



SAUK VALLEY COLLEGE

R. R. 5, Dixon, Illinois 61021 — Phone 815-288-5511

November 17, 1982

Office of the Secretary
to the Board of Trustees

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 as "committee of the whole"

WHEN: Monday, November 22, 1982 at 6:00 p.m.

WHERE: 3rd floor Board/Conference Room

TYPE: Open public and closed executive session

PURPOSE: Open Meeting: - Consider Policy Revisions
Executive Meeting - Appointment, employment,
or dismissal of an employee

AGENDA: Open Meeting: - Receive Committee recommend-
ations on Policy revisions
Executive Session - Appointments, etc.

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

For Board Meeting of
November 22, 1982

MEMORANDUM

To: Board of Trustees
From: Sub-committee for Policy Revisions on Open Meetings
Re: Committee Report

The attached are drafts of policy revisions we are presenting to the Board, sitting as a "committee of the whole" at 6:00 p.m. on Monday, November 22, 1982.

Our committee has met to consider the specific needs we have in order to conduct effective open meetings. We have solicited and received extensive written and verbal contributions from other community colleges. We have consulted with representatives of the media and other interested parties. All this has been factored together and given to Mr. Pace for drafting into revised policies.

The attached are those revisions which the Board is now asked to review as a "committee of the whole".

Should there be general acceptance of these policies they can be received during the regular Board meeting for "first reading".

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
2K2 Faculty Dining Room Second Floor
November 22, 1982 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. Treasurer's Report
2. Current Disbursements
3. Current Payroll Journal
4. Special Report and Review of our Insurance
Dave Lowe
5. Site and Construction Fund Report
6. Tuition Receipts and Deductions Report
7. Confirmation of Auditors for FY 83

F. Personnel Recommendations:

1. Recommendation for Professional Staff Appointment
2. Confirmation of Advisory Committees
- 3.

G. Other Actions:

1. Policy Revision - First Reading
2. Election of Board Officers for 1982-83
- 3.
- 4.

H. Reports:

1. Student Trustee
2. ICCTA Representative
3. Foundation Liaison

I. President's Report:

1. Engineers Report on Parking Lots and Drives
2. Recent Purchase Acquisitions
3. Energy Audit Proposal Review
4. Planning Grant Update
5. Letters of Response from Legislators
6. A profile of "Students Who Attend Sauk"

J. Time of Next Meeting

K. Executive Session

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 22, 1982

The Board of Trustees of Sauk Valley College met in regular meeting at Sauk Valley College, Route 5, Dixon, Illinois.

Special Session
Third Floor
Board Room:

A meeting of the Board as a "committee of the whole" was called to order by Dick Groharing, chair of the committee, to consider the board policy on the conduct of meetings and its compliance with the Open Meeting Act.

It was the consensus of the committee that the attached policy revisions should be submitted at the regular meeting for a "first reading". Before they are officially approved at the December meeting, it was requested that the administration cite the chapter, paragraph, and section of the Open Meeting Act for each policy, where applicable.

Executive Session:

At 6:48 p.m. it was moved by Member Koenig and seconded by Member Powers that the Board adjourn to executive session to discuss appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Meeting:

The Board returned to regular session at 7:20 p.m. and recessed to Room 2K2 for the regular meeting.

Call to Order:

Chair Prescott called the meeting to order at 7:30 p.m. and the following members answered roll call:

John Fassler	Kay Fisher
Dick Groharing	Oscar Koenig
Dave Mandrgoc	Ann Powers
Juanita Prescott	

Minutes:

It was moved by Member Koenig and seconded by Member Powers that the Board approve the minutes of the November 22 meeting with the notation that on page #3, par. #3, the name should be Cookie Shawver. Motion voted and carried.

Treasurer's
Report:

It was moved by Member Mandrgoc and seconded by Member Koenig that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried.

Disbursements:

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

Educational Fund	\$488,700.31
Building Fund	96,982.13
Insurance Fund	8,150.00

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

Payroll:

It was moved by Member Powers and seconded by Member Koenig that the Board approve the payroll of October 31 in the amount of \$177,171.95 and the payroll of November 15 in the amount of \$143,440.47. In a roll call vote, all voted aye. Motion carried.

Insurance
Report:

Robert Edison, Dean of Business Services, introduced Mr. David Lowe, one of the principal representatives in the college's insurance service, who gave a comprehensive report and review of the insurance needs and current coverage.

Site and Construction
Fund Report:

The attached report of the Site and Construction Fund was presented to the Board for the year ending June, 1982. This is submitted to the Board on an annual basis.

Summer Session:

The attached financial data for the Summer Session of 1982 was presented to the Board which showed a student tuition income of \$15,000 greater than budgeted.

Auditors:

It was moved by Member Mandrgoc and seconded by Member Koenig that the Board confirm the auditing firm of Lindgren, Callihan, Weaver, and Van Osdol as the college auditors for the 1983 fiscal year. In a roll call vote, all voted aye. Motion carried.

Nursing Instructor: It was moved by Member Mandrgoc and seconded by Member Koenig that the Board approve the appointment of Mary Krick as an instructor in the Nursing program effective Spring semester upon the completion of her MSN by December, 1982. In a roll call vote, all voted aye. Motion carried.

Advisory Committees: It was moved by Member Groharing and seconded by Member Powers that the Board approve the Advisory Committee memberships as presented. In a roll call vote, all voted aye. Motion carried.

Policy Revisions: It was moved by Member Fassler and seconded by Member Mandrgoc that the attached policy revisions which had been studied in the earlier meeting when the Board met as a "committee of the whole", be submitted for a "first reading" with final action to be taken at the next meeting. In a roll call vote, all voted aye. Motion carried.

Election of Officers: Since the Sauk Valley College Board Policy 107.01 establishes terms of office for the Chair, Vice-chair, and Secretary as one-year terms, Chair Prescott called for the election of new officers for the next year to take effect with the December meeting.

Temporary Chair: It was moved by Member Groharing and seconded by Member Fisher that Dr. Hal Garner be appointed temporary chair of the Board. In a roll call vote, all voted aye. Motion carried.

Board Chair: It was moved by Member Mandrgoc and seconded by Member Fisher that the name of Juanita Prescott be placed in nomination for Chair of the Board of Trustees.

It was moved by Member Groharing and seconded by Member Mandrgoc that nominations be closed. Motion voted and carried.

In a roll call vote for Juanita Prescott for Chair, the following was recorded: Ayes Members Fassler, Fisher, Groharing, Koenig, Mandrgoc and Powers. Member Prescott voted present. Motion carried.

Vice-Chair: It was moved by Member Koenig and seconded by Member Mandrgoc that the name of Ann Powers be placed in nomination for Vice-chair of the

Vice-Chair
(continued)

Board of Trustees.

It was moved by Member Fassler and seconded by Member Mandrgoc that nominations be closed. Motion voted and carried.

In a roll call vote for Ann Powers, the following was recorded: Ayes Members Fassler, Fisher, Groharing, Koenig, Mandrgoc and Prescott. Member Powers voted present. Motion carried.

Secretary:

It was moved by Member Fisher and seconded by Member Fassler that the name of Richard Groharing be placed in nomination for Secretary of the Board.

It was moved by Member Mandrgoc and seconded by Member Powers that nominations be closed. Motion voted and carried.

In a roll call vote for Richard Groharing for Secretary, the following vote was recorded: Ayes Member Fassler, Fisher, Koenig, Mandrgoc, Powers and Prescott. Member Groharing voted present. Motion voted and carried.

Student
Trustee:

Dean John Sagmoe reported that elections for the new student trustee would be held in January at the same time the students are to ratify the new constitution. Member Mandrgoc inquired as to who is authorizing the activities for students at the college and also payment for same. Dean Sagmoe indicated that contracts for the various student functions are let the year before and payment for same is authorized by the Director of Student Activities, Jane Klug, after the event.

Reports:

Member Groharing reported that the bill for six-year terms for Trustees had passed the House and was on its way to the Senate. He noted that he had not attended the last meeting in Springfield.

Member Fisher reported that the Foundation had accepted their yearly audit, enjoyed a slide show on the Madrigal Dinner, and had a creative discussion on investment proposals for their scholarship funds. She noted that the scholarship drive had been extended to January 1st.

Reports: Dr. Garner presented the attached report to the Trustees on the condition of the college parking lots and drives. Discussion was held on the Electrical Discharge Machine recently approved for purchase by the Board, and pictures were shown of the combine purchased by the college. He also reported that the college had received nine proposals for conducting the energy audit. The Board then appointed Dick Groharing and John Fassler to serve on a committee with the administration to review these proposals. In regard to the Planning Grant, Dr. Garner reported that Linda Pifer had been hired as the Planning Assistant, the position which will be financed from the grant funds. He also reported on the responses received from various legislators in regard to the letters written in favor of the six-year term for trustees and the booklet on the profile of "Students Who Attend".


Executive Session: At 9:18 p.m. it was moved by Member Powers and seconded by Member Mandrgoc that the Board adjourn to executive session to discuss the appointment, employment, or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 10:05 p.m. the Board returned to regular session.

Adjournment: Since there was no further business, it was moved by Member Mandrgoc and seconded by Member Groharing that the Board adjourn. The next regular meeting will be at 7:30 p.m. on December 20, 1982. Motion voted and carried.

The meeting adjourned at 10:06 p.m.

Respectfully submitted:



Kay Fisher, Secretary

For Board Meeting of
November 22, 1982

Agenda Item E-4

SPECIAL REPORT AND REVIEW
OF OUR INSURANCE COVERAGE

It has been a continuing commitment of the Board to keep abreast of current insurance needs for the college. To further assist in this, Mr. David Lowe, one of the principal representatives in our insurance service, will be present to give us a review and overview of our needs and current coverage.

For Board Meeting of
November 22, 1982

Agenda Item E-5

SITE AND CONSTRUCTION FUND REPORT

Presented here is the fiscal report from the Site and Construction Fund for the year ended June, 1982. This comprehensive report includes the total income and the total expenditure activities which have occurred in this fund since the inception of the fund by bond issue in 1966.

This report is submitted to the Board on an annual basis since all authorized expenditures have been subject to their approval.

June 30, 1982

SITE AND CONSTRUCTION FUND FROM INCEPTION

Proceeds from Sale of Bonds	\$ 3,975,000.00
Bond Premium	1,244.18
Investment Income	889,469.08
Contributions (Landscaping, Child Care, Library, Misc.)	69,366.33
Library - Title VI Reimbursement	28,163.00
Vocational Education Equipment Reimbursement	750,000.00
Rental Income	425,172.17
Other Income	<u>4,804.80</u>

Total Amount Available Through June 30, 1982

\$ 6,143,219.56

LESS EXPENDITURES:

Site Acquisition and Improvements - June 30, 1966	\$ 91,203.47	
Site Acquisition and Improvements - June 30, 1967	439,170.05	
Site Acquisition and Improvements - June 30, 1968	132,595.86	
Site Acquisition and Improvements - June 30, 1969	4,210.80	
Site Acquisition and Improvements - June 30, 1970	10,862.80	
Site Acquisition and Improvements - June 30, 1971	1,909.69	
Site Acquisition and Improvements - June 30, 1972	(8,300.00)	
Site Acquisition and Improvements - June 30, 1973	10,284.62	
Site Acquisition and Improvements - June 30, 1974	43,804.58	
Site Acquisition and Improvements - June 30, 1976	17,579.25	
Site Acquisition and Improvements - June 30, 1982	<u>20,177.75</u>	\$ 763,498.87

New Buildings and Improvements - June 30, 1966	\$ 99,047.47	
New Buildings and Improvements - June 30, 1967	622,593.74	
New Buildings and Improvements - June 30, 1968	1,856,677.11	
New Buildings and Improvements - June 30, 1969	46,689.51	
New Buildings and Improvements - June 30, 1970	(12,433.38)	
New Buildings and Improvements - June 30, 1971	44,068.07	
New Buildings and Improvements - June 30, 1972	15,807.05	
New Buildings and Improvements - June 30, 1973	780.42	
New Buildings and Improvements - June 30, 1974	1,935.00	
New Buildings and Improvements - June 30, 1975	73,595.53	
New Buildings and Improvements - June 30, 1976	112,775.23	
New Buildings and Improvements - June 30, 1977	6,629.94	
New Buildings and Improvements - June 30, 1978	3,462.19	
New Buildings and Improvements - June 30, 1979	91,805.09	
New Buildings and Improvements - June 30, 1980	15,954.87	
New Buildings and Improvements - June 30, 1981	54,773.66	
New Buildings and Improvements - June 30, 1982	<u>112,493.04</u>	\$3,146,654.54

Title VI - Library - June 30, 1967	\$ 4,172.91	
Title VI - Library - June 30, 1968	32,162.20	
Equipment - Regular - June 30, 1967	168,142.84	
Equipment - Regular - June 30, 1968	4,465.11	
Equipment - Regular - June 30, 1970	235,846.43	
Equipment - Regular - June 30, 1971	51,624.13	
Equipment - Regular - June 30, 1972	889.25	
Equipment - Regular - June 30, 1974	2,541.01	
Equipment - Regular - June 30, 1977	<u>950.00</u>	
	500,793.88	

Vocational Education Equipment - 1968 through 1975 750,137.36 \$1,250,931.24

Total Expenditures through June 30, 1982. \$ 5,161,084.65

Balance June 30, 1982. \$ 982,134.91

Fund Balance Consists of:

Cash in Dixon National Bank	\$ 5,359.55	
Escrow Account-Gym Columns	4,195.62	
Time Deposits	<u>972,579.74</u>	\$ <u><u>982,134.91</u></u>

SITE AND CONSTRUCTION FUND through June 30, 1982

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDIN AUTHORITY
Admissions Remodeling	All costs 1981-82	\$ ---	\$108,744.27	\$ ---
Affirmative Action-Bldg Repairs	All costs 1979-80	---	9,716.05	---
Affirmative Action-Bldg. Repairs	All costs 1980-81	---	9,356.55	---
Albrecht Well Drillers	Water Well	5,332.00	---	---
Art Drapery Studios	Theatre draperies	---	1,831.00	---
Baartol Co., Inc.	Flag pole	---	681.12	---
Joe J. Beeler	Appraisal	---	485.00	---
Benoy Ins. Co.	Builder's Risk	947.00	---	---
Big Rock Nursery	Shrubs and trees	679.00	---	---
Bond Buyer	Advertising for bond issue	---	98.00	---
Branson Electric	Transformer-Little Theatre	---	2,239.31	---
Brauer Family	Land and Right-of-way	8,650.00	---	---
Butcher Bros.	Moving Expenses	---	9,786.00	---
Byron Material Co.	Field tile	---	6,862.80	---
Cal Caldwell	Appraisal	---	440.00	---
Chapman-Cutler	Bond opinion	---	4,000.00	---
Child Care Building	All costs	59,599.27	---	---
Claiborne, Duain	Supervisor-Temp. Bldg.	1,280.00	---	---
Commonwealth Edison Co.	Power Line (Temp.)	---	3,969.30	---
Crescent Electric Co.	Cafeteria lighting revision	---	12.42	---
Curtis Industries	Fasteners for curtain track	---	170.86	---
Daily Gazette	Adv. for Surety Bond	---	2.85	---
Dixon Commercial Electric	Lecture room lights	---	2,500.00	---
Dixon National Bank	Check charges	---	21.18	---
Deady Chemical Co.	Pumps-Water treatment	---	3,884.71	---
Donovan Chemical Co.	Athletic Field	---	4,000.00	---
DuBois Chmical Co.	Water treatment	---	1,434.00	---
Dunlop & Dunlop	Abstractors	---	39.00	---
Durrant, Deininger, etc.	Architect and Phase II	12,212.50	3,433.15	362,740.98
Durrant, Deininger, etc.	Interior Design-New Bldg.	---	20,921.35	---
Elcen Metal Products	Little Theatre Curtains	---	820.52	---
Engel Electric	Transformer & Misc.	---	5,300.98	---
Engel Electric	Roadway & Parking Lights	---	---	119,961.04
Engel Electric	Data Proc. Elec. (1873.00); Corridor Lights (407.02); Voc. Dept.- (1904.04); A.V. (1896.10); Fire Alarm- (1762.00)	---	7,842.16	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Farm Supply Service	Fertilizer	\$ ---	\$ ---	\$ 236.04
Franke & Miller; also Schippers, Betar, Lamendalla & Obrien	Legal Services	---	37,075.89	---
Franke & Miller	Legal Services	---	1,660.00	---
Fraza Materials	Concrete for fence	---	---	47.68
Gym Columns - Bldg. Repairs	All costs 1980-81	---	42,497.91	---
" " " "	All costs 1981-82	---	5,038.92	---
Haskells	Moving expense	---	154.00	---
Holding Pond	All Costs 1971-72	1,749.35	---	---
" "	All Costs 1972-73	148.00	---	---
" "	All Costs 1973-74	242.06	---	---
" "	All Costs 1974-75	3,341.23	---	---
" "	All Costs 1975-76	83,937.00	---	---
" "	All Costs 1976-77	(1,460.91)	---	---
Honeywell, Inc.	Demand Controllers	---	12,420.00	---
Wm. Hoyle	Option	---	1.00	---
Humphrey Agency	Treas. Bond	---	2,799.00	---
Ill. Building Authority	College Portion	---	---	1,746,145.33
Insurance Deficiencies-Bldg. Repairs	All Costs 1979-80	---	1,200.00	---
" " " "	All Costs 1980-81	---	2,618.00	---
Kewanee Laboratories	Science Labs	20,580.40	---	---
Klein & Heckman	Plumbing & Sewage Plant	34,675.19	---	32,541.55
Kra-Kraft Displays	Bldg. Directories	---	1,668.00	---
Ladd Construction	Parking & Roadways	---	---	80,342.27
J.S. Latta	Little Theatre seating (27,386.60); Bulletin Board (238.25)	---	27,624.85	---
V.H. Lawrence	Earth Moving and clearance	---	---	1,850.00
Lee Co. Title & Abstract Co.	Title search and insurance	---	250.00	---
Lee Co. Treasurer	1966 and 1967 taxes	---	718.87	---
Lohse Nursery	Landscaping	---	1,026.80	9,425.84
Midwest Fence	Flag pole and sewage fence	---	---	1,016.00
Municipal Research Assoc.	Financial Serv. Bonds	---	2,032.87	---
Northern Banknote Co.	Printing of Bonds	---	350.44	---
Nusbaum Transfer & Storage	Moving expenses	---	4,527.40	---
Osterburg	Foundation recommendations	---	---	330.80
Paintcraft	Sealing of lots	---	2,475.00	---
Permanent Bldg. Bid Adv.	Adv. Bids	---	316.31	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Peterson Detweiler Co.	Treas. Bond	\$ ---	\$ 573.00	\$ ---
Richard J. Prescott	Flag pole installation	---	340.00	---
Propheter Construction Co.	Building T-1	181,440.74	---	---
Propheter Construction Co.	Grading & Parking	---	---	195,782.30
Propheter Construction Co.	Storm Drainage	---	---	37,329.44
Raths, Raths & Johnson	Bldg. repairs	---	29,606.30	---
Floyd Reed	Fence erector	---	---	400.00
Reitzel Electric	Electrical	60,179.46	---	---
Simple Space Rite Signs	Door letters	---	1,295.40	---
Roadway Repairs & Sealing	All costs 1973-74	---	32,398.58	---
" " "	" " 1975-76	---	17,579.25	---
" " "	" " 1978-79	---	66,645.85	---
" " "	" " 1981-82	---	20,177.75	---
Schmitt Plumbing & Heating	Voc. Tech. Plumbing	---	1,651.48	---
Schuler, Goldie, Chas., Nancy	Land and interest	59,933.33	4,376.00	102,666.67
Schuler, Chas.	Roadway repairs	---	---	161.82
Scott Eng. Sciences	Moving Language Lab	---	8,887.00	---
Sears, Roebuck & Co.	Shades for offices	---	529.12	---
B.F. Shaw Printing Co.	Bids for Surety Bond	---	32.00	---
Stone Ins. Agency	Treas. bond	---	302.00	---
Stutzke Excavating	Site preparation	---	---	4,210.80
Testing Engineers	Soil-Foundation investigation	---	---	2,553.60
Thomeway Lines	Moving expenses	---	106.00	---
Town & Country Home Improv.	Moving seating	---	527.47	---
Ward & Ward	Services on Bond Inssue	---	6,000.00	---
Ward & Ward	Legal services	---	9,555.64	---
Warzyn Eng. Service	Sub-soil investigation	---	(162.28)	1,825.56
Wayne Feed Supply	Grass seed & fence (568.80)	---	---	2,304.80
Weaver Sheet Metal	Heating	40,532.84	---	---
Weaver Sheet Metal	Ventilating/Kitchen duct work *	6,275.00	635.00*	---
Welding Lab	All costs 1973-74	1,692.94	---	---
" " "	" " 1974-75	58,647.78	---	---
" " "	" " 1975-76	6,373.02	---	---
Karl Wentzel	Treas. Bond	---	733.00	---
C.K. Willett	Survey-topographic	---	---	1,445.91
Willett, Hoffman	Revision Topographic map	---	---	820.31
Wooden, Floyd	Lab remodeling	---	620.00	---
Part-time movers	Moving expenses	---	18.90	---
Moving expense	June 1970	---	(5,045.00)	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Misc. Vendors	Sound proofing, canteen wiring, cafeteria lights	\$ ---	\$ 3,151.92	\$ ---
Willetts Realty	Appraisal	---	460.00	---
Installation-Donated X-Ray Machine	1978	---	2,985.25	---
		<u>\$646,987.20</u>	<u>\$ 559,027.47</u>	<u>\$2,704,138.74</u>
Total (Columns 1-2-3)				\$3,910,153.41
Add: Equipment Category.				<u>1,250,931.24</u>
GRAND TOTAL OF EXPENDITURES.				<u>\$5,161,084.65</u>

For the Board Meeting
of November 22, 1982

Agenda Item E-6

SUMMER
TUITION RECEIPTS AND DEDUCTIONS REPORT

In keeping with the audit recommendation of past years and past practice, we are presenting the financial data for the Summer Semester of 1982.

It should be noted that the Summer Semester represents a significant increase in the enrollment when compared to the prior summers and also represents a student tuition income of \$15,000 greater than budgeted.

NET TUITION RECEIPTS AND DEDUCTIONS

<u>Deductions from Tuition</u>	<u>Summer 1974</u>	<u>Summer 1975</u>	<u>Summer 1976</u>	<u>Summer 1977</u>	<u>Summer 1978</u>	<u>Summer 1979</u>	<u>Summer 1980</u>	<u>Summer 1981</u>	<u>Summer 1982</u>
1. Tuition Refunds	2,075.50	3,210.90	4,518.00	4,136.60	6,083.20	3,916.80	4,352.00	5,290.00	8,144.00
2. Employee Waivers	1,339.00	1,261.65	1,951.60	1,522.50	1,635.00	2,512.60	2,711.00	1,592.20	3,359.20
3. Bad Debts	---	---	---	---	(192.00)	3,641.00	(949.60)	(15.34)	---
4. Senior Citizens	611.00	533.00	1,605.00	330.00	5,835.00	10,183.00	11,157.60	11,279.80	11,419.00
5. EOG Waivers	---	---	---	---	---	---	---	---	---
6. TOTAL DEDUCTIONS	4,025.50	5,005.55	8,074.60	5,989.10	13,361.20	20,253.40	17,271.00	18,146.66	22,922.20
7. Actual Tuition Receipts	41,970.02	79,774.04	76,463.43	66,352.41	66,943.88	75,306.43	116,630.55	111,846.67	136,227.91
8. Actual Mid-Term Cr. Hrs.	3243	6128	5553	4472	4559	5060	6343	6236	7519
9. Tuition Rec'd/Mid-Term Cr.Hrs. (Line 7 ÷ 8)	12.94	13.02	13.77	14.84	14.68	14.88	18.39	17.94	18.12
10. Tuition Charged/Cr.Hrs.	13.00	13.00	14.00	15.00	15.00	17.00	19.00	19.00	19.00
11. Variable/Credit Hours	- .06	+ .02	- .23	- .16	- .32	-2.12	- .61	-1.06	- .88

For Board Meeting of
November 22, 1982

Agenda Item E-7

CONFIRMATION OF AUDITORS FOR FY 83

A year ago, we conducted a thorough review and selected an auditor to serve for a three-year period subject to annual review.

It is now appropriate to conduct the annual confirmation.

RECOMMENDATION: It is recommended that Lindgren, Callihan, Weaver and Van Osdol be confirmed as our auditors for the 1983 fiscal year.

For Board Meeting
of November 22, 1982

Agenda Item F-1

RECOMMENDATION FOR
PROFESSIONAL STAFF APPOINTMENT

Last year, Mary Kirck left our staff to return to graduate school and work for completion of her Masters Degree. Her position was filled on an interim basis until now.

~~Ms. Krick has applied for her original position~~

RECOMMENDATION: It is recommended that Ms. Mary Krick be appointed to the nursing faculty as requested.

SAUK VALLEY COLLEGE

RECOMMENDATION FOR STAFF APPOINTMENT

NAME: Mary Krick SOCIAL SECURITY #: _____

ADDRESS: _____ TELEPHONE #: _____

Street

Dixon, IL 61021

City

State

DATE: October 22, 1982

PRESENT POSITION: Full-time graduate student - Northern Illinois University

RECOMMENDED POSITION AT THE COLLEGE: Assistant Professor of Nursing

Type of Position

EFFECTIVE DATE OR PERIOD: FROM: January 1983 To: May 18, 1983

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

POSITION ON SALARY PLAN: Assistant Professor 6 SALARY \$18,822.00*
Rank/Level Step

CONDITIONS OF EMPLOYMENT: Completion of MSN by December 1983

*to be prorated for one semester

BIOGRAPHIC DATA

EDUCATION: HIGHEST DEGREE EARNED: MSN DATE: 12/83

EXPERIENCE: Mary Krick has taught in the LPN Program and she has held various types of staff and administrative nursing positions. She has served as a head nurse in physical therapy, orthopedics, and medical units in several hospitals as well as duty as a staff nurse and an office nurse. She will bring a wealth of valuable training and experience to this position.

~~OTHER:~~

STAFF RECOMMENDATION: [Signature] DATE: 10-22-82
Signature

DEANS RECOMMENDATION: [Signature] DATE: 11-2-82
Signature

PRESIDENTS RECOMMENDATION FOR BOARD APPROVAL: [Signature] DATE: 11-16-82
Signature

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

July, 1981

Resume

Mary Krick

Address: Dixon, IL 61021

Educational Qualifications

BSN - Northern Illinois University, 1979

MSN - Northern Illinois University, 1982

Additional nursing training at
Memorial Hospital,
Belleville, Illinois
and KSB Hospital,
Dixon, Illinois

Former Positions

Staff Nurse - Memorial Hospital,
Belleville, IL 1966-67

Office Nurse- Drs. Penning,
Marty, and Teich,
Springfield, IL 1967-68

Head Nurse - Medical Unit,
Dixon Developmental
Center, Dixon, IL 1968-69

Head Nurse + Physical Therapy
Unit and Orthopedics,
Memorial Hospital,
Belleville, IL 1970-74

Staff Nurse - Dixon Developmental
Center, Dixon, IL 1978-79

Nursing Instructor - Sauk Valley
College, Dixon, IL 1979-81

Hobbies and Special
Interests

Bowling, Golf, Cooking and Macrame

js

November 1982

For Board Meeting
of November 22, 1982

Agenda Item F-2

CONFIRMATION OF ADVISORY COMMITTEES

Advisory committees are a critical part of our college. They provide channels of communication with practitioners in our community. They are a rich resource for informational input, curriculum development, market trends, and personal services (students, instructors, etc.).

The Board will want to confirm the appointments presented for advisory committee memberships for the 1982-83 year.

RECOMMENDATION: That the Board confirm the Advisory
Committee memberships as presented:

DIVISION OF ARTS AND SOCIAL SCIENCES

Criminal Justice

Human Services - Child Care

Human Services - General

Rock Falls Adult Learning Center

CRIMINAL JUSTICE
ADVISORY COMMITTEE
1982-83

Fred Moore	Sterling Police Department Sterling, IL 61081
Eugene Smith	Whiteside County Probation Sterling, IL 61081
Judge John Rapp	Carroll County Circuit Judge Mt. Carroll, IL 61053
Butch Kimmel	Sheriff, Whiteside County Whiteside County Courthouse Morrison, IL 61270
Patrick Kavanaugh	Dixon Police Department Part-time Instructor - Sauk Valley College Home Address: Dixon, IL 61021
Judge Thomas Hornsby	Judge, Circuit Court Part-time Instructor - Sauk Valley College Home Address: Dixon, IL 61021
Ray Nehring	Lee County Sheriff Dixon, IL 61021
Judi Burnham (Ex-officio)	

HUMAN SERVICES - CHILD CARE

ADVISORY COMMITTEE

1982-83

Margaret Scholl	Licensing Worker Illinois Department of Children and Family Services Rock Falls, IL 61071
Paula Colson	Acting Director - SVC Child Care Center Sauk Valley College R.R. 5 Dixon, IL 61021
Ann Keim	Child Care Instructor - SVC Home address: Lanark, IL 61046
Moneta A. Devine	Human Services Instructor - SVC Home address: Oregon, IL 61061
Mrs. Patrick J. Vobora	Child Care Instructor Whiteside Area Vocational Center Sterling, IL 61081
Leah Buscemi	Head Start Coordinator Tri-county Opportunities Council Rock Falls, IL 61071
Marilyn Bielema	Director, Community Day Care Center First Presbyterian Church Morrison, IL 61270
Elissa Quigg	Sterling-Rock Falls Day Care Sterling, IL 61081

HUMAN SERVICES - GENERAL

ADVISORY COMMITTEE
1982-83

Barbara Ellison Whiteside County Volunteers in
Probation
Sterling, IL 61081

Larry Prindaville Sinnissippi Mental Health Center
R.R. 5
Dixon, IL 61021

Florence Pennington Case Worker Supervisor
Department of Children and Family
Services
Rock Falls, IL 61071

Jim Czerwionka Nachusa Lutheran Home for Children
Nachusa, IL 61057

Jim Ferolo Lee County Special Education
Association
Eldena School
R.R. 4
Dixon, IL 61021

Ken Brown Executive Director
Tri-county Opportunity Council
Rock Falls, IL 61071

Richard Holtam (Ex-officio)

ROCK FALLS ADULT LEARNING CENTER

ADVISORY COMMITTEE
1982-83

Judy Howard Adult Learning Center Coordinator

Rock Falls, IL 61071

Bev Segura Ohda Instructor - Sauk Valley College
Home Address:

Rock Falls, IL 61071

Richard A. Fluck Morrison Community Schools
Unit #6

Morrison, IL 61270

Richard Holtam (Ex-officio)

DIVISION OF BUSINESS AND TECHNOLOGY

Agriculture

Business

- Accounting
- Business, Industrial Safety, Marketing and Management
- Banking
- Office and Administrative Services
- Real Estate

Data Processing

Industrial Technology

- Automotive Technology
- Building Construction
- Electronic-Electrical Technology
- Machine Tool
- Mechanical Design
- Refrigeration, Heating, Industrial Maintenance
- Welding Technology

AGRICULTURE
ADVISORY COMMITTEE
1982-83

Allen Borth	Seed Corn District Manager Dixon, IL 61021
Richard A. Deets	Fertilizer and Pesticide Dealer Sohigro Service Company Milledgeville, IL 61051
Robert Haijenga	Soil and Crop Consultant Forreston, IL 61030
Oscar Koenig	Farm Owner/SVC Board Member R.R. 1 Tampico, IL 61283
Stan Larem	Handel Implement Chadwick, IL 61014
Phillip J. Miatke	Allumni/Illinois Department of Agriculture R.R. 2 Sterling, IL 61081
Gary Sandroek	Farmer R.R. 1 Rock Falls, IL 61071

ACCOUNTING

ADVISORY COMMITTEE
1982-83

John Berge	Dee Gosling Company (CPA) Clinton, IA 52732
Terry Catalina	Internal Revenue Service (Auditor) Rockford, IL 61101 800 252-2921
Robert Edison, Jr.	Purchasing and Accounting National Manufacturing Company Sterling, IL 61081
James Boesen	Assistant Controller Northwestern Steel and Wire Sterling, IL 61081
Donald Olson	Business Instructor - Sterling High School President/Treasurer - School Employees Credit Union Sterling, IL 61081
Ron Hartje (Ex-officio)	
Chuck West (Ex-officio)	

BUSINESS/INDUSTRIAL SAFETY/MARKETING/MANAGEMENT

ADVISORY COMMITTEE

1982-83

Rodney Brooks	Rock Falls National Bank 302 First Avenue Rock Falls, IL 61071
Jack Fritz	Northwestern Steel and Wire 1118 Charles Street Rock Falls, IL 61071
Richard Nowatka	Central National Bank 1606 29th Place Sterling, IL 61081
Jose Perez	Kroger Food Store 2014 East Fourth Sterling, IL 61081
Michael Rock	Dixon National Bank 101 West First Street Dixon, IL 61021
David Geil	Glaflka Tire City 608 West Fourth Sterling, IL 61081
David Knie	Knie Appliance and TV 511 West 13th Sterling, IL 61081
Stan Whiteman	Russell, Burdsall, and Ward, Inc. 1507 Sixth Avenue Sterling, IL 61081

BANKING

ADVISORY COMMITTEE

1982-83

Scott Dixon	Vice President/Cashier Polo National Bank Polo, IL 61064
William Reigle	Vice President Dixon National Bank Dixon, IL 61021

OFFICE AND ADMINISTRATIVE SERVICES

ADVISORY COMMITTEE

1982-83

Mary Arduini Secretary, State Attorney Office
Whiteside County Court House
Morrison, IL 61270

Dorothy Butler Retired - Federal Savings and Loan
1010 North Brinton
Dixon, IL 61021

Donna Currens Secretary, Fearer and Nye
Law Firm
Oregon, IL 61061

Carolyn Kellogg Word Processing Supervisor
State Highway Department
Home Address:
712 East 12th Street
Sterling, IL 61081

Pat Sullivan Whiteside Area Vocational Center
1608 Fourth Avenue
Sterling, IL 61081

Glenn Bailey (Ex-officio)
Bonnie Ryan (Ex-officio)

REAL ESTATE

ADVISORY COMMITTEE

1982-83

Arlen Higgs Executive Vice President
Polo National Bank
Polo, IL 61064

Stanley Kazmerski Department of Transportation
Illinois Division of Highways
Dixon, IL 61021

Kim Stoker Hopkins Road Equipment Company
1335 Chicago Avenue
Dixon, IL 61021

Sylvia Larson Sylvia Larson Realtors
203 Fifth Avenue
Sterling, IL 61081

DATA PROCESSING
ADVISORY COMMITTEE
1982-83

Loren Anderson	Computer Services Dixon National Bank Dixon, IL 61021
Warren Hilton	Manager, Information Systems and Personnel Accounting General Electric Company Morrison, IL 61270
Kevin Kline	Central National Bank Data Processing Department Sterling, IL 61081
Sherry Michel	Paraprofessional - SVC Data Center Part-time Instructor - SVC Home Address: Dixon, IL 61021
Francis Orlowski	Frantz Manufacturing Company Sterling, IL 61081
Edward Smith	Controller - E. D. Etnyre Company Second and Jefferson Oregon, IL 61061
Roy Sonderquist	Manager - Information Services Northwestern Steel and Wire Sterling, IL 61081
Gordon Speer	Physics Instructor (Computers) Sterling High School Sterling, IL 61081

AUTOMOTIVE

ADVISORY COMMITTEE
1982-83

Roger Eschelman Whiteside Area Vocational Center
1608 Fifth Avenue
Sterling, IL 61081

Mike Harris Price Motors
2502 Locust
Sterling, IL 61081

Shelly Maves Stewart Truck and Equipment Company
Route 38 East, Box 369
Dixon, IL 61021

Jim McCoy Nelson Pontiac-Buick
1000 North Galena
Dixon, IL 61021

William McLaren Diesel Injection Service
(Sun Prairie Wisconsin)
County Line Road
Rock Falls, IL 61071

Bob Pierce Harrison Chevrolet-Cadillac
222 North Peoria
Dixon, IL 61021

Ivan Rosenow Bun Austin Chevrolet
Sterling, IL 61081

Charles Paterson (Ex-officio)
Bob Logemann (Ex-officio)

BUILDING CONSTRUCTION

ADVISORY COMMITTEE

1982-83

Evelyn Conn	Morris Enterprise R.R. 1 Rock Falls, IL 61071
Chuck Modrow	Northern Illinois Gas Dixon, IL 61021
Kelly Woessner	Northern Commercial Dixon, IL 61021
Phillip Stewart	Stewart Air Conditioning and Heating Dixon, IL 61021
Robert Sutkay	Wolohan Lumber Sterling, IL 61081
Don and Charlotte Morris . .	Morris Septic Rock Falls, IL 61071
Tim Watson	Homeway Corporation Walnut, IL 61376
Bob Smith (Ex-officio)	

ELECTRONIC-ELECTRICAL TECHNOLOGY

ADVISORY COMMITTEE

1982-83

Michael Lubbs Harper-Wyman Company
R.R. 2
Dixon, IL 61021

Don Slaney Russell, Burdsall and Ward, Inc.
1104 Riverview Road
Sterling, IL 61081

Edward Spotts Lone Star Industries
134 Martin Road
Rock Falls, IL 61071

Terry Powell Industrial Arts/Electrical
Instructor
Rock Falls High School
Rock Falls, IL 61071

Gary Seaman Borg Warner Corporation
15880 Lincoln Road
Morrison, IL 61270

Doug Spitzer Byron Nuclear Station
Home Address:
4861 Linden Road, Apt. 787
Rockford, IL 61100

Chuck Oster (Ex-officio)
Ron Happach (Ex-officio)

MACHINE TOOL

ADVISORY COMMITTEE
1982-83

William Callison	Borg Warner Corporation 1700 Franklin Grove Road Dixon, IL 61021
Rick Milano	Edelmann and Company Illinois Route 38 - East Dixon, IL 61021
David L. Needham	Byron Nuclear Station Commonwealth Edison Company Byron, IL 61010
Ron Latta	Henry Pratt Company 900 Depot Avenue Dixon, IL 61021
Jim Cook	George Evans Corporation 121 37th Street Moline, IL 61265
Jerry Frana (Ex-officio)	

MECHANICAL DESIGN/MACHINE DRAFTING

ADVISORY COMMITTEE

1982-83

Norris Hurlbut	Whiteside Area Vocational Center (Instructor) 703 Ninth Avenue Fulton, IL 61252
William Palmer	General Electric Employee 1202 East 19th Street Sterling, IL 61081
Ed Loos	Frantz Manufacturing Company 1006 Fifth Avenue Sterling, IL 61081
Alan Hardersen	Director of Counseling and Admissions Sauk Valley College R.R. 5 Dixon, IL 61021
Mike Hustad	Counselor Sauk Valley College R.R. 5 Dixon, IL 61021
Donald Haag	General Electric Employee 1302 East 18th Street Sterling, IL 61081
Richard Ruffini	W. A. Whitney Corporation, Rockford, IL R.R. 3 - Forest Park Dixon, IL 61021
Larry Burke	Edelmann and Company IL Route 38 Dixon, IL 61021
Charles Oster (Ex-officio)	

REFRIGERATION/HEATING/INDUSTRIAL MAINTENANCE

ADVISORY COMMITTEE

1982-83

Michael Choiniere Choiniere Electrical Service
Box 75
Walnut, IL 61376

Terry Eberly Sales Representative
Johnstone Supply
3358 Pyramid Drive
Rockford, IL 61109

Michael Hosler Hosler's Repair Shop
212 Sixth Avenue
Rock Falls, IL 61071

Michael Longtin Wood Brothers Manufacturing
R.R. 2
Oregon, IL 61061

Gary Seaman Borg-Warner Corporation
Home Address:
15880 Lincoln Road
Morrison, IL 61270

Richard Volker Beverage Service Company
304 Elm Place
Princeton, IL 61356

Herbert Youngren Youngren Refrigeration Service
2031 West First Street
Dixon, IL 61021

Ron Happach (Ex-officio)

WELDING TECHNOLOGY

ADVISORY COMMITTEE

1982-83

Robin Foster	Part-time Instructor - SVC Home Address: 1204 Hunter Street Sterling, IL 61071
Robert Greskiwcz	Boehle Implement, Inc. Amboy, IL 61310
Bob Mattson	Whiteside Area Vocational Center 1600 Fifth Avenue Sterling, IL 61081
Leland Sedig	Bogott Industrial Supply 112 Third Avenue Sterling, IL 61081
Rex H. Winget	J. T. Cullen Company 19175 Waller Road Fulton, IL 61252
Chuck Frieders (Ex-officio)	

DIVISION OF HEALTH AND NATURAL SCIENCES

Allied Health

- LPN, ADN, Nurses Aide
- Medical Laboratory Technology
- Radiologic Technology

Cosmetology

Food Service

LPN - ADN - NURSES AIDE

ADVISORY COMMITTEE
1982-83

Martha Wilson	Assistant Administrator Nursing Services KSB Hospital Dixon, IL 61021
Cheryl Lashley	Coordinator of Health Occupations Whiteside Area Vocational Center Sterling, IL 61081
Marian Hough, R.N.	Director of Nursing Community General Hospital Sterling, IL 61081
Annette Widener, R.N.	Nursing Consultant Dixon Developmental Center Dixon, IL 61021
Alice Cassens, R.N.	School Nurse Dixon High School Dixon, IL 61021
Sylvia E. Montavon	Administrator Lee County Nursing Home Dixon, IL 61021
Judy Repass, R.N.	Sauk Valley College Graduate Sterling, IL 61081
Marge Hardin	Counselor Morrison High School Morrison, IL 61270
Beth Radunz	Administrator Sterling Care Center 105 East 23rd Street Sterling, IL 61081
Donna Rosenthal, R.N.	Director of Nursing Morrison Community Hospital Morrison, IL 61270
John Bishop	Counselor Sterling High School Sterling, IL 61081

MEDICAL LABORATORY TECHNOLOGY

ADVISORY COMMITTEE
1982-83

Dr. Maurice L. Perou Pathologist - Community General
Hospital
Sterling, IL 61081
Home Address:

Sterling, IL 61081

(Continuous Appointment)

Dr. Salvatore Borja Pathologist - Mercy Hospital
Clinton, IA 52732
Home Address:

Clinton, IA 52732

(Continuous Appointment)

Dr. Reda Salama Pathologist - Community General
Hospital
Sterling, IL 61081
Home Address:

Sterling, IL 61081

(Continuous Appointment)

Janice Wilson, M.T. Medical Technologist
Sterling-Rock Falls Clinic
101 Miller Road
Sterling, IL 61081
Home Address:

Sterling, IL 61081

(Reappoint - 2 years - 1983)

Robert Smith Bacteriologist - Retired Laboratory
Director - Kraft Foods Company
Home Address:

Milledgeville, IL 61051

(Reappoint - 2 years - 1983)

Larry K. Chidley Chemistry Instructor - Dixon High
School - Dixon, IL
Home Address:

Dixon, IL 61021

(Expires 1983)

MEDICAL LABORATORY TECHNOLOGY

ADVISORY COMMITTEE
1982-83

Page 2

Ollie Butt Teacher - Washington School
Sterling, IL 61081
Home Address:

Sterling, IL 61081
~~~~~  
(Expires 1983)

Mary Sue Cox . . . . . Former Bacteriologist - now Social Worker  
Dixon Developmental Center  
Dixon, IL 61021  
Home Address:  
  
Dixon, IL 61021  
  
(New Appointment - 2 years - 1984)

# RADIOLOGIC TECHNOLOGY

## ADVISORY COMMITTEE 1982-83

Dr. I. G. Almassy . . . . . Radiologist - KSB Hospital  
403 East First Street  
Dixon, IL 61021

Dr. R. G. Arellano . . . . . Community Hospital of Ottawa  
1100 East Norris Drive  
Ottawa, IL 61350

Beverly Bromenschenkel, R.T. Chief Technologist  
Mendota Community Hospital  
Mendota, IL 61342

Dr. Peter Evanson . . . . . Radiologist - Community General  
Hospital  
1601 First Avenue  
Sterling, IL 61081

Richard Kerley, R.T. . . . . Chief Technologist  
Community General Hospital  
1601 First Avenue  
Sterling, IL 61081

Lois Morris, R.T. . . . . Chief Technologist  
KSB Hospital  
403 East First Street  
Dixon, IL 61081

Helen Salsi, R.T. . . . . Chief Technologist  
Illinois Valley Community Hospital  
925 West Street  
Peru, IL 61354

Ed McKenney, R.T. . . . . St. Margaret's Hospital  
600 East First Street  
Spring Valley, IL 61342

Janet Kime (Ex-officio)

COSMETOLOGY  
ADVISORY COMMITTEE  
1982-83

|                          |                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------|
| Carolyn Wenger . . . . . | Registered Beauty Culture Instructor<br>Home Address:<br><br>Rock Falls, IL 61071             |
| Mel Shaver . . . . .     | Counselor - Whiteside Area<br>Vocational Center<br><br>Sterling, IL 61081                     |
| Sally Stokes . . . . .   | Salon Owner<br>B-Love-Lee<br><br>Sterling, IL 61081                                           |
| Dyan Seeley . . . . .    | Beautician<br>Hair-We-Are<br>Home Address:<br><br>Rock Falls, IL 61071                        |
| Marta Vasquez . . . . .  | Salon Owner<br>Marta's<br><br>Sterling, IL 61081                                              |
| Jan Kime . . . . .       | Assistant Dean of Health and<br>Natural Science<br>Sauk Valley College<br><br>Dixon, IL 61021 |

FOOD SERVICE  
ADVISORY COMMITTEE  
1982-83

|                              |                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------|
| Gail Beck . . . . .          | Assistant Dietician<br>KSB Hospital<br>Dixon, IL 61021<br>732-7387                             |
| Joyce Miller, R.D. . . . .   | Director of Dietary Service<br>KSB Hospital<br>Dixon, IL 61021                                 |
| Ted Lightbody . . . . .      | ARA Food Service<br>Sauk Valley College<br><br>Dixon, IL 61021                                 |
| Dorothy Kamykowski, R.D. . . | Dietary Services<br>Community General Hospital<br><br>Sterling, IL 61081                       |
| Wayne Weston . . . . .       | Culinary Arts Instructor<br>Whiteside Area Vocational Center<br>Sterling, IL 61081<br>626-5810 |
| Larry Smith . . . . .        | Walgreens Restaurant<br>Home Address:<br><br>Dixon, IL 61021                                   |
| Don Hamilton . . . . .       | White House Restaurant<br>Home Address:<br><br>Dixon, IL 61021                                 |
| Kevin Bendon . . . . .       | Servomation - SVC Cafeteria<br>Sauk Valley College<br><br>Dixon, IL 61021                      |

DIVISION OF COMMUNITY AND EXTENDED SERVICES



COMMUNITY SERVICE  
ADVISORY COMMITTEE  
1982-83

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| Mel Swanlund . . . . .        | Amboy High School<br>Amboy, IL 61310<br>857-3632 or 857-3765                          |
| Bob Ciccicarelli . . . . .    | Ashton High School<br>Ashton, IL 61006<br>453-7461 or 453-2415                        |
| Leonard Gerth . . . . .       | Chadwick High School<br>Chadwick, IL 61014<br>684-5191                                |
| Dr. Michael Heckman . . . . . | Dixon Public Schools<br><br>Dixon, IL 61021<br>284-7722                               |
| Dr. Martin Power . . . . .    | Franklin Center High School<br>Franklin Grove, IL 61031<br>857-2724                   |
| Dorothea Rahn . . . . .       | Milledgeville High School<br>Milledgeville, IL 61051<br>225-7143                      |
| Dale Hall . . . . .           | Polo High School<br>Polo, IL 61064<br>946-3314                                        |
| Nancy Thielen . . . . .       | Rock Falls School District #13<br>Business Office<br>Rock Falls, IL 61071<br>626-2627 |
| Susan Dixon . . . . .         | Senior Studies Coordinator SVC<br><br>Dixon, IL 61021<br>288-2775                     |
| Richard J. Holtam . . . . .   | Sauk Valley College<br><br>Dixon, IL 61021                                            |
| William Gengenbach . . . . .  | Thomson High School<br>Thomson, IL 61285<br>259-2735 or 259-8279                      |
| Romaine Coulson . . . . .     | Walnut High School<br>Walnut, IL 61376<br>379-2434                                    |

COMMUNITY SERVICE  
ADVISORY COMMITTEE  
1982-83

Page 2

|                        |                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------|
| Barb Ballew . . . . .  | Prophetstown High School<br>509½ Washington<br>Prophetstown, IL 61277<br>537-5240 or 537-5161 |
| Pat Wiersema . . . . . | Riverbend District Office<br>1000 11th Avenue<br>Fulton, IL 61252<br>589-2711                 |
| Sue Vance . . . . .    | Tampico High School<br>Tampico, IL 61283<br>438-3085 or 438-3095                              |

For Board Meeting of  
November 22, 1982

Agenda Item G-1

POLICY REVISION

(FIRST READING)

Since last January, there has been a Board committee at work to review and revise our policies related to the conduct of Board meetings. Considerable research has been conducted regarding the practice and experience of other colleges. Analysis of our local needs has been made and policy revisions are being proposed for the following:

112.01 Meetings Open to the Public

114.01 Board Meeting Agenda

114.02 Conduct of Meeting

114.03 Recording, Photographing, and Televising  
Board and Committee Meetings, News Media

The drafts of the foregoing policies will be reviewed by the Board, sitting as a "committee of the whole" at the announced pre-meeting session. If the committee chooses, it can submit those policy recommendations for "first reading" at this point in the regular meeting.

112.01 - MEETINGS OPEN TO PUBLIC

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended.

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

Public notice of all meetings shall be given in compliance with law.

Chapter 102  
Par. 42.01

Revised December 20, 1982

p. 117

No longer needed, formerly page #2 of Meetings Open to  
the Public

113.01 Inspection of Board Records and Account

This policy is the same and has not been revised

114.01 - BOARD MEETING AGENDA

- A. The President of the College will prepare the agenda of meetings for the Board of Trustees after conferring with the Chairperson of the Board. The Trustees may introduce agenda items through the Board Chairperson or the President of the College.
- B. The Trustees will receive copies of the agenda of regular and special meetings and any available supporting materials, at least 48 hours prior to each meeting. These materials will be hand-delivered or sent by mail.
- C. 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.
- D. The Board agenda shall contain an item called "Communications from Visitors." At this time on the agenda, citizens of the College District may be heard on petitions previously filed or request to be heard on specific agenda items. At this time, any written communications for the Board not previously delivered to the Board shall be furnished to it. In the Chairperson's discretion, any written communication to the Board may be read aloud by the Chairman, a member of the Board, by the President or by his designee.

Chapter 102  
Par. 42.02 (b)

Revised December 20, 1982

114.02 - CONDUCT OF MEETING

- A. Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.
- B. Presentation of items of business shall follow the Agenda, unless varied by the Chairperson.
- C. The Board welcomes attendance of citizens of the District at its meetings, and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by citizens or organizations relating to the welfare of the College. In order that Board meetings may be orderly and serve the purpose of all concerned, the following additional rules shall govern visitors' participation in Board meetings:
1. Citizens or organizations wishing to present written or oral proposals or petitions regarding matters of interest to the citizen or the Board, shall summarize such proposals in writing and furnish them to the Secretary of The Board 7 days prior to the meeting. Such proponents or petitioners shall be assigned a period not to exceed 10 minutes on the meeting agenda during the period for "Communications From Visitors" for any comments or additional oral materials the proponent or petitioner wishes to furnish in regard to the proposals. In the event an opponent to the proposal or petition is present, such opponent shall be given a like period of time to address the Board. The Chairperson may limit the number of citizen petitions to be heard at a particular meeting in the interests of time, but shall cause any petition not heard to be placed on the agenda for the next meeting.



2. Citizens or organizations may be heard without prior written notice on matters on the agenda by requesting permission of the Chairperson during the "Communication From Visitors" portion of the meeting. The Chair shall, during such time on the agenda, ask whether any members of the public wish to be heard on any any agenda item. At the commencement of consideration of that item on the agenda during the course of the meeting, the citizen shall be called upon and permitted to address the Board on such item. Speakers for or against an item on the agenda shall be limited to a total of 5 minutes of meeting time for his, her, or their statement. If more than one person wishes to address the Board, the time shall be divided among them. If there are proponents and opponents present, an additional 5 minutes shall be accorded so that the proponents and the opponents each have a total of 5 minutes available for a statement of their position.

3. Although citizens may address the Board on agenda items pursuant to Paragraph 2 hereof, it is usually beneficial to the Board and citizen or organization to inform the Secretary of the Board of the citizen's or organization's desire to speak and to give a general outline of concerns at least twenty-four hours in advance of the meeting. The advance notice permits Administration to solicit further helpful information and may avoid delay in acting on or responding to the item or concern.

4. Persons addressing the Board shall address the Board as a whole or shall address the Chairperson. No more than two persons shall address the Board on the same topic on the same side of an issue. Questions directed to individual Trustees shall be deemed out of order and are not permitted. Individual Trustees may pose questions to the citizen speaking. Presentation by the citizen and response to any questions by the citizen shall be orderly.

5. After the citizen or citizens' allotted time has lapsed, the citizen shall not further address the Board unless requested to do so by the Chair. The Board shall not respond to questions asked during the course of the meeting except as permitted herein. Persons attending the meeting shall not be permitted to interject comments or questions during the Board's discussion of a matter.

6. The Chairperson may, for good cause, extend the time limitations provided for herein. The Chairperson may terminate the privilege of addressing the Board to any speaker who does not conduct himself or herself in an orderly, decorous and respectful manner. The Chairperson shall serve as spokesman for the full Board at all meetings of the Board.

7. The Board is not obligated to act upon items presented by citizens or organizations.

D. These rules shall apply to committee meetings, to the extent applicable.

114.03 - RECORDING, PHOTOGRAPHING AND TELEVISING BOARD AND  
COMMITTEE MEETINGS, NEWS MEDIA

A. Recordation. Any person may record proceedings at meetings of the Board or committees open to the public. Such recordation may be by tape, film, videotape, or other means. Such recordation shall not be done in such manner as to distract, disrupt or otherwise interfere with the operation of the meeting by the Board or the committee.

The Board shall provide a central location for microphones. The location shall be such that microphones of good quality and recording equipment of good quality will be able to pick up the voices of the Board member speaking in customary and ordinary tones used at Board meetings, and shall not be further than fifteen feet from any Board member. Unless the College shall provide a pooled microphone with leads, any person seeking to use the provided central location for microphones shall provide their own microphone and cable to connect such microphone to the recorder away from the Board table. Placement of any wires or cables shall be done in such manner as to minimize any safety hazard. Except for the central location, no recording microphones or other recording devices shall be allowed on the Board table, except as may be provided by the College.

B. Lights and Flash Bulbs. During the meetings of the Board or any committee, no flash bulbs, or lights other than normal room lighting shall be used.

C. Television Cameras. During any meeting of the Board or committee, television cameras shall not be placed where they impede the view of the Trustees by any persons in attendance. Television cameras shall not be closer to the meeting table than the table or other location provided for members of the news media.

D. Location for News Media. A place, in reasonable proximity to the Board's meeting table, shall be provided for members of the news media. If reasonably possible, a table will be provided for the convenience of the members of the news media.

Chapter 102  
Par. 42.05

Revised December 20, 1982

For Board Meeting  
of November 22, 1982

Agenda Item G-2

#### ELECTION OF OFFICERS

After last year's November election of Board members, the Board organized with its present officers. That organization took place, as prescribed by law, on the first Monday in December.

Our local policy (107.01) establishes terms of office for our Chairperson, Vice-Chairperson, and secretary for one year. It is necessary now to conduct a new election of officers for the next year to take effect after this meeting.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-1-82

## MEMORANDUM

O: Dr. Hal Garner

AGENDA ITEM I-1

Board Meeting of November 22

FROM: Robert Edison *Bob*

Enclosed herein is correspondence relative to our last inspection of our drives and parking lots.

The foregoing type of report has normally been submitted to the Board on an annual basis with, or without, recommendations to take effective action.

I will request another survey next spring for work which might be required during the summer months.

RE:fsb

Encl.

RECEIVED  
NOV 1 1982  
Off. of the President

**HAROLD P. WENDLER and Associates, Inc.**

*Consulting Structural Engineers - Civil Engineers - Land Surveyors*

October 25, 1982

Mr. Robert Edison  
Dean of Business Services  
Sauk Valley College  
R. R. 5  
Dixon, IL 61021

Re: Parking Lots and Drives

Dear Mr. Edison:

As requested by your office, I have inspected all drives and parking lots at the college. They are in generally good condition which is the result of your excellent maintenance program.

Several areas in the East Lot have alligator cracking. These areas should be repaired; however, I would suggest that they be checked in the spring to determine the amount of work required after winter takes its toll. This way, the work could be scheduled for next summer.

All other lots and the drives require no repair work at this time. Some maintenance work consisting of crack filling should also be scheduled for next summer.

The cost of all of this work can vary depending on the severity of the winter; the price of asphalt and other factors. Presently I would estimate the cost of all this work to range from \$5,000 to \$10,000. I realize that this is quite a range; however, if we check these areas again in the spring, we can give you an accurate estimate at that time.

We hope that this will give you the information you desire. Should you have any questions or need any additional information, do not hesitate to contact me.

Very truly yours,

HAROLD P. WENDLER AND ASSOCIATES, INC.

*Harold P. Wendler*

Harold P. Wendler  
Registered Professional  
& Structural Engineer

HPW/plh

RESEARCH SURVEYS RELATED  
TO PRE-REGISTRATION AND REGISTRATION

July and August 1982

A Report

Karen Shapton

Al Hardersen

November 29, 1982



## RESEARCH SURVEYS RELATED TO PRE-REGISTRATION AND REGISTRATION

JULY AND AUGUST 1982

### Introduction

Three studies were conducted by the Office of Admissions and the Office of Planning and Resource Development during the summer of 1982. Although somewhat informal in nature and not adhering to strict research guidelines, the studies provided valuable information about students' informational sources and intentions during the pre-registration and registration processes. These three studies should be considered exploratory in nature. Many questions were raised that will be followed up in the future.

The first study was conducted in July and was confined to those returning students eligible for pre-registration but who had not done so by mid-July. The study was designed to gather data about information sources and also to try to determine why students had not yet pre-registered.

The second study was a telephone survey conducted for all those returning students eligible to pre-register but who did not come in on the special pre-registration day, July 21. This study was designed to determine the intentions of those eligible to pre-register, and if a student did not intend to pre-register, to determine why he or she was not pre-registering.

The third study was conducted during stand-up registration on August 25 and 26. It was designed to determine what information sources were most effective in bringing people in to register and also to provide information on the new format for the mailer and class schedule.

One of the principle criteria in designing the surveys was simplicity. It was essential to make the survey forms as easy to complete as possible or the student would not take the time to do it. Very often students are engaged in filling out a number of forms, and we did not wish to add to their burden. The information gathered will serve as base-line data as we may repeat, in somewhat more sophisticated form, the surveys conducted over the summer. After several semesters we should see some patterns and trends emerge and be able to adapt our pre-registration, registration, marketing and promotion efforts accordingly.

#### Acknowledgements

Special thanks are given to Al Pfeifer at the Data Center who prepared a special computer program to analyze the telephone survey, the staff and work-study students in the Counseling and Admissions office who conducted the telephone survey, the Workroom staff who ran off many copies of survey forms on short notice, Cindy Kemp who typed, retyped, and typed again many drafts of the survey forms, and the entire Admissions office staff who provided a great deal of support, encouragement, and assistance in conducting all three studies.

SURVEY #1, CONDUCTED JULY 21, 1982

Target group: Students coming in to register on the special pre-registration day for returning students held on July 21, 1982.

Rationale and Methodology: By early in July, it was evident that pre-registration for Fall 1982 was lagging seriously behind compared to the previous year. There was great concern about why students had not pre-registered in the spring when the opportunity was available. The Office of Admissions conducted a special pre-registration day for these students. The Data Center prepared a list of all students eligible to pre-register but who had not done so by July 14. An attempt was made to purge the list such that graduates, obvious community service students who were taking only 1 or 2 credits, and other students unlikely to return to school were eliminated from the list. Personal letters were sent to the 1,087 students who remained on the list, informing them of a special pre-registration day to be held on July 21. In addition, a news release was prepared and sent to the local media, and two newspaper advertisements were run.

As a result of these efforts, 210 students registered for 2,112 credit hours on July 21. The students were given a brief survey form to complete (Exhibit 1).

Findings: As would be expected, 76% of the returning students who came in to pre-register on July 21 did so as a result of the letter sent to them. 5.8% came in response to an article in the paper, 5% had heard about it from someone else, and 13.2% had other sources of information. 57.7% of those responding were full-time students, while 42.3% were part-time students.

An attempt was made to determine why these students did not pre-register during the spring semester while they were on campus.

69.7% indicated that they had not talked with an instructor about pre-registration during the spring semester, while 30.3% indicated that they had.

Conclusions and Recommendations: It would appear that a personalized and very targeted approach generates the best response to preregistration. 19.3% of those who received letters came in on the specified day. They probably accounted for a large proportion of the full-time students who had not yet pre-registered. This was confirmed by the stand-up registration survey which indicated a rather low percentage of full-time students registering.

There were two other factors which we were not aware of at the time the letters were sent. First, financial aid processing had not been completed on the students who had applied for financial aid. This occurred because of the delays and changes in state and federal regulations. Apparently, many students were waiting to hear about their financial aid status before they came in to pre-register. 505 students did, in fact, come in to pre-register during the first two weeks of August after notification of financial aid status was sent. It is not known whether all of these students were financial aid recipients but it can be surmised that many were. Second, the list on which letters were based was not as clean as it might have been. There were, in fact, considerable numbers of students who had already graduated and considerable numbers of community service students included in the list. This fact was uncovered when we were conducting the telephone survey and will be commented upon further later.

Both of these factors affected the Office of Admissions' ability to really zero in on a well-defined target population. A way must be found to get cleaner lists from the Data Center, perhaps through more

specificity in the request, or through more specificity in the program which generates the list. In addition, closer communication and coordination among all offices having an effect on pre-registration of students would be helpful.

There is a strong indication that instructors must take a more active and personalized role in making students aware of the pre-registration process during the spring semester. A one-time reading of a notice about pre-registration or a simple posting of a notice is not sufficient. The students need to have an awareness built over several days or weeks time. The student must understand the benefits accruing to him or her from pre-registration in the spring. In addition, they must understand that they can pre-register even if their financial aid status is uncertain. There must be a cooperative effort among Student Services, Instruction, and Public Information.

#### SURVEY #2, CONDUCTED JULY 22 - AUGUST 1

Target group: Students who still had not pre-registered after July 21.

Rationale and Methodology: The special pre-registration day was followed up with a telephone survey to determine the intent of those students who had not yet come in. After the names of those students who had come in to pre-register on July 21 were removed, a total population of 877 students remained.

A simple, branching telephone survey was designed. Six work-study students from Admissions and Counseling were given a brief orientation to acquaint them with the survey and to role-play a few situations that might be difficult to handle. 342 students were telephoned between July 22 and August 1. A copy of the survey and the tabulation of returns is

included in Exhibit 2. The responses were coded onto machine readable response sheets and tabulated by the Data Center. There were some inconsistencies in the way the response sheets were coded so that the figures and percentages may not be absolutely consistent. However, they are close enough to provide us with some reliable information.

For each of the reasons given for not returning (Question 9) we attempted to make a referral to some program or service here at the college that might be of assistance to the student. For instance, if a financial problem was indicated, the student was referred to the Financial Aids Office.

During the first evening of the survey it became clear that we did not have a clean list to work from. Many students responded that they had already graduated. Many students responded that they had only taken one or two hours of credits in a community service class and some did not recall taking a course last year at all. The Admissions Office then purged the list further by hand and eliminated approximately 300 more students. Calling was discontinued after August 1st due to lack of time to complete all of the calls of the total population. However, a large enough sample was obtained in a random fashion to provide valid data that can be generalized for the entire population.

Findings: We were reassured to know that 38.9% of those we called did in fact intend to pre-register for classes in the fall. These students intended to register for 873 credit hours or an average of 7.73 hours each. An additional 14% were unsure. We discovered that 38 of the students or approximately 11% had in fact already registered. Again we were confronted with a clean list problem.

Of those not intending to return or who were unsure, by far the largest percentage (27%) indicated that they were transferring to another college. The second most prevalent reason for not registering

was a full time job with no time to continue an education (22%). 13% of the students indicated that they were working and there was a schedule conflict. Taken together, 36% of the students had a work related reason for not returning. 13% indicated that there were financial problems that prevented them from returning to school--perhaps a surprisingly low figure given current conditions.

#### Conclusions and Recommendation:

We are already aware that there is a need to be sensitive to building schedules that can accommodate working students. However, the data suggests that even more attention should be given to the needs of working students.

The large percentage transferring prior to completing their A.A or A.S. degree is worthy of additional study to determine why this occurs and if there are majors where it occurs most frequently.

There is some concern about the 4% who indicated they were not returning due to child care problems. This may indicate that child care center hours are not coinciding with the need, or that there is not sufficient awareness of the child care center services. Further study of this question is warranted.

The benefits of this study transcended those of merely gathering statistical information. We were able to contact in person 342 students who had been here at the college before. This sort of personal contact indicates to the student that in fact there is someone here who cares about them as individuals. The community relations benefit was very positive. In addition the callers were able to refer students to sources of information that might be of assistance to them in either overcoming problems or helping them make their decisions. In cases where follow-up was indicated, Admissions sent out the material that was requested.

Once the problem of generating clean lists can be solved, a telephone contact such as this on a continuing basis is believed to be very beneficial to the college both in terms of gathering information about why students don't return, gathering information in order to project credit hours for returning students, and to help students solve problems.

#### SURVEY #3, CONDUCTED AUGUST 26-27

Target group: Students registering during stand-up registration.

Rationale and Methodology: A survey was conducted during stand-up registration on August 25 and 26 to gather data about information sources that the registrants used. A copy of the survey instrument with tabulations included is found in Exhibit 3. In addition to grand totals for the survey, the results were tabulated by four categories of students: Returning Students--Full time; Returning Students--Part time; New Students--Full time; New Students--Part time. This break down was done to see if there were significant differences between these groups of students in their use of information sources or their use of Pathfinder. While no statistical tests of significance were performed, the percentages make it clear where areas of difference occurred.

Findings: 428 students completed the survey within the two days it was given. Of those, 63.1% were returning students and 36.9% were new students. 13.6% were full time students and 83.9% were part time students (2.5% no response). As indicated before, most full time students pre-register prior to stand up registration.

The information sources used are arranged in rank order in Exhibit 4. It should be noted that multiple responses were permitted and respondents often checked more than one information source.



It is clear that Pathfinder had a significant impact on those who received it. It was cited by far as the biggest single information source that brought students to the college for stand-up registration. This was true across all groups of students. Word of mouth, and friend or relative ranked 3rd and 4th suggesting that there is a significant secondary affect among the various information sources we use to inform the public about our programs and services.

One should not conclude that some of the sources that received a low percentage ranking such as newspaper ads or newspaper articles did not contribute significantly to the overall effort. The total promotional strategy was intended as an interlocking strategy with ads, articles, radio announcements and the mailer all re-enforcing one another to heighten awareness of registration and the fall program. Most of the newspaper ads and newspaper articles were highly targeted rather than being general in nature. This in itself would draw a rather small response in terms of the overall number registering.

The question related to the name of the schedule/magazine was not a valid question since the name is given further on in the survey. However, most of the respondents seem to have answered it honestly with an indication that just over 61% recalled clearly the name of the magazine. It was very encouraging to note that 65% of those receiving the magazine did in fact read some of the articles and found them useful in selecting courses or knowing about some of our programs and services.

The most significant differences in information that occurred among the four groups of students analyzed are shown in Exhibit 5. Full time students relied much less heavily on the mailer than new or retraining part time students. The dominant information source for new full time

students was information received at high school. We must continue to improve this effort. While there were only 15 students in this group it might be interesting to follow up and determine why they did not pre-register during spring when registration of high school students was occurring.

New part time students depended much more heavily on word of mouth as an information source than the other classifications of students. In other words, positive referrals from people they come in contact with bring them into the college. Also new students, whether full or part time, were much more heavily influenced by friends and relatives than returning students. There was a heavier influence the second day from friends or relatives than there was the first day. This might be the result of the advertising, and promotion campaign, particularly the radio announcements, which would stimulate the friend or relative to encourage the student to come out and register.

#### OPEN ENDED RESPONSES

Survey #1 and Survey #3 both provided an opportunity for open ended responses. Those responses are included in Exhibit 5 verbatim as they were recorded on the survey sheets. This kind of open ended response provides much valuable information in terms of improving the registration and information process.

On the whole the comments on the registration process and the new Pathfinder were extremely positive. The expanded amount of information provided in the Pathfinder was extremely helpful to those registering. Efforts should be continued to keep simplifying information, making it easier for the registrant to find information, and explaining as many programs and services as possible.

There was some indication that course descriptions are needed in the Pathfinder. The marketing group had considered including course descriptions at one point last winter but limitations on space and the need for briefer, clearer course descriptions prevented them from being used at this time. It has been recommended that simpler, brief and clear course descriptions need to be written for all courses and included in the schedule.

#### SUMMARY COMMENTS

Overall the three studies described above had many beneficial aspects including:

1. Statistical information to confirm some intuitive hypotheses
2. Positive community relations
3. Beneficial and positive relations among various offices working together on the study
4. Indicators of some problem areas in the data base and record keeping systems that will deserve further study
5. Base line data for future studies and follow up especially for stransfer students
6. Subjective information in the form of open ended responses that will assist in refining the registration process and marketing efforts.

There were several limitations to the research that was conducted:

1. The design in each of the studies was not rigorous
2. No tests of statistical significance were performed on the data, only simple tabulations and percentages were done. This was in part because of the difficulty of getting the data into machine readable form and the lack of good statistical packages on the computer. Should a statistical package become available for either a microcomputer or the main frame, it will be much easier to perform analysis on these types of studies.

3. The list of students we were working with for surveys number one and number two were not clean according to what had been hoped for. Some thought must be given to better ways to develop clean lists meeting given specifications.

All in all, we believe the effort expended on this type of research is well worth while. As we do more and more of it, the processes will become more sophisticated, particularly with assistance from computerized statistical packages. We hope that we have provided some incentive for all divisions of the college to conduct this type of research as an aid to planning.

Al Hardersen, Karen Shapton

November 29, 1982

cck

# TALLY SHEET

July 21, 1982

Please Answer

1.) What brought you in to pre-register today?

(76%) 92 a.) letter  
(5.8%) { 1 b.) news release  
          6 c.) article in paper  
(5%) 6 d.) word of mouth  
(13.2%) 16 e.) other \_\_\_\_\_

Comments on e.) Other:  
Financial Aid Appointment  
Instructor  
Ceta  
Radio Announcement  
Dropped By

2.) Did you talk with an instructor about pre-registration during Spring semester?

(30.3%) 36 yes 83 no (69.7%) N=119

3.) Are you a full time student (12 credits or more)?

(57.7%) 71 yes 52 no (43.3%) N=123

4.) Have you been advised to delay registration?

3 yes 115 no N=118

Who advised you to wait? One response: Ceta

5.) Do you have any suggestions to make about registration?

4 yes 106 no

-Keep having registration after normal working hours, it sure makes it handy for those who are working.

-It would be great if all the advisors would be present. I understood from the letter they would be today.

-Counselors were very helpful.

-More counselors available to the students and maybe set up in a classroom with a little more organization.

Thank you

GENERAL COMMENTS: Felt lost on which subjects to take.  
Put the game room back where it used to be.  
Received very helpful registration information.

EXHIBIT 1

Students Not Yet Pre registered

May I please speak to \_\_\_\_\_ (Fill in name in 17 too)

My name is \_\_\_\_\_. I am with Sauk Valley College and we  
 making a sample survey to learn more about our students in order to  
 provide better service. Would you help us by taking about 3  
 minutes to answer some questions?

A. No ..... Well, thank you for your time. Please let us know if we may be of service to you in any way.  
 Good bye. (End)

B. Yes ..... Thank you! I'm sure your answers will help us quite a bit! (Proceed to Question #2)

2. According to our registration records, you attended last spring, but as of today, you had not yet pre-registered  
 for Fall classes. Are our records correct? \_\_\_\_\_ YES  $\checkmark$  (1) 304 NO  $\checkmark$  (2) 38 (Line 2)

\*3. Do you plan to enroll this semester?

(Data Error = 3)

117 (38.9) YES (1)  $\downarrow$  $\downarrow$  NO (2) 142 (47.1) DON'T KNOW (3) 42 (Line 3) N=301

4. Approximately how many hours do  
 you plan to take? 873 (Line 4)  
 total

5. What is your major? \_\_\_\_\_  
 (Line 5)

6. When do you think you will  
 register?

\_\_\_\_\_ Month (Line 6)

\_\_\_\_\_ Day (Line 7)

Open counseling will be held Aug. 2 -  
 Aug. 20, 9-5 MWF; 9-9 T Th. You can  
 walk in without an appointment for  
 assistance.

\*9. Could you please tell us what is influencing your  
 decision. (Check one or two reasons) (Line 9 & 10)

(1) 9 Moving(2) 1 Need/Prefer work(3) 27 Transfer to another college(4) 4 No classes of interest(5) 22 Working - no time(6) 13 Working - schedule conflict(7) 13 Financial problem(8) 1 Scheduling problem

(9) \_\_\_\_\_ Bad grades

(10) 2 Transportation(11) 4 Child care

(12) \_\_\_\_\_ CETA ended or reduced

(13) 2 Don't know about financial aid status yet(14) 2 Not enough information

N=100

(15) \_\_\_\_\_ Other

(Referrals related to 9 above)

10. Do you know about our

(2) Job Placement Service/Workstudy

(3) (4) New mailer which will be in home about Aug. 2

(5) (6) Day and evening classes

(12) (7) Financial Aid program/workstudy

(8) Day and evening classes

(9) Tutoring program

(10) Car pool board

(11) Child Care Center

(13) Letters in mail now thru Aug. 1

(14) Mailer in home about Aug. 2

(Other) \_\_\_\_\_

(If referral made, indicate what by checking number)

7. Is there any information we can  
 mail you to assist you? NO  
 YES

\_\_\_\_\_ Admissions

\_\_\_\_\_ Financial Aid packet

\_\_\_\_\_ Catalog

\_\_\_\_\_ Program brochures (what  
 program \_\_\_\_\_)Schedule - will be in mail to  
 all homes about Aug. 2

\_\_\_\_\_ Other \_\_\_\_\_

8. Would you like someone to call  
 you to assist you? NO  
 YES

\_\_\_\_\_ Admissions

\_\_\_\_\_ Counseling

\_\_\_\_\_ Financial Aid

\_\_\_\_\_ Other \_\_\_\_\_

What time would be best for you?

GO TO 17

\*11. Do you plan to enroll sometime in the future? (Line 11)

← NO (GO TO #7) 13 YES (Continue) 2 NR or unsure = 286

12. About when do you think you will return?

(Line 11 &amp; 12)

13. Would you like to be placed on our mailing list for  
 Spring 1983 for special information?

YES

NO

← GO TO 7

17. \_\_\_\_\_ That's all of my questions. Thank you so much for your help. Please let us know if we may  
 (name) help you in the future. Watch for our mailer with class schedule early in August. Good bye.

Comments:

EXHIBIT 2

Caller: \_\_\_\_\_

1. Have you taken classes at Sauk before?

(63.1%) (36.9%)  
270 Yes 158 No N=428

2. Are you a full time student (12 credits or more)?

(13.6%) (83.9%)  
58 Yes 359 No 11 no response

3. Where did you get the information that brought you here to sign up for classes: (multiple responses permitted)

(37.2) 213 Mailer received in home with schedule of classes in it  
 (13.8) 22 Newspaper advertisement  
 (2.1) 12 Newspaper article  
 (2.6) 15 Radio announcement  
 (7.7) 44 Word of mouth  
 (9.6) 55 Friend or relative  
 (3.8) 22 Program brochure  
 (17.6) 101 I am a continuing student  
 (1.6) 9 Letter from the college  
 (.5) 3 Phone call from the college  
 (3) 17 Information received from teacher or counselor at Sauk  
 (5.9) 34 Information received at high school  
 (4.5) 26 Other (describe) See attached

N=573

4. Do you recall receiving our mailer/magazine with the class schedules in it in your home? (Multiple responses permitted)

(83.5) (15.6) (.1)  
348 Yes 65 No 4 No response N=417

If Yes --

Do you recall the name of the magazine?

(61.8) 217 Yes (38.2) 134 No (.1) 3 No response

What is it? \_\_\_\_\_

Did you read any of the articles?

(65) 230 Yes (32.2) 114 No (2.8) 10 No response N=354

If so, did the articles help you in:

(38) 117 selecting courses

(29.2) 90 knowing about some of our services

(32.8) 101 knowing about our programs

N=308

Comments on the Pathfinder: See Exhibit 5

5. Do you have any suggestions to make about improving our registration procedures or general comments? See Exhibit 5

INFORMATION SOURCES - RANK ORDER

| <u>%</u> | <u>N</u> | <u>Source</u>                                             |
|----------|----------|-----------------------------------------------------------|
| 32.2     | 213      | Mailer received in house with schedule                    |
| 17.6     | 101      | I am a continuing student                                 |
| 9.6      | 55       | Friend or relative                                        |
| 7.7      | 44       | Word of mouth                                             |
| 5.9      | 34       | Information received at high school                       |
| 4.5      | 26       | Other (See Exhibit <sup>6</sup> 5)                        |
| 3.8      | 22       | Newspaper advertisement                                   |
| 3.8      | 22       | Program brochure                                          |
| 3        | 17       | Information received from teacher or<br>counselor at Sauk |
| 2.6      | 15       | Radio announcement                                        |
| 2.1      | 12       | Newspaper article                                         |
| 1.6      | 9        | Letter from college                                       |
| .5       | 3        | Phone call from college                                   |



COMPARISON OF INFORMATION SOURCE BY STUDENT TYPE

|                            | New Student<br>Full Time |      | New Student<br>Part Time |      | Returning Student<br>Full Time |      | Returning Student<br>Part Time |      |
|----------------------------|--------------------------|------|--------------------------|------|--------------------------------|------|--------------------------------|------|
|                            | n                        | %    | n                        | %    | n                              | %    | n                              | %    |
| 1. Mailer                  | 7                        | 17.5 | 64                       | 35.9 | 14                             | 34.1 | 128                            | 40.8 |
| 2. News ad                 | 0                        |      | 9                        | 5    | 1                              | 2.4  | 12                             | 3.8  |
| 3. News article            | 1                        | 2.5  | 7                        | 3.9  | 0                              |      | 4                              | 1.3  |
| 4. Radio                   |                          |      | 7                        | 3.9  | 0                              |      | 8                              | 2.5  |
| 5. Word of mouth           | 3                        | 7.5  | 23                       | 12.9 | 1                              | 2.4  | 17                             | 5.4  |
| 6. Friend or relative      | 6                        | 15   | 22                       | 12.4 | 2                              | 4.9  | 25                             | 8    |
| 7. Program brochure        | 1                        | 2.5  | 6                        | 3.4  | 4                              | 9.7  | 11                             | 3.5  |
| 8. Continuing student      |                          |      | 0                        |      | 16                             | 39   | 85                             | 27   |
| 9. Letter from college     | 1                        | 2.5  | 6                        | 3.4  | 0                              |      | 2                              | .6   |
| 10. Phone call             |                          |      | 1                        | .5   | 0                              |      | 2                              | .6   |
| 11. Sauk teacher/counselor | 3                        | 7.5  | 6                        | 3.4  | 1                              | 2.4  | 7                              | 2.2  |
| 12. High school            | 15                       | 37.5 | 13                       | 7.3  | 1                              | 2.4  | 5                              | 1.6  |
| 13. Other                  | 3                        | 7.5  | 14                       | 7.9  | 1                              | 2.4  | 8                              | 2.5  |
| N =                        | 40                       |      | 178                      |      | 41                             |      | 314                            |      |

Question #3      Information   Source -   Other

Returning Student - Full time  
To get an A.A.S

Returning Student - Part time  
Catalog  
Desire to become an R.N.  
Played at a band concert  
G.E. (2)  
Better job market  
Job requirement (2)  
Wanted to reenter program

New Student - Full time  
CETA  
On my own  
My own choice

New Student - Part time  
Been here before  
St. Mary's unemployed program (2)  
Came over to inquire  
At work (4)  
Central National Bank  
CETA  
Mother works here  
On my own  
G.E.  
Need the credit

Question #4      Comments on Pathfinder

Returning Student - Full time  
Very informative (2)  
Pretty good information  
It helped out a lot  
Very good  
Helpful in explaining what is available at Sauk

Returning Student - Part time.  
Informative or very informative (12)  
OK for new students (rather simple!!)  
Much easier to use than schedule formats in the past  
Have good information on the subjects  
It was alright  
Better than before  
Nice or O.K. (4)  
Good or very good (9)  
Enlightening  
Fine idea - keep it up  
It helps you plan the next semester  
Reassuring  
I was hoping for more description of courses but got  
these from the catalog  
Keep it up  
Helpful or very helpful (4)  
Good idea (2)  
Comprehensive  
I liked the regular registration mailer from the past  
better - it had better descriptions of the courses  
Nice piece of promotionalism  
Helpful in selecting courses  
An improvement over the larger, fold out mailer  
Interesting  
Easy to understand  
Like it better than the old schedule set up  
Great magazine  
Well organized  
Good idea sending it  
Drop it  
Helped with schedule decisions

New Student - Full time  
Made me aware of what I could take  
Some idea of what to take  
Very helpful

Question # 4, continued)

New Student - Part time

Good or very good: (6)  
Helpful, Very helpful (6)  
Back page mail in form with credit card payment good  
Informative, very informative (5)  
Good informational articles (2)  
Adequate  
Good information  
Very good but thought it could have told more  
about the classes  
It would help if it described the classes more fully

Question #5      Comments on registration or other

Returning Students - Full time

More courteousness in registration workers  
Better than previous years

Returning Students - Part time

Set up quite well with registration being all day  
and night  
The ET Sessions could have been earlier  
Great job  
I received extraordinary assistance  
Very convenient on the first floor  
No surveys

New Students - Full time

It would be nice if there were more used books  
It helped me out

New Students - Part time

Don't make us fill out forms  
Need car pool information  
Keep up the good work  
Needs to be more courteous

## EDUCATIONAL FUND

| Account                         | Total Expenditures | To Date   | Prev. Mo. To Date | This Mo.  | Budget     | Unexpended | Unencumbered |
|---------------------------------|--------------------|-----------|-------------------|-----------|------------|------------|--------------|
| DIVISION OF BUSINESS SALARIES   | 35,134.65          | 35,134.65 | 21,125.77         | 14,008.88 | 147,940.00 | 112,805.35 | 112,805.35   |
| DIV OF BUS CONTR SERV           | 5,877.50           | 5,877.50  | 5,824.50          | 53.00     | 6,300.00   | 422.50     | 422.50       |
| DIV OF BUS SUPPLIES             | 5,268.48           | 5,268.48  | 1,359.33          | 3,909.15  | 10,525.00  | 5,256.52   | 5,256.52     |
| DIV OF BUS CONF & MEETINGS      | 490.52             | 490.52    | 265.60            | 224.92    | 1,850.00   | 1,359.48   | 1,359.48     |
| FOOD SERVICES CONTR SERV        |                    | .00       |                   | .00       | 200.00     | 200.00     | 200.00       |
| FOOD SERV SUPPLIES              | .75                | .75       | .75               | .00       | 225.00     | 224.25     | 224.25       |
| FOOD SERV CONF & MEETINGS       | 14.80              | 14.80     |                   | 14.80     | 125.00     | 110.20     | 110.20       |
| DIV OF AGRIC SALARIES           | 4,909.35           | 4,909.35  | 2,945.61          | 1,963.74  | 23,565.00  | 18,655.65  | 18,655.65    |
| DIV OF AGRIC CONTR SERV         |                    | .00       |                   | .00       | 100.00     | 100.00     | 100.00       |
| DIV OF AGRIC SUPPLIES           | 5,174.3            | 5,174.3   | 236.22            | 281.21    | 1,500.00   | 982.57     | 982.57       |
| DIV OF AGRIC CONF & MEETINGS    |                    | .00       |                   | .00       | 325.00     | 325.00     | 325.00       |
| DIV OF INDUS ED SALARIES        | 38,941.90          | 38,941.90 | 23,365.14         | 15,576.76 | 155,467.00 | 116,525.10 | 116,525.10   |
| DIV OF INDUS ED CONTR SERV      | 363.00             | 363.00    | 363.00            | .00       | 3,500.00   | 3,137.00   | 3,137.00     |
| DIV OF INDUS ED SUPPLIES        | 7,066.04           | 7,066.04  | 5,014.84          | 2,051.20  | 21,000.00  | 13,933.96  | 13,933.96    |
| DIV OF INDUS ED CONF & MEETINGS | 1,128.33           | 1,128.33  | 962.03            | 166.30    | 2,000.00   | 871.67     | 871.67       |
| COSMETOLOGY CONTR SERV          | 26,908.32          | 26,908.32 | 14,223.76         | 7,684.56  | 45,000.00  | 18,091.68  | 18,091.68    |
| COSMETOLOGY SUPPLIES            |                    | .00       |                   | .00       | 100.00     | 100.00     | 100.00       |
| COSMETOLOGY CONF & MEETINGS     | 3.00               | 3.00      |                   | 3.00      | 175.00     | 172.00     | 172.00       |
| HUMAN SERV CONTR SERV           |                    | .00       |                   | .00       | 250.00     | 250.00     | 250.00       |
| HUMAN SERV SUPPLIES             | 294.39             | 294.39    | 102.45            | 191.94    | 2,050.00   | 1,755.61   | 1,755.61     |
| HUMAN SERV CONF & MEETINGS      | 24.80              | 24.80     | 10.40             | 14.40     | 450.00     | 425.20     | 425.20       |
| DIV OF SOC SCI SALARIES         | 28,019.25          | 28,019.25 | 16,811.55         | 11,207.70 | 118,664.00 | 90,644.75  | 90,644.75    |
| DIV OF SOC SCI SUPPLIES         | 871.58             | 871.58    | 676.75            | 194.83    | 3,000.00   | 2,128.42   | 2,128.42     |
| DIV OF SOC SCI CONF & MEETINGS  | 79.80              | 79.80     | 55.80             | 24.00     | 1,750.00   | 1,670.20   | 1,670.20     |
| E.M.T. CONTR SERV               |                    | .00       |                   | .00       | 750.00     | 750.00     | 750.00       |
| E.M.T. SUPPLIES                 | 471.00             | 471.00    | 346.14            | 124.86    | 350.00     | 121.00 CR  | 121.00 CR    |
| DIV OF CRIM JUS SALARIES        | 5,813.85           | 5,813.85  | 3,488.31          | 2,325.54  | 44,495.00  | 38,681.15  | 38,681.15    |
| DIV OF CRIM JUS CONTR SERV      |                    | .00       |                   | .00       | 625.00     | 625.00     | 625.00       |
| DIV OF CRIM JUS SUPPLIES        | 1,010.48           | 1,010.48  | 30.11             | 980.37    | 1,338.00   | 327.52     | 327.52       |
| DIV OF CRIM JUS CONF & MEETINGS |                    | .00       |                   | .00       | 850.00     | 850.00     | 850.00       |
| LIBRARY TECH SUPPLIES           |                    | .00       |                   | .00       | 100.00     | 100.00     | 100.00       |
| DIV OF FIRE SCI CONTR SERV      |                    | .00       |                   | .00       | 600.00     | 600.00     | 600.00       |
| DIV OF FIRE SCI SUPPLIES        | 16.00              | 16.00     |                   | 16.00     | 775.00     | 759.00     | 759.00       |
| DIV OF FIRE SCI CONF & MEETINGS |                    | .00       |                   | .00       | 300.00     | 300.00     | 300.00       |
| DIV OF HUMANITIES SALARIES      | 59,823.50          | 59,823.50 | 35,894.10         | 23,929.40 | 241,910.00 | 182,086.50 | 182,086.50   |
| DIV OF HUMANITIES CONTR SERV    |                    | .00       |                   | .00       | 350.00     | 350.00     | 350.00       |

| Account                               | Total<br>Expenditures | To Date   | Prev. Mo.<br>To Date | This Mo.  | Budget     | Unexpended | Unencumbered |
|---------------------------------------|-----------------------|-----------|----------------------|-----------|------------|------------|--------------|
| DIV OF HUMANITIES SUPPLIES            | 656.46                | 656.46    | 350.42               | 306.04    | 3400.00    | 2743.54    | 2743.54      |
| DIV OF HUMANITIES CONF & MEETINGS     | 931.21                | 931.21    | 809.73               | 121.48    | 3100.00    | 2168.79    | 2168.79      |
| ART DEPT SALARIES                     | 4,838.75              | 4,838.75  | 2,903.25             | 1,935.50  | 23,226.00  | 18,387.25  | 18,387.25    |
| ART DEPT CONTR SERV                   |                       | .00       |                      | .00       | 200.00     | 200.00     | 200.00       |
| ART DEPT SUPPLIES                     | 29.29                 | 29.29     | 26.29                | 3.00      | 600.00     | 570.71     | 570.71       |
| ART DEPT CONF & MEETINGS              | 59.00                 | 59.00     | 59.00                | .00       | 200.00     | 141.00     | 141.00       |
| MUSIC DEPT SALARIES                   | 9,525.00              | 9,525.00  | 5,715.00             | 3,810.00  | 45,720.00  | 36,195.00  | 36,195.00    |
| MUSIC DEPT CONTR SERV                 | 170.00                | 170.00    | 170.00               | .00       | 1,200.00   | 1,030.00   | 1,030.00     |
| DIV OF HUMANITIES MUSIC DEPT SUPPLIES | 728.64                | 728.64    | 435.03               | 293.61    | 1,450.00   | 721.36     | 721.36       |
| MUSIC DEPT CONF & MEETINGS            |                       | .00       |                      | .00       | 450.00     | 450.00     | 450.00       |
| DIV OF MATH SCI SALARIES              | 44,518.05             | 44,518.05 | 26,710.83            | 17,807.22 | 179,832.00 | 135,313.95 | 135,313.95   |
| DIV OF MATH SCI CONTR SERV            | 386.33                | 386.33    | 386.33               | .00       | 1,287.00   | 900.67     | 900.67       |
| DIV OF MATH SCI SUPPLIES              | 6,863.49              | 6,863.49  | 6,025.85             | 837.64    | 10,000.00  | 3,136.51   | 3,136.51     |
| DIV OF MATH SCI CONF & MEETINGS       | 60.43                 | 60.43     |                      | 60.43     | 1,500.00   | 1,439.57   | 1,439.57     |
| DIV OF MED LAB TECH SALARIES          | 10,645.59             | 10,645.59 | 8,208.09             | 2,437.50  | 44,560.00  | 33,914.41  | 33,914.41    |
| MED LAB TECH CONTR SERV               |                       | .00       |                      | .00       | 1,500.00   | 1,500.00   | 1,500.00     |
| MED LAB TECH SUPPLIES                 | 3,796.52              | 3,796.52  | 2,893.96             | 902.56    | 12,161.00  | 8,364.48   | 8,364.48     |
| MED LAB TECH CONF & MEETINGS          | 282.40                | 282.40    | 149.95               | 132.45    | 1,620.00   | 1,337.60   | 1,337.60     |
| DIV OF ADN SALARIES                   | 22,679.89             | 22,679.89 | 15,228.99            | 7,450.90  | 63,571.00  | 40,891.11  | 40,891.11    |
| ADN OFC SALARIES                      | 4,329.37              | 4,329.37  | 3,367.29             | 962.08    | 11,545.00  | 7,215.63   | 7,215.63     |
| ADN CONTR SERV                        | 17.80                 | 17.80     |                      | 17.80     | 70.00      | 52.20      | 52.20        |
| ADN SUPPLIES                          | 876.44                | 876.44    | 614.07               | 262.37    | 2,675.00   | 1,798.56   | 1,798.56     |
| ADN CONF & MEETINGS                   | 170.42                | 170.42    | 30.00                | 140.42    | 2,000.00   | 1,829.58   | 1,829.58     |
| DIV OF LPN SALARIES                   | 31,347.39             | 31,347.39 | 22,107.05            | 9,240.34  | 114,269.00 | 82,921.61  | 82,921.61    |
| LPN CONTR SERV                        |                       | .00       |                      | .00       | 345.00     | 345.00     | 345.00       |
| LPN SUPPLIES                          | 1,399.70              | 1,399.70  | 1,183.97             | 215.73    | 2,750.00   | 1,350.30   | 1,350.30     |
| LPN CONF & MEETINGS                   | 344.25                | 344.25    | 81.00                | 263.25    | 1,825.00   | 1,480.75   | 1,480.75     |
| DIV OF RAD TECH SALARIES              | 9,099.08              | 9,099.08  | 7,013.26             | 2,085.82  | 25,030.00  | 15,930.92  | 15,930.92    |
| DIV OF RAD TECH CONTR SERV            |                       | .00       |                      | .00       | 1,600.00   | 1,600.00   | 1,600.00     |
| RAD TECH SUPPLIES                     | 1,041.56              | 1,041.56  | 524.08               | 517.48    | 2,490.00   | 1,448.44   | 1,448.44     |
| RAD TECH CONF & MEETINGS              | 485.85                | 485.85    | 276.90               | 208.95    | 1,920.00   | 1,434.15   | 1,434.15     |
| DIV OF PHYS ED SALARIES               | 8,793.30              | 8,793.30  | 5,275.98             | 3,517.32  | 42,208.00  | 33,414.70  | 33,414.70    |
| DIV OF PHYS ED CONTR SERV             |                       | .00       |                      | .00       | 300.00     | 300.00     | 300.00       |
| DIV OF PHYS ED SUPPLIES               | 706.42                | 706.42    | 702.54               | 3.88      | 2,200.00   | 1,493.58   | 1,493.58     |
| DIV OF PHYS ED CONF & MEETINGS        |                       | .00       |                      | .00       | 500.00     | 500.00     | 500.00       |
| DIV OF NURSING ASST CONTR SERV        |                       | .00       |                      | .00       | 300.00     | 300.00     | 300.00       |
| NURSING ASST SUPPLIES                 | 33.48                 | 33.48     |                      | 33.48     | 400.00     | 366.52     | 366.52       |

| Account                             | Total<br>Expenditures | To Date   | Prev. Mo.<br>To Date | This Mo.  | Budget     | Unexpended   | Unencumbered |
|-------------------------------------|-----------------------|-----------|----------------------|-----------|------------|--------------|--------------|
| NURSING ASST CONF & MEETINGS        |                       | .00       |                      | .00       | 100.00     | 100.00       | 100.00       |
| INSTR ADMIN SECR SALARIES           | 9,129.05              | 9,129.05  | 9,757.90             | 628.85 CR | 13,860.00  | 4,730.95     | 4,730.95     |
| INSTR ADMIN FED WORK STUDY          | 4,283.02              | 4,283.02  | 3,437.13             | 845.89    | 12,932.00  | 8,648.98     | 8,648.98     |
| WORKROOM FED WORK STUDY             | 2,517.56              | 2,517.56  | 1,738.68             | 778.88    | 5,600.00   | 3,082.44     | 3,082.44     |
| WORKROOM STATE WORK STUDY           | 731.98                | 731.98    | 731.98               | .00       |            | 731.98 CR    | 731.98 CR    |
| WORKROOM CONTR                      | 4,092.45              | 4,092.45  | 4,054.45             | 38.00     | 3,100.00   | 992.45 CR    | 992.45 CR    |
| INSTR ADMIN UNALLOCATED CONTR       | 260.09                | 260.09    | 260.09               | .00       | 1,900.00   | 1,639.91     | 1,639.91     |
| WORKROOM SUPPLIES                   | 195.69                | 195.69    | 711.30               | 515.61 CR | 1,000.00   | 804.31       | 804.31       |
| FACULTY OFFICE SUPPLIES             | 185.64                | 185.64    | 144.09               | 41.55     | 800.00     | 614.36       | 614.36       |
| INSTITUTIONAL COMMITTEES            | 205.84                | 205.84    | 198.24               | 7.60      | 200.00     | 5.84 CR      | 5.84 CR      |
| TUITION REIMBURSEMENT               | 3,639.72              | 3,639.72  | 1,539.56             | 2,100.16  | 6,600.00   | 2,960.28     | 2,960.28     |
| PUBLIC INFO ADMIN SALARIES          | 11,335.50             | 11,335.50 | 8,816.50             | 2,519.00  | 30,228.00  | 18,892.50    | 18,892.50    |
| PUB INFO SECR SALARIES              | 103.60                | 103.60    | 103.60               | .00       | 2,000.00   | 1,896.40     | 1,896.40     |
| PUB INFO SUPPLIES                   | 19,947.34             | 19,947.34 | 14,446.90            | 5,500.44  | 73,900.00  | 53,952.66    | 53,952.66    |
| PUB INFO CONF & MEETINGS            | 259.90                | 259.90    | 222.70               | 37.20     | 900.00     | 640.10       | 640.10       |
| ASST DEAN ARTS & SOC SCI---         |                       |           |                      |           |            |              |              |
| SALARY                              | 11,521.11             | 11,521.11 | 8,960.87             | 2,560.24  | 30,723.00  | 19,201.89    | 19,201.89    |
| PART TIME OVERLOAD                  | 11,812.50             | 11,812.50 | 750.00               | 11,062.50 | 38,500.00  | 26,687.50    | 26,687.50    |
| SUMMER SESSION                      | 55,198.00             | 55,198.00 | 55,198.00            | .00       | 44,820.00  | 10,378.00 CR | 10,378.00 CR |
| SECR SALARY                         | 4,298.24              | 4,298.24  | 3,343.08             | 955.16    | 11,462.00  | 7,163.76     | 7,163.76     |
| FED WORK STUDY                      | 1,829.96              | 1,829.96  | 1,283.07             | 546.89    | 5,800.00   | 3,970.04     | 3,970.04     |
| SUPPLIES                            | 243.38                | 243.38    | 181.03               | 62.35     | 800.00     | 556.62       | 556.62       |
| CONF & MEETINGS                     | 138.15                | 138.15    | 48.00                | 90.15     | 1,900.00   | 1,761.85     | 1,761.85     |
| ASST DEAN BUS & TECH---             |                       |           |                      |           |            |              |              |
| SALARY                              | 12,127.50             | 12,127.50 | 9,432.50             | 2,695.00  | 32,340.00  | 20,212.50    | 20,212.50    |
| PART TIME OVERLOAD                  | 19,117.45             | 19,117.45 | 931.22               | 18,186.23 | 90,341.00  | 71,223.55    | 71,223.55    |
| NIGHT PREMIUMS                      | 500.00                | 500.00    |                      | 500.00    |            | 500.00 CR    | 500.00 CR    |
| SUMMER SESSION                      | 35,780.85             | 35,780.85 | 35,742.35            | 38.50     | 33,750.00  | 2,030.85 CR  | 2,030.85 CR  |
| SECR SALARY                         | 4,965.75              | 4,965.75  | 3,862.25             | 1,103.50  | 13,242.00  | 8,276.25     | 8,276.25     |
| FED WORK STUDY                      | 2,548.55              | 2,548.55  | 1,386.08             | 1,162.47  | 11,256.00  | 8,707.45     | 8,707.45     |
| SUPPLIES                            | 203.47                | 203.47    | 191.82               | 11.65     | 900.00     | 696.53       | 696.53       |
| CONF & MEETINGS                     | 682.13                | 682.13    | 258.78               | 423.35    | 2,550.00   | 1,867.87     | 1,867.87     |
| ASST DEAN COMMUNITY & EXTEN SERV--- |                       |           |                      |           |            |              |              |
| SALARY                              | 14,033.47             | 14,033.47 | 10,729.75            | 3,303.72  | 39,645.00  | 25,611.53    | 25,611.53    |
| INSTR SALARIES                      | 27,612.51             | 27,612.51 | 13,712.50            | 13,900.01 | 102,000.00 | 74,387.49    | 74,387.49    |

| Account                         | Total<br>Expenditures | To Date     | Prev. Mo.<br>To Date | This Mo.    | Budget    | Unexpended  | Unencumbered |
|---------------------------------|-----------------------|-------------|----------------------|-------------|-----------|-------------|--------------|
| COMMUNITY SERV COORD            | 940.00                | 940.00      | 940.00               | .00         | 6280.00   | 5340.00     | 5340.00      |
| SECR SALARY                     | 4,273.49              | 4,273.49    | 3,323.83             | 949.66      | 11,396.00 | 7,122.51    | 7,122.51     |
| FED WORK STUDY                  | 1,055.26              | 1,055.26    | 921.26               | 134.00      | 3,655.00  | 2,599.74    | 2,599.74     |
| CONTR SERV                      | 380.00                | 380.00      | 65.00                | 315.00      | 3,500.00  | 3,120.00    | 3,120.00     |
| SUPPLIES                        | 1,043.14              | 1,043.14    | 815.62               | 227.52      | 3,000.00  | 1,956.86    | 1,956.86     |
| CONF & MEETINGS                 | 776.49                | 776.49      | 592.29               | 184.20      | 2,500.00  | 1,723.51    | 1,723.51     |
| ASST DEAN HEALTH & NAT SCI---   |                       |             |                      |             |           |             |              |
| SALARY                          | 12,127.50             | 12,127.50   | 9,432.50             | 2,695.00    | 32,340.00 | 20,212.50   | 20,212.50    |
| PART TIME OVERLOAD              | 17,320.61             | 17,320.61   | 9,291.73             | 8,028.88    | 74,000.00 | 56,679.39   | 56,679.39    |
| SUMMER SESSION                  | 28,458.31             | 28,458.31   | 28,458.31            | .00         | 25,000.00 | 3,458.31 CR | 3,458.31 CR  |
| FED WORK STUDY                  | 3,410.27              | 3,410.27    | 2,161.89             | 1,248.38    | 13,596.00 | 10,185.73   | 10,185.73    |
| STATE WORK STUDY                | 96.25                 | 96.25       | 96.25                | .00         |           | 96.25 CR    | 96.25 CR     |
| CONTR SERV                      |                       | .00         |                      | .00         | 300.00    | 300.00      | 300.00       |
| SUPPLIES                        | 231.66                | 231.66      | 173.27               | 58.39       | 800.00    | 568.34      | 568.34       |
| CONF & MEETINGS                 | 100.20                | 100.20      | 45.00                | 55.20       | 1,850.00  | 1,749.80    | 1,749.80     |
| ACADEMIC SKILLS SALARIES        | 10,340.95             | 10,340.95   | 6,204.57             | 4,136.38    | 69,473.00 | 59,132.05   | 59,132.05    |
| ACADEMIC SKILLS CONTR SERV      | 35.00                 | 35.00       |                      | 35.00       | 500.00    | 465.00      | 465.00       |
| ACADEMIC SKILLS SUPPLIES        | 992.83                | 992.83      | 907.25               | 85.58       | 1,000.00  | 7.17        | 7.17         |
| ACADEMIC SKILLS CONF & MEETINGS |                       | .00         |                      | .00         | 500.00    | 500.00      | 500.00       |
| HONORS PROGRAM CONTR SERV       |                       | .00         |                      | .00         | 100.00    | 100.00      | 100.00       |
| HONORS PROGRAM SUPPLIES         | 17.85                 | 17.85       | 17.85                | .00         | 110.00    | 92.15       | 92.15        |
| HONORS PROG CONF & MEETINGS     |                       | .00         |                      | .00         | 550.00    | 550.00      | 550.00       |
| DEAN OF INSTR SALARY            | 14,324.24             | 14,324.24   | 11,141.08            | 3,183.16    | 38,198.00 | 23,873.76   | 23,873.76    |
| DEAN OF INSTR SECR SALARY       | 5,504.98              | 5,504.98    | 4,281.66             | 1,223.32    | 14,680.00 | 9,175.02    | 9,175.02     |
| STUDENT TUTORS                  | 668.33                | 668.33      | 331.65               | 336.68      | 2,000.00  | 1,331.67    | 1,331.67     |
| DEAN OF INSTR SUPPLIES          | 626.71                | 626.71      | 509.04               | 117.67      | 1,600.00  | 973.29      | 973.29       |
| DEAN OF INSTR CONF & MEETINGS   | 660.43                | 660.43      | 378.90               | 281.53      | 1,500.00  | 839.57      | 839.57       |
| LRC PROF SALARIES               | 19,284.55             | 19,284.55   | 13,338.65            | 5,945.90    | 71,351.00 | 52,066.45   | 52,066.45    |
| LRC SECR SALARIES               | 12,787.09             | 12,787.09   | 9,945.53             | 2,841.56    | 34,099.00 | 21,311.91   | 21,311.91    |
| LRC FED WORK STUDY              | 3,029.29              | 3,029.29    | 2,057.77             | 971.52      | 13,000.00 | 9,970.71    | 9,970.71     |
| LRC CONTR SERV                  | 1,980.65              | 1,980.65    | 1,496.59             | 484.06      | 4,500.00  | 2,519.35    | 2,519.35     |
| LIBRARY SUPPLIES                | 6,867.86              | 6,867.86    | 5,744.08             | 1,123.78    | 12,040.00 | 5,172.14    | 5,172.14     |
| A V SUPPLIES                    | 2,458.92              | 2,458.92    | 1,917.53             | 541.39      | 7,780.00  | 5,321.08    | 5,321.08     |
| XEROX SUPPLIES                  | 1,164.76 ◊            | 1,164.76 CR | 88.53 ◊              | 1,076.23 CR | 2,000.00  | 316.476     | 316.476      |
| LIBRARY BOOKS                   | 12,203.01             | 12,203.01   | 10,440.29            | 1,762.72    | 30,000.00 | 17,796.99   | 17,796.99    |
| LRC CONF & MEETINGS             | 161.40                | 161.40      | 130.00               | 31.40       | 750.00    | 588.60      | 588.60       |



| Account                       | Total<br>Expenditures | To Date    | Prev. Mo.<br>To Date | This Mo.  | Budget     | Unexpended  | Unencumbered |
|-------------------------------|-----------------------|------------|----------------------|-----------|------------|-------------|--------------|
| ADM & REC PROF SALARIES       | 10.935.00             | 10.935.00  | 8.505.00             | 2.430.00  | 29.160.00  | 18.225.00   | 18.225.00    |
| ADM & REC SECR SALARIES       | 17.616.70             | 17.616.70  | 13.701.90            | 3.914.80  | 46.978.00  | 24.361.30   | 24.361.30    |
| ADM & REC FED WORK STUDY      | 4.329.09              | 4.329.09   | 3.214.37             | 1.114.72  | 4.958.00   | 628.91      | 628.91       |
| STATE WORK STUDY-ADM & REC    | 546.05                | 546.05     | 546.05               | .00       |            | 546.05 CR   | 546.05 CR    |
| ADM & REC CONTR SERV          | 550.00                | 550.00     | 550.00               | .00       | 2600.00    | 2050.00     | 2050.00      |
| ADM & REC SUPPLIES            | 1.661.29              | 1.661.29   | 1.076.91             | 584.38    | 5.600.00   | 3.938.71    | 3.938.71     |
| ADM & REC CONF & MEETINGS     | 90.00                 | 90.00      | 15.00                | 75.00     | 800.00     | 710.00      | 710.00       |
| COUNSELING SALARIES           | 23.617.76             | 23.617.76  | 18.758.96            | 4.858.80  | 58.306.00  | 34.688.24   | 34.688.24    |
| COUNSELING SECR SALARIES      | 4.298.24              | 4.298.24   | 3.343.08             | 955.16    | 11.462.00  | 7.163.76    | 7.163.76     |
| HEALTH SERV SUPPLIES          |                       | .00        |                      | .00       | 300.00     | 300.00      | 300.00       |
| FIN AIDS PROF SALARIES        | 11.258.23             | 11.258.23  | 8.756.41             | 2.501.82  | 30.022.00  | 18.763.77   | 18.763.77    |
| FIN AIDS SECR SALARIES        | 8.524.08              | 8.524.08   | 6.629.86             | 1.894.22  | 22.731.00  | 14.206.92   | 14.206.92    |
| STUDENT SERV ADMIN SALARIES   | 13.541.98             | 13.541.98  | 10.532.66            | 3.009.32  | 36.112.00  | 22.570.02   | 22.570.02    |
| STUDENT SERV SECR SALARIES    | 5.479.49              | 5.479.49   | 4.261.83             | 1.217.66  | 14.612.00  | 9.132.51    | 9.132.51     |
| STUDENT SERV FED WORK STUDY   | 15.601.44             | 15.601.44  | 10.846.16            | 4.755.28  | 51.100.00  | 35.498.56   | 35.498.56    |
| STUDENT SERV STATE WORK STUDY | 1.090.43              | 1.090.43   | 1.090.43             | .00       |            | 1.090.43 CR | 1.090.43 CR  |
| COACHING SALARIES             | 2.737.50              | 2.737.50   |                      | 2.737.50  | 11.845.00  | 9.107.50    | 9.107.50     |
| STUDENT SERV CONTR SERV       | 510.00                | 510.00     | 510.00               | .00       | 600.00     | 90.00       | 90.00        |
| STUDENT SERV SUPPLIES         | 5.033.68              | 5.033.68   | 3.991.07             | 1.042.61  | 11.600.00  | 6.566.32    | 6.566.32     |
| STUDENT RECRUITMENT           | 548.69                | 548.69     | 183.69               | 365.00    | 1.500.00   | 951.31      | 951.31       |
| COMMENCEMENT                  | 928.57                | 928.57     | 865.72               | 62.85     | 6.000.00   | 5.071.43    | 5.071.43     |
| STUDENT SERV CONF & MEETINGS  | 1.009.68              | 1.009.68   | 451.68               | 558.00    | 4.650.00   | 3.640.32    | 3.640.32     |
| PUBLIC SERV SALARIES          |                       | .00        |                      | .00       | 4.600.00   | 4.600.00    | 4.600.00     |
| PUB SERV CONTR SERV           |                       | .00        |                      | .00       | 1.400.00   | 1.400.00    | 1.400.00     |
| PUB SERV SUPPLIES             |                       | .00        |                      | .00       | 7.500.00   | 7.500.00    | 7.500.00     |
| SERVICE STAFF SALARIES        | 132.932.31            | 132.932.31 | 102.279.26           | 30.653.05 | 375.778.00 | 24.284.56   | 24.284.56    |
| MAINT FED WORK STUDY-BOYS     | 19.991.63             | 19.991.63  | 15.357.63            | 4.634.00  | 82.000.00  | 62.008.37   | 62.008.37    |
| MATRONS FED WORK STUDY        | 7.768.29              | 7.768.29   | 6.064.56             | 1.703.73  |            | 7.768.29 CR | 7.768.29 CR  |
| BOYS STATE WORK STUDY         | 2.010.25              | 2.010.25   | 2.010.25             | .00       |            | 2.010.25 CR | 2.010.25 CR  |
| MATRONS STATE WORK STUDY      | 504.18                | 504.18     | 504.18               | .00       |            | 504.18 CR   | 504.18 CR    |
| GAS                           | 32.831.52             | 32.831.52  | 27.582.69            | 5.248.83  | 146.800.00 | 113.968.48  | 113.968.48   |
| TELEPHONE                     | 9.573.51              | 9.573.51   | 7.370.21             | 2.203.30  | 27.000.00  | 17.426.49   | 17.426.49    |
| PRESIDENTS SALARY             | 19.460.62             | 19.460.62  | 15.136.04            | 4.324.58  | 51.895.00  | 32.434.38   | 32.434.38    |
| PRES SECR SALARY              | 6.302.99              | 6.302.99   | 4.902.33             | 1.400.66  | 16.808.00  | 10.505.01   | 10.505.01    |
| PRES OFC FED WORK STUDY       | 696.84                | 696.84     | 497.50               | 199.34    | 2.096.00   | 1.399.16    | 1.399.16     |
| PRES OFC STATE WORK STUDY     | 304.85                | 304.85     | 304.85               | .00       |            | 304.85 CR   | 304.85 CR    |
| PRES OFC CONTR SERV           | 511.78                | 511.78     | 511.78               | .00       | 1.000.00   | 488.22      | 488.22       |
| PRES OFC SUPPLIES             | 638.64                | 638.64     | 436.75               | 201.89    | 3.250.00   | 2.611.36    | 2.611.36     |

| Account                      | Total<br>Expenditures | To Date   | Prev. Mo.<br>To Date | This Mo.  | Budget     | Unexpended   | Unencumbered |
|------------------------------|-----------------------|-----------|----------------------|-----------|------------|--------------|--------------|
| PRES OFC CONF & MEETINGS     | 555.14                | 555.14    | 418.67               | 136.47    | 3,000.00   | 2,444.86     | 2,444.86     |
| SPECIAL AFFAIRS              | 892.27                | 892.27    | 741.74               | 150.53    | 3,500.00   | 2,607.73     | 2,607.73     |
| PRES OTHER EXP               | 2,387.50              | 2,387.50  | 2,087.50             | 300.00    | 4,500.00   | 2,112.50     | 2,112.50     |
| BUS OFC ADMIN SALARIES       | 15,958.48             | 15,958.48 | 12,412.16            | 3,546.32  | 42,556.00  | 26,597.52    | 26,597.52    |
| BUS OFC PROF SALARIES        | 11,557.11             | 11,557.11 | 8,988.87             | 2,568.24  | 30,819.00  | 19,261.89    | 19,261.89    |
| BUS OFC SECR SALARIES        | 24,500.59             | 24,500.59 | 19,056.03            | 5,444.56  | 65,335.00  | 40,834.41    | 40,834.41    |
| BUS OFC FED WORK STUDY       | 2,155.75              | 2,155.75  | 1,711.87             | 443.88    | 9,676.00   | 7,520.25     | 7,520.25     |
| BUS OFC STATE WORK STUDY     | 906.18                | 906.18    | 906.18               | .00       |            | 906.18 CR    | 906.18 CR    |
| BUS OFC CONTR SERV           | 4,362.64              | 4,362.64  | 4,362.64             | .00       | 4,700.00   | 337.36       | 337.36       |
| BUS OFC SUPPLIES             | 2,840.25              | 2,840.25  | 3,047.76             | 207.51    | 9,000.00   | 11,840.25    | 11,840.25    |
| BUS OFC CONF & MEETINGS      | 719.50                | 719.50    | 711.50               | 8.00      | 3,000.00   | 2,280.50     | 2,280.50     |
| LEGAL CONTR                  | 2,977.25              | 2,977.25  | 3,060.05             | 82.80 CR  | 8,000.00   | 5,022.75     | 5,022.75     |
| BOARD OTHER EXP              | 400.18                | 400.18    | 353.54               | 46.64     | 3,000.00   | 2,599.82     | 2,599.82     |
| BOARD CONF & MEETINGS        | 747.87                | 747.87    | 747.87               | .00       | 3,000.00   | 2,252.13     | 2,252.13     |
| INSTITU SECR SALARIES        | 4,363.86              | 4,363.86  | 3,394.12             | 969.74    | 11,637.00  | 7,273.14     | 7,273.14     |
| SWITCHBOARD FED WORK STUDY   | 1,108.63              | 1,108.63  | 686.88               | 421.75    | 3,640.00   | 2,531.37     | 2,531.37     |
| SWITCHBOARD STATE WORK STUDY | 59.50                 | 59.50     | 59.50                | .00       |            | 59.50 CR     | 59.50 CR     |
| GROUP MED & LIFE INS         | 97,068.68             | 97,068.68 | 78,553.29            | 18,515.39 | 208,000.00 | 110,931.32   | 110,931.32   |
| PROF CONSULTANTS             | 6,029.34              | 6,029.34  | 6,029.34             | .00       |            | 6,029.34 CR  | 6,029.34 CR  |
| IN SERVICE TRAINING          | 647.66                | 647.66    | 300.00               | 347.66    | 5,000.00   | 4,352.34     | 4,352.34     |
| INSTITU UNALLOCATED CONTR    | 620.16                | 620.16    | 483.26               | 136.90    | 2,400.00   | 1,779.84     | 1,779.84     |
| FACULTY ASSN SUPPLIES        | 42.23                 | 42.23     | 30.90                | 11.33     | 200.00     | 157.77       | 157.77       |
| POSTAGE                      | 4,948.43              | 4,948.43  | 4,653.36             | 295.07    | 38,100.00  | 33,151.57    | 33,151.57    |
| PUBLICATIONS/DUES            | 2,282.58              | 2,282.58  | 2,282.58             | .00       | 6,000.00   | 3,717.42     | 3,717.42     |
| ADVERTISING                  | 239.40                | 239.40    | 84.60                | 154.80    | 600.00     | 360.60       | 360.60       |
| RECRUITMENT                  | 466.50                | 466.50    | 456.42               | 10.08     | 2,500.00   | 2,033.50     | 2,033.50     |
| FIXED CHARGES-INS            | 11,829.00             | 11,829.00 | 11,799.00            | 30.00     | 17,000.00  | 5,171.00     | 5,171.00     |
| EQUIPMENT                    | 8,918.01              | 8,918.01  | 1,847.34             | 7,070.67  | 153,970.00 | 145,051.99   | 145,051.99   |
| VOC ED EQUIPMENT             | 86,053.37             | 86,053.37 | 38,597.55            | 47,455.82 |            | 86,053.37 CR | 86,053.37 CR |
| TUITION CHARGE BACK          | 9,962.96              | 9,962.96  | 2,140.62             | 7,822.34  | 25,000.00  | 15,037.04    | 15,037.04    |
| INSTITU RES SUPPLIES         | 85.03                 | 85.03     | 32.18                | 52.85     | 500.00     | 414.97       | 414.97       |
| DATA PROC PROF SALARIES      | 20,839.84             | 20,839.84 | 16,208.78            | 4,631.06  | 55,573.00  | 34,733.16    | 34,733.16    |
| DATA PROC SECR SALARIES      | 4,256.11              | 4,256.11  | 3,487.31             | 768.80    | 11,974.00  | 7,717.89     | 7,717.89     |
| DATA PROC FED WORK STUDY     | 1,414.55              | 1,414.55  | 1,147.39             | 267.16    | 4,288.00   | 2,873.45     | 2,873.45     |
| DATA PROC CONTR SERV         | 15,567.00             | 15,567.00 | 15,182.28            | 384.72    | 44,834.00  | 29,267.00    | 29,267.00    |
| DATA PROC SUPPLIES           | 2,743.31              | 2,743.31  | 2,488.41             | 254.90    | 6,950.00   | 4,206.69     | 4,206.69     |
| DATA PROC CONF & MEETINGS    | 114.00                | 114.00    | 114.00               | .00       | 1,000.00   | 886.00       | 886.00       |
| DATA PROC EQUIP RENTAL       | 23,807.80             | 23,807.80 | 18,976.34            | 4,831.46  | 92,415.00  | 68,607.20    | 68,607.20    |

| Account                          | Total Expenditures | To Date   | Prev. Mo. To Date | This Mo. | Budget     | Unexpended | Unencumbered |
|----------------------------------|--------------------|-----------|-------------------|----------|------------|------------|--------------|
| PLANNING & DEVELPROF SALARIES    | 11,137.50          | 11,137.50 | 8,662.50          | 2,475.00 | 33,220.00  | 22,082.50  | 22,082.50    |
| PLANNING & DEVEL SECR SALARIES   | 3,567.65           | 3,567.65  |                   | 3,567.65 | 10,703.00  | 7,135.35   | 7,135.35     |
| PLANNING & DEVEL CONTR           |                    | .00       |                   | .00      | 500.00     | 500.00     | 500.00       |
| PLANNING & DEVEL SUPPLIES        | 209.83             | 209.83    | 190.37            | 19.46    | 1,155.00   | 945.17     | 945.17       |
| PLANNING & DEVEL CONF & MEETINGS | 711.85             | 711.85    | 428.90            | 282.95   | 2,250.00   | 1,538.15   | 1,538.15     |
| AFFIRM ACTION CONTR SERV         |                    | .00       |                   | .00      | 300.00     | 300.00     | 300.00       |
| AFFIRM ACTION SUPPLIES           |                    | .00       |                   | .00      | 100.00     | 100.00     | 100.00       |
| AFFIRM ACTION CONF & MEETINGS    |                    | .00       |                   | .00      | 300.00     | 300.00     | 300.00       |
| CONTINGENCIES                    |                    | .00       |                   | .00      | 116,319.00 | 116,319.00 | 116,319.00   |

1,556,168.04 T 1,556,168.04 T 1,118,213.19 T 437,954.85 T 4,661,182.00 T 3,105,013.96 T 3,105,013.96 T

#### BUILDING FUND

|                              |           |           |           |           |            |            |            |
|------------------------------|-----------|-----------|-----------|-----------|------------|------------|------------|
| MAINT & BLDG SUPPLIES        | 9,160.81  | 9,160.81  | 5,735.82  | 3,424.99  | 63,000.00  | 53,839.19  | 53,839.19  |
| MAINT & BLDG CONF & MEETINGS | 283.80    | 283.80    | 234.20    | 49.60     | 950.00     | 666.20     | 666.20     |
| SERVICE EQUIPMENT            | 119.00    | 119.00    |           | 119.00    | 10,000.00  | 9,881.00   | 9,881.00   |
| MAINT CONTR SERV             | 14,514.73 | 14,514.73 | 12,290.15 | 2,224.58  | 44,100.00  | 29,585.27  | 29,585.27  |
| ELECTRICITY                  | 66,305.97 | 66,305.97 | 50,211.75 | 16,094.22 | 213,800.00 | 147,494.03 | 147,494.03 |
| RENTAL CHARGES               | 135.00    | 135.00    | 165.00    | 30.00 CR  | 1,000.00   | 865.00     | 865.00     |
| CONTINGENCIES                |           | .00       |           | .00       | 25,000.00  | 25,000.00  | 25,000.00  |

90,519.31 T 90,519.31 T 68,636.92 T 21,882.39 T 357,850.00 T 267,330.69 T 267,330.69 T

#### SITE AND CONSTRUCTION FUND

|                       |          |          |          |     |            |             |             |
|-----------------------|----------|----------|----------|-----|------------|-------------|-------------|
| SITE IMPROVEMENT      |          | .00      |          | .00 | 10,000.00  | 10,000.00   | 10,000.00   |
| NEW BLDGS & ADDITIONS |          | .00      |          | .00 | 10,000.00  | 10,000.00   | 10,000.00   |
| BLDG IMPROVEMENTS     |          | .00      |          | .00 | 100,000.00 | 100,000.00  | 100,000.00  |
| ADMISSIONS REMODELING | 9,921.85 | 9,921.85 | 9,921.85 | .00 |            | 9,921.85 CR | 9,921.85 CR |
| " " / FURNISHINGS     | 1,086.15 | 1,086.15 | 1,086.15 | .00 |            | 1,086.15 CR | 1,086.15 CR |
| OFFICE EQUIPMENT      |          | .00      |          | .00 | 15,000.00  | 15,000.00   | 15,000.00   |
| INSTR EQUIPMENT       |          | .00      |          | .00 | 100,000.00 | 100,000.00  | 100,000.00  |
| SERVICE EQUIPMENT     |          | .00      |          | .00 | 10,000.00  | 10,000.00   | 10,000.00   |
| OTHER CAPITAL OUTLAY  |          | .00      |          | .00 | 10,000.00  | 10,000.00   | 10,000.00   |

11,008.00 T 11,008.00 T 11,008.00 T .00 T 255,000.00 T 243,992.00 T 243,992.00 T

BOND & INTEREST #1

| Account                   | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget       | Unexpended   | Unencumbered |
|---------------------------|--------------------|---------|-------------------|----------|--------------|--------------|--------------|
| DEBT PRINCIPAL RETIREMENT |                    | .00     |                   | .00      | 250.000.00   | 250.000.00   | 250.000.00   |
| INTEREST                  |                    | .00     |                   | .00      | 32.375.00    | 32.375.00    | 32.375.00    |
| OTHER CHARGES             |                    | .00     |                   | .00      | 500.00       | 500.00       | 500.00       |
|                           | .00 T              | .00 T   | .00 T             | .00 T    | 282.875.00 T | 282.875.00 T | 282.875.00 T |

BOND & INTEREST #4

|                           |       |       |       |       |              |              |              |
|---------------------------|-------|-------|-------|-------|--------------|--------------|--------------|
| DEBT PRINCIPAL RETIREMENT |       | .00   |       | .00   | 250.000.00   | 250.000.00   | 250.000.00   |
| INTEREST                  |       | .00   |       | .00   | 28.125.00    | 28.125.00    | 28.125.00    |
| OTHER FIXED CHARGES       |       | .00   |       | .00   | 1.500.00     | 1.500.00     | 1.500.00     |
|                           | .00 T | .00 T | .00 T | .00 T | 279.625.00 T | 279.625.00 T | 279.625.00 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     | 13,461.02   | 13,461.02   | 13,483.00   | 21.98 CR   | 20,000.00   | 6,538.98    | 6,538.98    |
| TORT LIABILITY    | 9,221.00    | 9,221.00    | 9,221.00    | .00        | 16,000.00   | 6,779.00    | 6,779.00    |
| UNEMPLOYMENT COMP | 1,680.20    | 1,680.20    | 1,757.38    | 77.18 CR   | 21,000.00   | 19,319.80   | 19,319.80   |
| AUDIT COSTS       | 8,150.00    | 8,150.00    | .           | 8,150.00   | 14,000.00   | 5,850.00    | 5,850.00    |
|                   | 32,512.22 T | 32,512.22 T | 24,461.38 T | 8,050.84 T | 71,000.00 T | 38,487.78 T | 38,487.78 T |

# REVENUE REPORT

## EDUCATIONAL FUND

| Account                 | Total<br>Receipts | To Date        | Prev. Mo.<br>To Date | This Mo.     | Budget         | Unexpended     | Unencumbered   |
|-------------------------|-------------------|----------------|----------------------|--------------|----------------|----------------|----------------|
| 1981 TAXES              | 319,968.41        | 319,968.41     | 208,535.95           | 111,432.46   | 462,127.00     | 142,158.59     | 142,158.59     |
| 1982 TAXES              |                   | .00            |                      | .00          | 462,127.00     | 462,127.00     | 462,127.00     |
| IN LIEU OF TAXES        | 1,466.69          | 1,466.69       | 1,466.69             | .00          |                | 1,466.69 CR    | 1,466.69 CR    |
| CHARGE BACK REVENUE     | 3,727.40          | 3,727.40       | 2,199.12             | 1,528.28     | 10,000.00      | 6,272.60       | 6,272.60       |
| STATE APPORTIONMENT     | 350,515.25        | 350,515.25     | 350,515.25           | .00          | 1,356,125.00   | 1,005,609.75   | 1,005,609.75   |
| VOC ED REG REIMB        | 425.00            | 425.00         | 53,002.00 >          | 53,427.00    | 149,000.00     | 148,575.00     | 148,575.00     |
| VOC ED EQUIP REIMB      | 959.00 >          | 959.00 CR      | 959.00 >             | .00          | 44,000.00      | 44,959.00      | 44,959.00      |
| CORP PERS PROP TAX REPL | 75,522.57         | 75,522.57      | 55,799.05            | 19,723.52    | 117,228.00     | 41,705.43      | 41,705.43      |
| STATE WORK STUDY        |                   | .00            |                      | .00          | 1.00           | 1.00           | 1.00           |
| FEDERAL WORK STUDY      | 44,635.40         | 44,635.40      | 28,862.62            | 15,772.78    | 155,422.00     | 110,786.60     | 110,786.60     |
| OTHER FED SOURCES       |                   | .00            |                      | .00          | 2,000.00       | 2,000.00       | 2,000.00       |
| SUMMER TUITION          | 136,227.91        | 136,227.91     | 136,227.91           | .00          | 121,328.00     | 14,899.91 CR   | 14,899.91 CR   |
| FALL TUITION            | 350,000.00        | 350,000.00     | 200,000.00           | 150,000.00   | 598,714.00     | 248,714.00     | 248,714.00     |
| SPRING TUITION          |                   | .00            |                      | .00          | 602,018.00     | 602,018.00     | 602,018.00     |
| GRADUATION FEES         |                   | .00            |                      | .00          | 1,000.00       | 1,000.00       | 1,000.00       |
| TRANSCRIPT FEES         | 296.00            | 296.00         | 231.00               | 65.00        | 1,100.00       | 804.00         | 804.00         |
| PUB SERV INCOME         |                   | .00            |                      | .00          | 13,500.00      | 13,500.00      | 13,500.00      |
| RENTAL OF KITCHEN       | 5,000.00          | 5,000.00       | 5,000.00             | .00          | 15,000.00      | 10,000.00      | 10,000.00      |
| INTEREST ON INVESTMENTS | 5,087.39          | 5,087.39       | 395.77               | 4,691.62     | 15,000.00      | 9,912.61       | 9,912.61       |
| OTHER REVENUE           | 1,992.25          | 1,992.25       | 193.00               | 1,799.25     | 3,000.00       | 1,007.75       | 1,007.75       |
|                         | 1,293,905.27 T    | 1,293,905.27 T | 935,465.36 T         | 358,439.91 T | 4,128,690.00 T | 2,834,784.73 T | 2,834,784.73 T |

## BUILDING FUND

|                         |              |              |             |             |              |              |              |
|-------------------------|--------------|--------------|-------------|-------------|--------------|--------------|--------------|
| 1981 TAXES              | 79,990.82    | 79,990.82    | 52,133.24   | 27,857.58   | 115,532.00   | 35,541.18    | 35,541.18    |
| 1982 TAXES              |              | .00          |             | .00         | 115,532.00   | 115,532.00   | 115,532.00   |
| IN LIEU OF TAXES        | 366.67       | 366.67       | 366.67      | .00         |              | 366.67 CR    | 366.67 CR    |
| CORP PERS PROP TAX REPL | 18,880.64    | 18,880.64    | 13,949.76   | 4,930.88    | 29,307.00    | 10,426.36    | 10,426.36    |
| INTEREST ON INVESTMENTS |              | .00          |             | .00         | 100.00       | 100.00       | 100.00       |
| MISC REVENUE            | 1,570.00     | 1,570.00     | 170.00      | 1,400.00    | 1,200.00     | 370.00 CR    | 370.00 CR    |
|                         | 100,808.13 T | 100,808.13 T | 66,619.67 T | 34,188.46 T | 261,671.00 T | 160,862.87 T | 160,862.87 T |

SITE AND CONSTRUCTION FUND

| Account                 | Total<br>Receipts | To Date     | Prev. Mo.<br>To Date | This Mo.    | Budget      | Unexpended  | Unencumbered |
|-------------------------|-------------------|-------------|----------------------|-------------|-------------|-------------|--------------|
| INTEREST ON INVESTMENTS | 34,196.40         | 34,196.40   | 19,772.80            | 14,423.60   | 75,000.00   | 40,803.60   | 40,803.60    |
|                         | 34,196.40 T       | 34,196.40 T | 19,772.80 T          | 14,423.60 T | 75,000.00 T | 40,803.60 T | 40,803.60 T  |

BOND & INTEREST #1

|                         |              |              |             |             |              |              |              |
|-------------------------|--------------|--------------|-------------|-------------|--------------|--------------|--------------|
| 1981 TAXES              | 86,410.75    | 86,410.75    | 56,317.26   | 30,093.49   | 124,774.00   | 38,363.25    | 38,363.25    |
| 1982 TAXES              |              | .00          |             | .00         | 124,774.00   | 124,774.00   | 124,774.00   |
| IN LIEU OF TAXES        | 396.09       | 396.09       | 396.09      | .00         |              | 396.09 CR    | 396.09 CR    |
| PERS PROP TAX REPL      | 35,777.00    | 35,777.00    | 35,777.00   | .00         | 35,777.00    | .00          | .00          |
| INTEREST ON INVESTMENTS | 6,482.19     | 6,482.19     | 6,482.19    | .00         | 15,000.00    | 8,517.81     | 8,517.81     |
|                         | 129,066.03 T | 129,066.03 T | 98,972.54 T | 30,093.49 T | 300,325.00 T | 171,258.97 T | 171,258.97 T |

BOND & INTEREST #4

|                  |              |              |             |             |              |              |              |
|------------------|--------------|--------------|-------------|-------------|--------------|--------------|--------------|
| 1981 TAXES       | 111,968.96   | 111,968.96   | 72,974.79   | 38,994.17   | 161,744.00   | 49,775.04    | 49,775.04    |
| 1982 TAXES       |              | .00          |             | .00         | 161,744.00   | 161,744.00   | 161,744.00   |
| IN LIEU OF TAXES | 513.25       | 513.25       | 513.25      | .00         |              | 513.25 CR    | 513.25 CR    |
|                  | 112,482.21 T | 112,482.21 T | 73,488.04 T | 38,994.17 T | 323,488.00 T | 211,005.79 T | 211,005.79 T |

WORKING CASH FUND

|                         |             |             |             |            |              |             |             |
|-------------------------|-------------|-------------|-------------|------------|--------------|-------------|-------------|
| INTEREST ON INVESTMENTS | 85,776.57   | 85,776.57   | 79,034.99   | 6,741.58   | 100,000.00   | 14,223.43   | 14,223.43   |
|                         | 85,776.57 T | 85,776.57 T | 79,034.99 T | 6,741.58 T | 100,000.00 T | 14,223.43 T | 14,223.43 T |

INSURANCE FUND

|                  |             |             |             |            |             |           |           |
|------------------|-------------|-------------|-------------|------------|-------------|-----------|-----------|
| CURRENT TAXES    | 18,397.27   | 18,397.27   | 11,990.24   | 6,407.03   | 35,500.00   | 17,102.73 | 17,102.73 |
| 1982 TAXES       |             | .00         |             | .00        | 35,500.00   | 35,500.00 | 35,500.00 |
| IN LIEU OF TAXES | 84.33       | 84.33       | 84.33       | .00        |             | 84.33 CR  | 84.33 CR  |
|                  | 18,481.60 T | 18,481.60 T | 12,074.57 T | 6,407.03 T | 71,000.00 T | 52,518.40 | 52,518.40 |

SAUK VALLEY COLLEGE

APPROVED BY

*Arnette Hyscott*

PRESIDENT

*Kaye Fisher*

SECRETARY

DATE 11-22-82

BILLS PAYABLENovember 22, 1982EDUCATIONAL FUND

|                |                                  |                       |     |              |
|----------------|----------------------------------|-----------------------|-----|--------------|
| 110-300-543    | VOID CHECK #650 written October  |                       |     | \$ -11.45    |
| 110-811-514-01 | SINNISSIPPI MENTAL HEALTH CENTER | HSV 110N              | 734 | 337.50       |
| 100-000-300    | SVC RESTRICTED PURPOSES FUND     | Military Scholarships |     |              |
|                |                                  | not funded            | 735 | 47,580.19    |
|                | SVC PAYROLL FUND                 | Oct. 31 Payroll       | 736 | 170,053.23   |
| 192-000-585-01 | SCIENTIFIC MACHINERY MOVERS      | Equip. delivery       | 737 | 350.00       |
|                | SVC PAYROLL FUND                 | Nov. 15 Payroll       | 738 | 136,500.35   |
| 192-000-521    | VOID CHECK #730 written October  |                       |     | -18,313.45   |
| 192-000-521    | PRUDENTIAL                       | Replaces #730         | 739 | 19,732.49    |
|                |                                  |                       |     | \$356,228.86 |

|              |                               |                      |     |          |
|--------------|-------------------------------|----------------------|-----|----------|
| 8,000,541.00 | AMERICAN COLLEGE TESTING PROG | SUPPLIES             | 740 | 231.93   |
| 0,300,543.00 | AMM METALWORKING NEWS         | SUBSCR               | 741 | 26.00    |
| 0,800,542.00 | AM MULTIGRAPHICS              | SUPPLIES             | 742 | 437.27   |
| 0,600,543.00 | AMERICAN SCIENTIFIC PRODUCTS  | SUPPLIES             | 743 | 13.44    |
| 0,813,543.00 | THE ASHTON GAZETTE            | ADS                  | 744 | 40.00    |
| 0,000,545.00 | ASSOCIATED FACULTY PRESS      | BOOKS                | 745 | 44.55    |
| 2,000,585.01 | AV MACHINE TOOLS INC          | EQUIPMENT            | 746 | 7,700.00 |
| 10,547.00    | THE AMBOY NEWS                | PUB INFO             | 747 | 8.00     |
| 13,543.00    | THE ASHTON GAZETTE            | ADS                  | 748 | 9.00     |
| 8,000,550.00 | JO ANN BABEL                  | TRAVEL               | 749 | 4.80     |
| 0,000,545.00 | BAKER & TAYLOR CO             | BOOKS                | 750 | 135.26   |
| 0,000,545.00 | BAKER & TAYLOR CO             | BOOKS                | 751 | 896.40   |
| 0,100,550.00 | GLENN BAILEY                  | TRAVEL               | 752 | 194.92   |
| 2,000,530.03 | FAITH BRANDAU                 | TRAVEL               | 753 | 27.00    |
| 2,000,593.00 | BELLEVILLE AREA COLLEGE       | TUITION              | 754 | 162.88   |
| 0,000,544.01 | ARNOLD BERNHARD & CO          | SUPPLIES             | 755 | 220.00   |
| 0,300,543.00 | BOGOTT INDUSTRIAL SUPPLY      | SUPPLIES 1272.99     |     |          |
| 0,600,543.00 | X X X                         | 3.20                 |     |          |
| 2,000,585.01 | X X X                         | EQUIP 7221.20        | 756 | 8,497.39 |
| 0,418,543.00 | BUREAU OF NATL AFFAIRS        | SUPPLIES             | 757 | 291.00   |
| 0,600,543.00 | CAROLINA BIOL SUPPLY          | SUPPLIES             | 758 | 17.60    |
|              | VOID CHECK                    |                      | 759 |          |
| 0,810,547.00 | CHRONICLE OF HIGHER EDUC      | SUBSCR               | 760 | 19.00    |
| 8,000,541.00 | COLLEGE PLACEMENT COUNCIL     | SUPPLIES             | 761 | 63.75    |
| 0,410,543.00 | COMMUNITY GENERAL HOSPITAL    | SUPPLIES 124.86      |     |          |
| 0,712,530.00 | X X X                         | CONSULTANT FEE 17.80 | 762 | 142.66   |
| 0,100,543.00 | COMPUTERS & ELECTRONICS       | SUPPLIES             | 763 | 12.97    |
| 0,000,545.00 | CONGRESSIONAL QUARTERLY INC   | SUBSCR               | 764 | 135.00   |
| 2,000,530.03 | DORIS COX                     | WORKSHOP             | 765 | 30.00    |
| 0,100,543.00 | CREATIVE COMPUTING            | SUPPLIES             | 766 | 19.97    |
| 8,000,541.00 | CROWN PRINTING                | SUPPLIES 62.50       |     |          |
| 8,000,544.00 | X                             | RECRUITMENT 365.00   | 767 | 427.50   |
| 0,000,545.00 | CURRENT AFFAIRS               | BOOK                 | 768 | 34.65    |
| 11,543.00    | CURTIN MATHESON SCIENTIFIC    | SUPPLIES             | 769 | 61.33    |
| 10,547.00    | THE DAILY GAZETTE             | PUB INFO 40.00       |     |          |
| 2,000,547.00 | X X                           | AD 72.00             | 770 | 112.00   |



|              |                              |                      |     |          |
|--------------|------------------------------|----------------------|-----|----------|
| 0.300,543.00 | DIXON GARAGE SUPPLY CO       | SUPPLIES             | 771 | 46.27    |
| 2.000,530.03 | SUSAN DIXON                  | WORKSHOP             | 772 | 25.00    |
| 0.200,543.00 | DOANES AGRIC REPORT          | SUPPLIES             | 773 | 45.00    |
| 0.810,547.00 | DYNAMIC GRAPHICS             | PUB INFO             | 774 | 90.65    |
| 0.600,543.00 | FISHER SCIENTIFIC CO         | SUPPLIES             | 775 | 325.49   |
| 0.712,550.00 | SANDRA FORNEY                | TRAVEL               | 776 | 36.00    |
| 0.000,544.01 | FORTUNE                      | SUPPLIES             | 777 | 84.00    |
| 0.818,550.00 | DON FOSTER                   | TRAVEL               | 778 | 224.53   |
| 0.512,543.00 | MARK FOSTER MUSIC CO         | SUPPLIES             | 779 | 64.82    |
| 0.800,544.00 | JERRY FRANA                  | REIMB 2 HRS          | 780 | 150.00   |
|              | VOID CHECK                   |                      | 781 | .00      |
|              | VOID CHECK                   |                      | 782 | .00      |
| 0.810,547.00 | THE FULTON JOURNAL           | PUB INFO             | 783 | 9.00     |
| 0.512,543.00 | GAMBLE MUSIC CO              | SUPPLIES             | 784 | 47.22    |
| 0.000,575.00 | HAL GARNER                   | PHONE CALLS 2.02     |     |          |
| 0.000,541.00 | X X                          | SUPPLIES 23.10       |     |          |
| 0.000,550.00 | X X                          | TRAVEL 136.47        |     |          |
| 0.000,559.00 | X X                          | OTHER EXP 300.00     | 785 | 461.59   |
| 0.810,550.00 | RALPH GELANDER               | TRAVEL               | 786 | 37.20    |
| 0.711,543.00 | GIBCO LABORATORIES           | SUPPLIES             | 787 | 74.23    |
| 0.711,543.00 | GINDERS HOSPITAL SUPPLIES    | SUPPLIES             | 788 | 77.10    |
| 10,547.00    | ROCK RIVER PRINTERS          | SUPPLIES             | 789 | 114.75   |
| 00,543.00    | GREEN MOUNTAIN POST FILMS    | SUPPLIES             | 790 | 73.00    |
| 13,550.00    | LEONA GROSSMAN               | TRAVEL               | 791 | 239.25   |
| 0.811,550.00 | MAX GUINNUP                  | TRAVEL               | 792 | 29.00    |
| 0.000,545.00 | ALAN GUTTMACHER INSTITUTE    | BOOKS                | 793 | 15.00    |
| 0.800,542.00 | HASKELLS                     | SUPPLIES             | 794 | 88.40    |
| 0.600,550.00 | DALE HEUCK                   | TRAVEL               | 795 | 60.43    |
| 0.000,544.02 | THE HIGHSMITH CO             | SUPPLIES             | 796 | 141.78   |
| 0.512,543.00 | HINSHAW MUSIC CO             | SUPPLIES             | 797 | 39.44    |
| 0.813,550.00 | DICK HOLTAM                  | TRAVEL               | 798 | 55.60    |
| 0.810,547.00 | HUB PRINTING                 | PUB RELA             | 799 | 847.50   |
| 0.000,550.00 | MIKE HUSTAD                  | TRAVEL               | 800 | 134.00   |
| 0.000,562.00 | I B M CORP                   | EQUIP RENTAL         | 801 | 335.50   |
| 0.000,539.00 | I B M CORP                   | SERVICE              | 802 | 91.90    |
| 0.000,575.00 | ILL BELL TELEPHONE CO        | SERVICE              | 803 | 179.23   |
| 0.800,544.00 | ILL. CENTRAL COMM. COLLEGE   | TUITION              | 804 | 1,950.16 |
| 0.500,543.00 | INDIANA UNIVERSITY           | SUPPLIES             | 805 | 9.50     |
| 0.300,543.00 | JOHNSTONE SUPPLY             | SUPPLIES             | 806 | 84.57    |
| 0.000,593.00 | JOLIET JR COLLEGE            | TUITION              | 807 | 1,064.96 |
| 0.000,549.00 | JOSTENS                      | NURSING CERTIFICATES | 808 | 37.27    |
| 0.713,543.00 | KSB HOSPITAL                 | SUPPLIES             | 809 | 28.03    |
| 0.316,550.00 | ANN KEIM                     | TRAVEL               | 810 | 14.40    |
| 0.000,550.00 | NANCY KERR                   | TRAVEL               | 811 | 13.00    |
| 0.117,550.00 | JANET KIME                   | TRAVEL 14.80         |     |          |
| 0.310,550.00 | X X                          | 3.00                 |     |          |
| 0.712,550.00 | X X                          | 75.80                |     |          |
| 0.14,550.00  | X X                          | 20.20                | 812 | 113.80   |
| 00,543.00    | KIPLINGER WASHINGTON EDITORS | SUPPLIES             | 813 | 42.00    |
| 00,530.00    | KLAUS RADIO INC              | SERVICE              | 814 | 260.86   |

|              |                                |                 |     |          |
|--------------|--------------------------------|-----------------|-----|----------|
| 8,000,550.00 | JANE KLUG                      | TRAVEL          | 815 | 18.00    |
| 0,714,543.00 | R S LANDAUER JR & CO           | SUPPLIES        | 816 | 467.40   |
| 0,500,550.00 | KATHRYN LILLYMAN               | TRAVEL          | 817 | 121.48   |
| 0,100,543.00 | LYBEN COMPUTER SYSTEMS         | SUPPLIES        | 818 | 73.60    |
| 0,200,543.00 | MCCORMICKS GARDEN CENTER       | SUPPLIES 112.38 |     |          |
| 1,000,556.00 | X X                            | FLOWERS 19.83   | 819 | 132.21   |
| 0,000,544.02 | 3M BUSINESS PRODUCTS           | SUPPLIES        | 820 | 550.62   |
| 8,000,550.00 | RONALD MARLIER                 | TRAVEL          | 821 | 221.80   |
| 0,300,543.00 | MEANS SERVICES                 | SUPPLIES        | 822 | 7.22     |
| 0,100,543.00 | MICROSYSTEMS                   | SUPPLIES        | 823 | 19.97    |
| 8,000,550.00 | LINDA MILLER                   | TRAVEL          | 824 | 24.80    |
| 0,000,545.00 | MONEY MANAGEMENT INSTITUTE     | BOOK            | 825 | 5.50     |
| 0,100,543.00 | MONROE                         | SUPPLIES        | 826 | 12.00    |
| 0,815,530.00 | ED MUELLER A V                 | SERVICE 35.00   |     |          |
| 0,000,530.00 | X X                            | 223.20          | 827 | 258.20   |
| 0,000,545.00 | NARMIC/AFSC                    | BOOKS           | 828 | 90.00    |
| 5,000,562.00 | N C R CORP                     | EQUIP RENTAL    | 829 | 4,495.96 |
| 5,000,530.00 | NATIONAL COMPUTER SYSTEMS      | SERVICE         | 830 | 384.72   |
| 0,316,543.00 | NATIONAL ARCHIVES TRUST FUND   | SUPPLIES        | 831 | 28.00    |
| 0,818,541.00 | NATL CENTER FOR RESEARCH IN    | VOC ED SUPPLIES | 832 | 19.35    |
| 0,420,543.00 | NATL FIRE PROTECTION ASSN      | SUPPLIES        | 833 | 16.00    |
| 0,711,550.00 | HAROLD NELSON                  | TRAVEL          | 834 | 169.20   |
| 0,811,550.00 | FRED NESBIT                    | TRAVEL          | 835 | 4.80     |
| 0,000,571.00 | NORTHERN ILL GAS CO            | SERVICE         | 836 | 58.68    |
| 0,000,571.00 | NORTHERN ILL GAS CO            | SERVICE         | 837 | 5,190.15 |
| 0,000,543.00 | NORTHERN ILL UNIV              | SUPPLIES        | 838 | 17.95    |
| 0,000,542.00 | NORTHLAND PAPER CO             | SUPPLIES        | 839 | 218.05   |
| 0,500,543.00 | NORTHWESTERN UNIV FILM LIBRARY | SUPPLIES        | 840 | 35.00    |
| 0,711,543.00 | ORTHO DIAG. SYSTEMS            | SUPPLIES        | 841 | 615.40   |
| 2,000,593.00 | PARKLAND COLLEGE               | TUITION         | 842 | 6,071.30 |
| 0,300,543.00 | PENTON/IPC EDUC DIV            | SUPPLIES        | 843 | 33.00    |
| 0,711,543.00 | PHOTOGRAPHY BY T L DOTY        | SUPPLIES 32.00  |     |          |
| 0,712,543.00 | X X                            | 32.00           |     |          |
| 0,713,543.00 | X X                            | 32.00           |     |          |
| 0,714,543.00 | X X                            | 32.00           |     |          |
| 2,810,547.00 | X X                            | PUB INFO 430.75 | 844 | 558.75   |
| 0,000,544.02 | PORTERS CAMERA STORE           | SUPPLIES        | 845 | 77.79    |
| 2,000,545.00 | PRINCETON UNIV PRESS           | BOOK            | 846 | 33.50    |
| 2,300,543.00 | PROJECTED LEARNING PROGRAMS    | SUPPLIES        | 847 | 111.45   |
| 1,000,541.00 | PRYOR CORP                     | SUPPLIES        | 848 | 423.90   |
| 2,300,543.00 | PUBLIC DISCOUNT AUTO PARTS     | SUPPLIES        | 849 | 22.86    |
|              | VOID CHECK                     |                 | 850 | .00      |
| 2,300,543.00 | P & W SUPPLY CO                | SUPPLIES 179.23 |     |          |
| 2,000,585.01 | X X                            | EQUIP 1375.12   | 851 | 1,554.35 |
| 2,100,530.00 | RADIO RANCH                    | SERVICE 53.00   |     |          |
| 2,100,543.00 | X X                            | SUPPLIES 64.00  |     |          |
| 2,813,530.00 | X X                            | 315.00          |     |          |
| 2,000,585.01 | X X                            | 263.60          | 852 | 695.60   |
| 2,300,543.00 | RADIO SHACK                    | SUPPLIES        | 853 | 2.91     |
| 0,530.03     | DOROTHEA RAHN                  | WORKSHOP        | 854 | 26.00    |
| 0,543.00     | RAIZLAFF FORD TRACTOR SALES    | SUPPLIES        | 855 | 19.88    |
| 0,585.01     | RAYNOR COMPUTERS OF AMERICA    | EQUIPMENT       | 856 | 7,732.90 |

|            |                              |                   |     |          |
|------------|------------------------------|-------------------|-----|----------|
| 512543.00  | RED CARPET STEREO            | SUPPLIES          | 857 | 33.19    |
| 2000530.03 | ROCK VALLEY COLLEGE          | WORKSHOP          | 858 | 239.66   |
| 100550.00  | BONNE RYAN                   | TRAVEL            | 859 | 30.00    |
| 200543.00  | SVC BUILDING FUND            | SUPPLIES 24.20    |     |          |
| 300543.00  | X X                          | 6.05              | 860 | 30.25    |
| 812550.00  | SVC RESTRICTED PURPOSES FUND | USE OF VAN        | 861 | 43.80    |
| 800530.01  | SBM EQUIPMENT CENTER         | SERVICE 38.00     |     |          |
| 000541.00  | X X X                        | SUPPLIES 65.72    |     |          |
| 3000549.00 | X X X                        | 25.58             |     |          |
| 2000541.00 | X X X                        | 68.32             |     |          |
| 2000539.00 | X X                          | 45.00             |     |          |
| 2000585.00 | X X                          | EQUIP 89.95       | 862 | 332.57   |
| 3000550.00 | JOHN SAGMOE                  | TRAVEL            | 863 | 71.60    |
| 712543.00  | SAME DRIVE IN CLEANERS       | SUPPLIES          | 864 | 40.00    |
| 2000541.00 | SARAND INC                   | SUPPLIES          | 865 | 250.26   |
| 2600543.00 | SARGENT WELCH SCIENTIFIC     | SUPPLIES 104.99   |     |          |
| 2000585.00 | X X X                        | EQUIP 452.12      | 866 | 557.11   |
| 512543.00  | E C SCHIRMER MUSIC CO        | SUPPLIES          | 867 | 39.05    |
| 811550.00  | MICHAEL SEGUIN               | TRAVEL            | 868 | 26.35    |
| 712550.00  | SERVOMATION CORP             | LUNCHES 28.62     |     |          |
| 713550.00  | X X                          | 24.00             |     |          |
| 18550.00   | X X                          | 10.00             |     |          |
| 00556.00   | X X                          | 90.00             |     |          |
| 00549.00   | X X                          | 30.00             | 869 | 182.62   |
| 000550.00  | KAREN SHAPTON                | TRAVEL            | 870 | 87.95    |
| 810547.00  | SHEFFIELD BULLETIN           | PUB INFO          | 871 | 6.00     |
| 714550.00  | STANLEY SHIPPERT             | TRAVEL            | 872 | 172.20   |
| 100543.00  | SOUTH WESTERN PUBLISHING CO  | SUPPLIES          | 873 | 3,217.23 |
| 2000585.00 | SELECT SERVICE & SUPPLY CO   | EQUIPMENT         | 874 | 1,787.86 |
| 512543.00  | STERLING CLEANERS            | SUPPLIES          | 875 | 38.00    |
| 310538.00  | STERLING SCHOOL OF BEAUTY    | COSMETOLOGY       | 876 | 7,684.56 |
| 2000585.01 | SUN ELECTRIC CORP            | EQUIPMENT         | 877 | 9,625.00 |
| 000556.00  | SWARTLEYS                    | FLOWERS           | 878 | 40.70    |
| 810547.00  | 13-30 CORPORATION            | PUB INFO          | 879 | 2,860.00 |
| 000544.01  | TIME                         | SUBSCR            | 880 | 82.00    |
| 000550.00  | ROBERT THOMAS                | TRAVEL            | 881 | 31.40    |
| 000545.00  | TRAINEX                      | BOOKS             | 882 | 14.85    |
| 813550.00  | FRED TURK                    | TRAVEL            | 883 | 57.60    |
| 2000585.00 | UARCO                        | EQUIPMENT 4740.74 |     |          |
| 000541.00  | X X                          | 167.66            | 884 | 4,903.40 |
| 2000544.01 | UNIVERSITY MICROFILMS        | SUPPLIES          | 885 | 667.48   |
| 100543.00  | UNIV OF ILLINOIS             | SUPPLIES 8.45     |     |          |
| 300543.00  | X X                          | 54.40             |     |          |
| 316543.00  | X X                          | 44.50             |     |          |
| 500543.00  | X X                          | 54.50             |     |          |
| 600543.00  | X X                          | 28.00             | 886 | 189.85   |
| 300543.00  | UNIV OF WISC EXTEN           | SUPPLIES 21.13    |     |          |
| 500543.00  | X X                          | 18.11             |     |          |
| 0543.00    | X X                          | 28.47             | 887 | 67.71    |
| 0550.00    | GEORGE VRHEL                 | TRAVEL            | 888 | 24.00    |
| 810547.00  | W C C I                      | PUB INFO          | 889 | 71.25    |
| 810547.00  | W I X N                      | PUB INFO          | 890 | 147.00   |
| 810547.00  | W J V M                      | PUB INFO          | 891 | 133.00   |

|              |                         |                   |     |           |
|--------------|-------------------------|-------------------|-----|-----------|
| 0.000,544.01 | WWW INFORMATION SERV    | SUPPLIES          | 892 | 49.00     |
| 0.812,550.00 | EUGENE WAGNER           | TRAVEL            | 893 | 344.55    |
| 0.100,543.00 | WALDENBOOKS             | SUPPLIES 38.34    |     |           |
| 0.000,545.00 | X X                     | BOOKS 261.02      | 894 | 299.36    |
| 0.600,543.00 | WARDS NATURAL SCI ESTAB | SUPPLIES 9.72     |     |           |
| 0.600,543.00 | X X X                   | 5.82              | 895 | 15.54     |
| 2.000,593.00 | WAUBONSEE COMM COLLEGE  | TUITION           | 896 | 523.20    |
| 0.000,545.00 | WEST PUBLISHING CO      | BOOKS             | 897 | 36.00     |
| 2.000,565.00 | WILKINS LOWE & CO       | INSURANCE PREMIUM | 898 | 30.00     |
| 2.000,541.00 | WRITING SALES           | SUPPLIES          | 899 | 1,424.73  |
| 0.000,544.03 | XEROX CORP              | SUPPLIES          | 900 | 526.50    |
| 0.418,543.00 | DIXON CAMERA CENTER     | SUPPLIES          | 901 | 664.12    |
| 0.810,547.00 | DIXON EVENING TELEGRAPH | PUB INFO 592.80   |     |           |
| 2.000,554.00 | X X                     | RECRUITMENT 10.08 | 902 | 602.88    |
| 2.000,585.01 | I B M CORP              | EQUIPMENT         | 903 | 13,183.00 |
| 2.000,521.00 | PRUDENTIAL              | DEC PREMIUM       | 904 | 19,023.86 |
| 0.300,543.00 | SVC PETTY CASH          | SUPPLIES 2.63     |     |           |
| 0.600,543.00 | X X                     | 2.25              |     |           |
| 0.811,541.00 | X X                     | 2.58              | 905 | 7.46      |
|              | SVC IMPREST FUND        | MISC EXPENSES     | 906 | 1,304.44  |

|           |                      |         |     |          |
|-----------|----------------------|---------|-----|----------|
| 00,575.00 | CENTRAL TELEPHONE CO | SERVICE | 907 | 2,143.36 |
|-----------|----------------------|---------|-----|----------|

EDUCATIONAL BILLS

\$132,471.45

CKS. #734-739 and void #650

356,228.86

TOTAL EDUCATIONAL FUND FOR NOVEMBER

\$488,700.31

INSURANCE FUND

|                                   |                                        |       |     |            |
|-----------------------------------|----------------------------------------|-------|-----|------------|
| 892-000-531                       | LINDGREN, CALLIHAN, WEAVER & VAN OSDOL | Audit | 125 | \$8,150.00 |
| TOTAL INSURANCE FUND FOR NOVEMBER |                                        |       |     | \$8,150.00 |

BUILDING FUND

|             |                               |                 |      |             |
|-------------|-------------------------------|-----------------|------|-------------|
| 271-000-530 | VOID CHECK #6824 written July |                 |      | \$ - 530.00 |
| 271-000-530 | SARGENT WELCH SCIENTIFIC CO.  | Replaces #6824  | 6910 | 455.35      |
|             | SVC WORKING CASH FUND         | Inter-fund loan | 6911 | 75,000.00   |
|             |                               |                 |      | 74,925.35   |

|              |                              |                |       |           |
|--------------|------------------------------|----------------|-------|-----------|
| 0.000,544.00 | AVANT                        | SUPPLIES       | 6,912 | 217.86    |
| 0.000,544.00 | CARDINAL AUTO PARTS          | SUPPLIES       | 6,913 | 47.52     |
| 6.000,573.00 | COMMONWEALTH EDISON CO       | SERVICE        | 6,914 | 16,094.22 |
| 0.000,544.00 | CRESCENT ELECTRIC            | SUPPLIES       | 6,915 | 1515.76   |
| 0.000,550.00 | DARREL DAVIS                 | TRAVEL         | 6,916 | 44.00     |
| 0.000,544.00 | DIXON GARAGE SUPPLY          | SUPPLIES       | 6,917 | 2.38      |
| 0.000,544.00 | DIXON SWIMMING POOL & SUPPLY | SUPPLIES       | 6,918 | 72.50     |
| 0.000,530.00 | FORSTER IMPLEMENT            | SERVICE        | 6,919 | 103.36    |
| 0.000,550.00 | GLADYS GUNTLE                | TRAVEL         | 6,920 | 2.80      |
| 0.000,544.00 | HOYLE ROAD EQUIPMENT         | SUPPLIES       | 6,921 | 17.80     |
| 0.000,544.00 | INTERNATIONAL SALT CO        | ROADWAY SALT   | 6,922 | 893.51    |
| 0.000,544.00 | KNUTSEN CABINET TOPS         | SUPPLIES       | 6,923 | 144.00    |
| 1.000,530.00 | DAVID MAYES                  | SEWAGE TESTING | 6,924 | 190.00    |
| 1.000,530.00 | MONTGOMERY ELEVATOR CO       | SERVICE        | 6,925 | 469.96    |
| 0.000,544.00 | MORGAN SERVICES              | SUPPLIES       | 6,926 | 230.00    |
| 0.000,544.00 | MOTT BROS CO                 | SUPPLIES       | 6,927 | 27.72     |
| 0.000,544.00 | PHOTO COPY SERVICE CO        | SUPPLIES       | 6,928 | 99.33     |
| 0.000,544.00 | RATZLAFF FORD TRACTOR SALES  | SUPPLIES       | 6,929 | 160.35    |
| 1.000,530.00 | REYNOLDS TELEVATOR CORP      | REPAIRS        | 6,930 | 1,097.61  |
| 1.000,530.00 | ROCK VALLEY DISPOSAL         | SERVICE        | 6,931 | 115.80    |
| 0.000,544.00 | SVC EDUCATIONAL FUND         | SUPPLIES       | 6,932 | 18.70     |
| 0.000,544.00 | SBM EQUIPMENT CENTER         | SUPPLIES 3.64  |       |           |
| 0.000,587.00 | X X X                        | EQUIP 119.00   | 6,933 | 122.64    |
| 1.000,530.00 | STEWART TRUCK & EQUIPMENT    | SERVICE        | 6,934 | 218.50    |
| 0.000,544.00 | I C WEBB & ASSOC             | SUPPLIES       | 6,935 | 14.99     |
| 0.000,550.00 | LISA WELKER                  | TRAVEL         | 6,936 | 2.80      |
| 0.000,544.00 | WESTERN AUTO ASSOC STORE     | SUPPLIES       | 6,937 | 3.50      |
| 0.000,544.00 | WILSON ELECTRIC CO           | SUPPLIES       | 6,938 | 22.60     |
| 0.000,530.00 | YOUNGBRENS REFRIGERATION     | SERVICE        | 6,939 | 104.00    |
| 0.000,544.00 | SVC PETTY CASH               | SUPPLIES       | 6,940 | 2.57      |

BUILDING FUND BILLS

22,056.78

Ck. #6910 and 6911 and void #6824

74,925.35

TOTAL BUILDING FUND FOR NOVEMBER

\$96,982.13

IMPREST FUND


|             |                                      |                    |      |          |
|-------------|--------------------------------------|--------------------|------|----------|
| 192-000-544 | United Parcel Service                | Service            | 6173 | \$ 27.78 |
| 110-300-550 | Charles Paterson                     | Travel advance     | 6174 | 141.30   |
| 110-300-550 | Ill. College Automotive Instr. Assn. | Reg. fee           | 6175 | 25.00    |
| 110-813-543 | Susan Dixon                          | Book               | 6176 | 12.50    |
| 110-813-550 | I.C.C.C.A.                           | Conf. reg.-Holtam  | 6177 | 35.00    |
| 192-000-544 | Postmaster                           | Bus. Reply Deposit | 6178 | 25.00    |
| 110-300-543 | Lempko                               | Supplies           | 6179 | 37.85    |
| 192-000-544 | United Parcel Service                | Service            | 6180 | 28.99    |
| 110-818-550 | Sterling Chamber of Commerce         | Dinner meeting     | 6181 | 7.00     |
| 110-811-550 | I.C.C.C.A.                           | Reg. - Seguin      | 6182 | 35.00    |
| 110-818-550 | I.C.C.C.A.                           | Reg. - Foster      | 6183 | 35.00    |
| 110-814-550 | I.C.C.C.A.                           | Reg. - Kime        | 6184 | 35.00    |
| 110-813-543 | Karen Burch                          | Supplies           | 6185 | 31.11    |
| 110-812-550 | I.C.C.C.A.                           | Reg. - Wagner      | 6186 | 35.00    |
| 110-300-543 | American Welding Society             | Supplies           | 6187 | 43.00    |
| 110-815-543 | Follett Publ Co.                     | Supplies           | 6188 | 19.92    |
| 196-000-550 | Natl. Council for Resource Devel.    | Registration       | 6189 | 195.00   |
| 195-000-541 | Service Transportation Lines         | Freight charges    | 6190 | 38.76    |
| 192-000-544 | United Parcel Service                | Service            | 6191 | 73.68    |
| 192-000-544 | Postmaster                           | Stamps-Pres. Ofc.  | 6192 | 50.00    |
| 131-000-550 | I.A.C.R.A.O./W.A.C.R.A.O. Conf.      | Reg. Fee           | 6193 | 75.00    |
| 192-000-544 | Postmaster                           | Bus. Reply Acct.   | 6194 | 25.00    |
| 182-000-550 | State Univ. Retirement Sys.          | Reg. Fee           | 6195 | 8.00     |
| 110-813-550 | Kishwaukee College                   | Reg. Fee-Conf.     | 6196 | 36.00    |
| 192-000-544 | Postmaster                           | Bus. Reply Acct.   | 6197 | 25.00    |
| 138-000-550 | IGPA Convention                      | Reg. fee - Sagmoe  | 6198 | 35.00    |
| 192-000-544 | United Parcel Service                | Service            | 6199 | 26.16    |
| 110-418-543 | NELS-Criminal Justice Center         | Subscription       | 6200 | 25.00    |
| 138-000-550 | I.C.C.C.A.                           | Reg. Fee-Sagmoe    | 6201 | 35.00    |
| 120-000-545 | Ralph Pifer                          | Book               | 6202 | 23.99    |
| 120-000-545 | SP Medical & Scientific Books        | Book               | 6203 | 37.00    |
| 192-000-544 | United Parcel Service                | Service            | 6204 | 21.40    |

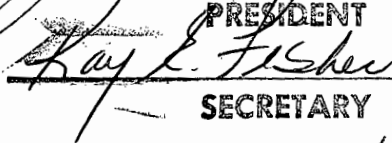
1,304.44

Balance in fund - 1719.56  
 Disbursements - 1304.44  
 Total in fund - 3024.00

**SAUK VALLEY COLLEGE**

**APPROVED BY**

  
\_\_\_\_\_  
**PRESIDENT**

  
\_\_\_\_\_  
**SECRETARY**

**DATE** 11-22-82

TREASURER'S REPORT

October 31, 1982

EDUCATIONAL FUND

Balance on Hand September 30, 1982 \$ 131,469.86

Receipts:

|                             |                 |                   |
|-----------------------------|-----------------|-------------------|
| Taxes                       | 111,432.46      |                   |
| Charge-Back Revenue         | 1,528.28        |                   |
| Voc. Ed. Reg. Reimbursement | 53,427.00       |                   |
| Pers. Prop. Tax Repl.       | 19,723.52       |                   |
| Federal Work Study          | 15,772.78       |                   |
| Fall Tuition                | 150,000.00      |                   |
| Transcript Fees             | 65.00           |                   |
| Interest on Investments     | 4,691.62        |                   |
| Other Revenue               | 1,799.25        |                   |
| Expenditure Credits         | <u>3,165.27</u> | <u>361,605.18</u> |

Total Available \$ 493,075.04

Disbursements:

Expenses for October 410,072.06

Balance on Hand October 31, 1982 \$ 83,002.98

BUILDING FUND

Balance on Hand September 30, 1982 \$ 86,118.79

Receipts:

|                       |              |                  |
|-----------------------|--------------|------------------|
| Taxes                 | 27,857.58    |                  |
| Pers. Prop. Tax Repl. | 4,930.88     |                  |
| Misc. Revenue         | 1,400.00     |                  |
| Expenditure Credits   | <u>99.74</u> | <u>34,288.20</u> |

Total Available \$120,406.99

Disbursements:

Expenses for October 27,173.31

Balance on Hand October 31, 1982 \$ 93,233.68



SITE AND CONSTRUCTION FUND - Dixon National Bank

|                                    |                  |                     |
|------------------------------------|------------------|---------------------|
| Balance on Hand September 30, 1982 |                  | \$ 13,408.14        |
| <u>Receipts:</u>                   |                  |                     |
| Investments                        | 176,000.00       |                     |
| Other Revenue                      | <u>14,423.60</u> | <u>190,423.60</u>   |
| Total Available                    |                  | \$203,831.74        |
| <u>Disbursements:</u>              |                  |                     |
| Investments                        | 182,630.11       |                     |
| Expenses for October               | <u>798.00</u>    | <u>183,428.11</u>   |
| Balance on Hand October 31, 1982   |                  | \$ <u>20,403.63</u> |

BOND AND INTEREST #1

|                                    |                 |                    |
|------------------------------------|-----------------|--------------------|
| Balance on Hand September 30, 1982 |                 | \$ 66,894.83       |
| <u>Receipts:</u>                   |                 |                    |
| Taxes                              | 30,093.49       |                    |
| Loan from Working Cash             | <u>5,000.00</u> | <u>35,093.49</u>   |
| Total Available                    |                 | \$101,988.32       |
| <u>Disbursements:</u>              |                 |                    |
| Investments                        |                 | <u>100,000.00</u>  |
| Balance on Hand October 31, 1982   |                 | \$ <u>1,988.32</u> |

BOND AND INTEREST #4

|                                    |  |                    |
|------------------------------------|--|--------------------|
| Balance on Hand September 30, 1982 |  | \$ 93,484.28       |
| <u>Receipts:</u>                   |  |                    |
| Taxes                              |  | <u>38,994.17</u>   |
| Total Available                    |  | \$132,478.45       |
| <u>Disbursements:</u>              |  |                    |
| Investments                        |  | <u>127,000.00</u>  |
| Balance on Hand October 31, 1982   |  | \$ <u>5,478.45</u> |

WORKING CASH FUND

|                                    |                 |                    |
|------------------------------------|-----------------|--------------------|
| Balance on Hand September 30, 1982 |                 | \$131,213.50       |
| <u>Receipts:</u>                   |                 |                    |
| Interest on Investments            |                 | <u>6,741.58</u>    |
| Total Available                    |                 | \$137,955.08       |
| <u>Disbursements:</u>              |                 |                    |
| Investments                        | 125,000.00      |                    |
| Loan to B & I #1                   | <u>5,000.00</u> | <u>130,000.00</u>  |
| Balance on Hand October 31, 1982   |                 | <u>\$ 7,955.08</u> |

INSURANCE FUND

|                                    |              |                     |
|------------------------------------|--------------|---------------------|
| Balance on Hand September 30, 1982 |              | \$ 50,851.36        |
| <u>Receipts:</u>                   |              |                     |
| Taxes                              | 6,407.03     |                     |
| Expenditure Credits                | <u>99.16</u> | <u>6,506.19</u>     |
| Total Available                    |              | \$ 57,357.55        |
| <u>Disbursements:</u>              |              |                     |
| Expenses for October               |              | <u>6,176.38</u>     |
| Balance on Hand October 31, 1982   |              | <u>\$ 51,181.17</u> |

\* \* \* \* \*

FUNDS INVESTED

|                       |                   |          |          |                   |
|-----------------------|-------------------|----------|----------|-------------------|
| Central National Bank | S & C             | Variable |          | \$405,000.00      |
| Farmers National      | S & C             | 9.00     | 4-22-83  | 107,630.11        |
| Dixon National        | S & C             | 12.47    | 11-28-82 | 200,000.00        |
| Farmers National      | S & C             | 10.952   | 2-21-83  | 105,000.00        |
| First National        | S & C             | 9.643    | 4-10-83  | 75,000.00         |
| First National        | S & C             | 10.123   | 3-8-83   | 92,289.57         |
| Rock Falls National   | B & I #1          | 12.75    | 11-20-82 | 259,000.00        |
| Rock Falls National   | B & I #1-Passbook | 5.50     |          | 1,502.52          |
| Rock Falls National   | B & I #1          | 10.00    | 11-15-82 | 106,482.19        |
| Rock Falls National   | B & I #1          | 13.098   | 11-22-82 | 115,000.00        |
| Rock Falls National   | B & I #1          | 8.75     | 11-18-82 | 100,000.00        |
| Rock Falls National   | B & I #4          | 13.098   | 12-20-82 | 100,000.00        |
| Rock Falls National   | B & I #4          | 8.75     | 11-18-82 | 127,000.00        |
| Rock Falls National   | Working Cash      | Variable |          | 1,146,000.00      |
| Rock Falls National   | Working Cash      | 9.90     | 3-29-83  | 266,953.42        |
| Dixon National        | Working Cash      | 9.90     | 3-29-83  | 287,550.94        |
| Rock Falls National   | Working Cash      | 12.75    | 11-15-82 | 211,441.09        |
| Dixon National        | Working Cash      | 12.47    | 11-28-82 | 79,466.20         |
| Farmers National      | Working Cash      | 10.00    | 3-30-83  | 106,728.01        |
| Rock Falls National   | Working Cash      | 11.50    | 2-14-82  | 150,000.00        |
| Rock Falls National   | Working Cash      | 13.098   | 1-13-83  | <u>300,000.00</u> |

TOTAL INVESTED

\$4,342,044.05

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending October 31, 1982

B A L A N C E   S H E E T

|                                                              |                     |                     |
|--------------------------------------------------------------|---------------------|---------------------|
| Cash on Hand . . . . .                                       | \$ 520.70           |                     |
| Workstudy Awards Receivable from Fed. Gov. 1982-83 . . . . . | 125,658.00          |                     |
| Workstudy Awards Capital 1982-83 . . . . .                   |                     | \$178,543.68        |
| Workstudy Awards Paid 1982-83. . . . .                       | 52,726.44           |                     |
| E.O.G. Awards Receivable from Fed. Gov. 1982-83. . . . .     | 58,798.00           |                     |
| Initial E.O.G. Awards Capital 1982-83. . . . .               |                     | 32,494.00           |
| Initial E.O.G. Awards Paid 1982-83 . . . . .                 | 6,256.21            |                     |
| Renewal E.O.G. Awards Capital 1982-83. . . . .               |                     | 26,304.00           |
| Renewal E.O.G. Awards Paid 1982-83 . . . . .                 | 6,250.00            |                     |
| PELL Grant Awards Receivable from Fed. Gov. 1982-83. . . . . | 75,250.00           |                     |
| PELL Grant Awards Capital 1982-83. . . . .                   |                     | 119,250.00          |
| PELL Grant Awards Paid 1982-83 . . . . .                     | -0-                 |                     |
| Inactive Federal Grants. . . . .                             | 31,132.33           |                     |
|                                                              | <u>\$356,591.68</u> | <u>\$356,591.68</u> |

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 10/31/82

B A L A N C E   S H E E T

ASSETS:

|                        |                   |
|------------------------|-------------------|
| Cash in Bank .....     | \$2,204.83        |
| Notes Receivable ..... | <u>2,600.00</u>   |
|                        | <u>\$4,804.83</u> |

LIABILITIES & NET WORTH:

|                   |                 |                   |
|-------------------|-----------------|-------------------|
| Fund Equity ..... | \$2,307.66      |                   |
| Net Profit .....  | <u>2,497.17</u> | <u>\$4,804.83</u> |

P R O F I T   A N D   L O S S

INCOME:

|                           |               |            |
|---------------------------|---------------|------------|
| Contribution Income ..... | \$2,352.00    |            |
| Interest Income .....     | 30.17         |            |
| Bad Debts Repaid .....    | <u>115.00</u> | \$2,497.17 |

EXPENSES: ..... NONE

NET PROFIT ..... \$2,497.17

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 10-31-82

B A L A N C E   S H E E T

ASSETS:

|                                              |                     |
|----------------------------------------------|---------------------|
| Cash in Bank .....                           | \$ 73,425.34        |
| Petty Cash .....                             | 500.00              |
| Accounts Receivable - Educational Fund ..... | 189.75              |
| Inventory 6-31-82 .....                      | 89,090.84           |
|                                              | <u>\$163,205.93</u> |

LIABILITIES & NET WORTH:

|                                                |                     |
|------------------------------------------------|---------------------|
| Accounts Payable - Student Activity Fund ..... | \$ -0-              |
| Fund Equity .....                              | \$186,296.47        |
| Net Loss .....                                 | (23,090.54)         |
|                                                | <u>163,205.93</u>   |
|                                                | <u>\$163,205.93</u> |

P R O F I T   A N D   L O S S

INCOME:

|                           |              |              |
|---------------------------|--------------|--------------|
| Textbook Sales .....      | \$110,412.19 |              |
| Supply Sales .....        | 10,232.85    |              |
| Miscellaneous Sales ..... | 3,688.23     |              |
| Paperback Sales .....     | 1,541.58     |              |
| Used Book Sales .....     | 7,288.54     |              |
| Sales Tax Collected ..... | 6,556.34     |              |
| Other Income .....        | 152.77       | \$139,872.50 |

EXPENSES:

|                              |              |                   |
|------------------------------|--------------|-------------------|
| Textbook Purchases .....     | \$119,834.38 |                   |
| Supply Purchases .....       | 12,639.12    |                   |
| Miscellaneous Purchases .... | 3,956.65     |                   |
| Paperback Purchases .....    | 1,246.18     |                   |
| Used Book Purchases .....    | 5,489.48     |                   |
| Sales Tax Paid .....         | 6,114.89     |                   |
| Salaries & Wages .....       | 8,879.36     |                   |
| Transportation Charges ..... | 2,864.76     |                   |
| Supply Expense .....         | 997.10       |                   |
| Equipment .....              | 178.46       |                   |
| Travel .....                 | 140.54       |                   |
| Telephone .....              | 75.27        |                   |
| Dues & Subscriptions .....   | -0-          |                   |
| Other Expense .....          | 567.76       |                   |
| Over & Under .....           | (4.95)       |                   |
| Bad Debts .....              | (15.96)      | <u>162,963.04</u> |

NET LOSS on a cash basis without regard to inventory or  
accounts payable ..... \$(23,090.54)

RESTRICTED PURPOSES FUND

October 31, 1982

|                                       |                     |
|---------------------------------------|---------------------|
| Balance on Hand - September 30, 1982  | \$195,686.53        |
| October Receipts                      | 124,030.42          |
| Cash Over - October 15, 1982 Deposit  | 3.00                |
| Cash Under - October 19, 1982 Deposit | (3.00)              |
| TOTAL FUNDS AVAILABLE DURING OCTOBER  | \$319,716.95        |
| Cash Disbursements - October, 1982    | 224,052.14          |
| Balance on Hand - October 31, 1982    | <u>\$ 95,664.81</u> |

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

|                                      |                    |
|--------------------------------------|--------------------|
| Comprehensive Fee Income             | \$ 7,169.88        |
| Athletic Income                      | -0-                |
| Drama Income                         | 181.00             |
| Student Activity Income              | 249.00             |
| Film Income                          | 239.00             |
| Student Newspaper Income             | 150.00             |
| Cash Over & Under                    | .80                |
| Other Income - Student Activity Only | -0-                |
| TOTAL INCOME                         | <u>\$ 7,989.69</u> |

|                                                               | <u>BUDGET</u>    | <u>EXPENSE</u>       |                      |
|---------------------------------------------------------------|------------------|----------------------|----------------------|
| Athletic Expense                                              | \$20,346.        | \$ 5,053.37          |                      |
| Cheerleader & Pom Pon Squad                                   | 850.             | 251.49               |                      |
| Speech Act. & Reader's Theatre                                | 3,700.           | 1,073.64             |                      |
| Drama Expense                                                 | 2,800.           | 557.21               |                      |
| Music Expense                                                 | 3,800.           | 327.60               |                      |
| Student Activity Expense                                      | 9,650.           | 3,764.98             |                      |
| Student Newspaper Expense                                     | 3,400.           | 225.30               |                      |
| Associated Student Board Expense                              | 1,000.           | 189.78               |                      |
| Women's Intercollegiate Expense                               | 14,600.          | 3,143.45             |                      |
| Intramurals - Coed                                            | 150.             | -0-                  |                      |
| SVC Clubs                                                     | 200.             | -0-                  |                      |
| Film Commission                                               | 1,400.           | 573.60               |                      |
| Art Exhibitions                                               | -0-              | -0-                  |                      |
| Contingency Expense/Equipment                                 | -0-              | -0-                  |                      |
| Contingencies/Non-Budgeted                                    | 304.             | -0-                  |                      |
|                                                               | <u>\$62,200.</u> | <u>TOTAL EXPENSE</u> | \$ 15,160.42         |
| Excess of Expenditures Over Revenue<br>as of October 31, 1982 |                  |                      | <u>\$ (7,170.73)</u> |

RESTRICTED PURPOSES FUND

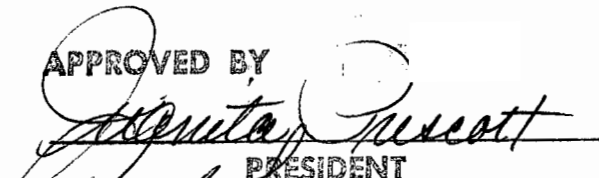
STATEMENT OF ASSETS AND LIABILITIES

October 31, 1982

| <u>ASSETS</u>                                 |                     | <u>REVOLVING AGENCY FUND LIABILITIES</u> |                    | <u>AMOUNT</u>       |
|-----------------------------------------------|---------------------|------------------------------------------|--------------------|---------------------|
| Cash in Bank                                  | \$ 95,664.81        | Due Educational Fund                     | \$ 1,427.00        |                     |
| Petty Cash                                    | 602.47              | Due Building Fund                        | 108.70             |                     |
| Accts. Rec.                                   | 268,847.26          | Due Student Loan Fund                    | 179.30             |                     |
| Investments                                   | 100,000.00          | Due Bookstore                            | 369.73             |                     |
|                                               |                     | Out of District Fees                     | 682.20             |                     |
|                                               |                     | Student Tuition                          | 339,650.00         |                     |
|                                               |                     | Tuition Refunds                          | <u>(27,140.00)</u> | \$315,276.93        |
| <br><u>RESTRICTED AGENCY FUND LIABILITIES</u> |                     |                                          |                    |                     |
|                                               |                     | Child Care Operations                    | \$ 1,230.42        |                     |
|                                               |                     | Parking                                  | 2,979.12           |                     |
|                                               |                     | Recreation Room Fund                     | 7,794.33           |                     |
|                                               |                     | Student Locker Fund                      | 481.50             |                     |
|                                               |                     | Land Lab                                 | 3,910.78           |                     |
|                                               |                     | Community Services                       | 6,404.11           |                     |
|                                               |                     | Photography Supplies                     | 1,254.64           |                     |
|                                               |                     | Highway Emer. Rescue Tech.               | -0-                |                     |
|                                               |                     | LPN Supplies                             | 341.04             |                     |
|                                               |                     | Title II Library                         | 840.00             |                     |
|                                               |                     | HEW Nursing Grants                       | -0-                |                     |
|                                               |                     | Nursing Capitation Grant                 | (294.00)           |                     |
|                                               |                     | Indochinese Grant                        | 1,555.47           |                     |
|                                               |                     | 1981-82 Disadvantaged Gt.                | 2,673.43           |                     |
|                                               |                     | 1982-83 Disadvantaged Gt.                | (535.50)           |                     |
|                                               |                     | Disadv. & Handicapped Gt.                | (1,456.43)         |                     |
|                                               |                     | Seminars & Workshops                     | 284.83             |                     |
|                                               |                     | Humanities Open House                    | 90.85              |                     |
|                                               |                     | Miscellaneous Account                    | 293.88             |                     |
|                                               |                     | Student Clubs                            | 756.56             |                     |
|                                               |                     | Adult Learning Bk. Chges.                | 1,878.59           |                     |
|                                               |                     | Community Theatre                        | 49.70              |                     |
|                                               |                     | College Van                              | 1,927.92           |                     |
|                                               |                     | Vocation Info. Prog.                     | 1,581.25           |                     |
|                                               |                     | Student Act./Spec. Proj.                 | <u>111,653.57</u>  | \$145,696.06        |
| <br><u>FUND EQUITY</u>                        |                     |                                          |                    |                     |
|                                               |                     | July 1, 1982                             | \$11,312.28        |                     |
|                                               |                     | Excess of Expenditures Over              |                    |                     |
|                                               |                     | Revenue as of                            |                    |                     |
|                                               |                     | October 31, 1982                         | <u>(7,170.73)</u>  | \$ 4,141.55         |
| TOTAL ASSETS                                  | <u>\$465,114.54</u> | TOTAL LIABILITIES & FUND EQUITY          |                    | <u>\$465,114.54</u> |

SAUK VALLEY COLLEGE

APPROVED BY

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY

DATE 11-22-82