

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Third Floor Board Room

October 23, 1989

7 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. President's Report
 - 1. Route 2 Widening
 - 2. Window Repairs
 - 3. Showcase Gala Report
 - 4. Athletics/Activities
 - 5. NCA Accreditation
 - 6. Publication
 - 7. Madrigals - December 5,6,7
 - 8. Policies of the Month (201.01, 202.01, 203.01)
- F. Financial Reports and Actions
 - 1. Treasurer's Report
 - 2. Bills Payable
 - 3. Payroll
 - 4. Budget Report
 - 5. Catalog Bids
- G. Executive Session
- H. Personnel Recommendations
 - 1. DCC Career Counselor
 - 2. Part-time Faculty
- I. Other Actions
 - 1. Revised Board Policies 113.01, 114.01, 114.02
Second Reading
 - 2. Revised Board Policy 115.01 - Second Reading
 - 3. Roofing Project
 - 4. Donation
 - 5. Student Support Services Proposal
- J. Reports
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair
- K. Time of Next Meetings
 - November 13, 1989 - Canvass Election Results
Current Board
 - November 27, 1989 - Regular Meeting/Re-organization
New Board

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

October 23, 1989

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7:00 p.m. on October 23, 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
Joseph McDonald	William Simpson
Robert Wolf	William Yemm
Edward Andersen	Douglas Johnson

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

Minutes: It was moved by Member Densmore and seconded by Member Groharing that the Board approve the minutes of the September 25 meeting with the notation that on page #4 ICCTA representative Groharing reported that the next monthly meeting will be in November. In a roll call vote, the following was recorded: Ayes - Members Densmore, Groharing, Simpson, Wolf, Yemm, and Andersen. Abstain: Member McDonald. Motion carried. Student Trustee Johnson advisory vote: aye.

President's Report: President Behrendt reported that the college had received plans for widening Route 2 and turn lanes into the college; notification that the college would be authorized to use construction defects repair project surplus funds to repair leaking windows in the building; that the Foundation had raised \$2,500 from the Gala and made many new friends for the college; that plans were underway for the upcoming North Central Accreditation visit; and that the Madrigals will be held on December 5, 6, and 7.

Treasurer's Report: It was moved by Member Densmore and seconded by Member Yemm that the Board approve the attached 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 Simpson and seconded by Member Groharing that the Board approve bills in the following amounts:

Educational Fund	\$377,460.67
Building Fund	37,464.21
Protection Fund	22,189.90
Liability	2,756.09

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

Payroll: It was moved by Member Simpson and seconded by Member Yemm that the Board approve the September 30 payroll in the amount of \$156,667.86 and the October 15 payroll in the amount of \$156,372.20. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Catalog Bids: It was moved by Member Groharing and seconded by Member Densmore that the Board approve the low bid of gorman typesetting, inc. for typesetting the SVCC catalog at a price of \$13.45 per page or \$3,012.80 for 224 pages, and the low bid of M & D Printing Co., Inc. in the amount of \$9,698 for printing 10,000 catalogs. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Executive Session: At 7:30 p.m. it was moved by Member McDonald and seconded by Member Groharing 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 7:38 p.m.

Career Counselor: It was moved by Member Yemm and seconded by Member Groharing that the Board approve the appointment of Terry Simmons from DeKalb as

career counselor in the SVCC/DCC Educational Program, effective October 16, 1989. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Part-time Faculty: It was moved by Member Densmore and seconded by Member McDonald that the Board approve the attached list of part-time faculty for the Correctional Center and Community Services. 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 Yemm that the Board approve (for second reading) policies 113.01, 114.01 and 114.02 as presented. In a roll call vote the following was recorded: Ayes - Members Densmore, Groharing, McDonald, Simpson, Yemm and Andersen. Nays - Member Wolf. Motion carried. Student Trustee Johnson advisory vote: aye.

Student Trustee
Policy 115.01: It was moved by Member Groharing and seconded by Member Yemm that the Board approve the revised policy 115.01--Student Trustee for second reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Roofing Project: It was moved by Member Groharing and seconded by Member Densmore that the Board approve the resolution authorizing the college to seek ICCB approval to proceed with the work necessary for the third year of the college roofing project. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Donation: It was moved by Member Densmore and seconded by Member Groharing that the Board approve the donation of a 1981 Pontiac from Community State Bank of Rock Falls. Motion voted and carried. Student Trustee Johnson advisory vote: aye.

Student Support
Services Proposal: It was moved by Member Groharing and seconded by Member Densmore that the Board authorize

assurances for a renewal of our Student the administration to file an application and Support Services Grant. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

Reports:

Student Trustee Johnson reported that the Student Senate was sponsoring a Red Cross Bloodmobile on October 30 from 9 a.m. to 2 p.m. in the West Mall.

ICCTA representative Groharing reported that the next ICCTA meeting would be on November 10 and 11; that he has been invited to serve on a panel requested for the AACJC meeting in Seattle, and he would also be on the program at the Illinois Association of Community College Financial Officer's meeting to be held in Moline in November.

Board Chair Andersen reminded the group of the Northwest Region ICCTA meeting to be held at Rock Valley College on November 8.


Foundation liaison Yemm reported that the Foundation had met on October 10 and elected new officers, discussed planned giving, discussed the board orientation to be held on November 14, and heard a positive report on the Endowment Challenge grant and the Showcase Gala.

Adjournment:

Since the scheduled business was concluded, it was moved by Member Groharing and seconded by Member McDonald that the Board adjourn. The next meeting will be at 7 p.m. on November 13 (to canvass the election) and the regular monthly meeting will then be held at 7 p.m. on November 27. In a roll call vote, all voted aye. Motion carried. Student Trustee Johnson advisory vote: aye.

The meeting adjourned at 8:07 p.m.

Respectfully submitted:



William Yemm, Secretary



**Sauk Valley
Community
College**

815 / 288-5511

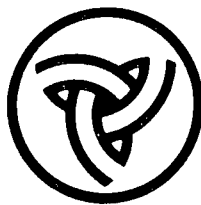
Item E-1
173 IL ROUTE 2
DIXON, IL 61021-9110

MEMORANDUM

TO: Dr. Behrendt DATE: October 17, 1989
FROM: Robert Edison *Bob* SUBJECT: Proposed Road Entrance

Enclosed herein is a rough plan of the new entrance to Sauk Valley Community College from Route 2. The detailed plans are not yet available, but they hope to finish same and bid the project sometime this winter. Prior to finalizing the plans, a representative from the Department of Transportation will contact us in reference to the final plans and to discuss the program for the Sauk Valley Community College road which they interpret as extending 750 feet onto our campus from the south side of Route 2.

n
att



Illinois Department of Transportation

Division of Highways / District 2
819 Depot Avenue / Dixon, Illinois 61021
815 / 284-2271

DESIGN

FA Route 561 (IL 2)
Section 31-2
Lee County
Sauk Valley College
Entrance Road

October 4, 1989

Dr. Richard L. Behrendt, President
Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021

Dear Dr. Behrendt:

The Illinois Department of Transportation is planning to construct two additional lanes on Illinois 2 for eastbound traffic from the Lee/Whiteside County line easterly, a distance of 2.84 miles. This construction section will terminate east of Sauk Road, with a transition from four to two lanes beginning approximately nine-tenths of a mile past Sauk Road. The construction is tentatively scheduled for 1990.

Included in the project are plans to revamp the intersection of Illinois 2 and Sauk Road. Left turn lanes on Illinois 2 will be improved with channelization and widening to 14 feet. A portion of the work also includes replacing the eastbound right turn lane on Illinois 2, building an additional 12-foot traffic lane on the west side of existing Sauk Road, and resurfacing the road approximately 750 feet from the edge of Illinois 2 southerly. This construction will provide two lanes for incoming traffic. Existing traffic will be accommodated on two lanes, with one lane designated a right turn lane and the other a through and left turn. The additional width on Sauk Road will provide increased storage for vehicles entering and leaving the college.

During the construction period every effort will be made to maintain reasonable access from Illinois 2 for motorists entering and leaving the college.

(continued)

Dr. Richard L. Behrendt, President
Sauk Valley College
October 4, 1989
- page 2 -

The State will make the survey, prepare plans and specifications, receive bids and award the contract or contracts, furnish engineering inspection during construction, and cause the improvements to be built to the standards set forth in accordance with the plans, specifications and contract.

The State will pay all construction, engineering, and right of way costs.

Upon completion of the improvements, and so long as Sauk Road south of Illinois 2 is used in accordance with Access Permit No. 2-17011, dated August 31, 1966, issued by this office, Sauk Valley Community College will maintain, or cause to have maintained, at its own cost and expense the road in its entirety from the edge of pavement of Illinois 2 southerly.

We are contacting you at this time to advise you of the proposed improvement and obtain your concurrence and approval of the work on Sauk Road south of Illinois 2.

Your approval of this letter shall be considered as approval of the proposed work and maintenance as described herein. Please sign and return one copy of this letter to this office. The other copy may be retained for your files.

If you have any questions concerning this project, please call Duane Moser at 284-5357.

Sincerely,

William D. Ost

William D. Ost
District Engineer

Attachments

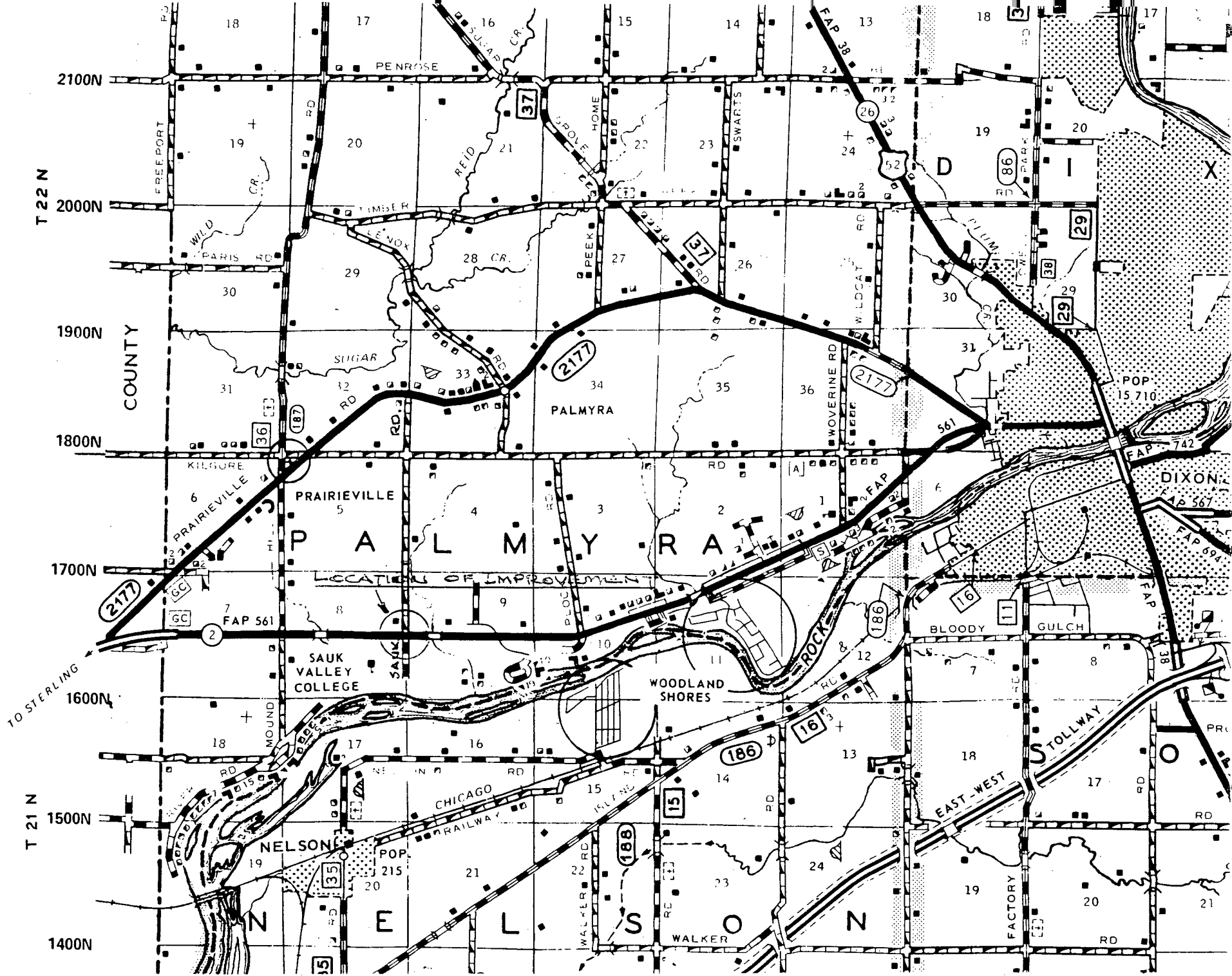
APPROVED:

SAUK VALLEY COMMUNITY COLLEGE

By: *Richard L. Behrendt*

Title: *President*

Date: *10/16/89*



17011
17011
STATE OF MINNESOTA
Department of Public Works And Buildings
DIVISION OF HIGHWAYS
BUREAU OF TRAFFIC

ACCESS PERMIT District Serial No. 2-17011

BAIR VILLAGE OVERPASS 2/6 DR. BARNARD DRIVE, EAST AURORA

SUITE 210 FIRST NATIONAL BANK, ST. PAUL, MINN.

hereinafter termed the applicant, request permission and authority to construct a driveway(s) on the right-of-way of the State Highway known as:

Route 231-1 from Station 21-1 to Station 21-1
Section 21-1 from Station 21-1 to Station 21-1
LCA County

The proposed driveway is described in detail as follows:
Two concrete driveways with a width of 12 and 14 feet each providing a collapse on the south side of the highway, with adjacent and safety island along U.S. Route Alt. 30 and Alt. 311, Route 2 west of Bloom.

The driveway shall be surfaced with a 3 inch minimum thickness of bituminous concrete (1-11) on at least an 8 inch thick compacted crushed stone base from the edge of the pavement to the right of way line.

The driveway shall slope away from the edge of the pavement at a rate of 1 inch per foot for 7 feet, thence down at a slope no steeper than 2% to the right of way line.

Concrete Portland cement concrete curb and gutter around the 12 foot width safety island between driveways, all as shown on the attached layout plan.

The island shall have a 12 inch inside clearance and shall be 110 feet in length and shall be a corrugated metal or reinforced concrete galvanized pipe. It shall be placed 20 feet from the edge of the pavement and the line line 5.5 feet inside the edge of the pavement as shown on the attached sketch. No handrails shall be constructed on the island.

The Applicant, his successors or assigns, shall maintain that portion of the driveway on the State right of way in a satisfactory condition to the Chief Highway Engineer or his duly authorized representative. The State reserves the right to make such corrections as are deemed necessary.

I bind in the driveway to be constructed by the applicant with a reputable building company and make a part of this permit.

No overhead flood light fixtures, advertising signs, or signs of any kind, shall be placed on or overhang the State right of way line.

This permit is not valid until it has been signed by the District Engineer.

The work shall be completed within 60 days of the date that the permit is approved by the District Engineer.

This permit is hereby accepted and its provisions agreed to this 14th day of August

1966
Witness:

Signed: *Robert E. Edison*

Robert E. Edison

SIGN AND RETURN TO: District Engineer

Minneapolis

Approved this 31st day of August, 1966

DEPARTMENT OF PUBLIC WORKS AND BUILDINGS

Form B. T. 717

By *M. M. Munk*

201.01 Administrative Organization

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

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

All SVCC employees shall be responsible to the Board through the President.

2/12/79

Updated 3/23/87

202.01 Administrative Staff Rules and Work Regulations

The Board of Sauk Valley recognizes the responsibility of the administrative staff to establish rules and regulations governing the administration of the College and directs that the administration will maintain and issue written administrative rules and procedures for the general and specific administration of the institution.

All rules and regulations shall be placed in appropriate handbooks, and shall be reviewed annually.

These rules and regulations shall not be in conflict with Board policies and I.C.C.B. regulations.

2-12-79

12-19-83

203.01 Duties and Responsibilities of Administrative
and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by The Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

A. Duties of President

- 1) The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
- 2) The President shall in the regular course of his duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his duties have access to information relating to the effectuation or review of employees' collective bargaining policies.
- 3) The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
- 4) The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Deans and Assistant Deans:

- 1) Deans and Assistant Deans shall in the regular course of her or his duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuating management policies with regard to labor relations, and toward this end shall have access to information relating to the effectuation or review of all collective bargaining policies.
- 2) A Dean or Assistant Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation or review of employer's collective bargaining policies.

D. Job Description and Duties of the College Bookkeeper

The Bookkeeper shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

E. Job Description and Duties of the Office Secretary, Secretary to the President, Deans and Assistant Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

For Board Meeting of
October 23, 1989

Agenda Item F-5

CATALOG BIDS

We have advertised for bids to print the 1990-92 Sauk Valley Community College Catalog and the results are attached.

RECOMMENDATION: Board approval to award the bid for typesetting to gorman typesetting, inc. at a price of \$13.45 per page or \$3,012.80 for 224 pages, and to M & D Printing Co., Inc. for \$9,698 for printing 10,000 catalogs.



**Sauk Valley
Community
College**


173 IL ROUTE 2
DIXON, IL 61021-8110

1 / 288-5511

MEMORANDUM

TO: Dr. Richard Behrendt

DATE: October 17, 1989

FROM: Kristin L. Olsen 

SUBJECT: 1990-92 Catalog Bids

Following appropriate legal notice and direct mailing of composition and print specifications to nine vendors, five bids have been received; three for printing and two for typesetting. The bids for production of the 1990-92 Sauk Valley Community College Catalog are listed below:

Part 1: Typesetting to Camera-Ready Boards

gorman typesetting, inc.	\$13.45 per page	\$3,012.80 for 224 pages
Cal Central Press	\$23.00 per page	\$5,152 for 224 pages

Part 2: Printing

	<u>10,000</u>	<u>+ 2000</u>	<u>16 pg. signature</u>	<u>Faculty photo</u>
M & D Printing Co., Inc.	\$9,698	+ 1,790 - 1,460	+ 465.00 - 400	\$187.50
Castle Communications	\$10,555	+ 650	+ 695	\$450.
A-Rock Printing, Ltd.	\$16,223	+ 2,030	+ 1,759	\$530

I recommend acceptance of gorman for typesetting and M & D Printing for printing of the catalog.

jp

Enclosures: Ad
Specifications
Mailing list



Sauk Valley Community College

815 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

Run: Monday, September 25, 1989

ADVERTISEMENT FOR BIDS

The Board of Trustees of Sauk Valley Community College District No. 506 of Whiteside, Lee, Ogle, Bureau, Henry and Carroll Counties will receive bids for the printing of its 1990-92 college catalog. Please request details from Kristin L. Olsen at Dixon 288-5511, x 275 or 385.

These bids should be clearly labeled as to content and will be received in the Office of Public Information, Sauk Valley Community College, 173 IL Route 2, Dixon, Illinois 61021, on or before 10 a.m., Friday, October 13, 1989, at which time bids will be opened.

The Board reserves the right to reject any and all bids.

September 22, 1989

SPECIFICATIONS

1990-92 SAUK VALLEY COMMUNITY COLLEGE CATALOG

Vendors may submit bid(s) for one or both parts to: Kristin L. Olsen,
Sauk Valley Community College, 173 Illinois Route 2, Dixon, IL 61021-9112.

Part 1: Typesetting to Camera-Ready Boards

- TYPESTYLE:** Serif face (to be specified). Please attach samples of available type styles.
- TYPESETTING:** College will supply all copy on 5 1/4" floppies in DisplayWrite III for disc-conversion to linotronic, plus hard copy for specing. Typesetter will provide galleys, a second set of galleys for college to make a rough dummy, page proofs and final boards.
- PASTE-UP AND ARTWORK:** 224 pages of body copy, plus miscellaneous cover and inside cover type. Please quote per page cost for increase or decrease in number of body pages. Typesetter will provide camera-ready page composition including approximately 30 photo keylines. Page grids will have two columns of body copy plus running page headers and footers. College retains possession of boards at completion of project.
- DELIVERY:** Copy and disks to be ready no later than November 10. Delivery of camera-ready pages no later than December 20.

Part 2: Printing

- QUANTITY AND DESCRIPTION:** 10,000 Sauk Valley Community College Catalogs. Please quote price for plus or minus 2,000.
- SIZE:** 224 (estimated) pages, plus cover; 10 3/4 inches by 8 1/4 inches. Please cite per page or signature price for additional or deleted pages and number of pages in a signature.
- BODY STOCK:** Good grade 35#/70 brightness newsprint. Please attach sample.

SPECIFICATIONS

Page 2

COVER STOCK: 10 point Carolina or equivalent cover, coated one side. Please attach (and name) sample.

TYPE AND
TYPESETTING: See above for separate bid on copy-to-camera-ready boards (paste-up). Camera-ready art to be delivered no later than January 4, 1990.

ARTWORK AND
PASTE UP: College provides 4-color cover artwork or slides for separations and approximately 30 black and white photographs. Printer provides cover typesetting, galley proofs, cover page proofs. College retains ownership of camera-ready boards.

PRESSWORK: 224 page body printed two sides, one color. Cover printed one side, four color plus spot varnish; one side, one color.

NEGATIVES AND/
OR PLATES: Provided by Printer.

BINDING: Folded, gathered, perfect bound, flush trimmed to size, packed in cartons of no more than 61.

DELIVERY: F.O.B. Sauk Valley Community College, Dixon, Illinois by February 1, 1990.

OPTION B
BREAKOUT: 75 half-tones (ganged reductions) for small faculty-administration staff list photos

Kristin L. Olsen
Director of Marketing
and Public Relations

Bid List
1990-92 Sauk Valley Community College
Catalog

Dixon Telegraph
113 South Peoria Avenue
Dixon, IL 61021

ATTN: Tom Shaw

Sterling Daily Gazette
312 Second Avenue
Sterling, IL 61081

Rock River Printers
1208 East 4th
Sterling, IL 61081
ATTN: Scott Schmidt

Cal Central
2629 Fifth Street
Sacramento, CA 95818
ATTN: Bob Pugh

Hub Printing Co.
Highway 251 North, P.O. Box 364
Rochelle, IL 61068
ATTN: Ken Hirschbein

Gorman Typesetting
3215 Constance Drive
Rockford, IL 61108
ATTN: Joanne Gorman

M and D Printing
616 Second Street
Henry, IL 61537
ATTN: Dick Finfgeld

A-Rock Printing, Ltd.
Nora J. Leeseberg
307 E. North
Northlake, IL 60164

Castle Communications
121 Industrial Drive
DeKalb, IL 60115
ATTN: Jerry Smith

Gilliland's Printing Co.
P.O. Box 1107
Arkansas City, Kansas 67005
ATTN: Patsy Sweely

For Board Meeting
of October 23, 1989

Agenda Item H-1

DCC CAREER COUNSELOR

Mr. Terry Simmons is being recommended to fill the counselor vacancy at the Dixon Correctional Center created by the resignation of Randy Maxwell. This opening was advertised and Rhea Edge and Dean Virginia Thompson selected five candidates for on-campus interviews.

RECOMMENDATION: Board approval to appoint Mr. Terry Simmons as a career counselor in the SVCC/DCC Educational Program at an annual salary of \$30,705 to be prorated for the term of October 16, 1989 through June 30, 1990.



Date: October 12, 1989

To: Virginia Thompson, SVCC Dean of Instruction

From:  Rhea Edge, Director SVCC Educational Programs at DCC

Re: Recommendation to Appoint Terry Simmons as Career Counselor of the SVCC-DCC Program

This memorandum will serve as a recommendation to appoint Terry Simmons as Career Counselor of the SVCC Educational Program at DCC. The supporting rationale for this recommendation is outlined below along with a copy of his resume and a job description for this position.

The following information is presented in support of this recommendation.

I. Academic Training

Mr. Simmons holds a Masters Degree in Guidance and Counseling from Northeastern Illinois University, and a Bachelors Degree in Criminal Justice with a minor in Business Administration from Northern Michigan University. His studies in security management, guidance techniques, offender treatment, and personnel and records management have prepared him for correctional counseling.

II. Background and Experience

As an Adult Probation Officer for Lake County, Illinois, since 1984, Mr. Simmons has supervised and counseled criminal offenders sentenced to probation. Through internship at the St. Croix Correctional Camp, he counseled juvenile delinquents. Mr. Simmons also served a four month period as a correctional officer for the Lake County Illinois Sheriff's Department. He is an active member of the Illinois Probation and Court Services Association, American Association of Counseling and Development, American College Personnel Association, Association for Multicultural Counseling and Development, Big Brothers Big Sisters of Lake County, and Co-founder of the multiethnic Unity Effort of Lake County. Thus, he brings both a record of experience with adult criminal offenders and a commitment to guidance and counseling.

III. Recommendations

Mr. Simmons' references all gave him excellent recommendations. His references included the Deputy Administrator/Chief of Court Services, Assistant Administrator/Chief of Adult Services, and Supervisor of Adult Services for Lake County Illinois. He is regarded as an excellent employee, bright and articulate, with initiative, maturity, good reporting skills, and the ability to deal effectively with difficult clients. All of his references stated that they would hire him again if given the opportunity.

IV. Selection Process

Position announcements and letters requesting applications were sent to the community college coordinators of all Illinois community colleges having correctional center programs, to School District #428 officials, to 23 placement centers for midwestern universities and 39 Illinois community colleges. The position announcement appeared in the Sterling Daily Gazette and the Dixon Telegraph. We received 16 applications and interviewed 5 candidates for the position. The applications were screened by Dr. Thompson, SVCC Dean of Instruction, Mr. William Johnston, School District #428 Administrator, Ms. Rhea Edge, SVCC Director of Educational Programs at DCC, and a SVCC/DCC faculty review committee composed of Mr. Patrick Barrett, Mr. William Bencini, Ms. Judy Bodmer, Mr. Thomas Brehm, and Mr. Joseph Rush. All of the above listed persons participated in the interview process for all 5 finalists, as did SVCC President, Dr. Richard Behrendt. Also, Ms. Edna R. Lee, Assistant Warden of Programs at DCC met with the candidates. Mr. Simmons was highly rated by everyone as being a professional and a good role model for SVCC/DCC students.

V. Personal Qualifications

Mr. Simmons is a professional who believes that education is an essential part of the rehabilitative process. His work as a probation officer has well prepared him for the concerns and challenges of counseling adult offenders. The Career Counselor position at the Dixon Correctional Center will provide him with the opportunity to utilize his experience and training to make a positive contribution to our educational program.

Enclosures

For Board Meeting of
October 23, 1989

Agenda Item H-2

1989-90 PART-TIME FACULTY

The part-time instructors listed on the attached memorandum are being submitted for Board approval as they will be teaching in the Community Service area and at the Dixon Correctional Center.

RECOMMENDATION: Board approval of the attached list of part-time instructors for the 1989-90 year.



**Sauk Valley
Community
College**

815 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

MEMORANDUM

DATE: October 19, 1989
TO: Dr. Behrendt
FROM: Virginia Thompson *VT*
SUBJECT: Additional Part-timers for Board Approval

The following instructors will be teaching semester II
at the Dixon Correctional Center.

Timothy Beatty
James DeGeorge
Harold Hunt
Gail Sessler
Julie Shank

The following instructor will be teaching in the
Community Services area.

Barb Becker

js

For Board Meeting of
October 23, 1989

Agenda Item I-1

REVISED BOARD POLICIES 113.01, 114.01, 114.02

SECOND READING

The attached policies have been revised by Board Attorney Pace following the latest legislated changes and were approved for first reading. As you will remember, in addition to the policies, appropriate regulations and the necessary forms were included for information.

RECOMMENDATION: Board approval of the attached revised policies for second reading.

SECOND 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.

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.

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
October 23, 1989

Agenda Item I-2

REVISED POLICY 115.01 STUDENT TRUSTEE

SECOND READING

As per Board discussion, the Student Trustee Policy (115.01) has been revised and approved for first reading, and is now presented for second reading.

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

SECOND READING

115.01 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 the Board Meeting
of October 23, 1989

Agenda Item I-3

ROOFING PROJECT

The attached resolution will authorize the administration to proceed with bids for the work required for the third year of our roofing project.

RECOMMENDATION: Board approval of the attached resolution authorizing the college to proceed with the work necessary for the third year of our roofing project.



**Sauk Valley
Community
College**

815 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

MEMORANDUM

TO: Dr. Behrendt

DATE: October 13, 1989

FROM: Robert Edison *Bob*

SUBJECT: Roofing Project

Attached herewith are copies of the necessary resolution and/or forms within the resolution which requires the signature of the Board Chairman and Board Secretary.

The attached documentation involves the third year of our roofing project and needs to be filed in the ICCB office and the Office of Education for the approval of both.

The attached documentation will let us proceed for the third year on a new roof for this facility at a Life, Health and Safety tax rate of 5¢ per \$100 of equalized assessed valuation.

As a matter of information it also appears that there is no likelihood that this project will be completed in the three year period, but I have also requested an additional alternative bid for two other projects which will be used to maximize the levy of this year and will also give us some crude ideas as to the amount that will be required to finish the project in the fourth fiscal year.

n
att

Illinois Community College Board

APPLICATION FOR APPROVAL OF CONSTRUCTION PROJECT
UNDER SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

District Name/Number Sauk Valley Community College District 506
College Name Sauk Valley Community College, Dixon, Illinois
Project Title Partial reroofing of the college building
and correction of certain damage Project ID# _____
(ICCB Use Only)

1. Description of the Project (include location):

The Project consists of removal of approximately 41,150 sq.ft. of the existing roof membrane and deteriorated insulation and the installation of new insulation (R-20) and new EPDM membrane. Existing damage caused by previous roof leaks will be repaired and corrected as a part of the project.

2. Project Category:

_____ Handicapped Accessibility
_____ Energy Conservation (Estimated payback period _____)*
_____ Environmental Protection
X Protection, Health, or Safety

*Attach architect or engineer certification.

3. Type of Facility:

X Owned
_____ Leased for more than 5 years with intent to acquire, and the district has assumed the obligation to make alterations or repairs (attach verification of intent to acquire)

4. Justification of the Project:

_____ Lawful order of an agency (attach dated copy)
X Architect/Engineer certification of need (attach copy of ICCB Form 52)
_____ Board of Trustees determination (attach copy of study conducted)

5. Estimated cost of the project (attach architect/engineer certification, ICCB Form 51): \$ 332,000

6. Financing of the project (attach statement that funds are not available):

X Tax levy (Estimated tax rate is 5¢/\$100 EAV)
_____ Bond sales (to be repaid in _____ years; estimated tax rate is _____¢/\$100 EAV to retire bond principal and interest)

Illinois Community College Board

ARCHITECT/ENGINEER CERTIFIED ESTIMATE OF PROJECT COST AND SCOPE

District Name/Number Sauk Valley Community College District 506College Name Sauk Valley Community College, Dixon, IllinoisProject Title Partial reroofing of the College Bldg.
and correction of certain damage Project ID# _____

(ICCB Use Only)

Name and Address of Architect/Engineer Providing the Estimate:

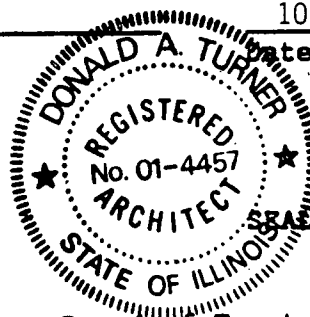
Turner-Witt Associates, Inc.970 East Court StreetKankakee, Illinois 60901

Certification:

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge, the description of the existing conditions and cost estimates are true and accurate statements of the work to be performed as funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule #1501.603.

Donald A. Turner
Architect/Engineer's Signature10-23-89Illinois No. 01-4457

Illinois Registration or License Number



Approved by the _____ Board of Trustees:

Date _____

Signed _____, Chairperson

_____, Secretary

(over)

September 28, 1989

SAUK VALLEY COMMUNITY COLLEGE
PARTIAL REROOFING WORK (89101)

PROJECT DESCRIPTION

In 1988, the Sauk Valley College Board of Trustees initiated a phased program to correct the numerous roof leaks which have occurred since the original construction of the College building. In 1988, 18,800 square feet of reroofing was completed over the gymnasium as the first phase of reroofing the permanent College building. In 1989, the east one-third of the building and the automotive/diesel shop roofs were replaced as the second phase of the reroofing program.

The leaks are a result of splits in the built-up roofing felts, deterioration of the felts, flashing and counter-flashing leaks, leaks around roof drains and the resulting total deterioration of the poured-in-place asphaltic insulation. When the insulation deteriorates, the felt membrane loses adhesion and the splitting of the felts accelerates. Under the roofing bond of twenty years, the roofing contractor has returned to make patches and repairs, but the time limit of the bond has expired and the Board of Trustees has wisely entered into a programmed reroofing schedule. This project constitutes the second phase of the reroofing program.

We recommended the following method of roof membrane replacement:

- Remove present membrane and deteriorated roof insulation.
- Mechanically fasten to the present concrete deck a vapor barrier and sloping roof insulation in order to obtain an insulating value (R) of 20 average over the roof area and also to obtain a positive roof slope to the roof drains. By mechanically fastening the insulation, an FM and UL wind classification of I-90 can be obtained which is essential for the building located in the open country space.
- Adhere a new 60 mil EPDM (modified rubber) membrane to the insulation and repair all flashings and expansion joints in the area of the reroofing and perimeter.
- Obtain a 10-year warranty on the roofing system from the manufacturer of the membrane.
- Correct and repair damaged areas on the interior of the building caused by moisture penetration.

ESTIMATED COST OF PROJECT

- Remove existing built-up roofing membrane insulation and protective during reroofing operations.	\$ 51,440
- Mechanically adhere new slopping insulation of R = 20.	115,220
- Install new single-ply 60 mil EPDM membrane.	80,240
- Install new flashing and re-install existing metal edge.	14,820
- Install expansion joints.	2,800
- Deflect air conditioning condensing water during operations.	2,500
- Miscellaneous, crane rental and dumpsters.	16,460
- Patch, repair and refinish gypsum board ceiling damaged by roof leaks in the area of reroofing.	7,600
- Patch, repair and refinish plaster ceilings and walls damaged by roof leaks in the area of reroofing.	<u>8,100</u>
Sub-Total	\$299,180
Contingency 5%	<u>14,960</u>
	\$314,140
A/E Fees	<u>18,850</u>
	\$332,990

Alternate No. 1

Reroof between column lines 16 & 12 - C & E	
4,200 sq.ft.	ADD
	\$ 31,500

Alternate No. 2

Reroof between column lines 1 & 22 - E & J	
20,050 sq.ft.	ADD
	\$150,375

DAT/vp

Illinois Community College Board

ARCHITECT/ENGINEER CERTIFICATION OF THREAT TO STRUCTURAL INTEGRITY

District Name/Number Sauk Valley Community College District 506
College Name Sauk Valley Community College, Dixon, Illinois
Project Title Partial reroofing of the College Bldg.
and correction of certain damage Project ID# _____
(ICCB Use Only)

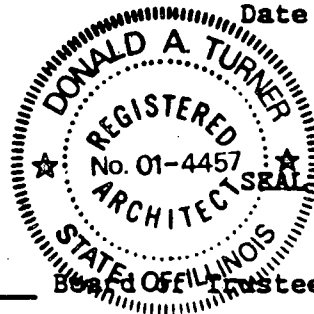
Name and Address of Architect/Engineer Providing the Estimate:

Turner-Witt Associates, Inc.
970 East Court Street
Kankakee, Illinois 60901

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

Donald A Turner 10-23-89
Architect/Engineer's Signature Date

Illinois No. 01-4457
Illinois Registration or License Number



Approved by the _____ Board of Trustees:

Date _____
Signed _____, Chairperson
_____, Secretary

STATE OF ILLINOIS)
) SS
County of Lee)

CERTIFICATE OF SECRETARY

The undersigned, being the Secretary of the Sauk Valley Community College District 506, Dixon, Illinois, does hereby certify that the attached copy of a Resolution entitled:

"RESOLUTION ACCEPTING AND APPROVING OF CONSTRUCTION PROJECT UNDER SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT"

is a true, complete and correct copy of the original Resolution, so entitled, read in full at a regular meeting of said Board of Education held on the 23rd day of October, 1989, at which a quorum was present, and adopted by Motion thereto and second therefore, followed by roll call vote.

Dated this 23rd day of October, 1989.

Secretary
Sauk Valley Com. College District 506
Dixon, Illinois

COMMUNITY COLLEGE BOARD
SAUK VALLEY COMMUNITY COLLEGE
DISTRICT 506
DIXON, LEE COUNTY, ILLINOIS

RESOLUTION ACCEPTING AND APPROVING
RECOMMENDED CONSTRUCTION PROJECTS

BE IT RESOLVED by the Community College Board of Sauk Valley Community College District 506, Dixon, Illinois, as follows:

This Board finds that it did heretofore duly retain and employ the firm of Turner-Witt Associates, Inc., to inspect the present building of this Community College District under Section 3-20.3.01 of the Illinois Community College Act and make a report of its findings to this Board of any problems found to exist;

The Board finds that such inspection and survey was duly made by the said firm of Turner-Witt Associates, Inc., and that said firm has now submitted to this Community College Board its report and recommendations, in writing, dated the 23rd day of October, 1989, as to the building;

That the report and recommendations for the building, a copy of which is hereto attached, is now accepted by this Board and ordered recorded.

That this Board should approve said report and recommendations.

This Community College Board further resolves:

That the Report and Recommendations for the program, as made by the firm of Turner-Witt Associates, Inc., dated the 23rd day of October, 1989, should be and the same is now hereby approved by this Community College Board.

Further, that there are no current funds available and that the Board of Trustees is authorized to pursue obtaining funds in the amount of \$332,000 for the corrective work.

This Community College Board further resolves that all such documents, applications and reports as are or may be required to obtain approval of such report and recommendations to be forwarded to the Illinois Community College Board for their action.

That the President and Secretary of this Community College Board be and they are hereby directed and instructed to sign the approval of this Community College Board of the said report and recommendations of Turner-Witt Associates, Inc., dated the 23rd day of October, 1989, as the same relate to the building of this District, and they are further authorized and instructed to sign and execute, on behalf of this Community College Board, such applications and reports deemed necessary or advisable to seek and obtain funds to assist this Community College Board in carrying out such recommendations.

APPROVED:

President
Community College Board

The above and foregoing Resolution was duly adopted at a regular meeting of the Community College Board of Sauk Valley Community College District 506, Dixon, Lee County, Illinois, held on the 23rd day of October, 1989, at which a quorum was present.

VOTES "AYE" _____ members

VOTES "NAY" _____ members

VOTES "ABSTAIN" _____ members

Secretary
Community College Board

For Board Meeting of
October 23, 1989

Agenda Item I-4

DONATION

Community State Bank of Rock Falls has donated a 1981 Pontiac for instructional use in the SVCC Automotive Department.

RECOMMENDATION: Board approval to accept the donation listed above with a letter of appreciation to be sent accordingly.

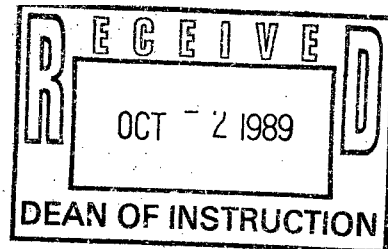


**Sauk Valley
Community
College**

173 IL ROUTE 2
DIXON, IL 61021-9110

815 / 288-5511

MEMORANDUM



October 2, 1989

TO: Dr. Virginia W. Thompson
FROM: Zollie W. Hall *[Signature]*
SUBJ: Auto Donation

Community State Bank of Rock Falls; 1801 First Avenue, Rock Falls, IL., donated a 1981 Pontiac for instructional use in the SVCC Automotive Department. The title for this vehicle has been sent to Robert Edison. It is my recommendation to you that the Board accept this donation. An appropriate letter of appreciation to the Bank, c/o Margery Croy, should be sent after board approval.

lm
enc (copy of title)

cc: Robert Edison
(original title enclosed)

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
CAPITAL PROJECTS - BUILDING BOND PROCEEDS FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues:			
State sources -			
State grants and contributions	\$ -0-	\$ 1	\$ (1)
Federal sources -			
Federal grants	-0-	1	(1)
Other sources -			
Interest on investments	<u>51,766</u>	<u>40,000</u>	<u>11,766</u>
Total revenues	<u>\$ 51,766</u>	<u>\$ 40,002</u>	<u>\$ 11,764</u>
Expenditures -			
Institutional support -			
Capital expenditures:			
Site improvements	\$ -0-	\$ 50,000	\$ 50,000
Building improvements	-0-	100,000	100,000
Carpeting	18,037	-0-	(18,037)
Equipment:			
Data processing high tech	3,656	-0-	(3,656)
Instructional	-0-	50,000	50,000
Service	-0-	75,000	75,000
Other capital outlay	<u>-0-</u>	<u>5,000</u>	<u>5,000</u>
Total expenditures	<u>\$21,693</u>	<u>\$280,000</u>	<u>\$258,307</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 PROPRIETARY FUND TYPE - ENTERPRISE FUND (BOOKSTORE)
 STATEMENT OF REVENUES AND EXPENSES
 COMPARED TO BUDGET AND CHANGES IN RETAINED EARNINGS
 For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Operating revenues:			
Sale of textbooks	\$352,186	\$271,500	\$ 80,686
Sale of supplies and other items	133,670	100,700	32,970
Sales tax collected	27,649	23,300	4,349
Interest income	10,147	3,500	6,647
Miscellaneous income	<u>460</u>	<u>200</u>	<u>260</u>
Total operating revenues	<u>524,112</u>	<u>399,200</u>	<u>124,912</u>
Operating expenses:			
Purchases:			
Textbooks	265,208	217,200	(48,008)
Supplies and other items	97,181	69,400	(27,781)
Freight on purchases	8,054	7,500	(554)
Inventory adjustment	8,611	-0-	(8,611)
Salaries and wages	45,231	44,500	(731)
Supplies	2,522	3,500	978
Travel	2,092	2,000	(92)
Equipment	2,598	2,800	202
Telephone	358	680	322
Dues and subscriptions	345	400	55
Sales tax paid	26,940	23,000	(3,940)
Other	1,807	1,200	(607)
Employee benefits	<u>1,908</u>	<u>1,100</u>	<u>(808)</u>
Total operating expenses	<u>462,855</u>	<u>373,280</u>	<u>(89,575)</u>
Net income	61,257	<u>\$ 25,920</u>	<u>\$ 35,337</u>
Retained earnings, beginning of year	<u>349,831</u>		
Retained earnings, end of year	<u>\$411,088</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

FIDUCIARY FUNDS

COMBINING BALANCE SHEET

June 30, 1989

	Expendable Trust Funds					
	Non-Expendable	Agency	College	Supplemental	Pell	Total
	Trust Fund	Funds	Work-Study	Educational	Grant	Fiduciary
	Working Cash		Fund	Opportunity	Fund	Funds
				Grant Fund		
<u>A S S E T S</u>						
Cash	\$ 16,169	\$ 82,684	\$ 7,488			\$ 106,341
Investments	2,544,509	208,558				2,753,067
Interfund receivable -						
Protection, Health and Safety	170,000					170,000
Accounts receivable:						
Governmental claims		6,997	9,264		\$26,175	42,436
Other					6	6
Total assets	<u>\$2,730,678</u>	<u>\$298,239</u>	<u>\$16,752</u>	\$ -0-	<u>\$26,181</u>	<u>\$3,071,850</u>
<u>LIABILITIES AND FUND BALANCE</u>						
Bank cash overdraft					\$25,235	\$ 25,235
Interfund payables:						
Educational			\$ 6,117			6,117
Operations, Building and						
Maintenance	\$ 167,000					167,000
Due to students					946	946
Total liabilities	<u>167,000</u>	<u>\$ -0-</u>	<u>6,117</u>	\$ -0-	<u>26,181</u>	<u>199,298</u>
Fund balance:						
Reserved for special functions						
and activities		298,239				298,239
Unreserved - undesignated	<u>2,563,678</u>		<u>10,635</u>			<u>2,574,313</u>
Total fund balance	<u>2,563,678</u>	<u>298,239</u>	<u>10,635</u>	<u>-0-</u>	<u>-0-</u>	<u>2,872,552</u>
Total liabilities and						
fund equity	<u>\$2,730,678</u>	<u>\$298,239</u>	<u>\$16,752</u>	\$ -0-	<u>\$26,181</u>	<u>\$3,071,850</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NON-EXPENDABLE TRUST FUND - WORKING CASH FUND
STATEMENT OF REVENUES AND EXPENSES COMPARED TO BUDGET
AND CHANGES IN FUND BALANCE
For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Operating revenue -			
Interest on investments	\$ <u>167,979</u>	\$ <u>1,000</u>	\$ <u>166,979</u>
Operating expense	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Net income from operations	167,979	1,000	166,979
Other financing sources (uses) -			
Transfer to Building Fund	(<u>167,000</u>)	<u>-0-</u>	(<u>167,000</u>)
Net income	979	\$ <u>1,000</u>	\$ <u>979</u>
Fund balance, beginning of year	<u>2,562,699</u>		
Fund balance, end of year	<u>\$2,563,678</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
AGENCY FUNDS
SCHEDULE OF YEARLY ACTIVITY BY INDIVIDUAL ACCOUNT
For the year ended June 30, 1989

	<u>Balance 6/30/88</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance 6/30/89</u>
Recreation room	\$ 5,520	\$ 2,165	\$ 6,188	\$ 1,497
Student locker fund	699	58	-0-	757
Child care operations	(180)	19,517	20,202	(865)
Vocational information program and career planning program	1,882	1,310	1,512	1,680
Parking	1,688	3,704	1,622	3,770
LPN supplies	502	-0-	-0-	502
Community service	14,639	45,114	39,181	20,572
Sauk Valley arts council	(155)	259	203	(99)
Collegiate choir	350	-0-	66	284
Sauk Valley College Foundation	(1,403)	3,284	1,881	-0-
Dixon Correctional Center	12,124	434,481	429,447	17,158
Nursing uniforms	-0-	1,852	1,852	-0-
Clearing account	525	201,266	188,476	13,315
Photography supplies	25	-0-	-0-	25
Student clubs	1,053	6,548	6,033	1,568
Adult learning book charges	2,993	27	5	3,015
Community theatre	48	-0-	-0-	48
College van	(654)	6,015	2,883	2,478
Student activity - special projects	114,815	5,062	11,000	108,877
Illinois Interpretation Workshop	248	-0-	-0-	248
Pell grants	39	-0-	-0-	39
Sauk Valley Athletic Booster Club	1,709	7,877	3,844	5,742
Anna Johnson Estate	1,271	-0-	1,000	271
Illinois personal services withholding	71	69	140	-0-
Endowment Challenge Fund #1	-0-	111,657	-0-	111,657
Endowment Challenge Fund #2	-0-	5,700	-0-	5,700
	<u>\$157,809</u>	<u>\$855,965</u>	<u>\$715,535</u>	<u>\$298,239</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 AGENCY FUND - CHILD CARE CENTER
 SCHEDULE OF RECEIPTS AND DISBURSEMENTS COMPARED TO BUDGET
 For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues:			
Child care fees	\$19,198	\$17,200	\$ 1,998
Insurance	<u>319</u>	<u>400</u>	<u>(81)</u>
Total revenues	<u>19,517</u>	<u>17,600</u>	<u>1,917</u>
Expenditures:			
Salaries	16,930	15,000	(1,930)
Insurance	319	400	81
Supplies	2,827	2,000	(827)
Travel	<u>126</u>	<u>200</u>	<u>74</u>
Total expenditures	<u>20,202</u>	<u>17,600</u>	<u>(2,602)</u>
Excess of revenues over expenditures	\$ <u>(685)</u>	\$ <u>-0-</u>	\$ <u>(685)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
EXPENDABLE TRUST FUNDS
COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE
For the year ended June 30, 1989

	<u>College Work-Study Fund</u>	<u>Supplemental Educational Opportunity Grant Fund</u>	<u>Pell Grant Fund</u>	<u>Total Expendable Trust Funds</u>
Revenues:				
Federal sources -				
Department of Education grants	\$171,056	\$60,341	\$703,881	\$935,278
Other sources -				
Provided by institution	<u>37,746</u>	<u> </u>	<u> </u>	<u>37,746</u>
Total revenues	<u>208,802</u>	<u>60,341</u>	<u>703,881</u>	<u>973,024</u>
Expenditures:				
Instruction:				
Awards paid to students		57,468	701,041	758,509
Student wages	188,731			188,731
Funds returned to the Department of Education	<u>188,731</u>	<u>2,825</u> <u>60,293</u>	<u>701,041</u>	<u>2,825</u> <u>950,065</u>
General administration -				
Administrative expense	<u>9,436</u>	<u>2,873</u>	<u>2,840</u>	<u>15,149</u>
Total expenditures	<u>198,167</u>	<u>63,166</u>	<u>703,881</u>	<u>965,214</u>
Excess of revenues over expenditures	10,635	(2,825)	-0-	7,810
Fund balance, beginning of year	<u>-0-</u>	<u>2,825</u>	<u>-0-</u>	<u>2,825</u>
Fund balance, end of year	\$ <u>10,635</u>	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>10,635</u>

SUPPLEMENTAL FINANCIAL INFORMATION

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF GROSS AND NET TUITION
June 30, 1989

	<u>Summer 1988</u>	<u>Fall 1988</u>	<u>Spring 1989</u>	<u>Total</u>
Gross tuition	<u>\$177,537</u>	<u>\$681,819</u>	<u>\$623,621</u>	<u>\$1,482,977</u>
Direct write-offs:				
Employee waivers	2,996	6,992	8,181	18,169
Senior citizens waivers	22,142	9,425	9,660	41,227
Tuition refunds	10,910	22,429	21,736	55,075
Bad debts		1,040	21,437	22,477
Achievement awards		30,252	27,534	57,786
Office of education		12,732		12,732
Illinois military		<u>21,365</u>		<u>21,365</u>
Total	<u>36,048</u>	<u>104,235</u>	<u>88,548</u>	<u>228,831</u>
Net tuition	<u>\$141,489</u>	<u>\$577,584</u>	<u>\$535,073</u>	<u>\$1,254,146</u>
Reconciliation with Statements of Revenues:				
Educational Fund - tuition	\$136,610	\$557,667	\$516,159	\$1,210,436
Student Activity Fund - comprehensive fees	<u>4,879</u>	<u>19,917</u>	<u>18,914</u>	<u>43,710</u>
Total	<u>\$141,489</u>	<u>\$577,584</u>	<u>\$535,073</u>	<u>\$1,254,146</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

BALANCE SHEET - ALL FUNDS

June 30, 1989

	<u>Educational Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Protection, Health and Safety Fund</u>	<u>Building Bond Proceeds Fund</u>
<u>A S S E T S</u>				
Cash	\$ 15,792	\$ 7,050	\$ 76,945	\$ 2,260
Investments - at cost	382,769	306,117		795,345
Interfund receivables:				
Educational				
Protection, Health and Safety				
Student Activity	134,175			
Restricted Purposes	16,380	1,198		
Working Cash		167,000		
Financial Aids	6,117			
Bookstore				
Liability, Protection and Settlement				
Notes receivable				
Accounts receivable:				
Governmental claims				
Other		855		
Property taxes receivable	418,694	53,688	89,605	
Inventories				
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$973,927</u>	<u>\$535,908</u>	<u>\$166,550</u>	<u>\$797,605</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Cash overdraft				
Interfund payables:				
Educational				
Operations, Building and Maintenance				
Working Cash			\$170,000	
Student Loan				
Liability, Protection and Settlement				
Student Activities				
Bookstore	\$ 1,705			
Due to students				
Accounts payable	38,875	\$ 31,721		
Due to Illinois State Board of Education	13,423			
Deferred tuition and fees	130,597			
Deferred replacement taxes	<u>127,031</u>			
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities	311,631	31,721	170,000	\$ -0-
Fund balance	<u>662,296</u>	<u>504,187</u>	<u>(3,450)</u>	<u>797,605</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities and fund balance	<u>\$973,927</u>	<u>\$535,908</u>	<u>\$166,550</u>	<u>\$797,605</u>

<u>Working Cash Fund</u>	<u>Student Loan Fund</u>	<u>Financial Aids Fund</u>	<u>Bookstore Fund</u>	<u>Liability Protection and Settlement Fund</u>	<u>Audit Fund</u>	<u>Student Activity Fund</u>	<u>Restricted Purposes Fund</u>	<u>Agency Fund</u>
\$ 16,169	\$ 9,855	\$ 7,488	\$121,159	\$117,276	\$27,155	\$ 79,932		\$ 82,684
2,544,509			151,951					208,558
			1,705					
170,000	349		584	637				
				692		1,837		
	1,373							
		35,439				39,990	\$ 8,486	6,997
		6	13,066	59,269	5,961	1,484		
			<u>127,395</u>					
<u>\$2,730,678</u>	<u>\$11,577</u>	<u>\$42,933</u>	<u>\$415,860</u>	<u>\$177,874</u>	<u>\$33,116</u>	<u>\$123,243</u>	<u>\$ 8,486</u>	<u>\$298,239</u>
		\$25,235					\$ 33,771	
		6,117				\$134,175	16,380	
\$ 167,000							1,198	
						349		
			\$ 692				637	
			1,837					
						584		
		946		\$ 3,803			4,000	
			2,243			4,547		
167,000	\$ -0-	32,298	4,772	3,803	\$ -0-	139,655	55,986	\$ -0-
<u>2,563,678</u>	<u>11,577</u>	<u>10,635</u>	<u>411,088</u>	<u>174,071</u>	<u>33,116</u>	<u>(16,412)</u>	<u>(47,500)</u>	<u>298,239</u>
<u>\$2,730,678</u>	<u>\$11,577</u>	<u>\$42,933</u>	<u>\$415,860</u>	<u>\$177,874</u>	<u>\$33,116</u>	<u>\$123,243</u>	<u>\$ 8,486</u>	<u>\$298,239</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - ALL FUNDS
For the year ended June 30, 1989

	Educational Fund	Operations, Building and Maintenance Fund	Protection, Health and Safety Fund	Building Bond Proceeds Fund
Revenues:				
Local sources	\$1,629,000	\$ 197,215	\$ 321,005	
State sources	1,684,021			
Federal sources	186,028			
Student tuition and fees	1,270,265			
Other sources	<u>111,339</u>	<u>41,296</u>	<u>4,628</u>	<u>\$ 51,766</u>
Total revenues	<u>4,880,653</u>	<u>238,511</u>	<u>325,633</u>	<u>51,766</u>
Expenditures:				
Instruction	2,653,237			
Academic support	220,669			
Student services and aids	464,511			
Public service	18,282			
Operations and maintenance of plant	511,959	429,788		
General administration	338,200			
Institutional support	799,319		487,481	21,693
Restricted purposes	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total expenditures	<u>5,006,177</u>	<u>429,788</u>	<u>487,481</u>	<u>21,693</u>
Excess (deficiency) of revenues over expenditures	(125,524)	(191,277)	(161,848)	30,073
Other financing sources (uses):				
Permanent transfers in		167,000		
Permanent transfers (out)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	(125,524)	(24,277)	(161,848)	30,073
Fund balance, beginning of year	<u>787,820</u>	<u>528,464</u>	<u>158,398</u>	<u>767,532</u>
Fund balance, end of year	<u>\$ 662,296</u>	<u>\$ 504,187</u>	<u>\$ (3,450)</u>	<u>\$797,605</u>

<u>Working Cash Fund</u>	<u>Student Loan Fund</u>	<u>Financial Aids Fund</u>	<u>Bookstore Fund</u>	<u>Liability, Protection and Settlement Fund</u>	<u>Audit Fund</u>	<u>Student Activity Fund</u>	<u>Restricted Purposes Fund</u>	<u>Agency Fund</u>
				\$201,495	\$19,376		\$ 37,002 244,335 385,046	
		\$935,278						
\$ 167,979	\$ 532	37,746	\$524,112	5,323	1,494	\$ 71,269		\$855,965
167,979	532	973,024	524,112	206,818	20,870	71,269	666,383	855,965
		950,065						
		15,149						
	1,210		462,855	124,724	17,258	75,726	632,501	715,535
-0-	1,210	965,214	462,855	124,724	17,258	75,726	632,501	715,535
167,979	(678)	7,810	61,257	82,094	3,612	(4,457)	33,882	140,430
(167,000)								
979	(678)	7,810	61,257	82,094	3,612	(4,457)	33,882	140,430
2,562,699	12,255	2,825	349,831	91,977	29,504	(11,955)	(81,382)	157,809
\$2,563,678	\$11,577	\$ 10,635	\$411,088	\$174,071	\$33,116	\$(16,412)	\$(47,500)	\$298,239

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
Reconciliation of Unit Cost Data
Submitted for Year Ended June 30, 1989

Total expenditures per external audit (all funds)	\$8,940,480
Less expenditures excluded for computation of net instructional unit cost:	
Capital expenditures for new facilities construction	-0-
Capital expenditures for site purchase	-0-
Capital expenditures for site improvement	505,516
Interest on any bonded indebtedness	-0-
Student aid disbursed directly to students	965,214
Expenditures for student organizations or clubs	75,726
Auxiliary Enterprise Fund expenditures	<u>462,855</u>
Total deductions	<u>2,009,311</u>
Details of reconciling items:	
Less:	
Student Loan Fund expenditures	1,210
Miscellaneous Restricted Fund adjustments, 1988 closing entries, etc.	25,761
Agency Fund expenditures	715,535
Miscellaneous Agency Fund adjustment	319
Add:	
Adult Basic Grant salaries	(8,328)
Dixon Correctional Center expenditures	(390,496)
Depreciation	(94,452)
Rounding difference	<u>(6)</u>
Net reconciling items	<u>249,543</u>
Total deductions and reconciling items	<u>2,258,854</u>
Reconciled total unit cost expenditures	<u>\$6,681,626</u>

UNIFORM FINANCIAL STATEMENT

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
For the year ended June 30, 1989

	<u>Educational Fund</u>	<u>Operations, Building and Maintenance Fund</u>
Fund balance, July 1, 1988	\$ 787,820	\$528,464
Total revenues	4,880,653	238,511
Total expenditures	5,006,177	429,788
Transfers in	<u>-0-</u>	<u>167,000</u>
Fund balance, June 30, 1989	<u>\$ 662,296</u>	<u>\$504,187</u>

	<u>Building Bond Proceeds Fund</u>	<u>Protection, Health and Safety Fund</u>	<u>Restricted Purposes Fund</u>	<u>Auxiliary Enterprises Fund</u>
Fund balance (deficit), July 1, 1988	\$767,532	\$158,398	\$(81,382)	\$349,831
Total revenues	51,766	325,633	666,383	524,112
Total expenditures	<u>21,693</u>	<u>487,481</u>	<u>632,501</u>	<u>462,855</u>
Fund balance (deficit), June 30, 1989	<u>\$797,605</u>	<u>\$ (3,450)</u>	<u>\$(47,500)</u>	<u>\$411,088</u>

	<u>Audit Fund</u>	<u>Liability, Protection, and Settlement Fund</u>
Fund balance, July 1, 1988	\$29,504	\$ 91,977
Total revenues	20,870	206,818
Total expenditures	<u>17,258</u>	<u>124,724</u>
Fund balance, June 30, 1989	<u>\$33,116</u>	<u>\$174,071</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
(CONTINUED)

For the year ended June 30, 1989

	<u>Educational Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Total Operating Funds</u>
Operating Revenues by Source:			
Local Government:			
Current taxes	\$1,610,061	\$197,150	\$1,807,211
Back taxes	536	65	601
Chargeback revenue - Non-college territory	<u>18,403</u>		<u>18,403</u>
Total local government	<u>1,629,000</u>	<u>197,215</u>	<u>1,826,215</u>
State Government:			
ICCB credit hour grants	1,322,649		1,322,649
ICCB equalization grants	54,720		54,720
Corporate personal property replacement tax	223,495		223,495
DAVTE - regular reimbursement	<u>83,157</u>		<u>83,157</u>
Total state government	<u>1,684,021</u>	<u>-0-</u>	<u>1,684,021</u>
Federal Government:			
DAVTE - equipment reimbursement	19,388		19,388
Work study	160,421		160,421
Other - miscellaneous	<u>6,219</u>		<u>6,219</u>
Total federal government	<u>186,028</u>	<u>-0-</u>	<u>186,028</u>
Student Tuition and Fees:			
Tuition	1,210,436		1,210,436
Fees	41,547		41,547
Other - public service	<u>18,282</u>		<u>18,282</u>
Total tuition and fees	<u>1,270,265</u>	<u>-0-</u>	<u>1,270,265</u>
Other Sources:			
Interest on investments	34,861	27,157	62,018
Other - miscellaneous	76,478	14,139	90,617
Transfer from other funds	<u> </u>	<u>167,000</u>	<u>167,000</u>
Total other sources	<u>111,339</u>	<u>208,296</u>	<u>319,635</u>
Total fiscal year 1989 revenue	4,880,653	405,511	5,286,164
Less non-operating items* - Tuition chargeback revenue	<u>18,403</u>	<u>-0-</u>	<u>18,403</u>
Adjusted revenue	<u>\$4,862,250</u>	<u>\$405,511</u>	<u>\$5,267,761</u>

* Inter-college revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
(CONTINUED)

For the year ended June 30, 1989

	<u>Educational Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Total Operating Funds</u>
Operating Expenditures (modified accrual basis):			
By Program:			
Instruction	\$2,653,237		\$2,653,237
Academic Support	220,669		220,669
Student Services	464,511		464,511
Public Service	18,282		18,282
Operation and Maintenance of Plant	511,959	429,788	941,747
General Administration	338,200		338,200
Institutional Support	<u>799,319</u>		<u>799,319</u>
Total expenditures by program (modified accrual basis)	5,006,177	429,788	5,435,965
Less non-operating items* -			
Tuition chargeback	<u>22,892</u>	<u>-0-</u>	<u>22,892</u>
Adjusted expenditures	<u>\$4,983,285</u>	<u>\$429,788</u>	<u>\$5,413,073</u>
By Object:			
Salaries	\$3,813,558		\$3,813,558
Employee benefits	350,569		350,569
Contractual services	209,101	\$ 51,015	260,116
General materials and supplies	253,322	54,422	307,744
Conference and meeting expenses	54,561	982	55,543
Utilities	61,813	306,538	368,351
Capital outlay	102,821	14,373	117,194
Other	<u>160,432</u>	<u>2,458</u>	<u>162,890</u>
Total expenditures by object (modified accrual basis)	5,006,177	429,788	5,435,965
Less non-operating items* -			
Tuition chargeback	<u>22,892</u>	<u>-0-</u>	<u>22,892</u>
Adjusted expenditures	<u>\$4,983,285</u>	<u>\$429,788</u>	<u>\$5,413,073</u>

* Inter-college revenues that do not generate related local college credit hours are subtracted to allow for statewide comparison

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
(CONTINUED)

For the year ended June 30, 1989

Restricted Purposes Fund Revenues by Source:

Local Government:

Economic Development grant	\$ 35,245
Small Business Development grant	1,485
V.I.T.A.L. Literacy grant	<u>272</u>
	<u>37,002</u>

State Government:

Disadvantaged grant	44,674
Economic Development grant	53,932
Advanced High Technology Equipment grant	17,903
HITS grant	126,853
Career Guidance and Counseling	<u>973</u>

Total state government	<u>244,335</u>
------------------------	----------------

Federal Government:

JTPA - CAED grant	17,075
JTPA - Procurement Assistance	1,306
JTPA - Pre-Employment Skills Training	1,901
Title III	145,553
Special service for disadvantaged students	76,522
Small Business Development grant	22,139
V.I.T.A.L. Literacy grant	44,976
DAVTE Vocational Education Adult Training	36,824
DAVTE Building Fairness grant	1,875
DAVTE Disadvantaged and Handicapped grant	26,400
DAVTE Quality and Assistance grant	<u>10,475</u>

Total federal government	<u>385,046</u>
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Total Restricted Purposes Fund revenue
by source

\$666,383

Restricted Purpose Fund Expenditures -

By Program:

Instruction	\$153,794
Student services	107,791
Public service	221,607
Institutional support	<u>149,309</u>

Total Restricted Purposes Fund
expenditures by program

\$632,501

CERTIFICATE OF CHARGEBACK REIMBURSEMENT
FOR FISCAL YEAR 1989

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
CERTIFICATE OF CHARGEBACK REIMBURSEMENT
For the year ended June 30, 1989

All non-capital audited expenditures for the
past fiscal year from all revenue sources:

Educational Fund	\$4,880,464
Operations, Building and Maintenance Fund	415,415
Restricted Purposes Fund	517,088
Audit Fund	17,258
Liability, Protection, and Settlement Fund	<u>124,724</u>

5,954,949

Plus:

Depreciation for equipment paid from non-state and non-federal monies	99,207
--	--------

Plus:

Depreciation on buildings and fixed equipment paid from non-state and non-federal monies	<u>94,452</u>
---	---------------

Total qualified expenditures	6,148,608
------------------------------	-----------

Less:

All fiscal year 1989 state and federal operating grants for non-capital expenditures, except ICCB grants	<u>987,921</u>
--	----------------

Adjusted qualified expenditures	<u>\$5,160,687</u>
---------------------------------	--------------------

Total semester credit hours	<u>\$ 49,601</u>
-----------------------------	------------------

Adjusted qualified expenditures for fiscal year 1989	\$5,160,687
---	-------------

Divided by total credit hours for fiscal year 1989	<u>49,601</u>
---	---------------

Equals cost per semester credit hour	<u>\$ 104.04</u>
--------------------------------------	------------------

Cost per semester credit hour	\$ 104.04
-------------------------------	-----------

Less each district's average grant rate for fiscal year 1990	45.13
---	-------

Less each district's student tuition per semester credit hour for fiscal year 1990	<u>29.00</u>
---	--------------

Chargeback reimbursement per semester credit hour	<u>\$ 29.91</u>
--	-----------------

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
CERTIFICATE OF CHARGEBACK REIMBURSEMENT
(CONTINUED)
For the year ended June 30, 1989

Per-capita cost per semester credit hour is calculated
as follows:

Total expenditures	\$6,148,608
Divided by total semester apportionment credit hours	<u>49,601</u>
Per capita cost per semester credit hour	\$ <u><u>123.96</u></u>

Summary:

Amount to be charged back per semester credit hour	\$ <u><u>29.91</u></u>
Per capita cost per semester credit hour	\$ <u><u>123.96</u></u>

Approved: _____
Chief Fiscal Officer

Date

Approved: _____
President

Date

ILLINOIS COMMUNITY COLLEGE BOARD
STATE GRANTS FINANCIAL - COMPLIANCE SECTION



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS
3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH STATE
REQUIREMENTS FOR ADVANCED TECHNOLOGY EQUIPMENT GRANT,
DISADVANTAGED STUDENT GRANT AND ECONOMIC DEVELOPMENT GRANT

Board of Trustees
Sauk Valley Community
College District 506
Dixon, Illinois

We have audited the accompanying financial statements of Sauk Valley Community College District 506's Advanced Technology Equipment Grant, Disadvantaged Student Grant and Economic Development Grant Programs as of June 30, 1989, and for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the guidelines of the Illinois Community College Board Fiscal Management Manual. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described more fully in Note A, the financial statements present only the Sauk Valley Community College District 506's Advanced Technology Equipment Grant, Disadvantaged Student Grant and Economic Development Grant Programs and are not intended to present fairly the financial position and results of operations of Sauk Valley Community College District 506 in conformity with generally accepted accounting principles.

In our opinion, the statements referred to in the first paragraph present fairly, in all material respects, the financial position of Sauk Valley Community College District 506's Advanced Technology Equipment Grant, Disadvantaged Student Grant and Economic Development Grant Programs as of June 30, 1989, and the results of various grant operations for the year then ended in conformity with generally accepted accounting principles.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 1, 1989

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ADVANCED TECHNOLOGY EQUIPMENT GRANT PROGRAM
BALANCE SHEET
June 30, 1989

A S S E T S

Cash	\$ <u>-0-</u>
------	---------------

FUND BALANCE

Fund balance	\$ <u>-0-</u>
--------------	---------------

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 ADVANCED TECHNOLOGY EQUIPMENT GRANT PROGRAM
 STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
 AND CHANGES IN FUND BALANCE
 For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
*Revenues -			
State sources	\$17,903	\$17,903	\$ -0-
 Expenditures -			
Capital outlay	<u>17,903</u>	<u>17,903</u>	<u>-0-</u>
 Excess of revenues over expenditures	-0-	\$ <u>-0-</u>	\$ <u>-0-</u>
 Fund balance, July 1, 1988	<u>-0-</u>		
 Fund balance, June 30, 1989	\$ <u>-0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DISADVANTAGED STUDENT GRANT PROGRAM
BALANCE SHEET
June 30, 1989

A S S E T S

Cash	\$ <u>496</u>
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LIABILITIES AND FUND BALANCE

Liabilities -	
Due to ICCB	\$ 496
Fund balance	<u>-0-</u>
Total liabilities and fund balance	\$ <u>496</u>

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DISADVANTAGED STUDENT GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET AND CHANGES IN FUND BALANCE
For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
*Revenues -			
State sources	\$44,672	\$44,672	\$ -0-
Expenditures:			
Salaries and employee benefits	43,199	43,199	-0-
Materials and supplies	794	794	-0-
Other expenditures	<u>183</u>	<u>183</u>	<u>-0-</u>
Total expenditures	<u>44,176</u>	<u>44,176</u>	<u>-0-</u>
Excess of revenues over expenditures	496	\$ <u>-0-</u>	\$ <u>-0-</u>
Fund balance, July 1, 1988	-0-		
Funds to be returned to Illinois Community College Board	<u>496</u>		
Fund balance, June 30, 1989	\$ <u>-0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ECONOMIC DEVELOPMENT GRANT PROGRAM
BALANCE SHEET
June 30, 1989

A S S E T S

Cash	\$ <u>-0-</u>
------	---------------

FUND BALANCE

Fund balance	\$ <u>-0-</u>
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See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ECONOMIC DEVELOPMENT GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET AND CHANGES IN FUND BALANCE
For the year ended June 30, 1989

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
*Revenues -			
State sources	\$53,856	\$53,856	\$ -0-
 Expenditures:			
Salaries and employee benefits	40,435	41,075	640
Travel and conference	1,927	4,045	2,118
Materials and supplies	8,594	7,015	(1,579)
Contractual services	-0-	721	721
Utilities	371	500	129
Capital outlay	<u>2,859</u>	<u>500</u>	<u>(2,359)</u>
Total expenditures	<u>54,186</u>	<u>53,856</u>	<u>(330)</u>
Excess of revenues over expenditures	(330)	\$ <u>-0-</u>	\$ <u>(330)</u>
 Fund balance, July 1, 1988	-0-		
 Funds to be provided by Sauk Valley Community College	<u>330</u>		
 Fund balance, June 30, 1989	\$ <u>-0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ICCB STATE GRANT FINANCIAL - COMPLIANCE SECTION
NOTES TO FINANCIAL STATEMENTS
June 30, 1989

(A) Summary of Significant Accounting Policies:

General - The accompanying statements include only those transactions resulting from the Illinois Community College Board (ICCB) Advanced Technology Equipment Grant, Disadvantaged Student Grant, and Economic Development Grant programs. These transactions have been accounted for in the Restricted Purposes Fund.

Basis of Accounting - The statements have been prepared on the modified accrual basis. Expenditures include all accounts payable representing liabilities for goods and services actually received as of June 30, 1989. Funds obligated for goods prior to June 30 for which the goods are received prior to September 30 are recorded as encumbrances. Unexpended funds are reflected as a reduction to fund balance and a liability due to the ICCB by October 15.

Fixed Assets - Fixed asset purchases are recorded as capital outlay and not capitalized.

(B) Payments of Prior Year's Encumbrances:

Payments of prior year's encumbrances for goods received prior to September 30 are reflected as expenditures during the current fiscal year.



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT ON ENROLLMENT DATA AND OTHER BASES UPON WHICH CLAIMS ARE FILED

Board of Trustees
Sauk Valley Community
College District 506
Dixon, Illinois

We have audited Sauk Valley Community College District 506's compliance with the requirements governing the schedule of enrollment data and other bases upon which claims are filed with the Illinois Community College Board for the year ended June 30, 1989. The management of Sauk Valley Community College District 506 is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the guidelines of the Illinois Community College Board Fiscal Management Manual. Those standards and the guidelines require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirement referred to above occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures disclosed no instances of noncompliance with the requirements referred to above.

In our opinion, Sauk Valley Community College District 506 complied, in all material respects, with the requirements governing the schedule of enrollment data and other bases upon which claims are filed with the Illinois Community College Board for the year ended June 30, 1989.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 1, 1989

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF ENROLLMENT DATA AND OTHER BASES UPON
WHICH CLAIMS ARE FILED
For the year ended June 30, 1989

<u>Categories</u>	Apportionment Semester Credit Hours by Term			
	<u>Summer 1988</u>	<u>Fall 1988</u>	<u>Spring 1989</u>	<u>Total Hours</u>
Baccalaureate	3,463	12,096	11,562	27,121
Business Occupational	667	2,726	2,354	5,747
Technical Occupational	707	3,995	3,621	8,323
Health Occupational	570	1,382	1,420	3,372
Remedial Development	539	2,001	1,254	3,794
Adult Basis Education/ Adult Secondary Education	147	360	585	1,092
General Studies		89	63	152
Total credit hours verified	<u>6,093</u>	<u>22,649</u>	<u>20,859</u>	<u>49,601</u>

Recap of Apportionment Semester Hours
by Terms:

Sauk Valley Community College	5,305	20,742	19,396	45,443
Dixon Correctional Center	<u>788</u>	<u>1,907</u>	<u>1,463</u>	<u>4,158</u>
	<u>6,093</u>	<u>22,649</u>	<u>20,859</u>	<u>49,601</u>

	<u>Attending In-District</u>	<u>Attending Out-of-District on Chargeback or Contractual Agreement</u>	<u>Total</u>
Semester credit hours	<u>44,105</u>	<u>319</u>	<u>44,424</u>
District 1988 equalized assessed valuation			<u>\$645,197,290</u>
Mandatory calendar year 1989 allocation of corporate personal property replacement taxes for debt retirement			\$ <u>-0-</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF CREDIT HOUR GRANTS USED
FOR FY 89 STATE REIMBURSEMENT
June 30, 1989

	<u>Summer 1986</u>	<u>Fall 1986</u>	<u>Spring 1987</u>	<u>Total</u>	<u>Rates</u>	<u>Total</u>
Baccalaureate	3,085	11,132	10,642	24,859	29.26	\$ 727,374
Business Occupational	890	3,062	3,491	7,443	17.49	130,178
Technical Occupational	721	3,884	3,627	8,232	35.09	288,861
Health Occupational	518	1,219	1,170	2,907	67.73	196,891
Remedial Development	517	1,794	1,213	3,524	32.28	113,755
Adult Basic Education/Adult Secondary Education	228	521	586	1,335	15.67	20,919
General Studies	<u>47</u>	<u>203</u>	<u>297</u>	<u>547</u>	<u>.93</u>	<u>509</u>
Total	6,006	21,815	21,026	48,847	<u>30.27</u>	1,478,487
Less: Amount to Dixon Correctional Center	(859)	(2,567)	(1,708)	(5,134)		(155,628)
Rounding difference						(210)
	<u>5,147</u>	<u>19,248</u>	<u>19,318</u>	<u>43,713</u>		<u>\$1,322,649</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
BACKGROUND INFORMATION ON STATE GRANT ACTIVITY

June 30, 1989

Advanced Technology Equipment Grant - Provides funding to assist in updating curricula that have been significantly impacted by advanced technology.

Credit Hour Grant - Credit hour grants were received for courses for each semester credit hour or equivalent for students who were certified as being in attendance at midterm during fiscal year 1987. There are no special restrictions on the use of these funds.

Disadvantaged Student Grant - Provides funding for special or extra services to assist disadvantaged students to initiate, continue, or resume their education, including tutoring, educational and career counseling, referrals to external agencies, and testing/evaluation to determine courses or services needed by a disadvantaged student. Courses funded by this grant provide the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of educational goals, including remedial, adult basic education, adult secondary education, and English as a second language course.

Economic Development Grant - Provides funding to be used to operate a Business Assistance Center or economic development office. Activities include assistance in commercial and industrial expansion and/or retention and employment training services for unemployed or underemployed adults to improve their job skills and assist them in seeking employment.

Equalization Grant - Equalization grants attempt to reduce the disparity in local funds available per student among districts. Equalized assessed valuations, full-time equivalent students, corporate personal property replacement tax revenue, fixed costs, and the district's program mix are considered in the equalization calculations.

ANNUAL FEDERAL FINANCIAL - COMPLIANCE SECTION



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT ON SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

To the Board of Trustees
Sauk Valley Community College
District 506
Dixon, Illinois

We have audited the general purpose financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1989, and have issued our report thereon dated September 1, 1989. These general purpose financial statements are the responsibility of Sauk Valley Community College District 506's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit in accordance with these standards includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of Sauk Valley Community College District 506 taken as a whole. The accompanying schedule of federal financial assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 1, 1989

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF FEDERAL GRANT ACTIVITY
For the year ended June 30, 1989

	<u>Grant Number</u>	<u>Program or Award Amount</u>	<u>Beginning Fund Balance (Deficit) July 1, 1988</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance (Deficit) June 30, 1989</u>
<u>Federal Grantor/Pass-Through</u>						
<u>Grantor/Program Title:</u>						
U.S. Department of Labor - passed through Illinois Community College Board Job Training Partnership Act:						
Comprehensive Adult Employment Development - FY 88	88-0641	\$14,537	\$(4,893)	\$ 4,893	\$ -0-	\$ -0-
Comprehensive Adult Employment Development - FY 89	89-0641	13,446	-0-	12,182	13,446	(1,264)
U.S. Department of Labor - Passed Through Regional Agencies:						
Procurement Assistance			-0-	1,306	4,401	(3,095)
Pre-employment Skills Training FY 88			(1,901)	1,901	-0-	-0-
Department of Commerce and Community Affairs:						
Small Business Development Grant - FY 88	88-20120	18,500	(3,639)	3,639	-0-	-0-
Small Business Development Grant - FY 89	89-20120	18,500	-0-	18,500	18,593	(93)
Secretary of State of Illinois -						
V.I.T.A.L. Literacy Grant FY 89	LIT 89- 031	44,976	-0-	44,976	44,976	-0-
Illinois Department of Public Aid -						
Indochinese Refugee Grant FY 88	RSS0-000- 003	65,000	1,186		1,186	-0-

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

SCHEDULE OF FEDERAL GRANT ACTIVITY

(CONTINUED)

For the year ended June 30, 1989

	Grant Number	Program or Award Amount	Beginning Fund Balance (Deficit) July 1, 1988	Revenues	Expenditures	Ending Fund Balance (Deficit) June 30, 1989
U.S. Department of Education:						
Supplemental Educational Opportunity Grant FY 88	7E002875	63,166	2,825		2,825	-0-
College Work Study Program FY 89	8E002855	171,056	-0-	171,056	160,421	10,635
Pell Grant Program FY 89		701,041	-0-	701,041	701,041	-0-
Pell Grant Program Administrative Allowance FY 89	9E002851	2,840	-0-	2,840	2,840	-0-
Supplemental Education Opportunity Grant FY 89	8E002854	60,341	-0-	60,341	60,341	-0-
Title III Grant			(22,647)	145,553	131,406	(8,500)
Special Service for						
Disadvantaged Students FY 88	G008740449 -87	78,477	(6,161)	13,124	6,963	-0-
Special Service for						
Disadvantaged Students FY 89	G008740449 -88	89,993	-0-	63,398	71,279	(7,881)
Illinois State Board of Education:						
DAVTE Equipment Grant		19,388	-0-	19,388	19,388	-0-
DAVTE - Disadvantaged, Handicapped, and L.E.P. Grants FY 88	ISPA-512/ JSPB-512/ KSPC512	26,497	(26,400)	26,400	-0-	-0-
DAVTE - Disadvantaged, Handicapped, and L.E.P. Grants FY 89		30,381	-0-	-0-	28,080	(28,080)
DAVTE - Quality and Assistance Grant FY 88	OSI 1072	10,400	3,267	2,600	5,867	-0-
DAVTE - Quality and Assistance Grant FY 89	7TI 1072	10,500	-0-	7,875	8,383	(508)
DAVTE - Building Fairness (Sex Equity) Grant FY 88	NSI 1278	2,900	1,403	725	2,128	-0-
DAVTE - Building Fairness (Sex Equity) Grant FY 89	8TI 1072	2,300	-0-	1,150	382	768
DAVTE - Adult Training and Retraining FY 88	USO 7280	37,087	(18,544)	18,544	-0-	-0-
DAVTE - Adult Training and Retraining FY 89	UTO 7280	36,560	-0-	18,280		18,280
DAVTE - Program Improvement	OTSH813		-0-	19,388	19,388	-0-
Federal Adult Education FY 88	E80063A		-0-	1,930	1,930	-0-
Federal Adult Education FY 87			-0-	5,509	5,509	-0-
Total Federal Grant Activity			\$(75,504)	\$1,366,539	\$1,310,773	\$(19,738)



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
LAWS AND REGULATIONS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS ISSUED BY THE GAO

To the Board of Trustees
Sauk Valley Community College
District 506
Dixon, IL 61021

We have audited the financial statements of Sauk Valley Community College District 506 as of and for the year ended June 30, 1989, and have issued our report thereon dated September 1, 1989.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Sauk Valley Community College District 506 is the responsibility of the College's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of Sauk Valley Community College District 506's compliance with certain provisions of laws, regulations, contracts, and grants. However, it should be noted that our objective was not to provide an opinion on overall compliance with such provisions.

The results of our tests indicate that, with respect to the items tested, Sauk Valley Community College District 506 complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that Sauk Valley Community College District 506 had not complied, in all material respects, with those provisions.

This report is intended for the information of the audit committee, management, and the Illinois Community College Board. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 1, 1989



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR AND NON-MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

To the Board of Trustees
Sauk Valley Community College
District 506
Dixon, Illinois

We have audited Sauk Valley Community College District 506's compliance with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance, for the year ended June 30, 1989. The management of the Sauk Valley Community College District 506 is responsible for the College's compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures disclosed no material instances of noncompliance with the requirements referred to above.

In our opinion, Sauk Valley Community College District 506 complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs for the year ended June 30, 1989.

The results of our testing of transactions and records selected from non-major federal financial assistance programs indicate that the transactions and records tested of Sauk Valley Community College District 506 complied with the laws and regulations referred to in the second paragraph of our report. Our testing was more limited than would be necessary to express an opinion on whether Sauk Valley Community College District 506 administered those programs in compliance in all material respects with those laws and regulations non-compliance with which we believe could have a material effect on the allowability of program expenditures; however, with respect to the transactions and records that were not tested by us, nothing came to our attention to indicate that Sauk Valley Community College District 506 had not complied with laws and regulations.

Lindgren, Calhoun, Van Osdel & Co., Ltd.

September 1, 1989



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS
3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL STRUCTURE RELATED MATTERS NOTED IN A
FINANCIAL STATEMENT AUDIT CONDUCTED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

To the Board of Trustees
Sauk Valley Community College
District 506
Dixon, Illinois

We have audited the financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1989, and have issued our report thereon dated September 1, 1989.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the financial statements of Sauk Valley College District No. 506 for the year ended June 30, 1989, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

The management of Sauk Valley Community College District No. 506 is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories:

- General
- Bank Accounts
- Cash Receipts
- Cash Disbursements
- Property and Equipment
- Revenue and Receivables
- Expenditures and Payables
- Payrolls

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the management of Sauk Valley Community College District 506 in a separate letter dated September 1, 1989.

This report is intended for the information of the audit committee, management and the Illinois Community College Board. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 1, 1989



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROLS
(ACCOUNTING AND ADMINISTRATIVE)-BASED ON A STUDY
AND EVALUATION MADE AS A PART OF AN AUDIT OF THE
GENERAL PURPOSE FINANCIAL STATEMENTS AND THE ADDITIONAL
TESTS REQUIRED BY THE SINGLE AUDIT ACT

To the Board of Trustees
Sauk Valley Community College
District 506
Dixon, Illinois

We have audited the general purpose financial statements of Sauk Valley Community College District 506, for the year ended June 30, 1989, and have issued our report thereon dated September 1, 1989. As part of our audit, we made a study and evaluation of the internal control systems, including applicable internal administrative controls, used in administering federal financial assistance programs to the extent we considered necessary to evaluate the systems as required by generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, the Single Audit Act of 1984, and the provisions of OMB Circular A-128, Audits of State and Local Governments. For the purpose of this report, we have classified the significant internal accounting and administrative controls used in administering federal financial assistance programs in the following categories:

- General
- Bank Accounts
- Cash Receipts
- Cash Disbursements
- Property and Equipment
- Revenue and Receivables
- Expenditures and Payables
- Payrolls

The management of Sauk Valley Community College District 506 is responsible for establishing and maintaining internal control systems used in administering federal financial assistance programs. In fulfilling that responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of internal control systems used in administering federal financial assistance programs are to provide management with reasonable, but not absolute, assurance that, with respect to federal financial assistance programs, resource use is consistent with laws, regulations, and policies; resources are safeguarded against waste, loss, and misuse; and reliable data are obtained, maintained, and fairly disclosed in reports.

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study included all of the applicable control categories listed in the first paragraph. During the year ended June 30, 1989, Sauk Valley Community College District 506 expended 53% of its total federal financial assistance under major federal financial assistance programs. With respect to internal control systems used in administering major federal financial assistance programs, our study and evaluation included considering the types of errors and irregularities that could occur, determining the internal control procedures that should prevent or detect such errors and irregularities, determining whether the necessary procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses.

With respect to the internal control systems used solely in administering the nonmajor federal financial assistance programs of Sauk Valley Community College District No. 506, our study and evaluation was limited to a preliminary review of the systems to obtain an understanding of the control environment and the flow of transactions through the accounting system. Our study and evaluation of the internal control systems used solely in administering the nonmajor federal financial assistance programs of Sauk Valley Community College District No. 506 did not extend beyond this preliminary review phase.

Our study and evaluation was more limited than would be necessary to express an opinion on the internal control systems used in administering the federal financial assistance programs of Sauk Valley Community College District No. 506. Accordingly, we do not express an opinion on the internal control systems used in administering the federal financial assistance programs of Sauk Valley Community College District 506. Further, we do not express an opinion on the internal control systems used in administering the major financial assistance programs of Sauk Valley Community College District 506.

Also, our audit, made in accordance with the standards mentioned in the first paragraph, would not necessarily disclose material weaknesses in the internal control systems used solely in administering nonmajor federal financial assistance programs.

However, our study and evaluation and our audit disclosed no condition that we believe result in more than a relatively low risk that errors or irregularities in amounts that would be material to a federal financial assistance program may occur and not be detected within a timely period.

This report is intended solely for the use of management and the Illinois Community College Board and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which, upon acceptance by Sauk Valley Community College District 506, is a matter of public record.

Hindgen, Callihan, VanDadot & Co., Ltd.

September 1, 1989

For Board Meeting of
October 23, 1989

Agenda Item I-5

STUDENT SUPPORT SERVICES PROPOSAL

We would like to submit a renewal of our current Student Support Services Grant to the U.S. Department of Education. In order to do so, the Board of Trustees must approve such a renewal as the underlined section of assurance #1 (page 44) indicates.

RECOMMENDATION: Board authorization for the administration to file an application and assurances for a renewal of our Student Support Services Grant.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
BACKGROUND INFORMATION ON ICCB/JTPA GRANT ACTIVITY
June 30, 1989

JTPA State Education Coordination and Grants:

Grants are awarded through several programs with funding from the JTPA eight percent set-aside. The following provides a brief description of the program.

Comprehensive Adult Employment Development Projects: Designed to provide funds for projects developed by community college districts for training and employment assistance to economically disadvantaged persons in their district. Community colleges are free to design a program to meet particular needs of their district; consequently, projects vary from district to district.



**Sauk Valley
Community
College**

15 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

MEMORANDUM

TO: Dr. Behrendt DATE: October 17, 1989
FROM: Karen Kylen SUBJECT: Federal Grant Proposal
 Student Support Services

We are in the process of preparing a proposal for the Student Support Services program. This will be submitted to the U. S. Department of Education on November 17. It is a three year project with a budget of approximately \$100,000 per year. We are now in the third year of the current Student Support Services grant which was funded in 1987.

This project is designed to provide extra counseling, tutoring, and other support services to 150 high risk, eligible students. Eligible students are low income, first generation college, or handicapped. The project has been very successful in helping these students to succeed in their classes.

The Federal Government requires that certain assurances be made as part of the application including an assurance that the governing board has approved the submission. The required assurances are attached.

SW
attachment
Copy to: Jane Dorman

ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.*, which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 *et seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the U.S. Department of Education, Grants and Contracts Service, 400 Maryland Avenue, S.W. (Room 3633 GSA Regional Office Building No. 3), Washington, D.C. 20202-4725, telephone (202) 732-2505.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

BILLS PAYABLE

OCTOBER 23, 1989

EDUCATION FUND

96-000-550	SUNNY TRAVEL	Aifare-Kylen	13959	\$ 358.00
31-000-550	RICHARD L. BEHRENDT	Travel	13960	107.80
10-712-550	TRITON COLLEGE	Seminar-Nursing	13961	420.00
81-000-556	STERLING ROCK FALLS YWCA	Leadership Luncheon	13962	100.00
81-000-541.01	TREIN'S JEWELRY STORE	Pres. medallion	13963	100.00
91-000-550	RICHARD GROHARING	Travel	13964	89.80
92-000-544.02	POSTMASTER	Bulk permit	13965	300.00
	SVCC PAYROLL FUND	9/30/89 Payroll	13966	156,667.86
92-000-544.02	POSTMASTER	Bulk permit	13967	201.60
38-000-550	UNIV. OF WISCONSIN/STOUT	Conference reg.	13968	175.00
10-810-550	CASE DIST. 5	Conference reg.	13969	100.00
10-810-550	KRISTIN L. OLSEN	Airfare-Conference	13970	265.00
76-000-575	CENTEL	Service	13971	2,829.86
76-000-575	CENTEL	Service	13972	2,752.34
	SVCC PAYROLL FUND	10/15/89 Payroll	13973	156,372.20
0-100-541.02	VOID CK. #13861	(277.00)		
10-810-547	x x	(49.00)		
92-000-585	x x	(438.00)		
95-000-534.01	x x	(2369.00)		
95-000-541.01	x x	(57.00)		(3,190.00)
10-100-541.02	IBM CORPORATION	Replace #13861	277.00	
10-810-547	x x	49.00		
92-000-585	x x	298.00		
95-000-534.01	x x	2369.00		
95-000-541.01	x x	57.00	13974	3,050.00
91-000-535	ROCK FALLS TOWNSHIP HIGH SCHOOL	Legal fees	13975	21.18
95-000-541.01	VOID CK. #13817 - duplicate payment			(101.98)
10-300-550	I.A.E.E. CONVENTION	Conf. reg.	13976	125.00
81-000-550	AMERICAN EXPRESS	Pres. travel	13977	543.71
				<u>\$321,287.37</u>
000,539.00	AACJC NATL VIDEO TELECONFERENCE	REG FEE	13,978	395.00
010,547.00	AAA PHOTOGRAPHIC	PUB RELA	13,979	76.34
300-541.02	A & B AUTO BODY SUPPLY	SUPPLIES	13,980	30.41
000,541.01	AMERICAN COLLEGE TESTING	SUPPLIES	13,981	77.50
300,541.02	ARATEX SERVICES	SUPPLIES 35.83		
715,534.00	x x	848.30		
000,541.01	ACCESS MEDIA SUPPLY	SUPPLIES	13,983	894.13
300,541.02	ACE HARDWARE	SUPPLIES	13,984	3.60
000,544.01	ACTIVISION ELECTRIC INC	SUPPLIES	13,985	330.19
318,541.02	ADDISON WESLEY LONGMAN	SUPPLIES	13,986	126.26
000,541.01	ADMISSION MARKETING REPORT	SUPPLIES	13,987	165.00
300,541.02	ALENCO TOOL SUPPLY	SUPPLIES	13,988	95.48

4,810,547.00	AMERICAN BUSINESS WOMENS ASSN	ADS	13,989	25.00
4,000,541.01	AMERICAN DATA PRODUCTS	SUPPLIES	13,990	228.81
4,000,545.00	AMERICAN SOC OF CLINICAL PATHOL	SUPPLIES	13,991	15.00
4,812,541.01	ARCH ASSOCIATES	SUPPLIES 85.00		
4,000,585.00	X X	EQUIP 1588.15	13,992	1,673.15
4,000,545.00	BAKER & TAYLOR	BOOKS	13,993	1,315.64
4,000,545.00	BAKER & TAYLOR	BOOKS	13,994	892.78
4,800,541.02	SCIENTIFIC PRODUCTS DIV	SUPPLIES	13,995	116.14
4,310,538.00	THE BEAUTY ACADEMY	COSMETOLOGY	13,996	444.00
4,000,559.00	RICHARD BEHRENDT	EXPENSES	13,997	400.00
4,300,541.02	BENNETT COMPANIES	SUPPLIES 2.50		
4,711,541.02	X X	4.00	13,998	6.50
4,000,593.00	BLACK HAWK COLLEGE	CHARGE BACK	13,999	1,080.00
4,000,545.00	R R BOWKER	BOOKS	14,000	624.39
4,000,545.00	BRUDART CO	BOOKS	14,001	15.98
4,000,550.00	BRANDYWINE RESTAURANT	LUNCHES	14,002	10.69
4,300,541.02	C & N SUPPLY	SUPPLIES	14,003	93.30
4,712,541.02	CTB MCGRAW HILL	SUPPLIES	14,004	200.00
4,600,541.02	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES	14,005	506.38
4,000,554.00	THE CARROLL COUNTY REVIEW	ADS	14,006	173.42
4,000,541.03	THE CHICAGO TRIBUNE	SUBSCR	14,007	99.00
4,300,541.02	CLARITY SOFTWARE	SUPPLIES	14,008	34.50
4,000,556.00	CLAYTONS FLORAL SHOP	FLOWERS	14,009	26.50
4,810,550.00	CONSOLIDATED MANAGEMENT CO	LUNCHES 138.00		
4,812,550.00	X X	27.00		
4,000,556.00	X X	47.50		
4,000,550.00	X X	35.00	14,010	247.50
4,811,550.00	DORIS COX	TRAVEL	14,011	62.84
4,810,547.00	RICHARD CULLUM	PUB RELA	14,012	615.00
4,711,541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	14,013	208.80
4,810,547.00	THE DAILY GAZETTE	ADS 740.63		
4,511,541.02	X X	9.00		
4,000,541.01	X X	20.28		
4,000,541.01	X X	120.25		
4,000,541.01	X X	20.28		
4,000,554.00	X X	29.70	14,014	940.14
4,810,550.00	RUSS DAMHOFF	TRAVEL	14,015	26.64
4,810,547.00	DAY TIMERS INC	PUB RELA	14,016	14.03
4,500,550.00	ROSS DILL	TRAVEL 185.26		
4,811,550.00	X X	4.24	14,017	189.50
4,000,541.02	DIVE RESCUE INC	SUPPLIES	14,018	61.83
4,810,547.00	DIXON CAMERA CENTER	PUB RELA	14,019	27.02
4,300,541.02	DIXON GARAGE SUPPLY	SUPPLIES	14,020	20.02
4,000,534.00	DIXON PUBLIC LIBRARY	TELECOMM	14,021	280.59
4,714,541.02	R K DIXON CO	SUPPLIES	14,022	172.90
4,300,541.02	DO ALL ROCKFORD CO	SUPPLIES	14,023	80.48
4,000,550.00	SANDRA DRANE	TRAVEL	14,024	11.50
4,000,534.00	EDWARD F DUFFY	CONSULTANT SERV	14,025	727.50
4,300,541.02	ENGINEERED LIGHTING CORP	SUPPLIES	14,026	53.66
4,000,541.02	FILM & VIDEO LIBRARY	SUPPLIES	14,027	16.03
4,711,541.02	FISHER SCIENTIFIC	SUPPLIES	14,028	580.27

4200,541.02	FLORALCREST	SUPPLIES	14,029	123.45
4714,550.00	CASSIE FRANCISCO	TRAVEL	14,030	27.00
4810,547.00	BEN FRANKLIN PRINTING LTD	PUB RELA	14,031	19.50
4000,544.01	GP TECHNOLOGIES	SUPPLIES 7.49		
4000,541.01	X X	7.49	14,032	14.98
4711,541.02	GINDERS MEDICAL SUPPLY	SUPPLIES	14,033	150.78
4000,541.01	GLOBAL COMPUTER SUPPLIES	SUPPLIES	14,034	134.88
4800,541.02	GOVERNMENT DATA PUBLICATIONS	SUPPLIES	14,035	29.90
4512,541.02	G K HALL & CO	SUPPLIES	14,036	92.02
4813,541.01	HASKELLS	SUPPLIES 41.44		
4812,541.01	X X	70.56		
4000,541.01	X X	107.32		
4000,541.01	X X	17.28		
4000,541.01	X X	317.79		
4000,585.00	X X	2250.00	14,037	2,804.39
4813,541.02	THE HIGHSMITH CO	SUPPLIES	14,038	25.17
4000,575.00	HUGHES BUSINESS TELEPHONES	SERVICE	14,039	1,152.32
4000,534.01	I B M CORPORATION	SERVICE	14,040	2,369.00
4000,550.00	I C C T A	MEETING 25.00		
4000,550.00	X X	25.00	14,041	50.00
4810,547.00	IMAGE DESIGNS	PUB RELA	14,042	482.00
4300,541.02	JOHNSTONE SUPPLY	SUPPLIES	14,043	524.90
4000,549.00	JOSTENS	DIPLOMAS	14,044	11.92
4300,541.02	KABACO TOOLS INC	SUPPLIES	14,045	148.53
4000,529.00	JOAN KERBER	REIMB 3 HRS	14,046	211.50
4812,550.00	KLOCKES	LUNCHES	14,047	11.86
4714,550.00	MICHAEL KRETZ	TRAVEL	14,048	131.90
4000,550.00	KAREN KYLEN	TRAVEL	14,049	358.62
4000,550.00	CAROL LINTON	TRAVEL	14,050	13.60
4100,541.02	LONDON HOUSE INC	SUPPLIES	14,051	71.48
4512,541.02	LUCKS MUSIC LIBRARY	SUPPLIES	14,052	199.95
4000,541.03	MCGREGOR SUBSCR SERV	SUBSCRIPTIONS	14,053	150.23
4000,534.00	3 M	SERVICE 332.80		
4000,544.01	XX	SUPPLIES 94.05	14,054	426.85
4000,550.00	RONALD MARLIER	TRAVEL	14,055	113.10
4712,541.02	MIDWEST HOME HEALTHCARE	SUPPLIES	14,056	20.88
4000,534.00	MUELLER A V	SERVICE 320.12		
4000,544.01	X X	SUPPLIES 324.55	14,057	644.67
4000,546.00	N A E I R	SUPPLIES	14,058	39.50
4000,585.00	NATIONAL BUSINESS FURNITURE	EQUIPMENT	14,059	161.95
4711,550.00	HARGOLD NELSON	TRAVEL	14,060	107.52
4000,541.03	N.I.L.R.C.	SUPPLIES	14,061	22.00
4000,534.00	NORTHERN ILL LIBRARY SYSTEM	MAINT FEE	14,062	104.74
4800,542.00	NORTHLAND PAPER CO	SUPPLIES	14,063	5.10
4814,541.01	NURSING RESEARCH	SUPPLIES	14,064	35.00
4810,547.00	OGLE COUNTY NEWSPAPERS	PUB RELA	14,065	63.00
4300,541.02	ONE STOP AUTO PARTS	SUPPLIES	14,066	20.42
4715,541.02	PALOS SPORTS INC	SUPPLIES	14,067	212.81
4810,547.00	JERRY PAUSER	PUB RELA	14,068	30.00
4512,541.02	J W PEPPER OF MINNEAPOLIS	SUPPLIES	14,069	278.19
4800,537.00	PETERSON OFFICE SERVICE	REPAIRS 264.50		
4000,537.00	X X	141.40		
4000,585.00	X X	EQUIPMENT 1283.75	14,070	1,689.65

300,541.02	POPULAR ELECTRONICS	SUBSCR	14,071	37.90
000,544.01	PORTERS CAMERA STORE	SUPPLIES	14,072	176.47
300,541.02	PRIME AUTO SUPPLY	SUPPLIES	14,073	10.05
000,541.01	PUBLISHERS TEST SERVICE	SUPPLIES	14,074	31.45
410,541.02	QUINLAN PUBLISHING CO	SUPPLIES	14,075	47.91
300,541.02	R GRAPHICS INC	SUPPLIES	14,076	61.81
300,541.02	STENMC-DIXON RADIO SHACK	SUPPLIES	14,077	225.49
000,541.03	READERS DIGEST	SUBSCR	14,078	12.70
010,547.00	ROCK RIVER PRINTERS	PUB RELA	14,079	683.00
000,541.02	NORTHERN ILL EDUCATIONAL SERVICE CENTER #1	SUPPLIES	14,080	283.48
712,541.02	SAM RUMA	SUPPLIES 4.00		
713,541.02	X X	2.00	14,081	6.00
000,534.00	SVCC RESTRICTED PURPOSES FUND	TAX-DUFFY	14,082	22.50
300,541.02	SVCC BOOKSTORE	SUPPLIES 23.43		
400,541.02	X X	2.58		
410,541.02	X X	8.03		
500,541.02	X X	1.12		
511,541.02	X X	5.56		
600,541.02	X X	5.03		
714,541.02	X X	.56		
715,541.02	X X	4.08		
810,547.00	X X	4.61		
812,541.01	X X	2.02		
813,541.02	X X	3.81		
815,541.02	X X	7.16		
818,541.01	X X	1.11		
000,541.01	X X	6.78		
000,541.01	X X	34.08		
000,554.00	X X	79.74		
000,541.01	X X	1.37		
000,541.01	X X	162.25		
100,541.02	SBM EQUIPMENT CENTER	SUPPLIES 96.90	14,083	353.32
000,541.01	X X	46.00		
000,550.00	JOHN SAGMOE	TRAVEL	14,084	142.90
000,545.00	SALEM PRESS INC	BOOKS	14,085	214.72
811,550.00	MICHAEL SEGUIN	TRAVEL	14,086	43.00
711,541.02	SERADYN INC	SUPPLIES	14,087	4.00
000,550.00	SHELL OIL CO	PRES. TRAVEL	14,088	286.75
714,550.00	STANLEY SHIPPET	TRAVEL	14,089	14.32
000,545.00	SMITHSONIAN RECORDINGS	BOOKS	14,090	213.68
000,534.01	SORBUS	SERVICE	14,091	54.72
713,541.02	STONY POINT LAUNDRY	SUPPLIES 124.80	14,092	5,354.35
716,541.02	X X	347.00	14,093	471.80
714,541.02	TECHNO AIDE STUMB METAL PRODUCTS	SUPPLIES	14,094	64.00
000,550.00	ROBERT THOMAS	TRAVEL	14,095	320.47
000,541.01	UARCO INC	SUPPLIES	14,096	1,216.86
000,541.02	UNIQUE COMPUTER SHOP	SUPPLIES	14,097	185.00
810,547.00	UNITED COMMUNICATIONS GROUP	PUB RELA	14,098	92.00
000,541.03	UNIVERSITY MICROFILMS	SUPPLIES	14,099	1,189.22
400,541.02	UNIV OF ILLINOIS	FILMS 304.23		
500,541.02	X X	98.50	14,100	402.73

2,810,547.00	W C C I	PUB RELA	14,101	292.50
2,810,547.00	W I X N	PUB RELA	14,102	296.00
2,810,547.00	W R H L	PUB RELA	14,103	82.50
2,810,547.00	W S D R	PUB RELA	14,104	1,020.00
2,810,547.00	W S S Q	PUB RELA	14,105	450.00
2,810,547.00	W Z O E	PUB RELA	14,106	177.00
2,000,541.01	WALLACE COMPUTER SERVICE	SUPPLIES	14,107	33.17
2,300,550.00	JOHN WARDELL	TRAVEL	14,108	11.81
1,000,535.00	WARD MURRAY PACE & JOHNSON	SERVICES	14,109	2,199.00
2,600,541.02	WARDS NATURAL SCIENCE ESTAB	SUPPLIES	14,110	440.42
2,714,541.02	WAYNE INC	SUPPLIES	14,111	281.38
2,117,534.00	WHITESIDE AREA VOC CENTER	FOOD SERV STUDENTS	14,112	750.00
2,000,545.00	H W WILSON CO.	BOOKS	14,113	55.00
2,712,550.00	MARY WILLETT	TRAVEL	14,114	69.40
2,000,541.02	WILLIAM & MARY COMPUTER CENTER	SUPPLIES	14,115	87.75
2,000,541.01	XEROX CORPORATION	SUPPLIES	14,116	932.02
2,512,541.02	YALE UNIVERSITY PRESS	SUPPLIES	14,117	23.85
2,511,541.02	THE DIXON TELEGRAPH	ADS 18.92		
2,810,547.00	X X	4546.35 PATHFINDER		
2,000,541.01	X X	24.72		
2,000,541.01	X X	24.72		
2,000,544.02	X X	POSTAGE 2384.31		
2,000,547.00	X X	136.00	14,118	7,135.02
2,000,550.00	JOAN KERBER	TRAVEL	14,119	38.61
2,810,547.00	OGLE COUNTY LIFE	PUB RELA	14,120	352.00
2,600,550.00	STEVE SHAFF	TRAVEL	14,121	114.33
2,300,541.02	SVCC PETTY CASH FUND	SUPPLIES	14,122	2.10
	SVCC IMPREST FUND	MISC EXPENSES	14,123	975.44

56,173.30

CKS # 13959-13977 and void checks

321,287.37

TOTAL EDUCATION FUND FOR OCTOBER

\$377,460.67

PROTECTION, HEALTH AND SAFETY FUND

90-000-584	TURNER WITT ASSOCIATES INC.	Roof repairs	111	\$ 3,744.90
90-000-584	BENNETT & BROSSEAU ROOFING INC.	Roof repairs	112	<u>18,445.00</u>
TOTAL PROTECTION, HEALTH AND SAFETY FOR OCTOBER				\$22,189.90

LIABILITY, PROTECTION & SETTLEMENT

292-000-527	DIXON NATIONAL BANK	Medicare 9/30/89	217	\$ 696.89
292-000-526	I.D.E.S.	Unemployment	218	1,358.85
292-000-527	DIXON NATIONAL BANK	Medicare 10/15/89	219	699.81
292-000-527	INTERNAL REVENUE SERVICE	Medicare due 3rd quarter	165	<u>.54</u>
TOTAL LIABILITY, PROTECTION & SETTLEMENT				\$ 2,756.09

OPERATION, BUILDING & MAINTENANCE

71-000-571	AMGAS, INC.	Service	2294	\$ 2,818.81
000054104	BAKER HAUSER CO	SUPPLIES	2,295	189.14
	VOID CHECK		2,296	.00
000053401	BONNELL INDUSTRIES	REPAIRS	2,297	14.04
000057300	COMMONWEALTH EDISON	SERVICE	2,298	24.04
000057300	COMMONWEALTH EDISON	SERVICE	2,299	23,369.88
000054104	CRESCENT ELECTRIC SUPPLY	SUPPLIES	2,300	10.29
000054104	DIXON GARAGE SUPPLY	SUPPLIES	2,301	5.03
000054104	DIXON PAINT CO	SUPPLIES	2,302	59.28
000053401	ECOLAB PEST ELIMINATION	SERVICE	2,303	80.00
000054104	GRUMMERTS TRUE VALUE	SUPPLIES	2,304	39.07
000055000	GLADYS GUNTLE	TRAVEL	2,305	12.96
000055000	ROSS HERREN	TRAVEL	2,306	47.60
000053401	HONEYWELL INC	SERVICE	2,307	5,429.00
000054104	KROGERS	SUPPLIES	2,308	3.27
000054104	LEE F S INC	SUPPLIES	2,309	448.23
000053401	DAVID MAYES	SEWAGE TESTING	2,310	200.00
000053401	MODERN SHOE SHOP	REPAIRS	2,311	84.00
000053401	MONTGOMERY ELEVATOR CO	SERVICE	2,312	484.06
000054104	MORGAN SERVICES	SUPPLIES	2,313	185.98
000054104	NEWARK ELECTRONICS	SUPPLIES	2,314	78.53

1,000,571.00	NORTHERN ILL GAS CO	SERVICE	2,315	2,311.63
0,000,541.04	PRO COM	SUPPLIES	2,316	167.16
0,000,534.01	RIVER CITY FENCING	BASEBALL FIELD	2,317	624.90
0,000,534.01	ROCK VALLEY DISPOSAL	SERVICE	2,318	272.50
0,000,541.04	ROGERS TRUCKING	BLACK DIRT	2,319	330.00
0,000,541.04	SVCC BOOKSTORE	SUPPLIES	2,320	3.93
0,000,541.04	SVCC EDUCATION FUND	SUPPLIES	2,321	9.48
0,000,541.04	VISUAL DISPLAY	SUPPLIES	2,322	158.40
	SVCC IMPREST FUND	MISC EXPENSES	2,323	5.00

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR OCTOBER

\$37,464.21

IMPREST FUND

10-100-541.02	MONEY MANAGEMENT INSTITUTE	Supplies	8627	\$ 1.00
92-000-544.02	UNITED PARCEL SERVICE	Service	8628	18.33
10-600-541.02	DALE HEUCK	Supplies	8629	10.64
82-000-550	NAEB/IWAG	Conf. reg.	8630	25.00
31-000-550	KISHWAUKEE COLLEGE	College night	8631	7.50
10-818-550	STERLING ROCK FALLS YWCA	Leadership luncheon	8632	75.00
31-000-550	I.A.C.R.A.O.	Conf. reg.	8633	80.00
10-300-541.02	JOHN WARDELL	Supplies	8634	34.98
92-000-544.02	UNITED PARCEL SERVICE	Supplies	8635	53.75
10-511-534	ANDREA PETERSON	Model-art class	8636	15.00
82-000-550	STATE UNIV. RETIREMENT SYSTEM	Conf. reg.	8637	10.00
92-000-544.02	UNITED PARCEL SERVICE	Service	8638	49.94
38-000-541.01	ROCK RIVER GUIDANCE ASSN.	Dues	8639	60.00
10-511-534	JERRI BECKER	Model-art class	8640	75.00
00-000-499	LENA MERLO	Lost key refund	8641	5.00
10-410-541.02	NATIONAL INSTITUTE FOR BURN MEDICINE	Supplies	8642	35.00
10-600-541.02	DAVID YOUKER	Supplies	8643	5.59
10-100-550	OAKTON COMMUNITY COLLEGE	Conf. reg.	8644	20.00
31-000-550	RICHARD BEHRENDT	Rotary lunch	8645	4.50
10-812-550	PADGETT-THOMPSON	Conf. fee	8646	99.00
31-000-556	STERLING ROCK FALLS YWCA	Leadership luncheon	8647	25.00
0-500-550	I.A.P.L.P.	Conf. reg.	8648	75.00
10-300-541.02	SECRETARY OF STATE	Car title	8649	3.00
92-000-544.02	UNITED PARCEL SERVICE	Service	8650	9.35
10-100-541.02	PAPERBACK SOFTWARE INC.	Supplies	8651	35.00
10-100-541.02	SCANDINAVIAN PC SYSTEMS INC.	Supplies	8652	29.95
10-100-541.02	BORLAND INTERNATIONAL	Supplies	8653	59.95
20-000-534	EASTMAN KODAK CO.	Repairs	8654	57.96

\$980.44

EDUCATION FUND - 975.44

BUILDING FUND - 5.00

lance in fund - 2043.56
 sbursements - 980.44
 tal in fund - 3024.00

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Edward Anderson

PRESIDENT

William B. Gamm

SECRETARY

DATE 10/23/89

OFFICE OF BUSINESS SERVICES
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

10/31/89

	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
GENERAL FUNDS					
Education Fund	\$675,720	\$5,536,860	\$1,044,243	\$5,562,923	\$1,234,144
Operations, Building & Maintenance Fund	504,187	450,750	230,793	495,650	116,485
TOTAL OPERATING FUND	\$1,179,907	\$5,987,610	\$1,275,036	\$6,058,573	\$1,350,629
SPECIAL REVENUE FUNDS					
Liability, Protection & Settlement Fund (Insurance)	\$174,071	\$216,598	\$1,604	\$170,000	\$12,832
Audit Fund	\$33,116	\$20,300	(\$84)	\$20,300	\$0
Protection, Health & Safety Fund	(\$3,450)	\$322,751	\$77,259	\$322,751	\$140,125
PROPRIETARY FUNDS					
Bookstore Fund	\$411,088	\$449,100	\$190,077	\$417,500	\$222,964
OTHERS					
Working Cash Fund	\$2,563,678	\$1,000	\$55,577	\$0	\$0
Building Bond Proceeds Fund (Site and Construction)	\$797,605	\$50,002	\$4,366	\$280,000	\$0

EDUCATION FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIVISION OF BUSINESS SALARIES	33,964.92	33,964.92	11,321.64	22,643.28	23,7403.00	203,438.08	203,438.08
DIV OF BUS CONTR SERV		.00		.00	10,500.00	10,500.00	10,500.00
DIV OF BUS SUPPLIES	3,075.58	3,075.58	2,357.03	718.55	11,475.00	8,399.42	8,399.42
DIV OF BUS CONF & MEETINGS	20.00	20.00		20.00	1,400.00	1,380.00	1,380.00
FOOD SERV CONTR SERV	750.00	750.00		750.00	1,000.00	250.00	250.00
FOOD SERV SUPPLIES	45.45	45.45	.40	45.05	500.00	454.55	454.55
FOOD SERV CONF & MEETINGS	34.12	34.12	34.12	.00	100.00	65.88	65.88
DIV OF AGRIC SUPPLIES	182.45	182.45	54.00	128.45	400.00	217.55	217.55
DIV OF INDUSTRIAL ED SALARIES	30,325.32	30,325.32	10,108.44	20,216.88	219,320.00	188,994.68	188,994.68
DIV OF INDUS ED CONTR SERV		.00		.00	6,400.00	6,400.00	6,400.00
DIV OF INDUS ED SUPPLIES	7,507.57	7,507.57	5,757.58	1,749.99	15,670.00	8,162.43	8,162.43
DIV OF INDUS ED CONF & MEETINGS	271.21	271.21	134.40	136.81	1,400.00	1,128.79	1,128.79
COSMETOLOGY CONTR SERV	2,664.00	2,664.00	2,220.00	444.00	15,000.00	12,336.00	12,336.00
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	749.26	749.26	614.84	134.42	1,200.00	450.74	450.74
HUMAN SERV CONF & MEETINGS		.00		.00	250.00	250.00	250.00
DIV OF SOCIAL SCI SALARIES	19,414.80	19,414.80	6,471.60	12,943.20	132,646.00	113,231.20	113,231.20
DIV OF SOC SCI SUPPLIES	1,273.30	1,273.30	696.04	577.26	5,070.00	3,796.70	3,796.70
DIV OF SOC SCI CONF & MEETINGS		.00		.00	1,000.00	1,000.00	1,000.00
E M T CONTR SERV		.00		.00	2,500.00	2,500.00	2,500.00
E M T SUPPLIES	35.00	35.00		35.00	400.00	365.00	365.00
E M T CONF & MEETINGS		.00		.00	200.00	200.00	200.00
CRIMINAL JUSTICE SALARIES	2,389.74	2,389.74	796.58	1,593.16	25,744.00	23,354.26	23,354.26
CRIM JUS CONTR SERV		.00		.00	200.00	200.00	200.00
CRIM JUS SUPPLIES	235.18	235.18	132.81	102.37	1,500.00	1,264.82	1,264.82
CRIM JUS CONF & MEETINGS		.00		.00	600.00	600.00	600.00
DIV OF HUMANITIES SALARIES	35,765.55	35,765.55	11,921.85	23,843.70	289,431.00	253,665.45	253,665.45
DIV OF HUMAN. SUPPLIES	759.93	759.93	464.04	295.89	3,600.00	2,840.07	2,840.07
DIV OF HUMAN CONF & MEETINGS	260.26	260.26		260.26	2,800.00	2,539.74	2,539.74
ART DEPT SALARIES	5,679.51	5,679.51	1,893.17	3,786.34	34,077.00	28,397.49	28,397.49
ART DEPT CONTR SERV	90.00	90.00		90.00	600.00	510.00	510.00
ART DEPT SUPPLIES	52.72	52.72	15.79	36.93	400.00	347.28	347.28
ART DEPT CONF & MEETINGS		.00		.00	200.00	200.00	200.00
MUSIC DEPT SALARIES	8,311.50	8,311.50	2,770.50	5,541.00	66,492.00	58,180.50	58,180.50
MUSIC DEPT CONTR SERV	225.00	225.00	225.00	.00	1,800.00	1,575.00	1,575.00
MUSIC DEPT SUPPLIES	1,265.89	1,265.89	649.05	616.84	4,450.00	3,184.11	3,184.11

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT CONF & MEETINGS		.00		.00	600.00	600.00	600.00
DIV OF MATH SCI SALARIES	32,602.35	32,602.35	10,867.45	21,734.90	216,854.00	184,251.65	184,251.65
DIV OF MATH SCI CONTR SERV		.00		.00	900.00	900.00	900.00
DIV OF MATH SCI SUPPLIES	3,820.62	3,820.62	2,542.44	1,278.18	11,650.00	7,629.38	7,629.38
DIV OF MATH SCI CONF & MEETINGS	528.33	528.33	414.00	114.33	1,400.00	871.67	871.67
MED LAB TECH SALARIES	14,271.11	14,271.11	9,130.77	5,140.34	63,784.00	49,512.89	49,512.89
MED LAB TECH CONTR SERV	1,975.00	1,975.00	1,975.00	.00	9,210.00	7,235.00	7,235.00
MED LAB TECH SUPPLIES	2,801.89	2,801.89	1,529.23	1,272.66	11,055.00	8,253.11	8,253.11
MED LAB TECH CONF & MEETINGS	293.88	293.88	186.36	107.52	1,040.00	746.12	746.12
ADN SALARIES	10,450.53	10,450.53	3,483.51	6,967.02	83,604.00	73,153.47	73,153.47
ADN OFC SALARIES	4,720.94	4,720.94	3,372.10	1,348.84	16,166.00	11,465.06	11,465.06
ADN CONTR SERV		.00		.00	300.00	300.00	300.00
ADN SUPPLIES	1,095.69	1,095.69	982.88	112.81	4,837.00	3,741.31	3,741.31
ADN CONF & MEETINGS	907.40	907.40	213.00	694.40	1,450.00	542.60	542.60
LPN SALARIES	6,701.52	6,701.52	2,233.84	4,467.68	53,612.00	46,910.48	46,910.48
LPN CONTR SERV		.00		.00	250.00	250.00	250.00
LPN SUPPLIES	600.69	600.69	211.66	389.03	2,230.00	1,629.31	1,629.31
LPN CONF & MEETINGS		.00	187.50	187.50	CR 600.00	600.00	600.00
RAD TECH SALARIES	12,924.50	12,924.50	8,169.50	4,755.00	57,060.00	44,135.50	44,135.50
RAD TECH CONTR SERV		.00		.00	3,220.00	3,220.00	3,220.00
RAD TECH SUPPLIES	818.04	818.04	260.95	557.09	3,395.00	2,576.96	2,576.96
RAD TECH CONF & MEETINGS	731.64	731.64	354.06	377.58	4,700.00	3,968.36	3,968.36
DIV OF PHYS ED SALARIES	1,586.75	1,586.75	1,586.75	.00	57,200.00	55,613.25	55,613.25
DIV OF PHYS ED CONTR SERV	848.30	848.30		848.30	2,800.00	1,951.70	1,951.70
DIV OF PHYS ED SUPPLIES	313.72	313.72	67.24	246.48	850.00	536.28	536.28
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	606.05	606.05	95.28	510.77	1,050.00	443.95	443.95
NURSING ASST CONF & MEETINGS	35.10	35.10	35.10	.00	250.00	214.90	214.90
INFO OFC & WORKROOM SALARIES	15,078.91	15,078.91	10,770.65	4,308.26	51,699.00	36,620.09	36,620.09
INFO OFC FED WORK STUDY	1,794.71	1,794.71	1,171.62	623.09	13,000.00	11,205.29	11,205.29
WORKROOM FED WORK STUDY	787.23	787.23	411.20	376.03	5,000.00	4,212.77	4,212.77
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	CR 200.00
UNALLOCATED CONTR SERV	264.50	264.50		264.50	1,100.00	835.50	835.50
INFO OFC SUPPLIES	99.29	99.29	69.28	30.01	1,450.00	1,350.71	1,350.71
INSTITUTIONAL SUPPLIES		.00		.00	300.00	300.00	300.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
WORKROOM SUPPLIES	284.66	284.66	1,592.52	1,307.86	CR 1,000.00	715.34	715.34
PUB RELA SALARIES	9,479.19	9,479.19	6,770.85	2,708.34	32,500.00	23,020.81	23,020.81
PUB RELA SECR SALARIES	344.00	344.00		344.00	7,000.00	6,656.00	6,656.00
PUB RELA SUPPLIES	25,419.92	25,419.92	15,033.74	10,386.18	94,600.00	69,180.08	69,180.08
PUB RELA CONF & MEETINGS	614.60	614.60	222.96	391.64	1,300.00	685.40	685.40
ASST DEAN ARTS & SOC SCI SALARY	12,988.22	12,988.22	9,277.30	3,710.92	44,531.00	31,542.78	31,542.78
PART TIME OVERLOAD	518.62	518.62		518.62	49,000.00	48,481.38	48,481.38
SUMMER SALARIES	45,269.60	45,269.60	45,269.60	.00	47,250.00	1,980.40	1,980.40
SECR SALARIES	4,931.22	4,931.22	3,522.30	1,408.92	16,907.00	11,975.78	11,975.78
FED WORK STUDY	1,587.04	1,587.04	1,021.73	565.31	12,000.00	10,412.96	10,412.96
CONTR SERV		.00		.00	500.00	500.00	500.00
SUPPLIES	91.83	91.83	48.88	42.95	900.00	808.17	808.17
CONF & MEETINGS	267.32	267.32	196.24	71.08	2,500.00	2,232.68	2,232.68
ASST DEAN ARTS & TECH SALARY	14,090.72	14,090.72	10,064.80	4,025.92	48,311.00	34,220.28	34,220.28
PART TIME OVERLOAD	487.01	487.01	70.35	416.66	130,000.00	129,512.99	129,512.99
SUMMER SALARIES	40,056.45	40,056.45	40,056.45	.00	43,000.00	2,943.55	2,943.55
SECR SALARIES	5,429.97	5,429.97	3,878.55	1,551.42	18,617.00	13,187.03	13,187.03
FED WORK STUDY	3,635.25	3,635.25	1,769.55	1,865.70	15,979.00	12,343.75	12,343.75
SUPPLIES	170.63	170.63	59.96	110.67	1,200.00	1,029.37	1,029.37
CONF & MEETINGS	438.36	438.36	327.50	110.86	3,000.00	2,561.64	2,561.64
ASST DEAN COMM & EXTEN SERV SALARY	12,533.22	12,533.22	8,952.30	3,580.92	42,971.00	30,437.78	30,437.78
INSTR SALARIES	1,195.78	1,195.78	1,195.78	.00	60,000.00	58,804.22	58,804.22
COORDINATORS		.00		.00	8,000.00	8,000.00	8,000.00
SECR SALARIES	4,107.53	4,107.53	2,933.95	1,173.58	14,083.00	9,975.47	9,975.47
FED WORK STUDY	120.60	120.60		120.60	1,570.00	1,449.40	1,449.40
CONTR SERV		.00		.00	2,000.00	2,000.00	2,000.00
SUPPLIES	326.31	326.31	250.79	75.52	5,000.00	4,673.69	4,673.69
CONF & MEETINGS	170.00	170.00	170.00	.00	2,250.00	2,080.00	2,080.00
DIR OF HEALTH & NAT SCI SALARY	12,012.56	12,012.56	8,580.40	3,432.16	41,186.00	29,173.44	29,173.44
PART TIME OVERLOAD	2,636.64	2,636.64	971.88	1,664.76	45,000.00	42,363.36	42,363.36
SUMMER SALARIES	11,689.24	11,689.24	11,426.74	262.50	20,000.00	8,310.76	8,310.76
FED WORK STUDY	1,413.67	1,413.67	964.78	448.89	4,820.00	3,406.33	3,406.33
CONTR SERV		.00		.00	200.00	200.00	200.00
SUPPLIES	134.43	134.43	99.43	35.00	1,200.00	1,065.57	1,065.57
CONF & MEETINGS		.00		.00	1,400.00	1,400.00	1,400.00
ACADEMIC SKILLS SALARIES	13,235.71	13,235.71	3,354.07	9,881.64	65,223.00	51,987.29	51,987.29
ACADEMIC SKILLS SUPPLIES	956.29	956.29	693.32	262.97	7,200.00	6,243.71	6,243.71

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ACADEM SKILLS CONF & MEETINGS	138.00	138.00		138.00	700.00	562.00	562.00
HONORS PROG CONTR SERV		.00		.00	100.00	100.00	100.00
HONORS PROG SUPPLIES	27.88	27.88	.15	27.73	400.00	372.12	372.12
HONORS PROG CONF & MEETINGS		.00		.00	250.00	250.00	250.00
DEAN OF INSTR ADMIN SALARY	16,078.16	16,078.16	11,484.40	4,593.76	55,125.00	39,046.84	39,046.84
DEAN OF INSTR SECR SALARY	6,255.06	6,255.06	4,467.90	1,787.16	21,446.00	15,190.94	15,190.94
STUDENT TUTORS	164.15	164.15	144.05	20.10	3,000.00	2,835.85	2,835.85
DEAN OF INSTR FED WORK STUDY	720.25	720.25	546.05	174.20	4,500.00	3,779.75	3,779.75
DEAN OF INSTR CONTR SERV	450.00	450.00	450.00	.00	550.00	100.00	100.00
DEAN OF INSTR SUPPLIES	606.75	606.75	518.33	88.42	2,000.00	1,393.25	1,393.25
DEAN OF INSTR CONF & MEETINGS	455.12	455.12	429.12	27.00	3,000.00	2,544.88	2,544.88
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	19,596.69	19,596.69	10,899.43	8,697.26	104,367.00	84,770.31	84,770.31
LRC SECR SALARIES	9,433.41	9,433.41	6,738.15	2,695.26	32,343.00	22,909.59	22,909.59
LRC FED WORK STUDY	1,762.06	1,762.06	914.52	847.54	12,809.00	11,046.94	11,046.94
LRC CONTR SERV	3,031.60	3,031.60	1,935.39	1,096.21	12,000.00	8,968.40	8,968.40
XEROX SUPPLIES	1,814.34	1,814.34	1,195.33	619.01	CR 1,000.00	2,814.34	2,814.34
LIBRARY SUPPLIES	9,614.47	9,614.47	8,141.32	1,473.15	17,050.00	7,435.53	7,435.53
A V SUPPLIES	761.15	761.15	41.48	802.63	6,500.00	5,738.85	5,738.85
LIBRARY BOOKS	5,271.55	5,271.55	2,250.04	3,021.51	40,000.00	34,728.45	34,728.45
LRC CONF & MEETINGS	523.08	523.08	202.61	320.47	2,769.00	2,245.92	2,245.92
ADM & REC ADMIN SALARIES	10,371.06	10,371.06	7,407.90	2,963.16	35,558.00	25,186.94	25,186.94
ADM & REC SECR SALARIES	18,146.59	18,146.59	12,961.85	5,184.74	62,217.00	44,070.41	44,070.41
ADM & REC FEDWORK STUDY	3,256.94	3,256.94	2,080.28	1,176.66	10,958.00	7,701.06	7,701.06
ADM & REC CONTR SERV	981.11	981.11	981.11	.00	1,380.00	398.89	398.89
ADM & REC SUPPLIES	2,885.08	2,885.08	2,458.08	427.00	14,000.00	11,114.92	11,114.92
ADM & REC CONF & MEETINGS	253.19	253.19	165.69	87.50	2,500.00	2,246.81	2,246.81
COUNSELING SALARIES	25,419.99	25,419.99	17,555.73	7,864.26	92,330.00	66,910.01	66,910.01
COUNSELING SECR SALARIES	4,931.22	4,931.22	3,522.30	1,408.92	16,907.00	11,975.78	11,975.78
HEALTH SERV SUPPLIES		.00		.00	300.00	300.00	300.00
FIN AIDS ADMIN SALARIES	12,563.81	12,563.81	8,974.15	3,589.66	43,076.00	30,512.19	30,512.19
FIN AIDS SECR SALARIES	9,611.63	9,611.63	6,865.45	2,746.18	32,954.00	23,342.37	23,342.37
STUDENT SERV ADMIN SALARIES	15,266.72	15,266.72	10,904.80	4,361.92	52,343.00	37,076.28	37,076.28
STUDENT SERV SECR SALARY	6,226.22	6,226.22	4,447.30	1,778.92	21,347.00	15,120.78	15,120.78
STUDENT SERV FED WORK STUDY	11,306.61	11,306.61	7,431.00	3,875.61	45,100.00	33,793.39	33,793.39
COACHING SALARIES	5,514.16	5,514.16	3,752.40	1,761.76	24,200.00	18,685.84	18,685.84

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STUDENT SERV CONTR SERV	555.63	555.63	555.63	.00	600.00	44.37	44.37
STUDENT SERV SUPPLIES	8,453.64	8,453.64	6,408.08	2,045.56	17,300.00	8,846.36	8,846.36
COMMENCEMENT	574.47	574.47	562.55	11.92	6,000.00	5,425.53	5,425.53
STUDENT SERV CONF & MEETINGS	1,661.90	1,661.90	1,120.47	541.43	4,900.00	3,238.10	3,238.10
STUDENT RECRUITMENT	422.43	422.43	169.27	253.16	1,500.00	1,077.57	1,077.57
PUBLIC SERVICES 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	118,647.58	118,647.58	84,451.52	34,196.06	414,548.00	295,900.42	295,900.42
MAINT FED WORK STUDY BOYS	13,919.50	13,919.50	9,768.50	4,151.00	82,000.00	68,080.50	68,080.50
MATRONS FED WORK STUDY	3,562.02	3,562.02	2,396.23	1,165.79		3,562.02	CR 3,562.02
TELEPHONE	16,218.91	16,218.91	9,735.99	6,482.92	65,000.00	48,781.09	48,781.09
PRESIDENTS SALARY	21,425.25	21,425.25	15,303.75	6,121.50	73,458.00	52,032.75	52,032.75
PRES SECR SALARY	7,163.31	7,163.31	5,116.65	2,046.66	24,560.00	17,396.69	17,396.69
PRES OFC FED WORK STUDY	695.12	695.12	467.32	227.80	3,484.00	2,788.88	2,788.88
PRES OFC CONTR SERV	.00	.00	.00	.00	600.00	600.00	600.00
PRES OFC SUPPLIES	328.17	328.17	195.62	132.55	2,000.00	1,671.83	1,671.83
PRES OFC CONF & MEETINGS	1,849.82	1,849.82	1,163.49	666.33	5,500.00	3,650.18	3,650.18
SPECIAL AFFAIRS	524.89	524.89	237.66	287.23	3,500.00	2,975.11	2,975.11
PRES OFC OTHER EXP	4,894.88	4,894.88	4,494.88	400.00	8,525.00	3,630.12	3,630.12
BUS OFC ADMIN SALARIES	28,833.56	28,833.56	20,595.40	8,238.16	98,858.00	70,024.44	70,024.44
BUS OFC PROF SALARIES	6,703.97	6,703.97	4,788.55	1,915.42	22,965.00	16,281.03	16,281.03
BUS OFC SECR SALARIES	26,164.12	26,164.12	18,615.42	7,548.70	90,583.00	64,413.88	64,413.88
BUS OFC CONTR SERV	4,045.55	4,045.55	4,045.55	.00	6,000.00	1,954.45	1,954.45
BUS OFC SUPPLIES	54.67	54.67	CR 1,611.61	1,666.28	CR 7,000.00	7,054.67	7,054.67
BUS OFC CONF & MEETINGS	303.97	303.97	233.18	70.79	3,600.00	3,296.03	3,296.03
LEGAL CONTR	3,336.23	3,336.23	1,116.05	2,220.18	8,000.00	4,683.77	4,683.77
BOARD SUPPLIES	130.72	130.72	103.42	27.30	700.00	569.28	569.28
BOARD CONF & MEETINGS	505.15	505.15	355.35	149.80	4,500.00	3,994.85	3,994.85
INSTITU SECR SALARIES	5,272.19	5,272.19	3,853.85	1,418.34	16,684.00	11,411.81	11,411.81
INSTITU FED WORK STUDY	869.75	869.75	502.25	367.50	5,935.00	5,065.25	5,065.25
CONTINGENCY FED WORK STUDY	881.03	881.03	621.41	259.62	4,448.00	3,566.97	3,566.97
GROUP HEALTH & LIFE INS	97,685.64	97,685.64	101,333.59	3,647.95	CR 10,000.00	312,314.36	312,314.36
MEDICAL EXAMINATION FEE	.00	.00	.00	.00	7,500.00	7,500.00	7,500.00
TUITION REIMBURSEMENT	3,439.08	3,439.08	3,227.58	211.50	4,400.00	960.92	960.92
CURRICULUM DEVELOPMENT	.00	.00	.00	.00	3,000.00	3,000.00	3,000.00
UNALLOCATED CONTR	196.40	196.40	55.00	141.40	1,800.00	1,603.60	1,603.60

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
IN SERVICE TRAINING	2,420.00	2,420.00	1,826.00	594.00	7,000.00	4,580.00	4,580.00
FACULTY ASSN SUPPLIES	10.84	10.84	1.58	9.26	200.00	189.16	189.16
POSTAGE	6,619.46	6,619.46	4,191.35	2,428.11	47,900.00	41,280.54	41,280.54
PUBLICATIONS & DUES	4,640.00	4,640.00	4,600.50	39.50	9,000.00	4,360.00	4,360.00
ADVERTISING	153.20	153.20	17.20	136.00	800.00	646.80	646.80
EQUIPMENT	19,440.67	19,440.67	14,296.82	5,143.85	14,042.00	126,601.33	126,601.33
RECRUITMENT	37.25	37.25	7.55	29.70	8,000.00	7,962.75	7,962.75
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
INSTITUTIONAL 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	12,563.81	12,563.81	8,974.15	3,589.66	78,519.00	65,955.19	65,955.19
INFO SYSTEMS OFC SALARIES	9,004.66	9,004.66	6,431.90	2,572.76	30,873.00	21,868.34	21,868.34
INFO SYSTEMS FED WORK STUDY	968.96	968.96	626.43	342.53	6,365.00	5,396.04	5,396.04
INFO SYSTEMS CONSULTING		.00		.00	10,000.00	10,000.00	10,000.00
INFO SYSTEMS CONTR SERV ADMIN	58,581.15	58,581.15	50,857.80	7,723.35	126,100.00	67,518.85	67,518.85
INFO SYSTEMS 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	2,361.02	2,361.02	1,487.76	873.26	15,900.00	13,538.98	13,538.98
INFO SYS SUPPLIES EDUC	612.23	612.23	74.00	538.23	9,550.00	8,937.77	8,937.77
INFO SYS CONF & MEETINGS	37.10	37.10	37.10	.00	7,500.00	7,462.90	7,462.90
PLANNING & DEVELOPMENT ADMIN SALARIES	13,146.44	13,146.44	8,968.75	4,177.69	43,050.00	29,903.56	29,903.56
PL & DEVEL SECR SALARIES	4,644.87	4,644.87	3,440.65	1,204.22	16,515.00	11,870.13	11,870.13
PL & DEVEL CONTR SERV	3,000.00	3,000.00	2,250.00	750.00	5,000.00	2,000.00	2,000.00
PL & DEVEL SUPPLIES	454.27	454.27	605.06	150.79	CR 2,390.00	1,935.73	1,935.73
PL & DEVEL CONF & MEETINGS	1,332.62	1,332.62	616.00	716.62	4,000.00	2,667.38	2,667.38
TUITION CHARGE BACK	3,563.56	3,563.56	2,503.56	1,060.00	25,000.00	21,416.44	21,416.44
CONTINGENCIES		.00		.00	50,000.00	50,000.00	50,000.00
	1,234,143.00 *		663,042.10 *		5,562,923.00 *		
		1,234,143.00 *		371,101.59 *		4,328,779.31 *	4,328,779.31 *

OPERATIONS & MAINTENANCE FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG & MAINT CONTR SERV	20,308.87	20,308.87	13,120.37	7,188.50	43,650.00	29,341.13	29,341.13
BLDG & MAINT SUPPLIES	6,575.97	6,575.97	4,896.88	1,679.09	50,100.00	43,524.03	43,524.03
BLDG & MAINT CONF & MEETINGS	877.04	877.04	816.48	60.56	2,000.00	1,122.96	1,122.96
GAS	21,536.98	21,536.98	16,406.54	5,130.44	92,000.00	76,463.02	76,463.02
ELECTRICITY	67,165.75	67,165.75	43,791.83	23,393.92	261,950.00	194,764.25	194,764.25
EQUIPMENT	.00	.00	.00	.00	7,950.00	7,950.00	7,950.00
RENTALCHARGES	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
CONTINGENCIES	.00	.00	.00	.00	25,000.00	25,000.00	25,000.00
	116,484.61 *	116,484.61 *	74,032.10 *	37,452.51	495,650.00	379,165.39	379,165.39 *

PROTECTION, HEALTH & SAFETY

BUILDING IMPROVEMENTS	140,124.90	140,124.90	117,935.00	22,189.90	322,751.00	182,626.10	182,626.10
	140,124.90	140,124.90	117,935.00	22,189.90	322,751.00	182,626.10	182,626.10 *

BUILDING BOND PROCEEDS FUND

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

LIABILITY, PROTECTION & SETTLEMENT

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
WORKERS COMP	143.55 <	143.55 CR	60.72 <	82.83 CR	48,000.00	48,143.55	48,143.55
UNEMPLOYMENT COMP	1,251.06	1,251.06	30.36 <	1,281.42	22,000.00	20,743.94	20,743.94
MEDICARE	4,455.88	4,455.88	3,207.58	1,248.30	20,000.00	15,544.12	15,544.12
TORT LIABILITY	7,269.00	7,269.00	7,269.00	.00	80,000.00	72,731.00	72,731.00
	12,832.39 *	12,832.39 *	10,385.50 *	2,446.89	170,000.00	157,167.61 *	157,167.61 *
<u>AUDIT FUND</u>							
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

-9-

EDUCATION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1988 TAXES	396,041.31	396,041.31	10,355.96	385,685.35	790,738.00	394,696.69	394,696.69
1989 TAXES		.00		.00	790,738.00	790,738.00	790,738.00
BACK TAXES	412.15	412.15		412.15		412.15	CR 412.15 CR
CHARGE BACK REVENUE	2,724.12	2,724.12	778.32	1,945.80	16,000.00	13,275.88	13,275.88
STATE APPORTIONMENT	431,913.50	431,913.50	431,913.50	.00	1,554,727.00	1,122,813.50	1,122,813.50
STATE EQUALIZATION	87,603.25	87,603.25	87,603.25	.00	350,433.00	262,824.75	262,824.75
ADVANCED TECH GRANT	11,922.75	11,922.75	11,922.75	.00	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	26,063.90	26,063.90	18,374.20	7,714.70	172,715.00	146,626.10	146,626.10
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
GRADUATION FEES	550.00	550.00	130.00	420.00	2,400.00	1,850.00	1,850.00
TRANSCRIPT FEES	360.00	360.00	130.00	230.00	1,200.00	840.00	840.00
LAB FEES		.00		.00	34,200.00	34,200.00	34,200.00
PUB SERV INCOME		.00		.00	14,900.00	14,900.00	14,900.00
OTHER FACILITY RENTALS	528.64	528.64	302.61	226.03	8,000.00	7,471.36	7,471.36
INTEREST ON INVESTMENTS	4,750.51	4,750.51	2,530.02	2,220.49	130,000.00	125,249.49	125,249.49
RESTRICTED FUND INCOME		.00		.00	15,000.00	15,000.00	15,000.00
OTHER REVENUE	173.88	173.88	139.88	34.00	47,400.00	47,226.12	47,226.12
OTHER REV COMPUTERS	110.00	110.00		110.00		110.00	CR 110.00 CR
OTHER REV OVERHEAD	31,059.48	31,059.48		31,059.48		31,059.48	CR 31,059.48 CR
TRANSFER FROM BOOKSTORE		.00		.00	175,000.00	175,000.00	175,000.00
	1,044,243.49 *		614,165.49 *		5,530,860.00 *		
	1,044,243.49 *			430,058.00 *		4,492,616.51 *	4,492,616.51 *

OPERATIONS & MAINTENANCE

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1988 TAXES	46,074.72	46,074.72	1,151.71	47,226.43	96,825.00	50,750.28	50,750.28
1989 TAXES		.00		.00	96,825.00	96,825.00	96,825.00
BACK TAXES	50.47	50.47		50.47		50.47 CR	50.47 CR
REPL OF CORPORATE PERS PROP TAX	177,076.87	177,076.87	50,046.33	127,030.54	234,600.00	57,523.13	57,523.13
INTEREST ON INVESTMENTS	6,209.25	6,209.25	5,062.93	1,146.32	10,000.00	3,790.75	3,790.75
OTHER REVENUE	1,382.08	1,382.08	364.83	1,017.25	12,500.00	11,117.92	11,117.92
	230,793.39	230,793.39	* 54,322.38	176,471.01	* 50,750.00	* 19,956.61	* 219,956.61 *

PROTECTION, HEALTH & SAFETY

1988 TAXES	76,329.71	76,329.71	2,221.70	78,551.41	161,375.00	85,045.29	85,045.29
1989 TAXES		.00		.00	161,375.00	161,375.00	161,375.00
BACK TAXES	83.94	83.94		83.94		83.94 CR	83.94 CR
IN LIEU OF TAXES					1.00	643.88 CR	643.88 CR
INVESTMENT INCOME	844.88	844.88	538.35	306.53			
	77,258.53	* 77,258.53 *	1,663.35	CR 78,941.88	* 22,751.00	* 45,492.47	* 245,492.47 *

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	4,365.57	4,365.57	3,648.90	716.67	50,000.00	45,634.43	45,634.43
	4,365.57	* 4,365.57 *	3,648.90	* 716.67	* 50,002.00	* 45,636.43	* 45,636.43 *

WORKING CASH FUND

INVESTMENT INCOME	55,577.26	55,577.26	44,421.56	11,155.70	1,000.00	54,577.26 CR	54,577.26 CR
	55,577.26	* 55,577.26 *	* 44,421.56	* 11,155.70 *	* 1,000.00	* 54,577.26 CR	* 54,577.26 CR

LIABILITY, PROTECTION & SETTLEMENT

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1988 TAXES	188.02 <	188.02	CR 13,075.27 <	12,887.25	107,799.00	107,987.02	107,987.02
1989 TAXES		.00		.00	107,799.00	107,799.00	107,799.00
INTEREST ON INVESTMENTS	1,792.48	1,792.48	1,073.03	714.45	1,000.00	792.48 CR	792.48 CR
	1,604.46 *	1,604.46 *	11,997.24	CR 13,601.70	216,598.00	214,993.54	* 214,993.54 *

AUDIT FUND

1988 TAXES	476.10 <	476.10	CR 1,672.51 <	1,196.41	10,005.00	10,481.10	10,481.10
1989 TAXES		.00		.00	10,005.00	10,005.00	10,005.00
INTEREST ON INVESTMENTS	391.61	391.61	246.69	144.92	290.00	101.61 CR	101.61 CR
	84.49 CR	84.49 CR	1,425.82 CR	1,341.33	* 20,300.00	* 20,384.49	* 20,384.49 *

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY
Edward Andersen
PRESIDENT
William B. Gemm
SECRETARY
DATE 10/13/89

TREASURER'S REPORT

September 30, 1989

EDUCATION FUND

Balance on Hand August 31, 1989			\$165,344.01
<u>Receipts:</u>			
Taxes	386,097.50		
Charge-Back Revenue	1,945.80		
Federal Work Study	7,714.70		
Graduation Fees	420.00		
Transcript Fees	230.00		
Other Facility Rentals	226.03		
Interest on Investments	2,220.49		
Other Revenue	31,203.48		
Expenditure Credits	<u>6,359.08</u>		<u>436,417.08</u>
Total Available			\$601,761.09
<u>Disbursements:</u>			
Expenses for September	327,379.16		
Investments	<u>1,470.49</u>		<u>328,849.65</u>
Balance on Hand September 30, 1989			<u><u>\$272,911.44</u></u>

OPERATIONS & MAINTENANCE

Balance on Hand August 31, 1989			\$ 84,686.93
<u>Receipts:</u>			
Taxes	47,276.90		
Interest on Investments	1,146.32		
Other Revenue	1,022.25		
Expenditure Credits	<u>6.70</u>		<u>49,452.17</u>
Total Available			\$134,139.10
<u>Disbursements:</u>			
Expenses for September	36,358.78		
Investments	<u>396.32</u>		<u>36,755.10</u>
Balance on Hand September 30, 1989			<u><u>\$ 97,384.00</u></u>

PROTECTION, HEALTH & SAFETY FUND

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

Receipts:

Taxes	78,635.35	
Interest on Investments	<u>306.53</u>	<u>78,941.88</u>

Total Available \$125,873.67

Disbursements:

-0-

Balance on Hand September 30, 1989 \$125,873.67

WORKING CASH FUND

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

Receipts:

Interest on Investments		<u>11,155.70</u>
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Total Available \$ 50,287.99

Disbursements:

Investments		<u>1,709.50</u>
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Balance on Hand September 30, 1989 \$ 48,578.49

AUDIT FUND

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

Receipts:

Taxes	1,196.41	
Interest on Investments	<u>144.92</u>	<u>1,341.33</u>

Total Available \$ 33,031.28

Disbursements:

-0-

Balance on Hand September 30, 1989 \$ 33,031.28

LIABILITY, PROTECTION & SETTLEMENT FUND

Balance on Hand August 31, 1989 \$160,256.57

Receipts:

Taxes	12,887.25	
Interest on Investments	714.45	
Expenditure Credits	<u>309.20</u>	<u>13,910.90</u>

Total Available \$174,167.47

Disbursements:

Expenses for September		<u>8,568.39</u>
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Balance on Hand September 30, 1989 \$165,599.08

BUILDING BOND PROCEEDS FUND

Balance on Hand August 31, 1989 \$ 5,908.67

Receipts:

Interest on Investments		<u>716.68</u>
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Total Available \$ 6,625.34

Disbursements:

		<u>-0-</u>
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Balance on Hand September 30, 1989 \$ 6,625.34

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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		266,060.31
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		639,909.59
Smith Trust & Savings	Education	9.00	8-16-90	<u>100,000.00</u>

TOTAL INVESTED

\$4,341,368.41

SAUK VALLEY COMMUNITY COLLEGE
E.O.G. WORKSTUDY FUND
Period Ending September 30, 1989
B A L A N C E S H E E T

Cash on Hand	\$161.02	
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	0.00	
PELL Grant Awards Capital 1988-89		701,041.00
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	33,034.80	
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	418,759.68	
PELL Grant Awards Capital 1989-90		419,470.00
PELL Grant Awards Paid 1989-90	0.00	
Transfer Account	(10,000.00)	
Inactive Federal Grants	17,514.50	
	<u>\$1,585,871.00</u>	<u>\$1,585,871.00</u>

SAUK VALLEY COMMUNITY COLLEGE
STUDENT LOAN FUND
Period Ending 9/30/89
B A L A N C E S H E E T

ASSETS:

Cash in Bank		\$2,853.52
Notes Receivable		8,561.00

		\$11,414.52
		=====

LIABILITIES & NET WORTH:

Fund Equity	\$11,576.85	
Net Loss	(162.33)	

		\$11,414.52
		=====

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		\$173.00
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NET LOSS

(\$162.33)

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SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 9-30-89

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

ASSETS:

Cash in Bank		\$119,771.23
Petty Cash		700.00
Investments		155,024.91
Accounts Receivable-Educational Fund		1,121.65
Inventory 6-30-89		127,394.84

		\$404,012.63
		=====

LIABILITIES & NET WORTH:

Accounts Payable-Student Activity Fund		\$25,811.83
Fund Equity	\$411,088.08	
Fund Transfer	0.00	
Net Loss	(32,887.28)	378,200.80

		\$404,012.63
		=====

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

INCOME:

Textbook Sales	\$138,900.27	
Supply Sales	8,916.07	
Miscellaneous Sales	5,164.52	
Paperback Sales	1,628.19	
Used Book Sales	21,740.08	
Sales Tax Collected	10,582.87	
Other Income	70.75	
Investment Income	3,074.08	\$190,076.83

EXPENSES:

Textbooks Purchased	\$155,291.60	
Supplies Purchased	11,680.71	
Miscellaneous Purchased	8,030.80	
Paperbacks Purchased	3,866.28	
Used Books Purchased	16,301.44	
Sales Tax Paid	9,940.01	
Salaries & Wages	11,434.43	
Employee Benefits	941.71	
Transportation Charges	3,337.91	
Supply Expenses	902.57	
Equipment	0.00	
Travel	55.86	
Telephone	80.62	
Dues & Subscriptions	0.00	
Other Expense	1,128.41	
Over & Under	(28.24)	
Bad Debts	0.00	\$222,964.11

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

(\$32,887.28)
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SAUK VALLEY COMMUNITY COLLEGE
RESTRICTED PURPOSES FUND
September 30, 1989

Balance on Hand - September 1, 1989	\$436,423.60
JV 36 - Void Check #16908 issued 1/89	87.00
JV 38 - Non-Sufficient Funds Check	(87.00)
JV 46 - Void Check #17479 issued 3/89	1.00
JV 46 - Void Check #17776 issued 5/89	2.38
Cash Under - September 6 Deposit	(35.57)
Cash Under - September 15 Deposit	(1.00)
September Receipts	57,855.45
TOTAL FUNDS AVAILABLE DURING SEPTEMBER	\$494,245.86
Cash Disbursements - September, 1989	128,166.29
Balance on Hand - September 30, 1989	\$366,079.57

STATEMENT OF INCOME & EXPENSE
STUDENT ACTIVITY FUND

ACTIVITIES	
Comprehensive Fee Income	\$0.00
Athletic Income	0.00
Drama Income	441.56
Student Activity Income	87.50
Student Activity Income-Restricted Purp. Source	0.00
Sauk Talk Income	0.00
Cash Over & Under	0.00
Other Student Activity Income	34.69
TOTAL INCOME	\$563.75

	BUDGET	EXPENSE	
Athletic Expense	\$26,285.	\$ 3,883.96	
Cheerleader & Pom Pon Squad	2,500.	0.00	
Speech Act. & Readers Theatre	5,000.	3.79	
Drama Expense	5,500.	1,075.52	
Music Expense	3,750.	102.16	
Student Act. Expense	9,000.	2,490.12	
Student Senate Expense	2,000.	24.33	
Women's Intercollegiate Exp.	25,965.	6,059.03	
Sauk Talk	7,000.	346.38	
Contingencies/Non-Budgeted	0.	0.00	
	\$ 87,000.	TOTAL EXPENSE	\$13,985.29

Excess of Expenditures over Revenue as of September 30, 1989	(\$13,421.54)
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STATEMENT OF ASSETS AND LIABILITIES

ASSETS		REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank	\$366,079.57	Due to Educational Fund	\$2,503.89
		Due to Oper. & Maint. Fund	1,885.57
Petty Cash	375.00	Due to Bookstore	0.00
		Due to Student Loan Fund	125.50
Accts. Rec.	282,793.96	Resident Student Tuition	722,009.00
		Resident Tuition Refunds	(34,312.80)
Investments	208,670.59	Out of District Tuition	0.00
		Lab Fees	20,247.50
		Lab Fees Refunds	(1,197.40)
		Accounts Payable	4,000.00

			\$715,261.26

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$962.38)
Parking	5,713.63
Recreation Room Fund	1,699.04
Student Locker Fund	757.21
Building Fairness Grant	1,918.39
Community Services	16,565.21
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-FY 89	(86,715.50)
Sp. Serv. for Disadv. Inc-FY 89	80,397.66
Sp. Serv. for Disadv. Exp-FY 90	(7,652.10)
JTPA/CAED Grant FY 89	(4,105.89)
HITS Grant	0.00
HITS Gt./NW Steel	0.20
HITS Gt./Sr. Home Comp.	0.00
HITS Gt./Daubert Chem.	0.00
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
HITS Gt./StaClean	(5,386.00)
Disadvantaged Gt. FY 89	495.52
Special Population Gt. FY 90	7,786.16
Disadv.-Handicapped Gt. FY 89	(28,080.25)
Disadv.-Handicapped Gt. FY 90	(9,560.78)
Quality Assistance Gt.	799.56
Econ. Dev. Gt. II FY 90	2,284.20
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	(10,280.71)
Student Clubs	975.89
Adult Learning Book Charges	3,025.45
Community Theatre	48.40
College Van	3,423.33
VIP/CPP	1,616.69
Student Serv/Special Projects	108,877.02
SVCC Athletic Booster Club	5,931.23

DCC/Revenue/FY 89	422,428.48	
DCC/Expense/FY 89	(422,428.48)	
DCC/Revenue/FY 90	54,889.75	
DCC/Expense/FY 90	(83,417.40)	
PELL Grants	38.15	
Voc. Educ. Adult Training	(18,280.00)	
Ill. Interp. Workshop	248.25	
SVCC Foundation	(1,846.50)	
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	468.00	
Sm. Bus. Dev. Gt./Exp./FY 90	(3,789.08)	
VITAL - Sec. of State FY 89	(0.21)	
VITAL - Secy of State FY 90	21,493.63	
Anna Johnson Estate	270.68	
Nursing Uniforms	227.05	
LPN Supplies	502.11	
Endowment Challenge Fund #1	111,655.00	
Endowment Challenge Fund #2	5,812.26	
Miscellaneous Account	11,139.35	
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	(62,351.52)	
Title III - Curr. Imp./FY 89	(6,778.92)	
Title III - Fund Raising/FY 89	(28,730.98)	
Title III - Proj. Admin./FY 89	(30,309.89)	
Title III - Income/FY 89	86,248.26	
IL Personal Serv. Withholding	0.00	
Career Guidance & Counseling	0.00	\$172,491.46

FUND EQUITY

July 1, 1989	(\$16,412.06)	
Excess of Expenditures Over		
Revenue as of September 30, 1989	(13,421.54)	(\$29,833.60)

TOTAL ASSETS	\$857,919.12	TOTAL LIABILITIES & NET WORTH	\$857,919.12
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SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY Edward O. Anderson
PRESIDENT

W. Allen B. Jensen
SECRETARY

DATE 10/13/89