



SAUK VALLEY COLLEGE

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

Office of the Secretary
to the Board of Trustees

June 7, 1983

PUBLIC NOTICE

OF

MEETING

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

Who: Sauk Valley College Board of Trustees

When: Monday June 13, 1983

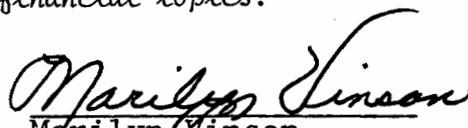
Time: 7:30 p.m.

Where: Room 2K2

Type: Open Meeting with an executive session.

Purpose: Special meeting with the President's Cabinet on financial matters.

Agenda: Budget Workshop and related financial topics.
Executive Session:
Collective
negotiating
matters....


Marilyn Winson
Secretary to the Board
of Trustees, District #506

SAUK VALLEY COLLEGE BOARD OF TRUSTEES SPECIAL MEETING

June 13, 1983

A. Call to Order

B. Roll Call

C. Communications from Visitors

D. Special Topics:

1. Update on status of FY 83 budget (Exhibit I)
2. Preliminary Budget for FY 84 (Exhibit II)
 - a. Review of basic items with notation of new and/or unique items.
 - b. Outline of "hold" items
 - c. Other
3. Referendum Related Matters:
 - a. Austerity Adjustments
 - b. Prospectus - - tax rates (Exhibits III, IV)
 - c. Other

E. Executive Session

MINUTES OF THE SAUK VALLEY COLLEGE BOARD SPECIAL MEETING

June 13, 1983

The Board of Trustees of Sauk Valley College met in special meeting at 7:30 p.m. on June 13, 1983 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

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
Oscar Koenig	Juanita Prescott

Absent:	Richard Groharing	Dave Mandrgoc
	Ann Powers	Janet Murphy

Secretary Pro-tem: In the absence of Richard Groharing, Chair Prescott appointed Kay Fisher as Secretary Pro-tem.

Purpose of the Meeting: Chair Prescott outlined the purpose of the meeting to concentrate on financial matters with an agenda built around three financial categories...the FY 83 budget, the FY 84 budget, and the referendum. In addition, she said there would be an executive session on "collective bargaining".

Special Reception: Dr. Garner reported to the Board on the plans for the Board to host a reception for the college "founders", former Trustee members, and former Foundation members. This event will take place Thursday, June 23rd. Discussion was held on the role of the Trustees in this event.

Arrival: Ann Powers arrived at 7:44 p.m.

Budget for FY 83: Dean Robert Edison made a presentation on the FY 83 budget and the anticipated fund equity.

Budget for FY 84: The Board then reviewed the preliminary budget for FY 84. The deans assisted in reviewing the details of the specific budgets. Dr. Garner reminded the Board that a tentative budget should be adopted in July so that the final budget could be approved in September.

Rental
of T-1: The attached memorandum was presented to the Board in regard to the possible rental of the T-1 building. It was the consensus of the Board that Dean Edison should proceed to get an appraisal of this building and Chair Prescott appointed Member Fassler to work with Dr. Garner and Dean Edison to further explore this matter.

Budget: The Board discussed budget increases for 1984, equipment requests, and budget items to be placed on "hold".

Building and
Grounds
Projects: The Board was presented the attached list of potential Building and Grounds projects for 1984 and also a list of projects for future consideration. They were reminded that these projects would be paid from the restricted Site and Construction Fund.

In regard to the items on energy conservation measures, Chair Prescott requested Mr. Fassler and his committee make a recommendation at the next meeting in regard to procedures for implementing additional conservation measures.

Austerity
Adjustments: Chair Prescott asked the Board to put forth ideas to reduce expenditures in the event the referendum was defeated...she requested they "think out loud" about what could possibly be done to reduce expenditures. The suggestions given will be added to those developed by the administration and held for future reference.

Tax Rate for
Referendum: A discussion was held on the amount of the tax rate for the referendum. Dr. Garner presented the attached material showing the cost to property owners, a tax extension table, a historical analysis of Sauk's tax rates, and a historical analysis of Sauk's assessed valuation.

Prospectus: Karen Shapton presented the attached Prospectus which described the college program, service mission and outlined some of the financial factors surrounding the referendum.

Tax Rate: It was moved by Member Fisher and seconded by Member Fassler that the Board approve the tax increase of 17½¢ (12½¢ in the Educational Fund and 5¢ in the Building Fund) to be presented to the voters of the college district at the general election on November 8, 1983.

In a roll call vote, the following was recorded: Ayes Members Fassler, Fisher Powers and Prescott. Nays-Koenig. Motion carried.

Executive
Session:

At 10:35 p.m. it was moved by Member Powers and seconded by Member Fassler that the Board adjourn to executive session to discuss collective negotiating matters. In a roll call vote, all voted aye. Motion carried.

Regular
Session:

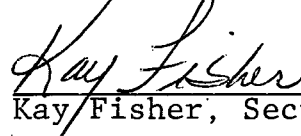
The Board returned to regular session at 11:13 p.m.

Adjournment:

Since the scheduled business was concluded, it was moved by Member Fisher and seconded by Member Fassler that the Board adjourn. Motion voted and carried.

The Board adjourned at 11:15 p.m.

Respectfully submitted:



Kay Fisher, Secretary Pro-tem

RESOURCE MATERIALS
FOR
SPECIAL BOARD MEETING
ON
FISCAL MATTERS

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SCHEDULE D	EQUIPMENT REQUESTS
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EXHIBIT IV	HISTORICAL ANALYSIS OF ASSESSED VALUATION

Exhibit I

FINANCIAL TREND

Fund Balance, June 30, 1979	(\$ 62,088)
Fiscal Year Ended June, 1980	<u>+101,271</u>
Fund Balance, June 30, 1980	\$ 39,183
Fiscal Year Ended June, 1981	<u>+70,856</u>
Fund Balance, June 30, 1981	\$ 110,039
Fiscal Year Ended June 30, 1982	+289,542
<u>During 1981-82 FY we accrued additional tax revenue of \$577,660. Otherwise the year would have shown a deficit of \$288,118 and a year end fund equity of a minus \$178,079.</u>	
Fund Balance, June 30, 1982	<u>\$ 399,581</u>

Fiscal Year Ending June 30, 1983. It is not possible for me to project this accurately since I am unaware of the spending program for all personnel who control the budget. As of this point we could plan on a revenue short-fall of \$68,000, a contingency savings of \$80,000, a utility savings approximating \$58,000, and other known expenditures approximating \$50,000, in addition to the many other budgeted accounts which will result in expenditure savings, and, therefore, I would estimate the June 30, 1983 Equity Balance as approximating a plus and/or minus \$50,000.

June 13, 1983

Exhibit II

1983-84 OPERATING BUDGET SUMMARY

Estimated Revenue (Schedule A)			\$ 4,361,957
Salaries & Wages (Schedule B)			
82-83 Appropriation	\$ 3,346,636		
Added Requests	<u>62,509</u>	\$ 3,409,145	
All Non-Salary Requests (Schedule C)		<u>1,913,675</u>	<u>5,322,820</u>
Deficit Projection 1983-84			\$ 960,863*
Schedule D - 1983-84 Equipment by Area.			
Schedule E - Outline of "hold" items.			

* Includes \$150,000 as Contingency.

Includes \$275,963 for equipment compared to \$183,313 last year.

Includes increases of \$80,800 for utilities and hospitalization costs over last year.

June 13, 1983

SAUK VALLEY COLLEGE

<u>PART I: ESTIMATED REVENUE 1983-84</u>	<u>Educational</u>	<u>Building</u>	<u>Total</u>
<u>Local Governmental Sources</u>			
1982 Taxes $\frac{1}{2}$ (785,791,014 @ 12¢ & 3¢)	471,475	117,868	
1983 Taxes $\frac{1}{2}$ (785,791,014 @ 12¢ & 3¢)	<u>471,475</u>	<u>117,868</u>	
	942,950	235,736	1,178,686
Charge-Back Revenue	12,000		12,000
<u>State Governmental Sources</u>			
<u>State Apportionment</u>			
Based on FY '82 Enrollment - 53,709 hrs.	1,250,000		1,250,000*
<u>Vocational Technical Education</u>			
Regular Reimbursement	146,682		
Equipment Reimbursement	<u>94,000</u>		240,682
Replacement of Corporate Personal Property Tax (\$131,735)	77,704	19,426	97,130
State Work Study	1		1
<u>Federal Governmental Sources</u>			
Federal Work Study	170,658		
Other Federal	<u>2,000</u>		172,658
<u>Student Tuition and Fees</u>			
Summer - 1983 (7,500)	172,000		
Fall - 1983 (26,300)	607,500		
Spring - 1984 (25,400)	<u>600,000</u>		1,379,500
Graduation Fees	1,000		
Transcript Fees	1,100		
Public Services Income	<u>14,900</u>		17,000
<u>Rental of Facilities</u>			
Kitchen Facilities	-0-		-0-
Interest on Investments	10,000	100	10,100
Other Revenue	<u>3,000</u>	<u>1,200</u>	<u>4,200</u>
TOTAL EDUCATIONAL AND BUILDING FUNDS REVENUE	<u>\$ 4,105,495</u>	<u>\$ 256,462</u>	<u>\$ 4,361,957</u>

* If no tax increase Governor says \$1,084,688; this year, \$1,370,746; State Board of Higher Education recommended \$1,388,395, latest estimate with a tax increase is \$1,313,741.

SALARIES & WAGES - 1982-83

<u>No. of Positions</u>		<u>Dollars</u>	
64 Faculty	\$ 1,418,210		
12-month contract extras	40,581		
Coaching	<u>11,845</u>	1,470,636	
1 Para Professional		10,796	
27 Clerical		335,227	
15½ Administrators		509,311	
27 Building Maintenance		375,778	
Part-time/Overload	Seguin	38,500	
	Wagner	90,341	
	Kime	<u>74,000</u>	202,841
Student Tutors			2,000
Summer Session Salaries	Seguin	44,820	
	Wagner	33,750	
	Kime	<u>25,000</u>	103,570
Community Educ. Co-ordinators			6,280
Community Educ. Salaries			102,000
Public Service Salaries			4,600
Federal and State Work Study	Fac. Ofc.	12,932	
	Workroom	5,600	
	Seguin	5,800	
	Wagner	11,256	
	Holtam	3,655	
	Kime	13,596	
	L.R.C.	13,000	
	Adm. & Records	4,958	
	St.Serv.& Aids	51,100	
	Maintenance	82,000	
	President	2,096	
	Bus. Ofc.	9,676	
	Switchboard	3,640	
	Data Processing	<u>4,288</u>	223,597
BUDGETED SALARIES AND POSITIONS - 1982-83			\$ 3,346,636
Additional Requests:			
Electronics Faculty		23,500	
Summer Session		11,630	
Part-time and Overload		19,159	
Community Education Teachers		8,000	
Community Education Co-Ordinators		<u>220</u>	62,509
			<u>\$ 3,409,145</u>

DETAILED BUDGETS

	<u>1982-83</u> <u>Budget</u>	<u>1983-84</u> <u>Requests</u>	<u>Difference</u>
<u>Division of Business Education</u>			
Contractual Services	6,300	12,000	5,700
General Materials & Supplies	10,525	9,045	(1,480)
Conf. & Meeting Expense	1,850	1,750	(100)
<u>Food Services</u>			
Contractual Services	200	200	-0-
General Materials & Supplies	225	425	200
Conf. & Meeting Expense	125	125	-0-
<u>Division of Agriculture</u>			
Contractual Services	100	100	-0-
General Materials & Supplies	1,500	1,665	165
Conf. & Meeting Expense	325	610	285
<u>Division of Industrial Education</u>			
Contractual Services	3,500	8,230	4,730
General Materials & Supplies	21,000	25,300	4,300
Conf. & Meeting Expense	2,000	1,600	(400)
<u>Cosmetology</u>			
Contractual Services	45,000	54,000	9,000
General Materials & Supplies	100	100	-0-
Conf. & Meeting Expense	175	175	-0-
<u>Human Services</u>			
Contractual Services	250	250	-0-
General Materials & Supplies	2,050	1,350	(700)
Conf. & Meeting Expense	450	500	50
<u>Division of Social Science</u>			
Contractual Services	-0-	-0-	-0-
General Materials & Supplies	3,000	3,050	50
Conf. & Meeting Expense	1,750	1,400	(350)
<u>Division of Criminal Justice</u>			
Contractual Services	625	100	(525)
General Materials & Supplies	1,338	1,060	(278)
Conf. & Meeting Expense	850	850	-0-
<u>Library Technology</u>			
General Materials & Supplies	100	100	-0-
<u>E.M.T.</u>			
Contractual Services	750	1,650	900
General Materials & Supplies	350	190	(160)

	<u>1982-83</u> <u>Budget</u>	<u>1983-84</u> <u>Requests</u>	<u>Difference</u>
<u>Fire Science</u>			
Contractual Services	600	-0-	(600)
General Materials & Supplies	775	-0-	(775)
Conf. & Meeting Expense	300	-0-	(300)
<u>Division of Humanities</u>			
Contractual Services	350	350	-0-
General Materials & Supplies	3,400	4,275	875
Conf. & Meeting Expense	3,100	2,500	(600)
<u>Division of Art</u>			
Contractual Services	200	200	-0-
General Materials & Supplies	600	600	-0-
Conf. & Meeting Expense	200	200	-0-
<u>Division of Music</u>			
Contractual Services	1,200	1,200	-0-
General Materials & Supplies	1,450	1,450	-0-
Conf. & Meeting Expense	450	500	50
<u>Division of Math-Science</u>			
Contractual Services	1,287	1,600	313
General Materials & Supplies	10,000	10,850	850
Conf. & Meeting Expense	1,500	1,500	-0-
<u>Med. Lab. Technology</u>			
Contractual Services	1,500	1,500	-0-
General Materials & Supplies	12,161	12,990	829
Conf. & Meeting Expense	1,620	1,420	(200)
<u>A.D.N.</u>			
Contractual Services	70	620	550
General Materials & Supplies	2,675	2,525	(150)
Conf. & Meeting Expense	2,000	2,000	-0-
<u>L.P.N.</u>			
Contractual Services	345	545	200
General Materials & Supplies	2,750	2,860	110
Conf. & Meeting Expense	1,825	1,650	(175)
<u>Radiologic Technology</u>			
Contractual Services	1,600	1,837	237
General Materials & Supplies	2,490	2,565	75
Conf. & Meeting Expense	1,920	1,920	-0-

	<u>1982-83</u> <u>Budget</u>	<u>1983-84</u> <u>Requests</u>	<u>Difference</u>
<u>Division of Physical Education</u>			
Contractual Services	300	2,000	1,700
General Materials & Supplies	2,200	1,400	(800)
Conf. & Meeting Expense	500	700	200
<u>Nursing Assistant</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	400	350	(50)
Conf. & Meeting Expense	100	100	-0-
<u>Instructional Program Administration</u>			
Contractual Services (WORKROOM)	3,100	4,700	1,600
Contractual UNALLOCATED	1,900	1,900	-0-
General Supplies (WORKROOM)	1,000	1,000	-0-
General Supplies (FACULTY OFC.)	800	900	100
General Supplies (INSTITUTIONAL COM.)	200	300	100
Tuition Reimbursement	6,600	6,500	(100)
<u>Public Information</u>			
General Materials & Advertising	73,900	77,600	3,700
Conf. & Meeting Expense	900	1,000	100
<u>Assistant Dean of Arts & Social Sciences</u>			
General Materials & Supplies	800	800	-0-
Conf. & Meeting Expense	1,900	2,000	100
<u>Assistant Dean of Business & Technology</u>			
General Materials & Supplies	900	1,000	100
Conf. & Meeting Expense	2,550	2,600	50
<u>Assistant Dean of Community & Ext. Services</u>			
Contractual Services	3,500	5,000	1,500
General Materials & Supplies	3,000	3,000	-0-
Conf. & Meeting Expense	2,500	2,500	-0-
<u>Assistant Dean of Health & Nat. Sciences</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	800	800	-0-
Conf. & Meeting Expense	1,850	1,850	-0-
<u>Dean of Instruction</u>			
Contractual Services	-0-	200	200
General Materials & Supplies	1,600	2,000	400
Conf. & Meeting Expense	1,500	1,600	100

	<u>1982-83</u> <u>Budget</u>	<u>1983-84</u> <u>Requests</u>	<u>Difference</u>
<u>Academic Skills Center</u>			
Contractual Services	500	500	-0-
General Materials & Supplies	1,000	2,000	1,000
Conf. & Meeting Expense	500	700	200
<u>Honors Program</u>			
Contractual Services	100	100	-0-
General Materials & Supplies	110	110	-0-
Conf. & Meeting Expense	550	550	-0-
<u>Academic Support (L.R.C.)</u>			
Contractual Services	4,500	4,500	-0-
Library Supplies	12,040	13,040	1,000
Audio Visual Supplies	7,780	7,850	70
Xerox Supplies	2,000	2,000	-0-
Library Books	30,000	30,000	-0-
Conf. & Meeting Expense	750	750	-0-
<u>Admissions and Records</u>			
Contractual Services	2,600	2,600	-0-
General Materials & Supplies	5,600	6,000	400
Conf. & Meeting Expense	800	800	-0-
<u>Student Services and Aids</u>			
Contractual Services	600	800	200
General Materials & Supplies	11,600	12,800	1,200
Conf. & Meeting Expense	4,650	4,650	-0-
Student Recruitment	1,500	1,500	-0-
Commencement	6,000	6,000	-0-
Health Services Supplies	300	300	-0-
<u>Public Services</u>			
Contractual Services	1,400	2,800	1,400
General Materials & Supplies	7,500	7,500	-0-
<u>Operation & Maintenance of Plant</u>			
Contractual Services	44,100	42,500	(1,600)
General Materials & Supplies	63,000	58,000	(5,000)
Conf. & Meeting Expense	950	3,000	2,050
Equipment	10,000	17,650	7,650
Gas	146,800	154,600	7,800
Electricity	213,800	236,400	22,600
Telephone	27,000	30,865	3,865
Rental	1,000	1,000	-0-
Contingency	25,000	25,000	-0-

	<u>1982-83</u> <u>Budget</u>	<u>1983-84</u> <u>Requests</u>	<u>Difference</u>
<u>President's Office</u>			
Contractual Services	1,000	1,000	-0-
General Materials & Supplies	3,250	3,250	-0-
Conf. & Meeting Expense	3,000	3,000	-0-
Special Affairs	3,500	3,500	-0-
Other Conf. & Meeting Expense	4,500	4,900	400
<u>Business Office</u>			
Contractual Services	4,700	5,050	350
General Materials & Supplies	9,000	8,000	(1,000)
Conf. & Meeting Expense	3,000	3,000	-0-
<u>Board of Trustees</u>			
Contractual Services	8,000	8,000	-0-
General Materials & Supplies	3,000	2,500	(500)
Conf. & Meeting Expense	3,000	3,500	500
<u>Institutional Expense</u>			
Group Medical & Life Ins.	208,000	258,400	50,400
UNALLOCATED Contractual	2,400	2,400	-0-
Faculty Association Supplies	200	200	-0-
Postage	38,100	40,000	1,900
Publications/Dues	6,000	6,310	310
Recruitment	2,500	2,500	-0-
Advertising	600	600	-0-
In-Service Training	5,000	5,000	-0-
<u>Fixed Charges</u>			
General Insurance	17,000	16,000	(1,000)
<u>Capital Outlay</u>			
Equipment (Inc. State)	175,313	258,313	83,000
<u>Tuition Charge-Back</u>	25,000	25,000	-0-
<u>Institutional Research</u>			
General Materials & Supplies	500	500	-0-
<u>Data Processing Center</u>			
Contractual Services	30,150	34,750	4,600
General Materials & Supplies	6,950	8,600	1,650
Conf. & Meeting Expense	1,000	1,500	500
Rental of NCR & IBM Equip.	85,136	95,750	10,614

	<u>1982-83</u> <u>Budget</u>	<u>1983-84</u> <u>Requests</u>	<u>Difference</u>
<u>Planning & Development</u>			
Contractual Services	500	300	(200)
General Materials & Supplies	1,155	1,155	-0-
Conf. & Meeting Expense	2,250	2,250	-0-
<u>Affirmative Action</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	100	100	-0-
Conf. & Meeting Expense	300	300	-0-
<u>Provision for Contingencies</u>	<u>325,000</u>	<u>125,000</u>	<u>(200,000)</u>
	<u>\$ 1,887,640</u>	<u>\$ 1,913,675</u>	<u>\$ 26,035</u>

EQUIPMENT REQUESTS1983-84

Student Services	\$ 4,263
Dean of Instruction	1,943
L.R.C.	24,579
Asst. Dean Health & Nat. Sc.	440
Div. of Math-Science	11,315
Food Services	6,200
LP Nursing	995
AD Nursing	1,899
Med. Lab. Tech.	4,150
Rad. Tech	3,900
Physical Education	600
Div. of Business	47,075
Asst. Dean Arts & Soc. Sciences	440
Div. of Social Science	825
Division of Music	1,000
Division of Humanities	174
Academic Skills Center	500
Criminal Justice	600
Div. of Industrial Education	108,400
Business Office	3,640
Faculty Office	1,500
President's Office	1,420
Planning & Development	455
Data Processing	<u>32,000</u>
	258,313
Building & Maintenance	<u>17,650</u>
	<u><u>275,963</u></u>

DETAILS OF 1983-84 BUDGET "HOLDS"

	Equipment	Supplies	Travel	Contractual	Total
apton			500		500
gmoe	1,943	800			2,743
ison	2,440				2,440
evenger	32,000	5,000 2,450		5,040	44,490
ilding	13,500				13,500
siness Education	24,875	1,020			25,895
od Services	6,000	425	125	200	6,750
riculture		500	210		710
dustrial Education	19,500		800		20,300
d. Tech.	3,900				3,900
st.Dean - Wagner		200	600		800
st.Dean - Kime	440				440
st.Dean - Seguin	440				440
ster	1,943			200	2,143
arning Resources	24,579				24,579
esident's Office	1,420				1,420
culty Office	1,450				1,450
lander		9,000			9,000
firmative Action				200	200
	<u>134,430</u>	<u>19,395</u>	<u>2,235</u>	<u>5,640</u>	<u>161,700</u>

Exhibit III

SAUK VALLEY COLLEGE
HISTORICAL ANALYSIS OF TAX RATES

Year of Levy	Funds					Total
	Educ.	Bldg.	Ins.	Total Operating	Bond & Int.	
1965	.062	.030	--	.092	--	.092
1966	.12	.03	--	.15	.080	.230
1967	.12	.03	--	.15	.080	.230
1968	.12	.03	--	.15	.076	.226
1969	.12	.03	--	.15	.077	.227
1970	.12	.03	--	.15	.079	.229
1971	.12	.03	--	.15	.069	.219
1972	.12	.03	--	.15	.097	.247
1973	.12	.03	--	.15	.097	.247
1974	.12	.03	--	.15	.079	.229
1975	.12	.03	--	.15	.076	.226
1976	.12	.03	--	.15	.071	.221
1977	.12	.03	.002	.152	.065	.217
1978	.12	.03	.002	.152	.044	.196
1979	.12	.03	.008	.158	.081	.239
1980	.12	.03	.010	.16	.038	.198
1981	.12	.03	.0069	.1569	.0744	.2313
1982	.12	.03	.0094	.1594	.0668	.2262

SAUK VALLEY COLLEGE
HISTORICAL ANALYSIS OF ASSESSED VALUATION

<u>Year of Levy</u>	<u>Assessed Valuation</u>
1965	376,863,784
1966 (Quadrennial Reassessment)	405,666,367
1967	432,134,125
1968	444,244,645
1969	460,365,706
1970 (Legislature granted partial individual exemption for one car, etc.)	436,162,902
1971 (Quadrennial Reassessment)	466,153,330
1972 (Legislative exemption for all individual personal property)	444,670,867
1973	462,019,427
1974	557,297,224
1975	565,337,716
1976	604,057,690
1977	617,711,484
1978	667,026,887
1979 (Exempted from all corporate personal property taxes)	634,395,604
1980	703,855,706
1981	770,211,153
1982	785,791,014

GENERAL INFORMATION T-1

This facility was previously rented by Anixter Corporation at an annual rental of \$61,500 for 43,733 sq. ft. of space or \$1.40 6/10ths per sq. ft.

Under the terms of the foregoing lease, the company carried replacement insurance as agreed upon with our insurance carrier. The college took care of snow, grounds, and the outside of the building proper. The company, in addition to the insurance, was responsible for the inside of the facility and had paid over a period of years for all renovations which they chose to make (with approval of the college).

The college paid the taxes which annually ran at \$7,330 during the period the facility was rented.

*mv
June 13, 1983*

June 13, 1983

MEMORANDUM

To: Dr. Hal Garner

From: Bob Edison

Bob

Re: T-1 Facility

During the last week, Marv Arians from Century 21 Realty, has been showing a prospective client the T-1 facility, as well as the industrial park facilities in both Sterling and Rock Falls. It now seems that the client is interested in pursuing rental possibilities with the college and has indicated to Mr. Arians that he should attempt to find answers to the following questions (which now include my comments thereto):

1. May a company put a sign up along the highway near the Sauk Valley College sign?

Answer: I would refer this question to the State Division of Transportation in Dixon

2. Would Lee County be willing to issue industrial bonds in the amount of 1 3/4 million dollars to purchase equipment?

Answer: I have no knowledge in respect to this question, but I am suggesting that a company representative contact Don Lovett of Dixon National Bank. I have been informed that Mr. Lovett has been associated with other institutions in regard to bond issues of this type when related to Lee County or the City of Dixon.

3. The following questions involve cost expenditures which seem feasible but without the issue of whose money would pay for these renovations and if or how they might be related to the rental income to be raised. These questions were as follows:

- a. Is 440 electricity available in the building?

Answer: I have contacted Commonwealth Edison and this voltage can be readily wired into the current building facility.

- b. Can the duct work be raised 2 feet (or three feet, if possible)?

Answer: I believe this to be possible with some reservations relative to the furnace units themselves. Other piping is in the way, but the company representative thinks that some of these pipes are an asset and they would not have to be torn out.

- c. Can we move offices to south end of building facing the river? Need approximately 5,000 sq. ft. for office and lab.

Answer: No reason offices could not be built as desired.

- d. Can we have permission to install dock for a pontoon boat to entertain clients?

Answer: See no reason why this could not be done, but am uncertain as to permits needed from the State of Illinois.

- e. Need one more loading dock at southeast corner of the building. Both docks must be enclosed.

Answer: No problem with this, but swing area for trucks would become limited at the southeast corner.

- f. How much parking space will be available and where and is it included in the lease?

Answer: There are 89 parking stalls in the front of the building and about 15 on the far west side (normally reserved for welding students). Parking could also be provided in the West Lot "E" but this lot is used heavily by vocational students. West Lot "D" is used very little but is a little ways farther away. This lot contains 156 stalls and is normally vacant.

- g. Looks like roof is leaking on east side of building..assume that this will be fixed.

Answer: Under the old lease, we normally maintain the exterior of the building. In a metal structure of this type we normally inspected and repaired the roof on an annual basis since leaks were created by the contraction and expansion of the building.

- h. In future, if there is a need for expansion, would the college be in a position to build another building and lease it to us?

Answer: The land area might facilitate another building, but the cost would remain open for discussion.

- i. What type of lease would the college accept? Terms..price...years?

Answer: We would need Board guidance on this point as to how they would like the administration to proceed and what possible flexibility would they give on:

- a. the rent required
- b. the possible sharing of the renovation costs
- c. length of lease and the net rate

This company does not want to be identified at this time, but it is basically a small, industrial manufacturing company specializing in hydraulic filters and small equipment with no environmental problems with their manufacturing process.

The plans of this company call for their being totally out of their current facility by July 1, 1984. They now indicate that when the facility is available, they would move about 10 families into this area. Thereafter, plans would call for 25 employees immediately, 50 employees by the end of the first year and 120 to 150 employees by the end of two years, and a top figure of 250 employees by the end of four years.

TAX EXTENSION TABLE

Based on an Assumed Equalized Assessed Valuation - \$785,000,000

<u>TAX RATE</u>	<u>TAX EXTENSION</u>
3¢	\$ 235,500
4¢	314,000
5¢	392,500
6¢	471,000
7¢	549,500
8¢	628,000
9¢	706,500
10¢	785,000
11¢	863,500
12¢	942,000
13¢	1,020,500
14¢	1,099,000
15¢	1,177,500
16¢	1,256,000
17¢	1,334,500
17½¢.	1,373,750

PROJECTED COST OF TAX INCREASE *

TO TAXPAYER

Tax Increase	REAL ESTATE MARKET VALUE			
	50,000	75,000	100,000	500,000
3¢	5.00	7.50	10.00	50.00
4¢	6.66	10.00	13.33	66.65
5¢	8.33	12.50	16.66	83.30
6¢	10.00	15.00	20.00	100.00
7¢	11.66	17.50	23.33	116.65
8¢	13.33	20.00	26.66	133.30
9¢	15.00	22.50	30.00	150.00
10¢	16.66	25.00	33.33	166.65
11¢	18.33	27.50	36.66	183.30
12¢	20.00	30.00	40.00	200.00
13¢	21.66	32.50	43.33	216.65
14¢	23.33	35.00	46.66	233.30
15¢	25.00	37.50	50.00	250.00
16¢	26.66	40.00	53.33	266.65
17¢	28.33	42.50	56.66	283.30
17.5¢	29.17	43.75	58.33	291.65

* (Less value of I.R.S. Tax deduction)

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[illegible]

COLLEGES	BASIC DATA																
	Assessed Valuation	Tax Rates Operating	Tax Rate Total	Tax \$ Extension	'82 Operating Expenditures	1981 Population	Unit Cost	Tuition FY 83	# of Admin.	Student FTE	Student Head CT	Faculty FTE	Faculty Hd. Ct.	Admin. Stud. FTE	Admin. Stud. HC	Admin. Fac. FTE	Admin. Fac. HC
DANVILLE	In millions 636	25.00	28.20	1,591,177	5,192,249	103,108	75	17.00	20	2,111	2,915	94	122	.009	.007	.213	.164
HIGHLAND	577	25.00	33.50	1,442,899	3,710,873	83,881	69	15.00	14	1,955	2,957	73	136	.007	.005	.192	.103
KANKAKEE	790	17.78	21.10	1,404,529	5,068,976	124,264	70	16.00	26	2,312	3,727	101	196	.011	.007	.257	.133
KASKASKIA	655	25.00	28.60	1,638,368	3,839,039	116,930	77	13.00	21	1,827	2,876	78	129	.011	.007	.269	.163
KISHWAUKEE	602	21.17	21.17	1,275,382	3,986,606	83,441	67	17.00	12	1,956	3,747	117	298	.006	.003	.103	.040
LOGAN	563	25.00	34.40	1,414,257	4,803,843	142,834	76	15.00	18	2,002	4,223	59	227	.009	.004	.305	.079
McHENRY	1,153	15.00	19.70	1,729,115	4,234,647	134,851	70	22.00	20	1,830	3,979	100	174	.011	.005	.210	.115
MORTON	617	40.00	51.00	2,466,371	4,902,089	124,652	90	18.00	14	1,766	3,810	85	168	.008	.004	.165	.083
REND LAKE	480	25.00	26.90	1,199,564	4,562,675	89,946	84	15.00	24	1,805	3,025	86	140	.013	.008	.279	.171
RICHLAND	1,282	19.00	23.60	2,436,168	5,706,758	156,753	95	20.25	9	1,682	3,312	85	171	.005	.003	.106	.053
SANDBURG	1,006	22.00	24.80	2,215,047	4,079,325	130,907	73	17.63	13	1,827	3,013	86	149	.007	.004	.151	.087
RANK...	5th	13-14	13th	14th	7th	8th	5th	1st	7th	11th	8th	5th	4th				
SAUK	770	15.00	19.80	1,155,317	4,376,256	109,147	78	25.00	16	1,790	3,209	89	225	.009	.005	.180	.071
SPOON RIVER	519	25.00	37.90	1,297,904	3,370,330	80,035	81	19.00	14	1,291	2,234	62	120	.011	.006	.226	.117
WOOD	547	21.92	23.00	1,198,862	4,249,527	93,493	72	18.00	11	1,895	3,688	77	245	.006	.003	.143	.045
	* p. VI	p. VI	p. VI	p. 52	p. 57	p. VI	p.48	p.51	p.16	p.VI	p.VI	p.15	p.15				

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All data secured from Data Characteristics of the Illinois Public
Community College System - March 1983 published by the ICCB

June, 1983
Office of the President

BUILDING AND GROUNDS

PROJECTS FOR FUTURE CONSIDERATION

June, 1983

1. Repair exterior brick retaining walls
2. Re-design classroom window shades for non-glare and darkening
3. Re-locate costume and makeup room.
4. Re-locate Heating, Refrigeration, Air-conditioning, and Solar Lab to 1A8 in conjunction with Industrial Electricity.
5. Dismantle Language Lab and reassign space.
6. Adapt rooms for potential relocation of programs such as: Accounting, Languages, Secretarial Science, etc.
7. Room modifications to reduce noise in such rooms as 2E12 (Crime Lab), 2C10-14.
8. Expansion of Financial Aids Office.
9. Creation of Riverside general purpose meeting rooms.
10. Re-lining track to metric
11. Installation of gym tile in weight room.

Note: These projects would be expenses from the Restricted Purposes Site and Construction Fund

POTENTIAL
BUILDING AND GROUNDS PROJECTS
FY '84

1. Chillers

Cleaning	First Chiller	\$ 4,789.30	
	Second Chiller	3,709.30	
	Third Chiller	<u>3,709.30</u>	
			\$ 12,208
	Tear down of solution pumps (3 at \$2,150)		6,450
	Analysis (Eddy Current)		5,790

2. Welding Shop

Ventilation		26,000
Option A-Electrostatic air cleaning and hood	\$20,000	
Option B - Air to air heat exchanger with furnace and exhaust fan	25,000	
Additional ductwork	1,000	

3. Computer Room

Air Conditioning	25,500
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4. Parking and Roadway

Repairs	16,600
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5. Window Treatments

Pilot Project	2,000
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6. Internal Directories and Signs

5,000

7. Energy Conservation Measures

140,000

SVC Portion of grant 25,000
SVC Non-grant Portion \$115,000

Note: These projects would be expenses from the Restricted Purposes
Site and Construction Fund

June 13, 1983

AUSTERITY ADJUSTMENTS

The following is a simple listing of raw and unrefined ideas generated in a "brain storming" session of college administrators on any conceivable area of cost reduction.

Items listed have therefore not been examined or evaluated in any way for possibility or feasibility. These ideas must be used in the most discretionary manner appropriate to their origin and nature.

PROGRAMS AND SERVICES

1. Close the Adult Learning Center in Rock Falls and reallocate the Disadvantaged Grant to support the Academic Skills Center on campus.
2. Cut two programs in the Industrial Technology area and eliminate two faculty positions.
3. Cut two high cost programs in the Allied Health area.
4. Cut back on the Community Services Program.
5. Eliminate all release time arrangements for faculty and pay all coaching, athletic director, theatre, etc., salaries and stipends out of the Student Activities budget. This would have the effect of cutting back on the Student Activities Program.
6. Eliminate the Honors Program.
7. Eliminate ACT testing.
8. Eliminate use of the college building and grounds by all outside groups.
9. Eliminate summer school.
10. Consolidate graduations into one ceremony and cut down on ceremonial activities on a college-wide basis.
11. Cut back on college publications. Consolidate Pathfinders to three per year.

PERSONNEL REDUCTIONS

1. Reduce staff by 21 positions in order to effect a 15% cut in the budget. This would include cutting from the ranks of faculty, classified, and administrative staff. (5% would

come from services, programs, and supply cuts and 15% from staff cuts.)

2. Reduce the load factor for labs from .75 to .50 and thus more effectively utilize full-time faculty and reduce part-time and overload salaries.
3. Increase class size thereby reducing the number of sections offered and saving on faculty costs.
4. Place all administrators on 10 month contracts and save on salaries.
5. Institute an across the board salary cut for all staff.
6. Reduce or eliminate tuition waivers for staff and others.
7. Have all administrators teach one course each semester and save part-time salaries.

FACILITIES AND EQUIPMENT

1. Eliminate all lawn mowing except for a small area around the road and building.
2. Eliminate all use of the college on weekends and close up the building to save energy costs.
3. Move to a year-around four day week in order to be able to close up the building for three days each weekend.
4. Close up the college building for extended times over holidays and effect energy savings.
5. Put a freeze on all equipment purchases.
6. Close up one parking lot.

SUPPLIES AND OPERATIONAL COSTS

1. Cut supply budgets.
2. Cut out-of-district travel.
3. Cut staff development budget.
5. Stop providing meals for advisory groups and other guests of the college. o
6. Print the college catalog on newsprint or else charge for it.

REVENUE RAISING MEASURES

1. Charge more for parking stickers.
2. Charge admission fees.

3. Charge lab fees.
4. Institute add/drop or course change fees.
5. Charge for family or dependents' share of group insurance.
Also raise the deductible limit on the group insurance program.
6. Raise tuition to the legal limit each year.
7. Charge a registration fee.
8. Charge a fee for the catalog.
9. Sell ads to pay cost of the Pathfinder.

Special Board Meeting
June 13, 1983

DEFINITION

PROSPECTUS

A PRINTED STATEMENT THAT DESCRIBES
AN ENTERPRISE AND IS DISTRIBUTED TO PROSPECTIVE
BUYERS, INVESTORS OR PARTICIPANTS. (WEBSTERS
7TH COLLEGIATE)

A FORMAL SUMMARY OF A PROPOSED
COMMERCIAL, LITERARY OR OTHER VENTURE.
(AMERICAN HERITAGE-COLLEGE ED.)

PURPOSE

PROSPECTUS

THE PROSPECTUS WILL DESCRIBE THE COLLEGE'S PROGRAM AND SERVICE MISSION AND OUTLINE SOME OF THE FINANCIAL FACTORS SURROUNDING THE REFERENDUM. MOST IMPORTANTLY, HOWEVER, THE DOCUMENT WILL DESCRIBE THE FINANCIAL IMPACT OF A SUCCESSFUL REFERENDUM IN TERMS OF PROGRAMS AND SERVICES WHICH BENEFIT THE DISTRICT. THE DOCUMENT WILL BE THE OFFICIAL STATEMENT OF WHAT ADDITIONAL REVENUES WILL MEAN FOR SAUK VALLEY COLLEGE.

THE PURPOSE OF THE PROSPECTUS IS TO PROVIDE FOR A CONSISTENT AND AGREED UPON PLAN WHICH WILL FORM THE BASIS FOR RESPONSES TO A VARIETY OF POTENTIAL QUESTIONS. IN ADDITION, SELECTIONS FROM THE PROSPECTUS CAN BE INCORPORATED INTO INFORMATIONAL LITERATURE, SPEECHES, ETC.

TOPICAL OUTLINE

PROPECTUS

- I. INTRODUCTION - WHAT IS SAUK
 - A. MISSION
 - B. COMMITMENT TO THE FUTURE
 - C. ENHANCEMENT OF THE QUALITY OF LIFE IN
THE COMMUNITY
- II. FINANCIAL FACTORS - COLLEGE BUDGET
 - A. SOURCES OF REVENUE
 - % OF TOTAL BUDGET FOR EACH
 - CONSTRAINTS AND PROJECTIONS FOR EACH
 - RELATIONSHIPS AMONG SOURCES
 - B. DEFICIENCIES
 - CURRENT DEFICIENCIES AND CAUSES
 - PROJECTED DEFICIENCIES UNDER CURRENT CONDITIONS
- III. FINANCIAL FACTORS - REFERENDUM
 - A. AMOUNT OF PROPOSED TAX INCREASE
 - RATE PER HUNDRED DOLLARS OF EAV
 - TOTAL REVENUE GENERATED
 - B. RELATIONSHIP TO PRESENT TAX RATE
 - ELIMINATION OF CURRENT WORKING CASH AND
BOND LEVYS
 - NET INCREASE
 - C. WHAT IT MEANS TO TAXPAYERS - DOLLARS PER YEAR
 - HOMEOWNERS
 - FARMERS - LARGE, SMALL
 - SMALL BUSINESS

TOPICAL OUTLINE (CONT.)

IV. PROGRAM AND SERVICE OUTCOMES - WHAT THE \$ MEANS

A. INSTRUCTION

- HIGH TECHNOLOGY TRAINING
- BUSINESS AND INDUSTRY
- MACHINE TOOL PROGRAM
- AGRICULTURE PROGRAM
- ALLIED HEALTH PROGRAMS
- UNIVERSITY TRANSFER PROGRAMS
- COMPUTER BASED INSTRUCTION

B. STUDENT SERVICES

- CAREER COUNSELING
- TESTING AND ASSESSMENT
- ADULT COUNSELING AND CAREER PLANNING
- PART TIME STUDENT NEEDS
- ADVISEMENT
- TRANSFER STUDENT NEEDS

C. SUPPORT SERVICES & FIXED COSTS

- BUILDING & MAINTENANCE
- UTILITIES
- EMPLOYEE BENEFIT COSTS
- MANAGEMENT INFORMATION SYSTEM
- OTHER