

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
2K2 Faculty Dining Room Second Floor

February 27, 1984 ✓

7:30 p.m.

- A. Call to Order
- B. Roll Call
- C. Communications from Visitors
- D. Approval of Minutes
- E. Financial Reports and Actions:
  - 1. Treasurer's Report
  - 2. Current Disbursements
  - 3. Current Payroll Journal
  - 4. Working Cash Interest Transfer
  - 5. Approval to Purchase
  - 6. Acceptance of Donation
  - 7. Progress report on State Funding
  - 8. Other
- F. Personnel Recommendations:
  - 1. Resolution
  - 2. Term Appointments
  - 3. New Continuing (Tenure) Appointments
  - 4. Renewal of Continuing Appointments
  - 5. Promotions
  - 6. Resignation
  - 7. Other
- G. Other Actions
  - 1. Further Austerity Adjustments
  - 2. Early Retirement Policy (Second Reading)
  - 3. Confirmation of Cooperative Agreements
  - 4. Authorization to submit One and Five Year Plan
  - 5. Request for ICCB Recognition
  - 6. Other
- H. Reports:
  - 1. Student Trustee
  - 2. ICCTA Representative
  - 3. Foundation Liaison
  - 4. Other
- I. President's Report:
  - 1. Notice of Public Hearing - City of Sterling
  - 2. Progress Report - Dixon Correction Center and Satellite Center
  - 3. Enrollment Report - Community Services
  - 4. Results of R & E exam for LPN's
  - 5. Other
- J. Time of Next Meeting
- K. Executive Session

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

February 27, 1984

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on February 27, 1984 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

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

|                 |                 |
|-----------------|-----------------|
| Dick Groharing  | Oscar Koenig    |
| William Simpson | Ann Powers      |
| Kay Fisher      | Dolores Marassa |

Absent: David Mandrgoc Robert Wolf

Secretary Pro-tem: Due to the absence of Member Mandrgoc, Ann Powers was appointed Secretary Pro-tem.

Minutes: It was moved by Member Powers and seconded by Member Simpson that the Board approve the minutes of the January meeting as presented. Motion voted and carried.

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

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

|                     |            |
|---------------------|------------|
| Educational Fund    | 398,837.20 |
| Building Fund       | 16,427.21  |
| Site & Construction |            |
| Bond & Interest     | 1,017.00   |
| Insurance           | 0          |

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

Payroll: It was moved by Member Koenig and seconded by Member Powers that the Board approve the payroll of January 31 in the amount of 137,821.82 and the payroll of February 15 in the amount of 143,972.68. In a roll call vote all voted aye. Motion carried.

Working Cash Interest: It was moved by Member Koenig and seconded by Member Simpson that the Board of Trustees approve the appropriation of all earnings income from the Working Cash Fund into the operating funds of the college effective July 1, 1983. In a roll call vote, all voted aye. Motion carried.

Approval to Purchase: It was moved by Member Groharing and seconded by Member Powers that the bid of Toolcom be accepted for the purchase of 3 IBM PCs at the bid of \$11,700 and that the software bid be accepted as divided between Computer and More and Toolcom. In a roll call vote all voted aye. Motion carried.

Donation: It was moved by Member Koenig and seconded by Member Powers that the Board accept the donation to two engines and a transmission from Michael Hosler of Rock Falls and that a letter of appreciation be sent for same. Motion voted and carried.

State Fundings: Dean Edison presented the attached report which outlined the current status of our state funding.

Resolution: It was moved by Member Powers and seconded by Member Groharing that the Board present the attached resolution to Ronald Schilling to acknowledge his personal and professional service to Sauk Valley College for 14½ years. Motion voted and carried.

Executive Session: At 7:55 p.m. it was moved by Member Groharing and seconded by Member Powers that the Board adjourn to executive session to discuss the employment, appointment, or dismissal of an employee. Motion voted and carried.

Regular Session: At 8:30 p.m. the Board returned to regular session.

Term Appointments: It was moved by Member Groharing and seconded by Member Powers that the Board reappoint the following faculty as term appointess for another year:

Mary Willett      Bev Ohda      Michael Hustad  
Curt Hagenbuch    David Clydesdale

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

Tenure  
Appointments:

It was moved by Member Groharing and seconded by Member Simpson that the following faculty be offered their initial continuing (tenure) appointments for the 1984-85 year:

Linda Miller                      Jane Klug  
Char DeFrancesco                Jan Ahling  
Ralph Pifer

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

Continuing  
Appointments:

It was moved by Member Simpson and seconded by Member Koenig that the Board approve the persons indicated on the attached list for continuing appointments for the 1984-85 year. In a roll call vote, all voted aye.  
Motion carried.

Promotions:

It was moved by Member Koenig and seconded by Member Powers that the faculty noted below be promoted as outlined, effective the Fall of 1984:

| Name                  | Promoted From | To              |
|-----------------------|---------------|-----------------|
| Charmaine DeFrancesco | Instructor    | Asst. Professor |
| * Leona Grossman      | Instructor    | Asst. Professor |
| Peggy White           | Instructor    | Asst. Professor |
| Jane Klug             | Instructor    | Asst. Professor |
| Michael Hustad        | Instructor    | Asst. Professor |

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

Chair Fisher noted that the Board must soon decide whether or not they can continue giving promotions. She said the decision did not have to be made at this time, but in April or May of this year a decision should be made on whether or not the college can afford to continue this practice. She asked the other Board members to be thinking about this for a decision to be made soon in order to notify the faculty accordingly.

\* Contingent upon the successful completion of of the MSN Degree by August 24, 1984.

Resignation: It was moved by Member Groharing and seconded by Member Simpson that the Board accept the resignation of Mary Rita Henry, secretary to the Asst. Dean of Community and Extended Services. Motion voted and carried.

Director of Nursing: Dr. Garner informed the Board that the search is continuing for a Director of Nursing and that the administration hoped to have this position filled by May.

Austerity Adjustments: The following austerity adjustments for fiscal year 1984-85 were presented to the Board for their deliberation. The Board then voted as follows:

Community Service: It was moved by Member Simpson and seconded by Member Groharing that the Board designate Amboy, Dixon, Milledgeville, Morrison and Prophetstown as regional locations for Community Service offerings. In a roll call vote, all voted aye. Motion carried.

Weekend Building Usage: It was moved by Member Groharing and seconded by Member Simpson that the Board approve closing the SVC buildings to all college and non-college use during weekends except the periods of September 22 through November 18 and April 13 through May 19. In a roll call vote, all voted aye. Motion carried.

Transfer Coaching Salaries: It was moved by Member Groharing and seconded by Member Koenig that the Board approve transferring the costs of coaching salaries from the Educational Fund to the Student Activity Fund. In a roll call vote the following was recorded: Ayes - Member Fisher. Nays - Members Groharing, Koenig, Simpson Powers and Marassa. Ayes - 1 Nays - 4 Motion defeated.

Released Time: It was moved by Member Simpson and seconded by Member Koenig that the Board discontinue the following released time allocations:

| Position   | Credit Hours Per Year |
|--|-----------------------|
| Coordinator of Theatre Program, . . .                    | 6                     |
| Coordinator Speech/Oral Interpretation Program . . . . . | .6                    |
| Coordinator of Honors Program, . . .                     | .6                    |
| Coordinator of LPN Program . . . .                       | 16                    |

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

Austerity  
Adjustments  
(continued):

Four-day  
Week:

It was moved by Member Groharing and seconded by Member Powers that the Board approve a four-day work week beginning June 15 through August 17. In a roll call vote, all voted aye. Motion carried.

Lab Fee  
Refund:

It was moved by Member Simpson and seconded by Member Groharing that the Board approve a Lab Fee refund schedule which parallels that of tuition, which is 80% during the first two weeks after classes begin in the fall and spring and the first week in the summer session. In a roll call vote, all voted aye. Motion carried.

Assistant  
Dean of  
Business:

It was moved by Member Groharing and seconded by Member Simpson that the Board accept the administration's recommendation that the Business Office position recently vacated (Assistant Dean of Business position) be re-defined as an accountant type position with a salary range of \$15,000 to \$20,000. In a roll call vote, all voted aye. Motion carried.

Classified  
Positions:

It was moved by Member Groharing and seconded by Member Koenig that the Board grant the administration the authority to adapt the workloads of respective classified positions in respect to vacancies, personal skills and qualifications of continuing personnel and the overall needs of the respective administrative functions. In a roll call vote, all voted aye. Motion carried.

Early Retirement  
Policy:

It was moved by Member Powers and seconded by Member Simpson that the Board approve the attached policy on early retirement as an official policy of the college. In a roll call vote, all voted aye. Motion carried.

Cooperative  
Agreements:

It was moved by Member Groharing and seconded by Member Koenig that the Board confirm the attached cooperative agreements including a revised agreement with Whiteside Area Vocational Center with a notation that on page 2 of the WAVC document the word "youth" (in two places) be replaced by the word "people". Motion voted and carried.

One and  
Five Year  
Plan:

It was moved by Member Groharing and seconded by Member Powers that the authorization be granted for submitting the One and Five Year Plan to the Department of Adult, Vocational, and Technical Education. Motion voted and carried.

ICCB  
Recognition:

It was moved by Member Powers and seconded by Member Simpson that the Board authorize the administration to submit a letter of request to the Illinois Community College Board for official "Recognition".

Reports:

Student Trustee, Marassa, reported that the Student Senate had passed a resolution supporting the referendum, and that many of the senators were now serving on the various referendum committees.

Member Groharing reminded the Board of the Northwest Regional Meeting to be held at Illinois Valley College on March 15th.

Kay Fisher reported that the Foundation had a new member - Mark Olson. She said the annual meeting of the Foundation would be held at the Brandywine on March 27th and invited all Trustees to attend same. She said the new officers elected for next year include Gary Roth, President, Greg Schott, Vice President, Winifred Shawver, Secretary and Marv Shearer, Treasurer. She also reported on the Hominid Skull Casts recently donated to the Anthropology and Art classes, the five vacancies on the Board, and the meeting time change from 8:00 p.m. to 7:30 p.m.

Dr. Garner reported on the public hearing to be held by the City of Sterling on March 8th in regard to downtown redevelopment. He then introduced Dean Donald Foster who gave an update on the timetable for starting classes at the Dixon Correctional Center. Dr. Foster said that a brochure was being prepared which would describe the Director's position and that an equipment list was being readied as the state had funds at the present time to make some equipment purchases. He also reported on the increased spring enrollment in community service courses in Morrison and Amboy, that 92% of our LPN class had passed their R & E exams, and explained the ideas that would be incorporated in a Referendum Fact Sheet which will be used in mailings to voters and distributed to the student body.

Reports: Dr. Garner told the Board of the sell-out crowd at the Reagan Film Festival which was handled by Ed Beatty and co-sponsored by radio station WSDR. He said the next film to be presented would be Casablanca.

Dr. Garner reported on the receipt of a check of \$377.17 from the State of Illinois as a return from the Broiler Chicken Antitrust Litigation.


Executive Session: At 9:55 p.m. it was moved by Member Koenig and seconded by Member Powers that the Board adjourn to executive session to discuss collective negotiating matters. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 10:28 p.m. the Board returned to regular session.

Adjournment: Since the scheduled business was concluded, it was moved by Member Groharing and seconded by Member Powers that the Board adjourn. The next regular meeting will be 7:30 p.m. on March 26, 1984.

The meeting adjourned at 10:29 p.m.

Respectfully submitted:



Ann Powers, Secretary Pro-tem

BILLS PAYABLE

February 27, 1984

EDUCATIONAL FUND

|              |                             |                    |       |                   |
|--------------|-----------------------------|--------------------|-------|-------------------|
| 110-810-547  | B.F. SHAW PRINTING CO.      | Addtl. to Jan. ck. | 3007  | \$ 70.00          |
| 191-000-550  | RICHARD GROHARING           | Travel             | 3008  | 202.06            |
|              | SVC PAYROLL FUND            | 1-31-84 Payroll    | 3009  | 130,685.35        |
| 191-000-550  | ANN POWERS                  | Travel             | 3010  | 126.00            |
|              | VOID CHECK                  |                    | 3011  |                   |
|              | VOID CHECK                  |                    | 3012  |                   |
|              | SVC PAYROLL FUND            | 2-15-84 Payroll    | 3013  | <u>133,828.76</u> |
|              |                             |                    |       | \$ 264,912.17     |
| 0.300,541.02 | AGE HARDWARE                | SUPPLIES           | 3,014 | 9.68              |
| 2.000,585.01 | ALENCO TOOL SUPPLY          | EQUIPMENT          | 3,015 | 4,720.00          |
| 0.810,547.00 | THE AMBOY NEWS              | PUB INFO           | 3,016 | 26.25             |
| 0.000,545.00 | ARES PUBLISHERS INC         | BOOK               | 3,017 | 1.00              |
| 0.810,547.00 | THE ASHTON GAZETTE          | PUB INFO 31.00     |       |                   |
| 0.813,541.02 | X X                         | COMM SERV 6.00     | 3,018 | 37.00             |
| 0.000,541.01 | ASSOCIATED BOOK PUBLISHERS  | SUPPLIES           | 3,019 | 18.63             |
| 0.000,545.00 | BAKER & TAYLOR CO           | BOOKS              | 3,020 | 347.85            |
| 0.000,545.00 | BAKER & TAYLOR CO           | BOOKS              | 3,021 | 2,392.16          |
| 0.300,541.02 | BENNETT WELDING SUPPLY      | SUPPLIES           | 3,022 | 46.10             |
| 2.000,585.01 | BRODHEAD GARRETT CO         | EQUIPMENT          | 3,023 | 7,220.00          |
| 0.400,550.00 | WILLIAM BYAR                | TRAVEL             | 3,024 | 84.00             |
| 0.100,541.02 | CHALLENGE COMPUTER SUPPLIES | SUPPLIES           | 3,025 | 89.96             |
| 0.715,541.02 | CHAMPIONSHIP BOOKS          | SUPPLIES           | 3,026 | 356.65            |
| 1.000,556.00 | CLAYTONS FLORAL SHOP        | FLOWERS            | 3,027 | 55.00             |
| 2.000,593.00 | COLLEGE OF DUPAGE           | CHARGE BACK        | 3,028 | 270.27            |
| 0.000,545.00 | COMMERCE CLEARING HOUSE INC | BOOKS              | 3,029 | 207.00            |
| 0.100,533.00 | COMPUTER CORNER             | REPAIRS            | 3,030 | 491.74            |
| 0.810,547.00 | RICHARD CULLOM              | PUB INFO           | 3,031 | 40.00             |
| 0.000,541.03 | CUMULATIVE INDEX TO NURSING | SUBSCR             | 3,032 | 120.00            |
| 0.711,541.02 | CURTIN MATHESON CO          | SUPPLIES           | 3,033 | 310.59            |
| 2.000,541.01 | CURTIS 1000                 | SUPPLIES           | 3,034 | 99.99             |
| 5.000,541.01 | DATA SOURCES                | SUBSCR             | 3,035 | 60.00             |
| 0.400,541.02 | DENOYER GEPPERT             | MAPS               | 3,036 | 302.03            |
| 0.100,533.00 | DICTAPHONE CORP             | SERVICE            | 3,037 | 81.50             |
| 2.000,585.01 | DIESEL INJECTION SERV INC   | EQUIPMENT          | 3,038 | 404.00            |
| 0.300,541.02 | DIGI KEY CORP               | SUPPLIES           | 3,039 | 17.37             |
| 0.300,541.02 | DIXON AUTO #2               | SUPPLIES           | 3,040 | 9.08              |
| 0.813,541.02 | DIXON EVENING TELEGRAPH     | COMM SERV 57.75    |       |                   |
| 2.000,554.00 | X X                         | ADS 19.60          | 3,041 | 77.35             |
| 0.810,547.00 | DYNAMIC GRAPHICS            | PUB INFO           | 3,042 | 121.50            |
| 4.000,541.01 | EDUCATIONAL TESTING SERV    | SUPPLIES           | 3,043 | 142.81            |
| 0.600,541.02 | FISHER SCIENTIFIC CO        | SUPPLIES           | 3,044 | 13.93             |
| 1.000,534.00 | DR THOMAS FLYNN             | SERVICES           | 3,045 | 250.00            |
| 0.818,550.00 | DONALD FOSTER               | TRAVEL             | 3,046 | 12.80             |
| 2.000,550.00 | SANDI FRITZ                 | TRAVEL             | 3,047 | 11.22             |

|            |                                 |                |       |           |
|------------|---------------------------------|----------------|-------|-----------|
| 000,541.01 | VISIBLE COMPUTER SUPPLY         | SUPPLIES       | 3,114 | 51.22     |
| 000,541.03 | VISUAL STUDIES WORKSHOP         | SUPPLIES       | 3,115 | 22.00     |
| 810,547.00 | W I X N                         | PUB INFO       | 3,116 | 357.00    |
| 810,547.00 | W J V M                         | PUB INFO       | 3,117 | 350.00    |
| 810,547.00 | W R H L                         | PUB INFO       | 3,118 | 100.00    |
| 810,547.00 | W S D R                         | PUB INFO       | 3,119 | 368.00    |
| 812,550.00 | EUGENE WAGNER                   | TRAVEL         | 3,120 | 50.40     |
| 600,541.02 | WARDS NATURAL SCI ESTAB         | SUPPLIES       | 3,121 | 5.40      |
| 000,534.00 | WARD WARD MURRAY PACE & JOHNSON | SERVICES       | 3,122 | 689.00    |
| 000,545.00 | WEST PUBL CO                    | BOOKS          | 3,123 | 243.00    |
| 300,533.00 | WHITESIDE AREA VOC CENTER       | RENTAL         | 3,124 | 300.00    |
| 810,547.00 | WHITESIDE NEWS SENTINE!         | PUB INFO       | 3,125 | 58.50     |
| 000,541.01 | WRITING SALES INC               | SUPPLIES       | 3,126 | 709.20    |
| 000,544.01 | XEROX CORP                      | SUPPLIES       | 3,127 | 469.66    |
| 600,541.02 | SVC PFTTY CASH                  | SUPPLIES 6.05  |       |           |
| 000,544.01 | X X                             | 3.86           | 3,128 | 9.91      |
|            | SVC IMPRESTTOUND                | MISC EXPENSES  | 3,129 | 949.06    |
| 000,521.00 | PRUBENTIAL                      | MARCH PREMIUM  | 3,130 | 22,344.02 |
| 000,575.00 | CENTRAL TFLFPHONE CO            | SERVICE        | 3,131 | 2,534.62  |
| 814,541.01 | ECONOMY TROPHY CO               | SUPPLIES 27.00 |       |           |
| 000,541.01 | X X                             | 40.00          | 3,132 | 67.00     |

133,925.03

264,912.17

CKS. #3007 - 3013

TOTAL EDUCATIONAL FUND FOR FEBRUARY

\$398,837.20

|              |                             |                      |       |           |
|--------------|-----------------------------|----------------------|-------|-----------|
| 000,550.00   | HAL GARNER                  | TRAVEL 60.51         |       |           |
| 000,559.00   | X X                         | OTHER EXP 300.00     | 3,048 | 360.51    |
| 810,550.00   | RALPH GELANDER              | TRAVEL               | 3,049 | 46.40     |
| 711,541.02   | GIBCO DIAGNOSTICS           | SUPPLIES             | 3,050 | 20.22     |
| 512,533.00   | VINCENT GILBERT             | TUNING PIANOS        | 3,051 | 185.00    |
| 711,541.02   | GINDERS HOSPITAL SUPPLIES   | SUPPLIES             | 3,052 | 57.09     |
| 000,529.00   | LEONA GROSSMAN              | REIMB 3 HRS          | 3,053 | 154.47    |
| 000,541.01   | HASKELLS                    | SUPPLIES             | 3,054 | 191.76    |
| 000,545.00   | THE HAWORTH PRESS           | BOOKS                | 3,055 | 25.90     |
| 000,529.00   | RUTH HEDSTROM               | REIMB 4 HRS          | 3,056 | 211.96    |
| 500,541.02   | HELIX                       | SUPPLIES             | 3,057 | 68.00     |
| 813,550.00   | RICHARD HOLTAM              | TRAVEL               | 3,058 | 58.90     |
| 000,529.00   | KAREN HUBER                 | REIMB 3 HRS          | 3,059 | 154.47    |
| 000,537.00   | I B M                       | SERVICE 90.89        |       |           |
| 000,537.70   | X X                         | 114.02               |       |           |
| 5,000,562.00 | X X                         | 394.50               | 3,060 | 599.41    |
| 000,550.00   | I C C T A                   | WORKSHOP-GROHARING   | 3,061 | 35.00     |
| 000,575.00   | ILL BELL TELEPHONE CO       | SERVICE              | 3,062 | 220.32    |
| 300,541.02   | JOHNSTONE SUPPLY            | SUPPLIES             | 3,063 | 10.95     |
| 000,593.00   | KISHWAUKEE COLLEGE          | CHARGE BACK          | 3,064 | 69.67     |
| 000,556.00   | THE KROGER CO               | SUPPLIES 5.40        |       |           |
| 000,550.00   | X X                         | 47.24                |       |           |
| 000,550.00   | X X                         | 8.98                 | 3,065 | 61.62     |
| 000,550.00   | CAROL LINTON                | TRAVEL               | 3,066 | 12.80     |
| 000,529.00   | CAROLE MCMULLEN             | REIMB 3 HRS          | 3,067 | 154.47    |
| 0,715,541.02 | MARCO SPORTS CO             | SUPPLIES             | 3,068 | 30.00     |
| 8,000,550.00 | RONALD MARLIER              | TRAVEL               | 3,069 | 123.00    |
| 0,300,541.02 | MEANS SERVICES              | SUPPLIES             | 3,070 | 28.90     |
| 0,300,541.02 | MECHANICS NEWSLETTER        | SUBSCR               | 3,071 | 25.00     |
| 0,000,545.00 | MERRIMACK PUBLISHERS CIRCLE | BOOKS                | 3,072 | 40.79     |
| 0,300,541.02 | MIDSTATES INDUSTRIAL SUPPLY | SUPPLIES             | 3,073 | 113.78    |
| 0,800,542.00 | MULTIGRAPHICS               | SUPPLIES             | 3,074 | 377.08    |
| 0,512,541.02 | MUSIC UNLIMITED INC         | SUPPLIES             | 3,075 | 163.88    |
| 0,000,533.00 | ED MUELLER A V              | SERVICE 139.85       |       |           |
| 0,000,544.01 | X X                         | SUPPLIES 56.70       | 3,076 | 196.55    |
| 2,000,585.00 | N C R CORP                  | EQUIPMENT 906.24     |       |           |
| 5,000,562.00 | X X                         | EQUIP RENTAL 7263.26 | 3,077 | 8,169.50  |
| 5,000,533.00 | NATIONAL COMPUTER SYS       | SERVICE              | 3,078 | 181.00    |
| 0,600,541.02 | NASCO                       | SUPPLIES             | 3,079 | 22.64     |
| 5,000,541.01 | NATIONAL DATA PRODUCTS      | SUPPLIES             | 3,080 | 850.50    |
| 0,711,550.00 | HAROLD NELSON               | TRAVEL               | 3,081 | 78.40     |
| 6,000,571.00 | NORTHERN ILL GAS CO         | SERVICE              | 3,082 | 124.69    |
| 6,000,571.00 | NORTHERN ILL GAS CO         | SERVICE              | 3,083 | 18,864.70 |
| 0,300,541.02 | NORTHERN ILL UNIV           | SUPPLIES 6.45        |       |           |
| 0,400,541.02 | X X                         | 6.60                 |       |           |
| 6,000,533.00 | X X                         | 300.00               | 3,084 | 313.05    |
| 0,800,542.00 | NORTHLAND PAPER CO          | SUPPLIES             | 3,085 | 49.00     |
| 0,512,541.02 | OXFORD UNIV PRESS           | SUPPLIES 61.09       |       |           |
| 0,000,545.00 | X X                         | 106.58               | 3,086 | 167.67    |
| 0,715,541.02 | PASSONS SPORTS              | SUPPLIES             | 3,087 | 84.96     |
| 2,000,529.00 | KAREN PINTER                | REIMB 3 HRS          | 3,088 | 140.23    |

|            |                            |                      |       |          |
|------------|----------------------------|----------------------|-------|----------|
| 000,529.00 | FRANK PINTOZZI             | REIMB 3 HRS          | 3,089 | 154.47   |
| 000,544.01 | PORTERS CAMERA STORE       | SUPPLIES             | 3,090 | 157.05   |
| 000,533.00 | PRATT A V & VIDEO CORP     | SERVICE              | 3,091 | 3.00     |
| 012,541.02 | PRO/AM MUSIC RESOURCES INC | SUPPLIES             | 3,092 | 19.60    |
| 000,541.02 | P & W SUPPLY CO            | SUPPLIES             | 3,093 | 35.89    |
| 000,533.00 | RADIO RANCH                | SERVICE              | 3,094 | 201.95   |
| 000,541.02 | RADIO SMACK                | SUPPLIES             | 3,095 | 33.46    |
| 000,545.00 | SVC BOOKSTORE              | CREDIT               | 3,096 | 8.00     |
| 000,541.02 | SVC BOOKSTORE              | SUPPLIES 93.75       |       |          |
| 000,541.02 | X X                        | 17.41                |       |          |
| 016,541.02 | X X                        | 41.74                |       |          |
| 000,541.02 | X X                        | 35.86                |       |          |
| 000,541.02 | X X                        | 8.97                 |       |          |
| 011,541.02 | X X                        | 17.25                |       |          |
| 071,541.02 | X X                        | 2.45                 |       |          |
| 000,541.02 | X X                        | 2.10                 |       |          |
| 012,541.01 | X X                        | 27.80                |       |          |
| 013,541.02 | X X                        | 31.04                |       |          |
| 015,541.02 | X X                        | 20.33                |       |          |
| 000,541.01 | X X                        | 6.47                 |       |          |
| 000,541.01 | X X                        | 45.01                |       |          |
| 000,541.01 | X X                        | 14.90                |       |          |
| 000,541.01 | X X                        | .62                  |       |          |
| 000,541.01 | X X                        | 1.24                 |       |          |
| 000,541.02 | X X                        | 2.39                 | 3,097 | 369.33   |
| 000,541.01 | SBM EQUIPMENT CENTER       | SUPPLIES 3.00        |       |          |
| 000,541.01 | X X                        | 16.27                |       |          |
| 000,541.01 | X X                        | 3.55                 | 3,098 | 22.92    |
| 071,541.02 | SAMS DRIVE IN FABRIC CARE  | SUPPLIES             | 3,099 | 72.00    |
| 012,541.02 | G SCHIRMER INC             | SUPPLIES             | 3,100 | 60.36    |
| 000,549.00 | SERVOMATION                | LPN GRAN 450.00      |       |          |
| 000,556.00 | X X                        | STAFF POT LUCK 57.00 |       |          |
| 000,550.00 | X X                        | BOARD MEETINGS 70.00 | 3,101 | 577.00   |
| 000,550.00 | KAREN SHAPTON              | TRAVEL               | 3,102 | 8.40     |
| 000,544.01 | SITLERS SUPPLIES INC       | SUPPLIES             | 3,103 | 764.52   |
| 000,541.02 | S J SMITH WELDING SUPPLY   | SUPPLIES             | 3,104 | 340.00   |
| 071,541.02 | SPRINGHOUSE BOOK CO        | SUPPLIES             | 3,105 | 25.38    |
| 000,542.00 | GLENN SPUTE                | SUPPLIES             | 3,106 | 13.50    |
| 010,547.00 | STERLING CAMERA CENTER     | SUPPLIES             | 3,107 | 17.60    |
| 010,538.00 | STERLING SCHOOL OF BEAUTY  | COSMETOLOGY          | 3,108 | 5,540.40 |
| 000,541.02 | STONER TRUE VALUE HARDWARE | SUPPLIES             | 3,109 | 31.48    |
| 000,550.00 | ROBERT THOMAS              | TRAVEL               | 3,110 | 38.20    |
| 000,541.01 | UARCO INC                  | SUPPLIES             | 3,111 | 1,252.28 |
| 000,541.01 | UNIVERSITY ASSOCIATES INC  | SUPPLIES             | 3,112 | 245.00   |
| 016,541.02 | UNIV OF ILLINOIS           | SUPPLIES 58.50       |       |          |
| 000,541.02 | X X                        | 24.50                |       |          |
| 041,541.02 | X X                        | 23.90                |       |          |
| 041,541.02 | X X                        | 14.75                |       |          |
| 000,541.02 | X X                        | 9.50                 |       |          |
| 060,541.02 | X X                        | 23.20                |       |          |
| 081,541.02 | X X                        | 9.90                 | 3,113 | 164.25   |

EDUCATIONAL FUND

| Account                         | Total Expenditures | To Date    | Prev. Mo. To Date | This Mo.  | Budget     | Unexpended | Unencumbered |
|---------------------------------|--------------------|------------|-------------------|-----------|------------|------------|--------------|
| DIV OF BUSINESS SALARIES        | 80,015.54          | 80,015.54  | 65,467.26         | 14,548.28 | 153,066.00 | 73,050.46  | 73,050.46    |
| DIV OF BUS CONTR SERV           | 10,013.00          | 10,013.00  | 9,237.81          | 775.19    | 12,000.00  | 1,987.00   | 1,987.00     |
| DIV OF BUS SUPPLIES             | 5,567.26           | 5,567.26   | 5,096.83          | 470.43    | 9,045.00   | 3,477.74   | 3,477.74     |
| DIV OF BUS CONF & MEETINGS      | 1,135.05           | 1,135.05   | 1,135.05          | .00       | 1,750.00   | 614.95     | 614.95       |
| FOOD SERV CONTR SERV            | 127.12             | 127.12     | 127.12            | .00       | 200.00     | 200.00     | 200.00       |
| FOOD SERV SUPPLIES              | 127.12             | 127.12     | 127.12            | .00       | 425.00     | 297.88     | 297.88       |
| FOOD SERV CONF & MEETINGS       | 11,042.13          | 11,042.13  | 9,034.47          | 2,007.66  | 125.00     | 1,250.00   | 1,250.00     |
| DIV OF AGRIC SALARIES           | 637.96             | 637.96     | 637.96            | .00       | 24,092.00  | 13,049.87  | 13,049.87    |
| DIV OF AGRIC CONTR SERV         | 115.20             | 115.20     | 115.20            | .00       | 100.00     | 100.00     | 100.00       |
| DIV OF AGRIC SUPPLIES           | 97,036.94          | 97,036.94  | 79,393.86         | 17,643.08 | 1,665.00   | 1,027.04   | 1,027.04     |
| DIV OF INDUS ED SALARIES        | 2,408.72           | 2,408.72   | 2,108.72          | 300.00    | 6,100.00   | 494.80     | 494.80       |
| DIV OF INDUS ED CONTR SERV      | 14,792.05          | 14,792.05  | 14,030.91         | 761.14    | 17,456.20  | 775.2506   | 775.2506     |
| DIV OF INDUS ED SUPPLIES        | 433.10             | 433.10     | 433.10            | .00       | 5,821.28   | 5,821.28   | 5,821.28     |
| DIV OF INDUS ED CONF & MEETINGS | 36,566.64          | 36,566.64  | 31,026.24         | 5,540.40  | 25,300.00  | 10,507.95  | 10,507.95    |
| COSMETOLOGY CONTR SERV          | 532.05             | 532.05     | 412.96            | 119.09    | 1,600.00   | 1,166.90   | 1,166.90     |
| COSMETOLOGY SUPPLIES            | 31.98              | 31.98      | 31.98             | .00       | 54,000.00  | 17,433.36  | 17,433.36    |
| COSMETOLOGY CONF & MEETINGS     | 63,222.28          | 63,222.28  | 51,727.32         | 11,494.96 | 100.00     | 100.00     | 100.00       |
| HUMAN SERV CONTR SERV           | 1,808.29           | 1,808.29   | 1,216.29          | 592.00    | 175.00     | 175.00     | 175.00       |
| HUMAN SERV SUPPLIES             | 1,778.00           | 1,778.00   | 93.80             | 84.00     | 250.00     | 250.00     | 250.00       |
| HUMAN SERV CONF & MEETINGS      | 820.00             | 820.00     | 820.00            | .00       | 817.95     | 817.95     | 817.95       |
| DIV OF SOC SCI SALARIES         | 52.38              | 52.38      | 52.38             | .00       | 1,350.00   | 468.02     | 468.02       |
| DIV OF SOC SCI SUPPLIES         | 27,835.50          | 27,835.50  | 22,774.50         | 5,061.00  | 500.00     | 468.02     | 468.02       |
| DIV OF SOC SCI CONF & MEETINGS  | 1,037.91           | 1,037.91   | 1,004.95          | 32.96     | 500.00     | 584.8372   | 584.8372     |
| E M T CONTR SERV                | 255.23             | 255.23     | 255.23            | .00       | 121,706.00 | 124,171    | 124,171      |
| E M T SUPPLIES                  | 15.11              | 15.11      | 14.75             | .36       | 3,050.00   | 1,241.71   | 1,241.71     |
| DIV OF CRIM JUS CONTR SERV      | 121,110.55         | 121,110.55 | 99,090.45         | 22,020.10 | 1,400.00   | 1,222.20   | 1,222.20     |
| DIV OF CRIM JUS SUPPLIES        | 1,364.09           | 1,364.09   | 1,149.86          | 214.23    | 1,400.00   | 630.00     | 630.00       |
| DIV OF CRIM JUS CONF & MEETINGS | 1,825.46           | 1,825.46   | 832.49            | 992.97    | 1,850.00   | 1,376.2    | 1,376.2      |
| LIBRARY TECH SUPPLIES           | 10,925.75          | 10,925.75  | 8,935.25          | 1,986.50  | 190.00     | 17,135.0   | 17,135.0     |
| DIV OF HUMANITIES SALARIES      | 1,364.09           | 1,364.09   | 1,149.86          | 214.23    | 45,549.00  | 17,135.0   | 17,135.0     |
| DIV OF HUMAN. CONTR SERV        | 1,825.46           | 1,825.46   | 832.49            | 992.97    | 100.00     | 100.00     | 100.00       |
| DIV OF HUMAN. SUPPLIES          | 10,925.75          | 10,925.75  | 8,935.25          | 1,986.50  | 1,060.00   | 22.09      | 22.09        |
| DIV OF HUMAN. CONF & MEETINGS   | 1,364.09           | 1,364.09   | 1,149.86          | 214.23    | 1,060.00   | 594.77     | 594.77       |
| ARY SALARIES                    | 1,825.46           | 1,825.46   | 832.49            | 992.97    | 250.00     | 84.89      | 84.89        |
| ARY SUPPLIES                    | 10,925.75          | 10,925.75  | 8,935.25          | 1,986.50  | 1,000.00   | 104,453.45 | 104,453.45   |
| ARY CONF & MEETINGS             | 1,364.09           | 1,364.09   | 1,149.86          | 214.23    | 350.00     | 350.00     | 350.00       |
| ARY CONTR SERV                  | 1,825.46           | 1,825.46   | 832.49            | 992.97    | 4,275.00   | 2,910.91   | 2,910.91     |
| ARY SUPPLIES                    | 10,925.75          | 10,925.75  | 8,935.25          | 1,986.50  | 23,899.88  | 12,974.54  | 12,974.54    |
| ARY CONF & MEETINGS             | 1,364.09           | 1,364.09   | 1,149.86          | 214.23    | 23,899.88  | 12,974.54  | 12,974.54    |

MPREST FUND

|                 |  |                      |      |         |
|-----------------|--|----------------------|------|---------|
| 10-512-541.02   | Classic Artist, Inc.                   | Supplies             | 6739 | \$ 6.00 |
| 138-000-541.01  | Chronicle of Higher Education          | Subscr.              | 6740 | 40.00   |
| 192-000-544.02  | United Parcel Service                  | Service              | 6741 | 195.65  |
| 192-000-544.02  | United Parcel Service                  | Service              | 6742 | 60.61   |
| 110-813-533     | Ned Nesti, Jr.                         | Comm. Serv. Clerical | 6743 | 40.00   |
| 110-818-550     | Sterling Chamber of Commerce           | Dinner               | 6744 | 8.00    |
| 138-000-550     | Jo Ann Babel                           | Meeting supplies     | 6745 | 7.63    |
| 120-000-545     | Academic Information Service           | Book                 | 6746 | 18.95   |
| 110-813-550     | Waubensee Comm. College                | Workshop             | 6747 | 35.00   |
| 192-000-544.02  | Postmaster                             | Bulk Mailing acct.   | 6748 | 100.00  |
| 120-000-545.    | CATO Institute                         | Books                | 6749 | 48.76   |
| 110-814-5 41.01 | Project on the Status and Ed. of Women | Booklet              | 6750 | 2.00    |
| 110-818-550     | Sterling Chamber of Commerce           | Luncheon             | 6751 | 6.00    |
| 192-000-544.02  | United Parcel Service                  | Service              | 6752 | 49.68   |
| 110-511-533     | Richard Horton                         | Modelling-Art        | 6753 | 47.50   |
| 192-000-544.02  | United Parcel Service                  | Service              | 6754 | 11.59   |
|                 | VOID CHECK                             |                      | 6755 |         |
| 110-714-541.02  | Soc. of Diag. Med. Sonographers        | Book                 | 6756 | 5.00    |
| 110-714-541.02  | Ill. Dept. of Nuclear Safety           | Inspection           | 6757 | 105.00  |
| 192-000-544.02  | United Parcel Service                  | Service              | 6758 | 144.69  |
| 182-000-541.01  | Crown Printing                         | Supplies             | 6759 | 3.00    |
| 120-000-550     | Northern Ill. Learning Res. Co-op.     | Workshop             | 6760 | 14.00   |

Total - Educational Fund

\$ 949.06

Bal. in fund - 2074.94  
 Disbursements 949.06  
 Total in fund 3024.00

| Account                             | Total Expenditures | To Date  | Prev. Mo. To Date | This Mo. | Budget    | Unexpended | Unencumbered |
|-------------------------------------|--------------------|----------|-------------------|----------|-----------|------------|--------------|
| ART DEPT CONTR SERV                 | 267.50             | 267.50   | 220.00            | 47.50    | 200.00    | 67.50 CR   | 67.50 CR     |
| ART DEPT SUPPLIES                   | 293.88             | 293.88   | 228.88            | 65.00    | 600.00    | 306.12     | 306.12       |
| ART DEPT CONF & MEETINGS            | .00                | .00      | .00               | .00      | 200.00    | 200.00     | 200.00       |
| MUSIC DEPT SALARIES                 | 2185.150           | 2185.150 | 1787.650          | 3973.00  | 47676.00  | 25824.50   | 25824.50     |
| MUSIC DEPT CONTR SERV               | 592.50             | 592.50   | 407.50            | 185.00   | 1200.00   | 607.50     | 607.50       |
| MUSIC DEPT SUPPLIES                 | 944.58             | 944.58   | 629.55            | 315.03   | 1450.00   | 505.42     | 505.42       |
| MUSIC DEPT CONF & MEETINGS          | 75.00              | 75.00    | 75.00             | .00      | 500.00    | 425.00     | 425.00       |
| DIV OF MATH SCI SALARIES            | 96534.57           | 96534.57 | 78952.53          | 17551.74 | 175946.00 | 74411.43   | 74411.43     |
| DIV OF MATH SCI CONTR SERV          | .00                | .00      | .00               | .00      | 1600.00   | 1600.00    | 1600.00      |
| DIV OF MATH SCI SUPPLIES            | 9167.20            | 9167.20  | 9000.22           | 166.98   | 1662.00   | 1662.00    | 1662.00      |
| DIV OF MATH SCI CONF & MEETINGS     | 997.58             | 997.58   | 997.58            | .00      | 502.42    | 502.42     | 502.42       |
| DIV OF MED LAB TECH SALARIES        | 25813.06           | 25813.06 | 22006.14          | 3806.92  | 45683.00  | 14869.94   | 14869.94     |
| DIV OF MED LAB TECH CONTR SERV      | 238.96             | 238.96   | 238.96            | .00      | 1500.00   | 1261.04    | 1261.04      |
| DIV OF MED LAB TECH SUPPLIES        | 5656.08            | 5656.08  | 5259.14           | 396.94   | 1290.00   | 733.92     | 733.92       |
| DIV OF MED LAB TECH CONF & MEETINGS | 160.00             | 160.00   | 81.60             | 78.40    | 1420.00   | 1260.00    | 1260.00      |
| DIV OF ADM SALARIES                 | 62309.93           | 62309.93 | 52304.98          | 10005.00 | 110144.00 | 47834.02   | 47834.02     |
| DIV OF ADM CONTR SERV               | 80.00              | 80.00    | 80.00             | .00      | 10455.00  | 4065.11    | 4065.11      |
| DIV OF ADM SUPPLIES                 | 953.28             | 953.28   | 923.44            | 29.84    | 2525.00   | 540.00     | 540.00       |
| DIV OF ADM CONF & MEETINGS          | 241.40             | 241.40   | 241.40            | .00      | 2000.00   | 1758.60    | 1758.60      |
| DIV OF LPN SALARIES                 | 44871.81           | 44871.81 | 38219.27          | 6052.54  | 77971.00  | 33099.19   | 33099.19     |
| DIV OF LPN CONTR SERV               | 80.00              | 80.00    | 80.00             | .00      | 545.00    | 465.00     | 465.00       |
| DIV OF LPN SUPPLIES                 | 894.29             | 894.29   | 743.33            | 150.96   | 2860.00   | 1965.71    | 1965.71      |
| DIV OF LPN CONF & MEETINGS          | 306.10             | 306.10   | 306.10            | .00      | 1650.00   | 1343.90    | 1343.90      |
| DIV OF RAD TECH SALARIES            | 15916.38           | 15916.38 | 13780.98          | 2135.40  | 25625.00  | 4706.62    | 4706.62      |
| DIV OF RAD TECH CONTR SERV          | 1259.10            | 1259.10  | 1259.10           | .00      | 1837.00   | 577.90     | 577.90       |
| DIV OF RAD TECH SUPPLIES            | 1153.94            | 1153.94  | 1040.58           | 113.36   | 2565.00   | 1411.06    | 1411.06      |
| DIV OF RAD TECH CONF & MEETINGS     | 869.21             | 869.21   | 869.21            | .00      | 1920.00   | 1050.79    | 1050.79      |
| DIV OF PHYS ED SALARIES             | 14828.93           | 14828.93 | 16223.67          | 3605.26  | 43263.00  | 23434.07   | 23434.07     |
| DIV OF PHYS ED CONTR SERV           | 626.35             | 626.35   | 626.35            | .00      | 2000.00   | 1373.65    | 1373.65      |
| DIV OF PHYS ED SUPPLIES             | 657.91             | 657.91   | 385.96            | 471.95   | 1400.00   | 542.09     | 542.09       |
| DIV OF PHYS ED CONF & MEETINGS      | 58.90              | 58.90    | 58.90             | .00      | 700.00    | 641.10     | 641.10       |
| DIV OF NURSING ASST CONTR SERV      | .00                | .00      | .00               | .00      | 300.00    | 300.00     | 300.00       |
| DIV OF NURSING ASST SUPPLIES        | 96.11              | 96.11    | 75.35             | 20.76    | 550.00    | 253.89     | 253.89       |
| DIV OF NURSING ASST CONF & MEETINGS | 15515.59           | 15515.59 | 13417.51          | 2098.08  | 100.00    | 100.00     | 100.00       |
| PNSTR PEOP ADMIN SECR SALARIES      | 6694.01            | 6694.01  | 5500.01           | 1144.00  | 13000.00  | 4805.99    | 4805.99      |
| PNSTR ADMIN FED WORK STUDY          |                    |          |                   |          |           |            |              |

INSURANCE FUND

| Account                 | Total Receipts | To Date      | Prev. Mo. To Date | This Mo.   | Budget       | Unexpended  | Unencumbered |
|-------------------------|----------------|--------------|-------------------|------------|--------------|-------------|--------------|
| 1982 TAXES              | 36,470.72      | 36,470.72    | 36,303.37         | 840.35     | 36,932.00    | 461.28      | 461.28       |
| 1983 TAXES              |                | .00          |                   | .00        | 36,932.00    | 36,932.00   | 36,932.00    |
| BACK TAXES              | 21.46          | 21.46        | 26.36             | 65.40 CR   | 21.46 CR     | 21.46 CR    | 21.46 CR     |
| IN LIEU OF TAXES        | 86.86          | 86.86        |                   | 86.86      | 86.86 CR     | 86.86 CR    | 86.86 CR     |
| INTEREST ON INVESTMENTS | 3,478.21       | 3,478.21     | 2,950.81          | 527.40     | 3,478.21 CR  | 3,478.21 CR | 3,478.21 CR  |
|                         | 40,057.25 T    | 40,057.25 T  | 38,666.04 T       | 1,389.21 T | 73,864.00 T  | 3,606.75 T  | 3,606.75 T   |
| BOND AND INTEREST #4    |                |              |                   |            |              |             |              |
| 1982 TAXES              | 139,077.63     | 139,077.63   | 135,868.50        | 3,209.13   | 141,045.00   | 1,971.37    | 1,971.37     |
| BACK TAXES              | 277.34         | 277.34       | 195.38            | 81.96      |              | 277.34 CR   | 277.34 CR    |
| IN LIEU OF TAXES        | 331.70         | 331.70       | 331.70            | .00        |              | 331.70 CR   | 331.70 CR    |
| INTEREST ON INVESTMENTS | 9,007.73       | 9,007.73     | 7,401.17          | 1,606.56   | 5,000.00     | 8,507.96 CR | 8,507.96 CR  |
|                         | 148,094.40 T   | 148,094.40 T | 144,335.75 T      | 4,356.88 T | 146,045.00 T | 7,145.63 CR | 7,145.63 CR  |

BUILDING FUND

| Account                 | Total Receipts | To Date      | Prev. Mo. To Date | This Mo.   | Budget       | Unexpended   | Unencumbered |
|-------------------------|----------------|--------------|-------------------|------------|--------------|--------------|--------------|
| 1982 TAXES              | 116,223.64     | 116,223.64   | 113,541.86        | 2,681.78   | 117,868.00   | 1,644.36     | 1,644.36     |
| 1983 TAXES              |                | .00          |                   | .00        | 117,868.00   | 117,868.00   | 117,868.00   |
| BACK TAXES              | 231.77         | 231.77       | 163.28            | 68.49      |              | 231.77 CR    | 231.77 CR    |
| IN LIEU OF TAXES        | 277.20         | 277.20       | 277.20            | .00        |              | 277.20 CR    | 277.20 CR    |
| PERS PROP TAX REPL      | 19,847.56      | 19,847.56    | 19,847.56         | .00        | 19,426.00    | 421.56 CR    | 421.56 CR    |
| INTEREST ON INVESTMENTS |                | .00          |                   | .00        | 100.00       | 100.00       | 100.00       |
| MISC REVENUE            | 995.00         | 995.00       | 355.00            | 140.00     | 1,200.00     | 205.00       | 205.00       |
|                         | 137,575.17 T   | 137,575.17 T | 134,684.90 T      | 2,890.27 T | 256,462.00 T | 114,886.63 T | 114,886.63 T |

SITE AND CONSTRUCTION FUND

CONTRIBUTIONS & FED GRANTS  
INTEREST ON INVESTMENTS

|             |             |             |            |              |           |             |             |
|-------------|-------------|-------------|------------|--------------|-----------|-------------|-------------|
| 45,883.19   | 45,883.19   | 42,799.32   | 3,083.87   | 35,000.00    | 35,000.00 | 35,000.00   | 35,000.00   |
| 45,883.19 T | 45,883.19 T | 42,799.32 T | 3,083.87 T | 110,000.00 T | 29,116.81 | 64,116.61 T | 64,116.81 T |

BOND AND INTEREST #1

|                         |              |              |              |            |              |              |              |
|-------------------------|--------------|--------------|--------------|------------|--------------|--------------|--------------|
| 1982 TAXES              | 119,702.84   | 119,702.84   | 116,940.78   | 2,762.06   | 121,405.00   | 1,702.16     | 1,702.16     |
| 1983 TAXES              |              | .00          |              | .00        | 121,405.00   | 121,405.00   | 121,405.00   |
| BACK TAXES              | 236.71       | 238.71       | 168.17       | 70.54      |              | 238.71 CR    | 238.71 CR    |
| IN LIEU OF TAXES        | 285.49       | 285.49       | 285.49       | .00        |              | 285.49 CR    | 285.49 CR    |
| PERS PROP TAX REPL      | 34,605.00    | 34,605.00    | 34,605.00    | .00        | 34,605.00    | .00          | .00          |
| INTEREST ON INVESTMENTS | 24,977.76    | 24,977.76    | 24,659.68    | 318.08     | 15,000.00    | 9,977.76 CR  | 9,977.76 CR  |
|                         | 179,809.80 T | 179,809.80 T | 176,659.12 T | 3,150.68 T | 292,415.00 T | 112,605.20 T | 112,605.20 T |

WORKING CASH FUND

INTEREST ON INVESTMENTS

|              |              |             |             |              |             |             |             |
|--------------|--------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 106,625.38   | 106,625.38   | 84,882.60   | 21,742.78   | 100,000.00   | 6,625.38 CR | 6,625.38 CR | 6,625.38 CR |
| 106,625.38 T | 106,625.38 T | 84,882.60 T | 21,742.78 T | 100,000.00 T | 6,625.38 CR | 6,625.38 CR | 6,625.38 CR |

SITE AND CONSTRUCTION FUND

|             |  |          |     |                   |
|-------------|--|----------|-----|-------------------|
| 390-000-582 | HAROLD P WENDLER & ASSOC. INC.           | Services | 706 | \$ <u>1017.00</u> |
|             | TOTAL SITE AND CONSTRUCTION FOR FEBRUARY |          |     | \$ 1017.00        |

BUILDING FUND

|             |                          |                  |     |           |
|-------------|--------------------------|------------------|-----|-----------|
| 270-000-550 | HONEYWELL                | Workshop - Riley | 149 | \$ 657.00 |
| 000,541.04  | ACE HARDWARE             | SUPPLIES         | 150 | 66.18     |
| 000,541.04  | CARDINAL AUTO PARTS      | SUPPLIES         | 151 | 34.99     |
| 000,573.00  | COMMONWEALTH EDISON      | SERVICE          | 152 | 14,323.68 |
| 000,541.04  | CRESCENT ELECTRIC SUPPLY | SUPPLIES         | 153 | 36.37     |
| 000,541.04  | DIXON PAINT CO           | SUPPLIES         | 154 | 6.85      |
| 000,533.00  | FORSTER IMPLEMENT CO     | REPAIRS 82.50    |     |           |
| 000,541.04  | X X                      | SUPPLIES 128.77  | 155 | 211.27    |
| 000,550.00  | GLADYS GUNTLE            | TRAVEL           | 156 | 2.80      |
| 000,533.00  | JIMS REPAIR SERVICE      | REPAIRS          | 157 | 89.80     |
| 000,533.00  | DAVID MAYES              | SEWAGE TESTING   | 158 | 190.00    |
| 000,533.00  | MONTGOMERY ELEVATOR CO   | MAINT            | 159 | 469.96    |
| 000,541.04  | MORGAN SERVICES INC      | SUPPLIES         | 160 | 48.98     |
| 000,533.00  | ROCK VALLEY DISPOSAL     | SERVICE          | 161 | 96.00     |
| 000,541.04  | SVC BOOKSTORE            | SUPPLIES         | 162 | 7.79      |
| 000,541.04  | SVC EDUCATIONAL FUND     | SUPPLIES         | 163 | 147.05    |
| 000,541.04  | SBM EQUIPMENT CENTER     | SUPPLIES         | 164 | 7.30      |
| 000,541.04  | WISCONSIN TURF EQUIP CO  | SUPPLIES         | 165 | 31.19     |

TOTAL BUILDING FUND FOR FEBRUARY \$16,427.21

| Account                        | Total Expenditures | Prev. Mo. To Date | This Mo.  | Budget     | Unexpended | Unencumbered |
|--------------------------------|--------------------|-------------------|-----------|------------|------------|--------------|
| BOARD SUPPLIES                 | 585.03             | 585.03            | 37.44     | 2500.00    | 1914.97    | 1314.77      |
| BOARD CONF & MEETINGS          | 1216.19            | 1216.19           | 534.30    | 3500.00    | 2283.81    | 4223.51      |
| INSTITU SECR SALARIES          | 7455.00            | 6461.00           | 994.00    | 11978.00   | 4473.00    | 4473.00      |
| SWITCHBOARD FED WORK STUDY     | 4046.82            | 1310.37           | 236.25    | 3025.00    | 1638.38    | 1638.38      |
| CONTINGENCY FED WORK STUDY     | 1846.63            | 1715.99           | 130.64    | 4446.00    | 2601.37    | 2601.37      |
| GROUP MED & LIFE INS           | 187537.63          | 165383.66         | 21947.97  | 258400.00  | 70623.7    | 20623.7      |
| TUITION REIMBURSEMENT          | 2050.48            | 1080.41           | 970.07    | 6500.00    | 4449.52    | 4449.52      |
| IN SERVICE TRAINING            | 388.52             | 388.40            | .12       | 5000.00    | 4611.48    | 4611.48      |
| MALLOCATED INSTITU CONTR       | 924.61             | 810.59            | 114.02    | 2400.00    | 1475.39    | 1475.39      |
| FACULTY ASSN SUPPLIES          | 36.05              | 35.03             | 1.02      | 200.00     | 163.35     | 163.35       |
| POSTAGE                        | 20997.18           | 20512.74          | 484.44    | 40000.00   | 19002.82   | 19002.82     |
| PUBLICATIONS & DUES            | 5490.16            | 5490.16           | .00       | 6310.00    | 819.84     | 819.84       |
| ADVERTISING                    | 219.00             | 219.00            | .00       | 600.00     | 381.00     | 381.00       |
| RECRUITMENT                    | 1578.73            | 1559.13           | 19.60     | 2500.00    | 921.27     | 921.27       |
| GENERAL INSURANCE              | 16105.80           | 16105.80          | .00       | 16000.00   | 105.80     | 105.80       |
| EQUIPMENT                      | 2302.89            | 1396.65           | .00       | 256313.00  | 25010.11   | 25010.11     |
| VOC ED EQUIPMENT               | 80707.36           | 25363.36          | 55344.00  | 256313.00  | 80707.36   | 80707.36     |
| TUITION CHARGE BACK            | 13486.94           | 13127.00          | 359.94    | 25000.00   | 11513.06   | 11513.06     |
| INSTITU RES SUPPLIES           | 182.29             | 182.29            | 142.81    | 500.00     | 317.19     | 317.19       |
| DATA PROC PROF SALARIES        | 35601.15           | 30854.53          | 4746.82   | 56982.00   | 21360.85   | 21360.85     |
| DATA PROC SECR SALARIES        | 7601.69            | 6578.93           | 1022.76   | 12273.00   | 4671.31    | 4671.31      |
| DATA PROC FED WORK STUDY       | 2755.37            | 2534.27           | 221.10    | 6365.00    | 3609.63    | 3609.63      |
| DATA PROC CONTR SERV           | 22686.85           | 22507.85          | 181.00    | 34750.00   | 12061.15   | 12061.15     |
| DATA PROC SUPPLIES             | 4572.21            | 3813.52           | 758.69    | 8600.00    | 4027.79    | 4027.79      |
| DATA PROC CONF & MEETINGS      | 50.55              | 50.55             | .00       | 1500.00    | 1449.45    | 1449.45      |
| DATA PROC EQUIP RENTAL         | 59140.49           | 51462.73          | 7657.76   | 95750.00   | 36609.51   | 36609.51     |
| PLANNING & DEVEL PROF SALARIES | 19026.89           | 16489.97          | 2536.92   | 30443.00   | 11416.11   | 11416.11     |
| PL & DEVEL SECR SALARIES       | 6430.13            | 5512.13           | 918.00    | 11016.00   | 4585.87    | 4585.87      |
| PL & DEVEL CONTR SERV          | 300.00             | 300.00            | 300.00    | 500.00     | .00        | .00          |
| PL & DEVEL SUPPLIES            | 962.71             | 953.04            | 9.67      | 1155.00    | 192.29     | 192.29       |
| PL & DEVEL CONF & MEETINGS     | 1251.77            | 1234.39           | 17.38     | 2250.00    | 998.23     | 998.23       |
| AFFIRM ACTION CONTR SERV       | .00                | .00               | .00       | 500.00     | 300.00     | 300.00       |
| AFFIRM ACTION SUPPLIES         | .00                | .00               | .00       | 100.00     | 100.00     | 100.00       |
| AFFIRM ACTION MEETINGS         | .00                | .00               | .00       | 300.00     | 298.00     | 298.00       |
| CONTINGENCIES                  | 2664.93            | 1772.68           | 891.77    | 14940.85   | 12250.93   | 9239.89      |
|                                |                    |                   | 394906.11 | 1494085.00 | 1225093.23 | 92398.89     |

| Account                      | Total Expenditures | To Date   | Prev. Mo. To Date | This Mo.  | Budget     | Unexpended | Unencumbered |
|------------------------------|--------------------|-----------|-------------------|-----------|------------|------------|--------------|
| COUNSELING SECR SALARIES     | 7,340.28           | 7,340.28  | 6,364.02          | 976.26    | 11,749.00  | 4,408.72   | 4,408.72     |
| HEALTH SRV SUPPLIES          | 25.00              | 25.00     | 25.00             | .00       | 300.00     | 275.00     | 275.00       |
| FIN AIDS PROF SALARIES       | 19,233.14          | 19,233.14 | 16,666.72         | 2,566.42  | 30,773.00  | 11,539.86  | 11,539.86    |
| FIN AIDS SECR SALARIES       | 13,983.14          | 13,983.14 | 12,118.72         | 1,864.42  | 22,373.00  | 8,389.86   | 8,389.86     |
| STUDENT SERV ADMIN SALARIES  | 23,134.35          | 23,134.35 | 20,049.77         | 3,084.58  | 37,015.00  | 13,880.65  | 13,880.65    |
| STUDENT SERV SECR SALARIES   | 9,360.00           | 9,360.00  | 8,112.52          | 1,247.48  | 14,977.00  | 5,616.40   | 5,616.40     |
| STUDENT SERV FED WORK STUDY  | 22,727.53          | 22,727.53 | 18,677.18         | 4,050.35  | 45,100.00  | 22,372.47  | 22,372.47    |
| COACHING                     | 7,125.00           | 7,125.00  | 6,625.00          | 500.00    | 11,845.00  | 4,720.00   | 4,720.00     |
| STUDENT SERV CONTR SERV      | 607.73             | 607.73    | 607.73            | .00       | 800.00     | 192.27     | 192.27       |
| STUDENT SERV SUPPLIES        | 8,202.49           | 8,202.49  | 7,876.66          | 326.43    | 12,800.00  | 4,597.51   | 4,597.51     |
| COMMENCEMENT                 | 973.89             | 973.89    | 523.89            | 450.00    | 6,000.00   | 5,026.11   | 5,026.11     |
| STUDENT SERV CONF & MEETINGS | 1,786.38           | 1,786.38  | 1,740.75          | 45.63     | 4,650.00   | 2,863.62   | 2,863.62     |
| STUDENT RECRUITMENT          | 588.50             | 588.50    | 503.50            | 85.00     | 1,500.00   | 911.50     | 911.50       |
| PUB SERV SALARIES            | .00                | .00       | .00               | .00       | 4,600.00   | 4,600.00   | 4,600.00     |
| PUB SERV CONTR SERV          | .00                | .00       | .00               | .00       | 2,800.00   | 2,800.00   | 2,800.00     |
| PUB SERV SUPPLIES            | .00                | .00       | .00               | .00       | 7,500.00   | 7,500.00   | 7,500.00     |
| SERVICE STAFF SALARIES       | 22,943.03          | 22,943.03 | 19,967.00         | 2,976.03  | 38,467.00  | 15,523.92  | 15,523.92    |
| MAINT FED WORK STUDY BOYS    | 37,669.60          | 37,669.60 | 32,017.98         | 5,651.62  | 44,330.40  | 4,330.40   | 4,330.40     |
| MATRONS FED WORK STUDY       | 12,150.64          | 12,150.64 | 10,304.18         | 1,846.46  | 12,150.64  | 12,150.64  | 12,150.64    |
| GAS                          | 80,616.77          | 80,616.77 | 59,094.76         | 21,522.01 | 154,600.00 | 73,981.23  | 73,981.23    |
| TELEPHONE                    | 15,728.21          | 15,728.21 | 15,755.33         | 27.12     | 30,865.00  | 15,136.79  | 15,136.79    |
| PRESIDENTS SALARY            | 33,244.95          | 33,244.95 | 28,812.29         | 4,432.66  | 53,192.00  | 19,947.05  | 19,947.05    |
| PRES SECR SALARY             | 10,767.45          | 10,767.45 | 9,331.79          | 1,435.66  | 17,228.00  | 6,460.55   | 6,460.55     |
| PRES OFC FED WORK STUDY      | 1,777.12           | 1,777.12  | 1,450.51          | 326.61    | 3,484.00   | 1,706.88   | 1,706.88     |
| PRES OFC CONTR SERV          | 1,156.31           | 1,156.31  | 1,049.99          | 106.32    | 3,250.00   | 2,093.69   | 2,093.69     |
| PRES OFC SUPPLIES            | 973.36             | 973.36    | 966.85            | 6.51      | 3,000.00   | 2,026.64   | 2,026.64     |
| SPECIAL AFFAIRS              | 1,240.61           | 1,240.61  | 1,134.01          | 106.60    | 3,500.00   | 2,259.39   | 2,259.39     |
| PRES OFC OTHER EXP           | 3,385.50           | 3,385.50  | 3,085.50          | 300.00    | 4,000.00   | 1,514.50   | 1,514.50     |
| BUS OFC SALARIES-ADMIN       | 27,262.50          | 27,262.50 | 23,627.50         | 3,635.00  | 43,620.00  | 16,337.50  | 16,337.50    |
| BUS OFC PROF SALARIES        | 19,743.14          | 19,743.14 | 17,110.72         | 2,632.42  | 31,959.00  | 11,845.86  | 11,845.86    |
| BUS OFC SECR SALARIES        | 4,154.08           | 4,154.08  | 3,630.13          | 523.95    | 6,960.00   | 2,507.10   | 2,507.10     |
| BUS OFC FED WORK STUDY       | 1,144.00           | 1,144.00  | 1,144.00          | .00       | 1,144.00   | 1,144.00   | 1,144.00     |
| BUS OFC CONTR SERV           | 4,827.41           | 4,827.41  | 4,560.00          | 267.41    | 8,000.00   | 3,177.59   | 3,177.59     |
| BUS OFC SUPPLIES             | 4,862.87           | 4,862.87  | 3,057.18          | 1,805.69  | 8,000.00   | 1,286.82   | 1,286.82     |
| LEGAL CONTR                  | 3,770.62           | 3,770.62  | 2,839.02          | 931.60    | 8,000.00   | 4,169.38   | 4,169.38     |

SITE AND CONSTRUCTION FUND

Balance on Hand December 31, 1983 \$ 19,914.95

Receipts:  
Interest on Investments 3,083.87

Total Available \$ 22,998.82

Disbursements: -0-

Balance on Hand January 31, 1984 \$ 22,998.82

BOND AND INTEREST #1

Balance on Hand December 31, 1983 \$ 43,973.72

Receipts:  
1982 Taxes 2,762.06  
Back Taxes 70.54  
Deferred Pers. Prop. Tax Repl. 14,087.88  
Interest on Investments 318.08 17,238.56

Total Available \$ 61,212.28

Disbursements: -0-

Balance on Hand January 31, 1984 \$ 61,212.28

BOND AND INTEREST #4

Balance on Hand December 31, 1983 \$282,750.38

Receipts:  
1982 Taxes 3,209.13  
Back Taxes 81.46  
Interest on Investments 1,067.79 4,358.88

Total Available \$287,109.26

Disbursements:  
Bond Principal 250,000.00  
Bond Interest 14,062.50 264,062.50

Balance on Hand January 31, 1984 \$ 23,046.76

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 1/31/84

B A L A N C E   S H E E T

ASSETS:

|                        |                   |
|------------------------|-------------------|
| Cash in Bank .....     | \$ 40.68          |
| Notes Receivable ..... | <u>8,722.68</u>   |
|                        | <u>\$8,763.36</u> |

LIABILITIES & NET WORTH:

|                   |                 |                   |
|-------------------|-----------------|-------------------|
| Fund Equity ..... | \$4,631.36      |                   |
| Net Profit .....  | <u>4,132.00</u> | <u>\$8,763.36</u> |

P R O F I T   A N D   L O S S

INCOME:

|                           |                 |            |
|---------------------------|-----------------|------------|
| Interest Income .....     | \$ 192.00       |            |
| Bad Debts Repaid .....    | 260.00          |            |
| Contribution Income ..... | <u>5,000.00</u> | \$5,452.00 |

EXPENSES:

|                 |            |
|-----------------|------------|
| Bad Debts ..... | \$1,320.00 |
|-----------------|------------|

|                         |                   |
|-------------------------|-------------------|
| <u>NET PROFIT</u> ..... | <u>\$4,132.00</u> |
|-------------------------|-------------------|

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 1-31-84

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

ASSETS:

|  |                     |
|--|---------------------|
| Cash in Bank .....                           | \$116,085.65        |
| Petty Cash .....                             | 500.00              |
| Accounts Receivable - Educational Fund ..... | 156.50              |
| Inventory 6-31-83 .....                      | 114,591.69          |
|  | <u>\$231,333.84</u> |

LIABILITIES & NET WORTH:

|  |                     |
|--|---------------------|
| Accounts Payable - Student Activity Fund ..... | \$ 4,036.46         |
| Fund Equity .....                              | \$231,729.17        |
| Net Loss .....                                 | <u>(4,431.79)</u>   |
|  | <u>227,297.38</u>   |
|  | <u>\$231,333.84</u> |

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

INCOME:

|                           |               |
|---------------------------|---------------|
| Textbook Sales .....      | \$202,094.14  |
| Supply Sales .....        | 23,060.42     |
| Miscellaneous Sales ..... | 12,578.22     |
| Paperback Sales .....     | 4,329.39      |
| Used Book Sales .....     | 22,083.68     |
| Sales Tax Collected ..... | 13,429.65     |
| Other Income .....        | <u>132.03</u> |
|                           | \$277,707.53  |

EXPENSES:

|                               |              |
|-------------------------------|--------------|
| Textbooks Purchased .....     | \$197,493.50 |
| Supply Purchases .....        | 17,631.21    |
| Miscellaneous Purchases ..... | 11,736.72    |
| Paperback Purchases .....     | 4,422.78     |
| Used Book Purchases .....     | 16,583.81    |
| Sales Tax Paid .....          | 8,937.09     |
| Salaries & Wages .....        | 18,072.86    |
| Transportation Charges .....  | 4,338.73     |
| Supply Expense .....          | 1,649.96     |
| Equipment .....               | -0-          |
| Travel .....                  | 351.93       |
| Telephone .....               | 102.54       |
| Dues & Subscriptions .....    | 66.25        |
| Other Expense .....           | 677.00       |
| Over & Under .....            | 33.59        |
| Bad Debts .....               | <u>41.35</u> |
|                               | 282,139.32   |

NET LOSS on a cash basis without regard to inventory or  
accounts payable ..... \$ (4,431.79)

SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending January 31, 1984

B A L A N C E   S H E E T

|  |                     |                     |
|--|---------------------|---------------------|
| Cash on Hand . . . . .                                       | .\$ 2,301.74        |                     |
| Workstudy Awards Receivable from Fed. Gov. 1983-84 . . . . . | 79,758.00           | \$173,825.28        |
| Workstudy Awards Capital 1983-84 . . . . .                   |                     |                     |
| Workstudy Awards Paid 1983-84. . . . .                       | 96,765.54           |                     |
| E.O.G. Awards Receivable from Fed. Gov. 1983-84. . . . .     | 32,865.00           |                     |
| Initial E.O.G. Awards Capital 1983-84. . . . .               |                     | 32,679.00           |
| Initial E.O.G. Awards Paid 1983-84 . . . . .                 | 13,526.44           |                     |
| Renewal E.O.G. Awards Capital 1983-84. . . . .               |                     | 27,186.00           |
| Renewal E.O.G. Awards Paid 1983-84 . . . . .                 | 12,560.00           |                     |
| PELL Grant Awards Receivable from Fed. Gov. 1983-84. . . . . | 255,574.00          | 545,074.00          |
| PELL Grant Awards Capital 1983-84 . . . . .                  |                     |                     |
| PELL Grant Awards Paid 1983-84 . . . . .                     | 287,446.95          |                     |
| Inactive Federal Grants. . . . .                             |                     | 2,033.39            |
|  | <u>\$780,797.67</u> | <u>\$780,797.67</u> |

WORKING CASH FUND

Balance on Hand December 31, 1983 \$ 40,872.55

Receipts:

|                            |                  |                   |
|----------------------------|------------------|-------------------|
| Investments                | 422,689.27       |                   |
| Interest on Investments    | 21,742.78        |                   |
| Loan from Educational Fund | <u>50,000.00</u> | <u>494,432.05</u> |

Total Available \$535,304.60

Disbursements:

|                          |                  |                   |
|--------------------------|------------------|-------------------|
| Investments              | 425,000.00       |                   |
| Loan to Educational Fund | 65,000.00        |                   |
| Loan to Building Fund    | <u>25,000.00</u> | <u>515,000.00</u> |

Balance on Hand January 31, 1984 \$ 20,304.60

INSURANCE FUND

Balance on Hand December 31, 1983 \$ 74,931.52

Receipts:

|                   |               |                 |
|-------------------|---------------|-----------------|
| 1982 Taxes        | 840.35        |                 |
| Back Taxes        | 21.46         |                 |
| Investment Income | <u>527.40</u> | <u>1,389.21</u> |

Total Available \$ 76,320.73

Disbursements:

|                               |  |                 |
|-------------------------------|--|-----------------|
| Insurance Expense for January |  | <u>2,221.00</u> |
|-------------------------------|--|-----------------|

Balance on Hand January 31, 1984 \$ 74,099.73

\* \* \* \* \*

FUNDS INVESTED

|                       |              |          |         |                   |
|-----------------------|--------------|----------|---------|-------------------|
| Central National Bank | S & C        | Variable |         | \$405,090.15      |
| Farmers National Bank | S & C        | 9.50     | 4-20-84 | 112,460.19        |
| Dixon National        | S & C        | 9.25     | 5-27-84 | 277,550.81        |
| Farmers National      | S & C        | 9.80     | 2-20-84 | 105,000.00        |
| First National        | S & C        | 9.36     | 4-3-84  | 75,000.00         |
| First National        | S & C        | 9.78     | 3-6-84  | 101,023.17        |
| Rock Falls National   | B & I #1     | 9.50     | 6-20-84 | 368,525.44        |
| Rock Falls National   | Working Cash | Variable |         | 1,012,000.00      |
| Rock Falls National   | Working Cash | 9.53     | 3-26-84 | 292,482.42        |
| Dixon National        | Working Cash | 9.36     | 3-29-84 | 315,177.78        |
| Rock Falls National   | Working Cash | 9.60     | 5-14-84 | 163,257.32        |
| Dixon National        | Working Cash | 9.25     | 5-25-84 | 91,967.74         |
| Farmers National      | Working Cash | 9.36     | 3-27-84 | 100,000.00        |
| Rock Falls National   | Working Cash | 9.95     | 2-13-84 | <u>165,442.07</u> |

TOTAL INVESTED \$3,584,977.09

SAUK VALLEY COLLEGE

RESTRICTED PURPOSES FUND

January 31, 1984

|                                      |                      |
|--------------------------------------|----------------------|
| Balance on Hand - December 31, 1983  | \$ 69,331.53         |
| January Receipts                     | 291,695.30           |
| JV 120                               | (.05)                |
| Cash Under - January 3, 1984 deposit | <u>(14.01)</u>       |
| TOTAL FUNDS AVAILABLE DURING JANUARY | \$ 361,012.77        |
| January Cash Disbursements           | <u>158,997.90</u>    |
| Balance on Hand - January 31, 1984   | <u>\$ 202,014.87</u> |

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

|                                      |                     |
|--------------------------------------|---------------------|
| Comprehensive Fee Income             | \$ 29,927.44        |
| Athletic Income                      | 466.00              |
| Drama Income                         | 462.50              |
| Student Activity Income              | 2,312.85            |
| Student Newspaper Income             | 54.50               |
| Film Income                          | 459.00              |
| Cash Over & Under                    | 5.89                |
| Other Income - Student Activity Only | <u>2.01</u>         |
| TOTAL INCOME                         | <u>\$ 33,690.19</u> |

|                                      | <u>BUDGET</u> | <u>EXPENSE</u>                    |
|--------------------------------------|---------------|-----------------------------------|
| Athletic Expense                     | \$21,000.     | \$11,212.54                       |
| Cheerleader & Pom Pon Squad          | 850.          | 509.05                            |
| Speech Act. & Readers' Theatre       | 3,700.        | 747.69                            |
| Drama Expense                        | 2,800.        | 949.04                            |
| Music Expense                        | 3,800.        | 2,494.48                          |
| Student Act. Expense/Cultural-Social | 10,000.       | 7,136.54                          |
| Student Newspaper Expense            | 3,300.        | 1,206.99                          |
| Sauk Valley College Student Senate   | 2,000.        | 522.06                            |
| Women's Intercollegiate Expense      | 14,200.       | 6,737.83                          |
| Intramurals - Coed                   | 50.           | -0-                               |
| SVC Clubs                            | 500.          | -0-                               |
| Film Commission                      | 1,600.        | 941.06                            |
| Contingency Expense/Equipment        | -0-           | -0-                               |
| Contingencies/Non-Budgeted           | <u>200.</u>   | <u>-0-</u>                        |
|                                      | \$64,000.     | TOTAL EXPENSE <u>\$ 32,457.28</u> |

Excess of Revenue Over Expenditures, as of  
January 31, 1984 \$ 1,232.91

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS & LIABILITIES

| ASSETS       |              | REVOLVING AGENCY FUND LIABILITIES |                    | AMOUNT       |
|--------------|--------------|-----------------------------------|--------------------|--------------|
| Cash in Bank | \$202,014.87 | Due Educational Fund              | \$ 2,645.28        |              |
|              |              | Due Building Fund                 | 300.00             |              |
| Petty Cash   | 700.00       | Due Student Loan Fund             | 652.25             |              |
|              |              | Due Booksotre                     | -0-                |              |
| Accts. Rec.  | 265,775.33   | Out of District Fees              | 2,023.63           |              |
|              |              | Student Tuition                   | 440,008.11         |              |
| Investments  | 100,000.00   | Tuition Refunds                   | <u>(23,922.40)</u> | \$421,706.87 |

RESTRICTED AGENCY FUND LIABILITIES

|                                 |                   |              |
|---------------------------------|-------------------|--------------|
| Child Care Operations           | \$ 2,069.00       |              |
| Parking                         | 4,697.36          |              |
| Recreation Room Fund            | 12,154.04         |              |
| Student Locker Fund             | 582.50            |              |
| Land Lab                        | 9,442.65          |              |
| Community Services              | 4,456.27          |              |
| Photography Supplies            | 24.86             |              |
| LPN Supplies                    | 1,571.34          |              |
| Planning Gt. - Title III        | (13,169.10)       |              |
| LRC Contributions               | 864.71            |              |
| Title II Library                | 387.50            |              |
| Nursing Capitation Gt.          | (.88)             |              |
| Indochinese Gt. - FY 83         | .10               |              |
| Indochinese Gt. - FY 84         | (11,199.11)       |              |
| 1982-83 Disadv. Gt.             | (573.52)          |              |
| 1983-84 Disadv. Gt.             | (8,009.82)        |              |
| DAVTE Disadv. & Handicapped Gt. | (324.84)          |              |
| DAVTE Quality Assistance Gt.    | (48.27)           |              |
| Humanities Grant                | 90.85             |              |
| Miscellaneous Account           | 15.58             |              |
| Econ. Dev. Gt. - Income         | 24,598.78         |              |
| Econ. Dev. Gt. - Expenses       | (15,127.53)       |              |
| Student Clubs                   | 1,601.63          |              |
| Adult Learning Bk. Chges.       | 1,902.24          |              |
| SVC Foundation                  | (251.92)          |              |
| Community Theatre               | 49.70             |              |
| College Van                     | 2,700.98          |              |
| Vocational Info. Prog.          | 1,593.10          |              |
| Student Act./Spec. Proj.        | <u>110,295.97</u> | \$130,394.17 |

FUND EQUITY

|   |             |                      |
|---|-------------|----------------------|
| July 1, 1983  | \$15,156.25 |                      |
| Excess of Revenue Over Expenses, as of January 31, 1984 | 1,232.91    | <u>\$ 16,389.16</u>  |
| <b>TOTAL LIABILITIES &amp; NET WORTH</b>                |             | <u>\$ 568,490.20</u> |

TOTAL ASSETS \$568,490.20

Agenda Item E-5

APPROVAL TO PURCHASE

The demand of students for instruction in Data Processing and the college commitment to continue to expand the instructional equipment to support this need, form the basis for this request to purchase additional computing equipment.

Our current budget contained an original request for \$47,075 which was not put on the "hold" list which has been subsequently frozen. This equipment was protected as essential for purchase this year. Nevertheless, the recommended purchase here still holds this budget expenditure to approximately \$22,000 for the year.

This request, then, is for approval to purchase the following:

1. Three IBM PCs (personal computers)
2. Software to be used on the IBM personal computers.

Bids were solicited from 7 suppliers for Item 1 (of which two submitted bids) and from eleven suppliers for Item 2 (six of which submitted bids).

Bids for IBM PCs

|                       |          |
|-----------------------|----------|
| Entre Computer Center | \$11,746 |
| Toolcom Computer      | 11,700   |

Bids for IBM Software Package

Bids were received from six suppliers intentionally written to allow selection of individual packages that would be most reasonable while still compatable. These bids were reviewed and a recommendation developed to purchase from two sources, as follows:

|                             |          |
|-----------------------------|----------|
| Computer and More. . . . .  | \$ 1,397 |
| Toolcom. . . . .            | 1,029    |
| (D Base II and Lotus 1-2-3) |          |

RECOMMENDATION: It is recommended that the bid of Toolcom be awarded for the purchase of three IBM PCs at the \$11,700 bid price, and that the software bid be accepted as divided between Computer and More and Toolcom.

For Board Meeting  
of February 27, 1984

Agenda Item E-4

RESOLUTION TO TRANSFER WORKING  
CASH INTEREST

A resolution is needed to authorize the college treasurer to make a transfer of the Working Cash Fund interest into the operating funds. The following resolution will accommodate that transfer.

RECOMMENDATION: The Board of Trustees approve the appropriation of all earnings income from the Working Cash Fund into the Operating Funds of the college effective July 1, 1983.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 9, 1984

MEMORANDUM

Don Foster

Gene Wagner 

Computer Bid

We have completed the bid process and review for the addition of 3 IBM PC microcomputers, printer, and software for the Micro Lab in Data Processing. The bid specifications and suppliers are attached. It should be indicated that one software package (Lotus 1-2-3) was left off of the Request for Quotation, even though it was on the specifications. After reviewing the bids and arriving at the two potential software suppliers, we contacted them for a quote by phone on Lotus 1-2-3.

Bid Summary: Bid No. 1

Bid one was for 3 IBM PC's with operating systems and a printer. An optional bid was listed for a plotter and digitizer pad. After review, we have eliminated the optional bid.

Bids were submitted to the six listed suppliers. Bids were received from Entre Computer Center, Rockford; and Toolcom Computer, Sterling.

Entre Computer Center  
3 IBM PC; 1-DOS 1.1; 1 - CP/M 86 and printer \$11,746

Toolcom Computer  
3 IBM PC including PC-DOS (3)  
and MS-Basic (3) Printer part and printer,  
1 - CP/M 86 and 1 - MS DOS 2.0 \$11,700

Comments:

Entre Computer is supplying a Parallel and a Serial Printer Adapter. We only need one or the other. In addition, we would need to order off of our software list MS-Basic which would be \$273. We would not receive PC-DOS. The color monitor is an Amdek II which is not as high a quality as is the RGB color monitor on the Toolcom bid.

Toolcom is supplying a higher quality color monitor in the RGB. In addition, included are 3 copies of PC-DOS and MS-Basic. The MS-DOS bid is for Version 2.0 which is newer than MS-DOS 1.1 on the Entre bid.

Recommendation: Purchase bid one equipment from Toolcom. Toolcom is the low bidder, includes more software, and higher quality monitors. Also, Toolcom is a local supplier and can provide local service.

EHW/lm

TREASURER'S REPORT

January 31, 1984

EDUCATIONAL FUND

Balance on Hand December 31, 1983 \$ 432,246.85

Receipts:

|                        |                  |                   |
|------------------------|------------------|-------------------|
| 1982 Taxes             | 10,726.74        |                   |
| Back Taxes             | 273.95           |                   |
| Charge Back Revenue    | 3,417.56         |                   |
| Federal Work Study     | 3,212.64         |                   |
| Spring Tuition         | 100,000.00       |                   |
| Transcript Fees        | 64.00            |                   |
| Other Revenue          | 27.00            |                   |
| Expenditure Credit     | 2,298.50         |                   |
| Loan from Working Cash | <u>65,000.00</u> | <u>185,020.39</u> |

Total Available \$ 617,267.24

Disbursements:

|                      |                  |                   |
|----------------------|------------------|-------------------|
| Expenses for January | 531,629.50       |                   |
| Loan to Working Cash | <u>50,000.00</u> | <u>581,629.50</u> |

Balance on Hand January 31, 1984 \$ 35,637.74

BUILDING FUND

Balance on Hand December 31, 1983 \$ 28,452.83

Receipts:

|                        |                  |                  |
|------------------------|------------------|------------------|
| 1982 Taxes             | 2,681.78         |                  |
| Back Taxes             | 68.49            |                  |
| Misc. Revenue          | 140.00           |                  |
| Expenditure Credits    | 185.33           |                  |
| Loan from Working Cash | <u>25,000.00</u> | <u>28,075.60</u> |

Total Available \$ 56,528.43

Disbursements:

|                      |  |                  |
|----------------------|--|------------------|
| Expenses for January |  | <u>42,139.29</u> |
|----------------------|--|------------------|

Balance on Hand January 31, 1984 \$ 14,389.14

| Account                                 | Total Expenditures |          | Prev. Mo. To Date |          | This Mo.  | Budget   | Unexpended |           | Unencumbered |
|---|--------------------|----------|-------------------|----------|-----------|----------|------------|-----------|--------------|
|   | To Date            | To Date  | To Date           | To Date  |           |          |            |           |              |
| ASST DEAN HEALTH & NAT SCI ADMIN SALARY | 13984.22           | 13984.22 | 12984.22          | 12984.22 | 1000.00   | 33149.00 | 14164.78   | 14164.78  | 14164.78     |
| PART TIME OVERLOAD                      | 24779.01           | 24779.01 | 25867.66          | 25867.66 | 3911.33   | 75000.00 | 42220.99   | 42220.99  | 42220.99     |
| NIGHT PREMIUMS                          | 500.00             | 500.00   |                   |          | 500.00    |          | 500.00 CR  | 500.00 CR | 500.00 CR    |
| SUMMER SESSION                          | 30871.88           | 30871.88 | 6796.19           | 6796.19  | 300.00 CR | 30000.00 | 871.38 CR  | 871.38 CR | 871.38 CR    |
| FED WORK STUDY                          | 7911.41            | 7911.41  |                   |          | 1125.22   | 13596.00 | 5084.59    | 5084.59   | 5084.59      |
| CONTR SERV                              | 70.00              | 70.00    | 70.00             | 70.00    | .00       | 300.00   | 230.00     | 230.00    | 230.00       |
| SUPPLIES                                | 160.16             | 160.16   | 235.32            | 235.32   | 75.23 CR  | 800.00   | 639.84     | 639.84    | 639.84       |
| CONF & MEETINGS                         | 210.18             | 210.18   | 210.18            | 210.18   | .00       | 1850.00  | 1639.82    | 1639.82   | 1639.82      |
| ACADEMIC SKILLS SALARIES                | 35745.60           | 35745.60 | 29240.40          | 29240.40 | 6499.20   | 71365.00 | 32619.40   | 32619.40  | 32619.40     |
| ACADEM SKILLS CONTR SERV                | 79.00              | 79.00    | 79.00             | 79.00    | .00       | 500.00   | 421.00     | 421.00    | 421.00       |
| ACADEM SKILLS SUPPLIES                  | 1122.09            | 1122.09  | 1076.02           | 1076.02  | 46.07     | 2000.00  | 877.91     | 877.91    | 877.91       |
| ACADEM SKILLS CONF & MEETINGS           | 411.62             | 411.62   | 411.62            | 411.62   | .00       | 700.00   | 289.38     | 289.38    | 289.38       |
| HONORS PROGRAM CONTR SERV               | .00                | .00      |                   |          | .00       | 100.00   | 100.00     | 100.00    | 100.00       |
| HONORS PROG SUPPLIES                    | 4.29               | 4.29     | 4.13              | 4.13     | .16       | 110.00   | 105.71     | 105.71    | 105.71       |
| HONORS PROG CONF & MEETINGS             | .00                | .00      |                   |          | .00       | 550.00   | 550.00     | 550.00    | 550.00       |
| DEAN OF INSTR SALARY                    | 24470.69           | 24470.69 | 21207.93          | 21207.93 | 3262.76   | 39153.00 | 14682.31   | 14682.31  | 14682.31     |
| DEAN OF INSTR SECR SALARY               | 9404.39            | 9404.39  | 8150.47           | 8150.47  | 1253.92   | 15047.00 | 5642.61    | 5642.61   | 5642.61      |
| STUDENT TUTORS                          | 792.27             | 792.27   | 705.17            | 705.17   | 87.10     | 2000.00  | 1207.73    | 1207.73   | 1207.73      |
| DEAN OF INSTR CONTR SERV                | 697.62             | 697.62   |                   |          | .00       | 2000.00  | 200.00     | 200.00    | 200.00       |
| DEAN OF INSTR SUPPLIES                  | 740.77             | 740.77   | 713.97            | 713.97   | 26.80     | 1500.00  | 859.23     | 859.23    | 859.23       |
| DEAN OF INSTR CONF & MEETINGS           | 38664.14           | 38664.14 | 32501.14          | 32501.14 | 6163.00   | 73956.00 | 32291.86   | 32291.86  | 32291.86     |
| LPC PROF SALARIES                       | 21797.78           | 21797.78 | 18885.20          | 18885.20 | 2912.58   | 34951.00 | 13193.22   | 13193.22  | 13193.22     |
| LRC SECR SALARIES                       | 5946.11            | 5946.11  | 5023.20           | 5023.20  | 922.91    | 13000.00 | 7053.89    | 7053.89   | 7053.89      |
| LPC FED WORK STUDY                      | 3107.22            | 3107.22  | 2964.37           | 2964.37  | 142.85    | 4500.00  | 1392.78    | 1392.78   | 1392.78      |
| LRC CONTR SERV                          | 1190.47            | 1190.47  | 1061.80           | 1061.80  | 128.67    | 2000.00  | 3190.47    | 3190.47   | 3190.47      |
| XEROX SUPPLIES                          | 8622.16            | 8622.16  | 8491.22           | 8491.22  | 130.94    | 13040.00 | 4417.84    | 4417.84   | 4417.84      |
| LIBRARY SUPPLIES                        | 4204.24            | 4204.24  | 2981.54           | 2981.54  | 1222.70   | 7850.00  | 3645.76    | 3645.76   | 3645.76      |
| A V SUPPLIES                            | 17206.76           | 17206.76 | 13766.77          | 13766.77 | 3439.99   | 30000.00 | 12793.24   | 12793.24  | 12793.24     |
| LIBRARY BOOKS                           | 676.85             | 676.85   | 624.65            | 624.65   | 52.20     | 750.00   | 73.15      | 73.15     | 73.15        |
| LRC CONF & MEETINGS                     | 18680.69           | 18680.69 | 16189.93          | 16189.93 | 2490.76   | 29889.00 | 11208.31   | 11208.31  | 11208.31     |
| ADM & REC PROF SALARIES                 | 29519.59           | 29519.59 | 25603.25          | 25603.25 | 3916.34   | 46996.00 | 17476.41   | 17476.41  | 17476.41     |
| ADM & REC SECR SALARIES                 | 4960.43            | 4960.43  | 3901.84           | 3901.84  | 1058.59   | 10956.00 | 997.57     | 997.57    | 997.57       |
| ADM & REC FED WORK STUDY                | 982.74             | 982.74   | 982.74            | 982.74   | .00       | 2600.00  | 1617.26    | 1617.26   | 1617.26      |
| ADM & REC SUPPLIES                      | 4266.30            | 4266.30  | 2846.58           | 2846.58  | 1419.72   | 6800.00  | 1733.70    | 1733.70   | 1733.70      |
| ADM & REC CONF & MEETINGS               | 64.00              | 64.00    | 64.00             | 64.00    | .00       | 59900.00 | 22728.27   | 22728.27  | 22728.27     |
| COUNSELING SALARIES                     | 37171.73           | 37171.73 | 32180.07          | 32180.07 | 4991.66   |          |            |           |              |

BUILDING FUND

| Account                   | Total Expenditures |              | Prev. Mo. To Date |             | This Mo.     | Budget       | Unexpended   | Unencumbered |
|---------------------------|--------------------|--------------|-------------------|-------------|--------------|--------------|--------------|--------------|
|                           | To Date            | To Date      | To Date           | To Date     |              |              |              |              |
| MAINT & BLDG SUPPLIES     | 12,076.51          | 12,076.51    | 9,502.37          | 2,574.14    | 58,000.00    | 45,923.49    | 45,923.49    |              |
| CONF & MEETING EXP        | 893.20             | 898.20       | 238.40            | 659.80      | 3,000.00     | 2,101.30     | 2,101.30     |              |
| SERVICE EQUIPMENT         |                    | .00          |                   | .00         | 17,650.00    | 17,650.00    | 17,650.00    |              |
| MAINT CONTR SERV          | 23,688.85          | 23,688.85    | 22,760.59         | 928.26      | 42,500.00    | 14,811.15    | 14,811.15    |              |
| ELECTRICITY               | 121,454.17         | 121,454.17   | 107,130.49        | 14,323.68   | 236,400.00   | 114,945.83   | 114,945.83   |              |
| RENTAL CHARGES            | 130.00             | 130.00       | 130.00            | .00         | 1,000.00     | 870.00       | 870.00       |              |
| CONTINGENCIES             |                    | .00          |                   | .00         | 25,000.00    | 25,000.00    | 25,000.00    |              |
|                           | 158,247.73 T       | 158,247.73 T | 139,761.85 T      | 18,485.88 T | 383,550.00 T | 225,302.27 T | 225,302.27 T |              |
| SITE AND CONSTRUCTION     |                    |              |                   |             |              |              |              |              |
| SITE IMPROVEMENT          | 7,009.90           | 7,009.90     | 5,992.90          | 1,017.00    | 5,000.00     | 2,009.90 CR  | 2,009.90 CR  |              |
| BLDG IMPROVEMENTS         |                    | .00          |                   | .00         | 275,000.00   | 275,000.00   | 275,000.00   |              |
| INSTR EQUIPMENT           |                    | .00          |                   | .00         | 5,000.00     | 5,000.00     | 5,000.00     |              |
| SERVICE EQUIPMENT         |                    | .00          |                   | .00         | 5,000.00     | 5,000.00     | 5,000.00     |              |
| OTHER CAPITAL OUTLAY      |                    | .00          |                   | .00         | 5,000.00     | 5,000.00     | 5,000.00     |              |
|                           | 7,009.90 T         | 7,009.90 T   | 5,992.90 T        | 1,017.00 T  | 295,000.00 T | 287,990.10 T | 287,990.10 T |              |
| BOND AND INTEREST #1      |                    |              |                   |             |              |              |              |              |
| DEBT PRINCIPAL RETIREMENT | 250,000.00         | 250,000.00   | 250,000.00        | .00         | 250,000.00   | .00          | .00          |              |
| INTEREST CHARGES          | 13,875.00          | 13,375.00    | 13,375.00         | .00         | 23,125.00    | 9,250.00     | 9,250.00     |              |
| OTHER CHARGES             | 130.00             | 130.00       | 130.00            | .00         | 500.00       | 370.00       | 370.00       |              |
|                           | 264,005.00 T       | 264,005.00 T | 264,005.00 T      | .00 T       | 273,625.00 T | 9,620.00 T   | 9,620.00 T   |              |
| BOND AND INTEREST #4      |                    |              |                   |             |              |              |              |              |
| DEBT PRINCIPAL RETIREMENT | 250,000.00         | 250,000.00   | 250,000.00        | .00         | 250,000.00   | .00          | .00          |              |
| INTEREST CHARGES          | 14,062.50          | 14,062.50    | 14,062.50         | .00         | 28,125.00    | 14,062.50    | 14,062.50    |              |
| OTHER CHARGES             |                    | .00          |                   | .00         | 500.00       | 500.00       | 500.00       |              |
|                           | 264,062.50 T       | 264,062.50 T | 264,062.50 T      | .00 T       | 278,625.00 T | 14,562.50 T  | 14,562.50 T  |              |

WORKING CASH FUND

| Account           | Total        |           | Prev. Mo. |          | Budget    | Unexpended | Unencumbered |
|-------------------|--------------|-----------|-----------|----------|-----------|------------|--------------|
|                   | Expenditures | To Date   | To Date   | This Mo. |           |            |              |
| MISC EXPENSE      | .00          | .00       | .00       | .00      | 1,000.00  | 1,000.00   | 1,000.00     |
| INSURANCE FUND    | .00          | .00       | .00       | .00      | 1,000.00  | 1,000.00   | 1,000.00     |
| WORKMENS COMP     | 12,066.52    | 12,066.52 | 12,066.52 | .00      | 20,000.00 | 7,233.48   | 7,233.48     |
| TORT LIABILITY    | 12,272.20    | 12,272.20 | 12,272.20 | .00      | 13,000.00 | 727.80     | 727.80       |
| UNEMPLOYMENT COMP | 4,943.19     | 4,943.19  | 4,943.19  | .00      | 20,000.00 | 15,056.81  | 15,056.81    |
| AJIT COSTS        | 8,500.00     | 8,500.00  | 8,500.00  | .00      | 14,000.00 | 5,500.00   | 5,500.00     |
|                   | 37,781.91    | 37,781.91 | 37,781.91 | .00      | 67,000.00 | 29,218.09  | 29,218.09    |

REVENUE REPORT

| Account                 | Total Receipts |              | Prev. Mo.    |            | Budget        | Unexpended | Unencumbered |
|-------------------------|----------------|--------------|--------------|------------|---------------|------------|--------------|
|                         | To Date        | To Date      | To Date      | This Mo.   |               |            |              |
| 1982 TAXES              | 464,878.41     | 464,878.41   | 454,151.07   | 10,726.74  | 471,475.00    | 6,596.59   | 6,596.59     |
| 1983 TAXES              | 927.04         | 927.04       | 653.09       | .00        | 471,475.00    | 471,475.00 | 471,475.00   |
| BACK TAXES              | 1,108.75       | 1,108.75     | 1,108.75     | 273.95     | 927.04        | 927.04     | 927.04       |
| IN LIEU OF TAXES        | 79,390.24      | 79,390.24    | 79,390.24    | .00        | 1,108.75      | 1,108.75   | 1,108.75     |
| CORP PERS PROP TAX REFL | 5,838.23       | 5,838.23     | 2,420.67     | 3,417.56   | 1,686.24      | 1,686.24   | 1,686.24     |
| CHARGE BACK REVENUE     | 641,360.50     | 641,360.50   | 641,360.50   | .00        | 12,000.00     | 6,161.77   | 6,161.77     |
| STATE APPOINTMENT       | 26,707.34      | 26,707.34    | 26,707.34    | .00        | 1,282,721.00  | 641,360.50 | 641,360.50   |
| VOC ED REG REIMB        | .00            | .00          | .00          | .00        | 146,682.00    | 173,389.34 | 173,389.34   |
| VOC ED EQUIP REIMB      | .00            | .00          | .00          | .00        | 94,000.00     | 94,000.00  | 94,000.00    |
| STATE WORK STUDY        | 84,851.33      | 84,851.33    | 86,638.69    | .00        | 1.00          | 1.00       | 1.00         |
| FEDERAL WORK STUDY      | 1,465.00       | 1,465.00     | 1,465.00     | 3,212.64   | 170,658.00    | 50,806.67  | 50,806.67    |
| OTHER FED SOURCES       | 154,200.58     | 154,200.58   | 154,200.58   | .00        | 2,000.00      | 535.00     | 535.00       |
| SUMMER TUITION          | 564,058.11     | 564,058.11   | 600,000.00   | 35,941.89  | 172,000.00    | 17,799.42  | 17,799.42    |
| FALL TUITION            | 135,941.89     | 135,941.89   | 600,000.00   | 35,941.89  | 607,500.00    | 43,441.89  | 43,441.89    |
| SPRING TUITION          | 11.00          | 11.00        | 11.00        | 135,941.89 | 600,000.00    | 464,058.11 | 464,058.11   |
| GRADUATION FEES         | 465.00         | 465.00       | 401.00       | .00        | 1,000.00      | 1,011.00   | 1,011.00     |
| TRANSCRIPT FEES         | 3,269.43       | 3,269.43     | 3,269.43     | 64.00      | 1,100.00      | 635.00     | 635.00       |
| FJS SERV INCOME         | 9,714.03       | 9,714.03     | 9,687.03     | .00        | 14,900.00     | 14,900.00  | 14,900.00    |
| INTEREST ON INVESTMENTS |                |              |              | 27.00      | 10,000.00     | 5,730.57   | 5,730.57     |
| OTHER REVENUE           |                |              |              | 27.00      | 3,000.00      | 6,714.03   | 6,714.03     |
|                         | 2,125,750.20   | 2,125,750.20 | 2,000,028.31 | 117,721.89 | 14,134,216.00 | 12,465.80  | 12,465.80    |

| Account                                 | Total Expenditures | To Date   | Prev. Mo. To Date | This Mo. | Budget     | Unexpended | Unencumbered |
|---|--------------------|-----------|-------------------|----------|------------|------------|--------------|
| WORKROOM FED WORK STUDY                 | 3,227.72           | 3,227.72  | 2,766.77          | 458.95   | 7,250.00   | 4,022.28   | 4,022.28     |
| INSTR ADMIN WORKROOM - CONTR            | 4,191.50           | 4,191.50  | 4,191.50          | .00      | 4,700.00   | 508.50     | 508.50       |
| INSTR ADMIN UNALLOCATED CONTR           | 469.54             | 469.54    | 376.65            | 90.89    | 1,900.00   | 1,430.46   | 1,430.46     |
| FACULTY OFC SUPPLIES                    | 302.89             | 302.89    | 250.52            | 52.30    | 500.00     | 397.11     | 397.11       |
| INSTITU COMMITTEES                      | .00                | .00       | .00               | .00      | 500.00     | 500.00     | 500.00       |
| WORKROOM SUPPLIES                       | 1,472.78           | 1,472.78  | 1,270.55          | 202.23   | 1,000.00   | 2,472.78   | 2,472.78     |
| PUB INFO SALARIES                       | 19,365.00          | 19,365.00 | 16,783.00         | 2,582.00 | 30,984.00  | 11,619.00  | 11,619.00    |
| PUB INFO SECR SALARIES                  | 1,011.95           | 1,011.95  | 845.45            | 166.50   | 2,000.00   | 989.05     | 989.05       |
| PUB INFO SUPPLIES                       | 24,099.55          | 24,099.55 | 22,421.49         | 1,678.06 | 77,600.00  | 53,500.45  | 53,500.45    |
| PUB INFO CONF & MEETINGS                | 333.40             | 333.40    | 287.00            | 46.40    | 1,000.00   | 666.60     | 666.60       |
| ASS DEAN-ARTS & SOC SCI-SALARY          | 19,681.94          | 19,681.94 | 17,057.68         | 2,624.26 | 31,491.00  | 11,809.06  | 11,809.06    |
| PART TIME OVERLOAD                      | 17,327.68          | 17,327.68 | 19,015.10         | 1,687.50 | 47,000.00  | 2,987.232  | 2,987.232    |
| NIGHT PREMIUMS                          | 200.00             | 200.00    | 200.00            | .00      | 4,200.00   | 2,000.00   | 2,000.00     |
| SUMMER SALARIES                         | 4,845.00           | 4,845.00  | 4,845.00          | .00      | 11,749.00  | 4,405.00   | 4,405.00     |
| SECR SALARY                             | 7,343.10           | 7,343.10  | 6,564.02          | 779.08   | 2,600.00   | 1,994.49   | 1,994.49     |
| FED WORK STUDY                          | 3,605.51           | 3,605.51  | 3,274.54          | 330.97   | 800.00     | 4,412      | 4,412        |
| SUPPLIES                                | 358.92             | 358.92    | 320.84            | 30.08    | 2,000.00   | 1,406.12   | 1,406.12     |
| CONF & MEETINGS                         | 591.66             | 591.66    | 591.88            | .00      | 2,000.00   | 2,000.00   | 2,000.00     |
| ASST DEAN BUS & TECH ADMIN SALARY       | 20,718.14          | 20,718.14 | 17,955.72         | 2,762.42 | 35,149.00  | 12,430.86  | 12,430.86    |
| PART TIME OVERLOAD                      | 59,235.38          | 59,235.38 | 58,774.38         | 461.00   | 100,000.00 | 50,784.62  | 50,784.62    |
| NIGHT PREMIUMS                          | 900.00             | 900.00    | 900.00            | .00      | 900.00     | 900.00     | 900.00       |
| SUMMER SALARIES                         | 38,874.25          | 38,874.25 | 38,874.25         | .00      | 41,000.00  | 2,125.75   | 2,125.75     |
| SECR SALARY                             | 8,483.10           | 8,483.10  | 7,352.02          | 1,131.08 | 13,573.00  | 5,009.90   | 5,009.90     |
| FED WORK STUDY                          | 7,317.99           | 7,317.99  | 6,622.04          | 695.95   | 11,250.00  | 3,938.01   | 3,938.01     |
| SUPPLIES                                | 390.36             | 390.36    | 346.80            | 43.56    | 1,000.00   | 609.84     | 609.84       |
| CONF & MEETINGS                         | 1,404.66           | 1,404.66  | 1,354.26          | 50.40    | 2,800.00   | 1,135.34   | 1,135.34     |
| ASST DEAN COMMUNITY & EXTEN SERV SALARY | 25,397.40          | 25,397.40 | 22,011.08         | 3,386.32 | 40,850.00  | 15,236.60  | 15,236.60    |
| INSTR SALARIES                          | 53,237.60          | 53,237.60 | 50,875.52         | 2,359.08 | 110,000.00 | 59,762.40  | 59,762.40    |
| COORDINATORS                            | 1,800.00           | 1,800.00  | 1,875.00          | 75.00    | 6,500.00   | 4,700.00   | 4,700.00     |
| SECR SALARIES                           | 7,300.64           | 7,300.64  | 6,327.22          | 973.42   | 11,681.00  | 4,350.36   | 4,350.36     |
| FED WORK STUDY                          | 2,272.11           | 2,272.11  | 2,126.39          | 145.72   | 3,655.00   | 1,582.89   | 1,582.89     |
| CONTR SERV                              | 21,250.00          | 21,250.00 | 20,850.00         | 40.00    | 50,000.00  | 2,675.00   | 2,675.00     |
| SUPPLIES                                | 1,794.22           | 1,794.22  | 1,704.98          | 89.24    | 3,000.00   | 1,205.78   | 1,205.78     |
| CONF & MEETINGS                         | 654.19             | 654.19    | 560.29            | 93.90    | 2,500.00   | 1,645.31   | 1,645.31     |

Bid Summary: Bid No. 3

Bid three was for software to be used on the IBM PC's. Those firms that were suppliers of IBM PC's could bid software to make our complete package. In addition, we solicited bids from a number of software houses to determine if a better price could be obtained. Eleven suppliers were sent bid information. Six suppliers submitted bids. The bid was written to select individual packages from the bid. The bids were reviewed and the decision was made to purchase software from two sources which provide the most reasonable cost. The sources are Computer and More, San Diego CA, and Toolcom, Sterling.

| <u>Computer and More</u> |         | <u>Toolcom</u>                |         |
|--------------------------|---------|-------------------------------|---------|
| Multimate                | \$313   | D Base II with Graphic & Stat | \$680   |
| RM COBOL                 | 655     | (Fox and Geller)              |         |
| (Ryan-McFarland)         |         | (MS DOS)                      |         |
| (MS DOS or CP/M 86)      |         | Lotus 1-2-3                   | 349     |
| Context MBA              | 429     |                               |         |
|                          | <hr/>   |                               | <hr/>   |
|                          | \$1,397 |                               | \$1,029 |

Recommendation: Purchase software from above sources.

For Board Meeting  
of February 27, 1984

Agenda Item E-6

ACCEPTANCE OF DONATION

A donation of two engines and a transmission has been offered to the college by Mr. Michael Hosler of Rock Falls. These will be used in our Automotive Technology Laboratory.

RECOMMENDATION: It is recommended that the donation of automotive materials be accepted and appropriate acknowledgement be sent to him on behalf of the Board.

For Board Meeting  
of February 27, 1984

Agenda Item E-7

PROGRESS REPORT - State Funding

With recent announcements from Springfield, suggesting higher levels of state funding for education, it is important that we keep perspective on where the "bottom line" may really fall. It is much too early to know the real levels of state funding we can expect. Yet we can provide the current sense of direction as we now know it.

We will provide the latest we know at the meeting.

February 24, 1984

The United Press International was quoted as follows in reference to the Governor's budget proposal for higher education:

"Faculty salaries and state scholarships would increase under Gov. James R. Thompson's proposal for a \$47.5 million boost in operations for higher education in fiscal 1985.

"Even in a time of a tight budget, Illinois is willing to move forward in higher education.

"The governor's proposal, to be submitted to the Illinois General Assembly next month, allows for a 5 percent increase in teacher salaries and a 9 percent, or \$200 hike, in the maximum grant award for scholarships.

"The \$47.5 million allocation would allow for an average 5 percent salary increase for faculty and staff at state universities and community colleges."

The following represents the historical mid-term data for Sauk Valley College for the fiscal years as indicated:

|                              | <u>81-82</u><br><u>Actual</u> | <u>82-83</u><br><u>Actual</u> | <u>83-84</u><br><u>Actual</u> | <u>84-85</u><br><u>Estimated</u> |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------------|
| State Aid                    | \$1,341,571                   | \$1,370,766                   | \$1,282,721                   | \$1,370,000                      |
| Credit Hours                 | 49,681                        | 57,153                        | 53,709                        | 59,087                           |
| State Aid<br>Per Credit Hour | \$27.00                       | \$23.98                       | \$23.88                       | \$23.19                          |
| Consumer Price<br>Index      | 1980 - 12.4%                  | 1981 - 8.9%                   | 1982 - 3.9%                   | 1983 - 3.8%                      |

Other observations which might be drawn from this press release and this data might be as follows:

- 1) The 1983-84 budget includes a state aid amount equal to only 29% of the revenue budget, with other income derived from sources other than State Aid.
- 2) The Sauk Valley salary budget for 1983-84 represents 65% of the total budget. It would require \$172,000 to render a 5% increase for all budgeted salaries and wages. It would require \$138,000 to render a 5% increase for the salaried personnel at Sauk Valley College. We could hardly derive the salaries mentioned in the press release from an \$88,000 State Aid increase which would also omit other costs mandatory to the institution which equates to 35% of our gross budget.

February 24, 1984

3) 1981-82 re: 1984-85

- a. State Aid increase of \$28,429, or 2.1%.
- b. Productivity increase of 9,406 credit hours, or 18.9%.
- c. Credit hour unit reimbursement decrease of \$3.81, or 14.2%.
- d. Consumer price index increase of 29%.

4) 1982-83 re: 1984-85

- a. State Aid increase of nothing, or 0%.
- b. Productivity increase of 1,934 credit hours, or 3.4%.
- c. Credit hour unit reimbursement decrease of 79¢, or 3.3%.
- d. Consumer price index increase of 16.6%.

*It would represent true financial genius if the facts of our experiences for the past 4 years could be matched against the press release from the Governor's office and equated to the benefit of Sauk Valley College and/or its staff.*

For Board Meeting  
of February 27, 1984

Agenda Item F-1

PERSONNEL RESOLUTION

A resolution has been prepared to acknowledge the personal and professional services of Mr. Ronald Schilling who has provided Sauk with 14½ years of faithful service.

RECOMMENDATION:       It is recommended that the prepared resolution be approved and presented to Mr. Schilling.

# Sauk Valley College

## Resolution

February 27, 1984

RONALD SCHILLING

WHEREAS,

Ronald Schilling has provided Sauk Valley College nearly 15 years of service in the college Business Office as Assistant Dean, and

WHEREAS,

Mr. Schilling's services have been characterized by conscientiousness, commitment and courtesy.

NOW BE  
IT  
RESOLVED:

that the Board of Trustees extend to Ronald Schilling, its sincere appreciation for his services and its best wishes for his professional and personal success and happiness.

Sauk Valley College Board  
of Trustees, District #506

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Kay Fisher, Chair

Oscar Koenig, Vice-Chair

---

David Mandrgoc, Secretary

Richard Groharing

---

Ann Powers

William Simpson

---

Bob Wolf

Dolores Marassa

For Board Meeting of  
February 27, 1984

Agenda Item F-2

PERSONNEL RECOMMENDATION

TERM APPOINTMENTS

The following faculty have completed a year of satisfactory service as "term appointments" and are eligible for re-appointment to another year of the same designation:

Mary Krick Willett

Mike Hustad

Bev Ohda

Curt Hagenbuch

David Clydesdale

RECOMMENDATION: It is recommended that the persons indicated above be offered a new term appointment with a normal salary increment for the 1984-85 academic year

For Board Meeting  
of February 27, 1984

Agenda Item F-3

PERSONNEL RECOMMENDATION

NEW CONTINUING (TENURE) APPOINTMENTS

The following faculty have satisfactorily completed the period of instructional service as "term" appointees and are eligible for continuing (tenure) appointments:

Linda Miller

Jane Klug

Char De Francesco

Jan Ahling

Ralph Pifer

RECOMMENDATION: It is recommended that the faculty noted above be offered their initial continuing (tenure) appointments for the 1984-85 year.

For Board Meeting of  
February 27, 1984

Agenda Item F-4

PERSONNEL RECOMMENDATION

RENEWAL OF CONTINUING (TENURE) APPOINTMENTS

The following persons have completed another year of instructional service as a continuing (tenured) appointee and are recommended for an appointment renewal:

|                  |                  |
|------------------|------------------|
| Glenn Bailey     | Dave Lovekin     |
| Jim Barber       | Karen Huber      |
| Ed Beatty        | Jerry Mathis     |
| Judy Burnham     | Bob Matter       |
| Don Burton       | Ken McLean       |
| Bill Byar        | Joan Melvin      |
| Doris Cox        | Harold Nelson    |
| Bob Crouse       | Fred Nesbit      |
| Ross Dill        | John O'Banion    |
| Jerry Frana      | Betty Orlovski   |
| Lauren Frederick | Charles Oster    |
| Carl Gates       | Frank Palumbo    |
| Leona Grossman   | Charles Paterson |
| Max Guinnup      | Duane Paulsen    |
| Carol Hain       | Karen Pinter     |
| Ron Happach      | Stanley Shippert |
| Tom Harding      | Bob Thomas       |
| Ron Hartje       | Deb Vrhel        |
| Ruth Hedstrom    | George Vrhel     |
| Dale Heuck       | Mary Weller      |
| Anne Horton      | Charles West     |
| Rosemary Johnson | Bob Wharton      |
| Stu Keller       | Peggy White      |
| Kit Lillyman     | Dave Youker      |
| Bob Logemann     |                  |

RECOMMENDATION: It is recommended that the persons indicated above be offered a continuing appointment for the 1984-85 academic year.

For the Board Meeting  
of February 27, 1984

Agenda Item F-5

PERSONNEL RECOMMENDATION

PROMOTIONS

The following faculty are presented as having successfully completed the requirements outlined in the Faculty Agreement for promotion to a higher academic rank. Their record has been carefully reviewed and evaluated for each of these criteria:

1. Mastery of subject matter
2. Teaching capability
3. Interest in students as individuals
4. Understanding of the comprehensive community college
5. Evidence of professional growth
6. Meritorious service
7. Year in present rank

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| NAME                  | PROMOTION RECOMMENDED |                     |
|-----------------------|-----------------------|---------------------|
|                       | From                  | To                  |
| Charmaine DeFrancesco | Instructor            | Assistant Professor |
| Leona Grossman *      | Instructor            | Assistant Professor |
| Peggy White           | Instructor            | Assistant Professor |
| Jane Klug             | Instructor            | Assistant Professor |
| Michael Hustad        | Instructor            | Assistant Professor |

RECOMMENDATION: It is recommended that the faculty nominated above be promoted as outlined, effective the Fall of 1984.

\* Dependent upon the pending successful completion of the MSN Degree by August 24, 1984

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 26, 1984

## MEMORANDUM

TO: Dr. Garner

FROM: Don Foster *DF*

SUBJECT: Recommendation to Promote Char DeFrancesco to the Rank of Assistant Professor

The following information is offered in support of the recommendation to promote Char DeFrancesco to the rank of Assistant Professor.

1. Mastery of Subject Matter

Ms. DeFrancesco holds a B.S. in Physical Education with a minor in Psychology from Northern Illinois University and a M.A. in Physical Education-Coaching-Administration from the University of Northern Colorado. In addition, she has completed a number of workshops in coaching and physical education. Thus, she has excellent academic credentials and is well qualified to provide instruction in all areas of physical education.

2. Demonstrated Teaching Ability

Ms. DeFrancesco has received consistently positive evaluations since coming to SVC in 1981 and has performed well in revitalizing the women's sports program. Her work in rebuilding the women's basketball team is especially exemplary. In addition, she is a good physical education instructor and is well liked by her students.

3. Interest in Students as Individuals

Ms. DeFrancesco has a good record of working well with students. This is especially important in the physical education and women's sports area where good rapport with students is essential. She has a reputation for being willing to spend time working with individual students. This has helped in her effort to rebuild the women's sports program.

4. Understanding of the Comprehensive Community College Program

Since coming to SVC in 1981, Ms. DeFrancesco has demonstrated an awareness of the diverse nature of community

(Over)

college students. She has been able to adapt her instruction to meet the needs of widely varying age and ability ranges found in community college classes. She has done this especially well in the conditioning classes that she teaches and in her work with the Wellness Program.

5. Potential for Continued Professional Growth

Ms. DeFrancesco has demonstrated considerable growth during the past three years. She has adapted well to the transition from working in a university situation to working in the community college. In addition, she is active in professional sports associations and has attended a number of coaching clinics in her field. Ms. DeFrancesco shows every promise of continuing to grow professionally.

6. Meritorious Service

Ms. DeFrancesco has worked hard to recruit students for her classes and for the basketball team. She has an exemplary record of high school recruitment and has developed an excellent relationship with the girl's coaching staff at each of the respective high schools in the college district. This activity represents "after hours" duty and is quite extensive during much of the year. The revitalization of the women's sports program is directly related to this meritorious effort.

7. Number of Years in Present Rank

Ms. DeFrancesco came to SVC as an instructor in 1981.

DF/js

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 26, 1984

## MORANDUM

Dr. Garner

DM: Don Foster 

Recommendation to Promote Leona Grossman to the Rank of Assistant Professor

The following information is offered in support of the recommendation to promote Leona Grossman to the rank of Assistant Professor pending successful completion of the MSN Degree by August 24, 1984.

1. Mastery of Subject Matter

Ms. Grossman holds an RN from KSB Hospital, a BSN from NIU, and will complete the MSN by next August. She has also completed work at LPO Junior College, the University of Illinois, the University of the State of New York, Augustana College, Children's Memorial Hospital, and Rockford College. In addition, she has ten years of professional nursing experience--including both hospital service and service as an office nurse for a physician. Thus, Ms. Grossman is well qualified to provide instruction in the nursing program.

2. Demonstrated Teaching Ability

Ms. Grossman has received positive evaluations for her teaching performance since joining the SVC faculty in 1969. She has successfully taught in all areas of the LPN Program--including the anatomy and physiology component. She has served as Coordinator of the LPN Program since 1977. Ms. Grossman is known for being very thorough in preparing for her classes. She also has good rapport with her students.

3. Interest in Students as Individuals

Ms. Grossman has a great deal of empathy for her students. The nature of the LPN Program, and her role as coordinator, requires a great deal of one-on-one contact with the students. Ms. Grossman has always given freely of her time to advise and help students. Her efforts to salvage students who have trouble getting through the program are especially noteworthy.

(over)

4. Understanding of the Comprehensive Community College Program

The fact that Ms. Grossman has successfully taught and advised the wide range of students enrolled in the LPN Program for 15 years would indicate that she has a good understanding of the community college mission. This program has a very diverse student population--with a large number of adult students. Ms. Grossman relates well to these students and, in general, has a good grasp of the community college instructional situation.

5. Potential for Continued Professional Growth

Since coming to SVC in 1969, Ms. Grossman has demonstrated a good record of professional growth. She has been continuously enrolled in academic course work at NIU and has earned her BSN degree. By next August she will have completed her MSN degree from NIU. While this has been a long struggle for Ms. Grossman, she has found time to fulfill all of her professional responsibilities as an instructor and Coordinator of the LPN Program and has completed a number of continuing education courses and workshops in the health care field.

6. Meritorious Service

Ms. Grossman has always given her full measure for the LPN Program and the college. Her work on behalf of her students and program has often been above and beyond the call of duty. She puts in countless hours to ensure the continued success of the LPN Program--which has doubled in size during her tenure as coordinator. In addition, she has a good record of college committee service and involvement in the general life of the college. She is greatly respected by both her students and colleagues for her extensive efforts as a faculty member and program coordinator.

7. Number of Years in Present Rank

Ms. Grossman received her promotion to the rank of instructor in 1978.

DF/js

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 26, 1984

## MEMORANDUM

TO: Dr. Garner

FROM: Don Foster *DF*

SUBJECT: Recommendation to Promote Peggy White to the Rank of Assistant Professor

The following information is offered in support of the recommendation to promote Peggy White to the rank of Assistant Professor.

1. Mastery of Subject Matter

Ms. White holds an AAS degree in Medical Laboratory Technology from Sauk Valley College, a B.S. in Biology from Illinois State University and has completed additional graduate work in chemistry and biology from Bradley University, the University of Illinois, and Northern Illinois University. In addition, she took a leave of absence in 1982 to complete a 12 month course in medical technology which enabled her to sit for the Clinical Laboratory Scientist Examination in August of 1983. She passed this exam with a very high score (40 points above the minimum passing score) and was awarded her Medical Technologist Certificate. This training brings her to a total of 49.5 hours beyond the B.S. degree and fully qualifies her for this promotion. Thus, Ms. White is well qualified in her subject area.

2. Demonstrated Teaching Ability

Ms. White has received uniformly high evaluations since joining the SVC faculty on a full time basis in 1978. She is an especially good lecturer and is also highly regarded as a laboratory instructor. She has been able to provide instruction in support of the chemistry program as well as the medical laboratory technology program. During the current semester she has been assigned both a lecture and lab in CHE 103 - Introduction to Chemistry along with her other responsibilities. She handles all of her instructional assignments with a high degree of professionalism.

(over)

3. Interest in Students as Individuals

Ms. White works well with students on a one-on-one basis-- which is an important quality for an instructor in the medical laboratory technology field. She willingly puts in a great deal of time assisting students with difficult lab experiments and assists with academic advisement for the MLT Program.

4. Understanding of the Comprehensive Community College Program

Ms. White has demonstrated the ability to successfully adapt her instruction for the diverse student population enrolled in the MLT and chemistry classes. She is also able to relate well to the hospital and clinical personnel that provide the clinical experience component for the MLT program. Thus, she identifies with the community college teaching situation and functions well within it.

5. Potential for Continued Professional Growth

Ms. White is a first rate professional who can be counted on to continue to develop and grow professionally. Her record of continuing to complete graduate work and seek advanced certification in her field has been excellent since joining the faculty in 1978. She shows every promise of continuing this level of professional growth in the years ahead.

6. Meritorious Service

Ms. White serves as the faculty advisor for the MLT Club, is active in the Blood Mobile Program and makes speeches to high school classes about MLT careers on a regular basis. She is an excellent faculty member and a valuable member of the Allied Health Department.

7. Number of Years in Present Rank

Ms. White received her promotion to the rank of Instructor in 1981.

DF/js

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 21, 1984

## MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

RE: RECOMMENDATION TO PROMOTE JANE KLUG TO THE RANK OF ASSISTANT PROFESSOR

The following information is provided to support the recommendation for promotion of Jane Klug.

1. Mastery of Subject Matter: Jane Klug holds a Bachelors Degree in Sociology/Psychology from the University of Wisconsin and a Masters Degree in Counseling from Northern Illinois University. She has also completed an additional 21 graduate hours in advanced counseling courses beyond the Masters Degree. She has also completed a number of workshops in human relations and counseling and has recently received certification in the Performax Systems, which is an advanced psychological and counseling-related consulting program. This certification recognizes credentials in the areas of work, leadership, and supervisory styles, team building, self-esteem, job development, employee relations, child modification systems, and positive attitude building techniques. In summary, she has an excellent academic background and the ability to provide a comprehensive battery of student services.
2. Demonstrated Teaching Ability: Jane has consistently received above average evaluations for teaching and counseling. She has been particularly effective in developing leadership classes as learning experiences for student groups. She has extended contributions beyond the classroom by offering a variety of workshops and seminars to classified staff, faculty, and administration. The evaluations of these experiences have consistently been at an above average level.
3. Interest in Students as Individuals: Jane has established a positive record of working with students, both in and out of the classroom. She carries a very heavy counseling load and receives a number of self-referrals from students. She has also provided a variety of learning experiences for student activity groups in the form of special classes, seminars, workshops, and weekend retreats.

(over)

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 21, 1984

## MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

Page two

4. Understanding of Comprehensive Community College Program:

Jane has a good understanding of a comprehensive community college. This is reflected in a well rounded student activity program which compliments many of the ongoing class experiences and a coordinated effort in programming the Concert/Lecture Series with Community Services. Her counseling load includes students in both transfer and career programs, and she demonstrates a high level of expertise in providing advise and counsel to both groups. Jane has also personally offered a number of courses and workshops in area towns through the Community Service Program.

5. Potential for Continued Professional Growth: Jane is a valuable staff member who seeks out learning experiences that improve her professional growth. She is active in professional organizations and demonstrates good potential for her future.

6. Meritorious Service: Through Jane's leadership, we have one of the stronger student government groups in the history of the college. This has been accomplished with a great deal of individual effort and time on her part. Jane is also gaining recognition for her expertise in staff and student development. She recently completed all phases of the Performax systems international consultant certification program. During the past three years, she has made a number of personal appearances for the college at churches, hospitals, business, clubs, and organizations, providing programs and seminars in the area of child development, resume writing, job search skills, interviewing skills, peer counseling, and higher education topics. The nature of her position requires a good deal of extended hours at unusual times such as Saturdays, Sundays, and many evenings. Jane's record for extended services is above average.

7. Jane came to Sauk Valley College as an instructor in 1981. She previously served four years as a member of of the Student Personnel Staff at Northern Illinois University.

jmb

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 21, 1984

## MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe 

RE: RECOMMENDATION TO PROMOTE MICHAEL HUSTAD TO THE  
RANK OF ASSISTANT PROFESSOR

The following information is provided to support the recommendation for promotion of Michael Hustad.

1. Mastery of Subject Matter: Mike Hustad holds a Masters Degree in Guidance and Counseling from the University of Wisconsin. He also has a Bachelor of Science Degree in Education. He has taken additional graduate work past the Masters Degree at the University of Wisconsin, and prior to coming to Sauk, he held the Wisconsin Human Relations Professional Code Certificate. He has also advanced his education by attending intensive workshops in career planning and financial aid. His academic preparation is very compatible with the mission and goals of the community college.
2. Demonstrated Teaching Ability: Mr. Hustad has demonstrated above average ability in both his counseling and teaching related assignments. His evaluations by the director of counseling have all been excellent. He has been particularly effective in developing career testing and information services for the college. He has developed a variety of materials for staff and students that have been designed to facilitate more realistic career counseling.
3. Interest in Students as Individuals: Mr. Hustad has displayed a good working relationship with his clientele. This is evidenced in a number of self-referrals by students, both those directly out of high school and adults. He has been particularly effective in his work with the unemployed and has demonstrated a good deal of empathy to this population. Mike has also extended his involvement beyond the classroom and has volunteered his time and services to the athletic program. He is currently assisting with the basketball team on a voluntary basis.

(over)

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE February 21, 1984

## MEMORANDUM

TO: Dr. Garner

FROM: John Sagmoe

page two

4. Understanding of Comprehensive Community College Program:

Mike has an exceptional understanding of a comprehensive community college. Prior to coming to Sauk, he had worked in the Madison Area Technical College, and one of the reasons for hiring him was his commitment to the community college mission. He has continued to display this commitment in his professional responsibilities at Sauk Valley College.

5. Potential for Continued Professional Growth: Mr. Hustad has a great deal of potential in community college work. He assumes responsibility, initiates projects, volunteers for extra duties, and cares about students. He is active in his professional organizations, keeps up with the literature in the field, and is currently making plans to resume his graduate work.

6. Meritorious Service: Michael Hustad has been a good representative in our high school recruitment program. During the past two years, he has initiated the Career Planning Program at Sauk Valley College, which involves an extensive program of career testing and interpretation. During a two year period, over 400 students have been in this program. Mike has also been a very valuable resource in financial aid counseling. Outside of the Financial Aid Office, he has the most expertise of any member of the staff and continues to acquire additional experience in this area on his own. Finally, his contributions as an involved member of the Student Activities Program, particularly in the field of athletics, has facilitated additional counseling contacts with this clientele.

7. Number of Years and Present Rank: Mr. Hustad came to SVC as an instructor in 1982. Prior to this, he was employed by the Madison Area Technical College in counseling and adult education for four years.

jmb

For Board Meeting  
of February 27, 1984

Agenda Item F-6

RESIGNATION

Mary Rita Henry has submitted her letter of resignation as secretary to the Assistant Dean of Community and Extended Services.

RECOMMENDATION:       It is recommended that the resignation of Mary Rita Henry be accepted.

815 / 288-5511



Sauk  
Valley  
College

R.R.5 DIXON, ILLINOIS 61021

January 30, 1984

Dick Holtam,  
Assistant Dean of Community  
and Extended Services  
Sauk Valley College  
R. R. #5  
Dixon, IL 61021

Dear Dick:

I hereby submit my resignation as secretary to the Assistant Dean of Community and Extended Services effective February 16, 1984. At this time I wish to pursue a career change.

I would like to thank you and Sauk Valley College for the opportunity to work in the Office of Community and Extended Services. It has been a pleasure working with you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Rita Henry".

Mary Rita Henry,

mrh

For Board Meeting of  
February 27, 1984

Agenda Item G-1

FURTHER AUSTERITY ADJUSTMENTS FY 85

Recommended here are additional austerity adjustments for fiscal year 1984-85. This is a major cluster of recommendations that accompany the 10% cut in personnel for next year, previously approved by the Board on January 9th, and the tuition and fee increase approved on January 23rd.

While other adjustments are still under study and may come later, those offered here represent the culmination of the restrictions associated with FY 85 and the related budget.

The recommendations are presented individually to allow for specific deliberation and decision.

A. Consolidate Community Service Offerings

It is recommended that SVC discontinue offering its community service classes in all high schools requesting them. Instead, we propose that we consolidate our classes on a regional basis to be held at these locations, in addition to the SVC campus: Amboy, Dixon, Milledgeville, Morrison and Prophetstown.

B. Close Building From Use on Weekends During the Year Except for Limited Non-Energy Intensive Periods

It is recommended that our buildings be closed to all college and non-college use during the year except for the nine weekend periods in the fall (September 22 through November 18) and the six weekend periods in the spring (April 13 through May 19).

C. Transfer Inter-collegiate Sports Costs to the Student Activities Fund.

It is recommended that coaching costs (approximately \$12,000) be transferred to the Student Activity Fund. This will cause the Student Activity program to prioritize other costs to accommodate the new financial load.

(over)

D. Discontinuance of Released Time Allocations

It is recommended that the released time allocations be discontinued for the following positions and alternative ways to provide for each be developed as possible:

|  | <u>Credit Hours Per Year</u> |
|--|------------------------------|
| 1. Coordinator of Theatre Program                    | 6                            |
| 2. Coordinator of Speech/Oral Interpretation Program | 6                            |
| 3. Coordinator of Honors Program                     | 6                            |
| 4. Coordinator of LPN Program                        | 16                           |

E. Repeat Summer Four-Day Work Week

It is recommended that we repeat the energy conservation schedule initiated last summer. A 40 hour work week will be conducted Monday through Thursday. The buildings will be closed to all activities from Friday through Sunday from June 15 to August 17.

F. Lab Fee Refund Will Parallel Tuition Refund in Time and Percentage

It is recommended that the Lab Fee refund schedule parallel that of tuition, which is 80% during the first two weeks after classes begin in the fall and spring and the first week in the summer session.

G. The Assistant Dean of Business Position will be Re-defined

The Business Office position will be more closely defined as an accountant type. Salary range will be in the \$15,000 to \$20,000 range.

- H. The Classified Positions Which Open Due to Attrition Will be Evaluated on their Own Merit with the Overall Goal of Reducing the Clerical and Custodial Workforce by 10% Each.

It is recommended that the administration be granted the authority and responsibility to adapt the workloads of respective positions in respect to 1) vacancies, 2) personal skills and qualifications of continuing personnel, and 3) the overall needs of the respective administrative functions.

## AUSTERITY ADJUSTMENTS

DECEMBER-JANUARY

### CUTS AND RESTRICTIONS

1. RETRENCHED 10% OF STAFF
2. CLOSED ROCK FALLS CENTER
3. RESTRICTED SPRING LPN CLASS TO 20
4. INCREASED MINIMUM CLASS SIZE TO 12
5. CUT \$162,000 IN EQUIPMENT, ETC.
6. CANCELLED IN-SERVICE TRAINING ACTIVITIES
7. CANCELLED ASSOC. OF GOVERNING BOARD MEMBERSHIP
8. RESTRICTED OUT-OF-DISTRICT TRAVEL
9. REDUCED BUILDING LIGHTING LEVELS
10. CUT CATALOG AND SCHEDULE FORMAT
11. RESTRICTING BUILDING USE BY COMMUNITY
12. EXPANDED ENERGY CONSERVATION - PRACTICES AND PROGRAM

### INCREASE REVENUE

1. RAISED TUITION TO \$27
2. IMPLEMENTED LAB FEES
3. SELLING EXCESS EQUIPMENT
4. ACTIVE IN GRANT SEEKING

2-27-84

ENROLLMENT UPPER LEVEL SPEECH/THEATRE COURSES

1981-1984

| COURSES  | FALL, 1981 | SPR. 1982 | FALL, 1982 | SPR. 1983 | FALL 1983 | SPR. 1984 |
|--|------------|-----------|------------|-----------|-----------|-----------|
| SPE 121-A SPEECH PRACTICUM<br>MATHIS                 | 5          | 5         | 2          | 4         | 2         | 0         |
| SPE 141-A INTRODUCTION TO THEATRE<br>MCLEAN          | -          | 9         | 4          | 0         | 0         | 6         |
| SPE 145-A BASIC ACTING<br>MCLEAN                     | 7          | -         | 6          | -         | -         | -         |
| SPE 147-A THEATRE PRACTICUM<br>MCLEAN                | 10         | 6         | 4          | 3         | 2         | 1         |
| SPE 232-A ORAL INTERPRETATION<br>MATHIS              | 4          | 10        | 11         | 6         | 8         | 3         |
| SPE 233-A INTERMEDIATE INTER-<br>PRETATION<br>MATHIS | -          | -         | -          | 6         | -         | 0         |

For Board Meeting  
of February 27, 1984

Agenda Item G-2

EARLY RETIREMENT POLICY

(Second Reading)

The Board had previously accepted for first reading, a policy recommendation for early retirement. Several modifications were suggested which have been incorporated into the attached draft for consideration at this meeting.

RECOMMENDATION: It is recommended that the proposed provision for early retirement be accepted as an official policy of the college.

## Policy 425.0 Early Retirement

The college provides for an early retirement incentive program as follows:

### Eligibility

This program shall be open to all full-time College employees (a) who are at least fifty-five (55) years of age but who have not reached seventy (70) years of age, (b) who have ten (10) or more years of service at Sauk Valley College, (c) and who have been employed by the College on a full-time basis during each of the two (2) years preceding the date which their early retirement shall commence.

### Application Procedures

A written request for "funded early retirement" must be submitted in writing and received by the President of the College no later than May 1st. Applications received after May 1st may be accepted; however, the College shall be under no obligation to provide the incentive as outlined below. In no case may application be made less than thirty (30) days prior to retirement.

### Provisions

1. A leave of absence will not be considered as years of service for the purpose of determining eligibility for early retirement.
2. In the event of death of the early retiree prior to the effective date of retirement, the College has no obligation to make any remuneration under this plan.

### Incentive

The College will make a payment to the retiree calculated on the retiree's contractual salary as of the effective date of retirement, based on the participant's age at retirement. The contribution percentage shall be calculated under the following provision:

A lump sum payment, based upon age and a percentage of retiree's base contractual salary, as listed below:

| <u>Age</u> | <u>Percentage</u> |
|------------|-------------------|
| 55         | 45%               |
| 56         | 40%               |
| 57         | 35%               |
| 58         | 30%               |
| 59         | 25%               |
| 60-69      | 20%               |

The lump sum payment will, at the retiree's option, be paid either as of the effective date of retirement or as of January 31 following the effective date of retirement.

Base contractual salary is further defined:

- for instructional staff - base remuneration for academic year
- for administration and classified staff - computation for early retirement incentive is based upon fiscal year (12 month) contracts or other pro-rated contracts as appropriate.

An employee may make application of the College's plan and also participate in the State's "retirement plan without discount." Such dual participation is limited to 15% of those eligible unless it is determined to be in the best interest of the College.

For Board Meeting  
of February 27, 1984

Agenda Item G-3

CONFIRMATION OF COOPERATIVE  
AGREEMENTS

Each year we review and renew our cooperative agreements with adjacent colleges. More changes than usual have been developed this year due to our discontinuance of agriculture.

These revised cooperative agreements will eliminate any charge-back payments for agriculture and, thus, minimize revenue loss for the college. Also, students from our district who wish to enroll in agriculture programs will be able to attend the college in closest proximity to their home communities.

A complete summary of all cooperative agreements with other community colleges is provided.

In addition, a new level of cooperation with Whiteside Area Vocational Center, being heralded as a new agreement between us, has been developed. Special attention is drawn to the Shared Programs section of the attached agreement which represents an addition. While more specific arrangements will be considered in the future, this document represents the basic understanding for our cooperative efforts.

RECOMMENDATION: It is recommended that the Board confirm these respective agreements.

CAREER EDUCATION  
COOPERATIVE AGREEMENTS

A. Sauk Valley District Residents may enter the following programs at other colleges and still pay in-district tuition rates.

| <u>College</u>                       | <u>Programs</u>   |
|--------------------------------------|---|
| 1. Illinois Valley Community College | Dental Assisting (Certificate)<br>Agribusiness - Production and Management (AAS)<br>Agribusiness - Supply and Service (AAS)<br>Agrimechanics (AAS)  |
| 2. Kishwaukee Community College      | Agribusiness (AAS)<br>Agriculture Technology (AAS)<br>Farm Management (AAS)<br>Agriculture Mechanics (AAS and Certificate)<br>Agribusiness (Certificate)<br>Production Agriculture (Certificate)<br>Ornamental Horticulture (AAS and Certificate) |
| 3. Rock Valley College               | Aviation Maintenance Technology (AAS)<br>Commercial Aviation (AAS)<br>Respiratory Therapy (AAS)   |
| 4. Black Hawk East                   | Horse Science Technology (AAS and Certificate)<br>Agricultural Production (AAS and Certificate)<br>Agribusiness (AAS)   |
| 5. Highland Community College        | Agriculture Production (AAS and Certificate)<br>Agriculture Supply and Service (AAS)<br>Agricultural Mechanics (AAS and Certificate)  |

B. Students from other community colleges may enter the following programs at SVC without paying out-of-district tuition rates.

| <u>College</u>                       | <u>Programs</u>  |
|--------------------------------------|--|
| 1. Illinois Valley Community College | Auto Body (Certificate)<br>Heating, Refrigeration, Air Conditioning and Solar Energy (AAS and Certificate)<br>Medical Laboratory Technology (AAS)<br>Radiologic Technology (AAS) |

| <u>College</u>                    | <u>Programs</u>  |
|-----------------------------------|--|
| 2. Kishwaukee Community College   | Food Preparation and Service (Certificate)<br>Medical Laboratory Technology (AAS)<br>Human Services, all options (AAS and Certificate)<br>Cosmetology (Certificate)<br>Heating, Refrigeration, Air Conditioning and Solar Energy (AAS and Certificate) |
| 3. Rock Valley College            | Food Service (Certificate)<br>Medical Laboratory Technology (AAS)<br>Radiologic Technology (AAS)   |
| 4. Black Hawk East                | Medical Laboratory Technology (AAS)  |
| 5. Highland Community College     | Medical Laboratory Technology (AAS)<br>Radiologic Technology (AAS)<br>Criminal Justice, all options (AAS)  |
| 6. Eastern Iowa Community College | Medical Laboratory Technology (AAS)  |

2/2/84

DF/js



## WHITESIDE AREA VOCATIONAL CENTER

1608 5th Avenue, Sterling, Illinois 61081-1399

Telephone 815/626-5810

### AN EDUCATIONAL COMPACT WITH THE WHITESIDE AREA VOCATIONAL CENTER AND SAUK VALLEY COMMUNITY COLLEGE

#### GENERAL PURPOSE OF THE COMPACT

The Whiteside Area Vocational Center and Sauk Valley Community College District No. 506 as educational institutions, are both dedicated to providing an opportunity for area young people to develop their educational and career objectives to their optimal level. In the important mission of career education, it behooves both institutions to seek ways for implementing programs that will provide students in commonly shared school districts maximum returns for their educational efforts through area financial resources. Through a genuine spirit of cooperation both institutions are truly dedicated to their mission of providing a program of vocational and technical education that adequately serves the needs of this common area.

#### PROPOSED METHOD OF COOPERATIVE EFFORTS BETWEEN SAUK VALLEY COMMUNITY COLLEGE AND THE WHITESIDE AREA VOCATIONAL CENTER

In order to facilitate a career educational opportunity that is continuous in design, it will be necessary for both institutions to develop the following:

Proficiency Examinations or common achievement levels and demonstrations which will enable the WAVC graduates to fulfill college course requirements in occupational degree and certificated programs. A well developed program of proficiency examinations in career education programs that are concurrently offered by both institutions will result in a non-duplicated educational efforts as well as enabling former WAVC graduates either to complete Sauk Valley Community College degree requirements in a shorter period of time or to have a broader selection of elective coursework or to carry a reduced load at Sauk Valley Community College. Providing of such examination by Sauk Valley Community College to WAVC students prior to their graduation from the vocational center will aid the students in planning their future career and educational goals.

#### Advanced Placement of WAVC Graduates Entering

Advanced placement will enable students who have completed certain career educational courses at WAVC to waive certain courses upon entering Sauk Valley Community College. This will enable the former WAVC students to progress faster and to have a broader selection of elective coursework and/or to carry a reduced load at Sauk Valley Community College through the waiver of predetermined college introductory courses.

Shared Programs

In an effort to increase fiscal responsibility to area taxpayers the WAVC and Sauk Valley Community College should explore the methods of sharing facilities, instructors and institutional programs when plausible. Duplication should be deleted so that area taxpayers recognize through concrete examples that the WAVC and Sauk Valley Community College are monetarily concerned about cost and returns on funds invested in their institutions. This compact in cooperation with the newly formed region vocational system or commonly known as Education for Employment will grant many expansions with efforts to provide occupational and skilled training or re-training to both area youth and area adults with this encouraging cooperative agreement.

In addition, it is understood that this agreement is based on the premise that WAVC will continue to focus on it's primary mission of providing vocational technical education for secondary students and that Sauk Valley College will continue to focus on it's primary mission of providing post secondary vocational technical education.

Cooperative Counseling, Placement and Career Information Services

The personnel staffs of the WAVC and Sauk Valley Community College can improve their services by continuous usage of the VIP Program now in effect for the occupational programs of study by uniting the two institutions efforts. Cooperation can best be accomplished by pooling human resources already accumulated on Advisory Committees and on future research endeavors as they relate to the development of a delivery system for career education for our young people in this total geographic area.

COMPACT AGREEMENT

BE IT RESOLVED that the Whiteside Area Vocational Center and Sauk Valley Community College be committed to a cooperative educational endeavor;

BE IT FURTHER RESOLVED that members of the staffs of both schools wish to implement an educational compact;

THEREFORE BE IT FURTHER RESOLVED that the Whiteside Area Vocational Center and Sauk Valley Community College as indicated by the signatures below, have entered into a formal compact of continuous cooperation to take effect immediately holding a continuous ongoing term.

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
President, Administrative Board of Education, Community Unit District #5, Whiteside County

\_\_\_\_\_  
President,

\_\_\_\_\_  
Director, Whiteside Area Vocational Center

For Board Meeting  
of February 27, 1984

Agenda Item G-4

AUTHORIZATION TO SUBMIT  
ONE AND FIVE YEAR PLANS

The 1984-85 One and Five Year Plan for Occupational Education is presented for Board authorization to submit to the Illinois Community College Board and then to the Department of Adult, Vocational, and Technical Education.

This is an annual requirement we submit each year at this time.

RECOMMENDATION: It is recommended that authorization be granted for submitting the One and Five Year Plan as presented.

For Board Meeting  
of February 27, 1984

Agenda Item G-5

REQUEST FOR ICCB RECOGNITION

The Community College Act provides for local colleges to "apply for recognition" to the Illinois Community College Board (ICCB). The basis for determining whether or not a college will be "recognized" is the degree to which the college is judged to be in compliance with ICCB standards.

While colleges are evaluated continuously, there is a provision for an on-site visit to the college by an ICCB team each three years. This is our year for such a visit to Sauk.

A letter from the Board of Trustees, or it's designee, requesting our "recognition" as a college is required.

RECOMMENDATION: It is recommended that the Board authorize it's officers to submit a letter of request to the ICCB for official "Recognition".