

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
Third Floor Board Room  
September 25, 1989 7 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. President's Report
  - 1. CNCCJC Election
  - 2. Enrollment
  - 3. Showcase Gala Reminder
  - 4. Athletics/Activities
  - 5. General Education Requirements
  - 6. MIS Presentation/Demonstration - Walt Clevenger
  - 7. Reception for New Staff (7:45 p.m.)
  - 8. Policies of the Month (116.01 and 117.01)
- F. Financial Reports and Actions
  - 1. Treasurer's Report
  - 2. Bills Payable
  - 3. Payroll
  - 4. Budget Report
  - 5. Public Hearing: 1989-90 Budget
  - 6. Approval of 1989-90 Final Budget
  - 7. Public Hearing: Tax Levy
- G. Executive Session
- H. Personnel Recommendations
  - 1989-90 Part-time Community Service Faculty
- I. Other Actions
  - 1. Policy for Substitute Instruction of Regularly Scheduled Classes--Second Reading
  - 2. Revised Board Policies 113.01, 114.01, 114.02--First Reading
  - 3. Revised Policy 115.01 Student Trustee--First Reading
  - 4. ISBE/IDPA Contract
  - 5. Executive Session Minutes Review
- J. Reports
  - 1. Student Trustee
  - 2. ICCTA Representative
  - 3. Foundation Liaison
  - 4. Board Chair
- K. Time of Next Meeting

Monday, October 23 at 7:00 p.m.

# SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

September 25, 1989

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7:00 p.m. on September 25, 1989 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Thomas Densmore	Richard Groharing
William Simpson	Robert Wolf
Edward Andersen	Douglas Johnson

Absent: Joseph McDonald William Yemm

SVCC Staff: President Richard L. Behrendt  
Dean Robert Edison  
Dean Virginia Thompson  
Director Kristin Olsen  
Secretary to the Board Marilyn Vinson

Secretary Pro-tem: Due to the absence of Secretary William Yemm, Chair Andersen appointed Thomas Densmore as Secretary Pro-tem.

Minutes: It was moved by Member Groharing and seconded by Member Densmore that the minutes of the August 28 meeting be approved as presented. In a roll call vote, all voted aye. Student Trustee Johnson advisory vote: aye.

President's Report: President Behrendt reported that he had been elected President of the Council of North Central Community and Junior Colleges (CNCCJC); that fall enrollment was down 1.2%; that a report prepared by the Admissions Office showed the percent of high school graduates enrolling at SVCC has shown a steady increase since 1987; that SB 112 (to be effective the fall of 1993) contains new admission requirements for college-bound students; that to date 108 people had made reservations for the Foundation Showcase Gala; updated the Board on upcoming sporting events and student activities; and distributed copies of the new fall sports brochure.

Presentation: Walt Clevenger, Director of Information Systems at the college, gave a presentation and demonstration of the capabilities of the payroll/personnel portion of the management information system.

Reception: The Board then participated in a reception for all new staff members.

Treasurer's Report: It was moved by Member Groharing and seconded by Member Densmore that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

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

Educational Fund	\$327,379.16
Operations/Maint.	36,358.78
Liability, Protect.	8,568.39

In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Payroll: It was moved by Member Groharing and seconded by Member Simpson that the Board approve the August 31 payroll in the amount of \$116,663.65 and the September 15 payroll in the amount of \$184,844.00. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Public Hearing on Budget: Chair Edward Andersen noted that a public hearing would now be held on the 1989-90 budget which had been available for public review for the required thirty days.

Budget Approval: Since there were no public comments, it was moved by Member Densmore and seconded by Member Groharing that the 1989-90 budget be approved as presented. In a roll call vote all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Tax Levy: A public hearing was then held on the tax levy for 1989 which totaled \$2,451,000. Since there were no public comments, it was moved by Member Densmore and seconded by Member Simpson that the Board approve the tax levy for 1989 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Executive Session:	At 8:25 p.m. it was moved by Member Groharing and seconded by Member Simpson that the Board adjourn to executive session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.
Regular Session:	The Board returned to regular session at 8:35 p.m.
Community Service Instructors:	It was moved by Member Groharing and seconded by Member Densmore that the Board approve the attached list of Community Service instructors for the 1989-90 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.
Substitute Instruction:	It was moved by Member Simpson and seconded by Member Densmore that the Board approve Board Policy 423.01 for Substitute Instruction of Regularly Scheduled Classes for second reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.
Board Policies 113.01, 114.01 and 114.02:	It was moved by Member Groharing and seconded by Member Simpson that the Board approve Board Policies 113.01, 114.01, and 114.02 which have been revised by Attorney Pace following the latest legislated changes and also include the regulations and necessary forms for information and first reading. In a roll call vote the following was recorded: Ayes - Members Densmore, Groharing, and Simpson. Nays - Members Andersen and Wolf. Motion carried. Student Trustee Johnson advisory vote: aye.
Revised Policy 115.01 - Student Trustee:	It was moved by Member Simpson and seconded by Member Densmore that the revised policy (115.01) Student Trustee, be approved for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.
ISBE/IDPA Contract:	It was moved by Member Densmore and seconded by Member Groharing that the Board approve the attached ISBE/IDPA contract to purchase adult educational services from Sauk Valley for the 1989-90 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Executive  
Session  
Minutes:

In compliance with recent Illinois legislation, Board Attorney Pace and President Behrendt reviewed all executive session minutes since January of 1982. President Behrendt then recommended that the attached list of executive sessions remain closed, and the remaining 67 sets be opened to the public and placed in a notebook to be kept in the office of the Secretary to the Board.

It was moved by Member Densmore and seconded by Member Simpson that the Board approve the attached list of executive session minutes be kept confidential. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

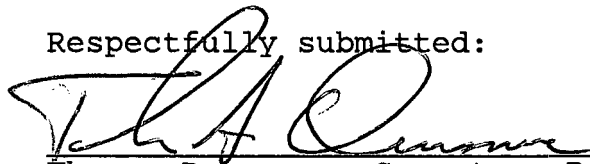
Reports:

Student Trustee Johnson reported that nine new members had been added to the Student Senate, that students had volunteered to serve on college committees, that the Senate would once again help with the Red Cross blood drive, and that the Student Senate also planned to help the Athletic Booster Club.

ICCTA representative Groharing presented the attached written report, reminded the Board of the northwest regional meeting to be held at Highland and reported that the next monthly meeting would be on October 12 and 13 at Springfield.

Since the scheduled business was completed, it was moved by Member Groharing and seconded by Member Wolf that the Board adjourn. The next regular meeting of the Board will be Monday, October 23 at 7:00 p.m. at the college. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Respectfully submitted:

  
Thomas Densmore, Secretary Pro-tem



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

Contact: Kristin L. Olsen, Director Marketing and Public Information  
173 IL Rt. 2, Dixon, IL 61201 \* 815/288-5511, Ext. 330

# NEWS RELEASE

FOR IMMEDIATE RELEASE

September 25, 1989

## SVCC PRESIDENT DONS SECOND PRESIDENTIAL HAT

Sauk Valley Community College President Richard Behrendt was elected President of the Council of North Central Community and Junior Colleges (CNCCJC) on September 18 at its annual meeting in Nebraska. CNCCJC is the second largest community college organization in the country and a subdivision of Sauk's regional accrediting agency, the North Central Association of Colleges and Secondary Schools. The Council has nearly 400 member community and junior colleges from the 19 north central states. Dr. Behrendt has served as Executive Board member, Secretary-Treasurer, and First Vice President before his unanimous election to President.

"This is a great honor for Sauk Valley Community College. The Council has served its member two-year colleges for 52 years with outstanding professional development programs and support for the institutional accreditation process. We recently created annual professional development institutes for Deans of Instruction and Deans of Student Services. My leadership of the CNCCJC gives Sauk Valley national visibility as well as an opportunity to play a key role in the continuing development of this organization."

Behrendt will serve as President for one year.

SAUK VALLEY COMMUNITY COLLEGE

Comparison of High School Graduates in Our Service Area  
Attending Sauk Valley Community College

	1987			1988			1989		
	<u>Students Attending SVCC</u>	<u>Number of Grads</u>	<u>% enrolled</u>	<u>Students Attending SVCC</u>	<u>Number of Grads</u>	<u>% enrolled</u>	<u>Students Attending SVCC</u>	<u>Number of Grads</u>	<u>% enrolled</u>
AMBOY	8	90	9	13	81	16	14	69	20
ASHTON	4	33	12	8	23	35	3	29	10
CHADWICK	3	18	17	4	19	21	5	23	22
DIXON	47	221	21	63	208	30	80	227	35
FRANKLIN CENTER	4	31	13	7	32	22	9	24	37
FULTON	4	71	6	4	96	4	2	96	2
MILLEDGEVILLE	5	42	12	11	45	24	7	21	33
MORRISON	10	79	13	23	99	23	18	101	18
NEWMAN	10	46	22	17	60	28	26	61	43
OHIO	4	14	29	6	17	35	3	13	23
POLO	15	67	22	19	56	34	19	53	36
ROCK FALLS	45	156	29	52	196	27	44	158	28
STERLING	60	264	23	80	263	30	76	256	30
TAMPICO	14	35	40	5	29	17	6	34	18
THOMSON	2	34	6	2	20	10	1	21	5
PROPHETSTOWN	16	61	26	12	61	20	14	60	23
WALNUT	<u>10</u>	<u>53</u>	<u>19</u>	<u>10</u>	<u>41</u>	<u>24</u>	<u>15</u>	<u>46</u>	<u>33</u>
TOTAL	261	1315	20	336	1346	25	342	1292	26

\*\*Based on 10th day report\*\*

INFORMATION SYSTEMS  
WALTER CLEVENGER

The Management Information System that we are developing at the college is more than just a series of application programs. All applications are tied together with a relational data base. The end result we are striving for is an "open-door information center".

The "open-door" concept has the following benefits:

- 1.) The ability to perform AD Hoc queries using a data base management system in a production environment. (I will be demonstrating this capability tonight.)
- 2.) The ability of the end user to schedule and control their own jobs.

The college has made the decision to develop the management information systems in house using state-of-the-art software tools, rather than to modify an existing package.

STATUS of the MIS PROJECT

A. Finance

1. Payroll and Personnel	Operational
2. Fixed Asset Inventory	Operational
3. A/P and purchase order	July 1, 1990
4. Budgetary Reporting	July 1, 1990

B. Student Record

Registration & Associated Reports

Begin testing - November 15, 1989

Parallel - Spring Semester

Operational - Summer 1990

C. Financial Aid

The Financial Aid is a capstone system since it relies on its information from both the Finance System and Student Record System.



TABLE NAME (FILE)	COLUMN NAME
-------------------	-------------

(FISCAL)

FISCAL  
FISEARN  
SOCNO

(PERSONNEL)

ADDRESS  
ADDTLFEDTX  
ADDTLSTATX

BIRTHDATE  
CITYST  
DEGREE

EMPOATE  
EMPFUNDING  
EMPLCLS

EMPRANK  
EMPTYPE  
ETHNIC

EXPERIENE  
FEDUEPENTS  
FILSTATUS

FNAME  
HEALTHAMOUNT  
HEALTHINS

HRSPERSONAL  
HRSSICKLEV  
HRSVACATIO

INSDPEND  
INFORM  
LIFEAMOUNT

LIFEINSUR  
LNAME  
LSTPDATE

MAILCINDC  
MEDICINDIC  
PENSINDIC

PERPERSHRS  
PERSICKHRS  
PERVACAHR

POSNDATE  
SEX  
SOCNO

SOCINDIC  
STADEPENTS  
TELEPHONE

TENURE  
TERMDATE  
UNEMPCOMP

WORKMANSOM  
ZIP

SELECT LNAME, FNAME, EMPLCLS

FROM SOLUSER.PERSONNEL A

SOLUSER.FISCAL B

WHERE A.SBCNO = B.SBCNO

AND FISCAL = 1989

AND EMPLCLS BETWEEN 1 AND 5

AND EMPLOYEE = 'F'

ORDER BY EMPLCLS, LNAME, FNAME

1989-09-22 07.34.56



**Sauk Valley  
Community  
College**


815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-911

**MEMORANDUM**

TO: Dr. Behrendt

DATE: September 25, 1989

FROM: John Sagmoe 

Attached is a brief summary of recent and upcoming special events at SVCC. An updated record of fall athletic teams is also included.

**SPECIAL EVENTS AT SVCC - FALL 1989-90**

- 9/10 ANTIQUE SHOW. Sponsored by Booster Club. Over 50 exhibitors set up on the river banks, south side of college. Guest collectors, on-the-spot wood artistry and kite flying show. Cholesterol screening. Food and beverages available. Open to the public.
- 9/20 POW WOW. Sponsored by SVCC Student Senate, faculty, staff and student activities. Classes dismissed noon until 4 p.m. Outdoor barbecue, games and entertainment. Open to SVCC students, faculty and staff.
- 9/26 GURNEY WILLIAMS: CAREER PLANNING FOR THE FUTURE. Former editor of OMNI magazine, regular contributor to many leading periodicals. This unique program touches on national trends, careers on the rise and how to prepare for tomorrow's jobs with today's courses. 7:30 p.m.
- 9/29 SECOND ANNUAL 40 PLUS WOMAN TELECONFERENCE: OVERCOMING THE SUPERWOMAN SYNDROME. Marjorie Shaevitz, author of THE SUPERWOMAN SYNDROME and Co-director of the Institute for Family and Work Relationships in LaJolla, California, will be the teleconference speaker. Panel discussion led by area women leaders will follow. Room 2K2, 10 a.m. to 2:30 p.m. Public invited. Sponsored by Community Services and Student Activities/SVCC Adult Center.
- 10/10 UFOs THE HIDDEN HISTORY by Robert Hastings. This 90 minute presentation consisting of a 30 minute slide-tape program and illustrated lecture draws together Hasting's 15 years of work and the findings of numerous other researchers. He presents facts as they are now emerging,

about what has been kept secret, and why. The material in this lecture is based, not on speculation, but on documented information once hidden in the secret files of the CIA, the Defense Intelligence Agency, the FBI, and the U.S. Air Force, now released through the Freedom of Information Act. Sponsored by Community Services and Student Activities, 7:30 p.m., Little Theatre.

- 11/2-5      OPENING OF SVCC THEATRE DEPARTMENT SEASON. First production is THE DIVINERS.
- 12/5-6-7    MADRIGAL DINNERS AT THE BRANDYWINE. Sponsored by SVCC\ Music Department.
- 12/14      HYSTOPOLIS PUPPET THEATER PRESENTS HANSEL AND GRETEL. Performances at 10:30 a.m., 1:00 p.m. and 7:30 p.m. This production is an adaption of the Grimm's Classic told as an American folk tale set in the Appalachian Mountains with original music played on banjo and fiddle. Sponsored by Community Services and Student Activities.

## ATHLETICS

### Women's Tennis

1-4 dual meet record  
Chris Wait is 3-2 in singles

### Volleyball

13-1 overall (only loss to Knox College, a 4 year institution)  
3-0 in Arrowhead Conference

### Golf

SVCC's Jeff Buntjer is leading the Conference. Jeff took first at both the Illinois Central and Highland Conference meets. He won the Oswego Chiefs Classic (Waubensee) and placed fifth at the DuPage Classic.

Luis Salmon tied for second at the Illinois Central Conference meet.

Overall record of 11-59-1 for team competition.

For Board Meeting of  
September 25, 1989

Agenda Item F-5

PUBLIC HEARING: 1989-90 BUDGET

The tentative budget for 1989-90 was approved at the July meeting. Since that date, the budget has been available for public review for the required thirty days.

A period of time shall be set aside at this meeting as the time for the Public Hearing during which time the Board will receive comments or inquiries from any citizen present.

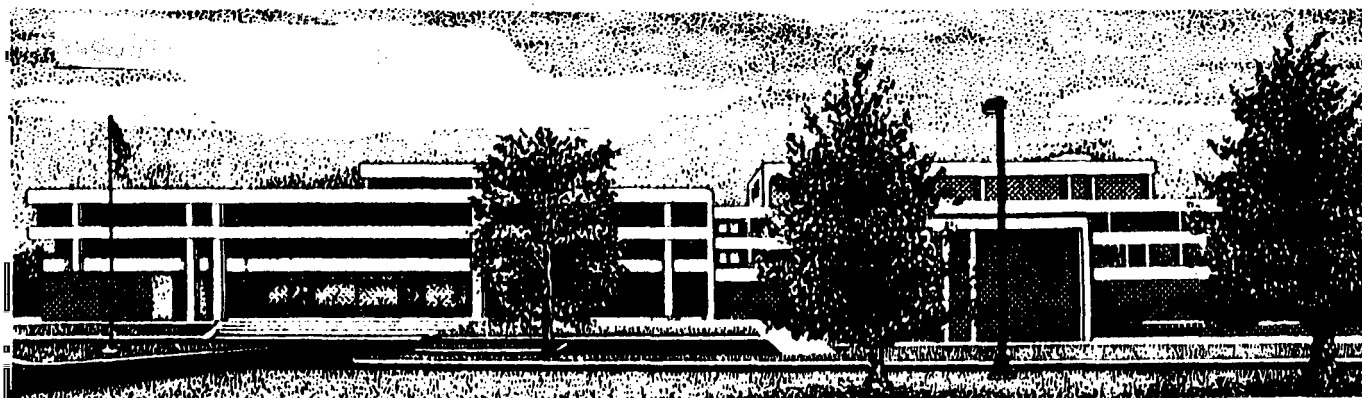
For Board Meeting of  
September 25, 1989

Agenda Item F-6

APPROVAL OF 1989-90 FINAL BUDGET

The FY 90 budget is presented for final approval and has been available for public review since its approval in tentative form at the July meeting.

RECOMMENDATION: It is recommended that the final budget for 1989-90 be approved.



# **BUDGET**

## **1989 - 1990**



**Sauk Valley  
Community  
College**

STATE OF ILLINOIS  
COMMUNITY COLLEGE DISTRICT 506

Annual Budget for Fiscal Year 1990

SAUK VALLEY COMMUNITY COLLEGE  
173 IL Rt. 2  
Dixon, Illinois 61021-9112



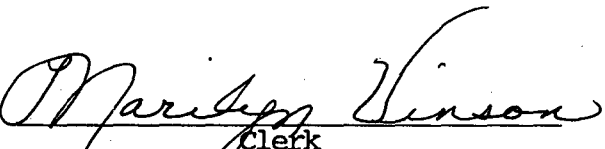
CERTIFICATION OF BUDGET  
AND APPROPRIATION ORDINANCE  
IN ACCORDANCE WITH P.A. 83-881

The undersigned, being the clerk and the chief fiscal officer respectively, of the taxing district hereinafter named, do hereby certify that attached hereto is a true and correct copy of the budget and appropriation of said district for its 1989/1990 fiscal year, adopted

We further certify that the estimate of revenues, by source, anticipated to be received by said taxing district, either set forth in said ordinance as "Estimated Receipts" or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of Public Act 83-881 (Sec. 643 of the Revenue Act as amended) and on behalf of Sauk Valley Community College, Dixon, Illinois, 61021, Lee County, Illinois.

Dated: 9/25/89

  
Clerk  
Secretary to the Board

  
Chief Fiscal Officer

### INFORMATION

Public Act 83-881 amends Section 643 of the Revenue Act, and provides that the governing body of each taxing district, including any township, shall file with the County Clerk, within 30 days of its adoption, a certified copy of its budget and appropriation ordinance. In addition, the chief fiscal officer (treasurer) must certify an estimate of revenues, by source, anticipated to be received by the taxing district in the following fiscal year.

The Act goes on to provide that failure to file the required documents shall authorize the County Clerk to refuse to extend the tax levy imposed by the taxing district. However, it also states that the County Clerk's refusal to extend taxes may continue only until such documents are filed and after the clerk has given timely notice of such failure to file to the taxing district. Nevertheless, while failure to file would not appear to cause any irreparable problem, it is advisable to file in a timely fashion so that the chances of future problems are eliminated.

In order to assist Illinois officials in complying with P.A. 83-881, a form of Certification of Budget and Appropriation Ordinance in Accordance with P.A. 83-881 is on the opposite side of this page.

# SUMMARY OF FISCAL YEAR 1990 BUDGET BY FUND

	<u>General</u>		
	<u>Educational Fund</u>	<u>Operations &amp; Maintenance Fund</u>	<u>Total Operating</u>
Beginning Balance	\$ 675,720	\$ 504,187	\$1,179,907
Budgeted Revenues	5,361,860	450,750	5,812,610
Budgeted Expenditures	5,562,923	495,650	6,058,573
Budgeted Transfer from (to) Other Funds	175,000		175,000
Budgeted Ending Balance	\$ 649,657	\$ 459,287	\$1,108,944

	<u>Special Revenue</u>	
	<u>Liability, Protection, and Settlement Fund</u>	<u>Audit Fund</u>
Beginning Balance	\$ 174,071	\$ 33,116
Budgeted Revenues	216,598	20,300
Budgeted Expenditures	170,000	20,300
Budgeted Transfer from (to) Other Funds		
Budgeted Ending Balance	\$ 220,669	\$ 33,116

	<u>Debt Services</u>	<u>Capital Projects</u>	
	<u>Working Cash Fund</u>	<u>Building Bond Proceeds Fund</u>	<u>Protection, Health &amp; Safety Fund</u>
Beginning Balance	\$2,563,678	\$ 797,605	\$ (3,450)
Budgeted Revenues	1,000	50,002	322,751
Budgeted Expenditures		280,000	322,751
Budgeted Transfer from (to) Other Funds			
Budgeted Ending Balance	\$2,564,678	\$ 567,607	(3,450)

The Official Budget of Sauk Valley Community College was approved by the Board of Trustees on

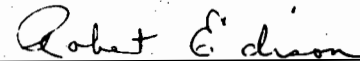
ATTEST: William B. Yemmu  
Secretary, Board of Trustees

College

SAUK VALLEY COMMUNITY COLLEGE

District No. 506

Said community college's current estimates of revenues anticipated for Fiscal Year 1990 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 1990 budget.



Chief Fiscal Officer of Community College District #506

REVENUES BY SOURCE

	General		Special Revenue			Debt Service	Capital Projects		Proprietary Funds
	Education Fund	Operations & Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection & Settlement Fund	Working Cash Fund	Building Bond Proceeds Fund	Protection Health & Safety Fund	Bookstore
LOCAL GOVERNMENT									
1/2 of 1988 Taxes	790,738	96,825		10,005	107,799			161,375	
1/2 of 1989 Taxes	790,738	96,825		10,005	107,799			161,375	
Other	16,000								
	1,597,476	193,650		20,010	215,598			322,750	
STATE GOVERNMENT									
ICCB Grants	1,554,727								
State Equalization Grant	350,433								
Advanced Technology Grant	47,691								
ISBE Voc. Ed. - Regular	100,000								
ISBE Voc. Ed. - Equipment	21,718								
Corporate Personal Property Replacement Tax		234,600					1		
	2,074,569	234,600							
FEDERAL GOVERNMENT									
Federal Work Study	172,715								
Other Federal	6,000						1		
	178,715						1		
STUDENT TUITION AND FEES									
Tuition	1,258,000								
Fees	37,800		46,500						
Other	14,900								
	1,310,700		46,500						
OTHER SOURCES									
Sales and Service Fees			9,000						449,100
Investment Revenue	130,000	10,000		290	1,000	1,000	50,000	1	
Rental of Facilities	0								
Other Facility Rentals	8,000								
Restricted Fund Income (358)	15,000								
Transfer from Bookstore	175,000		25,000						
Other Revenue	47,400	12,500	14,500						
	375,400	22,500	48,500	290	1,000	1,000	50,000	1	449,100
TOTAL FISCAL YEAR 1990 ANTICIPATED REVENUES	5,536,860	450,750	95,000	20,300	216,598	1,000	50,002	322,751	449,100

# SUMMARY OF FISCAL YEAR 1990 ESTIMATED REVENUES

SAUK VALLEY COMMUNITY COLLEGE	Dist. No. 506	Year Ended 1990	
	Educational Fund	Operations & Maintenance Fund	Total Operating Fund
<u>OPERATING REVENUES BY SOURCE</u>			
<u>Local Government</u>			
1/2 of 1987 Taxes (645 M)	790,738	96,825	887,563
1/2 of 1988 Taxes (645 M)	790,738	96,825	887,563
Chargeback Revenue			
Non-College Territory and Other Community College	16,000		16,000
TOTAL LOCAL GOVERNMENT	\$1,597,476	\$ 193,650	\$1,791,126
<u>State Government</u>			
ICCB Credit Hour Grants	1,554,727		1,554,727
State Equalization Grant	350,433		350,433
Advanced Technology Grant	47,691		47,691
State Board of Education- Voc. Educ. Regular	100,000		100,000
State Board of Education- Voc. Educ. Equipment	21,718		21,718
Corporate Personal Property Replacement Taxes		234,600	234,600
TOTAL STATE GOVERNMENT	\$2,074,569	\$ 234,600	\$2,309,169
<u>Federal Government</u>			
Federal Work Study	172,715		172,715
Other Federal	6,000		6,000
TOTAL FEDERAL GOVERNMENT	\$ 178,715		\$ 178,715
<u>Student Tuition and Fees</u>			
Tuition	1,258,000		1,258,000
Fees	37,800		37,800
Public Service Income	14,900		14,900
TOTAL TUITION AND FEES	\$1,310,700		\$1,310,700
<u>Other Sources</u>			
Investment Income	130,000	10,000	140,000
Rental of Facilities			
Other Facility Rentals	8,000		8,000
Restricted Fund Income (358)	15,000		15,000
Other Revenue	47,400	12,500	59,900
Transfer from Bookstore	175,000		175,000
TOTAL OTHER SOURCES	\$ 375,400	\$ 22,500	\$ 397,900
TOTAL 1990 BUDGETED REVENUE	\$5,536,860	\$ 450,750	\$5,987,610

# SUMMARY OF FISCAL YEAR 1990 OPERATING BUDGETED EXPENDITURES

	Education Fund	Operations & Maintenance Fund	Total Operating Fund	%
<b>BY PROGRAM</b>				
Instruction	\$2,772,393	\$	\$2,772,393	45.8%
Academic Support	234,838		234,838	3.9%
Student Services	485,470		485,470	8.0%
Public Service	14,900		14,900	.2%
Organized Research	0		0	0
Independent Operations	0		0	0
Operation & Maint. of Plant	561,548	469,650	1,031,198	17.0%
General Administration	350,653		350,653	5.8%
Institutional Support	<u>1,143,121</u>	<u>26,000</u>	<u>1,169,121</u>	<u>19.3%</u>
<b>TOTAL 1989-90 BUDGETED EXPENDITURES</b>	<u>\$5,562,923</u>	<u>\$ 495,650</u>	<u>\$6,058,573</u>	<u>100.0%</u>

<b>BY OBJECT</b>				
Salaries	\$4,085,105	\$	\$4,085,105	67.4%
Employee Benefits	410,000		410,000	6.8%
*Contractual Services	278,320	49,650	327,970	5.4%
Gen. Materials & Supplies	334,872	50,100	384,972	6.4%
Conf. & Meeting Expense	76,984	2,000	78,984	1.3%
Fixed Charges	0	1,000	1,000	.1%
Utilities	65,000	359,950	424,950	7.0%
Capital Outlay	146,042	7,950	153,992	2.5%
**Other	116,600		116,600	1.9%
Provision for Contingency	<u>50,000</u>	<u>25,000</u>	<u>75,000</u>	<u>1.2%</u>
<b>TOTAL 1989-90 BUDGETED EXPENDITURES</b>	<u>\$5,562,923</u>	<u>\$ 495,650</u>	<u>\$6,058,573</u>	<u>100.0%</u>

\* Includes In-Service Training

**Includes:	Student Recruitment	1,500	Advertising	800
	Commencement	6,000	Recruitment	8,000
	Special Affairs	3,500	Chargeback	25,000
	Postage	47,900	Tuition Reimbursement	4,400
	Publications & Dues	9,000	Curriculum Development	3,000
	Medical Examination Fee	7,500		

**FISCAL YEAR 1990 BUDGETED EXPENDITURES**

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	2,475,131	
Employee Benefits	0	
Contractual Services	69,090	
General Materials & Supplies	195,282	
Conference & Meeting Expense	32,890	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	\$2,772,393
<b>ACADEMIC SUPPORT</b>		
Salaries	155,519	
Employee Benefits	0	
Contractual Services	12,000	
General Materials & Supplies	64,550	
Conference & Meeting Expense	2,769	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	234,838
<b>STUDENT SERVICES</b>		
Salaries	436,990	
Employee Benefits	0	
Contractual Services	1,980	
General Materials & Supplies	31,600	
Conference & Meeting Expense	7,400	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	7,500	485,470
<b>PUBLIC SERVICE</b>		
Salaries	4,600	
Employee Benefits	0	
Contractual Services	5,000	
General Materials & Supplies	5,300	
Conference & Meeting Expense	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	14,900
<b>ORGANIZED RESEARCH</b>		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials & Supplies	0	
Conference & Meeting Expense	0	
Fixed Charges	0	

FISCAL YEAR 1989 BUDGETED EXPENDITURES  
Continued -

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
ORGANIZED RESEARCH (Continued)		
Utilities	0	
Capital Outlay	0	
Other	0	0
INDEPENDENT OPERATIONS		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials & Supplies	0	
Conference & Meeting Expense	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	0
OPERATIONS & MAINTENANCE OF PLANT		
Salaries	496,548	
Employee Benefits	0	
Contractual Services	0	
General Materials & Supplies	0	
Conference & Meeting Expense	0	
Fixed Charges	0	
Utilities	65,000	
Capital Outlay	0	
Other	0	561,548
GENERAL ADMINISTRATION		
Salaries	313,928	
Employee Benefits	0	
Contractual Services	6,600	
General Materials & Supplies	9,000	
Conference & Meeting Expense	17,625	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	3,500	350,653
INSTITUTIONAL SUPPORT		
Salaries	202,389	
Employee Benefits	410,000	
Contractual Services	183,650	
General Materials & Supplies	29,140	
Conference & Meeting Expense	16,300	
Fixed Charges	0	
Utilities	0	
Capital Outlay	146,042	
Other	105,600	
Provision for Contingency	50,000	1,143,121
GRAND TOTAL		\$5,562,923



FISCAL YEAR 1990 BUDGETED EXPENDITURES

<u>OPERATIONS AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
 <b>OPERATIONS &amp; MAINTENANCE OF PLANT</b>		
Salaries	0	
Employee Benefits	0	
Contractual Services	49,650	
General Materials & Supplies	50,100	
Conference & Meeting Expense	2,000	
Fixed Charges	0	
Utilities	359,950	
Capital Outlay	7,950	
Other	0	469,650
 <b>GENERAL ADMINISTRATION</b>		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials & Supplies	0	
Conference & Meeting Expense	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	0
 <b>INSTITUTIONAL SUPPORT</b>		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials & Supplies	0	
Conference & Meeting Expense	0	
Fixed Charges	1,000	
Utilities	0	
Capital Outlay	0	
Other	0	
Provision for Contingency	25,000	26,000
 <b>GRAND TOTAL</b>		 <b>\$ 495,650</b>

# FISCAL YEAR 1990 BUDGETED REVENUES

<u>PROTECTION, HEALTH AND SAFETY FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
1/2 1987 Taxes	161,375	
1/2 1988 Taxes	161,375	\$ 322,750
Other Sources		
Investment Revenue	1	1
GRAND TOTAL		\$ 322,751

# FISCAL YEAR 1990 BUDGETED EXPENDITURES

<u>PROTECTION, HEALTH AND SAFETY FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Capital Outlay	322,751	
GRAND TOTAL		\$ 322,751

# FISCAL YEAR 1990 BUDGETED REVENUES

<u>BUILDING BOND PROCEEDS FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Sale of Bonds	0	
Other	0	0
State Governmental Sources	1	1
Federal Governmental Sources	1	1
Other Sources		
Sales and Service Fees	0	
Facilities Revenue	0	
Investment Revenue	50,000	
Non-Governmental Gifts, Grants, and Bequest	0	
Other	0	50,000
GRAND TOTAL		\$ 50,002

# FISCAL YEAR 1990 BUDGETED EXPENDITURES

<u>BUILDING BOND PROCEEDS FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTIONAL SUPPORT		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials & Supplies	0	
Conference & Meeting Expense	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	280,000	
Other	0	
Provision for Contingency	0	
GRAND TOTAL		\$ 280,000

FISCAL YEAR 1990 BUDGETED REVENUES

<u>WORKING CASH FUND</u>	<u>Revenues</u>	<u>Totals</u>
Other Sources	1,000	
GRAND TOTAL		\$ 1,000

FISCAL YEAR 1990 BUDGETED EXPENDITURES

<u>WORKING CASH FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Miscellaneous Expense	0	0
GRAND TOTAL		\$ 0

# FISCAL YEAR 1990 BUDGETED REVENUES

<u>AUDIT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
1/2 1987 Taxes	10,005	
1/2 1988 Taxes	10,005	
Payment in Lieu of Taxes	0	
Chargeback Revenue	0	
Other	0	20,010
Other Sources		
Investment Revenue	290	
Other	0	290
GRAND TOTAL		\$ 20,300

# FISCAL YEAR 1990 BUDGETED EXPENDITURES

<u>AUDIT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	20,300	
Other	0	20,300
GRAND TOTAL		\$ 20,300

# FISCAL YEAR 1990 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
1/2 of 1987 Taxes	107,799	
1/2 of 1988 Taxes	107,799	
Payment in Lieu of Taxes	0	
Chargeback Revenue	0	
Other	0	215,598
Other Sources		
Investment Revenue	1,000	
Other	0	1,000
GRAND TOTAL		\$ 216,598

# FISCAL YEAR 1990 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Employee Benefits	170,000	
Fixed Charges	0	
Other	0	170,000
GRAND TOTAL		\$ 170,000

SAUK VALLEY COMMUNITY COLLEGE  
EDUCATION FUND

PART I: ESTIMATED REVENUE 1989-90

100-000-400 EDUCATIONAL FUND

100-000-410 Local Governmental Sources

100-000-411.01 - 1988 Taxes 1/2(645,500,000 @ 24 1/2¢)	790,738	
100-000-411.02 - 1989 Taxes 1/2(645,500,000 @ 24 1/2¢)	790,738	
100-000-414 - Chargeback Revenue	16,000	1,597,476

100-000-420 State Governmental Sources

100-000-421 - State Apportionment Based on FY '88 enrollment - 45,297 hrs.	1,554,727	1,554,727
100-000-421.02 - State Equalization Grants	350,433	350,433
100-000-421-060 - Advanced Technology Grant	47,691	47,691
100-000-423 - Vocational Technical Education		
100-000-423.01.1 - Regular Reimbursement	100,000	
100-000-423.01.2 - Equipment Reimbursement	21,718	121,718

100-000-430 Federal Governmental Sources

100-000-431 - Federal Work Study	172,715	
100-000-439 - Other Federal	6,000	178,715

100-000-440 Student Tuition and Fees

100-000-441.01 - Summer 1989	136,000	
100-000-441.02 - Fall 1989	568,000	
100-000-441.03 - Spring 1990	554,000	1,258,000
100-000-442.01 - Graduation Fees	2,400	
100-000-442.04 - Transcript Fees	1,200	
100-000-442.05 - Laboratory Fees	34,200	
100-000-442.09 - Public Service Income	14,900	52,700

100-000-460 Rental of Facilities

100-000-469 Other Facility Rentals (Food)

100-000-470 Interest on Investments

100-000-489 Restricted Fund Income (358)

100-000-499 Other Revenue

100-000-721 Transfer from Bookstore

	0	0
	8,000	8,000
	130,000	130,000
	15,000	15,000
	47,400	47,400
	175,000	175,000

TOTAL EDUCATIONAL FUND REVENUE . . . . .		\$5,536,860
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SAUK VALLEY COMMUNITY COLLEGE

EDUCATION FUND

PART II: ESTIMATED EXPENDITURES 1989-90

<u>110-000-000</u>	<u>INSTRUCTION</u>		<u>\$2,772,393</u>
<u>110-100-000</u>	<u>BUSINESS EDUCATION</u>		
110-100-513.01	- Salaries - Full Time	237,403	
110-100-534	- Contractual Services	10,500	
110-100-541.02	- General Materials & Supplies	11,475	
110-100-550	- Conference & Meeting Expense	<u>1,400</u>	260,778
<u>110-117-000</u>	<u>FOOD SERVICES</u>		
110-117-534	- Contractual Services	1,000	
110-117-541.02	- General Materials & Supplies	500	
110-117-550	- Conference & Meeting Expense	<u>100</u>	1,600
<u>110-200-000</u>	<u>AGRICULTURE</u>		
110-200-541.02	- General Materials & Supplies	<u>400</u>	400
<u>110-300-000</u>	<u>INDUSTRIAL EDUCATION</u>		
110-300-513.01	- Salaries - Full Time	219,320	
110-300-534	- Contractual Services	6,400	
110-300-541.02	- General Materials & Supplies	15,670	
110-300-550	- Conference & Meeting Expense	<u>1,400</u>	242,790
<u>110-310-000</u>	<u>COSMETOLOGY</u>		
110-310-538	- Contractual Services	15,000	
110-310-541.02	- General Materials & Supplies	300	
110-310-550	- Conference & Meeting Expense	<u>0</u>	15,300
<u>110-316-000</u>	<u>HUMAN SERVICES</u>		
110-316-534	- Contractual Services	100	
110-316-541.02	- General Materials & Supplies	1,200	
110-316-550	- Conference & Meeting Expense	<u>250</u>	1,550
<u>110-400-000</u>	<u>SOCIAL SCIENCE</u>		
110-400-513.01	- Salaries - Full Time	132,646	
110-400-541.02	- General Materials & Supplies	5,070	
110-400-550	- Conference & Meeting Expense	<u>1,000</u>	138,716



110-410-000 E.M.T.

110-410-534	- Contractual Services	2,500	
110-410-541.02	- General Materials & Supplies	400	
110-410-550	- Conference & Meeting Expense	<u>200</u>	3,100

110-418-000 CRIMINAL JUSTICE

110-418-513.01	- Salaries - Full Time	25,744	
110-418-534	- Contractual Services	200	
110-418-541.02	- General Materials & Supplies	1,500	
110-418-550	- Conference & Meeting Expense	<u>600</u>	28,044

110-500-000 HUMANITIES

110-500-513.01	- Salaries-Full Time (Humanities)	289,431	
110-500-541.02	- General Materials & Supplies (Humanities)	3,600	
110-500-550	- Conference & Meeting Expense (Humanities)	<u>2,800</u>	295,831
110-511-513.01	- Salaries - Full Time (Art)	34,077	
110-511-534	- Contractual Services (Art)	600	
110-511-541.02	- General Materials & Supplies (Art)	400	
110-511-550	- Conference & Meeting Expense (Art)	<u>200</u>	35,277
110-512-513.01	- Salaries - Full Time (Music)	66,492	
110-512-534	- Contractual Services (Music)	1,800	
110-512-541.02	- General Materials & Supplies (Music)	4,450	
110-512-550	- Conference & Meeting Expense (Music)	<u>600</u>	73,342

110-600-000 MATH SCIENCE

110-600-513.01	- Salaries - Full Time	216,854	
110-600-534	- Contractual Services	900	
110-600-541.02	- General Materials & Supplies	11,650	
110-600-550	- Conference & Meeting Expense	<u>1,400</u>	230,804

110-711-000 MED. LAB. TECHNOLOGY

110-711-513.01	- Salaries - Full Time	63,784	
110-711-534	- Contractual Services	9,210	
110-711-541.02	- General Materials & Supplies	11,055	
110-711-550	- Conference & Meeting Expense	<u>1,040</u>	85,089

110-712-000     A.D. NURSING

110-712-513.01 - Salaries - Full Time	83,604	
110-712-516 - Salaries - Office Staff	16,186	
110-712-534 - Contractual Services	300	
110-712-541.02 - General Materials & Supplies	4,837	
110-712-550 - Conference & Meeting Expense	<u>1,450</u>	106,377

110-713-000     L.P. NURSING

110-713-513.01 - Salaries - Full Time	53,612	
110-713-534 - Contractual Services	250	
110-713-541.02 - General Materials & Supplies	2,230	
110-713-550 - Conference & Meeting Expense	<u>600</u>	56,692

110-714-000     RADIOLOGIC TECHNOLOGY

110-714-513.01 - Salaries - Full Time	57,060	
110-714-534 - Contractual Services	3,220	
110-714-541.02 - General Materials & Supplies	3,395	
110-714-550 - Conference & Meeting Expense	<u>4,700</u>	68,375

110-715-000     PHYSICAL EDUCATION

110-715-513.01 - Salaries - Full Time	57,200	
110-715-534 - Contractual Services	2,800	
110-715-541.02 - General Materials & Supplies	850	
110-715-550 - Conference & Meeting Expense	<u>500</u>	61,350

110-716-000     NURSING ASSISTANT

110-716-534 - Contractual Services	200	
110-716-541.02 - General Materials & Supplies	1,050	
110-716-550 - Conference & Meeting Expense	<u>250</u>	1,500

110-800-000     FACULTY OFFICE & REPRODUCTION ROOM

110-800-516 - Salaries - Secretarial	51,699	
110-800-518.01 - Student Employees - Federal (Faculty Office)	13,000	
110-800-518.01-1 - Student Employees - Federal (Workroom)	5,000	
110-800-534.01 - Contractual Services (Fac. Off)	450	
110-800-534 - Contractual Services (Workroom)	9,210	
110-800-537 - Contractual (UNALLOCATED)	1,100	
110-800-542 - General Materials & Supplies (Workroom)	1,000	
110-800-541.02 - General Materials & Supplies (Faculty Office)	1,450	
110-800-541.03 - General Materials & Supplies (Institutional Committees)	<u>300</u>	83,209

110-810-000      MARKETING & PUBLIC RELATIONS

110-810-511	- Salaries - Administrative	32,500	
110-810-516	- Salaries - Secretarial	7,000	
110-810-547	- General Materials & Supplies	94,600	
110-810-550	- Conference & Meeting Expense	<u>1,300</u>	135,400

110-811-000      ASS'T DEAN OF ARTS & SOCIAL SCIENCES

110-811-511	- Salaries - Administrative	44,531	
110-811-513.02	- Salaries - Instructional (Part-time)	49,000	
110-811-513.03	- Salaries - Instructional (Summer Session)	47,250	
110-811-516	- Salaries - Secretarial	16,907	
110-811-518.01	- Student Employees (Federal)	12,000	
110-811-534	- Contractual Services	500	
110-811-541.01	- General Materials & Supplies	900	
110-811-550	- Conference & Meeting Expense	<u>2,500</u>	173,588

110-812-000      ASS'T DEAN OF BUSINESS & TECHNOLOGY

110-812-511	- Salaries - Administrative	48,311	
110-812-513.02	- Salaries - Instructional (Part-time)	130,000	
110-812-513.03	- Salaries - Instructional (Summer Session)	43,000	
110-812-516	- Salaries - Secretarial	18,617	
110-812-518.01	- Student Employees (Federal)	15,979	
110-812-541.01	- General Materials & Supplies	1,200	
110-812-550	- Conference & Meeting Expense	<u>3,000</u>	260,107

110-813-000      ASS'T DEAN OF COMMUNITY & EXTENDED  
SERVICES

110-813-511	- Salaries - Administrative	42,971	
110-813-513.02	- Instructional Salaries	60,000	
110-813-513.03	- Community Service Coordinators	8,000	
110-813-516	- Salaries - Secretarial	14,083	
110-813-518.01	- Student Employees (Federal)	1,570	
110-813-534	- Contractual Services	2,000	
110-813-541.02	- General Materials & Supplies	5,000	
110-813-550	- Conference & Meeting Expense	<u>2,250</u>	135,874

110-814-000      NURSING EDUCATION

110-814-511	- Salaries - Administrative	41,186	
110-814-513.02	- Salaries - Instructional (Part-time)	45,000	
110-814-513.03	- Salaries - Instructional (Summer Session)	20,000	
110-814-518.01	- Student Employees (Federal)	4,820	
110-814-534	- Contractual Services	200	
110-814-541.01	- General Materials & Supplies	1,200	
110-814-550	- Conference & Meeting Expense	<u>1,400</u>	113,806

110-815-000    ACADEMIC SKILLS CENTER

110-815-513.01	- Salaries - Full Time	65,223	
110-815-534	- Contractual Services	0	
110-815-541.02	- General Materials & Supplies	7,200	
110-815-550	- Conference & Meeting Expense	<u>700</u>	73,123

110-816-000    HONORS PROGRAM

110-816-534	- Contractual Services	100	
110-816-541.02	- General Materials & Supplies	400	
110-816-550	- Conference & Meeting Expense	<u>250</u>	750

110-818-000    DEAN OF INSTRUCTION

110-818-511	- Salaries - Administrative	55,125	
110-818-516	- Salaries - Secretarial	21,446	
110-818-518	- Student Tutors	3,000	
110-818-518.01	- Student Employees (Federal)	4,500	
110-818-534	- Contractual Services	550	
110-818-541.01	- General Materials & Supplies	2,000	
110-818-550	- Conference & Meeting Expense	<u>3,000</u>	89,621

120-000-000    LEARNING RESOURCE CENTER

\$ 234,838

120-000-513.03	- Salaries - Instructional (Summer Session)	6,000	
120-000-515	- Salaries - Professional	104,367	
120-000-516	- Salaries - Secretarial	32,343	
120-000-518.01	- Student Employees (Federal)	12,809	
120-000-534	- Contractual Services	12,000	
120-000-541.01	- Xerox Supplies	1,000	
120-000-541.03	- Library Supplies	17,050	
120-000-544.01	- Audio Visual Supplies	6,500	
120-000-545	- Library Books	40,000	
120-000-550	- Conference & Meeting Expense	<u>2,769</u>	234,838

130-000-000    STUDENT SERVICES AND AIDS

\$ 485,470

131-000-000    ADMISSIONS AND RECORDS

131-000-511	- Salaries - Administrative	35,558	
131-000-516	- Salaries - Secretarial	62,217	
131-000-518.01	- Student Employees (Federal)	10,958	
131-000-534	- Contractual Services	1,380	
131-000-541.01	- General Materials & Supplies	14,000	
131-000-550	- Conference & Meeting Expense	<u>2,500</u>	126,613

132-000-000 COUNSELING AND TESTING

132-000-515	- Salaries - Professional	92,330	
132-000-516	- Salaries - Secretarial	<u>16,907</u>	109,237

<u>133-000-541.01 HEALTH SERVICES</u>	- Materials	<u>300</u>	300
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134-000-000 FINANCIAL AIDS

134-000-511	- Salaries - Administrative	43,076	
134-000-516	- Salaries - Secretarial	<u>32,954</u>	76,030

138-000-000 DEAN OF STUDENT SERVICES

138-000-511	- Salaries - Administrative	52,343	
138-000-516	- Salaries - Secretarial	21,347	
138-000-518.01	- Student Employees (Federal)	45,100	
138-000-519	- Other Salaries (Coaching)	24,200	
138-000-534	- Contractual Services	600	
138-000-541.01	- General Materials & Supplies	17,300	
138-000-549	- Commencement	6,000	
138-000-550	- Conference & Meeting Expense	4,900	
138-000-554	- Student Recruitment	<u>1,500</u>	173,290

140-000-000 PUBLIC SERVICES

\$ 14,900

140-000-514.02	- Salaries	4,600	
140-000-534	- Contractual Services	5,000	
140-000-541.02	- General Materials & Supplies	<u>5,300</u>	14,900

170-000-000 OPERATION & MAINTENANCE OF PLANT

\$ 561,548

171-000-517	- Salaries - Service Staff	414,548	
171-000-518.01	- Student Employees (Federal)	82,000	
176-000-575	- Telephone	<u>65,000</u>	561,548

181-000-000 GENERAL ADMINISTRATION

\$ 350,653

181-000-000 PRESIDENT'S OFFICE

181-000-511	- Salaries - Administrative	73,458	
181-000-516	- Salaries - Secretarial	24,560	
181-000-518.01	- Student Employees (Federal)	3,484	
181-000-534	- Contractual Services	600	
181-000-541.01	- General Materials & Supplies	2,000	
181-000-550	- Conference & Meeting Expense	5,500	
181-000-556	- Special Affairs	3,500	
181-000-559	- Other Conf. & Meeting Expense	<u>8,525</u>	121,627

182-000-000 DEAN OF BUSINESS SERVICES

182-000-511	- Salaries - Administrative	98,858	
182-000-512	- Salaries - Professional	22,985	
182-000-516	- Salaries - Secretarial	90,583	
182-000-534	- Contractual Services	6,000	
182-000-541.01	- General Materials & Supplies	7,000	
182-000-550	- Conference & Meeting Expense	<u>3,600</u>	229,026

190-000-000 INSTITUTIONAL SUPPORT

\$1,143,121

191-000-000 BOARD OF TRUSTEES

191-000-535	- Contractual - Legal	8,000	
191-000-549	- Other General Supplies (Election)	700	
191-000-550	- Conference & Meeting Expense	<u>4,500</u>	13,200

192-000-000 INSTITUTIONAL SUPPORT EXPENSES

192-000-516	- Salaries - Secretarial	16,684	
192-000-518.01	- Student Employees (Federal)	5,935	
192-000-518.03	- Student Employees (Federal) (Contingency)	4,448	
192-000-521	- Group Medical & Life Insurance	410,000	
192-000-524	- Medical Examination Fee	7,500	
192-000-529	- Tuition Reimbursement	4,400	
192-000-532	- Curriculum Development	3,000	
192-000-537	- UNALLOCATED Contractual	1,800	
192-000-539	- In-Service Training	7,000	
192-000-541.02	- Supplies (FACULTY ASSOCIATION)	200	
192-000-544.02	- Postage	47,900	
192-000-546	- Publications/Dues	9,000	
192-000-547	- Advertising	800	
192-000-554	- Recruitment	<u>8,000</u>	526,667

192-000-580 CAPITAL OUTLAY

192-000-585	- Equipment	<u>146,042</u>	146,042
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193-000-000 AFFIRMATIVE ACTION

193-000-534	- Contractual Services	100	
193-000-541.02	- General Materials & Supplies	300	
193-000-550	- Conference & Meeting Expense	<u>300</u>	700

194-000-000 INSTITUTIONAL RESEARCH

194-000-534	- Contractual Services	200	
194-000-541.01	- General Materials & Supplies	<u>100</u>	300

195-000-000      INFORMATION SYSTEMS

195-000-511	- Salaries - Administrative	78,519	
195-000-516	- Salaries - Office Staff	30,873	
195-000-518.01	- Student Employees (Federal)	6,365	
195-000-532	- Contractual - Consulting (Business Office)	10,000	
195-000-534.01	- Contractual Services-Admin.	126,100	
195-000-534.02	- Contractual Services-Educ.	25,450	
195-000-541.01	- General Supplies - Admin.	15,900	
195-000-541.02	- General Supplies - Educ.	9,550	
195-000-550	- Conference & Meeting Expense	<u>7,500</u>	310,257

196-000-000      PLANNING AND DEVELOPMENT

196-000-511	- Salaries - Administrative	43,050	
196-000-516	- Salaries - Secretarial	16,515	
196-000-534	- Contractual Services	5,000	
196-000-541.01	- General Materials & Supplies	2,390	
196-000-550	- Conference & Meeting Expense	<u>4,000</u>	70,955

<u>197-000-593</u>	<u>TUITION CHARGE-BACK</u>	<u>25,000</u>	25,000
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<u>199-000-600</u>	<u>PROVISION FOR CONTINGENCIES</u>	<u>50,000</u>	<u>50,000</u>
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TOTAL BUDGET EDUCATIONAL FUND . . . . .			<u>\$5,562,923</u>
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PART III:      BUDGET SUMMARY

Balance on Hand July 1, 1989		\$ 675,720
Revenue	\$5,536,860	
Less Expenditures	<u>5,562,923</u>	
Excess of Revenue over Expenditures		<u>(26,063)</u>
Estimated Balance on Hand June 30, 1990		<u>\$ 649,657</u>

SAUK VALLEY COMMUNITY COLLEGE

OPERATIONS AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1989-90

200-000-400 OPERATIONS AND MAINTENANCE FUND

200-000-410 LOCAL GOVERNMENTAL SOURCES

200-000-411.01 - 1988 Taxes 1/2 (645,500,000 @ .03¢)	96,825	
200-000-411.02 - 1989 Taxes 1/2 (645,500,000 @ .03¢)	<u>96,825</u>	193,650

200-000-420 STATE GOVERNMENTAL SOURCES

<u>200-000-427 - Replacement of Corporate Personal Property Tax</u>	<u>234,600</u>	234,600
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<u>200-000-470 Interest on Investment</u>	<u>10,000</u>	10,000
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<u>200-000-499 Miscellaneous Revenue</u>	<u>12,500</u>	<u>12,500</u>
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TOTAL OPERATIONS AND MAINTENANCE FUND . . . . . \$ 450,750



SAUK VALLEY COMMUNITY COLLEGE  
OPERATIONS AND MAINTENANCE FUND

PART II: ESTIMATED EXPENDITURES 1989-90

200-000-000 OPERATIONS, BUILDING AND MAINTENANCE FUND

270-000-000 OPERATION AND MAINTENANCE OF PLANT

270-000-534.01 - Contractual Services	49,650	
270-000-534.02 - Contractual - Deficiency	0	
270-000-541.04 - General Materials & Supplies	50,100	
270-000-550 - Conference & Meeting Expense	<u>2,000</u>	101,750
271-000-571 - Gas	<u>98,000</u>	98,000
276-000-573 - Electricity	<u>261,950</u>	261,950
276-000-587 - Equipment	<u>7,950</u>	7,950

290-000-000 INSTITUTIONAL SUPPORT

292-000-560 - Fixed Charges		
292-000-561 - Rental	<u>1,000</u>	1,000

<u>299-000-600 PROVISION FOR CONTINGENCIES</u>	<u>25,000</u>	<u>25,000</u>
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TOTAL BUDGET OPERATIONS AND MAINTENANCE FUND . . . . .		<u>\$ 495,650</u>
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PART III: BUDGET SUMMARY

Balance on Hand July 1, 1989		\$ 504,187
Revenue	\$ 450,750	
Expenditures	<u>495,650</u>	
Excess of Revenue over Expenditures		<u>(44,900)</u>
Estimated Balance on Hand June 30, 1990		<u>\$ 459,287</u>

SAUK VALLEY COMMUNITY COLLEGE  
PROTECTION, HEALTH AND SAFETY FUND

PART I: ESTIMATED REVENUE 1989-90

0300-000-410 Local Governmental Sources

0300-000-411.01 - 1988 Taxes 1/2 (645,000,000 @ .0500¢)	161,375	
0300-000-411.02 - 1989 Taxes 1/2 (645,000,000 @ .0500¢)	<u>161,375</u>	322,750

<u>0300-000-470 Investment Income</u>	<u>1</u>	<u>1</u>
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TOTAL PROTECTION, HEALTH AND SAFETY FUND REVENUE . . . . .		<u>\$ 322,751</u>
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PART II: ESTIMATED EXPENDITURES 1989-90

0390-000-000 Institutional Support

0390-000-584 - Building Improvements	<u>322,751</u>	<u>322,751</u>
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TOTAL PROTECTION, HEALTH AND SAFETY FUND EXPENDITURES . . . . .		<u>\$ 322,751</u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1989		(3,450)
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Revenue	\$322,751	
Less Expenditures	<u>322,751</u>	

Excess of Revenue over Expenditures		<u>0</u>
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Estimated Balance on Hand June 30, 1990		<u>\$ (3,450)</u>
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SAUK VALLEY COMMUNITY COLLEGE

WORKING CASH FUND

PART I: ESTIMATED REVENUE 1989-90

700-000-470 Other Sources

700-000-470	- Investment Income	<u>1,000</u>	<u>1,000</u>
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TOTAL WORKING CASH FUND REVENUE . . . . .			<u>\$ 1,000</u>
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PART III: BUDGET SUMMARY

Balance on Hand July 1, 1989		2,563,678
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Revenue	\$ 1,000	
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Less Expenditures	<u>-0-</u>	
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Excess of Revenue over Expenditures		<u>1,000</u>
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Estimated Balance on Hand June 30, 1990		\$2,564,678
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SAUK VALLEY COMMUNITY COLLEGE

AUDIT FUND

PART I: ESTIMATED REVENUE 1989-90

1100-000-410 Local Governmental Sources

1100-000-411.01 - 1988 Taxes 1/2(645,500,000 @ .0031¢)	10,005	
1100-000-411.02 - 1989 Taxes 1/2(645,500,000 @ .0031¢)	<u>10,005</u>	20,010
1100-000-470 - Interest on Investments	<u>290</u>	<u>290</u>

TOTAL AUDIT FUND REVENUE . . . . . \$ 20,300

PART II: ESTIMATED EXPENDITURES 1989-90

1192-000-531 - Audit Services	<u>20,300</u>	<u>20,300</u>
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TOTAL AUDIT FUND EXPENDITURES . . . . . \$ 20,300

PART III: BUDGET SUMMARY

Balance on hand July 1, 1989		33,116
Revenue	\$ 20,300	
Less Expenditures	<u>20,300</u>	
Excess of Revenue over Expenditures		<u>0</u>
Estimated Balance on Hand June 30, 1990		<u>\$ 33,116</u>

SAUK VALLEY COMMUNITY COLLEGE

LIABILITY, PROTECTION, AND SETTLEMENT FUND

PART I: ESTIMATED REVENUE 1989-90

1200-000-410 Local Governmental Sources

1200-000-411.01 - 1988 Taxes 1/2(645,500,000 @ .0334¢)	107,799	
1200-000-411.02 - 1989 Taxes 1/2(645,500,000 @ .0334¢)	<u>107,799</u>	215,598
1200-000-470 - Investment Income	<u>1,000</u>	<u>1,000</u>

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND REVENUE . . . . \$ 216,598

PART II: ESTIMATED EXPENDITURES 1989-90

1292-000-000 Institutional Support

1292-000-523 - Worker's Compensation	48,000	
1292-000-526 - Unemployment Compensation	22,000	
1292-000-527 - Medicare	20,000	
1292-000-528 - Tort Liability Insurance	<u>80,000</u>	<u>170,000</u>

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND EXPENDITURES . . \$ 170,000

PART III: BUDGET SUMMARY

Balance on Hand July 1, 1989		174,071
Revenue	\$216,598	
Less Expenditures	<u>170,000</u>	
Excess of Revenue over Expenditures		<u>46,598</u>
Estimated Balance on Hand June 30, 1990		<u>\$ 220,669</u>

SAUK VALLEY COMMUNITY COLLEGE

BUILDING BOND PROCEEDS FUND

PART I: ESTIMATED REVENUE 1989-90

1300-000-420 State Governmental Sources

1300-000-429 - State Grants & Contributions	1	1
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1300-000-430 Federal Governmental Sources

1300-000-439 - Federal Grants & Contributions	1	1
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<u>1300-000-470 Investment Income</u>	<u>50,000</u>	<u>50,000</u>
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TOTAL BUILDING BOND PROCEEDS FUND REVENUE . . . . .		<u>\$ 50,002</u>
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PART II: ESTIMATED EXPENDITURES 1989-90

1390-000-000 Institutional Support

1390-000-582 - Site Improvement	50,000	
1390-000-584 - Building Improvements	100,000	
1390-000-586 - Equipment-Instructional	50,000	
1390-000-587 - Equipment-Service	75,000	
1390-000-589 - Other Capital Outlay	<u>5,000</u>	<u>280,000</u>

TOTAL BUILDING BOND PROCEEDS FUND EXPENDITURES . . . . .		<u>\$ 280,000</u>
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PART III: BUDGET SUMMARY

Balance on Hand July 1, 1989		797,605
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Revenue	\$ 50,002	
Less Expenditures	<u>280,000</u>	

Excess of Revenue over Expenditures		<u>(229,998)</u>
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Estimated Balance on Hand June 30, 1990		<u>\$ 567,607</u>
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SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Budget for 1989-90

PART I: REVENUE

SALES

Textbooks	\$307,000	
Supplies	37,000	
Miscellaneous	33,000	
Paperbacks	8,000	
Used Books	34,000	
Other Income	400	
Investment Income	3,500	
Sales Tax Collected	<u>26,200</u>	\$ 449,100

Less Cost of Sales:

Textbooks	\$244,800	
Supplies	24,100	
Miscellaneous	20,800	
Paperbacks	6,400	
Used Books	25,600	
Sales Tax Paid	<u>25,900</u>	<u>347,600</u>

ESTIMATED GROSS PROFIT . . . . . \$ 101,500

PART II: EXPENDITURES

Salaries & Wages	\$ 47,500	
Employee Benefits	1,300	
Transportation	8,500	
Equipment	2,800	
Supplies	4,000	
Travel	3,000	
Telephone	600	
Dues & Subscriptions	700	
Other Expenses	<u>1,500</u>	<u>69,900</u>

EXCESS REVENUE OVER EXPENDITURES . . . . . \$ 31,600

PART III: BUDGET SUMMARY

Fund Equity July 1, 1989		415,167
Revenue	\$101,500	
Expenditures	<u>69,900</u>	
Excess of Revenue over Expenditures		31,600
Transfer to Educational Fund		(175,000)
Transfer to Restricted Fund		<u>(25,000)</u>
Estimated Fund Equity, June 30, 1990		<u>\$ 246,767</u>

SAUK VALLEY COMMUNITY COLLEGE

RESTRICTED PURPOSES FUND

PART I: ESTIMATED REVENUE

	<u>1988-89</u>	<u>1989-90</u>
<u>600-000-443 - Comprehensive Income</u>	\$46,500	\$46,500
<u>Income from Admissions to Student Activities</u>		
600-000-453 - Cultural Events	3,500	2,000
600-000-454 - Athletics	3,000	5,000
600-000-455 - Drama and Readers Theatre	<u>3,000</u>	<u>2,000</u>
	9,500	9,000
<u>600-000-596-003 - Income from Game Room</u>	3,000	2,500
<u>600-000-596-012.2 - Income from Special Student Services Project</u>	11,000	10,000
<u>600-000-456 - Income from SAUK TALK</u>	9,000	2,000
<u>Transfer from Bookstore</u>	<u>0</u>	<u>25,000</u>
<u>TOTAL ESTIMATED REVENUE</u>	<u>\$79,000</u>	<u>\$95,000</u>



SAUK VALLEY COMMUNITY COLLEGE

RESTRICTED PURPOSES FUND

PART II: ESTIMATED EXPENDITURES

0600000600599000 - Men's Athletics

	<u>1988-89</u>		<u>1989-90</u>	
#601 - Athletics (Tennis)				
#602 - Athletics (Basketball)				
#603 - Athletics (Golf)				
#605 - Athletics (Baseball)				
 <u>Athletics</u>				
Officials	3,020		1,680	
Travel	3,710		3,200	
Meals and Hotel	5,700		5,285	
Awards	950		1,190	
Insurance	2,600		2,900	
Banquet	800		400	
Dues and Fees	<u>870</u>		<u>985</u>	
		17,650		15,640
 <u>Rentals</u>				
Golf	1,100		1,200	
Tennis	<u>325</u>		<u>350</u>	
		1,425		1,550
 <u>Supplies and Cleaning</u>				
Basketball	1,025		1,200	
Golf	400		425	
Tennis	850		920	
Soccer	<u>925</u>		<u>0</u>	
		3,200		2,545
 <u>Equipment</u>				
	<u>300</u>		<u>200</u>	
		300		200
 <u>Tournaments</u>				
	<u>0</u>		<u>1,500</u>	
		0		1,500
 <u>Miscellaneous</u>				
Scouting/Recruiting	1,700		1,750	
Basketball Clinic	<u>225</u>		<u>300</u>	
		1,925		2,050

	<u>1988-89</u>		<u>1989-90</u>	
<u>Personnel</u>				
Basketball	<u>0</u>	0	<u>2,800</u>	2,800
<u>0600000606599000 Cheerleaders</u> <u>and Pom Pom</u> Jr. High Cheerleaders Clinic Travel and Meals Uniforms	<u>          </u>	2,000	<u>          </u>	2,500
<u>0600000607599000 Speech</u> <u>Activities</u>	<u>          </u>	4,500	<u>          </u>	5,000
<u>0600000608599000 Drama</u>  Royalties Publicity Sets and Costumes Rentals Equipment Supplies Summer Theatre	<u>          </u>	5,000	<u>          </u>	5,500
<u>0600000609599000 Music</u>  Travel Meals Cleaning & Miscellaneous Workshop Travel Tailoring Madrigal Dinner	<u>          </u>	3,500	<u>          </u>	3,750
<u>0600000610599000 Student Activities</u>  Entertainment & License Fees Supplies Equipment Xerox and Workroom Miscellaneous Pow Wow Day Concert-Lecture Series Promotions Entertainment/Promotions	<u>          </u>	9,000	<u>          </u>	9,000

	<u>1988-89</u>		<u>1989-90</u>	
<u>0600000611599000 Student Senate</u>				
Supplies	_____	2,000	_____	2,000
<u>0600000600599000 - Women's</u>				
<u>Athletics</u>				
#612 - Athletics/Palumbo				
#613 - Athletics/Volleyball				
#614 - Athletics/Basketball				
Officials	2,490		3,360	
Travel	3,100		3,100	
Meals & Lodging	4,500		5,560	
Insurance	2,400		3,200	
Dues and Fees	925		1,025	
Awards	900		870	
Banquet	400		400	
Rentals	<u>100</u>		<u>100</u>	
		14,815		17,615
<u>Supplies</u>				
First Aid	475		550	
Tennis	530		820	
Basketball	700		900	
Volleyball	<u>480</u>		<u>980</u>	
		2,185		3,250
<u>Equipment</u>	<u>0</u>		<u>0</u>	
		0		0
<u>Scouting/Recruiting</u>	<u>1,500</u>		_____	
		1,500		1,500
<u>Tournaments</u>	<u>1,000</u>		_____	
		1,000		3,000
<u>Clinics</u>	<u>0</u>		<u>600</u>	
		0		600
<u>0600000615599000 Clubs</u>	<u>0</u>		<u>0</u>	
		0		0
<u>0600000616599000 - SAUK TALK</u>	<u>9,000</u>		<u>7,000</u>	
		<u>9,000</u>		<u>7,000</u>
		<u>\$ 79,000</u>		<u>\$ 87,000</u>

PART III: BUDGET SUMMARY

Balance on Hand July 1, 1989	(16,412)
Revenue	\$95,000
Expenditures	<u>87,000</u>
Excess of Revenue over Expenditures	<u>8,000</u>
Estimated Balance on Hand June 30, 1990	<u>\$ (8,412)</u>

SAUK VALLEY COMMUNITY COLLEGE

CHILD CARE CENTER

1989-90

PART I: ESTIMATED REVENUE

Fees	\$ 19,400
Insurance	<u>400</u>
TOTAL REVENUE	<u>\$ 19,800</u>

PART II: ESTIMATED EXPENDITURES

Salaries	\$ 16,200
Insurance	400
Supplies	3,000
Travel	<u>200</u>
TOTAL EXPENDITURES	<u>\$ 19,800</u>

PART III: BUDGET SUMMARY

Balance on Hand July 1, 1989	(865)
Revenue	\$19,800
Expenditures	<u>19,800</u>
Excess of Revenue over Expenditures	<u>0</u>
Balance on Hand June 30, 1990	<u>\$ (865)</u>

For Board Meeting of  
September 25, 1989

Agenda Item F-7

PUBLIC HEARING - TAX LEVY

We will need to hold a Public Hearing on our proposed 1989 tax levy. Detailed information is contained in the attached memorandum from Dean Edison.

RECOMMENDATION: Board approval of this tax levy as outlined.



**Sauk Valley  
Community  
College**

815 / 288-5511

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Behrendt                      DATE: September 19, 1989  
FROM: Robert Edison              *Bob*              SUBJECT: 1989 Tax Levy

The forthcoming Board meeting will require a hearing in reference to our tax levy for 1989 as well as approval of the levy as required by the County Clerks.

The levy for the current year totals \$2,451,000 and compares with last year as follows:

	<u>1988 Levy</u>	<u>County Clerk Extension</u>	<u>1989 Levy</u>
Education	\$1,672,000	\$1,583,331	\$1,660,000
Building	205,000	193,877	203,000
Special Insurance	215,000	215,850	230,000
Audit	19,700	20,033	20,000
Life Safety	<u>342,000</u>	<u>322,482</u>	<u>338,000</u>
	\$2,453,700	\$2,335,573	\$2,451,000

The levy will provide for a continuation of our Life Safety Project and will hopefully enhance the cash position of the Insurance Fund dependent on increases which might take place during the forthcoming year. The increase shown in the Education and Building Fund is simply to protect the institution for its maximum tax rate should adjustments in Equalized Assessed Valuation increase.

For Board Meeting o  
September 25, 1989

Agenda Item H

1989-90 PART-TIME COMMUNITY SERVICE FACULTY

The part-time Community Service instructors listed on the attached memorandum are being submitted for Board approval as these classes begin on October 2, 1989.

RECOMMENDATION: Board approval of the attached list of Community Service instructors for the 1989-90 year.



**Community Service Instructors**

**Fall 1989**

<b>Name</b>	<b>Course Title</b>
Huisingh, Jane	Hand Applique
McDonnell, John Dr.	Civil War History
Olsen, Karen	Fabric Painting
Vroman, Karen	Watercolor Basics
Williamson, Laurin	Photography - Introduction to Camera

For Board Meeting of  
September 25, 1989

Agenda Item I-1

POLICY FOR SUBSTITUTE INSTRUCTION  
OF REGULARLY SCHEDULED CLASSES  
SECOND READING

The attached policy did not accurately reflect the current practices and was occasionally confusing in its wording. Therefore Dean Thompson is recommending that we revise it as outlined.

RECOMMENDATION: Board approval for second reading of Policy 423.01 for Substitute Instruction of Regularly Scheduled Classes.

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 ensure coverage of instructional material without appreciable loss to the students involved.

B. Responsibility for Securing Substitutes

As soon as the Assistant Dean or Dean of Instruction is notified of a faculty member's absence, the Assistant Dean will determine the best mechanism for ensuring that instructional objectives are met. The Assistant Dean may cover the classes personally, assign another staff member, extend subsequent class meetings, or schedule an additional session. If these are not possible, the Assistant Dean may secure an outside substitute.

When a faculty member submits a travel request which will make it necessary for him/her to miss his/her classes, it is the responsibility of the Assistant Dean to make sure that all arrangements have been made for meeting instructional objectives before the approval for travel is granted.

C. Payment for Substitution

1. Regular Staff Substitutes: When the Assistant Dean has determined that a staff member's absence will extend beyond 3 consecutive days, he/she may assign another regular staff member or secure an outside substitute to cover classes at the approved rate of pay.

2. Part-time Faculty: When there is no viable alternative to meet instructional objectives, the Assistant Dean may secure an outside substitute for a part-time instructor for one class session during a semester without penalty to the part-time instructor. If a substitute is required for additional sessions, the salary of the part-time instructor will be prorated.

For Board Meeting of  
September 25, 1989

Agenda Item I-2

REVISED BOARD POLICIES 113.01, 114.01, 114.02

FIRST READING

The attached policies have been revised by Board Attorney Pace following the latest legislated changes and are presented for first reading. In addition to the policies, appropriate regulations and necessary forms are included for information.

RECOMMENDATION: Board approval of the attached policies for first reading.

FIRST READING

POLICY 113.01

The College shall furnish the opportunity for review or copying of College records to the extent required by law. In carrying out that responsibility, the Board shall adopt regulations, from time to time, to facilitate compliance with law. The Dean of Student Services shall be the Freedom of Information Officer for the College, and that person shall have the primary responsibility to carry out the requirements of law and the regulations.

FIRST READING

114.01 - BOARD MEETING AGENDA

- A. The President of the College will prepare the agenda of meetings for the Board of Trustees after conferring with the Chairperson of the Board. The Trustees may introduce agenda items through the Board Chairperson or the President of the College.
- B. The Trustees will receive copies of the agenda of regular and special meetings and any available supporting materials, at least 48 hours prior to each meeting. These materials will be hand-delivered or sent by mail.
- C. Copies of the agenda for each public meeting of the Board of Trustees will be sent to all news media who have requested notice of meetings pursuant to the Illinois Open Meetings Act and will be placed on file in the President's office for public inspection prior to regular and special meetings.
- D. The Board agenda shall contain an item called "Communication From Visitors." At this time on the agenda, subject to policy 114.02, members of the public and employees of the College may be heard on petitions previously filed, on requests to be heard on specific agenda items, or to comment or ask questions to the Board. Any written communications for the Board not previously delivered to the Board shall be furnished to it at this place on the agenda. In the Chairperson's discretion, any written communication to the Board may be read aloud by the Chair, by a member of the Board, by the President, or by other designee.

FIRST READING

114.02 - CONDUCT OF MEETING

- A. Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.
- B. Presentation of items of business shall follow the Agenda, unless varied by the Chairperson.
- C. The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees. In order that Board meetings may be orderly and serve the purposes of the College, the following additional rules shall govern visitors' participation in Board meetings:

1. Citizens or organizations wishing to present written or oral proposals or petitions regarding matters of interest to the citizen, organization, or the Board, shall summarize such proposals in writing and furnish them to the Secretary of the Board 7 days prior to the meeting. Such proponents or petitioners shall be assigned a period not to exceed 10 minutes on the meeting agenda during the period for "Communications From Visitors" for any comments or additional oral materials the proponent or petitioner wishes to furnish in regard to the proposals. In the event an opponent to the proposal or petition is present, such opponent shall be given a like period of time to address the Board. The Chairperson may limit the number of citizen petitions to be heard at a particular meeting in the interests of time, but shall cause any petition not heard to be placed on the agenda for the next meeting.

2. Members of the public and employees of the College may be heard without prior written notice on matters on the agenda, may make comments, or may ask questions of the Board by requesting permission of the Chairperson during the "Communication From Visitors" portion of the meeting.

(a) Agenda Items

(1) The Chair shall, during "Communication From Visitors" on the agenda, ask whether any members of the public wish to be heard on any agenda item. At the commencement of consideration of that item on the agenda during the course of the meeting, the citizen shall be called upon and permitted to address the Board on such item.

Speakers for or against an item on the agenda shall be limited to a total of 5 minutes of meeting time for his, her, or their statement. If more than one person wishes to address the Board, the time shall be divided among them. If there are proponents and opponents present, each side shall have a total of 5 minutes available for a statement of their position.

(2) Although citizens may address the Board on agenda items pursuant to Paragraph 2(a)(1), it is usually beneficial to the Board and citizen or organization to inform the Secretary of the Board of the citizen's or organization's desire to speak and to give a general outline of concerns at least twenty-four hours in advance of the meeting. The advance notice permits Administration to solicit further helpful information and may avoid delay in acting on or responding to the item or concern.



(b) Persons addressing the Board shall address the Board as a whole or shall address the Chairperson. No more than two persons shall address the Board on the same topic on the same side of an issue.

(c) Questions

(1) All questions to the Board shall be directed to the Chairperson. The Chair, (in consultation with the President if desired) shall determine whether the question will be answered at the Board meeting, and if so, whether by the Chair or by a member of administration.

(2) Questions directed to individual Trustees shall be deemed out of order and are not permitted. Individual Trustees may pose questions to the citizen speaking. Presentation by the citizen and citizen response to any questions by the Board shall be orderly.

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

4. The Board is not obligated to act upon items presented by members of the public, employees, or organizations, or to answer questions at the time such question is presented. The Board will make a good faith effort to respond to questions within a reasonable time.

5. In order to permit time to consider other items on the Board's agenda, the time allowed under "Communication From Visitors" shall not exceed twenty minutes.

6. The Chairperson may, for good cause, extend the time limitations provided. The Chair may terminate the privilege of addressing the Board of any speaker who does not conduct himself or herself in an orderly, decorous and respectful manner.

D. The Chairperson shall serve as spokesperson for the full Board at all meetings of the Board.

E. These rules shall apply to committee meetings, to the extent they are germane.

SAUK VALLEY COMMUNITY COLLEGE  
FREEDOM OF INFORMATION  
REGULATIONS

I

A. Purpose

These regulations are adopted to facilitate compliance with Illinois law requiring disclosure and copying of certain public records at the request of members of the public. In the event any regulation is inconsistent with law, the law shall control.

B. Definitions

The definitions set forth in the Illinois Freedom of Information Act are adopted herein. In addition, the following definitions shall also apply:

"FOIA" means the Illinois Freedom of Information Act, Ill. Rev. Stats., Ch. 116, Secs. 201-211.

"Freedom of Information Officer" means the Dean of Student Services who is the College official responsible for receiving and responding to requests for public records.

"Requestor" means a person who submits a request for public records.

## II

### PROCEDURES FOR REQUESTING PUBLIC COLLEGE RECORDS

#### A. Person to Whom Requests are Submitted

Requests for public College records shall be submitted to the Freedom of Information Officer. Requests shall be submitted to the following address:

Freedom of Information Officer  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021

Attention: FOIA Request

#### B. Form and Content of Request

##### SECTION 1 Forms for Requests

Except as set forth in Section two, requests in accordance with the FOIA and these regulations shall be made in writing. If possible, such requests shall be submitted on FOIA Request Forms provided by the College. Requestors who make a request which does not contain the information included in the College forms (as described in Section 4 below) will have the FOIA Forms furnished to him/her for completion.

##### SECTION 2 Oral Requests

Routine oral requests will be handled at the discretion of the Freedom of Information Officer. Examples of the routine oral requests that will be handled at the discretion of the Freedom of Information Officer includes requests for: minutes of public meetings, or copies of College policies. Denial of an oral request does not preclude an individual from filing a written request.

### SECTION 3

A written request shall be a condition precedent to appealing a denial pursuant to Sec. 210 of FOIA.

### SECTION 4 Content of Request

The requestor shall provide at least the following information in a request for public records:

The requestor's full name, address and phone number.

A brief description of the public record sought, being as specific as possible.

Whether the request is for inspection of public records, copies of public records, or both.

### III

#### PROCEDURES FOR COLLEGE RESPONSE TO REQUEST FOR PUBLIC COLLEGE RECORDS

##### A. Time for College Response

###### SECTION 1 Time for Response

The College shall respond to a written request for public records within seven (7) working days after the receipt of the written request. The College response shall be in writing.

###### SECTION 2 Extension of Time

The College may give notice of an extension of time to respond which does not exceed an additional seven (7) working days. Such an extension is allowable only if written notice is provided to requestor within the original seven (7) working day time limit and only for the reasons authorized by the FOIA. Such notice of extension shall state the reasons why the extension is necessary.

##### B. Types of College Responses

###### SECTION 1

The College shall respond to a request for public records in one of three ways:

- (a) Approve the request
- (b) Approve in part and deny in part
- (c) Deny the request

###### SECTION 2 Approval of Request

Upon approval of a request for public records, the College may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

### SECTION 3 Approval in Part and Denial in Part of Request

Response to a request which is approved in part and denied in part shall be in writing, and shall describe those records as to which the denial of request is made, the reasons for such denial in accordance with the FOIA, and the names and titles of the individual(s) responsible for the decision, and notice of the requestor's right to appeal the denial to the Chairman of the Sauk Valley Community College Board of Trustees. As to that portion of the request which is approved, the College may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

### SECTION 4 Denial of Request

A denial of a request for public records shall be made in writing. It shall state the reasons for denial in accordance with the FOIA, and the names and titles of individual(s) responsible for the decision. It shall also give notice of the requestor's right to appeal to the Chairman of the Sauk Valley Community College Board of Trustees.

### SECTION 5 Categorical Requests - Undue burdens

Categorical requests creating an undue burden upon the College shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with the FOIA.

## SECTION 6 Failure to Respond

Failure to respond to a written request within seven (7) working days may be considered by the requestor as a denial of a request.

## SECTION 7 Forms

Forms suitable for response are attached as appendices to these regulations.



## IV

### PROCEDURES FOR APPEAL OF A DENIAL

#### A. Appeal of a Denial

##### SECTION 1 Place of Appeal

A requestor whose request has been denied by the Freedom of Information Officer may appeal the denial to the Chairperson of the College Board of Trustees. The notice of appeal shall be made in writing and sent to:

Chairperson of the Board of Trustees  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021

Attn: FOIA Appeal

##### SECTION 2 Notice of Appeal

The notice of appeal shall include a copy of the original request, a copy of the denial received by the requestor, and a statement of the reasons why the appeal should be granted.

#### B. Chairperson's Response to Appeal

##### SECTION 1 Time for Response

The Chairperson shall respond to an appeal within seven (7) working days after receipt thereof. The Chair shall either affirm a denial or provide the requested access to the requested public records. Failure to respond within seven (7) working days may be considered by the requestor to be an affirmation of the denial.

##### SECTION 2 Forms

A form of response to appeal by the Chairperson is attached to these regulations as an appendix.

## PROCEDURES FOR PROVIDING PUBLIC RECORDS TO REQUESTORS

A. Inspection of Records at College OfficesSECTION 1 Time and Place of Inspection

Unless otherwise arranged, public records will be made available for inspection during normal working hours of the College at the office of the Freedom of Information Officer. For purposes of convenience, either the College or the requestor may request that inspection take place in another office location.

SECTION 2 Dual Requests

If the requestor has requested both inspection and copying, then documents which the requestor wishes copied shall be segregated during the course of the inspection. All copying shall be done by College employees.

SECTION 3 Presence of College Employees, Security

Employees of the College may be present throughout the inspection. A requestor may be prohibited from bringing bags, briefcases, or other containers into the inspection room.

B. Copies of Public RecordsSECTION 1 Charges Imposed

Except as provided elsewhere herein, copies of public records shall be provided to the requestor only upon payment of any charges which are due. In the event that the charges for copies of public records to be copied is over \$5.00, the Freedom of Information Officer will require that advance payment in full be made. Written confirmation from the requestor will be required for charges over \$25.00.

## SECTION 2 Fees for Copies

Charges for copies of public records shall be assessed in accordance with the "Fee Schedule for Duplication of Public Records" attached as a schedule to these Regulations.

## SECTION 3 General Materials Available from the Freedom of Information Officer Without Charge

The foregoing notwithstanding, the Freedom of Information Officer shall make available to the public at no charge the following materials:

A brief description of the organization, structure and budget of the College

A brief description of the means for requesting information and public records; and

A list of types and categories of public records maintained by the College

A copy of the fee schedule

## SECTION 4 Waiver or Reduction of Copying Fees

Charges shall always be waived if the requestor is a State Agency, a Constitutional Officer, or a member of the General Assembly. Charges shall be waived or reduced in any other case where the Freedom of Information Officer determines that the requestor has requested such waiver or reduction, and: (1) the requestor has represented that the waiver is in the public interest, and (2) the requestor has stated the specific purpose of the request.

APPENDIX A

REQUEST FOR PUBLIC RECORDS

TO:  
FREEDOM OF INFORMATION OFFICER  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS ROUTE 2  
DIXON, ILLINOIS 61021

FROM:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORD (S):

Please indicate if you wish to inspect the above-captioned records or wish a copy of them:

\_\_\_\_\_ Inspection      \_\_\_\_\_ Copy      \_\_\_\_\_ Both

Do you wish to have copies certified? \_\_\_\_\_

This request is being made in accordance with the provisions of the Freedom of Information Act, and the undersigned agrees to abide by the Rules and Regulations, and to pay all charges involved with the copying of the documents, unless waived.

Do you claim that the documents requested are in the public interest? \_\_\_\_\_ Do you on that basis request a waiver or reduction of fees? \_\_\_\_\_ If such waiver or reduction is requested, what is the purpose of the request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

-----

FOR OFFICE USE ONLY

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Response Due

Notations:

(Response Form A)

APPROVAL OF REQUEST FOR PUBLIC RECORDS

TO:

FROM:

NAME

FREEDOM OF INFORMATION OFFICER  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS ROUTE 2  
DIXON, ILLINOIS 61021

ADDRESS

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated \_\_\_\_\_ for the above-captioned records  
has been approved.

\_\_\_\_\_ The documents you requested are enclosed.

\_\_\_\_\_ The documents will be made available upon  
payment of copying costs in the amount of  
\_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_ on  
\_\_\_\_\_ date

Freedom of Information Officer

Date

AMOUNT DEPOSITED: \_\_\_\_\_

FINAL AMOUNT: \_\_\_\_\_

(Response Form B)

DENIAL OF REQUEST FOR PUBLIC RECORDS

TO:

FROM:

\_\_\_\_\_  
NAME

FREEDOM OF INFORMATION OFFICER  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS ROUTE 2  
DIXON, ILLINOIS 61021

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated \_\_\_\_\_ for copy or review of the  
above-captioned records has been denied:

\_\_\_\_\_ The request creates an undue burden on  
the public body in accordance with  
Section 203 (f) of the Freedom of Information  
Act, and we were unable to negotiate a more  
reasonable request.

\_\_\_\_\_ The materials requested are exempt under  
Section 207 of the Freedom of Information  
Act for the following reasons:

The individual(s) who were responsible for the denial are:

\_\_\_\_\_  
You have the right to appeal the denial of the records you have  
requested to the Chairman of the Board of Trustees, Sauk Valley  
Community College, by submitting a written notice of appeal to:

Chairman of the Board of Trustees  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021

Attn: FOIA Appeal

In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted.

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date



(Response Form C)

PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS

TO:

FROM:

\_\_\_\_\_  
NAME

FREEDOM OF INFORMATION OFFICER  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS ROUTE 2  
DIXON, ILLINOIS 61021

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated \_\_\_\_\_ for the above-captioned records has been partially approved. Those parts of your request which have been approved:

\_\_\_\_\_ are enclosed

\_\_\_\_\_ will be made available upon payment of copying costs in the amount of \_\_\_\_\_

\_\_\_\_\_ may be inspected at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
(date)

The following portions of your request have been denied for the reasons cited:

The individual(s) who were responsible for the denial were:

\_\_\_\_\_  
You have the right to appeal the denial of the records you have requested to the Chairman of the Board of Trustees, Sauk Valley Community College, by submitting a written notice of appeal to:

Chairman of the Board of Trustees  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021

Attn: FOIA Appeal

In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted.

---

Freedom of Information Officer

---

Date

(Response Form D)

DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

TO:

FROM:

\_\_\_\_\_  
NAME

FREEDOM OF INFORMATION OFFICER  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS ROUTE 2  
DIXON, ILLINOIS 61021

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

The response to your request dated \_\_\_\_\_ for the  
above-captioned records must be delayed. The delay in responding  
to your request is for the following reason(s):

You will be notified by \_\_\_\_\_ as to the action taken  
on your request.

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date

(Response Form E)

FOIA APPEAL  
CHAIRMAN'S RESPONSE

TO:

FROM:

NAME

CHAIRMAN OF THE BOARD OF TRUSTEES  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS ROUTE 2  
DIXON, ILLINOIS 61021

ADDRESS

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Noted below is the action I have taken on your appeal from the denial of your request for the above-captioned records:

\_\_\_\_\_ I hereby approve your appeal to the following extent and for the following reasons:

\_\_\_\_\_ I affirm the denial of your request made by the Freedom of Information Officer.

You are entitled to a judicial review of any denial pursuant to section 11 of the Freedom of Information Act.

\_\_\_\_\_  
Chairman of the Board of Trustees  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021

\_\_\_\_\_  
Date

For Board Meeting of  
September 25, 1989

Agenda Item I-3

REVISED POLICY 115.01 STUDENT TRUSTEE

FIRST READING

As per the Board discussion at the last meeting, the Student Trustee Policy (115.01) has been revised and is presented here for first reading.

RECOMMENDATION: Board approval of the attached revised policy 115.01--Student Trustee--for first reading.

FIRST READING115.01 Student Trustee

The Sauk Valley Community 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 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 Community 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---~~

the President of the college.

2/12/79

Updated 3/23/87

For Board Meeting of  
September 25, 1989

Agenda Item I-4

ISBE/IDPA CONTRACT

We have been providing adult educational services for people whose schooling has been interrupted through a contract with the Illinois State Board of Education.

RECOMMENDATION: Board approval of the attached ISBE/IDPA contract to purchase adult education services from Sauk Valley Community College for 1989-90.

## CONTRACT FOR PURCHASE OF SERVICES

WHEREAS, the Illinois State Board of Education (ISBE) is the agency designated by Section 10-22.20 of The School Code of Illinois to administer or supervise the administration of classes for adults and youths whose schooling has been interrupted and authorized to contract with the Illinois Department of Public Aid (IDPA) which administers the provision of services under the Project Chance Initiative; and

WHEREAS, Sauk Valley College (hereinafter referred to as "Provider") performs services which are covered by Section 10-22.20 of The School Code of Illinois; and

WHEREAS, ISBE is empowered by The School Code of Illinois and in contract with IDPA who is empowered by the regulations duly promulgated under the Project Chance Initiative, to purchase services from other agencies, individuals and organizations; and

WHEREAS, Provider meets all standards relating to the services provided under Section 10-22.20 of The School Code of Illinois and under this Contract with IDPA as specified in the Illinois Administrative Code, Title 89, Chapter 1, Part 112.78(c), (Appendix A); and

WHEREAS, Provider meets all State standards relating to the services provided under this Contract;

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

### ARTICLE I - PROVISIONS OF SERVICES

- A. To the extent that financial and program resources are available, Provider agrees to furnish the services listed and described in the approved Application for Establishing an Adult Education Program and the approved I & R Special Project Contract Proposal, herein referenced and made a part of this Contract, to individuals eligible to receive Project Chance services who have been determined by the IDPA to be eligible for such services. These services will be provided in a manner and at the locations specified in the Application and the I & R Special Project Proposal.
- B. For services rendered in accordance with this contract, Provider shall submit expenditure reports and quarterly master lists to ISBE in a format and at times prescribed by ISBE and on forms provided by ISBE. Provider shall establish and maintain such monitoring and other procedures and controls as are necessary to insure and shall certify that all such expenditure reports submitted represent expenditures for eligible services. ISBE may independently review expenditure reports and quarterly master lists submitted by Provider, as well as related documentation and records, in order to determine compliance with State



and Federal Regulations. On the basis of such review, ISBE may make appropriate adjustments of such expenditure reports. ISBE shall submit claims to IDPA in a format and at times prescribed by IDPA.

- C. The services under this Contract shall be paid for by ISBE from funds appropriated to ISBE in the General Revenue Fund by warrant drawn on the treasury of the State of Illinois in accordance with the laws of the State of Illinois:
- D. Provider may furnish services through the use of subcontracts. The following conditions apply to any such subcontracts:
  - 1. Provider must have written contract with the sub-provider.
  - 2. Such written contract is subject to the prior written approval of ISBE or shall be in a form approved by the ISBE.
  - 3. Subcontracts shall be subject to the State regulations duly promulgated under The School Code of Illinois and State or Federal regulations duly promulgated under the Project Chance Initiative.
  - 4. The subcontractor shall be subject to all the provisions of the contract between ISBE and the local education agency.
  - 5. Provider shall remain responsible for the performance of any subprovider.
  - 6. Provider has agreed to furnish information in accordance with the disclosure statement as required by P.L. 95-142, herein incorporated by reference.
- E. Provider shall not charge any fees for the services provided under this contract.
- F. Provider is subject to all the provisions of the contract between ISBE and IDPA.

## ARTICLE II - RECORDS AND REPORTING

- A. Provider shall maintain such financial and other records as are required by ISBE in order to comply with State and Federal Regulations and reporting requirements. Adequate controls to insure accuracy and completeness of such records shall be maintained by Provider. All records shall be retained for such periods of time as are prescribed by State and Federal Regulations.

- B. Upon request, Provider shall furnish to ISBE in a timely manner such reports and records as ISBE may require in order to comply with State and Federal regulations and reporting requirements.
- C. ISBE, IDPA, and the Federal agency to which claims are submitted shall be permitted access to all financial or other records maintained by Provider that pertain to Section 10-22.20 of The School Code of Illinois and the Public Assistance Program.

### ARTICLE III - GENERAL TERMS


- A. This Contract shall become effective July 1, 1989, and absent prior notice of termination as set forth below, shall terminate June 30, 1990. The total budget for this program is hereby approved as indicated in the approved Budget Summary and Payment Schedule for programs G-G and G-R and made a part of this contract. Specific amounts for each budget item are identified on the approved Application. If additions, deletions and/or other changes in the budgeted amounts are approved, the changes shall be affected by utilization of a form supplied by ISBE, which shall amend this contract and be made a part of this contract.
- B. This Contract is subject to the availability of Federal funds and the availability of funds appropriated by the State for provision of the services listed and described in Section 10-22.20 of The School Code of Illinois.
- C. All notices required or desired to be sent by either party shall be sent to the following respective addresses:

ISBE	<u>Illinois State Board of Education</u> <u>Adult Education Section</u> <u>100 North First Street</u> <u>Springfield, Illinois 62777</u>
PROVIDER	Sauk Valley College Rural Route 5 Dixon, Illinois 61021
- D. This Contract shall be governed and construed in accordance with the laws of the State of Illinois, and the guidelines and procedures provided by the State Board of Education.
- E. Provider agrees to comply with Title VI of the Civil Rights Act of 1964 and any other laws, regulations or orders, State or Federal, which prohibit discrimination on the grounds of race, sex, color, religion, national origin or handicap.
- F. All records, data or other information kept by Provider pertaining to the Section 10-22.20 Program and the Public Assistance Program shall be used only for the administration of Section 10-22.20 and of the Public Assistance Program and shall be protected by Provider from unauthorized disclosure. All records, data or other information furnished to ISBE shall be used only for the Administration of Section 10-22.20 and of the Public Assistance Program and shall be protected by ISBE from unauthorized disclosure.

- G. Such written contract shall require Provider to furnish information in accordance with disclosure statements as required by P.L. 95-142.
- H. The Provider certifies that he/she/the firm has not been convicted of bribery attempting to bribe an officer or employer of the State of Illinois, nor has the Provider made an admission of guilt to such conduct which is a matter of record.
- I. The Provider certifies that it is not a charitable organization subject to the Illinois Charitable Trust or Solicitation Acts and if subject to either of the acts, that all appropriate registration materials and annual reports have been filed with the Attorney General. A letter from the Attorney General verifying the status of this organization is available upon request.
- J. This Contract, including the rights, benefits and duties hereunder, shall not be assignable by either party without the express written consent of the other party.
- K. Nothing in this Contract shall prevent the Provider from performing identical or similar services for other than Section 10-22.20 and Project Chance participants. However, Provider warrants that costs represented in expenditure reports submitted for services under this contract do not exceed costs for identical services provided to such other parties at the same facility.
- L. This Contract may be amended by the mutual consent of both parties at any time during its term. Amendments to this Contract shall be in writing, signed by both parties or their authorized representatives.

Illinois State Board of Education  
Manager, Adult Education Section

Sauk Valley College  
(Provider)  
Authorized Representative

  
(Signature)

\_\_\_\_\_  
(Signature)

9-1-89

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

DLD/8328z

For Board Meeting of  
September 25, 1989

Agenda Item I-5


#### EXECUTIVE SESSION MINUTES REVIEW

Executive session minutes have been reviewed by Attorney Pace and President Behrendt as the attached information outlines.

RECOMMENDATION: Board approval to keep confidential the attached list of executive session minutes.


**MEMORANDUM**

To: Board of Trustees Date: September 19, 1989

From: Richard L. Behrend  Subject: Executive Session Minutes

In compliance with recent Illinois legislation, Attorney Pace has reviewed our executive session minutes from January, 1982 through the present and offered his legal opinion with respect to which could now be made public and which should remain closed. Taking into consideration his opinions, I have reviewed the minutes of all 129 executive sessions. It is my recommendation that the minutes of those 62 sessions listed below remain closed for the reason listed. The remaining 67 sets can be opened to the public and would be placed in a notebook and maintained in the office of the Secretary to the Board of Trustees.

<u>Date of Executive Session</u>	<u>Reason</u>
June 19, 1989	Personnel Evaluation
May 22, 1989	Personnel Evaluation
March 27, 1989	Attorney/Client Communication
March 13, 1989	Attorney/Client Communication
February 27, 1989	Attorney/Client Communication
June 27, 1988	Personnel Evaluation
June 27, 1988	Personnel Evaluation
May 23, 1988	Personnel Evaluation
May 23, 1988	Personnel Evaluation
April 18, 1988	Confidential Proposal
April 18, 1988	Personnel Evaluation
January 25, 1988	Collective Bargaining
November 23, 1987	Personnel Evaluation

August 31, 1987	Personnel Evaluation
July 20, 1987	Personnel Evaluation
May 26, 1987	Personnel Evaluation
April 20, 1987	Collective Bargaining
March 23, 1987	Collective Bargaining
September 15, 1986	Personnel Evaluation
June 30, 1986	Personnel Evaluation
May 28, 1986	Personnel Evaluation
May 12, 1986	Personnel Evaluation
April 2, 1986	Personnel Evaluation
March 24, 1986	Collective Bargaining
February 24, 1986	Collective Negotiations (9:20 p.m. session only)
September 23, 1985	Personnel Evaluation
August 26, 1985	Board Candidate Evaluation
May 20, 1985	Collective Bargaining
May 20, 1985	Collective Bargaining
April 29, 1985	Collective Bargaining
March 25, 1985	Collective Bargaining
March 11, 1985	Collective Bargaining
February 25, 1985	Collective Bargaining
February 25, 1985	Collective Bargaining (7:43 p.m. sessions only)
December 27, 1984	Collective Bargaining
August 27, 1984	Personnel Evaluation
August 13, 1984	Collective Bargaining
July 23, 1984	Collective Bargaining
June 25, 1984	Personnel Evaluation

June 11, 1984	Collective Bargaining
March 26, 1984	Collective Bargaining
February 27, 1984	Collective Bargaining
January 23, 1984	Collective Bargaining
January 5, 1984	Personnel Evaluation
November 28, 1983	Collective Negotiations
August 15, 1983	Collective Bargaining
July 25, 1983	Personnel Evaluation
June 27, 1983	Collective Bargaining
June 13, 1983	Collective Negotiating
May 23, 1983	Collective Bargaining
April 18, 1983	Collective Bargaining
February 22, 1983	Collective Bargaining (9:05 p.m. only)
March 28, 1983	Collective Bargaining
January 24, 1983	Collective Bargaining
January 10, 1983	Collective Bargaining
December 20, 1982	Personnel Evaluation
November 22, 1982	Personnel Evaluation
September 27, 1982	Personnel Evaluation (7:50 p.m. session)
September 27, 1982	Personnel Evaluation (9:45 p.m. session)
September 10, 1982	Collective Negotiations
July 26, 1982	Personnel Evaluation
June 28, 1982	Collective Bargaining

TREASURER'S REPORT

August 31, 1989

EDUCATION FUND

Balance on Hand July 31, 1989 \$ 204,768.51

Receipts:

Taxes	90,208.97	
Charge-Back Revenue	389.16	
State Apportionment	431,913.50	
State Equalization	87,608.25	
Advanced Tech. Grant	11,922.75	
Federal Work Study	18,374.20	
Graduation Fees	130.00	
Transcript Fees	130.00	
Other Facility Rentals	302.61	
Interest on Investments	1,203.19	
Other Revenue	139.88	
Expenditure Credits	<u>5,382.88</u>	<u>647,705.39</u>

Total Available \$ 852,473.90

Disbursements:

Expenses for August	585,926.70	
Investments	<u>101,203.19</u>	<u>687,129.89</u>

Balance on Hand August 31, 1989 \$ 165,344.01

OPERATIONS, BUILDING & MAINTENANCE

Balance on Hand July 31, 1989 \$ 59,396.09

Receipts:

Investments	114,937.07	
Def. Pers. Prop. Repl.	127,030.54	
Taxes	11,045.91	
Pers. Prop. Replacement	2,563.99	
Interest on Investments	5,062.93	
Other Revenue	<u>1,219.25</u>	<u>261,859.69</u>

Total Available \$ 321,255.78

Disbursements:

Expenses for August	136,568.85	
Investments	<u>100,000.00</u>	<u>236,568.85</u>

Balance on Hand August 31, 1989 \$ 84,686.93



PROTECTION, HEALTH & SAFETY

Balance on Hand July 31, 1989 \$ 146,358.50

Receipts:

Taxes	18,372.60	
Interest on Investments	<u>135.69</u>	<u>18,508.29</u>

Total Available \$ 164,866.79

Disbursements:

Expenses for August		<u>117,935.00</u>
---------------------	--	-------------------

Balance on Hand August 31, 1989 \$ 46,931.79

WORKING CASH FUND

Balance on Hand July 31, 1989 \$ 25,061.78

Receipts:

Investments	95,802.17	
Interest on Investments	<u>14,345.43</u>	<u>110,147.60</u>

Total Available \$ 135,209.38

Disbursements:

Investments		<u>96,077.09</u>
-------------	--	------------------

Balance on Hand August 31, 1989 \$ 39,132.29

AUDIT FUND

Balance on Hand July 31, 1989 \$ 28,247.54

Receipts:

Taxes	3,306.95	
Interest on Investments	<u>135.46</u>	<u>3,442.41</u>

Total Available \$ 31,689.95

Disbursements:

-0-

Balance on Hand August 31, 1989 \$ 31,689.95

LIABILITY, PROTECTION & SETTLEMENT

Balance on Hand July 31, 1989			\$ 160,679.18
<u>Receipts:</u>			
	Interest on Investments	656.41	
	Expenditure Credits	<u>210.28</u>	<u>866.69</u>
Total Available			\$ 161,545.87
<u>Disbursements:</u>			
	Expenses for August		<u>1,289.30</u>
Balance on Hand August 31, 1989			<u>\$ 160,256.57</u>

BUILDING BOND PROCEEDS

Balance on Hand July 31, 1989			\$ 2,976.44
<u>Receipts:</u>			
	Other Revenue		<u>2,932.23</u>
Total Available			\$ 5,908.67
<u>Disbursements:</u>			<u>-0-</u>
Balance on Hand August 31, 1989			<u>\$ 5,908.67</u>

\* \* \* \* \*

FUNDS INVESTED

First National Bank of Amboy	Building	9.00	8-15-90	\$100,000.00
United States Treasury	Building	8.90	10-26-89	191,180.00
United States Treasury	S & C	9.50	3-15-90	228,343.75
Citizens First Bank of Walnut	S & C	9.40	3-1-90	100,000.00
Farmers National Bank	S & C	8.60	5-18-90	100,000.00
Dixon National Bank	S & C	8.55	5-27-90	192,001.58
First National Bank	S & C	8.25	9-28-89	75,000.00
First Bank of Dixon	S & C	8.79	5-6-90	100,000.00
Central National Bank	Working Cash	Variable		997,994.25
Dixon National Bank	Working Cash	8.00	12-19-89	303,189.50
Whiteside Co. Bank	Working Cash	8.50	12-21-89	100,000.00
Rock Falls National Bank	Working Cash	Variable		431,350.81
United States Treasury	Working Cash	9.10	4-12-90	252,065.23
United States Treasury	Working Cash	8.15	5-10-90	94,162.28
Community State Bank	Working Cash	9.00	2-6-90	100,000.00
United States Treasury	Working Cash	8.55	11-24-89	96,364.08
Dixon National Bank	Working Cash	8.35	7-5-90	190,840.90
United States Treasury	Education	9.22	2-15-90	114,256.94
Rock Falls National Bank	Education	Variable		471,042.78
Smith Trust & Savings	Education	9.00	8-16-90	<u>100,000.00</u>
	TOTAL INVESTED			\$4,337,792.10

SAUK VALLEY COMMUNITY COLLEGE  
STUDENT LOAN FUND  
Period Ending 8/31/89  
B A L A N C E S H E E T

ASSETS:

Cash in Bank		\$5,004.52
Notes Receivable		6,510.00
		-----
		\$11,514.52
		=====

LIABILITIES & NET WORTH:

Fund Equity	\$11,576.85	
Net Loss	(62.33)	\$11,514.52
	-----	=====

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

INCOME:

Interest Income	\$10.67	
Bad Debts Repaid	0.00	\$10.67
	-----	

EXPENSES:

Bad Debts		\$73.00
-----------	--	---------

NET LOSS

(\$62.33)  
=====

SAUK VALLEY COMMUNITY COLLEGE  
E.O.G. WORKSTUDY FUND  
Period Ending August 31, 1989  
B A L A N C E S H E E T

Cash on Hand	\$21,821.62	
Workstudy Award Receivable from Fed. Gov. 1988-89	10,635.13	
Workstudy Awards Capital 1988-89		171,056.00
Workstudy Awards Paid 1988-89	160,420.87	
E.O.G. Awards Receivable from Fed. Gov. 1988-89	0.00	
E.O.G. Awards Capital 1988-89		60,341.00
E.O.G. Awards Paid 1988-89	60,341.00	
PELL Grant Awards Receivable 1988-89	(30,354.32)	
PELL Grant Awards Capital 1988-89		671,397.00
PELL Grant Awards Paid 1988-89	701,041.00	
Workstudy Awards Receivable from Fed. Gov. 1989-90	132,715.00	
Workstudy Awards Capital 1989-90		172,715.00
Workstudy Awards Paid 1989-90	18,374.20	
E.O.G. Awards Receivable from Fed. Gov. 1989-90	61,248.00	
E.O.G. Awards Capital 1989-90		61,248.00
E.O.G. Awards Paid 1989-90	0.00	
PELL Grant Awards Receivable from Fed. Gov. 1989-90	419,470.00	
PELL Grant Awards Capital 1989-90		419,470.00
PELL Grant Awards Paid 1989-90	0.00	
Transfer Account	(17,000.00)	
Inactive Federal Grants	17,514.50	
	-----	-----
	<u>\$1,556,227.00</u>	<u>\$1,556,227.00</u>

# SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 8-31-89

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

### ASSETS:

Cash in Bank		\$150,720.66
Petty Cash		700.00
Investments		153,993.37
Accounts Receivable-Educational Fund		118.08
Inventory 6-30-89		127,394.84
		-----
		\$432,926.95
		=====

### LIABILITIES & NET WORTH:

Accounts Payable-Student Activity Fund		\$25,242.26
Fund Equity	\$411,088.08	
Fund Transfer	0.00	
Net Loss	(3,403.39)	407,684.69
	-----	-----
		\$432,926.95
		=====

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

### INCOME:

Textbook Sales	\$125,955.17	
Supply Sales	6,188.60	
Miscellaneous Sales	3,442.33	
Paperback Sales	1,038.91	
Used Book Sales	21,110.28	
Sales Tax Collected	9,859.79	
Other Income	21.15	
Investment Income	2,042.54	\$169,658.77
	-----	

### EXPENSES:

Textbooks Purchased	\$143,190.59	
Supplies Purchased	6,345.30	
Miscellaneous Purchased	7,975.90	
Paperbacks Purchased	3,243.45	
Used Books Purchased	0.00	
Sales Tax Paid	299.67	
Salaries & Wages	6,111.64	
Employee Benefits	941.71	
Transportation Charges	2,893.12	
Supply Expenses	992.95	
Equipment	0.00	
Travel	55.86	
Telephone	80.62	
Dues & Subscriptions	0.00	
Other Expense	958.37	
Over & Under	(27.02)	
Bad Debts	0.00	\$173,062.16
	-----	-----

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

(\$3,403.39)  
=====

SAUK VALLEY COMMUNITY COLLEGE  
RESTRICTED PURPOSES FUND  
August 31, 1989

Balance on Hand - August 1, 1989	\$173,445.06
JV 12 - Void Check #17263 issued 3/89	3.00
Cash Over - August 10 Deposit	2.00
Cash Over - August 16 Deposit	1.00
Cash Over - August 29 Deposit	0.25
Cash Over - August 31 Deposit	0.10
Cash Under - August 16 Deposit	(2.00)
Cash Under - August 25 Deposit	(1.10)
Cash Under - August 16 Deposit	(107.26)
August Receipts	404,076.29
	-----
TOTAL FUNDS AVAILABLE DURING AUGUST	\$577,417.34
Cash Disbursements - August, 1989	140,993.74
	-----
Balance on Hand - August 31, 1989	<u>\$436,423.60</u>

STATEMENT OF INCOME & EXPENSE  
STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	\$0.00
Athletic Income	0.00
Drama Income	441.56
Student Activity Income	0.00
Student Activity Income-Restricted Purp. Source	0.00
Sauk Talk Income	0.00
Cash Over & Under	1.00
Other Student Activity Income	33.69
	-----
TOTAL INCOME	\$476.25

	BUDGET	EXPENSE	
Athletic Expense	\$26,285.	\$ 854.76	
Cheerleader & Pom Pon Squad	2,500.	0.00	
Speech Act. & Readers Theatre	5,000.	3.79	
Drama Expense	5,500.	5.30	
Music Expense	3,750.	0.00	
Student Act. Expense	9,000.	7.53	
Student Senate Expense	2,000.	0.00	
Women's Intercollegiate Exp.	25,965.	1,127.25	
Sauk Talk	7,000.	48.72	
Contingencies/Non-Budgeted	0.	0.00	
	-----	-----	
	\$ 87,000.	TOTAL EXPENSE	\$2,047.35

Excess of Expenditures over Revenue as of August 31, 1989	<u>(\$1,571.10)</u>
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# STATEMENT OF ASSETS AND LIABILITIES

ASSETS		REVOLVING AGENCY FUND LIABILITIES		AMOUNT
Cash in Bank	\$436,423.60	Due to Educational Fund	\$4,046.60	
		Due to Oper. & Maint. Fund	1,028.95	
Petty Cash	375.00	Due to Bookstore	515.31	
		Due to Student Loan Fund	0.00	
Accts. Rec.	253,338.16	Resident Student Tuition	697,040.00	
		Resident Tuition Refunds	(30,194.80)	
Investments	208,670.59	Out of District Tuition	1,945.80	
		Lab Fees	19,433.50	
		Lab Fees Refunds	(1,037.40)	
		Accounts Payable	4,164.00	
			-----	\$696,941.96

## RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$792.65)
Parking	5,519.13
Recreation Room Fund	1,699.04
Student Locker Fund	757.21
Building Fairness Grant	1,918.39
Community Services	14,826.24
Procurement Assistance Gt.	(0.14)
Photography Supplies	24.86
Collegiate Choir	283.54
Spec. Serv. for Disadv. St-Exp	(77,483.56)
Spec. Serv. for Disadv. St-Inc	77,483.56
Sp. Serv. for Disadv. Exp-FY89	(84,386.80)
Sp. Serv. for Disadv. Inc-FY89	73,397.66
JTPA/CAED Grant FY 89	(1,018.00)
HITS Grant	0.00
HITS Gt./NW Steel	0.20
HITS Gt./Sr. Home Comp.	0.00
HITS Gt./Daubert Chem.	4,625.00
HITS Gt./Drives, Inc.	0.00
HITS Gt./Eyelet Products	0.00
HITS Gt./Pumpkin Patch	0.00
HITS Gt./Borg Warner	10,008.50
Disadvantaged Gt. FY 89	495.52
Special Population Gt. FY 90	8,865.03
Disadv.-Handicapped Gt. FY 89	(28,080.25)
Disadv.-Handicapped Gt. FY 90	(3,044.14)
Quality Assistance Gt.	985.80
Econ. Dev. Gt. II FY 90	700.20
Econ. Dev. Gt. Inc. FY 89	53,856.00
Econ. Dev. Gt. Exp. FY 89	(54,186.26)
Econ. Dev. Gt. Inc. FY 90	15,539.25
Econ. Dev. Gt. Exp. FY 90	(5,815.97)
Student Clubs	933.29
Adult Learning Book Charges	3,025.45
Community Theatre	48.40
College Van	2,925.89
VIP/CPP	1,616.69
Student Serv/Special Projects	108,877.02
SVCC Athletic Booster Club	4,964.25

DCC/Revenue/FY 89	407,653.39	
DCC/Expense/FY 89	(422,428.48)	
DCC/Revenue/FY 90	54,889.75	
DCC/Expense/FY 90	(58,064.95)	
PELL Grants	38.15	
Voc. Educ. Adult Training	(18,280.00)	
Ill. Interp. Workshop	248.25	
SVCC Foundation	(680.00)	
Sauk Area Arts Council	0.00	
Sm. Bus. Dev. Gt./Inc. FY 89	19,985.00	
Sm. Bus. Dev. Gt./Exp. FY 89	(20,078.46)	
Sm. Bus. Dev. Gt./Inc./FY 90	150.00	
Sm. Bus. Dev. Gt./Exp./FY 90	(2,748.68)	
VITAL - Sec. of State FY 89	(4,476.21)	
VITAL - Secy of State FY 90	24,539.24	
Anna Johnson Estate	270.68	
Nursing Uniforms	774.10	
LPN Supplies	502.11	
Endowment Challenge Fund #1	111,655.00	
Endowment Challenge Fund #2	5,812.26	
Miscellaneous Account	11,470.35	
TITLE III - Inform. Sys./FY 88	(95,417.10)	
TITLE III - Curr. Dev./FY 88	(60,309.72)	
TITLE III - Fund Raising/FY 88	(15,806.49)	
TITLE III - Proj. Admin./FY 88	(23,831.77)	
TITLE III - Income - FY 88	195,365.08	
Title III - Inform. Sys./FY 89	(56,049.76)	
Title III - Curr. Imp./FY 89	(5,568.33)	
Title III - Fund Raising/FY 89	(26,373.46)	
Title III - Proj. Admin./FY 89	(28,208.01)	
Title III - Income/FY 89	86,248.26	
IL Personal Serv. Withholding	0.00	
Career Guidance & Counseling	0.00	\$219,848.55
	-----	

# FUND EQUITY

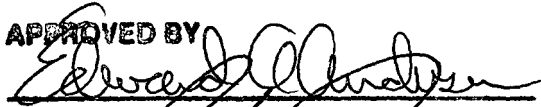
July 1, 1989	(\$16,412.06)	
Excess of Expenditures Over Revenue as of August 31, 1989	(1,571.10)	(\$17,983.16)
	-----	

TOTAL ASSETS	<u>\$898,807.35</u>	TOTAL LIABILITIES & NET WORTH	<u>\$898,807.35</u>
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**SAUK VALLEY COMMUNITY COLLEGE**

**APPROVED BY**

  
\_\_\_\_\_

**PRESIDENT**

  
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**SECRETARY**

**DATE** 9/25/89

BILLS PAYABLESeptember 25, 1989EDUCATION FUND

176-000-575	VOID CK. #13132 written April			\$ (113.50)
110-711-534	VOID CK. #13681 written August			(200.00)
192-000-544.02	POSTMASTER	Bulk Permit	13789	300.00
110-300-541.02	FARM AND FLEET	Supplies	13790	107.24
192-000-554	VOID CK. #13351 written May			(102.54)
192-000-554	ROSE DOYLE-DIDERO	Replaces #13351	13791	102.54
176-000-575	CENTEL	Service	13792	1,940.16
181-000-550	DR. BURREL H. BECK	Reg. fee	13793	173.00
	SVCC PAYROLL FUND	8/31/89 Payroll	13794	84,672.47
138-000-550	1989 MASFAA CONFERENCE	Conf. fees	13795	155.00
138-000-550	ST. LOUIS MARRIOTT PAVILION HOTEL	Reservation	13796	228.00
181-000-550	MOBIL	Pres. travel	13797	42.52
192-000-544.02	POSTMASTER	Bulk permit	13798	300.00
138-000-550	RONALD MARLIER	Travel	13799	165.08
110-811-550	MICHAEL SEGUIN	Travel	13800	101.24
176-000-575	CENTEL	Service	13801	2,343.38
192-000-521	PRUDENTIAL	Sept. premium	13802	35,447.33
110-712-550	JOAN MELVIN	Travel	13803	168.00
192-000-544.02	POSTMASTER	Bulk permit	13804	300.00
	SVCC PAYROLL FUND	9/15/89 Payroll	13805	156,292.64
196-000-550	NSFRE - Rockford	Conf. Reg.	13806	100.00
				<u>\$282,522.56</u>

2,810,547.00	AAA PHOTOGRAPHIC	PUB INFO	13,807	71.36
2,000,541.03	A A S L H	MEMBERSHIP	13,808	55.00
2,714,541.02	A.M.A.	SUBSCR	13,809	15.00
2,300,541.02	ARATEX SERVICES	SUPPLIES	13,810	15.27
2,316,541.02	ADDISON WESLEY PUBL	SUPPLIES	13,811	498.17
2,600,541.02	ALDRICH CHEMICAL CO	SUPPLIES	13,812	206.77
2,512,541.02	ALFRED PUBL CO	SUPPLIES	13,813	42.31
1,000,550.00	AMERICAN EXPRESS	PRES. TRAVEL	13,814	694.97
2,715,541.02	AMERICAN RED CROSS	SUPPLIES	13,815	57.50
2,711,541.02	BOARD OF REGISTRY	PROGRAM REPORTS	13,816	25.00
2,000,541.01	AUERBACH PUBLISHERS	SUPPLIES	13,817	101.98
2,815,541.02	BLS TUTORSYSTEMS	SUPPLIES	13,818	20.80
2,000,545.00	BAKER & TAYLOR	BOOKS	13,819	139.82
2,000,545.00	BAKER & TAYLOR	BOOKS	13,820	302.36

0.711.541.02	BALDWIN COO	8.25		
0.712.541.02	X X	16.50		
0.714.541.02	X X	8.25		
0.811.541.02	X X	16.50		
0.818.541.01	X X	16.50		
1.000.541.01	X X	16.50		
0.000.541.01	X X	16.50		
1.000.541.01	X X	8.25		
2.000.541.01	X X	49.67		
0.000.541.01	X X	8.25	13,821	165.17
1.000.559.00	RICHARD BEHRENDT	EXPENSES	3,822	400.00
0.300.541.02	BENNETT COMPANIES INC	SUPPLIES	13,823	26.00
0.300.541.02	BENNETT COMPANIES INC	SUPPLIES 13.75		
0.711.541.02	X X	4.00	13,824	17.75
0.812.550.00	BESTWESTERN BRANDYWINE LODGE	LUNCHE	13,825	21.62
0.812.550.00	BRANDYWINE RESTAURANT	LUNCHE	13,826	13.49
0.300.541.02	BURDEN SALES CO	SUPPLIES	13,827	71.96
0.000.550.00	CASE	CONF REG	13,828	295.00
0.600.541.02	CAROLINA BIOL SUPPLY	SUPPLIES	13,829	459.92
0.810.547.00	CARROLL COUNTY REVIEW	PUB INFO	13,830	84.00
0.810.547.00	CHRONICLE OF HIGHER EDUC	SUBSCR 104.00		
0.000.541.01	X X	57.50	13,831	161.50
0.000.529.00	JEAN COGDALL	REIMB 2 HRS	13,832	200.00
0.000.541.01	COLLEGE STUDENT AND THE COURTS	SUBSCR	13,833	47.50
1.000.550.00	CONSOLIDATED MANAGEMENT CO	BOARD MEETING 35.00		
2.000.539.00	X X	MEETINGS 1226.00	13,834	1,261.00
0.813.541.02	COPPINS LETTER SHOP	SUPPLIES 22.00		
1.000.541.01	X X	22.00	13,835	44.00
0.000.550.00	JOHN COVER	TRAVEL	13,836	37.10
0.810.547.00	RICHARD CULLOM	PUB INFO	13,837	573.50
0.711.541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	13,838	208.88
2.000.529.00	RUSS DAMHOFF	REIMB 6 HRS TUITION	13,839	549.54
0.300.541.02	DELVIES PLASTICS INC	SUPPLIES	13,840	57.15
0.000.541.03	DIESEL & GAS TURBINE PUBLICATIONS	SUBSCR	13,841	45.00
0.000.534.00	DIXON PUBLIC LIBRARY	TELECOMM	13,842	280.59
0.000.534.00	EDWARD F DUFFY	CONSULTANT	13,843	727.50
2.000.550.00	ROBERT EDISON	TRAVEL	13,844	201.57
0.711.534.00	ENV SERVICES INC	REPAIRS	13,845	275.00
0.300.541.02	EDUTEC INC	SUPPLIES	13,846	34.95
2.000.541.01	ENTEC INC	SUPPLIES	13,847	357.59
0.300.541.02	ENGLEWOOD	SUPPLIES 47.88		
0.000.585.00	X X	EQUIP 284.40	13,848	332.28
0.600.541.02	FISHER SCIENTIFIC	SUPPLIES	13,849	1,533.98
0.200.541.02	FLORALCREST	SUPPLIES	13,850	54.00
0.810.547.00	BEN FRANKLIN PRINTING	PUB INFO	13,851	9.50
0.810.547.00	FULTON PRESS INC	PUB INFO	13,852	68.25
0.000.545.00	GALE RESEARCH INC	BOOKS	13,853	90.21
0.000.541.03	GAYLORD BROS	SUPPLIES	13,854	59.70
0.512.534.00	VINCENT E GILBERT	PIANO TUNING	13,855	225.00
0.300.541.02	HASKELLS	SUPPLIES 111.90		
0.810.547.00	X X	22.17		
1.000.541.01	X X	21.18		
2.000.541.01	X X	917.60		
2.000.585.00	X X	628.95	13,856	1,701.80

0,300,550.00	RONALD HAPPACH	TRAVEL	13,857	84.00
2,000,529.00	DALE HEUCK	REIMB 1 HR	13,858	70.00
6,000,575.00	HUGHES BUSINESS TELEPHONES	SERVICE	13,859	576.16
5,000,541.01	IBM CORPORATION	SUPPLIES	13,860	107.95
0,100,541.02	IBM CORPORATION	SUPPLIES 277.00		
0,810,547.00	X X	49.00		
2,000,565.00	X X	EQUIP 438.00		
5,000,534.01	X X	2369.00		
5,000,541.01	X X	57.00	13,861	3,190.00
1,000,541.01	ICCAROO	MEMBERSHIP	13,862	10.00
1,000,549.00	I C C T A	PHOTO	13,863	7.00
8,000,541.01	ILLINOIS ASSN FOR COUNSELING & DEVEL	DUES	13,864	34.00
1,000,541.01	I.A.C.A.C.	MEMBERSHIP	13,865	20.00
0,810,547.00	ILLINOIS MEDIA	PUB INFO	13,866	95.00
0,300,541.02	INDIANA INSTRUMENTS INC	SUPPLIES	13,867	40.61
0,600,541.02	INTERLAKE CONTINENTAL WATER SYS	SUPPLIES 14.85		
0,711,541.02	X X X	84.15	13,868	99.00
0,300,541.02	JAMECO ELECTRONICS	SUPPLIES	13,869	30.49
1,000,556.00	JOEY'S	UNITED WAY LUNCHESES	13,870	38.36
8,000,549.00	JOSTENS	DIPLOMAS	13,871	462.55
0,300,541.02	KELVIN ELECTRONICS	SUPPLIES	13,872	28.77
0,100,541.02	K MART	SUPPLIES	13,873	319.70
0,000,529.00	JOLENE LESEMAN	REIMB 9 HOURS	13,874	652.50
0,100,541.02	LONDON HOUSE INC	SUPPLIES	13,875	106.73
0,512,541.02	LUCKS MUSIC LIBRARY	SUPPLIES	13,876	217.33
1,000,556.00	LUNDSTROM FLORIST	FLOWERS	13,877	38.00
5,000,541.01	LYBEN COMPUTER SYSTEMS	SUPPLIES	13,878	121.24
0,000,541.03	MCGREGOR SUBSCR SERVICE	SUBSCRIPTIONS	13,879	221.50
0,000,545.00	MACMILLAN PUBL CO	BOOKS	13,880	230.01
1,000,541.01	MAGNA PUBLICATIONS	SUPPLIES	13,881	169.00
2,000,565.00	MIDWEST EDUSYSTEMS INC	EQUIPMENT	13,882	798.82
0,815,541.02	MILLIKEN PUB L CO	SUPPLIES	13,883	33.38
0,812,541.01	MARK MILLIN SALES CO	SUPPLIES 91.95		
8,000,541.01	X X	91.95	13,884	183.90
0,800,542.00	MULTIGRAPHICS	SUPPLIES	13,885	393.05
2,000,534.00	NCR CORPORATION	MAINT CONTR	13,886	326.78
8,000,541.01	NASFAA	DUES	13,887	428.25
0,712,541.02	NATL COUNCIL OF STATE BOARDS OF NURSING	SUBSCR	13,888	30.00
0,711,550.00	HAROLD NELSON	TRAVEL	13,889	87.36
0,815,541.02	NEW READERS PRESS	SUPPLIES	13,890	115.45
8,000,541.01	NOEL LEVITZ CENTERS	SUPPLIES	13,891	57.75
0,000,534.00	NORTHERN ILLINOIS LIBRARY SYS	MAINT AGRMT	13,892	713.74
0,800,542.00	NORTHLAND PAPER CO	SUPPLIES	13,893	224.23
0,810,547.00	NURSES & PARENTS SAFETY HEALTH & NUTRITION			
	COLORING BOOK	PUB INFO	13,894	45.00
0,810,550.00	KRISTIN OLSEN	TRAVEL	13,895	131.52
2,000,529.00	CHARLES OSTER	REIMB 3 HOURS	13,896	91.00
0,716,550.00	GAYE PAGE	TRAVEL	13,897	35.10
0,000,585.00	PETERSON OFFICE SERVICE	EQUIPMENT	13,898	1,533.75
0,810,547.00	PRAIRIE ADVOCATE	PUB INFO	13,899	67.50
1,000,541.01	PRENTICE HALL INC	SUPPLIES	13,900	42.07
6,000,541.01	PROCOMP COMPUTER PRODUCTS	SUPPLIES	13,901	88.90

,810,547.00	PUBLICATION SYSTEMS INC	PUB INFO	13,902	175.00
,300,541.02	R.E.B.	SUPPLIES	13,903	16.50
,400,541.02	RAND McNALLY & CO	SUPPLIES	13,904	246.32
,000,541.01	REMARKABLE PRODUCTS INC	SUPPLIES	13,905	15.95
,810,547.00	ROCK RIVER PRINTERS	PUB INFO	13,906	4.50
,712,541.02	SAM RUMA	SUPPLIES 68.00		
,713,541.02	X X	46.00	13,907	114.00
,100,541.02	SVCC BOOKSTORE	SUPPLIES 61.32		
,300,541.02	X X	8.32		
,310,541.02	X X	71.78		
,400,541.02	X X	82.90		
,418,541.02	X X	15.17		
,500,541.02	X X	76.13		
,511,541.02	X X	6.73		
,600,541.02	X X	18.75		
,711,541.02	X X	44.08		
,800,541.02	X X	.83		
,810,547.00	X X	73.84		
,812,541.01	X X	1.11		
,813,541.02	X X	1.11		
,815,541.02	X X	7.48		
,000,541.01	X X	9.71		
,000,541.01	X X	194.23		
,000,554.00	X X	167.27		
,000,541.01	X X	18.75		
,000,541.01	X X	.49		
,000,541.01	X X	29.20		
,000,541.01	X X	2.95	13,908	892.15
,000,534.00	SVCC RESTRICTED PURPOSES FUND	DUFFY-TAX	13,909	22.50
,000,534.00	SBM EQUIPMENT CENTER	SERVICE 301.11		
,000,541.01	X X	SUPPLIES 19.00		
,000,541.01	X X	88.17		
,000,541.01	X X	388.45		
,000,585.00	X X	242.17	13,910	1,038.90
,600,550.00	STEVE SHAFF	TRAVEL ADVANCE	13,911	414.00
,000,550.00	SHELL OIL CO	PRES. TRAVEL	13,912	56.73
,714,550.00	STANLEY SHIPPET	TRAVEL	13,913	86.88
,000,534.01	SORBUS	MAINT CONTR	13,914	114.71
,716,541.02	STONY POINT LAUNDRY	SUPPLIES	13,915	66.50
,810,547.00	LISA SULLIVAN	PUB INFO SUPPLIES	13,916	565.00
,000,541.01	THE TEACHING PROFESSOR	SUBSCR	13,917	199.00
,711,541.02	TECHNOLOGY REVIEW	SUBSCR	13,918	16.00
,000,550.00	ROBERT THOMAS	TRAVEL	13,919	18.72
,810,541.01	VIRGINIA THOMPSON	SUPPLIES PURCHASED	13,920	7.65
,810,547.00	TWIN CITY POST	PUB INFO	13,921	136.80
,800,541.00	U.S.C.	SUPPLIES	13,922	60.00
,810,547.00	U S WEST MARKETING RESOURCES	PUB INFO	13,923	503.00
,000,541.01	UNIQUE COMPUTER	SUPPLIES	13,924	100.00
,000,550.00	UNIVERSITY EXECUTIVE CONF CENTER	WORKSHOP	13,925	176.00
,400,541.02	UNIVERSITY OF ILLINOIS	SUPPLIES	13,926	88.00

2,300,541.02	VISIONICS CORPORATION	SUPPLIES	13,927	911.00
2,810,547.00	W C C I	PUB INFO	13,928	297.00
2,810,547.00	W G L C	PUB INFO	13,929	186.75
2,810,547.00	W I X N	PUB INFO	13,930	616.00
2,810,547.00	W R H L	PUB INFO	13,931	170.50
2,810,547.00	W S S Q	PUB INFO	13,932	450.00
2,810,547.00	W N S PUBLICATIONS	PUBINFO	13,933	99.75
8,000,541.01	WADSWORTH INC	SUPPLIES	13,934	31.75
5,000,541.01	WALLACE COMPUTER SERV	SUPPLIES	13,935	120.27
0,000,541.03	THE WALL STREET JOURNAL	SUBSCR	13,936	129.00
0,810,547.00	THE WALNUT LEADER	PUB INFO	13,937	39.27
2,000,529.00	JOHN WARDELL	REIMB 5 HOURS	13,938	455.00
2,000,585.00	WARREN RADIO CO	EQUIPMENT	13,939	2,900.40
2,000,529.00	MARY WELLER	REIMB 1.6 HOURS	13,940	150.00
2,000,585.00	WENGER CORPORATION	EQUIPMENT	13,941	4,225.00
0,000,545.00	WEST PUBL CO	BOOKS	13,942	13.75
2,000,529.00	PEGGY WHITE	REIMB 7 HOURS	13,943	490.00
2,000,529.00	BETTY WIGGINTON	REIMB 6 HOURS	13,944	569.54
0,600,541.02	JOHN WILEY & SONS	SUPPLIES	13,945	30.90
0,711,541.02	WILKINS LOWE & CO	INS 187.50		
0,712,541.02	X X	187.50		
0,713,541.02	X X	187.50		
0,714,541.02	X X	187.50	13,946	750.00
5,000,541.02	WILLIAM & MARY COMPUTER CENTER	SUPPLIES	13,947	74.00
0,512,541.02	WINGERT JONES MUSIC INC	SUPPLIES	13,948	64.83
0,300,541.02	XEROX CORPORATION	SUPPLIES	13,949	196.70
0,000,541.01	XEROX CORPORATION	SUPPLIES	13,950	388.41
0,600,541.02	DAVID YOUKER	SUPPLIES	13,951	5.96
1,000,541.01	ABBOTT PRESS	SUPPLIES	13,952	19.70
0,810,547.00	THE AMBOY NEWS	PUB INFO	13,953	44.10
0,810,547.00	THE ASHTON GAZETTE	PUB INFO	13,954	44.10
1,000,535.00	COMMUNITY UNIT DIST #5	LEGAL FEES	13,955	333.55
0,810,547.00	THE ECHO	PUB INFO	13,956	45.15
8,000,541.01	M A S F A A	DUES	13,957	30.00
	SVCC IMPREST FUND	MISC EXPENSES	13,958	503.65

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44,856.60

Cks. #13789 - 13806 and void checks

282,522.56

TOTAL EDUCATION FUND FOR SEPTEMBER

\$327,379.16

OPERATIONS & MAINTENANCE FUND

270-000-534.01	KEN NELSON	Replaces #2196	2251	\$ 50.00
270-000-534.01	VOID CHECK #2196 written July			(799.17)
270-000-550	REX SCHMALL	Travel	2252	91.44
271-000-571	AMGAS INC.	Service	2253	5,048.02
270-000-550	SUNNY TRAVEL CENTER	Travel - Herren	2254	248.00
				<u>\$4,638.29</u>
0,000,541.04	ACE HARDWARE	SUPPLIES	2,255	9.96
0,000,541.04	BALDWIN COOKE CO	SUPPLIES	2,256	8.25
0,000,534.01	C & E GLASS CO	REPAIRS	2,257	243.61
0,000,541.04	CERTANIUM ALLOYS & RESEARCH	SUPPLIES	2,258	164.40
0,000,573.00	COMMONWEALTH EDISON	SERVICE	2,259	23.76
0,000,573.00	COMMONWEALTH EDISON	SERVICE	2,260	22,496.97
0,000,541.04	BOB DIETZ PAINT STORE	SUPPLIES	2,261	143.70
0,000,541.04	DIXON PAINT CO	SUPPLIES	2,262	156.80
0,000,550.00	GARY DREW	TRAVEL	2,263	13.00
0,000,534.01	ECOLAB PEST ELIMINATION DIV	SERVICE	2,264	80.00
0,000,550.00	FRED FLOTO	TRAVEL	2,265	18.00
0,000,541.04	FYR FYTER INC	SUPPLIES	2,266	28.45
0,000,534.01	HAROLD J GARBER	SERVICE	2,267	160.00
0,000,541.04	GRUMMERTS TRUE VALUE	SUPPLIES	2,268	45.48
0,000,550.00	GLADYS GUNTLE	TRAVEL	2,269	16.80
0,000,541.04	HARDENS TRUCK REPAIR	SUPPLIES	2,270	8.52
0,000,541.04	LEE F S INC	SUPPLIES	2,271	116.49
0,000,534.01	HENRY LOHSE NURSERY	BASEBALL FIELD	2,272	1,688.00
0,000,541.04	MAGNETROL INTERNATIONAL INC	SUPPLIES	2,273	288.98
0,000,534.01	DAVID MAYES	SEWAGE TESTING	2,274	200.00
0,000,541.04	MID WEST JANITORIAL SUPPLY	SUPPLIES	2,275	390.60
0,000,534.01	MONTGOMERY ELEVATOR CO	SERVICE	2,276	484.06
0,000,541.04	MORGAN SERVICES	SUPPLIES	2,277	91.29
0,000,541.04	MOTT BROTHERS	SUPPLIES	2,278	146.52
1,000,571.00	NORTHERN ILL GAS	SERVICE	2,279	1,033.03
1,000,571.00	NORTHERN ILL GAS	SERVICE	2,280	16.50
0,000,541.04	OLIN WATER SERVICES	SUPPLIES	2,281	798.95
0,000,534.01	PITNEY BOWES INC	SERVICE	2,282	180.00
0,000,534.01	ROCK VALLEY DISPOSAL	SERVICE	2,283	122.00
0,000,541.04	SVCC BOOKSTORE	SUPPLIES	2,284	1.60
0,000,541.04	SVCC EDUCATION FUND	SUPPLIES	2,285	71.07
0,000,541.04	SIMPSON POWELSON LUMBER CO	SUPPLIES	2,286	315.96
0,000,541.04	SORENSEN JANITORIAL SUPPLY	SUPPLIES	2,287	159.28
0,000,541.04	TIE OFFICE MATES	SUPPLIES	2,288	131.40
0,000,541.04	VONACHEN INDUSTRIAL SUPPLIES	SUPPLIES	2,289	53.64
0,000,534.01	WALDSCHMIDT REPAIR	SERVICE	2,290	30.85
0,000,541.04	WISCONSIN TURF EQUIPMENT	SUPPLIES	2,291	57.27
0,000,541.04	WOLOHAN LUMBER CO	SUPPLIES	2,292	19.90
0,000,534.01	YOUNGRENS REFRIGERATION	REPAIRS	2,293	1,695.40

31,720.49

Cks. #2251 - 2254 and void check

4,638.29

TOTAL OPERATIONS AND MAINTENANCE FUND FOR SEPTEMBER

\$36,358.78

LIABILITY, PROTECTION & SETTLEMENT FUND

1292-000-527	DIXON NATIONAL BANK	Medicare 8/31	214	\$	604.97
1292-000-527	DIXON NATIONAL BANK	Medicare 9/15	215		694.42
1292-000-528	WILKINS LOWE & CO.	Bd. Members & Employees	660.00		
	x	x	Boiler	1,044.00	
	x	x	Employee Dishonesty	482.00	
	x	x	Legal Liability	5,083.00	216
					<u>7,269.00</u>
	TOTAL LIABILITY, PROTECTION & SETTLEMENT FOR SEPTEMBER				\$8,568.39



IMPREST FUND

192-000-544.02	UNITED PARCEL SERVICE	Service	8613	\$ 6.63
110-812-550	SNOW WHITE BAKERY & DELI	Meeting supplies	8614	5.37
192-000-544.02	UNITED PARCEL SERVICE	Service	8615	27.62
110-811-550	CAREER TRACK	Meeting	8616	95.00
196-000-550	LEE SHERVEY	Conf. Reg.	8617	45.00
192-000-544.02	UNITED PARCEL SERVICE	Service	8618	11.40
181-000-559	RICHARD BEHRENDT	Rotary lunches	8619	18.00
110-714-550	ISSRT ANNUAL CONFERENCE	Conf. Reg./Kretz	8620	74.50
110-714-550	ISSRT ANNUAL CONFERENCE	Conf. Reg./Shippert	8621	65.00
110-712-550	CHILDRENS HEART INSTITUTE OF ILL.	Conf. Reg.	8622	50.00
181-000-550	RICHARD BEHRENDT	ICPCCP meals	8623	18.00
110-813-550	GOVERNORS CONFERENCE	Conf. Reg.	8624	65.00
192-000-544.02	UNITED PARCEL SERVICE	Service	8625	12.13
131-000-541.01	LEE COUNTY CLERK	Notary-Cullum	8626	10.00
Total Expenditures - Educ. Fund				\$503.65

Balance in fund	-	2520.35
Disbursements	-	<u>503.65</u>
Total in fund	-	3024.00

**SAUK VALLEY COMMUNITY COLLEGE**

**APPROVED BY**



**PRESIDENT**



**SECRETARY**

**DATE** 9/25/89

OFFICE OF BUSINESS SERVICES  
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

9/30/89

	BEGINNING FY 89 BALANCE (DEFICIT)	R E V E N U E		E X P E N D I T U R E S	
		BUDGET	TO DATE	BUDGET	TO DATE
<b>GENERAL FUNDS</b>					
Education Fund	\$675,720	\$5,536,860	\$614,185	\$5,562,923	\$863,042
Operations, Building & Maintenance Fund	504,187	450,750	54,322	495,650	79,032
<b>TOTAL OPERATING FUND</b>	<b>\$1,179,907</b>	<b>\$5,987,610</b>	<b>\$668,507</b>	<b>\$6,058,573</b>	<b>\$942,074</b>
<b>SPECIAL REVENUE FUNDS</b>					
Liability, Protection & Settlement Fund (Insurance)	\$174,071	\$216,598	(\$11,997)	\$170,000	\$10,385
Audit Fund	\$33,116	\$20,300	(\$1,426)	\$20,300	\$0
Protection, Health & Safety Fund	(\$3,450)	\$322,751	(\$1,683)	\$322,751	\$117,935
<b>PROPRIETARY FUNDS</b>					
Bookstore Fund	\$411,088	\$449,100	\$169,659	\$417,500	\$173,062
<b>OTHERS</b>					
Working Cash Fund	\$2,563,678	\$1,000	\$44,422	\$0	\$0
Building Bond Proceeds Fund (Site and Construction)	\$797,605	\$50,002	\$3,649	\$280,000	\$0

EDUCATION FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIVISION OF BUSINESS SALARIES	11,321.64	11,321.64		11,321.64	237,403.00	226,081.36	226,081.36
DIV OF BUS CONTR SERV		.00		.00	10,500.00	10,500.00	10,500.00
DIV OF BUS SUPPLIES	2,357.03	2,357.03	1,315.27	1,041.76	11,475.00	9,117.97	9,117.97
DIV OF BUS CONF & MEETINGS		.00		.00	1,400.00	1,400.00	1,400.00
FOOD SERV CONTR SERV		.00		.00	1,000.00	1,000.00	1,000.00
FOOD SERV SUPPLIES	.40	.40	.40	.00	500.00	499.60	499.60
FOOD SERV CONF & MEETINGS	34.12	34.12	34.12	.00	100.00	65.88	65.88
DIV OF AGRIC SUPPLIES	54.00	54.00		54.00	400.00	346.00	346.00
DIV OF INDUS ED SALARIES	10,108.44	10,108.44		10,108.44	219,320.00	209,211.56	209,211.56
DIV OF INDUS ED CONTR SERV		.00		.00	6,400.00	6,400.00	6,400.00
DIV OF INDUS ED SUPPLIES	5,757.58	5,757.58	3,655.87	2,101.71	15,670.00	9,912.42	9,912.42
DIV OF INDUS ED CONF & MEETINGS	134.40	134.40	50.40	84.00	1,400.00	1,265.60	1,265.60
COSMETOLOGY CONTR SERV	2,220.00	2,220.00	2,220.00	.00	15,000.00	12,780.00	12,780.00
COSMETOL SUPPLIES		.00		.00	300.00	300.00	300.00
HUMAN SERV CONTR SERV		.00		.00	100.00	100.00	100.00
HUMAN SERV SUPPLIES	614.84	614.84	.78	614.06	1,200.00	585.16	585.16
HUMAN SERV CONF & MEETINGS		.00		.00	250.00	250.00	250.00
DIV OF SOCIAL SCIENCE SALARIES	6,471.60	6,471.60		6,471.60	132,646.00	126,174.40	126,174.40
DIV OF SOC SCI SUPPLIES	696.04	696.04	88.07	607.97	5,070.00	4,373.96	4,373.96
DIV OF SOC SCI CONF & MEETINGS		.00		.00	1,000.00	1,000.00	1,000.00
E M T CONTR SERV		.00		.00	2500.00	2500.00	2500.00
E M T SUPPLIES		.00		.00	400.00	400.00	400.00
E M T CONF & MEETINGS		.00		.00	200.00	200.00	200.00
CRIMINAL JUSTICE SALARIES	796.58	796.58		796.58	25,744.00	24,947.42	24,947.42
CRIM JUS CONTR SERV		.00		.00	200.00	200.00	200.00
CRIM JUS SUPPLIES	132.81	132.81	39.10	93.71	1,500.00	1,367.19	1,367.19
CRIM JUS CONF & MEETINGS		.00		.00	600.00	600.00	600.00
DIV OF HUMANITIES SALARIES	11,921.85	11,921.85		11,921.85	289,431.00	277,509.15	277,509.15
DIV OF HUMAN. SUPPLIES	464.04	464.04	155.35	308.69	3,600.00	3,135.96	3,135.96
DIV OF HUMAN. CONF & MEETINGS		.00		.00	2,800.00	2,800.00	2,800.00
ART DEPT SALARIES	1,893.17	1,893.17		1,893.17	34,077.00	32,183.83	32,183.83
ART DEPT CONTR SERV		.00		.00	600.00	600.00	600.00
ART DEPT SUPPLIES	15.79	15.79		15.79	400.00	384.21	384.21
ART DEPT CONF & MEETINGS		.00		.00	200.00	200.00	200.00
MUSIC DEPT SALARIES	2,770.50	2,770.50		2,770.50	66,492.00	63,721.50	63,721.50
MUSIC DEPT CONTR SERV	225.00	225.00		225.00	1,800.00	1,575.00	1,575.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT SUPPLIES	649.05	649.05	258.33	390.72	4,450.00	3,800.95	3,800.95
MUSIC DEPT CONF & MEETINGS		.00		.00	600.00	600.00	600.00
DIV OF MATH SCI SALARIES	10,867.45	10,867.45		10,867.45	216,854.00	205,986.55	205,986.55
DIV OF MATH SCI CONTR SERV		.00		.00	900.00	900.00	900.00
DIV OF MATH SCI SUPPLIES	2,542.44	2,542.44	177.34	2,365.10	11,650.00	9,107.56	9,107.56
DIV OF MATH SCI CONF. & MEETINGS	414.00	414.00		414.00	1,400.00	986.00	986.00
MED LAB TECH SALARIES	9,130.77	9,130.77	4,920.45	4,210.32	63,784.00	54,653.23	54,653.23
MED LAB TECH CONTR SERV	1,975.00	1,975.00	1,900.00	75.00	9,210.00	7,235.00	7,235.00
MED LAB TECH SUPPLIES	1,529.23	1,529.23	795.69	733.54	11,055.00	9,525.77	9,525.77
MED LAB TECH CONF & MEETINGS	186.36	186.36	99.00	87.36	1,040.00	853.64	853.64
ADN SALARIES	3,483.51	3,483.51		3,483.51	83,604.00	80,120.49	80,120.49
ADN OFC SALARIES	3,372.10	3,372.10	2,023.26	1,348.84	16,186.00	12,813.90	12,813.90
ADN CONTR SERV		.00		.00	300.00	300.00	300.00
ADN SUPPLIES	982.88	982.88	623.30	359.58	4,837.00	3,854.12	3,854.12
ADN CONF & MEETINGS	218.00	218.00		218.00	1,450.00	1,232.00	1,232.00
LPN SALARIES	2,233.84	2,233.84		2,233.84	53,612.00	51,378.16	51,378.16
LPN CONTR SERV		.00		.00	250.00	250.00	250.00
LPN SUPPLIES	211.66	211.66	53.00	158.66	2,230.00	2,018.34	2,018.34
LPN CONF & MEETINGS	187.50	187.50		187.50	600.00	412.50	412.50
RAD TECH SALARIES	8,169.50	8,169.50	4,344.00	3,825.50	57,060.00	48,890.50	48,890.50
RAD TECH CONTR SERV		.00		.00	3,220.00	3,220.00	3,220.00
RAD TECH SUPPLIES	260.95	260.95	20.25	240.70	3,395.00	3,134.05	3,134.05
RAD TECH CONF & MEETINGS	354.06	354.06	127.68	226.38	4,700.00	4,345.94	4,345.94
DIV OF PHYS ED SALARIES	1,566.75	1,566.75		1,566.75	57,200.00	55,613.25	55,613.25
DIV OF PHYS ED CONTR SERV		.00		.00	2,800.00	2,800.00	2,800.00
DIV OF PHYS ED SUPPLIES	67.24	67.24	1.38	65.86	850.00	782.76	782.76
DIV OF PHYS ED CONF & MEETINGS		.00		.00	500.00	500.00	500.00
NURSING ASST CONTR SERV		.00		.00	200.00	200.00	200.00
NURSING ASST SUPPLIES	95.28	95.28	13.28	82.00	1,050.00	954.72	954.72
NURSING ASST CONF & MEETINGS	35.10	35.10		35.10	250.00	214.90	214.90
INFO OFC & WORKROOM SECR SALARIES	10,770.65	10,770.65	6,462.39	4,308.26	51,699.00	40,928.35	40,928.35
INFO OFC FED WORK STUDY	1,171.62	1,171.62	534.31	637.31	13,000.00	11,828.38	11,828.38
WORKROOM FEDWORK STUDY	411.20	411.20	216.90	194.30	5,000.00	4,588.80	4,588.80
WORKROOM CONTR SERV		.00		.00	9,210.00	9,210.00	9,210.00
INFO OFC CONTR SERV	650.00	650.00	650.00	.00	450.00	200.00	200.00
UNALLOCATED CONTR SERV		.00		.00	1,100.00	1,100.00	1,100.00
INFO OFC SUPPLIES	69.28	69.28	31.52	37.76	1,450.00	1,380.72	1,380.72

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTITU COMM SUPPLIES		.00		.00	300.00	300.00	300.00
WORKROOM SUPPLIES	1,592.52	1,592.52	1,630.89	38.37	CR 1,000.00	592.52	CR 592.52
MARKETING & PUB RELA SALARIES	6,770.85	6,770.85	4,062.51	2,708.34	3,250.00	25,729.15	CR 25,729.15
PUB RELASECR SALARIES		.00		.00	7,000.00	7,000.00	7,000.00
PUB RELA SUPPLIES	15,033.74	15,033.74	10,306.24	4,727.50	94,600.00	79,566.26	79,566.26
PUB RELA CONF & MEETINGS	222.96	222.96	91.44	131.52	1,300.00	1,077.04	1,077.04
ASST DEAN ARTS & SOC SCI SALARY	9,277.30	9,277.30	5,566.38	3,710.92	44,531.00	35,253.70	35,253.70
PART TIME OVERLOAD		.00		.00	49,000.00	49,000.00	49,000.00
SUMMER SALARIES	45,269.60	45,269.60	45,147.29	122.31	47,250.00	1,980.40	1,980.40
SECR SALARY	3,522.30	3,522.30	2,113.38	1,408.92	16,907.00	13,384.70	13,384.70
FED WORK STUDY	1,021.73	1,021.73	509.19	512.54	12,000.00	10,978.27	10,978.27
CONTR SERV		.00		.00	500.00	500.00	500.00
SUPPLIES	48.88	48.88	12.10	36.78	900.00	851.12	851.12
CONF & MEETINGS	196.24	196.24		196.24	2,500.00	2,303.76	2,303.76
ASST DEAN BUS & TECH SALARY	10,064.80	10,064.80	6,038.88	4,025.92	48,311.00	38,246.20	38,246.20
PART TIME OVERLOAD	70.35	70.35	.00	70.35	130,000.00	129,929.65	129,929.65
SUMMER SALARIES	40,056.45	40,056.45	39,493.95	562.50	43,000.00	2,943.55	2,943.55
SECR SALARIES	3,878.55	3,878.55	2,327.13	1,551.42	18,617.00	14,738.45	14,738.45
FED WORK STUDY	1,769.55	1,769.55	796.30	973.25	15,979.00	14,209.45	14,209.45
SUPPLIES	59.96	59.96	33.13	26.83	1,200.00	1,140.04	1,140.04
CONF & MEETINGS	327.50	327.50	287.02	40.48	3,000.00	2,672.50	2,672.50
ASST DEAN COMM & EXTEN SERV SALARY	8,952.30	8,952.30	5,371.38	3,580.92	42,971.00	34,018.70	34,018.70
INSTR SALARIES	1,195.78	1,195.78	945.78	250.00	60,000.00	58,804.22	58,804.22
COORDINATORS SALARIES		.00		.00	8,000.00	8,000.00	8,000.00
SECR SALARIES	2,933.95	2,933.95	1,760.37	1,173.58	14,083.00	11,149.05	11,149.05
FED WORK STUDY		.00		.00	1,570.00	1,570.00	1,570.00
CONTR SERV		.00		.00	2,000.00	2,000.00	2,000.00
SUPPLIES	250.79	250.79	127.31	123.48	5,000.00	4,749.21	4,749.21
CONF & MEETINGS	170.00	170.00	105.00	65.00	2,250.00	2,080.00	2,080.00
DIR OF HEALTH & NAT SCI SALARY	8,580.40	8,580.40	5,148.24	3,432.16	41,186.00	32,605.60	32,605.60
PART TIME OVERLOAD	971.88	971.88	330.00	641.88	45,000.00	44,028.12	44,028.12
SUMMER SALARIES	11,426.74	11,426.74	9,401.74	2,025.00	20,000.00	8,573.26	8,573.26
FED WORK STUDY	964.78	964.78	509.19	455.59	4,820.00	3,855.22	3,855.22
CONTR SERV		.00		.00	200.00	200.00	200.00
SUPPLIES	99.43	99.43	17.35	82.08	1,200.00	1,100.57	1,100.57
CONF & MEETINGS		.00		.00	1,400.00	1,400.00	1,400.00
ACADEMIC SKILLS SALARIES	3,354.07	3,354.07		3,354.07	65,223.00	61,868.93	61,868.93

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ACADEMIC SKILLS SUPPLIES	693.32	693.32	365.30	328.02	7,200.00	6,506.68	6,506.68
ACADEM SKILLS CONF & MEETINGS		.00		.00	700.00	700.00	700.00
HONORS PROGRAM CONTR SERV		.00		.00	100.00	100.00	100.00
HONORS PROGRAM SUPPLIES	.15	.15		.15	400.00	399.85	399.85
HONORS PROGRAM CONF & MEETINGS		.00		.00	250.00	250.00	250.00
DEAN OF INSTR SALARY	11,484.40	11,484.40	6,890.64	4,593.76	55,125.00	43,640.60	43,640.60
DEAN OF INSTR SECR SALARY	4,467.90	4,467.90	2,680.74	1,787.16	21,446.00	16,978.10	16,978.10
STUDENT TUTORS	144.05	144.05	107.20	36.85	3,000.00	2,855.95	2,855.95
FED WORK STUDY	546.05	546.05	271.35	274.70	4,500.00	3,953.95	3,953.95
DEAN OF INSTR CONTR SERV	450.00	450.00	450.00	.00	550.00	100.00	100.00
DEAN OF INSTR SUPPLIES	518.33	518.33	310.32	208.01	2,000.00	1,481.67	1,481.67
DEAN OF INSTR CONF & MEETINGS	428.12	428.12	428.12	.00	3,000.00	2,571.88	2,571.88
LRC SUMMER SALARIES	4,125.00	4,125.00	4,125.00	.00	6,000.00	1,875.00	1,875.00
LRC PROF SALARIES	10,899.43	10,899.43	4,913.10	5,986.33	104,367.00	93,467.57	93,467.57
LRC SECR SALARIES	6,738.15	6,738.15	4,042.89	2,695.26	32,343.00	25,604.85	25,604.85
LRC FED WORK STUDY	914.52	914.52	384.40	530.12	12,009.00	11,894.48	11,894.48
LRC CONTR SERV	1,935.39	1,935.39	941.06	994.33	12,000.00	10,064.61	10,064.61
XEROX SUPPLIES	1,195.33	1,195.33	136.01	1,331.34	CR 1,000.00	2,195.33	2,195.33
LIBRARY SUPPLIES	8,141.32	8,141.32	7,630.61	510.71	17,050.00	8,908.68	8,908.68
A V SUPPLIES	41.48	41.48	24.21	65.69	CR 6,500.00	6,541.48	6,541.48
LIBRARY BOOKS	2,250.04	2,250.04	1,501.39	748.65	40,000.00	37,749.96	37,749.96
LRC CONF & MEETINGS	202.61	202.61	183.89	18.72	2,769.00	2,566.39	2,566.39
ADM & RECORDS ADMIN SALARIES	7,407.90	7,407.90	4,444.74	2,963.16	35,558.00	28,150.10	28,150.10
ADM & REC SECR SALARIES	12,961.85	12,961.85	7,777.11	5,184.74	62,217.00	49,255.15	49,255.15
ADM & REC FED WORK STUDY	2,080.28	2,080.28	963.93	1,116.35	10,958.00	8,877.72	8,877.72
ADM & REC CONTR SERV	981.11	981.11	680.00	301.11	1,380.00	398.89	398.89
ADM & REC SUPPLIES	2,458.08	2,458.08	1,946.05	512.03	14,000.00	11,541.92	11,541.92
ADM & REC CONF & MEETINGS	165.69	165.69	165.69	.00	2,500.00	2,334.31	2,334.31
COUNSELING PROF SALARIES	17,555.73	17,555.73	10,217.70	7,338.03	94,330.00	74,774.27	74,774.27
COUNSELING SECR SALARIES	3,522.30	3,522.30	2,113.38	1,408.92	16,907.00	13,384.70	13,384.70
HEALTH SERV SUPPLIES		.00		.00	300.00	300.00	300.00
FINANCIAL AIDS ADMIN SALARIES	8,974.15	8,974.15	5,384.49	3,589.66	43,076.00	34,101.85	34,101.85
FIN AIDS SECR SALARIES	6,865.45	6,865.45	4,119.27	2,746.18	32,954.00	26,068.55	26,068.55
STUDENT SERV ADMIN SALARIES	10,904.80	10,904.80	6,542.88	4,361.92	52,343.00	41,438.20	41,438.20
STUDENT SERV SECR SALARIES	4,447.30	4,447.30	2,668.38	1,778.92	21,347.00	16,899.70	16,899.70
STUDENT SERV FED WORK STUDY	7,431.00	7,431.00	3,480.23	3,950.77	45,100.00	37,669.00	37,669.00
COACHING SALARIES	3,752.40	3,752.40	1,990.64	1,761.76	24,200.00	20,447.60	20,447.60
STUDENT SERV CONTR SERV	555.63	555.63	555.63	.00	600.00	44.37	44.37

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV SUPPLIES	6,408.08	6,408.08	4,601.66	1,806.42	17,300.00	10,891.92	10,891.92
COMMENCEMENT	562.55	562.55	100.00	462.55	6,000.00	5,437.45	5,437.45
STUDENT SERV CONF & MEETINGS	1,120.47	1,120.47	572.39	548.08	4,900.00	3,779.53	3,779.53
STUDENT RECRUITMENT	169.27	169.27	2.00	167.27	1,500.00	1,330.73	1,330.73
PUBLIC 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	84,451.52	84,451.52	50,283.11	34,168.41	414,548.00	330,096.48	330,096.48
MAINT FED WORK STUDY BOYS	9,768.50	9,768.50	4,763.50	5,005.00	82,000.00	72,231.50	72,231.50
MATRONS FED WORK STUDY	2,396.23	2,396.23	1,061.52	1,334.71		2,396.23	2,396.23
TELEPHONE	9,735.99	9,735.99	5,477.47	4,258.52	65,000.00	55,264.01	55,264.01
PRESIDENTS SALARY	15,303.75	15,303.75	9,182.25	6,121.50	73,458.00	58,154.25	58,154.25
PRES SECR SALARY	5,116.65	5,116.65	3,069.99	2,046.66	24,560.00	19,443.35	19,443.35
PRES OFC FED WORK STUDY	467.32	467.32	154.10	313.22	3,484.00	3,016.68	3,016.68
PRES OFC CONTR SERV	.00	.00	.00	.00	600.00	600.00	600.00
PRES OFC SUPPLIES	195.62	195.62	100.25	95.37	2,000.00	1,804.38	1,804.38
PRES OFC CONF & MEETINGS	1,183.49	1,183.49	198.27	985.22	5,500.00	4,316.51	4,316.51
SPECIAL AFFAIRS	237.66	237.66	159.78	77.88	3,500.00	3,262.34	3,262.34
PRES OFC OTHER EXP	4,494.88	4,494.88	4,076.88	418.00	8,525.00	4,030.12	4,030.12
BUS OFC ADMIN SALARIES	20,595.40	20,595.40	12,357.24	8,238.16	98,858.00	78,262.60	78,262.60
BUS OFC PROF SALARIES	4,788.55	4,788.55	2,873.13	1,915.42	22,985.00	18,196.45	18,196.45
BUS OFC SECR SALARIES	18,615.42	18,615.42	11,091.99	7,523.43	90,583.00	71,967.58	71,967.58
BUS OFC CONTR SERV	4,045.55	4,045.55	3,718.77	326.78	6,000.00	1,954.45	1,954.45
BUS OFC SUPPLIES	1,611.61	1,611.61	2,068.89	457.28	7,000.00	5,388.39	5,388.39
BUS OFC CONF & MEETINGS	233.18	233.18	31.61	201.57	3,600.00	3,366.82	3,366.82
LEGAL & CONTR	1,116.05	1,116.05	782.50	333.55	8,000.00	6,883.95	6,883.95
BOARD SUPPLIES	103.42	103.42	56.02	47.40	700.00	596.58	596.58
BOARD CONF & MEETINGS	355.35	355.35	320.35	35.00	4,500.00	4,144.65	4,144.65
INSTITU SECR SALARIES	3,853.85	3,853.85	2,190.51	1,663.34	16,684.00	12,830.15	12,830.15
INSTITU FED WORK STUDY	502.25	502.25	252.00	250.25	5,935.00	5,432.75	5,432.75
CONTINGENCY FED WORK STUDY	621.41	621.41	368.49	252.92	4,448.00	3,826.59	3,826.59
GROUP MED & LIFE INS	101,333.59	101,333.59	69,369.61	31,963.98	410,000.00	308,666.41	308,666.41
MEDICAL EXAM FEE	.00	.00	.00	.00	7,500.00	7,500.00	7,500.00
TUITION REIMB	3,227.58	3,227.58	.00	3,227.58	4,400.00	1,172.42	1,172.42
CURRICULUM DEVELOPMENT	.00	.00	.00	.00	3,000.00	3,000.00	3,000.00
UNALLOCATED CONTR	55.00	55.00	55.00	.00	1,800.00	1,745.00	1,745.00
IN SERVICE TRAINING	1,826.00	1,826.00	600.00	1,226.00	7,000.00	5,174.00	5,174.00
FACULTY ASSN SUPPLIES	1.58	1.58	1.25	.33	200.00	198.42	198.42



Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
POSTAGE	4,191.35	4,191.35	3,479.56	711.79	47,900.00	43,708.65	43,708.65
PUBLICATIONS & DUES	4,600.50	4,600.50	4,600.50	.00	9,000.00	4,399.50	4,399.50
ADVERTISING	17.20	17.20	17.20	.00	800.00	782.80	782.80
RECRUITMENT	7.55	7.55	7.55	.00	8,000.00	7,992.45	7,992.45
EQUIPMENT	14,296.82	14,296.82	3,245.33	11,051.49	148,042.00	131,745.18	131,745.18
AFFIRMATIVE ACTION CONTR SERV		.00		.00	100.00	100.00	100.00
AFFIRM ACTION SUPPLIES		.00		.00	300.00	300.00	300.00
AFFIRM ACTION CONF & MEETINGS		.00		.00	300.00	300.00	300.00
INSTITU RES CONTR SERV		.00		.00	200.00	200.00	200.00
INSTITU RES SUPPLIES	93.46	93.46	93.46	.00	100.00	6.54	6.54
INFORMATION SYSTEMS ADMIN SALARIES	8,974.15	8,974.15	5,384.49	3,589.66	78,519.00	69,544.85	69,544.85
INFO SYSTEMS OFFICE SALARIES	6,431.90	6,431.90	3,859.14	2,572.76	30,873.00	24,441.10	24,441.10
INFO SYSTEMS FED WORK STUDY	626.43	626.43	264.64	361.79	6,365.00	5,738.57	5,738.57
INFO SYS CONSULTING		.00		.00	10,000.00	10,000.00	10,000.00
INFO SYS CONTR SERV ADMIN	50,857.80	50,857.80	48,374.09	2,483.71	126,100.00	75,242.20	75,242.20
INFO SYS CONTR SERV EDUC	8,000.00	8,000.00	8,000.00	.00	25,450.00	17,450.00	17,450.00
INFO SYS SUPPLIES ADMIN	1,487.76	1,487.76	746.37	741.39	15,900.00	14,412.24	14,412.24
INFO SYS SUPPLIES EDUC	74.00	74.00		74.00	9,550.00	9,476.00	9,476.00
INFO SYS CONF & MEETINGS	37.10	37.10		37.10	7,500.00	7,462.90	7,462.90
PLANNING & DEVEL ADMIN SALARIES	8,968.75	8,968.75	5,381.25	3,587.50	43,050.00	34,081.25	34,081.25
PL & DEVEL SECR SALARIES	3,440.65	3,440.65	2,064.39	1,376.26	16,515.00	13,074.35	13,074.35
PL & DEVEL CONTR SERV	2,250.00	2,250.00	1,500.00	750.00	5,000.00	2,750.00	2,750.00
PL & DEVEL SUPPLIES	605.06	605.06	203.78	401.28	2,390.00	1,784.94	1,784.94
PL & DEVEL CONF & MEETINGS	616.00	616.00		616.00	4,000.00	3,384.00	3,384.00
TUITION CHARGE BACK	2,503.56	2,503.56	2,503.56	.00	25,000.00	22,496.44	22,496.44
CONTINGENCIES		.00		.00	50,000.00	50,000.00	50,000.00
	863,042.10 #		541,045.82 *		5,562,923.00 *		
		863,042.10 #		321,996.28 #		4,699,880.90 *	
							4,880.90 *

OPERATIONS, BUILDING & MAINTENANCE FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG & MAINT SUPPLIES	4,896.88	4,896.88	1,688.37	3,208.51	50,100.00	45,203.12	45,203.12
BLDG & MAINT CONTR SERV	13,120.37	13,120.37	8,980.62	4,139.75	49,650.00	36,529.63	36,529.63
BLDG & MAINT CONF & MEETINGS	816.48	816.48	424.24	392.24	2,000.00	1,183.52	1,183.52
GAS	16,406.54	16,406.54	10,308.99	6,097.55	98,000.00	81,593.46	81,593.46
ELECTRICITY	43,791.83	43,791.83	21,271.10	22,520.73	261,950.00	218,158.17	218,158.17
EQUIPMENT		.00		.00	7,950.00	7,950.00	7,950.00
FIXED CHARGES		.00		.00	1,000.00	1,000.00	1,000.00
CONTINGENCIES		.00		.00	25,000.00	25,000.00	25,000.00
	79,032.10	* 79,032.10	* 42,673.32	* 36,358.78	* 95,650.00	* 16,617.90	* 416,617.90

PROTECTION, HEALTH & SAFETY

BUILDING IMPROVEMENTS	117,935.00	117,935.00	117,935.00	.00	322,751.00	204,816.00	204,816.00
	117,935.00	* 117,935.00	* 117,935.00	* .00	* 322,751.00	* 204,816.00	* 204,816.00

BUILDING BOND PROCEEDS FUND

SITE IMPROVEMENT		.00		.00	50,000.00	50,000.00	50,000.00
BLDG IMPROVEMENTS		.00		.00	100,000.00	100,000.00	100,000.00
INSTR EQUIPMENT		.00		.00	50,000.00	50,000.00	50,000.00
SERVICE EQUIPMENT		.00		.00	75,000.00	75,000.00	75,000.00
OTHER CAPITAL OUTLAY		.00		.00	5,000.00	5,000.00	5,000.00
	.00	* .00	* .00	* .00	* 80,000.00	* 80,000.00	* 280,000.00

LIABILITY, PROTECTION & SETTLEMENT FUND

WORKERS COMP	60.72	◇ 60.72	CR	60.72	CR 48,000.00	48,060.72	48,060.72
UNEMPLOYMENT COMP	30.36	◇ 30.36	CR	30.36	CR 22,000.00	22,030.36	22,030.36
MEDICARE	3,207.58	3,207.58	2,027.39	1,180.19	20,000.00	16,792.42	16,792.42
TORT LIABILITY	7,269.00	7,269.00		7,269.00	80,000.00	72,731.00	72,731.00
	10,385.50	* 10,385.50	* 2,027.39	* 8,358.11	* 70,000.00	* 59,614.50	* 159,614.50

AUDIT FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
AUDIT COSTS		.00		.00	20,300.00	20,300.00	20,300.00
	.00 *	.00 *	.00 *	.00 *	20,300.00	* 20,300.00	* 20,300.00 *

REVENUE REPORT

EDUCATION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1988 TAXES	10,355.96	10,355.96	79,853.01	90,208.97	790,738.00	780,362.04	780,362.04
1989 TAXES		.00		.00	790,738.00	790,738.00	790,738.00
CHARGE BACK REVENUE	778.32	778.32	389.16	389.16	16,000.00	15,221.68	15,221.68
STATE APPORTIONMENT	431,913.50	431,913.50		431,913.50	1,554,727.00	1,122,813.50	1,122,813.50
STATE EQUALIZATION	87,608.25	87,608.25		87,608.25	350,433.00	262,824.75	262,824.75
ADVANCED TECH GRANT	11,922.75	11,922.75		11,922.75	47,691.00	35,768.25	35,768.25
REG VOC ED REIMB		.00		.00	100,000.00	100,000.00	100,000.00
VOC ED EQUIP REIMB		.00		.00	21,718.00	21,718.00	21,718.00
FEDERAL WORK STUDY	18,374.20	18,374.20		18,374.20	172,715.00	154,340.80	154,340.80
OTHER FEDERAL SOURCES		.00		.00	6,000.00	6,000.00	6,000.00
SUMMER TUITION	50,000.00	50,000.00	50,000.00	.00	136,000.00	86,000.00	86,000.00
FALL TUITION		.00		.00	568,000.00	568,000.00	568,000.00
SPRING TUITION		.00		.00	554,000.00	554,000.00	554,000.00
GRAD FEES	130.00	130.00		130.00	2400.00	2,270.00	2,270.00
TRANSCRIPT FEES	130.00	130.00		130.00	1,200.00	1,070.00	1,070.00
LAB FEES		.00		.00	34,200.00	34,200.00	34,200.00
PUBLIC SERV INCOME		.00		.00	14,900.00	14,900.00	14,900.00
OTHER FACILITY RENTALS	302.61	302.61		302.61	8,000.00	7,697.39	7,697.39
INTEREST ON INVESTMENTS	2530.02	2530.02	1,326.83	1,203.19	130,000.00	127,469.98	127,469.98
RESTRICTED FUND INCOME		.00		.00	15,000.00	15,000.00	15,000.00
OTHER REVENUE	139.88	139.88		139.88	47,400.00	47,260.12	47,260.12
TRANSFER FROM BOOKSTORE		.00		.00	175,000.00	175,000.00	175,000.00
	614,165.49	* 614,165.49	* 28,137.02	28,423,225.51	5,563,660.00	* 4,922,674.51	* 4,922,674.51 *

OPERATIONS, BUILDING & MAINTENANCE

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1988 TAXES	1,151.71	◊ 1,151.71	CR 12,197.62	◊ 11,045.91	96,825.00	97,976.71	97,976.71
1989 TAXES		.00		.00	96,825.00	96,825.00	96,825.00
REPL OF CORP PERS PROP TAX	50,046.33	50,046.33	47,462.34	2,563.99	234,600.00	184,553.67	184,553.67
INTEREST ON INVESTMENTS	5,062.93	5,062.93		5,062.93	10,000.00	4,937.07	4,937.07
OTHER REVENUE	364.83	364.83	854.42	◊ 1,219.25	12,500.00	12,135.17	12,135.17
	54,322.38	* 54,322.38	* 34,430.30	* 19,892.08	* 50,750.00	* 39,427.62	* 39,427.62 *

PROTECTION, HEALTH & SAFETY

1988 TAXES	2,221.70	◊ 2,221.70	CR 20,594.30	◊ 18,372.60	161,375.00	163,596.70	163,596.70
1989 TAXES		.00		.00	161,375.00	161,375.00	161,375.00
INVESTMENT INCOME	538.35	538.35	402.66	135.69	1.00	537.35	CR 537.35 CR
	1,683.35	CR 1,683.35	CR 20,191.64	CR 18,508.29	* 22,751.00	* 24,434.35	* 32,434.35 *

BUILDING BOND PROCEEDS

STATE GRANTS		.00		.00	1.00	1.00	1.00
FEDERAL GRANTS		.00		.00	1.00	1.00	1.00
INVESTMENT INCOME	3,648.90	3,648.90	716.67	2,932.23	50,000.00	46,351.10	46,351.10
	3,648.90	* 3,648.90	* 716.67	* 2,932.23	* 50,002.00	* 46,353.10	* 46,353.10 *

WORKING CASH FUND

INVESTMENT INCOME	44,421.56	44,421.56	30,076.13	14,345.43	1,000.00	43,421.56	CR 43,421.56 CR
	44,421.56	* 44,421.56	* 30,076.13	* 14,345.43	* 1,000.00	* 43,421.56	CR 43,421.56 CR

LIABILITY, PROTECTION & SETTLEMENT

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1988 TAXES	13,075.27	◇ 13,075.27	CB 13,075.27	◇ .00	107,799.00	120,874.27	120,874.27
1989 TAXES		.00		.00	107,799.00	107,799.00	107,799.00
INTEREST ON INVESTMENTS	1,078.03	1,078.03	421.62	656.41	1,000.00	78.03	CB 78.03 CR
	11,997.24	CR 11,997.24	CR 12,653.65	CR 656.41	* 16,598.00	* 28,595.24	* 228,595.24 *

UDIT FUND

1988 TAXES	1,672.51	◇ 1,672.51	CB 4,979.46	◇ 3,306.95	10,005.00	11,677.51	11,677.51
1989 TAXES		.00		.00	10,005.00	10,005.00	10,005.00
INTEREST ON INVESTMENTS	246.69	246.69	111.23	135.46	290.00	43.31	43.31
	1,425.82	CR 1,425.82	CR 4,868.23	CR 3,442.41	* 20,300.00	* 21,725.82	* 21,725.82 *

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY  
Edward A. Andersen  
PRESIDENT  
Pat A. Kinn  
SECRETARY  
DATE 9/25/89