

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Third Floor Board Room
October 22, 1990 7:00 p.m.

- A. Call to Order
 - B. Roll Call
 - C. Communication from Visitors
 - D. Approval of Minutes
 - E. President's Report
 - 1. Showcase Gala
 - 2. ADN Graduates
 - 3. House Bill 1190
 - 4. Environmental Concerns
 - 5. Endowment Challenge Grant
 - 6. Policies of the Month (419.01-420.02)
 - F. Financial Reports and Actions
 - 1. Treasurer's Report
 - 2. Bills Payable
 - 3. Payroll
 - 4. Budget Report
 - G. Executive Session
 - H. Personnel Recommendations
 - 1. Part-time Faculty
 - 2. Leaves and Title III Appointments
 - I. Other Actions
 - 1. Vacation Policy Change (Second Reading)
 - 2. Policy Wording Changes
 - 3. Illicit Use of Drugs and Abuse of Alcohol by Students (First Reading)
 - J. Reports
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair
 - K. Time of Next Meeting
- Monday, November 26, 1990 - 7 p.m.

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

October 22, 1990

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7:00 p.m. on October 22, 1990 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Thomas Densmore
Richard Groharing	Joe McDonald
B.J. Wolf	William Yemm
William Simpson	Jeff Munson

SVCC Staff: President Richard L. Behrendt
Vice President Robert Edison
Vice President Karen Kylen
Vice President John Sagmoe
Vice President Virginia Thompson
Director Kristin Olsen
Secretary to the Board Marilyn Vinson

Minutes: It was moved by Member Andersen and seconded by Member Wolf that the Board approve the minutes of the September 27, 1990 meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

President's Report: President Behrendt reported that the net profit from the Showcase Gala held on October 13 was \$5,831; that the September 30 balance of the Endowment Challenge Fund was \$500,366; that mid-term enrollment figures showed 3,404 students for 23,200 credit hours (12% increase over last year); that HB1190 affecting the definition of trustee compensation and the use of credit cards by trustees had been signed into law; that because of student concerns, the college Re-cycling Committee would be re-organized as the Environmental Concerns Committee; and that 100% of the May 1990 Associate Degree Nursing graduates had passed their licensure examination.

Fringe Benefits: In regard to Board Policy 419.01 Fringe Benefits, it was moved by Member Andersen and seconded by Member Groharing that the Board request Attorney Pace review the items on sick and personal leave, and Board Policy 420.01 Other Leaves regarding provisions made for military leave. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

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

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

Educational Fund	\$571,962.73
Operations/Maintenance	41,020.82
Building Bond	25,000.00
Protection/Health/Safety	94,351.50

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

Payroll: It was moved by Member Groharing and seconded by Member McDonald that the Board approve the payroll of September 30, 1990 in the amount of \$208,553.42 and the October 16 payroll in the amount of \$206,702.76. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Vacation Policy Change: It was moved by Member Groharing and seconded by Member Yemm that the Board approve for second reading a recommendation to extend the time to use vacation days from 15 to 18 months following the close of the fiscal year during which the vacation time will have accrued. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Policy Wording
Changes:

It was moved by Member Groharing and seconded by Member Yemm that the Board give the administration approval to make wording changes necessary to remove sexist language from all Board policies and procedures. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Illicit Use of
Drugs and Abuse
of Alcohol by
Students:

It was moved by Member Andersen and seconded by Member Groharing that the Board approve the attached policy 626.01 Illicit Use of Drugs and Abuse of Alcohol by Students for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Drug Free
Schools Week:

Member Wolf distributed red ribbons to all Board members and asked them to wear these ribbons to indicate their interest and support of Drug Free Schools Week.

Reports:

Student Trustee Munson reported that the Student Senate would be sponsoring the Bloodmobile on October 29th and were planning a Homecoming Dance.

ICCTA Representative Groharing said that the Trustees will receive a written report on the ACCT Convention held in Baltimore where he participated in a workshop with ICCTA Executive Director Gary Davis and Harry Braun (President at Danville Community College), and reminded the Trustees that the next ICCTA monthly meeting will be held on November 9 and 10 in Chicago.

Foundation Liaison Yemm said that the Foundation had met on October 9th at which time they visited the x-ray renovation in the Radiology Department which was funded by the Foundation; appropriated \$3,000 for the Child Care special needs fund; and named Darroll Erickson as President, Marv Shearer as Vice President, Steve Dew as Treasurer, and Betsy Shapiro as Secretary.

Executive Session: At 7:30 p.m. it was moved by Member Densmore and seconded by Member Groharing that the Board adjourn to executive session to discuss collective negotiating matters and the appointment, employment, or dismissal of an employee. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Regular Session: The Board returned to regular session at 8 p.m.

Part-time Instructors: It was moved by Member Wolf and seconded by by Member Groharing that the Board approve the attached list of part-time faculty. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Title III Appointments: It was moved by Member Groharing and seconded by Member McDonald that the Board approve the following:

A half-time leave of absence for Michael Hustad from November 1, 1990 through September 30, 1991 from his regular position as Counselor and appoint him to the half-time contractual position of Title III Coordinator at a total salary of \$34,460. He will retain all full-time faculty benefits with 50% paid by the college and 50% by the grant.

A full-time leave of absence for Thomas Breed from November 1, 1990 through September 30, 1991 from his regular position as Counselor and appoint him to the full-time Title III position of Coordinator of Student Retention at a salary of \$29,570 (pending settlement of the 1990-91 faculty contract); all fringe benefits will be the same as the faculty but will be paid by the grant.

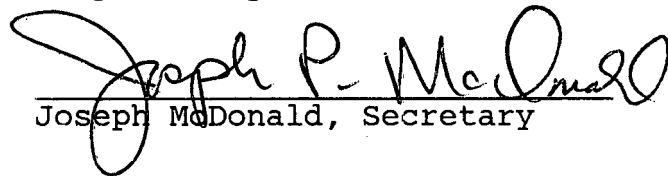
In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

Adjournment:

Since the scheduled business was completed, it was moved by Member Yemm and seconded by Member Andersen that the Board adjourn. The next regular meeting will be held on November 26, 1990 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Munson advisory vote: aye.

The Board adjourned at 8:04 p.m.

Respectfully submitted:



Joseph P. McDonald, Secretary



ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

Executive Director

■ Dr. Gary W. Davis

509 South Sixth Street
Springfield, Illinois 62701
Telephone: 217/528-2858

To: Representatives and Presidents

From: Gary Davis and Mike Monaghan *Gary mm.*

Date: September 25, 1990

House Bill 1190 has been signed into law by the Governor and is effective immediately. The legislation affects definitions of trustee compensation and the use of credit cards by members of governing boards. Its progress has been reported to you throughout the last session of the General Assembly.

Please consider bringing this to the attention of your board. A copy is enclosed for your convenience.

3.

1 AN ACT to amend the Public Community College Act by 46
2 changing Sections 3-7, 3-31 and 4-5. 48

3 Be it enacted by the People of the State of Illinois, 52
4 represented in the General Assembly:

5 Section 1. The Public Community College Act is amended 55
6 by changing Sections 3-7, 3-31 and 4-5 as follows: 56

7 (Ch. 122, par. 103-7) 59

8 Sec. 3-7. The election of the members of the board of 61
9 trustees shall be nonpartisan and shall be held at the time 63
10 and in the manner provided in the general election law. 64

11 Unless otherwise provided in this Act, members shall be 67
12 elected to serve 6 year terms.

13 A board of trustees of a community college district which 69
14 is contiguous to an experimental community college district 70
15 as authorized and defined by Article IV of this Act may, on 71
16 its own motion, or shall, upon the petition of the lesser of 72
17 1/10 or 2,000 of the voters registered in the district, order 73
18 submitted to the voters of the district at the next general
19 election the proposition for the election of board members by 74
20 trustee district rather than at large, and such proposition 75
21 shall thereupon be certified by the secretary of the board to 76
22 the proper election authority in accordance with the general 77
23 election law for submission.

24 If the proposition is approved by a majority of those 79
25 voting on the proposition: (i) the State Board of Elections 80
26 shall divide the community college district into 7 trustee 81
27 districts, each of which shall be compact, contiguous and 82
28 substantially equal in population to each other district; and
29 (ii) at the nonpartisan election held in 1991, one member 84
30 shall be elected from each such trustee district. With 86
31 respect to the terms of office of any board members who are
32 incumbent at the time the proposition is adopted and whose 87

Chief of the House

John

John

Deposited in the House of Representatives

PUBLIC ACTS 86-1245

mm

1 elected terms would expire prior to the initial election of 88
2 board members by trustee district, the terms of such 89
3 incumbent board members shall be extended until the first 90
4 Monday of the month following the month in which the initial
5 election of board members by trustee district is held; and 92
6 the terms of office of all board members elected at large and 93
7 incumbent at the time the initial election of board members 94
8 by trustee district is held shall expire on the first Monday 95
9 of the month following the month in which such election 96
10 occurs, or whenever their successors are duly elected and 97
11 qualified, whichever is the latter. Those members first 98
12 elected by trustee district rather than at large shall, by 99
13 lot, determine 3 to serve for 2 years, 2 to serve for 4 years
14 and 2 to serve for 6 years. Their successors shall serve for 100
15 6 year terms.

16 Each member must on the date of his election be a citizen 102
17 of the United States, of the age of 18 years or over, and a resident of 103
18 the State and the territory which on the day the election is included 104
19 in the community college district for at least one year immediately 105
20 preceding his election. The election or appointment to the board of a 106
21 person who is a member of a common school board constitutes his 107
22 resignation from and creates a vacancy on that common school board. 108
23

24 Whenever a vacancy occurs, the remaining members shall 110
25 fill the vacancy, and the person so appointed shall serve 111
26 until a successor is elected and certified in accordance with 112
27 Sections 22-17 and 22-18 of The Election Code. If the 113
28 remaining members fail so to act within 60 days after the
29 vacancy occurs, the chairman of the State Board shall fill 114
30 that vacancy, and the person so appointed shall serve until a 115
31 successor is elected and certified in accordance with 116
32 Sections 22-17 and 22-18 of The Election Code. In either 118
33 instance, if the vacancy occurs with less than 4 months 119
34 remaining before the next scheduled nonpartisan election, and
35 the term of office of the board member vacating the position 120

1 is not scheduled to expire at that election, then the term of 121
2 the person so appointed shall extend through that election 122
3 and until the succeeding nonpartisan election. If the term 123
4 of office of the board member vacating the position is 124
5 scheduled to expire at the upcoming nonpartisan election, the 125
6 appointed member shall serve only until a successor is 126
7 elected and qualified at that election.

8 Members of the board shall serve without compensation but 128
9 shall be reimbursed for their reasonable expenses incurred in 129
10 connection with their service as members. Compensation, for 130
11 purposes of this Section, means any salary or other benefits 131
12 not expressly authorized by this Act to be provided or paid
13 to, for or on behalf of members of the board. The board of 134
14 each community college district may adopt a policy providing 135
15 for the issuance of bank credit cards, for use by any board
16 member who requests the same in writing and agrees to use the 136
17 card only for the reasonable expenses which he or she incurs 137
18 in connection with his or her service as a board member. 138
19 Expenses charged to such credit cards shall be accounted for 139
20 separately and shall be submitted to the chief financial 140
21 officer of the district for review prior to being reported to
22 the board at its next regular meeting. 141

23 Except in an election of the initial board for a new 143
24 community college district created pursuant to Section 6-6.1, 144
25 the ballot for the election of members of the board for a 145
26 community college district shall indicate the length of term 146
27 for each office to be filled. In the election of a board for 147
28 any community college district, the ballot shall not contain
29 any political party designation.

30 (Source: P.A. 86-469; 86-481; 86-550; 86-1028; 86-1032.) 150

31 (Ch. 122, par. 103-31) 153

32 Sec. 3-31. To provide for or participate in provisions 155
33 for insurance protection and benefits for its officers--and 157
34 employees and their dependents, including but not limited to 158

419.01 Benefits

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

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

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

D. Tuition Reimbursement - the Board will pay tuition and official fees at the rate of not more than \$100 per credit hour for those courses taken by the professional staff (instructional and administrative staff), and for classified personnel, providing these courses are related to their work at the college. All courses must be approved by the respective Vice Presidents/President and reimbursement will be limited to nine credit hours per year. Any exceptions are to be made by the appropriate Vice President/President with the approval of a developmental plan.

1 retirement annuities, medical, surgical and hospital 159
2 benefits, in such types and amounts as shall be determined by
3 the board for the purpose of aiding in securing and retaining 160
4 the services of competent employees. Such insurance may 161
5 include provisions for officers--or employees and their 162
6 dependents who rely on treatment by spiritual means alone
7 through prayer for healing in accord with the tenets and 163
8 practices of well-recognized religious denominations. Where 164
9 employee participation in such provision is involved, the board may 165
10 with the consent of the employee withhold deductions from the 166
11 employee's salary necessary to defray the employee's share of such
12 insurance cost. 167

13 For purposes of this section, the term "dependent" means 169
14 an employee's spouse and any unmarried child (1) under the age of 19 170
15 years including (a) an adopted child and (b) a step-child or 171
16 recognized child who lives with the employee in a regular parent- 172
17 child relationship, or (2) under the age of 23 who is enrolled as a 173
18 fulltime student in any accredited
19 school, college or university. 174
20 (Source: P.A. 77-1547.) 176

21 (Ch. 122, par. 104-5) 179
22 Sec. 4-5. The members of the board of the experimental 181
23 district shall serve without compensation but they shall be 182
24 reimbursed for their actual and necessary expenses while 183
25 engaged in the performance of their duties in accordance with 184
26 State travel expense regulations. Compensation, for purposes 186
27 of this Section, means any salary or other benefits not 187
28 expressly authorized by this Act to be provided or paid to,
29 for or on behalf of members of the board. 188
30 (Source: P.A. 80-293.) 190

31 Section 2. Effective date. This Act takes effect upon 193
32 becoming law.

APPROVED

this 6 day of Sept, 1990 A.D.

Michael J. Madigan
Speaker, House of Representatives
Philip J. Rock
President of the Senate

Ray Thompson
GOVERNOR

Benefits (cont'd)

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

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

F. Vacations - classified personnel, administrators, and 12-month counselors, will receive annual vacation at the rates on the following page:

CLASSIFIED PERSONNEL

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

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

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

1.330 days per month during the seventh and eighth years of employment.

1.420 days per month during the ninth and tenth years of employment.

1.500 days per month during the eleventh and twelfth years of employment.

1.580 days per month during the thirteenth and fourteenth years of employment.

1.670 days per month during the fifteenth and all subsequent years of employment.

ADMINISTRATORS AND COUNSELORS

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

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

Updated 3/23/87

Revised 5/21/90

Benefits (cont'd)

All vacations must be taken by the employee within 15 months (September 30th) following the close of the fiscal year during which the vacation time will have accrued.

Regular employees working less than full-time will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned on the same ratio as their regular employment bears to a comparable full-time work schedule.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee find it necessary to take vacation in advance of the time earned, it should be allowed only with prior written approval by a supervisor or Vice President. Should their employment with the college be later severed, any excess time will be deducted from their final salary payment. Earned vacation upon separation from employment will be paid the employee at the pay rate then in effect. The fiscal year will become the anniversary date of this policy for all employees. It is the policy of the college to encourage employees to use vacation days rather than allow them to accumulate. Upon separation from employment at the college, staff members will be paid for their accumulated vacation time to a maximum of one fiscal year's accumulation.

Benefits (cont'd)

G. Sick and Personal Leave - Sick leave shall accrue to all full-time staff members at the rate of 15 days after the first year and 10 days per year thereafter. Sick leave for the full contract year shall accrue as of the first duty day of employment. Sick leave for those on twelve-month contracts shall accrue at the rate of 17 days the first year and 12 days per year thereafter.

Sick leave shall be credited to each employee at the beginning of each contract year so that the accumulated unused sick leave from prior periods plus the credit for the current year, will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30th).

This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the contract year. Should service terminate after this banked credit has been used by the employee, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment.

Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness of the employee involved, including conditions relating to pregnancy as described in these policies. The employee may use up to 10 days of sick leave in any one contract year for sickness in the immediate family which creates the necessity for the employee to remain away from the place of employment, or for personal bereavement related to a member of the immediate family.

Benefits (cont'd)

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the staff member's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member. The Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the staff member is found physically able to return to work and fails or refuses to do so, their employment shall be terminated.

All full-time administrators and classified staff may take three personal leave days annually for personal reasons. Each day so taken will be charged against the employee's accumulated sick leave credit.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

Benefits (cont'd)

H. Leave - If a staff member elects not to request a maternity leave, she shall, at the end of the sixth month of pregnancy, provide her immediate supervisor with an estimate by her physician as to the date at which pregnancy will result in her inability to continue to perform the services required of her. It shall also contain an estimate by the physician as to the date when she would be able to return to her normal duties.

The staff member shall be expected to continue the normal services required of her until she is physically unable to do so. As a condition to entitlement to sick leave, at such time as she is unable to provide such services, she be to furnish a written statement from her physician indicating the physical cause for her inability to perform the services.

It is expected that a staff member would normally be able to return to work within 21 days after delivery. In the event of complications or circumstances which prevent her return within the said period, she shall furnish a written statement from her physician indicating the nature and extent of the problem and an estimate as to when she would be able to return. The Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the staff member is found physically able to return to work and she fails or refuses to do so, her employment shall be terminated.

Benefits (cont'd)

The staff member shall be entitled to use accrued sick leave during the period she is disabled. At such time as accrued sick leave has been used, all pay and other financial benefits will cease.

Revised 12/22/80

Revised 3/23/81

I. Leave - when an employee who has completed a minimum of two years service, becomes disabled (or is involved in an accident), and unable to return to work, and has used all of his/her eligible vacation and sick leave, the college shall grant a disability leave for up to 60 days. This leave is without pay, but shall include health and hospitalization coverage.

1/28/85

420.01 Other Leaves

The President, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or with foreign nations. Such leaves shall be for appropriate purposes consistent with the needs and interests of the College. Application for such leaves shall be made, in writing, to the President, and shall state the purpose for which the leave is requested, its anticipated duration, and its value to the College. The terms and conditions of the leave shall be determined at the time the request for leave is acted upon.

2/12/79

420.02

Leave

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

Updated 3/23/87

For Board Meeting
of October 22, 1990

Agenda Item H-1

PART-TIME FACULTY

The attached list of part-time instructors for the 1990-91 school year is submitted for Board approval.

RECOMMENDATION: Board approval of the attached list of part-time faculty for the 1990-91 school year.

**SAUK VALLEY
COMMUNITY
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

DATE: October 17, 1990
TO: Dr. Behrendt
FROM: Virginia Thompson *VT*
SUBJECT: New Part-timers for Board Approval

Dixon Correctional Center

Donna Benson - Public Service
Charlene Doll - Humanities
Michael Coffman - Humanities
Peter Moburg - Business
Patsy Mullin - Humanities

Business, Technology and Natural Science

Teresa Ann Good - Business

Sauk Sage

Billie Nolan - P.E.

Community Services

Ann Millhouse

js

For Board Meeting of
October 22, 1990

Agenda Item H-2

LEAVES AND TITLE III APPOINTMENTS

As the Board is aware, the new Title III Grant creates several new positions at the college. Attached are recommendations to fill two of them -- the Title III Coordinator (half-time) and the Coordinator of Student Retention (full-time). Both recommendations are for internal tenured counselors and it would be necessary to grant each of them a temporary leave of absence from their current positions so that they could assume these Title III-funded positions. Obviously, we would also need to hire temporary professional staff to fill their newly-created vacancies.

RECOMMENDATION: Board approval to grant a half-time leave of absence for Michael Hustad from November 1, 1990 through September 30, 1991 from his regular position as a Counselor and appoint him to the half-time contractual position of Title III Coordinator at a total salary of \$34,460 (Mr. Hustad will retain all full-time faculty benefits with 50% paid by the college and 50% by the grant);

Board approval to grant a full-time leave of absence for Thomas Breed from November 1, 1990 through September 30, 1991 from his regular position as Counselor and appoint him to the full-time contractual position of Coordinator of Student Retention at a salary of \$29,570 (pending settlement of the 1990-91 faculty contract; all fringe benefits would be the same as the faculty but would be paid by the grant).

SAUK VALLEY

COLLEGE

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

October 17, 1990

TO: Dr. Richard Behrendt

FROM: Karen Kylan *KK*

SUBJECT: Employment of Title III Coordinator

The FY 1991 Title III Grant (#PO31A00600) provides funds for the salary and benefits for a half-time Coordinator for the Title III project. I recommend that Michael Hustad be appointed to that position effective November 1, 1990.

The search process for this position is described below:

Announcement Process

- * The position was advertised in the Dixon and the Times.
- * An announcement of the vacancy was distributed internally to all staff.
- * An announcement of the vacancy was sent to 23 university placement offices in the Midwest, Texas, and Arizona.
- * Seven responses were received by the September 5 deadline.
- * A screening committee composed of the three Title III Activity Directors (John Sagmoe, Rosemary Johnson, and Ross Dill) and myself reviewed the applications. Based upon the screening, two applicants were interviewed by me and Dr. Behrendt in separate interviews. References were checked for both candidates.

Academic

- * Mike Hustad holds an M.S. in Counseling and Guidance and is enrolled in a doctoral program in Adult Education at Northern Illinois University.

Professional Background

- * Mr. Hustad has been employed at Sauk Valley Community College in the Counseling Department since 1982. He currently holds the position of Coordinator of Counseling. He managed the Dislocated Steelworkers Grant project during FY 1986 and is familiar with grants management procedures.

References

- * Mr. Hustad's references considered him very capable of performing the duties of Title III Coordinator and of successfully implementing the grant.

Sauk Valley Community College

815 / 288-5511
1-800 / 843-7430

173 IL ROUTE 2
DIXON, IL 61021-9112

October 18, 1990

Mr. John Sagmoe
Vice-President of Student Services
Sauk Valley Community College
173 IL Rt. 2
Dixon, IL 61021

Dear John,

I would like to request a fifty percent leave of absence from my position as a full-time counselor effective November 1, 1990 through September 30, 1991. This leave of absence will allow me to take the position of Title III Coordinator/Project Manager. Because of these increased responsibilities, I request to be relieved of my overload assignment for coordinating the counseling office. I will continue to work as a half-time counselor for the Student Services Division.

If you have any questions regarding this matter, please feel free to contact me.

Sincerely,

Michael Hustad

Michael Hustad

cc: Karen Kylen


**SAUK VALLEY
COMMUNITY
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

TO: Dr. Behrendt

DATE: October 18, 1990

FROM: John Sagmoe 

SUBJECT: Leave of Absence -
Michael Hustad

Attached is a communication from Michael Hustad regarding a 50% leave of absence from his position as full-time counselor to accept a half-time position as Title III Coordinator/Project Manager. He also requested to be relieved of his overload assignment of coordinating the counseling program.

I recommend approval of Mr. Hustad's request.

jo
attachment

RECEIVED
AUG 31 1990

August 21, 1990

OFC OF PLANNING &
RESOURCE DEVELOPMENT

2201 21st Avenue
Sterling, Illinois 61081

Title III Coordinator
Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021

Please accept my resume for the position of ~~Title III Grant~~
~~Coordinator~~. I would like to be considered for the position.

At this point in my career, I am seeking a position which would include an expansion of my responsibilities and also draw from my wide range of experiences at Sauk Valley Community College. For the last eight years I have held the positions of Student Services Counselor, Director, Dislocated Steelworkers Grant and currently serve as Coordinator of Counseling Services. My responsibilities have included: supervising and hiring staff, providing individual career, educational and personal counseling for students, coordinating all functions of the counseling office, preparing a yearly report of all counseling services, managing the budgets and serving as a liaison to local government, unions, business and public agencies involved in the Steelworker Grant.

I also have excellent communication skills and operate under a participatory management style. Enclosed is my resume for your review.

I would appreciate the opportunity to interview for the position. I can be reached at (815) 288-5511, extension 305 or by mail at the above address.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Michael Hustad

Michael Hustad

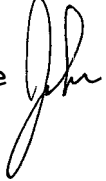
**SAUK VALLEY
COMMUNITY
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 * 815/288-5511

MEMORANDUM

TO: Dr. Behrendt

DATE: October 17, 1990

FROM: John Sagmoe 

SUBJECT: Title III Position -
Coordinator of
Retention

This is in regard to the Title III Position -- Coordinator of Retention. Attached is the recommendation for staff appointment and supportive materials recommending Thomas Breed for the vacancy. A letter from Mr. Breed regarding a leave of absence to facilitate this appointment is included.

I recommend approval of Tom's leave request and appointment.

jo
attachments



Sauk Valley Community College

815 / 288-5511
1-800 / 843-7430

173 IL ROUTE 2
DIXON, IL 61021-9112

October 17, 1990

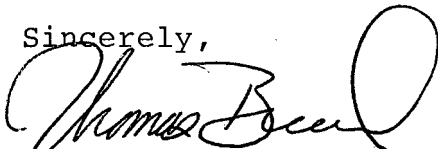
Mr. John Sagmoe
Vice-President of Student Services
Sauk Valley Community College
173 Rt. 2
Dixon, IL 61021

Dear Mr. Sagmoe,

I would like to request a leave of absence from my full-time counseling position effective November 1, 1990 through September 30, 1991. This leave of absence will allow me to take the Title III position of Coordinator of Retention. This request is based on the October 16, 1990 Recommendation for Staff Appointment.

If you have any questions regarding this matter, please feel free to contact me.

Sincerely,



Thomas Breed




SAUK VALLEY
COMMUNITY
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

TO: Dr. Behrendt

DATE: October 15, 1990

FROM: John Sagmoe 

SUBJECT: TITLE III STAFF
RECOMMENDATION --
COORDINATOR OF RETENTION

Mr. Tom Breed is recommended for appointment to the Title III Grant position for 1990-91, effective November 1, 1990.

DOCUMENTATION OF RECOMMENDATION

Academic: Tom Breed holds a Master of Arts Degree in Community College Education from Western Michigan University. He earned a Bachelors Degree from the same institution. He has also taken graduate work through the University of Iowa.

Professional Tom Breed is in his seventh year as a member of the Sauk Valley Community College Student Services Staff. During his first year, Tom served as program coordinator and counselor for an assessment and career planning program designed to serve JTPA referred clients. Based on the success of this program, Tom was selected for a full-time position as Counselor/Coordinator of Student Activities. In this position, he was responsible for supervising a comprehensive student activities program that interfaced with all departments of the College. Two years later, Tom was assigned full-time counseling duties with a special assignment to provide counseling services to our allied health students and to coordinate their advising program.

Personal Qualifications: Tom has consistently presented a professional and student centered attitude. He is recognized as an effective counselor who is sought out by both career and transfer students. He has demonstrated the ability to assume a variety of assignments and provide the necessary leadership for successful implementation. Tom has regularly received above average evaluations from his supervisors. He has also exhibited concern for, and an interest in, the goals of the retention section of the Title III Grant. During the past two years, he has attended conferences and workshops designed to address the specific assessment and retention issues outlined in the Title III Grant.

Selection Process: The position was advertised in the following manner:

1. Internally, an announcement of the vacancy was distributed throughout the institution.
2. An announcement of the vacancy was distributed to all community colleges in the state of Illinois.
3. The vacancy was listed with graduate placement offices in 40 colleges and universities.
4. Ads were placed in local newspapers and The Chronicle of Higher Education.

Applications were received from 17 individuals. With the exception of Mr. Breed, a selection committee composed of full-time members of the Student Services Staff screened the applications. Applicants were selected for interviews. In addition to individual and group interviews with the selection committee, all applicants were interviewed by the President.

jo

August 22, 1990

Title III Coordinator
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Dear Sir or Madam:

Please accept my resume and application for the position of Coordinator of Student Retention.

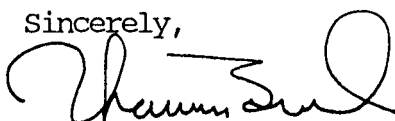
As my resume indicates, during the past six years at Sauk I have held positions as the Career Counselor for the Job Training Partnership Act (JTPA); Coordinator of Student Activities/Allied Health Counselor, and now full-time Counselor. Through these positions my responsibilities have included: individual career counseling, personal counseling, academic advising, career planning workshops, administering and interpreting career assessment instruments, and Liaison Counselor for science and health programs. Under the Coordinator of Student Activities, I was also responsible for budget planning and administration, employment and ...supervision of clerical staff, and preparation and publication of promotional materials.

Prior to my employment at Sauk Valley Community College, I spent two years working as a Counselor/Intern reporting to the International Student Office at Kalamazoo Valley Community College, Kalamazoo, Michigan. During this time, I filled in as Acting Director for the International Student Office for two months while the current Director was on sabbatical leave.

Over the past four years I have been interested in the areas of student retention, assessment, orientation, and advisement. I have attended the ACT Mid-State Conference as well as other ACT conferences on student academic advisement. Recently I attended the Noel Levitz Conference on model student retention and orientation programs. It is through the information I have obtained at these conferences and my experiences here at Sauk that have made me excited about this position.

I would appreciate the opportunity to interview for this position. I can be reached by telephone at work (815) 288-5511, ext. 204 or home (815) 626-5389 if you should have any further questions. Thank you for your consideration and time. I look forward to hearing from you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Thomas S. Breed', with a stylized, flowing script.

Thomas S. Breed

enc.

For the Board Meeting of
October 22, 1990

Agenda Item I-1

VACATION POLICY CHANGE

(SECOND READING)

The current Vacation Policy causes too many administrative and classified staff to be forced into using their remaining vacation days during the month of September following a busy July-August registration period. By extending the deadline for three additional months, these staff members will have the opportunity and be encouraged to spread their accumulated vacation out somewhat.

CURRENT POLICY

All vacations must be taken by the employee within fifteen months (September 30th) following the close of the fiscal year during which the vacation time will have accrued.

PROPOSED POLICY

All vacations must be taken by the employee within ~~fifteen months (September 30th)~~ eighteen months (December 31st) following the close of the fiscal year during which the vacation time will have accrued.

RECOMMENDATION: Board approval for second reading of the above policy change.

For the Board Meeting of
October 22, 1990

Agenda Item I-3

ILLICIT USE OF DRUGS AND ABUSE OF ALCOHOL BY STUDENTS

(FIRST READING)

As the attached correspondence from Vice President Sagmoe indicates, it is necessary for us to have a policy prohibiting the use of illicit drugs and alcohol by students. Also included for the Board's information is the first draft of a brochure outlining this policy and program for distribution to students.

RECOMMENDATION: Board approval for first reading of the attached policy 626.01 Illicit Use of Drugs and Abuse of Alcohol by Students.




**SAUK VALLEY
COMMUNITY
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

TO: Dr. Behrendt

FROM: John Sagmoe 

DATE: October 18, 1990

A. Policy Recommendation

The Drug-Free Schools and Campuses Act Amendments of 1989, Public Law 101-226, require that, as a continuation of receiving funds or any other form of financial assistance under any federal program, a college must have adopted policies and programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students.

To bring the College into compliance, I am recommending that the attached policy -- Illicit Use of Drugs and Abuse of Alcohol by Students be approved. Ole Pace, Board Attorney, has assisted in the development of this policy.

B. Notification to Students

The Drug-Free Schools and Campuses Act also requires the annual distribution of information material regarding the policy to each student who is taking one or more classes for any type of academic credit. These materials should include:

1. Standards of Conduct
2. Penalties of Violation for Standards of Conduct
3. Legal Sanctions for Unlawful Use or Distribution of Illicit Drugs or Alcohol
4. Health Risks
5. Drug and Alcohol Counseling, Rehabilitation and Treatment Programs Available

Enclosed is a draft copy of information that will be published in a brochure format for distribution to all registered students.

jo
attachment

626.01 ILLICIT USE OF DRUGS AND ABUSE OF ALCOHOL BY STUDENTS

1. Statement of Goals. Sauk Valley Community College shall be a drug free college, and shall avoid abuse of alcohol by its students.

2. Standards of Conduct. The manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Sauk Valley Community College's owned and controlled property. This prohibition applies to all Sauk Valley Community College students. Except as is otherwise provided herein, the manufacture, distribution, dispensation, possession or use of alcohol is prohibited in and on Sauk Valley Community College's owned and controlled property. This prohibition applies to all Sauk Valley Community College students.

3. Exceptions. Students of lawful drinking age may consume alcoholic beverages in reasonable amounts at College sponsored functions at which alcoholic beverages are served pursuant to the authority of the Board of Trustees of the College, and in accordance with Illinois law. College students, of lawful age, may dispense alcoholic beverages at College sponsored functions which alcoholic beverages are served pursuant to the authority of the Board of Trustees of the College, and in accordance with Illinois law.

4. Penalties for Violations of Policy. Any student determined to have violated this policy is subject to disciplinary action up to and including suspension or expulsion. In addition a student receiving financial aid may lose that aid. Imposition of the discipline shall be in accordance with the Disciplinary Procedures for Sauk Valley Community College, Policy 616.01. The College may furnish information to the State's Attorney or to the U.S. Attorney or both regarding violations of this policy for consideration for criminal prosecution.

5. Responsibility for Information to Students.

a. The Administration shall develop written information materials as required by the United States Drug Free Schools and Communities Act Amendments of 1989, and shall report their activities under this Act to the Board not less frequently than semi-annually.

b. The Administration shall effect means of distributing the information materials to all students not less frequently than once each school year.

c. The Board shall approve the method of distribution of this information, and approve the content of the information materials at least annually.

6. Review By Board of Trustees. Commencing in 1992, and each two years thereafter, the Board shall review the drug prevention program of the College to: (1) determine its effectiveness and to implement changes to the program if they are needed; and (2) to insure that the disciplinary sanctions described in clause four of this policy are consistently enforced.

POLICY AND PROGRAM OF SAUK VALLEY COMMUNITY COLLEGE

RELATING TO THE ILLICIT USE OF DRUGS AND ALCOHOL BY STUDENTS

In compliance with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-2267), Sauk Valley Community College announces its policies and programs to prevent the illicit use of drugs and the abuse of alcohol by students.

1. Standards of Conduct Policy:

The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited in and on Sauk Valley Community College owned and controlled property. This prohibition applies to all Sauk Valley Community College students.

2. Penalties for Violations of Standards of Conduct Policy:

Any student determined to have violated this policy is subject to disciplinary action up to and including suspension or expulsion. In addition, a student receiving financial aid may lose that aid. Imposition of the discipline shall be in accordance with the Disciplinary Procedures for Sauk Valley Community College, Policy 616.01. The College may furnish information to the State's Attorney or to the U.S. Attorney or both regarding violations of this policy for consideration for criminal prosecution.

3. Legal Sanctions for Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

The following legal sanctions apply to the unlawful possession, use and distribution of illegal drugs and alcohol:

A. Alcohol

...Ch 95 1/2 11-501 - **DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL.** A person shall not drive or be in actual physical control of any vehicle within the State of Illinois while the alcohol concentration in such person's blood or breath is 0.01% or more. A person convicted of this section would be guilty of a Class A Misdemeanor.

...Ch 95 1/2 11-502 - **TRANSPORTATION OR POSSESSION OF ALCOHOLIC LIQUOR IN A MOTOR VEHICLE.** No driver may transport, carry, possess or have alcoholic liquor within the

passenger area of any motor vehicle upon a highway in the State of Illinois except in the original container with the seal unbroken. A violation of this section is a Class A Misdemeanor....Any person under the age of 21 years who has any alcoholic beverage in his possession on any street or highway or in any public place is guilty of a Class B misdemeanor.

...Ch. 43, Sec. 134A - **CONSUMPTION OF ALCOHOLIC LIQUOR.** The consumption of alcoholic liquor by any person under 21 years of age is forbidden. Violation of this is a Class C Misdemeanor.

...Ch. 56 1/2, Sec. 704 - **UNLAWFUL POSSESSION OF CANNABIS.** It is unlawful for any person knowingly to possess Cannabis (Marijuana). The penalty upon conviction ranges from a Class C Misdemeanor for less than 2.5 grams to a Class 3 Felony for possession of over 500 grams.

B. Controlled Substances

Ch. 56 1/2, Sec. 1401 - **MANUFACTURE OR DELIVERY OF CONTROLLED SUBSTANCES.** It is unlawful for any person knowingly to manufacture, deliver or possess with the intent to deliver a controlled substance. Some common types of controlled substances are heroin, cocaine, morphine, barbiturates, and LSD. Conviction for any area of this section is a felony ranging from a Class 3 to a Class X Felony.

4. Possible Penalties for Conviction of Offenses

- Class C Misdemeanor - 30 days in the County Jail and a fine up to \$500.00.
- Class B Misdemeanor - Up to six months in the County Jail and a \$500.00.
- Class A Misdemeanor - Up to 364 days in the County Jail and a \$1000.00 fine.
- Class 4 Felony - Punishable by one to three years imprisonment, a maximum.
- Class 3 Felony - Punishable by two to five years imprisonment, maximum.

Class 2 Felony -	Punishable by three to seven years imprisonment, maximum.
Class 1 Felony -	Punishable by four to fifteen years imprisonment, maximum.
Class X Felony -	Punishable by six to thirty years imprisonment, mandatory.

5. Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol.

Anything that alters mental processes can hurt everyone. Drugs can:

...Make you feel able to handle tasks that are too much for you. Or make you careless and likely to forget important safety steps you need to take.

...Throw off your sense of time, space, and distance - this is especially dangerous when operating machinery or driving.

...Cause lateness and absenteeism, increasing the workload of others.

...Cause crime on the place of work or study - including theft of your personal belongings to finance someone else's drug habit.

...Cause major errors in what we do, risking harm to yourself and others.

SPECIFIC ILLEGAL DRUGS - SPECIFIC DANGERS

MARIJUANA (Pot, Grass, Weed) - Dangers include: slows your physical reflexes, cuts your mental powers, makes you forgetful, throws off space and distance judgment (especially dangerous if operating machinery or driving). The effect can go on for 4-6 hours after smoking just one "joint." And it's worse if you also used alcohol. Personal dangers of marijuana include damage to lungs, reproductive and brain functions.

COCAINE ("Coke," Snow, Freebase, Crack, Rock, etc.) - Dangers include: causes a temporary feeling of almost superhuman power; impairing judgement and decision-making ability; emotional problems, mood swings, lack of dependability; workplace crime. Cocaine is expensive and typically addicts steal to cover the cost. Personal dangers of cocaine can include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain function. Also, lower cost forms such as "crack" are especially addictive, making

other effects worse.

HEROIN - (Junk, H, Horse) - Dangers include: causing total disinterest in workplace safety - or anything else except drugs, making such a person dangerous and a weak link in any team; the high cost of addiction leads to workplace crime; dirty needles, other paraphernalia, spread disease. Personal dangers range from damage to personal productivity and relationships to overdose-caused coma and death. Heroin is ALWAYS addictive even in small amounts. Withdrawal is difficult and painful.

HALLUCINOGENS (PCP, LSD, Ecstasy (MDMA, Designer Drugs) - These "mindblowing" drugs make the user hallucinate (see or hear things that aren't really there). Some new formulas may be technically legal only because laws have not yet included them. All WILL be illegal. Dangers include: vastly distorting what's seen and heard so that dangerous situations are caused or overlooked; sudden, bizarre changes in behavior that can include attacks on others: "rebound" effects such as loss of concentration and memory or behavior problems even when the dose has worn off. Frequent use can cause permanent loss of mental function.

CAUTION - LEGAL - BUT DANGEROUS IF ABUSED - These drugs aren't against the law but their use may be - taking prescription drugs without a prescription, for example. Illegal or not, these substances can cause dangers in the workplace and they are often banned by employers.

ALCOHOL - Dangers include: loss of concentration and judgement leading to dangerous or problem behavior, especially harmful to team efforts; loss of worktime or lateness, increasing the workload and stress on others; inability to deal realistically with workplace problems, often hiding them until they're almost impossible to solve.

AMPHETAMINES (Speed, Uppers) - Can make you rush around wildly and carelessly, pushing yourself beyond your physical capacity.

SEDATIVES (Downers) - Slow your mental processes and reflexes - very dangerous in any position requiring alertness. Personal dangers of abusing these "legal" substances range from disrupting family relationships to serious health problems including liver and kidney damage.

6. Drug and Alcohol Counseling Treatment or Rehabilitation Programs Available:

For Board Meeting of
October 22, 1990

Agenda Item I-2

POLICY WORDING CHANGES

During the process of revising the Board Policy Manual to reflect the recently-approved administrative title changes, we have discovered remaining sexist language that should also be changed. Recently-approved policy 104.01 allows us to make simple changes such as these without a first and second reading. Therefore, Board approval is requested to allow changes throughout the Board Policy Manual such as; him to him/her, his to his/her, he to he/she, Chairman(men) to Chair, Vice Chairman(men) to Vice Chair, etc.

RECOMMENDATION: Board approval to make wording changes necessary to remove sexist language from all Board policies and procedures.

Students may obtain assistance and advice from the SVCC counseling staff which provides counseling services and serves as an internal referral source for substance abuse related problems.

Referral sources that are available to Sauk Valley Community College students for drug/alcohol counseling, treatment and rehabilitation include the Sinnissippi Mental Health Center, Rosecrance Center, Rockford Memorial Addiction Center, Phoenix Center at Morrison, Lutheran Social Services, KSP Hospital, CGH Medical Center, and local chapters of Alcoholics Anonymous, ALATEEN, ALANON, and Narcotics Anonymous.

BILLS PAYABLE

OCTOBER 22, 1990

EDUCATION FUND

192-000-554	void check #15934	cancelled	written September		\$ (338.94)
138-000-550	OMNI NETHERLAND		Conference-Marlier	15973	290.60
138-000-550	1990 MASFAA CONFERENCE		" "	15974	170.00
110-316-550	DIANE FARLEY		Travel advance	15975	200.00
191-000-550	RICHARD GROHARING		Travel	15976	195.11
	FIRST NATIONAL BANK OF STERLING		Investment	15977	100,000.00
138-000-541.01	NASFAA		Dues	15978	438.00
	VOID CHECK			15979	
110-814-513.02	KSB HOSPITAL LABORATORY		MLT 170	15980	105.00
110-814-513.02	FREEPORT MEMORIAL HOSPITAL		RAD 184 and 284	15981	421.87
110-813-550	N.C.E.A.		Conference-Holtam	15982	175.00
176-000-575	CENTEL		Service	15983	3,117.19
	SVCC PAYROLL FUND		9/30/90 Payroll	15984	175,503.28
182-000-550	ROBERT EDISON		Travel	15985	297.43
110-418-550	TERESA DOUGLAS		Travel advance	15986	235.80
181-000-550	INSTITUTE FOR HIGHER EDUCATION		LEADERSHIP Conf.-Behrendt	15987	250.00
176-000-575	CENTEL		Service	15988	2,847.73
131-000-550	I.A.C.R.A.O.-C.L.C.		Conf-Bannon	15989	110.00
131-000-550	HYATT REGENCY WOODFIELD		" "	15990	149.60
110-812-550	ZOLLIE HALL		Travel advance	15991	508.50
192-000-544.02	POSTMASTER		First class mailing	15992	180.95
181-000-550	AMERICAN EXPRESS		Travel-President	15993	747.76
138-000-550	A.A.A.E.C.		Conf-Kerber	15994	158.00
192-000-521	PRUDENTIAL		Oct. premium	15995	43,342.67
	SVCC PAYROLL FUND		10/15/90 payroll	15996	175,445.00
					\$504,550.55

2,000,585.00	ACOM COMPUTER INC	EQUIPMENT	15,997	1,109.93
0,000,544.01	ACTIVISION ELECTRIC	SUPPLIES	15,998	413.11
0,000,541.01	ADMISSIONS MARKETING REPORT	SUBSCR	15,999	95.00
0,010,547.00	AMBOY NEWS	PUB RELA 50.40		
0,010,541.02	X X	4.95	16,000	55.35
0,000,541.01	AMERICAN DATA PRODUCTS	SUPPLIES	16,001	19.02
0,300,541.02	ARATEX SERVICES INC	SUPPLIES 29.70		
0,715,534.00	X X X	798.40	16,002	628.10
0,010,547.00	THE ASHTON GAZETTE	PUB RELA	16,003	50.40
0,712,541.02	BADGER MEDICAL SUPPLY	SUPPLIES	16,004	118.50
0,000,543.00	TERRY BAIN	PUB RELA	16,005	35.00
0,000,534.01	BAKER & TAYLOR	BOOKS	16,006	209.00
0,000,559.00	WM C BARBER & ASSOC	SERVICE	16,007	37.50
0,000,556.00	RICHARD BEHRENDT	EXPENSES	16,008	400.00
0,711,541.02	BEHRENS FLOWER SHED	FLOWERS	16,009	28.95
	BEHRING DIAGNOSTICS INC	SUPPLIES	16,010	1,853.00

0,300,541.02	BENNETT COMPANIES	SUPPLIES	8.40		
0,711,541.02	X X		4.50	16,011	12.90
0,512,541.02	BLUCK MUSIC CO	SUPPLIES		16,012	80.60
0,711,541.02	BOARD OF REGISTRY ASCP	SUPPLIES		16,013	36.00
0,100,541.02	BURLAND INTERNATIONAL	SUPPLIES		16,014	69.95
0,812,550.00	BRANDYWINE INN	MEETING		16,015	140.40
0,800,542.00	BUTLER PAPER CO	SUPPLIES		16,016	3,261.78
0,300,541.02	C & N SUPPLY	SUPPLIES		16,017	112.96
0,600,541.02	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES		16,018	559.05
6,000,541.01	CENTER FOR ASSESSMENT	SUPPLIES		16,019	24.00
1,000,541.01	CHRONICLE OF HIGHER EDUC	SUBSCR		16,020	62.50
8,000,541.01	COLLEGE SURVIVAL	SUPPLIES		16,021	9.60
0,811,550.00	CONSOLIDATED MANAGEMENT CO	MEETINGS	52.50		
0,818,550.00	X X X		38.50		
1,000,556.00	X X		37.50		
1,000,550.00	X X X		40.00	16,022	163.50
0,300,541.02	CONSOLIDATED PLASTICS CO	SUPPLIES		16,023	42.49
0,813,541.02	COPPINS LETTER SHOP	SUPPLIES		16,024	24.00
0,711,541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES		16,025	458.41
2,000,541.01	CURTIS 1000	SUPPLIES		16,026	674.75
0,818,550.00	DE ANZA TELEVISION CENTER	VIDEOCONF	175.00		
2,000,539.00	X X	X X	500.00	16,027	675.00
0,300,541.02	DIXON AUTO SUPPLY	SUPPLIES		16,028	26.89
0,300,541.02	DIXON GARAGE SUPPLY	SUPPLIES		16,029	23.32
0,812,541.02	DIXON TELEGRAPH	ADS		16,030	49.47
0,810,547.00	DIXON TELEGRAPH	PATHFINDER	3669.42		
2,000,544.02	X X	POSTAGE	2474.29	16,031	6,143.71
8,000,541.01	E.T.S.	LICENSE		16,032	1,475.00
0,810,547.00	THE ECHO	PUB RELA		16,033	69.00
0,300,541.02	FEED CONTROL CORPORATION	SUPPLIES		16,034	57.63
0,600,541.02	FISHER SCIENTIFIC	SUPPLIES		16,035	37.05
0,200,541.02	FLORALCREST	SUPPLIES		16,036	113.25
1,000,541.01	FORMSTART INC	SUPPLIES		16,037	693.45
0,714,550.00	CASSANDRA FRANCISCO	TRAVEL		16,038	226.50
0,000,545.00	GALE RESEARCH INC	BOOKS		16,039	109.96
0,600,541.02	GINDERS HOSPITAL SUPPLY	SUPPLIES		16,040	48.84
0,810,547.00	GRAPHIC ELECTRONICS INC	PUB RELA		16,041	79.57
0,812,550.00	ZOLLIE HALL	TRAVEL		16,042	40.80
0,300,541.02	RONALD HAPPAH	SUPPLIES PURCHASED		16,043	22.62
0,300,541.02	HARBOR FREIGHT TOOLS	SUPPLIES		16,044	97.98
1,000,541.01	HASKELLS	SUPPLIES	109.30		
8,000,541.01	X X		45.98		
2,000,541.01	X X		259.05	16,045	414.33
0,600,541.02	DALE HEUCK	SUPPLIES PURCHASED	8.44		
0,816,550.00	X X		32.42	16,046	40.86
0,000,544.01	THE HIGHSMITH CO	SUPPLIES		16,047	148.81
6,000,575.00	HUGHES BUSINESS TELEPHO NES	SERVICE		16,048	635.45
8,000,550.00	MICHAEL HUSTAD	TRAVEL	5.00		
2,000,529.00	X X	REIMB 3 HOURS	300.00	16,049	305.00
5,000,534.01	IBM CORPORATION	SERVICE		16,050	626.00
5,000,534.01	IBM CORPORATION	SERVICE		16,051	105.48
5,000,534.02	IBM CORPORATION	SOFTWARE		16,052	15,000.00

.000,541.01	ICCAROO	DUES	16,053	10.00
.000,544.01	ICS WAREHOUSE INC	SUPPLIES	16,054	130.32
.000,541.01	I.A.C.A.C.	MEMBERSHIP	16,055	40.00
.013,541.02	I.C.C.H.E.	MEMBERSHIP	16,056	50.00
.300,541.02	JOHNSTONE SUPPLY	SUPPLIES	16,057	99.53
.000,549.00	JUSTENS	DIPLOMAS	16,058	325.13
.117,541.02	L KARP & SONS	SUPPLIES	16,059	422.54
.000,529.00	JOAN KERBER	REIMB 3 HOURS	16,060	300.00
.000,550.00	KLUCKES	LUNCHES	16,061	10.08
.000,550.00	KAREN KYLEN	TRAVEL	16,062	283.00
.300,541.02	LAB VOLT SYSTEMS	SUPPLIES	16,063	224.95
.300,541.02	LAND MARK ENGINEERING	SUPPLIES	16,064	8.14
.300,541.02	LAWSON PRODUCTS	SUPPLIES	16,065	105.64
.013,541.02	L E R N	SUBSCR	16,066	85.00
.012,550.00	MCCASLINS BAKERY	MEETING	16,067	6.88
.000,541.03	MCGREGOR SUBSCR SERV	MAGAZINES	16,068	171.65
.300,541.02	MCMASTER CARR SUPPLY CO	SUPPLIES	16,069	23.07
.000,534.00	MCPHERSON ELECTRONICS	REPAIRS	16,070	72.70
.011,541.01	MAGNA PUBLICATIONS	SUBSCRIPTIONS 66.33		
.012,541.02	X X	88.45		
.013,541.02	X X	44.22	16,071	199.00
.000,585.00	MARCRAFT INTERNATIONAL CORP	EQUIPMENT	16,072	2,262.76
.000,550.00	RONALD MARLIER	TRAVEL	16,073	119.86
.010,547.00	MAST ADVERTISING & PUBL	PUB RELA	16,074	260.40
.000,542.00	MICROSOFT CORPORATION	SUPPLIES	16,075	55.50
.600,541.02	MODERN BIOLOGY	SUPPLIES	16,076	17.27
.000,554.00	THE MONOGRAM SHOPPE	SUPPLIES	16,077	276.00
.000,585.00	MOTT BROS CO	EQUIPMENT	16,078	317.20
.100,534.00	MUELLER AUDIO VISUAL	REPAIRS 112.00		
.000,534.00	X X	200.12	16,079	312.12
.000,542.00	MULTIGRAPHICS	SUPPLIES	16,080	226.95
.000,546.00	N A E I R	MEMBERSHIP	16,081	555.00
.600,541.02	NASCO	SUPPLIES	16,082	238.80
.014,541.01	NATL COUNCIL OF STATE BOARDS	OF NURSING SUBSCR	16,083	30.00
.711,550.00	HAROLD NELSON	TRAVEL	16,084	97.24
.000,534.00	NORTHERN ILL LIBRARY SYSTEM	USER FEE	16,085	743.74
.716,541.02	OASIS LASER SUPPLY	SUPPLIES 29.99		
.000,541.01	X X	29.99	16,086	59.98
.010,547.00	OGLE COUNTY NEWSPAPERS	PUB RELA	16,087	65.00
.000,534.01	OPPORTUNITIES FOR LEARNING	SUPPLIES	16,088	38.50
.300,541.02	JIM OTIS & ASSOC	SUPPLIES	16,089	182.10
.000,537.00	PETERSON OFFICE SERVICE	SERVICE 55.00		
.000,537.00	X X	368.00		
.000,585.00	X X	TYPEWRITERS 3298.00	16,090	3,721.00
.010,547.00	PRAIRIE ADVOCATE	PUB RELA	16,091	42.00
.000,545.00	PRENTICE HALL INC	BOOKS	16,092	80.44
.000,542.00	PROFESSIONAL BINDING PRODUCTS	SUPPLIES	16,093	51.11
.300,541.02	RADIO ELECTRONICS	SUBSCR	16,094	17.97
.300,541.02	RADIO SHACK	SUPPLIES	16,095	215.54
.000,541.03	READERS DIGEST	SUBSCR	16,096	12.70
.300,541.02	GARY REECHER	SUPPLIES PURCHASED	16,097	40.62
.000,545.00	RHEEM LEARNING CENTER	BOOKS	16,098	50.00

7,000,593.00	ROCK VALLEY COLLEGE	CHARGEBACK	16,099	23.94
7,711,541.02	RUPP & BOWMAN CO	SUPPLIES	16,100	75.93
8,100,541.02	SVCC BOOKSTORE	SUPPLIES 10.75		
8,117,541.02	X X	1.27		
8,300,541.02	X X	29.71		
8,316,541.02	X X	152.99		
8,400,541.02	X X	21.31		
8,416,541.02	X X	5.13		
8,500,541.02	X X	29.22		
8,511,541.02	X X	12.48		
8,600,541.02	X X	28.27		
8,712,541.02	X X	13.69		
8,715,541.02	X X	30.73		
8,800,541.02	X X	1.87		
8,811,541.01	X X	.70		
8,815,541.01	X X	6.15		
8,900,541.03	X X	14.00		
8,900,541.01	X X	2.78		
8,900,541.01	X X	34.10		
8,900,541.01	X X	5.70		
8,900,541.01	X X	1.10	16,101	401.95
8,915,541.02	SBM EQUIPMENT CENTER	SUPPLIES 14.03		
8,918,534.00	X X	34.00		
8,900,534.00	X X	136.61		
8,900,541.01	X X	15.22		
8,910,541.02	X X	34.00	16,102	233.86
8,900,550.00	JOHN SAGMUE	TRAVEL	16,103	36.12
8,900,541.02	SCIENTIFIC PRODUCTS	SUPPLIES 35.72		
8,911,541.02	X X	450.27	16,104	485.99
8,911,550.00	MICHAEL SEGUIN	TRAVEL	16,105	237.55
8,900,541.01	SHAWVER PRESS INC	SUPPLIES 30.63		
8,900,549.00	X X	9.30		
8,900,541.01	X X	30.63	16,106	70.56
8,900,550.00	SHELL OIL CO	PRES TRAVEL	16,107	107.96
8,914,550.00	STANLEY SHIPPET	TRAVEL	16,108	437.84
8,911,541.02	SIGMA CHEMICAL CO	SUPPLIES	16,109	72.23
8,900,534.01	SORBUS	SERVICE	16,110	3,583.11
8,910,547.00	STERLING CAMERA & VIDEO	PUB RELA	16,111	114.84
8,913,541.02	STONY POINT LAUNDRY	SUPPLIES 68.80		
8,916,541.02	X X	25.95	16,112	94.75
8,900,550.00	ROBERT THOMAS	TRAVEL	16,113	68.87
8,900,541.01	UARC0	SUPPLIES	16,114	577.09
8,900,541.01	US WEST MARKETING RESOURCES	SUPPLIES	16,115	9.20
8,900,541.02	UNIQUE COMPUTER	SUPPLIES	16,116	600.00
8,910,547.00	W C C I	PUB RELA	16,117	320.00
8,910,547.00	W I X N	PUB RELA	16,118	320.00
	VOID CHECK		16,119	.00
8,910,547.00	W L L T	PUB RELA	16,120	100.00
8,910,547.00	W S D R	PUB RELA	16,121	745.00
8,910,547.00	W S S Q	PUB RELA	16,122	612.50
8,910,547.00	WNS PUBLICATIONS	PUB RELA 428.40		
8,913,541.02	X X	COMM SERV 137.70	16,123	566.10

4,810,547.00	THE WALNUT LEADER	PUB RELA	16,124	31.79
1,000,535.00	WARD MURRAY PAGE & JOHNSON	SERVICES	16,125	2,029.50
1,600,541.02	WARDS NATURAL SCIENCE ESTAB	SUPPLIES	16,126	76.55
1,300,541.02	WARREN RADIO CO	SUPPLIES	16,127	7.97
1,714,541.02	WAYNE INC	SUPPLIES	16,128	200.51
1,300,541.02	WINTEK CORPORATION	SUPPLIES	16,129	905.00
	VOID CHECK		16,130	.00
1,600,541.02	DAVID YOUKER	SUPPLIES PURCHASED	16,131	6.43
1,117,541.02	ZESCO PRODUCTS	SUPPLIES 889.90		
1,000,585.00	X X	EQUIPMENT 348.00	16,132	1,237.90
1,013,541.02	CARROLL CO REVIEW	ADS	16,133	4.90
1,810,547.00	THE DAILY GAZETTE	PUB RELA 692.36		
1,013,541.02	X X	COMM SERV 12.92		
1,000,554.00	X X	ADS 66.17	16,134	771.45
1,000,534.00	DIXON PUBLIC LIBRARY	TELECOMM	16,135	280.59
1,000,541.01	BEN FRANKLIN PRINTING	SUPPLIES	16,136	191.55
1,300,541.02	LEE FS INC	SUPPLIES	16,137	135.30
1,012,541.01	ROCK RIVER VALLEY PERSONNEL	ASSN MEMBERSHIP	16,138	20.00
1,810,547.00	WORDPERFECT MAGAZINE	SUPPLIES	16,139	5.95
1,600,541.02	SVCC PETTY CASH FUND	SUPPLIES 2.77		
1,013,500.00	X X	3.56	16,140	6.33
	SVCC IMPREST FUND	MISC EXPENSES	16,141	740.92

67,412.18

Cks. #15973 - 15996 and void check

504,550.55

TOTAL EDUCATION FUND FOR OCTOBER

\$571,962.73

BUILDING BOND PROCEEDS

FIRST NATIONAL BANK OF STERLING	Investments	804	<u>\$25,000.00</u>
TOTAL BUILDING BOND PROCEEDS FOR OCTOBER			\$25,000.00

OPERATIONS, BUILDING & MAINTENANCE

271-000-571	AMGAS, INC.	Service	2739	\$ 6,194.10
000,567.00	ACE HARDWARE	EQUIPMENT	2,740	580.00
000,573.00	COMMONWEALTH EDISON	SERVICE	2,741	20.37
000,573.00	COMMONWEALTH EDISON	SERVICE	2,742	21,154.32
000,541.04	CRESCENT ELECTRIC SUPPLY	SUPPLIES	2,743	29.92
000,541.04	BOB DIETZ PAINT STORE	SUPPLIES	2,744	22.74
000,541.04	DIXON EQUIPMENT CO	SUPPLIES	2,745	23.45
000,534.01	ECOLAB PEST ELIMINATION DIV	SERVICE	2,746	80.00
000,550.00	FRED FLOTO	TRAVEL	2,747	19.20
000,534.01	GLAFKAS TIRE CITY	SERVICE	2,748	21.90
000,541.04	GRUMMERTS TRUE VALUE	SUPPLIES	2,749	52.08
000,550.00	GLADYS GUNTLE	TRAVEL	2,750	9.88
000,534.01	HILLS ELECTRIC MOTOR SERV	REPAIRS	2,751	195.72
000,534.01	HONEYWELL INC	SERVICE	2,752	5,646.25
000,541.04	INDUSTRIAL WHEEL & TOOL CO	SUPPLIES	2,753	142.08
000,541.04	JOHNSTONE SUPPLY	SUPPLIES	2,754	137.97
000,541.04	J & K LOCKSMITH	SUPPLIES	2,755	27.50
000,541.04	ELECTRONICS INC	SUPPLIES	2,756	320.00
000,541.04	LEE F S INC	SUPPLIES	2,757	792.77
000,541.04	MCNICHOLS CO.	SUPPLIES	2,758	440.59
000,534.01	DAVID MAYES	SEWAGE TESTING	2,759	200.00
000,534.01	MONTGOMERY ELEVATOR CO	SERVICE	2,760	498.58
000,541.04	MORGAN SERVICES INC	SUPPLIES	2,761	255.74
000,541.04	MOTT BROS CO	SUPPLIES	2,762	38.73
000,571.00	NORTHERN ILL GAS	SERVICE	2,763	1,952.40
000,541.04	DREW CHEMICAL	SUPPLIES	2,764	65.28
000,534.01	PITNEY BOWES INC	SERVICE	2,765	198.00
000,534.01	PRO SHINE FLOOR MAINTENANCE	WINDOW CLEANING	2,766	160.00
000,534.01	ROCK VALLEY DISPOSAL	SERVICE	2,767	157.00
000,541.04	SVCC BOOKSTORE	SUPPLIES	2,768	10.85
000,541.04	SVCC EDUCATION FUND	SUPPLIES	2,769	11.61
000,541.04	SBM EQUIPMENT CENTER	SUPPLIES	2,770	114.00
000,541.04	SIMPSON POWELSON LUMBER CO	SUPPLIES	2,771	84.62
000,541.04	SORENSEN JANITORIAL SUPPLY	SUPPLIES	2,772	930.60
000,541.04	STONY POINT LAUNDRY	SUPPLIES	2,773	9.50
000,534.01	WALDSCHMIDT REPAIR	REPAIRS	2,774	31.45
000,541.04	WISCONSIN TURF EQUIP CO	SUPPLIES	2,775	15.63
000,541.04	XYLEM LTD	SUPPLIES	2,776	238.00

0,000,534.01	YOUNGRENS REFRIGERATION INC REPAIRS	2,777	96.00
	SVCC IMPREST FUND MISC EXPENSES	2,778	41.99

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR OCTOBER	\$41,020.82
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PROTECTION, HEALTH & SAFETY

0-000-584	BENNETT & BROSSEAU ROOFING INC.	Repairs	118	<u>\$94,351.50</u>
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TOTAL PROTECTION, HEALTH & SAFETY FOR OCTOBER	\$94,351.50
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LIABILITY, PROTECTION & SETTLEMENT

1292-000-527	INTERNAL REVENUE SERVICE	Medicare 3rd quarter	173	.18
1292-000-527	DIXON NATIONAL BANK	Medicare 9/30	256	994.66
1292-000-528	WILKINS LOWE & CO.	Board, Employees & Boiler	257	2,214.00
1292-000-526	I.D.E.S.	Unemployment	258	1,465.51
1292-000-523	WILKINS LOWE & CO.	Workers Comp	259	25,937.00
1292-000-527	DIXON NATIONAL BANK	Medicare 10/15	260	<u>1,004.75</u>
TOTAL LIABILITY PROTECTION & SETTLEMENT FOR OCTOBER				\$31,616.10

IMPREST FUND

110-816-541.02	JOURNAL OF CHEMICAL EDUCATION	Supplies	9040	\$ 16.50
192-000-544.02	UNITED PARCEL SERVICE	Service	9041	29.19
110-400-541.02	UNIVERSITY OF ILLINOIS	Supplies	9042	14.50
110-712-534	KATHY MALONEY ANDERSEN	Honorarium	9043	25.00
110-712-550	UNIVERSITY OF IOWA	Conference	9044	80.00
110-813-550	PAT EDWARDS	Supplies	9045	19.85
110-712-534	AL QUICK	Honorarium	9046	25.00
182-000-550	MARY TATE	Supplies	9047	16.82
110-812-541.01	SUPERINTENDENT OF DOCUMENTS	Supplies	9048	22.00
110-811-550	ROCK RIVER I.A.T.E.	Meeting	9049	10.75
181-000-550	RICHARD BEHRENDT	Travel advance	9050	50.00
192-000-539	SERGIO SOTELO	Orientation	9051	20.00
131-000-550	KISHWAUKEE COLLEGE	Meeting	9052	7.75
110-812-550	S.A.V.T.E.S.	Conference	9053	40.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9054	22.74
138-000-550	C.A.A.N.	Conference	9055	30.00
181-000-559	RICHARD L. BEHRENDT	Gyro dinner	9056	25.00
110-117-541.02	SUSAN MALUND	Supplies	9057	25.49
110-813-550	ANN HENDERSON	Supplies	9058	5.04
195-000-541.02	CENTRAL POINT SOFTWARE	Supplies	9059	35.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9060	48.98
110-810-547	WORDPERFECT MAGAZINE	Subscr.	9061	18.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9062	82.31
	VOID CHECK		9063	
110-100-550	I.B.E.A.	Conference	9064	71.00
270-000-541.04	CAPITOL MOTOR SERVICE	Freight charges	9065	41.99
				<hr/>
				782.91

EDUCATION FUND - 740.92

BUILDING FUND - 41.99

Balance in fund - 2241.09
Disbursements 782.91
Total in fund - 3024.00

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

W. Simpson / R. Edson

PRESIDENT

Joseph P. McDowell

SECRETARY

DATE 10/22/92

OFFICE OF BUSINESS SERVICES
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

10/30/90

		R E V E N U E			E X P E N D I T U R E S		
	BEGINNING FY 90 BALANCE (DEFICIT)	BUDGET	TO DATE	%	BUDGET	TO DATE	%
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GENERAL FUNDS							
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Education Fund	\$877,537	\$5,541,997	\$1,176,141	21.2%	\$6,007,450	\$1,361,605	22.7%
Operations, Building & Maintenance Fund	764,602	529,958	(8,977)	-1.7%	565,600	108,921	19.3%
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TOTAL OPERATING FUND	\$1,642,139	\$6,071,955	\$1,167,164	19.2%	\$6,573,050	\$1,470,526	22.4%
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SPECIAL REVENUE FUNDS							
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Liability, Protection & Settlement Fund (Insurance)	\$295,426	\$135,720	\$18,445	13.6%	\$135,000	\$41,301	30.6%
Audit Fund	\$35,929	\$22,500	\$1,769	7.9%	\$22,500	\$0	0.0%
Protection, Health & Safety Fund	\$4,858	\$320,765	\$100,256	31.3%	\$320,765	\$94,352	29.4%
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PROPRIETARY FUNDS							
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Bookstore Fund	\$280,307	\$472,600	\$218,324	46.2%	\$442,600	\$272,002	61.5%
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OTHERS							
Working Cash Fund	\$2,564,853	\$1,000	\$15,987		\$0	(\$244,000)	
Building Bond Proceeds Fund (Site and Construction)	\$869,698	\$65,002	\$1,416		\$280,000	\$8,864	

EXPENDITURES	BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
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110-000-000 INSTRUCTION					
110-100-000 BUSINESS EDUCATION					
110-100-513.01 - Salaries - Full Time	\$237,403.00	\$11,321.64	\$22,643.28	\$33,964.92	14.31%
110-100-534 - Contractual Services	\$5,000.00	\$137.00	\$112.00	\$249.00	4.98%
110-100-541.02 - General Materials & Supplies	\$14,675.00	\$1,908.92	\$750.12	\$2,659.04	18.12%
110-100-550 - Conference & Meeting Expense	\$1,400.00	\$0.00	\$71.00	\$71.00	5.07%
	-----	-----	-----	-----	-----
	\$258,478.00	\$13,367.56	\$23,576.40	\$36,943.96	14.29%
110-117-000 FOOD SERVICES					
110-117-534 - Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	ERR
110-117-541.02 - General Materials & Supplies	\$3,500.00	\$445.63	\$1,321.01	\$1,766.64	50.48%
110-117-550 - Conference & Meeting Expense	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$3,600.00	\$445.63	\$1,321.01	\$1,766.64	49.07%
110-200-000 AGRICULTURE					
110-200-541.02 - General Materials & Supplies	\$500.00	\$0.00	\$113.25	\$113.25	22.65%
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	\$500.00	\$0.00	\$113.25	\$113.25	22.65%
110-300-000 INDUSTRIAL EDUCATION					
110-300-513.01 - Salaries - Full Time	\$219,320.00	\$10,108.44	\$20,216.88	\$30,325.32	13.83%
110-300-534 - Contractual Services	\$3,500.00	\$315.93	\$0.00	\$315.93	9.03%
110-300-541.02 - General Materials & Supplies	\$18,295.00	\$1,636.81	\$2,583.52	\$4,220.33	23.07%
110-300-550 - Conference & Meeting Expense	\$1,400.00	\$13.00	\$0.00	\$13.00	0.93%
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	\$242,515.00	\$12,074.18	\$22,800.40	\$34,874.58	14.38%
110-310-000 COSMETOLOGY					
110-310-538 - Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	ERR
110-310-541.02 - General Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	ERR
110-310-550 - Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$0.00	ERR
110-316-000 HUMAN SERVICES					
110-316-534 - Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-316-541.02 - General Materials & Supplies	\$1,150.00	\$9.28	\$153.74	\$163.02	14.18%
110-316-550 - Conference & Meeting Expense	\$300.00	\$30.00	\$200.00	\$230.00	76.67%
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	\$1,550.00	\$39.28	\$353.74	\$393.02	25.36%
110-400-000 SOCIAL SCIENCE					
110-400-513.01 - Salaries - Full Time	\$132,646.00	\$6,471.60	\$12,943.20	\$19,414.80	14.64%
110-400-541.02 - General Materials & Supplies	\$5,070.00	\$482.58	\$247.03	\$729.61	14.39%
110-400-550 - Conference & Meeting Expense	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$138,716.00	\$6,954.18	\$13,190.23	\$20,144.41	14.52%

110-410-000 E.M.T.

110-410-534	- Contractual Services	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
110-410-541.02	- General Materials & Supplies	\$400.00	\$110.80	\$0.00	\$110.80	27.70%
110-410-550	- Conference & Meeting Expense	\$50.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,950.00	\$110.80	\$0.00	\$110.80	5.68%

110-418-000 CRIMINAL JUSTICE

110-418-513.01	- Salaries - Full Time	\$25,744.00	\$796.58	\$1,593.16	\$2,389.74	9.28%
110-418-534	- Contractual Services	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
110-418-541.02	- General Materials & Supplies	\$1,500.00	\$381.30	\$44.36	\$425.66	28.38%
110-418-550	- Conference & Meeting Expense	\$600.00	\$0.00	\$235.80	\$235.80	39.30%
		\$28,044.00	\$1,177.88	\$1,873.32	\$3,051.20	10.88%

110-500-000 HUMANITIES

110-500-513.01	- Salaries-Full Time (Humanities)	\$289,431.00	\$11,921.85	\$23,843.70	\$35,765.55	12.36%
110-500-541.02	- General Materials & Supplies (Humanities)	\$9,100.00	\$453.10	\$254.94	\$708.04	7.78%
110-500-550	- Conference & Meeting Expense (Humanities)	\$2,800.00	\$0.00	\$0.00	\$0.00	0.00%
		\$301,331.00	\$12,374.95	\$24,098.64	\$36,473.59	12.10%

110-511-513.01	- Salaries-Full Time (Art)	\$34,077.00	\$1,893.17	\$3,786.34	\$5,679.51	16.67%
110-511-534	- Contractual Services (Art)	\$0.00	\$0.00	\$0.00	\$0.00	ERR
110-511-541.02	- General Materials & Supplies (Art)	\$1,000.00	\$31.62	\$15.11	\$46.73	4.67%
110-511-550	- Conference & Meeting Expense (Art)	\$200.00	\$86.00	\$0.00	\$86.00	
		\$35,277.00	\$2,010.79	\$3,801.45	\$5,812.24	16.48%

110-512-513.01	- Salaries-Full Time (Music)	\$66,492.00	\$2,770.50	\$5,541.00	\$8,311.50	12.50%
110-512-534	- Contractual Services (Music)	\$1,800.00	\$0.00	\$0.00	\$0.00	0.00%
110-512-541.02	- General Materials & Supplies(Music)	\$4,168.00	\$394.63	\$89.59	\$484.22	11.62%
110-512-550	- Conference & Meeting Expense(Music)	\$600.00	\$0.00	\$0.00	\$0.00	0.00%
		\$73,060.00	\$3,165.13	\$5,630.59	\$8,795.72	12.04%

110-600-000 MATH SCIENCE

110-600-513.01	- Salaries - Full Time	\$216,854.00	\$10,045.87	\$22,556.48	\$32,602.35	15.03%
110-600-534	- Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-600-541.02	- General Materials & Supplies	\$13,650.00	\$4,432.09	\$1,422.73	\$5,854.82	42.89%
110-600-550	- Conference & Meeting Expense	\$1,400.00	\$0.00	\$0.00	\$0.00	0.00%
		\$232,004.00	\$14,477.96	\$23,979.21	\$38,457.17	16.58%

110-711-000 MED. LAB. TECHNOLOGY

110-711-513.01	- Salaries - Full Time	\$63,784.00	\$9,032.17	\$5,140.34	\$14,172.51	22.22%
110-711-534	- Contractual Services	\$7,500.00	\$493.74	\$0.00	\$493.74	6.58%
110-711-541.02	- General Materials & Supplies	\$11,805.00	\$3,045.08	\$2,969.55	\$6,014.63	50.95%
110-711-550	- Conference & Meeting Expense	\$1,040.00	\$171.78	\$97.24	\$269.02	25.87%
		\$84,129.00	\$12,742.77	\$8,207.13	\$20,949.90	24.90%

110-712-000 A.D. NURSING

110-712-513.01	Salaries Full Time	\$113,604.00	\$4,405.09	\$8,810.18	\$13,215.27	11.63%
110-712-516	Salaries - Office Staff	\$17,320.00	\$3,608.35	\$1,443.34	\$5,051.69	29.17%
110-712-534	Contractual Services	\$14,524.00	\$85.00	\$50.00	\$135.00	0.93%
110-712-541.02	General Materials & Supplies	\$4,560.00	\$1,057.70	\$168.04	\$1,225.74	26.88%
110-712-550	Conference & Meeting Expense	\$1,450.00	\$0.00	\$80.00	\$80.00	5.52%

		\$151,458.00	\$9,156.14	\$10,551.56	\$19,707.70	13.01%
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110-713-000 L.P. NURSING

110-713-513.01	Salaries - Full Time	\$53,612.00	\$2,410.84	\$4,821.68	\$7,232.52	13.49%
110-713-534	Contractual Services	\$150.00	\$0.00	\$0.00	\$0.00	0.00%
110-713-541.02	General Materials & Supplies	\$2,230.00	\$703.91	\$136.60	\$840.51	37.69%
110-713-550	Conference & Meeting Expense	\$600.00	\$62.50	\$0.00	\$62.50	10.42%

		\$56,592.00	\$3,177.25	\$4,958.28	\$8,135.53	14.38%
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110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513.01	Salaries - Full Time	\$57,060.00	\$10,355.04	\$6,202.72	\$16,557.76	29.02%
110-714-534	Contractual Services	\$4,240.00	\$0.00	\$0.00	\$0.00	0.00%
110-714-541.02	General Materials & Supplies	\$3,395.00	\$557.62	\$240.81	\$798.43	23.52%
110-714-550	Conference & Meeting Expense	\$5,050.00	\$322.02	\$664.34	\$986.36	19.53%

		\$69,745.00	\$11,234.68	\$7,107.87	\$18,342.55	26.30%
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110-715-000 PHYSICAL EDUCATION

110-715-513.01	Salaries - Full Time	\$57,200.00	\$2,383.33	\$4,766.66	\$7,149.99	12.50%
110-715-534	Contractual Services	\$2,200.00	\$0.00	\$798.40	\$798.40	36.29%
110-715-541.02	General Materials & Supplies	\$1,165.00	\$834.54	\$47.58	\$882.12	75.72%
110-715-550	Conference & Meeting Expense	\$400.00	\$0.00	\$0.00	\$0.00	0.00%

		\$60,965.00	\$3,217.87	\$5,612.64	\$8,830.51	14.48%
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110-716-000 NURSING ASSISTANT

110-716-534	Contractual Services -	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-716-541.02	General Materials & Supplies	\$1,080.00	\$29.42	\$97.64	\$127.06	11.76%
110-716-550	Conference & Meeting Expense	\$250.00	\$0.00	\$0.00	\$0.00	0.00%

		\$1,430.00	\$29.42	\$97.64	\$127.06	8.89%
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110-800-000 FACULTY OFFICE & REPRODUCTION ROOM

110-800-516	Salaries - Secretarial	\$55,319.00	\$11,524.75	\$4,609.90	\$16,134.65	29.17%
110-800-518.01	Student Employees - Federal (Faculty Office)	\$13,000.00	\$2,333.20	\$892.05	\$3,225.25	24.81%
110-800-518.01-1	Student Employees - Federal (Workroom)	\$5,000.00	\$932.90	\$309.70	\$1,242.60	24.85%
110-800-534.01	Contractual Services (Fac. Off)	\$350.00	\$0.00	\$0.00	\$0.00	0.00%
110-800-534	Contractual Services (Workroom)	\$9,300.00	\$9,653.00	\$0.00	\$9,653.00	103.80%
110-800-537	Contractual (UNALLOCATED)	\$900.00	\$0.00	\$55.00	\$55.00	6.11%
110-800-542	General Materials & Supplies (Workroom)	\$1,830.00	\$40.47	\$2,173.49	\$2,213.96	120.98%
110-800-541.02	General Materials & Supplies (Faculty Office)	\$1,450.00	\$36.21	\$27.10	\$63.31	4.37%
110-800-541.03	General Materials & Supplies (Institutional Committees)	\$300.00	\$0.00	\$0.00	\$0.00	0.00%

		\$87,449.00	\$24,520.53	\$8,067.24	\$32,587.77	37.26%
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110-810-000 MARKETING & PUBLIC RELATIONS

110-810-511	- Salaries - Administrative	\$34,775.00	\$7,244.80	\$2,897.92	\$10,142.72	29.17%
110-810-516	- Salaries - Secretarial	\$15,000.00	\$503.36	\$0.00	\$503.36	3.36%
110-810-547	- General Materials & Supplies	\$99,932.00	\$10,140.96	\$7,808.89	\$17,949.85	17.96%
110-810-550	- Conference & Meeting Expense	\$1,260.00	\$122.20	\$242.41	\$364.61	28.94%
		\$150,967.00	\$18,011.32	\$10,949.22	\$28,960.54	19.18%

110-811-000 DEAN OF ARTS & SOCIAL SCIENCES

110-811-511	- Salaries - Administrative	\$47,649.00	\$9,926.90	\$3,970.76	\$13,897.66	29.17%
110-811-513.02	- Salaries - Instruction (Part-time)	\$49,000.00	\$0.00	\$12,775.23	\$12,775.23	26.07%
110-811-513.03	- Salaries - Instruction (Summer)	\$47,250.00	\$46,742.20	\$0.00	\$46,742.20	98.93%
110-811-516	- Salaries - Secretarial	\$18,091.00	\$3,768.95	\$1,507.58	\$5,276.53	29.17%
110-811-518.01	- Student Employees (Federal)	\$12,000.00	\$1,723.30	\$1,162.80	\$2,886.10	24.05%
110-811-534	- Contractual Services	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
110-811-541.01	- General Materials & Supplies	\$900.00	\$107.33	\$89.14	\$196.47	21.83%
110-811-550	- Conference & Meeting Expense	\$2,500.00	\$293.08	\$300.80	\$593.88	23.76%
		\$177,890.00	\$62,561.76	\$19,806.31	\$82,368.07	46.30%

110-812-000 DEAN OF BUSINESS & TECHNOLOGY

110-812-511	- Salaries - Administrative	\$51,693.00	\$10,769.40	\$4,307.76	\$15,077.16	29.17%
110-812-513.02	- Salaries - Instruction (Part-time)	\$130,000.00	\$531.72	\$7,607.56	\$8,139.28	6.26%
110-812-513.03	- Salaries - Instruction (Summer)	\$43,000.00	\$41,947.15	\$0.00	\$41,947.15	97.55%
110-812-516	- Salaries Secretarial	\$19,921.00	\$3,628.22	\$1,250.00	\$4,878.22	24.49%
110-812-518.01	- Student Employees (Federal)	\$15,979.00	\$1,553.60	\$1,513.20	\$3,066.80	19.19%
110-812-541.01	- General Materials & Supplies	\$1,500.00	\$162.89	\$203.68	\$366.57	24.44%
110-812-550	- Conference & Meeting Expense	\$3,000.00	\$473.57	\$736.58	\$1,210.15	40.34%
		\$265,093.00	\$59,066.55	\$15,618.78	\$74,685.33	28.17%

110-813-000 DEAN OF COMM & EXTENDED SERVICES

110-813-511	- Salaries - Administrative	\$45,979.00	\$9,578.95	\$3,831.58	\$13,410.53	29.17%
110-813-513.02	- Instructional Salaries	\$60,000.00	\$2,287.50	\$714.28	\$3,001.78	5.00%
110-813-513.03	- Community Service Coordinators	\$8,000.00	\$0.00	\$692.86	\$692.86	8.66%
110-813-516	- Salaries - Secretarial	\$15,069.00	\$3,071.70	\$1,241.28	\$4,312.98	28.62%
110-813-518.01	- Student Employees (Federal)	\$1,570.00	\$577.60	\$110.20	\$687.80	43.81%
110-813-534	- Contractual Services	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
110-813-541.02	- General Materials & Supplies	\$3,000.00	\$477.28	\$459.65	\$936.93	31.23%
110-813-550	- Conference & Meeting Expense	\$2,250.00	\$110.70	\$203.45	\$314.15	13.96%
		\$137,368.00	\$16,103.73	\$7,253.30	\$23,357.03	17.00%

110-814-000 NURSING EDUCATION

110-814-511	- Salaries - Administrative	\$44,070.00	\$14,452.16	\$2,874.96	\$17,327.12	39.32%
110-814-513.02	- Salaries - Instruction (Part-time)	\$45,000.00	\$443.62	\$2,926.37	\$3,369.99	7.49%
110-814-513.03	- Salaries - Instructional (Summer)	\$20,000.00	\$12,482.36	\$105.00	\$12,587.36	62.94%
110-814-518.01	- Student Employees (Federal)	\$4,820.00	\$712.50	\$216.60	\$929.10	19.28%
110-814-534	- Contractual Services	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
110-814-541.01	- General Materials & Supplies	\$1,200.00	\$54.70	\$33.29	\$87.99	7.33%
110-814-550	- Conference & Meeting Expense	\$1,250.00	\$0.00	\$0.00	\$0.00	0.00%
		\$116,540.00	\$28,145.34	\$6,156.22	\$34,301.56	29.43%

110-815-000 ACADEMIC SKILLS CENTER

110-815-513.01 - Salaries - Full Time	\$65,223.00	\$3,354.07	\$6,708.14	\$10,062.21	15.43%
110-815-534 - Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-815-541.02 - General Materials & Supplies	\$7,050.00	\$1,057.78	\$222.26	\$1,280.04	18.16%
110-815-550 - Conference & Meeting Expense	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
	\$72,973.00	\$4,411.85	\$6,930.40	\$11,342.25	15.54%

110-816-000 HONORS PROGRAM

110-816-534 - Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-816-541.02 - General Materials & Supplies	\$400.00	\$2.50	\$20.80	\$23.30	5.83%
110-816-550 - Conference & Meeting Expense	\$250.00	\$0.00	\$32.42	\$32.42	12.97%
	\$750.00	\$2.50	\$53.22	\$55.72	7.43%

110-818-000 VICE PRESIDENT OF INSTRUCTION

110-818-511 - Salaries - Administrative	\$58,984.00	\$12,288.35	\$4,915.34	\$17,203.69	29.17%
110-818-516 - Salaries - Secretarial	\$22,948.00	\$4,780.85	\$1,912.34	\$6,693.19	29.17%
110-818-518 - Student Tutors	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
110-818-518.01 - Student Employees (Federal)	\$4,500.00	\$992.75	\$286.90	\$1,279.65	28.44%
110-818-534 - Contractual Services	\$900.00	\$860.02	\$34.00	\$894.02	99.34%
110-818-541.01 - General Materials & Supplies	\$3,700.00	\$286.24	\$85.50	\$371.74	10.05%
110-818-550 - Conference & Meeting Expense	\$3,000.00	\$418.42	(\$28.91)	\$389.51	12.98%
	\$97,032.00	\$19,626.63	\$7,205.17	\$26,831.80	27.65%

120-000-000 LEARNING RESOURCE CENTER

120-000-513.03 - Salaries - Instructional (Summer)	\$6,000.00	\$0.00	\$0.00	\$0.00	0.00%
120-000-515 - Salaries - Professional	\$104,367.00	\$11,158.95	\$8,697.26	\$19,856.21	19.03%
120-000-516 - Salaries - Secretarial	\$34,608.00	\$7,210.00	\$2,884.00	\$10,094.00	29.17%
120-000-518.01 - Student Employees (Federal)	\$12,809.00	\$1,746.10	\$995.60	\$2,741.70	21.40%
120-000-534 - Contractual Services	\$13,150.00	\$1,051.25	\$1,297.15	\$2,348.40	17.86%
120-000-541.01 - Xerox Supplies	\$1,000.00	\$2,038.58	(\$1,420.94)	\$617.64	61.76%
120-000-541.03 - Library Supplies	\$17,050.00	\$10,321.38	\$206.25	\$10,527.63	61.75%
120-000-544.01 - Audio Visual Supplies	\$6,500.00	\$199.94	\$165.18	\$365.12	5.62%
120-000-545 - Library Books	\$40,000.00	\$4,390.00	\$449.40	\$4,839.40	12.10%
120-000-550 - Conference & Meeting Expense	\$2,390.00	\$88.90	\$68.87	\$157.77	6.60%
	\$237,874.00	\$38,205.10	\$13,342.77	\$51,547.87	21.67%

130-000-000 STUDENT SERVICES AND AIDS

131-000-000 ADMISSIONS AND RECORDS

131-000-511 - Salaries - Administrative	\$38,048.00	\$7,926.65	\$3,170.66	\$11,097.31	29.17%
131-000-516 - Salaries - Secretarial	\$66,574.00	\$13,869.65	\$5,547.86	\$19,417.51	29.17%
131-000-518.01 - Student Employees (Federal)	\$10,958.00	\$1,952.25	\$992.75	\$2,945.00	26.88%
131-000-534 - Contractual Services	\$1,880.00	\$680.00	\$136.61	\$816.61	43.44%
131-000-541.01 - General Materials & Supplies	\$14,000.00	\$3,175.54	\$1,241.43	\$4,416.97	31.55%
131-000-550 - Conference & Meeting Expense	\$2,500.00	\$875.11	\$267.35	\$1,142.46	45.70%
	\$133,960.00	\$28,479.20	\$11,356.66	\$39,835.86	29.74%

132-000-000	COUNSELING AND TESTING					
132-000-515	- Salaries - Professional	\$92,330.00	\$20,217.10	\$7,876.78	\$28,093.88	30.43%
132-000-516	- Salaries - Secretarial	\$22,591.00	\$3,768.95	\$1,507.58	\$5,276.53	23.36%
		\$114,921.00	\$23,986.05	\$9,384.36	\$33,370.41	29.04%
133-000-541.01	HEALTH SERVICES - Materials	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
		\$100.00	\$0.00	\$0.00	\$0.00	0.00%
134-000-000	FINANCIAL AIDS					
134-000-511	- Salaries - Administrative	\$46,092.00	\$9,602.50	\$3,841.00	\$13,443.50	29.17%
134-000-516	- Salaries - Secretarial	\$35,261.00	\$7,346.05	\$2,938.42	\$10,284.47	29.17%
		\$81,353.00	\$16,948.55	\$6,779.42	\$23,727.97	29.17%
138-000-000	VICE PRESIDENT OF STUDENT SERVICES					
138-000-511	- Salaries - Administrative	\$56,007.00	\$11,668.15	\$4,667.26	\$16,335.41	29.17%
138-000-516	- Salaries - Secretarial	\$22,842.00	\$4,758.75	\$1,903.50	\$6,662.25	29.17%
138-000-518.01	- Student Employees (Federal)	\$45,100.00	\$7,612.25	\$3,930.65	\$11,542.90	25.59%
138-000-519	- Other Salaries (Coaching)	\$38,245.00	\$3,992.05	\$1,886.42	\$5,878.47	15.37%
138-000-534	- Contractual Services	\$900.00	\$440.00	\$38.50	\$478.50	53.17%
138-000-541.01	- General Materials & Supplies	\$19,400.00	\$4,692.91	\$2,637.82	\$7,330.73	37.79%
138-000-549	- Commencement	\$7,000.00	\$214.00	\$325.13	\$539.13	7.70%
138-000-550	- Conference & Meeting Expense	\$6,855.00	\$182.08	\$809.58	\$991.66	14.47%
138-000-554	- Student Recruitment	\$2,500.00	\$4,321.62	\$276.00	\$4,597.62	183.90%
		\$198,849.00	\$37,881.81	\$16,474.86	\$54,356.67	27.34%
140-000-000	PUBLIC SERVICES					
140-000-514.02	- Salaries	\$4,600.00	\$0.00	\$0.00	\$0.00	0.00%
140-000-534	- Contractual Services	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
140-000-541.02	- General Materials & Supplies	\$5,300.00	\$0.00	\$0.00	\$0.00	0.00%
		\$14,900.00	\$0.00	\$0.00	\$0.00	0.00%
170-000-000	OPERATION & MAINTENANCE OF PLANT					
171-000-517	- Salaries - Service Staff	\$443,579.00	\$89,931.46	\$36,247.29	\$126,178.75	28.45%
171-000-518.01	- Student Employees (Federal)	\$82,000.00	\$16,788.00	\$5,322.00	\$22,110.00	26.96%
171-000-518.017	- Matrons Work Study (Federal)	\$0.00	\$7,848.70	\$2,265.60	\$10,114.30	0.00%
176-000-575	- Telephone	\$67,500.00	\$10,597.31	\$6,081.26	\$16,678.57	24.71%
		\$593,079.00	\$125,165.47	\$49,916.15	\$175,081.62	29.52%
181-000-000	GENERAL ADMINISTRATION					
181-000-000	PRESIDENT'S OFFICE					
181-000-511	- Salaries - Administrative	\$80,657.00	\$16,803.55	\$6,721.42	\$23,524.97	29.17%
181-000-516	- Salaries - Secretarial	\$26,280.00	\$5,475.00	\$2,190.00	\$7,665.00	29.17%
181-000-518.01	- Student Employees (Federal)	\$3,484.00	\$380.00	\$285.00	\$665.00	19.09%
181-000-534	- Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
181-000-541.01	- General Materials & Supplies	\$2,000.00	\$287.46	\$247.70	\$535.16	26.76%
181-000-550	- Conference & Meeting Expense	\$5,500.00	\$1,887.76	\$365.80	\$2,253.56	40.97%
181-000-556	- Special Affairs	\$4,700.00	\$636.28	\$68.73	\$705.01	15.00%
181-000-559	- Other Conf. & Meeting Expense	\$8,525.00	\$3,775.88	\$1,225.00	\$5,000.88	58.66%
		\$131,246.00	\$29,245.93	\$11,103.65	\$40,349.58	30.74%

182-000-000 VICE PRESIDENT OF BUSINESS SERVICES

182-000-511	- Salaries - Administrative	\$105,779.00	\$22,037.30	\$8,907.17	\$30,944.47	29.25%
182-000-512	- Salaries - Professional	\$24,594.00	\$6,368.44	\$0.00	\$6,368.44	25.89%
182-000-516	- Salaries - Secretarial	\$96,925.00	\$20,104.75	\$8,621.81	\$28,726.56	29.64%
182-000-534	- Contractual Services	\$6,500.00	\$1,463.27	\$0.00	\$1,463.27	22.51%
182-000-541.01	- General Materials & Supplies	\$10,000.00	\$1,130.86	(\$430.28)	\$700.58	7.01%
182-000-550	- Conference & Meeting Expense	\$3,900.00	\$230.05	\$314.25	\$544.30	13.96%
		\$247,698.00	\$51,334.67	\$17,412.95	\$68,747.62	27.75%

190-000-000 INSTITUTIONAL SUPPORT

191-000-000 BOARD OF TRUSTEES

191-000-535	- Contractual -Legal	\$10,000.00	\$2,857.81	\$2,029.50	\$4,887.31	48.87%
191-000-549	- Other Gen Supplies (Election)	\$1,000.00	\$89.85	\$47.73	\$137.58	13.76%
191-000-550	- Conference & Meeting Expense	\$5,300.00	\$996.29	\$235.11	\$1,231.40	23.23%
		\$16,300.00	\$3,943.95	\$2,312.34	\$6,256.29	38.38%

192-000-000 INSTITUTIONAL SUPPORT EXPENSES

192-000-516	- Salaries - Secretarial	\$17,852.00	\$4,015.15	\$1,541.66	\$5,556.81	31.13%
192-000-518.01	- Student Employees (Federal)	\$5,935.00	\$1,599.85	\$586.30	\$2,186.15	36.83%
192-000-518.03	- Student Employees (Federal) (Contingency)	\$4,448.00	\$828.40	\$342.00	\$1,170.40	26.31%
192-000-521	- Group Medical & Life Insurance	\$430,000.00	\$119,704.28	\$37,745.61	\$157,449.89	36.62%
192-000-524	- Medical Examination Fee	\$0.00	\$0.00	\$0.00	\$0.00	ERR
192-000-529	- Tuition Reimbursement	\$7,000.00	\$1,461.20	\$600.00	\$2,061.20	29.45%
192-000-532	- Curriculum Development	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
192-000-537	- UNALLOCATED Contractual	\$2,000.00	\$179.50	\$368.00	\$547.50	27.38%
192-000-539	- In-Service Training	\$7,000.00	\$2,226.00	\$520.00	\$2,746.00	39.23%
192-000-541.02	- Supplies (Faculty Association)	\$200.00	\$3.75	\$7.28	\$11.03	5.52%
192-000-544.02	- Postage	\$51,500.00	\$3,378.14	\$2,307.97	\$5,686.11	11.04%
192-000-546	- Publications/Dues	\$10,200.00	\$6,189.75	\$555.00	\$6,744.75	66.13%
192-000-547	- Advertising	\$900.00	\$55.10	\$0.00	\$55.10	6.12%
192-000-554	- Recruitment	\$5,000.00	\$1,433.90	(\$272.77)	\$1,161.13	23.22%
		\$543,035.00	\$141,075.02	\$44,301.05	\$185,376.07	34.14%

192-000-580 CAPITAL OUTLAY

192-000-585	- Equipment	\$262,941.00	\$15,253.01	\$7,335.89	\$22,588.90	8.59%
		\$262,941.00	\$15,253.01	\$7,335.89	\$22,588.90	8.59%

193-000-000 AFFIRMATIVE ACTION

193-000-534	- Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
193-000-541.02	- General Materials & Supplies	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
193-000-550	- Conference & Meeting Expense	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
		\$700.00	\$0.00	\$0.00	\$0.00	0.00%

194-000-000 INSTITUTIONAL RESEARCH

194-000-534	- Contractual Services	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
194-000-541.02	- General Materials & Supplies	\$1,000.00	\$14.00	\$0.00	\$14.00	1.40%
		\$4,000.00	\$14.00	\$0.00	\$14.00	0.35%

195-000-000 INFORMATION SYSTEMS

195-000-511	- Salaries - Administrative	\$89,781.00	\$9,602.50	\$5,421.20	\$15,023.70	16.73%
195-000-516	- Salaries - Office Staff	\$33,036.00	\$6,882.50	\$2,753.00	\$9,635.50	29.17%
195-000-518.01	- Student Employees (Federal)	\$6,365.00	\$733.40	\$307.80	\$1,041.20	16.36%
195-000-532	- Contractual - Consulting (Business Office)	\$0.00	\$0.00	\$0.00	\$0.00	ERR
195-000-534.01	- Contractual - Admin.	\$121,100.00	\$12,973.63	\$4,352.09	\$17,325.72	14.31%
195-000-534.02	- Contractual - Educ.	\$28,450.00	\$0.00	\$15,000.00	\$15,000.00	52.72%
195-000-541.01	- General Supplies - Admin.	\$15,900.00	\$2,570.46	\$134.40	\$2,704.86	17.01%
195-000-541.02	- General Supplies - Educ.	\$6,500.00	\$657.78	\$635.00	\$1,292.78	19.89%
195-000-550	- Conference & Meeting Expense	\$5,000.00	\$84.84	\$0.00	\$84.84	1.70%
		\$306,132.00	\$33,505.11	\$28,603.49	\$62,108.60	20.29%

196-000-000 PLANNING AND DEVELOPMENT

196-000-511	- Salaries - Administrative	\$46,064.00	\$9,596.65	\$4,148.49	\$13,745.14	29.84%
196-000-516	- Salaries - Secretarial	\$17,672.00	\$2,761.20	\$1,325.40	\$4,086.60	23.12%
196-000-534	- Contractual Services	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
196-000-541.01	- General Materials & Supplies	\$2,220.00	\$319.60	\$121.10	\$440.70	19.85%
196-000-550	- Conference & Meeting Expense	\$4,000.00	\$1,021.60	\$283.00	\$1,304.60	32.62%
		\$72,956.00	\$13,699.05	\$5,877.99	\$19,577.04	26.83%

197-000-593 TUITION CHARGE-BACK

\$25,000.00	\$1,122.52	\$23.94	\$1,146.46	4.59%
\$25,000.00	\$1,122.52	\$23.94	\$1,146.46	4.59%

199-000-600 PROVISION FOR CONTINGENCIES

\$175,000.00	\$0.00	\$0.00	\$0.00	0.00%
\$175,000.00	\$0.00	\$0.00	\$0.00	0.00%

TOTAL EDUCATIONAL FUND EXPENDITURES.	\$6,007,450.00	\$898,066.12	\$463,538.74	\$1,361,604.86	22.67%
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OPERATIONS & MAINTENANCE FUND

270-000-000 OPERATIONS & MAINTENANCE FUND

270-000-534.01	- Contractual Services	\$137,000.00	\$10,288.19	\$7,284.90	\$17,573.09	12.83%
270-000-534.02	- Contractual - Deficiency					
270-000-541.04	- General Materials & Supplies	\$55,000.00	\$4,297.66	\$3,782.45	\$8,080.11	14.69%
270-000-550	- Conference & Meeting Expense	\$2,100.00	\$608.04	\$29.08	\$637.12	30.34%
		\$194,100.00	\$15,193.89	\$11,096.43	\$26,290.32	13.54%
271-000-571	- Gas	\$89,500.00	\$14,129.32	\$8,146.50	\$22,275.82	24.89%
276-000-573	- Electricity	\$247,000.00	\$38,150.12	\$21,174.69	\$59,324.81	24.02%
276-000-587	- Equipment	\$9,000.00	\$450.20	\$580.00	\$1,030.20	11.45%

290-000-000 INSTITUTIONAL SUPPORT

292-000-560 - Fixed Charges

292-000-561 - Rental

\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
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\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
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299-000-600 PROVISION FOR CONTINGENCIES

\$25,000.00	\$0.00	\$0.00	\$0.00	0.00%
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\$25,000.00	\$0.00	\$0.00	\$0.00	0.00%
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TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES

\$565,600.00	\$67,923.53	\$40,997.62	\$108,921.15	19.26%
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TOTAL OPERATING FUND EXPENDITURES

\$6,573,050.00	\$965,989.65	\$504,536.36	\$1,470,526.01	22.37%
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EXPENDITURES

	BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
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LIABILITY, PROTECTION & SETTLEMENT FUND					
1292-000-000 Institutional Support					
1292-000-523 - Worker's Compensation	\$32,000.00	(\$83.02)	\$25,864.22	\$25,781.20	80.57%
1292-000-526 - Unemployment Compensation	\$20,000.00	(\$119.07)	\$1,343.09	\$1,224.02	6.12%
1292-000-527 - Medicare	\$18,000.00	\$3,557.34	\$1,894.11	\$5,451.45	30.29%
1292-000-528 - Tort Liability Insurance	\$65,000.00	\$6,630.00	\$2,214.00	\$8,844.00	13.61%
TOTAL LIABILITY, PROTECTION & SETTLEMENT EXPENDITURES	\$135,000.00	\$9,985.25	\$31,315.42	\$41,300.67	30.59%
	=====	=====	=====	=====	=====
AUDIT FUND					
1192-000-531 - Audit Services	\$22,500.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL AUDIT FUND EXPENDITURES	\$22,500.00	\$0.00	\$0.00	\$0.00	0.00%
	=====	=====	=====	=====	=====
WORKING CASH FUND					
700-000-711 - Transfer to Other Funds	\$0.00	(\$244,000.00)	\$0.00	(\$244,000.00)	ERR
TOTAL WORKING CASH FUND EXPENDITURES	\$0.00	(\$244,000.00)	\$0.00	(\$244,000.00)	ERR
	=====	=====	=====	=====	=====
CAPITAL PROJECTS					
BUILDING BOND PROCEEDS FUND					
1390-000-000 Institutional Support					
1390-000-582 - Site Improvement	\$50,000.00	\$0.00	\$0.00	\$0.00	0.00%
1390-000-584 - Building Improvement	\$100,000.00	\$0.00	\$0.00	\$0.00	0.00%
- Data Proc High Tech	\$0.00	\$8,863.91	\$0.00	\$8,863.91	0.00%
1390-000-586 - Equipment-Instructional	\$50,000.00	\$0.00	\$0.00	\$0.00	0.00%
1390-000-587 - Equipment-Service	\$75,000.00	\$0.00	\$0.00	\$0.00	0.00%
1390-000-589 - Other Capital Outlay	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL BUILDING BOND PROCEEDS FUND EXPENDITURES	\$280,000.00	\$8,863.91	\$0.00	\$8,863.91	3.17%
	=====	=====	=====	=====	=====
PROTECTION, HEALTH & SAFETY FUND					
0390-000-584 - Building Improvements	\$320,765.00	\$0.00	\$94,351.50	\$94,351.50	29.41%
TOTAL PROTECTION, HEALTH & SAFETY FUND EXPENDITURES	\$320,765.00	\$0.00	\$94,351.50	\$94,351.50	29.41%
	=====	=====	=====	=====	=====
PROPRIETARY FUNDS					
- Bookstore Expenditures	\$442,600.00	\$180,850.28	\$91,151.39	\$272,001.67	61.46%
TOTAL PROPRIETARY FUNDS EXPENDITURES	\$442,600.00	\$180,850.28	\$91,151.39	\$272,001.67	61.46%
	=====	=====	=====	=====	=====

REVENUE	BUDGET	PREVIOUS RECEIPTS	THIS MONTH	TOTAL RECEIPTS	%
100-000-400 EDUCATIONAL FUND					
100-000-410 Local Governmental Sources					
100-000-411.01 - 1989 Taxes 1/2(645,500,000 @ .24 1/2	\$785,872.00	\$19,521.77	\$465,817.74	\$485,339.51	61.76%
100-000-411.02 - 1990 Taxes 1/2(645,500,000 @ .24 1/2	\$785,872.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-414 - Chargeback Revenue Back Taxes	\$2,000.00 \$0.00	\$1,124.24 \$0.00	\$0.00 \$0.00	\$1,124.24 \$0.00	56.21%
TOTAL LOCAL GOVERNMENT REVENUE	\$1,573,744.00	\$20,646.01	\$465,817.74	\$486,463.75	30.91%
100-000-420 State Governmental Sources					
100-000-421 - State Apportionment Based on FY '88 enrollment - 45,297 hrs.	\$1,506,931.00	\$410,900.00	\$0.00	\$410,900.00	27.27%
100-000-421.02 - State Equalization Grants	\$568,986.00	\$142,246.50	\$0.00	\$142,246.50	25.00%
100-000-421-060 - Advanced Technology Grant	\$47,981.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-423 - Vocational Technical Education					
100-000-423.01.1 - Regular Reimbursement	\$60,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-423.01.2 - Equipment Reimbursement	\$28,357.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL STATE GOVERNMENT REVENUE	\$2,212,255.00	\$553,146.50	\$0.00	\$553,146.50	25.00%
100-000-430 Federal Governmental Sources					
100-000-431 - Federal Work Study	\$172,198.00	\$20,100.88	\$28,989.21	\$49,090.09	28.51%
100-000-439 - Other Federal	\$6,000.00	\$0.00	\$96.93	\$96.93	1.62%
TOTAL FEDERAL GOVERNMENT REVENUE	\$178,198.00	\$20,100.88	\$29,086.14	\$49,187.02	27.60%
100-000-440 Student Tuition and Fees					
100-000-441.01 - Summer	\$130,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-441.02 - Fall	\$589,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-441.03 - Spring	\$575,000.00	\$0.00	\$0.00	\$0.00	0.00%
Total Tuition	\$1,294,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-442.01 - Graduation Fees	\$3,600.00	\$200.00	\$170.00	\$370.00	10.28%
100-000-442.04 - Transcript Fees	\$1,400.00	\$196.00	\$257.00	\$453.00	32.36%
100-000-442.05 - Laboratory Fees	\$35,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-442.09 - Public Service Income	\$14,900.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fees	\$54,900.00	\$396.00	\$427.00	\$823.00	1.50%
TOTAL TUITION AND FEES REVENUE	\$1,348,900.00	\$396.00	\$427.00	\$823.00	0.06%

100-000-460	- Rental of Facilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-469	- Other Facility Rentals (Food)	\$7,000.00	\$265.94	\$208.55	\$474.49	6.78%
100-000-470	- Interest on Investments	\$167,000.00	\$6,095.93	\$3,403.81	\$9,499.74	5.69%
100-000-489	- Restricted Fund Income (358)	\$7,500.00	\$6,135.21	\$0.00	\$6,135.21	81.80%
100-000-499	- Other Revenue	\$47,400.00	\$31,271.85	\$39,139.70	\$70,411.55	148.55%
100-000-721	- Transfer from Bookstore	\$0.00	\$0.00	\$0.00	\$0.00	ERR
TOTAL OTHER SOURCES REVENUE		\$228,900.00	\$43,768.93	\$42,752.06	\$86,520.99	37.80%
TOTAL EDUCATIONAL FUND REVENUE		\$5,541,997.00	\$638,058.32	\$538,082.94	\$1,176,141.26	21.22%
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200-000-400 OPERATIONS AND MAINTENANCE FUND						
200-000-410 Local Governmental Sources						
200-000-411.01	- 1989 Taxes	\$96,229.00	\$2,390.75	\$57,042.56	\$59,433.31	61.76%
200-000-411.02	- 1990 Taxes	\$96,229.00	\$0.00	\$0.00	\$0.00	0.00%
	Back Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Local Government		\$192,458.00	\$2,390.75	\$57,042.56	\$59,433.31	30.88%
200-000-420 State Governmental Sources						
200-000-427	- Replacement of Corporate Personal Property Tax	\$225,000.00	\$162,446.66	\$0.00	\$162,446.66	72.20%
200-000-470	Interest on Investment	\$100,000.00	\$6,747.41	\$3,281.39	\$10,028.80	10.03%
200-000-499	Miscellaneous Revenue	\$12,500.00	(\$242,830.75)	\$1,944.66	(\$240,886.09)	-1927.09%
TOTAL OPERATIONS AND MAINTENANCE FUND REVENUE		\$529,958.00	(\$71,245.93)	\$62,268.61	(\$8,977.32)	-1.69%
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TOTAL OPERATING BUDGETED REVENUE		\$6,071,955.00	\$566,812.39	\$600,351.55	\$1,167,163.94	19.22%
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SPECIAL REVENUE

LIABILITY, PROTECTION, AND SETTLEMENT FUND

1200-000-410 Local Governmental Sources

1200-000-411.01 - 1989 Taxes	\$67,360.00	(\$5,144.45)	\$20,028.73	\$14,884.28	22.10%
1200-000-411.02 - 1990 Taxes	\$67,360.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1200-000-470 - Investment Income	\$1,000.00	\$2,268.35	\$1,292.47	\$3,560.82	356.08%

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND REVENUE	\$135,720.00	(\$2,876.10)	\$21,321.20	\$18,445.10	13.59%
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AUDIT FUND

1100-000-410 Local Governmental Sources

1100-000-411.01 - 1989 Taxes	\$10,906.00	(\$458.77)	\$1,786.36	\$1,327.59	12.17%
1100-000-411.02 - 1990 Taxes	\$10,906.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100-000-470 - Interest on Investments	\$688.00	\$281.37	\$160.19	\$441.56	64.18%

TOTAL AUDIT FUND REVENUE	\$22,500.00	(\$177.40)	\$1,946.55	\$1,769.15	7.86%
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DEBT SERVICES

WORKING CASH FUND

700-000-470 Other Sources

700-000-470 - Investment Income	\$1,000.00	\$5,934.52	\$10,052.40	\$15,986.92	1598.69%
TOTAL WORKING CASH FUND REVENUE	\$1,000.00	\$5,934.52	\$10,052.40	\$15,986.92	1598.69%
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CAPITAL PROJECTS

BUILDING BOND PROCEEDS FUND

1300-000-420 Local Governmental Sources

1300-000-429 - State Grants & Contributions	\$1.00	\$0.00	\$0.00	\$0.00	0.00%
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1300-000-430 Federal Governmental Sources

1300-000-439 - Federal Grants & Contributions	\$1.00	\$0.00	\$0.00	\$0.00	0.00%
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1300-000-470 Investment Income	\$65,000.00	(\$3,119.85)	\$4,535.57	\$1,415.72	2.18%
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TOTAL BUILDING BOND PROCEEDS FUND REVENUE	\$65,002.00	(\$3,119.85)	\$4,535.57	\$1,415.72	2.18%
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PROTECTION, HEALTH, AND SAFETY FUND

0300-000-410 Local Governmental Sources

0300-000-411.01 - 1989 Taxes	\$160,382.00	\$3,983.29	\$95,061.06	\$99,044.35	61.76%
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0300-000-411.02 - 1990 Taxes	\$160,382.00	\$0.00	\$0.00	\$0.00	0.00%
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Back Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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Total Local Government Sources	\$320,764.00	\$3,983.29	\$95,061.06	\$99,044.35	30.88%
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0300-000-470 - Investment Income	\$1.00	\$772.26	\$439.64	\$1,211.90	121190.00%
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	\$1.00	\$772.26	\$439.64	\$1,211.90	121190.00%
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TOTAL PROTECTION, HEALTH, AND SAFETY FUND REVENUE	\$320,765.00	\$4,755.55	\$95,500.70	\$100,256.25	31.26%
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PROPRIETARY FUNDS

BOOKSTORE	\$472,600.00	\$193,163.51	\$25,160.99	\$218,324.50	46.20%
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TOTAL REVENUE	\$7,089,542.00	\$764,492.62	\$758,868.96	\$1,523,361.58	21.49%
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TREASURER'S REPORT

September 30, 1990

EDUCATION FUND

Balance on Hand August 31, 1990 \$531,451.60

<u>Receipts:</u>			
	Taxes	465,817.74	
	Federal Work Study	28,989.21	
	Other Federal Funds	96.93	
	Graduation Fees	170.00	
	Transcript Fees	257.00	
	Other Facility Rentals	208.55	
	Interest on Investments	3,403.81	
	Other Revenue	39,139.70	
	Expenditure Credits	<u>8,423.99</u>	<u>546,506.93</u>

Total Available \$1,077,958.53

<u>Disbursements:</u>			
	Expenses for September	388,537.16	
	Investments	<u>1,386.77</u>	<u>389,923.93</u>

Balance on Hand September 30, 1990 \$ 688,034.60

OPERATIONS, BUILDING & MAINTENANCE

Balance on Hand August 31, 1990 \$ 96,885.65

<u>Receipts:</u>			
	Taxes	57,042.56	
	Interest on Investments	3,281.39	
	Other Revenue	1,944.66	
	Expenditure Credits	<u>23.20</u>	<u>62,291.81</u>

Total Available \$159,177.46

<u>Disbursements:</u>			
	Expenses for September	31,187.72	
	Investments	<u>1,158.14</u>	<u>32,345.86</u>

Balance on Hand September 30, 1990 \$126,831.60

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY:

W. Simpson / R. Edmon

Joseph P. McDermid
PRESIDENT
SECRETARY

DATE 10/22/90

PROTECTION, HEALTH & SAFETY

Balance on Hand August 31, 1990			\$159,613.16
<u>Receipts:</u>			
	Taxes	95,061.06	
	Interest on Investments	<u>439.64</u>	<u>95,500.70</u>
Total Available			\$255,113.86
<u>Disbursements:</u>			<u>-0-</u>
Balance on Hand September 30, 1990			<u>\$255,113.86</u>

WORKING CASH FUND

Balance on Hand August 31, 1990			\$ 65,649.40
<u>Receipts:</u>			
	Interest on Investments		<u>10,052.40</u>
Total Available			\$ 75,701.80
<u>Disbursements:</u>			<u>-0-</u>
Balance on Hand September 30, 1990			<u>\$ 75,701.80</u>

AUDIT FUND

Balance on Hand August 31, 1990			\$ 34,586.69
<u>Receipts:</u>			
	Accounts Receivable	1,165.32	
	Taxes	1,786.36	
	Interest on Investments	<u>160.19</u>	<u>3,111.87</u>
Total Available			\$ 37,698.56
<u>Disbursements:</u>			<u>-0-</u>
Balance on Hand September 30, 1990			<u>\$ 37,698.56</u>

LIABILITY, PROTECTION & SETTLEMENT

Balance on Hand August 31, 1990			288,061.55
<u>Receipts:</u>			
	Accounts Receivable	2,607.06	
	Taxes	20,028.73	
	Interest on Investments	1,292.47	
	Expenditure Credits	<u>300.68</u>	<u>24,228.94</u>
Total Available			\$312,290.49

LIABILITY, PROTECTION & SETTLEMENT contd.

Disbursements:

Expenses for September

\$ 8,104.33

Balance on Hand September 30, 1990

\$304,186.16

BUILDING BOND PROCEEDS FUND

Balance on Hand August 31, 1990

\$ 43,504.97

Receipts:

Other Revenue

4,535.57

Total Available

\$ 48,040.54

Disbursements:

-0-

Balance on Hand September 30, 1990

\$ 48,030.54

* * * * *

FUNDS INVESTED

United States Treasury	S & C	8.42	3-15-91	\$230,258.06
Citizens First Bank of Walnut	S & C	8.10	3-1-91	100,000.00
Farmers National Bank	S & C	8.00	5-18-91	100,000.00
Dixon National Bank	S & C	7.55	5-27-91	208,951.57
First National Bank	S & C	7.80	9-25-91	100,000.00
First Bank of Dixon	S & C	7.65	5-6-91	100,000.00
Central National Bank	Working Cash		Variable	1,372,994.25
Dixon National Bank	Working Cash	8.03	12-19-90	328,181.48
First of America	Working Cash	7.01	12-21-90	100,000.00
United States Treasury	Working Cash	8.24	4-11-91	253,935.00
United States Treasury	Working Cash	8.38	5-9-91	96,745.54
Community State Bank	Working Cash	8.10	2-6-91	100,000.00
Dixon National Bank	Working Cash	7.55	7-5-91	207,282.06
Milledgeville State Bank	Building	8.50	10-12-90	100,000.00
Tampico National Bank	Building	8.65	10-12-90	100,000.00
First National Bank of Amboy	Building	8.50	8-15-91	100,000.00
Rock Falls National Bank	Educ. & Bldg.		Variable	573,295.62
Smith Trust & Savings	Education	8.00	8-16-91	100,000.00
Ashton Bank & Trust	Education	8.05	8-15-91	100,000.00
Farmers Bank of Sublette	Education	8.00	8-15-91	100,000.00
First National Bank	Education	7.80	9-20-90	100,000.00

TOTAL INVESTED

\$4,571,643.58

SAUK VALLEY COMMUNITY COLLEGE

STUDENT LOAN FUND

Period Ending 9/30/90

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

ASSETS:

Cash in Bank	\$ 1,861.26
Notes Receivable	<u>10,038.00</u>
	<u>\$11,899.26</u>

LIABILITIES & NET WORTH:

Fund Equity	\$11,725.87	
Net Profit	<u>173.39</u>	<u>\$11,899.26</u>

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

INCOME:

Interest Income	\$ 83.39	
Bad Debts Repaid	<u>100.00</u>	\$183.39

EXPENSES:

Bad Debts	10.00
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NET PROFIT	<u>\$173.39</u>
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SAUK VALLEY COMMUNITY COLLEGE
E.O.G. WORKSTUDY FUND
Period Ending September 30, 1990
B A L A N C E S H E E T

Cash on Hand	\$346.61	
Workstudy Awards Receivable from Fed. Gov. 1989-90	0.00	
Workstudy Awards Capital 1989-90		172,715.00
Workstudy Awards Paid 1989-90	172,715.00	
E.O.G. Awards Receivable from Fed. Gov. 1989-90	0.00	
E.O.G. Awards Capital 1989-90		61,248.00
E.O.G. Awards Paid 1989-90	61,248.00	
PELL Grant Awards Receivable from Fed. Gov. 1989-90	1,051.80	
PELL Grant Awards Capital 1989-90		759,724.00
PELL Grant Awards Paid 1989-90	758,261.00	
Workstudy Awards Receivable from Fed. Gov. 1990-91	105,658.00	
Workstudy Awards Capital 1990-91		172,198.00
Workstudy Awards Paid 1990-91	49,090.09	
EOG Awards Receivable from Fed. Gov. 1990-91	62,034.00	
EOG Awards Capital 1990-91		62,034.00
EOG Awards Paid 1990-91	0.00	
PELL Grant Awards Receivable from Fed. Gov. 1990-91	349,260.00	
PELL Grant Awards Capital 1990-91		349,260.00
PELL Grant Awards Paid 1990-91	0.00	
Transfer Account	0.00	
Inactive Federal Grants	17,514.50	
	-----	-----
	\$1,577,179.00	\$1,577,179.00
	=====	=====

SAUK VALLEY COMMUNITY COLLEGE
RESTRICTED PURPOSES FUND
September 30, 1990

Balance on Hand - September 1, 1990	\$412,868.92
Cash Under - September 14 Deposit	(0.75)
September Receipts	216,343.77

TOTAL FUNDS AVAILABLE DURING SEPTEMBER	\$629,211.94
Cash Disbursements - September 1990	130,807.54

Balance on Hand - September 30, 1990	\$498,404.40
	=====

STATEMENT OF INCOME & EXPENSE
STUDENT ACTIVITY FUND

ACTIVITIES

Student Activity Assessments	\$0.00
Athletic Income	0.00
Drama Income	0.00
Student Activity Income	0.00
Student Activity Income-Restricted Purp. Source	0.00
Student Activity Income - Bookstore Source	0.00
Sauk Talk Income	0.00
Cash Over & Under	2.90
Other Student Activity Income	4.00

	\$6.90

TOTAL INCOME

	BUDGET	EXPENSE	
Athletic Expense	35,492.	2,830.23	
Cheerleader & Pom Pon Squad	2,500.	285.63	
Speech Act. & Readers Theatre	5,000.	0.00	
Drama Expense	5,500.	0.00	
Music Expense	3,750.	0.00	
Student Act. Expense	9,500.	813.69	
Student Senate Expense	2,000.	135.13	
Women's Intercollegiate Exp.	25,998.	6,365.34	
SVCC Clubs	260.	0.00	
Sauk Talk	7,000.	89.27	
Contingencies/Non-Budgeted	0.	0.00	
	-----	-----	
	\$ 97,000.	TOTAL EXPENSE	\$10,519.29
Excess of Expenditures over Revenues as of			(\$10,512.39)
September 30, 1990			=====

STATEMENT OF ASSETS AND LIABILITIES

ASSETS		REVOLVING AGENCY FUND LIABILITIES		AMOUNT
Cash in Bank	498,404.40	Due to Educational Fund	\$5,860.14	
		Due to Oper. & Maint. Fund	1,984.66	
Petty Cash	475.00	Due to Bookstore	74.85	
		Due Insurance Fund	0.00	
Accts. Rec.	355,146.26	Due to Student Loan Fund	101.50	
		Resident Student Tuition	829,114.50	
Investments	92,103.22	Resident Tuition Refunds	(46,835.80)	
		Out of District Tuition	648.60	
		Lab Fees	21,338.00	
		Lab Fees Refunds	(1,277.60)	
		Accounts Payable	0.00	
			-----	\$811,008.85

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$2,119.21)
Parking	5,900.94
Recreation Room Fund	1,010.32
Student Locker Fund	857.31
Building Fairness Grant	0.00
Community Services	30,606.22
Collegiate Choir	296.04
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	87,953.11
Sp. Serv. for Disadv. Inc-FY 89	(87,953.11)
Sp. Serv. for Disadv. Inc-FY 90	84,444.55
Sp. Serv. for Disadv. Exp-FY 90	(84,032.22)
Spec Serv For Disadv. Inc-FY 91	0.00
Spec Serv For Disadv. Exp-FY 91	(5,982.65)
JTPA/CAED Grant FY 91	(3,331.06)
HITS Grant	0.00
HITS Gt./NW Steel	0.00
HITS Gt./Sr. Home Comp.	5,380.00
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	0.00
HITS Gt./Amer. Health	0.00
HITS Gt./StaClean	0.00
HITS Gt./Sauk Valley Recycling	0.00
Special Population Gt. FY 91	3,900.33
Disadv.-Handicapped Gt. FY 90	232.67
Disadv.-Handicapped Gt. FY 91	1,063.14
Quality Assistance Gt.	(508.58)
Econ. Dev. Gt. II FY 91	2,843.19
Econ. Dev. Gt. Inc. FY 90	62,157.00
Econ. Dev. Gt. Exp. FY 90	(60,775.27)
Econ. Dev. Gt. Inc. FY 91	15,151.00
Econ. Dev. Gt. Exp. FY 91	(13,021.25)
Student Clubs	1,518.49
Adult Learning Book Charges	3,025.45

College Van	3,165.57	
VIP/CPP	1,838.09	
Student Serv/Special Projects	106,715.26	
SVCC Athletic Booster Club	855.48	
JTPA Title IIIA Grant	450.00	
DCC/Revenue/FY 90	401,364.56	
DCC/Expense/FY 90	(449,891.20)	
DCC/Revenue/FY 91	147,809.00	
DCC/Expense/FY 91	(95,157.29)	
PELL Grants	38.15	
Voc. Educ. Adult Training	(21,098.00)	
Ill. Interp. Workshop	248.25	
SVCC Foundation	(1,799.65)	
Sauk Area Arts Council	0.00	
Sm. Bus. Dev. Gt./Inc./FY 90	21,939.99	
Sm. Bus. Dev. Gt./Exp./FY 90	(21,342.99)	
Sm. Bus. Dev. Gt./Inc./FY 91	265.00	
Sm. Bus. Dev. Gt./Exp./FY 91	(3,488.19)	
VITAL - Secy of State FY 90	(0.06)	
VITAL - Secy of State FY 91	19,992.65	
Anna Johnson Estate	270.68	
Nursing Uniforms	286.20	
LPN Supplies	527.11	
Miscellaneous Account	5,313.59	
IL Personal Serv. Withholding	0.00	
Career Guidance & Counseling	87.76	
LRC Gt. Dept. of Educ. FY 90	6,452.80	
DCC/Sales	0.00	
Advanced Tech. Grant - FY 90	(11,567.00)	
Advanced Tech. Grant - FY 91	11,995.25	
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	(62,715.97)	
Title III - Curr. Imp./FY 89	(23,133.60)	
Title III - Fund Raising/FY 89	(31,903.38)	
Title III - Proj. Admin./FY 89	(29,895.30)	
Title III - Income/FY 89	147,648.25	
Title III - Income/FY 90	165,500.00	
Title III - MIS/Exp. FY 90	(105,793.84)	
Title III - Curr. Imp./FY 90	(49,113.92)	
Title III - Proj. Adm./Exp. FY90	(31,448.81)	\$153,030.85

FUND EQUITY

July 1, 1990	(\$7,398.43)	
Excess of Expenditures over Revenue as of September 30, 1990	(10,512.39)	(\$17,910.82)

TOTAL ASSETS	\$946,128.88	TOTAL LIABILITIES & NET WORTH	\$946,128.88
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SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 9-30-90

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

ASSETS:

Cash in Bank	\$126,916.85
Petty Cash	1,000.00
Investments	0.00
Accounts Receivable-Educational Fund	1,386.56
Inventory 6-30-90	127,733.97
	<u>\$257,037.38</u>

LIABILITIES & NET WORTH:

Accounts Payable-Student Activity Fund	\$30,407.72
Fund Equity	\$280,306.83
Net Loss	(53,667.17)
	<u>\$257,047.38</u>

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

INCOME:

Textbook Sales	\$166,008.27
Supply Sales	9,633.08
Miscellaneous Sales	5,332.51
Paperback Sales	2,030.10
Used Book Sales	22,535.08
Magazine Sales	21.00
Sales Tax Collected	12,551.46
Other Income	213.00
Investment Income	0.00
	<u>\$218,324.50</u>

EXPENSES:

Textbooks Purchased	\$197,872.43
Supplies Purchased	17,298.18
Miscellaneous Purchased	7,916.25
Paperbacks Purchased	2,143.28
Used Books Purchased	16,887.10
Sales Tax Paid	11,428.00
Salaries & Wages	13,522.51
Employee Benefits	0.00
Transportation Charges	3,430.46
Supply Expenses	639.68
Equipment	0.00
Travel	0.00
Telephone	135.62
Dues & Subscriptions	45.00
Other Expense	690.00
Over & Under	(6.84)
Bad Debts	0.00
	<u>\$272,001.67</u>

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

(\$53,677.17)

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

W. Simpson / R. Gibson

PRESIDENT

Joseph P. McDonald

SECRETARY

DATE 10/22/90