

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES SPECIAL MEETING

September 23, 1991

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7 p.m. on Monday, September 23, 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 p.m. and the following members answered roll call:

Edward Andersen	Thomas Densmore
Richard Groharing	William Yemm
B. J. Wolf	William Simpson
William Simpson	

Absent: Thomas Densmore Joe McDonald  
(arrived later)

SVCC Staff: President Richard L. Behrendt  
Vice President Ronald Appuhn  
Vice President Karen Kylen  
Vice President John Sagmoe  
Vice President Virginia Thompson  
Director Bobbi McBride  
Secretary to the Board Marilyn Vinson

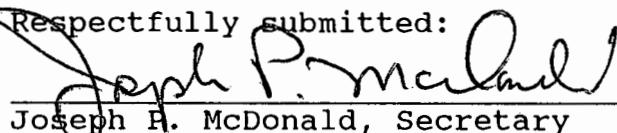
Arrival: Member Joe McDonald arrived at 7:26 p.m.

1991-92 Budget: Discussion was held on the tentative 1991-92 budget and the projected deficit. After further discussion, Chair Simpson noted that the consensus of the Board seemed to agree with the administration's recommendation to lower the projected deficit by \$50,000 to \$100,000.

Adjournment: Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Yemm that the Board adjourn. The next regular meeting will be at 7 p.m. on September 30, 1991 in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

The meeting adjourned at 8:18 p.m.

Respectfully submitted:

  
Joseph R. McDonald, Secretary

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815 / 288-5511



**Sauk Valley  
Community  
College**

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173 IL ROUTE 2  
DIXON, IL 61021-0110

**MEMORANDUM**

To: SVCC Board of Trustees Date: September 19, 1991  
From: Richard L. Behrendt *WS* Subject: Budget Discussion

I have attached more information about the FY 92 Budget that should be helpful in our budget discussion meeting scheduled for September 23 at 7 p.m. in the Board Room.

If you have questions about any of this information before then, please let me know. See you Monday.

SAUK VALLEY COMMUNITY COLLEGE  
FY 92 OPERATING BUDGET ANALYSIS

September 23, 1991

I. TOTAL OPERATING FUNDS COMPARISONS

	<u>FY 91 BUDGET</u>	<u>FY 91 ACTUAL (UNAUDITED)</u>	<u>FY 92 TENTATIVE BUDGET</u>
Beginning Balance	\$1,642,139	\$1,642,139	\$1,648,914*
Revenues	6,071,955	6,155,559	6,105,000
Expenditures	<u>(6,573,050)</u>	<u>(6,148,784)</u>	<u>(6,604,000)</u>
Ending Balance	\$1,141,044	\$1,648,914	\$1,149,914*

\* These figures will be adjusted to \$1,797,766 and \$1,298,766 with the completion of the FY 91 audit. See page 6, item #1.

## I. REVENUE ANALYSIS

FY 92 budget revenues are \$50,000 less than FY 91 actual revenues.

### FACTORS

1. Property tax valuation increase projected at 2% plus effect of full year of Manlius (at limited rate)	+\$48,000
2. State credit hour and equalization grants reduction due to low enrollment in FY 90	-125,000
3. Tuition and fee enrollment increase projected at 6%	+82,000
4. Interest income reduction due to lower interest rates	-17,000
5. Replacement tax reduction due to sluggish economy	-6,000
6. Reduction in miscellaneous income due to large obsolete sale in FY 91	-25,000
7. Other miscellaneous adjustments	-7,000
8. Reclassify FY 91 VoTech equipment revenue to Restricted Fund Account	-28,000
9. Reclassify FY 91 Federal Work Study revenue to Restricted Fund Account (offset by an expenditure reduction-#9)	-172,000
10. Add one-time transfer from Bookstore (to subsidize equipment purchases)	<u>+200,000</u>
Total FY 92 Revenue Adjustment Compared with Actual FY 91 Revenue	-\$50,000

### III. EXPENDITURE ANALYSIS

FY 92 budget expenditures are \$455,000 more than FY 91 actual expenditures.

#### FACTORS

1. Salary increases for full-time faculty and staff	+\$286,000
2. Increase in part-time and summer salaries	+25,000
3. Medical insurance premiums increase for faculty and staff	+111,000
4. Increase Information Systems Contractual due to loss of software educational discount (for administrative purposes) and proposed lease-purchase of new mainframe late in the fiscal year (mainframe - \$18,000)	+88,000
5. Increase in FY 92 contingency over FY 91 actual	+6,000
6. Increase in FY 92 utilities over FY 91 actual	+16,000
7. Additional part-time staff in Learning Assistance Center (\$4,500), Learning Resource Center (\$5,250), Admissions and Records (\$5,250), plus one full-time Chemistry/Biology Lab Assistant at \$16,000 (also includes \$3,000 of fringe benefits)	+34,000
8. Addition of 1/4 time of Student Activities Coordinator previously paid by grant	+8,000
9. Reclassification of workstudy expenditures to Restricted Fund	-172,000
10. Decrease in capital expenditures and projects compared with FY 91 actual	-26,000
11. Reclassification of legal expenses (\$12,000) plus physical plant boiler/security salaries (\$66,000) and fringes (\$10,000) to Liability, Protection, and Settlement Fund	-88,000

12.	Loss of salary dollars paid by VoTech Grant (now ineligible under Carl Perkins Grant)	+40,000
13.	Reclassification of Kay Turk salary previously paid by grant	+13,000
14.	Annualizing salary of Jeannine Otto	+9,000
15.	Decrease in workstudy budget versus FY 91 actual	-29,000
16.	Return to full-time staffing in Business Services, plus Vice President overlap and Edison vacation pay	+52,000
17.	Medical exam fee added for FY 92	+6,000
18.	Miscellaneous increases - see attached list	<u>+76,000</u>
	Total FY 92 Budget Expenditures over FY 91 Actuals	\$455,000

MISCELLANEOUS EXPENDITURE INCREASES

Instruction	+\$38,000
Learning Resource Center	+15,000
Student Services	+7,000
Business Services	-8,000
Institutional	+14,000
Information Systems	+14,000
Other - Rounding	<u>+6,000</u>
	\$76,000

#### IV. OTHER FACTORS

Other factors which will impact the FY 92 budget include the following:

1. A positive fund balance adjustment of \$153,611 has been made during the audit and is not reflected in the budget. The adjustment is necessary to reflect the proper recording of corporate personal property taxes as income on the fiscal year basis rather than on a calendar year basis, as has been done in the past. More details will be provided with the audit report. The adjusted fund balance for the beginning of FY 92 is now just under \$1,800,000.
2. Total FY 91 college workstudy expenditures were \$256,000 (all funds). The FY 92 budget reflects a budget equal to the FY 91 budget of \$227,000 (all funds). In addition to the reduction of actual dollars spent by adhering to the budget, the work hours available for these dollars have also been reduced by the increase in the minimum wage. All areas have seen a decrease in workstudy hours available for FY 92.
3. The operating capital equipment budget of \$116,656 (\$224,122 for all funds including restricted grants), does not reflect adjustments needed to spend required dollars in specific grant areas. The original request list of over \$340,000 could not be fully funded.
4. In March 1991, the Board approved a Build Illinois project for resurfacing the roadways and parking lots. The base bid was intended to be fully paid by Building Illinois funds (\$86,896) with alternates payable by college operating funds (estimated up to \$114,600). The original intent was to not include the alternates in the FY 92 budget, thereby delaying completion of the project until funds became available. The Capital Development Board opened bids for the project last week. The low bid would still require approximately \$27,000 to do the base bid and \$53,000 additional to complete all alternates. There is no provision for either expenditure in the FY 92 budget.

5. The FY 92 budget includes \$83,344 for projects which are funded by a one-time transfer of Bookstore surplus. The projects to be completed have not been finalized, but a partial list includes the following with rough cost estimates:

Printshop Ventilation	\$2,500
Counseling and Financial Aid renovations	15,000 to 25,000
Learning Assistance Center	3,000
Fitness Center	85,000 to 100,000
Salt Shed	7,000

6. The FY 92 budget does not include an expenditure of \$13,573 for Bob Edison's retirement option payment.