



## SAUK VALLEY COLLEGE

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

Office of the Secretary  
to the Board of Trustees

May 4, 1982

### PUBLIC NOTICE

OF

### MEETING

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

WHO: Board of Trustees

WHEN: May 10, 1982 at 3:00 p.m.

WHERE: Third Floor Board Room

TYPE: Open Meeting

PURPOSE: Budget Workshop

AGENDA: To be submitted

  
Marilyn Winson, Secretary to  
Sauk Valley College Board of  
Trustees, District #506

- A. Call to Order
- B. Roll Call
- C. Workshop: Preliminary Review of FY 83 Budget
- D. Other
- E. Adjournment

MINUTES OF THE SAUK VALLEY COLLEGE TRUSTEES SPECIAL MEETING

May 10, 1982

The Board of Trustees of Sauk Valley College met in special meeting at 3:00 p.m. on May 10, 1982 in Room 2K2 of Sauk Valley College, Route #5, Dixon, Illinois.

Call to Order: Chair Prescott called the meeting to order at 3:00 p.m. and the following members answered roll call:

Kay Fisher	Dick Groharing
Dave Mandrgoc	Ann Powers
Juanita Prescott	Steve Falzone

Absent: John Fassler Oscar Koenig

Budget: President Garner presented a preliminary draft of the 1982-83 operating budget. The group went through the budget page-by-page with the administration describing and explaining the basis and rationale for various aspects of the document.

Member Fassler arrived at 3:15 p.m.

Executive Session: At 4:15 p.m. it was moved by Member Mandrgoc and seconded by Member Powers that the Board adjourn to executive session to discuss collective negotiating matters. In a roll call vote, all voted aye. Motion carried.

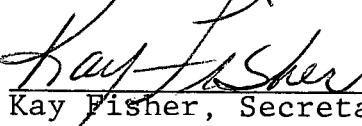
Regular Session: At 4:45 p.m. the Board returned to regular session.

Departure: At 4:50 p.m. Members Mandrgoc and Falzone left the meeting. At 5:00 p.m. Member Powers left the meeting.

Further discussion was held on the budget.

Adjournment: Since there was no further business, it was moved by Member Groharing and seconded by Member Fassler that the Board adjourn. The next meeting will be May 24 at 5:30 p.m. for further budget discussions. In a roll call vote, all voted aye. Motion carried.

Respectfully submitted:

  
\_\_\_\_\_  
Kay Fisher, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 4, 1982

## MEMORANDUM

TO: Board of Trustees

FROM: Dr. Hal Garner

RE: Workshop on FY-83 Budget

Presented here for Board review and consultation is a preliminary draft of the 1982-83 operating budget. (Salary figures and other data need to be added later).

The revenue portions have been amended to show:

1. 1982 taxes estimated to increase annually by 10%.
2. State apportionment aid using the latest projection by ICCB.
3. Estimated tuition of \$237.50 representing the \$5.00 per credit hour increase recently approved. This is based on a combined fall and spring enrollment of 47,500 credit hours.

The administration is prepared to describe and explain the foundation and rationale for the various aspects of the budget.

This workshop is planned to be informative and provide for an exchange of concepts, ideas, issues and concerns. No action on the budget is expected at this point. The formal adoption of a tentative budget comes later after the budget is completed.

mh

1982-83 Projections

Estimated Carry-over 7/1/82	\$ 260,608
<u>Add: Revenue Estimates</u>	
Educational Fund 1982-83	\$ 4,001,877
Building Fund 1982-83	<u>252,321</u>
	<u>4,254,198</u>
Estimated Funds Available 1982-83	\$ 4,514,806
<u>Less: Expenditure Estimates</u>	
Non-Salary Requests 1982-83 (Includes \$150,000 Contingencies)	\$ 1,698,828
1981-82 Salary Summary	<u>3,117,024*</u>
	<u>4,815,852</u>
Estimated Equity 7/1/83	<u>(\$ 301,046)</u>

\*  
1. See salary summary.  
2. 1% increase for only salaried positions equals approximately \$25,000.  
3. Current projections for work study income indicates a possible reduction in expenditures of \$38,572. Any reductions of less than this amount will result in a like amount of increased deficit.  
4. Though many bills have been introduced into the legislature none as yet would indicate on a positive basis that we will be reimbursed for the short-fall in Illinois Military Scholarships for 1981-82. Based on current payments of 40%, Sauk Valley College would lose between \$57,500 and \$59,000 on this funding level. This short-fall would cause an automatic reduction of the same amount in the carry-over projected as of July 1, 1982, or a reduction in the Net Tuition for 1982-83. Either method increases the deficit for the year in which the short-fall is acknowledged.  
5. I apparently misinterpreted the utilization of the bookstore transfer versus a tuition waiver for the Achievement Award Program. Budgets have been based on revenue estimates similar to the current year, so should the Achievement Award be accompanied by a static or a decreased enrollment it would also have the affect of reducing the Tuition Revenue for FY 83.

**DRAFT**

SAUK VALLEY COLLEGE  
EDUCATIONAL FUND

PART I: ESTIMATED REVENUE 1982-83

100-000-400 EDUCATIONAL FUND

100-000-410 Local Governmental Sources

100-000-411-01 - 1981 Taxes $\frac{1}{2}$ (703,855,706 @ 12¢)	422,313
100-000-411-02 - 1982 Taxes $\frac{1}{2}$ (774,240,000 @ 12¢)	464,544
100-000-414 - Charge-Back Revenue	<u>10,000</u>
	<u>\$ 896,857</u>

100-000-420 State Governmental Sources

100-000-421 - State Apportionment

Based on FY '81 enrollment - 57,153 hrs.	<u>1,356,342</u>	<u>1,356,342</u>
--	------------------	------------------

100-000-422 - Vocational Technical Education

100-000-422 - Regular Reimbursement	160,000
100-000-422-02 - Equipment Reimbursement	<u>44,000</u>
	<u>204,000</u>
100-000-427 - Replacement of Corporate Personal Property Tax (\$182,312)	<u>117,228</u>
	<u>117,228</u>

100-000-429 - State Work Study

	<u>1</u>	<u>1</u>
--	----------	----------

100-000-430 Federal Governmental Sources

100-000-439-02 - Federal Work Study	155,422
100-000-439-03 - Other Federal	<u>2,000</u>
	<u>157,422</u>

100-000-440 Student Tuition and Fees

100-000-441-01 - Summer 1982	111,847
100-000-441-02 - Fall 1982	553,570
100-000-441-03 - Spring 1983	<u>556,010</u>
	<u>1,221,427</u>
100-000-442-01 - Graduation Fees	1,000
100-000-442-04 - Transcript Fees	1,100
100-000-442-09 - Public Services Income	<u>13,500</u>
	<u>15,600</u>

100-000-460 Rental of Facilities

100-000-460-02 - Kitchen Facilities	<u>15,000</u>	<u>15,000</u>
-------------------------------------	---------------	---------------

100-000-470 Interest on Investments

<u>15,000</u>	<u>15,000</u>
---------------	---------------

100-000-499 Other Revenue

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

<u>TOTAL EDUCATIONAL FUND REVENUE . . . . .</u>	<u>\$ 4,001,877</u>
---	---------------------

**DRAFT**

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1982-83

200-000-400 OPERATIONS, BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411-01 - 1981 Taxes  $\frac{1}{2}(703,855,706 @ 3\%)$  \$ 105,578

200-000-411-02 - 1982 Taxes  $\frac{1}{2}(774,240,000 @ 3\%)$  116,136 221,714

200-000-420 State Governmental Sources

200-000-427 - Replacement of Corporate  
Personal Property Tax  
(\$182,312) 29,307 29,307

200-000-470 Interest on Investment 100 100

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

TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND . . . . . \$ 252,321

**DRAFT**

# DRAFT

## NON-SALARY OPERATING COSTS FOR 1982-83

	<u>1981-82 Budget</u>	<u>1982-83 Requests</u>	<u>Difference</u>
<u>REGARDED AS "FIXED"</u>			
Cosmetology Contractual	\$ 45,000	\$ 45,000	\$ -0-
Tuition Reimbursement	6,600	6,600	-0-
Public Services Contractual	7,000	3,500	(3,500)
Gas	138,350	146,800	8,450
Electricity	182,750	213,800	31,050
Telephone	27,280	27,000	( 280)
Group Medical & Life	157,460	199,500	42,040
Postage	36,000	38,100	2,100
General Insurance	9,000	9,000	-0-
Tuition Charge-Back	<u>25,000</u>	<u>25,000</u>	<u>-0-</u>
<b>SUB-TOTAL</b>	<b>\$ 634,440</b>	<b>\$ 714,300</b>	<b>\$ 79,860</b>
<u>POSSIBLY SHOULD BE "FIXED"</u>			
Building Fund Contractual	46,100	42,000	(4,100)
<i>Data Processing:</i>			
Contractual	21,322	44,834	23,512
Rental	<u>63,728</u>	<u>92,415</u>	<u>28,687</u>
<b>SUB-TOTAL</b>	<b>\$ 765,590</b>	<b>\$ 893,549</b>	<b>\$ 127,959</b>
Equipment	136,246	163,448	27,202
Contingencies	154,760	150,000	(4,760)
All Other	<u>422,332</u>	<u>491,831</u>	<u>69,499</u>
<b>TOTAL</b>	<b><u>\$ 1,478,928</u></b>	<b><u>\$ 1,698,828</u></b>	<b><u>\$ 219,900</u></b>

# DRAFT

	<u>1981-82 Budget</u>	<u>1982-83 Requests</u>	<u>Difference</u>
<u>Division of Business Education</u>			
Contractual Services	4,865	6,300	1,435
General Materials & Supplies	1,650	12,775	11,125
Conf. & Meeting Expense	1,425	1,850	425
<u>Food Services</u>			
Contractual Services	300	200	(100)
General Materials & Supplies	1,000	525	(475)
Conf. & Meeting Expense	225	235	10
<u>Division of Agriculture</u>			
Contractual Services	100	100	-0-
General Materials & Supplies	1,160	1,700	540
Conf. & Meeting Expense	445	325	(120)
<u>Division of Industrial Education</u>			
Contractual Services	3,325	4,120	795
General Materials & Supplies	22,176	22,055	(121)
Conf. & Meeting Expense	3,785	1,400	(2,385)
<u>Cosmetology</u>			
Contractual Services	45,000	45,000	-0-
General Materials & Supplies	100	125	25
Conf. & Meeting Expense	75	175	100
<u>Human Services</u>			
Contractual Services	500	250	(250)
General Materials & Supplies	1,800	2,050	250
Conf. & Meeting Expense	475	450	(25)
<u>Division of Social Science</u>			
Contractual Services	-0-	-0-	-0-
General Materials & Supplies	2,800	3,450	650
Conf. & Meeting Expense	1,325	1,750	425
<u>Division of Criminal Justice</u>			
Contractual Services	650	625	(25)
General Materials & Supplies	2,671	1,338	(1,333)
Conf. & Meeting Expense	1,900	850	(1,050)
<u>Library Technology</u>			
General Materials & Supplies	350	200	(150)

# DRAFT

## Fire Science

	<u>1981-82</u>	<u>1982-83</u>	
	<u>Budget</u>	<u>Requests</u>	<u>Difference</u>
Contractual Services	100	600	500
General Materials & Supplies	825	775	(50)
Conf. & Meeting Expense	200	300	100

## Division of Humanities

Contractual Services	350	350	-0-
General Materials & Supplies	2,800	3,400	600
Conf. & Meeting Expense	2,170	2,500	330

## Division of Art

Contractual Services	200	200	-0-
General Materials & Supplies	700	750	50
Conf. & Meeting Expense	130	200	70

## Division of Music

Contractual Services	1,100	1,200	100
General Materials & Supplies	1,300	1,450	150
Conf. & Meeting Expense	310	450	140

## Division of Math-Science

Contractual Services	3,400	1,287	(2,113)
General Materials & Supplies	10,660	12,350	1,690
Conf. & Meeting Expense	1,010	1,500	490

## Med. Lab. Technology

Contractual Services	800	1,500	700
General Materials & Supplies	14,325	14,325	-0-
Conf. & Meeting Expense	1,500	1,620	120

## A.D.N.

Contractual Services	275	70	(205)
General Materials & Supplies	2,525	2,675	150
Conf. & Meeting Expense	1,875	2,000	125

## L.P.N.

Contractual Services	600	345	(255)
General Materials & Supplies	2,550	2,750	200
Conf. & Meeting Expense	1,750	1,825	75

## Radiologic Technology

Contractual Services	450	1,600	1,150
General Materials & Supplies	3,650	2,615	(1,035)
Conf. & Meeting Expense	2,400	1,920	(480)

# DRAFT

	<u>1981-82 Budget</u>	<u>1982-83 Requests</u>	<u>Difference</u>
<u>Division of Physical Education</u>			
Contractual Services	200	300	100
General Materials & Supplies	2,510	2,781	271
Conf. & Meeting Expense	780	500	(280)
<u>Nursing Assistant</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	700	500	(200)
Conf. & Meeting Expense	100	100	-0-
<u>Instructional Program Administration</u>			
Contractual Services (WORKROOM)	2,200	3,100	900
Contractual UNALLOCATED	1,650	1,900	250
General Supplies (WORKROOM)	1,000	1,000	-0-
General Supplies (FACULTY OFC.)	600	800	200
Gen. Supplies (INSTITUTIONAL COM.)	200	200	-0-
Tuition Reimbursement	6,600	6,600	-0-
<u>Public Information</u>			
General Materials & Advertising	55,900	78,900	23,000
Conf. & Meeting Expense	800	900	100
<u>Assistant Dean of Arts &amp; Social Sciences</u>			
General Materials & Supplies	800	800	-0-
Conf. & Meeting Expense	800	1,950	1,150
<u>Assistant Dean of Business &amp; Technology</u>			
General Materials & Supplies	1,000	900	(100)
Conf. & Meeting Expense	1,200	2,550	1,350
<u>Assistant Dean of Community &amp; Ext. Services</u>			
Contractual Services	3,500	3,500	-0-
General Materials & Supplies	3,500	3,000	(500)
Conf. & Meeting Expense	2,000	2,500	500
<u>Assistant Dean of Health &amp; Nat. Sciences</u>			
Contractual Services	200	300	100
General Materials & Supplies	800	800	-0-
Conf. & Meeting Expense	600	1,850	1,250
<u>Dean of Instruction</u>			
Contractual Services	200	200	-0-
General Materials & Supplies	1,000	1,600	600
Conf. & Meeting Expense	1,500	1,500	-0-

# DRAFT

## Academic Skills Center

	<u>1981-82 Budget</u>	<u>1982-83 Requests</u>	<u>Difference</u>
<i>Contractual Services</i>	400	500	100
<i>General Materials &amp; Supplies</i>	3,600	4,500	900
<i>Conf. &amp; Meeting Expense</i>	800	700	(100)
 <i>Honors Program</i>			
<i>Contractual Services</i>	100	100	-0-
<i>General Materials &amp; Supplies</i>	100	110	10
<i>Conf. &amp; Meeting Expense</i>	510	550	40
 <i>Academic Support (L.R.C.)</i>			
<i>Contractual Services</i>	4,235	4,660	425
<i>Library Supplies</i>	10,750	12,040	1,290
<i>Audio Visual Supplies</i>	7,040	7,780	740
<i>Xerox Supplies</i>	2,000	2,000	-0-
<i>Library Books</i>	30,000	30,000	-0-
<i>Conf. &amp; Meeting Expense</i>	500	950	450
 <i>Admissions and Records</i>			
<i>Contractual Services</i>	3,150	3,000	(150)
<i>General Materials &amp; Supplies</i>	6,000	6,000	-0-
<i>Conf. &amp; Meeting Expense</i>	425	800	375
 <i>Student Services and Aids</i>			
<i>Contractual Services</i>	300	600	300
<i>General Materials &amp; Supplies</i>	12,000	12,000	-0-
<i>Conf. &amp; Meeting Expense</i>	4,750	4,650	(100)
<i>Student Recruitment</i>	1,500	1,500	-0-
<i>Commencement</i>	6,000	6,000	-0-
<i>Health Services Supplies</i>	300	300	-0-
<i>Veterans Supplies</i>	500	-0-	(500)
<i>Veterans Travel</i>	100	-0-	(100)
 <i>Public Services</i>			
<i>Contractual Services</i>	7,000	3,500	(3,500)
<i>General Materials &amp; Supplies</i>	3,000	7,500	4,500
 <i>Operation &amp; Maintenance of Plant</i>			
<i>Contractual Services</i>	46,100	42,000	(4,100)
<i>General Materials &amp; Supplies</i>	55,000	60,000	5,000
<i>Conf. &amp; Meeting Expense</i>	950	950	-0-
<i>Equipment</i>	13,000	12,000	(1,000)
<i>Gas</i>	138,350	146,800	8,450
<i>Electricity</i>	182,750	213,800	31,050
<i>Telephone</i>	27,280	27,000	(280)
<i>Rental</i>	1,000	1,000	-0-
<i>Contingency</i>	30,000	25,000	(5,000)

# DRAFT

## President's Office

	<u>1981-82 Budget</u>	<u>1982-83 Requests</u>	<u>Difference</u>
Contractual Services	1,000	1,000	-0-
General Materials & Supplies	2,000	3,250	1,250
Conf. & Meeting Expense	2,500	3,600	1,100
Special Affairs	3,000	4,700	1,700
Other Conf. & Meeting Expense	4,300	4,500	200
 <u>Business Office</u>			
Contractual Services	4,300	4,700	400
General Materials & Supplies	9,000	9,000	-0-
Conf. & Meeting Expense	3,025	3,000	(25)
 <u>Board of Trustees</u>			
Contractual Services	8,000	8,000	-0-
General Materials & Supplies	3,000	3,000	-0-
Conf. & Meeting Expense	1,700	3,000	1,300
 <u>Institutional Expense</u>			
Group Medical & Life Ins.	157,460	199,500	42,040
UNALLOCATED Contractual	2,100	2,400	300
Faculty Association Supplies	200	200	-0-
Postage	36,000	38,100	2,100
Publications/Dues	6,000	6,000	-0-
Recruitment	3,000	2,500	(500)
Advertising	550	600	50
In-Service Training	5,000	5,000	-0-
 <u>Fixed Charges</u>			
General Insurance	9,000	17,000	8,000
 <u>Capital Outlay</u>			
Equipment (Inc. State)	123,246	151,448	28,202
 <u>Tuition Charge-Back</u>	25,000	25,000	-0-
 <u>Institutional Research</u>			
General Materials & Supplies	500	500	-0-
 <u>Data Processing Center</u>			
Contractual Services	21,322	44,834	23,512
General Materials & Supplies	5,200	6,950	1,750
Conf. & Meeting Expense	4,150	2,200	(1,950)
Rental of NCR & IBM Equip.	63,728	92,415	28,687

	<u>1981-82</u> <u>Budget</u>	<u>1982-83</u> <u>Requests</u>	<u>Difference</u>
<b><u>Planning &amp; Development</u></b>			
Contractual Services	-0-	700	700
General Materials & Supplies	1,000	1,155	155
Conf. & Meeting Expense	2,000	2,850	850
<b><u>Affirmative Action</u></b>			
Contractual Services	100	300	200
General Materials & Supplies	100	100	-0-
Conf. & Meeting Expense	500	300	(200)
<b><u>Provision for Contingencies</u></b>	<b>124,760</b>	<b>125,000</b>	<b>240</b>
	<b>\$ 1,478,928</b>	<b>\$ 1,698,828</b>	<b>\$ 219,900</b>

# DRAFT

EQUIPMENT REQUESTS

	<u>1981-82</u> <u>Budget</u>	<u>1982-83</u> <u>Requests</u>
<i>Division of Business</i>	\$ 16,560	\$ 40,400
<i>Food Services</i>	315	-0-
<i>Division of Agriculture</i>	-0-	320
<i>Division of Industrial Education</i>	40,220	40,430
<i>Division of Criminal Justice</i>	198	-0-
<i>Division of Music</i>	-0-	3,000
<i>Division of Math Science</i>	3,870	3,518
<i>Med. Lab. Technology</i>	-0-	3,160
<i>A.D.Nursing</i>	3,600	525
<i>L.P.Nursing</i>	-0-	3,485
<i>Nursing Assistant</i>	-0-	600
<i>Rad. Technology</i>	600	-0-
<i>Division of Physical Education</i>	350	2,435
<i>Workroom</i>	4,170	-0-
<i>Ass't. Dean of Arts &amp; Soc. Sciences</i>	-0-	300
<i>Academic Skills</i>	500	500
<i>Learning Resources and A-V</i>	6,903	5,497
<i>Admissions and Records</i>	1,440	2,476
<i>Student Services</i>	650	777
<i>President's Office</i>	-0-	1,155
<i>Business Office</i>	4,000	3,000
<i>Data Processing</i>	34,400	38,750
<i>Community Education</i>	150	-0-
<i>Public Relations</i>	<u>5,320</u>	<u>1,120</u>
	\$123,246	\$151,448
<i>Building and Maintenance</i>	<u>13,000</u>	<u>12,000</u>
	<u>\$136,246</u>	<u>\$163,448</u>

**DRAFT**

SALARIES & WAGES - 1981-82

1982-83  
Requests

<u>No. of Positions</u>	<u>Dollars</u>	
64 Faculty	\$ 1,364,237	
1 Para-Professional	9,996	
27 Clerical	284,291	
15 Administrators	467,183	
27 Building Maintenance	<u>350,177</u>	
Sub-Total	\$ 2,475,884	
Part-time/Overload	192,843*	202,841
Student Tutors	5,000	
Summer Session Salaries	106,200**	103,570
Community Educ. Co-ordinators	8,000	10,000
Community Educ. Salaries	102,000	
Public Service Salaries	3,500	4,600
Federal and State Work Study	<u>223,597***</u>	
<b>TOTAL - 1981-82</b>	<b><u>\$ 3,117,024</u></b>	

	<u>1981-82</u>	<u>1982-83</u>		
*Seguin	35,000	38,500	***Faculty Office	12,932
Kime	73,812	74,000	Seguin	5,800
Wagner	84,031	90,341	Wagner	11,256
	<u>192,843</u>	<u>202,841</u>	Holtam	3,655
**Seguin	48,200	Seguin	Kime	13,596
Sagmoe	13,000	Kime	L.R.C.	<u>13,000</u> 47,307
Wagner	45,000	Wagner	Adm. & Records	4,958
	<u>106,200</u>	<u>103,570</u>	Student Serv.	51,100
			Pres. Ofc.	2,096
			Bus. Ofc.	15,276
			Instit. Exp.	3,640
			Data Profess.	4,288
			Building & Gr.	<u>82,000</u>
				<u>223,597</u>

**DRAFT**