

SPECIAL MEETING

SAUK VALLEY COLLEGE BOARD OF TRUSTEES
2K2 Faculty Dining Room Second Floor
September 14, 1981 7:30 p.m.

- A. Call to Order
- B. Roll Call
- C. Written Communications from Visitors
- D. Approval of Minutes
- E. Financial Reports and Actions:
 - 1) Hearing on 1981-82 Budget
 - 2) Approval of 1981-82 Budget
- F. Personnel Recommendations
- G. Other Actions:
 - 1) Acceptance of donation
 - 2) Authorization to bid additional ceramics supplies
 - 3) Approval of ceramics bid
 - 4) Approval of Working Cash Bond Bid
- H. Reports:
 - 1) Student trustee
 - 2) ICCTA representative
 - 3) Overview: "Policies for Tomorrow" - An ICCTA report
- I. Presidents Report:
 - 1) Recognitions
 - 2) Marquee report
 - 3) Enrollment report (10th day)
- J. Time of Next Meeting

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

September 14, 1981

The Board of Trustees of Sauk Valley College met in special meeting at 7:30 p.m. on September 14, 1981 in Room 2K2 of Sauk Valley College, 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:

Kay Fisher	Oscar Koenig
Ann Powers	Juanita Prescott
William Reigle	Steve Falzone

Absent: John Fassler Lorna Keefer

Minutes: It was moved by Member Powers and seconded by Member Koenig that the minutes of the August 24 meeting be approved as presented. Motion voted and carried.

Budget Hearing: Chairman Reigle noted that the Public Hearing on the 1981-82 Budget would now take place. He asked for any questions or comments on this document. Since there were no questions, it was moved by Member Fisher and seconded by Member Koenig that the Board approve the 1981-82 budget as presented. In a roll call vote, all voted aye. Motion carried.

Personnel: It was moved by Member Prescott and seconded by Member Koenig that the Board approve and confirm the following appointments:

Karen Shapton - Director of Planning and Resource Development

At an annual salary of \$27,500 prorated to an effective beginning date of September 16, 1981, (9.5 months or \$21,771)

Nancy Kerr - Outreach Counselor, Title XX Project

Total salary of \$8,455 for the period of October 1, 1981 to June 30, 1982 at 28 hours per week for the length of the current grant.

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

Donation: It was moved by Member Koenig and seconded by Fisher that the Board accept the donation of 460# of cast iron from Woods Brothers in Oregon and that a letter of appreciation be sent to this company. Motion voted and carried.

Miscellaneous Ceramics Supplies: The Board was informed that an additional supply of miscellaneous ceramics materials had been located. It was moved by Member Koenig and seconded by Member Prescott that the Board approve advertising and selling the supplies and equipment (as listed) as per the attached list to the highest bidder. In a roll call vote, the following was recorded: Ayes Members Fisher, Koenig, Powers, Prescott and Reigle. Nays Member Falzone. Motion carried.

Ceramics Bids: The Board was informed of the bids for the initial list of ceramics equipment and supplies. It was moved by Member Prescott and seconded by Member Powers that the Board accept the high bid of Darrell Dieterle of Harmon in the amount of \$2,150 for Items 1 and 2 (as per attached list); and the high bid of Self-Help Enterprises of Sterling for Items 3 and 4 in the amount of \$150. In a roll call vote, the following was recorded: Ayes Members Fisher, Koenig, Powers, Prescott and Reigle. Nays Member Falzone. Motion carried.

Working Cash Bid: It was moved by Member Koenig and seconded by Member Fisher that the Board award Bonds #1 and #3 to the Dixon National Bank of Dixon, and Bonds #2 and #4 to the Rock Falls National Bank of Rock Falls. This action was made possible since both banks presented identical bids. In a roll call vote, all voted aye. Motion carried.

Reports: Student Trustee, Falzone, reported on the upcoming concert by the Chestnut Brass Company on September 24, Pow-Wow Day on September 23, and folk singer, Ella Jenkins, on October 17.

President Garner and Juanita Prescott presented a report on the book Policies for Tomorrow, recently published by the Illinois Community College Trustees Association.

Presentations: Dr. Garner presented an award to the Board of Trustees from the Council of Advancement and Support of Education. He noted that this was a Distinguished Service to Higher Education Award to honor trustees and regents who serve institutions of higher education without compensation.

Chairman Reigle then recognized Dean Robert Edison who was recently honored by the Association of School Business Officials when he was recognized as a duly qualified Registered School Business Administrator.

Reports: Dr. Garner told the Board of current plans underway for the study of the marquee. He said at the present time the administration was seeking input from four different companies in regard to possible designs, location, and cost estimates. He also reported on a note of appreciation from Claire Holmberg, the "I Can Cope" program co-sponsored by the Nursing Department and the local hospitals, and 10-day enrollment figures which show a decline of 8% from last year.

Travel: It was moved by Member Prescott and seconded by Member Fisher that the Board approve the travel of Marilyn Vinson to the Fall Conference of IAEOF to be held October 10 and 11 in Collinsville. Motion voted and carried.

Adjournment: Since there was no further business, it was moved by Member Powers and seconded by Member Fisher that the Board adjourn. The next regular meeting will be 7:30 p.m. September 28, 1981.

The meeting adjourned at 8:50 p.m.

Respectfully submitted:



Kay Fisher, Secretary

Board Meeting of
September 14, 1981

Agenda Item E-2

APPROVAL OF 1981-82 Budget

Our budget for 1981-82 was approved in tentative form on July 27. The appropriate public notices have been published and the budget has been available for public review for more than the required 30 days.

The changes between this budget and the tentative budget involve the retitling and alignment of accounts to reflect the new organizational structure, especially in the instructional area. Total dollars remain unchanged.

RECOMMENDATION: That the Board approve the 1981-82 budget as prepared and presented.

TABLE I
SUMMARY OF 1981-82 BUDGET BY FUND

OPERATIONAL FUNDS

	<i>Educational Fund</i>	<i>Operations, Building and Maintenance Fund</i>	<i>Total Operating</i>
1. Beginning Balance	10,924	99,116	110,040
2. Estimated Revenues	4,210,484	346,625	4,557,109
3. Estimated Expenditures	4,128,802	467,150	4,595,952
4. Estimated Transfer to Operations, Bldg. & Maint. (Restricted) Fund*	-0-	-0-	-0-
5. Estimated Ending Balance or (Deficit)	92,606	(21,409)	71,197

OTHER FUNDS

	<i>Operations, Bldg. & Maint. (Restricted) Fund</i>	<i>Bond and Interest Fund #1</i>	<i>Working Cash Fund</i>	<i>Ins. Fund (Special)</i>
1. Beginning Balance	961,493	268,284	1,267,326	9,842
2. Estimated Revenues	50,000	433,997	535,000	58,000
3. Estimated Expenditures	200,000	292,063	38,500	58,000
4. Estimated Transfer from Operations, Bldg. & Maint. Fund*	-0-	-0-	-0-	-0-
5. Estimated Ending Balance or (Deficit)	811,493	410,218	1,763,826	9,842

*Annual Transfer to the Operations, Building and Maintenance Fund (Restricted) from the Operations, Building and Maintenance Fund of funds accumulated for site purchase or building construction.

Official Budget was approved by the:

BOARD OF TRUSTEES on September 14, 1981

ATTEST:

Secretary, Board of Trustees

TABLE II

SUMMARY OF 1981-82 ESTIMATED REVENUES

College	SAUK VALLEY COLLEGE	Dist. No.	506	Year Ended 6-30-82
<u>OPERATING REVENUES BY SOURCE</u>				
		Educational Fund	Operations, Bldg. & Maint. Fund	Total Operating Funds
<u>Local Government</u>				
1980 Taxes	840,598		210,150	1,050,748
1/2 of 1981 Taxes	420,299		105,075	525,374
Chargeback Revenue				
Non-College Territory and Other Community Colleges	14,500			14,500
TOTAL LOCAL GOVERNMENT	1,275,397		315,225	1,590,622
<u>State Government</u>				
ICCB Flat Rate	1,341,651			1,341,651
III. Board of Voc.Ed.Reimb.	152,500			152,500
Replacement of Pers.Prop.Tax	120,802		30,200	151,002
State Work Study	10,600			10,600
TOTAL STATE GOVERNMENT	1,625,553		30,200	1,655,753
<u>Federal Government</u>				
H.E.W. - Title II (Library)	2,000			2,000
Federal Work Study	170,658			170,658
Other Federal	3,017			3,017
TOTAL FEDERAL GOVERNMENT	175,675			175,675
<u>Student Tuition and Fees</u>				
Tuition	1,072,859			1,072,859
Fees	2,100			2,100
Public Services Income	13,500			13,500
TOTAL TUITION AND FEES	1,088,459			1,088,459
<u>Rental of Facilities</u>				
Kitchen Facilities	15,000			15,000
TOTAL RENTAL OF FACILITIES	15,000			15,000
<u>Other Sources</u>				
Interest on Investments	30,000		100	30,100
Other Revenue	400		1,100	1,500
TOTAL OTHER SOURCES	30,400		1,200	31,600
TOTAL 1981-82 BUDGETED REVENUE	\$ 4,210,484		\$ 346,625	\$ 4,557,109
*Less Non-Operating Items:				
Tuition Chargeback (593)	15,000			15,000
ADJUSTED REVENUE	\$ 4,195,484		\$ 346,625	\$ 4,542,109

* Inter-college expenses that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

TABLE III

SUMMARY OF 1981-82 OPERATING BUDGETED EXPENDITURES

	<i>Educational Fund</i>	<i>Operations, Building & Maint. Fund</i>	<i>Total Operating</i>	<i>%</i>
<u>BY PROGRAM</u>				
Instruction	2,126,130		2,126,130	46.3%
Academic Support	164,038		164,038	3.6%
Student Services	327,493		327,493	7.1%
Public Service	13,500		13,500	.3%
Organized Research	-0-		-0-	-0-
Independent Operations	-0-		-0-	-0-
Operation & Maint. of Plant	459,457	466,150	925,607	20.1%
General Administration	323,366		323,366	7.0%
Institutional Support	714,818	1,000	715,818	15.6%
TOTAL 1981-82 BUDGETED EXPENDITURES	<u>4,128,802</u>	<u>467,150</u>	<u>4,595,952</u>	<u>100.0%</u>
*Less Non-operating Items				
Tuition Chargeback	<u>15,000</u>		<u>15,000</u>	
ADJUSTED EXPENDITURES	<u>4,113,802</u>	<u>467,150</u>	<u>4,580,952</u>	
<u>BY OBJECT</u>				
Salaries	3,117,024		3,117,024	67.8%
Employee Benefits	157,460		157,460	3.4%
*Contractual Services	127,272	46,100	173,372	3.8%
General Materials & Supplies	237,342	55,000	292,342	6.3%
Conference & Meeting Expense	54,040	950	54,990	1.2%
Fixed Charges	9,000	1,000	10,000	.2%
Utilities	27,280	321,100	348,380	7.6%
Capital Outlay	123,246	13,000	136,246	3.0%
**Other	151,378		151,378	3.3%
Provision for Contingency	124,760	30,000	154,760	3.4%
TOTAL 1981-82 BUDGETED EXPENDITURES	<u>4,128,802</u>	<u>467,150</u>	<u>4,595,952</u>	<u>100.0%</u>
*Less Non-operating Items:				
Tuition Chargeback (593)	<u>15,000</u>		<u>15,000</u>	
ADJUSTED EXPENDITURES	<u>4,113,802</u>	<u>467,150</u>	<u>4,580,952</u>	
<i>*Inter-college expenses that do not generate related local college credit hours are subtracted to allow for statewide comparison.</i>				
<i>*Includes In-Service-Training</i>				
<i>**Includes: Student Recruitment</i>				
	\$ 1,500	Advertising	\$ 550	
Commencement	6,000	Recruitment	3,000	
Special Affairs	3,000	Chargeback	25,000	
Postage	36,000	NCR Rental	63,728	
Publ. & Dues	6,000	Tuition Reimb.	6,600	
			\$ 151,378	

1981-82 ESTIMATED CURRENT BUDGETED EXPENDITURES

<u>EDUCATIONAL FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	1,930,623	
Employee Benefits	-0-	
Contractual Services	70,765	
General Materials & Supplies	88,852	
Conference & Meeting Expense	29,290	
Fixed Charges	-0-	
Capital Outlay	-0-	
Other	6,600	
		2,126,130
<u>ACADEMIC SUPPORT</u>		
Salaries	109,513	
Employee Benefits	-0-	
Contractual Services	4,235	
General Materials & Supplies	49,790	
Conference & Meeting Expense	500	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		164,038
<u>STUDENT SERVICES</u>		
Salaries	292,468	
Employee Benefits	-0-	
Contractual Services	3,450	
General Materials and Supplies	18,800	
Conference and Meeting Expense	5,275	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	7,500	
		327,493
<u>PUBLIC SERVICES</u>		
Salaries	3,500	
Employee Benefits	-0-	
Contractual Services	7,000	
General Materials & Supplies	3,000	
Conference and Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		13,500
<u>ORGANIZED RESEARCH</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		-0-

EDUCATIONAL FUNDINDEPENDENT OPERATIONS

	<u>Appropriations</u>	<u>Total</u>
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		-0-

OPERATION AND MAINTENANCE OF PLANT

Salaries	432,177	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	27,280	
Capital Outlay	-0-	
Other	-0-	
		459,457

GENERAL ADMINISTRATION

Salaries	237,541	
Employee Benefits	-0-	
Contractual Services	5,300	
General Materials and Supplies	66,900	
Conference and Meeting Expense	10,625	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	3,000	
		323,366

INSTITUTIONAL SUPPORT

Salaries	111,202	
Employee Benefits	157,460	
Contractual Services	36,522	Includes In-Service.
General Materials and Supplies	10,000	
Conference and Meeting Expense	8,350	
Fixed Charges	9,000	
Utilities	-0-	
Capital Outlay	123,246	
Other	134,278	
Provision for Contingency	124,760	
		714,818

GRAND TOTAL

\$ 4,128,802

1981-82 ESTIMATED CURRENT BUDGETED EXPENDITURES

OPERATIONS, BUILDING AND MAINTENANCE FUND

	<u>Appropriations</u>	<u>Total</u>
<u>OPERATION AND MAINTENANCE OF PLANT</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	46,100	
General Materials and Supplies	55,000	
Conference and Meeting Expense	950	
Fixed Charges	-0-	
Utilities	321,100	
Capital Outlay	13,000	
Other	-0-	
		436,150
<u>GENERAL ADMINISTRATION</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
		-0-
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expense	-0-	
Fixed Charges	1,000	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
Provision for Contingency	<u>30,000</u>	
		31,000
<u>GRAND TOTAL</u>		<u>\$ 467,150</u>

1981-82 ESTIMATED CURRENT BUDGETED REVENUES

OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)

<u>REVENUE BY SOURCE</u>	<u>Revenue</u>	<u>Total</u>
Local Governmental Sources		
Sale of Bonds	-0-	
Other	-0-	-0-
State Governmental Sources		
Other	-0-	-0-
Federal Governmental Sources		
Title VI	-0-	
H.E.W. Grant	-0-	
Other	-0-	
Other Sources		
Sales and Service Fees	-0-	
Facilities Revenue	-0-	
Interest on Investments	50,000	
Non-Gov't. Gifts, Grants and Bequests	-0-	
Other Revenue	-0-	
Transfer from Operations, Building and Maintenance Fund	-0-	<u>50,000</u>
GRAND TOTAL		<u>\$ 50,000</u>

1981-82 ESTIMATED CURRENT BUDGETED EXPENDITURES

OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)

	<u>Appropriations</u>	<u>Total</u>
INSTITUTIONAL SUPPORT		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expense	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	200,000	
Other	-0-	
Provision for Contingency	-0-	<u>200,000</u>
GRAND TOTAL		<u>\$ 200,000</u>

1981-82 ESTIMATED CURRENT BUDGETED REVENUE

<u>BOND AND INTEREST FUND #1 REVENUE BY SOURCE</u>	<u>Revenue</u>	<u>Totals</u>
<u>Local Governmental Sources</u>		
1980 Taxes	254,868	
1/2 of 1981 Taxes	127,434	
Back Taxes	-0-	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Other	-0-	382,302
<u>State Governmental Sources</u>		
Replacement of Personal Property Tax	36,695	36,695
<u>Other Sources</u>		
Interest on Investments	15,000	
Other Revenue	-0-	15,000
<u>GRAND TOTAL</u>		<u>\$ 433,997</u>

1981-82 ESTIMATED CURRENT BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND #1</u>	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal Retired	250,000	
Interest on Bonds	41,563	
Service Charge	-0-	
Other	500	292,063
<u>GRAND TOTAL</u>		<u>\$ 292,063</u>

SAUK VALLEY COLLEGE

EDUCATIONAL FUND

ART I: ESTIMATED REVENUE 1981-82

00-000-400 EDUCATIONAL FUND

00-000-410 Local Governmental Sources

100-000-411-01	- 1980 Taxes (700,498,000 @ 12¢)	\$ 840,598
100-000-411-02	- 1981 Taxes $\frac{1}{2}$ (700,498,000 @ 12¢)	420,299*
100-000-414	- Charge-Back Revenue	14,500
		\$ 1,275,397

00-000-420 State Governmental Sources

100-000-421 - State Apportionment

Based on FY '80 enrollment - 49,681 hrs. 1,341,651 1,341,651

100-000-422 - Vocational Technical Education

<i>100-000-422</i>	<i>- Regular Reimbursement</i>	<i>115,000</i>
<i>100-000-422-02</i>	<i>- Equipment Reimbursement</i>	<i>37,500</i>
		<i>152,500</i>

100-000-427 - Replacement of Corporate
Personal Property Tax (\$187,697) 120,802 120,802

100-000-429 - State Work Study 10,600 10,600

00-000-430 Federal Governmental Sources

100-000-434 - HEW Title II	2,000
100-000-439-02 - Federal Work Study	170,658
100-000-439-03 - Other Federal	<u>3,017</u>
	175,675

00-000-440 Student Tuition and Fees

100-000-441-01 - Summer 1981	116,630
100-000-441-02 - Fall 1981	491,230
100-000-441-03 - Spring 1982	<u>464,999</u>
	1,072,859
100-000-442-01 - Graduation Fees	1,000
100-000-442-04 - Transcript Fees	1,100
100-000-442-09 - Public Services Income	13,500
	15,600

00-000-460 *Rental of Facilities*

100-000-460-02 - Kitchen Facilities 15,000 15,000

00-000-470 Interest on Investments

00-000-499 Other Revenue 400 400

Realty tax receipts for the prior calendar year (1980) are usually received during June and December of the following calendar year (1981). The enclosed budget for Sauk Valley College will accrue one-half (1/2) of the 1981 taxes to be received during June of 1982.

SAUK VALLEY COLLEGE

EDUCATIONAL FUND

PART II: ESTIMATED EXPENDITURES 1981-82

<u>110-000-000</u>	<u>INSTRUCTION</u>		<u>\$ 2,126,130</u>
<u>110-100-000</u>	<u>DIVISION OF BUSINESS</u>		
110-100-513	- Salaries - Full Time	\$ 138,956	
110-100-530	- Contractual Services	4,865	
110-100-543	- General Materials & Supplies	1,650	
110-100-550	- Conference & Meeting Expense	1,425	<u>146,896</u>
<u>110-117-000</u>	<u>FOOD SERVICES</u>		
110-117-530	- Contractual Services	300	
110-117-543	- General Materials & Supplies	1,000	
110-117-550	- Conference & Meeting Expense	225	<u>1,525</u>
<u>110-200-000</u>	<u>DIVISION OF AGRICULTURE</u>		
110-200-513	- Salaries - Full Time	22,042	
110-200-530	- Contractual Services	100	
110-200-543	- General Materials & Supplies	1,160	
110-200-550	- Conference & Meeting Expense	445	<u>23,747</u>
<u>110-300-000</u>	<u>DIVISION OF INDUSTRIAL EDUCATION</u>		
110-300-513	- Salaries - Full Time	143,345	
110-300-530	- Contractual Services	3,325	
110-300-543	- General Materials & Supplies	22,176	
110-300-550	- Conference & Meeting Expense	3,785	<u>172,631</u>
<u>110-310-000</u>	<u>COSMETOLOGY</u>		
110-310-538	- Contractual Services	45,000	
110-310-543	- General Materials & Supplies	100	
110-310-550	- Conference & Meeting Expense	75	<u>45,175</u>
<u>110-316-000</u>	<u>HUMAN SERVICES</u>		
110-316-530	- Contractual Services	500	
110-316-543	- General Materials & Supplies	1,800	
110-316-550	- Conference & Meeting Expense	475	<u>2,775</u>
<u>110-400-000</u>	<u>DIVISION OF SOCIAL SCIENCE</u>		
110-400-513	- Salaries - Full Time	109,939	
110-400-543	- General Materials & Supplies	2,800	
110-400-550	- Conference & Meeting Expense	1,325	<u>114,064</u>

110-418-000 CRIMINAL JUSTICE

110-418-513	- Salaries - Full Time	41,449
110-418-530	- Contractual Services	650
110-418-543	- General Materials & Supplies	2,671
110-418-550	- Conference & Meeting Expense	<u>1,900</u>
		46,670

110-419-000 LIBRARY TECHNOLOGY

110-419-543	- General Materials & Supplies	<u>350</u>	350
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110-420-000 FIRE SCIENCE

110-420-530	- Contractual Services	100
110-420-543	- General Materials & Supplies	825
110-420-550	- Conference & Meeting Expense	<u>200</u>
		1,125

110-500-000 DIVISION OF HUMANITIES

110-500-513	- Salaries - Full Time (Humanities)	222,343
110-500-530	- Contractual Services (Humanities)	350
110-500-543	- General Materials & Supplies (Humanities)	2,800
110-500-550	- Conference & Meeting Expense (Humanities)	<u>2,170</u>
		227,663
110-511-513	- Salaries - Full Time (Art)	21,487
110-511-530	- Contractual Services (Art)	200
110-511-543	- General Materials & Supplies (Art)	700
110-511-550	- Conference & Meeting Expense (Art)	<u>130</u>
		22,517
110-512-513	- Salaries - Full Time (Music)	42,458
110-512-530	- Contractual Services (Music)	1,100
110-512-543	- General Materials & Supplies (Music)	1,300
110-512-550	- Conference & Meeting Expense (Music)	<u>310</u>
		45,168

110-600-000 DIVISION OF MATH SCIENCE

110-600-513	- Salaries - Full Time	167,644
110-600-530	- Contractual Services	3,400
110-600-543	- General Materials & Supplies	10,660
110-600-550	- Conference & Meeting Expense	<u>1,010</u>
		182,714

110-711-000 MED. LAB. TECHNOLOGY

110-711-513	- Salaries - Full Time	41,318
110-711-530	- Contractual Services	800
110-711-543	- General Materials & Supplies	14,325
110-711-550	- Conference & Meeting Expense	<u>1,500</u>
		57,943

110-712-000 AD NURSING

110-712-513	- Salaries - Full Time	55,128	
110-712-516	- Salaries - Office Staff	9,527	
110-712-530	- Contractual Services	275	
110-712-543	- General Materials & Supplies	2,525	
110-712-550	- Conference & Meeting Expense	<u>1,875</u>	69,330

110-713-000 LP NURSING

110-713-513	- Salaries - Full Time	104,401	
110-713-530	- Contractual Services	600	
110-713-543	- General Materials & Supplies	2,550	
110-713-550	- Conference & Meeting Expense	<u>1,750</u>	109,301

110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513	- Salaries - Full Time	23,307	
110-714-530	- Contractual Services	450	
110-714-543	- General Materials & Supplies	3,650	
110-714-550	- Conference & Meeting Expense	<u>2,400</u>	29,807

110-715-000 DIVISION OF PHYSICAL EDUCATION

110-715-513	- Salaries - Full Time	39,166	
110-715-530	- Contractual Services	200	
110-715-543	- General Materials & Supplies	2,510	
110-715-550	- Conference & Meeting Expense	<u>780</u>	42,656

110-716-000 NURSING ASSISTANT

110-716-530	- Contractual Services	300	
110-716-543	- General Materials & Supplies	700	
110-716-550	- Conference & Meeting Expense	<u>100</u>	1,100

110-800-000 INSTRUCTIONAL PROGRAM ADMINISTRATION

110-800-514-04	- Salaries - Summer Session	45,000	
110-800-514-05	- Salaries - Summer Session	48,200	
110-800-514-06	- Salaries - Summer Session	13,000	
110-800-516	- Salaries - Secretarial	27,219	
110-800-518-01	- Student Employees - Federal	12,932	
110-800-530-01	- Contractual (WORKROOM)	2,200	
110-800-530-02	- Contractual (UNALLOCATED)	1,650	
110-800-542	- General Materials & Supplies (WORKROOM)	1,000	
110-800-543-01	- General Materials & Supplies (FACULTY OFFICE)	600	
110-800-543-02	- General Materials & Supplies (INSTITUTIONAL COMMITTEES)	200	
110-800-544	- Tuition Reimbursement	<u>6,600</u>	158,601

110-811-000 ASS'T. DEAN OF ARTS AND SOCIAL SCIENCES

110-811-511	- Salaries - Administrative	28,500
110-811-514	- Salaries - Instructional - Part-time	35,000
110-811-516	- Salaries - Secretarial	10,385
110-811-518-01	- Salaries - Student Employees -Fed.	5,800
110-811-541	- General Materials & Supplies	800
110-811-550	- Conference & Meeting Expense	800
		<u>81,285</u>

110-812-000 ASS'T. DEAN OF BUSINESS & TECHNOLOGY

110-812-511	- Salaries - Administrative	30,000
110-812-514	- Salaries - Instructional - Part-time	84,031
110-812-516	- Salaries - Secretarial	12,261
110-812-518-01	- Salaries - Student Employees -Fed.	11,256
110-812-541	- General Materials & Supplies	1,000
110-812-550	- Conference & Meeting Expense	1,200
		<u>139,748</u>

110-813-000 ASS'T. DEAN OF COMMUNITY & EXTENSION SERVICES

110-813-511	- Salaries - Administrative	27,500
110-813-514-01	- Instructional Salaries	102,000
110-813-514-02	- Community Services Coordinators	8,000
110-813-516	- Salaries - Secretarial	9,617
110-813-518-01	- Salaries - Student Employees -Fed.	3,655
110-813-530	- Contractual Services	3,500
110-813-543	- General Materials & Supplies	3,500
110-813-550	- Conference & Meeting Expense	2,000
		<u>159,772</u>

110-814-000 ASS'T. DEAN OF HEALTH & NATURAL SCIENCES

110-814-511	- Salaries - Administrative	30,000
110-814-514	- Salaries - Instructional - Part-time	73,812
110-814-518-01	- Salaries - Student Employees -Fed.	13,596
110-814-530	- Contractual Services	200
110-814-541	- General Materials & Supplies	800
110-814-550	- Conference & Meeting Expense	600
		<u>119,008</u>

110-815-000 ACADEMIC SKILLS CENTER

110-815-513	- Salaries - Full Time	64,472
110-815-530	- Contractual Services	400
110-815-543	- General Materials & Supplies	3,600
110-815-550	- Conference & Meeting Expense	800
		<u>69,272</u>

110-816-000 HONORS PROGRAM

110-816-530	- Contractual Services	100
110-816-543	- General Materials & Supplies	100
110-816-550	- Conference & Meeting Expense	510
		<u>710</u>

110-818-000 DEAN OF INSTRUCTION

110-818-511	- Salaries - Administrative	35,500
110-818-516	- Salaries - Secretarial	11,377
110-818-518-03	- Student Tutors	5,000
110-818-530	- Contractual Services	200
110-818-541	- General Materials & Supplies	1,000
110-818-550	- Conference & Meeting Expense	1,500
		<u>54,577</u>

<u>120-000-000</u>	<u>ACADEMIC SUPPORT (Learning Resource Center)</u>	<u>\$ 164,038</u>
120-000-512	- Salaries - Professional	66,002
120-000-516	- Salaries - Secretarial	30,511
120-000-518-01	- Student Employees - Federal	13,000
120-000-530	- Contractual Services	4,235
120-000-544-01	- Library Supplies	10,750
120-000-544-02	- Audio Visual Supplies	7,040
120-000-544-03	- Xerox Supplies	2,000
120-000-545	- Library Books	30,000
120-000-550	- Conference & Meeting Expense	<u>500</u>
		<u>164,038</u>
<u>130-000-000</u>	<u>STUDENT SERVICES AND AIDS</u>	<u>\$ 327,493</u>
<u>131-000-000</u>	<u>Admissions and Records</u>	
131-000-512	- Salaries - Professional	27,000
131-000-516	- Salaries - Secretarial	35,818
131-000-518-01	- Student Employees - Federal	4,958
131-000-530	- Contractual Services	3,150
131-000-541	- General Materials & Supplies	6,000
131-000-550	- Conference & Meeting Expense	<u>425</u>
		<u>77,351</u>
<u>132-000-000</u>	<u>Counseling and Testing</u>	
132-000-512	- Salaries - Professional	58,931
132-000-516	- Salaries - Secretarial	<u>9,942</u>
		<u>68,873</u>
<u>133-000-541</u>	<u>Health Services - Materials</u>	<u>300</u>
<u>134-000-000</u>	<u>Financial Aids</u>	
134-000-512	- Salaries - Professional	27,798
134-000-516	- Salaries - Secretarial	<u>19,247</u>
		<u>47,045</u>
<u>138-000-000</u>	<u>Administration of Student Services & Aids</u>	
138-000-511	- Salaries - Administrative	33,561
138-000-516	- Salaries - Secretarial	12,268
138-000-518-01	- Student Employees - Federal	51,100
138-000-519	- Other Salaries (Coaching)	11,845
138-000-530	- Contractual Services	300
138-000-541	- General Materials & Supplies	12,000
138-000-544	- Student Recruitment	1,500
138-000-549	- Commencement	6,000
138-000-550	- Conference & Meeting Expense	<u>4,750</u>
		<u>133,324</u>
<u>139-000-000</u>	<u>Veterans Grant Program</u>	
139-000-541	- General Materials & Supplies	500
139-000-550	- Conference & Meeting Expense	<u>100</u>
		<u>600</u>

<u>140-000-000</u>	<u>PUBLIC SERVICES</u>		<u>\$ 13,500</u>
140-000-514-02	- Salaries	3,500	
140-000-530	- Contractual Services	7,000	
140-000-543	- General Materials & Supplies	<u>3,000</u>	<u>13,500</u>
<u>170-000-000</u>	<u>OPERATION AND MAINTENANCE OF PLANT</u>		<u>\$ 459,457</u>
171-000-517	- Salaries - Services Staff	350,177	
171-000-518-01	- Student Employees - Federal	82,000	
176-000-575	- Telephone	<u>27,280</u>	<u>459,457</u>
<u>181-000-000</u>	<u>GENERAL ADMINISTRATION</u>		<u>\$ 323,366</u>
<u>181-000-000</u>	<u>President's Office</u>		
181-000-511	- Salaries - Administrative	48,500	
181-000-516	- Salaries - Secretarial	14,995	
181-000-518-01	- Student Employees - Federal	2,096	
181-000-530	- Contractual Services	1,000	
181-000-541	- General Materials & Supplies	2,000	
181-000-550	- Conference & Meeting Expense	2,500	
181-000-556	- Special Affairs	3,000	
181-000-559	- Other Conf. & Meeting Exp.	<u>4,300</u>	<u>78,391</u>
<u>182-000-000</u>	<u>Business Office</u>		
182-000-511	- Salaries - Administrative	39,550	
182-000-512	- Salaries - Professional	28,589	
182-000-516	- Salaries - Secretarial	58,285	
182-000-518-01	- Student Employees - Federal	15,276	
182-000-530	- Contractual Services	4,300	
182-000-541	- General Materials & Supplies	9,000	
182-000-550	- Conference & Meeting Expense	<u>3,025</u>	<u>158,025</u>
<u>183-000-000</u>	<u>Public Information</u>		
183-000-511	- Salaries - Administrative	28,250	
183-000-516	- Salaries - Secretarial	2,000	
183-000-547	- General Materials & Advertising	55,900	
183-000-550	- Conference & Meeting Expense	<u>800</u>	<u>86,950</u>

190-000-000 INSTITUTIONAL SUPPORT \$ 714,818

191-000-000 Board of Trustees

\$ 714,818

191-000-531	- Contractual - Auditing & Legal	8,000
191-000-549	- Other General Supplies (Election)	3,000
191-000-550	- Conference & Meeting Expense	1,700
		12,700

192-000-000 Institutional Expense

192-000-516	- Salaries - Secretarial	10,109
192-000-518-01	- Student Employees - Federal	3,640
192-000-521	- Group Medical & Life Insurance	157,460
192-000-530-03	- In-Service-Training	5,000
192-000-539	- UNALLOCATED Contractual	2,100
192-000-543	- Supplies (FACULTY ASSOCIATION)	200
192-000-544	- Postage	36,000
192-000-546	- Publications/Dues	6,000
192-000-547	- Advertising	550
192-000-554	- Recruitment	3,000
		224,059

192-000-560 Fixed Charges

192-000-565 - General Insurance 9,000 9,000

192-000-580 Capital Outlay

192-000-585 - *Equipment* **123,246** **123,246**

192-000-593 Tuition Charge Back

194-000-541 - General Materials & Supplies 500 500

195-000-000 Data Processing Services

195-000-512	- Salaries - Professional	51,415
195-000-516	- Salaries - Secretarial	10,730
195-000-518-01	- Student Employees - Federal	4,288
195-000-530	- Contractual Services	21,322
195-000-541	- General Materials & Supplies	5,200
195-000-550	- Conference & Meeting Expense	4,150
195-000-562	- Rental of NCR & IBM Equipment	63,728
		160,833

196-000-000 *Planning & Development*

196-000-512	- Salaries - Professional	31,020
196-000-543	- General Materials & Supplies	1,000
196-000-550	- Conference & Meeting Expense	2,000
		34,020

197-000-000 **Affirmative Action**

197-000-530	- Contractual Services	100
197-000-543	- General Materials & Supplies	100
197-000-550	- Conference & Meeting Expense	<u>500</u>
		700

199-000-600 Provision for Contingencies

124,760

TOTAL BUDGET EDUCATIONAL FUND \$ 4,128,802

PART III: SUMMARY

<i>Balance on hand July 1, 1981</i>	<i>\$ 10,924</i>
<i>Revenue</i>	<i>4,210,484</i>
<i>Less Expenditures</i>	<i><u>4,128,802</u></i>
<i>Excess of Revenue over Expenditures</i>	<i><u>81,682</u></i>
<i>Estimated balance on hand June 30, 1982</i>	<i><u>\$ 92,606</u></i>

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1981-82

200-000-400 OPERATIONS, BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411-01 - 1980 Taxes \$ 210,150
(700,498,000 @ 3¢)
200-000-411-02 - 1981 Taxes $\frac{1}{2}$ (700,498,000 @ 3¢) 105,075* 315,225

200-000-420 State Governmental Sources

- 200-000-427 - Replacement of Corporate
Personal Property Tax (\$187,697) 30,200 30,200

200-000-470 Interest on Investment 100

200-000-499 Miscellaneous Revenue 1,100 1,100

TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND \$ 346,625

* Realty tax receipts for the prior calendar year (1980) are usually received during June and December of the following calendar year (1981). The enclosed budget for Sauk Valley College will accrue one-half (1/2) of the 1981 taxes to be received during June of 1982.

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART II: ESTIMATED EXPENDITURES 1981-82

200-000-000 OPERATIONS, BUILDING AND MAINTENANCE FUND

270-000-000 Operation and Maintenance of Plant

270-000-544	- General Materials & Supplies	\$ 55,000	
270-000-550	- Conference & Meeting Expense	<u>950</u>	\$ 55,950

270-000-580 Capital Outlay

270-000-587	- Additional Equipment	<u>13,000</u>	13,000
271-000-530	- Contractual Services	<u>46,100</u>	46,100
276-000-571	- Gas	<u>138,350</u>	138,350
276-000-573	- Electricity	<u>182,750</u>	182,750

290-000-000 Institutional Support

292-000-560 Fixed Charges

292-000-561	- Rental	<u>1,000</u>	1,000
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299-000-600 Provision for Contingencies

		<u>30,000</u>	30,000
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TOTAL BUDGET OPERATIONS, BUILDING AND MAINTENANCE FUND

\$ 467,150

PART III: BUDGET SUMMARY

<i>Balance on hand July 1, 1981</i>	<i>\$ 99,116</i>
<i>Revenue</i>	<i>\$ 346,625</i>
<i>Less Expenditures</i>	<i><u>467,150</u></i>
<i>Excess of Revenue over Expenditures</i>	<i>(120,525)</i>
<i>Estimated balance on hand June 30, 1982</i>	<i><u>\$ (21,409)</u></i>

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)

PART I: ESTIMATED REVENUE 1981-82

Other Sources

300-000-470	Interest on Investments	\$ 50,000
300-000-499	Other Revenue	<u>-0-</u>
		<u>\$ 50,000</u>
TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)		<u>\$ 50,000</u>

PART II: ESTIMATED EXPENDITURES 1981-82

INSTITUTIONAL SUPPORT

<u>390-000-580</u>	<u>Capital Outlay</u>	
390-000-582	Site Improvement	20,000
390-000-583	New Buildings & Additions	10,000
390-000-584	Building Improvements	120,000
390-000-585	Equipment - Office	20,000
390-000-586	Equipment - Instructional	10,000
390-000-587	Equipment - Service	10,000
390-000-589	Other Capital Outlay	<u>10,000</u>
		<u>\$ 200,000</u>
TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED)		<u>\$ 200,000</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1981	\$ 961,493
Revenue	\$ 50,000
Less Expenditures	<u>200,000</u>
Excess of Revenue over Expenditures	<u>(150,000)</u>
Estimated balance on hand June 30, 1982	<u>\$ 811,493</u>

SAUK VALLEY COLLEGE

BOND AND INTEREST FUND #1

PART I: ESTIMATED REVENUE 1981-82

400-000-410 Local Governmental Sources

400-000-411-01 - 1980 Taxes (700,498,000 @ .0363)	\$ 254,868
400-000-411-02 - 1981 Taxes $\frac{1}{2}$ (700,498,000 @ .0363)	<u>127,434*</u> \$ 382,302

400-000-420 State Governmental Sources

400-000-427 - Personal Property Tax Replacement	<u>36,695</u> 36,695
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400-000-470 Other Sources

400-000-470 - Interest on Investments	<u>15,000</u> 15,000
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TOTAL BOND AND INTEREST FUND #1 REVENUE \$ 433,997

* Realty tax receipts for the prior calendar year (1980) are usually received during June and December of the following calendar year (1981). The enclosed budget for Sauk Valley College will accrue one-half (1/2) of the 1981 taxes to be received during June of 1982.

PART II: ESTIMATED EXPENDITURES 1981-82

INSTITUTIONAL SUPPORT

490-000-560 Fixed Charges

490-000-563 - Debt Principal Retirement	\$ 250,000
490-000-564 - Interest	41,563
490-000-569 - Other Fixed Charges	<u>500</u> <u>292,063</u>

TOTAL BOND AND INTEREST FUND #1 EXPENDITURES \$ 292,063

PART III: BUDGET SUMMARY

Balance on hand July 1, 1981	\$ 268,284
Revenue	\$ 433,997
Less Expenditures	<u>292,063</u>
Excess of Revenue over Expenditures	<u>141,934</u>
Estimated balance on hand June 30, 1982	<u>\$ 410,218</u>

SAUK VALLEY COLLEGE

WORKING CASH FUND

PART I: ESTIMATED REVENUE 1981-82

700-000-470 Other Sources

700-000-415	Sale of Bonds	\$ 500,000
700-000-470	Investment Income	<u>35,000</u>
TOTAL WORKING CASH FUND REVENUE		<u>\$ 535,000</u>

PART II: ESTIMATED EXPENDITURES 1981-82

790-000-500 Institutional Support

790-000-564	Interest Expense	\$ 37,500
790-000-569	Miscellaneous Expense	<u>1,000</u>
TOTAL WORKING CASH FUND EXPENDITURES		<u>\$ 38,500</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1981	\$ 1,267,326
Revenue	\$ 535,000
Less Expenditures	<u>38,500</u>
Excess of Revenue over Expenditures	<u>496,500</u>
Estimated balance on hand June 30, 1982	<u>\$ 1,763,826</u>

SAUK VALLEY COLLEGE

INSURANCE FUND (SPECIAL)

PART I: ESTIMATED REVENUE 1981-82

800-000-410 Local Governmental Sources

800-000-411	1980 Taxes (700,498,000 @ .00828)	\$ 58,00	<u>\$ 58,000</u>
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TOTAL INSURANCE FUND (SPECIAL) REVENUE	<u>\$ 58,000</u>
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PART II: ESTIMATED EXPENDITURES 1981-82

892-000-000 Institutional Support

892-000-523	Workmen's Compensation	\$ 18,000
892-000-526	Tort Liability	10,000
892-000-527	Unemployment Compensation	21,000
892-000-531	Audit Costs	<u>9,000</u>

TOTAL INSURANCE FUND (SPECIAL) EXPENDITURES	<u>\$ 58,000</u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1981	\$ 9,842
Revenue	\$ 58,000
<i>Less Expenditures</i>	<u>58,000</u>
<i>Excess of Revenue over Expenditures</i>	<u>-0-</u>
<i>Estimated balance on hand June 30, 1982</i>	<u>\$ 9,842</u>

SAUK VALLEY COLLEGE BOOKSTORE

Budget for 1981-82

PART I: REVENUE

SALES:

Textbooks	\$ 230,200
Supplies	34,200
Miscellaneous	20,200
Paperbacks	9,000
Used Books	17,400
Other Income	100
Investment Income	1,000
Sales Tax Collected	<u>14,900</u>
	\$ 327,000

Less Cost of Sales:

Textbooks	184,100
Supplies	23,900
Miscellaneous	15,100
Paperbacks	6,100
Used Books	13,000
Sales Tax Paid	<u>14,600</u>
	<u>256,800</u>

ESTIMATED GROSS PROFIT \$ 70,200

PART II: EXPENDITURES

Salaries & Wages	22,550
Employee Benefits	900
Transportation	5,750
Equipment	3,000
Supplies	1,700
Travel	1,700
Telephone	300
Dues & Subscriptions	300
Auditing & Legal	300
Other Expenses	<u>1,200</u>
	<u>37,700</u>

EXCESS REVENUE OVER EXPENDITURES \$ 32,500

PART III: BUDGET SUMMARY

Fund Equity July 1, 1981	\$ 250,598
Revenue	\$ 327,000
Less Expenditures	<u>294,500</u>
Excess Revenue over Expenditures	<u>32,500</u>
Estimated Fund Equity, June 30, 1982	<u>\$ 283,098</u>

RESTRICTED PURPOSES FUND

PART I ESTIMATED REVENUE

	<u>1980-81</u>	<u>1981-82</u>
<u>#201 Comprehensive Fee Income</u>	<u>\$ 49,681</u>	<u>\$ 56,000</u>
<u>Income from Admissions to Student Activities</u>		
#202 Athletics	500	700
#203 Drama & Readers		
Theatre	1,600	1,000
#204 Cultural Events	3,925	4,000
#205 Newspaper	<u>400</u>	<u>300</u>
	<u>6,425</u>	<u>6,000</u>
TOTAL ESTIMATED REVENUE	<u>\$ 56,106</u>	<u>\$ 62,000</u>

RESTRICTED PURPOSES FUND

PART II: ESTIMATED EXPENDITURES

1980-81

1981-82

#251 - Athletics (Palumbo)
#252A - Athletics (Cross Country)
#252B - Athletics (Track)
#253 - Athletics (Golf)
#254A - Athletics (Wrestling)
#254B - Athletics (Baseball)

Athletics

Officials	1,570	2,010
Travel	6,665	7,760
Meals and Hotel	4,390	4,925
Awards	700	425
Insurance	1,200	1,250
Banquet	250	310
Dues and Fees	<u>725</u>	<u>820</u>
	15,500	17,500

Rentals

Baseball	-0-	200
Golf	310	325
Tennis	200	200
Indoor Track	<u>-0-</u>	<u>200</u>
	510	925

Supplies and Cleaning

Basketball	650	120
Baseball	550	425
Golf	150	225
Indoor Track	-0-	200
Tennis	220	235
Outdoor Track	-0-	200
Wrestling	175	-0-
Cross Country Track	<u>-0-</u>	<u>400</u>
	1,745	1,805

Miscellaneous

Scouting	130	120
Basketball Clinic	150	150
Wrestling Clinic	<u>50</u>	<u>-0-</u>
	330	270

	<u>1980-81</u>	<u>1981-82</u>
#256 - Cheerleaders and Pom Pon		
Junior High Cheerleaders Clinic	100	50
Travel and Meals	250	300
Uniforms	<u>20</u>	<u>500</u>
	370	850
#257 - Speech Activities		
Readers Theatre		
Supplies	150	150
Sets and Costumes	668	400
Publicity	<u>36</u>	<u>50</u>
	854	600
Tournaments		
Dues and Fees	300	350
Royalties	10	20
Transportation	1,100	990
Meals	710	940
Lodging	<u>526</u>	<u>900</u>
	<u>2,646</u>	<u>3,200</u>
	<u>3,500</u>	<u>3,800</u>
#258 - Drama		
Royalties	550	550
Publicity	200	200
Sets and Costumes	750	1,150
Rentals	80	100
Equipment	240	250
Supplies	280	350
Summer Theatre	<u>300</u>	<u>300</u>
	2,400	2,900
#259 - Music		
Travel	1,350	1,350
Meals	850	850
Cleaning and Miscellaneous	100	100
Workshop Travel	200	200
Tailoring	<u>-0-</u>	<u>700</u>
	2,500	3,200

1980-811981-82#260 - Student Activities

Leadership	450	300
Fine Arts	2,300	2,700
Pop Entertainment	2,300	2,700
Speakers	2,300	2,700
Wages	250	300
Publicity	1,000	700
Miscellaneous	550	600
	<u>9,150</u>	<u>10,000</u>

#262 - Student Newspaper

	<u>3,000</u>	<u>3,000</u>	<u>2,400</u>	<u>2,400</u>
--	--------------	--------------	--------------	--------------

#264 - Associated Student Board

Supplies	150	50
Publicity	250	50
Special Events	1,000	800
Miscellaneous	490	100
	<u>1,890</u>	<u>1,000</u>

#266 - Women's Intercollegiate ActivitiesAthletics

Officials	2,500	2,800
Travel	2,000	3,200
Meals	2,500	3,000
Insurance	700	800
Dues and Fees	375	400
Awards	580	600
Banquet	350	350
Rentals	116	300
	<u>9,121</u>	<u>11,450</u>

Supplies

First Aid	350	350
Tennis	-0-	150
Volleyball	-0-	100
Basketball	-0-	200
Softball	-0-	200
Track	-0-	100
Uniforms	600	600
Miscellaneous	-0-	100
	<u>950</u>	<u>1,800</u>

	<u>1980-81</u>	<u>1981-82</u>		
<u>Tournaments</u>				
Tennis	450	450		
Volleyball	120	120		
Basketball	<u>480</u>	<u>480</u>		
	1,050	1,050		
<u>Sectionals</u>				
Tennis	100	100		
Volleyball	<u>200</u>	<u>200</u>		
	300	300		
	<u>11,421</u>	<u>14,600</u>		
<u>#268 - Intramurals - Coed</u>				
Awards	100	100		
Officials	150	150		
Supplies	<u>50</u>	<u>50</u>		
	300	300		
<u>#270 - Clubs</u>	<u>1,500</u>	<u>1,500</u>	<u>500</u>	<u>500</u>
<u>#271 - Film Commission</u>	<u>1,000</u>	<u>1,000</u>	<u>500</u>	<u>500</u>
<u>#272 - Art Exhibitions</u>	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>
<u>#298 - Equipment</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<u>#299 - Non-Budgeted Contingencies</u>	<u>720</u>	<u>720</u>	<u>1,180</u>	<u>1,180</u>
TOTAL ESTIMATED EXPENDITURES	<u>\$ 56,106</u>		<u>\$ 62,000</u>	

PART III: BUDGET SUMMARY

<i>Balance on hand July 1, 1981</i>	<i>\$ 16,597</i>
<i>Revenue</i>	<i>\$ 62,000</i>
<i>Less Expenditures</i>	<i><u>62,000</u></i>
<i>Excess of Revenue over Expenditures</i>	<i><u>-0-</u></i>
<i>Estimated balance on hand June 30, 1982</i>	<i><u>\$ 16,597</u></i>

SAUK VALLEY COLLEGE

CHILD CARE CENTER

1981-82

PART I: ESTIMATED REVENUE

<i>Fees</i>	\$ 15,000
<i>Insurance</i>	200
<i>Contributions</i>	<u>1,100</u>
TOTAL REVENUE	<u>\$ 16,300</u>

PART II: ESTIMATED EXPENDITURES

Salaries

<i>Director</i>	7,705
<i>Assistant</i>	<u>6,825</u>
Total Salaries	\$ 14,530
<i>Insurance</i>	200
<i>Supplies</i>	1,370
<i>Travel</i>	<u>200</u>
TOTAL EXPENDITURES	<u>\$ 16,300</u>

For Board Meeting of
September 14, 1981

Agenda Item F

PERSONNEL RECOMMENDATIONS

An extensive search has been completed for the Director of Planning and Resource Development. After reviewing 48 applications and interviewing seven candidates on campus, we recommend the appointment of Mrs. Karen Shapton for this position.

RECOMMENDATION: It is recommended that the Board confirm the appointment of Karen Shapton as Director of Planning and Resource Development at an annual salary of \$27,500 prorated to an effective beginning date of September 16, 1981.

SAUK VALLEY COLLEGE

RECOMMENDATION FOR STAFF APPOINTMENT

NAME: Karen Shapton

SOCIAL SECURITY #:

ADDRESS:

TELEPHONE #:

Street

Claremont

CA 91711

DATE: September 4, 1981

City

State

PRESENT POSITION: Coordinator of R. D. and Research Pasadena City College

RECOMMENDED POSITION AT THE COLLEGE: Dir. of Planning and R. D.
Type of Position

EFFECTIVE DATE OR PERIOD: FROM: September 16 TO: June 30, 1982

BASIS OF EMPLOYMENT: FULL-TIME: X PART-TIME: OTHER:

POSITION ON SALARY PLAN: Administrative Salary- Directors Level SALARY: \$27,500
Rank/Level Step

CONDITIONS OF EMPLOYMENT: Salary amount prorated for 9.5 months = \$21,771

BIOGRAPHIC DATA

EDUCATION: HIGHEST DEGREE EARNED: Masters of Science DATE: 1968
M.B.A. Marketing Management- University of CA (near completion)

M.S. Library Science- Syracuse University (1968)

A.B. Math Economics- Mt. Holyoke College

EXPERIENCE: Coordinator of Resource Development and Research
Pasadena City College, Pasadena, California, 1979-81
Librarian, Pasadena City Colleges, 1976-79
Librarian, Value Engineering Co. and Pomona Public Library

OTHER:

STAFF RECOMMENDATION: DATE:
Signature

DEANS RECOMMENDATION: DATE:
Signature

PRESIDENTS RECOMMENDATION FOR BOARD APPROVAL: W. H. Gamm DATE: 9/4/81
Signature

APPROVED: DATE:
Signature of President or Board Action

RESUME

KAREN SHAPTON

Claremont, CA 91711

Telephone Home:

Business:

POSITION OBJECTIVE

Leadership position in institutional advancement encompassing the functions of planning, development and marketing.

EXPERIENCE

Pasadena City College, Pasadena, California

Coordinator of Resource Development and Research (3/79 to present)

Established the resource development function at PCC. Responsible for providing leadership for college development including identification of external funding sources, dissemination of information regarding grant and fellowship opportunities, coordination of special project planning and proposal development, administrative coordination for externally funded projects, serving as liaison with local, state, federal and private sector funding agencies, reviewing legislation related to development and research. 18 grant proposals with a potential income of over \$1.2 million were submitted during 1980-81. More than \$700,000 in new external funds have been generated since the Resource Development Office was founded in 1979.

Additional responsibilities include directing and supervising institutional research activities and serving as PCC liaison and projects coordinator for Community Colleges for International Development, a consortium of 9 colleges.

This is a management position formerly reporting directly to the Superintendent-President, now reporting to the V.P. for Administrative Services. PCC is a single campus college enrolling 30,000 credit and non credit students per semester. The college employs about 400 faculty and provides comprehensive transfer and occupational programs.

Librarian (8/76 to 3/79)

Develop procedures and supervise cataloging of library materials. Implement integration of the on-line bibliographic data base and cataloging system, OCLC into technical services operations. Assist faculty, staff and students in conducting library research.

Value Engineering Co. Facility at General Dynamics, Pomona, California

Technical Services Librarian (1/76 to 7/76)

Supervise cataloging and coding of over 100,000 engineering documents for a computerized data base. Acquisitions and reference service for a staff of 25 engineers.

Pomona Public Library, Pomona, California

Librarian (7/73 to 12/75)

General reference and audio visual assignments. Catalog and supervise processing of audiovisual material. Participate in evaluation and selection of library materials.

State University of New York, Potsdam, New York

Programmer/Analyst (9/65 to 8/67)

Systems analyst and computer programmer, IBM 1401 disk computer system. Design and implement student academic records data base and grade report system. Preliminary design of Computer Assisted Instruction system. Instructor of basic computer science courses.

EDUCATION

M.B.A. Marketing Management
(in progress)

University of California
Riverside, CA

44 units of 60 unit program
complete
8 units current enrollment

M.S. Library Science
Syracuse University Scholarship
Research Assistant
Beta Phi Mu Honorary Society

Syracuse University
Syracuse, NY

A.B. Mathematics, Economics

Mt. Holyoke College
S. Hadley, MA

OTHER PROFESSIONAL EDUCATION

Grantsmanship Center, Los Angeles, CA
1 week training program, April 1979

Council for Advancement and Support of Education
Conference on the Educationally Related Foundation
St. Louis, MO, September 1979

National Council for Resource Development
Federal Affairs Workshop
Washington, D.C., December 1979, December 1980

PRESENTATIONS

Libraries & LRC's: How to Survive with Fewer Dollars
Association of California Community College Administrators
Los Angeles, CA, April 1981

Strategic Planning and Marketing
Valencia Community College
Orlando, FL, February 1981

The Community College Foundation: A Marketing Approach
California Council for Resource Development Workshops
Merritt College, Oakland, CA and L.A. Valley College, Los Angeles, CA
November 1980

Start Up Activities for a Community College Foundation
Videotape prepared for the Pasadena City College Foundation Board
of Directors, Pasadena, CA, July 1980

Workshop on Grantswriting
Chaffey Community College
Alta Loma, CA, June 1979

PUBLICATION

"The Community College Foundation: A Marketing Approach" in Building Voluntary Support for the Two-year College, Council for the Advancement and Support of Education, Washington, D.C., 1981.

PROFESSIONAL AFFILIATIONS

National Council for Resource Development (NCRD)
California Council for Resource Development (CCRD)
Association of California Community College Administrators (ACCCA)
Council for the Advancement and Support of Education (CASE)

OTHER PROFESSIONAL ACTIVITIES

CCRD Executive Committee and Region IV (Los Angeles County) coordinator
NCRD Energy Project, Corporate Task Force member
National Science Foundation, CAUSE program, Peer reviewer of proposals

CREDENTIALS

California Community College Supervisory
California Community College Instructor
California Community College Librarian

REFERENCES

Dr. A. Lin Stefurak
Assistant Vice President, Development
Triton College

River Grove, IL 60171
312-456-0300 x538

Dr. Vernon Armstrong
Administrative Dean for Planning and Development
Santa Ana College
Seventeenth at Bristol
Santa Ana, CA 92706
714-667-3341

Dr. Walter A. Henry
Professor of Marketing
University of California
Riverside, CA
714-787-5123

References from Pasadena City College will be supplied upon request.

SAUK VALLEY COLLEGE

RECOMMENDATION FOR STAFF APPOINTMENT

NAME: Nancy Kerr

SOCIAL SECURITY #: _____

ADDRESS: _____

Street

Dixon

Illinois

TELEPHONE #: _____

City

State

DATE: September 11, 1981

PRESENT POSITION: Tri-County Opportunities Council, Rock Falls, Illinois

RECOMMENDED POSITION AT THE COLLEGE: Outreach Counselor, Title XX Project
Type of Position

EFFECTIVE DATE OR PERIOD: FROM: October 1, 1981 To: June 30, 1982

BASIS OF EMPLOYMENT: FULL-TIME: PART-TIME: X OTHER:

Total Salary is for period 10/1/81 to 6/30/82

POSITION ON SALARY PLAN: as per approved Title XX Grant SALARY: \$8455.00
Rank/Level Step

CONDITIONS OF EMPLOYMENT: 28 hours (3/4 time) per week appointment,
effective for length of current grant

BIOGRAPHIC DATA

EDUCATION: HIGHEST DEGREE EARNED: M.S. DATE: 1980

EXPERIENCE: Staff Member - Tri-County Opportunities Council 1981
Social Worker - Lutheran Social Services 1980
Health Educator - Family Planning Service 1980
Counselor - Illinois State University 1979

OTHER: Graduate Assistant - Illinois State University 1979
Counselor - Planned Parenthood 1979-1980

STAFF RECOMMENDATION: Alan J. Henderson DATE: 9/14/81
Signature

DEANS RECOMMENDATION: John E. Dugme DATE: 9/14/81
Signature

PRESIDENTS RECOMMENDATION FOR BOARD APPROVAL: W. W. Johnson DATE: 9/14/81
Signature

APPROVED: _____ DATE: _____
Signature of President or Board Action

July, 1981

NANCY C. KERR

ADDRESS

Dixon, Illinois 61021
(815)288-1520

PERSONAL DATA

Birthdate: June 22, 1956
Marital Status: Married
Health: Excellent

OBJECTIVE

Position as a counselor within a community college where there are opportunities for professional growth and increasing responsibility.

EDUCATION

M.S. in Education, Counselor Education Program, Illinois State University, Normal, Illinois. May 1980.

B.S. in Psychology, Sociology minor, Illinois State University, Normal, Illinois. May 1978.

WORK EXPERIENCE

Coordinator: Energy Crisis Intervention Program, Tri-County Opportunities Council, Rock Falls, Illinois. January 1981-present.

Responsible for the overall administration of the energy crisis program in seven counties including staff supervision, program budget management, public relations, publicity, resource coordination, provision of direct services, individual counseling/education.

Social Worker: Single Parent Program, Lutheran Social Services, Galesburg, Illinois. July 1980-November 1980.

Provided multi-services for single parents of Knox County including individual counseling, group education, community education, resource coordination in order to prevent child abuse/neglect and to enhance self-sufficiency and economic independence.

Health Educator: Family Planning Service of Western Illinois, Inc., Galesburg, Illinois. January 1980-June 1980 (Practicum Placement). Planned Parenthood of Mid-Central Illinois, Bloomington, Illinois. September 1979-May 1980 (Volunteer).

Provided education and individual counseling to patients in regard to reproductive health care, problem pregnancies, and sterilization.

Counselor: Student Counseling Center, Illinois State University, Normal, Illinois. August 1979-December 1979 (Practicum Placement).

Counseled university students particularly in career exploration, academic skills training, and life skills development. Administered and interpreted tests and interest inventories and utilized SIGI, a computerized System of Interactive Guidance Information, for the purpose of career exploration.

Graduate Assistant: Department of Specialized Educational Development, Illinois State University, Normal, Illinois. August 1979-December 1979, August 1978-May 1979.

Assisted two professors in the courses Group I, Basic Skills of Counseling, and Helping Relationships. Supervised, trained and evaluated students in learning counseling skills, designed and facilitated small group activities, participated in course planning and evaluation. Also responsible for some academic advisement and research.

Undergraduate Teaching Assistant: Department of Curriculum and Instruction, Illinois State University, Normal, Illinois. August 1977-May 1978.

Assisted in teaching the course Helping Relationships and supervised, trained, and evaluated students in learning helping skills. Also kept administrated records.

INTERESTS

Canoeing, racquetball, gardening, aerobic dance, embroidery, reading.

REFERENCES

Available upon request.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 11, 1981

MEMORANDUM

TO: Dr. Garner

CONFIDENTIAL

FROM: John Sagmoe

RE: DOCUMENTATION OF RECOMMENDATION OF PART-TIME STAFF APPOINTMENT
OF NANCY KERR FOR TITLE XX COUNSELING POSITION

Analysis of Qualifications:

Nancy Kerr has a Masters Degree in Counseling from Illinois State University which was earned in 1980. Examination of her placement credentials reveals above average recommendations and notably a strong recommendation from the head of the Counseling Department at ISU who sites her as "one of my most outstanding graduate students in the last ten years." Mrs. Kerr also holds a Bachelors Degree in Psychology from ISU. Her work experience reflects a related background for the vacancy at SVC. She has worked in community agencies, served as a social worker, and has experience in a family planning agency. She is familiar with developing linkage programs with community agencies and institutions. In addition, she has practical counseling experience with both adults and young people.

Announcement Process:

The Title XX counselor position was advertised in the following manner:

1. Internally, an announcement of the vacancy was distributed throughout the institution.
2. The vacancy was advertised in the Sterling Gazette and the Dixon Telegraph.

Application Responses:

Twenty-three applications were received by the September 1 deadline.

Screening Process:

A committee composed of Student Personnel members, including Jane Klug, Linda Miller, Claire Buschmann, Al Hardersen, and Ron Marlier, reviewed all candidate credentials. These candidates were further screened to four individuals who were called to the campus for interviews. The candidates were interviewed by the total screening committee.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE September 11, 1981

MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

page two

Personal Followup of References:

Mr. Ken Brown, who is Mrs. Kerr's current supervisor at the Tri-County Opportunities Council, recommended her very highly. He remarked that she has done a tremendous job for them; she is professional, reliable, and a self-starter.

jmb

For Board Meeting of
September 14, 1981

Agenda Item G-1

ACCEPTANCE OF DONATION

We are pleased to announce the following donation to our welding instructional programs:

460 pounds of cast iron from
Wood's Brothers, Oregon, Illinois.

RECOMMENDATION: That the donation be accepted and appropriate expressions of gratitude be sent to the donors.

For Board Meeting of
September 14, 1981

Agenda Item G-2

AUTHORIZATION TO BID ADDITIONAL CERAMICS SUPPLIES

We have identified an additional supply of miscellaneous ceramics materials not included in the original listing of equipment and supplies for bid. These additional items are divided into two categories:

Category #1

All clay products in storage as per the attached inventory, plus miscellaneous tools, clay, glazing compounds, and ceramics related supplies and tools located in the Ceramics Lab.

Category #2

Five (5) Kick Potter Wheels:

Inventory #'s GE0807, GE0808
GE0809, GE0810
GE0811

RECOMMENDATION: Board approval to advertise and sell the supplies and equipment (as is) to the highest bidder. The advertisement will reserve the right to reject any and all bids.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 8-14-81

MEMORANDUM

TO: Robert Edison

FROM: Norm Welch *Norm Welch*

RE: Inventory of ceramics clay

<u>QUANTITY</u>	<u>DESCRIPTION</u>
7 bags (50#/bag)	Fire clay
17 bags (50#/bag)	K/T OM4
36 bags (50#/bag)	NL Industries EPK pulverized karlin
1 bag (50#/bag)	Super white moulding plaster
7 bags (50#/bag)	18 1/2 x 24, AV8815-202 4-180 3-77
2 bags (50#/bag)	Westix
5 bags (50#/bag)	AP Green dry mill 28 mesh
10 bags (50#/bag)	GA Georgia Kavlin GT-clay Lot 0924
1 bag (50#/bag)	4-4577 W-Bry 2-120
2 bags (50#/bag)	Great Plains 927-305 523
1 bag (50#/bag)	Zinc Oxide
22 bags (50#/bag)	Redart clay
1 bag (50#/bag)	Puritan pottery Ind. plaster
4 bags (50#/bag)	Centeral Silcaco 325 Flint
2 bags (50#/bag)	IMC peak svstenit
2 bags (50#/bag)	NC-4 feldspar
4 bags (25#/bag)	
1 bag (50#/bag)	Albany slip
4 bags (50#/bag)	Glaze frit
2 bags (50#/bag)	Litholite
4 bags (.5#/bag)	Magnesium carbonite
1 bag (25#/bag)	Spodumene
2 bags (50#/bag)	Wallostohite P-1
3 bags (15#/bag)	Vee gum tee (macaloid)
2 bags (50#/bag)	Pemco
2 bags (50#/bag)	0435

NW:pd

For Board Meeting of
September 14, 1981

Agenda Item G-3

APPROVAL OF CERAMICS BIDS

We have received the following bids for the initial list of ceramics equipment and supplies:

<u>Item</u>	<u>Darrell Dieterle</u>	<u>Self-Help Enterprises</u>	<u>Angela Brandon</u>	<u>Ceramics Center</u>
Item #1 Geil Downdraft Kiln	1,350 **	---	---	500
Item #2 Electric Kiln	300 **	200	100	150
Item #3 AMACO Potters Wheel	---	50 *	---	50
Item #4 (2 each) Kick Wheel	---	50 ea.*	---	25 ea.
Item #5 (2 each) Brent Electric Potters Wheel	100 ea.**	75 ea.	50	50 ea.
Item #6 Pugmill	300 **	50	---	50

RECOMMENDATION: Board approval to accept the following low bids:

Darrell Dieterle, Harmon \$2,150
** Items 1,2,5, and 6.

Self-Help Enterprises,
** Sterling for Items 3 and 4 150

For Board Meeting of
September 14, 1981

Supplement to Agenda Item G-4

WORKING CASH BOND BIDS

We solicited bids from 17 area banks and received bids on the Working Cash Bonds from the Dixon National Bank of Dixon and the Rock Falls National Bank of Rock Falls.

The bids received with each bond being valued in the face amount of \$125,000 are as follows:

	<u>Bonds #1 and #2</u> <u>Due 1-1-1983</u>	<u>Bonds #3 and #4</u> <u>Due 1-1-1984</u>
Dixon National Bank	11%	11 $\frac{1}{4}$ %
Rock Falls National Bank	11%	11 $\frac{1}{4}$ %

The acceptance of these bids will permit the college trustees to increase the Working Cash Fund to a more adequate base. The cost of the repayment levy would be approximately .454¢ per \$1,000 of assessed valuation for 1981 and approximately .395¢ per \$1,000 of assessed valuation for 1982. The levy for both years will decrease in direct proportion to any increase in the 1980 equalized assessed valuation for the district which totals \$703,855,706.

RECOMMENDATION: Inasmuch as the bids received are identical, it is recommended that the first bond group (Bonds #1 and #2) and the second bond group (bonds #3 and #4) be divided equally and awarded to Dixon National Bank and Rock Falls National Bank.

For Board Meeting of
September 14, 1981

Supplement to Agenda Item G-4

WORKING CASH BOND BIDS

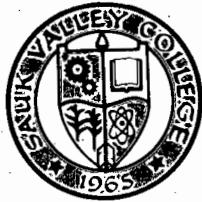
We solicited bids from 17 area banks and received bids on the Working Cash Bonds from the Dixon National Bank of Dixon and the Rock Falls National Bank of Rock Falls.

The bids received with each bond being valued in the face amount of \$125,000 are as follows:

	<u>Bonds #1 and #2</u> <u>Due 1-1-1983</u>	<u>Bonds #3 and #4</u> <u>Due 1-1-1984</u>
Dixon National Bank	11%	11 $\frac{1}{4}$ %
Rock Falls National Bank	11%	11 $\frac{1}{4}$ %

The acceptance of these bids will permit the college trustees to increase the Working Cash Fund to a more adequate base. The cost of the repayment levy would be approximately .454¢ per \$1,000 of assessed valuation for 1981 and approximately .395¢ per \$1,000 of assessed valuation for 1982. The levy for both years will decrease in direct proportion to any increase in the 1980 equalized assessed valuation for the district which totals \$703,855,706.

RECOMMENDATION: Inasmuch as the bids received are identical, it is recommended that the first bond group (Bonds #1 and #2) and the second bond group (bonds #3 and #4) be divided equally and awarded to Dixon National Bank and Rock Falls National Bank.



SAUK VALLEY COLLEGE

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

September 11, 1981

Dear Patron of the Arts,

The Sauk Valley College Concert-Lecture Series is about to begin!

We are pleased to kick off the season with what promises to be a festive presentation of brass at its best. The Chestnut Brass Company, a lively young ensemble that can play almost anything, almost anywhere, will dazzle us with a performance on Thursday, September 24 at 7:30 p.m. in the Little Theatre. This versatile quintet has a repertoire ranging from traditional music for brass instruments to avant garde twentieth century works to jazz, rags, popular, and even movie music.

This virtuoso group features a large collection of instruments which accompany its multi-faceted repertoire. Ancient and antique instruments belonging to the group include an alto sackbut, Renaissance cornettos, a double belled euphonium, a rotary valved bugle, key bugles, helicons and an over-the-shoulder horn. Their impressive variety of rare as well as modern instruments allow for the most authentic presentations of Renaissance, baroque, and classical music or their own arrangement of popular themes and blues. Their explanation of old instruments, humorous, informal interaction with the audience and versatility are bound to provide an evening of musical ability and technical wit.

Tickets for The Chestnut Brass Company are currently on sale at the Sauk Valley College Information Center--\$4.00 for adults, \$3.00 for all students and senior citizens. Tickets will also be sold at the door (as available) on the evening of the performance.

We would also like you to note the dates of future lectures and performances already scheduled for this year:

OCTOBER 17.....ELLA JENKINS, singer/songwriter
NOVEMBER 5.....KATHRYN KOOB, former American hostage in Iran
DECEMBER 9, 10..SVC MADRIGAL DINNER, at the Brandywine Inn
APRIL 3.....GUTHRIE PLAYERS ON TOUR

Should you have questions concerning The Chestnut Brass Company or future events in general, please feel free to contact me or the college Information Center at 288-5511.

Sincerely,

Jane E. Klug, Coordinator
Student Activities

Jmb