker of Ms. Heitmann reported that she always strives to remain current in her field and served as a resource for other members of the department. In addition, all the individuals contacted identified Ms. Heitmann as a team player, willing to do her share.

The search committee gave Ms. Heitmann's teaching presentation a very positive rating. She gave a clear explanation about how to measure a blood pressure and had the committee members practice taking a blood pressure.

Justification for placement on salary scale – Ms. Heitmann has five years experience in staff development and patient education. In staff development her responsibilities included providing annual workshops for hospital personnel, coordinating and implementing orientations for new nursing staff and student nurses, providing training for preceptors and coordinating skills labs and evaluating competencies of nursing staff. These activities require the same skills that are needed to provide instruction in the nursing program. I believe that this experience justifies a higher placement on the salary schedule.

I recommend the employment of Mary Heitmann as an assistant professor of nursing at step 12 without reservation.

For Board Meeting of
August 27, 2001

Agenda Item I-3

TEMPORARY (ONE SEMESTER) FACULTY APPOINTMENT

As the attached information details, we have an individual who can teach seven courses and there is sufficient enrollment in each of them to create a one semester temporary full-time faculty position. We would ask the Board to approve this one semester appointment with funding to come from the part-time faculty salary line item in Dean White's budget.

RECOMMENDATION: Board approval of the appointment of Marcy Fountain to a temporary one semester appointment as an Assistant Instructor, Step 4, effective August 21, 2001 through December 31, 2001.

DATE: August 19, 2001

TO: Dr. Deborah Hecht

FROM: Linley V. White

SUBJECT: Marcy Fountain

This memorandum will serve as my recommendation to appoint Marcy Fountain as a temporary (one semester) Assistant Instructor of Technology. The following information is offered in support of the recommendation:

Justification

With the closing of Northwestern Steel and Wire, hundreds of dislocated workers are ascending on the college for retaining and educational opportunities. A disproportionate number of students are choosing the technology fields. I have attempted to meet the increase demand for classes with adjunct and full-time faculty. After exhausting the supply of adjuncts and maximizing the use of our full-time faculty, I still find the need for additional classes.

Ms. Fountain is a multidisciplinary instructor who can teach industrial, electricity, mathematics, quality, and computer courses. She has taught in these disciplines as an adjunct for the last year. Her reputation as a competent, demanding instructor make her an excellent candidate for this position.

I request that Ms. Fountain be hired to teach the following courses:

CIS 105N	Introduction to Microsoft Windows	(10)
CIS 105NA	Introduction to Microsoft Windows	(1) Starts on 10/17/01
CIS 109D	Intro to Microcomputer Windows	(10)
ELT 165B	Electrical Blueprint Reading	(13)
IND 105B	Intro to Computers for Technologist	(18)
IND 105C	Intro to Computers for Technologist	(10)
MAT 072D	Pre-Algebra	(23)

This assignment would make for a full-time instructor load with 2.25 credit hours of overload.

Qualifications

1. Academic Background

Ms. Fountain graduated from Appalachian State University with a Bachelor of Science in Industrial Technology with a minor in Sustainable Development and Biology.

2. **Professional Background**

Ms. Fountain has served as an adjunct instructor at ITT Technical Institute for three years and SVCC for one year. She has taught for Corporate and Community Services and Whiteside Area Career Center. She has also served as a part-time lab assistant in the OAS Open Learning Lab at SVCC.

3. **Salary Placement**

Based on the academic and professional background of Ms. Fountain, she would be placed as an Assistant Instructor, step 4.

If you have any questions regarding this matter, please feel free to contact me anytime.

For Board Meeting of
August 27, 2001

Agenda Item I-4

FACULTY CONTRACT

Following Faculty Association consideration and possible approval of the latest Board contract offer, it may be necessary for the Board of Trustees to take appropriate action on a faculty contract.

RECOMMENDATION: Appropriate action.

2001 – 2004

CONTRACTUAL AGREEMENT

BETWEEN

THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

AND

THE SAUK VALLEY COMMUNITY COLLEGE FACULTY ASSOCIATION

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ARTICLE 1

Recognition

- 1.1 The Board of Trustees of Community College District No. 506, hereinafter referred to as "Board," recognizes the Sauk Valley Community College Faculty Association, hereinafter referred to as "Association," as the sole negotiating agent for the faculty. Faculty is defined as full-time instructional staff including librarians and counselors who have regular full-time appointments approved by the Board of Trustees and who hold academic rank. The Board agrees that faculty members shall have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board. It is specifically understood and agreed that the individuals excluded from the bargaining unit are the President, the Vice Presidents, the Deans, the Directors, and their Assistants or Associates.
- 1.2 It is understood and agreed that there shall not be included in the Negotiating Unit any other individual whose duties are primarily administrative in nature or whose position requires him/her to evaluate the performance of employees and make recommendations with reference to dismissal, retention, or other matters dealing with the employees' continuing status. The Board specifically agrees not to negotiate with any other organization purporting to represent the bargaining unit as defined in Article 1 of this Agreement for the duration of the Agreement, unless the Association is successfully challenged as provided in Article 19 - Duration. Further, the Board agrees not to negotiate with any member of the Negotiating Unit individually during the duration of the Agreement on matters agreed upon herein.
- 1.3 The prohibition on negotiating with any member of the Negotiating Unit individually shall in no way be construed to limit the right of the Board, through its administrative offices, to negotiate the initial placement of any individual on the salary schedule.
- 1.4 Both parties agree that they shall not discriminate against any faculty for joining or not joining and/or assisting the Association or the Board.
- 1.5 Nothing herein shall require any member of the faculty to be a member of the Association.
- 1.6 It is recognized that the legal responsibility for the College is vested in the Board of Trustees. However, the Board agrees to participate in good faith negotiations as provided herein.
- 1.7 Nothing contained herein shall limit or restrict the Board's responsibility and authority to amend or adopt Board policy as the Board in its discretion deems necessary, except that no Board policy shall be amended or adopted where the subject matter of such policy is the product of specific agreements between the parties hereto after negotiation and upon inclusion in this Agreement. Further, nothing contained herein shall prevent the Board from executing the legal responsibilities imposed upon it by law.

ARTICLE 2

Negotiations

2.1 Date for Initiating Negotiations:

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

2.2 Directing Requests:

- A. Requests from the Association for meetings of the negotiating teams shall be made in writing directly to the Chairperson of the Board. Requests from the Board shall be made in writing directly to the President of the Association. Requests shall be accompanied by an agenda of the items to be considered. Within ten (10) days of the date of mailing the request, a mutually convenient time and place for a meeting shall be established. The meeting shall take place within fifteen (15) days after the mailing of the request.
- B. Additional meetings may be agreed upon by the negotiating teams to enable them to complete consideration of agenda items. Every effort shall be made to schedule meetings so as to avoid conflicts with college duties of Association representatives or with the duties or responsibilities of the Board's representatives.

2.3 Exchange of Information:

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

2.4 Impasse:

Either party may declare that an impasse has been reached and call for the appointment of a mediator by the Federal Mediation and Conciliation Service. A written request for mediation by one party shall be considered a joint request for mediation, and the other party shall join in the request.

2.5 Tentative Agreement:

When tentative agreement is reached on all matters being negotiated, it shall be reduced to writing and submitted to the Association membership and the full Board of the College for ratification. It shall be signed by the Chairperson or President and the Secretary of the respective parties. This Agreement shall be a part of and incorporated by this reference in the individual contract or statement of conditions of service submitted to faculty members, and said individual contract shall contain no provisions contrary to the provisions of this Agreement. The Agreement shall not discriminate against any member of the Negotiating Unit, regardless of membership or non-membership in the Association.

2.6 Ratified Agreement:

Copies of the ratified Agreement shall be made available by the Board to all members of the bargaining unit, and one dozen (12) copies will be delivered to the President of the Faculty Association.

ARTICLE 3

No-Strike Clause

- 3.1 The Association agrees that neither it nor its members will authorize or take part in any strike against Sauk Valley Community College during the life of this Agreement.
- 3.2 The Association agrees not to support or encourage any concentrated refusal to render full and complete service to Sauk Valley Community College in accordance with and during the life of this Agreement.

ARTICLE 4

Workload

4.1 Workload:

A. Workload for the full-time teaching faculty for the academic year shall be assigned by the appropriate Dean in accordance with the needs of the College, after the Dean has consulted with faculty members regarding class size, scheduling, and compatibility of class assignments. Workloads up through thirty (30) faculty load hours may be assigned for the academic year without overload compensation. A minimum of nine hours will be assigned during the fall and spring semester, unless the faculty member is on a leave of absence or sabbatical.

Load hours for workload will be determined allowing one (1) load hour for each lecture hour and .75 load hours for each laboratory hour. Faculty will not receive load hours for workload assumed or supervised by paraprofessionals/instructional aides. Those faculty who have special duties or responsibilities within the College assigned by the respective Deans may be given released time for their workload.

B. Faculty members shall maintain at least seven (7) 60 minute office hours per week. Office hours shall be scheduled between the hours of 8:00 am and 9:30 pm. However, faculty with classes beginning before 8:30 am or ending after 9:00 pm may schedule office hours to begin one hour before the morning class and/or end one hour after the evening class. Office hours must be approved by the appropriate Dean.

Scheduled office hours may be used by the faculty member for preparation for class, evaluation of students' work, review and development of instructional methodology, professional reading, and work related to service on voluntary study groups, task forces, instructional and ad hoc committees, or divisional and departmental meetings. Faculty members shall not attend meetings outside their offices during the scheduled office hours, except where student assistance requires going to another location.

Faculty members teaching Internet/web-based courses may schedule one office hour to be spent on-line for each Internet course.

C. Overload will be determined on the basis of the assignment for the academic year, i.e., the fall semester plus the spring semester. Overload compensation shall be paid for all teaching assignments in excess of thirty (30) faculty load hours per academic year. Any faculty member may have the option of accepting or refusing an overload of more than two (2) load hours.

D. The College will pay a flat \$100 per semester for each night on which classes are

assigned in excess of two (2) nights per week. Night classes are defined as classes which start at 4 p.m. or after. Day classes that begin before 8 a.m. and Saturday and Sunday classes shall count the same as night classes for purposes of this calculation.

- E. Workload for full-time faculty other than full-time teaching faculty eligible for membership in the Sauk Valley Community College Faculty Association shall be thirty-seven (37) hours per week. Any instructional duties assigned will be on an overload basis, with the exception of counselors teaching Student Development classes (e.g., Psychology 100) as part of their thirty-seven (37) hours per week. Instructional duties for counselors shall be assigned on the basis of two (2) hours released time for a one (1) semester credit hour course taught.
- F. Teaching assignments will include any course that can be applied toward an Associates Degree or Career Certificate or is part of the Adult Education or the Developmental area. Selection and assignment of faculty members to courses is the responsibility of the faculty member's appropriate Dean.
- G. Full-time faculty may volunteer to teach credit or non-credit corporate and community service courses. These courses shall not be considered part of the faculty member's normal workload unless specifically approved by the appropriate Dean. Faculty teaching corporate or community service courses outside of their normal workload will be reimbursed at the community service rate. A community services course for the purpose of this contract is defined as non-credit or vocational skills (pcs 1.6).
- H. Full-time faculty shall be reimbursed for off-campus travel at the current college rate. Travel distance shall be calculated from the point of origin (College or home) to and from the instructional site, whichever is the shortest distance.
- I. Nursing faculty shall receive one (1) equated credit hour of workload per semester for coordinating functions at the clinical site for each day of clinical nursing laboratory experience per week.
- J. If it is determined by the Vice President of Instructional Services that a student needs a course that is not offered during a particular semester, every effort will be made by Instructional Services to offer the teaching opportunity to the faculty member who regularly teaches that class. If it cannot be taught by a SVCC faculty member, the Vice President of Instructional Services will determine how best to accommodate the student.
- K. Faculty participation in distance learning is voluntary. Distance learning includes Telecourses, Compressed Video, and Internet courses. Internet courses consist of those courses taught exclusively on the Internet, not traditional courses with regularly scheduled class meetings enhanced by Internet use.
- L. Faculty who are teaching distance learning courses may have non-traditional work

schedules in order to successfully meet the needs of their students.

For workload purposes, Internet classes will be capped at the cap number used on the corresponding traditional class not to exceed 23 students.

M. Internet course workload and compensation:

Teaching assignments of Internet courses may be considered part of the faculty member's normal workload.

However, it is recognized that development of an Internet course can involve a significantly greater amount of time than development of the same course for a traditional classroom setting. Therefore, faculty may be compensated for approved Internet course development according to agreement made in advance, using the following procedure and criteria.

1. The faculty member will prepare a written proposal for development of a course. The proposal should include a description of the course, an explanation of why it would be beneficial for Sauk to offer the course in Internet format, a description of the development work required, what parts of the development work will be performed by the faculty member, and a time frame for completion of the work. The proposal is to be presented to the Vice President of Instructional Services.
2. The Vice President of Instructional Services will determine first if development of the course is approved or disapproved. Second, if approved, he/she will determine a preliminary compensation offer for the faculty member's work, according to the following levels of involvement:
 - a. The faculty member develops the entire Internet course without significant outside help.
 - b. The faculty member partially develops the Internet course, but uses significant outside help.
 - c. The faculty member outlines the desired content of the course but uses outside help for its Internet development.
 - d. The faculty member revises an existing Internet course that was developed by someone else.
 - e. The faculty member uses an Internet course developed by another party (such as textbook publishers' web courses).
3. Compensation will be tentatively offered at the following percentages of the overload rate in effect for an Associate Professor at the time work is expected to be complete, for the number of credit hours of the course as listed in the College catalog:
 - a. For involvement level 2a above, 100%.

- b. For involvement level 2b above, 75%.
 - c. For involvement level 2c above, 50%.
 - d. For involvement levels 2d and 2e above, 25%.
- 4. The faculty member, the Vice President of Instructional Services, and the President will sign a project agreement before significant development work commences.
- 5. Payment for the development work will be made upon approved completion of the project. At that time the faculty member's level of involvement in the course development will be reviewed and confirmed, with appropriate adjustments made as needed to the tentative compensation offer.
- 6. A faculty member who disagrees with the decisions of the Vice President of Instructional Services regarding approval of the planned work, the tentative level of compensation or the final level of compensation, may appeal the decision to the President.

N. Faculty who teach compressed video or Internet courses who, at the request of the College and with written Educational Plan approval, are being trained to teach over the system will be reimbursed for their training. Mileage, housing, and meals will be reimbursed only if the training is offered off-campus. (Participants will be awarded appropriate credit toward advancement.)

O. Faculty who teach compressed video or Internet courses will receive a one-time \$150 stipend per credit hour the first time a course is taught.

P. For purposes of workload determination, a compressed video course counts the same as any regular course taught at the College, except as in item Q.

Q. A faculty member teaching a course over the compressed video system will be paid an additional \$100 for each receiving site.

R. The first time a faculty member teaches a distance learning course no formal administrative evaluation (referred to in Article 8) shall be done without the faculty member's consent. Communications from receiving sites will be shared with the faculty member for the purpose of improving the course and will not become a part of the faculty member's personnel file.

S. Any videotapes or audiotapes made of a class taught over the compressed video system are for the purpose of alleviating technological problems at receiving sites and, with instructor approval, for students who miss a class or need to review the lesson. Tapes will be erased two weeks after the end of the course.

- T. Faculty are required to attend commencement, in-service days held at the start of the fall and spring semesters (1 day each semester), and one additional in-service day to be scheduled during the academic year.

ARTICLE 5

Faculty Tenure Policy

5.1 Tenure Definition:

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

5.2 Tenure Schedule:

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

5.3 Approval Procedure:

Tenure will be granted upon recommendation of the President of the College with specific Board approval required in each individual case. One additional probationary year may be approved by the President upon recommendation of the appropriate Vice President. In such a case, the President shall notify the Board and the individual concerned, in writing, of the specific reasons for the additional year of probation, as well as the requirements to be fulfilled during that year.

5.4 Dismissal for Cause:

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

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

5.5 Other Reasons for Termination:

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

In the event that faculty retrenchment is indicated by the Board, to the maximum extent possible, except where program continuation comes

under jeopardy, seniority shall be given the greatest weight in all matters involving a reduction in force. In addition to seniority, the Board shall judge the faculty affected on the basis of demonstrated instructional proficiency (including evaluation procedures) and educational training and background. Where these other factors are relatively equal, seniority shall prevail. Seniority shall be defined as years of continuous full-time service (including approved leaves of absence) at Sauk Valley Community College, beginning with the date of Board approval of initial contract.

- 5.6 Positions which have been vacated for program or budget retrenchment shall not be filled within two (2) years. Should course offerings become available in the area of retrenchment, said offerings must first be offered to the retrenched person. The retrenched faculty must notify the College of his/her intent to accept the position within fourteen (14) calendar days after the receipt of offer.
- 5.7 The College will pay the individual covered under this contract \$500 plus \$100 for each academic year of service to the institution should said individual be terminated for program or budget retrenchment.
- 5.8 During his/her final semester of employment, the individual to be retrenched will be provided four (4) hours of released time.

ARTICLE 6

Criteria for Placement and Promotion of Faculty

6.1 All faculty shall have academic rank.

6.2 Specific Minimum Requirements for Placement of Faculty:

A. The faculty is classified into five (5) groups:

1. Assistant Instructor
2. Instructor
3. Assistant Professor
4. Associate Professor
5. Professor

6.3 Initial appointments are made on an individual basis and depend upon personal qualifications as well as education and experience and may include part-time instructional experience. The following are general guides:

A. Assistant Instructor: (Vocational/technical fields) Related work experience is required. A college degree is preferred but not necessary for appointments. Credit for related experience may be given in determining initial placement on the salary schedule providing such experience shall be related to the faculty member's actual or intended employment at the College.

B. Instructor:

1. A master's degree in the field of specialization; or
2. A master's degree of which fifteen (15) approved graduate credit semester hours are in the teaching subject field.

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

A. A bachelor's degree and thirty (30) additional approved graduate credit semester hours of which at least fifteen (15) approved graduate credit semester hours are in the teaching subject field; or

B. A total of 150 semester hours of college credit.

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

C. Assistant Professor:

1. A master's degree in the field of specialization and three (3) years of related professional experience; or
2. A master's degree of which at least fifteen (15) approved graduate credit semester hours are in the teaching subject field and three (3) years of related professional experience; or
3. A doctorate degree of which at least fifteen (15) approved graduate credit semester hours are in the teaching subject field and three (3) years of related professional experience.

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

- A. A bachelor's degree and thirty (30) additional approved graduate credit semester hours of which fifteen (15) approved graduate credit semester hours must be in the teaching subject field and three (3) years of related professional experience; or
- B. A total of 150 semester hours of college credit and three (3) years of related professional experience.

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

D. Associate Professor:

1. A master's degree in the field of specialization and thirty (30) additional approved graduate credit semester hours and six (6) years of related professional experience, at least two (2) of which must be successful full-time college teaching; or
2. A master's degree and thirty (30) additional approved graduate credit semester hours of which fifteen (15) approved graduate credit semester hours must be in the teaching subject field and six (6) years of related professional experience, at least two (2) of which must be successful full-time college teaching; or
3. A doctorate degree of which at least fifteen (15) approved graduate credit semester hours are in the teaching subject field and (4) years of related

professional experience, at least two (2) of which must be successful full-time college teaching.

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

- A. A bachelor's degree and sixty (60) additional approved graduate credit semester hours of which fifteen (15) approved graduate credit semester credit hours must be in the teaching subject field and six (6) years of related professional experience, at least two (2) of which must be successful full-time college teaching; or
- B. A total of 180 semester hours of college credit and six (6) years of related professional experience, at least two (2) of which must be successful full-time college teaching.

E. Professor:

- 1. A doctorate degree in the field of specialization and seven (7) years of related professional experience at least five (5) of which shall be successful full-time college teaching; or
- 2. A doctorate degree of which at least fifteen (15) approved graduate credit semester hours are in the teaching subject field and seven (7) years of related professional experience, at least five (5) of which shall be successful full-time college teaching experience; or
- 3. A master's degree in the field of specialization and sixty (60) additional approved graduate credit semester hours and seven (7) years of related professional experience, at least five (5) of which shall be successful full-time college teaching; or
- 4. A master's degree and sixty (60) additional approved graduate credit semester hours of which at least fifteen (15) approved graduate credit semester hours must be in the teaching subject field and seven (7) years of related professional experience, at least five (5) of which shall be successful full-time college teaching.

6.4 General Requirements for Promotion of Faculty:

- A. Annual evaluations as well as the following general qualifications will be considered in the promotion of faculty by the Vice-Presidents:
 - 1. Mastery of subject matter
 - 2. Demonstrated teaching capability

3. Interest in students as individuals
4. Understanding of the comprehensive community college program
5. Potential for continued professional growth
6. Meritorious service
7. Number of years in present rank. A minimum of three (3) years in any rank shall be required for promotion to the next higher rank.
8. Service to the College, such as serving on committees, speaking on behalf of the College in the community, and helping with College events.

The specific minimum requirements for selection of faculty as set forth in Section 6 of this Article are minimum requirements for promotion and shall be considered with the general requirements set forth in this paragraph for promotion of faculty members.

6.5 Credit hours used for promotional purposes shall be accumulated based upon the following criteria:

- A. Undergraduate and graduate credits from a regionally accredited institution of higher education.
 1. The appropriate Vice President shall approve a developmental plan prior to enrollment in any coursework.
 2. Such course credits shall be related to the faculty member's actual or intended employment at Sauk Valley Community College and toward improvement of his/her employment capacity.
- B. Credit shall be granted for non-credit seminars, symposiums, and workshops at the ratio of one (1) credit equal to fifteen (15) hours of actual contact experience.
 1. Such instruction shall be approved by the appropriate Vice President prior to enrollment.
 2. Such credit shall be related to the faculty member's actual or intended employment at Sauk Valley Community College and toward improvement of his/her employment capacity.
- C. Any future professional or occupational activity applicable to the instructional assignment may, upon prior approval of the appropriate Vice President, be granted creditable hours toward rank or experience advancement.

6.6 Promotion of faculty may be made by the Board of Trustees upon the recommendation of the appropriate Vice President and the President of the College, and is at the sole discretion of the Board of Trustees. The acquisition of credits and necessary experience is only one (1) criterion to determine eligibility for promotion.

ARTICLE 7

Types of Appointments and Termination

7.1 Appointments to the faculty shall be in one (1) of three (3) categories: temporary, term, or continuing.

- A. A temporary appointment shall be an appointment for an unspecified period and may be terminated at any time. Temporary appointments ordinarily are for part-time service, voluntary service, or for periods of less than one (1) year.
- B. A term appointment shall be an appointment for a specific period of time, normally for one (1) year. Such an appointment shall automatically expire at the end of the agreed term unless terminated earlier in accordance with subsequent provisions of these policies.
- C. A continuing appointment shall be a tenured appointment and shall continue indefinitely unless terminated in accordance with subsequent provisions of these policies. It shall not be affected by change in rank.

7.2 Termination of Term Appointments:

- A. Prior to Completion of Agreed Term: If a term appointment is to be terminated prior to completion of agreed term, cause shall be given and procedures will be identical with the provisions for termination of continuing appointments as in Article 7.3.

7.3 Termination of Continuing Appointments:

- A. Termination for Cause: The services of a faculty member with a continuing appointment may be terminated for any of the causes set forth in Article 5, Section 5.4 and 5.5, the termination to be in accordance with the following procedures:
 1. When the President receives a recommendation for termination or other information or complaint against a tenured member of the faculty containing allegations which, if true, might serve as a cause for termination, and if he/she deems such information to be substantial, he/she shall make this information available to and shall discuss it with the individual concerned and shall make such investigation as he/she considers appropriate, including the review of any written documentation which may be available to him/her.

2. If the President decides to recommend termination to the Board, the individual concerned shall be formally notified at least seven (7) days prior to the President's recommendation to the Board and shall be given the opportunity to be present at the time the recommendation is made to the Board and to request a public or private hearing on the recommendation. If the Board accepts the President's recommendation, then the individual and/or the Association may appeal the Board's decision by filing a written notice of appeal, setting forth the basis for the appeal. The notice shall be filed with the Chairperson of the Board within seven (7) days after the individual has been notified of the Board's action on the President's recommendation. The appeal shall then be presented at the first regular Board meeting following receipt of the notice of appeal, provided a meeting is scheduled within two (2) weeks; otherwise, a special meeting shall be called. The Board shall have the option of considering the appeal in an executive session. The individual and/or Association shall have the option of considering the appeal in an executive session. The individual and/or Association shall have the option of requesting a formal hearing before the Board or presenting the case through written briefs. No later than one (1) week after the conclusion of the hearing, the Board of Trustees shall render its decision in writing to the Association and the individual involved. If the Board's decision is unacceptable, the matter may be submitted to arbitration as provided in Step 4 of Article 12, Section 12.4 - Professional Grievance Procedure. In lieu of any other remedy, the decision of the arbitrator will be accepted as final by the Board, the Association, and the individual affected thereby.

ARTICLE 8

Evaluation Procedures

- 8.1 In order to ensure quality education and management accountability, the evaluation of a faculty member's performance is the responsibility of the appropriate Vice President or other supervisor who is responsible to the President for the preparation of recommendations regarding the status of faculty under his/her supervision.
- 8.2 The evaluation of a faculty member's performance will include annual collection of data related to:
 - A. Classroom teaching
 - B. Professional growth
 - C. Academic growth
 - D. College service
 - E. Service to students
 - F. Service to community
 - G. Assigned student activities funded by the College which are a part of the faculty member's workload.
 - H. Adherence to the faculty job description as maintained in the faculty handbook.
- 8.3 The components of the evaluation of a faculty member's performance will include the following:
 - A. Classroom Observation
 1. A formal classroom observation of tenured faculty members will normally be conducted every third year. However, more frequent evaluations may be conducted for the following reasons:
 - a. Promotional considerations
 - b. Question of adequate performance of duties
 2. Term faculty will be observed no less than once each academic year.
 - B. Self-evaluation which summarizes accomplishments for the past year and outlines plans and goals for the next year in the areas of instruction, service to students,

professional development, and contributions to the program area, the College, the community, and the profession.

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

- 8.4 When new evaluation forms are developed, the Administration shall furnish copies to members of the Bargaining Unit prior to final adoption. The members of the Bargaining Unit may submit written responses within twenty (20) calendar days of receipt. Within twenty (20) calendar days thereafter, the Administration shall notify the members of the Bargaining Unit of its disposition of the responses. If new evaluation forms are to be used, copies will be distributed to the faculty at the beginning of the academic year.
- 8.5. Student evaluations (questionnaires) may be distributed to students through the faculty and collected by the respective academic supervisors for purposes of gaining student input regarding any and all aspects of a course, i.e., classroom facilities, scheduling, textbooks and other materials, equipment, method and style of presentation, and methods of evaluation (grading). Results of the questionnaires may be shared with affected faculty at the end of the course for purposes of modifying or improving the course.
 - A. These questionnaires are not to be used as a basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members. Written evaluations and/or employment decisions must be based on the independent professional judgment of the administrator. However, student questionnaires may prompt additional faculty observations and evaluations by the appropriate administrator.
 - B. The administration shall not disclose the questionnaires to other persons or institutions other than the faculty member involved, nor will any publication of the results be made or allowed.
 - C. Changes to these questionnaires will be submitted to the Instructional Affairs Council for approval.

ARTICLE 9

Change in Status

9.1 Annual Review

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

9.2 Results of Review

A. The following actions may be taken as a result of the annual review:

1. Retention with normal salary increment
2. Retention with extra salary increment
3. Promotion to a higher rank
4. Termination of service
5. Granting of continuing appointment (tenure)
6. Retention without salary increment
7. Additional education required

9.3

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

9.4 Notification

The appropriate Vice President or other immediate supervisor shall notify each faculty member of the recommendation that is being made as a result of the annual review. For a term appointee, this shall be accomplished by February 15, and for a continuing appointee, January 1. (Note Article 5, Section 5.2 on tenure for notification procedure on the granting of continuing appointment.) The faculty member may then request a meeting with the President, the appropriate Vice President, or other immediate supervisor, to show cause for any inequity in the recommendation. He/she may invite up

to two (2) observers of his/her choice to attend the meeting. In any case, within two (2) weeks of the above dates, the faculty member will be given written notice by the President of his decision regarding the recommendation. If the recommendation is for option 4, 6, or 7 of Article 9, Section 9.2A, the faculty member may request the Board of Trustees to review his/her case. Such a request must be made within ten (10) days after the faculty member has received written notification of the President's recommendation. The faculty member may enlist the assistance of the Association in presenting his/her case to the Board.

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

ARTICLE 10

Retraining

10.1 "Retraining" of a faculty member means a significant amount of additional academic course work or training so that the faculty member acquires the necessary background to be able to teach courses which the faculty member would not otherwise be competent and qualified to teach. Retraining undertaken pursuant to the terms of this Article may either be on a required basis or on a voluntary basis.

10.2 Required Faculty Retraining

- A. Additional education or training may be required of a faculty member by his/her Vice President. Such requirement shall be based upon the Vice President's evaluation of the educational needs of the College and of the faculty member's program area. The Vice President shall take into consideration the faculty member's academic qualifications, experience, and ability to perform the services needed by the College, and, if relevant, the ability of the College to retain highly qualified faculty members who might otherwise be dismissed as a result of a reduction in force.
- B. The Vice President shall meet with the faculty member and discuss the retraining, and the retraining shall be described in the faculty member's retraining plan.
- C. The requirement for additional education or training shall be reviewed by the faculty member's program area, and a copy of the retraining plan shall be submitted by the Vice President to the appropriate immediate supervisor. The program area shall make a written report to the Vice President either concurring in the requirement or indicating the specific reasons why it is felt the requirement should not be enforced. If the program area fails to submit its report to the Vice President within thirty (30) calendar days after receipt of a copy of the Vice President's requirement, the right to review the requirement and make a recommendation thereon is waived.
- D. Implementation of the required retraining shall be described in a written implementation memorandum to the faculty member. The implementation shall take into consideration the other college responsibilities which the faculty member has and will have during the period of retraining.
- E. The reasonableness of the Vice President's decision to require retraining and its implementation may be the subject of a grievance. Any such grievance must be filed within ninety (90) calendar days of written notification of the Vice President's final decision. Failure to file within said period shall constitute a waiver of the right to grieve the matter. Any such grievance shall start with the Board of Trustees Grievance Hearing Committee at Step 3. The scope of review of the required retraining plan by the Board of Trustees Grievance Hearing

Committee or by the Arbitrator, if the grievance is carried to arbitration, shall be limited to the reasonableness of the Vice President's requirement and its implementation, taking into consideration the educational needs of the College and of the faculty member's program area, the faculty member's academic qualifications and experience, the faculty member's other responsibilities to the College, and his/her ability to perform the services required by the College, and, if relevant, the ability of the College to retain a highly qualified faculty member or members who might otherwise be lost as a result of reduction in force. If it is determined that the requirement is unreasonable, it shall be waived, and any salary increment withheld as a result of the faculty member's failure to perform the requirement shall be paid to the faculty member.

- F. The faculty member's progress in the retraining plan shall be reviewed at the faculty member's Annual Review. In the event any changes are made in the retraining plan or implementation plan to which the faculty member objects, the faculty member must object in writing at the Annual Review and such objection shall be noted in the Annual Review document. He/she shall be entitled to raise an objection by a grievance, but any such grievance not filed within thirty (30) calendar days after the Annual Review shall be considered waived.
- G. The faculty member shall be given released time with pay from a full thirty (30) hour teaching or normal workload for those employed on a thirty-seven (37) hour basis equal to the number of equated credit hours approved by the Vice President and taken by the faculty member as a result of the Vice President's requirement, or the faculty member may be given some other type of additional compensation based on equated hours, provided, however, no additional compensation shall be paid to any faculty member in the form of monetary compensation, compensated released time or otherwise, unless such additional compensation is specifically set out in the "Retraining Plan" which shall signify the Vice President's prior approval of any courses or training. All compensation in the form of either released time or salary shall be calculated on the basis of equated hours. In cases where this results in an overload, it will be paid at the overload salary rate as specified in Article 17, Section 17.3. If the retraining takes place during the summer, the equated hours of released time shall be paid at the summer salary rate as specified in Article 17, Section 17.3. Cost estimates and approvals for the total retraining program shall be included in the retraining plan.
- H. Travel expenses, registration fees, and tuition for approved retraining shall be paid by the College only to the extent specified in the retraining plan and shall not exceed the amount specified in Article 15, Section 15.6.
- I. The retraining plan shall be signed by both the Vice President and the faculty member. The faculty member's signature shall not be deemed a waiver of the rights to grieve spelled out in paragraph 5 hereof.

10.3 Voluntary Retraining

- A. If a faculty member voluntarily wishes to undertake retraining, his/her Vice President may agree to such retraining on behalf of the College, at the sole discretion of the Vice President.
- B. Voluntary retraining shall be set out in a retraining plan which will be signed by the faculty member and the Vice President. The faculty member shall be given such released time on an equated hour basis with pay or other form of equated hour compensation as shall be provided in writing in the faculty member's retraining plan. No compensation or released time shall be paid or given to a faculty member for retraining unless such additional compensation is specifically set out in the retraining plan. An implementation plan shall be prepared by the Vice President and signed by the faculty member and the Vice President. Any amendments to the retraining plan or implementation plan shall be in writing.
- C. Travel expenses, registration fees, and tuition for approved retraining shall be paid by the College only to the extent specified in the retraining plan and shall not exceed the amount specified in Article 15, Section 15.6.
- D. Progress on the retraining plan shall be reviewed at the faculty member's Annual Review. If the faculty member shall fail to complete the voluntary retraining in the manner provided in the retraining plan and implementation plan, the faculty member shall reimburse the College for compensation or released time previously received.

ARTICLE 11

Cancellation of Classes and/or Duties

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

ARTICLE 12

Faculty Grievance Procedure

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

12.2 Definitions:

- A. A "grievance" shall mean a claim that there has been an alleged violation, misinterpretation, or misapplication of a provision of this Agreement.
- B. A "Grievant" shall be any party to this Agreement or any member of the full-time faculty who shall submit a grievance.
- C. "Association representative" or "grievance committee" means a member or members of the Association's grievance committee, which is composed of seven (7) members from the local Association appointed in accordance with the bylaws of the Association.
- D. Time limits: All time limits in reference to the grievance procedure refer to days the College is officially open.

12.3 General Conditions:

- A. The Board acknowledges the right of the Association's grievance committee to participate in the processing of a grievance at any level if the grievant so desires, and the Board acknowledges that no grievant be required to discuss any grievance if a grievance committee member is not present.
- B. At least one (1) member, and not more than three (3) members, of the grievance committee, in addition to the grievant, shall be present for any meeting, hearing, appeals or other proceedings relating to a grievance which has been formally presented, provided it is the wish of the grievant. Nothing contained herein shall be construed as limiting the right of any grievant to have a grievance adjusted without the intervention of the Association, provided that, if the grievance has been formally filed with the Association, the Association shall be notified of the final settlement.
- C. The parties acknowledge that it is usually most desirable for a grievant and his/her immediately involved supervisor to resolve problems through free and informal

communications. When requested by a grievant, the grievance committee may intervene to assist in this procedure. However, should such informal processes fail to satisfy the grievant, then a grievance may be processed in accordance with the following procedure.

- D. If a grievance is to be processed in accordance with Article 12, Section 12.4, Procedures, the grievant shall initiate step one within ninety (90) days from the date of the event giving rise to the grievance. The failure of the Administrator or the Board to give a decision within the time limits stated shall permit the grievant to proceed to the next step. The failure of a grievant or the Association to take action in accordance with this Agreement within the prescribed time limits shall act as a bar to any further appeal.
- E. The number of days indicated at each level shall be considered maximums, and every effort shall be made to expedite the process. The time limits may be extended by mutual consent.
- F. All decisions shall be rendered in writing to the grievant and the Association at each step of the grievance procedure, the written decisions setting forth the findings of fact, conclusions, and supporting reasons.
- G. Either party shall have the right to be represented by representatives of his/her choice (not to exceed three (3) in number) at any level above Step 1.
- H. Either party shall have the right at all stages of a grievance proceeding to confront and cross examine all witnesses called against him/her to testify and to call witnesses on his/her behalf. There shall be no limitations on the presentation of competent evidence on either side in the hearing before the Board of Trustees Grievance Hearing Committee.
- I. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, insofar as possible, at other than college hours or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during college hours, all faculty whose presence is required shall be excused, with pay, for that purpose.
- J. No reprisals of any kind shall be taken against any faculty member for participating in any grievance proceeding. If any faculty member for whom a grievance is filed, processed, or sustained, shall be found to have been unjustly charged, and if suspension is involved, he/she shall be restored to his/her former position.
- K. All documents, communications, and records dealing with the grievance shall be filed separately from the personnel files of the participants. An individual's

grievance file shall be open to him/her upon request.

- L. It is agreed that the grievant shall be furnished with copies of any written information in the possession of the Board and/or the Administration necessary for the processing of any grievance or complaint.
- M. A grievance may be withdrawn at any level without establishing a precedent.
- N. All communications, notices, or decisions required may be personally delivered to the party or parties entitled thereto or may be mailed to them by certified or registered mail to their last address as shown on the College records. Delivery shall be deemed to have been made when the document is deposited in a United States mailbox. All communications, notices, or decisions for the Association or the Board shall be delivered or mailed to the respective President.

12.4 Procedures:

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

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

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

Step #3. If the Association is not satisfied with the disposition of the grievance by the Vice President, the grievance shall be transmitted to the Board of Trustees Grievance Hearing Committee. Such committee shall be composed of two (2) board members, the College President, and one (1) Vice President not previously involved in Step #2. A written Notice of Appeal, setting forth the basis for the appeal, shall be filed with the College President within fourteen (14) days of receipt of the Vice President's decision, or within fourteen (14) days after the hearing. The Hearing Committee of the Board shall meet within fourteen (14) days of the written appeal to the Committee, transmitted to the College President. The grievance, together with a record of the prior proceedings, shall

be presented to the Committee of the Board. The Committee shall have the options of considering the appeal in an open or closed hearing session. No later than fourteen (14) days after the conclusion of the hearing, the Committee shall render its decision in writing to the Association, the grievant, and the appropriate Vice President.

Step #4. If the Association is not satisfied with the decision of the Board committee, or if no decision has been made within the period provided in Step #3, the Association may submit the grievance to arbitration before an impartial arbitrator. The Association must declare in writing to the Board of Trustees Hearing Committee that such arbitration is desired. Such declaration must be made to the Board of Trustees Hearing Committee within fourteen (14) days after the Association has received the decision of the Board of Trustees Hearing Committee on their appeal to them. If the parties cannot agree on an arbitrator, a list of five (5) or more arbitrators shall be secured from the American Arbitration Association. The Arbitrator shall be selected within fourteen (14) days of the receipt of the list of arbitrators from A.A.A. Such a list shall not include a resident of the Community College District. Final selection of the arbitrator shall be made by the parties, who shall strike a name from the list of five (5) alternately until one (1) name remains, and this person shall serve as arbitrator. The party eligible for the first deletion shall be determined by chance. The Administration and the Association shall not be permitted to present in such arbitration proceedings any evidence not previously disclosed to the other party at the Board of Trustees Committee Hearing. The arbitrator shall have no power to alter, add to, or subtract from the terms of the agreement. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties. Should only one (1) party request a transcript of the proceedings, then that party shall bear the full costs of that transcript. Should both parties order a transcript, then the cost of the two (2) transcripts shall be divided equally between the parties.

12.5 No grievances may be submitted to arbitration without consent of the Association.

ARTICLE 13

Resignation by Advance Notice

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

ARTICLE 14

Leaves of Absence

14.1 Sick Leave and Personal Leave:

- A. Sick leave shall accrue to all full-time faculty at the rate of fifteen (15) days the first year and ten (10) days per year thereafter. Sick leave for the full contract year shall accrue as of the first duty day of employment and shall terminate as of the last duty day of employment. Sick leave for those on twelve (12) month contract shall accrue at the rate of seventeen (17) days the first year and twelve (12) days per year thereafter. During summer sessions when the College operates on a four-day, ten-hour week, sick leave taken by twelve (12) month faculty will be charged at 9.25 hours per day for thirty-seven hour faculty and 10.0 hours per day for the forty hour faculty. For all other summer school teachers, sick leave shall not be applicable except that full-time faculty who teach during summer school will have an option to surrender accumulated sick leave days if they wish to do so.
- B. Sick leave shall be credited to each full-time faculty member at the beginning of each contract year so that the accumulated unused sick leave from prior periods plus the credit for the current year will be the total amount of sick leave benefits available to that full-time faculty member through the end of the fiscal year (June 30).
- C. This procedure has the effect of crediting a full-time faculty member with a sick leave advance which must be repaid to the College through full-time employment during the contract year. Should service terminate after this banked credit has been used by the full-time faculty member, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment.
- D. Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness or injury of the faculty member involved. The faculty member may use up to ten (10) days of sick leave in any one contract year for sickness in the immediate family, sickness which creates the necessity for the faculty member to remain away from the place of employment, or for personal bereavement related to a member of the immediate family.
- E. Sick leave without salary may be granted to members of the faculty subject to the discretion of the Board of Trustees. During any such leave, the Administration shall make appropriate arrangements for carrying on the activities of the affected area with due regard to the workload of other members of that area.
- F. The immediate supervisor or appropriate Vice President shall submit a report to the Business Office of the number of days of sick leave taken. The report shall be

on forms supplied by the Business Office. For absences extending over fewer than seven calendar days, a person may be charged for sick days only when he/she would normally be working. In the event of an absence extending over a period of seven or more calendar days, a person will be charged for sick days beginning with the first day of absence and concluding with the faculty member's return to his/her position. Faculty will not be charged for more than five sick days per week. The Board reserves the right to require a physician's certificate that the individual is incapacitated from performing his/her usual or ordinary duties for any sick leave taken.

- G. If a person is sick, he/she shall notify his/her immediate supervisor or the appropriate Vice President at the earliest possible time.
- H. Each member of the faculty may take three (3) days annually for personal leave. The first two (2) days so taken will not be charged against the sick leave credit of the individual. If these two (2) days are not taken, they will be rolled over into accumulated sick leave at the end of the fiscal year. If the third personal leave day is taken, it will be charged against the sick leave credit of the individual. If a personal leave is to be used, such notice shall be given by the faculty member not later than twenty-four (24) hours before duties are to begin. The faculty member shall state, in writing, his/her efforts to arrange coverage for the classes occurring during the period of personal leave. Such statement shall be submitted with a notice given of his/her intention to use personal leave. In emergency situations, the foregoing notice requirements may be waived. No permission is required to take personal leave.
- I. No compensation shall be paid for sick leave accrued unless the individual is sick and incapacitated from performing his/her usual and ordinary duties or unless personal leave is taken as in Paragraph H.

14.2 Maternity/Child-Rearing and Disability Leave:

A. Unpaid Leaves of Absence:

Full-time faculty may be eligible for unpaid leaves of absence for the following reasons, subject to the General Conditions for Leaves hereinafter provided, and any other specific conditions which may apply as set forth in Section B hereinafter set forth. The President may approve and grant such leaves with the approval of the Board of Trustees:

1. Maternity/Child-Rearing Leave:

Any full-time faculty member shall be entitled to maternity/child-rearing leave without pay or other benefits subject to the general conditions of Section B hereinafter set forth. (Nothing in this section shall be construed as requiring any faculty member to apply for a maternity/child-rearing

leave. A faculty member shall utilize accumulated sick leave during any period of medical disability related to pregnancy and/or to the delivery of the child.)

2. **Disability Leave:**

Any faculty member who is disabled and unable to return to work and has exhausted all available sick leave may apply for a disability leave without pay or other benefits (except as the faculty member may become eligible under retirement statutes) subject to the general conditions of Section B hereinafter set forth.

B. General Conditions for Leaves of Absence:

Unless otherwise set forth in this Agreement, any leave of absence granted by the College for the reasons stated in Section A above is subject to the following general terms and conditions:

1. **Time Requirements for Requesting Leaves:**

Any application for an unpaid leave shall be made in writing to the President at least sixty (60) calendar days prior to the proposed start of the leave. The application shall state the requested starting and ending date of the leave. An emergency request or other request when sixty (60) days notice is not possible, for an unpaid leave of absence, may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the basis for the emergency or inability to provide sixty (60) days notice.

2. **Medical Substantiation:**

Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the medical disability. Evidence from a qualified physician indicating the faculty member's ability to perform all assigned duties shall be submitted prior to the return of any faculty member on an unpaid leave for personal medical reasons. The College may require examination by a physician or other medical practitioner of its choosing, at Board expense. If a question exists concerning fitness to perform all assigned duties, the judgment of the Board-selected physician or medical practitioner shall be determinative.

3. **Structuring of Leave:**

After consultation with the faculty member, the President shall prepare a plan for the commencement and termination dates of any leave of absence recommended for approval, taking into consideration maintenance of

continuity and quality of the related college program as a primary criterion, duration of the leave requested, availability of qualified substitutes and other pertinent time and other factors related to the request. Other terms and conditions of the leave, such as proration of benefits, shall also be covered. Unless expressly agreed otherwise, leaves shall not exceed one (1) academic year. Every effort shall be made to have leaves terminate immediately prior to the start of the new academic year. Such leaves shall commence upon 1) the date agreed upon by the President and the faculty member, or 2) the actual date of disability, whichever shall first occur.

4. **Sick Leave:**

Sick leave shall not be available or accumulate during the period of any leave. Any accumulated sick leave availability at the commencement of the leave shall be available to the faculty member upon return to employment at the College.

5. **Insurance Benefits:**

With the consent of the College insurance carrier, a faculty member on an unpaid leave of absence may maintain insurance benefits by making timely payment of all premiums which may be due to the Business Office or elsewhere as designated.

6. **Early Return from Leave:**

A faculty member on an approved leave of absence may request in writing to return early from leave if the reasons for the leave no longer exist. Approval will be subject to the discretion of the President.

7. **Board Discretion:**

Notwithstanding the general conditions set forth above, the Board of Trustees, acting through the President, retains the sole discretion to grant or extend any discretionary unpaid leave of absence under any conditions deemed appropriate.

8. **Non-Return from Leave:**

Failure of a faculty member to notify the College of his/her intent to return by the date specified in the leave plan shall constitute a formal resignation by the faculty member involved.

14.3 Sabbatical Leaves:

A. Governing Principles:

1. Sabbatical Leaves may be granted for the purpose of improving the quality of services provided to the constituents of Sauk Valley Community College. A member of the faculty who is granted such leave may improve services by:
 - a. Engaging in projects or activities that will result in the development of tangible materials which will improve or enhance the faculty member's assignment at the College; or
 - b. Informal or formal advanced study selected to improve the faculty member's competence in his/her assignments at the College or which expands his/her capabilities to serve the College in a designated area of need.
2. Sabbatical Leaves are not intended to provide opportunities for financial gains. Therefore, applications for Sabbatical Leaves shall include a description of any salaries, grants, or fellowships expected to be received during the leave period. Following conclusion of the leave, the faculty member shall file a written report with the President or designee of all salaries, grants, or fellowships actually received during the leave period. Following conclusion of the leave, the faculty member shall also prepare and file with the President or designee a report of the Sabbatical in relation to the purposes for which the Sabbatical Leave was requested and granted. Further, the faculty member receiving the Sabbatical Leave shall make an oral report to the Board of Trustees with specific comment concerning the value of the Sabbatical to the faculty member and the College. Failure to complete the specific purposes of the Sabbatical, the reports to the President, and the oral report for the Board of Trustees within the following semester may result in requiring the faculty member to reimburse the College for the compensation received during the Sabbatical Leave.
3. Individuals on Sabbatical Leave will receive all rights and privileges of faculty. These include full fringe benefits and normal progression on the salary schedule. Subject to Paragraph C below, the salary shall be computed as though the individual were performing usual duties at the College.

B. Eligibility

Application for Sabbatical Leave may be made by any faculty member who has been employed by the College in a full-time professional capacity for a minimum of six (6) consecutive contractual academic years. A faculty member must be

employed for a minimum of six (6) consecutive contractual academic years after completion of a sabbatical before another sabbatical application will be considered.

C. Leave Plans

An eligible faculty member shall have the option of requesting either of the following plans of sabbatical leaves:

1. One full academic semester on full salary for the semester, or
2. One full academic year of two (2) semesters at one-half of the individual's contract salary for the full year.

D. Application

Eligible applicants shall make formal application in writing to the President not later than December 15 for a sabbatical leave for the subsequent academic year. Each application shall include:

1. The leave plan desired.
2. The academic period for which the leave is desired.
3. Specific purpose for which the leave is desired and the relationship of the purpose to the person's College assignment.
4. Detailed plan of study or project for the period of leave, including verification of arrangements, if necessary.
5. Salaries, grants, and other payments anticipated during the period of the leave.

Request for Sabbatical Leave shall be reviewed by the Sabbatical Leave Committee for determination of eligibility and recommendation.

E. Sabbatical Leave Committee

The committee to review Sabbatical Leave Proposals from the faculty shall be composed of four (4) faculty members appointed by the Association President and three (3) persons appointed by the President of the College.

F. Criteria for Recommendation

The following criteria should be considered by the committee in making recommendations for Sabbatical Leave:

1. Benefit to the College--which shall be defined as activities which improve the individual's teaching or service to students at Sauk Valley Community College and is a recognized need by the College. Benefit shall not in any way be construed to mean preparation for teaching at a level other than that which is encompassed in the offerings or programs at Sauk Valley Community College.
2. Completeness, acceptability, and organization of leave plan with verification as required.
3. Priority of application.
4. Previous leaves, if any.
5. Years of teaching experience at Sauk Valley Community College.

G. Approval

Recommendations for Sabbatical Leave shall be submitted by the President to the Board of Trustees for approval. The approval of any leave may be conditioned in any manner as the Board may deem appropriate. Board approval of sabbatical leaves shall be made not later than April 1 for the subsequent academic year.

Sabbatical leaves shall be processed by a formal contract between the Board and the faculty member. Such agreement shall include a provision that the faculty member granted the sabbatical leave who shall not return to the College for at least two (2) years immediately thereafter shall repay the salary received from the College during the leave period, provided such repayment may be extended over a period not to exceed two (2) calendar years if such repayment is appropriately secured by other than the promise to repay, and, provided further, that if upon the expiration of the leave such faculty member is precluded from returning to employment because of a medical disability, the obligation to repay shall be deferred until such disability is alleviated as to permit the faculty member to return to employment.

H. Reporting

As a condition of such leave, the faculty member shall submit a comprehensive report to the President with respect to his/her activities during the period of such leave.

I. Number of Leaves

The College shall make provision for one (1) semester of paid faculty sabbatical

leave per academic year. These funds may be allocated according to the leave plan requested under the provisions of Paragraph C.

- 14.4 The Board shall pay the regular salary to a faculty member called to serve as a juror, and the faculty member shall submit any reimbursement to the College.
- 14.5 Other Leaves: The President, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary, or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or foreign nations. Such leaves shall be for appropriate purposes consistent with the needs and interest of the College. Application for such leaves shall be made, in writing, to the President and shall state the purpose for which the leave is requested, its anticipated duration, and its value to the College. The terms and conditions of the leave shall be determined at the time the request for leave is acted upon. However, the date of April 1 and November 15 shall be used to notify the College regarding his/her intention to return to his/her assignment. Failure of a faculty member to notify the College by the date specified as appropriate to the leave request shall constitute a formal resignation by the faculty member involved.
- 14.6 Leaves of absence with pay to attend Illinois Education Association conventions, seminars, and conferences, or to serve in elected or appointed official positions, shall be granted to the Association President or his/her delegate when leaves are requested ten (10) days in advance. Such leaves of absence shall not exceed a total of five (5) working days per academic year. The Association President or his/her delegate shall arrange for all classes to be covered during his/her absence at his/her expense.
- 14.7 Retirement Program: All permanent employees, including part-time employees whose employment is considered permanent at Sauk Valley Community College, are required to participate in the State Universities Retirement System, effective with the beginning of the first day of employment. Details concerning retirement allowances, disability benefits, reciprocity, and refunds are contained in the System's Handbook issued to every member at the beginning of his/her employment.
- 14.8 Other Employment: Any faculty member who accepts outside employment during the individual contract period without written notification to the appropriate supervisor may be subject to dismissal proceedings. Such employment shall, in no way, interfere with the College's ability to schedule classes taught by the faculty member. Such employment shall not interfere with duties normally expected of faculty members.
- 14.9 Vacations: 12-month employees will earn annual vacation at the rate of two (2) days per month. Such earned vacation shall be effective with the first day of the first full month of employment. All vacations must be taken by the employee within 18 months (December 31st) following the close of the fiscal year during which the vacation time will have accrued or any excess accumulation shall be lost. It is the policy of the College to encourage employees to use vacation days rather than allow them to accumulate.

It is intended that no vacation time will be used before being earned. However, should

any employee find it necessary to take vacation in advance of the time earned, it may be allowed only with the prior written approval of a supervisor or a Vice-President. Should an employee's employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from the employee's final salary payment. Earned but unused vacation upon separation from employment will be paid to the employee at the pay rate in effect at the time of separation.

ARTICLE 15

Fringe Benefits

15.1 A. The Board shall provide a group medical plan which shall include major medical coverage. The plan shall contain coverage as described in the SVCC Benefits Schedule attached to this Agreement, marked Appendix A. The Board will pay the overall costs of the plan for individual employees, subject to the terms of the plan and employee co-pays set out in Appendix A. Faculty members who elect dependent coverage must contribute for Single Plus One and Family Dependent costs, in equal monthly salary deductions based upon the following annual calendar year premiums:

	<u>Single Plus One</u>	<u>Family Dependent</u>
2002	\$ 515.40	\$ 1,072.40
2003	\$ 566.94	\$ 1,179.64
2004	\$ 623.63	\$ 1,297.60

B. In the event any changes must be made in the plan set out in Appendix A, the Board will notify the Faculty Association and explain the necessity for any such changes, including any substitutions in the plan and any cost changes resulting from such changes.

C. In the event any changes in the plan are mandated by any state or federal government entity, either party shall have the option to reopen and negotiate the impact of such mandate upon the health care program.

D. The Board may add to or enhance any component of the plan or make plan administrator changes, providing the Board notifies the Faculty Association promptly and providing such changes shall not result in additional costs or reductions in services to the faculty participants.

15.2 The College agrees to grant free tuition enrollment at Sauk Valley Community College for all full-time faculty, their spouses, and their children under twenty-three (23) years of age. If a faculty member dies while an employee of the College, this tuition waiver will also be in effect. It is also agreed that any portion of institutional charges that are allocated by Board policy towards financing the Student Activity Program is not construed as part of the tuition waiver as approved in this Agreement.

15.3 The College agrees, at the option of the individual, to prorate his/her ten (10) month salary over a twelve (12) month period. Once an individual has elected a method of payment, it may not be changed until the beginning of the next college year.

15.4 The College agrees to pay the regular expenses for academic robes and regalia required for any Sauk Valley Community College function.

- 15.5 A separate and private dining room shall be provided for the use of the professional staff.
- 15.6 Tuition Reimbursement will be based upon Article 6, Section 6.5.
 - A. The Board will reimburse tuition and mandatory course fees at the rate of up to \$115 per credit hour to a maximum of \$1,380 per year.
 - B. Reimbursement for tuition may be used for graduate or undergraduate credit and for workshops, seminars, and symposiums as equated by the appropriate Vice President.
 - C. Tuition reimbursement will be limited to twelve (12) semester credit hours per fiscal year.
 - D. Tuition reimbursement shall be paid to faculty on approved leaves of absence for a maximum period of one (1) year at a rate not to exceed \$100 per credit hour and up to a total of thirty (30) credit hours. Tuition reimbursement does not apply in cases where these costs are covered by grants, scholarships, or assistantships.
 - E. Tuition reimbursement shall be made upon presentation of a voucher or receipt from the institution where the faculty member was enrolled to the Vice President of Administrative Services and should bear the endorsement of the appropriate Vice President approving such reimbursement, and upon completion of the course and receipt of transcript.
- 15.7 The Board shall establish a Section 125 plan through salary reduction that will allow faculty members to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board, in accordance with the requirements of Section 125 of the Internal Revenue Code.

ARTICLE 16

Association and Faculty Rights

- 16.1 Officers and committee chairs of the Association shall have the right to use college equipment such as typewriters, computers, calculating machines, and audio-visual equipment at all reasonable times when such equipment is not otherwise in use, subject to regulations determined by the Vice President of Administrative Services and subject to the approval of the individual who is charged with the responsibility for that piece of equipment.
- 16.2 The Association's Negotiation Committee's expenses for duplicating (with College equipment) material for use of the Board or Board Committee in negotiations shall be paid for by the College out of funds budgeted for the Board.
- 16.3 The Board agrees to furnish regularly to the Association two (2) copies of the agenda, minutes, and the complete packet of information distributed for all Board meetings, such copies to be made available at the same time as distribution to Board members. Any materials distributed to the Board during the meetings, except those restricted to executive session matters, shall be made available to the Association prior to the meetings.
- 16.4 At each regular and special Board of Trustees meeting which is open to the public, faculty members shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board.
- 16.5 An individual's personnel file shall be open to him/her upon request, with the exception that any confidential credentials or references submitted by a party outside the College shall not be revealed without the permission of the originator. The Association shall have similar access to an individual's personnel file with the individual's written consent, subject to the same restriction in regard to confidential materials originated outside the College. Reproduction of materials shall be subject to limitations imposed by law and/or by the originator if the originator is from outside the College. The following material shall be maintained in each faculty member's file:
 - A. Application for employment with references, placement data (if submitted), and complete transcripts of academic credit earned prior to and subsequent to employment by the College.
 - B. Copies of all evaluation reports and recommendations regarding the faculty member's professional performance and competence.
 - C. Copies of each contract and notification of change of status (promotion, tenure) of the individual.
 - D. All other correspondence relating to the faculty member's professional

performance and competence and to his/her standing in the community. Correspondence of a derogatory nature shall be reported to the faculty member within three (3) weeks of receipt of the correspondence if it is to become part of the personnel file.

Requests to examine an individual's personnel file, as kept by the designated administrator, should be submitted in writing to the appropriate Vice President's office, and such examination or the reproduction of any portion of the file shall be conducted in the presence of the Vice President or his/her designated representative.

- 16.6 The Board agrees to set aside a small room or office with table, chairs, and one (1) large file cabinet with lock for exclusive Association use.
- 16.7 The Association is entitled to organizational use of faculty bulletin boards in the Learning Resource Center, payroll deduction of membership dues, if requested, intra-school mail service, and the use of College facilities for meetings, as governed by current Board policies.
- 16.8 Through the President's Office, a copy of the proposed official calendar shall be made available to the faculty and the Association for their input thirty (30) calendar days prior to Board adoption. Any input must be submitted in writing to the President no later than twelve (12) calendar days prior to Board adoption.

ARTICLE 17

Professional Compensation

17.1 Salary Policy:

It is the responsibility of the faculty candidate or the faculty member to present to the proper administrator the following: undergraduate and graduate credit hours; teaching, industrial, business, military, and professional experience; all experience that he/she wishes to be considered for beginning placement or revised placement on the salary schedule.

B. After the initial presentation of the total experience package, it is the responsibility of the administrator and prospective faculty member to agree upon the total number of hours and years which will be creditable basing their decision on the applicability to the area in which the candidate would be hired. Once this is agreed upon, the faculty member should be given a statement about years of experience and hours accepted.

17.2 Salary Schedule:

The salaries, increments, and all other economic provisions of this contract shall be effective at the beginning of the 2001-2002 Academic Year.

A. The Sauk Valley Community College Instructional Salary Schedules contained herein shall be effective beginning the first day of the Fall Semester, 2001.

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

Step #1: Find the salary step and rank on the salary schedule for the current year (year promotion was determined) and then advance one step in the same column.

Step #2: On the salary schedule for the year in which the promotion will take effect, move laterally from the new step in the former column to the same step in the next higher rank column.

17.3 Twelve month faculty compensation is calculated by multiplying base pay by 1.2.

17.4 Overload and summer school payments shall be made on the basis of the following schedule. Payment of overload will be made on an annual basis by March 1 of each year. Summer school pay will be spread over the summer months for 10 month faculty.

The Per Load Hour shall be:

	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
Overload			
Assistant Instructor & Instructor	\$450	\$475	\$500
Assistant & Associate Professor	\$475	\$500	\$525
Professor	\$500	\$525	\$550
<u>Summer</u>			
All academic ranks	\$550	\$575	\$600

SAUK VALLEY COMMUNITY COLLEGE

Faculty Salary Schedule

FY 02

Assistant Instructor		Instructor		Assistant Professor		Associate Professor		Professor	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	26,400								
2	27,113								
3	27,845								
4	28,597	1	26,920						
5	29,370	2	27,647						
6	30,162	3	28,394						
7	30,976	4	29,161	1	30,661				
8	31,813	5	29,948	2	31,448				
9	32,672	6	30,756	3	32,256				
10	33,554	7	31,587	4	33,087	1	34,587		
11	34,460	8	32,440	5	33,940	2	35,440		
12	35,390	9	33,315	6	34,815	3	36,315		
13	36,346	10	34,215	7	35,715	4	37,215	1	38,715
14	37,328	11	35,138	8	36,638	5	38,138	2	39,638
15	38,335	12	36,087	9	37,587	6	39,087	3	40,587
16	39,370	13	37,061	10	38,561	7	40,061	4	41,561
17	40,433	14	38,063	11	39,563	8	41,063	5	42,563
18	41,525	15	39,090	12	40,590	9	42,090	6	43,590
		16	40,146	13	41,646	10	43,146	7	44,646
		17	41,230	14	42,730	11	44,230	8	45,730
		18	42,343	15	43,843	12	45,343	9	46,843
				16	45,037	13	46,537	10	48,037
				17	46,253	14	47,753	11	49,253
				18	47,502	15	49,002	12	50,502
						16	50,335	13	51,835
						17	51,694	14	53,194
						18	53,090	15	54,590
								16	55,913
								17	57,422
								18	58,973
								19	60,565
								20	62,214

SAUK VALLEY COMMUNITY COLLEGE									
Faculty Salary Schedule									
FY 03									
Assistant Instructor		Instructor		Assistant Professor		Associate Professor		Professor	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	27,255								
2	27,991								
3	28,747								
4	29,524	1	27,792						
5	30,322	2	28,543						
6	31,139	3	29,314						
7	31,980	4	30,106	1	31,606				
8	32,844	5	30,918	2	32,418				
9	33,731	6	31,752	3	33,252				
10	34,641	7	32,610	4	34,110	1	35,610		
11	35,577	8	33,491	5	34,991	2	36,491		
12	36,537	9	34,394	6	35,894	3	37,394		
13	37,524	10	35,324	7	36,824	4	38,324	1	39,824
14	38,537	11	36,276	8	37,776	5	39,276	2	40,776
15	39,577	12	37,256	9	38,756	6	40,256	3	41,756
16	40,646	13	38,262	10	39,762	7	41,262	4	42,762
17	41,743	14	39,296	11	40,796	8	42,296	5	43,796
18	42,870	15	40,357	12	41,857	9	43,357	6	44,857
		16	41,447	13	42,947	10	44,447	7	45,947
		17	42,566	14	44,066	11	45,566	8	47,066
		18	43,715	15	45,215	12	46,715	9	48,215
				16	46,447	13	47,947	10	49,447
				17	47,701	14	49,201	11	50,701
				18	48,989	15	50,489	12	51,989
						16	51,860	13	53,360
						17	53,260	14	54,760
						18	54,699	15	56,199
								16	57,562
								17	59,116
								18	60,713
								19	62,352
								20	64,049
								21	65,781

SAUK VALLEY COMMUNITY COLLEGE

Faculty Salary Schedule

FY 04

Assistant Instructor		Instructor		Assistant Professor		Associate Professor		Professor	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	27,936								
2	28,691								
3	29,466								
4	30,262	1	28,595						
5	31,080	2	29,368						
6	31,917	3	30,161						
7	32,780	4	30,976	1	32,476				
8	33,665	5	31,812	2	33,312				
9	34,574	6	32,670	3	34,170				
10	35,507	7	33,552	4	35,052	1	36,552		
11	36,466	8	34,459	5	35,959	2	37,459		
12	37,450	9	35,388	6	36,888	3	38,388		
13	38,462	10	36,345	7	37,845	4	39,345	1	40,845
14	39,500	11	37,324	8	38,824	5	40,324	2	41,824
15	40,566	12	38,333	9	39,833	6	41,333	3	42,833
16	41,662	13	39,368	10	40,868	7	42,368	4	43,868
17	42,787	14	40,432	11	41,932	8	43,432	5	44,932
18	43,942	15	41,523	12	43,023	9	44,523	6	46,023
		16	42,645	13	44,145	10	45,645	7	47,145
		17	43,796	14	45,296	11	46,796	8	48,296
		18	44,978	15	46,478	12	47,978	9	49,478
				16	47,724	13	49,224	10	50,724
				17	49,013	14	50,513	11	52,013
				18	50,336	15	51,836	12	53,336
						16	53,157	13	54,657
						17	54,592	14	56,092
						18	56,066	15	57,566
								16	58,943
								17	60,535
								18	62,170
								19	63,848
								20	65,586
								21	67,360
								22	69,170

ARTICLE 18

Effect of This Agreement

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

ARTICLE 19

Duration of Agreement

19.1 This Agreement shall be effective at such time as it is ratified by both parties and shall continue in effect through the 30th day of June, 2004, provided that Article 2 of the Agreement shall be terminated only by mutual agreement when negotiations for the following year have not been completed. The Board will continue to recognize the Association as the sole bargaining agent through the steps of mediation, as provided in Article 2, Section 2.4.

19.2 Challenge:

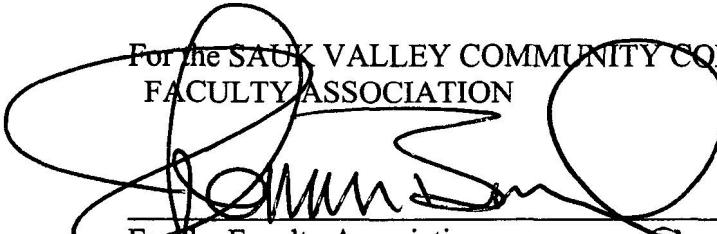
- A. Upon the filing of a petition with the Secretary of the Board, signed by not less than 30% of the members of the Negotiating Unit, requesting a referendum for the purpose of challenging the present Negotiating Unit or requesting that no organization represent the full-time faculty, the Secretary of the Board shall immediately notify the President of the Faculty Association of the filing of such petition by sending by United States mail a written notification of such filing with a copy of such petition. The Association may file objections to the petition with the Secretary of the Board within seven (7) days of the receipt of such notification. Within fourteen (14) days after receipt of any objections, the Board shall hold a hearing and make a determination as to the validity. A petition requesting a referendum may be filed only between the 15th day of September and the first day of November in any year and no more than one (1) petition will be accepted in any calendar year. The cost of conducting any referendum ordered by the Board shall be borne by the Board and the ballots used in any referendum shall include "No Representative" as an alternative choice.
- B. Upon certification of the results of any referendum, the Board of Trustees shall declare the organization receiving the majority of the votes cast at such referendum as the exclusive representative of the full-time faculty eligible for membership in a bargaining unit, or if the majority of the votes cast are for "No Representative," the Board shall not recognize any representative for at least twelve (12) months after the termination date of this Agreement.
- C. Nothing contained herein shall require duties or attendance at the College beyond the date required in the individual employment agreement.

ARTICLE 20

Acceptance

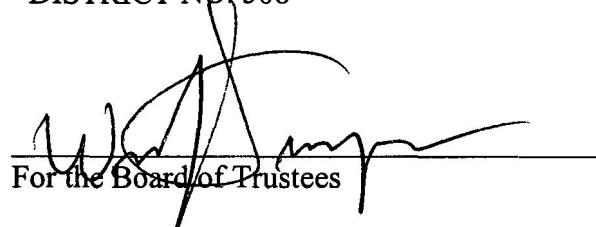
20.1 This Agreement is signed and adopted this 28th day of August, 2001.

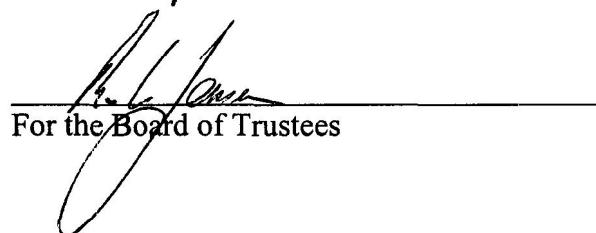
IN WITNESS WHEREOF:

For the SAUK VALLEY COMMUNITY COLLEGE
FACULTY ASSOCIATION

For the Faculty Association


For the Faculty Association

For the BOARD OF COMMUNITY COLLEGE
DISTRICT NO. 506


For the Board of Trustees


For the Board of Trustees

APPENDIX A
SVCC Benefits Schedule
Effective 7/1/01

Maximums	In-Network PPO Discounts	Out-of-Network Non-PPO No Discounts
Deductible	\$0 \$0	\$250 Single \$500 Family
Out-of-Pocket (excluding deductible)	\$500 Single \$1,000 Employee + 1 \$1,500 Family	\$1,000 Single \$2,000 Employee + 1 \$3,000 Family
Lifetime Maximum	\$2,000,000	\$2,000,000
BENEFITS	EMPLOYEE PAYS	EMPLOYEE PAYS
Physician Visit	\$10 co-payment	20%
Preventative	\$0	20%
Physicals	\$0	Amount over \$250
Well Baby Care	\$10	20%
Chiropractic	50% (\$500 limit per year)	50% (\$500 limit per year)
Diagnostic Testing	\$0	20%
Hospitalization	\$200 co-payment per admit	20%
Outpatient Surgery	\$0	20%
Outpatient Rehab.	\$10	20%
Emergency	\$50 co-payment	\$50 co-payment
Mental Health/Substance Abuse:		
Inpatient	\$30 per day (14 day maximum)	50% (14 day maximum)
Intensive Outpatient	\$30 per day (14 day maximum)	50% (14 day maximum)
Outpatient	\$15 per visit (21 visit maximum)	50% (21 visit maximum)
PPO-Sinnissippi Centers	N/A	\$15 co-payment (21 visit maximum)
Other:		
Home Health	\$0	20%
Skilled Nursing	\$0	20%
Hospice	20% (4 month maximum)	20% (4 month maximum)
Transplant Services	Subject to hospital co-payment	50%
Oral Surgery	20%	20%
Durable Medical Equipment	20%	50%

(continued on next page)

(Benefits Schedule, continued)

Section 125 cafeteria plan	Available
Prescription card	\$6 generic/\$15 brand name co-pay for either 30-day or 90-day supply If generic is not available, brand name co-pay applies.
Dental	Any licensed dental care provider 2002 reimbursement up to \$300 total per year for single, \$400 for single + 1, and \$500 for family. 2003 reimbursement up to \$315 total per year for single, \$420 for single + 1, and \$525 for family. 2004 reimbursement up to \$330 total per year for single, \$440 for single + 1, and \$550 for family.
Vision	For exam and/or prescription eye glasses 2002 reimbursement up to \$200 total per year for single, \$250 for single + 1, and \$300 for family. 2003 reimbursement up to \$210 total per year for single, \$262 for single + 1, and \$315 for family. 2004 reimbursement up to \$220 total per year for single, \$275 for single + 1, and \$330 for family.

Notes: 1) Co-payment benefits are based upon usual and customary amounts.
 2) If employee utilizes an out-of-network facility or provider, the covered employee will not be penalized upon re-entering an in-network facility.

MEMORANDUM OF UNDERSTANDING

The Board of Trustees and the Faculty Association of Sauk Valley Community College agree that Distance Learning is in a constant state of change and there are no standard parameters to provide guidance and an absolute sense of direction. The Distance Learning language incorporated within this Contract has been agreed to in good faith by both parties. However, the participants agree to review the Distance Learning language of Article 4.1 (Sections K-S only) annually if requested by either party.

8-27-01

Date

For the Board of Trustees

8-28-01

Date

For the Faculty Association

For Board Meeting of
August 27, 2001

Agenda Item I-5

PART-TIME FACULTY SALARIES

If action is taken on the faculty contract, the Board may wish to consider appropriate action on part-time faculty salaries.

RECOMMENDATION: Appropriate action.

For Board Meeting of
August 27, 2001

Agenda Item J

STUDENT PETITION OF APPEAL

After discussion in closed session, the Board may take action on this student's petition of appeal.

RECOMMENDATION: Appropriate action.

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of July 31, 2001

CHECKING ACCOUNTS

	INTEREST	
	RATE	AMOUNT
<u>INTEREST BEARING ACCOUNTS</u>		
General Account - Sterling Federal Bank	2.77	\$1,137,656.34
Illinois Funds - Firstar Bank, Springfield	3.94	130,962.25
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,268,618.59

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	326,720.08
<u>MONEY MARKET</u>	
ABN-AMRO Investment Services, Inc.	232,383.71
TOTAL CHECKING ACCOUNTS	<u>\$1,827,722.38</u>

INVESTMENTS

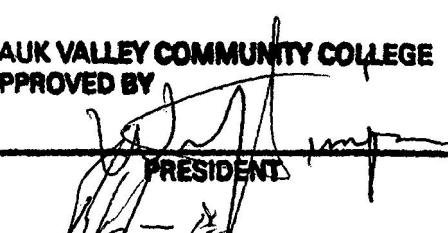
	MATURITY	INTEREST	
	DATE	RATE	AMOUNT
<u>FINANCIAL INSTITUTION</u>			
First National Bank, Amboy	08-01-01	7.10	\$200,000
Marquette Bank, Morrison	08-04-01	4.75	1,875,000
Sterling Federal Bank	02-20-02	5.46	1,000,000
Union Bank, Tampico	03-01-02		1,000,000
Sterling Federal Bank	04-03-02	.03	1,000,000
Union Bank, Tampico	04-24-02	4.44	1,000,000
Union Bank, Tampico	5 2	4.44	1,000,000
Marquette Bank, Morrison	07-05-02	5.00	500,000
SUBTOTAL INVESTMENTS			\$7,575,000

BOND INVESTMENTS - Liability Protection & Settlement

Federal Home Loan Bank	09-17-01	5.87	465,106.95
St. Louis, MO Mun Fin	02-15-02	4.90	556,745.24
Federal National Mtg. Assn.	11-15-02	6.05	513,271.63
Naperville, IL	12-01-02	4.20	542,575.35
Alachua Cnty Fal Sch	07-01-02	4.20	48,786.41
Federal Home Loan Mtg Corp	02-15-03	6.90	474,262.91
Cook County II Twp	12-01-03	5.00	581,288.76
Seattle WA L&P	11-01-04	4.70	228,211.30
GA Mun Elec Auth	01-01-05	4.70	378,488.89
NC Mun Elec Auth	01-01-06	5.25	311,835.47
Sun Prairie Wis Sch	04-01-06	5.20	337,648.75
Las Cruces NM	12-01-06	5.10	202,914.48
Houston TX Wtr & Swr System	12-01-06	4.60	50,988.83
Carol Stream IL Tax	01-15-07	5.20	201,643.72
Anch AL Tel Util	03-01-07	5.30	154,620.03
SUBTOTAL BONDS			\$5,048,388.72

TOTAL INVESTMENTS \$12,623,388.72

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT

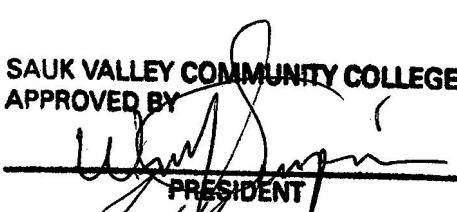


SECRETARY

DATE 8-17-01

Sauk Valley Community College
Board of Trustees
August 27, 2001

<u>Summary of Bills Payable</u>	<u>Amount</u>
Pages 1-14 General Operating Funds	\$ 1,310,152.68
Pages 15-17 Restricted Fund	\$ 110,164.71
TOTAL	<u>\$ 1,420,317.39</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY
DATE 8-27-01

REPORT SVRCHKR
FISCAL YEAR 2002
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 07/26/01 To 08/27/01

RUN DATE: 08/16/01
TIME: 9:46 AM
PAGE: 1

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Barnes, Kris	050600		Petty Cash	Volley Ball Petty Cash 8/01	300.00
Amcore Bank	00		Time Deposits	Investment 5 month CD	1,000,000.00
Southern Illinois University	01		JTPA Whiteside	CNA Exam /April Aldridge	50.00
Cardio Theater	01		Foundation Expense	JVC 27" Televisions	3,735.00
Green, Angela	051400		Student Loans	Student Loan Due 12/14/01	253.20
Harding, Marlene L.	051400		Student Loans	Student Loan Due 12/14/01	229.20
McKenna, Shelly A.	051400		Student Loans	Student Loan Due 12/7/01	263.19
Miller, Jill R.	051400		Student Loans	Student Loan Due 12/14/01	224.99
Illinois Department of Revenue	01		State Withholding Payable		6,526.82
Illinois Department of Revenue	01		State Withholding Payable	Accrued W/H State Il Dept of Rev	7,015.75
State Universities Retirement	01		SURS Payable	Accrued W/H SURS	22,975.53
State Universities Retirement	01		SURS Payable		21,237.08
Select Employees Credit Union	01		Credit Union Payable	Accrued W/H Select Employees Credit Union	11,688.27
Select Employees Credit Union	01		Credit Union Payable		11,665.96
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	225.00
State Disbursement Unit	01		Wage Garnishment Payable	State Disbursement Unit	225.00
United Way of Dixon	01		United Way Payable	Accrued W/H United Way Dixon	15.75
United Way of Dixon	01		United Way Payable		15.75
United Way of Sterling-Rock Fa	01		United Way Payable		27.50
United Way of Sterling-Rock Fa	01		United Way Payable	Accrued W/H United Way Sterling/Rock Falls	36.60
Trustmark Insurance	01		Optional Life Insurance	Accrued Annuities-Trustmark	562.40
Trustmark Insurance	01		Optional Life Insurance		562.40
Illinois Mutual	01		Optional Disability Insurance	Accrued Annuities-Illinois Mutual	9.61
Illinois Mutual	01		Optional Disability Insurance		9.61
SVCC Foundation	01		Foundation Payable	Accrued W/H Foundation SVCC	77.60

REPORT SVRCHKR
FISCAL YEAR 2002
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 07/26/01 To 08/27/01

RUN DATE: 08/16/01
TIME: 9:46 AM
PAGE: 2

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
SVCC Foundation	01		Foundation Payable		77.60
American Express Financial Adv	01		American Express		370.00
American Express Financial Adv	01		American Express	Accrued Annuities-American Express	370.00
Equitable Life Assurance	01		Equitable	Accrued Annuities-Equitable	132.00
Equitable Life Assurance	01		Equitable		132.00
Federal Life Insurance Company	01		Federal Life	Accrued Annuities-Federal Life	20.00
Federal Life Insurance Company	01		Federal Life		20.00
Franklin Financial Services Co	01		Franklin Life		387.50
Franklin Financial Services Co	01		Franklin Life	Accrued Annuities-Franklin Life	387.50
New York Life Insurance & Annu	01		New York Life	Accrued Annuities-New York Life	300.00
New York Life Insurance & Annu	01		New York Life	ACCRUED ANNUITIES-New York Life	300.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments	Accrued Annuities-Fidelity Investments	60.00
TIAA/CREF	01		TIAA/ CREF	Accrued Annuities-TIAA/CREF	3,831.50
TIAA/CREF	01		TIAA/ CREF		3,831.50
Waddell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Wadell & Reed	210.00
Waddell & Reed, Inc	01		Waddell & Reed		210.00
Main Stay Funds	01		Main Stay Fund		75.00
Main Stay Funds	01		Main Stay Fund	Accrued Annuities-Main Stay Fund	75.00
Capital Guardian Trust Company	01		Capital Guardian Trust	Accrued Annuities-Capital Guard Trust	125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Variable Annuity Life Insuranc	01		Valic	Accrued Annuities-VALIC	590.00
Variable Annuity Life Insuranc	01		Valic		590.00
Bland, Delon D.	01		Accounts Payable	Student Refund	85.00
Browning, Sarah M.	01		Accounts Payable	Student Refund	223.00

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Buhle, David J.	01		Accounts Payable	Student Refund	306.00
Burks, Christopher M.	01		Accounts Payable	Student Refund	61.00
Califf, William P.	01		Accounts Payable	Student Refund	663.00
Campos, Linda S.	01		Accounts Payable	Student Refund	44.00
Chavez, Daniel G.	01		Accounts Payable	Student Refund	51.00
Corrigan, Kate M.	01		Accounts Payable	Student Refund	61.00
Diggs, Dori D.	01		Accounts Payable	Student Refund	90.00
Erikson, Trisha J.	01		Accounts Payable	Student Refund	25.00
Evans, Shannon E.	01		Accounts Payable	Student Refund	100.00
Gallagher, April M.	01		Accounts Payable	Student Refund	153.00
Gallagher, April M.	01		Accounts Payable	Student Refund	102.00
Hansen, Audra A.	01		Accounts Payable	Student Refund	367.00
Harmon, Ashley R.	01		Accounts Payable	Student Refund	576.00
Hofmaster, Susan J.	01		Accounts Payable	Student Refund	56.00
Jacobs, Jessica A.	01		Accounts Payable	Student Refund	56.00
Johnson, Marianne F.	01		Accounts Payable	Student Refund	4.00
LeMoine, Jennifer M.	01		Accounts Payable	Student Refund	56.00
Lennon, Hal C.	01		Accounts Payable	Student Refund	357.00
Marciniak, Kathryn L.	01		Accounts Payable	Student Refund	5.00
Marciniak, Kathryn L.	01		Accounts Payable	Student Refund	153.00
Marciniak, Theodore	01		Accounts Payable	Student Refund	153.00
Morris, Alicia K.	01		Accounts Payable	Student Refund	296.00
Paul, Mary A.	01		Accounts Payable	Student Refund	179.00
Peeling, DJ	01		Accounts Payable	Student Refund	10.00
Pineda, Debbie L.	01		Accounts Payable	Student Refund	204.00

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Pope, Anthony A.	01		Accounts Payable	Student Refund	153.00
Rodriguez, Noah A.	01		Accounts Payable	Student Refund	300.00
Roschi, James M.	01		Accounts Payable	Student Refund	846.00
Scott, Jolanda J.	01		Accounts Payable	Student Refund	162.00
Sharp, Peter J.	01		Accounts Payable	Student Refund	2,000.00
Smith, Allison B.	01		Accounts Payable	Student Refund	765.00
Spencer, Michael T.	01		Accounts Payable	Student Refund	10.00
Spencer, Michael T.	01		Accounts Payable	Student Refund	270.00
Sweeney, David B.	01		Accounts Payable	Student Refund	153.00
Tarner, Sandra	01		Accounts Payable	Student Refund	51.00
Tate, Courtney M.	01		Accounts Payable	Student Refund	126.00
Terbush, Jacquelyn M.	01		Accounts Payable	Student Refund	56.00
Torgerson, Perry D.	01		Accounts Payable	Student Refund	51.00
Tsioles, Vasilios J.	01		Accounts Payable	Student Refund	153.00
Williams, Priscilla J.	01		Accounts Payable	Student Refund	663.00
Zigler, Alexandria K.	01		Accounts Payable	Student Refund	229.00
Ward, Murray, Pace, & Johnson, 01		Board of Trustees	Legal Services	General Legal Services July 2001	4,628.00
Behrendt, Richard	01	President	Other Employee Benefits	Rotary Meetings July 2001	24.00
Chronicle of Higher Education	01	President	Office Supplies	renewal subscription	75.00
ICCCA	01	President	Office Supplies	ICCCA Directories	104.25
Unique Computer	01	College Relations	Office Supplies	APC Back UPS Office 350 (battery backup)	168.00
Chronicle of Philanthropy	01	College Relations	Publications and Dues	Subscription Renewal/Cal Lyons	67.50
Sauk Valley Newspapers	01	College Relations	Publications and Dues	Subscription For Cal Lyons 8/01	159.25
Sauk Valley Newspapers	01	College Relations	Advertising	Newspaper Ads Auto Cad/Adult Night	268.57
School Datebooks, Inc	01	College Relations	Advertising	Student Handbooks	7,623.00

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Verizon North	01	College Relations	Advertising	Freeport Directory Listing	11.28
Withers Broadcasting	01	College Relations	Advertising	July advertising	1,458.00
Twin City Sunrise Rotary	01	College Relations	Conference/Meeting Expense	Meeting & Recognition Dues	165.00
ABDICK Multigraphics	01	Printshop	Maintenance Services	Maintenance/Repair Print Shop Machines	565.25
Rock River Printers	01	Printshop	Purchases for Resale	Admissions 2001-2002 60 W Offset 1 blk 185 Red	179.04
SBM Business Equipment Center	01	Information Center	Maintenance Services	Copy Count Charge Information Center	30.20
Lundgren's Inc	01	Information Center	Office Supplies	Photo Developing & Processing	54.05
Lundgren's Inc	01	Information Center	Office Supplies	Photo Developing	76.33
SBM Business Equipment Center	01	Information Center	Office Supplies	Diary	64.40
Avaya Financial Services	01	Information Center	Other Supplies	Service	320.00
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	UNV-90107 Address Labels 2 x 4.25"	20.68
Unique Computer	01	Grant, Planning, & Research	Office Supplies	APC Back UPS Office 350 (battery backup)	168.00
Rock Falls Rotary Club	01	VP-Instructional Services	Publications and Dues	Quarterly Dues for D Hecht thru September 2001	115.00
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel-Oglesby	113.70
Hill, Deborah	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 2001	345.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance 08/01-06/02 Sharp 2214	94.54
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance 08/01-06/02 Sharp 2214	94.66
NILRC	01	Other Instructional	Other Contractual Services	First Installment on Contract "Psychology"	2,426.66
Shippert, Stanley	01	Other Instructional	Conference/Meeting Expense	Conference AHRA/AERS	1,191.63
Braddock, Samuel L.	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense		1,120.15
Seguin, Michael	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense		64.52
Seguin, Michael	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense		22.43
Shoger, Margaret	01	Physical Education	Instructional Supplies	Supplies for Yoga 8/01	130.90
Cardio Theater	01	Fitness Center	Instructional Supplies	3' Audio Cables for Fitness Center	40.00
Hoyle, Christine	01	Fitness Center	Instructional Supplies	Supplies Fitness Center	31.92

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Atilano, Juana	01	Human Services	Consultants	Honorarium Request HSV 115 7/17/01	25.00
Buyno, Sallie Pow	01	Human Services	Consultants	Honorarium for HSV 119 7/19/01	25.00
Cox, Doris	01	Academic Skills	Instructional Supplies	Stop Watches for Classes	82.41
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense		86.94
Kaplan-Dearborn	01	Business	Instructional Supplies	Real Estate Book	47.95
Unique Computer	01	Computer Information Systems	Instructional Supplies	Computer Information Systems Supplies	155.00
Crescent Electric Supply Co	01	Electronics	Instructional Supplies	Four-way Switches	225.56
Airgas North Central	01	HVAC	Instructional Supplies	AC4CL Cylinder Purchase-Acet	550.77
Sileven, Larry L.	01	HVAC	Instructional Supplies	HVAC Supplies	156.28
Whiteside Area Vocational Cent	01	Manufacturing Technology	Consultants	Welding Classes at WAVC	5,040.00
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	332.47
Anatomical Chart Company	01	Biology	Instructional Supplies	OS31P, Painted Foot on Elastic	99.90
Carolina Biological Supply Co	01	Biology	Instructional Supplies	See Attached List	1,077.54
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	5.20
Carolina Biological Supply Co	01	Biology	Instructional Supplies	See Attached List	1,491.84
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	17.80
Lab-Aids	01	Biology	Instructional Supplies	Lab-Aid No. 92, Immunology and Evolution	136.14
Ward's-Biology	01	Biology	Instructional Supplies	See Attached List	508.58
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	63.41
Thermo Nicolet Corporation	01	Chemistry	Maintenance Services	Repair FTIR	2,826.78
Fisher Scientific	01	Chemistry	Instructional Supplies	See Attached List/Chemistry Supplies	47.80
Fisher Scientific	01	Chemistry	Instructional Supplies	See Attached List/Chemistry Supplies	1,444.49
Unique Computer	01	Chemistry	Instructional Supplies	Chemistry Supplies	29.95
ACT Educational Technology Cen	01	Mathematics	Instructional Supplies	Math Software	125.00
Eastern Iowa Community College	01	Technical Occupational-Corporate	Consultants	Expenses for Truck driving Classes	11,625.00

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Element K Press	01	Technical Occupational-Corporate	Instructional Supplies	Intro to Computers using Windows 95	83.40
Education To Go	010120	Computers	Consultants	Internet Computer Classes	498.00
Setchell, Linda S.	010120	Professional Development	Conference/Meeting Expense	Sanitation Refresher Class	36.57
Element K Press	010110	Corp Serv Computer Training	Instructional Supplies	Intro to Computers using Windows 95	83.40
Illinois Community College Eco	010110	Corporate Services Admin.	Publications and Dues	Membership 2002	30.00
Sterling Area Chamber of Comme	010110	Corporate Services Admin.	Publications and Dues	Annual Chamber Dues	160.00
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Side Loading Badge Holders 033-CC100C	29.99
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Hanging Files 034-7-387 BE	168.97
Lippincott Williams & Wilkins	01	Director of Health Careers Ed	Publications and Dues	Subscription to Nurse Educators	76.00
Tuft's University	01	Director of Health Careers Ed	Publications and Dues	Subscription Health & Nutrition	28.00
Airgas North Central	01	Clinical Laboratory Science	Instructional Supplies	Cylinder Rental	16.18
White, Peggy	01	Clinical Laboratory Science	Conference/Meeting Expense		81.07
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	J&J 4x4 12 ply Gauze Sponges Reorder #2317	422.81
Peoria Production Shop	01	Nurse Assistant	Instructional Supplies	60" 2" Wide Gait Belts Color Natural	242.19
Corporate Office City	01	Licensed Practical Nursing	Office Supplies	Imprinted Name Pins (Boyer & Dahler)	17.40
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense		135.93
KSB Hospital	01	Paramedic Program	Faculty-Part-time	Instructional Assignment EMS 116 N	3,363.75
ICCCA	01	Dean of Information Systems	Publications and Dues	Tech Commission Dues	100.00
NILRC	01	Learning Resource Center	Computer Software	Academic Index Renewal	5,166.00
Faxon Illinois Service Center	01	Learning Resource Center	Publications and Dues	Yearly Subscriptions	13,785.02
Faxon Illinois Service Center	01	Learning Resource Center	Publications and Dues	August Renewals	32.00
Faxon Illinois Service Center	01	Learning Resource Center	Publications and Dues	Credit August CED Subscription	-19.98
Faxon Illinois Service Center	01	Learning Resource Center	Publications and Dues	Credit August CED Subscription	-112.00
Faxon Illinois Service Center	01	Learning Resource Center	Publications and Dues	August CED Subscription	3.00
H. W. Wilson Company	01	Learning Resource Center	Publications and Dues	Books	3,173.00

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H. W. Wilson Company	01	Learning Resource Center	Publications and Dues	Books	370.00
NILRC	01	Learning Resource Center	Publications and Dues	NILRC Membership Renewal 07/01/01	750.00
Wall Street Journal	01	Learning Resource Center	Publications and Dues	2 Year Renewal of Subscription	299.00
Library Corporation	01	Learning Resource Center	Other Materials and Supplies	Library Materials & Supplies	2,990.00
NILRC	01	Learning Resource Center	Other Materials and Supplies	Books	413.70
Hewlett-Packard	01	Computing & Instruct Tech	Maintenance Services	7000 Sauk1 Hardware, Software & Support	113.90
Kahlon Inc	01	Computing & Instruct Tech	Instructional Supplies	Open P.O. for Parts Acquisition	104.00
Hewlett-Packard	01	Computing & Instruct Tech	Computer Software	7000 Sauk1 Hardware, Software & Support	144.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Overhead Projector Repair	17.00
Interone, Alice	01	Instructional Technology Center	Instructional Technology Materia	Printer Cartridge	39.30
McGraw-Hill Companies	01	Instructional Technology Center	Instructional Technology Materia	DL Yearbook	89.89
Hewlett-Packard	01	Administrative Data Processing	Maintenance Services	7000 Sauk1 Hardware, Software & Support	39.10
Hewlett-Packard	01	Administrative Data Processing	Maintenance Services	7000 Sauk1 Hardware, Software & Support	1,044.65
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C91574-HP 51641A Tri-Color	95.04
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C99332-HP Toner (99298s) Multipac	759.21
RMS Informational Technology I	01	Administrative Data Processing	Office Supplies	Freight-	55.00
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Toner Refurbishing	1,007.30
Unique Computer	01	Administrative Data Processing	Office Supplies	Connnectors	48.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Western Digital HD	440.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Mouseman	69.00
Windows 2000 Magazine	01	Administrative Data Processing	Publications and Dues	Windows 2000 Magazine	49.95
SBC DataComm	01	Administrative Data Processing	Instructional Computer Equipment	VTel Installation/Annual Parts	4,244.00
LRP Publications	01	VP- Student Services	Publications and Dues	Renewal-Disability Compliance	207.00
LRP Publications	01	VP- Student Services	Publications and Dues	Renewal Title IX Athletic Publication	207.00
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense		79.45

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Frederick, Lesley J.	01	Other Student Services	Conference/Meeting Expense	Airline Ticket M Craft NCSD Conference 10/6/01	245.00
Unique Computer	050500	Child Care Center	Other Supplies	Back-Up Power for Child Care Computer	84.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas College Van	123.56
Sauk Valley Cleaners	01	Commencement	Other Supplies	Dry Clean Stage Curtain-Commencement	35.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Publications and Dues	Membership Dues 2002	110.00
National Conference Student De	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference Fee C Alfano/L Frederick	295.00
Travel Shop	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel for NCSD Workshop 10/4/01	245.00
Corporate Office City	01	Financial Aid & Veterans Affairs	Office Supplies	MTA Toner	83.96
National Assoc of Student Fina	01	Financial Aid & Veterans Affairs	Publications and Dues	Institutional Membership	649.00
Heppler, Dawn A.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense		655.48
Peterson, David A.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel NASFAA 7/25/01	178.61
SBM Business Equipment Center	01	Counseling	Maintenance Services	Copy Charges	48.59
The Type Reporter	01	Counseling	Publications and Dues	Subscription Renewal T Breed 2001/2002	20.00
Sterling Rock Falls Clinic	050600	Men's Basketball	Instructional Supplies	Basketball Player R Driver	100.00
Swanny's Roundball Review	050600	Men's Basketball	Publications and Dues	Subscription Renewal	125.00
North Park University	050600	Men's Cross Country	Other Conference & Meeting	Cross Country Entry Fee 9/15/01	120.00
Waubonsee Community College	050600	Men's Cross Country	Other Conference & Meeting	Cross Country Entry Fee 9/8/01	75.00
Black Hawk College	050600	Men's Golf	Other Conference & Meeting	Golf Entry Fee 9/7/01	100.00
College of DuPage	050600	Men's Golf	Other Conference & Meeting	Entry Fee for Golf 9/15/01	125.00
Highland Community College	050600	Men's Golf	Other Conference & Meeting	Golf Entry Fee 8/31/01	35.00
Parkland College	050600	Men's Golf	Other Conference & Meeting	Entry Fee Golf Tourn. 9/6/01	110.00
Sterling Park District	050600	Men's Golf	Other Conference & Meeting	Usage of Golf Course & Learning Center Golf Season	200.00
Leseman, Jolene K.	050600	Women's Basketball	Conference/Meeting Expense		120.40
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Basketball thru 7/28/01	93.84
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Womens Basketball thru 7/22/01	170.78

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Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Softball Travel thru 7/30/01	229.73
Barnes, Kris	050600	Women's Volleyball	Instructional Supplies	Volleyball Supplies	32.53
Athletic Publishing Company	050600	General Athletics	Publications and Dues	2001/2002 High School Coach Directory	47.96
Blue Book of College Athletics	050600	General Athletics	Publications and Dues	2001/2002 Blue Book College Athletics	38.66
College of DuPage	050600	General Athletics	Publications and Dues	Entry Fees-Region IV Sports	600.00
College of DuPage	050600	General Athletics	Publications and Dues	Entry Fees-Region IV Sports-Women	675.00
Illinois Coaches Directory	050600	General Athletics	Publications and Dues	2001/2002 Illinois Coaches Directory	11.00
Film for the Humanities & Scie	050600	Student Activities	Consultants	Understanding Prejudice-Purchase Film	84.95
Film for the Humanities & Scie	050600	Student Activities	Office Supplies	Film-Hispanic Americans One or Many Cultures	95.90
National Conference Student De	050600	Student Activities	Conference/Meeting Expense	Conference Fee C Alfano/L Frederick	295.00
Frederick, Lesley J.	101130	International Students Club	Conference/Meeting Expense		351.00
Harris, Christion L.	051600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Assistant	96.00
Johnson, Jedidiah F.	051600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Summer 2001	96.00
Monogram Shoppe	051600	Women's Volleyball Camp	Other Supplies	Camp T-shirts	119.00
US Department of Education	01	Education Fund	Other Revenues	Excess Revenue Collected on SEOG	213.42
Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	Building Remodeling	Architectural Services Exterior Restoration	12,259.59
Meade Electric Company Inc	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services	6,975.00
Pitney Bowes	01	Other Institutional	Maintenance Services	Repair Postage Machine	273.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges thru 7/25/01	115.10
Pitney Bowes	01	Other Institutional	Postage	Repair Meter	50.00
US Postmaster	01	Other Institutional	Postage	bulk mail - summer grades	600.00
US Postmaster	01	Other Institutional	Postage	Bulk Refill 8/16/01	600.00
US Postmaster	01	Other Institutional	Postage	Monthly Postage meter refill	3,500.00
Best Western Brandywine Lodge	01	Other Institutional	Recruitment	lodging for Math Candidate-C Kapplinger	59.17
Best Western Brandywine Lodge	01	Other Institutional	Recruitment	Kyle Zimmerman Speech Candidate	68.79

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Kapplinger Jr., Charles	01	Other Institutional	Recruitment	Reimbursement Travel Interview Expenses	772.57
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Open P.O.	502.85
Wicks, Ed	01	Other Institutional	Recruitment	Travel Expense for Math Instructor Interview	445.70
Zimmerman, Kyle	01	Other Institutional	Recruitment	Speech Candidate/ Reimbursement	516.46
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	1/2 payment Seth Gilmore	156.50
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	1/2 Payment Received N.Fry 8/01	113.50
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	1/2 pymnt M Ackeberg	72.00
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	1/2 Payment Received A McCoy	191.50
Ward, Murray, Pace, & Johnson,	12	Risk Management	Legal Services	General Legal Services July 2001	143.00
First Agency Inc	12	Risk Management	General Insurance	Blanket Athletic Insurance Coverage	1,739.00
First Agency Inc	12	Risk Management	General Insurance	Catastrophic Athletic Insurance	1,559.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.32
SBM Business Equipment Center	01	Business Office	Maintenance Services	Maintenance Copier Business Office	42.46
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel SURS Credit Buyback	105.57
Professional Benefit Administrstr	051000	Medical Insurance	Individual Stop Loss		6,568.50
Professional Benefit Administrstr	051000	Medical Insurance	Dependent Stop Loss		4,440.80
Professional Benefit Administrstr	051000	Medical Insurance	Precertification		290.00
Professional Benefit Administrstr	051000	Medical Insurance	Cobra Conversion		5.00
Professional Benefit Administrstr	051000	Medical Insurance	Adminstrative Costs		2,387.00
Professional Benefit Administrstr	051000	Medical Insurance	Life & AD&D		1,931.51
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Audit Services 2001	3,475.00
College of DuPage	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Summer 2001 Semester	1,785.84
Illinois Central Community Col	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Summer 2001 Classes	1,380.00
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Summer 2001 Semester	280.00
C & E Glass	02	Maintenance	Maintenance Services	Replace Glass Third Floor	229.42

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ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	181.20
Jobco, Inc.	02	Maintenance	Maintenance Services	Repair Door Closers	171.94
Kone, Inc	02	Maintenance	Maintenance Services	Monthly Elevator Service	650.19
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	10.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	10.00
Schmitt Plumbing & Heating, In	02	Maintenance	Maintenance Services	Repair Water Leak Between T1 and T2	559.00
Simplex	02	Maintenance	Maintenance Services	Repair Fire Alarm System	444.30
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Fuses	143.24
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Circuit Breakers	147.68
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Wire	16.25
Ferguson Thrall	02	Maintenance	Maintenance Supplies	#T450B030BLR Trerice 4 1/2" Pressure Gage BRS0-30	265.05
Grainger	02	Maintenance	Maintenance Supplies	Open Purchase Order Supplies	69.86
Grainger	02	Maintenance	Maintenance Supplies	Open Purchase Order Supplies	369.90
Grainger	02	Maintenance	Maintenance Supplies	Open Purchase Order Supplies	68.50
Grainger	02	Maintenance	Maintenance Supplies	Open Purchase Order Supplies	68.50
Grainger	02	Maintenance	Maintenance Supplies	Open Purchase Order Supplies	133.76
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	51.93
Menards	02	Maintenance	Maintenance Supplies	Wire	15.67
Menards	02	Maintenance	Maintenance Supplies	Plumbing Supplies	4.92
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	9.12
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	44.31
Menards	02	Maintenance	Maintenance Supplies	Coat & Hat hooks	12.38
Menards	02	Maintenance	Maintenance Supplies	Hardware	14.25
P & W Supply Co	02	Maintenance	Maintenance Supplies	Interim Lease Tanks	7.75
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	114.31

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Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service 7/26/01	112.62
Ace Hardware	02	Custodial	Maintenance Supplies	Prpane	18.00
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	109.64
Quill Corporation	02	Custodial	Maintenance Supplies	Chalk	11.04
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Equipment Repair	325.58
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Repair Equipment	80.75
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order for Supplies	52.83
Mike's Repair Service	02	Grounds	Maintenance Services	Repair Simplicity Tractor	35.00
Polo Equipment Company	02	Grounds	Maintenance Services	Tractor Repair	257.18
Menards	02	Grounds	Maintenance Supplies	Paint	159.61
Napa Auto Parts	02	Grounds	Maintenance Supplies	Drain Plug	1.73
Peachtree Business Products	02	Grounds	Maintenance Supplies	SNG-137 "Maintenance Vehicle Parking Only"	228.44
Standard Chemical	02	Grounds	Maintenance Supplies	Cleaner	101.00
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Parts	235.75
Simplex	12	Public Safety	Maintenance Services	annual monitoring of fire alarm system	384.00
Stericycle	12	Public Safety	Maintenance Services	7/10/01 pickup	198.06
Fyr-Fyter Inc	12	Public Safety	Other Contractual Services	Test Fire Extinguishers	187.50
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security Services	1,481.16
Stewart & Associates	12	Public Safety	Other Contractual Services	service weekends - 7/21 & 7/28	1,254.08
Dynamed	12	Public Safety	Other Supplies	EMT pants- security officers	254.93
Gall's Inc	12	Public Safety	Other Supplies	M-TS419 On-Duty T-shirt Size 2x Security	166.90
Commonwealth Edison	02	Utilities	Gas	Electrical Service 206728005 thru 6/27/01	39.04
Commonwealth Edison	02	Utilities	Gas	Monthly Service thru 7/27/01	13.33
Commonwealth Edison	02	Utilities	Gas	Monthly Service Meter 079039949 thru 7/5/01	10,112.44
Nicor Gas	02	Utilities	Gas		11.30

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Nicor Gas	02	Utilities	Gas		51.90
Nicor Gas	02	Utilities	Gas		18.44
Nicor Gas	02	Utilities	Gas		19.02
Nicor Gas	02	Utilities	Gas		291.65
Reliant Energy Retail, Inc	02	Utilities	Gas	monthly service	24,683.74
Commonwealth Edison	02	Utilities	Electricity		19.12
AT & T	02	Utilities	Telephone		7.20
Cox, Terry J.	02	Utilities	Telephone	Phone Cards	83.20
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,683.41
Qwest Dex The Directory Source	02	Utilities	Telephone		44.91
United States Cellular	02	Utilities	Telephone	College Cell Phones for Vans	46.93
Verizon Wireless	02	Utilities	Telephone		58.24
White, Linley V.	02	Utilities	Telephone		12.89
Rock Valley Disposal	02	Utilities	Refuse Disposal		124.00
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Repair Meter	111.93
Quill Corporation	02	Building and Grounds Administrat	Office Supplies		36.20
Carpetland USA	02	Building and Grounds Administrat	Building Remodeling	Carpet Room 1A6	328.00
Willett, Hofmann & Associates,	03	ICCB Deferred Maintenance Grant	Maintenance Services	Engineering Services Parking Repairs	1,098.74

BANK ACCOUNT TOTAL:

1,310,152.68

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	063011		Prepaid Expense	Hotel For Conference 9/4-8/01 B Dalton	1,143.30
SVCC Educational Fund	062050		I/F Payable	SBDC-Interfund	7.24
SVCC Educational Fund	062056		I/F Payable	SBDC-Interfund	1,570.00
SVCC Educational Fund	062057		I/F Payable	SBDC-Interfund	4,295.61
SVCC Educational Fund	062058		I/F Payable	SBDC-Interfund	4,368.93
SVCC Educational Fund	062059		I/F Payable	SBDC-Interfund	7,313.66
SVCC Educational Fund	063012		I/F Payable	SBDC-Interfund	6,417.49
SVCC Educational Fund	063014		I/F Payable	SBDC-Interfund	19,012.07
Hall, Doris	062056	ICCB Adult Ed-Federal Basic	Other Supplies	Travel GED Testing	85.80
Adult Learning Resource Center	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Registration GED 2002 Institute	140.00
State Universities Retirement	063075	IDHS AmeriCorps - Member Activit	Allocated Employee Benefits	SBDC - Matching Funds	240.93
State Universities Retirement	063075	IDHS AmeriCorps - Member Activit	Allocated Employee Benefits	SBDC Matching Funds 7/31/01	218.33
Garrett, Teri L.	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Program Parade Supplies	10.60
Garrett, Teri L.	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies	94.81
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies	56.74
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies for ABC Literacy	107.16
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel Director's Meeting-Springfield	150.98
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense		124.55
Ameritech	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	VTEL System per Attached Quote	8,839.00
Mathey, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Connection Conference (Ohio School)	348.00
Recording for the Blind & Dysl	063020	Perkins IIc	Office Supplies	2002 Supplies	300.00
Ohio High School	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	June Conference Connections	1,000.00
White, Linley V.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel WIB & Tech prep	119.95
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	SBDC Matching Funds 7/31/01	158.69
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	SBDC - Matching Funds	158.69

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Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	60.43
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	15.83
Aidex Corporation	062032	Adv Tech- Technology Support Gra	Computer Software	Autodesk Annual License	6,000.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Saukl Hardware, Software & Support	856.00
Verizon Wireless	062032	Adv Tech- Technology Support Gra	Telephone		23.21
Ameritech	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	VTEL System per Attached Quote	2,721.00
Ameritech	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	Vtel Installation	25,616.00
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	RMS-DCNT Autoloader Option HP Surestore LTO (QUOTE	10,144.50
Sterling Area Chamber of Comme	062024	WFP- Welfare to Work	Office Supplies	Golf Outing Dinner	20.00
Adcraft Printwear Co.	062022	WFP- Ed to Careers	Instructional Supplies	Lofeteez Medium	1,290.00
American College Testing Progr	062022	WFP- Ed to Careers	Instructional Supplies	Discover License Fee	1,850.00
Vernon Company	062022	WFP- Ed to Careers	Instructional Supplies	Clic Stic Pens	1,484.78
Vernon Company	062022	WFP- Ed to Careers	Instructional Supplies	Calculators	490.06
Vernon Company	062022	WFP- Ed to Careers	Instructional Supplies	CD Holder	446.66
Vernon Company	062022	WFP- Ed to Careers	Instructional Supplies	Keyholders	666.03
Alfano, Cindy	062022	WFP- Ed to Careers	Conference/Meeting Expense	Game Show Oregon At Risk Program	32.52
Alfano, Cindy	062022	WFP- Ed to Careers	Conference/Meeting Expense		240.47
Matheney, Janet I.	062022	WFP- Ed to Careers	Conference/Meeting Expense		92.62
Medema, Pamela S.	062022	WFP- Ed to Careers	Conference/Meeting Expense		250.68
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	SBDC - Matching Funds	933.10
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	SBDC Matching Funds 7/31/01	438.90
Corporate Office City	063011	Student Support Services Grant	Maintenance Services	Labor for Typewriter Repair	70.50
SBM Business Equipment Center	063011	Student Support Services Grant	Maintenance Services	Monthly Copier Charges	48.59
Reliable	063011	Student Support Services Grant	Office Supplies	131FJ1001 Fuji 100mb Zip Disk	25.17
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Photo Supplies SSS Program	29.13

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Holiday Inn Rock Falls/Sterlin	063011	Student Support Services Grant	Other Conference & Meeting	SSS Meeting 7/2/01	36.00

BANK ACCOUNT TOTAL: 110,164.71

ALL ACCOUNTS TOTAL: 1,420,317.39

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

Third Floor Board Room

August 27, 2001

7:00 p.m.

FUNDING BOND HEARING

A. Call to Order

B. Roll Call

C. Public Hearing

D. Adjournment

REGULAR MEETING

A. Call to Order

B. Roll Call

C. Communication from Visitors

D. Consent Agenda

1. Approval of Minutes

2. Treasurer's Report

3. Bills Payable

4. Payrolls **July 31, 2001** **\$187,950.14**

August 15, 2001 \$168,446.48

5. Budget Report

E. President's Report

1. Enrollment Update

2. Fall In-Service

F. Financial Reports and Actions

None

G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, closed session minutes consideration, and placement of individual students in special education programs and other matters relating to individual students.)

For Board Meeting of
August 27, 2001

Agenda Item C

PUBLIC HEARING - FUNDING BONDS

As advertised, a period of time shall be set aside for a public hearing at which time the Board will receive comments or inquiries (written or oral testimony) from any citizen present.

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506,
COUNTIES OF WHITESIDE, LEE, CARROLL, OGLE, BUREAU
AND HENRY AND STATE OF ILLINOIS, TO ISSUE
GENERAL OBLIGATION COMMUNITY COLLEGE BONDS
IN AN AMOUNT NOT TO EXCEED \$1,875,000**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois (the "District"), will hold a public hearing on the 27th day of August, 2001, at 7:00 o'clock P.M. The hearing will be held at Sauk Valley Community College, 173 Illinois Route 2, Dixon, Illinois. The purpose of the hearing will be to receive public comments on the proposal to issue General Obligation Community College Bonds in an amount not to exceed \$1,875,000 for the purpose of paying claims of the District.

By order of the Chairman of the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois.

DATED the 30th day of July, 2001.

/s/ Thomas W. Jensen
Secretary, Board of Trustees,
Community College District No. 506,
Counties of Whiteside, Lee, Carroll,
Ogle, Bureau and Henry and State of
Illinois