

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. Financial Reports and Actions:
 - 1. Treasurer's Report
 - 2. Current Disbursements
 - 3. Current Payroll Journal
 - 4. Investment Policy (Second Reading)
- F. Executive Session
- G. Personnel Recommendations:
 - 1. Faculty Term Appointments
 - 2. Faculty Continuing Appointments (Tenure)
 - 3. New Continuing Appointments (Tenure)
 - 4. Faculty Promotions
- H. Other Actions:
 - 1. Donations
 - 2. Tax Abatement Policy Clarification
 - 3. Tax Abatement Request
 - 4. Revised Board Policies (First Reading)
 - 5. Cooperative Agreement with Illinois Valley
 - 6. Collective Bargaining Team
 - 7. April Meeting Date Change Request
- I. Reports:
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair
- J. President's Report:
 - 1. Telephone System
 - 2. Strategic Plan
 - 3. Prairie Grass
 - 4. ServiceMASTER
 - 5. Enrollment
 - 6. Economic Impact Study
- K. Time of Next Meeting
- L. Executive Session

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February 23, 1987

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on February 23, 1987 in Room 2K2 of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Groharing called the meeting to order at 7:00 p.m. and the following members answered roll call:

Ed Andersen	Paul Berrettini
Joe McDonald	Edie Peterson
Bill Simpson	Richard Groharing
Barry Bielema	

Absent: Bob Wolf

SVCC Staff: President Richard L. Behrendt
Dean Robert Edison
Dean Don Foster
Dean John Sagmoe
Board Secretary Marilyn Vinson
Director Ralph Gelander

Minutes: It was moved by Member Andersen and seconded by Member Peterson that the Board approve the minutes of the January 26 meeting as presented. In a roll call vote, all voted aye. Motion carried.

Treasurer's Report: It was moved by Member Peterson and seconded by Member Anderson 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 Andersen and seconded by Member Peterson that the Board approve disbursements in the following amounts:

Educational Fund	\$316,541.55
Building Fund	14,702.91
Insurance Fund	38,019.16
Site & Construction	15,421.00

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

Payroll: It was moved by Member Andersen and seconded by Member Simpson that the Board approve the payroll of January 31 in the amount of \$162,390.62 and the February 15 payroll in the amount of \$160,546.10. In a roll call vote, all voted aye. Motion carried.

Investment Policy: It was moved by Member Andersen and seconded by Member Peterson that the Board approve the Investment Policy as presented for second reading. In a roll call vote, all voted aye. Motion carried.

Executive Session: At 7:20 p.m., it was moved by Member Peterson and seconded by Member Berrettini that the Board adjourn to executive session to discuss collective negotiating matters, and the appointment, employment, or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 7:40 p.m. the Board returned to regular session.

Term Appointments: It was moved by Member Andersen and seconded by Member Peterson that the Board offer new term appointments to the following faculty:

Thomas Breed
Norman McNeal
Jolene Leseman
Linda Giesen
Carol Guschl
Joan Kerber

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

Continuing Appointments: It was moved by Member Berrettini and seconded by Member Simpson that the Board offer continuing appointments for the 1987-88 academic year to the faculty on the attached list. In a roll call vote, all voted aye. Motion carried.

Tenure: It was moved by Member Peterson and seconded by Member Andersen that the Board grant continuing appointment (tenure) to Jean Cogdall effective the Fall of 1987. In a roll call vote, all voted aye. Motion carried.

Promotions:

It was moved by Member McDonald and seconded by Member Berrettini that the Board approve the following promotions:

Jean Cogdall	Assistant Professor to Associate Professor
Duane Paulsen	Associate Professor to Professor
Charles Paterson	Associate Professor to Professor

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

Donations:

It was moved by Member McDonald and seconded by Member Peterson that the Board accept the donation of a 3 1/2 HP Sears Craftsman engine from Michael Iacomini and small engine parts, training manuals and instructional charts from Briggs and Stratton of Milwaukee. These donations will be used at the DCC in the Small Engine Technology Program. Motion voted and carried.

Tax Abatement Policy:

Discussion was held on the Tax Abatement Policy for Lee County which the Board had approved in October of 1986. Specifically, Sauk Valley's policy did not agree with the other policies adopted by the taxing districts in Lee County. It was moved by Member Berrettini and seconded by Member Simpson that since the intent of the Board was to have the same policy as the other taxing bodies in the county, the policy should be modified to read on p.4 Section 3 (B).... "must cost in excess of \$200,000 OR result in the creation of ten or more jobs." In a roll call vote, the following was recorded:
Ayes: Members Andersen, Berrettini, Peterson, Simpson, Groharing and Bielema.
Nays: Member McDonald. Motion carried.

Tax Abatement Request:

Discussion was held on the request for tax abatement from Dr. Richard L. Piller for his chiropractic clinic in Dixon. It was moved by Member Berrettini and seconded by Member Simpson that the Chair call for a vote on this matter. In a roll call vote, all voted aye. Motion carried.

It was moved by Member Berrettini and seconded by Member Simpson that the Board approve the request of Dr. Richard L. Piller to abate 50% of real estate taxes for his clinic for five years as agreed upon earlier in a meeting of taxing body representatives. In a roll call vote, the following was recorded:
Ayes: Members Berrettini and Peterson.
Nays: Members Andersen, McDonald, Simpson, Groharing and Bielema. Motion defeated.

Revised
Board Policies:

It was moved by Member Peterson and seconded by Member McDonald that the Board approve the attached revised Board policies as presented for first reading. In a roll call vote, all voted aye. Motion carried.

Revised
Cooperative
Agreement:

It was moved by Member Andersen and seconded by Member Berrettini that the Board approve the attached Cooperative Agreement with Illinois Valley as presented. In a roll call vote, all voted aye. Motion carried.

Bargaining
Committee:

It was moved by Member Andersen and seconded by Member Peterson that the Board appoint Bob Edison, Don Foster and John Sagmoe to be the Board's Collective Bargaining Team with John Sagmoe to act as Chair. In a roll call vote, all voted aye. Motion carried.

April Meeting
Date:

It was moved by Member Andersen and seconded by Member Peterson that the date for the April meeting be changed from April 27 to April 20. In a roll call vote, all voted aye. Motion carried.

Reports:

Student Trustee Bielema reported that he had attended the monthly meeting of student trustees in Springfield and they had discussed in detail the proposed Equity Policy, and problems with student trustee advisory votes. He also reported that the Student Senate was sponsoring a dance on February 27th.

ICCTA representative, Peterson, reported that the ICCTA would once again present a Faculty of the Year Award at the annual meeting on June 12th; she also reminded everyone of the Quality of Learning Workshop to be held at the next ICCTA meeting on March 13th.

Page #5
February 23, 2987

Board Chair Groharing reminded the members of the regional trustees meeting to be held at Kishwaukee on March 5th. He noted that anyone that wanted to attend should notify Mrs. Vinson.

Dr. Behrendt reported that the Foundation had elected new officers for the year; that new candidates were needed for the Foundation Board; that the Annual Dinner would be held on March 17th; and that the Foundation had donated \$12,000 for new lighting for the Little Theater, \$2,800 for Med Lab Tech equipment, and \$3,000 for the International Studies Abroad program.

The President also reported that the proposal for the new telephone system should be ready for the March meeting; that the Strategic Plan was still being discussed with the faculty and will be presented to the Board in March; that the ServiceMASTER proposal should be available for Board consideration at the March meeting; that enrollment is up 5.1% for spring which hopefully should show a 1% increase for the whole year; that an Economic Impact Study for our area will be prepared by Illinois State University; that landscaping is being studied at the present time for the sign; and that the college had received an acknowledgement from the Governor's office relative to the letter the Board sent on funding.

Prairie Grass:

Discussion was held on the old cornfield and what should be planted in this area-- green grass or Prairie Grass. The attached report was presented to the Board which outlined the costs to be incurred from planting Prairie Grass.

It was moved by Member Berrettini and seconded by Member Peterson that the Board plant Prairie Grass in this plot at a cost not to exceed \$5,000. In a roll call vote the following was recorded: Ayes: Members Berrettini, Simpson, Groharing and Bielema. Nays: Members Andersen, McDonald and Peterson. (tie)

It was moved by Member Peterson and seconded by Member Andersen that the Board plant green grass in this plot at a cost not to exceed \$5,000. In a roll call vote the following was recorded: Ayes: Members Andersen and Peterson. Nays: Members Berrettini, McDonald, Simpson, Groharing, and Bielema. Motion defeated.

It was moved by Member McDonald and seconded by Member Simpson that the Board plant Prairie Grass in this plot at a cost not to exceed \$500. In a roll call vote the following was recorded: Ayes: Members Berrettini, McDonald, Simpson, Groharing and Bielema. Nays: Members Andersen and Peterson. Motion carried.

Executive Session: At 9:25 p.m. it was moved by Member Peterson and seconded by Member McDonald that the Board adjourn to executive session to discuss collective negotiating matters and probable or imminent litigation. In a roll call vote, all voted aye.

Regular Session: The Board returned to regular session at 11:01 p.m.

Adjournment: Since the scheduled business was completed, it was moved by Member Peterson and seconded by Member Berrettini that the Board adjourn. The next regular meeting will be 7 p.m. on March 23, 1987. Motion voted and carried.

The Board adjourned at 11:02 p.m.

Respectfully submitted:



William J. Simpson, Secretary

For Board Meeting of
February 23, 1987

Agenda Item E-4

INVESTMENT POLICY
(SECOND READING)

The attached Investment Policy is submitted for second reading.

This policy now incorporates a reorganization as suggested by Attorney Pace.

RECOMMENDATION: Board approval of the Investment Policy as revised.

INVESTMENT POLICY

Responsibility: The investment of College funds shall be the responsibility of the College Treasurer in accordance with this policy and with the laws of the State of Illinois. The report of the status of investments shall be presented to the Board of Trustees on a monthly basis.

Standards and Process: The primary concern for the investments for Sauk Valley Community College shall be the strength of the security for the investment. After the sufficiency of the security has been evaluated and deemed satisfactory, then the liquidity and the rate of return shall be considered.

Security: Investments will be limited to those permitted by law, and, to the extent permitted by law, shall be limited to Certificates of Deposit, U.S. Treasury Securities, appropriate State or Federal Government Agency Securities, and Bank Repurchase Agreements. All Certificates of Deposit in excess of \$100,000.00 and all Repurchase Agreements must be collateralized, and perfected by the collateral being held by a third party. No one institution shall have more than 50% of the College's invested funds at any one time.

Only sound financial institutions within the Sauk Valley Community College District shall be used as a depository of investment funds. The capitalization of the institutions must exceed 6% and the institution must be federally insured.

Liquidity: No investment may have a maturity in excess of 1 year. Maturity should be staggered to assure the availability of cash when needed, and to facilitate interfund borrowing.

Return: The College should maximize its investment return, subject to the foregoing restrictions.

Other Investments: Investments other than the foregoing may be made only with the specific authorization of the Board of Trustees of the College.

For Board Meeting of
February 23, 1987

Agenda Item G-1

FACULTY
TERM APPOINTMENTS - FY88

The following faculty members have completed a year of satisfactory service as "term appointments" and are eligible for reappointment to another year of the same designation.

Thomas Breed

Norman McNeal

Jolene Leseman

Linda Giesen

Carol Guschl

Joan Kerber

RECOMMENDATION: It is recommended that the persons indicated above be offered a new term appointment for the 1987-88 year.

For Board Meeting
of February 23, 1987

Agenda Item G-2

RENEWAL OF CONTINUING
APPOINTMENTS (TENURE)

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

Jan Ahling	David Lovekin
Glenn Bailey	Jerry Mathis
James Barber	Robert Matter
Edward Beatty	Ken McLean
Don Burton	Joan Melvin
David Clydesdale	Harold Nelson
Doris Cox	Fred Nesbit
Ross Dill	John O'Banion
Jerry Frana	Bev Ohda
Lauren Frederick	Betty Orlowski
Carl Gates	Charles Oster
Leona Grossman	Frank Palumbo
Max Guinnup	Charles Paterson
Ron Happach	Duane Paulsen
Tom Harding	Ralph Pifer
Ron Hartje	Karen Pinter (on leave)
Ruth Hedstrom	Stan Shippert
Dale Heuck	Robert Thomas
Anne Horton	George Vrhel
Michael Hustad	Mary Weller
Rosemary Johnson	Charles West
Stuart Keller	Robert Wharton
Kathryn Lillyman	Peggy White
Robert Loegemann	Mary Willett
	David Youker

RECOMMENDATION: It is recommended that the persons indicated above be offered a continuing appointment for the 1987-88 academic year.

For Board Meeting of
February 23, 1987

Agenda Item G-3

NEW CONTINUING APPOINTMENT

(TENURE)

Jean Cogdall has satisfactorily completed the period of instructional service as a "term" appointee and is eligible for a continuing appointment (tenure).

RECOMMENDATION: It is recommended that Jean Cogdall be offered a continuing appointment (tenure) for the 1987-88 year.

For Board Meeting
of February 23, 1987

Agenda Item G-4

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. Years in present rank

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PROMOTIONS RECOMMENDED

Name	From	To
Charles Paterson	Associate Professor	Professor
Duane Paulsen	Associate Professor	Professor
Jean Cogdall	Assistant Professor	Associate Professor

RECOMMENDATION: It is recommended that the faculty nominated above be promoted as outlined, effective the Fall of 1987.

SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE December 18, 1986

MEMORANDUM

TO: Dr. Behrendt

FROM: Don Foster *Df*

RE: Recommendation to Promote Duane Paulsen to the Rank of Professor

The following information is offered in support of the recommendation to promote Duane Paulsen to the rank of professor.

1. Mastery of Subject Matter

Mr. Paulsen has completed 61 hours of course work beyond the MS degree. He holds a BS degree in library science from Iowa State Teachers College, a MS degree in Library Science from the University of Illinois and has completed additional graduate work at Northern Illinois University, Purdue University and the University of Wisconsin. He has also completed a number of significant research projects on local history that have enhanced his role as a librarian. In recent years he has completed course work in data processing and Illinois history. The D.P. courses have been especially useful in preparing him for his central role in the N.I.L.S. Automation Project that SVCC is participating in. Thus, Mr. Paulsen is well qualified to fulfill his role as college librarian and local history archivist.

2. Demonstrated Professional Performance

Mr. Paulsen's evaluations have been positive since he assumed his position as the technical services librarian in the Learning Resource Center. He works well with both students and faculty in assisting with the process of locating appropriate learning material. As the technical services librarian he is responsible for maintaining all LRC holdings in an easily accessible system for students, faculty, and public use. His knowledge of library learning material is extensive and his expertise is readily made available to assist library users. Mr. Paulsen

works especially well with faculty in selecting and acquiring learning material to enhance classroom instruction.

3. Interest in Students as Individuals

Mr. Paulsen has a good record of assisting students in locating research material for reports and term papers. His manner is friendly and helpful in dealing with students in these matters. On several occasions he has been able to assist students in locating exotic research material through the N.I.L.S. network. In general, Mr. Paulsen merits high marks in this area.

4. Understanding of the Comprehensive Community College Program

Since joining the faculty at SVCC in 1968, Mr. Paulsen has served on a number of college committees and taken part in curriculum and policy revision projects. He served as a valuable member of the Instructional Standards Committee in 1975-76 when the faculty evaluation system was developed. Also, Mr. Paulsen has completed a series of graduate courses at NIU in the community college curriculum area. Considering Mr. Paulsen's 18 years of professional service at the community college level, his college committee record, and his formal academic training record--he amply demonstrates evidence of a solid understanding of the community college mission.

5. Potential for Continued Professional Growth

Mr. Paulsen has continued to enroll in graduate courses, work on local history research projects, and participate in professional library association activities throughout his professional career. Recently, he voluntarily enrolled in several computer courses in order to prepare for the N.I.L.S. automation project on behalf of the college. He shows every indication of continuing to grow professionally in the years ahead.

6. Meritorious Service

In addition to his professional service and college service record at SVCC, Mr. Paulsen has an excellent record of community service. He has carried out several significant local history projects in cooperation with area communities. In 1980 he edited, indexed and supervised the reprinting of The History of Lee County as part of the Lee County Sesquicentennial

celebration. Several years ago he completed a research project and prepared a slide lecture on the history of Grand Detour. This past year he researched and wrote the pamphlet on the history of the Dixon Arch as part of the reconstruction project for this prominent local landmark. He is an active member of the Lee County Historical Society and regularly assists that organization with many projects. Mr. Paulsen is also a popular speaker on topics related to local history. Recently, he enrolled in courses in Illinois history and the history of Chicago in preparation for revising and teaching the HIS 210 - Illinois History course at SVCC. Thus, Mr. Paulsen has a good record of service to the college and community.

6. Number of Years in Present Rank

Mr. Paulsen was appointed to the rank of Associate Professor in 1976.

DF/js

cc Duane Paulsen

SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE December 17, 1986

MEMORANDUM

TO: Dr. Behrendt

FROM: Don Foster *DJF*

RE: Recommendation to Appoint Chuck Paterson to Rank of Professor

The following information is offered in support of the recommendation to promote Chuck Paterson to the rank of professor.

1. Mastery of Subject Matter

Mr. Paterson has completed 6.0 hours of graduate work beyond the MS degree. His academic preparation includes a BS and MS in Industrial Education with emphasis on Automotive Technology from Wayne State University and a CAS Degree in Curriculum and Supervision from Northern Illinois University. In addition, Mr. Paterson holds a certificate from the General Motors Institute in Automotive Mechanics and has completed several other workshops and seminars in the automotive repair area. Recently he completed three GM schools covering the areas of "Basic Electronic Controls", "New Model Familiarization", and "Electronic Fuel Injection". Thus, Mr. Paterson has a well balanced academic background covering both subject matter in automotive technology and course work in community college education and curriculum.

2. Demonstrated Teaching Capability

Mr. Paterson has had positive evaluations since coming to SVCC in 1978. His student evaluations are consistently good and he has demonstrated leadership in developing new courses in the Auto-Tech area. He also relates well to students in a laboratory setting. This reflects his background which includes 14 years of community college instruction, two years of military teaching and six years of service as a mechanic.

3. Interest in Students as Individuals

Mr. Paterson has good rapport with his students. His approach to instruction is relaxed and friendly. He spends a great deal of time working with individual students in his program. He also assists in the academic advisement program and is the principal contact person for auto tech majors during the registration process.

4. Understanding of the Comprehensive Community College

Since coming to SVCC in 1978, Mr. Paterson has demonstrated a good understanding of the community college mission. He has served on the college Curriculum Committee for a number of years and served as chairman during the 1980-81 school year. Currently he is serving on the Instructional Standards Committee. He has also served on a number of special task force groups dealing with special issues over the years.

5. Potential for Continued Professional Growth

Mr. Paterson has completed three college degrees (BS, MS, CAS) and currently has accumulated 60 hours beyond the MS degree. He has also continued to complete special training seminars and workshops offered by General Motors. He shows every promise of continuing to update his training in the future in order to maintain the viability of his program.

6. Meritorious Service

Mr. Paterson has served the college well as an instructor, committee member, and as a faculty member. He has assisted with recruitment efforts and curriculum development projects. Currently he is developing a new certificate program in automotive electronics and suspension and brakes. He also has a good record of facilitating the donation of equipment for the auto tech program.

7. Number of Years in Present Rank

Mr. Paterson received his last promotion in 1982.

DF/js

cc Zollie Hall
Chuck Paterson

SAUK VALLEY COLLEGE

R. R. 5, DIXON, ILLINOIS 61021

DATE December 18, 1986

MEMORANDUM

TO: Dr. Behrendt

FROM: Don Foster *MF*

RE: Recommendation in Support of Promotion of Jean Cogdall to the Rank of Associate Professor

The following information is offered in support of the recommendation to promote Jean Cogdall to the rank of Associate Professor.

1. Mastery of Subject Matter

Mr. Cogdall holds BS and MS degrees in Industrial Education from Winona State College. In addition, he has completed graduate work at Bemidji State College, St. Cloud State College, the University of Wyoming, the University of California, Northern Illinois University, and Marycrest College. He has also completed numerous short courses and seminars in the electronics field. In addition, he has 18 years of high school teaching experience in electronics and industrial arts and has worked in the private sector in the television and appliance repair field. Thus, Mr. Cogdall has an excellent overall knowledge of his subject area.

2. Mr. Cogdall is an excellent instructor. Since joining the SVCC faculty in 1984, he has completely revitalized the Electronics Program. His evaluations have all been uniformly excellent and the enrollment in his program has more than doubled during the past two years. Mr. Cogdall is an outstanding classroom teacher who regularly goes beyond the call of duty in meeting the needs of his students. He has also reorganized and reequipped the Electronics Laboratory and made it into a first rate learning facility.

3. Interest in Students as Individuals

Mr. Cogdall measures up well in this area. Not only is he well liked by his students--but he is willing

to spend a great deal of time working with them on an individual basis. He also started the SVCC Electronics Club which offers a valuable adjunct activity to the Electronics Program.

4. Understanding of the Comprehensive Community College Program

Since joining the SVCC faculty in 1984, Mr. Cogdall has served on the Instructional Standards Committee, the Task Force on General Education Requirements, and the Task Force on Admission Standards. He has also completely revised the curriculum in the AAS degree program in electronics and developed three new certificates. Thus, he has a solid record of curriculum work that reflects a thorough understanding of the community college program.

5. Potential for Continued Professional Growth

Mr. Cogdall has an excellent record of updating his knowledge in the electronics field. His professional career shows a consistent pattern of enrolling in graduate courses as well as completing short courses and seminars. Since coming to SVCC in 1984, he has completed classes and seminars in video cassette maintenance, programmable controllers, structured programming, and data processing. He shows every promise of continuing to update his knowledge and grow professionally.

6. Meritorious Service

Mr. Cogdall has an exemplary record in this area. In addition to his excellent record of performance in the classroom and his extensive work in curriculum development; Mr. Cogdall has undertaken an ambitious, and successful, high school recruiting program to enhance the enrollment in the Electronics Program. He has developed a good working relationship with electronics teachers in most high schools in the college district. He has also arranged for SVCC to be a testing center for the National Association of Radio and Telecommunication Engineers to enable area citizens to fulfill F.C.C. licensure requirements. He also provided valuable assistance in ordering the equipment for the DCC Electronics Program during the past year. He continues to work closely with the instructor in that program to ensure a consistent quality with the on-campus program. Mr. Cogdall fulfills the concept of meritorious service in every respect.

7. Number of Years in Present Rank

Mr. Cogdall came to SVCC as an Assistant Professor in 1984. This will be his first promotion.

DF/js

cc Zollie Hall
Jean Cogdall

For Board Meeting of
February 23, 1987

Agenda Item H-1

DONATIONS

The college has received the following donations for the Small Engine Technology Program at the Dixon Correctional Center:

3½ H.P. Sears Craftsman engine from Michael Iacomini
Dixon, IL

Small engine parts, training manuals and instructional charts from Briggs and Stratton Corporation of Milwaukee, WI 53201

RECOMMENDATION: It is recommended that the donations listed above be accepted by the Board with letters of appreciation sent to the donors.

For Board Meeting of
February 23, 1987

Agenda Item H 2

TAX ABATEMENT POLICY
CLARIFICATION

The Tax Abatement Policy and Resolution approved by the Board of Trustees on October 27, 1986, contains a significant difference from the Tax Abatement Policy adopted by the other Lee County tax districts.

Specifically, on page 4 under Section 3(B.), our policy states that the project "must cost in excess of \$200,000 AND result in the creation of 10 or more jobs". All other policies adopted by the other taxing districts, stated that the project "must cost in excess of \$200,000 OR result in the creation of 10 or more jobs".

We need to clarify Board intent and possibly modify our policy.

RECOMMENDATION: Board approval to modify our Tax Abatement Policy on page 4, Section 3 (B.) to read that the project "must cost in excess of \$200,000 OR result in the creation of 10 or more jobs."

RESOLUTION

ADOPTING A POLICY ON

ABATEMENT OF REAL ESTATE TAXES IN LEE COUNTY

WHEREAS, the Board of Trustees of Sauk Valley Community College No. 506 has determined that the best interests of the College District requires active encouragement of commercial and industrial development; and

WHEREAS, the State of Illinois permits taxing districts to abate real estate property taxes as an incentive for commercial and industrial development and expansion pursuant to Section 162 of the Revenue Act of 1939 as amended (Chapter 120, Section 643, Illinois Revised Statutes); and

WHEREAS, property tax abatement can best promote commercial or industrial development expansion if based upon an established public policy subscribed to by cooperating taxing bodies within a development area; and

WHEREAS, an established written policy regarding tax abatement for commercial and industrial development would promote uniform, just and equitable administration of tax abatement; and

WHEREAS, units of government within the Lee County area desire to establish such a public policy regarding the abatement of taxes for commercial and industrial development on a basis which would provide for such a uniform, cooperative public policy in support of commercial and industrial development in Lee County, and it is in the best interests of this Community College District to adopt a policy consistent with other Lee County governments to address those issues of abatement which may arise in Lee County.

NOW, THEREFORE, BE IT RESOLVED:

That the Board adopt the following policy:

SECTION 1: POLICY: This Board shall abate real estate taxes in Lee County from time to time upon the terms and conditions set forth in this policy, but no abatement shall become effective until the Board of Trustees has, by Resolution, approved the application, established the terms of abatement and directed the County Clerk of Lee County to abate taxes, all in accordance with the Illinois Revised Statutes and regulations.

SECTION 2: APPLICATIONS: Applications for tax abatement shall be verified and in writing to the President of the College and shall include the following information:

- A. Name, address and telephone number of the applicant.
- B. Name, title, address and telephone number of representative making application (if different from applicant).
- C. Statement describing applicant's business (1) generally, and (2) at location where abatement is requested.
- D. Description (legal description and/or street address) of site.
- E. Real estate tax code(s) for site.
- F. Current equalized assessed value for site (by parcel and total EAV), and current taxes paid (by parcel and total tax).
- G. Name and address of owner of site if different from applicant.
- H. Description of current business operations conducted on site, including number of employees working full-time and part-time.
- I. If applicant is a corporation, submit a photocopy of the certificate of incorporation if an Illinois corporation, or the certificate of authority if a foreign corporation,

together with any amendments thereto, or certificates of good standing, and copies of the applicant's most recent annual corporate report to the Secretary of State of the state of incorporation.

- J. If applicant is not a corporation, name, address and primary occupation of all partners or individuals having an ownership interest, direct or indirect interest, greater than 10% in the business to be conducted on site for which the abatement is requested.
- K. Statement of the total number of full-time and part-time employees to be (1) hired, (2) added, or (3) retained as a result of the location/expansion project, together with a brief description of the jobs anticipated to be so created or retained, total estimated payroll for each job category and the combined estimated payroll for all job categories.
- L. Total estimated cost of the expansion/location project.
- M. Estimated market area for products manufactured or sold.
- N. Terms of abatement requested.
- O. Estimated dollar amount of abatement being requested (total aggregate amount and total annual amount for length of term requested).
- P. Such other additional information as may be requested from time to time by the taxing body.

SECTION 3: GUIDELINES: Guidelines for consideration of applications for tax abatement shall be as follows:

- A. The nature and extent of any abatement shall be determined by the potential economic and community development benefits to the general community including potential employment and other expenditures related to construction, potential increases in the community's work force and

payroll, increases in assessed valuation, potential encouragement of further economic and community development, and the avoidance of work reductions or decreases in assessed values.

* B. Abatements will apply only to projects which are reasonably expected to cost in excess of \$200,000.00 and are reasonably expected to result in the creation of ten or more jobs in the College District or retention of ten or more jobs in the College District, without causing loss of jobs from other employers located in the College District.

C. Any area within Lee County in the jurisdiction of the College District shall be eligible, subject to limitations and provisions of zoning and building codes.

D. The terms of any tax abatement shall not exceed the limitations of state law, and the Board of Trustees may add such further restrictions, limitations and conditions as it considers necessary.

E. Applications for abatement may be considered on a priority basis which takes into account anticipated economic development benefits, the time of filing and the total aggregate of all outstanding abatements for application for abatement in any one year.

F. Reference to commercial or industrial firms in this policy shall include any person or business entity that qualifies as an applicant for tax abatement under Chapter 120, Section 643, Illinois Revised Statutes as the same may hereinafter be amended.

G. All projects must be commenced not less than ninety days following approval of the application.

SECTION 4: ABATEMENT TERMS: The total aggregate allowed any single applicant shall not exceed the statutory maximum applicable, and no ordinance adopted pursuant to this policy shall be construed to allow any excess abatement:

A. Amount: Firms that are qualified under Section 3 of this policy may be granted an abatement the amount of which shall not exceed the following limits:

1. New commercial or industrial firms locating within the College District in Lee County or existing firms expanding their facilities within the College District in Lee County, when such location or expansion is reasonably expected to result in an increase in the work force and an increase in the assessed valuation of the premises in question may be granted an abatement up to 100% of the additional taxes which would otherwise arise as a result of the increase in the equalized assessed value. A minimum abatement of 50% shall be granted targeted industries.
2. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, when such expansion is reasonably expected to result in an increase in the assessed value of the premises in question and no increase in the work force, but is expected to retain existing employees, may be granted an abatement up to 75% of the additional taxes which would otherwise arise as a result of the increase in the equalized assessed value. A minimum abatement of 25% shall be granted targeted industries.
3. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, reasonably expected to result in an increase of assessed value, but no increase in the work force and a reduction in the existing work force, may be granted an abatement up to 50% of the additional taxes which would otherwise arise as a result of the increase in the equalized assessed value.

B. Length: Firms that are qualified under Section 3 of this Policy may be granted an abatement the length of which shall not exceed the following limits:

1. New commercial or industrial firms located within the College District in Lee County or existing firms expanding their facilities within the College District in Lee County, when such location or expansion is reasonably expected to result in an increase in the work force and an increase in the assessed valuation of the premises in question may be granted an abatement for not more than ten years. A minimum abatement of five years shall be granted targeted industries.
2. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, when such expansion is reasonably expected to result in an increase in the work force, but is expected to retain existing employees, may be granted an abatement for not more than seven years. A minimum abatement of three years shall be granted targeted industries.
3. Existing commercial or industrial firms expanding their facilities within the College District in Lee County reasonably expected to result in an increase of assessed value, but no increase in work force and a reduction in the existing work force, may be granted an abatement for not more than five years. A minimum abatement of one year shall be granted targeted industries.

C. Computation: Tax abatements shall be computed by 1) determining the current amount of taxes paid on the property in question, 2) estimating the increase in assessed value of the property as a result of the proposed

A. Amount: Firms that are qualified under Section 3 of this policy may be granted an abatement the amount of which shall not exceed the following limits:

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development, 3) calculating the increase in taxes which would result from such increase in assessed value at current tax rates, and 4) applying the approved percentage and term (length) of abatement to determine the total approved abatement in dollars. The resolution adopting the abatement shall then establish the total abatement approved and, where applicable, the amount of each installment. Example: Land currently paying \$1,000 annual tax. The \$1,000 is the base, unabated tax. A qualified project is estimated to increase equalized assessed value so as to result in \$3,000 in taxes annually. Tax abatement approved at 50% over 5 years. Total amount of abatement is \$5,000. (50% x \$2,000 increase x 5 years). Resolution will grant \$5,000 abatement in installments such as: 1) \$1,000 each year for 5 years; or 2) \$1,500 in years 1 and 2, \$2,000 in year 3, and \$500 in years 4 and 5. Installments could be flexible. Each year taxpayer will pay the full amount of the unabated tax (\$1,000 in the example), and receive a credit in the agreed amount towards the increase, if any, over the base, unabated tax.

D. Targeted Industries: By this resolution and from time to time by adoption of amendments hereto, certain industries shall be designated as "targeted industries" for the purpose of economic development. It is the legislative purpose of this Board of Trustees to determine and identify the types of industries which are critical to the area's economy and future growth. The general categories for such retention and growth activities are: food and kindred products; printing and publishing; cement and concrete products; blast furnaces and foundries; fabricated metal products and machinery; tourism; plastics; leather products, manufacture of retail products; insurance; and health care and social services. Applicants within such industries shall be encouraged by entitlement to minimum abatement. A complete schedule of such targeted

industries is attached to this resolution and made a part hereof.

E. Limitation: The actual amount and length of the abatement shall be considered on a firm by firm basis using the guidelines and other criteria established by the policy.

This resolution approved this _____ day of
_____, 19 ____.

ATTEST:

POLICY ON ABATEMENT OF REAL ESTATE TAXES IN LEE COUNTY

SECTION 1: POLICY: This Board shall abate real estate taxes in Lee County from time to time upon the terms and conditions set forth in this policy, but no abatement shall become effective until the Board of Trustees has, by Resolution, approved the application, established the terms of abatement and directed the County Clerk of Lee County to abate taxes, all in accordance with the Illinois Revised Statutes and regulations.

SECTION 2: APPLICATIONS: Applications for tax abatement shall be verified and in writing to the President of the College and shall include the following information:

- A. Name, address and telephone number of the applicant.
- B. Name, title, address and telephone number of representative making application (if different from applicant).
- C. Statement describing applicant's business (1) generally, and (2) at location where abatement is requested.
- D. Description (legal description and/or street address) of site.
- E. Real estate tax code(s) for site.
- F. Current equalized assessed value for site (by parcel and total EAV), and current taxes paid (by parcel and total tax).
- G. Name and address of owner of site if different from applicant.
- H. Description of current business operations conducted on site, including number of employees working full-time and part-time.

- I. If applicant is a corporation, submit a photocopy of the certificate of incorporation if an Illinois corporation, or the certificate of authority if a foreign corporation, together with any amendments thereto, or certificates of good standing, and copies of the applicant's most recent annual corporate report to the Secretary of State of the state of incorporation.
- J. If applicant is not a corporation, name, address and primary occupation of all partners or individuals having an ownership interest, direct or indirect interest, greater than 10% in the business to be conducted on site for which the abatement is requested.
- K. Statement of the total number of full-time and part-time employees to be (1) hired, (2) added, or (3) retained as a result of the location/expansion project, together with a brief description of the jobs anticipated to be so created or retained, total estimated payroll for each job category and the combined estimated payroll for all job categories.
- L. Total estimated cost of the expansion/location project.
- M. Estimated market area for products manufactured or sold.
- N. Terms of abatement requested.
- O. Estimated dollar amount of abatement being requested (total aggregate amount and total annual amount for length of term requested).
- P. Such other additional information as may be requested from time to time by the taxing body.

SECTION 3: GUIDELINES: Guidelines for consideration of applications for tax abatement shall be as follows:

- A. The nature and extent of any abatement shall be determined by the potential economic and community development benefits to the general community including potential employment and other expenditures related to construction, potential increases in the community's work force and payroll, increases in assessed valuation, potential encouragement of further economic and community development, and the avoidance of work reductions or decreases in assessed values.
- * B. { Abatements will apply only to projects which are reasonably expected to cost in excess of \$ _____ or are reasonably expected to result in the creation or retention of ten or more jobs.
- C. Any area within the jurisdiction of the College District shall be eligible, subject to limitations and provisions of zoning and building codes.
- D. The terms of any tax abatement shall not exceed the limitations of state law, and the Board of Trustees may add such further restrictions, limitations and conditions as it considers necessary.
- E. Applications for abatement may be considered on a priority basis which takes into account anticipated economic development benefits, the time of filing and the total aggregate of all outstanding abatements for application for abatement in any one year.
- F. Reference to commercial or industrial firms in this policy shall include any person or business entity that qualifies as an applicant for tax abatement under Chapter 120, Section 643, Illinois Revised Statutes as the same may hereinafter be amended.

G. All projects must be commenced not less than ninety days following approval of the application.

SECTION 4: ABATEMENT TERMS: The total aggregate allowed any single applicant shall not exceed the statutory maximum applicable, and no ordinance adopted pursuant to this policy shall be construed to allow any excess abatement:

A. Amount: Firms that are qualified under Section 3 of this policy may be granted an abatement the amount of which shall not exceed the following limits:

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Example: Land currently paying \$1,000 annual tax. The \$1,000 is the base, unabated tax. A qualified project is estimated to increase equalized assessed value so as to result in \$3,000 in taxes annually. Tax abatement approved at 50% over 5 years. Total amount of abatement is \$5,000. ($50\% \times \$2,000 \text{ increase} \times 5 \text{ years}$). Resolution will grant \$5,000 abatement in installments such as: 1) \$1,000 each year for 5 years; or 2) \$1,500 in years 1 and 2, \$2,000 in year 3, and \$500 in years 4 and 5. Installments could be flexible. Each year taxpayer will pay the full amount of the unabated tax (\$1,000 in the example), and receive a credit in the agreed amount towards the increase, if any, over the base, unabated tax.

D. Targeted Industries: By this resolution and from time to time by adoption of amendments hereto, certain industries shall be designated as "targeted industries" for the purpose of economic development. It is the legislative purpose of this Board of Trustees to determine and identify the types of industries which are critical to the area's economy and future growth. The general categories for

such retention and growth activities are: food and kindred products; printing and publishing; cement and concrete products; blast furnaces and foundries; fabricated metal products and machinery; tourism; plastics; leather products, manufacture of retail products; insurance; and health care and social services. Applicants within such industries shall be encouraged by entitlement to minimum abatement. A complete schedule of such targeted industries is attached to this resolution and made a part hereof.

E. Limitation: The actual amount and length of the abatement shall be considered on a firm by firm basis using the guidelines and other criteria established by the policy.

TARGETED INDUSTRIES FOR ECONOMIC DEVELOPMENT

(City of Dixon)

POLICY ON TAX ABATEMENT

IC reference is to U.S. Standard Industrial Code

TARGETED INDUSTRIES - GROWTH

Food and Kindred Products

Sugar/Confectionary - *206

Fats and Oils - *207

Miscellaneous Food - *209

Plastics, Leather and Concrete Products

Plastic Products - *307

Shoe Stock/Bindings - *313

Concrete and Plaster Products - *327

Fabricated Metals and Machinery

Fabricated Metals Products - *344

Miscellaneous Fabricated Metals - *349

General Industrial Machinery - *356

Miscellaneous Manufactures - *399

Retail Products

Farm Products/Raw Materials - *515

Nondurable Goods - *519

Insurance

Fire/Casual Insurance - *633

Title Insurance - *636

Insurance Agents/Brokers - *641

Health Care and Social Services

Nursing Homes - *805

Outpatient Facilities - *808

Residential Care - *836

Social Services - *831

Printing and Publishing

Newspapers - *271

VIII. Tourism

Variety Stores - *533

General Merc. Stores - *539

Clothing Stores - *565

Misc. Personal Services - *729

Amusement/Recreation - *799

TARGETED INDUSTRIES - RETENTION

I. Food and Kindred Products

Dairy Products - *202

Grain Mill Products - *204

II. Printing and Publishing

Misc. Converted Paper - *264

Commercial Printing - *275

III. Cement, Concrete Products

Cement/Hydraulic - *324

IV. Blast Furnaces/Foundries

Blast Furnaces/Steel - *331

Iron/Steel Foundries - *332

V. Fabricated Metal Products & Machinery

Cutlery, Tools, Hardware - *342

Screw Machine Products - *345

Misc. Machinery, not elect. - *346

Motor Vehicles/Equipment - *371

Measuring /Control Devices - *382

VI. Tourism

Grocery Stores - *541

Women's Stores - *562

Shoe Stores - *566

Hotels/Motels - *701

Movie Theaters - *783

TARGETED INDUSTRIES - SUPPLIERS

I. Food and Kindred Products

Fabricated Metal Products
Glass Products
Livestock
Agricultural Products
Paperboard Containers
Truck Transportation
Business Services

VI. Retail Products

Glass Products
Electric Utilities
Radio and Television
Finance
Communications
Real Estate

II. Fabricated Metals

Metalworking Machinery
Misc. Machinery
Nonferrous Metals
Primary Iron and Steel
Misc. Plastics
Business Services
General Industrial Machinery

VII. Health Care/Social Services

Drugs
Food and Kindred Products
Printing and Publishing
Electric Utilities
Finance
Communications
Business Services

III. Insurance

Printing and Publishing
Communications
Real Estate
Business Services

VIII. Tourism

Food and Kindred Products
Misc. Manufacturers
Printing and Publishing
Electric Utilities
Finance
Communications
Business Services

IV. Printing/Publishing

Paperboard Products
Air Transportation
Communications
Business Services

V. Plastics, Leather, Concrete

Misc. Manufacturing
Fabricated Metals
Misc. Plastics
Paperboard Products
Business Services
Truck Transportation
Inorganic Chemicals

For Board Meeting of
February 23, 1987

Agenda Item H-3

TAX ABATEMENT REQUEST

Dr. Richard L. Piller has expanded his chiropractic clinic in Dixon and has requested 100% tax abatement for ten years.

Officials from the taxing districts met on Monday, February 9th and agreed to recommend to their governing boards that 50% of Dr. Piller's real estate taxes be abated for five years.

RECOMMENDATION: Board approval for Sauk Valley Community College to abate 50% of Dr. Piller's real estate taxes for five years as outlined above.

To: President and Board Members
Sauk Valley Community College

APPLICATION FOR ABATEMENT OF REAL ESTATE TAXES

Richard L. Piller, by KELLER AND BECKMAN P.C. , his attorneys, applies for the abatement of real estate taxes pursuant to resolution adopting a policy on abatement of real estate taxes duly passed by the Mayor and Commissioners of the City of Dixon, and in support thereof states:

a. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT.

Name: Richard L. Piller

Address: 820 East Third Street

Dixon, Illinois 61021

Phone: (815) 288-1134 (H)

(815) 288-2229 (W)

b. NAME, TITLE , ADDRESS AND PHONE NUMBER OF REPRESENTATIVE
MAKING APPLICATION (if different from applicant).

Name:

Address: N/A

Phone:

c. STATEMENT DESCRIBING APPLICANTS BUSINESS:

(1) Generally: Applicant is a duly licenced Chiropractor in the State of Illinois, and will operate a Chiropractic clinic.

(2) At Location where abatement is requested: Applicant will relocate his present Clinic to the new facility.

d. DESCRIPTION (legal description and/or Street Address)OF
SITE WHERE ABATEMENT IS REQUESTED: 700 Countryside Lane, Dixon,
Illinois.

f. CURRENT EQUALIZED ASSESSED VALUE FOR SITE: (By parcel and total equalized assessed value): \$8,330.00

CURRENT TAXES PAID (By parcel and total tax): \$710.12

g. NAME AND ADDRESS OF OWNER OF SITE IF DIFFERENT FROM APPLICANT: N/A

h. DESCRIPTION OF CURRENT OPERATIONS CONDUCTED ON SITE, INCLUDING NUMBER OF EMPLOYEES WORKING FULL TIME AND PART TIME: Applicant is operating a Chiropractic Clinic at his present location of 508 Chicago Avenue as a sole practitioner with three part time employees averaging approximately 20 to 24 hours per week each. Applicant presently works approximately 43 to 45 hours per week.

i. IF APPLICANT IS A CORPORATION, SUBMIT A PHOTO COPY OF THE CERTIFICATE OF INCORPORATION, IF AN ILLINOIS CORPORATION, OR THE CERTIFICATE OF AUTHORITY IF A FOREIGN CORPORATION, TOGETHER WITH ANY AMMENDMENTS THERETO, OR CERTIFICATES OF GOOD STANDING, AND COPIES OF THE APPLICANT'S MOST RECENT ANNUAL CORPORATE REPORT TO THE SECRETARY OF STATE OF THE STATE OF INCORPORATION: N/A

j. IF APPLICANT IS NOT A CORPORATION, NAME, ADDRESS AND PRIMARY OCCUPATION OF ALL PARTNERS OR INDIVIDUALS HAVING AN OWNERSHIP INTEREST, DIRECT OR INDIRECT INTEREST, GREATER THAN 10% IN THE BUSINESS TO BE CONDUCTED ON SITE FOR WHICH THE ABATEMENT IS REQUESTED: Applicant only

k. STATEMENT OF THE TOTAL NUMBER OF FULL TIME AND PART TIME

EMPLOYEES TO BE (1) HIRED, (2) ADDED, OR (3) RETAINED AS A RESULT OF THE LOCATION /EXPANSION PROJECT, TOGETHER WITH A BRIEF DESCRIPTION OF THE JOBS ANTICIPATED TO BE SO CREATED OR RETAINED, TOTAL ESTIMATED PAYROLL FOR EACH JOB CATAGORY AND THE COMBINED ESTIMATED PAYROLL FOR ALL JOB CATAGORIES: See exhibit "A"

Attached hereto.

1. TOTAL ESTIMATED COST OF THE EXPANSION/RELOCATION PROJECT:

Real estate purchased:	25,000.00
Construction costs:	<u>\$288,150.00</u>
TOTAL	\$313,150.00

m. ESTIMATED MARKET AREA FOR PRODUCTS MANUFACTURED OR SOLD:

Applicant is not in the business of manufacturing products but has patients from the Rock River Area including, but not limited to, Dixon, Sterling, Rock Falls, Walnut, Harmon, Princeton, Ohio, LaMoile, Mendota, Amboy, Lee Center, Franklin Grove, Ashton, Rochelle, Oregon, Polo, Chadwick, and Rural Areas of Lee, Whiteside, Ogle and Bureau Counties. In terms of Abatement requested applicant is an existing business within the Lee County Area and within the City Limits of the City of Dixon and is within the targeted industries for economic development as defined in the resolution adopting real estate tax abatement. The expansion of applicants business will increase payroll, will add new jobs, and will meet all of the necessary terms to provide for 100% abatement of additional taxes and applicant asks that taxes be abated for not less than 10 years.

n. TERMS OF ABATEMENT REQUESTED: Applicant requests that 100% of additional taxes be abated for a term of 10 years.

o. ESTIMATED DOLLAR AMOUNT OF ABATEMENT BEING REQUESTED:

Total aggregate amount: Unknown

Total annual amount for length of term requested: Unknown

Wherefore Applicant prays that the Sauk Valley Community College approve his petition for tax abatement in accordance with the terms of this application.

RICHARD L. PILLER

By: KELLER AND BECKMAN P.C.

By

EXHIBIT "A"

The relocation of Applicants Chiropractic Clinic to 700 Countryside Lane will increase employment over the next two years as follows:

Two licenced Chiropractors will be added for 40 hours each week.

Two Chiropractic Assistants will be added for 40 hours each week.

One Physical Therapist to be added at 40 hours each week.

Applicants present part time employees will be increased to full time resulting in an additional 18 hours per employee each week.

Additional staff to be added over the next two years would include Janitorial Service and Maintenance of approximately 60 hours per month and one part time Physical Therapist for 20 hours per week. Based on these calculations the increase in employee hours over the next two years would be 289 hours per week.

Salary adjustments and increase in salary would be approximately \$125,000.00 per year. This figure does not include existing salaries but only includes additonal personel.

For Board Meeting of
February 23, 1987

Agenda Item H-4

REVISED BOARD POLICIES
(First Reading)

We are updating the SVCC Board Policy Manual in preparation for the ICCB Recognition Visit in April.

Most of the revisions simply involve changing the official name of the college to Sauk Valley Community College and similar editorial corrections.

RECOMMENDATION: Board approval of the attached policy changes for first reading.

101.01 Legal Authority of the Board of Trustees

The Board of Trustees of Community College
Community
District #506, Sauk Valley College, comprising all or
parts of Bureau, Henry, Lee, Ogle, Carroll and
Whiteside Counties in the State of Illinois
(hereinafter referred to as the Board) derives
its authority from the Illinois Public Community
College Act (H.B. 1710) as approved by the 74th
Illinois General Assembly on July 15, 1965, and
as subsequently amended.

102.01 Board Philosophy and Objectives

The following statements pertain to the philosophy and objectives which guide the deliberations and decisions of the Board of Trustees:

Community

Sauk Valley College is an integral part of the Illinois System of Higher Education, and is organized to provide education and training to the citizens of the district and to participate as a partner in the Illinois Community College system.

The Board of Trustees of Community College District No. 506 assumes a full commitment to the objectives and philosophy of the Illinois Community College Act and to the standards and criteria as may from time to time be set forth by the Illinois Community College Board and the Illinois Board of Higher Education. It is therefore committed to meeting the needs for undergraduate college level education leading to employment, and to develop and experiment with programs to aid all district residents of post high school age through:

- 1) Baccalaureate-oriented curricula
- 2) Occupation-oriented curricula
- 3) Adult and continuing education
- 4) General studies programs designed as preparatory or developmental to help prepare individuals for admission to occupation-oriented curricula, or for their intrinsic value which may lead to a degree or certificate in other than the above areas.

104.01 Adopting, Rescinding and Revising Board Policies

The following procedures shall be observed by the Board to adopt, rescind or revise Board Policies and Regulations:

- A) All policies of the Board shall be deleted, changed or revised by a majority vote of the full membership of the Board at the next regular or special meeting of the Board following the introduction of the matter in a regular meeting of the Board.
- B) A rule or resolution of a permanent nature may be adopted by a majority vote of the full membership of the Board, if notice of the proposed action is given at a previous meeting in accordance with above.
- C) Following the election and seating of new members of the Board, the Board recognizing that it is a continuing body, assumes all policies, regulations and rules of the preceding Board and continues them in effect until such policies, regulations and rules are amended or rescinded.
- D) Unless otherwise stated to the contrary, all policies and regulations adopted by the Sauk Valley ^{Community} ~~College~~ Board of Trustees shall be in full force and effect at the time of their adoption by the Board.

107.01 Organization and Meeting of the Board of Trustees

After each election of members, the Board will meet on or before the first Monday in December to certify the election results and organize by electing a Chairman, Vice-Chairman, and a Secretary, each for one-year terms. Other reorganizational activities such as the following shall also be completed:

- Appoint the Treasurer
- Appoint the attorney for the district
- Designate the bank depositories
- Designate regular monthly date for Board meetings
- Pass a resolution to reconfirm existing policies and regulations

On alternate years, said election of the officers of the Board shall be held at the November meeting.

The Board shall meet at the college in regular session on the fourth Monday of each calendar month except when changes are announced in advance. Meetings will be scheduled for 7:30 p.m. unless otherwise announced in advance.

Revised 3-23-81

Revised 7-27-81

Revised 10-24-83

Revised 8-27-84

113.01 Inspection of Board Records and Accounts

All records and accounts of the Board of Trustees of
Community
Sauk Valley *h* College are available for inspection by
responsible individuals and bodies who shall give
prior notification to the President of the College
stating the specific information desired. There-
upon, a time and place shall be set and records or
accounts may be seen.

No records may be removed from the premises, nor
reproduction made without special permission of the
President of the College.

115.01 Student Trustee

Community

The Sauk Valley College Board shall have one non-voting member who is a student enrolled in the community college under the jurisdiction of the Board. The method of selecting these student members shall be determined by campus-wide student referendum.

The student member shall serve a term of one year beginning on April 15 of each year.

The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend executive sessions, other than the right to vote.

It is the policy of Sauk Valley College Board of Trustees to allow the student trustee an advisory vote.

Travel by the student trustee is to be approved by majority vote of the Board.

Board Ethics (con't.)

- 5) All discussion in executive session is to remain confidential.
- 6) A trustee should be available and willing to listen to constituents and should not commit themselves to a particular action before Board discussion.
- 7) Trustees shall honor the chain of command procedures as described in the current college organizational chart.
- 8) To promote orderly functioning of the Board of Trustees, all written communications to the Board shall be transmitted through the Office of the President. (from P. 527)

2-12-79

201.01 Administrative Organization

It is the policy of the Board to encourage the development of an administrative structure that will provide for the free flow of information between and among the President and his subordinates and clear lines of responsibility and authority. The administrative organization of the College must remain stable to the extent that it provides a clear understanding among the staff to responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend for approval of the Board, the organizational structure of the College and as circumstances require, any changes that will improve the overall College operations.

C
All SVC employees shall be responsible to the Board through the President.

Duties and Responsibilities of the President of the College (Con't.)

- J) He shall present nominations for lay advisory committees to the Board for approval.
- K) He shall designate, ~~with Board approval~~, a member of the administrative staff to act in his absence.
- L) He shall present to the Board at the beginning of each year, his goals for the coming year, a general five-year plan, and at the end of each year he will provide the Board with a self-evaluation based on the successful completion of the objectives and goals.
- M) He shall present to the Board (in narrative): a resume of all five-year plans presented to the state including consequences and financial responsibility.
- N) He shall have the responsibility of assuring that all State and Federally described employment practices are adhered to.
- O) He shall be responsible for having all policy changes incorporated in policy manual within one month of change and inserts distributed to Board members.
- P) He shall be responsible for the presentation of programs in the college.
- Q) All recommendations will include the President's perception of the pros and cons of the action and the possible consequences on a long and short term basis.
- R) He shall be an ex-officio member of all faculty committees.

205.01 The College Calendar

- A) The fiscal year of the college is from July 1 of one year to June 30 of the next year inclusive.
- B) The College academic year shall begin with the registration and orientation scheduled just prior to the first day of instruction of the fall semester, whichever is earlier, and extend no less than one day beyond the official date of Commencement at the end of the Spring semester. For purposes of administration, the summer session is considered a special session outside the academic year calendar.
- C) An administrative calendar specifying working days for all 12-month personnel will be issued by the Office of the President prior to the start of each fiscal year (July 1).
- D) Sauk Valley ^{Community} College shall schedule a sufficient number of preparatory, instructional and testing days each semester to insure that adequate time is provided for teaching and learning and to comply with minimum State requirements and standards. The calendar shall also include days for registration, pre-entrance testing and other activities associated with admission to the College.

302.01 Budget Control Policy

The budget is a tool used in implementing the philosophies and objectives of the college. It is prepared by the administration of the college and submitted to the Board of Trustees for their approval. The College budget requires that institutional resources be allocated on an organizational unit basis by function and object so that appropriations and expenditures may be controlled and reported by the person directly responsible for the financial management of the budget.

The financial integrity and responsibility of the College requires that college personnel shall underwrite expenditures only in those functions or objects specifically assigned to them by the budget. Obligations should be incurred only as a result of legal requirements, Board of Trustees policies, and specific Board approval. The Board approves the budget on an annual basis and budget changes must be approved on a specific individual change basis.

Any expenditure committed for an object and/or a function by college personnel not directly responsible for that function and not cleared in advance by a budget transfer, shall be considered a personal expenditure of that individual and shall not be considered as an obligation of Sauk Valley ^{Community} College.

305.01 Purchasing PolicyA. Introduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Dean of Business Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley College shall ever be mindful of and practice the following ethics:

- 1) To regard public service as a sacred trust giving primary consideration to the interest of the school district.
- 2) To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
- 3) To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce cost or increase the efficiency of the means of education.
- 4) To insist on and expect honesty in sales representation whether offered verbally or in the sample of a product submitted.

307.01 Tax Abatements
Lee County

p. 316

308.01 Collateralization Policy

Sauk Valley Community College Board of Trustees requires third party collateralization of all its investments above the FDIC/FSLIC limit of \$100,000. Implementation of this policy will be administered through the use of Federal Reserve Bank forms (Certificate of Incumbency, Custody Agreement, and Suggested Resolution for Enactment) and will include signature approval of collateralization security by either the President or the Treasurer of the college.

December, 1987

309.01

INVESTMENT POLICY

Responsibility: The investment of College funds shall be the responsibility of the College Treasurer in accordance with this policy and with the laws of the State of Illinois. The report of the status of investments shall be presented to the Board of Trustees on a monthly basis.

Standards and Process: The primary concern for the investments for Sauk Valley Community College shall be the strength of the security for the investment. After the sufficiency of the security has been evaluated and deemed satisfactory, then the liquidity and the rate of return shall be considered.

Security: Investments will be limited to those permitted by law, and, to the extent permitted by law, shall be limited to Certificates of Deposit, U.S. Treasury Securities, appropriate State or Federal Government Agency Securities, and Bank Repurchase Agreements. All Certificates of Deposit in excess of \$100,000.00 and all Repurchase Agreements must be collateralized, and perfected by the collateral being held by a third party. No one institution shall have more than 50% of the College's invested funds at any one time.

Only sound financial institutions within the Sauk Valley Community College District shall be used as a depository of investment funds. The capitalization of the institutions must exceed 6% and the institution must be federally insured.

Liquidity: No investment may have a maturity in excess of 1 year. Maturity should be staggered to assure the availability of cash when needed, and to facilitate interfund borrowing.

Return: The College should maximize its investment return, subject to the foregoing restrictions.

Other Investments: Investments other than the foregoing may be made only with the specific authorization of the Board of Trustees of the College.

Policies (con't.)

e) All requests for ~~quotations or~~ competitive bids shall be issued through the office of the Dean of Business Services.

Non-Budgeted Expenditures. Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in the operational funds of the College or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

Miscellaneous. The Dean of Business Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he meets the specific requirements set forth in the bidding document.

Preference will be given to persons or firms located in the college district so long as they provide the needed service on a substantially equal basis with the persons or firms located outside the district.

AMENDMENT

RESOLVED, That the purchasing policy of COMMUNITY COLLEGE DISTRICT NUMBER 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as SAUK VALLEY COLLEGE, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley College is a party shall be conditioned upon the requirement that the supplier of materials or services or the contractor and his subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall

306.01 Abatement Policy

The College views the economic health of the District as a matter of great importance to the College. The Board will look favorably toward tax abatements when by virtue of a tax abatement, a significant benefit to the District in economic terms can be realized. Abatement may be appropriate whether the need arises by virtue of expansion of an existing business, or for attraction of new business. The Board will be concerned with a net benefit in comparison with any short term detriment which the College may suffer as a result of the abatement as compared to non-abatement, and will be concerned also with other benefits which the College District may enjoy as a result of the expansion or new business.

Tax abatement requests must be submitted in writing to the Board of Trustees of Sauk Valley ^{Community} College, District 506. All such requests will be considered on an individual basis. Tax abatements will not be granted for a period of time in excess of ten years.

Procedure

At the request of the Board of Trustees, the college president will appoint a committee from administration to consider an abatement request and develop a recommendation to the Board. In developing its recommendation, any such committee shall take at least the following steps:

1. Meet with representatives of the firm or organization requesting the District #506 tax abatement, and review the policy of the Board, the annual dollar amount of the abatement, the number of years of abatement, and the total amount of the abatement.
2. Estimate the training programs or educational services available through the college the entity seeking abatement might utilize. The value, insofar as possible, of these services should be determined.

3. Consult with representatives of all other taxing bodies affected by the abatement request.
4. Review the nature of any claimed hardship and its validity.

The committee will establish procedures appropriate to permit it to make a recommendation to the Board and to maintain sufficient contact with the entity seeking abatement to determine whether the project is in fact proceeding.

Please note p. 316 TAX ABATEMENT POLICY FOR LEE COUNTY

August 27, 1984

401.01 Personnel Classifications and DefinitionsA. DefinitionsJ. Contractual Employee

Contractual employees are hired by the Board of Trustees for a specified period of time to carry out the objectives of the special projects funded in whole or in part by an external agency, for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance.

Contractual employees may include personnel in any classification: Administrative, Professional, Instructional Faculty, Paraprofessional, Classified, or any other classifications used at the college.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

2. Full-time and Part-time EmployeesFulltime

Full-time employees are those who work a full 40 hour work week in the case of classified personnel or a full load as defined by a given administrative, instructional or para-professional position.

Part-time:

Persons working less than a full workload as outlined in a written work agreement are considered part-time. Faculty who teach less than six credit hours shall be considered part-time for purposes of 401.01 (B)(3).

3. Permanent Employee

A full-time or part-time employee who works on a continuing basis through the academic or calendar year.

4. Temporary (short-term) Employee

An employee appointed for a short period of time and may be terminated at any time. Temporary appointments are for periods of less than one year.

5. Term Employee

A term employee is appointed for a specific period of time, normally for one year. Such appointments automatically expire at the end of the agreed term.

6. Tenured Employee

A tenured employee is one who has been granted a continued contractual appointment to a professional position of employment at Sauk Valley College. Tenure applies to all full-time ~~instructional~~ faculty members employed by the institution as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) and is not related to a specific

position. However, any ~~instructional~~ faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

B. For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:

1. Confidential Employee

Any employee who, a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.

2. Managerial Employee

An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.

3. Part-time Employee

Part-time academic employees shall be defined as those employees who provide less than 6 credit hours of instruction per academic semester.

402.01 Academic Freedom

Community

It is the policy of Sauk Valley College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The pro gative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the college in all their activities; set an example of integrity, tolerance and decency for their students; and maintain high standards of scholarship and personal conduct.

403.01 Affirmative Action

Community

The Board of Trustees of Sauk Valley^{Community}College adopted an Affirmative Action plan. Copies of this document are available in the Learning Resource Center, in the Counseling Center, and in the office of the Community Affirmative Action Officer. Sauk Valley^{Community}College is an equal opportunity/affirmative action employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee relations. No otherwise qualified employee shall be excluded from employment, denied benefits, or subjected to discrimination on the basis of differences in sex, age, race, religion, national origin, ethnic background, or Community handicap. The Sauk Valley^{Community}College Affirmative Action Plan contains a grievance procedure that any employee may have access to by contacting the Affirmative Action Office

405.01 Appointment of Instructional and Administrative Personnel

Normally, instructional and administrative personnel shall initially be appointed for no longer than one year. Such appointments must be reviewed annually.

Eligibility for tenure for instructional faculty is based upon completion of three years of full-time professional service at SVC. Administrators are not eligible for tenure.

Service started prior to January 1, will count as a full year; service started subsequent to January 1 will not count toward tenure.

Notice of Non-reappointment

For instructional faculty not on tenure, if the employee is not to be re-employed at the end of the employee's contract, the employee shall be given written notice not later than March 1 of the contract year. Non-reemployment of administrative personnel is as defined in the policy pertaining to contract continuation for administrative personnel.

2-12-79

12-19-83

406.01 Tenure Definition

Tenure is hereby defined as the continued contractual appointment to a professional position of employment at Sauk Valley College. Tenure applies to all full-time instructional faculty members employed by the institution though the status of tenure is not related to a specific position. However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his new position at not less than the highest level of classification commensurate with his academic credentials and experience.

2-12-79

See 406.01

413.01 Attendance

Community

It is the policy of Sauk Valley College to require each instructional staff member to keep an accurate grade and attendance record for each student enrolled in his or her classes and to provide this information upon request to appropriate college officials. These information requests will occur at regular intervals during the semester and at the close of the semester.

2-12-79

414.01 Personnel Disciplinary Policy

An effective educational program requires the services of men and women of high ideals, human understanding, ^{Community} and integrity. All employees of Sauk Valley ^{College} are expected to know and shall be responsible for observing all provisions of the law, the code of ethics of the education profession, and all policies and regulations of the Board of Trustees of said College.

A violation of any said items shall constitute grounds for disciplinary action, including dismissal, for unprofessional conduct, inadequate performance of duties, and/or violation of official College policies.

416.01 Other Reasons for Termination

- A. Age: Tenure shall expire automatically and without notice upon completion of the contract year in which the 65th birthday of a tenured staff member occurs. Employment after 65, if any, shall be on either a temporary or an annual contract basis.
- B. Budget or Program Retrenchment: The services of any member of the faculty and administration may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent. Such termination shall be made at the close of the contract year. Positions which have been vacated on such grounds shall not be filled within two years. Members of the division in which the program retrenchment is being considered shall be consulted in a division meeting prior to any Board action on the retrenchment.

2-12-79

419.01 Fringe Benefits

A) Hospitalization - the college provides a group hospitalization and major medical insurance program and group life insurance benefits for all full-time employees and their dependents. Terminated employees may continue their eligibility for this group health and hospitalization insurance program as per the terms of the policy on file in the Business Office of the college.

B) Tuition Free Enrollment - the college offers tuition free enrollment at Sauk Valley ^{Community} College for all full-time employees, their spouses and their children under ~~20~~ ²³ years of age. It is the obligation of the employee to pay the student activity fee.

C) Academic Robe Expense - the college will pay the regular expenses for academic robes and regalia required for any Sauk Valley function.

D) Tuition Reimbursement - The Board will pay tuition and official fees at the rate of not more than ~~\$50~~ ¹⁶⁰ per credit hour for those courses taken by the professional staff (instructional and administrative faculty), and for classified personnel, providing these courses are related to their work at the college. All courses must be approved by the respective Deans or ~~superiors~~, and reimbursement will be limited to ~~six~~ ^{NINE} credit hours per year. Any exceptions are to be made by the appropriate Dean with his approval of a developmental plan.

Fringe Benefits (con't.)

Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Dean. Reimbursement shall be made upon the presentation of a receipt from the institution where the staff member was enrolled to the Dean of Business Services and should bear the endorsement of the appropriate Dean approving such reimbursement and upon completion of the course and receipt of transcript.

E) Retirement Program - all employees, including part-time employees, whose employment is considered as permanent at Sauk Valley College, may participate in the State Universities Retirement System, in accordance with the regulations governing that system. Details concerning retirement allowances, disability benefits, reciprocity and refunds are contained in the System's Handbook issued to every member at the beginning of his employment.

administrators,
F) Vacations - classified personnel administrative
the LRC Coordinantor ~~faculty~~, and 12-month counselors will receive annual vacation at ~~the~~ rates on the following page.

CLASSIFIED PERSONNEL

1 day per month during the first and second years of employment.

1.083 days per month during the third and fourth years of employment

1.166 days per month during the fifth and sixth years of employment.

1.25 days per month during the seventh and all subsequent years of employment

ADMINISTRATORS,

COUNSELORS

Administrators, 12-month counselors and the LRC Coordinator will receive annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of employment, which becomes the official employment anniversary date for all vacation computations.

420.02 Jury Duty Leave

The Board shall pay the regular salary to a full-time employee called to serve as a juror, and the employee shall submit any reimbursement (except for mileage) to the college.

423.01 Policy for Substitute Instruction of Regularly Scheduled Classes

A. Philosophy

In the assignment of substitute instructors, the primary consideration shall be to provide the best instruction available for each class and to insure continued coverage of instructional material without appreciable loss to the students involved.

B. Responsibility for Securing Substitutes

asst. Dean *of Instruction*
As soon as the ~~Department Head~~ or ~~Instructional~~ Dean is notified of a faculty member's absence, the ~~Department Head~~ *asst. Dean* will assume responsibility for covering classes for the first three consecutive days of absence. The ~~Department~~ *asst. Dean* ~~Head~~ may do this personally or may assign other staff members. If neither is possible, the Instructional Dean may secure an outside substitute.

When a faculty member submits a travel request which will make it necessary for him to miss his classes, it is the responsibility of the Instructional Dean to make sure that all arrangements have been made for covering that faculty member's classes before the approval for travel is granted.

C. Payment for Substitution

Regular Staff Substitutes: When the Instructional Dean has determined that a staff member's absence will extend beyond 3 consecutive days, he may assign another regular staff member to cover classes and laboratories at the rate of \$10.00 per lecture hour and \$7.50 per laboratory hour.

Revised 3/23/81

424.01 Tutoring Policy

Tutorial classes may be offered with the approval of the appropriate dean. The rate of compensation for tutorial courses at Sauk Valley^{Community} College shall be established at 70% of the average combined total of tuition and ICCB apportionment as calculated in the annual college budget. The rate, once determined, will then be applied for the subsequent fall semester through the following summer session. Tutorial assignments shall be voluntary on the part of the faculty.

424.02 Summer School Policy

Summer school shall be held at the discretion of the Board of Trustees. The final decision for the continuation or cancellation of each class will rest with the appropriate instructional dean.

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~~, Community (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:

426.01

General Responsibilities, Duties and Working,
Conditions for Contractual Employees

1. Contractual employees are required to fulfill all duties and responsibilities as specified in their respective job description.
2. Contractual employees are required to observe proper channels of communication in handling routine operational matters and to express any concerns through their respective supervisor in the same manner as all other Sauk Valley Community College employees.
3. Contractual employees are responsible for complying with all reporting requirements specified by the college or the external funding agency.
4. Contractual employees are afforded the following fringe benefits:

Sick Leave:

Sick leave for full-time contractual employees will be earned at the rate of one day per month and terminates with the contract expiration date. If the contract is renewed and the employee (s) continue (s), sick leave will be cumulative as in accordance with college policy.

Personal Leave:

Three personal days may ^{be} taken annually, and these days will be charged against sick leave.

Vacation Leave:

Contractual employees will earn vacation at the same rate as the regular employment bears to a comparable college position. All vacations must be taken within the time span of the designated grant.

Tuition Reimbursement:

Full-time contractual employees will be eligible for tuition reimbursement only if funds are specifically provided in the grant for such reimbursement.

Tuition Waiver:

Full-time contractual employees shall be granted tuition waivers for SVCC courses in the same manner as for other full-time employees.

Dixon Correctional Center Staff:

Dixon Correctional Center employees are covered by these policies only insofar as they do not contradict the Supplemental Conditions of the SVCC-DCC contract.

8-27-84
2-17-87

502.01 Annexation

"The Board of Trustees acknowledges the value of annexing adjoining areas into the SVC^P_A district for the advantage of prospective students in these areas and the general welfare of the district."

2-12-79

503.01 College Liability

In accordance with 103-29 of the Illinois Public Community College Act, insurance coverage shall be maintained to indemnify and protect board members and employees of Boards against death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts, while such board member or employee is acting within the scope of employment or under the direction of the Sauk Community Valley College Board.

The Board shall also insure against any loss or liability of the district, or board members and employees of boards, against death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee is acting within the scope of employment or under the direction of the Board. Such insurance shall be carried in a company licensed to write such coverage in this State.

504.01 Data Processing

The data processing center shall be dedicated to the primary use of Sauk Valley ^{Community} College. The only exception would be for providing services to other educational institutions within the college district. Any service fees and/or agreements for such services shall be approved by the Board of Trustees.

Revised 3/23/81

505.01 Foreign Students

Community

The Board of Tru tees of Sauk Valley College recognizes the value of better world understanding. In support of this belief, the following policy shall be in effect.

Community

An international student may attend Sauk Valley College on a resident tuition basis provided that the student meets the following requirements:

- A. Be sponsored by a regular tax-paying resident of the Sauk Valley College district;
- B. Be willing to serve as a community resource person to make speeches and presentations to interested community groups; and
- C. Live in the college district while attending Sauk Valley College.

2-12-79

506.01 Gifts, Grants and Donations

Offers of appropriate gifts, grants and donations to
Community
Sauk Valley College, whether real or monetary, may be officially accepted by action of the College Board on recommendation of the President.

When gifts or grants to the college are given in the name of an individual and/or for a specific purpose, this shall be noted by the Board and acknowledged by the President.

2-12-79

507.01 Institutional Membership in OrganizationsCommunity

Sauk Valley College may maintain institutional membership in representative organizations which promote the general interests of the college as recommended by the President of the College or the Board. He shall periodically assess the value of continuing membership and/or discontinuing membership as an institution in any organization and recommend changes for Board consideration.

2-12-79

508.01 Publications and Publicity

The preparation of all official announcements and publications of the College intended for general distribution off-campus, unless otherwise authorized by the President, will be supervised and released by the Office of Public Information.

The Office of Public Information shall be used as a clearing house for news releases to avoid the duplication of materials that are released to the public and to maintain a consistent policy with regard to the standard and quality of publicity and publications.

This office shall also be responsible for maintaining historical records, pictures and other general information concerning the development of the College.

College ArchivesCommunity

It shall be the policy of Sauk Valley College that the institutional archive be developed and housed in the college's Library and Learning Resource Center. The content and structure of the archive shall be developed jointly by the staff of the Learning Resource Center and the Office of Public Information.

510.01 Snowmobiles

Community

"Snowmobiles are not to be allowed on Sauk Valley College property. No trespassing signs shall be posted. The administration has the authority to file complaints against any and all violators."

2-12-79

511.01 Travel of College Personnel

A) Deans shall regulate travel within their respective offices subject to the limitations of the budget provided. Accountability for expenses incurred while traveling will be made by the individual, the responsible dean and the President, in accordance with procedures and forms issued by the Business Office and accepted accounting practices.

B) Reimbursement for college travel will be as follows:

1) In-District Travel

All personnel will regard their regular places of instruction, or duty, as their regular places of work. No reimbursement will be allowed for travel from home to the regular place of work or duty. Logs will be kept of all in-district travel, and reimbursement must be approved by ~~last~~ ^{last} ~~Division heads~~ ^{Deans} and deans. Logs will be turned in monthly for reimbursement claims for in-district travel.

2) Out-of-District Travel

Out-of-district travel requires prior approval initiated by proper written request, unless performed under emergency conditions. Meals are subject to reimbursement up to \$18.00 per day, including tips. Lodging is to be reimbursed by receipts to be submitted. Reimbursement on fares for public transportation will be based only on the actual tax exempt fare.

Reimbursement when using personal automobile for college travel will be at the rate of 20¢ per mile.

Community

SAUK VALLEY COLLEGE

BUILDING AND GROUNDS UTILIZATION POLICY

STATEMENT OF PHILOSOPHY

A major responsibility of a comprehensive community college is to open its resources to the community it serves. One vehicle through which this may be achieved is a building utilization policy that provides responsible students and community groups with open access to the college buildings and other physical facilities. It is recognized that weekends and early evening hours are the normal time periods during which students, faculty, and community organizations would usually wish to schedule special activities at the college.

POLICY GUIDELINES

The priorities listed below refer to on-going college functions as well as meetings or activities which a non-college group, organization or individual wishes to schedule at SVC on an occasional or one-time basis. Requests for the use of college facilities on a regular or long-term basis must be addressed to the College President and require the approval of the Sauk Valley College Board.

The following priorities are established for utilization of facilities at Sauk Valley College:

PRIORITY #1: INSTRUCTION

SVC classroom instruction (no fees assessed).

PRIORITY #2: COLLEGE RELATED ACTIVITIES

College related activities initiated and participated in by SVC faculty, students, or staff. (No fees assessed).

PRIORITY #3: EDUCATIONAL INSTITUTIONS

Cooperative activities on an occasional basis with other educational institutions including local public schools and other colleges and universities. (no rental fees assessed, but non-college groups are expected to pay the actual direct* costs incurred by the college instituting the cooperative activity. These costs will be determined by the Director of Public Information and/or the Dean of Business Services.)

PRIORITY #4: NOT-FOR-PROFIT GROUP ACTIVITIES

Cooperative activities on an occasional basis with local groups and organizations that may be of general interest to the SVC student body, college staff or community. Such organizations include churches, community service clubs, political action groups, hobby-leisure time organizations, and other governmental bodies. (Rental fees assessed based on the college's approved rental rate schedule for non-commercial groups).

PRIORITY #5: COMMERCIAL

Commercial ventures that are profit-making for private gain but by virtue of the events they sponsor may also provide a service to the college, its students, and/or the community. (Rental fees assessed based on the approved rental rate schedule for commercial groups).

Any problems regarding interpretation of the above priorities or implementation of this policy shall be resolved administratively by the Director of Public Information ~~with appropriate counsel from the Building and Grounds Committee appointed by the President~~

 in consultation with the President

*Direct costs are those associated with the activity such as equipment, supplies, insurance, electrical hookups, or personnel (custodial, security, lighting equipment operators, etc.)

Policy Guidelines (con't.)

The Director of Public Information is delegated the authority to determine the priority classification and commercial aspect of a particular event and to be responsible for requiring:

- 1) adequate insurance
- 2) personnel, and a security force necessary to successfully supervise the event

Groups using college facilities must abide by the requirements of the laws of the State of Illinois, as well as the Building Regulations of Sauk Valley College. Specifically, the use of alcoholic beverages or controlled substances is prohibited on college property or in college facilities. Any group using college facilities must be under the supervision of an adult at least 21 years of age.

IMPLEMENTATION PROCEDURES

Community Groups. Outside organizations wanting to use college facilities may contact the Director of Public Information to initiate a room reservation process. All outside groups (whether they are assessed a fee or not) are expected to complete the college form entitled "Agreement Granting Use of College Facilities".

Faculty and Student Groups. Any student group whose meeting or activity is designed primarily for participation by its members only shall be granted rent-free use of college facilities with the approval of the Coordinator of Student Activities.

Any student group whose activity is designed primarily for the participation of Sauk Valley students at large or the general public, must receive the approval of both the ~~Associated Students~~ ^{Student} ~~Senate~~ Board and the Coordinator of Student Activities.

Policy Guidelines (con't.)

Faculty groups wishing to use college facilities for meetings of an academic or professional nature may schedule college facilities rent-free by contacting the Director of Public Information.

Co-Sponsorship. Co-sponsorship can occur through the cooperative efforts of the Student Activities Office or a SVC student or faculty group and at least one of the following:

- a) A non-SVC student group
- b) A commercial group
- c) A civic or governmental organization
- d) A group from another educational institution

Any SVC party intending to become involved with co-sponsoring an activity must request in writing and receive written approval Director of Public Information for their activity from the ~~College Building Utilization Committee~~. All non-college groups co-sponsoring an event must sign the college form entitled "Agreement Granting Use of College Facilities".

CIVIL DEFENSE Community

Sauk Valley College is on the area civil defense tornado alert system and will be alerted of any tornado conditions that exist in a fifty mile radius. The basement of the building has been designated by the Director of Civil Defense of Lee County as the safest and best protection in case of an emergency evacuation situation. In the case of an alert, communication for evacuation will be given over the public address system in the Learning Resource Center and by word of mouth. All procedures will be under the direction of the Dean of Student Services. Students and faculty will not be allowed to use their automobiles in leaving the area during an alert. When no students are present or classes are not in session, evacuation procedures will be directed by the senior college official present.

NOTIFICATION OF ALERT

The office of the Dean of Student Services will keep all personnel apprised of the status of the weather warning in the event of threatening weather.

EMERGENCIES AND FIRST AID

In the event of an emergency, call the Office of the Dean of Student Services at ext. 399. If you have an injury or emergency after 5:00 p.m., dial the switchboard operator at ext. 0.

LOST AND FOUND

The Information Center maintains a lost and found service on the first floor. Articles which are found or turned in to offices should be sent to the Information Center as soon as possible.

515.01 Financial Aid Tuition Hold Program Policy
Community

Students at Sauk Valley College are responsible for payment of tuition at the time of registration. New students who are in the process of registering and who have applied for approved federal, state and local financial aid programs, and who, because of time or processing factors have not yet received their financial aid award, may be eligible to participate on a one time only basis in a Financial Aid Tuition Hold Program. This eligibility will be determined by the Director of Financial Aid after evaluation and analysis of supporting data that anticipates a future financial aid award to the student.

Policy Guidelines

1. Only new students, or returning students, who have not previously received financial aid will be eligible to be considered for the Financial Aid Tuition Hold Program. Exceptions to this policy are subject to the discretion of the Director of Financial Aid, but exceptions will be limited to those students with extenuating circumstances beyond their control.
2. Student requests for the Financial Aid Tuition Hold Program must be made in person at the Financial Aid Office, and students must submit a copy of their (or their parents) federal tax return and other supporting documentation as requested by the Director of Financial Aid.
3. All federal, state and local financial aid applications must be completed, reviewed and mailed from the Sauk Valley College Financial Aid Office.
4. A student must meet all eligibility (federal, state and local) requirements for participation in financial aid programs. Some of these requirements include approved programs, GED and/or high school diploma, minimum registration of 6 credit hours, satisfactory academic progress, etc.

Financial Aid Tuition Hold Program Policy (Con't.)

5. Students permitted to participate in the Financial Aid Tuition Hold Program are expected to have all tuition paid prior to the mid-term date of the semester in which they are enrolled ^{Community}College
6. Any student financial obligation that is due Sauk Valley ^{Community}College will result in a "freeze" being placed on the transmittal of any student records. Should the Director of Financial Aid and/or the Business Office be unable to collect the amount due the college the "bad debt" will be forwarded to a collection agency for disposition.

1-14-80

516.01 Alcoholic Beverages

No alcoholic beverages shall be ~~sold~~^{Community} or served on the premises of Sauk Valley College, unless there is specific permission granted by the Board of Trustees for the specific event or occasion.

517.01 Computer Software Program Policy

1. No one may make or use unauthorized copies of computer software at the college.
2. The original license agreement for proprietary computer software used at the college shall be on file in the Data Center.
3. Prior to installation or use of any software in the computer lab facility, proof of a license agreement covering usage, number of units and installation type will be required for proprietary software purchase by the members of the faculty and purchased by the college.
4. The college will not knowingly allow anyone to duplicate or replicate copyrighted software in any manner, unless the written permission of the copyright holder is first obtained and filed in the Data Center.

May 28, 1986

601.01 RIGHTS AND RESPONSIBILITIES OF STUDENTS

Community

Sauk Valley ^{Community} College is committed to a philosophy which insures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

Respect for public and private property

Respect for the rights and privileges of others

Adherence to recognized standards of scholarship

Respect for duly constituted authority

Students should recognize that the primary educative function of Sauk Valley ^{Community} College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency.

603.01 STUDENT RECORDS

Community

Sauk Valley College policy on student records complies with the Family Educational Rights and Privacy Act. The Family Rights and Privacy Act is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Community

Sauk Valley College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

College

Within the ~~Sauk Valley College~~ community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include professional members of the faculty, or staff of the college, or other staff members acting on their behalf.

At its discretion, the institution may provide Directory

Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records in writing within two weeks after the first day of class for the fall term.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Office of Admissions and Records at Sauk Valley ^{Community} College has been designated by the institution to coordinate the inspection and review procedures for student education records. ~~The~~ Student educational records at ~~Sauk Valley~~ The College which the students may request to review are: 1) official college transcript filed in the Office of Admissions and Records, 2) official student file folder filed in the Office of Admissions and Records, and 3) student's career placement file (if established at the request of the student) filed in the Career Placement Office.

placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of Admission and Records. If the decisions are in agreement with the students' request, the appropriate records will be amended. If not, the students will be notified 10 class days that the records will not be amended; and they will be informed by the Office of Admission and Records of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of Student Services who, within 10 class days after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will be the Sauk Valley Student ^{Community} Review Board, an official Sauk Valley ~~College~~ Committee whose membership is outlined in the Sauk Valley College Faculty Handbook.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties

concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Sauk Community Valley College to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

605.01 OBJECTIVES OF RECOGNIZED MAGAZINE OF SAUK VALLEY COLLEGE
Community

The objectives of the Sauk Valley College magazine are:

- (1) To display college creative works of art, literature, and photography.
- (2) To illustrate college scholarship in scientific and technical articles.
- (3) To serve as a college forum in opinion and feature articles.
- (4) To stimulate enjoyment, interest, and provocative thought.
- (5) To promote a clearer understanding of the ideas and ideals of students.
- (6) To provide students with a learning experience which complements their educational program and provides an outlet for creative talents in art, literature, and photography.

2-12-79

606.01 POLICY FOR RECOGNIZED MAGAZINE OF SAUK VALLEY COLLEGE

- (1) All materials in the magazine will be contributed by people affiliated with Sauk Valley ^{Community} College.
- (2) All printed materials shall contain the quality appropriate to standards of good taste as determined by a majority vote of the editorial board members.
- (3) Final responsibility for all matters pertaining to the magazine shall rest with the editorial board members.
- (4) All articles containing references to outside sources must contain proper documentation.
- (5) The magazine will accept controversial contributions from people affiliated with Sauk Valley ^{Community} College at the discretion of the editorial board.
- (6) No defamatory material shall be published. In the event of the publication of defamatory material, the author of the defamatory material, the editor-in-chief, and the editorial board shall hold it harmless for any damages which the college may sustain, and for any and all attorneys' fees or other expenses and costs incurred in the defense of the college, and the payment of any judgments or settlements.

607.01 STUDENT STAFFING POLICY FOR MAGAZINE

- (1) The editorial board of the magazine is that board which shall decide, on the basis of a majority vote, all matters relating to the content of the magazine and which shall also be responsible for assisting the editor-in-chief in matters dealing with the layout of the magazine.
- (2) The staff shall consist of editor-in-chief, assistant editor, art editor, photography editor, copy editor, publicity committee, and typists.
- (3) Each spring, five students shall be elected to the editorial board at a regularly scheduled meeting of students who have formally filed with the faculty advisor an intent to participate on the student magazine. Only students who have submitted to the faculty advisor a written letter of application for an editorial board position shall be allowed to run for an editorial board position.
- (4) Each spring the newly elected editorial board will select by majority vote one of the five newly elected student members as the new editor-in-chief.
- (5) All vacancies on the editorial board will be filled by a majority vote of the editorial board.
- (6) Each fall, the editorial board, by a majority vote, shall approve staff appointments.
- (7) Each staff and editorial board member must attend at least one meeting each month.
- (8) Each editorial board member must make continuing significant contributions to the magazine.
- (9) Each staff member is responsible for the prompt, accurate, and thorough completion of the assignments given him.
- (10) If a staff member or editorial board member fails to meet responsibilities, the editor-in-chief may take a recommendation to the editorial board for consideration of retention. The decision of the editorial board may be appealed by the concerned student member to the Student Review Board, and the individual will be accorded those rights of due process as outlined in Article V as approved in the disciplinary policy procedures for Sauk Valley ~~College~~ Community

609.01 PUBLICATION POLICY FOR RECOGNIZED STUDENT NEWSPAPER

The first responsibility of the officially recognized student press of Sauk Valley ^{Community} College is an honest, accurate, and thorough reporting of the news relating to Sauk Valley ^{Community} College and the community it serves.

The paper (1) shall provide leadership in reporting controversial and problem areas and (2) shall provide an interpretation of news and timely issues of interest to its readers and (3) shall provide students with a learning experience which complements their educational program, and provides awareness, understanding, and experience in applied journalism endeavors. The ultimate responsibility for meeting these objectives shall rest with the editor-in-chief and the editorial board:

- 1) All printed articles shall achieve the caliber of a quality college newspaper and shall maintain a degree of professional journalism.
- 2) Editorials will be unsigned and will reflect a majority opinion of the editorial board. Features which express individual opinions will receive bylines. Outside sources will be identified.
- 3) Publicity will be given without charge to all sanctioned college activities. Activities not sponsored by the college will be publicized at the discretion of the editorial board.
- 4) News related to the college will be reported; features of relevance to its readers will be provided.
- 5) Any outstanding achievements performed outside the college by students, staff, alumni, and former staff shall be recognized by the paper.
- 6) Any stand on controversial issues shall be determined by a majority vote of the editorial board members.
- 7) The paper will accept controversial unsolicited contributions at the discretion of the editorial board.

611.01 RESPONSIBILITIES OF NEWSPAPER FACULTY ADVISOR

The advisor has the following responsibilities:

- 1) To provide advice and assistance in the planning of activities and the decision-making of the editorial board.
- 2) To serve as ex-officio member of the editorial board.
- 3) To approve ~~budgeting~~ and expenditure of funds in conjunction with the ~~Director~~ of Student Activities.
- 4) To approve all contracts with outside sources (i.e. ~~advertising~~ and printing contracts) in conjunction with the ~~Director~~ of Student Activities and Business Office.

2-12-79

612.01 ADVERTISING POLICY

- 1) Each advertisement sold will be formalized in written form on an advertising contract (a copy of which is attached to this list).
- 2) All advertising will be sold and solicited by student members of the Sauk Talk staff. ^{Community}
- 3) Only companies within the Sauk Valley ^{Community} College district will be solicited for advertising. Any other advertising will be accepted only with the approval of the editorial board of the newspaper.
- 4) Advertising contracts may be made on a weekly, monthly, or semester basis.
- 5) Advertisers will be billed no later than thirty days after the ad appears in the newspaper.
- 6) Advertising, illustrations, layout, or copy shall be compatible with the editorial policy of the college ^{newspaper} and the overall ^{Community} objectives and policies of Sauk Valley ^{Community} College.
- 7) Any ad may be rejected by the editorial board.
- 8) The ^{Community} specific objectives of the advertising program for the Sauk Valley ^{Community} College newspaper are as follows:
 - a) To provide an opportunity for journalism and marketing students to gain exposure and experience in the field of advertising.
 - b) To give businessmen an opportunity to promote their business or products within the confines of the college market.
 - c) To provide revenue to increase the budgetary boundaries of the newspaper.
 - d) To expand its present journalistic efforts.

614.01 STUDENT ACTIVITY INCLUDING ASSEMBLY, RALLY, OR
DEMONSTRATION

A. Responsibility

Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley College in accordance with provisions of House Bill 1710, 74th Illinois General Assembly. Nothing contained in these policies shall be construed to restrict the power of the Board to alter, amend, revise, or repeal these policies in whole or in part from time to time.

B. Freedom of Speech

In the democracy in which we live, every person has the right of freedom of speech and assembly and the right to exercise these freedoms freely, if he does not interfere with the rights of others.

Student Rights

In the pursuit of these freedoms; the Board, The Administration, and the ~~Associated Students' Board~~ ^{Community} of Sauk Valley College pledge equal emphasis to its responsibilities in three areas: 1) Vigorous protection of the rights to all students and encouragement of the free expression of ideas; 2) Unceasing efforts to keep the channels of communication open to all suggestions for change; and 3) A guarantee to the people of the community and to the great majority of the students that the educational process will not be disrupted.

The college respects the rights accorded to all persons by the Constitution, to freedom of speech, peacable assembly, petition, and association. Students and student organizations, as well as other members of the college community (faculty, other staff,

Freedom of Speech (con't.)

board members, and alumni), may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. The college community may support causes by lawful means which do not disrupt the operations of the college or interfere with the normal use of the college's facilities.

C. Procedures

The following steps must be carried out before any student activity, including assembly, demonstration, or rally, may occur on the Sauk Valley College campus:

Community

- 1) Any student or group of students desiring to hold an activity must contact the President or the Secretary of the ~~Associated Students' Board~~ *Student Senate*
- 2) A form in duplicate requesting the time, date, desired location, and purpose of the activity must be completed and submitted to the Office of the ~~Associated Students' Board~~ *Student Senate* at least seven days prior to the activity.
The Associated Students' Board may then approve or disapprove any request within four days after receiving the request, after consultation with the Director of Student Activities who is responsible for the approval and coordinating of the Activity Calendar.
- 4) In the event the request for an activity is disapproved, the group has the right to appeal the decision to the Student Appeal Board.
- 5) In the event an activity is held without approval, the group will be subject to disciplinary procedures.

D. Problems

In the event that a student group interferes with normal operation of the college's functions and services, the following procedures shall be invoked:

Student Senate

- 1) The group involved shall be informed of the following channels for the discussion and resolution of complaints:
1) ~~Associated Students' Board~~; 2) Student Appeal Board,
3) Dean of Student Services; 4) College President; and
5) Board of Trustees, in that order.
- 2) Every attempt should be made to discuss issues rationally and to avoid violence or the use of force, but no attempt shall be made to discuss issues under a situation of duress, (forcible restraint or restriction, compulsion by threat, or unlawful restraint).
- 3) The judgement in determining whether the action taken by the group is disruptive shall be made by the College President or his duly appointed representative, after discussion with representatives of the ~~Associated Students' Board~~. *Student Senate*
- 4) If the action is determined to be disruptive, and after a written request for dispersal signed by the College President or his duly appointed representative has been issued to the group or organization leader and compliance is refused, each student involved shall be suspended from status as a student and rights and privileges of a student.
- 5) Those students suspended from the college may petition for readmission to the college to the Student Appeal Board. This board shall meet within five calendar days after any suspension and submit its recommendations to the Dean of Student Services.

Problems (con't.)

- 6) The administration shall reserve the right to request law enforcement authorities to restore the college to its normal operations by whatever means are appropriate and necessary, and at any time when violence, vandalism or personal injury occurs, or is threatened.
- 7) Any student group making use of the college facilities without prior approval of the ~~Associated Students~~ Board will subject themselves to charges of trespass.

*Student
Senate*

2-12-79

C. Parking Violations

Information Center

- 1) Upon receipt of a parking violation, a student has five (5) days in which to pay the \$1 parking penalty. Payment should be placed in the parking violation envelope, sealed and returned ~~to Room 1H2, Office of Student Activities or~~ Room 3L10, Office of the Dean of Student Services.
- 2) AFTER FIVE DAYS HAVE ELAPSED FROM THE TIME OF A VIOLATION ALL FINES WILL BE ASSESSED A \$2 PENALTY.

2-12-79

616.01 DISCIPLINARY PROCEDURES FOR SAUK VALLEY COLLEGEA. Purpose and ScopeCommunity

The Sauk Valley College disciplinary procedures are hereby implemented and shall be executed to afford any student charged with a violation of such code to a full and fair hearing to be held in such manner to guarantee fundamental fairness and due process. This procedure excludes academic irregularities as outlined by the official college catalog.

B. Grounds for Disciplinary Action

The following are grounds for the imposition of disciplinary action:

Misrepresentation

- a) Knowingly furnishing false information to the College.
- b) Forgery, alteration, mutilation, or unauthorized use of College documents, records, or identification.

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college approved student activities or events.

Physical abuse to any person on college owned or controlled property or at any college sponsored or supervised functions.

Conduct which threatens or endangers the health or safety of any person on college owned property; wrongfully restrains or restricts the freedom of movement of any person on college owned or controlled property or at any college sponsored functions.

Theft of or damage to property

- a) On campus - occurring to students, college employees, or visitors.
- b) Off campus - college owned property.

617.01 DISCIPLINARY AUTHORITY

It shall be the responsibility of the Dean of Student Services to enforce college disciplinary policy, maintain adequate records, and to discipline students in the manner prescribed herein. A confidential file shall be maintained by the Dean of Student Services for the purpose of recording actions taken in regard to Section 615.01. No reference will be made in the student's permanent record that he received disciplinary action, nor shall this disciplinary action be used as part of his transcripts or credentials. This confidential file shall be destroyed one year after the individual terminates his attendance at Sauk Valley College.

Community

2-12-79

Student Senate

The Student Review Board shall be a subcommittee of the Student Services College Committee and shall be composed of four full-time students and four full-time faculty members. The ~~Associated Students~~ Board shall conduct the election of the four student members in the fall semester of each academic year. The Student Services Committee shall appoint the four faculty representatives to the Student Review Board at the first meeting of the fall semester.

All vacancies shall be filled by a 2/3 majority vote of all members of the Student Review Board. The Board shall designate one student member and one faculty member to act as co-chairmen. All action taken by the Student Review Board under these procedures shall be taken by a majority of the members present. A quorum shall consist of five members present. No member of the Board who was not present at all hearings during the appeal shall vote upon such appeal except with the consent of the appellant, the Dean of Student Services, and the Student Review Board. The decision of the Student Review Board and any minority opinions of the Student Review Board shall be transmitted to the student charged, to the Dean of Student Services, and the President of the College for their subsequent action. If either party or the President deems it necessary, an appeal may be submitted to the Board of Trustees for final action. An appeal shall be submitted to said Board of Trustees if a majority of the members of the Student Review Board are unable to agree upon a decision.

625.01 ~~A.S.B.~~, CLUBS AND ORGANIZATIONS POLICIES*Student Senate*A. Associated Students' Board (A.S.B.)*Community*

The name of the governing organization of the Sauk Valley College student body is the ~~Associated Students' Board~~.

It is the responsibility of the A.S.B. to formalize and maintain approved policies and procedures for all recognized student activities as outlined in the approved constitution.

B. Recognition of Clubs and Organizations*Student Senate*

Student organizations must be fully recognized by the ~~Associated Students' Board (A.S.B.)~~ and officially recognized by the College President and the Board of Trustees. College recognition provides certain privileges, which include:

- 1) College sponsorship or the organization in college publications.
- 2) Use of college facilities and services.
- 3) The possible assignment of monies from the Comprehensive Fee Fund.

C. Establishment of a Student Organization

To be formally recognized as a club or organization, a group must complete two steps.

First, the group must present the following information in writing to the Office of Student Activities:

- 1) A proposed constitution or operating rules, including the aims and requirements of membership, objectives, and organizational structure.

Student Services

Establishment of a Student Organization (con't.)

- 2) A list of (1) members, (2) temporary chairman or officers, (3) source of funds and financial obligations, and (4) the faculty advisor. (A faculty advisor is required of all recognized clubs even if the organization also has an advisor who is not a professional staff member.)

Second, the group shall send a representative to the ~~A.S.B.~~ meeting at which the recognition of the proposed club shall be voted by the ~~A.S.B.~~. The group will be notified of the appropriate ~~A.S.B.~~ meeting date by communication from the Student Activities Office to the faculty advisor. The purpose of representation at this meeting is to clarify any questions relating to the establishment of the club and its purpose. Club representation at this time also serves to familiarize the club with ~~A.S.B.~~ procedures and facilities.

D. Criteria for Approval of Student Groups

Student groups will normally be approved if they follow the preceding procedures (Establishment of a Student Organization) and are in accord with the following criteria:

- 1) If the proposed organization is to be an affiliate of a national organization, the policies of the College take precedence over any policies or conditions of the national or parent organization. Copies of the constitution and other materials of the parent organization must be filed with the application. Official recognition is given by the College President and the Board of Trustees.

E. Maintaining Active Status

Student groups must adhere to the following guidelines and procedures to maintain their status as active organizations:

- 1) Keep a current constitution on file in the Student Activities Office.
- 2) File each semester a list of current officers in the Student Activities Office.
- 3) Maintain all funds in the Business Office and follow the financial procedures established by the College.
- 4) Maintain at least one faculty advisor to advise the organization.
- 5) Register all fund-raising drives with the Student Activities Office.
- 6) Adhere to the ~~A.S.B.~~ Constitution and By-Laws, particularly regarding club representation on the ~~A.S.B.~~
- 7) Adhere to college regulations, including the scheduling and conduct of activities and membership.

*Student
Senate*

F. The Faculty Advisor

Each club and organization is required to have at least one faculty advisor, even if the group also has an advisor who is not a professional staff member.

The advisor will, as a part of his/her duties:

- 1) Attend meetings as much as possible.
- 2) Be active with the group in advising the formulation and execution of its policies and programs.
- 3) Supervise club activities or designate an appropriate substitute, and sign all Reservation of Facilities forms.

The Faculty Advisor (con't.)

- 4) Supervise financial transactions and sign all requisitions.
- 5) Help the group evaluate its program in relation to its purpose and objectives.

Considerable responsibility is placed on the faculty advisor to be knowledgeable of all aspects of the club or organization's activities. Advisors are instrumental in assisting the clubs in becoming an integral part of the educational process at ~~Community~~ Sauk Valley ~~College~~. A spirit of mutual cooperation and an understanding attitude on the part of both students and advisors will help the organization to grow, develop, and realize its objectives.

G. Operations

1) Club Meetings

Delete

Clubs and organizations are permitted use of Sauk Valley facilities on a first-come, reservations basis, consistent with the Building Utilization Policy. ~~Reservations for club meetings may be made without prior approval of the Students Activities Office by contacting the Secretary to the President (Room 3K24, Extension 200).~~

2) Club Activities

Reservations for any activity open to the student body or community, including assembly, demonstration, or rally, must be made on a Request Form for Student Activities, prior to reserving any facilities. This form must be returned to the Student Activities Office at least seven (7) school days prior to the Activity.

Operations (con't.)*Student
Senate*

Upon the request of either the club or the Student Activities Coordinator, the A.S.B. will be asked to approve or disapprove the request within four (4) school days after the request is received in the Student Activities Office. ~~A.S.B.~~ action on this request shall be made after consultation with the Student Activities Coordinator, who is responsible for the Activity Calendar. In the event, the request for an activity is disapproved, the group has the right to appeal the decision to the Student Appeal Board. If an activity is held without approval, the group will be subject to disciplinary procedures.

Upon approval of the activity, the Student Activities Coordinator in consultation with the club, will prepare and forward a Reservation of Facilities form to the secretary to the President for formal approval consistent with the Building Utilization Policy.

3) Formal Contracts

All formal contracts for a student activity must be submitted to the Student Activities Office to assure that Sauk Valley can meet the terms of the agreement. The contract is then forwarded to the Dean of Business Services for signature.

4) Building Utilization Policy

This policy establishes the priorities for college functions, rental rates for non-college functions, and supplemental regulations for building use. It is particularly pertinent to the planning of events with large attendance.

Operations (con't.)5) Office Space for Clubs

Clubs seeking space for storage of materials and small group meetings should contact the Student Activities Office, and the ~~President of the A.S.B.~~ Space is available for storage in the ~~Student Activities Office~~. Some desk space is available ~~on a shared basis in the A.S.B. office (Room 2M3)~~. *Delete*

6) Publicity

The quality of publicity often determines the success of an activity. For events open to the community, assistance with publicity in local newspapers, radio stations, etc., may be requested from the Public ~~Information~~ ~~Relations~~ Office ~~(Room 2M3)~~.

Information
Relations
The variety of on-campus publicity is limited only by originality and common sense. For example, an overload of paper in the building tends to reduce the general student's awareness of what is being publicized. Certain policies have been established to guarantee that all groups have equal opportunity to publicize events within the confines of the building:

- a) All posters, notices, and bulletins, including off-campus advertising, must be approved and stamped by the Student Activities Office before being displayed or issued on the SVC campus. Publicity in off-campus locations must also be approved prior to posting.
- b) Personal messages or advertisements may be posted only on bulletin boards allocated for this purpose. Such messages, preferably on 3" x 5" cards, do not require prior approval and may be posted for one month.

Business Procedures (con't.)*Student
Activities*

record. Grants from the A.S.B. will be automatically transferred at the written request of the Student Activities Coordinator into the club agency account.

3) Disbursements

A Club Disbursement Request must be completed and signed by the responsible club member and the club advisor. When approved by the Student Activities Coordinator or the Dean of Student Services, this form will be filed in the Student Activities Office and is the basis for all club disbursements. This form must be signed by the Student Activities Coordinator or Dean of Student Services before its presentation to the Business Office.

Large expenditures (\$25.00 or more) for equipment, supplies, and services should be processed on a purchase order, according to institutional policy.

All requests for student travel funds must be submitted on the appropriate form, Student Activity Travel.

For expenditures of \$5.00 or less, clubs or organizations may draw on the petty cash fund in the Student Activities Office and such disbursements will be charged against the club's account.

College services such as xerox and duplicating services will be charged directly against the club account in the Business Office.

I. Disestablishment of the Club or Organization

Recognized student organizations will be considered eligible for disestablishment when one of the following criteria is met.

- 1) When an organization submits a written request for inactivity.
- 2) When all of the following conditions are fulfilled:
 - a) There is no record of any financial activity for the previous year.
 - b) No lists of officers or members have been submitted to the Student Activities Office for a period of one year.
 - c) Any of the last listed officers or advisors verify the inactivity of a group.
- 3) When an organization is no longer represented on the A.S.B., as described in the A.S.B. Constitution and By-Laws. *Student Senate*
- 4) When a club or organization indicates its inability to function within the policies of Sauk Valley College.

For Board Meeting of
February 23, 1987

Agenda Item H-5

REVISED COOPERATIVE AGREEMENT

ILLINOIS VALLEY COMMUNITY COLLEGE

Subsequent to our last Board meeting, Dr. John Allen who is Dean of Career Education at IVCC, contacted us and wanted to add some additional programs to our cooperative agreement. It is to our advantage to add these programs as it helps expand our service area and enhance enrollment. The programs to be added are:

Quality Control - Certificate
Statistical Quality Assurance - Certificate
Building Maintenance Specialist - Certificate
Cosmetology - Certificate

The revised agreement reflecting the addition of all the new programs is enclosed.

RECOMMENDATION: Board approval of the attached revised Cooperative Agreement with Illinois Valley Community College

A JOINT EDUCATIONAL AGREEMENT
BETWEEN
SAUK VALLEY COMMUNITY COLLEGE
AND
ILLINOIS VALLEY COMMUNITY COLLEGE

THIS AGREEMENT is entered into this 23rd day of February 1987 by and between the Board of Trustees of Community College District #506, Sauk Valley Community College, hereinafter referred to as Sauk Valley, and the Board of Trustees of Community College District No. 513, Illinois Valley Community College, hereinafter referred to as Illinois Valley, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

Programs included under this Agreement are:

BY: SAUK VALLEY COMMUNITY COLLEGE

Auto Body - Certificate
Heating, Refrigeration, Air Conditioning and Solar Energy - AAS and Certificate
Medical Laboratory Technology - AAS
Radiologic Technology - AAS
Human Services - AAS (all options)
Quality Control - Certificate
Statistical Quality Assurance - Certificate
Building Maintenance Specialist - Certificate
Cosmetology - Certificate

BY: ILLINOIS VALLEY COMMUNITY COLLEGE

Dental Assisting - Certificate
Agribusiness: Production and Management - AAS and Certificate
Agribusiness: Supply and Service - AAS and Certificate
Agrimechanics - AAS and Certificate

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties, and

WHEREAS, by means of this Agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually:

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purposes of the Agreement, the college district sending the students to another college will be referred to as the "Sending College", and the college receiving students from another college district will be referred to as the "Receiving College".

2. TERMS OF AGREEMENT

Any educational program offered by the parties to this Agreement shall be an approved program by the Illinois Community College Board at the "Receiving" institution.

3. EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective at the start of the summer session of 1987.

4. DURATION OF AGREEMENT

This Agreement shall remain in effect unless and until one of the parties notifies the other of a desire to terminate the Agreement. Termination would then occur thirty (30) days after the date of notification. In the event of termination, students who have entered an educational program under the Agreement shall be allowed to complete the program under the terms of the Agreement.

5. AMENDMENTS TO AGREEMENT

Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement.

6. CLASS SCHEDULES

Schedules of classes will be exchanged by the two schools.

7. REGISTRATION

Students shall register at the "Receiving" college and shall be considered members of that district for the terms of their enrollments. Courses taken at the "Sending" college must be part of the student's program of studies and approved by the "Receiving" college. Upon successful completion, approved courses taken at the "Sending" college would be acceptable for transfer to the "Receiving" college for completion of the program.

8. ADDITIONAL EDUCATIONAL SERVICES

The "Receiving" college shall provide access to its Learning Resources Center and other instructional resources for students from the "Sending" college, equal to those provided for any other student at its campus.

The "Receiving" college shall also provide counseling, guidance, and other services that will facilitate the learning process.

Courses, seminars, workshops and in-service programs related to any educational program bound by this Agreement may be offered within the district confines of any "Receiving" or "Sending" institution with the consent of both districts. Said programs may be carried on singly by the "Sending" or "Receiving" institution or jointly by both "Sending" and "Receiving" institutions.

9. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "Receiving" college shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution as well as for military and Illinois State Commission Scholarships.

17. EMERGENCIES

In the event of an emergency:

- (a) proper first aid practices should be employed by the "Receiving" college.
- (b) next-of-kin or designated individual shall be notified.

18. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "Sending" and "Receiving" colleges.

19. EDUCATIONAL CHARGES FOR SERVICES RENDERED

No charge backs will be made by the "Receiving" college to the "Sending" college for students attending under the provisions of the Agreement. For the purposes of construction space support, FTE enrollment in the classes taken at the "Receiving" institution shall be reported by the "Receiving" institution.

Students enrolled in educational programs covered by this Agreement will be charged tuition at the rate charged by the "Receiving" college.

IN WITNESS THEREOF, the parties hereto have executed this Agreement in two (2) counterparts, each of which shall be deemed an original, as of the date and year first above written.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 513

By: _____

Chairperson of the Board

By: _____

College President

Attest: _____

Secretary to the Board

Date: _____

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506

By: _____

Chairperson of the Board

By: _____

College President

Attest: _____

Secretary to the Board

Date: _____

10. STUDENT RECOGNITION OF COMPLETION

The "Receiving" college shall maintain all admission records and transcripts and shall issue any and all degrees or certificates to the students completing the educational programs.

11. RECORDS

The "Receiving" college shall maintain appropriate records for students from the "Sending" college in accordance with standard procedures while that student is in attendance in the "Receiving" institution and will provide copies of said records to the "Sending" college at the request of the student concerned.

12. PUBLICITY

Any educational program offered through this Agreement shall be duly publicized in the participating district catalog and other informative brochures consistent with institutional policy or all other similar publicity.

13. STUDENT ENROLLMENTS

For the programs covered under this Agreement, Illinois Valley and Sauk Valley districts are considered one district.

14. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

It shall be the responsibility of the "Sending" college to identify the terms of this Agreement to their students going to "Receiving" college.

15. REIMBURSEMENT

The "Receiving" college shall be eligible to file all claims for reimbursement for any student enrolled in their classes from a "Sending" college.

16. INSURANCE

Students at the "Receiving" college shall be covered by the terms of their liability insurance while on the premises of the "Receiving" college.

For Board Meeting of
February 23, 1987

Agenda Item H-6

COLLECTIVE BARGAINING TEAM

It is appropriate for the Board to appoint a Collective Bargaining Team to begin negotiations with the Sauk Valley Community College Faculty Association.

For Board Meeting of
February 23, 1987

Agenda Item H-7

APRIL MEETING DATE

The administration is requesting that the date of the April Board meeting be changed from April 27 to April 20th.

Board Secretary Vinson has need to be absent from the college from April 22 through the 28th and President Behrendt will be off campus attending the AACJC Annual Meeting in Dallas on April 22 though the 24th.

RECOMMENDATION: Board approval to change the April meeting date from April 27 to April 20.

MEMORANDUM

J-3

February 18, 1987

TO: Dr. Richard Behrendt

FROM: Zollie Hall ~~Zollie~~

RE: Prairie Plot

The committee met on two occasions-

Wednesday, February 11, 1987

and

Wednesday, February 18, 1987.

Following are items for your consideration:

I. PURPOSE

- A. Educational
- B. Historical

II. CHEMICAL COMPOSITION USE

- A. Soil samples were taken.
- B. Oats are planted to determine whether or not the soil will support prairie species. If the soil will not support the prairie species, the ground can be chisel-plowed and then planted.
- C. We will contact the farmer to determine the amount of atrazine used for last year's planting.

III. MAINTENANCE

- A. Develop a walking or running pathway, and signage.
- B. Burning every year for the first 5 years, thereafter- every other year.

IV. CURRENT PLOT EAST OF SVCC BUILDING

- A. We recommend leaving the plot as it is, to allow wildlife its use for food and shelter.
- B. Burning every other year.

Dr. Richard Behrendt
Prairie Plot Report
February 18, 1987

V. PARTIAL PLOT (10/11 ACRES FRONT PART OF CAMPUS- CORNFIELD)

- A. Using currently available seed, plant either part or the full plot.
- B. If successful, consideration could be given to additional acreage- this would be a 25-year project.
- C. If partial seeding is done during the first year, the remaining portion would have to be cut twice during the growing season.

VI. COST

- A. Initial field work required: Disk and drag cost \$50 to \$100.
- B. We can collect local seeds (we now have some); State may supply some.
- C. Mowing grass: two additional hours per cutting required if plot is not placed in prairie.
- D. Attached is a species list from Lyndon-Agnew Prairie. See underlined: we have seeds for those.

VII. APPEARANCE

- A. The plot will appear "weedy" the first 2-to-3 years-- and to some people, it may appear "weedy" forever.
- B. When planting, precautions must be taken to keep taller species a distance from the college sign.

VIII. TO CHAIR THE PROJECT

- A. Committee suggestion: Co-Chairpersons
- B. Tim Keller volunteered to Co-Chair the project.
- C. Committee suggestion: Second person should be one of the following- Board Member, College Employee, Citizen from the Community.

IX. VOLUNTEER HELP (Possibilities)

- A. FFA Chapters
- B. High School Students
- C. College Students
- D. Board Members
- E. Local Citizens

Dr. Richard Behrendt
Prairie Plot Report
February 18, 1987

Dr. Behrendt, based upon input at the two meetings, I would ask you to give consideration to allowing the 10/11 acres to be developed as a Prairie Plot. Members of the committee indicated their willingness to continue to assist in the development of this project. Please let me know if further assistance or information is needed.

ZWH/lm
enc

copies: Committee
Tim Keller
Gene Schick
Randy W. Nyboer
Norm Welch
Darrel Davis
David Youker

SPECIES LIST: Lyndon-Agnew Prairie. Plant species list compiled by Illinois Natural Areas Inventory, 1975 (updated 1980, 1981, 1984).

Blooming

<i>Amorpha canescens</i>	Lead plant
<i>Andropogon gerardii</i>	Big bluestem
<i>Andropogon scoparius</i>	Little bluestem
<i>Anemone canadensis</i> 5-1-81	Meadow anemone
<i>Anemone cylindrica</i>	<u>Thimbleweed</u>
<i>Angelica sp.</i>	Purple anglica
<i>Apios americana</i>	
<i>Apocynum cannabinum</i> 7-15	Indian hemp
<i>Asclepias sullivantii</i> 9-13	Prairie milkweed
<i>Asclepias tuberosa</i>	Butterflyweed
<i>Asclepias verticillata</i>	
<i>Aster ericoides</i>	
<i>Aster exiguum</i>	Heath aster
<i>Aster laevis</i>	Smooth blue aster
<i>Aster novae-angliae</i>	<u>New England aster</u>
<i>Aster oblongifolius</i>	Aromatic aster
<i>Aster pilosus</i>	Hairy aster
<i>Aster sericeus</i>	Silky aster
<i>Baptisia leucantha</i> 6-12	<u>False white indigo</u>
<i>Baptisia leucophaea</i>	<u>Wild false indigo</u>
<i>Bromus inermus</i>	
<i>Cacalia tuberosa</i> 6-14	Indian plaintain
<i>Calamagrostis canadensis</i>	Blue joint grass
<i>Carex bicknellii</i>	Prairie sedge
<i>Cassia fasciculata</i>	Partridge pea
<i>Ceanothus americana</i>	<u>New Jersey tea</u>
<i>Circium discolor</i>	<u>Water Kestle</u>
<i>Circium arvense</i>	
<i>Commandra umbellata</i>	Toadflax
<i>Coreopsis palmata</i>	<u>Prairie coreopsis</u>

<i>Desmodium canadense</i>	Snowy tick trefoil
<i>Desmodium illinoense</i>	Illinois tick trefoil
<i>Dodecatheon meadia</i>	<u>Shooting star</u>
<i>Echinacea pallida</i>	<u>Pale purple coneflower</u>
<i>Elymus canadensis</i>	Canada wild rye
<i>Erigeron annuus</i>	
<i>Erigeron strigosus</i>	
<i>Eryngium yuccifolium</i>	<u>Rattlesnake master</u>
<i>Equisetum arvense</i>	Horsetail
<i>Equisetum hyemale</i>	Scouring rusk
<i>Eupatorium altissimum</i>	
<i>Euphorbia corollata</i>	<u>Flowering spurge</u>
<i>Fragaria virginiana</i>	Wild strawberry
<i>Galium sp.</i>	6-6	Bedstraw
<i>Gentiana andrewsii</i>	<u>Bottle gentian</u>
<i>Gentiana puberula</i>	<u>Downy gentian</u>
<i>Helianthemum bicknellii</i>	Rockrose
<i>Helianthus divaricatus</i>	
<i>Helianthus grosseserratus</i>	Sawtooth sunflower
<i>Helianthus mollis</i>	Hairy sunflower
<i>Helianthus occidentalis</i>	Western sunflower
<i>Helianthus rigidus</i>	Prairie sunflower
<i>Heliopsis helianthoides</i>	False sunflower
<i>Heuchera richardsonii</i>	5-17	<u>Prairie alum root</u>
<i>Hieracium longipilum</i>	
<i>Iris discolor</i>	6-6	Wild iris
<i>Juncus interior</i>	Inland rusk
<i>Koeleria cristata</i>	
<i>Lathyrus palustris</i>	6-6	Vetchling
<i>Lespedeza capitata</i>	<u>Round-headed bush clover</u>
<i>Liatris aspera</i>	Rough blazing star
<i>Liatris pycnostachya</i>	<u>Prairie blazing star</u>
<i>Liatris spicata</i>	

	6-14-81	Blooming 6-21-85
<i>Lilium philadelphicum</i> var. <i>andinum</i>	Prairie lilly	
<i>Lithospermum canescens</i>	Hoary puccoon	
<i>Lobelia spicata</i>	Pale spiked lobelia	
<i>Lysimachia ciliata</i>	Fringed loosestrite	
<i>Lysimachia lanigera</i>	Lanie-leaved loose-strife	
<i>Lythrum alatum</i>	Winged loosestrife	
<i>Malus ioensis</i>	Iowa crab	
<i>Melilotus alba</i>		
<i>Monarda fistulosa</i>	<u>Wild bergamot</u>	
<i>Muhlenbergia mexicana</i>	Leafy satin grass	
<i>Nothoscordum bivalve</i>		
<i>Oxalis stricta</i>		
<i>Oxypolis rigidior</i>	Cowbane	
<i>Panicum scribnerianum</i>	Scribner's panic grass	
<i>Panicum virgatum</i>	Switch grass	
<i>Parthenium integrifolium</i>	American feverfew	
<i>Pedicularis canadensis</i>	Wood betony	
<i>Petalostemum candidum</i>	<u>White prairie clover</u>	
<i>Petalostemum purpureum</i>	<u>Purple prairie clover</u>	
<i>Phlox pilosa</i>	Prairie phlox	
<i>Physostegia virginiana</i>		
<i>Plantago virginica</i>		
<i>Poa compressa</i>		
<i>Polygala sanguinea</i>	Field milkwort	
<i>Potentilla arguta</i>	<u>Prairie angue-foil</u>	
<i>Prunus serotina</i>	Wild black cherry	
<i>Pycnanthemum virginianum</i>	<u>Common mountain mint</u>	
<i>Ranunculus septentrionalis</i>	Swamp buttercup Δ <i>eva</i>	
<i>Ratibida pinnata</i>	<u>Yellow coneflower</u>	
<i>Rhus glabra</i>	Smooth sumac	

<i>Rosa carolina</i>	<u>Pasture rose</u>
<i>Rudbeckia hirta</i>	<u>Brown-eyed susan</u>
<i>Rudbeckia subtomentosa</i>	Black-eyed susan
<i>Rumex crispus</i>	
<i>Salix humilis</i>	Prairie willow
<i>Salix interior</i>	Sandbar willow
<i>Scutellaria parvula</i>	Small skullcap
<i>Silene noctiflora</i>	
<i>Silene stellata</i>	7-15
<i>Silphium integrifolium</i>	<u>Rosin weed</u>
<i>Silphium laciniatum</i>	<u>Compass plant</u>
<i>Silphium perfoliatum</i>	<u>Cup plant</u>
<i>Smilacina stellata</i>	Starry false Solomon's seal
<i>Solidago altissima</i>	<u>Tall goldenrod</u>
<i>Solidago glaberrima</i>	Missouri goldenrod
<i>Solidago graminifolia</i>	
<i>Solidago juncea</i>	Early goldenrod
<i>Solidago media</i>	<u>Grass leaved goldenrod</u>
<i>Solidago nemoralis</i>	
<i>Solidago rigida</i>	<u>Stiff goldenrod</u>
<i>Solidago speciosa</i>	
<i>Sorghastrum nutans</i>	Indian grass
<i>Spartina pectinata</i>	Cord grass
<i>Specularia perfoliata</i>	
<i>Spirea alba</i>	Meadowsweet
<i>Sporobolus heterolepis</i>	Prairie dropseed
<i>Stipa spartea</i>	Porcupine grass
<i>Tephrosia virginiana</i>	Goats rice ^{rice}
<i>Teucrium coriifolium</i>	Woodsage
<i>Thalictrum polygonatum</i>	
<i>Tradescantia ohioensis</i>	<u>Spiderwort</u>

Vernonia fascicwata Ironweed
Veronicastrum virginicum Culver's root
Viola pedata Birdfoot violet
Viola pedatifida Prairie violet
Zizia aptera ⁵⁻¹⁷ Heart-leaved golden Alexander
Zizia aurea ⁵⁻¹⁷ Golden Alexander

TREASURER'S REPORT

January 31, 1987

EDUCATION FUND

Balance on Hand December 31, 1986 \$ 260,091.76

Receipts:

In Lieu of Taxes	\$ 491.45
Deferred Pers. Property Repl. Tax	16,103.98
Fund Equity	28,179.47
Voc. Ed. Reg. Reimbursement	33,584.40
Fall Tuition	300,000.00
Graduation Fees	90.00
Transcript Fees	101.00
Other Revenue	19,301.71
Expenditure Credits	11,064.82
	<u>408,916.83</u>

Total Available \$ 669,008.59

Disbursements:

Expenses for January	405,445.74
Loan to Building Fund	<u>20,000.00</u>
	<u>425,445.74</u>

Balance on Hand January 31, 1987 \$ 243,562.85

BUILDING FUND

Balance on Hand December 31, 1986 \$ 18,498.46

Receipts:

Deferred Pers. Property Repl. Tax	1,972.10
In Lieu of Taxes	60.18
Other Revenue	1,242.00
Expenditure Credits	37.25
Loan from Education Fund	<u>20,000.00</u>
	<u>23,311.53</u>

Total Available \$ 41,809.99

Disbursements:

Expenses for January	<u>17,986.33</u>
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Balance on Hand January 31, 1987 \$ 23,823.66

BOND AND INTEREST FUND

Balance on Hand December 31, 1986 \$ 11,422.28

Receipts: -0-

Disbursements: -0-

Balance on Hand January 31, 1987 \$ 11,422.28

WORKING CASH FUND

Balance on Hand December 31, 1986 \$ 55,938.53

Receipts: Interest on Investments 11,436.10

Total Available \$ 67,374.63

Disbursements: Investments 6,523.82
Expenses for January 7,500.00 14,023.82

Balance on Hand January 31, 1987 \$ 53,350.81

AUDIT FUND

Balance on Hand December 31, 1986 \$ 11,627.06

Receipts: Interest on Investments 50.17

Total Available \$ 11,677.23

Disbursements: -0-

Balance on Hand January 31, 1987 \$ 11,677.23

INSURANCE FUND

Balance on Hand December 31, 1986 \$ 76,761.15

Receipts:

Interest on Investments	323.57
Expenditure Credits	<u>126.75</u>
	<u>450.32</u>

Total Available \$ 77,211.47

Disbursements:

Expenses for January	<u>6,300.00</u>
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Balance on Hand January 31, 1987 \$ 70,911.47

SITE AND CONSTRUCTION FUND

Balance on Hand December 31, 1986 \$ 7,581.92

Receipts:

Interest on Investments	<u>2,060.20</u>
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Total Available \$ 9,642.12

Disbursements:

Expenses for January	<u>734.75</u>
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Balance on Hand January 31, 1987 \$ 8,907.37

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FUNDS INVESTED

Central National Bank	S & C/W.C.	Variable	\$1,023,885.00
Dixon National Bank	S & C	5.90	186,665.89
Farmers National Bank	S & C	6.50	105,000.00
First National Bank	S & C	5.70	75,000.00
First National Bank	S & C	5.90	130,873.61
United States Treasury	B & I #1	5.70	370,160.64
United States Treasury	B & I #1	6.02	155,684.27
Dixon National Bank	Working Cash	5.90	208,731.34
Dixon National Bank	Working Cash	5.90	290,063.24
Whiteside Co. Bank	Working Cash	Variable	100,000.00
United States Treasury	Working Cash	5.41	486,399.86
Rock Falls National	Education	Variable	<u>1,079,804.77</u>

TOTAL INVESTED

\$ 4,212,268.62

SAUK VALLEY COMMUNITY COLLEGE

STUDENT LOAN FUND

Period Ending 1/31/87

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

ASSETS:

Cash in Bank	\$ 2,831.48
Notes Receivable	<u>9,232.32</u>
	<u>\$12,063.80</u>

LIABILITIES & NET WORTH:

Fund Equity	\$7,253.25
Net Profit	<u>4,810.55</u>
	<u>\$12,063.80</u>

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

INCOME:

Interest Income	\$ 167.55
Bad Debts Repaid	96.00
Contribution Income	<u>5,000.00</u>
	\$5,263.55

EXPENSES:

Bad Debts	453.00
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<u>NET PROFIT</u>	<u>\$4,810.55</u>
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SAUK VALLEY COMMUNITY COLLEGE

E.O.G. WORKSTUDY FUND

Period Ending January 31, 1987

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

Cash On Hand	\$286,842.62
Interfund Loans.	\$ 7,500.00
Workstudy Awards Receivable from Fed. Gov. 1986-87	73,531.25
Workstudy Awards Capital 1986-87	170,658.00
Workstudy Awards Paid 1986-87.	95,351.89
E.O.G. Awards Receivable from Fed. Gov. 1986-87.	40,151.00
Initial E.O.G. Awards Capital 1986-87.	33,292.00
Initial E.O.G. Awards Paid 1986-87	8,836.00
Renewal E.O.G. Awards Capital 1986-87.	27,049.00
Renewal E.O.G. Awards Paid 1986-87	10,284.49
PELL Grant Awards Receivable from Fed. Gov. 1986-87.	(48,734.00)
PELL Grant Awards Capital 1986-87.	511,538.00
PELL Grant Awards Paid 1986-87	266,140.25
Inactive Federal Grants.	<u>17,633.50</u>
	<u>\$750,037.00</u>
	<u>\$750,037.00</u>

SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 1-31-87

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

ASSETS:

Cash in Bank	\$114,933.33
Petty Cash	500.00
Investments	73,306.95
Accounts Receivable - Educational Fund	263.19
Inventory 6-30-86	112,944.03
	<u>\$301,947.50</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund	\$ 5,578.00
Fund Equity	\$342,131.20
Fund Transfer	(75,000.00)
Net Gain	<u>29,238.30</u>
	<u>296,369.50</u>
	<u>\$301,947.50</u>

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

INCOME:

Textbook Sales	\$191,774.74
Supply Sales	20,017.88
Miscellaneous Sales	14,799.18
Paperback Sales	3,618.59
Used Book Sales	22,180.51
Sales Tax Collected	14,676.36
Other Income	123.14
Investment Income	<u>2,528.42</u>
	\$269,718.82

EXPENSES:

Textbooks Purchased	\$159,810.27
Supplies Purchased	17,637.88
Miscellaneous Purchased	11,848.32
Paperbacks Purchased	3,126.45
Used Books Purchased	12,284.02
Sales Tax Paid	9,489.16
Salaries & Wages	19,111.92
Transportation Charges	4,435.66
Supply Expenses	1,164.40
Equipment	215.00
Travel	173.85
Telephone	310.36
Dues & Subscriptions	75.00
Other Expense	728.89
Over & Under	(2.00)
Bad Debts	<u>71.34</u>
	<u>240,480.52</u>

NET GAIN on a cash basis without regard to inventory or
accounts payable

SAUK VALLEY COLLEGE

APPROVED BY

Belva D. Johnson
PRESIDENT

Walter J. Murphy
SECRETARY

DATE

BILLS PAYABLE

February 23, 1987

EDUCATION FUND

110-100-550	NORMAN MCNEAL	Travel Advance	8558	\$ 303.30
110-813-541.02	VOID CHECK #7944 written	Oct. 1986		-1,472.00
110-813-541.02	KNOWLEDGE UNLIMITED	Replace above check	8559	1,472.00
191-000-550	RICHARD GROHARING	Travel	8560	136.90
110-811-550	BESTWESTERN BRANDYWINE	Lunches 28.57		
110-812-550	x x	60.84		
191-000-550	x x	Board retreat 490.39	8561	579.80
192-000-528	INTERNAL REVENUE SERVICE	Medicaire owed- 4th quarter	8562	3.39
	VOID CHECK		8563	
192-000-585	COMPUTER DYNAMICS	Equipment	8564	1,600.00
110-300-541.02	HARBOR FREIGHT SALVAGE CO.	Supplies	8565	180.25
181-000-550	AACJC CONVENTION	Reservation	8566	185.00
192-000-528	SVC PAYROLL FUND	1-31-87 Payroll	8567	137,535.61
.92-000-521	DIXON NATIONAL BANK	Medicaire 1/31 Payroll	8568	252.58
176-000-573	PRUDENTIAL	Feb. premium	8569	25,171.52
120-000-534	COMMONWEALTH EDISON	Service	8570	18.79
100-000-421	DIXON PUBLIC LIBRARY	Telecomm.	8571	208.99
176-000-575	SVC RESTRICTED PURP. FUND	DCC Tuition Reimb.	8572	6,849.94
138-000-554	CENTRAL TELEPHONE CO.	Service	8573	2,439.59
	KROGER CO.	Supplies	8574	27.58
	VOID CHECK		8575	
181-000-559	T.I.A.A.	President's insurance	8576	124.60
	SVC PAYROLL FUND	2-15-87 Payroll	8577	139,980.55
192-000-528	DIXON NATIONAL BANK	Medicaire 2/15 Payroll	8578	250.65
110-818-550	AAHE NATIONAL CONFERENCE	Registration	8579	155.00
110-818-550	DONALD FOSTER	Travel advance	8580	198.00
181-000-556	RICHARD L. BEHRENDT	Supplies	8581	193.51
181-000-559	AETNA LIFE & CASUALTY	President's insurance	8582	36.00
176-000-575	CENTRAL TELEPHONE CO.	Service	8583	110.00
				\$316,541.55

0.418550.00	ACADEMY OF CRIMINAL JUSTICE	MEETING	8584	45.00
0.300541.02	ALENCO TOOL SUPPLY	SUPPLIES	8585	97.23
0.418547.00	THE AMBOY NEWS	PUB INFO	8586	79.80
1.000550.00	AMERICAN CORRECTIONAL ASSN	SUPPLIES	8587	112.46
0.711541.02	AMERICAN EXPRESS	PRES TRAVEL	8588	143.56
	AMERICAN SCIENTIFIC PRODUCTS	SUPPLIES	8589	46.00
2.000541.01	AMSTERDAM CO	SUPPLIES	8590	89.42
0.300541.02	ARATEX SERVICES INC	SUPPLIES	8591	31.30
1.500541.02	ASHTON TATE	SUPPLIES	8592	2,446.05
0.500541.01	ATLANTIC & PACIFIC	SUPPLIES	8593	263.33
0.512541.02	AUGSBURG PUBLISHING HOUSE	SUPPLIES	8594	31.58

20,000.545.00	BAKER & TAYLOR	BOOKS	8.595	1,286.56
20,000.545.00	BAKER & TAYLOR	BOOKS	8.596	928.34
0.500.550.00	EDWARD BEATTY	TRAVEL	8.597	50.80
0.310.533.00	THE BEAUTY ACADEMY	COSMETOLOGY	8.598	6,216.00
1,000.559.00	RICHARD BEHRENDT	MISC EXPENSES	8.599	300.00
0.418.541.02	MATTHEW BENDER & CO	SUPPLIES	8.600	37.50
0.300.541.02	BENNETT WELDING SUPPLY	SUPPLIES 16.00		
0.711.541.02	X X	8.00	8.601	24.00
7,000.593.00	BLACK HAWK COLLEGE	CHARGE BACK	8.602	307.50
0.600.550.00	BRANDYWINE INN	MEETING 26.43		
0.818.550.00	X	43.75		
2,000.550.00	X X	46.85	8.603	117.03
0.810.547.00	BRISCO BROADCASTING	PUB. INFO	8.604	564.00
6,000.541.01	CASE PUBLICATIONS	SUPPLIES	8.605	48.00
10,300.541.02	C & N SUPPLY	SUPPLIES	8.606	9.00
20,000.545.00	CBS SPECIAL PRODUCTS	BOOKS	8.607	29.96
10,600.541.02	CAROLINA BIOL SUPPLY	SUPPLIES	8.608	7.93
10,810.547.00	CARROLL CO REVIEW	PUB INFO	8.609	59.38
20,000.541.03	COMMERCE CLEARING HOUSE INC	SUPPLIES	8.610	263.00
7,600.573.00	COMMONWEALTH EDISON	SERVICE	8.611	16,340.91
0.815.541.02	CONTEMPORARY BOOKS INC	SUPPLIES	8.612	41.53
0.100.541.02	CROWN PRINTING	SUPPLIES 55.00		
10,810.547.00	X X	PUB INFO 74.86	8.613	129.86
1,000.556.00	CURTIS 1000	PRES RECEPTION	8.614	453.77
20,000.541.03	DIESEL & GAS TURBINE	SUPPLIES	8.615	45.00
2,000.585.00	DIESEL INJECTION SERVICE	EQUIPMENT	8.616	593.52
10,300.541.02	DIXON AUTO SUPPLY CO	SUPPLIES	8.617	28.67
10,810.547.00	DIXON CAMERA CENTER	PUB INFO 65.65		
10,814.541.01	X X	4.59	8.618	70.24
10,300.541.02	DIXON GARAGE SUPPLY	SUPPLIES	8.619	58.83
10,810.547.00	DIXON TELEGRAPH	PUB INFO 8472.04		
10,813.541.02	X X	181.84		
38,000.554.00	X X	12.84		
92,000.544.02	X X	4948.58		
92,000.554.00	X X	18.06	8.620	13,633.36
10,810.547.00	DYNAMIC GRAPHICS	PUB INFO	8.621	60.75
31,000.556.00	EMERALD HILL	ORIENTATION	8.622	190.00
92,000.585.00	ENTRE COMPUTER CENTER	EQUIP 1311.00		
95,000.541.02	X X	395.10	8.623	1,706.10
91,000.535.00	DR THOMAS FLYNN	SERVICES	8.624	250.00
10,818.550.00	DONALD FOSTER	TRAVEL	8.625	83.38
10,512.541.02	MARK FOSTER	SUPPLIES	8.626	128.58
10,300.550.00	JERRY FRANA	TRAVEL	8.627	10.80
10,810.547.00	GATEWAY BROADCASTING	PUBINFO	8.628	217.55
10,810.547.00	RALPH GELANDER	PUB INFO	8.629	74.80
2,000.585.00	GENERAL MOTORS CORP	EQUIPMENT	8.630	795.00
20,000.545.00	GLENCO PUBL CO	BOOKS	8.631	260.43
7,600.575.00	RICHARD GROHARING	PHONE CALLS	8.632	8.60
10,300.541.02	H & R CORPORATION	SUPPLIES	8.633	18.35

0.814.550.00	CAROL HAIN	TRAVEL	8,634	16.80
0.812.550.00	ZOLLIE HALL	TRAVEL	8,635	17.20
0.300.550.00	RONALD HAPACH	TRAVEL	8,636	39.60
0.812.541.01	HASKELLS	SUPPLIES	30.81	
8.000.541.01	X X		356.37	
1.000.541.01	X X		4.20	
2.000.541.01	X X		337.70	
0.714.541.02	HEALTH & ALLIED SCIENCE PUBL	SUPPLIES	8,637	729.08
0.300.534.00	HONEYWELL INC	SUPPLIES	8,638	18.95
5.000.534.01	I B M CORP	SUPPLIES	8,639	141.00
0.100.541.02	I B M CORP	SUPPLIES	8,640	2,105.00
0.100.534.00	I B M CORP	SUPPLIES	8,641	123.60
		SERVICE	336.90	
0.800.537.00	X X		233.00	
5.000.534.01	X X		946.23	
1.000.550.00	I C C T A	MEETING	8,642	1.5 20.00
0.812.541.01	I V A	MEMBERSHIP	8,644	20.00
6.000.575.00	ILLINOIS BELL TELEPHONE	SERVICE	8,645	210.96
4.000.534.00	ILLINOIS STATE UNIV	ECONOMIC IMPACT STUDY	8,646	250.00
0.300.541.02	KABACO TOOLS INC	SUPPLIES	8,647	75.20
0.512.541.02	KIDDER MUSIC SERVICE INC	SUPPLIES	8,648	16.75
2.000.585.00	KLAUS RADIO INC	EQUIPMENT	8,649	182.00
1.000.550.00	KLOCKES	TRAVEL	8,650	55.00
0.812.541.01	LEE CO FARM BUREAU	SUPPLIES	8,651	60.00
5.000.541.02	LINCOLN SYSTEMS CORP	SUPPLIES	8,652	550.00
2.000.550.00	CAROL LINTON	TRAVEL	8,653	13.12
1.000.556.00	LUNDSTROMS	FLOWERS	8,654	27.00
1.000.556.00	MCCASLINS BAKERY	SUPPLIES	8,655	5.95
0.000.541.03	MCGREGOR SUBSCRIP SERVICE	MAGAZINES	8,656	9.86
2.000.541.01	MCLENNONS INC	SUPPLIES	8,657	87.81
0.000.541.03	3 M CO	SUPPLIES	8,658	2,250.00
0.300.541.02	MACROTRONIX INC	SUPPLIES	8,659	88.24
8.000.550.00	RONALD MARLIER	TRAVEL	8,660	18.00
5.000.541.02	MICROPRO INTERNATIONAL	SUPPLIES	8,661	1.5 35.60
0.300.541.02	MIDWEST EDUSYSTEMS INC	SUPPLIES	8,662	664.36
0.300.541.02	MITCHELL INFO SYSTEMS	SUPPLIES	8,663	48.00
1.000.550.00	MOBIL OIL CREDIT CORP	PRE S TRAVEL	8,664	7.40
0.100.534.00	MUELLER A V	SERVICE	17.50	
0.000.534.00	X X		144.22	
0.000.544.01	X X	SUPPLIES	90.00	
2.000.585.00	X	EQUIP	3952.64	
0.600.541.02	NASCO	SUPPLIES	8,666	449.49
5.000.534.01	NCR CORPORATION	MAINT	8,667	587.00
5.000.541.01	NCB CORPORATION	SUPPLIES	8,668	217.78
0.412.541.02	NATIONAL INSTITUTE OF JUSTICE	SUPPLIES	8,669	112.88
0.711.550.00	HAROLD NELSON	TRAVEL	8,670	185.60
0.712.541.02	HOWARD & ASSOCIATES	SUPPLIES	8,671	28.05
0.512.541.02	NORTHEASTERN RECORDS	SUPPLIES	8,672	10.98
0.000.534.00	NORTHERN ILL LIBRARY SYS	MAINT FEE	8,673	551.25
0.316.541.02	NORTHERN ILL UNIVERSITY	SUPPLIES	8,674	32.90
0.814.541.01	NURSING RESEARCH	SUPPLIES	8,675	58.00

0.000.550.00	BETTY ORLOWSKI	TRAVEL	8.676	37.60	
5.000.534.02	PC SOURCE	MAINT SUPPLIES	8.677	312.00	
0.512.541.02	J W PEPPER OF DETROIT	SUPPLIES	8.678	80.30	
0.810.547.00	PORTERS CAMERA STORE INC	PUB INFO	8.679	21.11	
0.300.541.02	PRIME AUTO SUPPLY	SUPPLIES	8.680	9.50	
0.810.547.00	PUBLICATION SYSTEMS INC	PUB INFO	8.681	75.00	
0.300.541.02	R & D ELECTRONICS	SUPPLIES	8.682	105.56	
0.714.541.02	REMS	SUPPLIES	8.683	5.95	
5.000.541.01	RADIO SHACK	SUPPLIES	8.684	17.70	
1.000.541.01	ROBBINS SCHWARTZ NICHOLAS	LIFTON & TAYLOR	SUBSCR	8.685	50.00
0.811.541.01	ROCK VALLEY COMPUTERS	SUPPLIES	70.83		
0.812.541.01	X X		70.83		
0.813.541.02	X X		70.84	212.50	
0.300.541.02	J RUBIN & CO	SUPPLIES	8.687	263.83	
0.100.541.02	SVC BOOKSTORE	SUPPLIES	16.67		
0.300.541.02	X XX		29.01		
0.400.541.02	X X		72.55		
0.418.541.02	X X		13.08		
0.500.541.02	X X		68.00		
0.600.541.02	X X		7.54		
0.711.541.02	X X		2.65		
0.712.541.02	X X		6.26		
0.713.541.02	X X		6.26		
0.715.541.02	X X		4.16		
0.810.547.00	X X		3.08		
0.811.541.01	X X		1.74		
0.813.541.02	X X		306.37		
0.814.541.01	X X		7.48		
0.815.541.02	X X		103.15		
0.816.541.01	X X		5.03		
1.000.541.01	X X		5.24		
8.000.541.01	X X		91.94		
2.000.541.01	X X		3.61		
5.000.541.01	X X		2.49	756.31	
0.300.541.02	SVC BUILDING FUND	SUPPLIES	8.688		
0.714.550.00	SVC RESTR PURP FUND	VAN CHARGES	8.689	10.30	
5.000.541.02	SCIENCE RESEARCH ASSOC	SUPPLIES	8.690	65.60	
0.600.541.02	SBM EQUIPMENT CENTER	SUPPLIES	8.691	51.24	
0.011.550.00	MICHAEL SEGUIN	SUPPLIES	8.692	80.00	
1.000.550.00	SERVOMATION CORP	TRAVEL	8.693	40.40	
1.000.550.00	X X	RECEP & ORIENTATION	1030.18		
6.000.550.00	KAREN SHAPTON	BOARD MEETING	30.00	1.060.18	
1.000.550.00	SHELL OIL CO	TRAVEL	8.694		
0.714.550.00	STANLEY SHIPPERT	PRES TRAVEL	8.695	16.80	
7.000.593.00	X X	TRAVEL	8.696	66.04	
7.000.593.00	SOUTHEASTERN ILL COLLEGE	REIMB 4 HRS	86.00	313.00	
7.000.593.00		CHARGE BACK	227.00	686.72	
2.812.550.00	SOUTHERN ILL UNIVERSITY	TRAVEL	8.697		
2.000.534.00	STANDARD REGISTER	MAINT CONTR	8.698		
0.000.544.01	STERLING CAMERA CENTER	SUPPLIES	8.700	131.52	
0.310.538.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	8.701	77.36	
1.000.556.00	SWARTLEYS	FLOWERS	8.702	6.063.00	
			8.703	28.95	

1 0,015,541.02	TIME MAGAZINE	SUBSCRIPTIONS	8,704	352.80
5,000,541.01	UARCO	SUPPLIES	8,705	152.75
5,000,534.02	UNIQUE COMPUTER	SERVICE 72.00		
6,000,541.01	X X	SUPPLIES 110.00	8,706	182.00
1,0,316,541.02	UNIVERSITY OF ILLINOIS	SUPPLIES	8,707	36.50
1,0,010,547.00	W C C I	PUB INFO	8,708	221.00
1,0,810,547.00	W I X N	PUB INFO 147.00	8,709	400.00
1,0,013,541.02	W N S PUBLICATIONS	COMM SERV 119.00	8,710	266.00
1,0,010,547.00	X X	PUB INFO	8,711	987.00
5,000,541.01	W S D R INC	SUPPLIES	8,712	67.65
1,0,300,541.02	WALLACE COMPUTER SERV	SUPPLIES	8,713	136.22
2,0,000,545.00	WESTERN ENGINE CO	BOOKS	8,714	112.50
1,0,014,550.00	WEST PUBLISHING CO	TRAVEL	8,715	354.50
2,0,000,541.01	MARY WILLETT	SUPPLIES	8,716	1,174.18
2,0,000,521.00	XEROX CORP	MARCH PREMIUM	8,717	24,960.58
1,0,600,541.02	PRUDENTIAL	SUPPLIES 10.40		
1,0,000,550.00	SVC PETTY CASH	PRES TRAVEL 4.70		
1,0,000,556.00	X X	SUPPLIES 3.55	8,718	18.65
	SVC IMPREST FUND	MISC EXPENSES	8,719	884.34

CHECKS NUMBER 8558 - 8583 and VOID CHECK

TOTAL EDUCATION FUND FOR FEBRUARY

107,170.77

316,541.55

\$423,712.32

INSURANCE FUND

.292-000-526	DIRECTOR OF EMPLOYMENT SECURITY	Unemployment	143	\$ 2,218.16
292-000-527	WILKINS LOWE & CO.	Package Policy	144	<u>35,801.00</u>
TOTAL INSURANCE FUND FOR FEBRUARY				\$38,019.16

BUILDING FUND

70-000-534	ROCKFORD ORNAMENTAL IRON INC.	Library work	1056	\$ 220.00
0.000.534.00	ACKLAND RADIATOR	REPAIRS	1,057	15.00
0.000.541.04	BERRY BEARING CO	SUPPLIES	1,058	372.78
0.000.550.00	GLADYS GUNTLE	TRAVEL	1,059	18.80
0.000.541.04	HONEYWELL INC	SUPPLIES	1,060	403.55
0.000.541.04	HOYLE ROAD EQUIP CO	SUPPLIES	1,061	77.00
0.000.541.04	LECTRONICS INC	SUPPLIES	1,062	39.60
0.000.541.04	JOHN A LUUS SONS	SUPPLIES	1,063	260.00
0.000.534.00	LYSTADS INC	SERVICE	1,064	75.00
0.000.534.00	MCCORMICKS NURSE R Y	SE RVICES	1,065	239.00
0.000.541.04	THE MAILERS GUIDE CO	SUPPLIES	1,066	44.50
0.000.534.00	DAVID MAYES	SEWAGE TESTING	1,067	190.00
0.000.534.00	MONTGOMERY ELEVATOR CO	MAINT CONTR	1,068	469.96
0.000.541.04	MORGAN SERVICES INC	SUPPLIES	1,069	97.96
1.000.571.00	NORTHERN ILL GAS CO	SERVICE	1,070	11,060.49
1.000.571.00	NORTHERN ILL GAS CO	SERVICE	1,071	107.54
0.000.541.04	NEW HOLLAND INC	SUPPLIES	1,072	69.15
0.000.541.04	P & W SUPPLY CO	SUPPLIES	1,073	19.15
0.000.541.04	SVC BOOKSTORE	SUPPLIES	1,074	2.60
0.000.541.04	SVC EDUCATION FUND	SUPPLIES	1,075	77.80
0.000.541.04	SBM EQUIPMENT CENTER	SUPPLIES	1,076	40.90
0.000.541.04	SAFETY SERVICES INC	SUPPLIES	1,077	201.75
0.000.541.04	SEARS ROEBUCK & CO	SUPPLIES	1,078	108.01
0.000.541.04	TEWES PLASTICS CORP	SUPPLIES	1,079	394.90
0.000.534.00	WALDSCHMIDT REPAIR	REPAIRS	1,080	12.50
0.000.541.04	WISCONSIN TURF EQUIP CO	SUPPLIES	1,081	83.97
0.000.541.04	SVC IMPREST FUND	MISC. EXPENSES	1,082	1.00

TOTAL BUILDING FUND FOR FEBRUARY

\$ 14,702.91

SITE AND CONSTRUCTION FUND

.90-000-582.01	TURNROTH SIGN CO.	COLLEGE SIGN	772	\$ 15,421.00
TOTAL SITE AND CONSTRUCTION FUND FOR FEBRUARY				\$ 15,421.00

IMPREST FUND

110-410-534	DR. J. LEMAY	EMT Honorarium	7820	30.00
120-000-541.02	ROBERT THOMAS	Supplies	7821	14.95
192-000-544.02	UNITED PARCEL SERVICE	Service	7822	5.81
120-000-534	DIXON PUBLIC LIBRARY	Telecomm	7823	7.69
181-000-556	MARILYN VINSON	Pres. Reception	7824	59.62
176-000-575	RICHARD GROHARING	Phone expense	7825	10.37
181-000-556	FANNIE MAY CANDIES	Pres. Reception	7826	12.32
200-000-499	JOYCE GAUMER	Lost key returned	7827	1.00
192-000-544.02	UNITED PARCEL SERVICE	Service	7828	3.25
	VOID CHECK		7829	
120-000-550	NORTHERN ILL. LEARNING RES. CO-OP. Workshop		7830	15.00
110-300-541.02	WORKSHOPS FROM DRI INDUSTRIES Supplies		7831	77.16
110-410-534	TIM HAY	EMT Honorarium	7832	10.00
110-410-534	HEIDI LEISNER	" "	7833	10.00
110-410-534	JOELLE CASSENS	" "	7834	10.00
110-410-534	LES STERN	" "	7835	10.00
110-410-534	TOM ORTIZ	" "	7836	10.00
110-410-534	TABATHA LOPEMAN	" "	7837	10.00
110-410-534	JOETTA LOPEMAN	" "	7838	10.00
110-410-534	JANET HUIZENGA	" "	7839	10.00
181-000-556	MARILYN VINSON	Pres. reception	7840	12.88
110-300-541.02	COMPUTER DIRECT	Supplies	7841	87.80
110-300-541.02	SECR. OF STATE	Title	7842	3.00
192-000-544.02	UNITED PARCEL SERVICE	Service	7843	7.57
182-000-550	NANCY BREED	Supplies	7844	9.26
110-800-541.02	FARM & FLEET	Step ladder	7845	48.19
176-000-575	RON ROWDEN	Phone calls	7846	50.93
110-813-534	KAY TURK	Honorarium	7847	50.00
110-813-534	ELENA ANDREE CRAIN	Honorarium	7848	50.00
181-000-556	MELISSA BLOEMKER	Pres. reception	7849	50.00
181-000-550	ONLY SPRINGFIELD HILTON	Conference	7850	44.00
192-000-544.02	UNITED PARCEL SERVICE	Service	7851	40.25
110-818-550	DONALD FCOSTER	Lunches	7852	19.29
138-000-550	NASPA/ACPA CONVENTION	Reservation	7853	95.00

\$885.34

EDUCATION	-	884.34
BUILDING	-	1.00

Balance in fund	-	2157.66
Disbursements	-	885.34
Void ck.	-	19.00 to be voided on list next month.
Total in fund	-	3024.00

SAUK VALLEY COLLEGE

APPROVED BY

Debra B. Strohmeier

PRESIDENT

Walter J. Murphy

SECRETARY

DATE

EDUCATION FUND

Account	Total		Prev. Mo.	This Mo.	Budget	Unexpended	Unencumbered
	Expenditures	To Date					
DIV OF BUSINESS SALARIES	110,804.98	110,804.98	90,658.62	20,146.36	208,718.00	97,913.02	97,913.02
DIV OF BUS CONTR SERV	7,278.92	7,278.92	6,924.52	354.40	11,000.00	3,721.08	3,721.08
DIV OF BUS SUPPLIES	7,943.89	7,943.89	7,228.26	715.63	11,475.00	3,531.11	3,531.11
DIV OF BUS CONF & MEETINGS	460.80	460.80	157.50	303.30	1,400.00	939.20	939.20
FOOD SERV CONTR SERV		.00		.00	800.00	800.00	800.00
FOOD SERV SUPPLIES	60.07	60.07	60.07	.00	425.00	364.93	364.93
FOOD SERV CONF & MEETINGS		.00		.00	125.00	125.00	125.00
DIV OF AGRIC SUPPLIES	152.80	152.80	152.80	.00	400.00	247.20	247.20
DIV OF INDUS ED SALARIES	83,256.91	83,256.91	68,119.29	15,137.62	161,950.00	76,643.09	76,643.09
DIV OF INDUS ED CONTR SERV	1,074.50	1,074.50	933.50	141.00	400.00	5,325.50	5,325.50
DIV OF INDUS ED SUPPLIES	11,532.94	11,532.94	9,293.57	2,234.37	16,145.00	4,662.06	4,662.06
DIV OF INDUS ED CONF & MEETINGS	371.12	371.12	320.72	50.40	1,200.00	623.88	623.88
COSMETOLOGY	51,616.00	51,616.00	39,332.00	12,204.00	54,000.00	2,384.00	2,384.00
COSMETOL SUPPLIES	23.84	23.84	23.84	.00	400.00	376.16	376.16
COSMETOL CONF & MEETINGS		.00		.00	175.00	175.00	175.00
HUMAN SERV CONTR SERV		.00		.00	100.00	100.00	100.00
HUMAN SERV SUPPLIES	1,124.01	1,124.01	977.11	146.90	1,000.00	124.01	124.01
HUMAN SERV CONF & MEETINGS	92.00	92.00	92.00	.00	200.00	103.00	103.00
DIV OF SOC SCI SALARIES	60,671.47	60,671.47	49,863.93	11,067.54	115,421.00	52,549.53	52,549.53
DIV OF SOC SCI SUPPLIES	1,964.63	1,964.63	1,609.52	375.11	4,000.00	2,015.37	2,015.37
DIV OF SOC SCI CONF & MEETINGS	429.51	429.51	429.51	.00	1,000.00	570.49	570.49
EMT CONTR SERV	1,040.00	1,040.00	930.00	110.00	1,700.00	660.00	660.00
EMT SUPPLIES	58.00	58.00	58.00	.00	313.00	255.00	255.00
EMT CONF & MEETINGS	125.00	125.00	125.00	.00	150.00	25.00	25.00
CRIMINAL JUS SALARIES	13,426.16	13,426.16	10,965.04	2,441.12	28,669.00	15,242.84	15,242.84
CRIMINAL JUS CONTR SERV		.00		.00	500.00	500.00	500.00
CRIMINAL JUS SUPPLIES	1,001.24	1,001.24	720.56	280.68	1,941.00	539.76	539.76
CRIMINAL JUS CONF & MEETINGS	78.20	78.20	33.20	45.00	500.00	421.80	421.80
LIBRARY TECH SUPPLIES	36.17	36.17	53.87	17.70	100.00	63.83	63.83
DIV OF HUMANITIES SALARIES	146,409.01	146,409.01	119,709.19	26,619.82	298,658.00	150,246.99	150,246.99
DIV OF HUMAN. SUPPLIES	1,433.88	1,433.88	1,262.16	171.70	3,500.00	2,066.12	2,066.12
DIV OF HUMAN. CONF & MEETINGS	669.80	869.80	819.00	50.80	2,500.00	1,630.20	1,630.20
ART DEPT SALARIES	13,352.68	13,352.68	10,924.92	2,427.76	29,133.00	15,780.32	15,780.32
ART DEPT SUPPLIES	287.17	287.17	277.13	10.04	600.00	312.83	312.83
ART DEPT CONF & MEETINGS	60.00	60.00	60.00	.00	200.00	140.00	140.00
MUSIC DEPT SALARIES	26,121.26	26,121.26	21,371.94	4,749.32	56,992.00	30,670.74	30,670.74

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT CONTR SERV	576.00	576.00	576.00	.00	1,200.00	624.00	624.00
MUSIC DEPT SUPPLIES	853.87	853.87	577.62	276.25	1,450.00	596.13	596.13
MUSIC DEPT CONF & MEETINGS	40.00	40.00	40.00	.00	500.00	460.00	460.00
DIV OF MATH SCI SALARIES	115,083.87	115,083.87	94,159.53	20,924.34	209,772.00	94,688.13	94,688.13
DIV OF MATH SCI CONTR SERV	308.06	308.06	308.06	.00	900.00	591.94	591.94
DIV OF MATH SCI SUPPLIES	4,249.67	4,249.67	3,603.87	644.80	10,950.00	6,711.33	6,711.33
DIV OF MATH SCI CONF & MEETINGS	73.33	73.33	46.90	26.43	1,400.00	1,326.67	1,326.67
MED LAB TECH SALARIES	30,626.18	30,626.18	26,059.42	4,566.76	54,801.00	24,174.82	24,174.82
MED LAB TECH CONTR SERV	1,455.83	1,455.83	1,455.83	.00	1,875.00	419.17	419.17
MED LAB TECH SUPPLIES	5,393.91	5,393.91	5,332.86	61.05	11,610.00	6,216.09	6,216.09
MED LAB TECH CONF & MEETINGS	608.29	608.29	422.69	185.60	1,440.00	831.71	831.71
ADN SALARIES	61,938.73	61,938.73	52,352.51	9,586.22	78,343.00	16,404.27	16,404.27
ADN OFC SALARIES	7,776.30	7,776.30	6,739.46	1,036.84	12,442.00	4,665.70	4,665.70
ADN CONTR SERV	128.75	128.75	128.75	.00	767.00	638.25	638.25
ADN SUPPLIES	1,540.51	1,540.51	1,436.04	104.47	3,570.00	2,029.49	2,029.49
ADN CONF & MEETINGS	348.97	348.97	348.97	.00	1,550.00	1,201.03	1,201.03
LPN SALARIES	10,069.62	10,069.62	8,238.76	1,830.84	6,935.00	5,965.38	5,965.38
LPN CONTR SERV	128.75	128.75	128.75	.00	366.00	257.25	257.25
LPN SUPPLIES	727.52	727.52	719.60	7.92	2,725.00	1,997.48	1,997.48
LPN CONF & MEETINGS	.00	.00	.00	.00	700.00	700.00	700.00
RAD TECH SALARIES	27,620.59	27,620.59	23,458.41	4,162.18	51,548.00	23,927.41	23,927.41
RAD TECH CONTR SERV	1,600.45	1,600.45	1,600.45	.00	3,902.00	2,301.55	2,301.55
RAD TECH SUPPLIES	1,630.26	1,630.26	1,602.38	27.88	3,105.00	1,554.74	1,554.74
RAD TECH CONF & MEETINGS	1,953.46	1,953.46	1,801.86	151.60	3,000.00	1,046.54	1,046.54
DIV OF PHYS ED SALARIES	22,478.94	22,478.94	18,391.86	4,067.08	49,045.00	26,566.06	26,566.06
PHYS ED CONTR SERV	.00	.00	.00	.00	570.00	570.00	570.00
PHYS ED SUPPLIES	1,055.79	1,055.79	1,021.96	33.81	2,300.00	1,244.21	1,244.21
PHYS ED CONF & MEETINGS	.00	.00	.00	.00	600.00	600.00	600.00
NURSING ASST CONTR SERV	.00	.00	.00	.00	150.00	150.00	150.00
NURSING ASST SUPPLIES	317.41	317.41	311.41	6.00	750.00	432.59	432.59
NURSING ASST CONF & MEETINGS	54.80	54.80	54.80	.00	200.00	145.20	145.20
INFO OFC & WORKROOM SECR SALARIES	27,535.16	27,535.16	23,673.71	3,661.45	44,310.00	16,774.84	16,774.84
INFO OFC FED WORK STUDY	6,946.86	6,946.86	5,988.78	958.08	15,000.00	6,053.14	6,053.14
WORKROOM FED WORK STUDY	41.87	41.87	33.50	8.37	7,250.00	7,208.13	7,208.13
WORKROOM CONTR SERV	5,685.00	5,685.00	5,685.00	.00	6,000.00	315.00	315.00
UNALLOCATED CONTR SERV	657.87	657.87	424.87	233.00	1,600.00	942.13	942.13

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INFO OFC SUPPLIES	513.59	513.59	387.05	126.54	1,450.00	936.41	936.41
INSTITU COMMITTEES	3.97	3.97					
WORKROOM SUPPLIES	2,260.96	2,260.96	CR 1,442.4	766.90	300.00	296.03	296.03
PUB INFO ADMIN SALARIES	224.11.95	224.11.95	194.23.69	2,988.26	1,000.00	3,260.96	3,260.96
PUB INFO SECR SALARIES	515.39	515.39	382.14	133.25	2,000.00	1,464.61	1,464.61
PUB INFO SUPPLIES	63,385.77	63,385.77	51,703.99	11,676.78	86,750.00	23,364.23	23,364.23
PUB INFO CONF & MEETINGS	488.40	488.40	468.40	.00	1,200.00	711.60	711.60
ASST DEAN ARTS & SOC SCI SALARY	23,208.15	23,208.15	20,113.73	3,094.42	37,133.00	13,924.85	13,924.85
PART TIME OVERLOAD	24,381.17	24,381.17	23,257.17	1,124.00	42,000.00	17,618.83	17,618.83
NIGHT PREMIUMS	100.00	100.00	100.00	.00		100.00	100.00
SUMMER SALARIES	41,433.80	41,433.80	41,433.80	.00	42,000.00	566.20	566.20
SECR SALARIES	8,738.10	8,738.10	7,573.02	1,165.08	13,981.00	5,242.90	5,242.90
FED WORK STUDY	4,365.04	4,365.04	3,690.02	675.02	8,147.00	3,781.96	3,781.96
SUPPLIES	443.10	443.10	290.91	152.19	1,300.00	856.90	856.90
CONF & MEETINGS	526.80	526.80	457.83	68.97	2,000.00	1,473.20	1,473.20
ASST DEAN BUS & TECH SALARY	25,174.95	25,174.95	21,818.29	3,356.66	40,280.00	15,105.05	15,105.05
PART TIME OVERLOAD	37,443.20	37,443.20	36,964.05	478.55	105,000.00	67,556.80	67,556.80
NIGHT PREMIUMS	800.00	800.00	800.00	.00		800.00	800.00
SUMMER SALARIES	43,563.26	43,563.26	43,563.26	.00	42,000.00	1,503.26	1,503.26
SECR SALARIES	10,095.00	10,095.00	8,749.00	1,346.00	16,152.00	6,057.00	6,057.00
FED WORK STUDY	12,436.38	12,436.38	10,417.15	2,019.23	15,979.00	3,542.62	3,542.62
SUPPLIES	929.55	929.55	703.60	225.95	1,200.00	270.45	270.45
CONF & MEETINGS	545.15	545.15	422.11	123.04	3,000.00	2,454.85	2,454.85
ASST DEAN COMM & EXTEN SEPV SALARY	22,393.80	22,393.80	15,407.96	2,985.84	35,030.00	13,436.20	13,436.20
INSTR SALARIES	48,644.93	48,644.93	48,244.93	450.00	100,000.00	51,305.07	51,305.07
COORDINATORS SALARIES	4,890.00	4,890.00	4,890.00	.00	7,500.00	2,610.00	2,610.00
SECR SALARIES	7,485.47	7,485.47	6,474.97	1,010.50	12,126.00	4,640.53	4,640.53
FED WORK STUDY	231.14	231.14	170.34	60.30	1,972.00	1,740.86	1,740.86
CONTR SERV	700.00	700.00	600.00	100.00	5,000.00	4,300.00	4,300.00
SUPPLIES	3,745.77	3,745.77	2,936.09	809.68	5,500.00	1,754.23	1,754.23
CONF & MEETINGS	1,149.53	1,149.53	1,149.53	.00	2,000.00	850.47	850.47
DIR OF HEALTH & NAT SCI SALARY	21,465.00	21,465.00	18,603.00	2,862.00	34,544.00	12,879.00	12,879.00
PART TIME OVERLOAD	10,894.77	10,894.77	9,462.39	1,432.38	36,700.00	27,805.23	27,805.23
SUMMER SALARIES	8,460.81	8,460.81	8,460.81	.00	11,000.00	2,539.19	2,539.19

Account	Total Expenditures	To Date	Prev. MO. To Date	This Mo.	Budget	Unexpended	Unencumbered
HEALTH & NAT. SCI. NIGHT PREMIUMS	.00	.00	81.42	81.42cr.	.00	.00	.00
HEALTH & NAT SCI FED WORK STUDY	3,931.12	3,931.12	3,485.59	445.53	4,820.00	883.88	883.88
CONTR SERV		.00		.00	200.00	200.00	200.00
SUPPLIES	517.50	517.50	431.39	86.11	1,200.00	682.50	682.50
CONF & MEETINGS	684.96	684.96	313.66	371.30	1,300.00	615.04	615.04
ACADEMIC SKILLS SALARIES	14,832.64	14,632.64	12,185.96	2,696.88	56,573.00	41,740.16	41,740.16
CNTR SERV	300.00	300.00	300.00	.00	300.00	.00	.00
SUPPLIES	1,144.16	1,144.16	3,249.80	2,105.64	CR 7,000.00	5,855.84	5,855.84
CONF & MEETINGS	24.00	24.00	121.64	97.64	CR 500.00	476.00	476.00
HONORS PROGRAM CONTR SERV		.00		.00	100.00	100.00	100.00
HONORS PROG SUPPLIES	153.73	153.73	152.83	.90	400.00	246.27	246.27
HONORS PRUG CONF & MEETINGS	76.34	76.34	76.34	.00	270.00	193.66	193.66
DEAN OF INSTR ADMIN SALARY	28,854.45	28,854.45	25,067.19	3,847.26	46,167.00	17,312.55	17,312.55
DEAN OF INSTR SECR SALARY	11,191.95	11,191.95	9,699.69	1,492.26	17,907.00	6,715.05	6,715.05
STUDENT TUTORS	1,164.10	1,164.10	1,164.10	.00	2,000.00	835.90	835.90
DEAN OF INSTR FED WORK STUDY	1,407.81	1,407.81	1,206.81	201.00	3,520.00	2,172.19	2,172.19
DEAN OF INSTR SUPPLIES	899.68	899.68	771.56	123.12	2,000.00	1,100.32	1,100.32
DEAN OF INSTR CONF & MEETINGS	1,132.29	1,132.29	535.23	597.06	2,000.00	867.71	867.71
LCR PROF SALARIES	46,011.00	46,011.00	38,635.00	7,376.00	85,120.00	42,501.00	42,501.00
LCR SECR SALARIES	16,776.43	16,776.43	14,511.59	2,264.74	27,177.00	10,400.57	10,400.57
LCR FED WORK STUDY	7,363.91	7,363.91	6,018.57	745.34	12,809.00	5,445.09	5,445.09
LCR CONTR SERV	4,843.28	4,843.28	3,931.13	912.15	11,260.00	6,416.72	6,416.72
XEROX SUPPLIES	324.49	324.49	212.18	112.31	CR 2,000.00	2,324.49	2,324.49
LIBRARY SUPPLIES	12,367.07	12,367.07	9,793.76	2,573.31	14,540.00	2,172.93	2,172.93
A V SUPPLIES	2,794.42	2,794.42	2,989.37	154.95	CR 7,650.00	4,655.58	4,655.58
LIBRARY BOOKS	16,409.83	16,409.83	13,607.4	2,602.79	35,000.00	1,650.17	1,650.17
LCR CONF & MEETINGS	841.50	841.50	783.90	52.60	1,200.00	358.50	358.50
ADM & REC ADMIN SALARIES	22,027.00	22,027.00	19,690.50	2,937.00	35,244.00	13,216.50	13,216.50
ADM & REC SECR SALARIES	33,477.07	33,477.07	28,999.53	4,477.74	55,928.00	22,450.93	22,450.93
ADM & REC FED WORK STUDY	5,312.37	5,312.37	4,576.83	736.14	10,958.00	5,645.03	5,645.03
ADM & REC CONTR SERV	515.00	515.00	515.00	.00	2,600.00	2,085.00	2,085.00
ADM & REC SUPPLIES	6,305.56	6,305.56	6,173.45	212.11	7,900.00	1,514.44	1,514.44
ADM & REC CONF & MEETINGS	426.64	426.64	426.64	.00	1,000.00	573.36	573.36
COUNSELING SALARIES	46,451.24	46,451.24	39,695.46	6,555.78	76,669.00	30,217.76	30,217.76
COUNSELING SECR SALARIES	8,576.58	8,576.58	7,465.34	1,111.24	13,901.00	5,404.42	5,404.42
HEALTH SERV SUPPLIES	21.36	21.36	21.36	.00	300.00	278.64	278.64
FIN AIRS ADMIN SALARY	22,678.80	22,678.80	19,654.96	3,023.84	36,206.00	13,607.20	13,607.20
SECR SALARY	16,453.80	16,453.80	14,259.96	2,143.84	20,520.00	9,872.20	9,872.20

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV ADMIN SALARIES	27,273.70	27,273.70	23,641.54	3,637.16	43,646.00	16,367.30	16,367.30
STUDENT SERV SECR SALARIES	11,139.45	11,139.45	9,654.19	1,485.26	17,823.00	6,653.55	6,653.55
STUDENT SEPV FED WORK STUDY	26,265.10	26,265.10	22,361.70	3,903.32	45,100.00	18,034.90	18,034.90
COACHING SALARIES	10,371.08	10,371.08	9,826.64	544.44	11,850.00	1,473.92	1,473.92
STUDENT SERV CONTR SERV	260.16	260.16	260.16	.00	1,300.00	1,039.84	1,039.84
STUDENT SERV SUPPLIES	7,445.80	7,445.80	6,437.20	1,003.60	14,700.00	7,334.20	7,334.20
COMMENCEMENT	647.46	647.46	647.46	.00	6,000.00	5,352.54	5,352.54
STUDENT SERV CONF & MEETINGS	1,901.91	1,901.91	1,768.91	113.00	4,620.00	2,718.09	2,718.09
STUDENT REBUTTMENT	845.38	845.38	804.96	40.42	1,500.00	654.62	654.62
PUR SERV SALARIES	.00	.00	.00	.00	4,600.00	4,600.00	4,600.00
PUB SERV CONTR SERV	.00	.00	.00	.00	5,000.00	5,000.00	5,000.00
PUB SERV SUPPLIES	.00	.00	.00	.00	5,300.00	5,300.00	5,300.00
SERVICE STAFF SALARIES	215,634.27	215,634.27	186,600.54	29,033.73	370,923.00	155,203.73	155,203.73
MAINT FED WORK STUDY BUYS	42,981.20	42,981.20	37,165.25	5,812.95	82,000.00	34,013.80	34,013.80
MATRONS FED WORK STUDY	8,286.09	8,286.09	7,335.96	950.13	6,286.09	8,286.09	8,286.09
ELECTRICITY	137,929.23	137,929.23	121,569.53	16,359.70	235,900.00	97,970.77	97,970.77
TELEPHONE	22,664.01	22,664.01	20,141.23	2,522.78	34,840.00	17,175.99	17,175.99
PRESIDENTS SALARY	41,280.00	41,280.00	36,080.00	5,200.00	62,721.00	21,441.00	21,441.00
PRES SECR SALARY	12,814.35	12,814.35	11,105.77	1,703.58	20,503.00	7,628.65	7,628.65
PRES OFC FED WORK STUDY	1,998.26	1,998.26	1,706.81	291.45	3,484.00	1,405.74	1,405.74
PRES OFC CONTR SERV	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
PRES OFC SUPPLIES	1,090.28	1,090.28	898.99	191.29	2,500.00	1,409.72	1,409.72
PRES OFC CONF & MEETINGS	2,895.30	2,895.30	1,315.07	1,580.23	4,000.00	1,104.70	1,104.70
SPECIAL AFFAIRS	2,188.68	2,188.68	1,180.08	1,008.60	2,500.00	311.32	311.32
PRES OFC OTHER EXP	3,194.71	3,194.71	2,734.11	460.60	5,600.00	2,405.29	2,405.29
BUS OFC ADMIN SALARIES	31,825.65	31,825.65	27,522.23	4,243.42	50,921.00	14,095.35	14,095.35
BUS OFC PROF SALARIES	11,976.30	11,976.30	10,379.46	1,546.84	19,102.00	7,105.70	7,105.70
BUS OFC SECR SALARIES	47,110.70	47,110.70	40,825.46	6,205.24	75,423.00	28,312.30	28,312.30
BUS OFC CONTR SERV	3,867.70	3,867.70	3,676.18	131.52	6,800.00	2,992.30	2,992.30
BUS OFC SUPPLIES	1,349.23	1,349.23	55.84	1,405.77	7,000.00	6,349.93	6,349.93
BUS OFC CONF & MEETINGS	865.84	865.84	796.61	69.23	2,500.00	1,634.16	1,634.16
PRESIDENTIAL SEARCH	11,157.06	11,157.06	11,157.06	.00	14,000.00	2,042.94	2,042.94
LEGAL CONTR	3,956.00	3,956.00	3,706.00	250.00	8,000.00	4,044.00	4,044.00
OTHER BOARD SUPPLIES	217.50	217.50	199.36	18.14	4,000.00	1,762.50	1,762.50
BOARD CONF & MEETINGS	2,617.97	2,617.97	1,960.68	657.29	4,000.00	1,362.03	1,362.03
INST TU SECR SALARIES	9,803.70	9,803.70	8,620.70	1,183.00	14,196.00	4,392.30	4,392.30

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTITU FED WORK STUDY	2,250.49	2,250.49	2,022.99	227.50	3,605.00	1,434.51	1,434.51
CONTINGENCY FED WORK STUDY	3,499.90	3,499.90	2,876.80	623.10	4,443.00	945.10	948.10
GROUP MED. & LIFE INS	213,973.39	213,973.39	165,001.94	48,971.45	290,500.00	76,526.61	76,526.61
MÉDICAIRE PAYMENTS	4,811.85	4,811.85	4,305.23	506.62	4,811.85	4,811.85	4,811.85
TUITION RE IMBURSEMENT	1,407.58	1,407.58	1,407.58	.00	5,000.00	3,592.42	3,592.42
CURRICULUM DEVELOPMENT	1,350.42	1,350.42	1,350.42	.00	5,000.00	3,649.58	3,649.58
UNALLOCATED CNTR	642.65	642.65	642.65	.00	2,400.00	1,757.35	1,757.35
IN SERVICE TRAINING	2,051.85	2,051.85	2,051.85	.00	5,000.00	2,943.15	2,943.15
FACULTY ASSN SUPPLIES	36.56	36.56	33.16	3.40	200.00	163.44	163.44
POSTAGE	22,872.67	22,872.67	16,188.31	4,684.36	40,000.00	17,127.33	17,127.33
PUBLICATIONS & DUES	6,530.16	6,530.16	6,530.16	.00	6,950.00	419.84	419.84
ADVERTISING	315.23	315.23	315.23	.00	700.00	384.77	384.77
RECRUITMENT	3,129.64	3,129.64	3,111.58	18.06	6,000.00	2,670.36	2,670.36
GENERAL INSURANCE			.00	5,300.00	5,300.00	27,500.00	27,500.00
EQUIPMENT	93,025.63	93,025.63	85,097.47	8,731.16	145,947.00	52,113.37	52,113.37
AFFIRM ACTION CONTR SERV			.00		300.00	300.00	300.00
AFFIRM ACTION SUPPLIES	1.56	1.56	1.56	.00	100.00	98.44	98.44
AFFIRM ACTION CONF & MEETINGS			.00		300.00	300.00	300.00
INSTITU RES CONTR SERV	250.00	250.00		250.00	500.00	250.00	250.00
INSTITU RES SUPPLIES	2.26	2.26	2.26	.00	500.00	497.74	497.74
DATA PROC ADMIN SALARIES	41,730.75	41,730.75	36,166.05	5,564.10	66,769.00	25,035.25	25,035.25
DATA PROC SEC'R SALARIES	15,643.22	15,643.22	13,539.14	2,109.08	25,309.00	9,660.78	9,660.78
DATA PROC FED WORK STUDY	1,237.78	1,237.78	1,070.28	167.50	3,655.00	5,127.22	5,127.22
DATA PROC CONTR SERV ADMIN	56,850.00	56,850.00	53,305.35	3,544.73	143,700.00	86,049.92	86,049.92
DATA PROC CONTR SERV EDUC	2,182.77	2,182.77	1,798.77	384.00	13,000.00	10,817.23	10,817.23
DATA PROC SUPPLIES ADMIN	4,113.49	4,113.49	3,338.82	774.67	16,600.00	12,486.51	12,486.51
DATA PROC SUPPLIES INSTR	4,802.86	4,802.86	123.09	4,926.75	10,000.00	11,197.14	11,197.14
DATA PROC CONF & MEETINGS	92.50	92.50	92.50	.00	7,500.00	7,407.50	7,407.50
EQUIP RENTAL DATA PROC	2,071.00	2,071.00	2,071.00	.00	2,071.00	2,071.00	2,071.00
PLANNING & DEVEL ADMIN SALARIES	22,435.05	22,435.05	19,443.71	2,991.34	35,895.00	13,460.95	13,460.95
PLANNING & DEVEL SEC'R SALARIES	6,427.54	6,427.54	5,269.38	1,133.16	13,109.00	6,681.46	6,681.46
PL & DEVEL CONTR SERV				.00	300.00	300.00	300.00
PL & DEVEL SUPPLIES	545.09	545.09	360.82	184.27	1,300.00	754.91	754.91
PL & DEVEL CONF & MEETINGS	1,412.16	1,412.16	1,395.36	16.80	1,700.00	2,676.4	2,676.4
TUITION CHARGE BACK	13,899.00	13,899.00	12,677.84	1,221.22	25,000.00	11,100.94	11,100.94
CONTINGENCIES			.00	.00	75,000.00	75,000.00	75,000.00

2,894,463.00 * 2,493,665.50 * 5,220,994.00 * 2,327,530.94 *

2,894,463.00 * 405,797.56 * 2,327,530.94 *

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MAINT CONTR SERV	25,680.27	25,680.27	24,458.81	1,221.46	45,840.00	20,159.73	20,159.73
MAINT SUPPLIES	12,692.49	12,692.49	10,636.12	2,256.37	51,000.00	38,107.51	38,107.51
MAINT CONF & MEETINGS	342.66	342.66	323.86	19.80	2,500.00	2,157.34	2,157.34
GAS	51,286.22	51,286.22	40,113.19	11,163.03	119,900.00	68,613.78	68,613.78
EQUIPMENT	.00	.00	.00	.00	8,400.00	8,400.00	8,400.00
RENTAL CHARGES	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
CONTINGENCIES	.00	.00	.00	.00	25,000.00	25,000.00	25,000.00

90,261.64 * 90,261.64 * 75,536.98 * 14,664.66 * 53,640.00 * 163,433.36 *
163,433.36 *

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT	.00	.00	100,000.00	100,000.00	100,000.00	100,000.00	
COLLEGE SIGN	22,696.00	22,696.00	7,275.00	15,421.00	22,696.00	22,696.00	
BUILDING IMPROVEMENTS	.00	.00	100,000.00	100,000.00	100,000.00	100,000.00	
TELEPHONE SYSTEM	2,249.41	2,249.41	2,249.41	.00	2,249.41	2,249.41	2,249.41
ENERGY MANAGEMENT GRANT	5,006.05	5,006.05	5,006.05	.00	5,006.05	5,006.05	5,006.05
HIGH TECH DATA PROC	29,274.10	29,274.10	29,274.10	.00	29,274.10	29,274.10	29,274.10
INSTR EQUIPMENT	.00	.00	50,000.00	50,000.00	50,000.00	50,000.00	
SERVICE EQUIPMENT	.00	.00	5,000.00	5,000.00	5,000.00	5,000.00	
OTHER CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	5,000.00	5,000.00	

59,225.56 * 59,225.56 * 43,804.56 * 15,421.00 * 60,000.00 * 60,774.44 * 200,774.44 *

WORKING CASH FUND

MISC EXPENSE	.00	.00	1,000.00	1,000.00	1,000.00
	.00 *	.00 *	.00 *	.00 *	.00 *

INSURANCE FUND

WORKERS COMP
UNEMPLOYMENT COMP
TORT LIABILITY

31,082.07	31,082.07	31,114.09	32.02	CR 28,000.00	3,082.07	CR	3,082.07	CR
3,780.40	3,780.40	1,656.97	2,123.43	17,000.00	13,219.60	CR	13,219.60	
57,846.00	57,846.00	22,045.00	35,801.00	25,000.00	32,846.00	CR	32,846.00	CR
92,753.47 * 92,753.47 * 54,866.06 * 37,892.41 * 70,000.00 * 22,753.47 CR 22,753.47 CR								

AUDIT FUND

AUDIT COSTS

13,122.00	13,122.00	13,122.00	.00	22,000.00	8,878.00	8,878.00	
13,122.00	* 13,122.00	* 13,122.00	* .00	* 22,000.00	* 8,878.00	* 8,878.00	*

REVENUE REPORT

EDUCATION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1985 TAXES	834,696.89	834,696.89	834,696.89	.00	851,500.00	22,803.11	22,803.11
1986 TAXES	.00	.00	.00	.00	857,500.00	857,500.00	
IN LIEU OF TAXES	537.50	537.50	46.05	491.45	537.50	537.50	537.50 CR
CHARGEBACK REVENUE	3,281.28	3,281.28	3,281.28	.00	4,000.00	5,718.72	5,718.72
STATE APPORT	694,518.62	694,518.62	701,368.56	6,649.94	1,288,570.00	694,051.38	694,051.38
REG VOC ED REIMB	645,371.11	645,371.11	30,952.71	33,504.40	525,000.00	12,037.11	12,037.11 CR
VOC ED EQUIP REIMB	.00	.00	.00	.00	16,500.00	16,500.00	
CORP PERS PROP TAX REPL	176,442.58	176,442.58	176,442.58	.00	147,869.00	28,553.58	28,553.58 CR
STATE WORK STUDY	.00	.00	.00	.00	1,00	1,00	1,00
FEDERAL WORK STUDY	86,406.04	86,406.04	86,406.04	.00	170,658.00	82,171.96	82,171.96
OTHER FEDERAL SOURCES	340.00	340.00	340.00	.00	3,000.00	2,660.00	2,660.00
SUMMER TUITION	126,409.41	126,409.41	126,409.41	.00	126,000.00	489.41	489.41 CR
FALL TUITION	450,000.00	450,000.00	150,000.00	300,000.00	52,050.00	74,850.00	74,850.00
SPRING TUITION	.00	.00	.00	.00	50,7,650.00	50,7,650.00	
GRADUATION FEES	750.00	750.00	660.00	.90	2,500.00	1,750.00	1,750.00
TRANSCRIPT FEES	454.00	454.00	353.00	101.00	500.00	46.00	46.00
LAB FEES	282.40	282.40	282.40	.00	31,600.00	31,317.60	31,317.60
PUB SERV INCOME	.00	.00	.00	.00	14,900.00	14,900.00	14,900.00
INTEREST ON INVESTMENTS	18,292.65	18,292.65	18,292.65	.00	40,000.00	21,707.35	21,707.35
FOUNDATION GIFTS	13,400.00	13,400.00	13,400.00	.00	13,400.00	.00	.00
CUNTRIE-BOOKSTORE & LANDLAB	83,741.24	83,741.24	83,741.24	.00	83,741.00	.24	.24 CR
RESTRICTED FUND INCOME	10,039.03	10,039.03	10,039.03	.00	30,000.00	14,480.97	14,480.97
SALE OF SURPLUS PROPERTY	13,562.13	13,562.13	13,562.13	.00	13,262.00	.13	.13 CR
OTHER REVENUE	33,275.15	33,275.15	32,899.67	375.48	36,000.00	2,724.85	2,724.85
COMPUTER & FACILITIES	8,024.00	8,024.00	7,176.75	847.25	8,024.00	8,024.00	8,024.00 CR
OTHER REV SALARIES	24,999.62	24,999.62	7,772.62	17,227.00	24,999.62	24,999.62	24,999.62 CR
OTHER REV OVERHEAD	3,679.22	3,679.22	2,627.24	851.98	3,679.22	3,679.22	3,679.22 CR

2,645,025.07 * 2,303,110.25 * 4,932,021.00 * 2,284,992.13 *

2,645,025.07 *

345,713.62 *

2,284,992.13 *

BUILDING FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1985 TAXES	102,215.95	102,215.95	102,215.95	.00	105,000.00	2,784.05	2,784.05
1986 TAXES		.00		.00	105,000.00	105,000.00	105,000.00
IN LIEU OF TAXES	65.82	65.82	5.64	60.18	55.82	CR	65.82 CR
CORP PERS PROP TAX REPL	21,611.73	21,611.73	21,611.73	.00	16,111.00	3,500.73	3,500.73 CR
INTEREST ON INVESTMENTS	.00			.00	100.00	100.00	100.00
OTHER REVENUE	1,878.00	1,878.00	637.00	1,241.00	2,000.00	122.00	122.00
	125,771.50	*	124,470.32	*	230,211.00	* 104,439.50	* 104,439.50 *
	125,771.50	*		1,301.18	*		

SITE AND CONSTRUCTION FUND

STATE CONTRIBUTIONS	14,216.00	14,216.00	14,216.00	.00	1,00	14,215.00	CR 14,215.00 CR
FEDERAL CONTRIBUTIONS		.00		.00	1,00	1,00	1,00
INVESTMENT INCOME	30,621.54	30,621.54	28,561.34	2,060.20	50,000.00	24,373.46	24,373.46
	44,637.54	* 44,637.54	* 42,777.34	* 2,060.20	* 60,002.00	* 15,164.46	* 15,164.46 *

WORKING CASH FUND

INVESTMENT INCOME	75,459.18	75,459.18	64,023.08	11,436.10	50,000.00	25,459.18	CR 25,459.18 CR
	75,459.18	*	75,459.18	* 64,023.08	* 11,436.10	* 50,000.00	* 25,459.18 CR 25,459.18 CR

BOND AND INTEREST FUND

INTEREST ON INVESTMENTS	6,431.42	6,431.42	6,431.42	.00		6,431.42	CR 6,431.42 CR
	6,431.42	*	6,431.42	*	6,431.42	*	6,431.42 CR 6,431.42 CR

INSURANCE FUND

1985 TAXES	29,635.81	29,635.81	29,635.81	.00	30,450.00	614.19	614.19
1986 TAXES	1.64	1.64	1.64	.00		1.64	1.64 CR
INTEREST ON INVESTMENTS	2,613.22	2,613.22	2,209.65	.00	30,450.00	30,450.00	30,450.00
	32,250.67	* 32,250.67	* 31,927.10	*	323.57	3,000.00	3,000.00
						323.57	323.57
						31,649.53	* 31,649.53 *

AUDIT FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1985 TAXES	10,562.13	10,562.13	10,562.13	.00	10,650.00	267.87	267.87
1986 TAXES		.00		.00	10,650.00	10,650.00	10,650.00
IN LIEU OF TAXES	.58	.58	.58	.00	.58	CR	.58 CR
INTEREST ON INVESTMENTS	476.64	476.64	426.47	50.17	300.00	176.64	176.64 CR
	11,039.35	* 11,039.35	* 10,969.18	* 50.17	* 22,000.00	* 14,960.65	* 10,960.65 *