

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**  
**Third Floor Board Room**  
**April 28, 2003 - 7:00 p.m.**

- 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**
  - |                    |                       |                     |
|--------------------|-----------------------|---------------------|
| <b>4. Payrolls</b> | <b>March 31, 2003</b> | <b>\$235,380.67</b> |
|                    | <b>April 15, 2003</b> | <b>\$228,210.12</b> |
  - 5. Budget Report**
  - 6. Special Course Fee**
  - 7. Donation**
  - 8. Joint Agreement**
- E. President's Report**
  - 1. Board Policies Review - 419.01, 420.01, 420.02**
  - 2. Enrollment Update**
  - 3. Student Lobby Day**
  - 4. Student Housing**
  - 5. State/Legislative Update**
- F. Financial Reports and Actions**
  - 1. Budget Presentation - Operating Expenditures**
  - 2. PHS Project Bid - Repair Domestic Water System**
  - 3. PHS Project Bid - Repair Water Well**
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, closed session minutes review, and closed session minutes consideration)**
- H. Closed Session Minutes of March 24, 2003 and April 3, 2003**

**I. Personnel**

- 1. Faculty Appointment**
- 2. Administrative Resignation**
- 3. Part-time Faculty Contract**

**J. Other**

**Board of Trustees Resolution**

**K. Reports**

- 1. Student Trustee**
- 2. ICCTA Representative**
- 3. Foundation Liaison**
- 4. Faculty Association**
- 5. Board Chair - Summer Board Retreat**
- 6. Board Members Comments**

**L. Adjournment**

**Board of Trustees Meetings**

**May 19, 2003**

**May 22, 2003 - Commencement**

**June 23, 2003**

**July 28, 2003**

**July 30-31, 2003 - Summer Retreat**

**ICCTA Monthly Meetings**

**April 29, 2003 - Hilton Hotel,  
Springfield**

**April 30, 2003 - Lobby Day**

**Nothing Scheduled**

**June 19-21 - Annual  
Convention - Embassy Suites,  
Downtown Lakefront, Chicago**

**Nothing Scheduled**

## **SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES**

**April 28, 2003**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on April 28, 2003 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen  
Pennie von Bergen Wessels  
B.J. Wolf  
Neal Singleton

SVCC Staff: President Richard L. Behrendt  
Attorney David Murray  
Vice President Ruth Bittner  
Vice President Joan Kerber  
Director of College Relations Cal Lyons  
Director of Buildings & Grounds Jim Frederick  
Pro-tem Secretary to the Board Nancy Breed

There being an insufficient number of board members for a quorum, Chair Wolf proceeded with non-voting items on the agenda.

President's Report: Dr. Behrendt reported on the monthly Board policies for review and indicated that after changes are made, the policies will be brought before the Board for a first reading. He also indicated that enrollment was up 1% for Summer and 12.9% for Fall.

At 7:04 p.m. the following members arrived:

William Simpson  
Robert Thompson  
Nancy Varga

Chair Wolf recognized that the Board now had sufficient members present for a quorum and stated that the regular meeting agenda would now be followed.

Consent Agenda: It was moved by Member Singleton and seconded by Member Andersen that the Board approve the Consent Agenda with the exception of the Bills Payable. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Henry Dixon arrived at 7:06 p.m.

- Bills Payable:** It was moved by Member Varga and seconded by Member von Bergen Wessels that the Board approve the Bills Payable with the exception of payment for legal fees to Lloyd & McDaniels. In a roll call vote, Members Andersen, Simpson, Thompson, Varga, von Bergen Wessels, and Wolf voted aye. Member Dixon abstained. Motion carried. Student Trustee Singleton advisory vote: aye.
- President's Report, continued:** President Behrendt informed the Board that two students were inducted onto the Phi Theta Kappa All-Illinois Academic Team and that student representatives were able to lobby with State legislators during Lobby Day; that the College has had two meetings with a firm from St. Louis interested in developing funding for student housing; that House Bill 2279 allowing community colleges to build student housing, has passed through the House and is now in the Senate; that dependent upon approval of the Governor's budget, the College's operating funds for FY 04 should be in good shape; that approval of the Governor's budget will eliminate some restricted grants; and that the T-1 and West Wing project are on hold until further notice by the State. Dr. Behrendt and Member Thompson will be attending Lobby Day on April 29 and 30.
- Budget Presentation:** At this time, Ruth Bittner, Vice President of Administrative Services, gave the second of a 3-part series presentation on the budget. This second session was on operating fund expenses.
- Protection, Health, and Safety Project - Bid Opening:** It was moved by Member Simpson and seconded by Member Thompson that the Board accept the bid of \$211,900 from D.B. Gilbert & Sons for Repair of the Domestic Water System with funds to be derived from the Protection, Health, and Safety Fund. Mr. Frederick answered questions posed by the Board regarding this project. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Protection, Health, and Safety Project - Bid Opening:** It was moved by Member Dixon and seconded by Member Thompson that the Board accept the bid of \$46,490 from Layne-Western for Repair of the Water Well, with funds to be derived from the Protection, Health, and Safety Fund. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

- Closed Session: At 8:02 p.m. it was moved by Member Thompson and seconded by Member von Bergen Wessels that the Board adjourn to Closed Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective bargaining matters, closed session minutes for review, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Open Session: The Board returned to regular session at 8:24 p.m.
- Closed Session Minutes: It was moved by Member von Bergen Wessels and seconded by Member Varga that the Board approve the closed session minutes of the March 23 meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Faculty Appointment: It was moved by Member Singleton and seconded by Member von Bergen Wessels to appoint Jane Hamilton as Assistant Professor of Reading and English effective August 20, 2003. In a roll call vote, all voted aye. Motion carried. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Administrative Resignation: It was moved by Member von Bergen Wessels and seconded by Member Singleton to accept the resignation of David Peterson, Director of Financial Assistance and Career Services, effective April 30, 2003. In a roll call vote, all voted aye. Motion carried. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Part-time Faculty Contract: It was moved by Member von Bergen Wessels and seconded by Member Simpson to approve the Part-time Faculty Contract as presented. In a roll call vote, all voted aye. Motion carried. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Resolution: It was moved by Member Andersen and seconded by Member Singleton that the Board approve the attached resolution with regard to sabbatical leaves. In a roll call vote, all voted aye. Motion carried. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
- Reports: Student Trustee Singleton reported on the Job Fest held at the College; his participation in Student Lobby Day and attendance at

the Phi Theta Kappa Awards Banquet held in Springfield: that the play, "The Laramie Project: was well received; and that a Town Hall Meeting will be held at the College on April 30. He also told the Board that this was his last meeting and that Philip Engleking would be the new Student Trustee. The Board commended Singleton on his faithful service and participation as a Student Trustee.

ICCTA Representative Thompson reported that there had not been a meeting since March. Ed Andersen reported on his attendance at the regional meeting held April 22, 2003, in which Gary Davis gave a legislative update. Member Andersen was appointed as the ICCTA regional chair for the upcoming year by Chair Wolf.

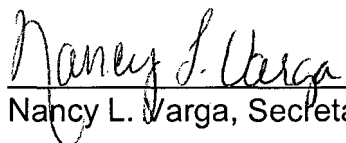
Foundation Liaison Andersen reported that the Foundation Board had a meeting on April 22 to discuss an alternate funding source for the student housing project, and that they changed the fiscal year end of the Foundation to June 30, the same as the College.

Chair Wolf reminded everyone of the Summer Retreat, with Member Varga suggesting that Trustee-elect Ed Cox should be extended an invitation to attend. Member Simpson and Member Dixon indicated that they will not be able to attend commencement, and Dr. Behrendt asked for a final count of members attending commencement at the May Board meeting.

Adjournment: Since the scheduled business was completed, it was moved by Member Singleton and seconded by Member Dixon that the Board adjourn. The next regular meeting will be held on May 19 in the third floor Board Room at 7 p.m. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: NO!

The Board adjourned at 8:55 p.m.

Respectfully submitted:

  
Nancy L. Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of March 31, 2003

CHECKING ACCOUNTS

		INTEREST	
<u>INTEREST BEARING ACCOUNTS</u>		<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank		0.64	\$701,979.80
Illinois Funds - Firststar Bank, Springfield		1.16	766,018.60
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			<u>1,467,998.40</u>
<b>SAUK VALLEY COMMUNITY COLLEGE</b>			
<b>APPROVED BY</b>			
<u>NON-INT. BEARING ACCOUNT</u>			
Restricted - Sterling Federal Bank			113,068.73
<b>MONEY MARKET</b>			
Sterling Federal Bank		2.23	1,303,069.65
ABN-AMRO Investment Services, Inc.		0.65	230,060.21
TOTAL CHECKING ACCOUNTS			<u>\$3,114,196.99</u>
	<b>DATE</b>		

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>MATURITY</u> <u>DATE</u>	<u>INTEREST</u> <u>RATE</u>	<u>AMOUNT</u>
First National Bank, Amboy	04-24-03	2.23	\$1,000,000
Amcore Bank, Sterling	05-03-03	2.58	1,000,000
First National Bank, Amboy	07-09-03	1.74	500,000
Amcore Bank, Sterling	08-24-03	3.22	1,000,000
SUBTOTAL INVESTMENTS			<u>3,500,000</u>

BOND INVESTMENTS - Liability, Protection & Settlement

Federal Home Loan Mtg Corp	08-22-03	1.53	\$364,378.88
Cook County II Twp	12-01-03	5.00	581,288.76
Fed Natl Mtg. Assn.	12-15-03	2.50	205,349.57
Federal Natl Mtg. Assn.	03-15-04	4.75	542,843.04
Federal Home Loan Mtg Corp	07-15-04	1.75	515,214.95
Seattle WA L&P	11-01-04	4.70	228,211.30
Federal Home Loan Bank	12-15-04	2.12	611,496.84
GA Mun Elec Auth	01-01-05	4.70	378,488.89
Fed Natl Mtg Assn Benchmark	03-15-05	1.50	479,164.06
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60	107,157.33
NC Mun Elec Auth	01-01-06	5.25	311,835.47
Sun Prairie Wis Sch	04-01-06	5.20	337,648.75
Milwaukee Cnty Wis	09-01-06	4.75	218,744.28
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			<u>\$5,491,989.18</u>

TOTAL INVESTMENTS \$8,991,989.18

For Board Meeting of  
April 28, 2003

Agenda Item D-6

SPECIAL COURSE FEE

A special topics course entitled "Survey of Illinois Natural Areas" will be offered this summer for students who need an elective science course.

This class will entail a significant amount of travel in College vans making it necessary to offer this course with a course fee of \$120.00.

RECOMMENDATION: Approval by the Board for the College to charge a course fee of \$120.00 for the above named special topics course for the summer 2003 term.




Sauk Valley Community College  
Instructional Services  
Business, Technology, and Natural Sciences  
**Linley V. White, Dean**    **whitel@svcc.edu**

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DATE:            February 18, 2003

TO:              Dr. Deborah Hecht

FROM:           Linley White 

SUBJECT:        Special Course Fee

Professor Dave Breen will offer a special topics course this Summer Semester entitled "Survey of Illinois Natural Areas." This course is designed for students who need an elective science course.

This class will entail a significant amount of travel in college vans. In order to recapture the cost of transportation, it will be necessary to offer this course with a course fee of \$120.00. Therefore, I request permission to offer this course with the appropriate course fee.

Enclosure

**"Provide the best learning opportunity for people to acquire the skills to be successfully employed in our district."  
SVCC Workforce Council**

## **COURSE DESCRIPTION AND CRITERIA FOR GSC 270 (BIO 270)**

1. Course Description: A survey of the various natural areas of Illinois. Students will visit the different natural areas of the state and learn about why each area is unique, how it formed, the unique geological and biological features of the area, and what is being done to protect each area. The class will travel to each natural area and will experience first hand the unique geological and biological features of the area.
2. There are no prerequisites for this class. BIO 105 or BIO 103 are recommended. Each student should be fit enough to be able to hike moderate trails.
3. Course fee: \$120.00.
4. Since this is a non-traditional class attendance is extremely important. Students will be allowed one field trip absence. Students who miss a second trip will be withdrawn.
5. Your grade will be calculated in the following manner:

Field Journal	100 points.
Course Report	100 points.
Final Exam	100 points.
6. Students must be in good physical condition. Students must be able to hike 5-6 miles per day.
7. For this course students will travel to different natural areas of the state. Some of these trips will be day trips leaving from SVCC. All day trips will begin at 8:00 AM. The length of the trips will vary depending on the area visited. All trips will arrive back at SVCC no later than 5:00 PM.
8. There will be two 4-5 day trips to southern Illinois. During these trips students will tent camp at a state park. The parks will have indoor toilets and showers. Students will be responsible for any fees charged by the park. Students will be responsible for providing money for meals (outside of the course fee). Students will also be responsible for basic camp maintenance (cooking, cleaning, etc.).
9. Students must have the following equipment:
  - a. tent
  - b. sleeping bag
  - c. sleeping pad
  - d. pillow
  - e. towel(s)
  - f. flashlight
  - g. sunscreen
  - h. insect repellent
  - i. rain coat
  - j. hat
  - k. clothes – including some warm clothes
  - l. boots + 1 dry pair of shoes
10. Students must sign a code of conduct contract.

For Board Meeting of  
April 28, 2003

Agenda Item D-7

#### DONATION

The Learning Resource Center received 317 books from David and Miriam Edelson.

RECOMMENDATION: Board approval to accept this donation on behalf of the Learning Resource Center.

*Dr. Behrendt*



173 IL Route 2, Dixon, IL 61021

815/288-5511, ext. 294 - FAX: 815/288-5958

**Sauk Valley**  
**Community College**  
***Foundation***

March 18, 2003

David & Miriam Edelson  
c/o Oxmoor Lodge, Apt. 401  
8021 Christian Court  
Louisville, KY 40222

Dear David & Miriam,

On behalf of Sauk Valley Community College, we sincerely thank you for your donation of 317 books to the Learning Resource Center (Library) here at the College.

Thoughtful donations such as yours really help us to provide excellence in learning for our students. Your contribution is very much welcomed and appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Cal Lyons".

Cal Lyons  
Executive Director

SW

P.S. We stipulate that no goods or services were given or received in exchange for this contribution.

*"Helping futures begin"*

For Board Meeting of  
April 28, 2003

Agenda Item D-8

JOINT AGREEMENT

The Tech Prep grant has experienced some changes in funding streams. Beginning in the next fiscal year, the federal funding portion will be through the Illinois Community College Board while the state-funding portion will be through the Illinois State Board of Education. The state portion will now be allocated to Whiteside Area Career Center (WACC) through their granting process.

A joint agreement has been drawn up between WACC and the College so that the state portion of this grant can be transited back to the College.

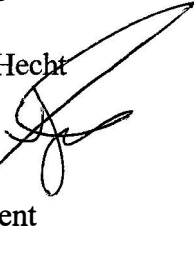
RECOMMENDATION: Board approval for the attached Joint Agreement between Whiteside Area Career Center and Sauk Valley Community College.

Sauk Valley Community College  
Instructional Services  
Business, Technology, and Natural Sciences  
**Linley V. White, Dean**    **whitel@svcc.edu**

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DATE:        April 16, 2003

TO:         Dr. Deborah Hecht

FROM:       Linley White 

SUBJECT:    Joint Agreement

Changes in funding streams have occurred for our Tech Prep grant. As of next fiscal year, the federal funding portion will be through the Illinois Community College Board while the state-funding portion through the Illinois State Board of Education. The state portion will now be allocated to Whiteside Area Career Center through their granting process. In order to maintain the quality Tech Prep program that the students, parents and faculty have come to expect, the state portion will be transited back to the college through the attached agreement.

Please forward the enclosed to copies to our Board of Trustees for approval and signature.

**“Provide the best learning opportunity for people to acquire the skills to be successfully employed in our district.”**  
**SVCC Workforce Council**

**A JOINT AGREEMENT  
BETWEEN  
SAUK VALLEY COMMUNITY COLLEGE  
AND  
WHITESIDE REGIONAL VOCATIONAL SYSTEM**

THIS AGREEMENT is entered into this 1<sup>st</sup> day of April 2003 by and between Sauk Valley Community College District Number 506, hereinafter referred to as SVCC, and Whiteside Regional Vocational System, hereinafter referred to as WRVS, for the expressed purpose of providing collaborative TECH PREP activities.

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to extend educational services to the greatest number of students in each district served by the parties, and

WHEREAS, by means of this Agreement, the parties hereto desire to share programs for each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually:

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. **EFFECTIVE DATE AND DURATION OF AGREEMENT**

This agreement shall become effective on July 1, 2003 and terminate on June 30, 2004.

2. **TERMS OF AGREEMENT**

WRVS agrees to transit the Tech Prep allotment of \$47,853.00 from the CTE Career and Technical Improvement grant to SVCC for the purpose of supporting SVCC/WRVS Tech Prep Consortium activities. Funds will be transited to SVCC upon receipt.

Use and expenditures of funds will be determined by the SVCC/WRVS Tech Prep Consortium Oversight Committee.

3. **BUDGET**

Total Grant:	\$50,319.00
Minus Transit adm.	<u>\$ 2,466.00</u>
Net to SVCC	\$47,853.00

4. **AMENDMENTS TO AGREEMENT**

Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement.

5. **RECORDS**

SVCC shall maintain appropriate records as required by the Illinois Community College Board and Illinois State Board of Education, and shall provide for an annual audit as required by College policy.

IN WITNESS THEREOF, the parties hereto have executed this Agreement in two (2) counterparts, each of which shall be deemed an original, as the date and year first above written.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**

BY: \_\_\_\_\_ Dr. B. J. Wolf  
Chairman

BY: \_\_\_\_\_ Linley White  
Dean

DATE: \_\_\_\_\_

**WHITESIDE REGIONAL VOCATIONAL SYSTEM**

BY: \_\_\_\_\_ Larry Daghe  
Chairman

BY: \_\_\_\_\_ Wilma Hewitt  
Director

DATE: \_\_\_\_\_



For Board Meeting of  
April 28, 2003

Agenda Item E-1

## BOARD POLICIES REVIEW

Attached for review are Board Policies 419.01 Fringe Benefits, 420.01 Other Leaves, and 420.02 Jury Duty Leave.

419.01 - Fringe Benefits

A. Group Health Plan Coverage and Life Insurance - details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College shall make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverages may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee shall pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs shall be deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance shall be deducted from the final pay of the employee.

B. Group Health Plan Coverage for Retired Employees - Retirees may continue their eligibility in the group health plan until June 30, 1999, if the retiree qualifies for retirement under SURS and has five (5) or more years of service at Sauk Valley Community College. A retiree must request participation at least 30 days before the effective date of retirement. A retiree, and eligible dependents, must have been covered under the group health plan immediately prior to retirement. Retirees will not be eligible for continued coverage under the group health plan if the retired person is eligible for coverage under any other group health program because of his or her employment after retirement from the College. Once a retired employee goes off the group health plan, he or she may not be reinstated to the group health plan. The retiree's continuing eligibility is contingent upon payment of the entire premium or other cost to the College on a timely basis. The Retiree's coverage costs are set at the established Medicare rate. Upon reaching 65 years of age the College's group health plan becomes secondary to Medicare.

Effective July 1, 1999, all former and current full-time employees who are fully vested in SURS shall be enrolled in the state's health insurance plan established for community college terminated from the College's group health plan. (On August 18, 1997, the Governor approved Senate Bill 423 which established a program of health, dental and vision benefits for retired employees of community college districts. This plan will be administered by the Illinois Department of Central Management Services and is similar to the benefits provided to state university retirees.)

C. Section 125 - details of Section 125 for all full-time faculty members may be found in the Faculty Contract.

The Board shall establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow full-time staff to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board.

D. Tuition Free Enrollment - details of tuition free enrollment for all full-time faculty members may be found in the Faculty Contract.

The college offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Part-time employees

working at least 20 hours per week and having completed 1 year of service are eligible for tuition waivers on a prorated basis. If an employee dies while working for the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

E. Academic Robe Expenses - the College will pay regular expenses for academic robes and regalia required for any Sauk Valley Function.

F. Tuition Reimbursement - details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract.

The Board will pay tuition and mandatory fees at the rate of not more than \$115 per credit hour up to a maximum of \$1,380 per year for those courses taken by full-time administrators, and full-time support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the respective Vice President/President and reimbursement will be limited to 12 credit hours per year. Any exceptions are to

be made by the appropriate Vice President/President with the approval of a developmental plan. Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Vice President/President. Reimbursement shall be made upon the presentation of the receipt from the institution where the staff member was enrolled to the Vice President of Administrative Services and must be approved by the appropriate Vice President/President approving such reimbursement and upon completion of the course and receipt of the transcript.

G. Retirement Program - SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees, that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances, are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

H. Vacations - details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract.

Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

#### SUPPORT STAFF

First and second years of employment	1.000 days
Third and fourth years of employment	1.083 days
Fifth and sixth years of employment	1.250 days
Seventh and eighth years of employment	1.330 days
Ninth and tenth years of employment	1.420 days
Eleventh and twelfth years of employment	1.500 days
Thirteenth and fourteenth years of employment	1.580 days
Fifteenth and all subsequent years of employment	1.670 days

PROFESSIONAL TECHNICAL STAFF

First and second years of employment	1.170 days
Third and fourth years of employment	1.250 days
Fifth and sixth years of employment	1.420 days
Seventh and eighth years of employment	1.500 days
Ninth and tenth years of employment	1.580 days
Eleventh and twelfth years of employment	1.670 days
Thirteenth and fourteenth years of employment	1.750 days
Fifteenth and all subsequent years of employment	1.830 days

ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month. The above rates are effective with the first day of the first full month of employment.

The scheduling of all vacations shall be approved by the employee's supervisor. All vacations earned must be taken by the employee within 18 months (i.e. by December 31<sup>st</sup>) of the close of the fiscal years during which the vacation time has been earned. If not taken within the time specified, any accumulated vacation days shall be lost. Employees are encouraged to use vacation days rather than allow them to accumulate. Unless specifically excepted by the President, all employees shall take vacation or personal days during the period the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee seek to take vacation in advance of or for greater extent than earned, it may be allowed only with the prior written approval of a supervisor or a Vice President. Should their employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from their 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.

Regular part-time employees that have a date of hire of 09/01/92 or earlier will earn comparable vacation time on a pro-rata basis. This pro-rata will be earned at the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

I. Sick Leave - details of sick leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/ technical staff shall accrue sick leave at the rate of 17 days the first year and 12 days per year thereafter. (Ten-month employees will have prorated sick leave--15 days the first year and 10 days thereafter.) Employees working less than full-time will not be authorized sick time.

Sick leave may be accumulated without limit. Sick leave shall be credited to each employee at the beginning of each fiscal year so that the accumulated unused sick leave from prior periods plus the credit for the current year, will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30th). This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the fiscal year.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President, and will only be available to the extent of sick leave to which the employee would be entitled and credited at the beginning of the next fiscal year. In exercising his or her discretion, the President shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College. Should employment terminate after an employee has used unearned sick leave in advance, 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 at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted towards the 12 workweeks of leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions relating to pregnancy shall be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

In its discretion, and at its own expense, the College may require a second independent physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, his/her employment shall be terminated.

J. Personal Leave - details of personal leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue two personal leave days annually that may be taken for personal reasons. In addition, a third personal leave day may be taken annually, and if taken, will be charged against the sick leave credit of the individual. Any unused personal leave time remaining at the end of the fiscal year will automatically roll over into the accumulated sick leave account of the individual.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

K. Family and Medical Leave of Absence Policy - The College will grant Family and Medical Leave of absence for eligible employees for up to 12 weeks per year (defined as a 52 consecutive week period).

1. Employees are entitled to take leave for the purposes stated below:

- a. upon birth of an employee's child and in order to care for the child within the first 12-months after birth;
- b. upon the placement of a child with the employee for adoption or foster care within the first 12-months after placement;
- c. in order to care for a spouse, child or parent of the employee who suffers from a serious health condition-- "child" is defined as a son or daughter either under 18 years of age, or 18 years of age or older but incapable of self-care), "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider); or
- d. because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

2. Eligibility for absence under the Family and Medical Leave Act - To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months (not required to be consecutive) and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and part-time or seasonal employees working fewer than 1,250 hours a year are not entitled to family or medical leave of absence. The annual Family and Medical Leave Act allotment is a rolling 12-month period. Each time an employee takes leave, the balance of the employee's 12 week entitlement which has not been used during the immediately preceding 12-month period may be used, however, there is no carryover or accrual of unused family and medical leave, except as otherwise provided in these policies.

3. Request for Leave/Notice by Employee - Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit a Request for Leave to his/her immediate supervisor. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth of a child, the employee must make his/her best efforts to schedule leave so as not to disrupt the College's



operations and must submit the Request for Leave not less than 30 days before the date the leave is to begin.

If the need for leave was not foreseeable, the employee must submit a Request for Leave as far in advance of the date of leave is to begin as is practicable. Intermittent or reduced scheduled leave.

A leave of absence pursuant to this policy may be taken by the employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by his/her immediate supervisor. The smallest increment of leave allowed to be taken in this category is one hour.

4. Certification Procedure - Every Request for Leave pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days, or as soon as possible. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the Request for Leave. The written medical certification must state the following:

- a. The date of which the serious medical condition commenced.
- b. The probable duration of the condition.
- c.

The appropriate medical facts regarding the condition and its duration.

If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of the spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

5. Conditions of absence under the Family and Medical Leave Act - The following conditions apply to a leave of absence pursuant to this policy:

a. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.

b. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

c. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.

d. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence.

6. Compensation and Benefits During absence under the Family and Medical Leave Act - Employees must use accrued paid vacation time or paid sick/personal time (if available and applicable), or both, (including time off for job related injuries) toward all or part the maximum 12-week period allowed for an approved leave of absence pursuant to this policy. Employees on Family and Medical Leave shall maintain health benefits under the College's self-funded plan at the same rate and coverage prior to illness.

Employees must arrange with the College's Personnel Office to pay any contributions due for continuation of the coverage, if applicable.

Employees on Family and Medical Leave which is unpaid, shall not accrue sick/ personal leave or vacation, and shall not be eligible for any other benefits (i.e. holiday pay, tuition reimbursement, tuition waiver) which existed when working.

Responsibility for payment of any obligations previously deducted from regular biweekly paychecks, such as payroll deductions, rests with the employee.

7. Return from an approved Family and Medical Leave of Absence - Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. The College can deny reinstatement if the employee would otherwise not have been employed at the time reinstatement is requested, such as if the employee would have been laid off.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 weeks.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working for the College.

L. Discretionary Leave of Absence Without Pay - details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an employee if, in the opinion of the College, such leave would serve the best interest of the College and the employee. This Section is applicable only after any leave available and applicable under Family

and Medical Leave as provided in Policy 419.01K is exhausted. No leave of absence without pay shall be granted to any employee who has accrued paid vacation time or who is eligible to be paid sick/personal time, or both, (to the extent that accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving written notice to the College at least 30 days in advance of the date of the proposed start of the leave of absence without pay. Leave of absence without pay must be approved in advance by the employee's supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall maintain health benefits under the College's health plan at the same rate and coverage prior to leave, but shall pay all premiums for such coverage. During the period of leave of absence without pay under this policy, an employee must arrange with the College's Personnel Office to pay all contributions due for continuation of coverage. Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence without pay under this Section shall have his or her leave of absence without pay terminated after six months.

Grant of leave of absence without pay under this Section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

M. Section 403 (b) Annuity Programs - The College believes that it is in the best interest of its employees that the employees be able to make use of Retirement Benefit Programs. The College shall, from time to time, reasonably facilitate employee participation in Section 403 (B)

annuity programs, and shall effect salary reductions on behalf of qualified employees when such employees comply with this policy.

The responsibility of the College to provide for salary reductions and to make the contributions to a designated Benefit Program is subject to the following requirements:

1. The employee shall use and complete such appropriate forms as required and provided by the College.
2. The Benefit Service Provider shall have entered into a service provider agreement in form satisfactory to the College.
3. The employee shall use only (a) those service providers who have entered into an agreement with the College as provided in Paragraph 2, and (b) appropriate salary reduction agreements in the form as approved from time to time by the Office of Administrative Services of the College.

03/23/87	11/28/94
05/21/90	10/27/97
02/25/91	03/23/98
07/27/92	05/26/98
11/23/92	11/23/98
10/31/94	12/20/99

420.01 Other Leaves

The President, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or with foreign nations. Such leaves shall be for appropriate purposes consistent with the needs and interests 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.

2/12/79

420.02 Jury Duty Leave

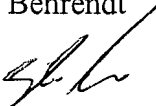
The Board shall pay regular salary to a full-time employee called to serve as a juror, and the employee shall submit any reimbursement (except for mileage) to the College.

3/23/87

## SAUK VALLEY COMMUNITY COLLEGE

### MEMORANDUM

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**TO:** Dr. Richard L. Behrendt  
**FROM:** Steve Nunez   
**DATE:** April 17, 2003

**SUBJECT: Phi Theta Kappa All-Illinois Academic Team**

The sixth annual recognition program for the Phi Theta Kappa All-Illinois Academic Team took place in Springfield, Illinois on April 15 and 16, 2003. The All-State Academic Team is a division of the Academic All-USA Team for Community, Technical and Junior Colleges.

Two of our PTK students, Judy Campos and Karen Freres were inducted onto this team and honored for their outstanding academic achievement, campus leadership and responsible community involvement. Both Ms. Campos and Ms. Freres are quality students whom exemplify the educational excellence fostered by Sauk Valley Community College's Phi Theta Kappa chapter. They traveled to Springfield where they were honored at a banquet ceremony and presented Phi Theta Kappa Medallions. Later that same day they met with our State Legislators to discuss issues of importance to Sauk students.

**Operating Fund Expenditures**

The standard accounting system for a college or university classifies expenditures two ways, by function and by object. Sauk's functions are as follows:

<b>Function</b>	<b>FY 02 Operating Fund Expenditures</b>	<b>% of Total</b>
Instruction	4,194,247	41.0%
Academic Support (LRC, academic computing, deans)	930,718	9.1%
Student Services	814,620	8.0%
Public Services (Corporate & Community Services)	281,732	2.7%
Operations and Maintenance	1,063,876	10.4%
Institutional Support (College-wide administrative functions)	1,902,527	18.6%
Scholarships, Grants & Waivers	558,039	5.5%
SURS On-behalf Payments	484,054	4.7%
Total	10,229,813	100.0%

Specific Sauk departments slot into these functions according to the ICCB's Uniform Financial Reporting System (UFRS) guidelines from the Fiscal Management Manual.

The objects are as follows:

<b>Object</b>	<b>FY 02 Operating Fund Expenditures</b>	<b>% of Total</b>
Salaries	6,210,644	60.7%
Employee Benefits	1,169,850	11.4%
Contractual Services	607,349	6.0%
Materials and Supplies	682,228	6.7%
Travel and Conferences	103,859	1.0%
Fixed Charges	62,221	.6%
Utilities	343,724	3.4%
Capital Outlay	11,036	.1%
Other	554,848	5.4%
SURS On-behalf Payments	484,054	4.7%
Total	10,229,813	100.0%

The budget is constructed by line item. Around March 1 of each year the Business Manager distributes a report that shows itemized expense lines for each department, information about the current and prior years' budgets and expenditures, and blanks to be filled in for the next year's budget. Department managers fill in their requests for each



line in consultation with their supervisors. The Business Manager prepares analytical reports for the overall budget and forwards the information to the President and Vice Presidents. After fine-tuning the budget, they present it to the Board of Trustees for approval.

Salaries and benefits: Salaries and benefits are budgeted separately from other expenditures. Full-time faculty salaries are set by a collective bargaining contract, and salaries for other full-time and regular part-time staff are set by the Board of Trustees. The Business Manager maintains a spreadsheet that lists all regular employees, the accounts where their salaries are tracked, their current and projected salaries, and their benefits. Budgets for faculty overloads and part-time employees are submitted by department managers based on operating needs.

Benefits include health insurance, life insurance, a 0.5% employer match of SURS contributions, and employee tuition reimbursements and waivers. Budget for the tuition benefit is based on the prior year's experience, and the SURS match is calculated from the budgeted salaries. Life insurance is also calculated from the salaries, given assumptions about the expected premium rate.

For health insurance we review several years' cost history and estimate a percentage increase. We then compute internal "premiums" to be charged against departments, based on whether the employees in that department opt for employee-only, employee-plus-one, or family coverage. Because we are self-insured, actual costs frequently differ from the budget.

Contractual services: Accounts included in this object are legal fees, maintenance services, and consultants.

The budget for legal fees is based on recent years' experience.

Maintenance services budgets are submitted by department managers. The expenditures might include \$100 or \$200 per department to cover repairs of miscellaneous equipment, the annual maintenance fee for our SCT Banner software (about \$60,000), and buildings and grounds maintenance contractors (\$68,000).

Consultants includes instructional contractors (\$30,000), accreditation visits (amount varies with the year), Corporate and Community Services instructional contractors (\$95,000, spent only as needed for fee-paying clients), computer system advisors (\$8,000), and ADA aides (\$8,000).

Supplies: There are a number of accounts in this object: office supplies, instructional supplies, software, library supplies, library books, advertising, publications and dues, postage, maintenance supplies, and vehicle supplies. All of these budgets are submitted by department managers, based on recent experience and plans for the next year.

We spend about \$65,000 on office and library supplies and \$145,000 on instructional supplies each year, spread across many departments.

Computer software (\$150,000) covers site and individual licenses for software used throughout the college.

The library book budget is about \$55,000 per year.

The advertising budget includes \$100,000 for promotional advertising, including the class schedule booklets; legal notices (\$750); and miscellaneous targeted ads and brochures for specific programs (\$8,000).

Publications and dues includes \$24,000 for library journal subscriptions and \$30,000 for institutional memberships.

College-wide postage costs approximately \$75,000 per year.

Maintenance (\$86,000) and vehicle (\$1,500) supplies are used for repairs and maintenance to the buildings and grounds and equipment performed by our Buildings and Grounds staff, rather than by outside contract maintenance firms.

Travel and conferences: This object includes payments for mileage to local teaching sites, local and state meetings, professional development, reimbursable catering for Corporate and Community Services clients, employee recognition programs, and employee recruitment costs.

The FY 03 operating funds travel budget includes the following components:

<b>Description</b>	<b>FY 03 Budget</b>
Local faculty travel	16,600
Faculty professional development	20,000
Administrative, support staff and Board local and state meetings	25,000
Administrative, support staff and Board professional development	14,700
Winner's/Birthday and other recognition and retirement programs	3,400
Corporate and Community Services local and state meetings and reimbursable client catering	14,100
Employee recruitment	30,000
Total	123,800

The budgets for local faculty travel, client catering, employee recruitment, and other local and state meetings are based on recent experience and expected plans for the coming year.

The remainder of the budget, for training and recognition - \$20,000 for faculty development, \$14,700 for other professional development, and \$3,400 for employee recognition – is somewhat discretionary. However, cutting these costs negatively impacts employee morale and the ability to attract and retain high quality employees. In the long run such cuts harm the institution by limiting opportunities to develop staff skills and infuse the institution with new ideas. Indeed, for the last two years budget constraints have already caused us to cut these funds to approximately half of the ideal level. The budgeted \$35,000 of professional development must support the needs of approximately 60 full-time faculty members, 20 administrators, and 70 support staff. At about \$1,500 for a typical national conference and \$150 for a local seminar, a “fully funded” professional development budget would total around \$80,000.

Fixed charges: Fixed charges in the operating funds include property insurance and equipment leases.

The budget for property insurance is based on prior years and estimates of the next year’s increase. The actual cost usually is not known until around July 1, as insurers delay their price quotes as long as possible in order to consider all available information. The FY 03 cost is about \$69,000.

The equipment lease account tracks payments on copy machine leases, about \$18,000 a year. The amount is determined by lease contracts.

Utilities: Utilities includes natural gas, electricity, telephone, refuse disposal, and water.

Natural gas costs (\$110,000 per year) depend on two factors, usage and rates. Usage is heavily dependent on the weather. Our Buildings and Grounds staff has renewed their efforts in recent years to run the heating and cooling systems most efficiently by installing electronic controls that can be monitored and adjusted from a central location and by implementing an active preventive maintenance program. Rates for natural gas are set by the marketplace. Each year we can choose to sign a contract for a pre-set quantity of gas at a pre-set fixed rate, or pay the variable market rate. Three years ago we paid the variable rate, which cost us extra money when the rate peaked at a very high level. For the last two years we chose the pre-set contract, which paid off in more predictable monthly costs and with a rate that turned out to be lower than average market prices.

Like natural gas, electricity costs (\$135,000) are subject to usage and rates. Sauk benefits from an arrangement with Commonwealth Edison which in effect pays us not to run our generator, so we’ll buy from them instead. In exchange for the resulting low rate, we also agree to run the generator on peak days in the summer when requested by Com Ed. The budget for electricity, like gas, is based on recent experience and expectations of rate changes.

The College's telephone costs run around \$82,000 per year. With Sauk's rural location, very few calls are "local," as we pay a toll even for calls to Dixon or Sterling. The telephone budget is based on recent experience.

Refuse disposal costs are minimal, at about \$5,000 per year.

Since Sauk operates its own water plant, the costs (\$5,000 per year) cover supplies and testing rather than payments to a water and sewer company.

Capital outlay: There are three types of capital outlay accounts in the operating funds: equipment, site improvements, and building remodeling.

Funding bonds subsidize practically all equipment spending for the operating funds for fiscal years 02, 03 and 04. We plan to issue new three-year funding bonds to continue this practice in the summer of 2004. Without funding bonds, the operating funds would have to support \$200,000 to \$500,000 a year of equipment expenditures. Most of the routine expenditures purchase replacements and updates of computer-related equipment. The equipment budget begins by adding requests from faculty and department managers to the computer replacement schedule. We prioritize the requests and then allocate as many purchases as possible to grant funding, so only the remainder draws upon the operating budget (or more recently, funding bonds). Priorities are set through consultations among the Dean of Information Systems, the Vice Presidents, and the President.

Most site and building improvement costs are tracked in the Operations and Maintenance-Restricted Fund; they are generally large projects paid by Protection, Health and Safety levies or other State-approved funding sources. Routine facilities maintenance falls into the Contract Services or Materials and Supplies objects in the operating fund. In contrast, the two operating fund Capital Outlay accounts are reserved for the occasional small projects that don't qualify for other funding. Examples include remodeling office or classroom space or small paving jobs. If the budget in these accounts were to increase, we would likely find suitable projects to complete. However, budgets of \$10,000 for site improvements and \$5,000 for building improvements cover a minimal level of needs for a year.

Other: This object includes bad debt writeoffs, tuition waivers, and tuition chargebacks.

Most bad debt writeoffs occur when students either write a bad check or fail to pay their tuition. The writeoff costs about \$20,000 per year. Fees charged for the tuition deferred payment plan cover most of this cost, but those fees appear in a revenue account rather than directly as an offset in this expense account.

Tuition waivers include the following:

Description	FY 03 Budget
Adult Education (State mandated)	200,000

Senior Citizens (State mandated)	19,000
Academic Achievement	32,000
Activity Achievement	38,000
Athletic Achievement	120,000
Other State waivers	2,000

The waivers budget is based on prior years' experience and expected program changes. Sauk receives Credit Hour grant funds two years later for hours earned by these students, in an amount comparable to the tuition rate. Therefore, as long as these students' registrations are marginal (that is, they're simply extra students in a class rather than having to open new class sections), their enrollment still benefits the College financially. Costs for the Adult Education program are covered by a separate restricted State grant.

Tuition chargebacks (\$45,000) are paid by Sauk to other Illinois community colleges for approved programs for residents of Sauk's district who attend other schools. This allows the students to pay the other school's in-district tuition rate, while the chargeback compensates the school for an amount equivalent to the property tax the students would have paid if they lived in that district. All Illinois community colleges have chargeback agreements with other schools. The program helps eliminate statewide duplication of programs that are relatively expensive to run.

SURS on-behalf payments: This expense is the flip side of our required revenue book entry to record the State's contribution to employees' SURS accounts (\$484,054 in FY 02).

### **Operating Fund Transfers**

Both the Education Fund and the Operations and Maintenance Fund receive a transfer of interest earned on the Working Cash Fund balance each year (\$90,000). In addition, the Bookstore “pays” a rent of \$12,000 per year to the Operations and Maintenance Fund to cover utilities costs. We are now in the middle of six years of transferring \$100,000 per year of older accumulated interest earnings from the Working Cash Fund to the operating funds to help subsidize the operating fund losses. It should be noted that these \$100,000 transfers reduce the balance available for earning future interest.

For Board Meeting of  
April 28, 2003

Agenda Item F-2

PROTECTION, HEALTH, SAFETY PROJECT

The College received five bids for the Protection, Health, and Safety Project to repair the domestic water system: new hydropneumatic tanks, water softener replacement and appurtenance, and watermain extension.

The lowest bid of \$216,952.69 was submitted by D.R. Gilbert & Sons (see attached memo).

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$216,952.69 from D.R. Gilbert & Sons for the repair of the domestic water system project as described above.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** April 21, 2003

**SUBJECT:** Bid for Protection, Health, Safety Project – Repair Domestic Water System: New Hydropneumatic Tanks, Water Softener Replacement and Appurtenances, and Watermain Extension

Last fall the Board of Trustees approved a Protection, Health and Safety project to repair the College's domestic water system. The overall project includes work that will be completed by three different specialized contractors. The largest piece will install two new pressure tanks (approx. \$75,000), replace two water softeners (approx. \$60,000), repipe two air handlers (approx. \$33,000), and replace the water main that serves the farmhouse, T-2, the tennis courts, the baseball field and the outdoor restroom facility (approx. \$50,000). The tanks, softeners and piping are all in the main building; the main provides water to outlying locations. The second piece of the project rehabilitates the College's original well (approx. \$47,000). This in effect provides insurance in case the main well ever fails; such a failure would take weeks to repair, and having a backup well would allow us to continue safe domestic water service. The third piece removes any asbestos that might be found in the pipe insulation as part of the project (approx. \$5,000). As long as any asbestos work stays under \$15,000, it will not be subject to the formal sealed bid process. Including engineering fees, the total project budget is \$324,000.

This bid memo covers the largest piece of the project. The tanks will relieve the burden carried by one pump that has to run around the clock to provide water and pressure to the main building. The new tanks will reduce electric consumption and wear and tear on the distribution pumps. The water softeners provide soft water to the boilers and the shower rooms. They replace 30-year old equipment that does not work properly and for which replacement parts are no longer available. The water main serves the farmhouse, T-2, the tennis courts, the baseball field and the outdoor restroom facility. Over the last several years we have had to repair multiple leaks in it.

The budget for this portion of the project is \$247,000.

After due advertisement, the College received five sealed bids, which were opened April 17, 2003 at 2:00 p.m. in the Board room by Jim Frederick and Carmel Paulsen. Also present were Matt Hansen (Willett Hoffmann), Gene Kempson (D.R. Gilbert), Mark Ziemba (Fischer Excavating), Jonathan McClelland (Civil Constructors), and Carl Paxton. The bid results are as follows:



<b>Bidder</b>	<b>Location</b>	<b>Amount</b>
D.R. Gilbert & Sons	Rochelle	216,952.69
Schmitt Plumbing and Heating	Dixon	221,146.24
Civil Constructors	Freeport	221,726.00
John A. Loos and Sons	Sterling	247,392.34
Fischer Excavating	Freeport	265,319.91

The engineers have reviewed the bids and are satisfied that the low bidder's proposal meets specifications.

I recommend acceptance of the bid of \$216,952.69 from D.R. Gilbert & Sons for the watermain extension, new hydropneumatic tanks, water softener replacement and appurtenances component of the Repair Domestic Water System project.

For Board Meeting of  
April 28, 2003

Agenda Item F-3

PROTECTION, HEALTH, SAFETY PROJECT

The College received four bids for the Protection, Health, and Safety Project to repair the domestic water system: existing farm well rehabilitation.

The lowest bid of \$46,490 was submitted by Layne-Western (see attached memo).

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$46,490.00 from Layne-Western for the repair of the domestic water system, existing farm well rehabilitation project.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** April 21, 2003

**SUBJECT:** Bid for Protection, Health, Safety Project – Repair Domestic Water System: Existing Farm Well Rehabilitation

This project rehabilitates the College's original well, as part of the overall domestic water system project. The well has not been in operation for many years and is the only backup to the main well that provides the campus' domestic water. If the main well were to go down, it would likely take weeks to repair, during which time there would be no water on campus. This backup well, therefore, serves in effect as insurance.

The total project budget is \$324,000, and the budget for this portion of the project is \$39,900. Although the low bid is \$6,590 over that budget, sufficient funds remain from the largest piece of the project to cover the difference. The project is paid for through a Protection, Health and Safety levy.

After due advertisement, the College received four sealed bids, which were opened April 17, 2003 at 2:00 p.m. in the Board room by Jim Frederick and Carmel Paulsen. Also present were Matt Hansen (Willett Hoffmann), Gene Kempson (D.R. Gilbert), Mark Ziemba (Fischer Excavating), Jonathan McClelland (Civil Constructors), and Carl Paxton. The bid results are as follows:

Bidder	Location	Amount
Layne-Western	Aurora	46,490.00
Meadow Equipment Sales & Service	Carol Stream	47,245.40
Municipal Well and Pump	Waupun, WI	48,100.00
Albrecht Well Drilling	Ohio	51,140.00

The engineers have reviewed the bids and are satisfied that the low bidder's proposal meets specifications.

I recommend acceptance of the bid of \$46,490.00 from Layne-Western for the existing farm well rehabilitation component of the Repair Domestic Water System project.

For Board Meeting of  
April 28, 2003

Agenda Item G

### CLOSED SESSION MINUTES REVIEW

Attached are the recommendations given by Ole Bly Pace III regarding Closed Session Minutes for May 20, 2002 through February 24, 2003.

RECOMMENDATION: Board approval to keep confidential the attached list of closed session minutes.

For Board Meeting of  
April 28, 2003

Agenda Item I-1

FACULTY APPOINTMENT

After completing the search process, the Search Committee and the administration are recommending Jane E. Hamilton for the position of Assistant Professor of Reading and English effective August 20, 2003.


RECOMMENDATION: Board approval for the appointment of the above named faculty member effective August 20, 2003.

# SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

## MEMORANDUM

---

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

DATE: April 4, 2003

RE: Ms. Jane Hamilton

I would like to recommend that we appoint Ms. Jane Hamilton as an Assistant Professor in the areas of Reading and English. In support of this recommendation, I offer the following information:

### Announcement Process

The multidisciplinary faculty position was advertised in the *Dixon Evening Telegraph*, the *Sterling Gazette*, *The Chronicle of Higher Education*, *The Quad City Times*, *The Rockford Register Star*, newspapers in both DeKalb and Peoria, Sauk's Employment Website and the Chamber of Commerce NationJob.com network.

### Application Responses

Fourteen applications were received and all met the minimum qualifications.

### Screening

A committee composed of Dr. Patrick Kennedy, Dr. Karen Pinter, Dr. Lisa Beinhoff, Mr. Loren Niemeyer, Ms. Ann Daly, and Mr. Paul Edleman and chaired by Vice President Dr. Deborah Hecht, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, three candidates were invited to interview at the Sauk Valley Community College campus. All candidates were interviewed by the committee, the Vice President of Instructional Services, individually by the Dean, the Vice President for Student Services, and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

## Qualifications

1. Academic Background – Ms. Hamilton earned her B.A. in English from Rockford College. She earned her Master's in English from Northern Illinois University. She is currently enrolled in Graduate level research courses at Northern Illinois University and a graduate course in Reading at Rockford College.
2. Professional Background – Ms. Hamilton has served as a part-time English instructor at Sauk Valley Community College from 1989 through 1997 and during 2002. Additionally, she was appointed to a temporary position as a full time Assistant Professor of English at SVCC during Fall, 2002. She has also held positions as a Human Resource Representative and as an editor for various publications.

## References

Ms. Hamilton's' references were checked by the committee members and the Vice President for Instructional Services. Her references state that Ms. Hamilton works very hard to provide quality educational opportunities, promotes student success and encourages learning for her students. She is involved in outcomes assessment and is available to her students outside of class. She is involved in the community and positively represents the college to its stakeholders.

Our screening committee has indicated that Jane Hamilton should fit very well with our faculty and student body. I recommend the employment of Jane Hamilton as the Reading/English Assistant Professor Step 6 without reservation of any kind.

For Board Meeting of  
April 28, 2003

Agenda Item I-2

ADMINISTRATIVE RESIGNATION

The College has received the resignation of David A. Peterson, Director of Financial Assistance and Career Services, effective April 30, 2003.

RECOMMENDATION: Board approval to accept the resignation of David A Peterson, effective April 30, 2003.



David A. Peterson  
1680 Brandywine Lane #4  
Dixon, IL 61021  
(815) 535-7077

April 2, 2003

Dr. Joan Kerber  
Vice President of Student Services  
Sauk Valley Community College  
173 IL Rte. 2  
Dixon, IL 61021

Dear Dr. Kerber,

This letter is written to inform you of my intention to resign from my position as Director of Financial Assistance and Career Services effective April 30, 2003.

I want to thank you for your support and guidance over the past four years. I also want to thank the members of the financial assistance and career services staff who made my first administrative experience both positive and enjoyable.

Again, thank you for providing me with such a rewarding experience. I wish you and the college continued success.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Peterson', with a stylized flourish at the end.

David A. Peterson

For Board Meeting of  
April 28, 2003

Agenda Item I-3

### PART-TIME FACULTY CONTRACT

Following Closed Session discussion, appropriate action may be taken on the Part-time Faculty Contract.

RECOMMENDATION:     Appropriate action.

2003 – 2006

CONTRACTUAL AGREEMENT

BETWEEN

THE BOARD OF COLLEGE DIST CT NO 506

AND

THE SAUK VALLEY COMMUNITY COLLEGE

A JUNCT FACULTY ASSOCIATIO

## CONTENTS

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## **ARTICLE I**

### **RECOGNITION**

- 1.1 The Sauk Valley Community College Board of Trustees (hereinafter the "Board") recognizes the Sauk Valley Community College Adjunct Faculty Association/Illinois Education Association/National Education Association (hereinafter the "Association") as the sole bargaining agent for adjunct faculty as follows:

Included in the bargaining unit: All adjunct faculty who teach at least six (6) credit hours per semester (excluding the summer term) for four consecutive semesters (excluding the summer term). Any adjunct faculty member who qualifies for initial bargaining unit inclusion shall retain his or her bargaining unit eligibility status unless the adjunct faculty member does not thereafter teach at least six (6) credit hours in each following semester (excluding the summer term). Any adjunct faculty member who teaches less than six (6) credit hours in a semester is not eligible for inclusion in the bargaining unit and will be removed for that semester. Any adjunct faculty member who is removed from the bargaining unit will be re-eligible for bargaining unit inclusion only if he or she teaches at least six (6) credit hours in the current semester and has taught at least six (6) credit hours per semester in four out of the previous six semesters (excluding summer). If he or she fails to qualify by teaching six (6) credit hours in four (4) of the last six (6) semesters, he or she must satisfy the requirements for initial bargaining unit qualification for reinclusion into the bargaining unit.

Excluded: All full-time college faculty, support personnel, supervisors, managerial, confidential, short-term and part-time employees who do not qualify as provided above, and employees whose positions are funded by contracts or agreements with outside governmental and/or private agencies.

## **ARTICLE II**

### **MANAGEMENT RIGHTS**

- 2.1 It is understood and agreed that all functions, rights, powers, or authority of the administration of the College and the Board of Trustees which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement. Said authority includes, but is not limited to, the generality of the foregoing rights.
- A. To the executive management, organization and administrative control of the College and its properties and facilities, and the activities of its employees;
  - B. To direct the work of the employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;
  - C. To hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion, and to promote, assign, and transfer all such employees;
  - D. To establish educational policies, goals and objectives, to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of district operations; and
  - E. To build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; and take action on any matter in the event of an emergency.

## **ARTICLE III**

### **NO STRIKE**

- 3.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, or other concerted action, refusal or failure to fully and faithfully perform job functions and responsibilities by the Association during the term of this Agreement.

## ARTICLE IV

### ASSOCIATION RIGHTS

#### 4.1 Board Meetings

The Association will be furnished with a schedule of regular meetings of the College Board of Trustees, a copy of meeting agendas and any notice of a special meeting of the Board of Trustees in a prompt and timely fashion. A copy of approved Board minutes shall be made available to the Association President or designee.

#### 4.2 Meeting Rooms, Interoffice Mail, Use of Equipment

- A. The Association shall have the right to use meeting rooms, if available, for Association business and shall have the right to use campus faculty mailboxes. In the designated Adjunct Faculty office the Association shall have one bulletin board provided by the Board for Association notices. Also bulletin board space will be available in the Information Office for Association business.
- B. The Association may have reasonable use of College duplicating equipment for appropriate Association purposes when such equipment is not required for other College business. The expense of duplicating supplies will be borne by the Association. The Association may use neither College equipment nor supplies for lobbying or political purposes.

#### 4.3 Dues Deduction

The College shall allow optional dues deduction upon the part of those bargaining unit members who desire it. Proper authorization for payroll deduction of membership dues shall be the signature of the Employee on an authorization form prepared by the Association and submitted to the Board between August 15 and September 15, and January 15 and February 15 of each academic semester. Such payroll deductions shall be remitted to the Association monthly within the first ten (10) working days of each month.

#### 4.4 Copies of Contract

The Board will provide twenty-five (25) copies of the contract to the Association at no cost to the Association.

#### 4.5 Membership Notification

Each semester the College will determine membership in the bargaining unit and notify the Association president, no later than the 15<sup>th</sup> work day from the first day of the semester. Unless the Association president files notice of disagreement within 10 working days, the membership list will be final.



## **ARTICLE V**

### **WORKING CONDITIONS**

#### **5.1 Meeting Schedules**

- A. Bargaining Unit members who are currently teaching shall be given notification of their academic division meetings and may attend such meetings.

#### **5.2 Teaching Assignments**

- A. The parties recognize that "teaching" comprises construction of a class syllabus, consistent with the generic course syllabus, that stipulates course objectives, content, and grading criteria; preparation of class presentations and instructional materials; delivery of instruction; consultation with and evaluation of students; maintenance of clear records on student performance and any other factors, such as attendance, involved in the grading of students; submission of grades and other required reports to the College by required deadlines; participation in assessment of student learning outcomes during scheduled class meeting times; textbook selection if requested by the appropriate dean; and consistency with course/divisional standards. Salary is paid to the adjunct faculty member in accordance with contractual terms as compensation for these tasks.
- B. If within seven (7) calendar days or fewer before the official first day of classes in any given time, an adjunct faculty member's assigned class is cancelled or reassigned and if a replacement class is not offered, the College will pay a \$100 stipend for each withdrawn class.

#### **5.3 Notification of Available Full-Time Positions**

When a vacancy announcement for a full-time faculty position is released, a notification of such position will be posted on the Association bulletin board. A copy of such notice will be placed in the Association president's campus mailbox.

#### **5.4 Personnel File**

The College shall keep an official personnel file for each adjunct faculty member. Each member shall have the right to make an examination of his or her personnel file upon three-business day's written notice. At the employee's request, a representative of the Association may accompany the employee in this review. Such review shall be by appointment during normal business hours and in the presence of a designated employee of the College. Neither the employee nor the employee's representative shall remove any material from the file. The right of review does not extend to:

1. Pre-employment information, e.g., reference checks and responses, or information provided to the administration with specific request that it remain confidential.
2. Letters of reference for that employee, peer review documents and individual student evaluations.

Copies of materials in an employee's personnel file shall be provided to the employee upon request if such materials are not confidential. Except for material described in section 5.4.1, materials used to make adverse employment decisions may not be confidential. The employee shall bear the cost of copying.

## ARTICLE VI

### GRIEVANCE PROCEDURE

- 6.1 A grievance is defined as a claim by the Association or individual employee that alleges there has been a violation, misinterpretation or misapplication of the provisions of this Agreement. A group of employees may present a class grievance, which is defined as a claim involving a single common issue.

The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and supervisor to solve problems through free and informal communication. Accordingly, the parties shall attempt to informally resolve any potential grievance as hereinafter defined. If, however, the informal process fails to satisfy the bargaining unit member and/or the Association, a grievance may be submitted.

- 6.2 Individual employees shall have the right to present grievances. The Association representative shall be afforded the opportunity to be present and to represent the grievant, if the grievant so desires, at Step 1 of the grievance procedure. The Association representative has the right to be present at Step 2 and 3 if the grievance is not resolved at Step 1. Any settlement reached must be consistent with the provisions of this Agreement.

6.3 General Provisions

- A. All grievances must be reduced to writing no later than twenty (20) working days from the date of the incident or alleged violation giving rise to the complaint.

The term “working days” as used in this Article shall mean the weekdays Mondays through Fridays, inclusive, and excludes Saturdays, Sundays, Holidays, and other days during which the College Business Office is not open.

- B. A written grievance shall contain a statement of the grievance and the issues involved, the relief sought, the date the incident or alleged violation took place, and the article, section and clause of the agreement involved.
- C. The grievance shall be signed and dated and then presented to the immediate supervisor involved.
- D. If a grievance is not presented within the time limits set forth herein, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Board’s last answer. If the Board or its designee does not answer a grievance or an appeal thereof within the specified time limits, the Association/grievant may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step

may be extended by mutual written agreement of the Board and the Association representative involved in each Step.

- E. The purpose of the grievance procedure shall be to resolve all disputes at the lowest possible level. Whenever the grievance procedure is available for resolution of any claim or cause of action of an employee and/or the Association, the process shall be exhausted before the grievant and/or the Association may seek legal recourse in any court or administrative proceedings on the same general factual basis or claim. However, this does not preclude the grievant and/or Association from filing within any applicable statutory limitations.
- F. A grievance may be withdrawn at any level, without prejudice to either party.
- G. Grievance hearings shall be conducted at a time and place which will afford fair and reasonable opportunity for grievance and witnesses entitled to be present, to attend and will be held, insofar as possible, outside of the regular work hours of the personnel involved.
- H. An Association representative(s), bargaining unit member(s) and/or employee who participates in the grievance procedure shall not be subjected to any disciplinary action and/or reprisal because of such participation.
- I. A Class grievance, as hereinbefore defined, may be initially filed at Step 2.

#### 6.4 Procedure for Adjustment of Grievances

##### Step 1 Supervisor Level

In the event the grievance is not resolved informally, the grievance may be filed with the appropriate Administrator and/or Supervisor. The Administrator and/or Supervisor will arrange for a meeting to take place within five (5) workdays after receipt of the grievance with the object of resolving the grievance.

In the event the matter is not resolved, the supervisor or administrator will furnish his/her written decision within five (5) working days to the Association representative and the bargaining unit member, if applicable.

##### Step 2 Vice President Level

In the event the grievance is not resolved at Step 1, then the Association representative and/or the bargaining unit member may appeal the decision in writing to the appropriate Vice President or designee within five (5) workdays after receipt of the Step 1 response. The Vice President or designee shall arrange for a meeting to take place within ten (10) workdays after receipt of the appeal with the object of resolving the grievance. In the event the matter is not resolved the Vice President or designee will furnish his/her written decision within ten (10)

working days, in writing, to the Association representative and the bargaining unit member, if applicable.

### Step 3 President Level

Within fourteen (14) working days after the Vice President or designee renders a decision, an appeal may be taken by the Association representative and/or bargaining unit member to the President of the College or his designee. The President or designee shall meet and confer with the Association representative and the bargaining unit member, if need be, within fourteen (14) working days with a view to adjusting the grievance. In the event the matter is not resolved, the President or designee shall render a decision in writing within fourteen (14) working days to the Association representative and bargaining unit member, if applicable.

## 6.5 Arbitration

- A. If the Association is not satisfied with the Step 3 response, the Association may submit the grievance to final and binding arbitration by notifying the President of the College within fourteen (14) working days of receipt of the Step 3 response. Promptly thereafter the parties shall jointly request the services of the American Arbitration Association. The parties may mutually agree to use the services of FMCS instead of the AAA. The parties shall jointly request a panel of five (5) arbitrators. Either party may reject one (1) entire panel. Both the Board and the Union shall have the right to strike two (2) names from the panel. One (1) party shall strike the first name, the other party shall then strike a second name, the first party a third name, and the second party a fourth name, and the remaining person shall be the arbitrator. The order of striking arbitrators' names shall be determined by a coin toss. The arbitrator shall be notified of his or her selection by a joint letter from the Board and the Union requesting that he or she set a time and place, subject to the availability of the Board and Union representatives. All arbitration hearings shall be held at the College, unless the parties mutually agree otherwise.
- B. The arbitrator shall act in a judicial, not legislative capacity and shall have no right to recommend to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He or she shall only consider and make a decision with respect to the specific issue submitted and shall have no authority to make a decision on any other issue not so submitted to him or her. In the event the arbitrator finds a violation of the terms of this Agreement, he or she shall fashion an appropriate remedy. The arbitrator shall be without power to make a decision contrary to or inconsistent with or modifying or varying in any way the Agreement. The arbitrator shall submit in writing his or her decision within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to a written extension thereof. The decision shall be based solely upon his or her interpretation of the

meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator, if made in accordance with the authority granted to the arbitrator, shall be final and binding upon the Board, the Association and the faculty members.

- C. The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript.

#### 6.6 By-pass Step

If the Association and the appropriate Vice President or designee agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

## ARTICLE VII

### COMPENSATION

#### 7.1 Salary Schedule

<u>Degree</u>	<u>2003-04</u>	<u>2004-2005</u>	<u>2005-2006</u>
Bachelors	\$440	Salaries calculated according to the Consumer Price Index as described below.	
Masters	\$470		

For the years 2004-2005 and 2005-2006, the salary schedules shall be adjusted to be equal to the previous year's salaries adjusted in accordance with the revised Consumer Price Index Report "United States City Average" for all "Urban Consumers, All Items" (hereinafter otherwise referred to as the "Consumer Price Index") ("CPI") published monthly by the U.S. Department of Labor. The salaries for the second year (2004-2005) shall be determined by dividing the base salary (2003-04 salaries) by the most recent available revised Index number for the CPI on August 1, 2003, and multiplying that amount by the comparable index number as of August 1, 2004 prior to commencement of the second year (2004-2005) of the contract. Similarly, for the third year of the contract, by using as the base salaries the 2004-05 salaries and dividing that sum by the most recent available index number on August 1, 2004 and multiplying that amount by the comparable index number as of August 1, 2005 prior to the commencement of the third year of this Agreement (2005-2006). It is the intention of the parties that the salaries for the second and third years of the Agreement shall be equivalent to the purchasing power of the previous year's salaries. In the event the title to the above index has changed or has been discontinued, an appropriate similar cost of living index shall be used to adjust and to calculate as nearly as possible to the same result as if the present Bureau of Labor Statistics Index were in continued existence.

#### 7.2 Tuition Waiver

The College agrees to grant free tuition enrollment at the College for the faculty, their spouses, or their children under 23 years of age, to the extent of the number of credit hours taught by the faculty member during each semester. Such waivers may be used in the current semester, or either of the next two semesters, including the Summer semester. If the tuition waivers are not used during those periods, they shall expire. Student activity fees are not considered part of the tuition waivers.

#### 7.3 Travel

Adjunct Faculty may be eligible for approved travel and expenses for professional meetings as per current Board Policy.

#### 7.4 Special Projects

An Association member shall have the option to accept or reject requests to perform duties/tasks outside of those outlined as "teaching" duties in Sec. 5.2A. If he or she agrees to perform requested duties/tasks then he or she and the appropriate Dean/Director will agree on the number of equivalent credit hours to be allotted for the completion of the duties/tasks. Compensation will be at the applicable rate as determined in section 7.1.




## **ARTICLE VIII**

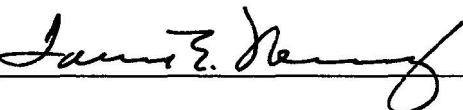
### **EFFECT OF AGREEMENT**

- 8.1. This Agreement shall be effective as of the 1st day of August 2003 and shall remain in full force and effect until the 31st day of July 2006, when it shall terminate.
- 8.2. Upon the expiration of this contract all terms and conditions contained herein shall expire and terminate. Accordingly, no salary or other increases shall be granted during the period of contract negotiations for a successor contract after expiration of the current agreement.
- 8.3. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the College and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.
- 8.4. This Agreement may only be amended during its term by the mutual agreement of both parties in writing.
- 8.5. This Agreement contains the entire agreement between the parties hereto and supersedes and cancels all prior collective bargaining agreements, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.
- 8.6. Should any article, section, or clause of this Agreement be declared illegal by a court or competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.


IN WITNESS WHEREOF, the parties hereunto have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2003.

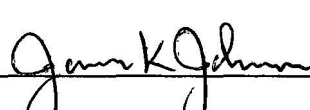
BOARD OF TRUSTEES OF  
SAUK VALLEY COMMUNITY  
COLLEGE

By   
Title Chair, Board of Trustees  
Date 4/28/03

By   
Title Board Negotiator  
Date April 14, 2003

SAUK VALLEY COMMUNITY  
COLLEGE  
ADJUNCT FACULTY ASSOCIATION,  
IEA/NEA

By   
Title Association President  
Date 4-4-3

By   
Title Association Negotiator  
Date 4/4/03

BOARD OF TRUSTEES  
RESOLUTION

WHEREAS, the Sauk Valley Community College Board of Trustees supports the professional development of all Sauk staff; and

WHEREAS, the current contract between the Sauk Valley Community College Faculty Association and the Board of Trustees allows the Board to grant one sabbatical leave per year for faculty development; and

WHEREAS, the Board must pay for a replacement for any faculty member who uses such leave; and

WHEREAS, the College is confronted by increasingly constricted revenues and growing expenditures;

NOW THEREFORE BE IT RESOLVED, that in future fiscal years when the College operating budget contains a projected deficit, the Sauk Valley Community College Board of Trustees – in the interests of fiscal responsibility – will not grant any faculty sabbatical leaves.