

---

815 / 288-5511



**Sauk  
Valley  
College**

173 IL ROUTE 2  
DIXON, IL 61021-9110

Office of the Secretary to the  
SVCC Board of Trustees

Date: July 18, 1991

**PUBLIC NOTICE OF MEETING**

This is to provide public notice of the following meeting  
associated with the Sauk Valley Community College Board of  
Trustees:

**WHO:** Board of Trustees, District #506

**WHEN:** Monday, July 29, 1991

**TIME:** 7:00 p.m.

**WHERE:** Third Floor Board Room

**TYPE:** Open and Executive Session

**PURPOSE:** Regular Monthly Meeting

**AGENDA:** TBA

\*Regular meeting of  
July 22, 1991 has  
been cancelled.

  
\_\_\_\_\_  
Marilyn Vinson, Secretary to the Board  
of Trustees, District #506

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Third Floor Board Room

July 29, 1991

7:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. President's Report
  - 1. Consumer Report to the Public
  - 2. Retiree's Gold Card
  - 3. NCA Evaluation Visit
  - 4. GSL Default Rate
  - 5. ICCB Funding Formula Task Force
  - 6. NJCAA Academic All American
  - 7. State Legislature
  - 8. Endowment Challenge Grant - \$558,556.80
  - 9. Policies of the Month - 613.01-615.01
- F. Financial Reports and Actions
  - 1. Treasurer's Report
  - 2. Bills Payable
  - 3. Payroll
  - 4. Budget Report
  - 5. Working Cash Fund Borrowing
  - 6. Working Cash Fund Interest Transfer
  - 7. Protection, Health and Safety Projects
  - 8. Treasurer's Resolution
  - 9. Banking Resolution
- G. Executive Session
- H. Personnel Recommendations
  - 1. Administrative Appointment
  - 2. Instructional Appointments
  - 3. Temporary Full-time Faculty Appointment
  - 4. Part-time Faculty
  - 5. Faculty Placement Revision
  - 6. Business Services Staff
  - 7. Resignation
- I. Other Actions
  - 1. Affirmative Action Plan and Policy  
(First Reading)
  - 2. Donations

J. Reports

1. Student Trustee
2. ICCTA Representative
3. Foundation Liaison
4. Board Chair

K. Time of Next Meeting

Monday, August 26, 1991 - 7:00 p.m.

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

July 29, 1991

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7 p.m. on Monday, July 29, 1991 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	Joseph McDonald
B.J. Wolf	William Yemm
William Simpson	

Absent: Steve Franklin

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

Minutes: It was moved by Member Yemm and seconded by Member Groharing that the Board approve the minutes of the June 24, 1991 meeting as presented. In a roll call vote, all voted aye. Motion carried.

President's Report: President Behrendt reported on fall enrollment which is up 10.6% (credit hours) and 13.4% (students), the college's successful Consumer Report to the Public, the Retiree Gold Cards, the NCA evaluation visit at Mid-Michigan Community College where he will serve on the evaluation team, the college GSL Default Rate of just 8%, that Ron Appuhn will serve on the ICCB Funding Formula Task Force, that Robin Fjelstad was named First Team as an NJCAA Academic All American, that the state legislature had approved the Governor's recommendation for a 1.6% increase in funding for the community colleges, and that the balance in the Endowment Challenge Grant is \$558,556.80.

Treasurer's  
Report:

It was moved by Member McDonald and seconded by Member Andersen that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried.

Request:

Member Groharing asked if the monthly interest average could be listed on the Treasurer's Report.

Bills  
Payable:

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

	<u>1990-91</u>	<u>1991-92</u>
Educational Fund	\$476,778.66	214,150.86
Building Fund	44,244.10	8,757.53
Bldg. Bond Proceeds	158,304.54	2,500.00
Prot., Health, Safety	1.87	
Audit Fund	675.00	
Investment Fund	150,000.00	
Liability, Protection	4,853.26	1,157.47

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

Payroll:

It was moved by Member Groharing and seconded by Member Densmore that the Board approve the payroll of June 30 in the amount of \$372,652.91 and the payroll of July 15 in the amount of \$170,417.88. In a roll call vote, all voted aye. Motion carried.

Working Cash  
Fund Borrowing:

It was moved by Member Andersen and seconded by Member Yemm that the Board approve a resolution to enable the borrowing of funds from the Working Cash Fund, as needed, for the Education and Operations and Maintenance Fund for the remainder of FY92 and the first portion of FY93. In a roll call vote, all voted aye. Motion carried.

Working Cash  
Fund Interest:

It was moved by Member Densmore and seconded by Member Groharing that the Board approve the transfer of \$187,000 earned as interest income in the Working Cash Fund to the Educational Fund to help defray the operating expenses of Sauk Valley Community College. In a roll call vote, all voted aye. Motion carried.

Protection, Health  
and Safety Projects:

It was moved by Member Groharing and seconded by Member McDonald that the Board approve expediting all Life Safety Projects through the temporary borrowing from other college funds and the repayment of same with the receipts from 1990 Protection, Health and Safety taxes. In a roll call vote, all voted aye. Motion carried.

Treasurer's  
Resolution:

It was moved by Member Wolf and seconded by Member Yemm that the Board approve the following bonds for the college Treasurer, Ron Appuhn, effective August 1, 1991:

Kemper Insurance Group Bond #3S2827702  
in the amount of \$2,500,000

Kemper Insurance Group Bond #3SM63718101  
in the amount of \$850,000

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

Banking  
Resolution:

It was moved by Member Yemm and seconded by Member McDonald that the Board adopt the depositary resolutions of the depositary institutions listed on the attached page to reflect the appointment, effective August 1, 1991, of Ronald Appuhn as Treasurer of Sauk Valley Community College District #506. In a roll call vote, all voted aye. Motion carried.

Executive  
Session:

At 7:25 p.m. it was moved by Member McDonald and seconded by Member Groharing that the Board adjourn to executive session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Session:

The Board returned to regular session at 8 p.m.

Administrative  
Appointment:

It was moved by Member Andersen and seconded by Member McDonald that the Board approve the appointment of Roberta McBride to the position of Director of Marketing and Public Relations, effective August 12, 1991, at an annual (to be pro-rated) salary of \$34,500. In a roll call vote, all voted aye. Motion carried.

Instructional  
Appointments:

It was moved by Member Groharing and seconded by Member Yemm that the Board approve the following appointments:

D. Franklin Coffman to a tenure track position as Assistant Professor of English at Step 5 with an annual salary of \$27,375, to be effective August 23, 1991.

Noel C. Berkey to a tenure track position as Instructor of English at Step 1 with an annual salary of \$20,896, to be effective August 23, 1991. In a roll call vote, all voted aye. Motion carried.

Temporary  
Full-Time  
Faculty  
Appointment:

It was moved by Member Andersen and seconded by Member Groharing that the Board approve the appointment of Ron Croll as a temporary full-time Instructor (Step 3) for the 1991 fall semester only, at a salary of \$11,116, to teach Data Processing to Winning Wheels students at the Lyndon Progress Center. In a roll call vote, all voted aye. Motion carried.

Part-time  
Instructors:

It was moved by Member Yemm and seconded by Member McDonald that the Board approve the list of part-time instructors for the 1991-92 school year. In a roll call vote, all voted aye. Motion carried.

*Correlation:  
Members Densmore  
and Andersen  
Faculty Placement  
Revision:*

It was moved by Member Densmore and seconded by Member Andersen that the Board approve the revision of Judy Williamson's 1990-91 placement on the salary schedule from Assistant Professor Step 3 to Assistant Professor Step 5. In a roll call vote, all voted aye. Motion carried.

Business  
Services  
Staff:

It was moved by Member Groharing and seconded by Member Andersen that the Board approve changing the Accountant (Level I Administrative) position to Coordinator of Personnel Services (Level II Administrative) according to the attached job description. In a roll call vote, all voted aye. Motion carried.

Resignation:

It was moved by Member Densmore and seconded by Member Groharing that the Board accept with regret the resignation of Doug Bannon, Director of Admissions, Records and Placement. In a roll call vote, all voted aye. Motion carried.

Affirmative  
Action  
Plan and  
Policy:

It was moved by Member Andersen and seconded by Member Groharing that the Board approve the revised Affirmative Action Plan and Policy for first reading. In a roll call vote, all voted aye. Motion carried.

Donations:

It was moved by Member Andersen and seconded by Member Groharing that the Board accept the donation of seven CADAM terminals from Borg Warner Company of Dixon and one IBM Assembly Robot and Controller from IBM of Rockford. In a roll call vote, all voted aye. Motion carried.

Reports:

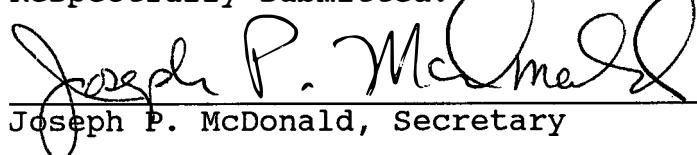
Chair Simpson reported on the ICCTA Annual Meeting held in Chicago on June 29 and 30 and the interesting sessions he and Member Wolf had attended.

Adjournment:

Since the scheduled business was completed, it was moved by Member Groharing and seconded by Member Yemm that the Board adjourn. The next regular meeting will be at 7 p.m. on August 26, 1991 in the Third Floor Board Room. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 8:10 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Joseph P. McDonald, Secretary

613.01 Policy for Posting Materials

A. Unapproved Areas for Posting Materials

All entrances, this including any doors or glass surfaced doors throughout the building. Any brick or wood surfaces. All glass surfaces except those areas that have been designated as appropriate for student announcements. All other glass surfaces except for those areas approved for posting.

B. Area Restricted to Instructional and Official School Announcements

Bulletin boards in classroom areas and adjacent to faculty offices are intended for announcements of instructional importance. Permission need not be granted by the Coordinator of Student Activities to post instructional materials on the boards. However, students should secure permission to post materials on these instructional bulletin boards from the person in charge of the office area or the instructor assigned to that particular bulletin board area.

C. Areas Requiring Coordinator of Student Activities Approval

All materials to be posted should be submitted to the Coordinator of Student Activities for approval. The Office of Student Activities will post all materials in predesignated areas.

The Office of Student Activities will also be responsible for keeping all posted materials up-to-date. The permanent bulletin boards located in the first floor mall, the west end of the second floor and in the stairwells on the second floor are primarily intended for general college publicity material.

Moveable bulletin boards located throughout the building are primarily intended for official school announcements, general information and student activity publicity. All materials posted on the bulletin boards must be approved by the Coordinator of Student Activities.

D. Personal Messages Requiring no Prior Approval

The bulletin boards in the first floor areas adjacent to the snack bar may be used for personal messages intended for students. Telephone messages received by the College and other communications to students will be posted in this area daily. Students may post on these bulletin boards without prior approval, announcements of items for sale, such as books, automobiles, etc. If possible, a 3 x 5 card should be used for personal announcements. A portion of these bulletin boards will be reserved for announcements to their membership by recognized College groups and organizations. Members of these groups may post announcements intended for their members without prior approval from the Office of Student Activities. Other student activity materials will be posted in this area by the Office of Student Activities when space permits.

614.01 Student Activity Including Assembly, Rally, or Demonstration

A. Responsibility

Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley Community College in accordance with provisions of House Bill 1719, 74th Illinois General Assembly. Nothing contained in these policies shall be construed to restrict the power of the Board to alter, amend, revise, or repeal these policies in whole or in part from time to time.

B. Freedom of Speech

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

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

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

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

#### C. Procedures

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

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

D. Problems

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

1. The group involved shall be informed of the following channels for the discussion and resolution of complaints:

- 1) Student Senate; 2) Student Review Board,
- 3) Vice President of Student Services;
- 4) College President; and 5) Board of Trustees, in that order.

2. Every attempt should be made to discuss issues rationally and to avoid violence or the use of force, but no attempt shall be made to discuss issues under a situation of duress (forcible restraint or restriction, compulsion by threat, or unlawful restraint).

3. The judgement in determining whether the action taken by the group is disruptive shall be made by the College President or his/her duly appointed representative, after discussion with representatives of the Student Senate.

4. If the action is determined to be disruptive, and after a written request for dispersal signed by the College President or his/her duly appointed representative has been issued to the group or organization leader and compliance is refused, each student involved shall be suspended from status as a student and rights and privileges of a student.

5. Those students suspended from the college may petition for readmission to the college to the Student Appeal Board. This board shall meet within five calendar days after any suspension and submit its recommendations to the Vice President of Student Services.

6. The administration shall reserve the right to request law enforcement authorities to restore the college to its normal operations by whatever means are appropriate and necessary, and at any time when violence, vandalism or personal injury occurs, or is threatened.

7. Any student group making use of the college facilities without prior approval of the Student Senate will subject themselves to charges of trespass.

2/12/79

3/23/87

615.01 Student Motor Vehicle Registration Parking Regulations

A. Registration and Parking Decals

1. A parking decal is required to park in all parking areas owned and maintained by the college. The parking decal must be permanently attached to the left of the rear bumper in plain sight.

2. All student-owned and operated motor vehicles including those vehicles operated by part-time and evening students must be registered with the Office of Student Services.

3. For the purpose of definition, a motor vehicle includes motor bikes, motor scooters, motorcycles, trucks and automobiles.

4. Student registration will be valid from September 1 to August 31 of the following year. Upon registration and payment of a \$1 fee, the student shall receive a parking decal. A \$.50 payment is charged for each additional family vehicle. All vehicles must be registered at the time of semester class registration or no later than the end of the first week of classes of each semester. Information on the vehicle license will be required to complete vehicle registration.

5. Students must report any change of address or ownership on the registered automobile.

6. Decals are not transferable nor can refunds be given. Decals which are defaced may be replaced by contacting the Vice President of Student Services.

7. Special permits will be issued to physically disabled or hardship cases upon request to the Vice President of Student Services.

B. Parking Regulations

1. The responsibility of finding a legal parking space rests with the vehicle operator. Lack of immediate space or inclement weather is not considered a valid excuse for violation of parking regulations.

2. Students may park in all areas except those areas that are designated as STAFF, SERVICE, VISITORS, or LOADING ZONES. The east, west (Lots C and D) and south (Lot A) parking areas are reserved for student vehicles.

3. Parking is not permitted on the roadway, next to the curbing on the roadway, in or about the entrance to the building, or any other areas designated as NO PARKING. All yellow marks on curbing indicate NO PARKING ZONES.

4. Parking is prohibited at all times on grass plots, or tree plots, or any other place where parking would mar the landscape of the campus, create a safety hazard or interfere with the use of the college facility.

5. ANY VEHICLE PARKED IN A NO PARKING AREA, BLOCKING AN ENTRANCE TO THE BUILDING, EXCEEDING THE 15 MINUTE LIMIT IN THE LOADING ZONES, OR IN SUCH A MANNER AS TO OBSTRUCT THE FLOW OF TRAFFIC MAY BE TOWED AWAY AT THE EXPENSE OF THE OWNER.

6. Traffic and parking signs should be obeyed at all times. Posted campus speed limits should be strictly adhered to especially when approaching congested areas. All vehicles shall be parked in such a manner so as not to occupy more than one regular parking stall.

7. If a student's registered car is being repaired and an unregistered vehicle is being used, students should park in the student parking area. Any tickets received in this type of case should be reported to the Office of the Vice President of Student Services and will be voided.

8. ALL VEHICLES SHALL PARK HEAD-ON WITH THE FRONT OF THE CAR FACING THE CURB.

9. All accidents involving a motor vehicle on campus shall be reported to the Vice President of Student Services.

C. Parking Violations

1. Upon receipt of a parking violation, a student has five (5) days in which to pay the \$5 parking penalty. Payment should be placed in the parking violation envelope, sealed and returned to the Information Center or Room 3L10, Office of the Vice President of Student Services.

2. AFTER FIVE DAYS HAVE ELAPSED FROM THE TIME OF A VIOLATION ALL FINES WILL BE ASSESSED A \$2 PENALTY.

2/12/79

3/23/87

For Board Meeting of  
July 29, 1991

**Agenda Item F-5**

**WORKING CASH FUND BORROWING**

It is necessary for the Board to pass a resolution annually which will permit the borrowing of funds for the Education and Operations and Maintenance Fund from the Working Cash Fund, as needed.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the attached resolution in order to permit the borrowing of funds from the Working Cash Fund, as needed, for the Education and Operations and Maintenance Fund for the remainder of FY92 and the first portion of FY93.



815 / 288-5511

# **Sauk Valley Community College**

173 IL ROUTE 2  
DIXON, IL 61021-9110

## **MEMORANDUM**

To: Dr. Behrendt Date: July 18, 1991  
From: Robert Edison Subject: Board Meeting July 29, 1991

The attached resolution will permit the borrowing of funds for the Education and Building Funds from the Working Cash Fund, as needed, for the remainder of FY92 and the first portion of FY93.

n  
att

RESOLUTION PURSUANT TO ILL. REV. STATS, CH 122,  
SEC. 103-33.6, TRANSFER OF MONIES FROM  
WORKING CASH FUND

WHEREAS, SAUK VALLEY COLLEGE, District No. 506, has duly established a Working Cash Fund, and

WHEREAS, the Board of said College now desires to transfer funds in anticipation of needs, and

WHEREAS, pursuant to Ill. Rev. Stat., Ch. 122, Sec. 103-33.6, the Board of said College has the authority to make transfers from the Working Cash Fund to the Educational Fund and Building and Maintenance Fund, and

WHEREAS, the Board further states:

A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are approximately \$3,954,091, \$1,810,058 taxes and \$2,144,033 State funds

B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is

C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is None

D) The amount of monies which the Board estimates will be derived for the year from State, Federal, Government or other sources in anticipation of the receipt of all or part of which the transfer hereinbelow named is to be made is

FY 92 State Apportionment and Equalization of approximately \$2,144,033

E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Educational Fund or Building and Maintenance Fund in anticipation of the collection of such taxes or the receipt of such other monies from other sources is

None

NOW, THEREFORE, BE IT RESOLVED, pursuant to authority of Ill. Rev. Stat., Ch 122, Sec. 103-33.6, that the Community College Treasurer is directed to transfer the following sums to the Funds indicated in anticipation of the collection of taxes levied to be received, to-wit:

Education Fund	\$ 3,379,851
Building and Maintenance Fund	\$ 178,830
	\$ 3,558,681

BE IT FURTHER RESOLVED that the Treasurer shall adhere to the statutory limitations on the amount of transfers and the aggregate amount of transfer heretofore made shall not exceed 90% of the actual or estimated amount of taxes extended or to be extended or to be received as set forth above.

This Resolution passed this \_\_\_\_\_ day of \_\_\_\_\_

AYES

NAYS

For Board Meeting of  
July 29, 1991

Agenda Item F-6

**WORKING CASH FUND INTEREST TRANSFER**

As you know, each time interest is transferred from the Working Cash Fund to the Education or Operations and Maintenance Fund, the Board must approve a resolution authorizing this transfer as per the stipulations in the attached memorandum from Bob Edison.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the transfer of \$187,000 earned as interest income in the Working Cash Fund to the Educational Fund to help defray the operating expenses of Sauk Valley Community College.



# SAUK VALLEY COMMUNITY COLLEGE

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

## MEMORANDUM

TO: Dr. Behrendt DATE: July 17, 1991  
FROM: Robert Edison *Bob* SUBJECT: Working Cash Transfer

The Working Cash Fund is designed to enable a community college district to have on hand at all times sufficient funds for cash flow purposes, i.e., to meet the demands for ordinary and necessary operating expenditures in a timely fashion.

Public Act 85-0371, which was signed into law on September 11, 1987 also amended Sec. 3-33.6 of the Public Community College Act. Following are several points relevant to the transfer of interest earned on Working Cash Fund monies.

1. P.A. 85-0371 was effective immediately upon becoming law.
2. Interest earned on Working Cash Fund monies may be transferred only to the Education Fund and the Operations and Maintenance Fund.
3. No repayment of this money is required.
4. A separate board resolution authorizing the transfer of interest is required each time a transfer is made.
5. The board resolution should direct the treasurer to make a transfer of a specified number of dollars to a specific fund and state the purpose of the transfer, i.e., a permanent transfer of interest earned on the Working Cash Fund to be used in meeting the ordinary and necessary expenditures of the district.

RECOMMENDATION: Board of Trustee approval to transfer \$187,000.00 earned as interest income in the Working Cash Fund to the Educational Fund to help defray the operating expenses of Sauk Valley Community College.

RE/n

For Board Meeting  
of July 29, 1991

Agenda Item F-7

**PROTECTION, HEALTH AND SAFETY PROJECTS**

Since real estate taxes will not be received in time to fund the Protection, Health and Safety projects already approved by the Board (boiler controls, a partial roof, a sewage plant, and possibly chiller controls), we are requesting Board approval to borrow temporarily from other college funds until the college can repay with receipts from the 1990 Protection, Health and Safety taxes.

**RECOMMENDATION:** Board approval to expedite all Life Safety Projects through the temporary borrowing from other college funds and the repayment of same with the receipts from 1990 Protection, Health and Safety taxes.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

TO: Dr. Behrendt

DATE: July 18, 1991

FROM: Robert Edison

SUBJECT: Life Safety Projects

*Bob*

The Board of Trustees approved Life Safety Projects for Sauk Valley Community College at its meeting of November 28, 1990. These projects were to involve boiler controls, a partial roof, a sewage plant and possibly chiller controls.

These projects have proceeded through the architect and the Illinois Community College Board and have resulted in a tax levy for the current year of approximately \$331,000, or 5% of our equalized assessed valuation, whichever is less.

Since real estate taxes for our community are normally received in July through December of the succeeding calendar year, and since these projects have hopefully been expedited to be completed prior to the receipt of all taxes, it might be necessary to borrow funds prior to the receipt of all taxes if the projects proceed on schedule. In order to assure a smooth operation, I would like to recommend the following resolution:

**RESOLUTION:** Board of Trustee approval to expedite all Life Safety Projects through the temporary borrowing from other College funds and the repayment of same with the receipts from 1990 Protection, Health and Safety taxes.

n

For Board Meeting  
of July 29, 1991

Agenda Item F-8

TREASURER'S RESOLUTION

WHEREAS, it is appropriate and necessary for the Board of Trustees of SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506 to approve the bond of its Treasurer; and

WHEREAS, effective August 1, 1991, RONALD APPUHN will be the Treasurer for the College District.

NOW THEREFORE BE IT RESOLVED; That the Board hereby approves the following bonds for RONALD APPUHN, effective August 1, 1991:

Kemper Insurance Group Bond #3S2827702 in the amount of \$2,500,000.

Kemper Insurance Group Bond #3SM63718101 in the amount of \$850,000.

RECOMMENDATION: Board approval of the above resolution.

For Board Meeting  
of July 29, 1991

Agenda Item F-9

**BANKING RESOLUTION**

The following resolution should be adopted by the Board of Trustees for all banks and savings and loans where the college district has deposits.

**RECOMMENDATION:** Board approval to adopt the depositary resolutions of the depositary institutions listed on the attached page to reflect the appointment, effective August 1, 1991, of Ronald Appuhn as Treasurer of Sauk Valley Community College District #506.

Amcore Bank N.A. Sterling  
Sterling, IL 61081

Ashton Bank & Trust Company  
Ashtong, IL 61006

Citizens First State Bank of Walnut  
Walnut, IL 61376

Community State Bank of Rock Falls  
Rock Falls, IL 61071

Dixon National Bank  
Dixon, IL 61021

Farmers National Bank  
Prophetstown, IL 61277

Farmers State Bank  
Chadwick, IL 61014

Farmers State Bank of Sublette  
Sublette, IL 61367

First of America Bank - Quad Cities  
Morrison, IL 61270

First Bank/South  
Dixon, IL 61021  
(also in Sterling and Polo)

First National Bank in Amboy  
Amboy, IL 61310

First National Bank of Sterling  
Sterling, IL 61081

Franklin Grove Bank  
Franklin Grove, IL 61031

Fulton State Bank  
Fulton, IL 61252

Milledgeville State Bank  
Milledgeville, IL 61051

River Valley Savings Bank  
Rock Falls, IL 61071

Rock Falls National Bank  
Rock Falls, IL 61071

Smith Trust & Savings Bank  
Morrison, IL 61270

Sterling Federal Bank, FSB  
Sterling, IL 61081

Tampico National Bank  
Tampico, IL 61283

For Board Meeting  
of July 29, 1991

Agenda Item H-1

**ADMINISTRATIVE APPOINTMENT**

As per the attached memorandum from Karen Kylen, she is recommending the appointment of Roberta (Bobbi) McBride. Ms. McBride was the unanimous choice of the Search Committee and the other staff that were involved in the search process.

**RECOMMENDATION:** Board approval to appoint Roberta McBride to the position of Director of Marketing and Public Relations, effective August 12, 1991, at an annual (to be pro-rated) salary of \$34,500.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

July 22, 1991

**TO: Dr. Behrendt**  
**FROM: Karen Kylen KK**  
**SUBJECT: Recommendation - Director of Marketing and Public Relations**

I am pleased to recommend Roberta (Bobbi) McBride for the position of Director of Marketing and Public Relations effective August 12, 1991. This recommendation is the result of an extensive national search and is the unanimous choice of the Search Committee and other staff involved in the search process.

**Qualifications**

Bobbi holds a Master of Arts degree in Communication from the University of Nebraska and a Bachelor of Science degree in Applied Art/Advertising from Iowa State University. She has begun work on a doctorate in Higher Education Administration at the University of Missouri.

Bobbi's experience encompasses almost nine years in community and junior college admissions, marketing and public relations, and six years in the private sector. She comes to us from 2 1/2 years as Director of Public Information at Cottey College, Nevada, Missouri (a private junior college). Prior to this she was a Marketing Assistant (3 1/2 years) and an Admissions Assistant (2 1/2 years) at Metropolitan Community College in Omaha, Nebraska.

Bobbi has been active in committee work, community service, and professional organizations. She has won several awards for her work.

continued

References

The Search Committee contacted six references including personnel at both Cottey and Metropolitan and a newspaper publisher in Missouri.

All of Bobbi's references praised her professionalism and her knowledge, especially in the area of media relations and media utilization. Several noted her ability to organize many projects at once and keep everyone involved on target. She is an excellent writer and editor.

Bobbi is a strong team player and her relationships with both internal and external constituencies are excellent. She is self-confident, cooperative and service oriented.

The Search Process

The position of Director of Marketing and Public Relations was advertised in the Chronicle of Higher Education, the Sterling Daily Gazette, and the Dixon Evening Telegraph. The position announcement was sent to thirty college and university placement offices and distributed internally. Ninety-one applications were received. The Vice President of College Advancement screened the applications for minimum qualifications and 32 applications were considered by the Search Committee.

The members of the Search Committee included Karen Kylen, Vice President of College Advancement; Dick Holtam, Dean of Community Services and Allied Health; Doug Bannon, Director of Admissions; Michelle Mendoza, Print Shop Supervisor; John Wardell, Associate Professor of Electronics, and Kay Turk, Learning Assistance Center Coordinator. Shirley Walker served as Search Committee secretary.

The Search Committee examined 32 applications and selected three candidates for reference checks and interviews. The three candidates were interviewed the week of July 8.

In addition to the Search Committee, the candidates met with the President, Vice Presidents, Marketing Task Force members, and Marketing and Public Relations staff. An open reception was held for each candidate.

For Board Meeting  
of July 29, 1991

Agenda Item H-2

#### INSTRUCTIONAL APPOINTMENTS

One hundred twenty-three applications were reviewed by the Selection Committee for the two vacant English positions. Nine applicants were invited for interviews. Since two applicants turned down the opportunity to interview, seven accepted and were interviewed by the committee with the committee (all full-time English Department instructors) recommendations as follows:

**RECOMMENDATION:** Board approval to appoint Dean Franklin Coffman to the tenure track English position of Assistant Professor of English at Step 5 with an annual salary of \$27,375, effective August 23, 1991.

Board approval to appoint Noel Christopher Berkey to the tenure track English position of Instructor of English at Step 1 with an annual salary of \$20,896, effective August 23, 1991.



SAUK VALLEY  
COMMUNITY  
COLLEGE

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

## MEMORANDUM

TO: Dr. Virginia Thompson  
FROM: Michael Seguin, M.A.  
RE: Frank Coffman

July 24, 1991

I wish to recommend Frank Coffman for an appointment of Assistant Professor of English. The following information supports the recommendation:

### Announcement Process

The English faculty position was advertised as follows:

1. The vacancy was advertised in the Chronicle of Higher Education.
2. The announcement of the vacancy was distributed to all community colleges in Illinois, and listed with the placement offices in 23 college and universities in the midwest.
3. The vacancy was advertised in the Dixon Telegraph and Sterling Gazette.
4. Announcements were distributed to current part-time English instructors.

### Application Responses

One hundred twenty-three applications were received by June 1, 1991.

### Screening Process

The English teachers reviewed the applications to determine whom to interview. Due to the long period during which applications could be submitted, the dean wrote to all applicants to obtain confirmation of their continued interest. Of the interested applicants the Department selected nine to interview. Of the nine, two applicants turned down the opportunity to interview because they had received other job offers. All full-time members of the English Department were invited to interview the seven candidates.

Dr. Virginia Thompson  
July 24, 1991  
Page Two

### Screening Process Continued

The interviews included the Dean of Arts, Social Science and Physical Education and full-time English teachers. During the interviews candidates' prior professional experience, educational philosophy, and teaching methods were discussed and related to current needs in the English Department. Discussions of teaching techniques and demonstrations of teaching were included in the interview. Afterwards the candidates met with Dr. Virginia Thompson and Dr. Richard Behrendt.

In addition to being unusually well versed in the area of computer software for computer assisted composition classes, Mr. Coffman demonstrated a great depth of knowledge and thought in the interview. He indicated that computer software is a means rather than an end. The English teachers, who had indicated that teaching here for a semester may have put Mr. Coffman at a disadvantage as a job applicant, were impressed with the quality of thought evident in his responses to questions.

### Qualifications

#### 1. Academic Background

Mr. Coffman holds a Bachelor of Arts in English and Secondary Education from Milikin University, a Master of Arts in English from the University of Illinois at Urbana-Champaign, and a Master of Science in Journalism from the University of Illinois, Urbana-Champaign. He is currently working on a Ph.D. at Northern Illinois University with emphases on rhetoric, creative writing, literary criticism and British literature.

#### 2. Professional Background

Prior to coming to Sauk last Spring, Mr. Coffman was an adjunct faculty member at Parkland College, Joliet Junior College, College of DuPage, Harper College, and a teaching assistant at Northern Illinois University. He also taught English at the high school level for six years in Decatur and Pekin. In addition, Mr. Coffman has served as managing editor of Today Publications, which publishes weekly newspapers, and as a writer for the Joliet Herald News. These experiences in journalism combined with his masters degree in the field qualify him well for teaching journalism courses and advising Sauk Talk, the college newspaper. His experiences as a restaurant manager and freight manager and dispatcher for a trucking company also influence his ability to contribute to Sauk's educational program.

Dr. Virginia Thompson  
July 24, 1991  
Page Three

These experiences provide a basis of understanding of the expectations of two diverse types of career fields, the expectations of employers in these fields, and the characteristics typical of employees in them.

3. References

During the spring semester, the Dean of Arts, Social Science and Physical Education visited Mr. Coffman's classes. The class visitations supported Mr. Coffman's reputation of scholar and good teacher. The previous journalism instructor shared the responsibility for Sauk Talk and commended him highly.

Prior to teaching at Sauk, Mr. Coffman taught at the College of DuPage where Associate Dean of Communication, Sarah (Sally) Hadley supervised Mr. Coffman at the College of DuPage. In a telephone conversation Wednesday, January 2, 1991 she gave him her highest recommendation. She described him as "...solid, very professional, reliable and personable". She went on to say he received outstanding student evaluations and that he works well with students. According to Ms. Hadley, Mr. Coffman is well organized, academically well prepared and a good teacher. He appears somewhat laid back because he is well organized, well prepared, and not easily overcome by events or circumstances.

Ms. Hadley had hoped to hire Mr. Coffman herself, but indicated he would probably prefer the small town environment and greater collegiality available at Sauk. She predicted he would do well here though she regretted not being able to hire him herself.

Dr. Robert P. Burke, Chairman of the English Department of Joliet Junior College, lauded Mr. Coffman in a telephone conversation. In concluding his remarks, Dr. Burke said Joliet Junior College recommended him very highly.

Personal Qualifications

Mr. Coffman's transcripts reflect the fact that he is a scholar. Visits to his classes indicate that he has good teaching skills and that he relates well with students. Faculty members who have worked with him in the English Department and Sauk Talk have commented on his knowledge and cooperative nature. Mr. Coffman's experiences teaching at the high school level and several community colleges contribute to his sense of perspective and enable him to describe how various other colleges accomplish their goals.

Dr. Virginia Thompson  
July 18, 1991  
Page Four

His experiences as a newspaper reporter and editor make him uniquely qualified to teach journalism and advise Sauk Talk, the student newspaper. His experiences in the restaurant, trucking and insurance businesses provide him knowledge of nonteaching careers that few educators can match.

sas

Enc.



SAUK VALLEY  
COMMUNITY  
COLLEGE

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

## MEMORANDUM

TO: Dr. Virginia Thompson  
FROM: Michael Seguin  
RE: Noel C. Berkey

July 24, 1991

I wish to recommend Noel C. Berkey for an appointment of Instructor of English. The following information supports the recommendation:

### Announcement Process

The English faculty position was advertised as follows:

1. The vacancy was advertised in the Chronicle of Higher Education.
2. The announcement of the vacancy was distributed to all community colleges in Illinois, and listed with the placement offices in 23 college and universities in the midwest.
3. The vacancy was advertised in the Dixon Telegraph and Sterling Gazette.
4. Announcements were distributed to current part-time English instructors.

### Application Responses

One hundred twenty-three applications were received by June 1, 1991.

### Screening Process

The English teachers reviewed the applications to determine whom to interview. Due to the long period during which applications could be submitted, the dean wrote to all applicants to obtain confirmation of their continued interest. Of the interested applicants, the Department selected nine to interview. Of the nine, two applicants turned down the opportunity to interview because they had received other job offers. All full-time members of the English Department were invited to interview the seven candidates.

Dr. Virginia Thompson  
July 24, 1991  
Page Two

### Screening Process Continued

The interviews included the Dean of Arts, Social Science and Physical Education and full-time English teachers. During the interviews candidates' prior professional experience, educational philosophy, and teaching methods were discussed and related to current needs in the English Department. Discussions of teaching techniques and demonstrations of teaching were included in the interview. Afterwards the candidates met with Dr. Virginia Thompson and Dr. Richard Behrendt.

In the interview Mr. Berkey presented himself as a dynamic instructor and scholar. He discussed with enthusiasm various aspects of teaching composition and literature at a community college.

### Qualifications

#### 1. Academic Background

Mr. Berkey received a Bachelor of Arts in English from Western Illinois University in July 1988. In May, 1991 he received a Master of Arts in English--also from the Western Illinois University.

#### 2. Professional Background

Mr. Berkey attended graduate school and, as a graduate teaching assistant during the two years, taught several sections of Freshman Composition with the aid of computers. He also served for a semester as a tutor in the Western Illinois University Writing Lab. As a graduate teaching assistant, he belonged to the Computer Composition Faculty Committee, The English Graduate Organization and the National Council of Teachers of English. In October, 1990 he presented a paper entitled "Influence and Texterity: Candide and Slaughterhouse-Five" at the annual meeting of the Midwest American Society for Eighteenth-Century Studies.

#### 3. References

Dr. Bruce Leland, Director of Writing Program, Western Illinois University, gave Mr. Berkey his "highest recommendation" and added that Mr. Berkey is a wonderful teacher. He said, "Noel is a quiet person who blossomed in the classroom as a teaching assistant. He has a strong presence, his personality comes through. He doesn't dominate to the exclusion of students; he drew them out and helped them discover what they knew but didn't know they knew. He is secure in his knowledge and can let things happen."

Dr. Virginia Thompson  
July 24, 1991  
Page Three

Dr. Leland indicated Mr. Berkey contributed to the development of a new composition program. He said, "Noel has great commitment to composition and solid course work in it."

In addition to exhibiting good teaching skills and potential for growth as a teacher, Mr. Berkey is also a scholar. According to Dr. Leland, George Herman, "a real scholar" in the Western Illinois University English Department saw a colleague in Noel and co-authored a paper with him. Dr. Leland indicated that Mr. Berkey was also the most active student in literary scholarship while in graduate school at Western.

Personal Qualifications

Mr. Berkey appears to be a dynamic and dedicated teacher who shows great potential as a teacher and scholar. He demonstrates a love of books and knowledge tempered with a practical, down-to-earth sense of how to relate to students. He should provide a good role model for students, especially younger ones.

sas

Enc.

For Board Meeting  
of July 29, 1992

Agenda Item H-3

TEMPORARY FULL-TIME FACULTY APPOINTMENT

As the enclosed information indicates, Winning Wheels has asked us to begin a second group of Data Processing students in Lyndon and that would require a faculty teaching load for the fall of 16.75 hours.

RECOMMENDATION: Board approval to hire Ron Croll as a temporary full-time instructor for the Fall semester as a Step 3 Instructor at \$11,116.

**SAUK VALLEY COMMUNITY COLLEGE**

**MEMORANDUM**

---

**DATE:** July 16, 1991

**TO:** Dr. Behrendt

**FROM:** Virginia Thompson *js*

**SUBJECT:** Temporary Full-time Faculty Appointment

Attached is a request from Zollie Hall to hire Ron Croll as a temporary full-time instructor for the fall semester only. Last spring we began to offer a certificate program in data processing at the Lyndon Progress Center for clients of Winning Wheels. This first group of 12 students will complete the certificate in December. We have been asked to start a second group of 12 students in August. Instruction of both groups of students during the fall semester will require a faculty load of 16.75 hours.

While we might prefer to find another part-time instructor to accompany Mr. Croll, there are none available in data processing and a full-temporary appointment appears to be the best solution for this semester only.

js

attachment



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

---

**DATE:** July 16, 1991

**TO:** Dr. Behrendt

**FROM:** Virginia Thompson *VJ*

**SUBJECT:** Temporary Full-time Faculty Appointment

Attached is a request from Zollie Hall to hire Ron Croll as a temporary full-time instructor for the fall semester only. Last spring we began to offer a certificate program in data processing at the Lyndon Progress Center for clients of Winning Wheels. This first group of 12 students will complete the certificate in December. We have been asked to start a second group of 12 students in August. Instruction of both groups of students during the fall semester will require a faculty load of 16.75 hours.

While we might prefer to find another part-time instructor to accompany Mr. Croll, there are none available in data processing and a full-time temporary appointment appears to be the best solution for this semester only.

rs

attachment



SAUK VALLEY  
COMMUNITY  
COLLEGE

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

JUL - 9 1991

## MEMORANDUM

DATE: July 9, 1991

TO: Virginia Thompson

FROM: Zollie W. Hall *zwh*

SUBJECT: Temporary F/T Faculty

Dr. Thompson, I am requesting approval to employ a temporary full-time DP faculty member for the Lyndon Progress Center during the 1991 fall term.

Lyndon Progress Center staff has requested we begin another program of DP classes for Winning Wheels clients. Therefore, this fall the following would be offered at Lyndon:

<u>Current Students</u>		<u>New Students</u>	
<u>Course</u>	<u>Load Hours</u>	<u>Course</u>	<u>Load Hours</u>
EDP 101	3.0	EDP 103	2.5
EDP 260	3.0	EDP 106	1.75
DP Elective	1.75	EDP 107	1.75
		OAS 141	3.0
<hr/> 7.75		<hr/> 9.00	

The students currently enrolled there will complete their certificate in December 1991. Ron Croll, who has been teaching at Lyndon for us, is interested in this position. Lyndon will have twelve students for the new program.

For Board Meeting  
of July 29, 1991

Agenda Item H-4

**PART-TIME FACULTY**

The attached list of part-time instructors for the 1991-92 school year is submitted for Board approval.

**RECOMMENDATION:** Board approval of the attached list of part-time faculty for the 1991-92 school year.

**SAUK VALLEY COMMUNITY COLLEGE**  
**MEMORANDUM**

---

**DATE:** July 15, 1991  
**TO:** Dr. Behrendt  
**FROM:** Virginia Thompson *JS*  
**SUBJECT:** Part-time Faculty List

Attached is the master list of part-time faculty for the 1991-1992 academic year for board approval.

js

attachment

**SAUK VALLEY COMMUNITY COLLEGE  
PART-TIME FACULTY FOR 1991-92**

Adami, Savio	Humanities
Agans, Dan	Community Service
Albrecht, Romaine	C. S. Coordinator
An, Sung	P.E.
Andersen, Janice	Nursing
Andresen, Grant	Social Science
Angone, Mary Lou	Humanities
Austin, Steve	Community Service
Bachar, Linda	Academic Skills
Ballew, Barb	Business/C. S.
Barnes, Norma	Coordinator Humanities
Barron, Mel	C. S. Coordinator
Batson, Bridget	Community Service
Bauer, Bernadine	Community Service
Bauer, Darlene	Community Service
Beam, James	Medical Lab
Bechdolt, Joyce	Sauk Sage
Bechtold, Lynn	Community Service
Behrendt, Teddy	Sauk Sage
Benson, Gunnar	Sauk Sage
Bentley, Robert	Community Service
Bolz, Judy	Community Service
Bond, Charles	Community Service
Border, Tim	Technology
Boynton, Marla	College for KIDS
Bradlee, Marcia	Humanities
Branch, Sarah	Humanities
Brandau, Faith	Community Service
Brauer, Debbie	Community Service
Breed, Nancy	Business
Briggs, Doug	Market Master
Brokaw, Patricia	Community Service
Brooks, Ken	Community Service
Broos, Timothy	Business
Brown, James	Agriculture
Buccola, Mae	Community Service
Burnett, Don	Business/Math
Byers, Cindy	Community Service
Campen, Russ	C. S. Coordinator
Carlson, Gary	Humanities
Casson, Connie	Community Service
Choiniere, Mike	Technology
Cleavland, Joe	Community Service
Clements, Paulette	Community Service
Clementz, Betty	College for KIDS

Clevenger, Walt	Business
Clow, Adela	Humanities
Coffey, Myrna	Nursing
Coppernoll, Sue	Community Service
Corwell, Doris	Community Service
Corwin, Al	Technology
Costello, Will	Public Service
Courtney, Donna	Community Service
Cover, John	Business
Cox, Edson	Humanities
Cox, Colleen	Academic Skills
Cox, Mary	Community Service
Croegaert, Gary	C. S. Coordinator
Crofton, Patti	Community Service
Croll, Ronald	Business
Crowson, Carla	Vital
Cruse, Curt	Community Service
Dallum, Jan	Sauk Sage
Dalton, Diana	Nursing
Davis, Ruth	Sauk Sage
De la Torre, Joyce	Community Service
Dempsey, Janis	Community Service
Dempsey, Sherry	Humanities
Dennis, Sandra	Nursing
Densmore, Loretta	Sauk Sage
Densmore, Tom	Sauk Sage
Dietz, Carol	Community Service
Dinges, Don	Community Service
Dodds, Steven	Community Service
Donahue, Roger	Community Service
Dowell, Mike	Humanities
Downey, Michael	Public Service
Drury, James	Community Service
Duff, Rosa	Humanities
Dunphy, Maureen	Community Service
Durdle, Janelle	Medical Lab
Eckland, Franklin	Medical Lab
Edgeton, Gary	Business
Ehrmann, Rolfe	Public Service
El Itreby, Elizabeth	Humanities/Comm. Service
Emery, Rose	Humanities
Fahey, Maria	Humanities
Farley, Diane	Public Service
Ferolo, Jim	Community Service
Ferris, Kay	Business
Fisch, Robin	Community Service
Fogg, Barrie	Sauk Sage
Forristal, Larry	Training for Business
Frame, Anne	College for KIDS
Francisco, Cassandra	Rad Tech
Frost, Susan	Medical Lab

Fusco, Christin	Community Services
Garren, Dave	Business
Gates, Michele	Humanities
Gates, Nancy	Social Science
Gehrke, Nancy	Public Service
Geirnaeirt, Gary	Public Service
Gengenbach, Bill	C. S. Coordinator
Godziemski, Joanna	Community Service
Good, Teresa Ann	Business
Gorenz, Shelly	Sauk Sage
Gowers, Julie Dale	Community Service
Gravel, Ann	Humanities
Greenwalt, Frank	Technology
Gronner, Curt	Community Service
Grundameyer, Joan	Community Service
Guttman, Mary Ann	Social Science
Haag, Don	Technology
Habben, Sharon	Community Service
Hahne, Constance	Community Service
Hall, Dale	C. S. Coordinator
Hall, Doris	Community Service
Hall, Gregory	Community Service
Hamilton, Jane	Community Service
Hand, Doug	Humanities
Hanson, Sherry	College for KIDS
Hartz, Ann	Community Service
Heitzler, Kathleen	Community Service
Henderson, Ann	Community Service
Hendricks, Susan	Coordinator Sauk Sage
Hendryx, Dorothy	Humanities
Henningson, Nancy	Business
Henson, Michael	Community Service
Hill, Julia	Technology
Hippen, Jeff	Community Service
Hofmeister, Myron	Community Service
Hofreiter, Holly	Community Service
Hofreiter, Phil	College for KIDS
Holldorf, Mark	Natural Science
Holmes, Bill	Business
Hosler, Mike	Community Service
Howe, Merlin	Technology
Huisingsh, Jane	Sauk Sage
Hunkins, Carl	Community Service
Hunsberger, Floyd	Sauk Sage
Hurd, Mary Ann	Sauk Sage
Hustad, Joan	Business
Johnson, LaVern	Community Service
Johnson, Doris	Community Service/Nursing

Jokerst, Dennis	Community Service
Julifs, Harold	Business
Kahl, Robert	Community Service
Kazmerski, Stan	Business
Keller, Stuart	Natural Science
Kennedy, Cindy Pace	NWSW Parenting
Knolan, Billy	Sauk Sage
Knudten, Charlene	Public Service
Kontos, Marjorie	Sauk Sage
Koster, Peg	Sauk Sage
Kostoff, Jonnie	Community Service
Kramer, Patricia	Humanities
Kreps, Nancy	Nursing
Krieger, Kevin	Community Service
Kuhnert, Nancy	Community Service
Kurfiss, Velva	Human Services
Laidhl, Sharon	Community Service
Lane, William (Bill)	Public Service
Lessner, Patrick	Community Service
Letourneau, Dan	Sauk Sage
Lichtenstein, Larry	Social Science
Lightbody, Ted	Food Service
Lilly, Sharon	Public Service
Lillyman, Walter	Humanities
Lovekin, Carol	Academic Skills
Lynch, Janet	Nursing
Magnuson, Marcia	Nursing
Mall, Carol	Community Service
Mann, Pam	Business
Markel, Diane	Community Service
Martens, Rudolph	Humanities
Martin, Don	Community Service
Martin, Jeff	Humanities
Matheny, James	Public Service
McClellan, Jack	Community Service
McClintock, Joyce	Nursing
McCormick, Les	Agriculture
McCue, Catherine	Community Service
McDonnell, Dr. John	Community Service
McKee, Martha	Medical Lab
McLane, John	Sauk Sage
McLaughlin, Ligia	Humanities
McMillan, Ann	Community Service
McNinch, Mildred	Community Service
McNinch, Tim	Community Service
Meinsema, Kathy	Humanities
Mendoza, Frank	Community Service
Mendoza, Michelle	Business
Merema, Leslie	Sauk Sage

Metcalf, Estelle	College for KIDS
Metzger, Claire	Community Service
Metzger, Rolland	Community Service
Meyers, Kim	Community Service
Michel, Steve	Business
Miller, Duane	Food Service
Miller, Gary	Community Service
Miller, Jeffrey	Community Service
Miller, Joyce	Food Service
Miller, Virgil	Humanities
Millhouse, Ann	Community Service
Milliron, Karen	College for KIDS
Minnis, Robin	Public Service
Monteith, Richard	Technology
Montgomery, Jody	Food Service
Moore, Donna	Community Service
Morden, Jere	Nursing
Muenchow, Millagros	Medical Lab
Munsell, Bruce	Social Science
Navarra, Luann	Community Service
Nelms, Janet	Public Service
Nelsen, Michelle	Community Service
Nelson, Ichiku	Community Service
Nelson, John	Business
Nelson, Karen	Medical Lab
Nelson, Sally	Community Service
Nesti, Ned Jr.	College for KIDS
Niemann, Mary	Academic Skills
Nightlinger, Kent	Humanities
Nolan, Billie (Ms.)	Community Service
Novak, Valerie	Community Service
Nyboer, Melissa	College for KIDS
O'Brien, Donna	Community Service
O'Neil, Letty	Public Service
Olentine Bonnie	Academic Skills
Olsen, Karen	Community Service
Olson, Jean	Sauk Sage
Olson, Leif	Sauk Sage
Ottinger, Jolie	Community Service
Page, Gaye	Nursing
Paris, Michael	Business
Paulsen, Duane	Community Service
Peterson, Laura	Community Service
Peugh, Barb	Community Service
Pfeifer, Alan	Business
Pillars, Lona	Community Service
Port, Linda	Community Service
Porter, Jerry	Academic Skills

Potthoff, Ronald	Social Science
Prestley, Richard	Humanities
Price, Cheryl	Nursing
Prombo, Betsy	Community Service
Queckboerner, David	Community Service
Rahn, Dorothea	C. S. Coordinator
Reecher, Gary	Technology
Reed, Eileen	Humanities
Rhodes, Susan	Community Service
Rickert, Elizabeth	Community Service
Rico, Joe	Community Service
Robins, Mark	Humanities
Robinson, Mary	Nursing
Rocke, Sheryl	Community Service
Roels, Ron	Community Service
Ruckman, Dan	Community Service
Rumph, Grace	Nursing
Russell, Irma	Nursing
Safranski, Mark	College for KIDS
Sanderson, Irwin	Community Service
Sands, Dennis	Community Service
Sandschafer, Joseph	Community Service
Saunders, Lori	Academic Skills
Schaeffer, Joe	Community Service
Scherrer, John	C. S. Coordinator
Schriner, Judy	Community Service
Scott, Jean	Humanities
Sebright, Ann	Community Service
Seiler, Pam	Community Service
Sekse, Mary	Community Service
Sexton, Bernie	Community Service
Shaw, Kathy	Business
Sheridan, Derry J.	P.E.
Simard, Normand	Business
Sisler, Marlene	Community Service
Skaggs, Kathy	Academic Skills
Skrogstad, Jack	Community Service
Smith, Terry	Technology
Smythe, Thomas	Business
Sonderquist, Sandy	Sauk Sage
Sotelo, Sergio	Technology
Spellman, Tony	Sauk Sage
Spencer, Carolyn	Business
Spencer, Gary	Public Service
Spencer, Donna	Humanities
Stachowiak, Pat	Community Service
Stark, Sarah	Academic Skills
Stavenow, Valerie	Community Service

Steadman, Marlene	Community Service
Stengal, Cynthia	Natural Science
Stevens, Carolyn	Community Service
Stover, Betsy	Community Service
Streit, Mark	Community Service
Stringer, Sally	Rad Tech
Strong, Dick	Community Service
Studer, Frank	Humanities
Suppan, Heinze Dietrick	Humanities
Surrey, Peter	Humanities
Taulbee, Jim	Community Service
Thomas, Earl	Community Service
Thompson, Marcia	Business
Tieman, Barbara	Nursing
Toole, Kim	C. S. Coordinator
Toole, Steven	Community Service
Tranel, James	Community Service
Turk, Fred	Humanities
Turner, David	Business
Ulferts, Harry	Public Service
Vaile, Rebecca	College for KIDS
Vance Susan	C. S. Coordinator
Viering, Lawrence	Business
Volker, Richard	Technology
Vroman, Karen	Community Service
Wade Edwin	Technology
Wagner, Valerie	Community Service
Wallin, Kay	Community Service
Walls, Tina	Community Service
Walrath, Chuck	Business
Walsh, Bob	Community Service
Wancket, James	Technology
Wasson, Woody	C. S. Coordinator
Weathers, Linda	Community Service
Weber, Stan	Sauk Sage
Weir, Robert	Technology
Weirsema, Pat	C. S. Coordinator
Wells, Jerome	Technology
Werner, Mary Beth	Humanities
Whiting, Lynn	Humanities
Williams, Al	Public Service
Williamson, Laurin	Community Service
Winchell, Linda	Community Service
Wiseman, Cherrith	Community Service
Woker, Harriett	Rad Tech
Wolf, Lois	Community Service
Wolford, Shirley	Community Service
Woodhouse, Janice	Humanities

Wooley, Jim	Community Service
Wright, Gene	Community Service
Young, Mark	College for KIDS
Zahn, Bruce	Community Service
Zalud, Jim	Training for Business
Zinanni, Linda	Business
Zschieche, Robert	College for KIDS

**Dixon Correctional Center**

Beatty, Timothy	Social Science
Benson, Donna	Social Science
Bravo, Valentino	Social Science
Coffman, Michael	Humanities
DeGeorge, James	Health
Dempsey, Sherry	Humanities
Devers, Susan	Social Science
Doll, Charlene	Humanities
Duff, Rosa	Humanities
Fichtenmueller, Barbara	Health
Francis, Mary	Natural Science
Hendryx, Dorothy	Business
Hunt, Harold	Natural Science
Lovelace, Mark	Natural Science
Marrandino, Vincent	Social Science/ Humanities
Melvin, Boyd	Social Science
Mullin, Patsy	Humanities
Murray, Ginger	Humanities
Sessler, Gail	Humanities
Shank, Julie	Natural Science
Sheridan, D.J.	Health
Smith, Nancy	Humanities
Smith, Susan	Food Service
Stengel, Cynthia	Natural Science

For Board Meeting  
of July 29, 1991

Agenda Item H-5

**FACULTY PLACEMENT REVISION**

Following a re-evaluation of her previous experience, it appears that a revision in Judy Williamson's placement on the salary schedule is necessary for the 1990-91 academic year.

**RECOMMENDATION:** Board approval to revise Judy Williamson's 1990-91 placement on the salary schedule from Assistant Professor Step three to Assistant Professor Step five.

For Board Meeting  
of July 29, 1991

Agenda Item H-6

**BUSINESS SERVICES STAFF**

Ron Appuhn, our new Vice President of Business Services, has been working since July 1. His first task has been to analyze the workload and tasks in the Business Office and make staffing recommendations -- particularly with respect to the three administrative vacancies in the Office of Business Services. Mr. Appuhn has completed this analysis and discussed it extensively with the other Vice Presidents and the President and the pertinent information is attached.

Obviously, we would like to begin advertising and hiring for these vacancies as soon as possible.

**RECOMMENDATION:** Board approval to change the Accountant (Level I Administrative) position to Coordinator of Personnel Services (Level II Administrative) according to the attached job description.



# SAUK VALLEY COMMUNITY COLLEGE

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

## MEMORANDUM

TO: Dr. Behrendt DATE: July 23, 1991  
FROM: Ron Appuhn *Ron* SUBJECT: Business Services Staffing

The three administrative positions reporting to the Vice President of Business Services are unoccupied. I recommend retaining two positions and restructuring a third position.

The Director of Buildings and Grounds would remain a Level III administrator, with no significant changes in job duties. The Business Manager would remain a Level III administrator, with minor changes in job duties to reflect heavier accounting requirements. The position of Accountant (Level I) would be restructured into a Coordinator of Personnel Services (Level II). This new job description is attached. As we have discussed, the recommended positions are designed to meet the overall functions performed by Business Services.

The FY 92 salaries for the individuals who held the three positions would have been \$117,053. Estimated salaries for the new positions are \$105,000 - \$112,000.

۷

att

### COORDINATOR OF PERSONNEL SERVICES

The Coordinator of Personnel Services reports directly to the Vice President of Business Services.

#### Duties and Responsibilities

1. Coordinate the hiring process for all full-time positions, as well as the hiring process for part-time positions (other than part-time faculty, community service and student workers).
  - a. Review job descriptions and qualifications with appropriate supervisory personnel.
  - b. Recommend job classifications and salary levels where applicable.
  - c. Coordinate entire personnel process with the Affirmative Action Officer.
  - d. Coordinate advertising with the Office of Marketing and Public Relations.
2. Screen candidates for classified positions.
  - a. Determine qualified candidates for the position.
  - b. Refer qualified candidates to the supervisor of the available position.
  - c. Make reference checks on finalists.
  - d. Arrange appropriate test(s) for finalists to be interviewed.
  - e. Conduct preliminary interview of finalists and discuss fringe benefits; recommend salary placement to appropriate supervisory personnel.
3. Maintain complete personnel files on all full-time and applicable part-time employees.
4. Train College staff in procedures for providing/checking references, interviewing, and other personnel procedures.
5. Provide fringe benefit information to all employees and assist in the administration of fringe benefits.
6. Coordinate orientation of new full-time and applicable part-time employees.
7. Coordinate updating of Faculty, Administrative, and Classified handbooks.
8. Assist in staff recognition and staff development efforts.
9. Perform other duties as assigned by the Vice President of Business Services.

For Board Meeting  
of July 29, 1991

Agenda Item H-7

**RESIGNATION**

We have received the attached letter of resignation from Doug Bannon, Director of Admissions, Records and Placement. Doug has accepted the position of Director of Off-campus Programs at Kirkwood Community College in Cedar Rapids, Iowa.

**RECOMMENDATION:** Board approval to accept with regret the resignation of Doug Bannon as Director of Admissions, Records and Placement.

---



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

# Sauk Valley Community College

---

173 IL ROUTE 2  
DIXON, IL 61021-9112

July 24, 1991

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

Dear John:

I am writing this letter to resign from my position as Director of Admissions, Records, and Placement effective September 24th. I have accepted the position of Director of Off-Campus Programs at Kirkwood Community College.

I have enjoyed working for Sauk Valley Community College and have grown professionally and personally during the last three years.

Thank you for the opportunity to work at Sauk. I appreciate your support and the support I have received from faculty and staff. Sauk Valley Community College will always be very special to me.

Sincerely,



Doug Bannon

For Board Meeting  
of July 29, 1991

Agenda Item I-1

**AFFIRMATIVE ACTION PLAN AND POLICY**

**(FIRST READING)**

An Affirmative Action Committee was appointed to work with the Affirmative Action Officer, Walt Clevenger, to revise and update the Affirmative Action Plan and Policy.

After the plan and policy were revised by the committee they were submitted to the college attorney for final revision.

**RECOMMENDATION:** It is recommended that the Board approve the attached Affirmative Action Plan and Policy for first reading.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

July 22, 1991

TO: Dr. Behrendt  
FROM: Karen Kylen *W*  
SUBJECT: Affirmative Action Plan and Policy

The college's Affirmative Action Plan and Policy have undergone extensive scrutiny and revision during the past year. The resulting documents are workable, appropriate for a college of our size, and meet various legal and regulatory requirements. I recommend that they be placed on the agenda for the July 29 Board of Trustees meeting for the first reading and eventual adoption.

The Affirmative Action Officer, Walt Clevenger, and the members of the Affirmative Action Committee are to be commended for their thorough and practical approach to an effective affirmative action program at Sauk.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

**To: Karen Kylen**

**July 18, 1991**

**From: W. Clevenger, AAO**

*9/18/91*

**Subject: Revised Affirmative Action Plan and Policy**

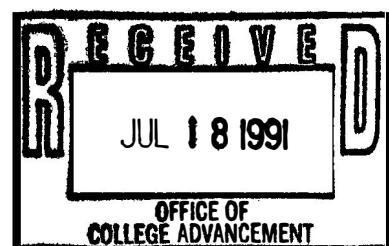
The Affirmative Action Plan and Policy have been reviewed by the following people for approximately a year:

1. Affirmative Action Committee
2. College's attorney
3. Affirmative Action Officer

The Affirmative Action Committee recommends that the College adopt the revised Affirmative Action Plan and Policy.

**cc Affirmative Action Committee Members**

**APFIRM**



#### 403.01 Affirmative Action

Sauk Valley Community College is an equal opportunity/affirmative action employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. No otherwise qualified employee or student shall be excluded from employment or educational opportunity, denied benefits, or subjected to discrimination on the basis of differences in gender, race, color, age, national origin, religion, veteran status, or handicap condition.

The Board of Trustees of Sauk Valley Community College adopted an Affirmative Action plan. Copies of this document are available in the Learning Resource Center, in the Counseling Center, and in the office of the Affirmative Action Officer.

The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer.

Updated	2/12/79
Updated	3/23/87
Updated	7/29/91

**SAUK VALLEY COMMUNITY COLLEGE**

**DIXON, ILLINOIS**

**AFFIRMATIVE ACTION PLAN**

SAUK VALLEY COMMUNITY COLLEGE  
AFFIRMATIVE ACTION COMMITTEE

Walter Clevenger, Affirmative Action Officer, Chairperson

Dr. Glenn Bailey, Vice Chairperson

Marilyn Vinson, Secretary

Rex Schmall

Doug Bannon

Rosemary Johnson

Joan Kerber

Steve Franklin, Student

Lisa Edwards, Student

Acknowledgement is made for the significant  
contributions of Mary Tate in the preparation of this document.

07/29/91

**Section I**  
**INTRODUCTION**

REAFFIRMATION  
of  
Equal Employment Opportunity Policy  
and  
Affirmative Action Policy

Sauk Valley Community College is committed to an effective policy of non-discrimination and equal opportunity in all employee and student policies as referenced in the Affirmative Action Policy in the Board Manual 403.01, 7/29/91. The programs contained in this Affirmative Action Plan (AAP) will further the effectiveness of that policy by identifying problem areas, establishing attainable goals and timetables for corrective action, and fixing responsibilities for implementation of the Plan.

This AAP will be implemented throughout the college by all full and part-time employees, both supervisory and non-supervisory, in each division, department, and area and by every student member. The success of this AAP rests in the hands of each member of the college community (faculty, student, staff), and each will be expected to make every good-faith effort to support the Plan.

Members of the college community who have suggestions for improving the AAP are invited to present written comments to the Affirmative Action Officer (AAO). This AAP will be reviewed annually, and all written suggestions for improvement will be given careful consideration during such reviews.

Under this system of goals there should be no evidence of discriminatory action toward any member or potential member of the college community. Qualifications for employment/admissions used in making decisions in any area will be in accordance with this AAP. Once established, the qualifications will be uniformly applied to all employees, employment applicants, students, and student applicants without regard to gender, race, color, age, national origin, religion, veteran status, or handicap condition.

All members of the college community are urged to become familiar with this AAP. Those who do will realize that the goals established by the plan will be achieved by non-discriminatory procedures in all areas.

Reaffirmation (continued)

This AAP has been developed to assist the college in fulfilling the obligations placed upon public institutions of higher education by the following statutes and executive orders:

- A. The Equal Pay Act of 1963, 29 U.S.C. 206(d)
- B. The Civil Rights Act of 1964, 42 U.S.C. 2000(e)
- C. The Age Discrimination in Employment Act of 1967, 29 U.S.C. 62
- D. The Equal Employment Opportunity Act of 1972, 42 U.S.C. 2000(e)
- E. The Elementary and Secondary Education Act of 1972, 20 U.S.C. 1681
- F. The Rehabilitation Act of 1973, 29 U.S.C. 111(a)
- G. Executive Order 11246, 30 Fed. Reg. 12319 (1965) as amended by Executive Order 11375, 36 Fed. Reg. 17444 (1971)
- H. The Education Amendments of 1972, 20 U.S.C. 1142
- I. The Vietnam Era Veteran Readjustment Assistance Act of 1974, 38 U.S.C. 2012
- J. The Illinois Human Rights Act, 68 s 5A - 102
- K. Americans with Disabilities Act of 1990, 42 U.S.C. 12132

### President's Statement on Affirmative Action

Sauk Valley Community College is committed to the concept of equal employment opportunity/equal educational opportunity and intends to make the additional efforts required by affirmative action to provide new and expanded employment opportunities/educational opportunities to members of groups which continue to be underrepresented in American higher education.

The goals of equal opportunity and affirmative action are supported and enforced by a number of federal laws and regulations, but the members of a college community should not need the power of the court to convince them of the validity of those goals. We exist as an institution because it is assumed that American society needs an enlightened citizenry and a productive work force. We cannot segment that citizenry or divide our work force by gender, race, color, age, national origin, religion, veteran status, or handicap condition and still accomplish our goals as an institution or as a nation. I expect each unit of the college to be mindful of our commitment to both equal opportunity and affirmative action, to pursue the goals of these programs actively, and to investigate and redress legitimate grievances with dispatch.

To this end, the college is committed to the following:

(1) the college shall recruit, hire, train, and promote persons in all job titles without regard to gender, race, color, age, national origin, religion, veteran status, or handicap condition except where gender is a bona fide occupational qualification.

(2) the college will review employment practices to determine whether members of the various underrepresented groups are receiving fair consideration for job opportunities.

(3) the college will take affirmative action to encourage underrepresented groups to apply for the jobs from which they may have been previously excluded.

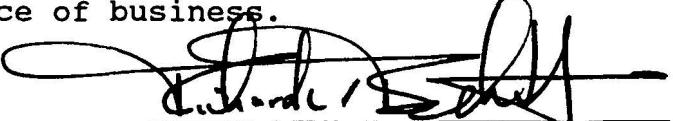
(4) the college shall make employment decisions so as to further the principle of equal employment opportunity.

(5) the college shall take steps to ensure that promotion decisions are based only on valid requirements for promotional opportunities.

President's Statement (continued)

(6) all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, college sponsored training, education, tuition assistance, social and recreational programs, are administered without regard to gender, race, color, age, national origin, religion, veteran status, or handicap condition.

(7) the college has set up a system of internal communication by which the policy of equal job opportunity without regard to gender, race, color, age, national origin, religion, veteran status, or handicap condition, is broadcast among the college's executive, management, supervisory, and all other employees, and a system of external communication by which the EEO policy is broadcast outside the college's place of business.



Richard L. Behrendt, Ph.D.  
President

**Section II**  
**PROCEDURES FOR IMPLEMENTATION**

## DISSEMINATION OF THE POLICY

### A. Definitions and Acronyms

1. Equal Educational Opportunity and Equal Employment Opportunity: The college shall provide equal opportunity without regard to gender, race, color, age, national origin, religion, veteran status, or handicap condition.

2. Affirmative Action: Affirmative Action goes a step beyond the concept of equal employment opportunity and equal educational opportunity. Affirmative Action is defined as requiring the college to make additional efforts to recruit, employ, and promote qualified members of the protected classes formerly excluded for such employment/educational opportunities, even if that exclusion can not be traced to particular discriminatory action on the part of the college. The college must do more to insure employment/educational neutrality.

3. AAPS: Affirmative Action Policy Statement

4. EEPS: Equal Employment Policy Statement

5. AAP: Affirmative Action Plan

6. AAO: Affirmative Action Officer

### B. Internally

Administrators, coordinators, directors, and supervisors will be fully informed by:

1. Written communication from the president;

2. Inclusion of the AAPS in the college policy manual;  
and

3. Educational materials and training sessions to communicate legal requirements for affirmative action, spelling out specific responsibilities affecting the operation of each person who has supervisory duties.

All employees will be informed through such means as:

1. College Equal Employment Policy (EEPS) Statements and posters placed on bulletin boards;

2. Publicity in college publications;

3. AAPS inclusion in full and part-time employee handbooks and policy manuals;
4. Both minority and non-minority men and women shown in employee pictures in college publications;
5. Copies of the AAP and grievance procedure will be provided to employees; and
6. An equal opportunity employment clause on all employment applications.

All students will be informed through such means as:

1. Inclusion of an equal employment clause in college catalogs, mailers, and class schedules;
2. Posters on bulletin boards;
3. Periodic announcements in college newspaper; and
4. An equal employment clause on all admissions forms.

C.

1. All recruiting sources are informed in writing of College policy stipulating that these sources actively recruit and refer minorities and females for all positions listed. The College contacts additional recruiting sources that have been recommended.
2. Contacts will be continued with media, agencies, organizations, schools, colleges, community groups and others who have special contacts with women and minority groups.
3. All subcontractors, vendors and suppliers will continue to be notified in writing of the equal employment policy, requiring appropriate supportive action on their part.
4. An equal opportunity clause will continue to be included in all purchase orders, contracts, leases, employment announcements, etc.

RESPONSIBILITY FOR IMPLEMENTATION

A. President's Responsibilities

The Board of Trustees has charged the President with the responsibility for assuring the implementation of this AAP. The President has delegated to the AAO the authority to assure implementation of the AAP. The AAO's name will appear on all internal and external communications pertaining to the college's equal opportunity program.

B. AAO Responsibilities (in conjunction with the AAC)

1. Development of Policy Statements

The AAO will develop, as needed, the EEPS, the AAP, affirmative action programs, and internal and external communication techniques. These duties require active research into the equal opportunity area. As changes occur in this field, the AAO will inform other responsible parties of the change. When a new policy is formulated, the AAO will immediately notify affected parties inside and outside the college as required.

2. Yearly Reports

The AAO will assist in the identification of, and make yearly reports to the President concerning problem areas identified and remedial action taken.

3. Assist Line Management

The AAO will assist line management in arriving at solutions to problems. This duty will require AAO availability to line management.

4. Design Reporting System

The AAO will design and implement annual audit and reporting systems which will (i) measure effectiveness of the college's program; (ii) determine the degree to which the college's goals and objectives have been attained; (iii) indicate the need for remedial action if necessary. This duty will be performed with assistance from all involved college personnel.

5. Liaison Officer

(a) The AAO will serve as liaison between the college and enforcement agencies.

(b) The AAO will serve as liaison between the college and minority organizations, women's organizations, student organizations, and community action groups concerned with equal opportunities for the protected classes.

**6. Inform Management**

The AAO will keep management informed of the latest developments in the equal opportunity area. This will involve keeping abreast of developments through subscriptions to periodicals concerned with equal opportunity, attending meetings with appropriate officials of the State and Federal Governments, and attendance at pertinent conferences.

**7. Dissemination of Information**

The AAO will be responsible for the dissemination of affirmative action materials and will be available to interpret these materials to students and staff.

**8. Good Faith Efforts**

The AAO, acting with full authority of the President, will monitor the performance by line managers of their responsibilities under this Plan to assure that good faith efforts are being made to achieve the goals established by this AAP.

**9. Salary Review**

The AAO will monitor all positions to assure that there are no disparities in compensation attributable to consideration of gender, race, color, age, national origin, religion, veteran status, or handicap condition.

**10. Technical Audit**

The AAO will conduct periodic audits to insure that each location is in compliance with regulations concerning the display of posters and the opportunity and encouragement for the protected classes to participate in all college-sponsored educational, training, recreational and social activities.

**11. Reclassifications**

The AAO will have the opportunity to review and comment on all reclassifications, before approval by the Board of Trustees, to insure that the protected classes are given equal opportunities, and to assure that there are no disparities in compensation.

C. Line Responsibilities

In addition to the AAO's responsibilities for implementation of the AAP, the Vice Presidents, Deans, Directors, Assistant Directors, and Coordinators also have specific responsibilities. These line supervisors will be responsible for the implementation of the concepts contained in this AAP which are applicable to students and employees supervised or coordinated by them. They will be actively involved with the AAO in the following ways.

1. Identification of Problem Areas

They will assist in the identification of problem areas and establishment of unity goals, availability indices, and objectives, and will communicate in writing these facts to the AAO.

2. Problem Solving

They will assist in the resolution of identified problems.

3. Periodic Audit

They will assist in the annual audit of the training programs, hiring and promotion patterns within their area of management control to remove impediments to the attainment of goals and objectives.

4. Discussions with Subordinate Managers

They will have regular discussions with their subordinate managers to be certain affirmative action plan is being followed for both students and employees.

5. Employee Review

They will review the qualifications of all employees to insure the protected classes are given equal opportunities for transfers, promotions and training.

6. Career Development

They will counsel all employees under their supervision regarding career development.

**7. Work Performance**

They should be aware and make their subordinate managers understand that work performance is being evaluated on the basis of equal employment opportunity efforts and results, as well as other criteria, and that inadequate cooperation or obstruction will incur penalties and possible termination.

**8. Harassment**

It shall be the responsibility of supervisors to take actions to prevent harassment of students or employees related directly or indirectly to the intent of the AAP.

**D. Affirmative Action Committee**

**1. Committee Membership**

The AAC shall consist of two representatives from each of the following groups: (1) administrative personnel, (2) faculty personnel (one teaching member, the second from Student Services), (3) non-academic personnel (one from maintenance, the second from clerical services), and (4) the student body. AAO, the ninth member of the AAC, shall serve as chairperson. All nine members shall be appointed by the President. In order to provide for continuity, terms of service shall be staggered between one and two-year periods. No member, except the AAO, shall be eligible to serve more than two consecutive terms. Changeovers of committee membership shall occur at the beginning of the Fall semester.

**2. Frequency of Meetings**

The AAC will meet at least once a year.

**3. Functions**

(a) The AAC may be used to investigate a formal grievance.

(b) The AAC shall review the charges, investigation report, and a summary of tentative proposed action of all formal grievances.

(c) The AAC will review the college's Affirmative Action goals and plan.

E. Confidentiality of the Policy

Copies of this AAP and all related appendices, documents and support data are made available on loan to the U.S. Government upon the request of said Government on the condition that the Government hold them totally confidential and not release copies to any persons whatsoever. This AAP and its appendices and other supporting documents contain much confidential information which may reveal, directly or indirectly, the College's future plans for enrollment, collection and aging issues, or employment contraction. Disclosure of this information is likely to cause substantial harm to the College. The College considers the Affirmative Action Program to be exempt from disclosure, reproduction, and distribution under the Freedom of Information Act upon the grounds, among others, that such material constitutes (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. Sec. 552(b)(6); (2) confidential, commercial, or financial information, which is exempt from disclosure under 5 U.S.C. Sec. 552(b)(4); (3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. Sec. 552(b)(7)(C); and (4) matters specifically exempted from disclosure by statute, which are exempt from disclosure under 5 U.S.C. Sec. 552(b)(3). Notice is hereby given of a request pursuant to 41 C.F.R. Sec. 60-60.4(d) that these portions of this Program be kept confidential.

### **Section III**

#### **GRIEVANCE PROCEDURES**

SAUK VALLEY COLLEGE  
AFFIRMATIVE ACTION PLAN

GRIEVANCE PROCEDURES

1.00 Introduction. These procedures are adopted by the Board of Trustees of Sauk Valley College Community College (called the "Board") as part of the Board's continuing commitment to an effective policy of non-discrimination and equal opportunity in all employee and/or student actions, without regard to gender, race, color, age, national origin, religion, veteran status, or handicap condition. The college endeavors to maintain an atmosphere free of harassment, intimidation, and insults based on gender, race, color, age, national origin, religion, veteran status, or handicap condition.

1.01 These Procedures are available to all employees of, applicants for employment by, students in, and applicants for admission to Sauk Valley Community College (collectively called "employees" and "students") except the President and the Affirmative Action Officer.

1.011 These procedures in no way preclude an employee or student from seeking relief through outside agencies. Examples of outside agencies are Department of Human Rights and the Equal Employment Opportunity Commission.

1.02 An Affirmative Action grievance (called a "grievance") is a claim by an employee or student (called the "claimant"), that an action which violates college policies of non-discrimination and equal opportunity has been or is about to be taken with respect to the claimant.

1.03 These Procedures offer claimants the means of bringing their grievances to the attention of those persons who can take quick action to remedy any discrimination found to exist at the College. Even the formal review procedures are informal in nature--they are not intended to be court-type procedures. While employees and students are encouraged to do so, they are not required to make use of these Procedures. The right to use these Procedures is intended to supplement, not to replace, any other rights which employees and students may have.

1.04 No claimant's status as an employee or student will be adversely affected in any way because he or she utilizes these Procedures. All employees and students are advised that any retaliation or attempt to retaliate against a claimant for the use of these Procedures or against any employee or student for participating in any manner in proceedings hereunder constitutes a violation of these Procedures and may also be a violation of law.

1.05 Each employee and student shall be advised of these Procedures as they take effect or when he or she is first in interaction with Sauk Valley Community College. Any applicant for employment or student status is invited to bring any grievance to the attention of the Affirmative Action Officer (called the "AAO").

2.00 Informal Review of Grievances. An employee or student is encouraged to ~~speak up~~ when a problem relating to discrimination arises. The flexibility of informal discussions often results in solutions to discrimination problems more easily and quickly than do formal procedures. If possible, an employee or student has 5 working days from the point of incident to initiate an informal grievance.

2.01 An employee with a grievance should discuss the problem with his or her supervisor. A student with a grievance should discuss the problem with an instructor or counselor of his or her choice.

2.02 If in doubt as to how to proceed, an employee or student should contact the AAO. In any event, an employee or student who believes that he or she has been discriminated against because of gender, race, color, age, national origin, religion, veteran status, or handicap condition is strongly encouraged to discuss his or her problem with the AAO before pursuing formal review procedures.

2.03 An applicant for employee or student status with a grievance should discuss the problem with the AAO.

2.04 If, during the informal review procedure, the AAO should determine that there is reasonable cause to believe that a complaint is true and that the complaint alleges a grievance as defined in these Procedures, the AAO shall recommend appropriate remedial action. If the person to whom such remedial action is recommended does not take such action as soon as is practical, the AAO shall immediately bring the matter to the attention of the President, who may take such administrative action as deemed appropriate. If possible, the informal review should be completed in 3 working days.

2.05 A claimant with a grievance against the AAO should contact the President for informal review. A claimant with a grievance against the President should contact the Chair of the Board for informal review.

3.00 Formal Review of Grievances. The formal review procedures have been established for those grievances which remain unsolved three days after informal review has occurred. ("Days" refer to weekdays which are "Monday through Friday", regardless of working schedule, excluding weekdays on which the College is not open for business.)

3.01 A claimant whose grievance remains unresolved three days after informal review procedures may file a charge within thirty days after the action constituting the alleged grievance occurred, or within thirty days of the employee or student having reasonable knowledge of the action. Charges should be in writing under oath or affirmation and contain such information as the person receiving the charge requires, including, but not limited to: the date, place and nature of the alleged grievance; the identity of the person or persons alleged to have committed such grievance (called the "respondent"); a concise statement of the alleged facts and circumstances upon which the grievance is based; and the identity of any witnesses or other persons known to the claimant having knowledge of the facts and circumstances. The AAO will make available an appropriate form for the filing of a charge. The charge should be accompanied by copies of any documents which the claimant believes are relevant.

3.02 If there is a reasonable explanation as to why a claimant has failed to file a charge within the required time limit, the time limit may be waived by the person with whom the charge is filed.

3.03 A claimant with a charge identifying the AAO as a respondent may file such charge with the President. A claimant with a charge identifying the President as a respondent may file such charge with the Chair of the Board. All other charges should be filed with the AAO.

3.04 Whenever a charge is filed, the person receiving the charge, or his or her designee, shall serve a notice of the charge (including the name of the claimant, date, place and nature of the alleged grievance) on the respondent within five days after receipt of the charge, and shall make, or cause to be made, an investigation of the charge. The respondent may, but is not required to, submit information in writing which will be made a part of the file and considered in the investigation.

3.05 If the person receiving the charge, or the Board in the case of a charge received by the Chair of the Board, should determine after the investigation and conferring with the claimant (a) that there is not reasonable cause to believe that the charge is true, or (b) that the charge does not allege a grievance as defined in these Procedures, such person, or the Board shall dismiss the charge and promptly serve written notice on the claimant and the respondent of such action. The determination whether to dismiss a charge shall be made as promptly as possible and, so far as practical, not later than ten days from the filing of the charge.

3.06 If the person receiving the charge, or the Board, should determine after investigation and conferring with the claimant and the respondent that there is reasonable cause to believe that the charge is true and that the charge alleges a grievance as defined in these Procedures, such person or the Board, or the designate of such person or the Board, shall promptly endeavor to remedy the grievance by informal methods of conference, conciliation, and persuasion, and by seeking appropriate administrative or Board action, and shall promptly serve written notice on the claimant and on the respondent of any such administrative or Board action which may result. So far as practical, final disposition of all charges shall be made not later than twenty days from filing of the charge.

3.07 Whenever the person receiving a charge concludes on the basis of a preliminary investigation that prompt action is necessary to avoid violation of college policies of non-discrimination and equal opportunity, that person immediately may seek appropriate temporary or preliminary administrative or Board action pending final disposition of the charge.

3.08 If the person receiving the charge determines that it is appropriate to delegate any of the responsibility to investigate the charge imposed by section 3.05 such responsibilities shall be delegated only to persons who are then members of the Affirmative Action Committee, except that if the charge identifies as a respondent the AAO, AAC, or the president, such delegation may be made to the Board of Trustees. If the charge identifies as a respondent a Trustee or the Board of Trustees, such charges may be referred to an appropriate governmental agency unaffiliated with the Board.

3.09 At least three days prior to taking any of the actions contemplated by secs. 3.05 or 3.06, the person receiving the charge shall submit the charges, investigation reports and summary of tentative proposed action to the AAC for its advisory recommendations. Where practical, such person shall also meet and confer with the AAC prior to taking action. In any event, such person shall also furnish a report to the AAC concerning any grievance resolved prior to action being taken, as well as a report of any action taken.

4.00 Appeal. A claimant or respondent who is dissatisfied with the outcome of the formal review procedure may file an appeal within five days after the date on which notice under sec. 3.05 or 3.06 is served. The AAO will make available an appropriate form for the filing of an appeal.

4.01 Appeals shall be in writing, shall state the grounds for the appeal, and shall be accompanied by copies of all documents which the appellant deems pertinent to the appeal. At the time of filing an appeal, the appellant shall also serve copies of the appeal and all attached documents on the person giving the notice, and on the appellee (who is the respondent in the case of an appeal by a complainant, and is the complainant in the case of an appeal by a respondent.)

4.02 The appeal from a notice given by the AAO shall be to the President. The appeal from a notice given by the President shall be to the Board. The appeal from a notice given by or on behalf of the Board shall be referred to an appropriate governmental agency unaffiliated with the Board.

4.03 Within five days after the date on which an appeal is filed, the person giving the notice and the appellee may file written replies to the appeal, accompanied by copies of all documents deemed pertinent to the appeal, with copies served on all other parties.

4.04 The party to whom the appeal is made shall decide the appeal on the basis of the grievance filed and the papers submitted pursuant to sec. 4.01 and 4.03. The party deciding the appeal may also attempt to resolve the appeal by informal methods. If practical, written notice of the decision on an appeal shall be served on all parties within ten days after the date on which the appeal is filed.

5.00 Affirmative Action Committee. The AAC shall perform the functions described in sections 3.08 and 3.09 of these Procedures.

5.01 The AAC shall consist of two representatives from each of the following groups: (1) administrative personnel, (2) faculty personnel (one teaching member, the second from Student Services), (3) non-academic personnel (one from maintenance, the second from clerical services), and (4) the student body. AAO, the ninth member of the AAC, shall serve as chairperson. All nine members shall be appointed by the President. In order to provide for continuity, terms of service shall be staggered between one and two-year periods. No member, except the AAO, shall be eligible to serve more than two consecutive terms. Changeovers of committee membership shall occur at the beginning of the Fall semester.

5.02 By accepting membership on the AAC, each member stands committed to maintain confidentiality with respect to all evidence presented during the investigation or consideration of any grievance.

5.03 The AAC shall elect a vice-person each year from among its members to serve in the absence of the chairperson.

5.04 The AAC may act as a committee of the whole, or may organize itself into panels or subcommittees.

For Board Meeting of  
July 29, 1991

Agenda Item I-2

**DONATIONS**

The college has received the following donations:

7 CADAM terminals	Borg Warner Company of Dixon
1 IBM Assembly Robot and Controller	IBM - Rockford office

**RECOMMENDATION:** Board approval to accept the donations listed above with a letter of appreciation to be sent to the donors.

July 21, 1991

To: Board of Trustees

From: Dick Groharing

Subject: Annual ICCTA Executive Committee Planning Retreat

As the Northwest Region Chair, I will again be serving on the Executive Committee. This will be a particularly challenging experience if the retreat proves to be a portent of things to come.

ICCTA President Barbara Barton (Harper) proposed for our approval, the following committee chairs:

State Relations - Steve Haugh, McHenry

Federal Relations - John Duffy, Elgin

Minority Affairs - Dennis Miner, Lincolnland

Public Relations - Ellen Roberts, Elgin

Finance - Ralph Goren, Oakton (chair by virtue of being Treas)

The State Relations committee is made up, (so far), of 23 members. All the rest of the committees put together have 28 members, so you can see where the most interest is focused. I personally decided to get involved in the Minority Affairs committee this year. It looks as if they have an interesting agenda. I also plan to drop in on State Relations if things get exciting. Two major changes were made in the committee structure, neither of which I was very enthused about. First, the Excellence/Trusteeship committee was "put in mothballs" for a year, and secondly, the Federal Relations committee was made a stand alone committee. In the past it has actually been a sub-committee of State Relations, and of interest to only a few. Though it also serves as our "pipeline" to the ACCT and AACJC. The loss of the Excellence committee seemed to me to be contradictory to one of the major thrusts of ICCTA - trustee development. In another committee related development, Barbara asked for a motion to allow the committee chairs to set on the executive and have a vote. Though this was defeated, (against the by-laws, self serving to the president's power, etc.), it was only after a great deal of argument. The committee chairs had been invited to present their case.

A great amount of time was spent on discussion of the current regional structure, and whether or not it should be changed. In fact, I think we spent at least 40% of our time on the subject. Though an ad hoc committee has been formed to look into it, it seemed that some present wanted to make sure that they had the proper "direction". In my opinion, any changes in regional structure will greatly dilute our voice in the ICCTA's governance, and our opportunity as a board to participate in that voice on a

regular basis. Especially if it is changed from 9 to 4 regions. I will certainly keep not only you, but the rest of the trustees in our region current on developments pertaining to this matter.

The association's efforts in legislative matters during the past session were also discussed. I'm enclosing a copy of the record, which I think is a good one. The legislative agenda for next year has not as yet been developed.

as of July 19, 1991

### 1991 Legislative Record

#### I. Winners:

- A. Transfer of \$200,000 to Vets Grants
- B. Comptroller will help collect colleges' bad debts, (HB 1024)
- C. Defeat of bill that would have forced us to sever business relationships with vendors who have replaced striking workers (HB 1771)
- D. Good agreed labor bill (HB 177) that allows damages for frivolous suits and offers very restrictive definition of "short term employee"
- E. HB 1620 allows colleges to put PT employees in SURS
- F. Clarified terms and vacancy language (SB 433)
- G. Defeated tape recordings and civil fines in abortive Open Meetings Act reform
- H. Out of district tuition waivers permitted (HB 1024)
- I. Colleges can levy an audit tax, (HB 908)
- J. A resolution to study inadequacies of SURS
- K. Board subdistricting fended off (SB 104) so far
- L. Immunization requirement resisted, (HB 735)
- M. Bill to prevent CCS from teaching high schoolers defeated (HB 1914)
- N. Income tax rate permanently increased
- O. Education's share of budget increased with level funding; positive treatment of community colleges

#### I. Losers:

- A. Property tax caps
- B. Lack of progress on capital needs
- C. HB 1983 probably diminishes ADN representation on state Nursing Committee
- D. No outright language allowing board self evaluation in closed session
- E. No retirees health insurance yet

this is on Sherrie's computer as "legisrec"

TREASURER'S REPORT

June 30, 1991

EDUCATION FUND

Balance on Hand May 31, 1991 \$246,743.99

Receipts:

Taxes	395,982.07
Chargeback Revenue	258.56
State Equalization	142,246.50
Voc. Tec. Equipment	19,334.00
Spring Tuition	406,453.06
Graduation Fees	226.00
Transcript Fees	174.00
Lab Fees	16,124.40
Other Facility Rentals	298.19
Interest on Investments	3,257.04
Other Revenue	631.29
Expenditure Credits	63,206.60
Loan from Working Cash	100,000.00
	1,148,191.71

Total Available \$1,394,935.70

Disbursements:

Expenses for June	572,607.79
Investments	450,000.00
	1,022,607.79

Balance on Hand June 30, 1991 \$ 372,327.91

OPERATIONS, BUILDING & MAINTENANCE FUND

Balance on Hand May 31, 1991 \$ 29,316.39

Receipts:

Taxes	48,491.69
Interest on Investments	3,295.93
Other Revenue	216.49
Expenditure Credits	58.20
	<u>52,062.31</u>

Total Available \$ 81,378.70

Disbursements:

Expenses for June	28,674.37
Investments	1,186.23
	<u>29,860.60</u>

Balance on Hand June 30, 1991 \$ 51,518.10

PROTECTION, HEALTH AND SAFETY FUND

Balance on Hand May 31, 1991 \$ 35,433.12

Receipts:

Taxes	80,809.65	
Interest on Investments	<u>266.06</u>	81,075.71

Total Available \$116,508.83

Disbursements:

Expenses for June	3,785.00
-------------------	----------

Balance on Hand June 30, 1991 \$112,723.83

WORKING CASH FUND

Balance on Hand May 31, 1991 \$ 22,612.76

Receipts:

Investments	100,000.00	
Interest on Investments	<u>9,104.02</u>	109,104.02

Total Available \$131,716.78

Disbursements:

Investments	1,642.33	
Loan to Educ. Fund	<u>100,000.00</u>	101,642.33

Balance on Hand June 30, 1991 \$ 30,074.45

AUDIT FUND

Balance on Hand May 31, 1991 \$ 26,842.59

Receipts:

Back Taxes	5,486.59	
Interest bn Investments	<u>114.12</u>	5,600.71

Total Available \$ 32,443.30

Disbursements:

Expenses for June	1,100.00
-------------------	----------

Balance on Hand June 30, 1991 \$ 31,343.30

**LIABILITY, PROTECTION & SETTLEMENT FUND**

Balance on Hand May 31, 1991 \$320,516.23

**Receipts:**

Taxes	63,076.51
Interest on Investments	1,364.49
Expenditure Credits	2,138.94
	66,579.94

Total Available \$387,096.17

**Disbursements:**

Expenses for June	2,178.93
-------------------	----------

Balance on Hand June 30, 1991 \$384,917.24

**BUILDING BOND PROCEEDS FUND**

Balance on Hand May 31, 1991 \$110,007.19

**Receipts:**

Interest on Investments	2,342.22
Repaid from Working Cash	<u>150,000.00</u>
	152,342.22

Total Available \$262,349.41

**Disbursements:**

-0-

Balance on Hand June 30, 1991 \$262,349.41

\* \* \* \* \* \* \* \* \* \* \* \* \*

**FUNDS INVESTED**

First National Bank	S & C	6.80	5-10-92	\$100,000.00
Farmers National Bank	S & C	6.50	5-18-92	100,000.00
Dixon National Bank	S & C	6.60	5-27-91	225,511.38
First National Bank	S & C	7.80	9-25-91	100,000.00
First Bank of Dixon	S & C	6.60	5-6-92	100,000.00
Amcore Bank	Working Cash	Variable		1,122,994.25
Dixon National Bank	Working Cash	7.50	12-19-91	354,364.30
Community State Bank	Working Cash	7.14	2-6-92	100,000.00
Dixon National Bank	Working Cash	6.80	7-5-92	223,380.53
First National Bank	Working Cash	6.80	6-26-92	150,000.00
Milledgeville State Bank	Building	8.00	10-12-91	100,000.00
Tamico National Bank	Building	8.00	10-12-91	100,000.00
First National Bank of Amboy	Building	8.50	8-15-91	100,000.00
Rock Falls National Bank	Educ, Bldg, & W.D.	Variable		970,684.70
Smith Trust & Savings	Education	8.00	8-16-91	100,000.00
Ashton Bank & Trust Co.	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	9-20-91	100,000.00

**TOTAL INVESTED**

**\$4,246,935.16**

SAUK VALLEY COMMUNITY COLLEGE  
 E.O.G. WORKSTUDY FUND  
 Year Ending June 30, 1991  
 B A L A N C E   S H E E T

Cash on Hand	\$471.85
Accounts Receivable /Checks	8.36
Accounts Receivable/Other Funds	7,868.29
Miscellaneous Income	7868.29
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	0.00
PELL Grant Awards Capital 1989-90	758,261.00
PELL Grant Awards Paid 1989-90	758,261.00
Workstudy Awards Receivable from Fed. Gov. 1990-91	0.00
Workstudy Awards Capital 1990-91	172,198.00
Workstudy Awards Paid 1990-91	172,198.00
EOG Awards Receivable from Fed. Gov. 1990-91	0.00
EOG Awards Capital 1990-91	62,034.00
EOG Awards Paid 1990-91	62,034.00
PELL Grant Awards Receivable from Fed. Gov. 1990-91	(73,709.77)
PELL Grant Awards Capital 1990-91	878,798.00
PELL Grant Awards Paid 1990-91	934,513.06
Transfer Account	0.00
Inactive Federal Grants	17,514.50
	-----
	\$2,113,122.29
	-----
	\$2,113,122.29
	=====

SAUK VALLEY COMMUNITY COLLEGE

STUDENT LOAN FUND

Year Ending 6/30/91

B A L A N C E   S H E E T

ASSETS:

Cash in Bank .....	\$ 8,214.78
Notes Receivable .....	3,076.40
Due From Student Activity Fund .....	703.83
	<u>\$11,995.01</u>

LIABILITIES & NET WORTH:

Fund Equity .....	\$11,725.87
Net Profit .....	<u>269.14</u> .....
	<u>\$11,995.01</u>

P R O F I T   A N D   L O S S

INCOME:

Interest Income .....	\$357.14
Bad Debts Repaid .....	<u>257.00</u> .....
	\$614.14

EXPENSES:

Bad Debts .....	<u>345.00</u>
-----------------	---------------

NET PROFIT .....	<u>\$269.14</u>
------------------	-----------------

SAUK VALLEY COLLEGE BOOKSTORE  
BALANCE SHEET  
JUNE 30, 1991

---

ASSETS:

Cash in Bank	\$157,403.96
Petty Cash	1,000.00
Investments	0.00
Accounts Receivable - Educational Fund	2,905.24
Accounts Receivable	18,360.24
Merchandise Inventory 6/30/91	154,713.47
 Total Assets	 \$334,382.91

LIABILITIES:

Accounts Payable - Student Activities	\$1,724.00
Accounts Payable	2,648.64
 Total Liabilities	 \$4,372.64

FUND EQUITY:

Fund Equity 7/1/90	\$280,306.83
Fund Transfer	(27,000.00)
Add Net Profit	76,703.44
 Total Fund Equity 6/30/91	 \$330,010.27

TOTAL LIABILITIES & FUND EQUITY \$334,382.91

SAUK VALLEY COMMUNITY COLLEGE  
 PROFIT AND LOSS STATEMENT  
 JULY 1, 1990 - JUNE 30, 1991

REVENUE:

Textbook Sales	\$455,518.63
Supply Sales	54,137.54
Miscellaneous Sales	43,224.15
Paperback Sales	12,651.04
Used Book Sales	64,896.52
Magazine Sales	22.75
Sales Tax Collected	36,060.77
Other Income	708.60
Investment Income	0.00
 Total Revenue	 \$667,220.00

COST OF SALES:

Beginning Mds. Inventory 7/1/90	\$127,733.97
Textbooks Purchased	379,676.87
Supplies Purchased	39,711.16
Miscellaneous Purchased	28,775.28
Paperbacks Purchased	9,036.52
Used Books Purchased	48,962.19
Magazines Purchased	21.25
Sales Tax Paid	35,353.00
 Merchandise Available for Sale	 \$669,270.24
 Less ending inventory 6/30/91	 154,713.47
 Cost of Goods Sold	 \$514,556.77
 GROSS PROFIT	 \$152,663.23

EXPENSES:

Salaries & Wages	\$52,209.82
Employee Benefits	2,167.09
Transportation	9,620.76
Supply Expenses	3,495.34
Equipment	3,733.95
Travel Expense	1,861.66
Telephone	376.65
Dues & Subscriptions	472.00
Other Expense	1,569.91
Over & Under	36.31
Bad Debts	416.30
 Total Expenses	 75,959.79
 NET PROFIT	 \$76,703.44

SAUK VALLEY COMMUNITY COLLEGE  
 RESTRICTED PURPOSES FUND  
 June 30, 1991

Balance on Hand - June 1, 1991	\$418,003.08
Cash Over - June 4, Deposit	0.05
Cash Over - June 5, Deposit	0.02
Cash Under - June 13, Deposit	(1.00)
Cash Over - June 18, Deposit	1.00
Cash Over - June 27, Deposit	5.00
JV - Stop Payment on Check	(87.00)
Void Check #24704 issued 5/91	25.00
Void Check #22269 issued 11/90	34.44
June Receipts 1991	306,618.76
	-----
	TOTAL FUNDS AVAILABLE DURING JUNE
	\$724,599.35
Cash Disbursements - June, 1991	665,660.95
Balance on Hand - June 30, 1991	\$58,938.40
	=====

STATEMENT OF INCOME & EXPENSE  
 STUDENT ACTIVITY FUND

ACTIVITIES

Student Activity Assessments	\$47,898.03
Athletic Income	4,114.00
Drama Income	1,732.00
Student Activity Income	2,540.80
Student Activity Income-Restricted Purp. Source	14,000.00
Student Activity Income - Bookstore Source	27,000.00
Sauk Talk Income	515.30
Cash Over & Under	173.25
Other Student Activity Income	126.76
	-----
	\$98,100.14

TOTAL INCOME

	BUDGET	EXPENSE
Athletic Expense	35,492.	28,430.93
Cheerleader & Pom Pon Squad	2,500.	2,389.85
Speech Act. & Readers Theatre	5,000.	4,940.19
Drama Expense	5,500.	6,556.05
Music Expense	3,750.	2,082.97
Student Act. Expense	9,500.	9,720.45
Student Senate Expense	2,000.	2,978.77
Women's Intercollegiate Exp.	25,998.	26,244.05
SVCC Clubs	260.	0.00
Sauk Talk	7,000.	4,918.67
Contingencies/Non-Budgeted	0.	0.00
	-----	-----
	\$ 97,000.	TOTAL EXPENSE
		\$88,261.93

Excess of Expenditures over Revenues as of June 30, 1991	\$9,838.21
	=====

**STATEMENT OF ASSETS AND LIABILITIES**

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank	58,938.40	Due to Educational Fund
		\$158,169.40
		Due to Oper. & Maint. Fund
Petty Cash	0	0.00
		Due to Bookstore
		0.00
		Due Insurance Fund
		0.00
Accts. Rec.:	33,666.41	Due to Student Loan Fund
		0.00
		Resident Student Tuition
Accts. Rec./ Other Funds	7,000.00	0.00
		Resident Tuition Refunds
		0.00
		Out of District Tuition
		0.00
		Lab Fees
Investments	100,000.00	0.00
		Lab Fees Refunds
		0.00
		Accounts Payable
		0.00
		Deferred Income
		5,462.29
		-----
		\$163,631.69

**RESTRICTED AGENCY FUND LIABILITIES**

Child Care Operations	(\$4,247.96)
Parking	7,121.56
Recreation Room Fund	2,906.52
Student Locker Fund	1,002.51
Building Fairness Grant	0.00
Community Services	37,942.47
Collegiate Choir	346.04
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	84,595.63
Sp. Serv. for Disadv. Exp-FY 90	(84,595.63)
Spec Serv For Disadv. Inc-FY 91	69,000.00
Spec Serv For Disadv. Exp-FY 91	(72,266.82)
JTPA/CAED Grant FY 91	(2,491.57)
HITS Grant	0.00
HITS Gt./NW Steel	0.00
HITS Gt./Sr. Home Comp.	0.00
HITS Gt./Daubert Chem.	0.00
HITS Gt./Drives, Inc.	0.00
HITS Gt./Eyelet Products	0.00
HITS Gt./Pro-Tek	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	3.48
Disadv.-Handicapped Gt. FY 91	(174.87)
Quality Assistance Gt.	(2,399.63)
Northwest Passage	(122.52)
Econ. Dev. Gt. II FY 91	7,667.24
Econ. Dev. Gt. Inc. FY 91	60,604.00
Econ. Dev. Gt. Exp. FY 91	(61,150.80)
Student Clubs	2,054.90
Adult Learning Book Charges	3,025.45

College Van	5,282.85
VIP/CPP	342.10
Student Serv/Special Projects	103,166.21
SVCC Athletic Booster Club	4,495.66
JTPA Title IIIA Grant	0.00
DCC/Revenue/FY 91	377,682.75
DCC/Expense/FY 91	(430,730.11)
PELL Grants	0.00
Voc. Educ. Adult Training	(19,933.50)
Ill. Interp. Workshop	248.25
SVCC Foundation	0.00
Sauk Area Arts Council	0.00
Sm. Bus. Dev. Gt./Inc./FY 91	23,500.00
Sm. Bus. Dev. Gt./Exp./FY 91	(23,147.72)
VITAL - Secy of State FY 91	(3,479.38)
Anna Johnson Estate	270.68
Nursing Uniforms	0.00
LPN Supplies	527.11
Miscellaneous Account	0.00
IL Personal Serv. Withholding	0.00
Career Guidance & Counseling	0.00
LRC Gt. Dept. of Educ. FY 90	3,423.90
DCC/Sales	0.00
Advanced Tech. Grant - FY 91	0.00
Title III - MIS/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 - MIS/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	219,560.35
Title III - MIS/Exp. FY 90	(107,392.33)
Title III - Curr. Imp./FY 90	(80,304.76)
Title III - Proj. Adm./Exp. FY90	(31,863.26)
Title III - Income/FY 91	142,000.00
Title III - St Serv Ret/Exp FY91	(71,076.20)
Title III - Nrs. Cln Lab/Exp FY91	(31,815.91)
Title III - Proj. Admin/Exp FY91	(31,379.90)
Title III - Eng Comp Lab/Exp FY91	(64,663.45)
	\$33,533.34

FUND EQUITY

July 1, 1990	(\$7,398.43)
Excess of Revenues over Expenditures as of June 30, 1991	9,838.21
	\$2,439.78

TOTAL ASSETS	\$ 199,604.81	TOTAL LIABILITIES & NET WORTH	\$199,604.81
--------------	---------------	-------------------------------	--------------

**WAUK VALLEY COMMUNITY COLLEGE**

**APPROVED BY**

**PRESIDENT**

**SECRETARY**

**DATE 7-29-91**

BILLS PAYABLEJuly 29, 1991EDUCATION FUND

138-000-550	VOID CK #17323 written May		\$ (195.00)
110-818-518	VOID CK #17435 written June		(450.00)
191-000-550	THE FAIRMONT HOTEL	Travel - Wolf	17471 123.64
191-000-550	THE FAIRMONT HOTEL	Travel - Simpson	17472 370.92
138-000-550	CINDY ALFANO	Travel advance	17473 342.00
176-000-575	CENTEL	Service	17474 2,707.02
110-814-513.02	FREEPORT MEMORIAL HOSPITAL	RAD 185 & 285	17475 885.94
192-000-554	RONALD APPUHN	Interview expense	17476 156.00
	VOID CHECK		17477
100-000-470	SVCC BUILDING BOND PROCEEDS FUND	Deposit correction	17478 577.23
191-000-535	COMMUNITY UNIT SCHOOL DIST. #5	Legal fees	17479 425.54
100-000-411.01	SVCC LIABILITY, PROT. & SETTLEMENT FUND	Tax adjustment	17480 12.48
110-818-518	SVCC RESTRICTED PURPOSES FUND	Replace Ck. #17435	17481 450.00
	SVCC PAYROLL FUND	6-30-91 Payroll	17482 315,064.00
176-000-575	CENTEL	Service	17483 3,017.85
192-000-544.02	POSTMASTER	Postage meter	17484 8,164.00
191-000-535	DIXON PUBLIC SCHOOL DIST. #170	Legal fees	17485 17.50
	SVCC PAYROLL FUND	Final 6-30-91 Payroll	17486 14,538.92
138-000-550	JOHN SAGMOE	Travel advance	17487 150.00
191-000-550	B.J. WOLF	Travel	17488 125.10
182-000-534	SVCC FEDERAL STUDENT FUNDS	Fund adjustment	17489 7,868.29
192-000-554	MARILYN KRAMER	Interview expense	17490 68.18
192-000-554	JULIE A STREIT	Interview expense	17491 493.75
	(see 91-92 list)		17492
	(see 91-92 list)		17493
110-810-550	KRISTIN OLSEN	Travel	17494 256.20
182-000-550	ROBERT EDISON	Travel	17495 137.66
176-000-575	CENTEL	Service	17496 2,251.47
192-000-544.02	POSTMASTER - Rockford, IL	Postage	17497 150.00
			\$357,708.69

10.810.547.00	AAA PHOTOGRAPHIC	SUPPLIES	17,498 55.59
10.410.541.02	ABBOTT LABORATORIES	SUPPLIES	17,499 15.00
20.000.545.00	ACADEMIC PRESS INC	BOOKS	17,500 1,766.12
38.000.541.01	ACADEMIC SUCCESS PRESS	SUPPLIES	17,501 15.95
10.300.541.02	ACE HARDWARE	SUPPLIES	17,502 50.37
94.000.541.01	A C T PROGRAM INC	SUPPLIES	17,503 431.50
38.000.550.00	ALFANO	TRAVEL	17,504 337.68
10.100.541.02	INC	SUPPLIES	17,505 356.06
92.000.585.00	APPLE COMPUTER INC	EQUIPMENT	17,506 20.5
10.810.547.00	ARMSTRONG DISPLAY CONCEPTS	PUB INFO	17,507 9 0
82.000.541.01	ARROW BUSINESS SYSTEMS	SUPPLIES	1 50 1,454 8
92.000.539.00	ARTHURS GARDEN DELI	STAFF DEVEL	

9 1.004550.00	A.C.C.T.	SEMINAR	1 7.510	268.00
1 0.100550.00	GLENN BAILEY	TRAVEL	1 7.511	82.81
2 0.000545.00	BAKER & TAYLOR	BOOKS	1 7.512	7325.7
2 0.004545.00	BAKER & TAYLOR	BOOKS	1 7.513	723.60
9 5.000534.01	BELL ATLANTIC	MAINT	1 7.514	4,480.14
3 8.000550.00	BENNETT TRAVEL CONSULTANTS	TRAVEL-ALFANO	1 7.515	258.00
3 8.000541.01	CHANNING L BETE CO INC	SUPPLIES	1 7.516	56.25
2 0.000544.01	DICK BLICK	CREDIT 21.56		
1 0.511541.02	X X	SUPPLIES 248.29	1 7.517	226.73
1 0.512541.02	BLOCK MUSIC CO	SUPPLIES	1 7.518	359.91
1 0.100541.02	BORLAND INTERNATIONAL	SUPPLIES	1 7.519	525.00
2 0.000545.00	R R BOWKER	BOOKS	1 7.520	354.09
1 0.811550.00	BRANDYWINE RESTAURANT	LUNCHES	1 7.521	36.76
9 2.000550.00	NANCY BREED	TRAVEL	1 7.522	12.03
1 0.804542.00	BUTLER PAPER CO	SUPPLIES	1 7.523	95.96
1 0.810541.02	C.T.B.	SUPPLIES	1 7.524	102.30
1 0.810547.00	CARROLL COUNTY REVIEW	PUB RELA	1 7.525	117.00
1 0.711541.02	CEDAR COMPUTER CENTER INC	SUPPLIES	1 7.526	109.89
9 2.000554.00	CHRONICLE OF HIGHER EDUC	ADS	1 7.527	354.00
2 4.000545.00	CHURCHILL FILMS	FILMS	1 7.528	283.00
2 0.000545.00	CLEMENTS RESEARCH II INC	BOOKS	1 7.529	244.50
8 1.000556.00	CLAYTONS FLORAL SHOP	FLOWERS	1 7.530	60.00
1 5.000550.00	WALTER CLEVINGER	TRAVEL	1 7.531	107.94
	VOID CHECK		1 7.532	.00
9 2.000529.00	DAVID CLYDESDALE	REIMB 7 HOURS	1 7.533	673.12
1 0.400541.02	COAST COMMUNITY COLLEGE	SUPPLIES	1 7.534	38.00
8-000-554	COLLEGIATE PACIFIC	RECRUITMENT	1 7.535	1,022.45
1 0.812541.02	COMPUTABILITY	SUPPLIES	1 7.536	62.95
3 8.000554.00	CORINTHIAN PRESS	STUDENT RECRUITMENT	1 7.537	117.89
1 0.600541.02	CREATIVE PUBLICATIONS	SUPPLIES	1 7.538	45.43
1 0.810547.00	RICHARD CULLUM	PUB RELA	1 7.539	62.45
1 0.810547.00	THE DAILY GAZETTE	PUB RELA 48.06		
9 1.000549.00	X X	64.08	1 7.540	112.14
1 0.810547.00	DIXON TELEGRAPH	PUB RELA 89.84		
9 1.000549.00	X X	96.75	1 7.541	166.59
8 2.000550.00	SANDRA DRANE	TRAVEL	1 7.542	9.28
9 3.000541.02	V W EIMICKE ASSOCIATES	SUPPLIES	1 7.543	55.48
8 2.000541.01	ENTEC INC	SUPPLIES	1 7.544	388.62
1 0.512541.02	TIMOTHY C FISCHBACH	SUPPLIES	1 7.545	300.00
1 0.810547.00	FRAMING BY LYNN	PUB RELA	1 7.546	30.25
1 0.300550.00	JERRY L FRANA	TRAVEL	1 7.547	121.11
2 0.000545.00	GALE RESEARCH INC	BOOKS	1 7.548	354.31
2 0.000541.03	GAYLORD BROS	SUPPLIES	1 7.549	126.00
1 0.712550.00	CHRIS GEHLBACH	TRAVEL 42.02		
1 0.814550.00	X X	42.02	1 7.550	84.04
1 0.300541.02	GREAT LAKES AIRGAS INC	SUPPLIES 16.80		
1 0.711541.02	X X	9.00	1 7.551	25.80
2 0.000545.00	GROLIER EDUCATIONAL CORP	BOOKS	1 7.552	977.00
9 2.000585.00	HASKELLS	EQUIPMENT	1 7.553	1,807.00
9 2.000585.00	HASKELLS	EQUIPMENT	1 7.554	897.00

1 0.800541.02	HASKELLS	SUPPLIES	229.46	
3 1.000541.01	X X		133.92	
3 8.000541.01	X X		34.00	
0 1.000541.01	X X		250.02	
9 2.000585.00	X X	EQUIPMENT	1264.00	17,555 1.9114.0
1 0.812550.00	ZOLLIE HALL	TRAVEL		17,556 79.82
1 0.814541.02	HEALTH SERVICES RESEARCH	SUPPLIES		17,557 40.00
2 0.000541.03	THE HECKMAN BINDERY	SUPPLIES		17,558 102.15
2 0.000544.01	THE HIGHSMITH CO INC	SUPPLIES	329.53	
3 1.000541.01	X X		62.42	17,559 391.95
9 2.000529.00	DEBI HILL	REIMB 3 HOURS		17,560 288.48
1 0.815550.00	RICHARD HOLTAM	TRAVEL		17,561 36.64
7 6.000575.00	HUGHES BUSINESS TELEPHONES	SERVICE		17,562 694.28
9 2.000585.00	IBM CORPORATION	EQUIPMENT		17,563 4.620.00
9 2.000585.00	IBM CORPORATION	EQUIPMENT	9130.00	
9 5.000534.01	X X		1424.25	
9 5.000534.02	X X		239.08	17,564 10,793.33
3 1.000534.00	I.C.I.	SERVICE		17,565 703.06
1 0.600541.02	INTERLAKE WATER SYSTEMS	SUPPLIES	70.00	
1 0.711541.02	X X		35.00	17,566 105.00
1 0.810547.00	JP ENTERPRISES	PUB RELA		17,567 27.50
3 8.000549.00	JUSTENS	DIPLOMAS		17,568 56.56
1 0.810547.00	K R O S BROADCASTING	PUB INFO		17,569 100.00
1 0.714550.00	BEVERLY KIELE	TRAVEL		17,570 276.64
1 0.812550.00	KLOCKES	LUNCHES	8.57	
1 0.500550.00	X X		80.84	17,571 89.41
9 6.000550.00	KAREN KYLEN	TRAVEL		17,572 64.07
9 2.000585.00	L & L PROCESSOR SERVICE	EQUIPMENT		17,573 1.000.00
1 0.818541.01	LEARNING OPPORTUNITIES PROGRAM	SUPPLIES		17,574 30.00
8 2.000550.00	CAROL LINTON	TRAVEL		17,575 21.99
1 0.512541.02	LUCKS MUSIC LIBRARY	MUSIC SUPPLIES		17,576 534.31
9 2.000529.00	JANET LYNCH	REIMB 3 HOURS		17,577 300.00
1 0.810547.00	M & D PRINTING	PUB INFO		17,578 2,495.75
2 0.000545.00	MACMILLAN PUBLISHING CO	BOOKS		17,579 281.00
3 8.000550.00	RONALD MARLIER	TRAVEL		17,580 69.66
2 0.000545.00	MEDCOM INC	BOOKS		17,581 1,043.70
2 0.000545.00	MERIDIAN EDUCATION CORP	BOOKS		17,582 102.60
9 5.000541.02	MICRO 2000	SUPPLIES		17,583 333.00
1 0.100534.00	MUELLER A V	SERVICE	159.10	
2 0.000534.00	X X		423.98	17,584 583.08
1 0.800542.00	MULTIGRAPHICS	SUPPLIES		17,585 346.40
8 2.000534.00	NCR CORPORATION	MAINT AGRMT		17,586 1.120.10
1 0.712541.02	NATIONAL LEAGUE FOR NURSING	SUPPLIES		17,587 632.50
9 2.000546.00	N A E I R	SUPPLIES		17,588 39.50
1 0.711550.00	HAROLD NELSON	TRAVEL		17,589 115.70
9 6.000550.00	NORTH CENTRAL ASSN	SEMINAR		17,590 75.00
1 0.810547.00	NORTHERN ILL UNIVERSITY	PUB INFO		17,591 13,080.00
1 0.800542.00	NORTHLAND PAPER CO	SUPPLIES		17,592 247.50
2 0.000545.00	O.A.S.I.S. INC	BOOKS		17,593 454.00
1 0.711541.02	OASIS LASER SUPPLY	SUPPLIES	60.00	
8 2.000541.01	X X		30.00	
9 5.000541.01	X X		34.00	17,594 124.00

10.810.547.00	OGLE COUNTY NEWSPAPERS	PUB INFO	17.595	78.00
	VOID CHECK		17.596	.00
20.000.545.00	OXFORD UNIVERSITY PRESS	BOOKS	17.597	181.28
97.000.593.00	PARKLAND COLLEGE	CHARGEBACK	17.598	819.24
38.000.541.01	PARLAY INTERNATIONAL	SUPPLIES	17.599	72.00
95.000.550.00	ALAN PFEIFER	TRAVEL	17.600	25.00
10.815.550.00	KAREN PINTER	TRAVEL	17.601	700.00
10.810.547.00	R L POLK & CO	PUB INFO	17.602	130.00
20.000.544.01	PRATT AUDIO VISUAL	SUPPLIES	17.603	179.55
92.000.585.00	PRESCOTTS	EQUIPMENT	17.604	249.00
10.818.541.01	PROJECT LEARNING STRATEGIES	SUPPLIES	17.605	30.00
82.000.541.01	ROCK RIVER BUSINESS SUPPLIES	SUPPLIES	17.606	104.23
10.810.547.00	ROCK RIVER PRINTERS	PUB INFO 390.00		
31.000.541.01	X X	SUPPLIES 215.00	17.607	605.00
10.810.547.00	ROCK RIVER VALLEY ABWA	PUB INFO	17.608	25.00
10.810.547.00	ROCK RIVER VALLEY JOURNAL	PUB INFO	17.609	740.00
82.000.541.01	SVCC BOOKSTORE	MASTER CHARGES	17.610	2,905.24
10.100.541.02	SVCC BOOKSTORE	SUPPLIES 99.09		
10.400.541.02	X X	49.82		
10.500.541.02	X X	29.66		
10.511.541.02	X X	40.32		
10.512.541.02	X X	.90		
10.600.541.02	X X	75.69		
10.711.541.02	X X	146.05		
10.712.541.01	X X	19.51		
10.715.541.02	X X	26.39		
10.800.541.02	X X	22.66		
10.815.541.02	X X	87.42		
31.000.541.01	X X	983.34		
38.000.541.01	X X	72.93		
81.000.541.01	X X	.97		
92.000.541.01	X X	2.76		
95.000.541.01	X X	2.21	17.611	1,659.72
10.811.550.00	SVCC RESTRICTED FUND	VAN CHARGES 51.00		
31.000.550.00	X X	24.50	17.612	75.50
38.000.541.01	SBM BUSINESS CENTER	SUPPLIES 99.29		
82.000.541.01	X X	34.00		
92.000.585.00	X X	EQUIP 2944.00	17.613	3,077.29
38.000.550.00	JOHN SAGMOE	TRAVEL	17.614	44.36
20.000.545.00	ST JAMES PRESS	BOOKS	17.615	238.95
20.000.545.00	SALEM PRESS INC	BOOKS	17.616	402.50
20.000.545.00	SCHWARTZ HILL BOOK CO	BOOKS	17.617	186.03
10.815.541.02	SCOTT FORESMAN	SUPPLIES	17.618	24.26
10.811.541.01	MICHAEL SEGUIN	TRAVEL	17.619	5.78
10.800.539.00	STEVE SHAFF	CONFERENCE	17.620	222.80
10.000.550.00	SHELL OIL CO	PRES TRAVEL	17.621	229.08
10.714.550.00	STANLEY SHIPPERT	TRAVEL	17.622	170.30
10.000.545.00	SIMON & SCHUSTER	BOOKS	17.623	682.46
10.000.550.00	WILLIAM SIMPSON	TRAVEL	17.624	32.00
10.000.541.01	SLAGLE PRINTING	SUPPLIES	17.625	47.50
38.000.549.00	SWARTLEYS	COMMENCEMENT 12.00		
10.000.556.00	X X	FLOWERS 69.00	17.626	81.00

1 0.810.547.00	TAN BOOKS AND PUBLISHERS	PUB INFO	1 7.6 27	7.5 37.70
2 0.000.550.00	ROBERT THOMAS	TRAVEL	1 7.6 28	22.10
2 0.000.541.03	UARCO	SUPPLIES 154.54		
9 5.000.541.01	X X	25.60	1 7.6 29	160.14
1 0.810.547.00	UNIQUE COMPUTER	PUB INFO 714.00		
1 0.815.541.02	X X	589.50		
3 8.000.541.01	X X	630.00		
9 5.000.541.02	X X	720.00	1 7.6 30	2,653.50
9 2.000.585.00	VIDEOLINK SATELLITE TV CENTER	EQUIPMENT	1 7.6 31	1,280.00
1 0.810.547.00	W L L T	PUB INFO	1 7.6 32	100.00
1 0.810.547.00	W S S Q	PUB INFO	1 7.6 33	380.00
1 0.810.547.00	W Z Z T	PUB INFO	1 7.6 34	168.00
9 1.000.535.00	WARD MURRAY PACE & JOHNSON	SERVICE	1 7.6 35	2,894.50
9 2.000.529.00	MARY WELLER	TUITION REIMB	1 7.6 36	170.00
2 0.000.545.00	WEST PUBLISHING CO	BOOKS	1 7.6 37	500.15
9 7.000.593.00	JOHN WOOD COMMUNITY COLLEGE	CHARGEBACK	1 7.6 38	575.84
2 0.000.541.01	XEROX CORPORATION	SUPPLIES	1 7.6 39	1,669.28
1 0.600.541.02	SVCC IMPREST FUND	MISC EXPENSES	1 7.6 40	535.35
	SVCC PETTY CASH	SUPPLIES	1 7.6 41	7.52

119,069.97

cks. #17471 - 17495 and void checks

357,708.69

TOTAL EDUCATION FUND FOR JULY CHARGED TO 90-91 FISCAL YEAR

'O BE CHARGED TO 1990-91 FISCAL YEAR.

OPERATIONS, BUILDING & MAINTENANCE FUND

70-000-534.01	TREASURER, STATE OF ILLINOIS	Pollution site fee	3084	\$ 100.00
00-000-499	LEE COUNTY TREASURER	Taxes	3085	1,760.90
00-000-411.01	SVCC LIABILITY, PROT. & SETTLEMENT FUND	Tax adj.	3086	1.51
71-000-571	AMGAS, INC.	Service	3087	2,093.46
				<hr/>
				\$3,955.87

4,000,541.04	AKZO SALT INC	SUPPLIES	3,088	1,919.59
4,000,534.01	BONNELL INDUSTRIES	REPAIRS	3,089	130.26
4,000,534.01	BOSS CARPET	CARPET	3,090	2,373.80
4,000,534.01	BRANSON ELECTRIC	SERVICE	3,091	1,191.32
4,000,534.01	BROWNING FERRIS INDUSTRIES	SERVICE	3,092	101.00
6,000,573.00	COMMONWEALTH EDISON	SERVICE	3,093	25.72
6,000,573.00	COMMONWEALTH EDISON	SERVICE	3,094	23,733.37
4,000,541.04	THE DAILY GAZETTE	ADS	3,095	63.84
4,000,534.01	DIXON EQUIPMENT CO	REPAIRS	3,096	4,999.91
4,000,541.04	DIXON GARAGE SUPPLY	SUPPLIES	3,097	18.07
4,000,541.04	DIXON TELEGRAPH	ADS	3,098	78.54
4,000,541.04	DODDER ELECTRIC SUPPLY	SUPPLIES	3,099	194.92
4,000,541.04	DODDER ELECTRIC SUPPLY	SUPPLIES	3,100	1,756.01
4,000,534.01	ECOLAB PEST ELIMINATION	SERVICE	3,101	80.00
4,000,541.04	FOREST CITY ELECTRIC CO	SUPPLIES	3,102	2,112.10
4,000,534.01	FYR FYTER INC	SERVICE	3,103	152.50
4,000,541.04	GRUMMERTS TRUE VALUE	SUPPLIES	3,104	1,080.21
4,000,550.00	GLADYS GUNTLE	TRAVEL	3,105	19.24
4,000,541.04	HASKELLS	SUPPLIES	3,106	5.08
6,000,587.00	HESCO INC	EQUIPMENT	3,107	251.57
4,000,541.04	HUMMELS FLAG CENTER	FLAGS	3,108	120.12
4,000,541.04	J & K LOCKSMITH	SUPPLIES	3,109	7.20
4,000,541.04	JIMS REPAIR	SUPPLIES	3,110	51.54
4,000,541.04	LEE FS INC	SUPPLIES	3,111	1,014.91
4,000,534.01	JOHN A LOOS SONS	REPAIRS	3,112	75.00
4,000,541.04	MORGAN SERVICES	SUPPLIES	3,113	160.94
4,000,534.01	KEN NELSON	SERVICE	3,114	246.07
1,000,571.00	NORTHERN ILLINOIS GAS	SERVICE	3,115	1,142.57
4,000,534.00	PETERSON OFFICE SERVICE	REPAIRS	3,116	55.00
1,000,541.04	P & W SUPPLY CO	SUPPLIES	3,117	123.17
4,000,541.04	SVCC EDUCATION FUND	SUPPLIES	3,118	56.89
6,000,587.00	JOHN SANDBERG CO	EQUIPMENT	3,119	201.98
4,000,541.04	STONY POINT LAUNDRY	SUPPLIES	3,120	53.40
4,000,534.01	WALDSCHMIDT REPAIR	REPAIRS 16.00		
4,000,541.04	X X	SUPPLIES 12.45		
76-000-587				
6,000,587.00	X X	169.95 EQUIPMENT	3,121	1,984.40
4,000,541.04	WOLOHAN LUMBER CO	SUPPLIES	3,122	1,907.47
4,000,534.01	YOUNGRENS REFRIGERATION	REPAIRS	3,123	185.00
	SVCC IMPREST FUND	MISC EXPENSES	3,124	18.25
				<hr/>
				40,288.23
				3,955.87

Cks. #3094 - 3097

TOTAL OPERATIONS, BUILDING & MAINTENANCE FUND FOR JULY CHARGED TO 90-91 FY

\$44,244.10

TO BE CHARGED TO 1990-91 FISCAL YEAR.

BUILDING BOND PROCEEDS FUND

FIRST NATIONAL BANK OF STERLING 1390-000-582.01	DISKEY SIGN CORPORATION	Loan repayment Outdoor signs	808 809	\$150,000.00 8,304.54
TOTAL BUILDING BOND PROCEEDS FUND FOR JULY - 1990-91 FY				\$158,304.54

PROTECTION, HEALTH & SAFETY FUND

300-000-411.01	SVCC LIABILITY, PROT. & SETTLEMENT FUND	Tax adjustment	124	\$ 1.34
300-000-411.01	SVCC AUDIT FUND	Tax adjustment	125	.53
TOTAL PROTECTION, HEALTH & SAFETY FUND FOR JULY - 1990-91 FY				\$ 1.87

AUDIT FUND

1192-000-531	LINDGREN, CALLIHAN, VAN OSDOL & CO.	Services	8	\$ 675.00
TOTAL AUDIT FUND FOR JULY - 1990-91 FY				\$ 675.00

INVESTMENT ACCOUNT

SVCC SITE AND CONSTRUCTION FUND	Loan repayment	110	\$ 150,000.00
TOTAL INVESTMENT ACCOUNT FOR JULY - 1990-91 FY			\$ 150,000.00

LIABILITY, PROTECTION & SETTLEMENT FUND

1292-000-527	DIXON NATIONAL BANK (See 91-92 fiscal year list)	Medicare Final 6/30 payroll	177	\$ 105.70
1292-000-527	INTERNAL REVENUE SERVICE	Medicare due 3rd quarter	178 179	.34
1292-000-527	DIXON NATIONAL BANK (see 91-92 fiscal year list)	Medicare 6/29 payroll	285 286	1,437.62
1292-000-526	I.D.E.S.	Unemployment 3rd quarter	287	3,309.60
TOTAL LIABILITY, PROTECTION & SETTLEMENT FOR JULY 90-91 FY				\$ 4,853.26

To be charged to 1990-91 fiscal year.

IMPREST FUND

192-000-544.02	UNITED PARCEL SERVICE	Service	9255	\$ 30.57
192-000-544.02	UNITED PARCEL SERVICE	Service	9256	30.16
110-100-550	DPE CONFERENCE REGISTRATION	Conference	9257	35.00
270-000-534.01	IDEAL CLEANERS	Service	9258	18.25
138-000-550	WYANET BUTCHER SHOP	PSY 100 picnic	9259	68.65
110-810-547	KRISTIN OLSEN	Supplies	9260	49.09
182-000-550	NANCY BREED	Meeting supplies	9261	6.81
192-000-544.02	UNITED PARCEL SERVICE	Service	9262	97.18
138-000-550	LEAH WARDELL	Picnic supplies	9263	15.92
181-000-559	RICHARD BEHRENDT	Rotary & Chamber lunches	9264	13.50
182-000-550	CATHY SEAGREN	Meeting supplies	9265	24.11
110-813-534	KIM TOOLE	Comm. Serv. Clerical	9266	40.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9267	26.24
181-000-550	RICHARD L. BEHRENDT	ICCTA Meeting	9268	32.20
	VOID CHECK		9269	
192-000-544.02	UNITED PARCEL SERVICE	Service	9270	40.57
192-000-544.02	UNITED PARCEL SERVICE	Service	9271	9.35
191-000-550	B.J. WOLF	Travel	9272	<u>16.00</u>
				\$553.60

EDUCATION FUND - 535.35

BUILDING FUND - 18.25

Balance in fund - 2470.40

Disbursements 553.60

Total in fund - 3024.00

SAUK VALLEY COMMUNITY COLLEGE

**APPROVED BY**

## **PRESIDENT**

**SECRETARY**

7-29-91

**DATE**

TO BE CHARGED TO 1991-92 FISCAL YEAR.

EDUCATION FUND

110-814-513.01	SVCC PAYROLL FUND FREEPORT MEMORIAL HOSPITAL	7-15-91 Payroll RAD 186 and 286	17492 17493	\$143,013.05 337.50
				\$143,350.55

3 8.0005 41.01	A C T PROGRAM	SUPPLIES	1 7.6 42	1,850.00
1 0.1005 41.02	AMERICAN COUNCIL ON CONSUMER INTERESTS	DUES	1 7.6 43	50.00
9 5.0005 41.01	ACOM COMPUTER INC	MAINT CONTR	1 7.6 44	360.00
1 0.8115 41.02	A.S.C.D.	MEMBERSHIP	1 7.6 45	64.00
1 0.6045 41.02	ALDRICH CHEMICAL CO	SUPPLIES	1 7.6 46	51.96
3 8.0045 50.00	CINDY ALFANO	TRAVEL	1 7.6 47	43.08
1 0.3005 34.00	ALLEN TESTPRODUCTS DIV	MAINT CONTR	1 7.6 48	495.00
8 2.0005 50.00	RON APPUHN	TRAVEL	1 7.6 49	88.28
9 2.0005 46.00	A.C.C.T.	DUES	1 7.6 50	820.00
1 0.8105 47.00	BEFORE AND AFTER	SUBSCR	1 7.6 51	36.00
8 1.0005 55.00	RICHARD BEHRENDT	EXPENSES	1 7.6 52	800.00
9 2.0005 46.00	CASE	MEMBERSHIP 999.00		
9 6.0005 41.01	X X	SUPPLIES 48.00	1 7.6 53	1,047.00
8 1.0005 50.00	C.N.C.C. J.C.	CONFERENCE	1 7.6 54	175.00
3 8.0005 41.01	CAPITOL PUBLICATIONS	SUBSCR	1 7.6 55	226.00
1 6.0005 41.01	COLLEGE ADMIN AND THE COURTS	SUBSCR	1 7.6 56	47.50
9 5.0005 41.01	COMPUTERWORLD	SUBSCR	1 7.6 57	58.95
9 2.0005 46.00	COUNCIL OF NORTH CENTRAL COMM JR COLL	DUES	1 7.6 58	75.00
9 6.0005 41.01	CRESTLINE CO INC	SUPPLIES	1 7.6 59	40.70
2 4.0005 41.03	DAWSON SUBSCR SERVICE	SUPPLIES	1 7.6 60	4,462.69
8 1.0005 41.01	THE DIXON TELEGRAPH	SUPPLIES	1 7.6 61	95.55
2 0.0005 34.00	DIXON PUBLIC LIBRARY	TELECOMM	1 7.6 62	306.03
2 4.0005 45.00	GROLIER EDUC CORP	BOOKS	1 7.6 63	36.95
1 0.6005 41.02	HACH COMPANY	SUPPLIES	1 7.6 64	21.25
7 6.0005 75.00	HUGHES BUSINESS TELEPHONES	SERVICE	1 7.6 65	605.99
3 1.0005 41.01	I.A.C.A.C.	MEMBERSHIP	1 7.6 66	40.00
9 5.0005 34.01	IBM CORPORATION	MAINT 545.00		
9 2.0005 34.02	X X	3000.00	1 7.6 67	3,545.00
9 2.0005 46.00	I.C.C.T.A.	DUES	1 7.6 68	2,512.15
2 0.0005 41.03	ILL STATE HISTORICAL SOC	SUPPLIES	1 7.6 69	40.00
1 0.7145 50.00	BEVERLY KIELE	TRAVEL	1 7.6 70	51.70
9 2.0005 54.00	RETHA LINDSEY	INTERVIEW	1 7.6 71	620.30
9 2.0005 46.00	N.A.C.A.S.	DUES	1 7.6 72	130.00
1 0.7115 34.00	NAACLS	ACCRED FEE	1 7.6 73	750.00
1 0.8135 41.02	NCCSCE TREASURER	MEMBERSHIP	1 7.6 74	35.00
9 2.0005 46.00	N.A.C.U.B.O.	MEMBERSHIP	1 7.6 75	65.00
1 0.4005 41.02	N.S.S.A.	SUBSCR	1 7.6 76	35.00
9 2.0005 46.00	NORTH CENTRAL ASSN	DUES	1 7.6 77	1,250.00
2 0.0005 41.03	NORTHERN ILL LEARNING RES COOP	DUES	1 7.6 78	600.00
2 0.0005 34.00	NORTHERN ILL LIBRARY SYS	MAINT	1 7.6 79	104.74
9 2.0005 21.00	PRUDENTIAL	JULY PREMIUM	1 7.6 80	44,051.69

10,804.534.00	SBM EQUIP CENTER	MAINT	345.00	
10,818.534.00	X X	860.00		
38,000.534.00	X X	499.00		
32,000.534.00	X X	560.00		17,681 2,264.00
10,811.550.00	MICHAEL SEGUIN	TRAVEL ADVANCE		17,682 217.80
92,000.546.00	UNIV OF TEXAS AT AUSTIN	NISOD DUES		17,683 600.00
10,818.550.00	VIRGINIA THOMPSON	TRAVEL		17,684 36.00
10,810.547.00	UNITED COMMUNICATIONS GROUP	SUBSCR		17,685 117.00
10,810.547.00	W L L T	PUB INFO		17,686 50.00
20,000.541.03	H W WILSON CO	SUPPLIES		17,687 1,810.00
10,100.541.02	WORDPERFECT	SUBSCR		17,688 18.00

70,840.31

Cks. #17492 and 17493

143,350.55

TOTAL EDUCATION FUND FOR JULY CHARGED TO 1991-92 F/Y

\$214,150.86

TO BE CHARGED TO 1991-92 FISCAL YEAR.

LIABILITY, PROTECTION & SETTLEMENT FUND

1292-000-528	DIXON NATIONAL BANK	FICA due 7/15 payroll	178	\$ 99.10
1292-000-527	DIXON NATIONAL BANK	Medicare 7/15 payroll	286	1,058.37
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND FOR JULY 91-92 FY				\$ 1,157.47

OPERATIONS, BUILDING & MAINTENANCE

7 0,0005 41.04	ACE HARDWARE	SUPPLIES	3,125	83.11
7 0,0005 41.04	A L L EQUIPMENT	SUPPLIES	3,126	71.19
7 0,0005 34.01	ECOLAB PEST ELIMINATION	SERVICE	3,127	84.00
7 0,0005 34.01	HONEYWELL INC	SERVICE	3,128	5,940.50
7 0,0005 41.04	J & K LOCKSMITH	SUPPLIES	3,129	25.00
7 0,0005 34.01	DAVID MAYES	SEWAGE TESTING	3,130	200.00
7 0,0005 34.01	MONTGOMERY ELEVATOR CO	SERVICE	3,131	515.53
7 0,0005 34.01	PITNEY BOWES	MAINT CONTR	3,132	1,651.00
7 0,0005 50.00	JAMES RILEY	TRAVEL	3,133	8.25
7 0,0005 41.04	SHERWIN WILLIAMS	SUPPLIES	3,134	12.45
7 0,0005 34.01	SIMPLEX TIME RECORDER CO	SERVICE	3,135	166.50

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR JULY - 91-92 FY				8,757.53
--	--	--	--	----------

BUILDING BOND PROCEEDS FUND

SVCC WORKING CASH FUND	Repay loan	810	\$2,500.00
TOTAL BUILDING BOND PROCEEDS FUND FOR JULY - 91-92 FY			
			\$2,500.00

OFFICE OF BUSINESS SERVICES  
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

Final  
6/30/91

	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	%
<b>GENERAL FUNDS</b>							
Education Fund	\$877,537	\$5,541,997	\$5,698,166	102.8%	\$6,007,450	\$5,696,150	94.8%
Operations, Building & Maintenance Fund	764,602	529,958	457,393	86.3%	565,600	452,634	80.0%
<b>TOTAL OPERATING FUND</b>	<b>\$1,642,139</b>	<b>\$6,071,955</b>	<b>\$6,155,559</b>	<b>101.4%</b>	<b>\$6,573,050</b>	<b>\$6,148,784</b>	<b>93.5%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Liability, Protection & Settlement Fund (Insurance)	\$295,426	\$135,720	\$260,332	191.8%	\$135,000	\$106,379	78.8%
Audit Fund	\$35,929	\$22,500	\$23,072	102.5%	\$22,500	\$22,430	99.7%
Protection, Health & Safety Fund	\$4,858	\$320,765	\$329,561	102.7%	\$320,765	\$134,874	42.0%
<b>PROPRIETARY FUNDS</b>							
Bookstore Fund	\$280,307	\$472,600	\$667,220	141.2%	\$442,600	\$590,517	133.4%
<b>OTHERS</b>							
Working Cash Fund	\$2,564,853	\$1,000	\$187,261		\$0	\$187,000	
Building Bond Proceeds Fund (Site and Construction)	\$869,698	\$65,002	\$60,482		\$280,000	\$53,125	

EXPENDITURES		BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
110-000-000	INSTRUCTION					
10-100-000	BUSINESS EDUCATION					
110-100-513.01	- Salaries - Full Time	\$255,178.00	\$225,066.81	\$30,111.17	\$255,177.98	100.00%
110-100-534	- Contractual Services	\$5,000.00	\$4,474.16	\$159.10	\$4,633.26	92.67%
110-100-541.02	- General Materials & Supplies	\$14,675.00	\$12,959.17	\$1,383.99	\$14,343.16	97.74%
110-100-550	- Conference & Meeting Expense	\$1,400.00	\$545.09	\$117.81	\$662.90	47.35%
		\$276,253.00	\$243,045.23	\$31,772.07	\$274,817.30	99.48%
110-117-000	FOOD SERVICES					
110-117-534	- Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-117-541.02	- General Materials & Supplies	\$3,500.00	\$2,179.23	\$0.00	\$2,179.23	62.26%
110-117-550	- Conference & Meeting Expense	\$100.00	\$3.50	\$0.00	\$3.50	3.50%
		\$3,600.00	\$2,182.73	\$0.00	\$2,182.73	60.63%
110-200-000	AGRICULTURE					
110-200-541.02	- General Materials & Supplies	\$500.00	\$467.35	\$0.00	\$467.35	93.47%
		\$500.00	\$467.35	\$0.00	\$467.35	93.47%
110-300-000	INDUSTRIAL EDUCATION					
110-300-513.01	- Salaries - Full Time	\$236,495.00	\$163,036.22	\$33,591.48	\$196,627.70	83.14%
110-300-534	- Contractual Services	\$3,500.00	\$2,252.79	\$0.00	\$2,252.79	64.37%
110-300-541.02	- General Materials & Supplies	\$18,295.00	\$16,840.92	\$67.32	\$16,908.24	92.42%
110-300-550	- Conference & Meeting Expense	\$1,400.00	\$1,406.63	(\$209.02)	\$1,197.61	85.54%
		\$259,690.00	\$183,536.56	\$33,449.78	\$216,986.34	83.56%
110-310-000	COSMETOLOGY					
110-310-538	- Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-310-541.02	- General Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-310-550	- Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-316-000	HUMAN SERVICES					
110-316-534	- Contractual Services	\$100.00	\$20.00	\$0.00	\$20.00	20.00%
110-316-541.02	- General Materials & Supplies	\$1,150.00	\$621.44	\$0.00	\$621.44	54.04%
110-316-550	- Conference & Meeting Expense	\$300.00	\$230.00	\$0.00	\$230.00	76.67%
		\$1,550.00	\$871.44	\$0.00	\$871.44	56.22%
110-400-000	SOCIAL SCIENCE					
110-400-513.01	- Salaries - Full Time	\$142,527.00	\$128,042.45	\$14,484.53	\$142,526.98	100.00%
110-400-541.02	- General Materials & Supplies	\$5,070.00	\$3,729.05	\$238.00	\$3,967.05	78.25%
110-400-550	- Conference & Meeting Expense	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
		\$148,597.00	\$132,771.50	\$14,722.53	\$147,494.03	99.26%

## 110-410-000 E.M.T.

110-410-534	Contractual Services	\$1,500.00	\$1,385.00	\$0.00	\$1,385.00	92.33%
110-410-541.02	General Materials & Supplies	\$400.00	\$116.62	\$15.00	\$131.62	32.90%
110-410-550	- Conference & Meeting Expense	\$50.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,950.00	\$1,501.62	\$15.00	\$1,516.62	77.78%
110-418-000	CRIMINAL JUSTICE					
110-418-513.01	- Salaries - Full Time	\$27,719.00	\$20,663.00	\$0.00	\$20,663.00	74.54%
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	\$1,062.59	\$0.00	\$1,062.59	70.84%
110-418-550	- Conference & Meeting Expense	\$600.00	\$586.83	\$0.00	\$586.83	97.81%
		\$30,019.00	\$22,312.42	\$0.00	\$22,312.42	74.33%
110-500-000	HUMANITIES					
110-500-513.01	Salaries-Full Time (Humanities)	\$311,184.00	\$224,798.88	\$37,292.49	\$262,091.37	84.22%
110-500-541.02	General Materials & Supplies (Humanities)	\$3,600.00	\$4,430.29	\$111.79	\$4,542.08	126.17%
110-500-541.03	General Supplies - Title III (Humanities)	\$5,500.00	\$0.00	\$0.00	\$0.00	0.00%
110-500-550	Conference & Meeting Expense (Humanities)	\$2,800.00	\$2,051.63	\$80.84	\$2,132.47	76.16%
		\$323,084.00	\$231,280.80	\$37,485.12	\$268,765.92	83.19%
110-511-513.01	- Salaries-Full Time (Art)	\$36,668.00	\$36,668.00	\$0.00	\$36,668.00	100.00%
110-511-534	Contractual Services (Art)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-511-541.02	General Materials & Supplies (Art)	\$1,000.00	\$201.36	\$309.34	\$510.70	51.07%
110-511-550	Conference & Meeting Expense (Art)	\$200.00	\$224.25	\$0.00	\$224.25	
		\$37,868.00	\$37,093.61	\$309.34	\$37,402.95	98.77%
110-512-513.01	- Salaries-Full Time (Music)	\$71,323.00	\$56,464.11	\$14,858.89	\$71,323.00	100.00%
110-512-534	- Contractual Services (Music)	\$1,800.00	\$615.00	\$0.00	\$615.00	34.17%
110-512-541.02	General Materials & Supplies(Music)	\$4,168.00	\$1,597.17	\$1,234.30	\$2,831.47	67.93%
110-512-550	- Conference & Meeting Expense(Music)	\$600.00	\$598.51	\$0.00	\$598.51	99.75%
		\$77,891.00	\$59,274.79	\$16,093.19	\$75,367.98	96.76%
110-600-000	MATH SCIENCE					
110-600-513.01	- Salaries - Full Time	\$232,887.00	\$213,879.51	\$19,007.43	\$232,886.94	100.00%
110-600-534	- Contractual Services	\$100.00	\$35.00	\$0.00	\$35.00	35.00%
110-600-541.02	General Materials & Supplies	\$13,650.00	\$11,635.24	\$346.43	\$11,981.67	87.78%
110-600-550	- Conference & Meeting Expense	\$1,400.00	\$926.93	\$0.00	\$926.93	66.21%
		\$248,037.00	\$226,476.68	\$19,353.86	\$245,830.54	99.11%
110-711-000	MED. LAB. TECHNOLOGY					
110-711-513.01	- Salaries - Full Time	\$66,280.00	\$58,933.72	\$6,885.28	\$65,819.00	99.30%
110-711-534	- Contractual Services	\$7,500.00	\$8,229.74	\$0.00	\$8,229.74	109.73%
110-711-541.02	General Materials & Supplies	\$11,805.00	\$10,060.83	\$756.89	\$10,817.72	91.64%
110-711-550	- Conference & Meeting Expense	\$1,040.00	\$944.29	\$115.70	\$1,059.99	101.92%
		\$86,625.00	\$78,168.58	\$7,757.87	\$85,926.45	99.19%

## 110-712-000 A.D. NURSING

110-712-513.01 - Salaries - Full Time	\$113,079.00	\$89,600.87	\$23,478.13	\$113,079.00	100.00%
110-712-516 - Salaries - Office Staff	\$17,320.00	\$16,598.41	\$721.59	\$17,320.00	100.00%
110-712-534.01 Contractual Services	\$300.00	\$261.00	\$0.00	\$261.00	87.00%
110-712-534.02 Contractual Services - Title III	\$14,224.00	\$8,943.16	\$0.00	\$8,943.16	62.87%
110-712-541.02 - General Materials & Supplies	\$4,560.00	\$4,217.85	\$652.01	\$4,869.86	106.80%
110-712-550 Conference & Meeting Expense	\$1,450.00	\$2,277.29	\$42.02	\$2,319.31	159.95%

## 110-713-000 L.P. NURSING

110-713-513.01 - Salaries - Full Time	\$61,390.00	\$48,517.22	\$12,696.60	\$61,213.82	99.71%
110-713-534 Contractual Services	\$150.00	\$25.00	\$0.00	\$25.00	16.67%
110-713-541.02 - General Materials & Supplies	\$2,230.00	\$1,998.69	\$44.05	\$2,042.74	91.60%
110-713-550 - Conference & Meeting Expense	\$600.00	\$235.90	\$0.00	\$235.90	39.32%

## 110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513.01 - Salaries - Full Time	\$68,990.00	\$68,177.60	\$1,613.20	\$69,790.80	101.16%
110-714-534 - Contractual Services	\$4,240.00	\$3,644.31	\$0.00	\$3,644.31	85.95%
110-714-541.02 - General Materials & Supplies	\$3,395.00	\$3,604.13	\$106.82	\$3,710.95	109.31%
110-714-550 - Conference & Meeting Expense	\$5,050.00	\$4,312.16	\$446.94	\$4,759.10	94.24%

## 110-715-000 PHYSICAL EDUCATION

110-715-513.01 - Salaries - Full Time	\$61,389.00	\$48,599.63	\$12,789.37	\$61,389.00	100.00%
110-715-534 - Contractual Services	\$2,200.00	\$2,181.30	\$0.00	\$2,181.30	99.15%
110-715-541.02 - General Materials & Supplies	\$1,165.00	\$1,632.99	\$28.34	\$1,661.33	142.60%
110-715-550 - Conference & Meeting Expense	\$400.00	\$0.00	\$0.00	\$0.00	0.00%

## 110-716-000 NURSING ASSISTANT

110-716-534 - Contractual Services	\$100.00	\$76.50	\$0.00	\$76.50	76.50%
110-716-541.02 - General Materials & Supplies	\$1,080.00	\$1,028.65	\$0.00	\$1,028.65	95.25%
110-716-550 - Conference & Meeting Expense	\$250.00	\$0.00	\$0.00	\$0.00	0.00%

## 110-800-000 FACULTY OFFICE &amp; REPRODUCTION ROOM

110-800-516 - Salaries - Secretarial	\$55,319.00	\$53,013.85	\$2,305.15	\$55,319.00	100.00%
110-800-518.01 - Student Employees - Federal (Faculty Office)	\$13,000.00	\$10,182.32	\$1,041.24	\$11,223.56	86.34%
110-800-518.01-1 - Student Employees - Federal (Workroom)	\$5,000.00	\$5,292.34	\$344.25	\$5,636.59	112.73%
110-800-534.01 Contractual Services (Fac. Off)	\$350.00	\$330.00	\$0.00	\$330.00	94.29%
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	\$99.00	\$0.00	\$99.00	11.00%
110-800-542 - General Materials & Supplies (Workroom)	\$1,830.00	\$2,164.78	(\$408.87)	\$1,755.91	95.95%
110-800-541.02 - General Materials & Supplies (Faculty Office)	\$1,450.00	\$463.16	\$440.94	\$904.10	62.35%
110-800-541.03 - General Materials & Supplies (Institutional Committees)	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
	\$87,449.00	\$81,198.45	\$3,722.71	\$84,921.16	97.11%

## 110-810-000 MARKETING &amp; PUBLIC RELATIONS

110-810-511	Salaries - Administrative	\$34,775.00	\$33,326.08	\$1,448.92	\$34,775.00	100.00%
110-810-516	- Salaries - Secretarial	\$15,000.00	\$7,140.24	\$740.41	\$7,880.65	52.54%
110-810-547	- General Materials & Supplies	\$99,932.00	\$66,682.71	\$27,489.33	\$94,172.04	94.24%
110-810-550	- Conference & Meeting Expense	\$1,260.00	\$1,285.62	\$256.20	\$1,541.82	122.37%
		\$150,967.00	\$108,434.65	\$29,934.86	\$138,369.51	91.66%

## 110-811-000 DEAN OF ARTS &amp; SOCIAL SCIENCES

110-811-511	- Salaries - Administrative	\$47,649.00	\$45,663.74	\$1,985.26	\$47,649.00	100.00%
110-811-513.02	- Salaries - Instruction (Part-time)	\$49,000.00	\$119,575.01	\$0.00	\$119,575.01	244.03%
110-811-513.03	- Salaries - Instruction (Summer)	\$47,250.00	\$52,642.20	\$0.00	\$52,642.20	111.41%
110-811-516	- Salaries - Secretarial	\$18,091.00	\$17,337.17	\$753.83	\$18,091.00	100.00%
110-811-518.01	Student Employees (Federal)	\$12,000.00	\$12,893.35	\$603.50	\$13,496.85	112.47%
110-811-534	Contractual Services	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
110-811-541.01	General Materials & Supplies	\$900.00	\$919.39	\$42.16	\$961.55	106.84%
110-811-550	Conference & Meeting Expense	\$2,500.00	\$2,617.43	\$87.76	\$2,705.19	108.21%
		\$177,890.00	\$251,648.29	\$3,472.51	\$255,120.80	143.41%

## 110-812-000 DEAN OF BUSINESS &amp; TECHNOLOGY

110-812-511	- Salaries - Administrative	\$51,693.00	\$49,539.24	\$2,153.76	\$51,693.00	100.00%
110-812-513.02	Salaries - Instruction (Part-time)	\$130,000.00	\$147,506.65	\$0.00	\$147,506.65	113.47%
110-812-513.03	Salaries - Instruction (Summer)	\$43,000.00	\$43,617.55	\$0.00	\$43,617.55	101.44%
110-812-516	Salaries Secretarial	\$19,921.00	\$14,878.22	\$625.00	\$15,503.22	77.82%
110-812-518.01	Student Employees (Federal)	\$15,979.00	\$16,882.51	\$875.80	\$17,758.31	111.14%
110-812-541.01	General Materials & Supplies	\$1,500.00	\$1,329.36	\$91.37	\$1,420.73	94.72%
110-812-550	- Conference & Meeting Expense	\$3,000.00	\$2,776.43	\$88.39	\$2,864.82	95.49%
		\$265,093.00	\$276,529.96	\$3,834.32	\$280,364.28	105.76%

## 110-813-000 DEAN OF COMM &amp; EXTENDED SERVICES

110-813-511	Salaries - Administrative	\$45,979.00	\$44,063.17	\$1,915.83	\$45,979.00	100.00%
110-813-513.02	Instructional Salaries	\$60,000.00	\$24,665.60	\$0.00	\$24,665.60	41.11%
110-813-513.03	Community Service Coordinators	\$8,000.00	\$6,155.00	\$150.00	\$6,305.00	78.81%
110-813-516	- Salaries - Secretarial	\$15,069.00	\$12,895.10	\$617.50	\$13,512.60	89.67%
110-813-518.01	Student Employees (Federal)	\$1,570.00	\$2,107.84	\$102.00	\$2,209.84	140.75%
110-813-534	Contractual Services	\$1,500.00	\$2,971.80	\$40.00	\$3,011.80	200.79%
110-813-541.02	- General Materials & Supplies	\$3,000.00	\$2,736.62	\$124.38	\$2,861.00	95.37%
110-813-550	Conference & Meeting Expense	\$2,250.00	\$2,236.05	\$36.64	\$2,272.69	101.01%
		\$137,368.00	\$97,831.18	\$2,986.35	\$100,817.53	73.39%

## 110-814-000 NURSING EDUCATION

110-814-511	Salaries - Administrative	\$34,500.00	\$40,326.80	\$1,437.40	\$41,764.20	121.06%
110-814-513.02	- Salaries - Instruction (Part-time)	\$45,000.00	\$41,629.86	\$2,000.94	\$43,630.80	96.96%
110-814-513.03	- Salaries - Instructional (Summer)	\$20,000.00	\$13,135.98	\$0.00	\$13,135.98	65.68%
110-814-516	- Student Employees (Federal)	\$4,820.00	\$3,186.63	\$646.00	\$3,832.63	79.52%
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	\$1,046.22	(\$87.85)	\$958.37	79.86%
110-814-550	- Conference & Meeting Expense	\$1,250.00	\$299.51	\$42.02	\$341.53	27.32%
		\$106,970.00	\$99,625.00	\$4,038.51	\$103,663.51	96.91%

## 110-815-000 ACADEMIC SKILLS CENTER

110-815-513.01	Salaries - Full Time	\$70,141.00	\$68,306.02	\$1,834.90	\$70,140.92	100.00%
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	\$4,946.13	\$936.50	\$5,882.63	83.44%
110-815-550	Conference & Meeting Expense	\$700.00	\$700.00	\$700.00	\$1,400.00	200.00%
		\$77,891.00	\$73,952.15	\$3,471.40	\$77,423.55	99.40%

## 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	\$363.17	\$0.00	\$363.17	90.79%
110-816-550	Conference & Meeting Expense	\$250.00	\$236.92	\$0.00	\$236.92	94.77%
		\$750.00	\$600.09	\$0.00	\$600.09	80.01%

## 110-818-000 VICE PRESIDENT OF INSTRUCTION

110-818-511	Salaries - Administrative	\$58,984.00	\$56,526.41	\$2,457.59	\$58,984.00	100.00%
110-818-516	- Salaries - Secretarial	\$22,948.00	\$21,991.91	\$956.09	\$22,948.00	100.00%
110-818-518	Student Tutors	\$3,000.00	\$849.24	\$371.87	\$1,221.11	40.70%
110-818-518.01	Student Employees (Federal)	\$4,500.00	\$3,048.64	\$405.87	\$3,454.51	76.77%
110-818-534	- Contractual Services	\$900.00	\$894.02	\$0.00	\$894.02	99.34%
110-818-541.01	- General Materials & Supplies	\$3,700.00	\$3,232.30	\$65.60	\$3,297.90	89.13%
110-818-550	Conference & Meeting Expense	\$3,000.00	\$3,420.20	\$0.00	\$3,420.20	114.01%
		\$97,032.00	\$89,962.72	\$4,257.02	\$94,219.74	97.10%

## 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	\$112,350.00	\$95,754.31	\$16,104.91	\$111,859.22	99.56%
120-000-516	Salaries - Secretarial	\$34,608.00	\$33,166.00	\$1,442.00	\$34,608.00	100.00%
120-000-518.01	Student Employees (Federal)	\$12,809.00	\$11,616.02	\$992.37	\$12,608.39	98.43%
120-000-534	Contractual Services	\$13,150.00	\$10,355.80	\$423.98	\$10,779.78	81.98%
120-000-541.01	Xerox Supplies	\$1,000.00	(\$5,383.06)	\$1,771.90	(\$3,611.16)	-361.12%
120-000-541.03	Library Supplies	\$17,050.00	\$17,768.15	\$376.69	\$18,144.84	106.42%
120-000-544.01	Audio Visual Supplies	\$6,500.00	\$7,724.01	(\$1,790.43)	\$5,933.58	91.29%
120-000-545	Library Books	\$40,000.00	\$30,464.25	\$9,489.90	\$39,954.15	99.89%
120-000-550	- Conference & Meeting Expense	\$2,390.00	\$1,479.09	\$22.10	\$1,501.19	62.81%
		\$245,857.00	\$202,944.57	\$28,833.42	\$231,777.99	94.27%

## 130-000-000 STUDENT SERVICES AND AIDS

## 131-000-000 ADMISSIONS AND RECORDS

131-000-511	- Salaries - Administrative	\$38,048.00	\$36,462.59	\$1,585.41	\$38,048.00	100.00%
131-000-516	- Salaries - Secretarial	\$66,574.00	\$64,308.52	\$2,746.77	\$67,055.29	100.72%
131-000-518.01	Student Employees (Federal)	\$10,958.00	\$10,695.03	\$754.36	\$11,449.39	104.48%
131-000-534	- Contractual Services	\$1,880.00	\$874.61	\$703.06	\$1,577.67	83.92%
131-000-541.01	- General Materials & Supplies	\$14,000.00	\$9,975.62	\$1,888.83	\$11,864.45	84.75%
131-000-550	- Conference & Meeting Expense	\$2,500.00	\$2,177.76	\$24.50	\$2,202.26	88.09%
		\$133,960.00	\$124,494.13	\$7,702.93	\$132,197.06	98.68%

## 132-000-000 COUNSELING AND TESTING

132-000-515 - Salaries - Professional	\$102,624.00	\$92,003.41	\$4,669.37	\$96,672.78	94.20%
132-000-516 - Salaries - Secretarial	\$22,591.00	\$19,515.44	\$1,318.39	\$20,833.83	92.22%
	<b>\$125,215.00</b>	<b>\$111,518.85</b>	<b>\$5,987.76</b>	<b>\$117,506.61</b>	<b>93.84%</b>

## 133-000-541.01 HEALTH SERVICES - Materials

\$100.00	\$0.00	\$0.00	\$0.00	0.00%
<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

## 134-000-000 FINANCIAL AIDS

134-000-511 Salaries - Administrative	\$46,092.00	\$44,171.50	\$1,920.50	\$46,092.00	100.00%
134-000-516 - Salaries - Secretarial	\$35,261.00	\$32,742.40	\$1,447.42	\$34,189.82	96.96%
	<b>\$81,353.00</b>	<b>\$76,913.90</b>	<b>\$3,367.92</b>	<b>\$80,281.82</b>	<b>98.68%</b>

## 138-000-000 VICE PRESIDENT OF STUDENT SERVICES

138-000-511 - Salaries - Administrative	\$56,007.00	\$53,673.49	\$2,333.51	\$56,007.00	100.00%
138-000-516 - Salaries - Secretarial	\$22,842.00	\$17,607.66	\$740.41	\$18,348.07	80.33%
138-000-518.01 Student Employees (Federal)	\$45,100.00	\$45,680.02	\$4,389.62	\$50,069.64	111.02%
138-000-519 - Other Salaries (Coaching)	\$38,245.00	\$36,119.83	(\$2,414.83)	\$33,705.00	88.13%
138-000-534 Contractual Services	\$900.00	\$770.50	\$0.00	\$770.50	85.61%
138-000-541.01 General Materials & Supplies	\$19,400.00	\$18,930.19	\$1,649.12	\$20,579.31	106.08%
138-000-549 - Commencement	\$7,000.00	\$8,236.12	\$68.56	\$8,304.68	118.64%
138-000-550 Conference & Meeting Expense	\$6,855.00	\$7,091.64	\$891.27	\$7,982.91	116.45%
138-000-554 Student Recruitment	\$2,500.00	\$2,761.89	\$1,140.34	\$3,902.23	156.09%
	<b>\$198,849.00</b>	<b>\$190,871.34</b>	<b>\$8,798.00</b>	<b>\$199,669.34</b>	<b>100.41%</b>

## 140-000-000 PUBLIC SERVICES

140-000-514.02 Salaries	\$4,600.00	\$0.00	\$22,682.50	\$22,682.50	493.10%
140-000-534 Contractual Services	\$5,000.00	\$0.00	\$6,574.28	\$6,574.28	131.49%
140-000-541.02 - General Materials & Supplies	\$5,300.00	\$0.00	\$6,864.09	\$6,864.09	129.51%
	<b>\$14,900.00</b>	<b>\$0.00</b>	<b>\$36,120.87</b>	<b>\$36,120.87</b>	<b>242.42%</b>

## 170-000-000 OPERATION &amp; MAINTENANCE OF PLANT

171-000-517 - Salaries - Service Staff	\$443,579.00	\$402,654.41	\$22,271.21	\$424,925.62	95.79%
171-000-518.01 - Student Employees (Federal)	\$82,000.00	\$66,677.35	\$8,225.78	\$74,903.13	91.35%
171-000-518.017- Matrons Work Study (Federal)	\$0.00	\$26,964.62	\$1,966.28	\$28,930.90	0.00%
176-000-575 - Telephone	\$67,500.00	\$64,719.25	\$7,786.91	\$72,506.16	107.42%
	<b>\$593,079.00</b>	<b>\$561,015.63</b>	<b>\$40,250.18</b>	<b>\$601,265.81</b>	<b>101.38%</b>

## 181-000-000 GENERAL ADMINISTRATION

## 181-000-000 PRESIDENT'S OFFICE

181-000-511 - Salaries - Administrative	\$80,657.00	\$77,296.33	\$3,360.67	\$80,657.00	100.00%
181-000-516 - Salaries - Secretarial	\$26,280.00	\$25,185.00	\$1,095.00	\$26,280.00	100.00%
181-000-518.01 - Student Employees (Federal)	\$3,484.00	\$3,194.35	\$331.50	\$3,525.85	101.20%
181-000-534 - Contractual Services	\$100.00	\$120.00	\$0.00	\$120.00	120.00%
181-000-541.01 - General Materials & Supplies	\$2,000.00	\$2,017.47	\$322.41	\$2,339.88	116.99%
181-000-550 - Conference & Meeting Expense	\$5,500.00	\$6,489.12	\$261.28	\$6,750.40	122.73%
181-000-556 - Special Affairs	\$4,700.00	\$4,223.62	\$129.00	\$4,352.62	92.61%
181-000-559 - Other Conf. & Meeting Expense	\$8,525.00	\$8,313.25	\$13.50	\$8,326.75	97.67%
	<b>\$131,246.00</b>	<b>\$126,839.14</b>	<b>\$5,513.36</b>	<b>\$132,352.50</b>	<b>100.84%</b>

## 182-000-000 VICE PRESIDENT OF BUSINESS SERVICES

182-000-511	- Salaries - Administrative	\$105,779.00	\$72,074.15	\$2,630.34	\$74,704.49	70.62%
182-000-512	- Salaries - Professional	\$24,594.00	\$9,692.44	\$642.00	\$10,334.44	42.02%
182-000-516	- Salaries - Secretarial	\$96,925.00	\$92,981.29	\$4,015.45	\$96,996.74	100.07%
182-000-534	- Contractual Services	\$6,500.00	\$4,852.02	\$8,988.39	\$13,840.41	212.93%
182-000-541.01	- General Materials & Supplies	\$10,000.00	\$4,577.35	\$3,004.42	\$7,581.77	75.82%
182-000-550	- Conference & Meeting Expense	\$3,900.00	\$3,559.73	\$211.88	\$3,771.61	96.71%
		\$247,698.00	\$187,736.98	\$19,492.48	\$207,229.46	83.66%

## 190-000-000 INSTITUTIONAL SUPPORT

## 191-000-000 BOARD OF TRUSTEES

191-000-535	- Contractual -Legal	\$10,000.00	\$10,703.22	\$3,337.54	\$14,040.76	140.41%
191-000-549	Other Gen Supplies (Election)	\$1,000.00	\$765.37	\$218.25	\$983.62	98.36%
191-000-550	Conference & Meeting Expense	\$5,300.00	\$5,776.88	\$935.66	\$6,712.54	126.65%
		\$16,300.00	\$17,245.47	\$4,491.45	\$21,736.92	133.36%

## 192-000-000 INSTITUTIONAL SUPPORT EXPENSES

192-000-516	Salaries - Secretarial	\$17,852.00	\$17,585.69	\$743.91	\$18,329.60	102.68%
192-000-518.01	Student Employees (Federal)	\$5,935.00	\$7,614.37	\$908.98	\$8,523.35	143.61%
192-000-518.03	Student Employees (Federal) (Contingency)	\$4,448.00	\$3,428.15	\$733.12	\$4,161.27	93.55%
192-000-521	- Group Medical & Life Insurance	\$430,000.00	\$426,285.78	(\$12,015.56)	\$414,270.22	96.34%
192-000-524	Medical Examination Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
192-000-529	Tuition Reimbursement	\$7,000.00	\$8,554.32	\$1,431.60	\$9,985.92	142.66%
192-000-532	Curriculum Development	\$1,000.00	\$0.00	\$525.00	\$525.00	52.50%
192-000-537	UNALLOCATED Contractual	\$2,000.00	\$974.00	\$0.00	\$974.00	48.70%
192-000-539	- In-Service Training	\$7,000.00	\$5,210.25	\$327.30	\$5,537.55	79.11%
192-000-541.02	Supplies (Faculty Association)	\$200.00	\$140.78	\$0.00	\$140.78	70.39%
192-000-544.02	- Postage	\$51,500.00	\$36,524.96	\$7,695.42	\$44,220.38	85.86%
192-000-546	- Publications/Dues	\$10,200.00	\$11,463.36	\$39.50	\$11,502.86	112.77%
192-000-547	- Advertising	\$900.00	\$1,142.33	\$0.00	\$1,142.33	126.93%
192-000-554	- Recruitment	\$5,000.00	\$7,014.48	\$1,071.93	\$8,086.41	161.73%
		\$543,035.00	\$525,938.47	\$1,461.20	\$527,399.67	97.12%

## 192-000-580 CAPITAL OUTLAY

192-000-585	- Equipment	\$262,941.00	\$208,116.17	(\$4,287.00)	\$203,829.17	77.52%
		\$262,941.00	\$208,116.17	(\$4,287.00)	\$203,829.17	77.52%

## 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	\$157.49	\$71.96	\$229.45	76.48%
193-000-550	- Conference & Meeting Expense	\$300.00	\$48.00	\$0.00	\$48.00	16.00%
		\$700.00	\$205.49	\$71.96	\$277.45	39.64%

## 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	\$60.95	\$431.50	\$492.45	49.25%
		\$4,000.00	\$60.95	\$431.50	\$492.45	12.31%

## 195-000-000 INFORMATION SYSTEMS

195-000-511	- Salaries - Administrative	\$89,781.00	\$71,034.90	\$3,500.70	\$74,535.60	83.02%
195-000-516	- Salaries - Office Staff	\$33,036.00	\$31,659.50	\$1,376.50	\$33,036.00	100.00%
195-000-518.01	- Student Employees (Federal)	\$6,365.00	\$3,974.77	\$826.62	\$4,801.39	75.43%
195-000-532	- Contractual - Consulting (Business Office)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
195-000-534.01	- Contractual - Admin.	\$121,100.00	\$53,570.33	\$5,904.39	\$59,474.72	49.11%
195-000-534.02	- Contractual - Educ.	\$28,450.00	\$27,238.10	\$239.08	\$27,477.18	96.58%
195-000-541.01	- General Supplies - Admin.	\$15,900.00	\$13,588.98	(\$303.69)	\$13,285.29	83.56%
195-000-541.02	- General Supplies - Educ.	\$6,500.00	\$4,205.73	\$1,053.00	\$5,258.73	80.90%
195-000-550	- Conference & Meeting Expense	\$5,000.00	\$2,051.61	\$132.94	\$2,184.55	43.69%
		\$306,132.00	\$207,323.92	\$12,729.54	\$220,053.46	71.88%

## 196-000-000 PLANNING AND DEVELOPMENT

196-000-511	- Salaries - Administrative	\$46,064.00	\$49,411.70	\$2,229.16	\$51,640.86	112.11%
196-000-516	- Salaries - Secretarial	\$17,672.00	\$16,457.16	\$773.16	\$17,230.32	97.50%
196-000-534	- Contractual Services	\$3,000.00	\$0.00	(\$3.33)	(\$3.33)	-0.11%
196-000-541.01	- General Materials & Supplies	\$2,220.00	\$2,140.23	(\$156.43)	\$1,983.80	89.36%
196-000-550	- Conference & Meeting Expense	\$4,000.00	\$3,632.68	\$0.00	\$3,632.68	90.82%
		\$72,956.00	\$71,641.77	\$2,842.56	\$74,484.33	102.09%
197-000-593	TUITION CHARGE-BACK	\$25,000.00	\$34,085.97	\$1,395.08	\$35,481.05	141.92%
		\$25,000.00	\$34,085.97	\$1,395.08	\$35,481.05	141.92%
199-000-600	PROVISION FOR CONTINGENCIES	\$43,493.00	\$0.00	\$0.00	\$0.00	0.00%
		\$43,493.00	\$0.00	\$0.00	\$0.00	0.00%

TOTAL EDUCATIONAL FUND EXPENDITURES. . . . . \$6,007,450.00 \$5,251,651.21 \$444,498.72 \$5,696,149.93 94.82%  
=====

## OPERATIONS &amp; MAINTENANCE FUND

## 270-000-000 OPERATIONS &amp; MAINTENANCE FUND

270-000-534.01	- Contractual Services	\$137,000.00	\$42,665.51	\$2,932.11	\$45,597.62	33.28%
270-000-534.02	- Contractual - Fitness Center	\$0.00	\$12,242.00	\$0.00	\$12,242.00	0.00%
270-000-541.04	- General Materials & Supplies	\$55,000.00	\$64,873.80	\$7,007.96	\$71,881.76	130.69%
270-000-550	- Conference & Meeting Expense	\$2,100.00	\$1,191.71	(\$5.46)	\$1,186.25	56.49%
		\$194,100.00	\$120,973.02	\$9,934.61	\$130,907.63	67.44%
271-000-571	- Gas	\$89,500.00	\$70,269.42	\$3,236.03	\$73,505.45	82.13%
276-000-573	- Electricity	\$247,000.00	\$202,509.50	\$23,759.09	\$226,268.59	91.61%
276-000-587	- Equipment	\$9,000.00	\$21,328.57	\$623.50	\$21,952.07	243.91%

## 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%
	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
299-000-600 PROVISION FOR CONTINGENCIES	\$25,000.00	\$0.00	\$0.00	\$0.00	0.00%
	\$25,000.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$565,600.00	\$415,080.51	\$37,553.23	\$452,633.74	80.03%
	\$565,600.00	\$415,080.51	\$37,553.23	\$452,633.74	80.03%
TOTAL OPERATING FUND EXPENDITURES	\$6,573,050.00	\$5,666,731.72	\$482,051.95	\$6,148,783.67	93.55%
	\$6,573,050.00	\$5,666,731.72	\$482,051.95	\$6,148,783.67	93.55%

EXPENDITURES	BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND</b>					
1292-000-000 Institutional Support					
1292-000-523 - Worker's Compensation	\$32,000.00	\$25,200.99	(\$998.88)	\$24,202.11	75.63%
1292-000-526 - Unemployment Compensation	\$20,000.00	\$9,654.23	\$2,430.70	\$12,084.93	60.42%
1292-000-527 - Medicare	\$18,000.00	\$17,530.19	(\$138.61)	\$17,391.58	96.62%
1292-000-528 - Tort Liability Insurance	\$65,000.00	\$52,700.00	\$0.00	\$52,700.00	81.08%
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT EXPENDITURES</b>	<b>\$135,000.00</b>	<b>\$105,085.41</b>	<b>\$1,293.21</b>	<b>\$106,378.62</b>	<b>78.80%</b>
<b>AUDIT FUND</b>					
1192-000-531 - Audit Services	\$22,500.00	\$21,755.00	\$675.00	\$22,430.00	99.69%
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$22,500.00</b>	<b>\$21,755.00</b>	<b>\$675.00</b>	<b>\$22,430.00</b>	<b>99.69%</b>
<b>WORKING CASH FUND</b>					
700-000-711 - Transfer to Other Funds	\$0.00	(\$200,000.00)	\$187,000.00	(\$13,000.00)	0.00%
<b>TOTAL WORKING CASH FUND EXPENDITURES</b>	<b>\$0.00</b>	<b>(\$200,000.00)</b>	<b>\$187,000.00</b>	<b>(\$13,000.00)</b>	<b>0.00%</b>
<b>CAPITAL PROJECTS</b>					
<b>BUILDING BOND PROCEEDS FUND</b>					
1390-000-000 Institutional Support					
1390-000-582 - Signs	\$0.00	\$0.00	\$8,304.54	\$0.00	0.00%
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%
1390-000-584 - Blinds	\$0.00	\$27,033.58	\$0.00	\$27,033.58	0.00%
1390-000-586 - Data Proc High Tech	\$0.00	\$17,786.47	\$0.00	\$17,786.47	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%
<b>TOTAL BUILDING BOND PROCEEDS FUND EXPENDITURES</b>	<b>\$280,000.00</b>	<b>\$44,820.05</b>	<b>\$8,304.54</b>	<b>\$44,820.05</b>	<b>16.01%</b>
<b>PROTECTION, HEALTH &amp; SAFETY FUND</b>					
0390-000-584 - Building Improvements	\$320,765.00	\$134,874.06	\$0.00	\$134,874.06	42.05%
<b>TOTAL PROTECTION, HEALTH &amp; SAFETY FUND EXPENDITURES</b>	<b>\$320,765.00</b>	<b>\$134,874.06</b>	<b>\$0.00</b>	<b>\$134,874.06</b>	<b>42.05%</b>
<b>PROPRIETARY FUNDS</b>					
- Bookstore Expenditures					
1390-000-584 - Bookstore Expenditures	\$442,600.00	\$599,823.66	(\$9,307.10)	\$590,516.56	133.42%
<b>TOTAL PROPRIETARY FUNDS EXPENDITURES</b>	<b>\$442,600.00</b>	<b>\$599,823.66</b>	<b>(\$9,307.10)</b>	<b>\$590,516.56</b>	<b>133.42%</b>

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	\$769,322.31	\$10,047.43	\$779,369.74	99.17%
100-000-411.02	- 1990 Taxes 1/2(645,500,000 @ .24 1/2	\$785,872.00	\$0.00	\$805,682.00	\$805,682.00	102.52%
100-000-414	Chargeback Revenue Back Taxes	\$2,000.00 \$0.00	\$4,227.60 \$0.00	\$0.00 \$258.56	\$4,227.60 \$258.56	211.38%
	TOTAL LOCAL GOVERNMENT REVENUE	\$1,573,744.00	\$773,549.91	\$815,987.99	\$1,589,537.90	101.00%
100-000-420	State Governmental Sources					
100-000-421	- State Apportionment Based on FY '88 enrollment - 45,297 hrs.	\$1,506,931.00	\$1,095,935.00	\$410,900.00	\$1,506,835.00	99.99%
100-000-421.02	- State Equalization Grants	\$568,986.00	\$426,739.50	\$142,246.50	\$568,986.00	100.00%
100-000-421-060	- Advanced Technology Grant	\$47,981.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-423	- Vocational Technical Education	\$60,000.00	\$76,999.33	\$0.00	\$76,999.33	128.33%
100-000-423.01.1	- Regular Reimbursement	\$28,357.00	\$0.00	\$28,357.00	\$28,357.00	100.00%
100-000-423.01.2	- Equipment Reimbursement					
	TOTAL STATE GOVERNMENT REVENUE	\$2,212,255.00	\$1,599,673.83	\$581,503.50	\$2,181,177.33	98.60%
100-000-430	Federal Governmental Sources					
100-000-431	- Federal Work Study	\$172,198.00	\$172,198.00	\$0.00	\$172,198.00	100.00%
100-000-439	- Other Federal	\$6,000.00	\$6,759.94	\$0.00	\$6,759.94	112.67%
	TOTAL FEDERAL GOVERNMENT REVENUE	\$178,198.00	\$178,957.94	\$0.00	\$178,957.94	100.43%
100-000-440	Student Tuition and Fees					
100-000-441.01	- Summer	\$130,000.00	\$126,661.73	\$0.00	\$126,661.73	97.43%
100-000-441.02	- Fall	\$589,000.00	\$608,020.39	\$0.00	\$608,020.39	103.23%
100-000-441.03	Spring	\$575,000.00	\$200,000.00	\$406,453.06	\$606,453.06	105.47%
	Total Tuition	\$1,294,000.00	\$934,682.12	\$406,453.06	\$1,341,135.18	103.64%
100-000-442.01	Graduation Fees	\$3,600.00	\$4,268.00	\$406.00	\$4,674.00	129.83%
100-000-442.04	Transcript Fees	\$1,400.00	\$1,578.00	\$338.50	\$1,916.50	136.89%
100-000-442.05	Laboratory Fees	\$35,000.00	\$21,019.90	\$16,124.40	\$37,144.30	106.13%
100-000-442.09	- Public Service Income	\$14,900.00	\$0.00	\$36,120.87	\$36,120.87	242.42%
	Total Fees	\$54,900.00	\$26,865.90	\$52,989.77	\$79,855.67	145.46%
	TOTAL TUITION AND FEES REVENUE	\$1,348,900.00	\$961,548.02	\$459,442.83	\$1,420,990.85	105.34%

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	\$4,360.37	\$298.19	\$4,658.56	66.55%
100-000-470	- Interest on Investments	\$167,000.00	\$39,342.17	\$2,679.81	\$42,021.98	25.16%
100-000-489	- Restricted Fund Income (358)	\$7,500.00	\$8,115.94	\$0.00	\$8,115.94	108.21%
100-000-499	- Other Revenue	7,400.00	\$81,873.26	\$3,832.13	\$85,705.39	180.81%
100-000-721	- Transfer from Other Funds	\$0.00	\$0.00	\$187,000.00	\$187,000.00	0.00%
<b>TOTAL OTHER SOURCES REVENUE</b>		<b>\$228,900.00</b>	<b>\$133,691.74</b>	<b>\$193,810.13</b>	<b>\$327,501.87</b>	<b>143.08%</b>
<b>TOTAL EDUCATIONAL FUND REVENUE</b>		<b>\$5,541,997.00</b>	<b>\$3,647,421.44</b>	<b>\$2,050,744.45</b>	<b>\$5,698,165.89</b>	<b>102.82%</b>

**200-000-400 OPERATIONS AND MAINTENANCE FUND**

**200-000-410 Local Governmental Sources**

200-000-411.01	- 1989 Taxes	\$96,229.00	\$94,208.96	\$1,230.40	\$95,439.36	99.18%
200-000-411.02	- 1990 Taxes	\$96,229.00	\$0.00	\$99,360.00	\$99,360.00	103.25%
	Back Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Local Government</b>		<b>\$192,458.00</b>	<b>\$94,208.96</b>	<b>\$100,590.40</b>	<b>\$194,799.36</b>	<b>101.22%</b>

**200-000-420 State Governmental Sources**

200-000-427	- Replacement of Corporate Personal Property Tax	\$225,000.00	\$212,199.78	\$0.00	\$212,199.78	94.31%
200-000-470	Interest on Investment	\$100,000.00	\$39,425.43	\$3,295.93	\$42,721.36	42.72%
200-000-499	Miscellaneous Revenue	\$12,500.00	\$9,116.57	(\$1,444.41)	\$7,672.16	61.38%
200-000	Transfer from Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL OPERATIONS AND MAINTENANCE FUND REVENUE</b>		<b>\$529,958.00</b>	<b>\$354,950.74</b>	<b>\$102,441.92</b>	<b>\$457,392.66</b>	<b>86.31%</b>

**TOTAL OPERATING BUDGETED REVENUE**

		<b>\$6,071,955.00</b>	<b>\$4,002,372.18</b>	<b>\$2,153,186.37</b>	<b>\$6,155,558.55</b>	<b>101.38%</b>
--	--	-----------------------	-----------------------	-----------------------	-----------------------	----------------

**SPECIAL REVENUE****LIABILITY, PROTECTION, AND SETTLEMENT FUND****1200-000-410 Local Governmental Sources**

1200-000-411.01 - 1989 Taxes	\$67,360.00	\$112,713.49	\$1,489.43	\$114,202.92	169.54%
1200-000-411.02 - 1990 Taxes	\$67,360.00	\$0.00	\$61,587.08	\$61,587.08	91.43%
Back Taxes	\$0.00	\$1,484.97	\$0.00	\$1,484.97	0.00%
1200-000-470 - Investment Income	\$1,000.00	\$13,798.62	\$69,258.41	\$83,057.03	8305.70%
<b>TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND REVENUE</b>	<b>\$135,720.00</b>	<b>\$127,997.08</b>	<b>\$132,334.92</b>	<b>\$260,332.00</b>	<b>191.82%</b>

**AUDIT FUND****1100-000-410 Local Governmental Sources**

1100-000-411.01 - 1989 Taxes	\$10,906.00	\$10,048.87	\$131.94	\$10,180.81	93.35%
1100-000-411.02 1990 Taxes	\$10,906.00	\$0.00	\$11,258.00	\$11,258.00	103.23%
Back Taxes	\$0.00	\$191.08	\$0.00	\$191.08	0.00%
1100-000-470 Interest on Investments	\$688.00	\$1,328.23	\$114.12	\$1,442.35	209.64%
<b>TOTAL AUDIT FUND REVENUE</b>	<b>\$22,500.00</b>	<b>\$11,568.18</b>	<b>\$11,504.06</b>	<b>\$23,072.24</b>	<b>102.54%</b>

**DEBT SERVICES****WORKING CASH FUND****700-000-470 Other Sources**

700-000-470 - Investment Income	\$1,000.00	\$154,588.16	\$32,672.84	\$187,261.00	18726.10%
<b>TOTAL WORKING CASH FUND REVENUE</b>	<b>\$1,000.00</b>	<b>\$154,588.16</b>	<b>\$32,672.84</b>	<b>\$187,261.00</b>	<b>18726.10%</b>

**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%
---	--------	--------	--------	--------	-------

**1300-000-430 Federal Governmental Sources**

- 1300-000-439 - Federal Grants & Contributions	\$1.00	\$0.00	\$0.00	\$0.00	0.00%
---	--------	--------	--------	--------	-------

**1300-000-470 Investment Income**

\$65,000.00	\$58,140.26	\$2,342.22	\$60,482.48	93.05%
-------------	-------------	------------	-------------	--------

**TOTAL BUILDING BOND PROCEEDS FUND REVENUE**

\$65,002.00	\$58,140.26	\$2,342.22	\$60,482.48	93.05%
-------------	-------------	------------	-------------	--------

=====	=====	=====	=====	=====
-------	-------	-------	-------	-------

**0300-000-410 es**

0300-000-411.02,- 1990 Taxes	\$160,382.00	\$156,998.08	\$2,051.11	\$159,049.19	99.17%
Back Taxes	\$160,382.00	\$0.00	\$165,579.00	\$165,579.00	103.24%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Total Local Government Sources	\$320,764.00	\$156,998.08	\$167,630.11	\$324,628.19	101.20%
--------------------------------	--------------	--------------	--------------	--------------	---------

0300-000-470	\$1.00	\$4,666.49	\$266.06	\$4,932.55	493255.00%
--------------	--------	------------	----------	------------	------------

	\$1.00	\$4,666.49	\$266.06	\$4,932.55	493255.00%
--	--------	------------	----------	------------	------------

**TOTAL PROTECTION, HEALTH, AND SAFETY FUND REVENUE**

\$320,765.00	\$161,664.57	\$167,896.17	\$329,560.74	102.74%
--------------	--------------	--------------	--------------	---------

=====	=====	=====	=====	=====
-------	-------	-------	-------	-------

**PROPRIETARY FUNDS****BOOKSTORE**

\$472,600.00	\$617,031.38	\$50,188.62	\$667,220.00	141.18%
--------------	--------------	-------------	--------------	---------

=====	=====	=====	=====	=====
-------	-------	-------	-------	-------

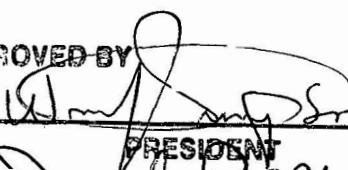
**TOTAL REVENUE**

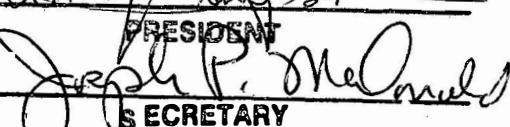
\$7,089,542.00	\$5,133,361.81	\$2,550,125.20	\$7,683,487.01	108.38%
----------------	----------------	----------------	----------------	---------

=====	=====	=====	=====	=====
-------	-------	-------	-------	-------

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

  
John D. Sponer  
PRESIDENT

  
Joseph P. McDonald  
SECRETARY

DATE 7-29-91