

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

May 14, 1984

The Board of Trustees of Sauk Valley College met in special meeting at 7:30 p.m. on May 14, 1984 in the third floor Board Room 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	Robert Wolf
Kay Fisher	Dolores Marassa

Absent: David Mandrgoc Ann Powers

Secretary Pro-tem Due to the absence of Secretary David Mandrgoc, Dick Groharing was appointed Secretary Pro-tem.

Auditor: Mrs. Fisher then introduced John Van Osdol, college auditor. Mr. Van Osdol made a systematic review of the fiscal operation of the college. He described the various funds, their nature and purpose, the restrictions, etc. He reviewed the audit and explained how it is designed to be both a legal and practical documentation of the accounting of the various funds for a given year.

Budget: The administration presented a first draft of main items in next year's budget. The Board discussed revenue estimates for real estate taxes, state apportionment, student tuition and investment income. The Board then reviewed the expenditures for 1983-84 vs. the 1984-85 requests and the various cuts in supplies and travel proposed by the administration. On behalf of the Board, Chair Fisher thanked the administration for the work done so far on the proposed budget.

Adjournment: Since the scheduled business was concluded, it was moved by Member Groharing and seconded by Member Simpson that the Board adjourn. Motion voted and carried. The next regular meeting will be May 29th at 7:30 p.m.

The meeting adjourned at 10:33 p.m.

Respectfully submitted,


Richard B. Groharing
Secretary Pro-tem

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 5-9-84

MORANDUM

Dr. Hal Garner

Brd

DM: Robert Edison

Enclosed herein are the basic documents of the estimated 1984-85 tentative budget. The estimates for revenue purposes are based on uncertainties in real estate taxes, state apportionment, student enrollment and investment income. The tables are as follows:

Revenue Estimate (Schedule A)	\$ 4,461,491
Less: Salaries & Wages (Schedule B)	\$ 3,148,924
Non-Salary Items (Schedule C)	<u>1,782,749</u>
	<u>4,931,673</u>
Estimated Expenditures over Revenue	<u>\$ 470,182*</u>

* Includes \$150,000 in Contingencies,
Schedule D - equipment requests by departments.

RE:fsb

Encls.

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5/10/84
M.J. C. 1984

SAUK VALLEY COLLEGE

<u>PART I: ESTIMATED REVENUE 1984-85</u>	<u>Educational</u>	<u>Building</u>	<u>Total</u>
<u>Local Governmental Sources</u>			
1983 Taxes $\frac{1}{2}$ (761,000,000 @ 12¢ & 3¢)	456,600	114,150	
1984 Taxes $\frac{1}{2}$ (735,000,000 @ 12¢ & 3¢)	441,000	110,250	
	897,600	224,400	1,122,000
Charge-Back Revenue	12,000		12,000
<u>State Governmental Sources</u>			
<u>State Apportionment</u>			
Based on FY '83 Enrollment - 59,087 hrs.	1,375,540		1,375,540
<u>Vocational Technical Education</u>			
Regular Reimbursement	118,000		
Equipment Reimbursement	50,000		168,000
Replacement of Corporate Personal Property Tax (\$142,275)	87.074	21,768	108,842
<u>State Work Study</u>	1		1
<u>Federal Governmental Sources</u>			
Federal Work Study	170,658		
Other Federal	2,000		172,658
<u>Student Tuition and Fees</u>			
Summer - 1984	(6,500)	164,125	
Fall - 1984	(23,900)	603,475	
Spring - 1985	(23,100)	589,050	1,356,650
Graduation Fees	1,000		
Transcript Fees	1,100		
Laboratory Fees	32,500		
Public Services Income	14,900		49,500
<u>Rental of Facilities</u>			
Kitchen Facilities	-0-		-0-
<u>Interest on Investments</u>	75,000	100	75,100
<u>Other Revenue</u>	20,000	1,200	21,200
TOTAL EDUCATION AND BUILDING FUNDS REVENUE	\$ 4,214,023	\$ 247,468	\$ 4,461,491

SALARIES & WAGES

<u>No. of Positions</u>	<u>Dollars</u>	<u>Tentative</u>	
		<u>1983-84</u>	<u>1984-85</u>
64 Faculty	\$ 1,500,685	58	\$ 1,372,455
1 Para-Professional	11,066	1	11,066
27 Clerical	340,141	25	328,141
15½ Administrators	522,045	15	497,057
27 Building Maintenance	384,671	23	314,355
Part-time/Overload	222,000*		179,845*
Student Tutors	2,000		2,000
Summer Session Salaries	115,200**		111,808**
Community Educ. Co-ordinators	6,500		4,000
Community Educ. Salaries	110,000		100,000
Public Service Salaries	4,600		4,600
Federal and State Work Study	<u>223,597***</u>		<u>223,597***</u>
TOTAL - 1983-84	<u>\$ 3,442,505</u>		<u>\$ 3,148,924</u>

*Part-time/Overload

	<u>1983-84</u>	<u>1984-85</u>
Seguin	<u>47,000</u>	<u>36,350</u>
Wagner	<u>100,000</u>	<u>96,300</u>
Health	<u>75,000</u>	<u>47,195</u>
	<u>222,000</u>	<u>179,845</u>

**Summer Session

	<u>1983-84</u>	<u>1984-85</u>
Seguin	<u>44,200</u>	<u>43,000</u>
Wagner	<u>41,000</u>	<u>54,200</u>
Health	<u>30,000</u>	<u>14,608</u>
	<u>115,200</u>	<u>111,808</u>

***Work Study

Workroom	7,250
Faculty Ofc.	13,000
Seguin	5,800
Wagner	11,256
Com. Services	3,655
Health	13,596
L.R.C.	13,000
Adm. & Rec.	10,958
St. Services	45,100
President	3,484
Switchboard	3,685
Contingency	4,448
Data Processing	6,365
Bldg. & Grounds	82,000
	<u>223,597</u>

	<u>1983-84</u> <u>Budget</u>	<u>1984-85</u> <u>Requests</u>	<u>Difference</u>
<u>Division of Business Education</u>			
Contractual Services	12,000	11,045	(955)
General Materials & Supplies	9,045	8,575	(470)
Conf. & Meeting Expense	1,750	-0-	(1,750)
<u>Food Services</u>			
Contractual Services	200	200	-0-
General Materials & Supplies	425	425	-0-
Conf. & Meeting Expense	125	125	-0-
<u>Division of Agriculture</u>			
Contractual Services	100	-0-	(100)
General Materials & Supplies	1,665	400	(1,265)
Conf. & Meeting Expense	610	-0-	(610)
<u>Division of Industrial Education</u>			
Contractual Services	8,230	7,950	(280)
General Materials & Supplies	25,300	14,190	(11,110)
Conf. & Meeting Expense	1,600	-0-	(1,600)
<u>Cosmetology</u>			
Contractual Services	54,000	54,000	-0-
General Materials & Supplies	100	100	-0-
Conf. & Meeting Expense	175	175	-0-
<u>Human Services</u>			
Contractual Services	250	-0-	(250)
General Materials & Supplies	1,350	850	(500)
Conf. & Meeting Expense	500	150	(350)
<u>Division of Social Science</u>			
Contractual Services	-0-	-0-	-0-
General Materials & Supplies	3,050	3,050	-0-
Conf. & Meeting Expense	1,400	-0-	(1,400)
<u>Division of Criminal Justice</u>			
Contractual Services	100	600	500
General Materials & Supplies	1,060	1,690	630
Conf. & Meeting Expense	850	525	(325)
<u>Library Technology</u>			
General Materials & Supplies	100	100	-0-
<u>E.M.T.</u>			
Contractual Services	1,650	1,650	-0-
General Materials & Supplies	190	200	10
Conf. & Meeting Expense	-0-	100	100

	<u>1983-84</u> <u>Budget</u>	<u>1984-85</u> <u>Requests</u>	<u>Difference</u>
<u>Division of Humanities</u>			
Contractual Services	350	350	-0-
General Materials & Supplies	4,275	3,825	(450)
Conf. & Meeting Expense	2,500	-0-	(2,500)
<u>Division of Art</u>			
Contractual Services	200	-0-	(200)
General Materials & Supplies	600	600	-0-
Conf. & Meeting Expense	200	-0-	(200)
<u>Division of Music</u>			
Contractual Services	1,200	1,200	-0-
General Materials & Supplies	1,450	1,450	-0-
Conf. & Meeting Expense	500	100	(400)
<u>Division of Math-Science</u>			
Contractual Services	1,600	1,000	(600)
General Materials & Supplies	10,850	10,850	-0-
Conf. & Meeting Expense	1,500	-0-	(1,500)
<u>Med. Lab. Technology</u>			
Contractual Services	1,500	1,500	-0-
General Materials & Supplies	12,990	12,390	(600)
Conf. & Meeting Expense	1,420	820	(600)
<u>A.D.N.</u>			
Contractual Services	620	404	(216)
General Materials & Supplies	2,525	4,005	1,480
Conf. & Meeting Expense	2,000	800	(1,200)
<u>L.P.N.</u>			
Contractual Services	545	250	(295)
General Materials & Supplies	2,860	3,175	315
Conf. & Meeting Expense	1,650	450	(1,200)
<u>Radiologic Technology</u>			
Contractual Services	1,837	3,012	1,175
General Materials & Supplies	2,565	2,615	50
Conf. & Meeting Expense	1,920	1,620	(300)
<u>Division of Physical Education</u>			
Contractual Services	2,000	1,500	(500)
General Materials & Supplies	1,400	800	(600)
Conf. & Meeting Expense	700	300	(400)

	<u>1983-84</u>	<u>1984-85</u>	
	<u>Budget</u>	<u>Requests</u>	<u>Difference</u>
<u>Nursing Assistant</u>			
Contractual Services	300	200	(100)
General Materials & Supplies	350	350	-0-
Conf. & Meeting Expense	100	100	-0-
<u>Information Office & Reproduction Room</u>			
Contractual Services (WORKROOM)	4,700	5,300	600
Contractual UNALLOCATED	1,900	1,800	(100)
General Supplies (WORKROOM)	1,000	1,000	-0-
General Supplies (FACULTY OFC.)	900	900	-0-
General Supplies (INSTITUTIONAL COM.)	300	300	-0-
<u>Public Information</u>			
General Materials & Advertising	77,600	73,300	(4,300)
Conf. & Meeting Expense	1,000	1,000	-0-
<u>Assistant Dean of Arts & Social Sciences</u>			
General Materials & Supplies	800	900	100
Conf. & Meeting Expense	2,000	1,550	(450)
<u>Assistant Dean of Business & Technology</u>			
General Materials & Supplies	1,000	1,000	-0-
Conf. & Meeting Expense	2,600	1,900	(700)
<u>Assistant Dean of Community & Ext. Services</u>			
Contractual Services	5,000	4,000	(1,000)
General Materials & Supplies	3,000	3,000	-0-
Conf. & Meeting Expense	2,500	2,000	(500)
<u>Assistant Dean of Health & Nat. Sciences</u>			
Contractual Services	300	-0-	(300)
General Materials & Supplies	800	-0-	(800)
Conf. & Meeting Expense	1,850	-0-	(1,850)
<u>Director of Nursing Education</u>			
Contractual Services	-0-	200	200
General Materials & Supplies	-0-	800	800
Conf. & Meeting Expense	-0-	1,300	1,300
<u>Dean of Instruction</u>			
Contractual Services	200	-0-	(200)
General Materials & Supplies	2,000	2,000	-0-
Conf. & Meeting Expense	1,600	1,000	(600)

	<u>1983-84</u> <u>Budget</u>	<u>1984-85</u> <u>Requests</u>	<u>Difference</u>
<u>Academic Skills Center</u>			
Contractual Services	500	500	-0-
General Materials & Supplies	2,000	2,000	-0-
Conf. & Meeting Expense	700	-0-	(700)
<u>Honors Program</u>			
Contractual Services	100	-0-	(100)
General Materials & Supplies	110	-0-	(110)
Conf. & Meeting Expense	550	-0-	(550)
<u>Academic Support (L.R.C.)</u>			
Contractual Services	4,500	4,500	-0-
Library Supplies	13,040	12,040	(1,000)
Audio Visual Supplies	7,850	7,350	(500)
Xerox Supplies	2,000	2,000	-0-
Library Books	30,000	25,000	(5,000)
Conf. & Meeting Expense	750	726	(24)
<u>Admissions and Records</u>			
Contractual Services	2,600	2,225	(375)
General Materials & Supplies	6,000	6,800	800
Conf. & Meeting Expense	800	750	(50)
<u>Student Services and Aids</u>			
Contractual Services	800	800	-0-
General Materials & Supplies	12,800	12,800	-0-
Conf. & Meeting Expense	4,650	4,620	(30)
Student Recruitment	1,500	1,500	-0-
Commencement	6,000	6,000	-0-
Health Services Supplies	300	300	-0-
<u>Public Services</u>			
Contractual Services	2,800	2,800	-0-
General Materials & Supplies	7,500	7,500	-0-
<u>Operation & Maintenance of Plant</u>			
Contractual Services	42,500	42,500	-0-
General Materials & Supplies	58,000	58,000	-0-
Conf. & Meeting Expense	3,000	2,550	(450)
Equipment	17,650	17,756	106
Gas	154,600	147,500	(7,100)
Electricity	236,400	234,600	(1,800)
Telephone	30,865	31,000	135
Rental	1,000	1,000	-0-
Contingency	25,000	25,000	-0-

	<u>1983-84</u> <u>Budget</u>	<u>1984-85</u> <u>Requests</u>	<u>Difference</u>
<u>President's Office</u>			
Contractual Services	1,000	1,000	-0-
General Materials & Supplies	3,250	2,500	(750)
Conf. & Meeting Expense	3,000	2,500	(500)
Special Affairs	3,500	2,500	(1,000)
Other Conf. & Meeting Expense	4,900	5,000	100
<u>Business Office</u>			
Contractual Services	5,050	5,500	450
General Materials & Supplies	8,000	7,500	(500)
Conf. & Meeting Expense	3,000	2,550	(450)
<u>Board of Trustees</u>			
Contractual Services	8,000	10,000	2,000
General Materials & Supplies	2,500	2,000	(500)
Conf. & Meeting Expense	3,500	3,000	(500)
<u>Institutional Expense</u>			
Group Medical & Life Ins.	258,400	250,200	(8,200)
UNALLOCATED Contractual	2,400	2,400	-0-
Faculty Association Supplies	200	200	-0-
Postage	40,000	40,000	-0-
Publications/Dues	6,310	11,000	4,690
Recruitment	2,500	2,500	-0-
Advertising	600	500	(100)
In-Service Training	5,000	2,500	(2,500)
Tuition Reimbursement	6,500	5,500	(1,000)
<u>Fixed Charges</u>			
General Insurance	16,000	17,500	1,500
<u>Capital Outlay</u>			
Equipment (Inc. State)	258,313	170,166	(88,147)
<u>Tuition Charge-Back</u>			
	25,000	25,000	-0-
<u>Institutional Research</u>			
General Materials & Supplies	500	1,300	800
<u>Data Processing Center</u>			
Contractual Services	34,750	32,100	(2,650)
General Materials & Supplies	8,600	8,100	(500)
Conf. & Meeting Expense	1,500	1,500	-0-
Rental of Computer Equipment	95,750	117,250	21,500

	<u>1983-84</u> <u>Budget</u>	<u>1984-85</u> <u>Requests</u>	<u>Difference</u>
<u>Planning & Development</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	1,155	1,000	(155)
Conf. & Meeting Expense	2,250	850	(1,400)
<u>Affirmative Action</u>			
Contractual Services	300	300	-0-
General Materials & Supplies	100	100	-0-
Conf. & Meeting Expense	300	300	-0-
<u>Provision for Contingencies</u>	<u>92,955</u>	<u>125,000</u>	<u>32,045</u>
	<u><u>\$ 1,881,630</u></u>	<u><u>\$ 1,782,749</u></u>	<u><u>\$ (98,881)</u></u>

EQUIPMENT REQUESTS

1984-1985

<i>Business Division</i>	\$ 29,255
<i>Industrial Education</i>	60,458
<i>Social Science</i>	825
<i>Criminal Justice</i>	60
<i>Music</i>	1,000
<i>Math-Science</i>	7,000
<i>Med. Lab.</i>	4,700
<i>Rad. Tech.</i>	3,900
<i>Academic Skills</i>	150
<i>L.R.C.</i>	9,528*
<i>Public Relations/Faculty Ofc.</i>	2,300
<i>Student Services/Financial Aids</i>	1,320
<i>Business Office</i>	920
<i>Data Processing</i>	<u>48,750</u>
	\$170,166
<i>Building & Grounds</i>	<u>17,756</u>
	<u><u>\$187,922</u></u>

* May be paid from Grant