

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Faculty Dining Room 2K2
March 23, 1981 7:30 p.m.

- A. CALL TO ORDER
- B. ROLL CALL
- C. WRITTEN COMMUNICATIONS FROM VISITORS
- D. RECOMMENDED ACTIONS:
 - * 1) Approval of minutes of February 24 meeting
 - * 2) Approval of minutes of March 2 meeting
 - * 3) Approval of Treasurers Report
 - * 4) Approval of current bills for payment
 - * 5) Approval of current payroll journal
 - 6) Personnel recommendations:
 - * a) Leave of absence
 - * b) Resignation
 - * c) Faculty appointments
 - * d) Administrative appointments
 - * 7) Acceptance of Donations
 - * 8) Approval of kitchen lease with Sterling Unit 5
 - * 9) Transfer of Funds
- E. OLD BUSINESS
 - * 1) Board policies (second reading)
 - * 2) Recommendation on use of T-1 building
- F. NEW BUSINESS
 - * 1) High School achievement award program
- G. REPORTS
 - 1) Student trustee
 - 2) ICCTA Representative
 - 3) Foundation
- H. PRESIDENT'S REPORT
 - 1) Ceramics course offerings
 - 2) Gym column repair
 - 3) New publications
 - * 4) Indo-Chinese report
 - 5) Other
- I. TIME OF NEXT MEETING

* Materials enclosed

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

March 23, 1981

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on March 23 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

Call to Order: Chairman Reigle called the meeting to order at 7:30 p.m. and the following members answered roll call:

John Fassler	Kay Fisher
Lorna Keefer	Oscar Koenig
Ann Powers	Juanita Prescott
William Reigle	Steve Falzone

Minutes: It was moved by Member Keefer and seconded by Member Powers that the Board approve the minutes of the February 24 meeting with the notation that John Fassler arrived at 7:35 pm. Motion voted and carried.

It was moved by Member Koenig and seconded by Member Powers that the Board approve the minutes of the March 2 meeting with the notation that Member Powers was absent. Motion voted and carried.

Treasurer's Report: It was moved by Member Koenig and seconded by Member Fisher that the Board approve the Treasurer's Report as presented. Motion voted and carried.

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

Educational Fund	\$365,293.59
Building Fund	16,015.93

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

Payroll: It was moved by Member Prescott and seconded by Member Koenig that the Board approve the payroll of February 28 in the amount of \$109,268.83 and the payroll of March 15 in the amount of \$182,025.46. In a roll call vote, all voted aye. Motion carried.

Leave of
Absence:

It was moved by Member Prescott and seconded by Member Powers that the Board approve a leave of absence for David Lovekin, Associate Professor of Philosophy and English for the 1981-82 academic year as per the provision 19.4 of the Faculty Association Agreement. This leave will be without pay and will assure Mr. Lovekin of his return appointment to the position and rank in 1982-83 that he would ordinarily have held for 1981-82. It is further understood that medical and hospitalization costs will be shared on a 50-50 basis consistent with the Board of Trustee directive of December 20, 1976. In a roll call vote, all voted aye. Motion carried.

Resignation:

It was moved by Member Koenig and seconded by Member Prescott that the Board accept with regret the resignation of James Strickland, Dean of Career Education, at the conclusion of the contract year, June 30, 1981. Mr. Reigle said on behalf of the Board he would like to wish Dean Strickland good luck and good fortune in his new business venture. In a roll call vote, all voted aye. Motion carried.

Donations:

It was moved by Member Koenig and seconded by Member Fisher that the Board accept a donation of \$2,430 from the Sterling/Rock Falls Insurance Agents Association. This money will be used for required repair and modifications for cooking grills and work in the little theatre. The Board also approved the donation of nursing books from the family of Willeta Roush. These books will be used for study and reference in the nursing program. Motion voted and carried.

Unit 5 Lease:

It was moved by Member Fisher and seconded by Member Keefer that the Board extend the lease of Sterling Unit District 5 for basement food facilities for the 1981-82 school year in the amount of \$15,000. In a roll call vote, all voted aye. Motion carried.

Fund Transfer:

It was moved by Member Prescott and seconded by Member Powers that the attached budget adjustments be approved as presented. These adjustments are needed to compensate for the lack of anticipated workstudy monies and other programmatic changes in the budget. In a roll call vote, all voted aye. Motion carried.

Board
Policies:

The attached set of Board policies was presented at the February 24 meeting for the first reading. It was moved by Member Prescott and seconded by Member Koenig that the attached policies

Board
Policies
(cont.)

be approved as presented to become effective April 1, 1981. In a roll call vote, all voted aye. Motion carried.

T-1 Building:

Dr. Garner reported that since Anixter would not be renewing their lease for the T-1 building, the administration had conducted an analysis to determine the building's best use for the future. He noted that since the building would not be needed for instructional purposes, the administration was recommending the Board seek a lessee as soon as possible. It was moved by Member Keefer and seconded by Member Fisher that the Board direct the administration to actively seek an appropriate lessee for the rental of building T-1. In a roll call vote, all voted aye. Motion carried.

Achievement
Award
Program:

The attached list of achievement awards have been developed over the past several months by the Student Services College Committee. Dr. Garner said the administration is not making a recommendation at this time, but the material was given to the Board for their study with further discussion to be held at the April 6 meeting.

Reports:

Student Trustee, Steve Falzone, reported on various ASB presentations. He reminded everyone of the Benefit for Jim McBride to be held April 3 at the Sterling Elks Club, Senior Preview Days to be held the end of April, and also he reported on complaints the ASB had received from students on the food service. Member Prescott reported to the Board on the proposed changes in the Open Meeting Law. Member Fisher reported on the recent Foundation Dinner meeting at which time the Foundation discussed their proposed projects and committee structure. She noted that the Foundation members had requested copies of the trustee minutes and would like the trustees to receive copies of all Foundation minutes.

Dr. Garner reported to the Board on the status of the ceramics program and the decision to discontinue classes due to low enrollments. He gave a status report on the gym column repair project, reported on the 18 Almanac magazine for high school seniors, the summer class schedule, the Indo-Chinese program, and the Buffet Dinner for area legislators.

Executive Session: At 8:30 p.m. it was moved by Member Prescott and seconded by Member Koenig that the Board adjourn to executive session to discuss personnel appointments. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 9:40 p.m. it was moved by Member Powers and seconded by Member Prescott that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Faculty Appointments: It was moved by Member Koenig and seconded by Member Powers that the Board approve the appointment of Dr. James L. Barber to a continuing appointment of Associate Professor of Speech and English at Step 10. Motion voted and carried.

It was moved by Member Prescott and seconded by Member Koenig that the Board approve the term appointment of Dr. Frank Pintozzi as Associate Professor of English and Academic Skills at Step 9. Motion voted and carried.

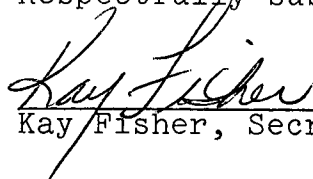
The above appointments are for the 1981-82 academic year.

Administrative Appointments: It was moved by Member Keefer and seconded by Member Prescott that the Board approve the attached list of administrative appointments for the 1981-82 academic year. In a roll call vote, all voted aye. Motion carried.

Adjournment: Since there was no further business, it was moved by Member Fisher and seconded by Member Fassler that the Board adjourn to 7:30 pm on April 6, 1981. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 10:45 pm

Respectfully submitted:



Kay Fisher, Secretary

Board Meeting of
March 23, 1981

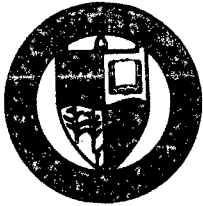
Agenda Item 6-a

LEAVE OF ABSENCE

Mr. David Lovekin, Associate Professor of Philosophy and English, has requested a leave of absence for the 1981-82 academic year to accept a National Endowment Fellowship.

This leave would be without pay and would assure Mr. Lovekin of his return appointment to the position and rank in 1982-83 that he would have ordinarily held for 1981-82. It is further understood that medical and hospitalization costs will be shared on a 50-50 basis, consistent with the trustee directive of December 20, 1976.

RECOMMENDATION: It is recommended that David Lovekin be granted a leave for the academic year of 1981-82 as per the provision 19.4 of the Faculty Association Agreement and the conditions outlined above.



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

March 5, 1981

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

Dear Dr. Garner:

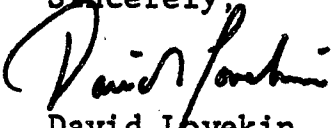
I would like to request a leave of absence in accordance with Article 19.4 of the Faculty Contract, a leave to be effective for the academic year 1981-82. I have received a National Endowment for the Humanities Residential Fellowship at the University of Nebraska for the purpose of studying the history of rhetoric with the intention of enriching the teaching of composition at the college level and for the pursuance of my own research into the rhetorical basis of our technological society. The former is of concern for my teaching of rhetoric and the latter is of great importance for my philosophical activity and for remaining human in this modern age. My work will be supervised by Dudley Bailey, a renowned rhetorician and humanist, and will likely lead to a rhetoric text which John O'Banion and I have been projecting and to a conference at Sauk Valley on problems in modern communication.

Further, I would like to request a return appointment to my former duties as Associate Professor of Philosophy and English and Director of the Honors Program. As well, it would be most helpful if the college could pay the full cost of the medical and hospitalization group insurance coverage during my stay at Nebraska.

Finally, in light of my special situation I would like to request a natural step on the salary scale for the following reasons: (a) My position at Nebraska is an honorary one; (b) I will be engaged in teaching seminar sessions; (c) I will be giving lectures throughout the semester. I am not simply leaving to pursue my own studies but will be holding a unique position which will require both scholarly and pedagogical abilities. Therefore, my "experience at Nebraska should be as valuable to my performance at Sauk the following year as would a year's experience at Sauk. Actually, it should even be more valuable. There, I should further refine and develop my abilities. In conclusion, I feel that granting this would not establish a hard-to-follow precedent inasmuch as few of these fellowships are ever awarded.

I am happy to have this opportunity to enlarge my perspective and, in the process, to participate in work that should be of great benefit to our college.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Lovekin".

David Lovekin,
Associate Professor of Philosophy
and English

DL/js

cc Dean Foster

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE March 10, 1981

MEMORANDUM

TO: Dave Lovekin

FROM: Hal Garner

Re: Request for Leave of Absence

I have received your request for a Leave of Absence to accept a National Endowment Fellowship for the 1981-82 academic year. This is a distinctive honor and I congratulate you on this opportunity.

It appears that this leave would be of special personal value to you and your instructional services at the college.

I shall submit a recommendation for your leave to the Board of Trustees at the March 23 meeting.

My recommendation will include these provisions:

1. This is a leave without pay from Sauk Valley College.
2. You will be assured of your return appointment to your present position as Associate Professor Philosophy and English (Note: This does not include Director of the Honors Program since that is an annual appointment on a year-by-year basis).
3. The college will share your medical and hospitalization coverage on a 50-50 basis. This is based on the Board of Trustees action at the December 20, 1976 meeting calling for this action.
4. Your returning position on the salary schedule would be the same one that you would have ordinarily been given for the 1981-82 academic year. The actual amount, of course, will be that which is in effect at the time you return.
5. You would notify the college by April 1, 1982 concerning your plan to return, in keeping with the Contractual Agreement provision 19.4.

Contact me if you have any questions concering this recommendation.

mv

cc: Dean Donald Foster

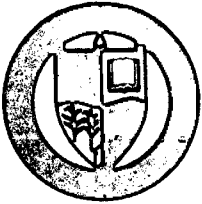
Board Meeting of
March 23, 1981

Agenda Item 6-b

RESIGNATION

Dean James Strickland has submitted a letter of resignation from his position as Dean of Career Education at the conclusion of the contract year, June 30, 1981

RECOMMENDATION: It is recommended that this resignation be accepted.



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

March 10, 1981

Dr. W. Harold Garner
President
Sauk Valley College
Dixon, IL 61021

Dear Doctor Garner:

Confirming our conversation of yesterday, please consider this my official letter of resignation as the Dean of Career Education here at the College. As we discussed, this will be effective July 1, 1981.

As you know, I have been actively engaged in the wholesaling and retailing of computers in my company located in Dixon and I feel, at this time, my efforts can best be placed in that company.

I have enjoyed the relationship with the administration, faculty and staff here at the College and those members of the Sauk Valley College district who have supported Career Education so well.

Sincerely,

James R. Strickland
Dean of Career Education

lm



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

OFFICE OF THE PRESIDENT

March 11, 1981

Mr. James Strickland
Dean of Career Education
Sauk Valley College
Dixon, IL 61021

Dear Jim:


I have received your March 10, 1981 letter of resignation effective June 30, 1981. Knowing of your special interest in beginning your own company, and having discussed this with you several times previously, it does not come as a shock. Nevertheless, we are going to miss your services at Sauk. You have brought to the position a breadth of experience and depth of insight that has been invaluable.

As we both know, we had hoped you would be able to continue with our administrative staff in one of the positions discussed. I can respect, however, that this is the time to give your new business venture your full attention.

Please accept my sincere thanks for your services to Sauk and best wishes for your future success.

During the several months ahead, I would appreciate your assistance in helping us prepare for the transition of responsibilities. You should work especially close to Dean Foster in this regard.

Sincerely,


W. Harold Garner
President

mv

cc: Dean Foster
h/c

Board Meeting of
March 23, 1981

Agenda Item 7

ACCEPTANCE OF DONATIONS

We are pleased to report the following donations to our college:

1. Sterling-Rock Falls Insurance Agents Association - Donation of \$2,430 towards the required repair and modifications for our cooking grills and Little Theatre.
2. The family of Willetta Roush has donated many of her books from her personal library. The books are current and useful for study and reference in the nursing program.

RECOMMENDATION: It is recommended that these donations be accepted and an appropriate expression of gratitude be sent to the donors.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 6102

DATE 3-5-81

MEMORANDUM

TO: Dr. Hal Garner

FROM: Robert Edison



Some time ago the insurance investigator for the Illinois Building Authority indicated that several repairs were necessary to update some of our cooking grills and our coverage with the sprinkler system in the Little Theatre. Many other minor items were serviced by our building staff but the grills and the sprinkler system required outside contractors for which payment was approved by the Board of Trustees from the Site & Construction Fund.

All required items have been adjusted and the college expended the following costs with other contractors:

- | | |
|--|--------------------|
| 1. Cooking grill repairs for the second floor kitchen and special fire extinguisher for Data Processing. | \$ 1,388.00 |
| 2. Sprinkler modification and additions in the Little Theatre. | 1,200.00 |
| 3. Cooking grill modifications in first floor snack bar. | <u>1,230.00</u> |
| | <u>\$ 3,818.00</u> |

In December of 1980 I reported to you that the Sterling-Rock Falls Insurance Agents Association had contributed an amount of \$1,388 to assist in defraying the costs of the required work indicated above. I would now like to report that the same Association is willing to contribute an additional amount of \$2,430 to Sauk Valley College to cover the remaining cost of the three listed modifications.

In addition it seemed that there was some curiosity as to the functioning of this association and I am, therefore, enclosing herewith a letter which will give a brief background as to the intent and purpose of the Sterling-Rock Falls Independent Insurance Agents Association.

RE:fsb

Encl.



WILKINS - LOWE and COMPANY

Established as Wm. T. Galt & Company - 1896

315 FIRST AVENUE

P. O. BOX 655

STERLING, ILLINOIS 61081

815-625-0027

March 2, 1981

Mr. Robert Edison
Dean of Business Services
Sauk Valley College
RR 1
Dixon, IL 61021

RE: Public Fund Account
Sterling-Rock Falls Independent Insurance
Agents Association

Dear Bob:

You have asked for a brief explanation concerning the "Public Fund Account" of our Sterling-Rock Falls Independent Insurance Agents Association.

Some twenty-five to thirty years ago, a committee of our Association was formed to analyze the best method of writing the public insurance business of the City of Sterling which at that time was in absolute turmoil.

Specifications were drawn and the business placed for competitive bid with the understanding that the successful writing agent would return the bulk of his commission to a "Public Fund Account" to be administered by the Association with the express charge that the monies accumulated were to be used for "Fire Prevention and Public Safety". By so giving up the commission, the agent was looked upon as doing a service for the community by handling the business rather than making a profit on it.

Bob, the Independent Insurance Agents are extremely proud of the public service that we do for the community. We have an active committee which examines all projects that are presented to us requesting funds. It is the committee's job to determine that the project meets our criteria of "Fire Prevention and Public Safety". The committee acts on smaller donations and continuing projects, but the Association votes as a whole on the larger requests for funds.

JAMES R. WILKINS
DAVID B. LOWE, CPCU
SHELLEY H. GOTTEL, CPIW
JAN E. HARTMAN



WILKINS-LOWE and COMPANY

Mr. Robert Edison

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March 2, 1981

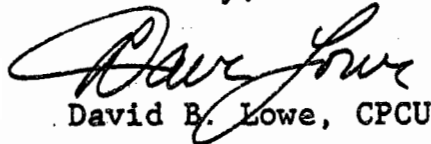
Bob, it is important to note that the funds are used to benefit all of the citizens of Sterling, and we have even been known to donate funds to Rock Falls though none of the Rock Falls business has ever been included in our "Public Fund Account".

Actually, we try to take into consideration gifts which will directly benefit those accounts from which our funds are directly derived, and the gifts somewhat commensurate with the commissions received.

I hope this gives you the information you are looking for. If you or any of the Board members would care for further detail, we would be most happy to provide you with a list of some of the gifts that have been made in the past. We are right now contemplating donating approximately \$8,000 toward the safety path which will go out to the Westwood complex. We also recently purchased a piece of surveillance equipment for the Sterling Police Department in the amount of \$2,200 which could not have been acquired otherwise due to budget restrictions on the part of the Police Department. As you know, we have also donated some fire protection equipment to Sauk Valley College which you requested.

Thank you very much.

Sincerely,



David B. Lowe, CPCU

DBL:jsw

Board Meeting of
March 23, 1981

Agenda Item 8

CONFIRMATION OF LEASE WITH STERLING
UNIT DISTRICT 5 FOR KITCHEN USE

We have received a letter of commitment from Sterling Unit District 5 for continuance of the lease to use our college cooking facilities to prepare hot lunches.

The lease amount is for \$15,000 for the 1981-82 school year. This represents a modest increase from the original lease amount established years ago.

RECOMMENDATION: It is recommended that an extension of the lease with the Sterling Unit District 5 be confirmed in the amount of \$15,000 for the 1981-82 school year.

COMMUNITY UNIT SCHOOL DISTRICT No. 5

1800 SIXTH AVENUE

STERLING, ILLINOIS 61081

BUSINESS OFFICE

815-626-8080

February 20, 1981

Mr. Bob Edison
Dean of Business Services
Sauk Valley College
Route #1
Dixon, IL 61021

Dear Mr. Edison:

The Board of Education of Community Unit School District #5 at their February 19 meeting approved continuance of the lease of the Sauk Valley College kitchen facilities for the 1981-82 school year. Continuance was approved under the basic conditions of the existing lease and in the amount of \$15,000 as stipulated in your letter of July 14, 1980.

We respectfully request acceptance of this notification in compliance with your request for notice by April 1 of each year. We look forward to working with you and the college staff in using the kitchen facilities for the coming 1981-82 school year.

Yours truly,



Robert R. Cripe
Director of Business Affairs

RC/jd

cc: Brian Chelf, ARA Manager

Board Meeting of
March 23, 1981

Agenda Item 9

TRANSFER OF FUNDS

In accordance with current needs to adjust to the lack of anticipated workstudy monies and other programmatic changes, we request the attached budget adjustments.

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

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 610

DATE 3-16-81

MEMORANDUM

TO: Dr. Hal Garner

FROM: Robert Edison



In accordance with our previous discussion and the budget information submitted to the Board of Trustees on February 9, 1981, I would like to recommend the official approval for the attached budget adjustments. These adjustments represent all expenditure adjustments, both up and down, but does not consider, at this point in time, the effect of the additional estimated revenue.

The approval of this documentation will place the expenditure data in perspective and leave the revenue figure to materialize as is, with the justification thereof being represented by the requirement that a gross budget change would require a public notice, as well as a public hearing prior to amendment.

RE:fsb

Encl.

EDUCATIONAL FUND - 1980-81

<u>Budgeted Designation</u>		<u>Increase</u>	<u>Decrease</u>
110-310-538	Cosmetology Contractual	\$ 10,000.00	
192-000-593	Tuition Charge-Back	7,000.00	
<u>Part-time and Overload</u>			
110-800-514-01	Salaries (Arts & Science)		\$ 2,000.00
110-800-514-02	Salaries (Dev. & Remedial)	15,275.00	
110-800-514-03	Salaries (Career Educ.)	45,000.00	
110-813-514-01	Salaries (Community Service)	7,000.00	
110-813-514-02	Salaries (Coordinators)	1,400.00	
<u>Work Study Salaries</u>			
110-811-518-01	Arts & Science		1,800.00
110-812-518-01	Career Education	10,000.00	
110-815-518-01	Academic Skills Center	1,510.00	
120-000-518-01	Learning Resource Center	2,420.00	
138-000-518-01	Student Services	12,185.00	
171-000-518-01	Physical Plant	6,875.00	
181-000-518-01	President's Office	1,450.00	
182-000-518-01	Workroom & Switchboard	1,310.00	
192-000-585	Equipment		18,762.00
<u>Regular Salaries & Wages</u>			
110-400-513	Div. of Social Science (Replacement)		5,715.00
110-712-513	A.D.N. - Nursing (Vacancy)		15,251.00
110-713-513	L.P.N. - Temporary Nurses (Adjustments)		5,228.00
110-813-516	Community Educ. Secretarial Salaries - (Replacement)		1,676.00
110-800-514-04	Salaries - S.S. 1980 - Career		2,153.00
110-800-514-05	Salaries - S.S. 1980 - Arts & Sciences		1,285.00
110-800-514-06	Salaries - S.S. 1980 - Developmental		2,574.00
120-000-512	Salaries - S.S. 1980 - Library		221.00
170-000-517	Salaries - Operation & Maintenance		17,260.00
199-000-600	Provision for Contingencies		47,500.00
TOTAL ADJUSTMENTS		\$ 121,425.00	\$121,425.00

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 610

DATE February 24, 1981

MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe 

Attached is a communication concerning the availability of supplemental college workstudy grants. You will note that this official correspondence indicates that there will be no supplemental workstudy funds for this year. You may want to place this on the agenda for the next deans meeting.

jmb

attachment

cc Robert Edison



U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
WASHINGTON, D.C. 20202

OFFICE OF STUDENT
FINANCIAL ASSISTANCE

February, 1981

Dear Financial Aid Administrator:

In early December we sent to you a form in which you could either release any unneeded portion of your 1980-81 allocations for the Supplemental Educational Opportunity Grants, College Work-Study and/or National Direct Student Loan programs, or request additional 1980-81 funds.

As a result of our tabulation of the funds released, we find that the amounts are so small that they will enable us only to issue small supplemental awards to those few institutions which applied, and are approved, under the natural disaster provision of the regulations of March 13, 1980. The limited funds will be depleted before we can make any supplemental awards under subsequent reallocation provisions of the regulations.

For the College Work-Study program only, 50 percent of the released funds will be set aside for allocations under the Cooperative Education Program, as required by the Education Amendments of 1980. We will correspond separately with those institutions which applied for Cooperation Education funds on the ED Form 1286 submitted in December. This, of course, reduces by 50 percent the total of CWS funds remaining available for reallocation.

For the College Work-Study program, the option of carrying over up to 10 percent of 1980-81 funds into 1981-82 is a major factor in the dramatic decline in the amount released for reallocation. Another reason for the decline in funds available for reallocation in all three programs is that last year at this time the reallocation pool for 1979-80 consisted of unexpended funds reported as of June 30, 1979, as well as 1979-80 released funds. This year only 1980-81 released funds are in the pool because we reallocated unexpended funds as of June 30, 1980. last September.

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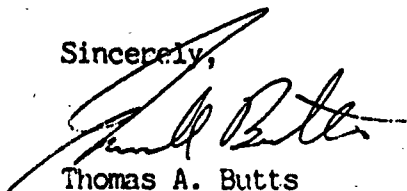
Although we are unable to issue any regular 1980-81 supplemental awards, please keep in mind the following options provided by the Education Amendments of 1980, which could provide you with some measure of relief in 1980-81:

1. SEOG - The institution now has the authority to spend its initial year allocation for continuing year students, and vice versa.

2. CWS - The institution may carry back 10 percent of its forthcoming 1981-82 allocation for use in the 1980-81 Award Period.

If you have any questions regarding these matters, please direct them to the Office of the Regional Administrator for Student Financial Assistance which serves your State.

Sincerely,



Thomas A. Butts
Deputy Assistant Secretary for
Student Financial Assistance

U.S. DEPARTMENT OF EDUCATION
OFFICE OF STUDENT FINANCIAL ASSISTANCE
WASHINGTON, D.C. 20202

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

First Class Mail
Postage & Fees Paid
U.S. Department of Education
Permit NoG-17

FINANCIAL AID ADMINISTRATOR (001275)
SAUK VALLEY COLLEGE
RURAL ROUTE #1 IL 61021
DIXON

Board Meeting of
March 23, 1981

Agenda Item E-1

REVISION OF POLICIES (2ND READING)

Two policies have been revised since the meeting they were first considered, to incorporate the suggestions and/or answers to questions raised.

These revisions are attached and should be added to the policies and distributed at the last meeting. (Bring policies from February 24 meeting for reference.)

RECOMMENDATION: That the policies be approved as presented and made effective as of April 1, 1981.

402.01 Academic Freedom

It is the policy of Sauk Valley College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the college in all their activities; set an example of integrity, tolerance and decency for their students; and maintain high standards of scholarship and personal conduct.

618.01 STUDENT REVIEW BOARD

The Student Review Board shall be a subcommittee of the Student Services College Committee and shall be composed of:

1. The four full-time students who have been elected to serve on the Student Services College Committee.
2. Four full-time faculty members selected from the faculty membership on the Student Services College Committee. These four full-time faculty members will be selected at the first fall meeting of the Student Services College Committee.

All vacancies shall be filled by a 2/3 majority vote of all members of the Student Review Board. The Board shall designate one student member and one faculty member to act as co-chairmen. All action taken by the Student Review Board under these procedures shall be taken by a majority of the members present. A quorum shall consist of five members present. No member of the Board who was not present at all hearings during the appeal shall vote upon such appeal except with the consent of the appellant, the Dean of Student Services, and the Student Review Board. The decision of the Student Review Board and any minority opinions of the Student Review Board shall be transmitted to the student charged, to the Dean of Student Services, and the President of the College for their subsequent action. If either party or the President deems it necessary, an appeal may be submitted to the Board of Trustees for final action. An appeal shall be submitted to said Board of Trustees if a majority of the members of the Student Review Board are unable to agree upon a decision.

101.01 Legal Authority of the Board of Trustees

The Board of Trustees of Community College District #506, Sauk Valley College, comprising ~~all or~~ parts of Bureau, Henry, Lee, Ogle, Carroll and Whiteside Counties in the State of Illinois (hereinafter referred to as the Board) derives its authority from the Illinois Public Community College Act (H.B. 1710) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

Revised ~~3/23/81~~

Trustee Election (con't.)

Members of the board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members.

A ~~written~~ resume of workshops and seminars attended will be presented to the full board by the board member participating in the workshop.

Revised 3/23/81

104.01 Adopting, Rescinding and Revising Board Policies

The following procedures shall be observed by the Board to adopt, rescind or revise Board Policies and Regulations:

- A) All policies of the Board shall be deleted, changed or revised by a majority vote of the full membership of the Board at the next regular or special meeting of the Board following the introduction of the matter in a regular meeting of the Board.
- B) A rule or resolution of a permanent nature may be adopted by a majority vote of the full membership of the Board, if notice of the proposed action is given at a previous meeting in accordance with above.
- C) Following ~~the election~~ and seating of new members of the Board, the Board recognizing that it is a continuing body, assumes all policies, regulations and rules of the preceding Board and continues them in effect until such policies, regulations and rules are amended or rescinded.
- D) Unless otherwise stated to the contrary, all policies and regulations adopted by the Sauk Valley College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.

107.01 Organization and Meeting of the Board of Trustees

Within ten days after each election of members, the Board shall certify the election results and organize by electing a Chairman, Vice-Chairman, and a Secretary, each for one-year terms.

~~The Board shall meet at~~ the College in regular session on the fourth Monday of each calendar month except when changes are announced in advance. Meetings will be ~~scheduled at 8:00 p.m. during the~~ months when Daylight Savings Time is in effect, and at 7:30 p.m. during the remainder of the year.

~~Revised 3/23/81~~

108.01 Duties and Responsibilities of Board Officers

- A) Chairman: The Chairman shall preside at all meetings and shall perform such duties as are imposed upon that office by law or by action of the Board. The Chairman of the Board during the fall semester of each year shall sign all of the diplomas for commencement being held for that academic year.
- B) Vice-Chairman: The Vice-Chairman shall serve in the Chairman's absence.
- C) If the Chairman and Vice-Chairman are absent from any meeting or refuse to perform their duties, a Chairman pro-tempore shall be appointed by the Board from among their numbers.
- D) Clerical duties for the Board are performed by a support staff person employed at the college who is called the Secretary to the Board. This person performs the following duties:

Attends all meetings of the Board of Trustees and records all official business of the Board.. These duties include typing the rough draft of the minutes, presenting it for approval to the President, Assistant to the President for Public Information, and to the Dean of Business Services. The minutes are then distributed to all full-time staff, board members and the foundation.

~~The Board election held every other~~ year (also any referendums) is also a responsibility of the Secretary. This will include ordering supplies, accepting petitions, arranging for legal notices, ordering ballots. These duties are to be performed within the legal limits specified and are outlined in detail in the Secretary's job description. The Board Secretary should be free from other responsibilities in order to work the evening, holiday and weekend hours sometimes required. In summation, the Secretary to the Board is charged with the responsibility of all Board elections and keeping an accurate and true record of all Board proceedings as required by law.

Duties and Responsibilities of the Board of Trustees (con't.)

- M) Provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to Illinois Community College Laws and Requirements.
- N) Consider communications and requests from responsible citizens and organizations within the district on matters of policy.
- O) Establish and/or approve citizens' advisory committees as needed.
- P) Serve as a board of final appeal with the College for students, faculty and staff of the College and Citizens of the district who may have grievances in any matter concerning the College District.
- Q) ~~Fix the~~ salary and appoint a treasurer for the District in accordance with the Illinois Community College Act.
- R) Designate depositories for college funds.
- S) Establish a vehicle for presidential evaluation based on the board's plans, goals and objectives for the district and leadership qualities.
- T) Amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
- U) Evaluate annually the Board's activities, responsibilities and ethics.
- V) Agree that correspondence to the Board from the President of the college marked "privileged" or "confidential" should not be read in open meetings nor made public without specific written permission of the President to all board members or as authorized by a majority vote of the board. Correspondence to the President from the board or board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.

Duties and Responsibilities of the Board of Trustees (con't.)

- W) Examine the usefullness and maintenance of legal council each year.
- X) ~~Employ a~~certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act.
- Y) Assume such other duties and responsibilities as provided for in the Illinois Community College Act, other laws of the State of Illinois, and the rules and regulations of the Illinois Community College Board, the Board of Higher Education and other cognizant regulatory agencies.

Revised ~~3/23/81~~

Meeting Open to the Public (con't.)

committee appointed to provide a public body with professional consultation on matters germane to its field of competence from holding a closed session to consider matters of professional ethics or performance. This Section does not prohibit any body covered by this Act from holding closed sessions to consider the appointment of a member to fill a vacancy on that body, but no final action may be taken at a closed session.

All meetings required by this Act to be public shall be held at specified times and places which are convenient to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

~~Public notice of all meetings~~ is required in compliance with Illinois Statutes.

Each body must at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. Notice of such change shall also be posted at the principal office of the public body. Notice of such change shall also be supplied to those news media which have filed an annual request for notice.

119.01 Board Meeting Agenda

- A) The President of the College will prepare the agenda of meetings of the Board of Trustees after conferring with the Chairman of the Board. Trustees may introduce agenda items through the Board Chairman or the President.
- B) Trustees will receive copies of the agenda of regular and special meetings and available supporting materials at least 48 hours prior to each meeting. These materials will be hand delivered or sent by mail.
- C) Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees.
- D) Copies of the agenda for each public meeting of the Board of Trustees will be sent to all news media in the college district and will be placed on file in the President's Office for public inspection prior to regular and special meetings.
- E) Under communications from visitors, residents of the Sauk Valley College district are welcome to visit regular and special meetings of the Board of Trustees. Under this item they may also voice opinions, make proposals, ask questions and present petitions.

In order that Board meetings may be orderly and serve the purposes of all concerned, the following rules shall govern visitors participating in Board meetings:

Board Meeting Agenda (con't)

- 1) District residents wishing to present lengthy proposals shall summarize such proposals in writing to the Secretary of the Board five days prior to the meeting. Such individuals shall be assigned a period of 10 minutes on the meeting agenda by the Chairman.
- 2) District residents may be heard without notice by requesting permission of the Chairman prior to the "Call to Order" of the meeting. Any resident making such a request shall identify himself and will be limited to 5 minutes of meeting time for his statement.
- 3) Any district resident or delegation of residents may present a written petition at any regular or special meeting of the Board.
- 4) The intent to present such a petition should be brought to the attention of the Secretary of the Board in advance. Such petitions will then be considered at the next regular meeting of the Board following presentations of the petition.

116.01 Board Ethics

Board ethics are not intended to encompass the full responsibility and good judgement expected of a trustee, its intent is one of general direction:

- 1) Regular attendance is necessary. If one is unable to attend a meeting, the Chairperson should be notified. Trustees unable to attend meetings for an extended period are asked to consider resignation.
- 2) Packets are to be studied before the scheduled board meeting.
 - a) Questions and comments are encouraged and each trustee has the responsibility to participate in discussion.
 - b) Old and new business on the agenda provides an opportunity for each trustee to pursue concerns and questions.
- 3) It is generally assumed that from time to time trustees will disagree on an issue. All discussion ~~should take~~ place at the meeting. When a concensus has been reached, the full board will accept the decision of the majority.
- 4) The Chairperson should be aware of the interests, concerns and talents of each trustee. Every attempt should be made to include them fully in the Boards activities.

203.01 Duties and Responsibilities of Administrative Faculty

Administrators of the College are expected to administer responsibility the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by The ~~Illinois~~ ~~Public~~ Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

205.01 The College Calendar

- A) The fiscal year of the college is from July 1 of one year to June 30 of the next year inclusive.
- B) The College academic year ~~shall~~ begin with the registration and orientation scheduled just prior to the first day of instruction of the fall semester, whichever is earlier, and extend no less than one day beyond the official date of Commencement at the end of the Spring semester. For purposes of administration, the summer session is considered a special session outside the academic year calendar.
- C) An administrative calendar specifying working days for all 12-month personnel will be issued by the Office of the President prior to the start of each fiscal year (July 1).
- D) Sauk Valley College shall schedule a sufficient number of preparatory, instructional and testing days each semester to insure that adequate time is provided for teaching and learning and to comply with minimum State requirements and standards. The calendar shall also include days for registration, pre-entrance testing and other activities associated with admission to the College.

Revised 3/23/81

402.01 Academic Freedom

It is the policy of Sauk Valley College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the college in all their activities; set an example of integrity, tolerance and decency for ~~their~~ students; and maintain high standards of scholarship and personal conduct.

Revised 3/23/81

412.01 Responsibilities of the Instructional Faculty

The responsibilities of the Instructional Faculty,
shall be defined in the Professional Staff Handbook
and approved by the Board of Trustees.

Revised 3/23/81

419.01 Fringe Benefits

- A) Hospitalization - the college ~~provides a group,~~ hospitalization and major medical insurance program and group life insurance benefits for all full-time employees and their ~~dependents~~. Terminated employees may continue their ~~eligibility~~ for this group health and hospitalization insurance program as per the terms of the policy on file in the Business Office of the college.
- B) Tuition Free Enrollment - the college offers tuition free enrollment at Sauk Valley College for all full-time employees, their spouses and their children under 20 years of age. It is the obligation of the employee to pay the student activity fee.
- C) Academic Robe Expense - the college will pay the regular expenses for academic robes and regalia required for any Sauk Valley function.
- D) Tuition Reimbursement - The Board will pay tuition and official fees at the rate of not more than \$50 per credit hour for those courses taken by the professional staff (instructional and administrative faculty), and for classified personnel, providing these courses are related to their work at the college. All courses must be approved by the respective Deans or superiors, and reimbursement will ~~be limited to six credit hours per~~ year. Any exceptions are to be made by the appropriate Dean with his approval of a developmental plan.

Fringe Benefits (con't.)

Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Dean.

Reimbursement shall be made upon the presentation of a receipt from the institution where the staff member was enrolled to the Dean of Business Services and should bear the endorsement of the appropriate Dean approving such reimbursement and upon completion of the course and receipt of transcript.

- E) Retirement Program - all employees, including part-time employees, whose employment is considered as permanent at Sauk Valley College, may participate in the State Universities Retirement System, in accordance with the regulations governing that system. Details concerning retirement allowances, disability benefits, reciprocity and refunds are contained in the System's Handbook issued to every member at the beginning of his employment.
- F) Vacations - ~~classified personnel~~, administrative faculty, and 12-month counselors will receive annual vacation at the rates on the following page.

CLASSIFIED PERSONNEL

1 day per month during the first and second years of
employment.

1.083 days per month during the third and fourth years of
employment

1.166 days per month during the fifth and sixth years of
employment.

1.25 days per month during the seventh and all subsequent
years of employment

ADMINISTRATIVE AND COUNSELING FACULTY

Administrative faculty and 12-month counselors will receive
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, which becomes the official employment
anniversary date for all vacation computations.

Fringe Benefits (con't.)

All vacations must be taken by the employee within 15 months (September 30th) following the close of the fiscal year during which the vacation time will have accrued.

Regular employees working less than full-time will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned on the same ratio as their regular employment bears to a comparable full-time work schedule.

~~IT IS INTENDED THAT NO VACATION TIME WILL BE USED~~

BEFORE BEING EARNED. However, should any employee find it necessary to take vacation in advance of the time earned it should be allowed only with prior written approval by a supervisor or Dean. Should their employment with the college be later severed, any excess time will be deducted from their final salary payment. Earned vacation upon separation from employment will be paid the employee at the pay rate then in effect.

The fiscal year will become the anniversary date of this policy for all employees.

It is the policy of the college to encourage employees to use vacation days rather than allow them to accumulate. Upon separation from employment at the college, staff members will be paid for their accumulated vacation time to a maximum of one fiscal year's accumulation.

Fringe Benefits (con't.)

- G. Sick and Personal Leave, - Sick leave shall accrue to all full-time staff members at the rate of 15 days the first year and 10 days per year thereafter. Sick leave for the full contract year shall accrue as of the first duty day of employment. Sick leave for those on twelve-month contract shall accrue at the rate of 17 days the first year and 12 days per year thereafter.

Sick leave shall be credited to each employee at the beginning of each contract year so that the accumulated unused sick leave from prior periods plus the credit for the current year will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 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 contract year. Should service terminate after this banked credit has been used by the employee, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment.

Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness of the employee involved, including conditions relating to pregnancy as described in these policies. The employee may use up to 10 days of sick leave in any one contract year for sickness in the immediate family which creates the necessity for the employee to remain away from the place of employment, or for personal bereavement related to a member of the immediate family. 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 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 staff member'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 ill-being and physical reasons for the necessity for the staff member to be with the family member. The Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the staff member is found physically able to return to work and fails or refuses to do so, their employment shall be terminated.

~~Each member of the full-time administrative faculty and classified staff may take~~ three personal leave days annually for personal reasons. Each day so taken will be charged against the employee's accumulated sick leave credit.

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

Fringe Benefits (Con't.)H. Maternity Leave

- 1) If a staff member elects not to request a maternity leave, she shall, at the end of the sixth month of pregnancy, provide her immediate superior with an estimate by her physician as to the date at which pregnancy will result in her inability to continue to perform the services required of her. It shall also contain an estimate by the physician as to the date when she would be able to return to her normal duties.
- 2) The staff member shall be expected to continue the normal services required of her until she is physically unable to do so. As a condition to entitlement to sick leave, at such time as she is unable to provide said services, she may be required to furnish a written statement from her physician indicating the physical cause for her inability to perform the services.
- 3) It is expected that a staff member would normally be able to return to work within twenty-one (21) days after delivery. In the event of complications or circumstances which prevent her return within said period, she shall furnish a written statement from her physician indicating the nature and extent of the problem and an estimate as to when she would be able to return.

The Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the staff member is found physically able to return to work and she fails or refuses to do so, her employment shall be terminated.
- 4) The staff member shall be entitled to use accrued sick leave during the period she is disabled. At such time as accrued sick leave has been used, all pay and other financial benefits will cease.

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 interest of the College. Application for such leaves shall be made, in writing, to the President, and shall state the purpose for which the leave is requested, its anticipated duration, and its value to the College. The terms and conditions of the leave shall be determined at the time the request for leave is acted upon.

2-12-79

421.01 Outside Employment

Any staff member who accepts outside employment during the individual contract period without written notification to the appropriate Supervisor may be subject to dismissal proceedings. Such employment shall, in no way, interfere with the College's ability to schedule classes and/or an employee fulfilling his duties and responsibilities.

2-12-79

422.01 Health Examinations

The Board of Trustees may require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an X-ray made by a physician licensed in Illinois or in any other State to practice medicine and surgery in all its branches not more than 90 days preceding time of presentation to the Board, and cost of such examination shall rest with the employee. The Board may also from time to time require an examination of any employee by a physician, selected by the board, licensed in Illinois to practice medicine and surgery in all its branches and shall pay the expenses thereof.

Staff and students having any communicable disease, or living with persons thus affected, shall not be permitted to remain in the College, unless specifically authorized by a nurse or physician employed by the College. In all cases, the College officials shall be governed by any orders of the local Health Officer or by the State Board of Health.

Student health examinations and innocations may be required when deemed necessary for the protection of the health, welfare, or safety of students and staff.

423.01 Policy for Substitute Instruction of Regularly
Scheduled Classes

A. Philosophy

In the assignment of substitute instructors, the primary consideration shall be to provide the best instruction available for each class and to insure continued coverage of instructional material without appreciable loss to the students involved.

B. Responsibility for Securing Substitutes

As soon as the Department Head or Instructional Dean is notified of a faculty member's absence, the Department Head will assume responsibility for covering classes for the first three consecutive days of absence. The Department Head may do this personally or may assign other staff members. If neither is possible, the Instructional Dean may secure an outside substitute.

When a faculty member submits a travel request which will make it necessary for him to miss his classes, it is the responsibility of the Instructional Dean to make sure that all arrangements have been made for covering that faculty member's classes before the approval for travel is granted.

C. Payment for Substitution

~~Regular Staff Substitutes:~~ When the Instructional Dean has determined that a staff member's absence will extend beyond 3 consecutive days, he may assign another regular staff member to cover classes and laboratories at the rate of \$10.00 per lecture hour and \$7.50 per laboratory hour.

Revised 3/23/81

424.01 Tutoring Policy

Tutorial classes may be offered with the approval of the appropriate dean. The rate of compensation for tutorial courses at Sauk Valley College shall be established at 70% of the average combined total of tuition and ICCB apportionment as calculated in the annual college budget. The rate, once determined, will then be applied for the subsequent fall semester through the following summer session. Tutorial assignments shall be voluntary on the part of the faculty.

424.02 Summer School Policy

Summer school shall be held at the discretion of the Board of Trustees. The final decision for the continuation or cancellation of each class will rest with the appropriate instructional dean.

504.01 Data Processing

The data processing center shall be ~~dedicated to the primary~~ use of Sauk Valley College. The only exception would be for providing services to other educational institutions within the college district. Any service fees and/or agreements for such services shall be approved by the Board of Trustees.

Revised 3/23/81

511.01 Travel of College Personnel

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

B) Reimbursement for college travel will be as follows:

1) In-District Travel

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

2) Out-of-District Travel

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

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

Travel of College Personnel (cont'd)

When several staff members are traveling together by automobile, mileage will be claimed by the owner of the car, and no claim for mileage will be submitted by passengers. Personal credit cards may be used, but copies of the bills must be provided when reimbursement claims are made. Dependents traveling with college personnel will not be eligible for any reimbursement. Meal allowance up to \$18.00 per day will be allowed when an employee leaves home prior to 7 a.m. and returns after 7 p.m. If less than a full day is utilized for travel, the rates and time requirements for reimbursement are as follows:

Meals	Leave Home	Return Home After	Maximum Amount
Breakfast	Prior to 7 am	10 am	\$4.00
Lunch	Prior to 11 am	2 pm	5.00
Dinner	Prior to 4 pm	7 pm	9.00

No food reimbursement will be made in connection with travel of less than three hours duration. Costs of banquets or special meals may be included as the actual cost for the occasion in lieu of the per diem and/or per meal cost. All expenses to be reimbursed must be based on receipts submitted with the exception of mileage, meal allowance, cab fares, and tolls (bridges, highway, etc.)

Travel of College Personnel (con't.)

- C) Any member of the faculty or staff who is acting as host or guide to a guest of the college will act in such capacity upon request of the President or Deans. Arrangements for lodging, transportation, and meals may be requested for such guests, and the responsible individual will attend to proper billing and all other elements of concern. The acting host will also attend to arranging for introductions, local transportation, and other kindly considerations which will assure the guest of the college's interest in his comfort and well-being.

All authorized out-of-pocket expense incurred by the designated host will be reimbursed if it is incurred in connection with his function in that capacity.

Revised ⁹10/22/80
Revised 4/1/81

602.01 STUDENT ADMISSIONS, RETENTION, AND ACADEMIC STANDING

The college policies related to student admissions, retention, and academic standing are outlined in the college catalog and include policy statements and guidelines in the following areas:

- Admissions Policy
- Residency Policy
- Tuition Policy
- Refund Policy
- Proficiency and Credit by Evaluation Policy
- Attendance Policy
- Grading Policy
- Repeat Policy
- Academic Probational and Dismissal Policy
- Graduation Policy
- Financial Aid Policy on Standards of Progress

Student appeal of academic matters is available by petition to the Academic Review Board which operates in accordance with procedures specified in the current Professional Staff Handbook.

608.01 RESPONSIBILITIES OF STUDENT MAGAZINE FACULTY ADVISOR

The advisor has the following responsibilities:

- 1) To provide advice and assistance in the planning of activities and the decision-making of the editorial board.
- 2) To serve as a member of the editorial board with full voting power.
- 3) To approve budgeting and expenditure of funds in conjunction with the Coordinator of Student Activities
- 4) To coordinate all financial matters with the Coordinator of Student Activities.

Revised 3/23/81

613.01 POLICY FOR POSTING MATERIALS

A. Unapproved Areas for Posting Materials

All entrances . . . this includes any doors, including glass surfaced doors throughout the building.

Any brick or wood surfaces. All glass surfaces except those areas that have been designated as appropriate for student announcements.

All other glass surfaces except for those areas approved for posting.

B. Area Restricted to Instructional and Official School Announcements

Bulletin boards in classroom areas and adjacent to faculty offices are intended for announcements of instructional importance. Permission need not be granted by the Coordinator of Student Activities to post instructional materials on these boards. However, students should secure permission to post materials on these instructional bulletin boards from the person in charge of the office area or the instructor assigned to that particular bulletin board area.

C. Areas Requiring Coordinator of Student Activities Approval

All materials to be posted should be submitted to the Coordinator of Student Activities for approval. The Office of Student Activities will post all materials in predesignated areas.

The Office of Student Activities will also be responsible for keeping all posted materials up-to-date.

The permanent bulletin boards located in the first floor mall, the west end of the second floor and in the stairwells on the second floor are primarily intended for student activities and

618.01 STUDENT REVIEW BOARD

~~The Student Review Board shall be a subcommittee of the~~ Student Services College Committee and shall be composed of four full-time students and four full-time faculty members. The Associated Students' Board shall conduct the election of the four student members in the fall semester of each academic year. The Student Services Committee shall appoint the four faculty representatives to the Student Review Board at the first meeting of the fall semester.

All vacancies shall be filled by a 2/3 majority vote of all members of the Student Review Board. The Board shall designate one student member and one faculty member to act as co-chairmen. All action taken by the Student Review Board under these procedures shall be taken by a majority of the members present. A quorum shall consist of five members present. No member of the Board who was not present at all hearings during the appeal shall vote upon such appeal except with the consent of the appellant, the Dean of Student Services, and the Student Review Board. The decision of the Student Review Board and any minority opinions of the Student Review Board shall be transmitted to the student charged, to the Dean of Student Services, and the President of the College for their subsequent action. If either party or the President deems it necessary, an appeal may be submitted to the Board of Trustees for final action. An appeal shall be submitted to said Board of Trustees if a majority of the members of the Student Review Board are unable to agree upon a decision.

Board Meeting of
March 23, 1981

Agenda Item E-2

RECOMMENDATION ON USE OF T-1 BUILDING

Since we have learned that Anixter would not be renewing their lease for use of our T-1 building, we have conducted an analysis to determine the buildings best use for the future. The question was addressed as to whether or not some portion, or all, of the building could be justifiably used for instructional purposes.

Special study was conducted by Dean Strickland and members of the career education staff. A special consultant from the state office of vocational education conducted an on-campus visit for observation, consultation and feedback.

In addition, we have reviewed our present vocational lab facilities which have some serious limitations and which need relief in order to increase quantity and quality in our programs.

It is our conclusion, when all factors of economic, instructional and long-range potential are considered, that the college should continue to make T-1 available for external lease and use.

The building specifications (copy attached) have already been registered with the State Department of Commerce and the local Chambers of Commerce. Favorable action by the Board would allow the administration to seriously seek and receive inquiries of interested parties.

RECOMMENDATION: It is recommended that the administration actively seek an appropriate lessee for the lease-rental of T-1.

It is understood that any recommendations will be brought to the Board for action.

Board Meeting of
March 23, 1981

Agenda Item 6-c

FACULTY APPOINTMENTS

These additional appointments to the instructional faculty for the 1981-82 academic year are recommended as an addition to those made at the February 23, 1981 meeting:

Continuing Appointment (tenured)

Dr. James L. Barber, Associate Professor of
Speech and English at Step 10.

Term Appointment

Dr. Frank Pintozzi, Associate Professor of
English and Academic Skills at Step 9

RECOMMENDATION: It is recommended that the instructional
faculty presented above be appointed as
outlined for the 1981-82 academic year.

Board Meeting of
March 23, 1981

Agenda Item 6-d

ADMINISTRATIVE APPOINTMENTS FOR 1981-82

It is time for the Board to take action on administrative appointments for the 1981-82 fiscal year. This year is unique because of the administrative reorganization. We will have recommendations for newly defined positions, as well as the continuing ones.

All recommendations for continuing appointments include an evaluation and recommendation by the respective supervisor. New appointments are based on extensive consultations and evaluation with each individual and others. An executive session should be considered to review the recommendations before action is taken.

(THE LIST OF RECOMMENDED APPOINTMENTS WILL BE
PRESENTED AT THE MEETING.)

Agenda Item F 1

ACHIEVEMENT AWARD PROGRAM

Presented here is an Achievement Awards proposal that has been developed over the past several months by the Student Services College Committee. It was formally approved by the committee at their January 29 meeting. In addition to the discussions held by the Student Services College Committee, Al Hardersen conducted several meetings with the area activity advisors. Faculty members who have been involved in the development of this proposal are:

Student Services College Committee:

Hardersen, Holtam, Logemann, Orlowski, Pinter, Lillyman, Marlier, Palumbo, Byar, Shippert, Sagmoe, Livingston, Seguin, Burton, Huber, Keller, Parker, Vandervennet

Student Activities

Hardersen, Palumbo, Holmberg, McLean, Beatty, Hartje, Guinnup, Mathis, Lovekin

Proposal Summary

The proposal represents a program designed to:

1. Identify, reward, and retain in the Sauk Valley District those graduating high school seniors who have been recognized by their record of achievement as outstanding in scholastics, athletics, or the arts.
2. Enhance the image of Sauk Valley College as an institution of higher learning and advanced cultural and social opportunities.
3. Facilitate the recruitment of a larger number of talented high school seniors.
4. Enhance the marketing of Sauk Valley College by investing in proven student achievers who can serve as examples to their peers as to why Sauk Valley College is a good place to be educated.

RECOMMENDATION: No recommendation is being made now. Instead, we feel a preliminary discussion would be fruitful, leading to recommended action at a future meeting.

SUMMARY OF ACHIEVEMENT AWARD PROGRAM PROPOSAL

The Sauk Valley College Student Services Committee, composed of administrators, faculty, and students, has been studying the feasibility of implementing an achievement recognition program for area high school seniors. After a year of study, an achievement award proposal has been forwarded to the Sauk Valley College Board of Trustees for additional review. The following is a brief summary of the proposal.

Achievement Award Proposal Summary

All of us associated with Sauk Valley College can be very proud of the many outstanding students who have attended our institution over the years. Graduates have gone on to gain respected positions in many professions and occupations within our district, state, and country. Sauk Valley continues to attract outstanding students who will undoubtedly gain similar positions of prominence in the future.

As a result of these students' attendance at Sauk Valley College, the image of the college has been greatly enhanced among district residents. As someone once said, "Success breeds success" and when this is applied to our situation, we see that people "associate" the success of individuals with the institution they attend(ed). Thus, the good public relations derived from successes associated with the college provides an avenue of interest in the college which previously may not have been possible.

It is our recommendation that a program of achievement awards consisting of tuition and fee waivers be initiated which will recognize and attract high school students who have demonstrated a high level of accomplishment.

Objectives

The proposal represents a program designed to:

- A. Identify, reward, and retain in the Sauk Valley District district those graduating high school seniors who have been recognized by their record of achievement as outstanding in scholastics, athletics, or the arts.
- B. Enhance the image of Sauk Valley College as an institution of higher learning and advanced cultural and social opportunities.
- C. Facilitate the recruitment of a larger number of talented high school seniors.
- D. Enhance the marketing of Sauk Valley College by investing in proven student achievers who can serve as examples to their peers as to why Sauk Valley College is a good place to be educated.

Procedures and Guidelines

- A. Responsibility for Coordination - The Dean of Student Services will be responsible for the coordination and distribution of the Achievement Awards.
- B. Residency Requirements - Sauk Valley College Achievement Awards will be restricted to those students who are residents of the Sauk Valley College district or are residents of an area in Illinois which is not a part of a community college district. One Academic Achievement Award will be granted to graduating seniors in each of the 16 high schools in the SVC district.
- C. Award Limits - A Sauk Valley College Achievement Award will consist of the waiving of the normal Sauk Valley College in-district tuition and student activity fees for a minimum of twelve (12) and a maximum of eighteen (18) hours per semester during the academic year (excluding summer school) for which the grant is held.
- D. Renewal - All first, second, and third term recipients of an Achievement Award must meet the requirements for renewal of the specific activity area. No recipient may receive an award for more than four semesters.

Proposed Achievement Award Areas

	<u>Number of Awards</u>
Academic Awards (Career and college transfer) One award to each high school in the district	16
Activity Awards	
Baseball	3
Basketball (Men)	3
Basketball (Women)	3
Drama	3
Golf	2
Music	3
Softball	3
Student Publication	1
Tennis (Men)	2
Tennis (Women)	2
Track	3
Volleyball	2
Wrestling	2
Speech	2
	<u>50</u>

TREASURER'S REPORT

February 28, 1981

EDUCATIONAL FUND

Balance on Hand January 31, 1981 \$ 231,818.17

Receipts:

Taxes	2,684.98	
Charge-Back Revenue	1,603.31	
Fall State Apportionment	67,350.20	
Spring State Apportionment	257,940.55	
ABE/GED Supplemental	630.00	
Federal Work Study	11,819.06	
Other Federal Funds	1,686.00	
Spring Tuition	150,000.00	
Transcript Fees	132.00	
Amixer Revenue	5,125.00	
Unit 5 Revenue	1,125.00	
Interest on Investments	4,600.04	
Other Revenue	1,498.15	
Expenditure Credits	<u>4,670.33</u>	<u>510,864.62</u>

Total Available \$ 742,682.79

Disbursements:

Expenses for February	283,638.62	
Repaid to Working Cash	<u>300,000.00</u>	<u>583,638.62</u>

Balance on Hand February 28, 1981 \$ 159,044.17

BUILDING FUND

Balance on Hand January 31, 1981 \$ 9,495.99

Receipts:

Investments	68,528.78	
Taxes	671.28	
Interest on Investments	3,425.17	
Misc. Revenue	235.00	
Expenditure Credits	7.80	
Repaid from Educ. Fund	<u>20,000.00</u>	<u>92,928.03</u>

Total Available \$ 102,426.02

Disbursements:

Expenses for February	24,799.86	
Investments	<u>72,013.95</u>	<u>96,813.81</u>

Balance on Hand February 28, 1981 \$ 5,610.21

SITE AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand January 31, 1981	\$ 18,583.40
<u>Receipts:</u>	<u>-0-</u>
<u>Disbursements:</u>	<u>-0-</u>
Balance on Hand February 28, 1981	<u>\$ 18,583.40</u>

SITE AND CONSTRUCTION FUND - Harris Trust

Balance on Hand January 31, 1981	\$ 6,811.09
<u>Receipts:</u>	<u>-0-</u>
<u>Disbursements:</u>	<u>-0-</u>
Balance on Hand February 28, 1981	<u>\$ 6,811.09</u>

BOND AND INTEREST FUND #1

Balance on Hand January 31, 1981	\$ 302.89
<u>Receipts:</u>	
Taxes	856.95
Interest on Investments	<u>231.74</u>
	<u>1,088.69</u>
Total Available	\$ 1,391.58
<u>Disbursements:</u>	<u>-0-</u>
Balance on Hand February 28, 1981	<u>\$ 1,391.58</u>

BOND AND INTEREST FUND #4

Balance on Hand January 31, 1981	\$ 111.09
<u>Receipts:</u>	
Taxes	<u>955.40</u>
Total Available	\$ 1,066.49
<u>Disbursements:</u>	<u>-0-</u>
Balance on Hand February 28, 1981	<u>\$ 1,066.49</u>

WORKING CASH FUND

Balance on Hand January 31, 1981 \$ 15,346.66

Receipts:

Interest on Investments	9,201.47	
Repaid from Educ. Fund	<u>300,000.00</u>	<u>309,201.47</u>

Total Available \$324,548.13

Disbursements:

Investments		<u>315,000.00</u>
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Balance on Hand February 28, 1981 \$ 9,548.13

INSURANCE FUND

Balance on Hand January 31, 1981 \$ 29,623.15

Receipts:

Taxes		<u>178.99</u>
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Total Available \$ 29,802.14

Disbursements:

Insurance Exp. for February		<u>10,262.68</u>
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Balance on Hand February 28, 1981 \$ 19,539.46

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FUNDS INVESTED

Repurchase Agreement - Open	Educational		\$1,250,000.00
Certificate of Deposit	Building	5-26-81	100,000.00
Certificate of Deposit	Building	8-20-81	72,013.95
Certificate of Deposit	S & C	4-28-81	101,000.00
Certificate of Deposit	S & C	5-12-81	115,000.00
Time-Open Deposit	S & C	5-29-81	200,000.00
Certificate of Deposit	S & C	8-24-81	101,000.00
Certificate of Deposit	S & C	4-9-81	134,000.00
Certificate of Deposit	S & C	2-9-81	200,000.00
Certificate of Deposit	B & I #1	5-18-71	214,145.39
Time-Open Deposit	B & I #1		36,242.35
Certificate of Deposit	B & I #1		45,000.00
Time-Open Deposit	B & I #4		784.12
Certificate of Deposit	Working Cash	5-20-81	300,000.00
Certificate of Deposit	Working Cash	8-7-81	<u>315,000.00</u>

TOTAL INVESTED \$3,184,185.81

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending February 28, 1981

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

Cash on Hand.....	\$ 12,719.39	
Workstudy Awards Receivable from Fed. Gov. 1980-81.....	-0-	
Workstudy Awards Capital 1980-81.....		\$139,001.00
Workstudy Awards Paid 1980-81.....	122,823.81	
E.O.G. Funds Receivable from Fed. Gov. 1980-81.....	3,754.41	
Initial E.O.G. Awards Capital 1980-81.....		31,268.00
Initial E.O.G. Awards Paid 1980-81.....	20,487.20	
Renewal E.O.G. Awards Capital 1980-81.....		27,959.00
Renewal E.O.G. Awards Paid 1980-81.....	20,460.00	
Basic E.O.G. Awards Rec. from Fed. Gov. 1980-81.....	145,590.00	
Basic E.O.G. Awards Capital 1980-81.....		284,590.00
Basic E.O.G. Awards Paid 1980-81.....	139,240.91	
Inactive Federal Grants.....	17,742.28	
	<u>\$482,818.00</u>	<u>\$482,818.00</u>

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 2/28/81

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

ASSETS:

Cash in Bank.....	\$ 560.94
Notes Receivable.....	<u>2,225.00</u>
	<u>\$2,785.94</u>

LIABILITIES & NET WORTH:

Fund Equity.....	\$2,733.92.....	
Net Profit.....	<u>52.02.....</u>	<u>\$2,785.94</u>

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

INCOME:

Interest Income.....	\$ 90.02.....	
Contribution Income.....	150.00.....	
Bad Debts Repaid.....	<u>436.00.....</u>	\$ 676.02

EXPENSES:

Bad Debts.....	\$ 624.00
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<u>NET LOSS:</u>	<u>\$ 52.02</u>
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SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 2-28-81

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

ASSETS:

Cash in Bank	\$ 658.84
Petty Cash	500.00
Investments	133,753.50
Accounts Receivable - Educational Fund	239.70
Inventory 6-30-80	<u>73,339.62</u>
	<u>\$208,491.66</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund	\$ 20.00
Fund Equity	\$214,755.92
Net Loss	<u>(6,284.26)</u>
	<u>208,471.66</u>
	<u>\$208,491.66</u>

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

INCOME:

Textbook Sales	\$162,442.31	
Supply Sales	21,269.28	
Miscellaneous Sales	8,384.17	
Paperback Sales	5,132.03	
Used Book Sales	11,978.23	
Sales Tax Collected	9,676.85	
Other Income	292.21	
Investment Income	<u>2,690.86</u>	\$221,865.94

EXPENSES:

Textbook Purchases	\$163,671.50	
Supply Purchases	13,282.70	
Miscellaneous Purchases	6,686.72	
Paperback Purchases	4,780.33	
Used Book Purchases	9,102.84	
Sales Tax Paid	11,252.75	
Salaries & Wages	12,820.82	
Transportation Charges	4,423.60	
Supply Expense	893.07	
Equipment	-0-	
Travel	543.77	
Telephone	159.99	
Dues & Subscriptions	155.00	
Other Expense	39.95	
Over & Under	45.38	
Bad Debts	<u>(8.22)</u>	<u>\$228,150.20</u>

**NET LOSS on a cash basis without regard to inventory or
accounts payable** \$ (6,284.26)

RESTRICTED PURPOSE FUND

February 28, 1981

Balance on Hand - January 31, 1980	\$205,554.97
January Receipts	64,344.74
Cash Over - February 3, deposit	.10
Cash Under - February 27, deposit	(1.00)
J.V. 91 Void, check #090, written January	48.00
TOTAL FUNDS AVAILABLE DURING FEBRUARY 1981	\$269,946.81
Cash Disbursements for February	\$193,214.11
Balance on Hand - February 28, 1981	<u>\$ 76,732.70</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITIES

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	\$ 31,992.67
Athletic Income	292.00
Drama Income	225.01
Student Activity Income	5,667.02
Student Newspaper Income	88.50
Film Income	135.50
Cash Over & Under	(31.15)
Other Income - Student Activity Fund Only	13.95
TOTAL INCOME	\$ 38,383.50

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense	\$18,485.00	\$ 8,557.45
Cheerleaders & Pom Pom Squad	370.00	428.25
Speech Activity & Readers Theatre	3,500.00	2,729.84
Drama Expense	2,400.00	1,292.50
Music Expense	2,500.00	1,354.83
Student Activity Expense	9,150.00	9,534.72
Student Newspaper Expense	3,000.00	859.68
Associated Student Board	1,890.00	741.27
Musical	-0-	-0-
Women's Intercollegiate Act.	11,421.00	6,588.86
Intramurals-Coed	300.00	82.00
SVC Clubs	1,500.00	518.00
Film Commission	1,000.00	433.70
Art Exhibitions	270.00	-0-
Contingency Expense/Equipment	-0-	-0-
Contingencies/Non-Budgeted	(1,680.00)	-0-
	<u>\$54,106.00</u>	

TOTAL EXPENSE	\$ 33,121.13
Excess of Revenue Over	
Expenditures as of Feb. 28, 1981	<u>\$ 5,262.37</u>

RESTRICTED PURPOSE FUND

STATEMENT OF ASSETS AND LIABILITIES

FEBRUARY 28, 1981

<u>ASSETS</u>	<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>AMOUNT</u>
Cash in Bank \$ 76,732.70	Due Educational Fund \$ 1,722.48	
Petty Cash 585.00	Due Building Fund 100.90	
Accts. Rec. 263,521.51	Due Student Loan Fund 483.41	
	Due Bookstore 53.55	
	Out of District Fees (45.82)	
	Student Tuition 300,580.00	
	Tuition Refunds (14,733.00)	
		\$298,161.52

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ (165.25)	
Parking	2,733.18	
Recreation Room Fund	5,905.83	
Student Locker Fund	286.60	
Land Lab	11,404.78	
Community Services	8,922.17	
EMTA Grant	(966.00)	
Photography Supplies	1,254.64	
Highway Emer. Rescue Tech.	(2,474.10)	
LPN Supplies	1,745.06	
Book Transactions	3.00	
Law Enforcement Grant	964.00	
HEW Nursing Grants	-0-	
1979-80 Nursing Capitation	(872.98)	
1980-81 Disadv. Grant	4,049.46	
Miscellaneous Account	1,389.65	
Student Clubs	1,584.06	
Adult Learning Book Charges	284.00	
Community Theatre	432.53	
College Van	1,765.63	
Horticulture/Greenhouse	-0-	
Library Fund	1.95	
Vocational Information Prog.	(260.06)	
Alternative Energy Seminar	923.05	
Fiction Symposium	(540.00)	
		\$ 38,371.20

FUND EQUITY

July 1, 1980	\$ 9,044.12	
Excess of Revenue over Expenditures as of Feb. 28, 1981	\$ 5,262.37	\$ 14,306.49
TOTAL ASSETS <u>\$340,839.21</u>	TOTAL LIABILITIES & FUND EQUITY	<u>\$340,839.21</u>

SAUK VALLEY COLLEGE

APPROVED BY

William G. Reagle

PRESIDENT

Kay E. Fisher

SECRETARY

DATE 3/23/18

BILLS PAYABLE

March 23, 1981

EDUCATIONAL FUND

192-000-593	VOID CHECK #7247 written February			\$ -1,322.64
192-000-593	LAKE LAND COLLEGE	Correction of above check	7,326	1,151.04
181-000-550		Addtl. to ck. #7189		1.00
	SVC BUILDING FUND	Loan repayment	7,327	20,000.00
120-000-545	VOID CHECK #7296 written February			-304.00
120-000-545	SCRIBNER BOOK CO.	Correction of Ck. #7296		170.18
120-000-545	SVC BOOKSTORE	Credit due from Scribner's	7,329	133.82
	SVC PAYROLL FUND	2-28-81 Payroll	7,330	102,905.58
110-800-514-03	MISSISSIPPI MENTAL HEALTH CENTER	HSV 110 Instr.	7,331	225.00
120-000-545	SUPT. OF DOCUMENTS	Deposit on account	7,332	300.00
192-000-544	POSTMASTER	Postage meter	7,333	7,300.00
110-800-530-03	NATL. INSTITUTE FOR STAFF & ORG. DEVEL.	Dues	7,334	200.00
	SVC PAYROLL FUND	3-15-81 Payroll	7,335	175,336.40
				<u>\$306,096.98</u>

10,000,542.00	A M INTERNATIONAL	SUPPLIES	7,336	42.90
10,711,543.00	AGEA GEVAERT JEX INC	SUPPLIES	7,337	731.01
10,300,543.00	ALenco TOOL SUPPLY	SUPPLIES 13.78		
9,200,545.01	X X X	EQUIP 1510.00	7,338	1,523.78
38,000,541.00	AMERICAN PERSONNEL & GUIDANCE ASSN	SUPPLIES	7,339	37.50
10,711,543.00	AMERICAN SCIENTIFIC PRODUCTS	SUPPLIES	7,340	50.41
20,000,545.00	A.E.C.T.	BOOKS	7,341	31.07
20,000,545.00	BAKER & TAYLOR CO	BOOKS	7,342	141.74
20,000,545.00	BAKER & TAYLOR CO	BOOKS	7,343	753.03
10,013,550.00	JAMES BARBER	TRAVEL	7,344	133.60
20,000,545.00	ROBERT BENTLEY	BOOKS	7,345	12.91
20,000,550.00	FLORENCE BERTSCH	TRAVEL	7,346	21.74
10,200,543.00	BETTER BEEF BUSINESS	SUPPLIES	7,347	3.50
9,200,543.00	BLACK HAWK COLLEGE	TUITION	7,348	760.00
10,300,543.00	BOGOTT INDUSTRIAL SUPPLY	SUPPLIES 605.13		
10,000,543.00	X X X	3.20		
9,200,545.01	X X X	EQUIP 220.00	7,349	820.32
9,700,550.00	BRANDYWINE INN	LUNCHES	7,350	13.39
10,512,543.00	ALEXANDER BROUDE INC	SUPPLIES	7,351	8.09
38,000,550.00	CLAIRE BUSCHMANN	TRAVEL	7,352	27.60
10,813,543.00	CARROLL COUNTY MARKETPLACE	COMM ED ADS	7,353	28.80
10,813,543.00	CAMBRIDGE BOOK CO	SUPPLIES	7,354	166.42
10,411,543.00	CAROLINA BIOL SUPPLY	SUPPLIES	7,355	25.22
76,000,575.00	CENTRAL TELEPHONE CO	SERVICE	7,356	2,083.22
8,100,556.00	CLAYTONS FLORAL	FLOWERS	7,357	17.50
5,000,550.00	WALTER CLEVINGER	TRAVEL	7,358	3.50
76,000,573.00	COMMONWEALTH EDISON	SERVICE	7,359	13,908.71
10,300,543.00	CRESCENT ELECTRIC SUPPLY	SUPPLIES	7,360	84.91

713,543.00	CRISIS COMMUNICATIONS CORP	SUPPLIES	7,361	750.00
000,541.00	CURTIS 1000	SUPPLIES	7,362	273.00
0,117,543.00	THE DAILY GAZETTE	ADS 47.25		
3,000,547.00	XXXX XX	ADS 10.00	7,363	57.25
0,300,543.00	A B DICK CO	SUPPLIES	7,364	17.10
0,412,543.00	DIXON CAMERA CENTER	SUPPLIES 43.95		
2,000,565.01	XXXX XXXX	EQUIPMENT 248.00	7,365	291.95
0,815,543.00	DIXON EVENING TELEGRAPH	SUBSCRIPTION	7,366	34.00
0,300,543.00	DO ALL	SUPPLIES	7,367	33.49
2,000,565.01	JNO V DOEHREN CO	EQUIPMENT	7,368	403.34
0,000,544.01	EASTMAN KODAK CO	SUPPLIES	7,369	47.00
2,000,550.00	ROBERT EDISON	TRAVEL	7,370	149.20
0,300,543.00	ENCO MANUFACTURING CO	SUPPLIES	7,371	36.64
0,000,545.00	ENTERPRISE PUBL CO	BOOKS	7,372	44.49
2,000,541.00	ELECTRONIC TABULATING CORP	OSHA RENEWAL	7,373	48.00
0,420,543.00	FIRE PROTECTION PUBLICATIONS	SUPPLIES	7,374	110.25
2,000,565.00	FISHER SCIENTIFIC CO	EQUIPMENT	7,375	162.99
0,811,550.00	DONALD FOSTER	TRAVEL	7,376	43.60
0,300,550.00	CHARLES FRIEDERS	TRAVEL	7,377	150.40
0,000,545.00	GALE RESEARCH CO	BOOKS	7,378	62.15
1,000,550.00	HAL GARNER	TRAVEL 223.74		
1,000,559.00	XXXX	EXPENSES 300.00	7,379	523.74
0,000,544.01	GAYLORD BROS INC	SUPPLIES 33.41		
2,000,565.00	XXXX XXX	EQUIPMENT 100.94	7,380	134.35
3,000,550.00	RALPH GELANDER	TRAVEL	7,381	32.80
0,000,543.00	GENERAL ELECTRIC SUPPLY CO	SUPPLIES	7,382	39.15
512,530.00	VINCENT E GILBERT	PIANO TUNING	7,383	155.00
000,543.00	THE GRANTSMANSHIP CENTER	SUPPLIES	7,384	20.00
0,600,543.00	GREEN MOUNTAIN POST FILMS	SUPPLIES	7,385	73.00
0,712,550.00	CAROL HAIN	TRAVEL	7,386	56.00
0,000,542.00	HASKELLS	SUPPLIES	7,387	103.38
0,000,544.02	THE HIGHSMITH CO	SUPPLIES	7,388	152.68
0,300,543.00	HOBERT BROS	SUPPLIES	7,389	3.16
0,300,543.00	HOME LUMBER CO	SUPPLIES	7,390	12.80
0,815,543.00	HOUGHTON MIFFLIN CO	SUPPLIES	7,391	4.39
5,000,562.00	I B M CORP	EQUIP RENTAL	7,392	259.50
0,800,530.02	I B M CORP	SERVICE 120.76		
0,000,530.00	X X	33.76		
2,000,539.00	X X	76.98	7,393	231.50
0,100,543.00	I B M CORP	SUPPLIES	7,394	17.10
0,500,543.00	INTERNATIONAL FILM BUREAU	SUPPLIES	7,395	11.59
0,013,543.00	I.C.E.A.	SUPPLIES	7,396	40.30
6,000,575.00	ILL BELL TELEPHONE CO	SERVICE	7,397	170.28
0,000,545.00	ILL. REGIONAL LIBR COUNCIL	BOOKS	7,398	12.00
0,500,543.00	INTERNATIONAL FILM BUREAU	SUPPLIES	7,399	23.27
0,300,543.00	JOHNSTONE SUPPLY	SUPPLIES 92.98		
2,000,565.01	X X	339.00	7,400	431.98
0,813,543.00	K O SPEEDY PRINTING	SUPPLIES	7,401	17.50
0,711,543.00	KSB HOSPITAL	SUPPLIES 11.88		
0,712,543.00	X X	25.63		
0,713,543.00	X X	25.63		
0,714,543.00	X X	11.88	7,402	75.02
0,712,550.00	JANET KIME	TRAVEL	7,403	45.00
1,000,550.00	CAROL LINTON	TRAVEL	7,404	18.80
1,000,549.00	MCCASLINS BAKERY	BOARD MEETING	7,405	2.72
0,200,543.00	MCCORMICKS FLORAL & GARDEN	SUPPLIES	7,406	199.25

000.544.01	MCGREGOR MAGAZINE AGCY	SUPPLIES	7,407	15.00
-715.543.00	MARCO SPORTS	SUPPLIES	7,408	245.00
0.000.545.00	MARKET DATA RETRIEVAL	BOOKS	7,409	30.50
8.000.550.00	RONALD MARLIER	TRAVEL	7,410	93.40
0.315.543.00	MASS MEDIA ASSOCIATES	SUPPLIES	7,411	82.00
0.300.543.00	MEANS SERVICES	SUPPLIES	7,412	30.60
2.000.565.01	MEDIX	EQUIPMENT	7,413	184.00
0.000.544.01	MICROFILMING CORP OF AMERICA	SUPPLIES	7,414	81.00
0.300.530.00	MIDAS MUFFLER SHOP	SUPPLIES	7,415	24.90
0.000.530.00	MIDWEST VISUAL EQUIP	SERVICE 44.00		
0.000.544.02	X X X	SUPPLIES 262.34		
2.000.565.00	X X	EQUIP 54.12	7,416	360.46
2.000.565.00	MIDWEST SHOP SUPPLIES	EQUIPMENT	7,417	168.52
2.000.565.01	MONROE	EQUIPMENT	7,418	826.59
0.000.530.00	ED MUELLER A V	SERVICE	7,419	404.34
0.512.543.00	MUSIC UNLIMITED	SUPPLIES	7,420	7.93
5.000.530.00	NATL COMPUTER SYSTEMS	SERVICE	7,421	137.00
5.000.562.00	NCR CORP	EQUIP RENTAL	7,422	3,577.13
2.000.541.00	NCR CORP	SUPPLIES 1367.25		
5.000.541.00	X X	SUPPLIES 110.17	7,423	1,477.42
0.600.543.00	NASCO	SUPPLIES	7,424	85.35
0.711.543.00	N.A.A.C.L.S.	SUPPLIES	7,425	12.50
0.712.543.00	NATL LEAGUE FOR NURSING	SUPPLIES	7,426	60.50
0.711.550.00	HAROLD NELSON	TRAVEL	7,427	59.60
7.400.550.00	FRED NESBIT	TRAVEL	7,428	78.20
7.600.543.00	NEWARK ELECTRONICS	SUPPLIES	7,429	44.91
7.400.543.00	NORTHERN ILL UNIV	SUPPLIES 29.45		
0.500.543.00	X X	6.10	7,430	35.55
0.800.542.00	NORTHLAND PAPER CO	SUPPLIES	7,431	225.4
0.500.543.00	NORTHWESTERN UNIV FILM LIB	SUPPLIES	7,432	34.00
0.000.545.00	JEFFREY NORTON PUBL INC	BOOKS	7,433	41.00
0.813.550.00	JOHN OBANION	TRAVEL	7,434	24.80
0.711.543.00	ORTHO DIAGNOSTICS	SUPPLIES	7,435	564.66
0.000.545.00	PERGAMON PRESS INC	BOOKS	7,436	13.00
3.000.547.00	PHOTOGRAPHY BY TERRY DOTY	PUB RELA	7,437	43.00
0.000.544.02	PORTERS CAMERA STORE	SUPPLIES	7,438	109.08
0.815.543.00	PRENTICE HALL INC	SUPPLIES 37.00		
0.000.545.00	X X	BOOKS 16.43	7,439	53.43
0.300.543.00	PROPHETER AVIATION	SUPPLIES	7,440	300.00
6.000.543.00	PUBLIC SERVICE MATERIALS CENTER	SUPPLIES	7,441	53.45
0.000.543.00	RADIO RANCH INC	SUPPLIES 40.00		
2.000.565.00	X X	EQUIP 745.20	7,442	785.20
0.300.543.00	RETCO ALLOY CO	SUPPLIES	7,443	89.59
0.000.544.01	ROCKFORD PUBLIC LIBRARY	LOST BOOK	7,444	2.50
3.000.547.00	ROCK RIVER PRINTERS	PUB RELA	7,445	250.00
0.400.543.00	ROUNDTABLE FILMS INC	SUPPLIES	7,446	3.00
0.000.543.00	ROYAL ASTRONOMICAL SOC OF CANADA	SUPPLIES	7,447	10.00
0.100.543.00	SVC BOOKSTORE	SUPPLIES 8.59		
0.200.543.00	X X	35.50		
7.300.543.00	X X	7.36		
7.511.543.00	X X	6.55		
0.800.542.00	X X	6.72		
0.611.541.00	X X.	1.41		

CONTD.....

012541.01	SVC BOOKSTORE (CONTD)	SUPPLIES 4.19		
013543.00	X X	7.80		
015543.00	X X	10.95		
016543.00	X X	2.98		
000541.00	X X	38.36		
000541.00	X X	7.79		
000541.00	X X	7.50	7.448	145.70
300543.00	SVC BUILDING FUND	SUPPLIES	7.449	11.53
815543.00	S.R.A.	SUPPLIES	7.450	101.36
000550.00	JOHN SAGMOE	TRAVEL	7.451	9.00
000550.00	RONALD SCHILLING	TRAVEL	7.452	63.30
000530.03	SERVOMATION CORP	FORUM 21.00		
000550.00	X X	13.55	7.453	34.55
714543.00	SHELDON ENTERPRISES	SUPPLIES	7.454	13.01
714550.00	STANLEY SHIPPET	TRAVEL	7.455	80.80
715543.00	SIMULAIDS	SUPPLIES	7.456	66.59
011541.01	SBM EQUIP CENTER	SUPPLIES 42.03		
000541.00	X X	31.28		
000541.00	X X	75.78		
000541.00	X X	5.10		
000541.00	X X	235.07	7.457	389.26
000547.00	STERLING CAMERA CENTER	SUPPLIES	7.458	21.72
310535.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	7.459	3,666.96
100543.00	C F STOCKER	SUPPLIES	7.460	39.75
12550.01	JAMES STRICKLAND	TRAVEL	7.461	112.62
00545.00	SOCIETY FOR THE RIGHT TO DIE	BOOK	7.462	3.00
000542.00	GLENN SPUTE	SUPPLIES	7.463	51.05
300543.00	SPALDINGS USED CARS & PARTS	SUPPLIES	7.464	75.00
000547.00	TAMPICO TORNADO	PUB RELA	7.465	10.00
200543.00	UNIV OF ILLINOIS	SUPPLIES 6.50		
400543.00	X X	53.25		
000543.00	X X	12.15	7.466	71.90
000531.00	WARD WARD MURRAY PACE & JOHNSON	SERVICES	7.467	500.00
000545.00	WATSON GUPTILL PUBL	BOOKS	7.468	19.66
000593.00	WAUBONSEE COMM COLLEGE	TUITION	7.469	1,157.00
000544.01	WESTERN ILL REG STUDIES	SUPPLIES	7.470	18.00
000545.00	WEST PUBL CO	BOOKS	7.471	90.00
000541.00	WRITING SALES INC	SUPPLIES	7.472	223.90
000544.03	XEROX CORP	SUPPLIES	7.473	469.50
000544.03	XEROX CORP	SUPPLIES 1140.00		
000545.00	X X	355.99	7.474	1,495.99
000521.00	PRUDENTIAL	APRIL PREMIUM	7.475	11,502.90
	SVC IMPREST FUND	MISC EXPENSES	7.476	1,200.56
600543.00	SVC PETTY CASH FUND	SUPPLIES	7.477	.93

TOTAL BILLS

59,197.21

CKS. #7236 - 7335 and void #7247 and 7296

306,096.38

TOTAL EDUCATIONAL FUND FOR MARCH

\$365,293.59

BUILDING FUND

71-000-530	CHUCK'S UPHOLSTERY	Repairs	6,206	\$ 135.00
70-000-544	FARM & FLEET	Supplies	6,207	<u>162.95</u>
				\$ 297.95

0.000,544.00	ADVANCE PRODUCTS CO	SUPPLIES	6,208	23.18
0.000,544.00	CADILLAC PLASTIC	SUPPLIES	6,209	210.00
1.000,530.00	CARDINAL AUTO PARTS	SERVICE 166.38		
0.000,544.00	X X X	SUPPLIES 7.50	6,210	173.88
0.000,544.00	COAST TO COAST	SUPPLIES	6,211	4.05
0.000,544.00	DIXON GARAGE SUPPLY	SUPPLIES	6,212	72.43
0.000,544.00	DIXON SWIMMING POOL SUPPLY	SUPPLIES	6,213	72.50
0.000,544.00	EAST CHICAGO MACHINE TOOL	SUPPLIES	6,214	233.82
0.000,544.00	HEATING PIPING AIR CONDITIONING	SUBSCR	6,215	32.00
0.000,544.00	HONEYWELL INC	SUPPLIES	6,216	47.52
0.000,544.00	LEE CO DEPUTY SHERIFFS ASSN	DUES	6,217	5.00
0.000,544.00	LEE F S INC	SUPPLIES	6,218	369.45
0.000,544.00	LINCOLN RENTALL & SALES	SUPPLIES	6,219	43.20
0.000,544.00	MCMASTER CARR SUPPLY	SUPPLIES	6,220	24.77
1.000,530.00	DAVID MAYES	SEWAGE TESTING	6,221	175.00
0.000,544.00	MIDWEST ELECTRIC	SUPPLIES	6,222	307.73
0.000,530.00	MONTGOMERY ELEVATOR CO	MAINT AGRT	6,223	469.96
0.000,544.00	MORGAN LINEN SERVICE	SUPPLIES	6,224	85.44
1.000,530.00	DON MULLERY FORD	SERVICE	6,225	10.50
6.000,571.00	NORTHERN ILL GAS CO	SERVICE	6,226	11,008.13
6.000,571.00	NORTHERN ILL GAS CO	SERVICE	6,227	433.13
0.000,544.00	P & W SUPPLY CO	SUPPLIES	6,228	7.76
1.000,530.00	ROCK VALLEY DISPOSAL	SERVICE	6,229	99.00
0.000,544.00	SVC EDUCATIONAL FUND	SUPPLIES	6,230	60.27
0.000,544.00	SORENSEN INC	SUPPLIES 196.02		
0.000,587.00	X X	EQUIP 720.72	6,231	916.74
0.000,544.00	SBM EQUIP CENTER	SUPPLIES	6,232	23.50
0.000,544.00	T.S.C.	SUPPLIES	6,233	57.13
0.000,544.00	TENES PLASTICS CORP	SUPPLIES	6,234	293.04
0.000,544.00	WERMERS FLOOR COVERINGS	SUPPLIES	6,235	434.11
0.000,544.00	SVC IMPREST FUND	MISC EXPENSE	6,236	89.66

15,717.98

Cks. #6206 & 6207

297.95

TOTAL BUILDING FUND FOR MARCH

\$16,015.93

IMPREST FUND

110-100-543	National Business Education Assn.	Supplies	5443	\$ 3.50
270-000-544	Lae Murray	Supplies	5444	7.81
181-000-541	American Council on Education	Book	5445	4.25
192-000-544	United Parcel Service	Service	5446	16.51
138-000-550	John Sagmo	Workshop	5447	16.33
138-000-550	Latino and Higher Educ. Conf.	Reg. fee	5448	45.00
110-117-530	Jean Salama	Honorarium	5449	20.00
120-000-550	Illinois Triple I '81	Meeting	5450	35.00
110-511-530	Martha McBride	Modelling	5451	68.00
192-000-544	Postmaster	Bus. Reply Acct.	5452	25.00
192-000-521	Harriet Hastings	Ins. refund	5453	26.96
196-000-543	Education Funding Research Council	Book	5454	33.95
120-000-545	Citizens Energy Project	Books	5455	1.65
192-000-544	United Parcel Service	Service	5456	67.78
182-000-541	Postmaster	Postcards	5457	25.00
110-712-543	ADW Club	Pictures	5458	32.00
120-000-550	Popular Culture Assn.	Convention -	15.00	
110-400-550	X X X	XX 15.00	5459	30.00
110-813-530	Kathleen Kelly	Honorarium	5460	100.00
138-000-550	Highland Comm. College	Workshop	5461	30.00
		VOID CHECK	5462	
110-600-543	Lauren Frederick	Supplies	5463	10.20
		VOID CHECK	5464	
270-000-544	ABC Rapid Delivery	Freight charges	5465	24.50
110-300-543	Associated Truck Lines	Freight charges	5466	20.35
110-300-543	Lincoln Electric Co.	Supplies	5467	10.00
110-600-543	David Youker	Supplies	5468	5.13
192-000-544	United Parcel Service	Service	5469	54.32
197-000-530	Dr. Nancy Barcelo	Honorarium	5470	50.00
110-511-530	Joanne Wright	Modelling	5471	14.00
110-811-541	Key Productions	Book	5472	3.95
138-000-541	National Computer Systems	Supplies	5473	10.50
138-000-550	Highland Comm. College	Conference	5474	10.00
192-000-544	United Parcel Service	Service	5475	15.84
110-100-543	Supt. of Documents	Supplies	5476	1.75
138-000-550	Best Western Midway Motor Lodge	Conf. - Marlier	5477	46.87
176-000-575	Mrs. Susan Dixon	Phone calls	5478	2.73
270-000-544	Advance Transportation Co.	Freight charges	5479	30.75
110-511-530	Scott Grandon	Modelling	5480	56.00
110-511-530	Calvin Schamberg	Modelling	5481	24.00
182-000-541	Ill. Comm. College Trustees Assn.	Supplies	5482	8.25
138-000-550	I.L.A.S.F.A.A.	Conference	5483	70.00
138-000-550	Highland Comm. College	Workshop	5484	15.00
110-100-530	Carol Linkowski	Honorarium	5485	70.00
110-316-530	Charles Padgett	Honorarium	5486	30.00
270-000-544	Advance Transportation Co.	Freight charges	5487	26.60
192-000-544	United Parcel Service	Service	5488	15.74
110-117-543	The American Dietetic Assn.	Reg. Fee	5489	75.00

1,290.22

Bal. in fund - 1733.78

Disbursements- 1290.22

Total in fund- 3024.00

EDUCATIONAL FUND - 1,200.56

BUILDING FUND - 89.66

DAUM VALLEY COLLEGE

APPROVED BY

William E. Reigh

PRESIDENT

Kay E. Fisher

SECRETARY

DATE

3/23/81

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. No. To Date	This No.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	67,910.96	67,910.96	57,463.12	10,447.84	104,801.00	41,890.04	41,890.04
DIV OF BUS CONTR SERV	4,926.45	4,926.45	4,856.45	70.00	4,265.00	661.45 CR	661.45 CR
DIV OF BUS SUPPLIES	3,353.70	3,353.70	3,070.45	283.25	3,850.00	496.30	496.30
DIV OF BUS CONF & MEETINGS	733.31	733.31	733.31	.00	1,300.00	566.69	566.69
FOOD SERV CONTR SERV	40.00	40.00	20.00	20.00	300.00	260.00	260.00
FOOD SERV SUPPLIES	395.74	395.74	273.49	122.25	1,000.00	604.26	604.26
FOOD SERV CONF & MEETINGS	.00	.00	.00	.00	212.00	212.00	212.00
DIV OF AGRIC SALARIES	11,115.52	11,115.52	9,405.44	1,710.08	20,521.00	9,405.48	9,405.48
DIV OF AGRIC CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF AGRIC SUPPLIES	1,440.21	1,440.21	1,174.49	265.72	1,280.00	160.21 CR	160.21 CR
DIV OF AGRIC CONF & MEETINGS	.00	.00	.00	.00	465.00	465.00	465.00
DIV OF INDUS ED SALARIES	86,600.80	86,600.80	73,277.60	13,323.20	132,922.00	46,321.20	46,321.20
DIV OF INDUS ED CONTR SERV	2,108.55	2,108.55	2,083.65	24.90	2,250.00	141.45	141.45
DIV OF INDUS ED SUPPLIES	14,058.77	14,058.77	12,356.27	1,702.50	21,440.00	7,381.23	7,381.23
DIV OF INDUS ED CONF & MEETINGS	914.78	914.78	764.38	150.40	3,605.00	2,690.22	2,690.22
COSMETOLOGY	49,747.94	49,747.94	46,080.98	3,666.96	35,000.00	14,747.94 CR	14,747.94 CR
COSMETOL SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS	10.56	10.56	10.56	.00	50.00	39.44	39.44
HUMAN SERV ADMIN SALARIES	15,795.72	15,795.72	13,937.40	1,858.32	22,300.00	6,504.28	6,504.28
HUMAN SERV CONTR SERV	80.00	80.00	50.00	30.00	500.00	420.00	420.00
HUMAN SERV SUPPLIES	1,511.14	1,511.14	1,358.13	153.01	1,300.00	211.14 CR	211.14 CR
HUMAN SERV CONF & MEETINGS	230.03	230.03	230.03	.00	475.00	244.97	244.97
DIV OF SOC SCI SALARIES	61,567.48	61,567.48	52,095.56	9,471.92	106,102.00	44,534.52	44,534.52
DIV OF SOC SCI CONTR SERV	30.00	30.00	30.00	.00	30.00 CR	30.00 CR	30.00 CR
DIV OF SOC SCI SUPPLIES	1,598.77	1,598.77	1,335.61	263.16	2,600.00	1,001.23	1,001.23
DIV OF SOC SCI CONF & MEETINGS	258.14	258.14	164.94	93.20	1,050.00	791.86	791.86
CRIM JUS INSTR SALARIES	24,508.90	24,508.90	20,738.30	3,770.60	38,407.00	13,898.10	13,898.10
CRIM JUS CONTR SERV	.00	.00	.00	.00	550.00	550.00	550.00
CRIM JUS SUPPLIES	865.02	865.02	791.60	73.42	2,652.00	1,786.98	1,786.98
CRIM JUS CONF & MEETINGS	917.82	917.82	917.82	.00	1,100.00	182.18	182.18
LIBRARY TECH SUPPLIES	69.10	69.10	69.10	.00	250.00	180.90	180.90
DIV OF FIRE SCI CONTR SERV	28.00	28.00 CR	28.00	.00	100.00	128.00	128.00
DIV OF FIRE SCI SUPPLIES	210.32	210.32	100.07	110.25	875.00	664.68	664.68
DIV OF FIRE SCI CONF & MEETINGS	42.70	42.70	42.70	.00	200.00	157.30	157.30
DIV OF HUMANITIES SALARIES	118,381.77	118,381.77	100,169.19	18,212.58	181,377.00	62,995.23	62,995.23
DIV OF HUMAN. CONTR SERV	25.00	25.00	25.00	.00	500.00	475.00	475.00
DIV OF HUMAN SUPPLIES	1,877.72	1,877.72	1,691.05	186.67	2,100.00	222.28	222.28

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF HUMAN CONF & MEETINGS	1,345.28	1,345.28	1,345.28	.00	1,690.00	344.72	344.72
ART DEPT SALARIES	10,544.56	10,544.56	8,922.32	1,622.24	19,467.00	8,922.44	8,922.44
ART DEPT CONTR SERV	234.00	234.00	72.00	162.00	450.00	216.00	216.00
ART DEPT SUPPLIES	361.30	361.30	622.33	261.03 CR	1,650.00	1,288.70	1,288.70
ART DEPT CONF & MEETINGS	110.00	110.00	110.00	.00	110.00	.00	.00
MUSIC DEPT SALARIES	21,233.16	21,233.16	17,966.52	3,266.64	39,200.00	17,966.84	17,966.84
MUSIC DEPT CONTR SERV	899.85	899.85	744.85	155.00	1,000.00	100.15	100.15
MUSIC DEPT SUPPLIES	633.60	633.60	616.03	17.57	1,300.00	666.40	666.40
MUSIC DEPT CONF & MEETINGS	.00	.00	.00	.00	270.00	270.00	270.00
DIV OF MATH SCI SALARIES	99,773.57	99,773.57	84,423.79	15,349.78	155,103.00	55,329.43	55,329.43
DIV OF MATH SCI CONTR SERV	34.27	34.27	34.27	.00	3,250.00	3,215.73	3,215.73
DIV OF MATH SCI SUPPLIES	6,327.68	6,327.68	5,901.69	425.99	10,050.00	3,722.32	3,722.32
DIV OF MATH SCI CONF & MEETINGS	30.50	30.50	30.50	.00	870.00	839.50	839.50
MED LAB TECH SALARIES	23,773.37	23,773.37	20,684.39	3,088.98	37,068.00	13,294.63	13,294.63
MED LAB TECH CONTR SERV	329.20	329.20	329.20	.00	800.00	470.80	470.80
MED LAB TECH SUPPLIES	5,967.16	5,967.16	5,320.62	646.54	12,155.00	6,188.84	6,188.84
MED LAB TECH CONF & MEETINGS	.00	.00	.00	.00	.00	.00	.00
ADN SALARIES	597.14	597.14	537.54	59.60	1,258.00	660.86	660.86
ADN OFC SALARIES	17,949.10	17,949.10	15,187.70	2,761.40	48,388.00	30,438.90	30,438.90
ADN CONTR SERV	5867.72	5867.72	5177.40	690.32	8,284.00	2,416.28	2,416.28
ADN SUPPLIES	.00	.00	.00	.00	200.00	200.00	200.00
ADN CONF & MEETINGS	1,781.01	1,781.01	1,558.82	222.19	2,290.00	508.99	508.99
LPN SALARIES	1,265.00	1,265.00	1,141.50	123.50	1,695.00	430.00	430.00
LPN CONTR SERV	70,018.23	70,018.23	61,247.55	8,775.68	104,862.00	34,843.77	34,843.77
LPN SUPPLIES	.00	.00	.00	.00	275.00	275.00	275.00
LPN CONF & MEETINGS	1,790.70	1,790.70	832.50	958.20	3,054.00	1,263.30	1,263.30
RAD TECH SALARIES	460.87	460.87	611.88	151.01 CR	1,475.00	1,014.13	1,014.13
RAD TECH CONTR SERV	14,765.77	14,765.77	12,977.19	1,788.58	21,463.00	6,697.23	6,697.23
RAD TECH SUPPLIES	.00	.00	.00	.00	450.00	450.00	450.00
RAD TECH CONF & MEETINGS	4,129.67	4,129.67	3,359.62	770.05	5,875.00	1,745.33	1,745.33
DIV OF PHYS ED SALARIES	1,505.43	1,505.43	1,424.63	80.80	2,600.00	1,094.57	1,094.57
DIV OF PHYS ED SUPPLIES	25,199.85	25,199.85	21,322.95	3,876.90	46,523.00	21,323.15	21,323.15
DIV OF PHYS ED CONF & MEETINGS	2,146.18	2,146.18	1,810.38	335.80	2,482.00	335.82	335.82
NURSING ASST ADMIN SALARIES	158.23	158.23	158.23	.00	440.00	281.77	281.77
NURSING ASST CONTR SERV	12,714.57	12,714.57	11,173.35	1,541.22	16,180.00	3,465.43	3,465.43
	25.00	25.00	25.00	.00	350.00	325.00	325.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
NURSING ASST SUPPLIES	159.78	159.78	158.04	1.74	700.00	540.22	540.22
NURSING ASST CONF & MEETINGS	510.78	510.78	510.78	.00	450.00	60.78 CR	60.78 CR
PART TIME OVERLOAD-FOSTER	17,415.65	17,415.65	7,425.00	9,990.65	26,000.00	8,584.35	8,584.35
NIGHT PREMIUMS-FOSTER	100.00	100.00	100.00	.00		100.00 CR	100.00 CR
PART TIME OVERLOAD-SAGMOE	25,814.10	25,814.10	19,026.60	6,787.50	20,000.00	5,814.10 CR	5,814.10 CR
PART TIME OVERLOAD-STRICKLAND	126,286.43	126,286.43	80,535.91	45,750.52	125,000.00	1,286.43 CR	1,286.43 CR
NIGHT PREMIUMS-STRICKLAND	2,200.00	2,200.00	2,200.00	.00		2,200.00 CR	2,200.00 CR
SUMMER SESSION-STRICKLAND	4,284.68	4,284.68	4,284.68	.00	45,000.00	2,153.14	2,153.14
SUMMER SESSION-FOSTER	4,643.94	4,643.94	4,643.94	.00	47,725.00	1,285.56	1,285.56
SUMMER SESSION-SAGMOE	8,425.60	8,425.60	8,425.60	.00	11,000.00	2,574.40	2,574.40
INSTR ADMIN SECR SALARIES	16,764.72	16,764.72	14,792.40	1,972.32	23,668.00	6,903.28	6,903.28
WORKROOM CONTR SERV	1,704.00	1,704.00	1,704.00	.00	1,750.00	46.00	46.00
INSTR ADMIN CONTR SERV	792.80	792.80	672.04	120.76	1,650.00	857.20	857.20
FACULTY IN SERVICE TRAINING	1,483.62	1,483.62	1,262.62	221.00	5,000.00	3,516.38	3,516.38
WORKROOM SUPPLIES	24.76	24.76	1,184.48	1,159.72 CR	750.00	725.24	725.24
FACULTY OFFICE SUPPLIES	280.00	280.00	269.27	10.73	800.00	520.00	520.00
INSTITU COMMITTEES	57.62	57.62	55.97	1.65	200.00	142.38	142.38
TUITION REIMBURSEMENT	3,926.92	3,926.92	3,926.92	.00	7,200.00	3,273.08	3,273.08
ARTS & SCI DEAN SALARY	19,833.22	19,833.22	17,499.90	2,333.32	28,000.00	8,166.78	8,166.78
ARTS & SCI SECR SALARY	7,007.40	7,007.40	6,183.00	824.40	9,893.00	2,885.60	2,885.60
ARTS & SCI FED WORK STUDY	14,048.73	14,048.73	12,077.12	1,971.61	19,201.00	5,152.27	5,152.27
STUDENT TUTORS	3,069.45	3,069.45	2,180.28	889.17	4,600.00	1,530.55	1,530.55
ARTS & SCI DEAN SUPPLIES	902.43	902.43	752.61	149.82	1,750.00	847.57	847.57
DEAN CONF & MEETINGS	557.85	557.85	514.25	43.60	800.00	242.15	242.15
CAREER ED DEAN SALARY	18,416.61	18,416.61	16,249.95	2,166.66	26,000.00	7,583.39	7,583.39
ASST DEAN SALARY	18,310.36	18,310.36	16,156.20	2,154.16	25,850.00	7,539.64	7,539.64
CAREER ED SECR SALARY	7,552.25	7,552.25	6,663.75	888.50	10,662.00	3,109.75	3,109.75
CAREER ED FED WORK STUDY	16,715.72	16,715.72	15,184.07	1,531.65	12,230.00	4,485.72 CR	4,485.72 CR
STUDENT EMPLOYEES	3,605.20	3,605.20	3,196.50	408.70	6,000.00	2,394.80	2,394.80
ASST DEAN CONTR SERV		.00		.00	100.00	100.00	100.00
DEAN SUPPLIES	604.33	604.38	477.98	126.40	1,300.00	1,195.62	1,195.62
ASST DEAN SUPPLIES	442.66	442.66	373.87	68.79	700.00	257.34	257.34
DEAN CONF & MEETINGS	291.87	291.87	179.25	112.62	1,275.00	983.13	983.13
ASST DEAN CONF & MEETINGS	106.04	106.04	106.04	.00	400.00	293.96	293.96
COMM ED ADMIN SALARIES	15,470.00	15,470.00	13,650.00	1,820.00	21,840.00	6,370.00	6,370.00
COMM ED INSTR SALARIES	62,241.00	62,241.00	50,371.17	11,869.83	81,000.00	18,759.00	18,759.00
COMM ED COORDINATORS	4,355.00	4,355.00	4,355.00	.00	7,000.00	2,645.00	2,645.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
COMM ED SECR SALARIES	5,838.69	5,838.69	5,141.79	696.90	8,645.00	2,806.31	2,806.31
COMM ED CONTR SERV	980.00	980.00	880.00	100.00	3,220.00	2,240.00	2,240.00
COMM ED SUPPLIES	2,213.26	2,213.26	1,960.28	252.98	3,500.00	1,286.74	1,286.74
COMM ED CONF & MEETINGS	1,080.22	1,080.22	921.82	158.40	1,950.00	869.78	869.78
ACADEM SKILLS SALARIES	21,187.14	21,187.14	17,927.58	3,259.56	38,061.00	16,873.86	16,873.86
ACADEM SKILLS FED WORK STUDY	3,641.25	3,641.25	3,641.25	.00	2,722.00	919.25 CR	919.25 CR
ACADEM SKILLS CONTR SERV	36.75	36.75	36.75	.00	600.00	563.25	563.25
ACADEM SKILLS SUPPLIES	2,543.49	2,543.49	2,183.04	360.45	3,600.00	1,056.51	1,056.51
ACADEM SKILLS CONF & MEETINGS	224.42	224.42	224.42	.00	300.00	75.58	75.58
HONORS PROG CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
HONORS PROG SUPPLIES	66.26	66.26	62.41	3.85	100.00	33.74	33.74
HONORS PROG CONF & MEETINGS	.00	.00	.00	.00	710.00	710.00	710.00
LRC ADMIN SALARIES	17,000.00	17,000.00	15,000.00	2,000.00	24,000.00	7,000.00	7,000.00
LRC PROF SALARIES	32,079.31	32,079.31	27,363.77	4,715.54	58,237.00	26,157.69	26,157.69
LRC SECR SALARIES	18,297.36	18,297.36	16,102.39	2,194.97	26,531.00	8,233.64	8,233.64
LRC FED WORK STUDY	8,286.91	8,286.91	7,588.41	698.50	7,909.00	377.91 CR	377.91 CR
LRC CONTR SERV	2,282.93	2,282.93	1,834.59	448.34	3,850.00	1,567.07	1,567.07
LRC SUPPLIES	7,997.04	7,997.04	7,816.93	180.11	9,500.00	1,502.96	1,502.96
A V SUPPLIES	3,357.05	3,357.05	3,035.90	321.15	6,400.00	3,042.95	3,042.95
XEROX SUPPLIES	3,109.20	3,109.20 CR	2,927.58	181.62 CR	2,000.00	5,109.20	5,109.20
LIBRARY BOOKS	22,179.47	22,179.47	20,250.85	1,928.62	30,000.00	7,820.53	7,820.53
LRC CONF & MEETINGS	149.14	149.14	99.14	50.00	500.00	350.86	350.86
ADM & REC SECR SALARIES	22,183.90	22,183.90	19,555.00	2,628.90	31,547.00	9,363.10	9,363.10
ADM & REC FED WORK STUDY	3,277.21	3,277.21	3,129.81	147.40	3,837.00	559.79	559.79
ADM & REC CONTR SERV	455.00	455.00	455.00	.00	3,113.00	2,658.00	2,658.00
ADM & REC SUPPLIES	3,633.21	3,633.21	3,425.74	207.47	6,000.00	2,366.79	2,366.79
ADM & REC CONF & MEETINGS	28.76	28.76	28.76	.00	425.00	396.24	396.24
COUNSELING SALARIES	57,231.73	57,231.73	50,356.59	6,875.14	82,502.00	25,270.27	25,270.27
COUNSELING SECR SALARIES	6,123.40	6,123.40	5,403.00	720.40	8,645.00	2,521.60	2,521.60
HEALTH SERV SUPPLIES	.00	.00	.00	.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	17,425.00	17,425.00	15,375.00	2,050.00	24,600.00	7,175.00	7,175.00
FIN AIDS SECR SALARIES	11,176.52	11,176.52	9,797.04	1,379.48	16,554.00	5,377.48	5,377.48
STUDENT SERV ADMIN SALARIES	21,037.50	21,037.50	18,562.50	2,475.00	29,700.00	8,662.50	8,662.50
STUDENT SERV SECR SALARIES	7,556.50	7,556.50	6,667.50	889.00	10,668.00	3,111.50	3,111.50
STUDENT SERV FED WORK STUDY	36,069.35	36,069.35	33,473.22	2,596.13	35,039.00	1,030.35 CR	1,030.35 CR
COACHING SALARIES	7,975.00	7,975.00	5,875.00	2,100.00	10,300.00	2,325.00	2,325.00
STUDENT SERV CONTR SERV	273.71	273.71	273.71	.00	300.00	26.29	26.29

Account	Total Expenditures	To Date	Prev. No. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV SUPPLIES	4898.65	4898.65	4201.41	697.24	11500.00	1601.35	1601.35
DISADVANTAGED GRANT	913.03	913.03	913.03	.00		913.03 CR	913.03 CR
STUDENT RECRUITMENT	29.01	29.01	29.01	.00	1500.00	1470.99	1470.99
COMMENCEMENT	1694.90	1694.90	1694.90	.00	6000.00	4305.10	4305.10
STUDENT SERV CONF & MEETINGS	2046.31	2046.31	1669.56	376.75	4500.00	2453.69	2453.69
VETERANS GRANT SUPPLIES	91.27	91.27	91.27	.00	500.00	408.73	408.73
VETERANS GRANT CONF & MEETINGS	53.75	53.75	53.75	.00	250.00	196.25	196.25
PUB SERV SALARIES		.00		.00	3500.00	3500.00	3500.00
PUB SERV CONTR SERV		.00		.00	1000.00	1000.00	1000.00
PUB SERV SUPPLIES		.00		.00	3000.00	3000.00	3000.00
SERVICE STAFF SALARIES	204036.78	204036.78	180095.83	23940.95	307971.00	103934.22	103934.22
MAINT FED WORK STUDY-BOYS	39167.04	39167.04	36268.16	2898.88	64475.00	25307.96	25307.96
MATRONS FED WORK STUDY	16290.97	16290.97	15093.13	1197.84		16290.97 CR	16290.97 CR
ELECTRICITY	100379.92	100379.92	86471.18	13908.74	156200.00	55820.08	55820.08
TELEPHONE	16465.52	16465.52	14646.16	1819.36	25150.00	8684.48	8684.48
PRESIDENTS SALARY	31875.00	31875.00	28125.00	3750.00	45000.00	13125.00	13125.00
PRES SECR SALARY	9682.75	9682.75	8578.25	1104.50	13504.00	3821.25	3821.25
PRES OFC FED WORK STUDY	2552.36	2552.36	2306.13	246.23	2096.00	456.36 CR	456.36 CR
PRES OFC CONTR SERV	1629.65	1629.65	1629.65	.00	2700.00	1070.35	1070.35
PRES OFC SUPPLIES	1435.39	1435.39	1322.33	113.06	4000.00	2564.61	2564.61
PRES OFC CONF & MEETINGS	2151.83	2151.83	1927.09	224.74	2000.00	151.83 CR	151.83 CR
SPECIAL AFFAIRS	1911.82	1911.82	1894.32	17.50	2000.00	88.18	88.18
PRES OTHER CONF & MEETING EXP	3000.00	3000.00	2700.00	300.00	3600.00	600.00	600.00
BUS OFC ADMIN SALARIES	24791.61	24791.61	21874.95	2916.66	35000.00	10208.39	10208.39
BUS OFC PROF SALARIES	17920.72	17920.72	15812.40	2108.32	25300.00	7379.28	7379.28
BUS OFC SECR SALARIES	33284.92	33284.92	29414.20	3870.72	51093.00	17808.08	17808.08
BUS OFC FED WORK STUDY	8009.40	8009.40	7615.77	393.63	8420.00	410.60	410.60
BUS OFC CONTR SERV	3275.10	3275.10	3275.10	.00	3900.00	624.90	624.90
BUS OFC SUPPLIES	504.79	504.79	536.43	1041.22	7500.00	6995.21	6995.21
BUS OFC CONF & MEETINGS	1112.25	1112.25	859.21	253.04	2350.00	1237.75	1237.75
PUB RELA ADMIN SALARIES	17708.22	17708.22	15624.90	2083.32	25000.00	7291.78	7291.78
PUB RELA SECR SALARIES	1410.00	1410.00	1280.50	129.50	2000.00	590.00	590.00
PUB RELA SUPPLIES	29612.88	29612.88	29073.93	538.95	49000.00	19387.12	19387.12
PUB RELA CONF & MEETINGS	224.64	224.64	191.84	32.80	750.00	525.36	525.36
AUDITING & LEGAL	2835.00	2835.00	2335.00	500.00	10000.00	7165.00	7165.00
ELECTIONS & OTHER	482.30	482.30	428.54	53.76	6000.00	5517.70	5517.70
BOARD CONF & MEETINGS	641.63	641.63	641.63	.00	1700.00	1058.37	1058.37

Account	Total Expenditures	To Date	Prev. No. To Date	This No.	Budget	Unexpended	Unencumbered
INSTITUTIONAL SECR SALARIES	6226.25	6226.25	5493.75	732.50	8790.00	2563.75	2563.75
GROUP MED & LIFE INS	102380.80	102380.80	92196.37	10184.43	122125.00	14744.20	14744.20
UNALLOCATED INSTITU CONTR SERV	1209.52	1209.52	1098.78	110.74	2100.00	890.48	890.48
FACULTY ASSN SUPPLIES	31.71	31.71	30.57	1.14	200.00	168.29	168.29
POSTAGE	15444.83	15444.83	8368.86	7075.97	30030.00	14585.17	14585.17
PUBLICATIONS & DUES	4669.65	4669.65	4669.65	.00	6200.00	1530.35	1530.35
ADVERTISING	168.60	168.60	168.60	.00	550.00	381.40	381.40
RECRUITMENT	4359.56	4359.56	4359.56	.00	2000.00	2359.56 CR	2359.56 CR
GENERAL INSURANCE	5090.20	5090.20	5187.64	97.44 CR	12000.00	6909.80	6909.80
EQUIPMENT	18203.44	18203.44	16971.67	1231.77	122034.00	103830.56	103830.56
STATE VOC EQUIPMENT	24152.91	24152.91	25421.98	3730.93		24152.91 CR	24152.91 CR
TUITION CHARGE BACK	15428.12	15428.12	13682.72	1745.40	15000.00	428.12 CR	428.12 CR
INSTITU RES SUPPLIES	146.08	146.08	146.08	.00	500.00	353.92	353.92
DATA PROC PROF SALARIES	32229.11	32229.11	28437.45	3791.66	45500.00	13270.89	13270.89
DATA PROC NON ACADEM SALARIES	6608.75	6608.75	5831.25	777.50	9330.00	2721.25	2721.25
DATA PROC FED WORK STUDY	2258.28	2258.28	2075.70	182.58	3231.00	972.72	972.72
DATA PROC CONTR SERV	11673.50	11673.50	11536.50	137.00	14824.00	3150.50	3150.50
DATA PROC SUPPLIES	3450.25	3450.25	3590.08	139.83 CR	4000.00	549.75	549.75
DATA PROC CONF & MEETINGS	10.50	10.50	7.00	3.50	850.00	839.50	839.50
DATA PROC EQUIP RENTAL	29025.31	29025.31	25188.68	3836.63	43044.00	14018.69	14018.69
GRANTS OFC SUPPLIES	345.62	345.62	238.16	107.46	1000.00	654.38	654.38
GRANTS OFC CONF & MEETINGS	.00	.00		.00	500.00	500.00	500.00
AFFIRM ACTION CONTR SERV	50.00	50.00		50.00	200.00	150.00	150.00
AFFIRM ACTION SUPPLIES	86.50	86.50	86.50	.00	300.00	213.50	213.50
AFFIRM ACTION CONF & MEETINGS	13.39	13.39		13.39	950.00	936.61	936.61
CONTINGENCIES	.00	.00		.00	47500.00	47500.00	47500.00

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BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG AND MAINT SUPPLIES	13609.15	13609.15	10823.84	2785.31	55000.00	41390.85	41390.85
MAINT CONF & MEETINGS	357.12	357.12	357.12	.00	700.00	342.88	342.88
SERVICE EQUIPMENT	1077.97	1077.97	357.25	720.72	8500.00	7422.03	7422.03
MAINT CONTR SERV	25013.69	25013.69	23957.85	1055.84	32150.00	7136.31	7136.31
GAS	72222.50	72222.50	60776.24	11446.26	120300.00	48077.50	48077.50
RENTAL CHARGES		.00		.00	1000.00	1000.00	1000.00
CONTINGENCIES		.00		.00	20000.00	20000.00	20000.00
	112280.43 T	112280.43 T	96272.30 T	16008.13 T	237650.00 T	125369.57 T	125369.57 T

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT		.00		.00	20000.00	20000.00	20000.00
NEW BLDGS & ADDITIONS		.00		.00	25000.00	25000.00	25000.00
BLDG IMPROVEMENTS		.00		.00	105000.00	105000.00	105000.00
BLDG REPAIRS	989.65 <	989.65 CR	989.65 <	.00		989.65	989.65
BLDG REPAIRS GYM COLUMNS	90000.00	90000.00	90000.00	.00		90000.00 CR	90000.00 CR
BLDG REPAIRS AFFIRM ACTION	6198.30	6198.30	6198.30	.00		6198.30 CR	6198.30 CR
BLDG REPAIRS INS DEF	2618.00	2618.00	2618.00	.00		2618.00 CR	2618.00 CR
OFFICE EQUIPMENT		.00		.00	10000.00	10000.00	10000.00
INSTR EQUIPMENT		.00		.00	10000.00	10000.00	10000.00
SERVICE EQUIPMENT		.00		.00	10000.00	10000.00	10000.00
OTHER CAPITAL OUTLAY		.00		.00	20000.00	20000.00	20000.00
	97826.65 T	97826.65 T	97826.65 T	.00 T	200000.00 T	102173.35 T	102173.35 T

BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT	225000.00	225000.00	225000.00	.00	225000.00	.00	.00
INTEREST	27168.75	27168.75	27168.75	.00	50232.00	23063.25	23063.25
OTHER CHARGES	126.87	126.87	126.87	.00	500.00	373.13	373.13
	252295.62 T	252295.62 T	252295.62 T	.00 T	275732.00 T	23436.38 T	23436.38 T

BOND & INTEREST #4

Account	Total Expenditures	To Date	Prev. No. To Date	This No.	Budget	Unexpended	Unencumbered
DEBT PRINCIPAL RETIREMENT	250.000.00	250.000.00	250.000.00	.00	250.000.00	.00	.00
INTEREST	17.194.44	17.194.44	17.194.44	.00	17.500.00	305.56	305.56
OTHER FIXED CHARGES		.00		.00	1.500.00	1.500.00	1.500.00
	267.194.44 T	267.194.44 T	267.194.44 T	.00 T	269.000.00 T	1.805.56 T	1.805.56 T

WORKING CASH FUND

MISC EXPENSES		.00		.00	1.000.00	1.000.00	1.000.00
	.00 T	.00 T	.00 T	.00 T	1.000.00 T	1.000.00 T	1.000.00 T

INSURANCE FUND

WORKMENS COMP	18.923.00	18.923.00	18.923.00	.00	15.000.00	3.923.00 CR	3.923.00 CR
TORT LIABILITY	9.224.00	9.224.00	9.224.00	.00	11.000.00	1.776.00	1.776.00
UNEMPLOYMENT COMP	5.066.46	5.066.46	5.066.46	.00	19.000.00	13.933.54	13.933.54
AUDIT COSTS	7.150.00	7.150.00	7.150.00	.00	7.000.00	150.00 CR	150.00 CR
	40.363.46 T	40.363.46 T	40.363.46 T	.00 T	52.000.00 T	11.636.54 T	11.636.54 T

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
CURRENT TAXES	747,049.55	747,049.55	744,621.60	2427.95	762,700.00	15,650.45	15,650.45
BACK TAXES	.67	.67	.67	.00		.67 CR	.67 CR
IN LIEU OF TAXES	3,474.54	3,474.54	3,217.51	257.03		3,474.54 CR	3,474.54 CR
CHARGE BACK REVENUE	9,622.66	9,622.66	8,019.35	1,603.31	10,000.00	377.34	377.34
SUMMER STATE APPORT	119,000.00	119,000.00	119,000.00	.00	119,090.00	90.00	90.00
FALL STATE APPORT	598,932.00	598,932.00	531,581.80	67,350.20	598,932.00	.00	.00
SPRING STATE APPORT	257,940.55	257,940.55		257,940.55	583,141.00	325,200.45	325,200.45
ABE GED SUPPL	1,890.48	1,890.48	1,260.48	630.00	2,520.00	629.52	629.52
VOC ED REG REIMS	80,833.00	80,833.00	80,833.00	.00	95,000.00	14,167.00	14,167.00
VOC ED EQUIP REIMS	3,051.00	3,051.00 CR	3,051.00	.00	47,727.00	50,778.00	50,778.00
PERS PROP TAX REPL	122,260.00	122,260.00	122,260.00	.00	114,904.00	7,356.00 CR	7,356.00 CR
HEW TITLE 2	.00	.00	.00	.00	1,900.00	1,900.00	1,900.00
FEDERAL WORK STUDY	122,823.81	122,823.81	111,004.75	11,819.06	132,420.00	9,596.19	9,596.19
OTHER FED SOURCES	1,514.00	1,514.00	1,720.00	1,686.00	5,000.00	3,486.00	3,486.00
SUMMER TUITION	116,630.55	116,630.55	116,630.55	.00	112,200.00	4,430.55 CR	4,430.55 CR
FALL TUITION	491,230.18	491,230.18	491,230.18	.00	409,850.00	81,380.18 CR	81,380.18 CR
SPRING TUITION	225,000.00	225,000.00	75,000.00	150,000.00	416,590.00	191,590.00	191,590.00
GRADUATION FEES	18.00	18.00 CR	18.00	.00	600.00	618.00	618.00
TRANSCRIPT FEES	673.00	673.00	541.00	132.00	700.00	27.00	27.00
PUB SERV INCOME	.00	.00	.00	.00	7,500.00	7,500.00	7,500.00
ANIXTER REVENUE	41,000.00	41,000.00	35,875.00	5,125.00	54,000.00	13,000.00	13,000.00
UNIT 5 REVENUE	10,125.00	10,125.00	9,000.00	1,125.00	13,500.00	3,375.00	3,375.00
INTEREST ON INV ESTMENTS	21,631.90	21,631.90	17,031.86	4,600.04	50,000.00	28,368.10	28,368.10
OTHER REVENUE	4,622.54	4,622.54	3,124.39	1,498.15	100.00	4,522.54 CR	4,522.54 CR
2973185.43 T 2973185.43 T 2466991.14 T 506194.29 T 3538374.00 T 565188.57 T 565188.57 T							

BUILDING FUND

CURRENT TAXES	186,773.53	186,773.53	186,166.51	607.02	190,675.00	3,901.47	3,901.47
BACK TAXES	.17	.17	.17	.00		.17 CR	.17 CR
IN LIEU OF TAXES	868.69	868.69	804.43	64.26		868.69 CR	868.69 CR
PERS PROP TAX REPL	30,565.00	30,565.00	30,565.00	.00	28,726.00	1,839.00 CR	1,839.00 CR
INTEREST ON INVESTMENTS	4,358.90	4,358.90	933.73	3,425.17	100.00	4,258.90 CR	4,258.90 CR
MISC REVENUE	1,144.00	1,144.00	909.00	235.00	900.00	244.00 CR	244.00 CR
223710.29 T 223710.29 T 219378.84 T 4331.45 T 220401.00 T 3309.29 CR 3309.29 CR							

SITE AND CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANIXTER REVENUE	126.90	126.90	126.90	.00		126.90 CR	126.90 CR
INTEREST ON INVESTMENTS	44,242.80	44,242.80	44,242.80	.00	35,000.00	9,242.80 CR	9,242.80 CR
CONTRIBUTIONS	1,388.00	1,388.00	1,388.00	.00		1,388.00 CR	1,388.00 CR
	45,757.70 T	45,757.70 T	45,757.70 T	.00 T	35,000.00 T	10,757.70 CR	10,757.70 CR

BOND & INTEREST FUND #1

CURRENT TAXES	238,432.76	238,432.76	237,657.84	774.92	243,428.00	4,995.24	4,995.24
BACK TAXES	.25	.25	.25	.00		.25 CR	.25 CR
IN LIEU OF TAXES	1,108.95	1,108.95	1,026.92	82.03		1,108.95 CR	1,108.95 CR
PERS PROP TAX REPL	34,872.00	34,872.00	34,872.00	.00	34,872.00	.00	.00
INTEREST ON INVESTMENTS	10,811.64	10,811.64	10,579.90	231.74	10,000.00	811.64 CR	811.64 CR
	285,225.60 T	285,225.60 T	284,136.91 T	1,088.69 T	288,300.00 T	3,074.40 T	3,074.40 T

BOND & INTEREST FUND #4

CURRENT TAXES	265,824.58	265,824.58	264,960.64	863.94	271,509.00	2,684.42	2,684.42
BACK TAXES							
IN LIEU OF TAXES	1,236.35	1,236.35	1,144.89	91.46		1,236.35 CR	1,236.35 CR
INTEREST ON INVESTMENTS	1,984.12	1,984.12	1,984.12	.00		1,984.12 CR	1,984.12 CR
	269,045.05 T	269,045.05 T	268,089.65 T	955.40 T	271,509.00 T	2,463.95 T	2,463.95 T

WORKING CASE FUND

INTEREST ON INVESTMENTS	65,864.23	65,864.23	56,666.76	9,197.47	10,000.00	55,864.23 CR	55,864.23 CR
	65,864.23 T	65,864.23 T	56,666.76 T	9,197.47 T	10,000.00 T	55,864.23 CR	55,864.23 CR

INSURANCE FUND

CURRENT TAXES	44,799.36	44,799.36	49,637.50	161.86	52,000.00	2,200.64	2,200.64
BACK TAXES	.01	.01	.01	.00		.01 CR	.01 CR
IN LIEU OF TAXES	231.61	231.61	214.48	17.13		231.61 CR	231.61 CR
	50,030.98 T	50,030.98 T	49,851.99 T	178.99 T	52,000.00 T	1,969.02 T	1,969.02 T

SAUK VALLEY COLLEGE

APPROVED BY

William F. Reyle

PRESIDENT

Kay E. Fisher

SECRETARY

DATE

3/23/81