

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
Third Floor Board Room**

**January 25, 1993**

**7 p.m.**

**A. Call to Order**

**B. Roll Call**

**C. Communication from Visitors**

**D. Approval of Minutes**

**E. President's Report**

1. Enrollment/Budget Update
2. Storage Tank Removal/Replacement (attachment)
3. LPN NCLEX Test Results (attachment)
4. ICCTA Northwest Region Meeting - February 3, 1993  
at 6:30 p.m. - Founder's Room
5. Faculty Textbook Reviewer
6. Antique and Collectibles Show
7. Legislation (attachment)
8. Endowment Challenge Grant - \$616,634.42 - an  
increase of \$8,078.84

**F. Financial Reports and Actions**

1. Treasurer's Report
2. Bills Payable
3. Payrolls - December 31, 1992 - \$246,676.54  
January 15, 1993 - \$201,517.57
4. Budget Report
5. Health/Life Insurance Report
6. Final Construction Compliance Projects

**G. Closed Session (Appointment, employment, or  
dismissal of an employee)**

**H. Personnel Recommendations**

1. Administrative Retirement
2. Part-time Faculty
3. Faculty Seniority List

**I. Other**

1. Clubs and Organization Revision (Second Reading)
2. Donations
3. Closed Session Minutes Review

**J. Reports**

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

**K. Time of Next Meeting**

Monday, February 22, 1993  
7 p.m. Third Floor Board Room

**Board of Trustees Retreat**

Thursday, February 25, 1993  
Noon - Third Floor Board Room

**L. Adjournment**

**OTHER DATES FOR YOUR CALENDAR**

**SVCC Board of Trustees Meetings**

**February 22, 1993**

**March 22, 1993**

**April 26, 1993**

**May 24, 1993**

**June 28, 1993**

**July 26, 1993**

**August 23, 1993**

**September 27, 1993**

**October 25, 1993**

**November 22, 1993**

**December 20, 1993**

**ICCTA Monthly Meetings**

**February, 1993**  
**Nothing Scheduled**

**March 12 and 13, 1993**  
**Marriott, Schaumburg**

**April 16 and 17, 1993**  
**Holiday Inn East**  
**Springfield**

**May, 1993 - Nothing**  
**Scheduled - ACCT**  
**Seminar, Nashville, TN**

**June 10 - 12, 1993**  
**Annual Convention, Oak**  
**Brook Hills, Oak Brook**

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

January 25, 1993

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on Monday, January 25, 1993 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Thomas Densmore	Richard Groharing
William Simpson	Patricia Smith
Margaret Tyne	B.J. Wolf
William Yemm	Jack Squires

**SVCC Staff:** President Richard L. Behrendt  
Vice President Ron Appuhn  
Vice President John Sagmoe  
Vice President Virginia Thompson  
Board Attorney Ole Bly Pace III  
Secretary to the Board Marilyn Vinson  
Director Bobbi McBride

**Minutes:** It was moved by Member Wolf and seconded by Member Groharing that the Board approve the minutes of the December 21 meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

**President's Report:** President Behrendt reported on spring enrollment and the status of the budget, the successful storage tank removal/replacement, that all 19 of our 1992 Practical Nursing graduates passed their licensing exam, that the Northwest Region of the ICCTA will meet at Sauk on February 3, that McGraw Hill had used Ralph Pifer as one of their textbook reviewers, that the Booster Club had made a profit of \$3,275 from their recent Antiques and Collectibles Show, that the final action of the 87th General Assembly centered around the issues of early retirement and the "workforce prep" bill for community colleges, and that the balance in the Endowment Challenge grant Fund was \$616,634.42, which was an increase of \$8,078.84 from last month.

Treasurer's  
Report:

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

Bills  
Payable:

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

Educational Fund	\$124,929.83
Operations/Building	28,068.57
Protection/Health	599,198.77
Liability	53,433.74

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

Payroll:

It was moved by Member Groharing and seconded by Member Tyne that the Board approve the December 31 payroll in the amount of \$246,676.54 and the January 15 payroll in the amount of \$201,517.57. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Final  
Construction  
Compliance  
Projects:

It was moved by Member Groharing and seconded by Member Tyne that the Board approve the exterior lighting safety repair project, the wastewater treatment project, and the outdoor restroom facility project for Statements of Final Construction Compliance/Final Completion. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Closed  
Session:

At 7:20 p.m. it was moved by member Tyne and seconded by Member Groharing that the Board adjourn to closed session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Regular  
Session:

The Board returned to regular session at 7:40 p.m.

Administrative Retirement:

It was moved by Member Groharing and seconded by Member Tyne that the Board accept with regret the retirement of Dr. Virginia Thompson, Vice President of Instructional Services, effective September 30, 1993. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Part-time Faculty:

It was moved by Member Densmore and seconded by Member Wolf that the Board approve the list of additional part-time faculty members for the spring semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Faculty Seniority List:

It was moved by Member Simpson and seconded by Member Groharing that the Board approve the faculty seniority list as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Board Policy 625.01 Clubs and Organizations:

It was moved by Member Tyne and seconded by Member Groharing that the Board approve for second reading the revisions to Board Policy 625.01 - Clubs and Organizations. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Donations:

It was moved by Member Wolf and seconded by Member Simpson that the Board accept the donation of a CAM Mist Therapy unit from CGH Medical Center and two newborn crib units from KSB Hospital in Dixon, for use in the nursing area. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Closed Session Minutes Review:

It was moved by Member Groharing and seconded by Member Smith that the Board approve the list of closed session minutes to be kept confidential at this time. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: abstain.

**ICCTA Award:**

It was moved by Member Wolf and seconded by Member Simpson that the Board nominate Richard Groharing for the ICCTA Ray Harstein Trustee Achievement Award. This award recognizes exemplary service by a currently serving community college board member. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

**Reports:**

Student Trustee Squires did not have a report.

ICCTA Representative Groharing reported on the January ICCTA meeting held in Bloomington.

Foundation Liaison Tyne reported that the Foundation would not meet until February.

**Retreat:**

Chair Yemm reminded the members of the Board Retreat to be held at 12 noon on February 25 in the third floor Board Room and that items for the agenda should be submitted to President Behrendt as soon as possible.

**Adjournment:**

Since the scheduled business was completed, it was moved by Member Wolf and seconded by Member Tyne that the Board adjourn. The next regular meeting will be on February 22 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

The meeting adjourned at 7:56 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
Thomas Densmore, Secretary

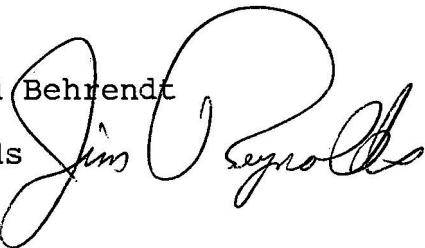
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**Sauk Valley  
Community  
College**

173 IL ROUTE 2  
DIXON, IL 61021-9110

**MEMORANDUM**

TO: Dr. Richard Behrendt  
FROM: Jim Reynolds   
DATE: 1-20-93  
SUBJECT: Tank Project

To date the tank removal is complete and the installation is nearly complete. All the old tanks are removed from campus. The #5 heating oil tanks leaked underground. These are the same tanks that put oil in the river from a vent. The underground leak has not been remediated because we are awaiting EPA approval of our plan of action.

Two new tanks have been installed and filled. One contains gasoline. The other has #2 Fuel oil. We are dispensing the gasoline to our grounds vehicles. The #2 fuel is connected to our emergency fire pump, our emergency generator and the boilers. As yet our boilers will not function on the #2 fuel.

Remaining to be completed on the project are: the spill remediation, a new driveway for the gasoline dispensing, black topping, seeding and the boiler work.

During the course of the demolition work for this project it was discovered that valves on the old system were defective. This allowed oil to return to the same tank regardless of position. Consequently oil from one tank overfilled the other causing the vent to overflow to the river.

pd



Sauk Valley  
Community  
College

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Agenda Item E-3  
**MEMORANDUM**

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TO: Dick Holtam

FROM: Rosemary Johnson *RF*

DATE: January 8, 1993

SUBJECT: LPN NCLEX Test Results

I recently received notification from the Department of Professional Regulation that all 19 of our 1992 Practical Nursing graduates passed their licensing exam. This is an outstanding achievement for the graduates and faculty of this program.

pre

HARRY L. CRISP II  
Chairman

Agenda Item E-7

CARY A. ISRAEL  
Executive Director

## ILLINOIS COMMUNITY COLLEGE BOARD

509 South Sixth Street, Suite 400  
Springfield, Illinois 62701-1874  
(217) 785-0128MEMORANDUM

TO: Chief Executive Officers  
FROM: Cary A. Israel *C. Israel*  
DATE: January 13, 1993

The final action of the 87th General Assembly was completed last night. Most of the activity centered around the issues of early retirement and workforce preparation. As you may recall, educational labor organizations were proposing a "5+5" plan for early retirement which would have greatly increased the state's unfunded liability. The higher education community's response was a "10 and 30" plan which was self-funded and supported by SURS. For reasons which remain unclear, the "10 and 30" plan was scuttled by the General Assembly. The only relevant provision left in the bill relates to the existing "early retirement without discount" option (ch. 108½, par. 15-136.2) contained in current law. The new language (see attached) requires that, for one year, the 7 percent employee contribution for exercising the option will be paid by the employer.

On the brighter side, the language requiring that employees who are paid out of restricted grants have their retirement paid out of those grants was removed from the bill. This is good for the system and for those students or clients served by the restricted grants. Many thanks to those who contacted legislators to oppose the language. Further changes to the early retirement bill could occur should the Governor choose to exercise his veto power, but most of the language in the bill had already been agreed to.

There also was a flurry of activity on the "workforce prep" bill, which included the transfer of adult education governance. The Governor's office attempted to orchestrate an agreement with the various interested parties, and several different versions of the bill were discussed. In the end, despite all the efforts, the sponsor of the bill in the House chose to not allow the bill to be acted upon. The issues obviously remain highly controversial.

The new (88th) General Assembly will be sworn in today, and we will be presenting the new members with "infopacks" on the community college system. We encourage you to continue your active involvement with local legislators. Our strength depends upon your leadership.

TREASURER'S REPORT  
December 31, 1992

I. INVESTMENTS

FUND	LOCATION	RATE	DU DATE	AMOUNT
Operations & Maintenance	First National Bank, Amboy	4.75	8-15-93	100,000.00
Operations & Maintenance	Tampico National Bank	4.25	10-12-93	100,000.00
Operations & Maintenance	Milledgeville State Bank	4.10	10-12-93	100,000.00
Working Cash	Sterling Federal Bank	5.10	2-1-93	100,000.00
Working Cash	Community State Bank (Rck Fls)	5.00	2-6-93	100,000.00
Working Cash	Amcore (Sterling)	5.40	4-1-93	1,020,000.00
Working Cash	First Bank/Sterling	3.78	6-3-93	500,000.00
Working Cash	First National Bank, Sterling	3.65	6-29-93	350,000.00
Working Cash	Ashton Bank & Trust Co.	4.60	8-15-93	100,000.00
Working Cash	Farmers Bank of Sublette	4.50	8-15-93	100,000.00
Working Cash	Smith Trust & Savings (Morrison)	4.50	8-16-93	100,000.00
Working Cash	Fulton State Bank	4.50	9-8-93	100,000.00
Building Bond Proceeds	First Bank/Dixon	4.88	5-6-93	100,000.00
Building Bond Proceeds	First National Bank, Sterling	4.60	5-10-93	100,000.00
Building Bond Proceeds	Farmers National Bank, Prophetstown	4.75	5-18-93	100,000.00
Building Bond Proceeds	First National Bank, Sterling	4.60	6-28-93	150,000.00
Auxiliary (Student Activities)	Citizens First State Bank, Walnut	3.86	2-9-93	80,000.00
				\$3,200,000.00

## II. INTEREST BEARING ACCOUNTS

December 31, 1992

ACCOUNT/FUND	LOCATION	RATE	AMOUNT
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Operations and Maintenance			
Trust Account	First National Bank, Sterling	3.00	95,666.79
General Fund	First Bank, Sterling	3.16	1,825,003.89
Bookstore Fund	First Bank, Sterling	3.16	60,682.23
Protection, Health & Safety	First Bank, Sterling		
Bond Issue Funds		3.16	945,775.88
			\$2,927,128.79
			=====

## III. CHECKING ACCOUNTS - NONINTEREST BEARING

ACCOUNT/FUND	LOCATION	AMOUNT
-----	-----	-----
Education	First National Bank, Sterling	\$0.00
Building - Operations & Maintenance	First National Bank, Sterling	0.00
Restricted and Federal Funds	First Bank, Sterling	13,289.06
		\$13,289.06
		=====

SAUK VALLEY COMMUNITY COLLEGE  
STUDENT LOAN FUND  
Period Ending 12/31/92  
B A L A N C E S H E E T

ASSETS:

Cash in Bank	\$9,835.21
Notes Receivable	2,376.72
	\$12,211.93
	=====

LIABILITIES & NET WORTH:

Due to Bookstore	\$0.00
Fund Equity	11,682.44
Net Profit	529.49
	\$12,211.93
	=====

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

INCOME:

Interest Income	\$284.70
Bad Debts Repaid	244.79
	\$529.49

EXPENSES:

Bad Debts	\$0.00
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NET PROFIT	\$529.49
	=====

SAUK VALLEY COMMUNITY COLLEGE  
| STUDENT ACTIVITY FUND  
December 31, 1992

Balance on Hand - December 1, 1992	\$462,062.97
Journal Entries	(304,808.71)
December Receipts 1992	420,398.06
	TOTAL FUNDS AVAILABLE DURING DECEMBER
	\$577,652.32
Cash Disbursements - December, 1992	(54,683.80)
Balance on Hand - December 31, 1992	\$522,968.52

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RESTRICTED/FEDERAL FUNDS  
December 31, 1992

Balance on Hand - December 1, 1992	\$87,378.85
Journal Entries	98,916.42
December Receipts 1992	81,830.98
	TOTAL FUNDS AVAILABLE DURING DECEMBER
	\$268,126.25
Cash Disbursements - December, 1992	(281,415.31)
Balance on Hand - December 31, 1992	(\$13,289.06)

**STATEMENT OF INCOME & EXPENSE  
STUDENT ACTIVITY FUND**

**ACTIVITIES**

Student Activity Assessments		\$8,915.49
Athletic Income		942.00
Drama Income		480.00
Student Activity Income		1,054.25
Student Activity Income-Restricted Purp. Source		0.00
Student Activity Income - Bookstore Source		0.00
Sauk Talk Income		168.24
Cash Over & Under		0.00
Other Student Activity Income		0.00
		<b>\$11,559.98</b>

**TOTAL INCOME**

	BUDGET	EXPENSE
Athletic Expense	49,526.	\$16,842.60
Cheerleader & Pom Pon Squad	4,500.	767.07
Speech Act. & Readers Theatre	5,500.	5,565.39
Drama Expense	6,000.	3,101.70
Music Expense	3,750.	851.01
Student Act. Expense	16,500.	10,694.67
Student Senate Expense	2,000.	414.15
Women's Intercollegiate Exp.	33,224.	18,460.63
SVCC Clubs	500.	0.00
Sauk Signal	7,000.	4,319.04
Intramurals	500.	172.94
Peer Mentors Expense	2,000.	0.00
Creative Magazine	1,000.	859.59
Contingencies/Non-Budgeted	0.	0.00
	132,000.	<b>TOTAL EXPENSE</b>
		<b>\$62,048.79</b>

**Excess of Expenditures over Revenues as of  
December 31, 1992**

(\$50,488.81)

STATEMENT OF ASSETS AND LIABILITIES

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank/ General Fnds	\$522,968.52	
	Due from Other Fund - Bookstore	(\$43,860.00)
	Due from Other Fund - Stud. Act.	(0.64)
	Due From Other Fund - Education	(33,884.92)
	Due from Other Fund-Restr./Fed	(\$67,163.19)
Cash in Bank/ Rest/Fed Fnds	13,289.06	
	Due Student Activity Fund	42,163.19
Petty Cash	2,475.00	
	Due to Rest. & Federal Fund	0.00
	Due to Educational Fund	(597.48)
	Due to Educ. Fund-Restr/Fed	69,046.96
Accts. Rec.	399,442.01	
	Due to Oper. & Maint. Fund	0.00
	Due to Oper. & Maint/Restr. Fed.	0.00
Investments	80,000.00	
	Due to Bookstore	92.10
	Due to Bookstore/Restricted Fund	53.59
Accts. Rec./ Stud. Act.	0.00	
	Due Insurance Fund	0.00
	Due Insurance Fund-Restr/Fed	764.15
	Due to Student Loan Fund	660.63
Accts. Rec./ Restricted	10,136.21	
	Resident Student Tuition	963,814.60
	Resident Tuition Refunds	(47,516.80)
	Out of District Tuition	399.76
	Lab Fees	69,646.80
	Lab Fees Refunds	(2,244.90)
	Accounts Payable	0.00
	Accounts Payable - Restr/Fed	9,126.74
	Deferred Income/Restricted	0.00
	Due to Working Cash Fund	0.00
	Due to Audit Fund	0.00
	Due to Site & Construction Fund	0.00
	Due to Prot., Health & Sfty Fund	0.00
	Due to Auxiliary Fund	0.00
	Gift of Knowledge	30.00
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		\$960,530.59

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$8,140.79)
Parking	15,298.39
Recreation Room Fund	1,799.67
Student Locker Fund	1,097.00
Community Services	52,904.45
Collegiate Choir	381.56
Spec Serv for Disadv. Inc-FY 93	37,519.40
Spec Serv for Disadv. Exp-FY 93	(49,012.92)
Spec Serv For Disadv. Inc-FY 91	88,618.07
Spec Serv For Disadv. Exp-FY 91	(88,618.07)
Spec Serv for Disadv. Inc-FY 92	130,317.46
Spec Serv for Disadv. Exp-FY 92	(130,317.46)
Special Population Gt. FY 93	735.13
Perkins Gt. FY 93	2,318.69
Econ. Dev. Gt. II FY 93	9,353.16
Econ. Dev. Gt. Inc. FY 93	24,297.50
Econ. Devlpmt. Gt. FY 93 Exp.	(37,412.18)
Student Clubs	4,045.12
Adult Learning Book Charges	779.55
College Van	9,011.64

VIP/CPP	(69.90)
Student Serv/Special Projects	88,558.63
SVCC Athletic Booster Club	6,209.25
Voc. Educ. Adult Training	0.00
Ill. Interp. Workshop	248.25
SVCC Foundation	(2,051.75)
Sauk Area Arts Council	0.00
Sm. Bus. Dev. Gt./Exp/FY 93	(7,564.78)
VITAL - Secy of State FY 93	7,269.59
Anna Johnson Estate	270.68
Nursing Uniforms	0.00
LPN Supplies	527.11
Miscellaneous Account	351.62
IL Personal Serv. Withholding	0.00
Advanced Tech. FY 93	(6,798.17)
Title III - Income FY/93	88,756.55
Title III - St Serv Ret/Exp FY93	(22,901.38)
Title III - Nrs Cln Lab/Exp FY93	(20,787.54)
Title III - Proj. Admin/Exp FY93	(10,810.23)
Title III - Eng Comp Lab/Exp FY93	(58,569.91)
Title III - Income/FY 91	359,218.06
Title III - St Serv Ret/Exp FY91	(103,295.94)
Title III - Nrs. Cln Lab/Exp FY91	(117,899.77)
Title III - Proj. Admin/Exp FY91	(45,098.30)
Title III - Eng Comp Lab/Exp FY91	(92,924.05)
Title III - Income/FY 92	448,274.71
Title III - St Serv Ret/Exp FY92	(140,280.87)
Title III - Nrs. Cln Lab/Exp FY92	(133,130.87)
Title III - Proj. Admin/Exp FY92	(40,236.80)
Title III - Eng Comp Lab/Exp FY92	(134,626.17)
Anne Horton Award	227.09
Tech-Prep Planning Gt.	15,924.80
State Voc Ed. Equip. Gt. FY 93	(2,447.47)
WIU Ed Consortium/Inc.	1,750.00
WIU Ed Consortium/Exp.	(123.35)
Workstudy Awards Rec. 1991-92	0.00
Workstudy Awards Cap. 1991-92	171,837.00
Workstudy Awards Paid 1991-92	(171,837.00)
EOG Awards Rec. 1991-92	0.00
EOG Awards Capital 1991-92	64,459.00
EOG Awards Paid 1991-92	(64,459.00)
PELL Awards Rec. 1991-92	0.00
PELL Awards Capital 1991-92	973,906.00
PELL Awards Paid 1991-92	(973,906.00)
Workstudy Awards Rec. FY 93	(76,908.97)
Workstudy Awards Capital FY 93	173,467.00
Workstudy Awards Paid FY 93	(108,807.48)
EOG Awards Rec. FY 93	(19,509.00)
EOG Awards Capital FY 93	77,659.00
EOG Awards Pd. FY 93	(56,450.00)
PELL Awards Rec. FY 93	(15,067.51)
PELL Awards Capital FY 93	530,554.00
PELL Awards Paid FY 93	(532,317.59)
Inactive Federal Grants	0.00
Retiree Health/Income	14,608.50
Retiree Health/Expense	(12,667.12)

**FUND EQUITY**

<b>July 1, 1992</b>	<b>\$763.73</b>
<b>Excess of Expenditures over Revenues as of December 31, 1992</b>	<b>(50,488.81)      (\$49,725.08)</b>

<b>TOTAL ASSETS</b>	<b>\$1,028,310.80</b>	<b>TOTAL LIABILITIES &amp; NET WORTH</b>	<b>\$1,028,310.80</b>
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SAUK VALLEY COLLEGE  
BUSINESS OFFICE

COUNT	DATE	TICKET	NAME	DEBIT	CREDIT
00000111010	123192	4649	LESEMAN JOLENE	0.00	224.07
CASH IN BANK..GEN FUND - Cash Disbursements Only				0.00	54683.80

SAUK VALLEY COLLEGE  
BUSINESS OFFICE

ACCOUNT	DATE	TICKET	NAME	LAST MONTH	DEBIT	CREDIT
JU00000111010	123192	4583	JONES COREY		0.00	61.60
JU000000111010	123192	4584	ERNST NORMAN		0.00	61.60
JU000000111010	123192	4585	SVCC BOOKSTORE		0.00	839.54
JU000000111010	123192	4586	SPORTSMAN'S HEADQUARTERS		0.00	86.16
JU000000111010	123192	4587	VANHOWE WILLIAM		0.00	270.00
JU000000111010	123192	4588	LARSON FRITZ		0.00	55.00
JU000000111010	123192	4589	WILLIAMS BRAD		0.00	55.00
JU000000111010	123192	4590	SANDERS JIM		0.00	55.00
JU000000111010	123192	4591	DELEU DON		0.00	55.00
JU000000111010	123192	4592	LOHR KIMBERLY		0.00	84.00
JU000000111010	123192	4593	ECONOMY TROPHY CO		0.00	7.00
JU000000111010	123192	4594	BRANDYWINE INN..MADRIGAL		0.00	7081.54
JU000000111010	123192	4595	ALLEN CONNIE J		0.00	48.00
JU000000111010	123192	4596	HOWLETT CHARLENE		0.00	56.00
JU000000111010	123192	4597	COTON SYLVIA		0.00	101.00
JU000000111010	123192	4598	GASSNER HEINZ		0.00	48.00
JU000000111010	123192	4599	SANDERS BARBARA		0.00	56.00
JU000000111010	123192	4600	JACOBS ELIZABETH		0.00	56.00
JU000000111010	123192	4601	LINSCOTT PENNY		0.00	48.00
JU000000111010	123192	4602	MEKEEL AMY		0.00	48.00
JU000000111010	123192	4603	MCNEILL JOHN		0.00	35.00
JU000000111010	123192	4604	GROSS SUSAN		0.00	50.00
JU000000111010	123192	4607	PERIPHERAL OUTLET		0.00	524.00
JU000000111010	123192	4608	TIGERSOFTWARE INC		0.00	268.95
JU000000111010	123192	4609	STEWART BEVERAGE CO..MULTICULTURE		0.00	75.00
JU000000111010	123192	4610	SBM BUSINESS EQUIP CENTER..MULTICUL		0.00	7.25
JU000000111010	123192	4611	OIL SPOT		0.00	41.10
JU000000111010	123192	4612	PIXAR		0.00	205.00
JU000000111010	123192	4613	TYPE SOLUTIONS INC		0.00	78.00
JU000000111010	123192	4614	BOLZ WENDY		0.00	331.00
JU000000111010	123192	4615	CONSOLIDATED MANAGEMENT CO		0.00	22.25
JU000000111010	123192	4618	LESEMAN JOLENE		0.00	423.60
JU000000111010	123192	4619	COORENS COMMUNICATIONS INC		0.00	1385.75
JU000000111010	123192	4620	WBCA		0.00	65.00
JU000000111010	123192	4621	MACWAREHOUSE		0.00	545.00
JU000000111010	123192	4622	NATIONAL STUDENT NEWS SERVICE		0.00	135.00
JU000000111010	123192	4623	HPS OFFICE SYSTEMS		0.00	43.74
JU000000111010	123192	4625	HAPPACH RONALD		0.00	203.00
JU000000111010	123192	4626	VOID CHECK		0.00	0.00
JU000000111010	123192	4627	WENIIUIZEN MARY ELLEN		0.00	140.00
JU000000111010	123192	4631	DATAEASE		0.00	210.00
JU000000111010	123192	4632	IIASKELLS		0.00	456.00
JU000000111010	123192	4633	DAMIOFF RUSS		0.00	473.33
JU000000111010	123192	4634	AUSTIN VALERIE		0.00	121.00
JU000000111010	123192	4635	FEIDEN BRIAN J		0.00	592.00
JU000000111010	123192	4636	GOWAN JAMIE		0.00	111.00
JU000000111010	123192	4637	JONES PEGGY		0.00	84.00
JU000000111010	123192	4638	DEERY SYNTHIA		0.00	74.00
JU000000111010	123192	4639	MILDER DEB		0.00	10.00
JU000000111010	123192	4640	BLOCK MUSIC CO		0.00	350.00
JU000000111010	123192	4648	PIGNATELLI & PIGNATELLI		0.00	17.00

SAUK VALLEY COLLEGE  
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COUNT	DATE	TICKET	NAME	DEBIT	CREDIT
		4496	VOID CHECK	0.00	0.00
J	0000000111010	123192	SCHULTZ AMY	0.00	150.00
J	0000000111010	123192	VOID CHECK 4514 THORUGH 4524	0.00	0.00
J	0000000111010	123192	ANDERSON KEELIE	0.00	294.00
J	0000000111010	123192	ANDERSON NICHOLE	0.00	147.00
J	0000000111010	123192	BUIKEMA BRYAN	0.00	98.00
J	0000000111010	123192	VOID CHECK	0.00	0.00
J	0000000111010	123192	DOWELL KAREN	0.00	14.53
J	0000000111010	123192	GOFF JASON B	0.00	118.90
J	0000000111010	123192	JANSSEN VERONICA J	0.00	56.90
J	0000000111010	123192	KEMPS SUAN	0.00	121.80
J	0000000111010	123192	LAMB CATHERINE	0.00	268.67
J	0000000111010	123192	MCLELLAND MATHEW	0.00	57.35
J	0000000111010	123192	MCCORMICK TERI S	0.00	12.40
J	0000000111010	123192	MCLAIN JANET S	0.00	3.48
J	0000000111010	123192	MILLER CHRISTIE	0.00	362.17
J	0000000111010	123192	NAILOR SCOTT	0.00	294.00
J	0000000111010	123192	OBANION DAVID	0.00	13.00
J	0000000111010	123192	PLUMMER LAURA	0.00	7.80
J	0000000111010	123192	PYSE CHRISTINE	0.00	80.25
J	0000000111010	123192	REYES FERNANDO	0.00	23.75
J	0000000111010	123192	REYES NANCY	0.00	52.70
J	0000000111010	123192	RODRIGUEZ CHRISTOP	0.00	2.80
J	0000000111010	123192	STACEY JODY L	0.00	129.80
J	0000000111010	123192	STROZEWSKI ERIC	0.00	26.50
J	0000000111010	123192	THOME JENNIFER	0.00	147.00
J	0000000111010	123192	WILCOX MICHELLE	0.00	6.35
J	0000000111010	123192	WORRELL DEEANNE	0.00	39.20
J	0000000111010	123192	VOID CHECK 4550 THROUGH 4552	0.00	0.00
J	0000000111010	123192	SWARTHOUT RHONDA	0.00	96.00
J	0000000111010	123192	FITZGERALD TREVA	0.00	150.00
J	0000000111010	123192	BARTEL DAN	0.00	15.00
J	0000000111010	123192	LICH MIKE	0.00	40.00
J	0000000111010	123192	SWARTLEYS FLORIST	0.00	107.98
J	0000000111010	123192	FRANSEN EILEEN	0.00	40.00
J	0000000111010	123192	MORRIS RENEE	0.00	40.00
J	0000000111010	123192	AUSMAN KEN	0.00	15.00
J	0000000111010	123192	WAL-MART	0.00	39.88
J	0000000111010	123192	CONSOLIDATED MANAGEMENT CO	0.00	154.56
J	0000000111010	123192	DAMHOFF RUSS	0.00	141.38
J	0000000111010	123192	SCHIER KIM	0.00	148.00
J	0000000111010	123192	EASTBAY RUNNING STORE	0.00	95.95
J	0000000111010	123192	SPORTS DEPOT INC	0.00	375.14
J	0000000111010	123192	KEWANEE MOTOR INN	0.00	242.48
J	0000000111010	123192	KUDZMAN DAVE	0.00	55.00
J	0000000111010	123192	DILLON MIKE	0.00	55.00
J	0000000111010	123192	POWELL DARWIN	0.00	55.00
J	0000000111010	123192	KELLER MAYNARD	0.00	55.00
J	0000000111010	123192	VANHOOSE KAREN	0.00	61.60
J	0000000111010	123192	HARTZELL JANELLE	0.00	61.60
J	0000000111010	123192	MILLER JIM	0.00	61.60

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ACCOUNT	DATE	TICKET	NAME	DEBIT	CREDIT
0000000111010	123192	4391	DIXON TELEGRAPH	0.00	600.00
0000000111010	123192	4392	DRANE PAULA	0.00	83.52
0000000111010	123192	4393	OLSEN JULIE & GRANT KATHY	0.00	47.00
0000000111010	123192	4394	JONES THOMAS	0.00	15.00
0000000111010	123192	4395	LESEMAN JOLENE	0.00	392.56
0000000111010	123192	4396	TENNIS WORKSHOP	0.00	70.00
0000000111010	123192	4397	SCHAUMBURG MARRIOTT	0.00	138.60
0000000111010	123192	4398	POOLE RICHARD	0.00	250.00
0000000111010	123192	4399	FITZGERALD TREVA H	0.00	150.00
0000000111010	123192	4400	SVCC BOOKSTORE	0.00	23.95
0000000111010	123192	4401	SVCC BOOKSTORE	0.00	64.19
0000000111010	123192	4402	SELMAN AUDREY	0.00	177.60
0000000111010	123192	4426	CONN EVELYN	0.00	21.00
0000000111010	123192	4427	SALAS MARIO	0.00	9.00
0000000111010	123192	4428	KATHERINE SAWYER	0.00	74.00
0000000111010	123192	4429	AMOCO OIL CO	0.00	37.55
0000000111010	123192	4430	JERRY WARREN PONTIAC BUICK	0.00	77.50
0000000111010	123192	4431	VAN HOWE WILLIAM	0.00	250.00
0000000111010	123192	4432	PETERS JEROLD	0.00	300.00
0000000111010	123192	4433	SHAWVER PRESS..MADRIGAL	0.00	180.00
0000000111010	123192	4434	BYAR CHRISTINE	0.00	30.69
0000000111010	123192	4435	HUMMEL CHAD	0.00	37.00
0000000111010	123192	4436	MILLER JENNIFER	0.00	74.00
0000000111010	123192	4437	MILLER AMY	0.00	37.00
0000000111010	123192	4438	MARTIN LISA	0.00	37.00
0000000111010	123192	4439	KIERCZYNSKI ANISA	0.00	37.00
0000000111010	123192	4441	JONES JENNIFER	0.00	55.50
0000000111010	123192	4442	WILLS GARY	0.00	37.00
0000000111010	123192	4443	DRANE PAULA	0.00	49.40
0000000111010	123192	4444	ECONOMY TROPHY CO	0.00	64.00
0000000111010	123192	4445	MILLS BILL	0.00	55.00
0000000111010	123192	4446	FRITTS JOHN	0.00	55.00
0000000111010	123192	4447	LESEMAN JOLENE	0.00	521.78
0000000111010	123192	4449	JONES RENEE	0.00	55.50
0000000111010	123192	4467	VOID CK 4467 THROUGH 4479	0.00	0.00
0000000111010	123192	4480	AEBLY MELISSA	0.00	555.00
0000000111010	123192	4481	ALDEN JOSEPH	0.00	81.66
0000000111010	123192	4482	BARKLEY THOMAS M	0.00	294.00
0000000111010	123192	4483	CONNER DENISE	0.00	81.66
0000000111010	123192	4484	GRIMES MICHELLE	0.00	196.00
0000000111010	113092	4485	HARMON BRENDA	0.00	294.00
0000000111010	113092	4486	HARMS MATTHEW	0.00	150.00
0000000111010	113092	4487	HODGES SHARI	0.00	81.67
0000000111010	113092	4488	JOHNSON ALBERT	0.00	294.00
0000000111010	113092	4489	JOHNSON KENDRA	0.00	294.00
0000000111010	113092	4490	KESTED YVETTE	0.00	294.00
0000000111010	113092	4491	LEWIS ERMELINDA	0.00	98.00
0000000111010	113092	4492	LIFKA AUDRA	0.00	294.00
0000000111010	113092	4493	NEUBAUER STACEY	0.00	153.08
0000000111010	113092	4494	WEERTS MARCI J	0.00	171.50
0000000111010	113092	4495	WELLMAN MARY	0.00	294.00

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CCOUNT	DATE	TICKET	NAME	DEBIT	CREDIT
0000000111010	123192	4340	STANGELAND AMY	0.00	96.00
0000000111010	123192	4341	STEPHENSTICH LORA	0.00	128.00
0000000111010	123192	4342	STOUT JENNIFER	0.00	101.00
0000000111010	123192	4343	STULL CAROL	0.00	104.00
0000000111010	123192	4344	SUTTON JEANETTE	0.00	56.00
0000000111010	123192	4345	SWARTHOUT RHONDA	0.00	96.00
0000000111010	123192	4346	SWEITZER SUSAN M	0.00	48.00
0000000111010	123192	4347	SZAKATITS AARON	0.00	150.00
0000000111010	123192	4348	TALBERT TAMMIE	0.00	119.50
0000000111010	123192	4349	TESEN RYAN	0.00	96.00
0000000111010	123192	4350	TOMPKINS BRENDA	0.00	112.00
0000000111010	123192	4351	TERBUSH PATTI	0.00	56.00
0000000111010	123192	4352	TRAN THANH-TUYEN	0.00	96.00
0000000111010	123192	4353	TRAN THANH LOAN	0.00	128.00
0000000111010	123192	4354	UNDERHILE LAURA	0.00	220.50
0000000111010	123192	4355	VAHLE JASON R	0.00	112.00
0000000111010	123192	4356	VAN DUSEN LINDA	0.00	96.00
0000000111010	123192	4357	VANZUIDEN PAMELA	0.00	96.00
0000000111010	123192	4358	VARMA SHIELA	0.00	112.00
0000000111010	123192	4359	WAGNER MICHAEL	0.00	112.00
0000000111010	123192	4360	WAGNER MICHELLE	0.00	75.00
0000000111010	123192	4361	WAKENIGHT PATTY	0.00	75.00
0000000111010	123192	4362	WALLER KATHY S	0.00	101.00
0000000111010	123192	4363	WANCKET ROXANE	0.00	56.00
0000000111010	123192	4364	WARREN CATHY L	0.00	56.00
0000000111010	123192	4365	WASSON KELLY A	0.00	56.00
0000000111010	123192	4366	WEBB JUDITH L	0.00	48.00
0000000111010	123192	4367	WELLS SHEALA	0.00	112.00
0000000111010	123192	4368	WESCOTT BRIAN	0.00	165.00
0000000111010	123192	4369	WEST JULIE	0.00	48.00
0000000111010	123192	4370	WHISENAND MARY B	0.00	56.00
0000000111010	123192	4371	WHITEBREAD GINNY	0.00	101.00
0000000111010	123192	4372	WILLAHAN MIKE	0.00	96.00
0000000111010	123192	4373	WILLETT BRIGITTE	0.00	104.00
0000000111010	123192	4374	WILLETT IVAN D	0.00	56.00
0000000111010	123192	4375	WILLETT MARGIE	0.00	87.00
0000000111010	123192	4376	WILLIAMSON DELORES	0.00	165.00
0000000111010	123192	4377	WILLIAMSON LORA LEE	0.00	104.00
0000000111010	123192	4378	WILLS GARY	0.00	128.00
0000000111010	123192	4379	WILSON MICHELLE	0.00	64.00
0000000111010	123192	4380	WINDSOR KIM	0.00	96.00
0000000111010	123192	4381	WOLF CINDY	0.00	96.00
0000000111010	123192	4382	WOLF TAMARA	0.00	96.00
0000000111010	123192	4383	WUTIRICH TANA	0.00	104.00
0000000111010	123192	4384	YOUNG DEANNA	0.00	106.00
0000000111010	123192	4385	HEINS DENNIS	0.00	55.00
0000000111010	123192	4386	KNAUF JIM	0.00	55.00
0000000111010	123192	4387	HIGHLAND CLASSIC	0.00	100.00
0000000111010	123192	4388	R C TROPHIES	0.00	120.00
0000000111010	123192	4389	CONSOLIDATED MANAGEMENT CO	0.00	86.50
0000000111010	123192	4390	AAA PHOTOGRAPHIC	0.00	96.73

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SCOUNT	DATE	TICKET	NAME	DEBIT	CREDIT
000000111010	123192	4289	MILLER JENNIFER	0.00	128.00
0000000111010	123192	4290	MILLER KATHRYN	0.00	112.00
0000000111010	123192	4291	MILLER PAMELA	0.00	104.00
0000000111010	123192	4292	MONSON TARA	0.00	101.00
0000000111010	123192	4293	MONTAGUE LAURA	0.00	56.00
0000000111010	123192	4294	MONTANEZ DOLORES	0.00	104.00
0000000111010	123192	4295	MOSER KATIE	0.00	104.00
0000000111010	123192	4296	MULLINS NEOMI	0.00	48.00
0000000111010	123192	4297	MUSSELMAN BRIAN	0.00	96.00
0000000111010	123192	4298	NEAL CHRISTOPHER	0.00	150.00
0000000111010	123192	4299	NEWMAN MATTHEW	0.00	96.00
0000000111010	123192	4300	NOVAK TERRY	0.00	120.00
0000000111010	123192	4301	OESTER ANDREW	0.00	96.00
0000000111010	123192	4302	OSBORN AMY	0.00	75.00
0000000111010	123192	4303	PACE CHERI	0.00	112.00
0000000111010	123192	4304	PARVIN TERESA	0.00	165.00
0000000111010	123192	4305	PATTERSON DANA	0.00	101.00
0000000111010	123192	4306	PAULSEN CARMEL	0.00	119.00
0000000111010	123192	4307	PETERSON CHAD	0.00	104.00
0000000111010	123192	4308	PETTENGER MELVA	0.00	48.00
0000000111010	123192	4309	PHILLIPS JACINDA	0.00	119.50
0000000111010	123192	4310	PITTSLEY PAULA	0.00	112.00
0000000111010	123192	4311	PLUMMER LAURA	0.00	75.00
0000000111010	123192	4312	PORTER PAT R	0.00	96.00
0000000111010	123192	4313	PROBASCO PAULA	0.00	101.00
0000000111010	123192	4314	PRZYSUCHA MARISA	0.00	56.00
0000000111010	123192	4315	PULGARIN PATRICIA	0.00	96.00
0000000111010	123192	4316	PUTT RENEE	0.00	104.00
0000000111010	123192	4317	RAY SON德拉	0.00	96.00
0000000111010	123192	4318	REED JENNIFER	0.00	120.00
0000000111010	123192	4319	REIFSTECK TIMOTHY	0.00	239.00
0000000111010	123192	4320	REMREY TORY J	0.00	165.00
0000000111010	123192	4321	ROBERSON JEANNE	0.00	56.00
0000000111010	123192	4322	RODRIGUEZ CHRISTOPHER	0.00	128.00
0000000111010	123192	4323	ROSE GEORGE	0.00	96.00
0000000111010	123192	4324	ROYER ROBERTA	0.00	120.00
0000000111010	123192	4325	SANDERS LEATRICE	0.00	104.00
0000000111010	123192	4326	SANDROCK STEPHANIE	0.00	104.00
0000000111010	123192	4327	SCHIAF ANNETTE	0.00	96.00
0000000111010	123192	4328	SCHRYVER JENNIFER	0.00	112.00
0000000111010	123192	4329	SCOTT RONA	0.00	101.00
0000000111010	123192	4330	SHAW SUZANNE	0.00	128.00
0000000111010	123192	4331	SHEPARD CATHERINE	0.00	37.50
0000000111010	123192	4332	SIFUENTES MARY B	0.00	96.00
0000000111010	123192	4333	SKELTON KATHLEEN	0.00	48.00
0000000111010	123192	4334	SMITH HEATHER T	0.00	112.00
0000000111010	123192	4335	SMITH LISA	0.00	48.00
0000000111010	123192	4336	SMITH PAMELA	0.00	150.00
0000000111010	123192	4337	SOTELO LAURA	0.00	119.50
0000000111010	123192	4338	SOTELO SONIA	0.00	101.00
0000000111010	123192	4339	STAHL BONNIE	0.00	112.00

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ACCOUNT	DATE	TICKET	NAME	DEBIT	CREDIT
0000000111010	123192	4238	HENSON STEVE	0.00	101.00
0000000111010	123192	4239	HERANADEZ GRACE	0.00	48.00
0000000111010	123192	4240	HICKS TRACY	0.00	96.00
0000000111010	123192	4241	HOBBS JASON	0.00	157.00
0000000111010	123192	4242	SHARI HODGES	0.00	96.00
0000000111010	123192	4243	HOLLOWAY CLAUDIA	0.00	104.00
0000000111010	123192	4244	HUDSON GINA	0.00	56.00
0000000111010	123192	4245	HUGGINS MICHAEL	0.00	104.00
0000000111010	123192	4246	HUMMEL CHAD	0.00	128.00
0000000111010	123192	4247	HENSEN HEATIER	0.00	104.00
0000000111010	123192	4248	JIMENEZ CAROL	0.00	48.00
0000000111010	123192	4249	JONES JENNIFER	0.00	64.00
0000000111010	123192	4250	JONES RENEE	0.00	64.00
0000000111010	123192	4251	KAMMERER PATRICIA	0.00	96.00
0000000111010	123192	4252	KELLEY MARY	0.00	119.50
0000000111010	123192	4253	KIERCZYNKI ANISA	0.00	104.00
0000000111010	123192	4254	KINNETT DARCI	0.00	112.00
0000000111010	123192	4255	KLINKER PATRICIA	0.00	119.50
0000000111010	123192	4256	KLOCKENGK KELLY	0.00	56.00
0000000111010	123192	4257	KOLB GAYLA	0.00	75.00
0000000111010	123192	4258	KRAMER DENISE	0.00	101.00
0000000111010	123192	4259	LAHRE TAMMY	0.00	104.00
0000000111010	123192	4260	LATIGO BEATRIZ	0.00	56.00
0000000111010	123192	4261	LAURITZEN NANCY	0.00	96.00
0000000111010	123192	4262	LAWSON NEIL	0.00	48.00
0000000111010	123192	4263	LAWSON SHANE	0.00	64.00
0000000111010	123192	4264	LAWSON-HOSE JACQUELYN	0.00	48.00
0000000111010	123192	4265	LEFFELMAN CIAD	0.00	150.00
0000000111010	123192	4266	LEWIS ERMELINDA	0.00	104.00
0000000111010	123192	4267	LINTON DENISE	0.00	104.00
0000000111010	123192	4268	MALMBERG HEIDI	0.00	120.00
0000000111010	123192	4269	MALPAS CYNTHIA	0.00	75.00
0000000111010	123192	4270	MANNING SUSAN	0.00	104.00
0000000111010	123192	4271	MARCH JAMES W	0.00	202.00
0000000111010	123192	4272	MARLEY LINDA	0.00	64.00
0000000111010	123192	4273	MARRUFFO KERRIE	0.00	96.00
0000000111010	123192	4274	MARTIN DEBBIE	0.00	128.00
0000000111010	123192	4275	MARTIN LISA	0.00	128.00
0000000111010	123192	4276	MASSINGILL DARWIN	0.00	96.00
0000000111010	123192	4277	MASSINGILL PAMELA	0.00	96.00
0000000111010	123192	4278	MAYO NANCY	0.00	96.00
0000000111010	123192	4279	MCALISTER ALLEN JR	0.00	150.00
0000000111010	123192	4280	MCBRIDE CHRISTINA	0.00	48.00
0000000111010	123192	4281	MCCARDLE CINDY	0.00	112.00
0000000111010	123192	4282	MCKEE SUSAN J	0.00	96.00
0000000111010	123192	4283	MCKINNON WENDI	0.00	104.00
0000000111010	123192	4284	MELLOTT SHERRIE	0.00	104.00
0000000111010	123192	4285	MEZA ROBERTO	0.00	112.00
0000000111010	123192	4286	MICKLEY JODY	0.00	150.00
0000000111010	123192	4287	MILLER AMY L	0.00	104.00
0000000111010	123192	4288	MILLER CHRISTIE	0.00	104.00

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ACCOUNT	DATE	TICKET	NAME	DEBIT	CREDIT
J000000111010	123192	4187	CONDIFF PAULA	0.00	120.00
J0000000111010	123192	4188	CORBIN MIKE	0.00	202.00
J0000000111010	123192	4189	COVER VICKI	0.00	112.00
J0000000111010	123192	4190	COX WENDY	0.00	104.00
J0000000111010	123192	4191	CROSSMAN JAN	0.00	104.00
J0000000111010	123192	4192	DALLAS MARK	0.00	104.00
J0000000111010	123192	4193	DEWAELTE TERESA	0.00	56.00
J0000000111010	123192	4194	DEARBORN MAUREEN	0.00	76.00
J0000000111010	123192	4195	DESMITH LISA	0.00	165.00
J0000000111010	123192	4196	DIETRICH MARK	0.00	104.00
J0000000111010	123192	4197	DOHSE PATRICIA	0.00	96.00
J0000000111010	123192	4198	DOUGHERTY FRANCIS	0.00	48.00
J0000000111010	123192	4199	DOWELL KAREN K	0.00	96.00
J0000000111010	123192	4200	DYKSTRA CAROL	0.00	75.00
J0000000111010	123192	4201	EADS SUSAN G	0.00	96.00
J0000000111010	123192	4202	EARLY TERRY	0.00	56.00
J0000000111010	123192	4203	EMERY MELISSA	0.00	101.00
J0000000111010	123192	4204	EMMERT JUDY	0.00	72.00
J0000000111010	123192	4205	EMMERT TRINA	0.00	128.00
J0000000111010	123192	4206	ENGLUND SHERRI	0.00	64.00
J0000000111010	123192	4207	ENSINGER AUDRA	0.00	150.00
J0000000111010	123192	4208	EVERLY AMY	0.00	96.00
J0000000111010	123192	4209	FERNANDEZ TOMASA	0.00	48.00
J0000000111010	123192	4210	FISHER AMY	0.00	120.00
J0000000111010	123192	4211	FISHER DAWN	0.00	104.00
J0000000111010	123192	4212	FITZWATER MERVIN	0.00	48.00
J0000000111010	123192	4213	FITZWATER YVONNE	0.00	104.00
J0000000111010	123192	4214	FLYNN MARGIE	0.00	101.00
J0000000111010	123192	4215	FRANSEN EILEEN	0.00	128.00
J0000000111010	123192	4216	GLAVAN TERRI	0.00	96.00
J0000000111010	123192	4217	GARZA CHRIS	0.00	96.00
J0000000111010	123192	4218	GILLAM TARA A	0.00	75.00
J0000000111010	123192	4219	GLENN TAMMY L	0.00	56.00
J0000000111010	123192	4220	GOTHARD MARY	0.00	64.00
J0000000111010	123192	4221	GREENWALT CELESTE	0.00	48.00
J0000000111010	123192	4222	GREENWALT JASON	0.00	165.00
J0000000111010	123192	4223	GREENWOOD LINDA	0.00	96.00
J0000000111010	123192	4224	GRIM AMBER	0.00	165.00
J0000000111010	123192	4225	GRUCHOW AMY	0.00	64.00
J0000000111010	123192	4226	HALLER CINDY M	0.00	56.00
J0000000111010	123192	4227	HAMMELMAN JOANNE	0.00	56.00
J0000000111010	123192	4228	HARBACH PAULA	0.00	48.00
J0000000111010	123192	4229	HARMS TAMERA	0.00	104.00
J0000000111010	123192	4230	HARRIS LORI	0.00	101.00
J0000000111010	123192	4231	HALGREN MICHELLE	0.00	37.50
J0000000111010	123192	4232	HARTMAN PHILLIP	0.00	144.00
J0000000111010	123192	4233	HAWS PATRICIA	0.00	56.00
J0000000111010	123192	4234	HAWS TRACEY	0.00	75.00
J0000000111010	123192	4235	HEALD MARK W	0.00	128.00
J0000000111010	123192	4236	HEALD VANCE	0.00	91.00
J0000000111010	123192	4237	HENREKIN ELAINE	0.00	119.50

SAUK VALLEY COLLEGE  
BUSINESS OFFICE

ACCOUNT	DATE	TICKET	NAME	DEBIT	CREDIT
10000000111010	123192	4122	JOHNSON HEATHER	0.00	88.80
10000000111010	123192	4137	ANIMART INC	0.00	1250.00
10000000111010	123192	4138	DAMHOFF RUSS	0.00	550.60
10000000111010	123192	4139	BOWMAN MARJOIE	0.00	84.00
10000000111010	123192	4140	FEHN GEORGE	0.00	21.00
10000000111010	123192	4141	STAUFFER ELMER	0.00	30.00
10000000111010	123192	4142	CHASTAIN FRAN	0.00	40.00
10000000111010	123192	4143	ANDERSON EDWARD	0.00	30.00
10000000111010	123192	4144	MCBRIDE MIKE	0.00	21.00
10000000111010	123192	4145	COX PATTY	0.00	25.00
10000000111010	123192	4146	MATHIS JERRY	0.00	214.76
10000000111010	123192	4147	LUDEWIG SANDRA	0.00	25.00
10000000111010	123192	4148	SCHIFFBAUER BOB	0.00	60.00
10000000111010	123192	4149	GROSS TERRY	0.00	60.00
10000000111010	123192	4150	ALDEN JOSEPH	0.00	104.00
10000000111010	123192	4151	ALLEN JANICE	0.00	96.00
10000000111010	123192	4152	ALLIE FRAN KAY	0.00	48.00
10000000111010	123192	4153	ANDERSON KEVIN	0.00	128.00
10000000111010	123192	4154	ARIANS PATRICIA	0.00	119.50
10000000111010	123192	4155	ARTEAGA LETICIA	0.00	120.00
10000000111010	123192	4156	BARKLEY THOMAS	0.00	75.00
10000000111010	123192	4157	BAXTER ANGELA	0.00	120.00
10000000111010	123192	4158	BEARMAN MARY	0.00	119.50
10000000111010	123192	4159	BELL RHONDA J	0.00	104.00
10000000111010	123192	4160	BELL RHONDA K	0.00	96.00
10000000111010	123192	4161	BENNETT OTIS D	0.00	48.00
10000000111010	123192	4162	BLAND MARLA	0.00	119.50
10000000111010	123192	4163	BOHMS RHONDA	0.00	71.50
10000000111010	123192	4164	BOWERS DEBRA	0.00	128.00
10000000111010	123192	4165	BRADY DEBRA S	0.00	96.00
10000000111010	123192	4166	BRANDON MARILYN	0.00	48.00
10000000111010	123192	4167	BRILL TERRIE L	0.00	48.00
10000000111010	123192	4168	BROOKS TAMERA	0.00	56.00
10000000111010	123192	4169	BROWN JOHN	0.00	104.00
10000000111010	123192	4170	BROWN JULIE	0.00	75.00
10000000111010	123192	4171	BURGESS LISA	0.00	48.00
10000000111010	123192	4172	BUSHMAN SHERI	0.00	96.00
10000000111010	123192	4173	BUTLER CANDACE	0.00	48.00
10000000111010	123192	4174	CAGRERA LORI	0.00	128.00
10000000111010	123192	4175	CALLAWAY JOYCE	0.00	48.00
10000000111010	123192	4176	CARRICO KELLIE	0.00	112.00
10000000111010	123192	4177	CASILLAS GAIL	0.00	101.00
10000000111010	123192	4178	CATER ELIZABETH	0.00	96.00
10000000111010	123192	4179	CATER RICHARD	0.00	119.50
10000000111010	123192	4180	CHARLES CELENA	0.00	104.00
10000000111010	123192	4181	CHESHIRE CONNIE SUE	0.00	48.00
10000000111010	123192	4182	CLARK KAREN	0.00	101.00
10000000111010	123192	4183	COAN SANDY	0.00	104.00
10000000111010	123192	4184	COLLIN TERESA M	0.00	48.00
10000000111010	123192	4185	COLTON TRACY D	0.00	119.50
10000000111010	123192	4186	CONDERMAN CRAIG	0.00	75.00

SAUK VALLEY COLLEGE  
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IT	DATE	TICKET	NAME	DEBIT	CREDIT
00000111100	123192	5097	UNIQUE COMPUTER	0.00	240.00
00000111100	123192	5098	SVCC GENERAL FUND - EDUCATION	0.00	212426.12
00000111100	123192	5099	SVCC GENERAL FUND - STUDENT ACTIVIT	0.00	25000.00
00000111100	123192	5100	STATE UNIVERSITIES RETIREMENT SYSTE	0.00	1386.56
00000111100	123192	5101	QUILL CORP	0.00	191.80

CASH IN BANK - RESTR & FED FUNDS - Cash Disbursements Only 0.00 281415.31

SAUK VALLEY COLLEGE  
BUSINESS OFFICE

INT	DATE	TICKET	NAME	DEBIT	CREDIT
—	00111100	123192	5046 WELCH NORM	0.00	256.08
0000111100	123192	5047 SVCC EDUCATIONAL FUND	0.00	1274.93	
0000111100	123192	5048 BEN FRANKLIN PRINTING LTD.	0.00	1113.00	
0000111100	123192	5049 GOSPODARCYK THOMAS	0.00	120.24	
0000111100	123192	5050 GOSPODARCYK MARY	0.00	166.24	
0000111100	123192	5051 SWAN DOLORES	0.00	657.50	
0000111100	123192	5052 ROCK FALLS CHAMBER	0.00	120.00	
0000111100	123192	5053 BEW READERS PRESS	0.00	111.00	
0000111100	123192	5054 DIXIE, USA, INC	0.00	57.99	
0000111100	123192	5055 MAXISHARE/CHEILDREN'S HOSPITAL HEAL	0.00	90.00	
0000111100	123192	5056 CONCEPT MEDIA	0.00	155.00	
0000111100	123192	5057 MEDICAL PLASTICS LAB INC	0.00	1463.61	
0000111100	123192	5058 HAWKEYE MEDICAL SUPPLY INC	0.00	180.00	
0000111100	123192	5059 NASCO	0.00	300.54	
0000111100	123192	5060 SUNCOAST MEDIA INC	0.00	92.00	
0000111100	123192	5061 BRUNING FREDERICK G	0.00	153.20	
0000111100	123192	5062 PROUT ROBERT A	0.00	148.20	
0000111100	123192	5063 WHITESIDE AREA VOCATIONAL CENTER	0.00	797.96	
0000111100	123192	5064 WESTERN ILLINOIS UNIVERSITY	0.00	211.75	
0000111100	123192	5065 ROTH DR GENE L	0.00	490.90	
0000111100	123192	5066 MORRISON COMM UNIT SCHOOL DIST #6	0.00	602.00	
0000111100	123192	5067 NELSON JOHN	0.00	97.72	
0000111100	123192	5068 STATE UNIVERSITIES RETIREMENT SYSTE	0.00	1261.66	
0000111100	123192	5069 NELSON LAVON	0.00	411.57	
0000111100	123192	5070 BREED TOM	0.00	32.76	
0000111100	123192	5071 DAUM ADAM F	0.00	1065.00	
0000111100	123192	5072 DONNA MICHELLE	0.00	900.00	
0000111100	123192	5073 HAMMER JEFFREY	0.00	885.00	
0000111100	123192	5074 HARPER JAMES	0.00	37.53	
0000111100	123192	5075 HIOUSENGA ELIZABETH	0.00	575.00	
0000111100	123192	5076 POWERS ERIC D	0.00	575.00	
0000111100	123192	5077 SVCC GENEREAL FUND - STUDENT LOAN	0.00	99.47	
0000111100	123192	5078 HASKELL'S	0.00	470.49	
0000111100	123192	5079 DUFFEY EDWARD F	0.00	169.75	
0000111100	123192	5080 ILLINOIS DEPARTMENT OF REVENUE	0.00	5.25	
0000111100	123192	5081 ALBRECHT ROMAINE	0.00	195.00	
0000111100	123192	5082 VALENTINO TOM	0.00	142.00	
0000111100	123192	5083 MICROSOFT CORPORATION	0.00	243.00	
0000111100	123192	5084 NASCO	0.00	271.37	
0000111100	123192	5085 LIPPINCOTT J.B.	0.00	365.00	
0000111100	123192	5086 COMPUTERIZED EDUCATIONAL SYSTEMS	0.00	485.00	
0000111100	123192	5087 SOUTHERN REGIONAL EDUC BOARD	0.00	50.00	
0000111100	123192	5088 SOUTHERN REGIONAL EDUCATION BOARD	0.00	115.50	
0000111100	123192	5089 CONSULTING PSYCHOLOGISTS PRESS INC	0.00	25.00	
0000111100	123192	5090 DELTA SYSTEMS CO INC	0.00	37.68	
0000111100	123192	5091 HALL DORIS	0.00	12.32	
0000111100	123192	5092 SVCC GENERAL FUND - INSURANCE	0.00	741.57	
0000111100	123192	5093 SVCC BOOKSTORE	0.00	75.11	
0000111100	123192	5094 CENTRAL SCIENTIFIC CO	0.00	950.00	
0000111100	123192	5095 DIXON CHAMBER OF COMMERCE	0.00	60.00	
0000111100	123192	5096 PIGMASTER PUBLISHING CO	0.00	45.36	

SAUK VALLEY COLLEGE  
BUSINESS OFFICE

QNT	DATE	TICKET	NAME	DEBIT	CREDIT
	J0000111100	123192	4995 ARMSTRONG CAROL	0.00	30.00
	J00000111100	123192	4996 KRAGER CAROLE	0.00	30.00
	J00000111100	123192	4997 ROYER CONNIE	0.00	30.00
	J00000111100	123192	4998 KAPPER MARJORIE	0.00	30.00
	J00000111100	123192	4999 GUTHIER KATHERINE	0.00	30.00
	J00000111100	123192	5000 LANE CHARLES	0.00	30.00
	J00000111100	123192	5001 DEPASQUALE TOM	0.00	30.00
	J00000111100	123192	5002 NELSON CAROLYN	0.00	30.00
	J00000111100	123192	5003 MAHAR SANDRA	0.00	30.00
	J00000111100	123192	5004 BRAIDA JAMES	0.00	30.00
	J00000111100	123192	5005 FREIDHOF LEONARD	0.00	30.00
	J00000111100	123192	5006 JOHNSON STEPHEN	0.00	30.00
	J00000111100	123192	5007 KITZMILLER MARNA	0.00	30.00
	J00000111100	123192	5008 RICHARDSON DAWN	0.00	30.00
	J00000111100	123192	5009 TRAVI JEAN	0.00	30.00
	J00000111100	123192	5010 LOOS ARLYN	0.00	30.00
	J00000111100	123192	5011 LANGE MARILYN	0.00	30.00
	J00000111100	123192	5012 WALLACE JOYCE	0.00	30.00
	J00000111100	123192	5013 VAUGHAN SHARON	0.00	30.00
	J00000111100	123192	5014 PFEIFER SARAH	0.00	30.00
	J00000111100	123192	5015 KOSMECKI STANLEY	0.00	30.00
	J00000111100	123192	5016 DAVIS JERRY	0.00	30.00
	J00000111100	123192	5017 DIETSELMEIER TRACY	0.00	30.00
	J00000111100	123192	5018 GRETCH LARRY	0.00	30.00
	J00000111100	123192	5019 UNIQUE COMPUTER	0.00	325.00
	J00000111100	123192	5020 HOPKINS MEDICAL PRODUCTS UNIFORM CO	0.00	94.95
	J00000111100	123192	5021 NATIONAL TECH PREP NETWORK	0.00	95.00
	J00000111100	123192	5022 NATIONAL LEAGUE FOR NURSING	0.00	59.20
	J00000111100	123192	5023 HUMAN RESOURCE DEVELOPMENT PRESS	0.00	146.21
	J00000111100	123192	5024 VANCE SUSAN	0.00	30.00
	J00000111100	123192	5025 BRANDYWINE RESTAURANT & LOUNGE	0.00	31.63
	J00000111100	123192	5026 HALL DORIS	0.00	12.32
	J00000111100	123192	5027 BALLOM KENNEY	0.00	53.37
	J00000111100	123192	5028 BEHRENDT RICHARD L	0.00	41.00
	J00000111100	123192	5029 HALL ZOLLIE W	0.00	182.40
	J00000111100	123192	5030 ASP DOLORES Y	0.00	160.00
	J00000111100	123192	5031 DAVIS DARREL G	0.00	256.08
	J00000111100	123192	5032 EDISON ROBERT	0.00	256.08
	J00000111100	123192	5033 FRIEDRICH'S ALICE	0.00	256.08
	J00000111100	123192	5034 GUNTLE GLADYS	0.00	256.08
	J00000111100	123192	5035 HAIN CAROL	0.00	273.74
	J00000111100	123192	5036 KELLER STUART Y SR	0.00	273.74
	J00000111100	123192	5037 LENOX JOHN	0.00	256.08
	J00000111100	123192	5038 LOGEMANN BOB	0.00	273.74
	J00000111100	123192	5039 MERLO LENA	0.00	256.08
	J00000111100	123192	5040 NELSON HAROLD	0.00	256.08
	J00000111100	123192	5041 PATERSON CHARLES	0.00	273.74
	J00000111100	123192	5042 RICE ELMER	0.00	256.08
	J00000111100	123192	5043 SCHEFFLER GILBERT	0.00	256.08
	J00000111100	123192	5044 STOUDT ARDELLA	0.00	273.74
	J00000111100	123192	5045 WEIDMAN BARNEY	0.00	256.08

**SAUK VALLEY COLLEGE  
BUSINESS OFFICE**

OUNT	DATE	TICKET	NAME	DEBIT	CREDIT
00000111100	123192	4944	SVCC GENERAL FUND - STUDENT LOAN	0.00	100.50
00000111100	123192	4945	SVCC GENERAL FUND - STUDENT ACTIVIT	0.00	325.00
00000111100	123192	4946	SALMON SYLIN M	0.00	532.00
00000111100	123192	4947	BECKINGHAM JOHN	0.00	499.50
00000111100	123192	4948	BALL ROSE E	0.00	975.00
00000111100	123192	4949	BLUM MONICA	0.00	544.00
00000111100	123192	4950	CAMPOS RAYMOND	0.00	712.01
00000111100	123192	4951	FAGAN STEVE	0.00	900.00
00000111100	123192	4952	FLORES IRENE S	0.00	512.00
00000111100	123192	4953	GERDY SEAN D	0.00	625.00
00000111100	123192	4954	HERMIE SHANNON	0.00	57.10
00000111100	123192	4955	JENKINS COREY	0.00	1200.00
00000111100	123192	4956	JOHNSON BRYAN S	0.00	885.00
00000111100	123192	4957	LIGHTNER SANDRA	0.00	375.00
00000111100	123192	4958	MASINI DEBRA S	0.00	799.00
00000111100	123192	4959	MCCORMICK KELLY	0.00	425.00
00000111100	123192	4960	MURRAY KRISTY J	0.00	164.00
00000111100	123192	4961	NEWCOMER DANETT	0.00	900.00
00000111100	123192	4962	PARKER DAVID V	0.00	940.02
00000111100	123192	4963	PITMAN WENDI	0.00	619.00
00000111100	123192	4964	STARN MARY E	0.00	442.00
00000111100	123192	4965	VOSS LARRY RAY	0.00	437.00
00000111100	123192	4966	WITHEROW JOHN L	0.00	581.00
00000111100	123192	4967	ZALESKI JEFFREY	0.00	885.00
00000111100	123192	4968	SVCC GENERAL FUND - STUDENT ACTIVIT	0.00	1539.20
00000111100	123192	4969	SVCC GENERAL FUND - STUDENT ACTIVIT	0.00	128.00
00000111100	123192	4970	SVCC BOOKSTORE	0.00	214.30
00000111100	123192	4971	SVCC GENERAL FUND- STUDENT LOAN	0.00	322.37
00000111100	123192	4972	FENSTERMAN GLENN	0.00	30.00
00000111100	123192	4973	BLISS JEAN	0.00	30.00
00000111100	123192	4974	LUDWIG BILL	0.00	30.00
00000111100	123192	4975	ALEPRA EDWARD	0.00	30.00
00000111100	123192	4976	CHRISTIAN RONALD E	0.00	30.00
00000111100	123192	4977	VAN HAMME LANETTEE	0.00	30.00
00000111100	123192	4978	STONE TAMMY	0.00	30.00
00000111100	123192	4979	WILLIAMS SUSAN	0.00	30.00
00000111100	123192	4980	KOSTER MARTINN	0.00	30.00
00000111100	123192	4981	MCCULLOUGH TOD	0.00	30.00
00000111100	123192	4982	CHIDLEY LARRY	0.00	30.00
00000111100	123192	4983	THOMPSON JAN	0.00	30.00
00000111100	123192	4984	VAN LANGEN DAVID	0.00	30.00
00000111100	123192	4985	KUKMAN TIM	0.00	30.00
00000111100	123192	4986	BARKDULL BETH	0.00	30.00
00000111100	123192	4987	RICKELS SCOTT	0.00	30.00
00000111100	123192	4988	BAKER MAURICE	0.00	30.00
00000111100	123192	4989	GEMENY ROBERT	0.00	30.00
00000111100	123192	4990	SIPERLY MONICA	0.00	30.00
00000111100	123192	4991	BOERJAN TOM	0.00	30.00
00000111100	123192	4992	HUGHES BRENT	0.00	30.00
00000111100	123192	4993	THOME JUDY	0.00	30.00
00000111100	123192	4994	ABNEY ROBERT	0.00	30.00

SVCC Bookstore  
Balance Sheet

December 31, 1992

ITS:

Current Assets:

Cash in Bank	\$60,682.23
Petty Cash	7,220.25
Cash - NFS Receivable	385.97
Due From Education Fund	1,883.08
Due From Building Fund	52.71
Due From Student Activity Fund	879.20
Due From Restricted Fund	128.70
Inventory - 6/30/92	191,995.11
Inventory Adjustment FY 93	167,912.54
 TOTAL Current Assets	 \$431,139.79
 TOTAL ASSETS	 \$431,139.79

ABILITIES:

Current Liabilities:

Accrued Sales Tax Payable	\$2,037.00
Due To Education Fund	160,904.16
Due To Building Fund	5,400.00
Due To Student Activity Fund	43,860.00
Due To Insurance Fund	77.67
 TOTAL Current Liabilities	 \$212,278.83
 TOTAL LIABILITIES	 212,278.83

PITAL:

Fund Balance	160,781.16
Year-to-Date Earnings	58,079.80
 TOTAL CAPITAL	 218,860.96
 TOTAL LIABILITIES & CAPITAL	 \$431,139.79

**SVCC Bookstore**  
**Income Statement**

	1 Month Ended December 31, 1992		6 Months Ended December 31, 1992	
	=====	====%====	=====	====%====
Income				
Textbook Sales	\$18,106.63	46.7%	\$309,164.62	69.3%
Supply Sales	3,081.54	8.0%	35,077.72	7.9%
Miscellaneous Sales	2,836.81	7.3%	22,610.46	5.1%
Paperback Sales	2,540.13	6.8%	7,867.92	1.8%
Used Book Sales	10,004.36	25.8%	44,470.26	10.0%
Sales Tax Collected	2,073.34	5.4%	23,721.02	5.4%
	=====	=====	=====	=====
TOTAL Income	38,742.86	100.0%	442,912.00	100.0%
	=====	=====	=====	=====
Cost of Goods Sold				
Textbook Purchases	124,055.54	320.2%	393,918.68	88.9%
Supply Purchases	2,024.89	5.2%	33,593.27	7.6%
Miscellaneous Purchases	1,425.63	3.7%	23,388.73	5.3%
Paperback Purchases	400.45	1.0%	4,438.69	1.0%
Used Book Purchases	21,365.00	55.1%	30,875.00	7.0%
Textbook Transportation	1,841.37	4.8%	6,477.61	1.5%
Supply Transportation	32.73	0.1%	365.18	0.1%
Miscellaneous Transportation	31.58	0.1%	559.36	0.1%
Paperback Transportation	32.79	0.1%	187.34	0.0%
Used Book Transportation	0.00	0.0%	14.35	0.0%
Sales Tax Paid	2,037.00	5.3%	23,305.00	5.3%
Credit Card Fees Paid	15.95	0.0%	689.61	0.2%
Inventory Adjustment	<122,556.07>	-316.6%	<167,912.54>	37.9%
	=====	=====	=====	=====
TOTAL Cost of Goods Sold	30,606.86	79.0%	349,900.34	79.0%
	=====	=====	=====	=====
GROSS PROFIT	8,136.00	21.0%	93,011.06	21.0%
	=====	=====	=====	=====
Expenses				
Salaries	4,817.05	12.4%	30,120.85	6.8%
Employee Benefits	222.97	0.6%	1,449.93	0.3%
General Materials & Supplies	647.56	2.2%	3,196.45	0.7%
Publications & Dues	105.00	0.3%	105.00	0.0%
Conference & Meeting Expense	0.00	0.0%	848.04	0.2%
Telephone	0.00	0.0%	98.66	0.0%
Equipment Purchases	0.00	0.0%	1,268.00	0.3%
Other Expenses	0.00	0.0%	504.40	0.1%
Cash Over & Short	1.39	0.0%	58.62	0.0%
	=====	=====	=====	=====
TOTAL Expenses	5,993.07	15.5%	37,649.95	8.5%
	=====	=====	=====	=====
OPERATING PROFIT	2,142.03	5.5%	55,361.71	12.5%
	=====	=====	=====	=====
Other Income & Expenses				
Interest Income - Checking	444.16	1.1%	2,315.39	0.5%
Miscellaneous Revenue	6.00	0.0%	402.70	0.1%
	=====	=====	=====	=====
TOTAL Other Income & Expenses	450.16	1.2%	2,718.09	0.6%
	=====	=====	=====	=====
PROFIT	2,582.19	6.7%	58,079.80	13.1%
	=====	=====	=====	=====

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
=====	=====	=====	=====	=====	=====
/11/92	C/D	CHK1944	PRESTON TRUCKING CO - 549.01 Textbook Transportation 111.00 Cash in Bank	146.35	146.35
/11/92	C/D	CHK1945	PETTY CASH 548.05 Used Book Purchases 113.00 Petty Cash 111.00 Cash in Bank	7,000.00 600.00	7,600.00
/11/92	C/D	CHK1946	ADDISON WESLEY PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	269.17 8.36	277.53
/11/92	C/D	CHK1947	ANDERSON PUBLISHING 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	600.80 17.21	618.01
/11/92	C/D	CHK1948	WM C BROWN COMMUNICATION 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	13,475.35 128.73	13,604.08
/11/92	C/D	CHK1949	DOVER PUBLICATIONS 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	23.04 1.61	24.65
/11/92	C/D	CHK1950	GLENCOE-MACMILLAN PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	23.04 1.61	24.65
/11/92	C/D	CHK1950	VOID 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	23.04 1.61	24.65
/11/92	C/D	CHK1950	GLENCOE-MACMILLAN PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2,439.49 48.97	2,488.46
/11/92	C/D	CHK1951	D C HEATH & CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	16,082.50 2.64	16,079.86
/11/92	C/D	CHK1952	INDIANA UNIV PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	207.20 6.81	214.01
=====	=====	=====	=====	=====	=====

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
2/11/92	C/D	CHK1953	RICHARD D IRWIN INC		
			548.01 Textbook Purchases	5,277.72	
			549.01 Textbook Transportation	7.06	
			111.00 Cash in Bank		5,284.78
2/11/92	C/D	CHK1954	KENDALL/HUNT PUBLISHING		
			548.01 Textbook Purchases	2,012.24	
			549.01 Textbook Transportation	27.70	
			111.00 Cash in Bank		2,039.94
2/11/92	C/D	CHK1955	LITTLE BROWN & CO		
			548.01 Textbook Purchases	125.40	
			549.01 Textbook Transportation	6.54	
			111.00 Cash in Bank		
2/11/92	C/D	CHK1956	MACMILLAN PUBLISHING		
			548.01 Textbook Purchases	1,938.93	
			549.01 Textbook Transportation	55.52	
			111.00 Cash in Bank		
2/11/92	C/D	CHK1957	MOSBY-YEARBOOK		
			548.01 Textbook Purchases	2,478.52	
			548.04 Paperback Purchases	156.48	
			549.01 Textbook Transportation	57.87	
			549.04 Paperback Transportation	2.38	
			111.00 Cash in Bank		2,595.25
2/11/92	C/D	CHK1958	NACSCORP		
			548.04 Paperback Purchases	93.67	
			548.02 Supply Purchases	9.00	
			549.04 Paperback Transportation	14.28	
			111.00 Cash in Bank		
			PENGUIN USA		
			548.01 Textbook Purchases	64.26	
			111.00 Cash in Bank		64.26
2/11/92	C/D	CHK1960	PRACTICAL PSYCH PRESS		
			548.01 Textbook Purchases	207.20	
			549.01 Textbook Transportation		
			111.00 Cash in Bank		
2/11/92	C/D	CHK1961	LEWIS UNIVERSITY		
			548.05 Used Book Purchases	230.00	
			111.00 Cash in Bank		230.00
2/11/92	C/D	CHK1961	correction		
			548.05 Used Book Purchases		
			113.00 Petty Cash	230.00	
2/11/92	C/D	CHK1962	SPRING ARBOR DISTRIB		
			548.04 Paperback Purchases	19.02	
			549.04 Paperback Transportation	2.84	
			111.00 Cash in Bank		21.86

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
12/11/92	C/D	CHK1963	WADSWORTH INC 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	4,563.50 3.55 4,567.05	
12/11/92	C/D	CHK1964	JOHN WILEY & SONS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2,158.55 41.82 2,200.37	
12/11/92	C/D	CHK1965	PROMARK 540.00 General Materials & Supplies 111.00 Cash in Bank	44.14 44.14	
12/11/92	C/D	CHK1966	WEST PUBLISHING 548.01 Textbook Purchases 111.00 Cash in Bank	15,774.34 15,774.34	
12/11/92	C/D	CHK1967	DOUGLAS STEWART CO 548.02 Supply Purchases 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	981.1 31.44 3.23 1,016.08	
12/11/92	C/D	CHK1968	VISIONARY PRODUCTS INC 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	180.00 8.48 188.48	
12/11/92	C/D	CHK1969	UNIFORM ACCESSORIES 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	268.20 5.88 274.08	
12/11/92	C/D	CHK1970	NOTE MAKERS & CO 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	261.73 21.23 282.96	
12/11/92	C/D	CHK1971	MICKY'S MINIS 548.03 Miscellaneous Purchases 111.00 Cash in Bank	82.44 82.44	
12/11/92	C/D	CHK1972	LOGIN BROS BOOK CO 548.01 Textbook Purchases 548.02 Supply Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	5,304.95 12.75 2.10 5,290.10	
12/11/92	C/D	CHK1973	ENTEC INC 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	26.57 4.62 31.19	

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
/17/92	C/D	CHK1974	PRESTON TRUCKING CO 549.01 Textbook Transportation 111.00 Cash in Bank	106.29	106.29
/14/92	C/D	CHK1975	Petty Cash 548.05 Used Book Purchases 113.00 Petty Cash 111.00 Cash in Bank	4,000.00 600.00 4,600.00	
/14/92	C/D	CHK1976	Petty Cash 548.05 Used Book Purchases 111.00 Cash in Bank	5,000.00	6,000.00
/15/92	C/D	CHK1977	III Dept of Revenue 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	5,314.00	5,314.00
/15/92	C/D	CHK1978	Petty Cash 548.05 Used Book Purchases 113.00 Petty Cash 111.00 Cash in Bank	4,600.00 600.00 5,200.00	
/15/92	C/D	CHK1978	Petty Cash-Correct ck 111.00 Cash in Bank 113.00 Petty Cash	600.00	600.00
/17/92	C/D	CHK1979	CF MOTOR FREIGHT 549.01 Textbook Transportation 111.00 Cash in Bank	143.60	143.60
/16/92	C/D	CHK1980	Petty Cash 548.05 Used Book Purchases 113.00 Petty Cash 111.00 Cash in Bank	4,000.00 900.00 4,900.00	
/17/92	C/D	CHK1981	CON-WAY CENTRAL EXPRESS 549.01 Textbook Transportation 111.00 Cash in Bank	69.43	69.43
/17/92	C/D	CHK1982	PETTY CASH 113.00 Petty Cash 111.00 Cash in Bank	3,000.00	3,000.00
/22/92	C/D	CHK1983	PRESTON TRUCKING CO 549.01 Textbook Transportation 111.00 Cash in Bank	131.88	131.88
/22/92	C/D	CHK1984	LOGIN BROS BOOK CO 548.01 Textbook Purchases 549.01 Textbook Transportation 549.04 Paperback Transportation 111.00 Cash in Bank	2,961.32 120.07 35.12 3,046.27	

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
2/22/92	C/D	CHK1984	CORRECTION		
			549.04 Paperback Transportation	35.12	
			548.04 Paperback Purchases		35.12
2/22/92	C/D	CHK1985	ADDISON WESLEY PUBLISH		
			548.01 Textbook Purchases	1,170.06	
			549.01 Textbook Transportation	14.87	
			111.00 Cash in Bank		1,184.93
2/22/92	C/D	CHK1986	F A DAVIS CO		
			548.01 Textbook Purchases	467.48	
			549.01 Textbook Transportation	10.28	
			111.00 Cash in Bank		477.76
2/22/92	C/D	CHK1987	DEARBORN FINANCIAL PUBL		
			548.01 Textbook Purchases	1,012.20	
			549.01 Textbook Transportation	25.82	
			111.00 Cash in Bank		1,038.02
2/22/92	C/D	CHK1988	DUSHKIN PUBL GROUP		
			548.01 Textbook Purchases	429.44	
			549.01 Textbook Transportation	9.70	
			111.00 Cash in Bank		439.14
2/22/92	C/D	CHK1989	DICTION DISC CO		
			548.01 Textbook Purchases	375.00	
			549.01 Textbook Transportation	14.01	
			111.00 Cash in Bank		389.01
2/22/92	C/D	CHK1990	W H FREEMAN & CO		
			548.01 Textbook Purchases	895.20	
			549.01 Textbook Transportation	29.46	
			111.00 Cash in Bank		924.66
2/22/92	C/D	CHK1991	GLENCOE-MACMILLAN/MCGRAW		
			548.01 Textbook Purchases	1,237.24	
			549.01 Textbook Transportation	52.57	
			111.00 Cash in Bank		1,289.81
2/22/92	C/D	CHK1992	GORSLUCH SCARISBRICK PUBL		
			548.01 Textbook Purchases	592.00	
			549.01 Textbook Transportation	10.44	
			111.00 Cash in Bank		602.44
2/22/92	C/D	CHK1993	HARCOURT BRACE JOVANOVIC		
			548.01 Textbook Purchases	7,480.70	
			549.01 Textbook Transportation	39.66	
			111.00 Cash in Bank		7,520.36
2/22/92	C/D	CHK1994	HARPER COLLINS PUBLISHER		
			548.01 Textbook Purchases	8,382.27	
			549.01 Textbook Transportation	182.75	
			111.00 Cash in Bank		8,565.02

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
'22/92	C/D	CHK1995	HOUGHTON MIFFLIN CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	245.39 9.67 255.06	
'22/92	C/D	CHK1996	IOWA STATE UNIV PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	215.64 4.38 220.02	
'22/92	C/D	CHK1997	LAB-VOLT 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	456.00 18.95 474.95	
'22/92	C/D	CHK1998	MACMILLAN PUBLISHING CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	900.00 15.91 915.91	
'22/92	C/D	CHK1999	MCGRAW HILL INC 548.01 Textbook Purchases 111.00 Cash in Bank	5,309.73	5,309.73
'22/92	C/D	CHK2000	NACSCORP INC 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	980.31 29.35 1,009.56	
'22/92	C/D	CHK2001	NELSON-HALL PUBLISHERS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,006.60 18.00 1,024.60	
'22/92	C/D	CHK2002	NIDA CORP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	315.00 17.75 332.75	
'22/92	C/D	CHK2003	W W NORTON & CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	787.64 17.18 804.82	
'22/92	C/D	CHK2004	VOID 111.00 Cash in Bank	0.00	
'22/92	C/D	CHK2005	ST MARTIN'S PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2,306.00 3.99 2,309.99	

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
1/22/92	C/D	CHK2006	SOUTHWESTERN PUBLISHING		
			548.01 Textbook Purchases	12,787.55	
			549.01 Textbook Transportation	21.71	
			111.00 Cash in Bank		12,809.36
1/22/92	C/D	CHK2007	TQS PUBLICATIONS		
			548.04 Paperback Purchases	0.80	
			549.04 Paperback Transportation	1.91	
			111.00 Cash in Bank		2.71
1/22/92	C/D	CHK2007	CORRECTION		
			548.04 Paperback Purchases	10.40	
			548.01 Textbook Purchases		10.40
1/22/92	C/D	CHK2008	WAVELAND PRESS		
			548.01 Textbook Purchases	287.20	
			549.01 Textbook Transportation	4.37	
			111.00 Cash in Bank		291.57
1/22/92	C/D	CHK2009	PETTY CASH		
			113.00 Petty Cash	290.25	
			111.00 Cash in Bank		290.25
1/22/92	C/D	CHK2010	SVCC INSURANCE FUND		
			257.00 Due To Insurance Fund	59.03	
			111.00 Cash in Bank		59.03
1/22/92	C/D	CHK2011	SVCC EDUCATION FUND		
			251.00 Due To Education Fund	148.80	
			251.00 Due To Education Fund	298.45	
			111.00 Cash in Bank		447.25
1/22/92	C/D	CHK2012	SPIRIT PRODUCTS		
			540.00 General Materials & Supplies	2.72	
			111.00 Cash in Bank		2.72
1/22/92	C/D	CHK2013	FOUNDERS DESIGN		
			540.00 General Materials & Supplies	709.20	
			111.00 Cash in Bank		709.20
1/22/92	C/D	CHK2014	APS PACKAGING SYSTEMS		
			540.00 General Materials & Supplies	88.00	
			111.00 Cash in Bank		88.00
1/22/92	C/D	CHK2015	PUBLISHER'S WEEKLY		
			546.00 Publications & Dues	105.00	
			111.00 Cash in Bank		105.00
1/22/92	C/D	CHK2016	GEAR FOR SPORTS		
			548.03 Miscellaneous Purchases	1,146.50	
			549.03 Miscellaneous Transportation	19.87	
			111.00 Cash in Bank		1,166.37

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
12/22/92	C/P	CHK2017	LOGIN BROS		
			548.04 Paperback Purchases	138.45	
			548.02 Supply Purchases	89.76	
			549.04 Paperback Transportation	3.48	
			549.02 Supply Transportation	1.00	
			111.00 Cash in Bank		232.69
12/22/92	C/D	CHK2018	ENTEC INC		
			548.02 Supply Purchases	346.67	
			111.00 Cash in Bank		346.67
			***** Report Total	168,726.42	168,726.42

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY  
William B. Green  
Treasurer  
Theresa Green  
SECRETARY

DATE \_\_\_\_\_

BILLS PAYABLE

January 25, 1993

EDUCATION FUND

110-512-541.02	A.I.M.S.	Dues	4422	\$ 35.00
176-000-575	SPRINT	Service	4423	1,939.27
192-000-544.02	UNITED PARCEL SERVICE	Service	4424	20.90
100-000-259	SVCC RESTRICTED/FEDERAL FUNDS	Ins. due	4425	7,304.25
110-300-541.02	CRB RESEARCH BOOKS	Supplies	4448	15.16
100-000-155	PROFESSIONAL BENEFIT ADMINISTRATORS	Ins. claims	4449	6,502.23
110-810-547	COLOR WEB PRINTERS INC.	Pathfinder	4450	3,271.86
182-000-550	NANCY BREED	Travel	4451	42.84
182-000-550	RONALD APPUHN	Travel	4452	28.84
110-813-513.02	CONSOLIDATED MANAGEMENT	FOD 101 and 250	4453	187.56
110-811-513.02	TATYANA V. ANISIMOVA	HUM 213	4454	277.24
110-814-513.02	ST. ANTHONY MEDICAL CENTER	MLT 170	4455	105.00
192-000-544.02	POSTMASTER	Bulk mailing acct.	4456	500.00
110-714-550	STANLEY SHIPPERT	Travel	4457	85.30
110-714-550	CASSIE FRANCISCO	Travel	4458	79.08
192-000-544.02	POSTMASTER	Postage meter	4459	2,000.00
138-000-541	IDAPP	Supplies	4460	25.00
131-000-541.01	ADMISSIONS MARKETING REPORT	Subscription	4461	95.00
120-000-550	ROBERT THOMAS	Travel	4462	281.70
120-000-541.03	VALUE LINE PUBLISHING INC.	Subscription	4463	525.00
110-811-513.02	TATYANA V. ANISIMOVA	HUM 213	4498	277.24
110-812-513.02	TRIPLE C INC.	BUS 218	4499	900.00
120-000-550	ROBERT THOMAS	Travel	4500	31.29
110-813-534	SUSAN VANCE	Comm. Serv. Clerical	4501	40.00
181-000-550	AMERICAN EXPRESS	Pres. travel	4502	344.72
138-000-550	HOLIDAY INN EAST HOLIDOME	Conf-Marlier	4503	127.60
120-000-545	RICHARD A. LOVETT	Books	4504	39.90
138-000-550	DAN THOMPSON	Travel	4505	78.36
138-000-550	TOM BREED	Travel	4506	21.66
110-600-541.02	AMERICAN MATHEMATICS COMPETITIONS	Exam fees	4507	206.50
192-000-544.02	UNITED PARCEL SERVICE	Service	4508	45.45
110-714-550	BEVERLY KIELE	Travel	4509	337.26
110-512-550	RUTH HEDSTROM	Travel	4510	96.08
110-811-550	MICHAEL SEGUIN	Travel	4511	108.45
100-000-155	PROFESSIONAL BENEFIT ADMIN. INC.	Ins. Prem.-	7103.14	
192-000-521.09	x x x		1590.54 4605	8,693.68
100-000-156	SVCC RESTRICTED & FEDERAL FUNDS	Funds due	4606	37,910.00
192-000-529	FRANK COFFMAN	Tuition reimb.	4616	300.00
100-000-155	PROFESSIONAL BENEFIT ADMIN.	Med. claims	4617	8,727.73
110-712-550	JEANINE TUFTY	Travel	4624	89.60
192-000-544.02	POSTMASTER	Grade mailing	4628	902.19
192-000-544.02	UNITED PARCEL SERVICE	Service	4641	119.64

110-810-547	PATTIE HUMMEL PHOTOGRAPHY	Board photos	4642	42.50
110-812-541.01	WORLD FUTURE SOCIETY	Supplies	4643	3.00
110-300-550	JOHN WARDELL	Travel	4644	120.00
192-000-544.02	POSTMASTER	Bulk mailing	4650	61.77
100-000-155	PROFESSIONAL BENEFIT ADMIN.	Med. claims	4651	3,571.58
192-000-539	JANE E. KLUG	Spring workshop	4665	500.00
110-714-550	BEVERLY KIELE	Travel	4666	39.20
110-712-550	COLLEEN KLEIN	Travel	4667	141.12
100-000-499	U.S. TREASURY	Equipment sale	4668	2,092.50
182-000-541.01	FIRST NATIONAL BANK	Overdraft charges	4669	20.00
100-000-173	UNITED PARCEL SERVICE	Prepaid service	4671	200.00
181-000-559	RICHARD L. BEHRENDT	Rotary lunches	4711	13.50
192-000-529	JOAN KERBER	Tuition reimb.	4712	300.00
192-000-529	CHRISTINE BYAR	Tuition reimb.	4713	600.00
138-000-541.01	THE FAMILY THERAPY NETWORKER	Supplies	4714	20.00
100-000-155	PROFESSIONAL BENEFIT ADMIN.	Weekly claims	4715	4,779.40
192-000-529	BEVERLY KIELE	Tuition reimb.	4716	600.00
196-000-541.01	AMERICAN DEMOGRAPHICS	Subscr.	4717	62.00
110-818-534	DEANZA TELEVISION CENTER	Videoconference	4718	270.00
182-000-550	SUNNY TRAVEL CENTER	Travel-Appuhn	4719	290.00
110-810-547	STERLING GUS MACKER	Reg. fee	4720	500.00
191-000-550	JUMER HOTEL, BLOOMINGTON	ICCCTA Meeting	4721	71.69
110-714-550	BEVERLY KIELE	Travel	4722	422.80
110-714-534	STATE OF ILLINOIS	X-ray inspection	4723	240.00
131-000-550	STEVE ULLRICK	Travel	4724	100.80
192-000-529	JANET LYNCH	Tuition reimb.	4725	300.00
192-000-554	MICHAEL FERRANTO	Moving exp.	4726	1,250.00
110-812-550	ROCK FALLS CHAMBER	Dinner meeting	4727	18.00
120-000-541.03	WATSON LABEL PRODUCTS	Supplies	4728	738.34
120-000-534	DIXON PUBLIC LIBRARY	Telecomm.	4729	357.65

\$100,444.43

138-000-541.01	VOID CHECK #20213 written December	\$ (24.95)	
0.800. 42.00	AM MULTIGRAPHICS	SUPPLIES	104.40
0.00 44.01	VISUALS INC	SUPPLIES	435.78
0.810.547.00	AMBOY NEWS	SUBSCR	13.00
0.300.541.02	AMERICAN DESIGN MO COMPONENTS	SUPPLIES	88.25
0.000.545.00	BAKER & TAYLOR	BOOKS	205.24
0.604.541.02	BRANSON ELECTRIC	SUPPLIES 27.36	92.40
0.711.541.02	X X	65.04	12.00
0.812.541.02	C E T E	SUPPLIES	77.45
5.000.541.02	CENTRAL POINT SOFTWARE	SUPPLIES	20.227
0.300.541.02	CLAGGK INC	SUPPLIES	118.40
0.712.541.02	CGH MEDICAL CENTER	SUPPLIES	

4,000,554.00	CONSOLIDATED MANAGEMENT	LUNCHES/MEETINGS	154.90
1,000,550.00	X X	50.00	
1,000,550.00	X X	50.00	
2,000,539.00	X X	270.50	
6,714,541.02	X X	52.80	
6,117,541.02	X X	28.50	
6,713,541.02	X X	13.50	
6,811,550.00	X X	48.00	
6,814,550.00	X X	18.90	
6,813,550.00	X X	3.75	
6,818,550.00	X X	5.64	
6,816,550.00	X X	99.95	
6,711,541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	20,229 796.44
7,000,593.00	DANVILLE AREA COMM COLLEGE	CHARGEBACK	20,230 1,491.59
6,714,534.00	DEPT OF NUCLEAR SAFETY	REG. FEE	20,231 742.68
6,000,544.01	DICK BLICK	SUPPLIES	20,232 30.00
6,300,541.02	DIGI KEY CORPORATION	SUPPLIES	20,233 151.44
1,000,535.00	DIXON PUBLIC SCHOOL DIST 170	LEGAL FEES	20,234 5.22
6,300,541.02	E S P	SUPPLIES	20,235 2.05
6,711,541.02	EDUCATIONAL REVIEWS INC	SUPPLIES	20,236 81.00
6,500,541.02	EDUCATIONAL VIDEO NETWORK INC	SUPPLIES	20,237 115.00
		SUPPLIES	20,238 52.95
6,200,541.02	FLORALCREST FLORIST	SUPPLIES	20,239 33.60
6,810,547.00	FORTINAS ROCKBROOK CAMERA	SUPPLIES	20,240 34.86
6,000,545.00	GALE RESEARCH INC	BOOKS	20,241 1,069.30
6,000,534.00	GAYLORD BROS	REPAIRS	20,242 175.50
6,300,541.02	GREAT LAKES AIRGAS	SUPPLIES	20,243 3.35
6,754,1.02	X X X	5.60	
2,000,541.01	HASKELLS	SUPPLIES	20,244 8.95
6,000,541.01	X X	596.91	
6,000,541.03	X X	138.00	
6,000,541.02	X X	106.50	
6,810,541.02	X X	16.98	
6,810,547.00	X X	73.97	
6,300,541.02	HEATH CO	SUPPLIES	20,245 25.50
6,512,550.00	RUTH HEDSTROM	SUPPLIES-PARTY	20,246 28.75
6,000,541.01	THE HIGHSMITH CO	SUPPLIES	20,247 1,031.73
6,000,544.01	X X	15.90	
6,000,541.01	HOHENADEL PRINTING CO	SUPPLIES	20,248 259.84
6,810,541.01	HONORS COUNCIL OF ILL. REG.	DUES	20,249 721.89
6,000,575.00	HUGHES BUSINESS TELEPHONES	SERVICE	20,250 35.00
5,000,534.01	IB M CORPORATION	SERVICE	20,250 175.60
6,000,540.00	I C C T A	MEETING	20,251 1,540.00
2,000,546.00	X X	60.00	
6,810,547.00	IMAGE DESIGNS	DUES	20,252 2,741.26
6,300,541.02	JOHNSTONE SUPPLY	PUB. RELA	20,253 85.00
6,000,549.00	JOSTENS INC	SUPPLIES	20,254 465.00
6,000,554.00	THE KROGER CO	DIPLomas	20,255 524.21
6,300,541.02	MINI CIRCUITS	STUDENT WORKSHOP	20,256 17.65
6,500,541.02	UNIV OF MINNESOTA	SUPPLIES	20,257 62.95
6,000,534.00	MUELLER A V	SUPPLIES	20,258 30.00
6,000,534.00	MCPHERSON ELECTRONICS	SERVICE	20,259 97.00
		SERVICE	20,260 75.20

0 2,000.5 34.00	N C R CORPORATION	SERVICE	20,261	1,232.26
2 0,000.5 45.00	N E A	BOOK	20,262	152.90
2 0,000.5 45.00	NATIONAL GEOGRAPHIC SOC	SUBSCR	20,263	88.00
2 0,000.5 34.00	NORTHERN ILL LIBRARY SYS	MAINT	20,264	577.26
9 5,000.5 41.01	OASIS LASER SUPPLY	SUPPLIES	20,265	317.00
2 0,000.5 45.00	OXFORD UNIV PRESS	BOOKS	20,266	75.88
1 0,300.5 42.00	PAPERS UNLIMITED	SUPPLIES	197.22	
1 0,500.5 41.02	X X	392.00	20,267	589.22
9 2,000.5 37.00	PETERSON OFFICE SERVICE	REPAIRS	20,268	270.25
2 0,000.5 45.00	RAND McNALLY	BOOKS	20,269	375.00
2 0,000.2 59.00	SVCC BOOKSTORE	SUPPLIES	20,270	984.70
1 0,711.5 41.02	SCIENTIFIC PRODUCTS DIV	SUPPLIES	20,271	391.36
3 1,000.5 50.00	SHELL OIL CO	PRES TRAVEL	20,272	106.12
3 2,000.5 46.00	SOCIETY FOR HUMAN RESOURCE	MGMT DUES	20,273	130.00
1 0,813.5 50.00	SUGAR N SPICE	OPEN HOUSE SUPPLIES	20,274	40.00
3 5,000.5 41.01	UNIQUE COMPUTER	SUPPLIES	20,275	607.00
3 2,000.5 41.01	VISIBLE COMPUTER SUPPLY	SUPPLIES	20,276	47.94
4 0,810.5 47.00	W C C I	PUB INFO	20,277	160.00
1 0,810.5 47.00	W I X N	PUB INFO	20,278	75.00
4 0,810.5 47.00	W L L T	PUB INFO	20,279	647.50
4 0,810.5 47.00	W S D R	PUB INFO	20,280	1,150.00
2 0,000.5 45.00	WEST PUBLISHING CO	BOOKS	20,281	129.25
5 0,000.5 41.01	RICHARD YOUNG PRODUCTS	SUPPLIES	20,282	262.55
2 0,000.5 44.01	XEROX CORPORATION	SUPPLIES	20,283	220.00
2 0,000.5 45.00	ABC CLIO INC	BOOKS	20,284	344.68
1 0,715.5 34.00	ARATEX	SERVICE	20,285	3.55
2 0,000.5 44.01	AZTEC SECURITY PRODUCTS	SUPPLIES	20,286	110.95
2 0,000.5 44.01	KLAUS RADIO INC	SUPPLIES	20,287	228.93
2 0,000.5 44.01	PRATT AUDIO VISUAL	SUPPLIES	20,288	570.00
1 0,300.5 41.02	TELEMEDIA INC	SUPPLIES	20,289	22.91
1 0,714.5 41.02	WAYNE INC	SUPPLIES	20,290	675.56

\$24,485.40

CKS. #4422 - 4729

100,444.43

TOTAL EDUCATION FUND FOR JANUARY

\$124,929.83

OPERATION, BUILDING & MAINTENANCE FUND

270-000-544.01	FIRST NATIONAL BANK	Overdraft charges	4670	\$ 35.00
7 0,0005 34.01	ACCURATE WHEEL ALIGNMENT	REPAIRS	3,758	585.96
0,0005 34.00	BUN AUSTIN CHEVROLET	SERVICE	3,759	263.34
7 0,0005 34.01	BROWNING FERRIS INDUSTRIES	SERVICE	3,760	213.00
7 6,0005 76.00	COMMONWEALTH EDISON	SERVICE	3,761	17,671.24
7 6,0005 76.00	COMMONWEALTH EDISON	SERVICE	3,762	59.11
	VOID CHECK		3,763	
7 0,0005 34.01	ECOLAB PEST ELIMINATION DIV	SERVICE	3,764	154.00
7 0,0005 41.04	W W GRAINGER INC	SUPPLIES	3,765	121.43
7 0,0005 41.02	GRUMMERTS TRUE VALUE	SUPPLIES	3,766	64.65
7 0,0006 00.00	HASKELLS	EQUIP 350.00		
7 0,0005 41.04	'X' X	SUPPLIES 10.48	3,767	30.48
7 0,0005 34.01	HONEYWELL INC	SERVICE	3,768	1,745.00
7 0,0005 41.04	HOYLE ROAD EQUIP CO	SUPPLIES	3,769	14.73
7 0,0005 34.01	IOWA WATER MANAGEMENT CO	SERVICE	3,770	424.00
7 0,0005 41.04	LEE FS INC	SUPPLIES	3,771	30.00
7 0,0005 41.04	MCMASTER CARR SUPPLY	SUPPLIES	3,772	148.42
7 0,0005 34.00	MCNINCH FLOOR COVERINGS	REPAIRS	3,773	45.00
7 0,0005 34.00	DAVID MAYES	SEWAGE TESTING	3,774	400.00
0,0005 34.01	MONTGOMERY ELEVATOR CO	SERVICE	3,775	538.21
7 0,0005 41.04	MORGAN SERVICES	SUPPLIES	3,776	165.00
7 1,0005 71.00	NORTHERN ILL GAS	SERVICE	3,777	3,354.07
7 0,0005 41.04	PITNEY BOWES INC	SUPPLIES	3,778	111.40
7 0,0005 34.01	RADIO RANCH	REPAIRS	3,779	142.34
7 0,0002 59.00	SVCC BOOKSTORE	SUPPLIES	3,780	39.33
0,0005 34.01	YOUNGREN'S REFRIGERATION	SERVICE	3,781	165.00
7 0,0005 41.04	FRARY LUMBER & SUPPLY	SUPPLIES	3,782	
0,0005 34.00	LECTRONICS INC	REPAIRS	3,783	171.15
7 0,0005 34.00	LINCOLNWAY AUTO ELECTRIC	REPAIRS	3,784	68.27
7 0,0005 34.00	JOHN A LOOS SONS	REPAIRS	3,785	41.60
7 0,0005 41.04	JOHN A SANDBERG CO INC	SUPPLIES	3,786	461.40
7 0,0005 34.00	DOV PF .AM		3,787	99.88
7 0,0005 34.00	DIV OF MANAGEMENT SERV	BOILER INSP	3,788	45.00

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR JANUARY

\$28,068.57

PROTECTION, HEALTH & SAFETY FUND

399-000-584.05	DIAMOND PETROLEUM SYSTEMS	Tank removal	4464	\$32,642.00
399-000-584.07	FGM/c INC.	Arch. fees	4513	2,859.20
399-000-584.05	WARD MURRAY PACE & JOHNSON	Services - 954.00		
399-000-584.07	x x x x	3,815.00	4645	4,769.00
399-000-584.01	PRESCOTT CONSTRUCTION CO.	Wastewater Plant	4646	57,626.00
399-000-584.01	WILLETT, HOFMANN, & ASSOC.	Services	4647	4,178.09
399-000-584.07	PRESCOTT CONSTRUCTION CO.	Generator project	4672	41,655.60
399-000-584.07	PRESCOTT CONSTRUCTION CO.	Generator project	4730	455,065.20
399-000-584.04	MCMASTER CARR SUPPLY CO.	Supplies	4739	403.68

TOTAL PROTECTION, HEALTH & SAFETY FUND FOR JANUARY

\$599,198.77

LIABILITY, PROTECTION & SETTLEMENT FUND

1292-000-527	FIRST BANK SOUTH	Medicare 12/15	4406	\$ 1,444.58
1292-000-529	FIRST BANK SOUTH	FICA 12/15	4407	164.63
1292-000-565	KSB HOSPITAL	Hepatitis vacc.	4512	259.02
1292-000-527	FIRST BANK SOUTH	Medicare 12/22	4629	1,600.39
1292-000-529	FIRST BANK SOUTH	FICA 12/22	4630	130.93
1292-000-527	FIRST BANK SOUTH	Medicare 1/15	4677	1,172.55
1292-000-529	FIRST BANK SOUTH	FICA 1/15	4678	44.39
1200-000-179	HUGHES BUSINESS TELEPHONES	Service	4733	329.25
1200-000-179	SBM EQUIPMENT CENTER	Service	4734	245.00
1200-000-179	SENTINEL COMPUTER SERVICES	Service	4735	841.25
1292-000-565	SPECIALTY UNDERWRITERS INC.	Equip. coverage	4736	45,636.00
1292-000-535	WARD, MURRAY PACE & JOHNSON	Services	4737	868.50
1200-000-179	AM MULTIGRAPHICS	Repairs	4738	574.25
1292-000-565	H.R.T.W. INC.	Call Box repairs	4740	123.00

TOTAL LIABILITY, PROTECTION & SETTLEMENT FOR JANUARY

\$53,433.74

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY  
William D. Yenn  
STUDENT SECRETARY  
SECRETARY

DATE \_\_\_\_\_

OFFICE OF BUSINESS SERVICES  
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

1/31/93

	BEGNING FY 93 BALANCE (DEFICIT)	R E V E N U E			E X P E N D I T U R E S		
		BUDGET	TO DATE	%	BUDGET	TO DATE	%
		-----	-----	-----	-----	-----	-----
<b>GENERAL FUNDS</b>							
Education Fund	\$567,065	\$5,919,300	\$2,357,488	39.8%	\$5,961,300	\$2,786,334	46.7%
Operations, Building & Maintenance Fund	733,340	285,700	121,260	42.4%	433,700	225,198	51.9%
<b>TOTAL OPERATING FUND</b>	<b>\$1,300,405</b>	<b>\$6,205,000</b>	<b>\$2,478,748</b>	<b>39.9%</b>	<b>\$6,395,000</b>	<b>\$3,011,532</b>	<b>47.1%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Liability, Protection & Settlement Fund (Insurance)	\$386,992	\$348,000	\$117,815	33.9%	\$386,000	\$300,661	77.9%
Audit Fund	\$35,922	\$24,400	\$11,501	47.1%	\$24,400	\$23,149	94.9%
Operations & Maintenance (Restricted) Fund (Protection, Health and Safety Fund)	\$181,440	\$1,547,000	\$1,396,863	90.3%	\$1,728,000	\$1,274,042	73.7%
<b>PROPRIETARY FUNDS</b>							
Bookstore Fund	\$160,781	\$700,000	\$445,630	63.7%	\$645,000	\$387,550	60.1%
<b>OTHERS</b>							
Working Cash Fund	\$2,557,224	\$110,000	\$40,734		\$110,000	\$0	
Building Bond Proceeds Fund (Site and Construction)	\$929,227	\$40,000	\$18,063		\$65,000	\$61,024	

EXPENDITURES		BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
110-000-000	INSTRUCTION					
110-100-000	BUSINESS EDUCATION					
	Salaries Full Time	\$307,790.00	\$113,391.94	\$28,207.98	\$141,599.92	46.01%
	Salaries - Part-Time	\$50,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Overload	\$35,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Summer School	\$22,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$1,100.00	\$282.52	\$0.00	\$282.52	25.68%
	Supplies - Business	\$2,500.00	\$5,517.93	\$682.30	\$6,200.23	248.01%
	Supplies - Data Processing	\$9,200.00	\$0.00	\$0.00	\$0.00	0.00%
	Supplies - OAS Lab	\$3,800.00	\$0.00	\$0.00	\$0.00	0.00%
	Conference & Meeting Expense	\$1,600.00	\$66.09	\$0.00	\$66.09	4.13%
		\$432,990.00	\$119,258.48	\$28,890.28	\$148,148.76	34.22%
110-117-000	FOOD SERVICES					
	Salaries - Part-Time	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual	\$3,500.00	\$0.00	\$0.00	\$0.00	0.00%
	General Materials & Supplies	\$800.00	\$218.89	\$39.66	\$258.55	32.32%
	Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,300.00	\$218.89	\$39.66	\$258.55	3.54%
110-200-000	AGRICULTURE					
	Salaries - Part-Time	\$2,700.00	\$0.00	\$0.00	\$0.00	0.00%
	General Materials & Supplies	\$500.00	\$209.45	\$33.60	\$243.05	48.61%
		\$3,200.00	\$209.45	\$33.60	\$243.05	7.60%
110-300-000	INDUSTRIAL EDUCATION					
	Salaries Full Time	\$188,725.00	\$61,445.52	\$26,333.79	\$87,779.31	46.51%
	Salaries - Part-Time	\$29,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Overload	\$20,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Summer School	\$1,200.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$3,000.00	\$289.00	\$0.00	\$289.00	9.63%
	Supplies - Electronics	\$7,500.00	\$17,505.84	(\$7,753.20)	\$9,752.64	130.04%
	Supplies - HRS	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Supplies - Mechanical Design	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
	Supplies Machine Tool	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
	Conference & Meeting Expense	\$1,000.00	\$752.82	\$120.00	\$872.82	87.28%
		\$257,425.00	\$79,993.18	\$18,700.59	\$98,693.77	38.34%
110-312-000	LEARNING ASSISTANCE CENTER					
	Salaries - Full Time	\$27,739.00	\$11,679.60	\$2,919.90	\$14,599.50	52.63%
	Salaries - Summer School	\$2,800.00	\$2,800.00	\$0.00	\$2,800.00	100.00%
	Salary-Secretarial-Part-time	\$6,150.00	\$2,641.20	\$415.40	\$3,056.60	49.70%
	General Materials & Supplies	\$50.00	\$0.00	\$0.00	\$0.00	0.00%
	Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
		\$36,939.00	\$17,120.80	\$3,335.30	\$20,456.10	55.38%
110-316-000	HUMAN SERVICES					
	Salaries - Part -Time	\$13,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	General Materials & Supplies	\$600.00	\$112.66	(\$21.98)	\$90.68	15.11%
	Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$13,600.00	\$112.66	(\$21.98)	\$90.68	0.67%

	Salaries - Full Time	\$157,831.00	\$59,687.20	\$14,921.80	\$74,609.00	47.27%	
	Salaries - Part-Time	\$9,800.00	\$0.00	\$0.00	\$0.00	0.00%	
	Salaries - Overload	\$9,000.00	\$0.00	\$0.00	\$0.00	0.00%	
	General Materials & Supplies	\$4,320.00	\$1,390.11	\$232.66	\$1,622.77	37.56%	
	Conference & Meeting Expense	\$800.00	\$768.40	\$0.00	\$768.40	96.05%	
		<hr/>					
110-410-000	E.M.T.		\$181,751.00	\$61,845.71	\$15,154.46	\$77,000.17	42.37%
	Contractual Services	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%	
	General Materials & Supplies	\$300.00	\$0.00	\$0.00	\$0.00	0.00%	
	Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
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110-418-000	CRIMINAL JUSTICE		\$1,800.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Full Time	\$30,099.00	\$10,032.97	\$2,508.24	\$12,541.21	41.67%	
	Salaries - Part-Time	\$6,400.00	\$0.00	\$0.00	\$0.00	0.00%	
	Salaries - Overload	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
	General Materials & Supplies	\$1,000.00	\$326.54	\$132.85	\$459.39	45.94%	
	Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%	
		<hr/>					
110-500-000	HUMANITIES		\$37,699.00	\$10,359.51	\$2,641.09	\$13,000.60	34.49%
	Salaries-Full Time	\$311,213.00	\$117,680.65	\$29,420.16	\$147,100.81	47.27%	
	Salaries - Part-Time	\$45,000.00	\$0.00	\$0.00	\$0.00	0.00%	
	Salaries - Overload	\$9,000.00	\$0.00	\$0.00	\$0.00	0.00%	
	General Materials & Supplies	\$5,800.00	\$2,887.20	\$921.37	\$3,808.57	65.67%	
	Conference & Meeting Expense	\$2,000.00	\$221.60	\$0.00	\$221.60	11.08%	
		<hr/>					
110-511-000	ART		\$373,013.00	\$120,789.45	\$30,341.53	\$151,130.98	40.52%
	Salaries-Full Time	\$40,685.00	\$17,130.56	\$4,282.64	\$21,413.20	52.63%	
	Contractual Services	\$400.00	\$0.00	\$0.00	\$0.00	0.00%	
	General Materials & Supplies	\$600.00	\$228.15	\$31.05	\$259.20	43.20%	
	Conference & Meeting Expense	\$200.00	\$94.50	\$0.00	\$94.50	47.25%	
		<hr/>					
110-512-000	MUSIC		\$41,885.00	\$17,453.21	\$4,313.69	\$21,766.90	51.97%
	Salaries-Full Time	\$78,874.00	\$26,291.36	\$6,572.84	\$32,864.20	41.67%	
	Contractual Services	\$1,000.00	\$320.00	\$0.00	\$320.00	32.00%	
	General Materials & Supplies	\$3,168.00	\$2,139.69	\$14.15	\$2,153.84	67.99%	
	Conference & Meeting Expense (Music)	\$700.00	\$0.00	\$124.83	\$124.83	17.83%	
		<hr/>					
			\$83,742.00	\$28,751.05	\$6,711.82	\$35,462.87	42.35%

## 110-600-000 MATH SCIENCE

Salary - Lab Assistant	\$19,000.00	\$8,587.81	\$1,561.42	\$10,149.23	53.42%
Salaries - Full Time	\$305,607.00	\$119,679.05	\$29,919.76	\$149,598.81	48.95%
Salaries - Part-Time	\$4,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$17,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer School	\$19,000.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Biology	\$7,000.00	\$6,984.79	\$867.51	\$7,852.30	112.18%
Supplies - Chemistry	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Physics	\$1,200.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Astronomy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Math	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
Conference & Meeting Expense	\$1,800.00	\$572.02	\$0.00	\$572.02	31.78%

## 110-711-000 MED. LAB. TECHNOLOGY

Salaries - Full Time	\$27,851.00	\$9,283.68	\$2,320.92	\$11,604.60	41.67%
Salaries - Part-Time	\$7,600.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$4,500.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer School	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$4,365.00	\$631.32	\$0.00	\$631.32	14.46%
General Materials & Supplies	\$10,270.00	\$6,739.83	\$2,115.63	\$8,855.46	86.23%
Conference & Meeting Expense	\$1,200.00	\$542.28	\$0.00	\$542.28	45.19%

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

Salaries - Full Time	\$125,975.00	\$41,991.68	\$10,497.92	\$52,489.60	41.67%
Contractual Services	\$350.00	\$200.00	\$0.00	\$200.00	57.14%
General Materials & Supplies	\$6,853.00	\$2,227.93	\$202.25	\$2,430.18	35.46%
General Supplies - Title III	\$0.00	\$550.00	\$0.00	\$550.00	0.00%
Conference & Meeting Expense	\$1,400.00	\$686.86	\$230.72	\$917.58	65.54%

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

Salaries - Full Time	\$68,068.00	\$22,689.29	\$5,672.32	\$28,361.61	41.67%
Contractual Services	\$350.00	\$122.70	\$0.00	\$122.70	35.06%
General Materials & Supplies	\$3,947.00	\$2,687.95	\$51.37	\$2,739.32	69.40%
Conference & Meeting Expense	\$800.00	\$150.14	\$8.94	\$159.08	19.89%

## 110-714-000 RADIOLOGIC TECHNOLOGY

Salaries - Full Time	\$76,823.00	\$30,707.30	\$6,401.92	\$37,109.22	48.30%
Salaries - Part-Time	\$1,700.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Clinical Asst. (Part-Time)	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$6,600.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer School	\$7,150.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$5,960.00	\$4,323.06	\$270.00	\$4,593.06	77.06%
General Materials & Supplies	\$3,950.00	\$1,971.98	\$713.51	\$2,685.49	67.99%
Conference & Meeting Expense	\$5,350.00	\$1,829.16	\$963.64	\$2,792.80	52.20%

	\$119,533.00	\$38,831.50	\$8,349.07	\$47,180.57	39.47%
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## 110-715-000 PHYSICAL EDUCATION

Salaries - Full Time	\$68,275.00	\$26,686.72	\$6,671.68	\$33,358.40	48.86%
Salaries - Part-Time	\$900.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$4,500.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$2,200.00	\$77.25	\$0.00	\$77.25	3.51%
General Materials & Supplies	\$1,400.00	\$899.07	\$4.67	\$903.74	64.55%
Conference & Meeting Expense	\$400.00	\$0.00	\$0.00	\$0.00	0.00%

	\$77,675.00	\$27,663.04	\$6,676.35	\$34,339.39	44.21%
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## 110-716-000 NURSING ASSISTANT

Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$1,650.00	\$735.99	\$17.31	\$753.30	45.65%
Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%

	\$1,950.00	\$735.99	\$17.31	\$753.30	38.63%
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## 110-800-000 FACULTY OFFICE

Salaries - Secretarial	\$42,143.00	\$28,004.68	\$5,091.76	\$33,096.44	78.53%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Supplies (Faculty Office)	\$600.00	\$92.44	\$20.18	\$112.62	18.77%
General Supplies (Institutional Comm.)	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

	\$42,843.00	\$28,097.12	\$5,111.94	\$33,209.06	77.51%
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## 110-811-000 DEAN OF ARTS, SOCIAL SCIENCES AND PHYSICAL EDUCATION

Salaries - Administrative	\$53,272.00	\$24,416.37	\$4,439.34	\$28,855.71	54.17%
Salaries - Instructional (Part-Time)	\$0.00	\$69,871.71	\$14,845.05	\$84,716.76	0.00%
Night Premiums/Substitutions	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Instructional (Summer)	\$53,000.00	\$57,781.53	\$0.00	\$57,781.53	109.02%
Salaries - Secretarial	\$20,226.00	\$8,888.85	\$1,529.98	\$10,418.83	51.51%
Contractual Services	\$850.00	\$40.00	\$108.45	\$148.45	17.46%
General Materials & Supplies	\$1,200.00	\$339.84	\$29.11	\$368.95	30.75%
Conference & Meeting Expense	\$2,500.00	\$518.32	\$48.00	\$566.32	22.65%

	\$131,548.00	\$161,856.62	\$20,999.93	\$182,856.55	139.00%
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## 110-812-000 DEAN OF BUSINESS, TECHNOLOGY AND NATURAL SCIENCES

Salaries - Administrative	\$57,793.00	\$26,488.44	\$4,816.08	\$31,304.52	54.17%
Salaries - Instructional (Part-Time)	\$0.00	\$27,641.98	\$8,770.97	\$36,412.95	0.00%
Night Premiums/Substitutions	\$1,500.00	\$700.00	\$0.00	\$700.00	46.67%
Salaries - Instructional (Summer)	\$0.00	\$45,331.55	\$0.00	\$45,331.55	0.00%
Salaries Secretarial	\$15,052.00	\$6,429.33	\$1,326.74	\$7,756.07	51.53%
General Materials & Supplies	\$1,200.00	\$352.13	\$36.23	\$388.36	32.36%
Conference & Meeting Expense	\$3,000.00	\$720.14	\$36.90	\$757.04	25.23%

	\$78,545.00	\$107,663.57	\$14,986.92	\$122,650.49	156.15%
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## 110-813-000 DEAN OF HEALTH &amp; COMMUNITY SERVICES

Salaries - Administrative	\$51,404.00	\$23,560.13	\$4,283.66	\$27,843.79	54.17%
Instructional Salaries/Part-Time	\$25,000.00	\$9,943.87	\$2,729.70	\$12,673.57	50.69%
Night Premiums/Substitutions	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
Community Service Coordinators	\$6,500.00	\$680.00	\$150.00	\$830.00	12.77%
Salaries - Secretarial	\$16,122.00	\$7,389.25	\$1,343.50	\$8,732.75	54.17%
Contractual Services	\$5,900.00	\$2,426.65	\$40.00	\$2,466.65	41.81%
General Materials & Supplies	\$3,500.00	\$1,137.58	\$72.78	\$1,210.36	34.58%
Conference & Meeting Expense	\$2,250.00	\$648.30	\$55.25	\$703.55	31.27%

	\$113,176.00	\$45,785.78	\$8,674.89	\$54,460.67	48.12%
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## 110-814-000 NURSING EDUCATION

Salaries - Administrative	\$38,572.00	\$17,678.87	\$3,214.34	\$20,893.21	54.17%
Salaries - Part-time	\$17,500.00	\$13,994.13	\$1,717.90	\$15,712.03	89.78%
Salaries Overload	\$7,800.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer	\$7,100.00	\$14,285.72	\$0.00	\$14,285.72	201.21%
Salaries - Secretarial	\$19,364.00	\$8,875.13	\$1,613.66	\$10,488.79	54.17%
Salaries - Lab Assistant (Title III)	\$4,800.00	\$1,380.13	\$552.04	\$1,932.17	40.25%
Contractual Services	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$1,440.00	\$1,051.73	\$0.00	\$1,051.73	73.04%
Conference & Meeting Expense	\$1,300.00	\$747.20	\$0.00	\$747.20	57.48%

	\$98,076.00	\$58,012.91	\$7,097.94	\$65,110.85	66.39%
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## 110-815-000 ACADEMIC SKILLS CENTER

Salaries - Full Time	\$78,338.00	\$26,112.64	\$6,528.16	\$32,640.80	41.67%
Salaries - Part-Time (Adult Education)	\$20,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Part-Time (Academic Skills)	\$26,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$6,050.00	\$2,366.20	\$268.78	\$2,634.98	43.55%
Conference & Meeting Expense	\$400.00	\$244.26	\$0.00	\$244.26	61.07%

	\$132,788.00	\$28,723.10	\$6,796.94	\$35,520.04	26.75%
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## 110-816-000 HONORS PROGRAM

Salaries - Coordinator Stipend	\$6,850.00	\$750.00	\$0.00	\$750.00	10.95%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$350.00	\$19.42	\$3.68	\$23.10	6.60%
Conference & Meeting Expense	\$200.00	\$0.00	\$99.95	\$99.95	49.98%

	\$7,400.00	\$769.42	\$103.63	\$873.05	11.80%
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## 110-818-000 VICE PRESIDENT OF INSTRUCTIONAL SERVICES

Salaries - Administrative	\$65,944.00	\$30,224.37	\$5,495.34	\$35,719.71	54.17%
Salaries - Secretarial	\$25,656.00	\$11,790.62	\$2,138.00	\$13,928.62	54.29%
Student Tutors	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$1,140.00	\$306.00	\$270.00	\$576.00	50.53%
General Materials & Supplies	\$1,600.00	\$458.33	\$31.64	\$489.97	30.62%
Conference & Meeting Expense	\$2,300.00	\$959.00	(\$42.11)	\$916.89	39.86%

	\$96,640.00	\$43,738.32	\$7,892.87	\$51,631.19	53.43%
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TOTAL INSTRUCTION	\$3,019,654.00	\$1,222,317.09	\$250,296.59	\$1,472,613.68	48.77%
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## ACADEMIC SUPPORT

## 120-000-000 LEARNING RESOURCE CENTER

Salaries - Instructional (Summer)	\$2,906.00	\$2,625.00	\$0.00	\$2,625.00	90.33%
Salaries - Professional	\$124,711.00	\$47,346.94	\$10,392.60	\$57,739.54	46.30%
Salaries - Secretarial	\$37,947.00	\$17,392.32	\$3,162.24	\$20,554.56	54.17%
Salaries - Secretarial- Part-time	\$7,160.00	\$2,857.92	\$377.85	\$3,235.77	45.19%
Contractual Services	\$13,575.00	\$6,395.30	\$1,319.03	\$7,714.33	56.83%
Xerox Supplies	\$0.00	(\$1,454.95)	(\$1,256.75)	(\$2,711.70)	0.00%
Library Supplies	\$19,635.00	\$14,761.12	\$1,395.27	\$16,156.39	82.28%
Audio Visual Supplies	\$9,000.00	\$1,084.24	\$539.05	\$1,623.29	18.04%
Library Books	\$41,000.00	\$15,354.16	\$3,306.63	\$18,660.79	45.51%
Conference & Meeting Expense	\$2,150.00	\$1,081.74	\$312.99	\$1,394.73	64.87%
	\$258,084.00	\$107,443.79	\$19,548.91	\$126,992.70	49.21%
<b>TOTAL ACADEMIC SUPPORT</b>	<b>\$258,084.00</b>	<b>\$107,443.79</b>	<b>\$19,548.91</b>	<b>\$126,992.70</b>	<b>49.21%</b>

## STUDENT SERVICES

## 131-000-000 ADMISSIONS AND RECORDS

Salaries - Administrative	\$39,270.00	\$17,998.75	\$3,272.50	\$21,271.25	54.17%
Salaries - Secretarial	\$73,305.00	\$37,484.75	\$6,716.88	\$44,201.63	60.30%
Salaries - Part-Time	\$7,717.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$2,820.00	\$62.00	\$0.00	\$62.00	2.20%
General Materials & Supplies	\$15,000.00	\$2,355.19	\$637.24	\$2,992.43	19.95%
Conference & Meeting Expense	\$2,500.00	\$652.66	\$100.80	\$753.46	30.14%
	\$140,612.00	\$58,553.35	\$10,727.42	\$69,280.77	49.27%

## 132-000-000 COUNSELING AND TESTING

Salaries - Professional	\$97,265.00	\$48,802.45	\$8,105.42	\$56,907.87	58.51%
Salaries - Secretarial	\$16,374.00	\$10,945.38	\$2,129.33	\$13,074.71	79.85%
Salaries - Profess. Part-Time	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Secr. Part-Time	\$4,680.00	\$0.00	\$0.00	\$0.00	0.00%
	\$123,319.00	\$59,747.83	\$10,234.75	\$69,982.58	56.75%

## 133-000-541.01 HEALTH SERVICES

General Materials & Supplies	\$100.00	\$96.95	\$0.00	\$96.95	96.95%
	\$100.00	\$96.95	\$0.00	\$96.95	96.95%

## 134-000-000 FINANCIAL AIDS

Salaries Administrative	\$51,531.00	\$23,618.43	\$4,294.26	\$27,912.69	54.17%
Salaries Secretarial	\$38,022.00	\$18,055.07	\$3,168.50	\$21,223.57	55.82%
	\$89,553.00	\$41,673.50	\$7,462.76	\$49,136.26	54.87%

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

Salaries - Administrative	\$62,616.00	\$28,699.00	\$5,218.00	\$33,917.00	54.17%
Student Activities Coord.	\$17,310.00	\$6,924.00	\$1,731.00	\$8,655.00	50.00%
Salaries - Secretarial	\$19,867.00	\$9,105.69	\$1,655.58	\$10,761.27	54.17%
Other Salaries (Coaching)	\$42,758.00	\$17,308.98	\$5,483.44	\$22,792.42	53.31%
Contractual Services	\$0.00	\$96.00	\$96.50	\$192.50	0.00%
General Materials & Supplies	\$19,210.00	\$11,585.08	\$1,661.07	\$13,246.15	68.95%
Commencement	\$7,000.00	\$1,440.03	\$524.21	\$1,964.24	28.06%
Conference & Meeting Expense	\$7,000.00	\$2,730.17	\$231.13	\$2,961.30	42.30%
Student Recruitment	\$4,000.00	\$3,111.60	\$172.55	\$3,284.15	82.10%
	\$179,761.00	\$81,000.55	\$16,773.48	\$97,774.03	54.39%
<b>TOTAL STUDENT SERVICES</b>	<b>\$533,345.00</b>	<b>\$241,072.18</b>	<b>\$45,198.41</b>	<b>\$286,270.59</b>	<b>53.67%</b>

## 140-000-000 PUBLIC SERVICES

Salaries	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL PUBLIC SERVICES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

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

Salaries - Administrative	\$40,420.00	\$18,525.87	\$3,368.34	\$21,894.21	54.17%
Salaries - Maintenance	\$94,823.00	\$145,548.70	\$25,070.93	\$170,619.63	179.93%
Salaries - Classified	\$26,232.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Cust. & Gro. Part-Time	\$25,389.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Custodial & Grounds	\$179,414.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overtime	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
Telephone	\$65,200.00	\$16,668.64	\$1,959.62	\$18,628.26	28.57%
	\$436,478.00	\$180,743.21	\$30,398.89	\$211,142.10	48.37%
<b>TOTAL OPERATIONS &amp; MAINTENANCE OF PLANT</b>	<b>\$436,478.00</b>	<b>\$180,743.21</b>	<b>\$30,398.89</b>	<b>\$211,142.10</b>	<b>48.37%</b>

## 181-000-000 GENERAL ADMINISTRATION

## 181-000-000 PRESIDENT'S OFFICE

Salaries - Administrative	\$90,384.00	\$41,426.00	\$7,532.00	\$48,958.00	54.17%
Salaries - Secretarial	\$28,432.00	\$13,031.37	\$2,369.34	\$15,400.71	54.17%
Contractual Services	\$0.00	\$400.00	\$400.00	\$800.00	0.00%
General Materials & Supplies	\$1,800.00	\$1,355.06	\$76.22	\$1,431.28	79.52%
Conference & Meeting Expense	\$4,900.00	\$1,448.61	\$500.84	\$1,949.45	39.78%
Special Affairs	\$1,500.00	\$809.28	\$0.00	\$809.28	53.95%
Other Conf. & Meeting Expense	\$8,450.00	\$3,153.75	\$13.50	\$3,167.25	37.48%
	\$135,466.00	\$61,624.07	\$10,891.90	\$72,515.97	53.53%

## 182-000-000 BUSINESS SERVICES

Salaries - Administrative	\$102,918.00	\$47,170.75	\$8,576.50	\$55,747.25	54.17%
Salaries - Professional	\$31,167.00	\$12,749.94	\$2,833.32	\$15,583.26	50.00%
Salaries - Secretarial	\$101,955.00	\$43,454.01	\$7,081.84	\$50,535.85	49.57%
Contractual Services	\$2,040.00	\$2,894.41	\$1,232.20	\$4,126.61	202.28%
General Materials & Supplies	\$6,500.00	\$4,194.43	\$472.12	\$4,666.55	71.79%
Conference & Meeting Expense	\$3,400.00	\$1,378.66	\$371.58	\$1,750.24	51.48%
	\$247,980.00	\$111,842.20	\$20,567.56	\$132,409.76	53.40%
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>\$383,446.00</b>	<b>\$173,466.27</b>	<b>\$31,459.46</b>	<b>\$204,925.73</b>	<b>53.44%</b>

## 190-000-000 INSTITUTIONAL SUPPORT

## PRINT SHOP

Salaries - Secretarial	\$18,958.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$0.00	\$326.00	\$118.25	\$444.25	0.00%
General Materials & Supplies	\$0.00	(\$1,606.36)	(\$1,475.28)	(\$3,081.64)	0.00%
Conference & Meeting Expense	\$100.00	\$0.00	\$0.00	\$0.00	0.00%

## MARKETING &amp; PUBLIC RELATIONS

Salaries - Administrative	\$35,708.00	\$16,366.13	\$2,975.66	\$19,341.79	54.17%
Salaries - Secretarial	\$19,330.00	\$8,859.62	\$1,610.84	\$10,470.46	54.17%
General Materials & Supplies	\$10,000.00	\$10,058.50	\$1,014.34	\$11,072.84	110.73%
Publications	\$50,600.00	\$0.00	\$0.00	\$0.00	0.00%
Advertising	\$26,750.00	\$12,043.73	\$5,317.36	\$17,361.09	64.90%
Conference & Meeting Expense	\$1,600.00	\$1,089.61	\$0.00	\$1,089.61	68.10%

## 191-000-000 BOARD OF TRUSTEES

Salaries - Secretarial	\$950.00	\$410.12	\$82.04	\$492.16	51.81%
Contractual Legal	\$7,000.00	\$2,520.54	\$2.05	\$2,522.59	36.04%
Other General Supplies	\$900.00	\$259.58	\$21.01	\$280.59	31.18%
Conference & Meeting Expense	\$4,900.00	\$1,616.72	\$236.14	\$1,852.86	37.81%

## 192-000-000 INSTITUTIONAL SUPPORT EXPENSES

Salaries - Secretarial	\$19,213.00	\$9,813.17	\$1,640.28	\$11,453.45	59.61%
Student Employees	\$55,329.00	\$0.00	\$0.00	\$0.00	0.00%
Group Medical & Life Insurance	\$477,000.00	\$2,576.87	\$119,825.76	\$122,402.63	25.66%
Medical Examination Fee	\$0.00	\$1,578.08	\$0.00	\$1,578.08	0.00%
Tuition Reimbursement	\$9,800.00	\$3,493.00	\$2,100.00	\$5,593.00	57.07%
Retirement Benefits	\$32,615.00	\$5,093.80	(\$32,216.80)	(\$27,123.00)	-83.16%
Curriculum Development	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
UNALLOCATED Contractual	\$700.00	\$0.00	\$274.75	\$274.75	39.25%
In-Service Training	\$2,000.00	\$577.47	\$770.50	\$1,347.97	67.40%
Supplies (Faculty Association)	\$200.00	\$34.17	\$2.10	\$36.27	18.13%
Postage	\$47,700.00	\$35,870.05	\$3,293.63	\$39,163.68	82.10%
Institutional Supplies	0.00	23.73	0.00	\$23.73	ERR
Publications/Dues	\$9,500.00	\$8,419.73	\$2,811.26	\$11,230.99	118.22%
Advertising	\$2,000.00	\$266.82	\$0.00	\$266.82	13.34%
Recruitment	\$10,000.00	\$9,699.58	\$1,250.00	\$10,949.58	109.50%
	\$666,757.00	\$77,446.47	\$99,751.48	\$177,197.95	26.58%

## 192-000-580 CAPITAL OUTLAY

Equipment	\$51,140.00	\$49,526.10	\$0.00	\$49,526.10	96.84%
Projects	\$4,000.00	\$879.08	\$0.00	\$879.08	0.00%
Equipment DAVTE	\$8,000.00	\$0.00	\$0.00	\$0.00	0.00%
Equipment - Carryover	\$9,500.00	\$0.00	\$0.00	\$0.00	0.00%

	\$72,640.00	\$50,405.18	\$0.00	\$50,405.18	69.39%
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## 193-000-000 AFFIRMATIVE ACTION

Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$500.00	\$410.17	\$0.00	\$410.17	82.03%
Conference & Meeting Expense	\$300.00	\$0.00	\$0.00	\$0.00	0.00%

	\$900.00	\$410.17	\$0.00	\$410.17	45.57%
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## 194-000-000 INSTITUTIONAL RESEARCH

Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$500.00	\$0.00	\$0.00	\$0.00	0.00%

	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
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## 195-000-000 INFORMATION SYSTEMS

Salaries Administrative	\$51,531.00	\$23,618.43	\$4,294.26	\$27,912.69	54.17%
Salaries Professional	\$42,400.00	\$21,933.37	\$3,533.34	\$25,466.71	60.06%
Salaries Office Staff	\$24,934.00	\$12,534.54	\$1,590.92	\$14,125.46	56.65%
Salaries Classified (title III)	\$6,543.00	\$1,817.60	\$727.04	\$2,544.64	38.89%
Contractual Services - Admin.	\$115,000.00	\$54,352.17	\$1,540.00	\$55,892.17	48.60%
Contractual Services - Educ.	\$21,450.00	\$900.00	\$0.00	\$900.00	4.20%
General Supplies - Admin.	\$16,900.00	\$6,312.97	\$444.61	\$6,757.58	39.99%
General Supplies - Educ.	\$11,125.00	\$3,187.12	\$77.45	\$3,264.57	29.34%
Conference & Meeting Expense	\$4,400.00	\$319.18	(\$86.00)	\$233.18	5.30%

	\$294,283.00	\$124,975.38	\$12,121.62	\$137,097.00	46.59%
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## 196-000-000 VICE PRESIDENT OF COLLEGE ADVANCEMENT

Salaries - Administrative	\$59,812.00	\$27,413.87	\$3,179.65	\$30,593.52	51.15%
Salaries - Secretarial	\$20,746.00	\$9,508.62	\$1,728.84	\$11,237.46	54.17%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$2,500.00	\$651.41	(\$521.03)	\$130.38	5.22%
Conference & Meeting Expense	\$2,900.00	\$50.00	\$86.00	\$136.00	4.69%

	\$85,958.00	\$37,623.90	\$4,473.46	\$42,097.36	48.97%
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## 197-000-593 TUITION CHARGE-BACK

	\$27,000.00	\$14,592.19	\$742.68	\$15,334.87	56.80%
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	\$27,000.00	\$14,592.19	\$742.68	\$15,334.87	56.80%
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## 199-000-600 PROVISION FOR CONTINGENCIES

	\$5,459.00	\$0.00	\$0.00	\$0.00	0.00%
	\$5,459.00	\$0.00	\$0.00	\$0.00	0.00%

TOTAL INSTITUTIONAL SUPPORT	\$1,330,293.00	\$357,397.48	\$126,991.65	\$484,389.13	36.41%
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TOTAL EDUCATIONAL FUND EXPENDITURES . . . . .	\$5,961,300.00	\$2,282,440.02	\$503,893.91	\$2,786,333.93	46.74%
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## FUND: OPERATION &amp; MAINTENANCE OF PLANT

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

Contractual Services	\$62,000.00	\$26,778.59	\$5,876.15	\$32,654.74	52.67%
Contractual - Power Generation	\$6,000.00	\$0.00	\$0.00		0.00%
General Materials & Supplies	\$62,000.00	\$23,201.73	\$1,314.17	\$24,515.90	39.54%
Conference & Meeting Expense	\$2,200.00	\$1,603.37	\$25.99	\$1,629.36	74.06%
Gas	\$90,000.00	\$32,807.66	\$3,354.07	\$36,161.73	40.18%
Electricity	\$211,000.00	\$112,111.48	\$17,730.35	\$129,841.83	61.54%
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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290-000-000 INSTITUTIONAL SUPPORT					
Provision for Contingencies	\$500.00	\$0.00	\$395.00	\$395.00	79.00%
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TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$433,700.00	\$196,502.83	\$28,695.73	\$225,198.56	51.92%
	=====	=====	=====	=====	=====
TOTAL OPERATING FUND EXPENDITURES	\$6,395,000.00	\$2,478,942.85	\$532,589.64	\$3,011,532.49	98.67%
	=====	=====	=====	=====	=====

EXPENDITURES		BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND</b>						
1292-000-000 Institutional Support						
1292-000-517	Salaries	\$103,000.00	\$34,513.05	\$6,225.46	\$40,738.51	39.55%
	Federal Work Study	\$0.00	\$1,620.91	\$416.07	\$2,036.98	ERR
1292-000-521	Health & Life Insurance	\$18,000.00	\$6,073.65	\$1,214.73	\$7,288.38	40.49%
1292-000-523	Worker's Compensation	\$32,000.00	\$33,389.52	(\$188.83)	\$33,200.69	103.75%
1292-000-526	Unemployment Insurance	\$15,000.00	\$687.08	(\$68.86)	\$618.22	4.12%
1292-000-527	Medicare	\$20,000.00	\$10,235.20	\$3,701.11	\$13,936.31	53.60%
1292-000-529	FICA Insurance	\$22,000.00	\$1,116.39	\$275.73	\$1,392.12	6.33%
1292-000-535	Legal Controls	\$14,000.00	\$8,328.09	\$868.50	\$9,196.59	65.69%
1292-000-565	Tort Liability Insurance	\$156,000.00	\$146,235.06	\$46,018.02	\$192,253.08	123.24%
TOTAL LIABILITY, PROTECTION & SETTLEMENT EXPENDITURES		\$386,000.00	\$242,198.95	\$58,461.93	\$300,660.88	77.89%
<b>AUDIT FUND</b>						
1192-000-531	Contractual Services	\$24,400.00	\$23,149.00	\$0.00	\$23,149.00	94.87%
TOTAL AUDIT FUND EXPENDITURES		\$24,400.00	\$23,149.00	\$0.00	\$23,149.00	94.87%
<b>WORKING CASH FUND</b>						
700-000-711	- Transfer to Educational Fund	\$98,000.00	\$0.00	\$0.00	\$0.00	0.00%
700-000-711.01	- Transfer to Operations and Maintenance Fund	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL WORKING CASH FUND EXPENDITURES		\$110,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>CAPITAL PROJECTS</b>						
<b>BUILDING BOND PROCEEDS FUND</b>						
1390-000-000 Institutional Support						
1390-000-589	- Other Capital Outlay	\$65,000.00	\$58,523.57	\$2,500.00	\$61,023.57	93.88%
TOTAL BUILDING BOND PROCEEDS FUND EXPENDITURES		\$65,000.00	\$58,523.57	\$2,500.00	\$61,023.57	93.88%
<b>OPERATIONS AND MAINTENANCE (RESTRICTED) FUND</b>						
0390-000-584	- Capital (Protection, Health and Safety)	\$1,728,000.00	\$677,343.06	\$596,698.77	\$1,274,041.83	73.73%
TOTAL OPERATIONS AND MAINTENANCE (RESTRICTED) FUND		\$1,728,000.00	\$677,343.06	\$596,698.77	\$1,274,041.83	73.73%
<b>PROPRIETARY FUNDS</b>						
Bookstore Expenditures		\$645,000.00	\$350,949.46	\$36,600.83	\$387,550.29	60.09%
TOTAL PROPRIETARY FUNDS EXPENDITURES		\$645,000.00	\$350,949.46	\$36,600.83	\$387,550.29	60.09%

REVENUE		BUDGET	PREVIOUS RECEIPTS	THIS MONTH	TOTAL RECEIPTS	%
<b>100-000-400 EDUCATIONAL FUND</b>						
<b>100-000-410 Local Governmental Sources</b>						
100-000-411.01	1/2 1991 Taxes	\$830,000.00	\$792,058.33	\$24,531.41	\$816,589.74	98.38%
100-000-411.02	1/2 1992 Taxes	\$855,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-414	Chargeback Revenue Back Taxes	\$5,000.00 \$0.00	\$563.68 \$160.84	\$0.00	\$563.68 \$160.84	11.27%
<b>TOTAL LOCAL GOVERNMENT REVENUE</b>		<b>\$1,690,000.00</b>	<b>\$792,782.85</b>	<b>\$24,531.41</b>	<b>\$817,314.26</b>	<b>48.36%</b>
<b>100-000-420 State Governmental Sources</b>						
100-000-421	- ICCB Credit Hour Grants	\$1,424,768.00	\$356,192.00	\$134,144.75	\$490,336.75	34.42%
100-000-421.02	- State Equalization Grants	\$426,845.00	\$106,711.25	\$0.00	\$106,711.25	25.00%
100-000-423	- Vocational Technical Education	\$75,000.00	\$47,924.22	\$0.00	\$47,924.22	63.90%
100-000-427	- Regular Reimbursement Corporate Personal Property Replacement Tax	\$174,687.00	\$33,542.18	\$15,193.83	\$48,736.01	27.90%
<b>TOTAL STATE GOVERNMENT REVENUE</b>		<b>\$2,101,300.00</b>	<b>\$544,369.65</b>	<b>\$149,338.58</b>	<b>\$693,708.23</b>	<b>33.01%</b>
<b>100-000-430 Federal Governmental Sources</b>						
100-000-439	- Other Federal	\$7,000.00	\$1,010.00	\$0.00	\$1,010.00	14.43%
<b>TOTAL FEDERAL GOVERNMENT REVENUE</b>		<b>\$7,000.00</b>	<b>\$1,010.00</b>	<b>\$0.00</b>	<b>\$1,010.00</b>	<b>14.43%</b>
<b>100-000-440 Student Tuition and Fees</b>						
100-000-441.01	- Summer	\$182,000.00	\$157,452.28	\$0.00	\$157,452.28	86.51%
100-000-441.02	- Fall	\$850,000.00	\$302,783.72	\$300,520.32	\$603,304.04	70.98%
100-000-441.03	- Spring	\$812,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL TUITION</b>		<b>\$1,844,000.00</b>	<b>\$460,236.00</b>	<b>\$300,520.32</b>	<b>\$760,756.32</b>	<b>41.26%</b>
100-000-442.01	Graduation Fees	\$6,000.00	\$1,150.00	\$310.00	\$1,460.00	24.33%
100-000-442.04	- Transcript Fees	\$2,000.00	\$1,857.00	\$372.00	\$2,229.00	111.45%
100-000-442.05	- Lab Fees	\$59,000.00	\$5,843.60	\$0.00	\$5,843.60	9.90%
<b>100-000-442 Total Fees</b>		<b>\$67,000.00</b>	<b>\$8,850.60</b>	<b>\$682.00</b>	<b>\$9,532.60</b>	<b>14.23%</b>
<b>100-000-442.09 - Public Service Income</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>ERR</b>
<b>TOTAL TUITION AND FEES REVENUE</b>		<b>\$1,911,000.00</b>	<b>\$469,086.60</b>	<b>\$301,202.32</b>	<b>\$770,288.92</b>	<b>40.31%</b>

100-000-470	Other Facilities Rental	\$0.00	\$0.00	\$0.00	\$0.00	
	Investment Interest Revenue	\$35,000.00	\$21,589.38	\$3,363.27	\$24,952.65	71.29%
100-000-499	Miscellaneous Revenue	\$39,000.00	\$4,906.32	\$45,307.47	\$50,213.79	128.75%
100-000-721	Transfer from Working Cash	\$98,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-721.01	Transfer from Auxiliary Fund	\$38,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL OTHER SOURCES REVENUE</b>		<b>\$210,000.00</b>		<b>\$48,670.74</b>	<b>\$75,166.44</b>	<b>35.79%</b>
<b>TOTAL EDUCATIONAL FUND REVENUE</b>		<b>\$5,919,300.00</b>	<b>\$1,833,744.80</b>	<b>\$523,743.05</b>	<b>\$2,357,487.85</b>	<b>39.83%</b>

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

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

200-000-411.01 - 1991 Taxes	\$102,000.00	\$96,619.15	\$3,003.81	\$99,622.96	97.67%
200-000-411.02 - 1992 Taxes	\$105,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$19.70	\$0.00	\$19.70	0.00%
<b>Total Local Government</b>	<b>\$207,000.00</b>	<b>\$96,638.85</b>	<b>\$3,003.81</b>	<b>\$99,642.66</b>	<b>48.14%</b>

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

200-000-427 - Replacement of Corporate Personal Property Tax	\$21,700.00	\$3,482.26	\$1,887.49	\$5,369.75	24.75%
200-000-469 Facilities Revenue	\$5,000.00	\$3,037.66	\$1,109.84	\$4,147.50	0.00%
200-000-470 Investment Interest Revenue	\$40,000.00	\$8,603.12	\$1,789.59	\$10,392.71	25.98%
Other Revenue	\$0.00	\$1,707.00	\$0.00	\$1,707.00	\$0.00
200-000-721 Transfer from Working Cash Fund	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
200-000-721.01 Transfer from Auxiliary Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL OPERATIONS AND MAINTENANCE FUND REVENUE</b>	<b>\$285,700.00</b>	<b>\$113,468.89</b>	<b>\$7,790.73</b>	<b>\$121,259.62</b>	<b>42.44%</b>

**TOTAL OPERATING BUDGETED REVENUE**

<b>\$6,205,000.00</b>	<b>\$1,947,213.69</b>	<b>\$531,533.78</b>	<b>\$2,478,747.47</b>	<b>39.95%</b>
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**SPECIAL REVENUE****LIABILITY, PROTECTION, AND SETTLEMENT FUND****1200-000-410 Local Governmental Sources**

1200-000-411.01	1991 Taxes	\$115,000.00	\$109,446.03	\$3,402.31	\$112,848.34	98.13%
1200-000-411.02	1992 Taxes	\$219,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Back Taxes	\$0.00	\$22.45	\$0.00	\$22.45	0.00%
1200-000-470	Interest Income	\$14,000.00	\$4,115.64	\$828.84	\$4,944.48	35.32%
<b>TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND REVENUE</b>		<b>\$348,000.00</b>	<b>\$113,584.12</b>	<b>\$4,231.15</b>	<b>\$117,815.27</b>	<b>33.85%</b>
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**AUDIT FUND****1100-000-410 Local Governmental Sources**

1100-000-411.01	1991 Taxes	\$11,200.00	\$10,650.72	\$330.42	\$10,981.14	98.05%
1100-000-411.02	1992 Taxes	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Back Taxes	\$0.00	\$2.17	\$0.00	\$2.17	0.00%
1100-000-470	Interest Income	\$1,200.00	\$426.72	\$91.04	\$517.76	43.15%
<b>TOTAL AUDIT FUND REVENUE</b>		<b>\$24,400.00</b>	<b>\$11,079.61</b>	<b>\$421.46</b>	<b>\$11,501.07</b>	<b>47.14%</b>
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**DEBT SERVICES****WORKING CASH FUND****700-000-470 Other Sources**

700-000-470	- Interest Income	\$110,000.00	\$32,305.36	\$8,428.55	\$40,733.91	37.03%
<b>TOTAL WORKING CASH FUND REVENUE</b>		<b>\$110,000.00</b>	<b>\$32,305.36</b>	<b>\$8,428.55</b>	<b>\$40,733.91</b>	<b>37.03%</b>
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CAPITAL PROJECTS

BUILDING BOND PROCEEDS FUND

1300-000-470 Other Sources

1300-000-470 Interest Income	\$40,000.00	\$15,218.11	\$2,845.17	\$18,063.28	45.16%
TOTAL BUILDING BOND PROCEEDS FUND REVENUE	\$40,000.00	\$15,218.11	\$2,845.17	\$18,063.28	45.16%

PROTECTION, HEALTH, AND SAFETY FUND

0300-000-410 Local Governmental Sources

0300-000-411.01 1991 Taxes	\$170,000.00	\$161,035.11	\$5,006.36	\$166,041.47	97.67%
0300-000-411.02 - 1992 Taxes	\$175,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$32.82	\$0.00	\$32.82	0.00%
Total Local Government Sources	\$345,000.00	\$161,067.93	\$5,006.36	\$166,074.29	48.14%
Bond Issue					
0300-000-470 - Interest Income	\$1,200,000.00	\$1,224,637.00	\$0.00	\$0.00	\$0.00
	\$2,000.00	\$3,144.15	\$3,007.28	\$6,151.43	307.57%
	\$1,202,000.00	\$1,227,781.15	\$3,007.28	\$1,230,788.43	\$3.08
TOTAL PROTECTION, HEALTH, AND SAFETY FUND REVENUE	\$1,547,000.00	\$1,388,849.08	\$8,013.64	\$1,396,862.72	90.29%

PROPRIETARY FUNDS

BOOKSTORE	\$700,000.00	\$406,437.07	\$39,193.02	\$445,630.09	63.66%
TOTAL REVENUE	\$8,974,400.00	\$3,914,687.04	\$594,666.77	\$4,509,353.81	50.25%

DOLLY VALLEY COMMUNITY COLLEGE

APPROVED  
*William B. Yerum*  
Talit Curran  
SECRETARY

DATE \_\_\_\_\_

**TO:** Dr. Richard Behrendt  
**FROM:** Ron Appuhn *Rm*  
**DATE:** January 4, 1993  
**SUBJECT:** Health/Life Insurance Report for January Board Meeting

The figures listed below summarize the year-to-date financial data concerning health/life insurance through December 22, 1992. Please be advised that these numbers include retirees, COBRA participants, and grant employees.

**I. Self-Funded Plan - August 1992 through December 1992**

Fixed medical premium costs paid	\$ 50,492.06
Medical payments to employees and providers	<u>66,721.33</u>
Total medical costs	117,213.39
Life insurance premium costs paid	<u>7,890.40</u>
 Total Health/Life Insurance Payments	\$125,103.79

**II. Prudential Plan - August 1992 through December 1992**

Estimated premiums payable (without 2 1/2% increase)	
Medical (\$52,488.40 x 5)	\$262,442.00
Life (\$2,052.15 x 5)	<u>10,260.75</u>
 Total Health/Life Insurance Payments	\$272,702.75

**cc: Insurance Advisory Committee  
John Wardell**

For Board Meeting  
of January 25, 1993

Agenda Item F-6

**FINAL CONSTRUCTION COMPLIANCE PROJECTS**

The college has recently completed two Protection, Health and Safety Projects, namely, the exterior lighting safety repair, and the wastewater treatment project. In addition, the locally funded (Building Bond Proceeds Fund) outdoor restroom facility project has also been completed.

**RECOMMENDATION:** Board approval of the attached three Statements of Final Construction Compliance/Final Completion for these three projects.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

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TO: Dr. Richard Behrendt

FROM: Ron Appuhn *Ron*

DATE: January 15, 1992

SUBJECT: Completion of Two Protection, Health and Safety Projects and  
a Locally Funded Project

Final completion of the Exterior Lighting Safety Repair project has been certified by the architect, FGM/c Inc. of Oak Brook. Final completion of the Wastewater Treatment project has been certified by the architect, Willett Hofmann and Associates, Inc. of Dixon. The Statements of Final Construction Compliance for these two protection, health and safety projects are attached.

In addition, Willett Hofmann has certified the final completion of the Restroom Facility project. The Statement of Final Completion for this locally funded (building bond proceeds fund) project is attached.

I recommend Board approval of the three Statements of Final Construction Compliance/Final Completion for these projects as attached.

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**Statement of Final Completion of State and Locally Funded Projects**

Name and address of architect/engineer providing the Statement of Final Completion:

Willett, Hofmann and Associates, Inc.  
P.O. Box 367  
Dixon, Illinois 61021

Final cost and scope of the project: Restroom Facility 506-L-003-0592

Approved Budget \$ 62,653      Actual Cost \$ 62,485.62

Approved Scope:      Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	<u>96 s.f.</u>	<u>96 s.f.</u>
Other	<u>96 s.f.</u>	<u>96 s.f.</u>

I have reviewed the original approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Mark H. Ober  
Architect/Engineer's Signature

1/7/93

Date

062-046214  
Illinois Registration or License Number

SEAL

William B. Lamm  
District Official's Signature

January 25, 1993

Date

PROTECTION, HEALTH, AND SAFETY PROJECTPage 1 of 1

## Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Willett, Hofmann and Associates, Inc.  
P.O. Box 367  
Dixon, Illinois 61021

Final cost of the project: Wastewater Treatment 506-T-383-1290

Approved Budget \$ 156,000 Actual Cost \$ 137,339.73

I have reviewed the original recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Bernard H Klingenbeck  
Architect/Engineer's Signature

1/7/93

62-28885  
Illinois Registration or License Number



Approved by the Sauk Valley Community College

Board of Trustees

Date January 25, 1993

Signed Willie B. Green, Chairperson

Dick Jensen, Secretary

## AND SAFETY PROJECT

Page 1 of

## Statement of Final Construction Compliance

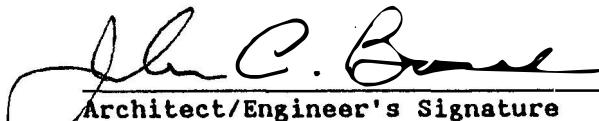
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

FGM/c, Inc.  
1301 West 22nd Street  
Oak Brook, Illinois 60521

Final cost of the project: Exterior Lighting Safety Repairs 506-T-455-1191

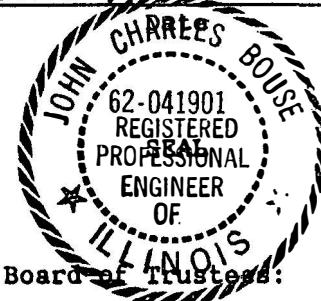
Approved Budget \$ 417,064      Actual Cost \$ 420,800.89

I have reviewed the original recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
John C. Bouse  
Architect/Engineer's Signature

62-041901  
Illinois Registration or License Number

JAN 9 1993



Approved by the Sauk Valley Community College

Board of Trustees:

Date January 25, 1993

Signed William B. Johnson, Chairperson

Blair D. Dunn, Secretary

For Board Meeting  
of January 25, 1993

Agenda Item H-1

**ADMINISTRATIVE RETIREMENT**

We have received the attached letter from Virginia Thompson, Vice President of Instructional Services, indicating her desire to retire in the fall of 1993.

**RECOMMENDATION:** Board approval to accept with regret the retirement of Dr. Virginia Thompson, to be effective September 30, 1993.



# Sauk Valley Community College

DIXON, IL 61021-9110

Dean of Instruction

January 13, 1993

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

Dear Richard:

It is with very mixed feelings that I write this letter indicating my plans to retire in the fall of 1993. I am planning an effective date of September 30, but I can be flexible depending on the needs of the college.

Although the fact that Dave retired last summer plays a role, the major factor influencing my decision is my desire to be able to spend more time with and assist my parents in the next few years.

I have thoroughly enjoyed my years at Sauk and the opportunity of working with the staff here. Please be assured that I will continue to do all I can for the college during the coming months and assist in any way desirable for the transition to a new vice president.

Sincerely,

A handwritten signature in cursive script that appears to read "Virginia".

Dr. Virginia Thompson  
Vice President of Instructional Services

js

For Board Meeting  
of January 25, 1993

Agenda Item H-2

**PART-TIME FACULTY**

The attached list of part-time faculty members for the Spring 1993 semester is submitted for Board approval.

**RECOMMENDATION:** Board approval of the attached list of part-time faculty members for Spring 1993.

For Board Meeting  
of January 25, 1993

Agenda Item H-3

**FACULTY SENIORITY LIST**

Recent legislation requires the college to establish a list of faculty by seniority each year in the event there would be a reduction in force. Following Board approval, this list will be sent to the SVCC Faculty Association before the deadline of February 1, 1993.

**RECOMMENDATION:** Board approval of the attached faculty seniority list.

**FACULTY SENIORITY LIST**

	<b>NAME</b>	<b>BOARD APPROVAL</b>	<b>CONTRACT SIGNED</b>	<b>TEACHING AREA(S)</b>
1.	Youker, David	6-20-66	6-2-66	Biology
2.	Weller, Mary	6-20-66	6-10-66	Biology
3.	Guinnup, Max	6-27-66	6-22-66	Music
4.	Palumbo, Frank	6-27-66	6-24-66	Physical Education
5.	Mathis, Jerry	7-7-66		Speech
6.	Vrhel, George	8-9-66		Sociology/ Psychology
7.	Heuck, Dale	3-27-67		Chemistry
8.	Pinter, Karen	5-10-67		Academic Skills/English
9.	Matter, Robert	6-26-67	5-27-67	Art
10.	Lillyman, Kathryn	6-26-67	6-12-67	Language/ English
11.	Nesbit, Fred	7-24-67		Psychology
12.	Wharton, Robert	8-14-67	8-5-67	Social Science
13.	Burton, Donald	8-14-67	8-14-67	Business
14.	Melvin, Joan	8-28-67		Nursing
15.	Harding, Thomas	5-27-68	4-29-68	Physics/Math
16.	Hartje, Ronald	5-27-68	5-5-68	Accounting
17.	Beatty, Edward	5-27-68	5-24-68	English
18.	Paulsen, Duane	5-27-68	5-26-68	Learning Resource Center
19.	Grossman, Leona	8-25-69		Nursing
20.	Barber, James	5-11-70	5-5-70	Speech/English

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
21.	Thomas, Robert	6-22-70		Learning Resource Center
22.	Dill, Ross	8-10-70	8-1-70	English
22.	Oster, Charles	8-10-70	8-1-70	Drafting
24.	Hedstrom, Ruth	5-8-73		Music
25.	Happach, Ronald	7-22-74	7-28-74	Heating, Air Conditioning, Quality Control
26.	Gates, Carl	8-13-74		Business
27.	Bailey, Glenn	5-27-75		Office and Administrative Services
28.	Halgren, Betty	8-23-76		Audio Visual
29.	Shippert, Stanley	7-11-77		Rad Tech
30.	Frana, Jerry	8-22-77		Machine Tool
31.	White, Peggy	5-16-78		Med Lab
32.	West, Charles	8-14-79		Accounting
33.	Cox, Doris	8-21-80		Academic Skills
34.	Ralph Pifer	8-4-81		Psychology/ Sociology
35.	Willett, Mary	11-22-82		Nursing
36.	Clydesdale, David	8-29-83		Math
37.	Cogdall, Jean	7-23-84		Electronics
38.	McNeal, Norman	7-17-85		Data Processing/ Physics
39.	Breed, Thomas	9-23-85		Counselor

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
40.	Leseman, Jolene	4-28-86	5-9-86	Physical Education
41.	Kerber, Joan	4-28-86	5-11-86	Counselor
42.	Wardell, John	6-22-87		Electronics
43.	Day, Dennis	7-27-87	7-2-87	Data Processing
44.	Gehlbach, Chris	7-27-87	7-13-87	Nursing
45.	Etter, Ernie	7-26-88		Math
46.	Shaff, Steven	5-22-89		Math
47.	Williamson, Judy	6-26-89		English
48.	Turk, Kay	7-31-89	8-2-89	Learning Assistance Center
49.	Hill, Debi	7-31-89	8-3-89	Speech/English
50.	Tuft, Jeanine	8-27-90		Nursing
51.	Kiele, Beverly	3-25-91		Rad Tech
52.	Coffman, D. Frank	7-29-91	8-4-91	English
53.	Berkey, Noel	7-29-91	8-7-91	English
54.	Smith, Bradley	6-22-92	7-7-92	Biology
55.	Abudiab, Nizar	6-22-92	7-13-92	Data Processing
56.	Alfano, Cindy	7-27-92		Counseling
57.	Hamlin, Leon	8-24-92	10-7-92	Criminal Justice
58.	Edelbach, David	8-24-92	10-8-92	Chemistry

12-92

C:Senority.lst

For Board Meeting  
of December 21, 1992

Agenda Item I-1

**CLUBS AND ORGANIZATION REVISION**  
**(SECOND READING)**

The attached policy changes were suggested by the Student Senate/Student Government, approved by Vice President Sagmoe, and approved for first reading at the December Board meeting.

**RECOMMENDATION:** Board approval of the attached policy changes for second reading.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

## **MEMORANDUM**

**TO:** Dr. Behrendt *[Signature]*      **DATE:** December 16, 1992  
**FROM:** John Sagmoe *[Signature]*      **SUBJECT:** Attached Proposal - Revisions  
Of Board Policy As It Relates  
To Student Government

I have reviewed the attached policy recommendations presented by the Sauk Valley Community College Student Government and I recommend their approval. For the most part, they are primarily title changes to bring the wording in line with current practice and they are not substantive changes in policy.

The recommended change in policy 6.25.01 Clubs and Organizations is more substantive and changes the minimum requirement for office holders from full-time to part-time. This change recognizes that over 2/3 of our student populations is part-time and is more reflective of our actual enrollment in terms of representation.

The recommendation to allow a student to hold more than one major office is more appropriate for a college such as Sauk Valley and affords opportunities for the multi-talented student.

JES/dd  
attachment

**To:** Dr. Richard Behrendt  
**From:** SVCC Student Government  
**Date:** 12-10-92  
**Subject:** Proposed agenda item for the December 21 Board Meeting

At the December 9th meeting of the Student Government we passed a motion to request a revision in Board policy 625.01.

The purpose of this proposed revision is to help recruit and retain desperately needed members to student organizations.

**625.01 Clubs and Organizations Policy**

**Section D paragraph 5 page 644**

**(original)**

A major office holder (editor, vice-president, secretary, committee chair, etc.) must be a full-time student and clear of academic probation as defined by the College. A Student may hold only one major office.

**(proposed revision)**

A major office holder (editor, vice-president, secretary, committee chair, ect.) must be at least a credit hours or student and clear of academic probation as defined by the College.

**Respectfully submitted**

**Jack** **Student Trustee**

For Board Meeting  
of January 25, 1993

Agenda Item I-2

**DONATIONS**

The college has received a donation of one CAM Mist Therapy Unit for our Pediatric Crib from CGH Medical Center, Sterling, and two newborn crib units for the college Special Concepts Lab from KSB Hospital in Dixon.

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



Sauk Valley  
Community  
College

## MEMORANDUM

173 IL RTE. 2 • DIXON, IL, ILLINOIS 61021 • 800-755-7285 • 815-288-5511 • FAX 815-288-5958

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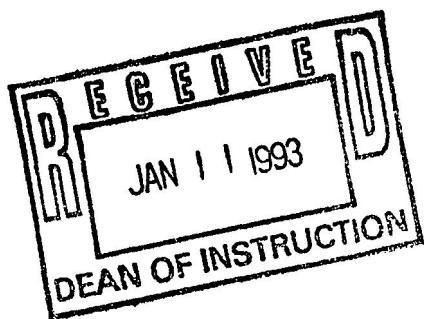
TO: Dick Holtam  
FROM: Rosemary Johnson *RF*  
DATE: January 8, 1993  
SUBJECT: Equipment Donations

We recently received equipment donations for our Nursing Lab from CGH Medical Center and KSB Hospital.

CGH Medical Center donated one CAM Mist Therapy Unit for our Pediatric Crib. A used CAM Unit would have cost \$1200.00. KSB Hospital donated two (2) newborn crib units for our Special Concepts Lab.

These donations are greatly appreciated by the Nursing Faculty, as they will facilitate learning activities for our students.

pre



For Board Meeting  
of January 25, 1993

Agenda Item I-3

**CLOSED SESSION MINUTES REVIEW**

In compliance with Illinois law, I have reviewed the Board of Trustees executive session minutes through December 21, 1992, and also sessions which were previously closed. I am recommending the following closed session minutes remain closed for the reasons listed, but the remaining minutes (some of which were closed sessions before) can now be opened to the public and will be placed in the notebook maintained in the office of the Secretary to the Board of Trustees.

<u>Date of Closed Session</u>	<u>Reason to be Kept Confidential</u>
January 28, 1991	Appointment, Employment or Dismissal of Personnel
February 25, 1991	Appointment, Employment or Dismissal of Personnel
May 29, 1991	Appointment, Employment or Dismissal of Personnel
October 28, 1991	Appointment, Employment or Dismissal of Personnel
May 26, 1992 (second session)	Collective Bargaining
June 22, 1992 (second session)	Collective Bargaining
July 27, 1992 (first session)	Collective Bargaining
August 24, 1992	Collective Bargaining
September 28, 1992	Collective Bargaining
December 21, 1992	Appointment, Employment or Dismissal of Personnel

**RECOMMENDATION:** Board approval to keep confidential the closed session minutes listed above.

Date: January 17, 1993

To: Board of Trustees

From: Richard Groharing *Rich*

Subject: ICCTA Seminar and Board of Representatives Meeting  
Bloomington, IL  
January 15/16 1993

The morning seminar, presented by Gary Davis, explored the role of the board chair. The featured speaker at the noon luncheon was Clayton Thomas, a professor at ISU, and a nationally noted expert on group dynamics. Thomas' talk focused on the "consensus" method of decision making. The afternoon session, presented by Joan Isenberg, emphasized teamwork for group decision-makers. I've included some handouts from the sessions. I am becoming more and more convinced that consensus decision-making, or at least using the discussion aspect of it, are extremely important. It was pointed out time and again during the three sessions that each member of the group must support the group decision once it has been made. I think that having one of these people lead us through a discussion on "boardsmanship" at a special retreat, would make us a better board.

At the Excellence/Trusteeship Committee meeting we discussed and firmed up the offerings for the March 13 and April 16 ICCTA meeting. In March the Friday seminar will be on Board Self-evaluation, (which we haven't done for a long time); and in April the seminar will be on the recent changes in North Central accreditation standards. The Saturday morning roundtable discussions will be follow-ups on the seminar topics.

I also am serving on this year's Nominating committee which met for the first time later Friday evening. During our rather short meeting we agreed that all candidates for office would be interviewed in March, and that we would reach our conclusions that same night, or at a special meeting early the next morning. We have received applications from only two candidates - both for the office of VP.

You will be receiving a copy of the highlights of the Saturday morning Board meeting directly from the ICCTA. As B. J. can attest, lengthy discussions were held on several subjects.

## ROLES OF THE BOARD CHAIR

A chair plays critical roles in assisting the board to be effective and to be in charge.

The chair carries out important board work at board meetings, and also between board meetings.

### Before the Meeting:

- o Review the meeting agenda with your president.
- o Discuss who will handle various agenda items, and how they will be handled. Anticipate the needs of the press. (Briefing before the meeting? After?)
- o Try to anticipate things that might come up during the meeting. How will you handle them?

### During the Meeting:

- o Run it. You are communicating an important public message by being in charge of the board meeting.
- o Ensure opportunities for other board members to participate, give their reactions, ask their questions.
- o Ask your president to provide information or technical expertise.
- o Be courteous and responsive to your public. Provide opportunities early and late in the meeting for public comment. A visitors agenda is often helpful. Be sure those in the audience can see members of the board, and hear their discussion.
- o Keep things moving and on track.

### After the Meeting:

- o Evaluate how well the meeting went. Talk it over with the president or other board members. Focus on specific things that helped or hindered meeting progress.
- o Review the minutes of the meeting. Is there a record of the important discussions and board actions?
- o Make sure the right person is assigned the task of reporting the meeting to the public, (e.g. press releases, etc.).

-Calvin Jackson and Clayton Thomas (adapted)  
MJ1-15c.bm

## Groupthink

Where groups become very cohesive, there is danger that they become victims of their own closeness.

### *Symptoms*

1. Illusions of the group as invulnerable.
2. Rationalizing away data that disconfirm assumptions and beliefs.
3. Unquestioned belief in group's inherent morality.
4. Stereotyping competitors as weak, evil, stupid, and so on.
5. Direct pressure on deviants to conform.
6. Self-censorship by members.
7. Illusion of unanimity (silence equals consent).
8. Self-appointed "mind guards"—protecting group from disconfirming data.

### *Prevention steps*

- A<sub>1</sub>. Leader encourage open expression of doubt
- A<sub>2</sub>. Leader accept criticism of his/her opinions.
- B. Higher-status members offer opinions last.
- C. Get recommendations from a duplicate group.
- D. Periodically divide into subgroups.
- E. Members get reaction of trusted outsiders.
- F. Invite trusted outsiders to join discussion periodically.
- G. Assign someone the role of devil's advocate.
- H. Develop scenarios of rivals' possible actions.

Adapted from Irving Janis, *Victims of Groupthink* (Boston: Houghton Mifflin, 1972).

edia Relations Self Defense Course for Public Officials  
ert G. Shaw

Media People Feel That They Can Go Anywhere, Anytime to Get a Story!

comments are against the background of Freedom of the Press

Commandments of Good Media Relations

- mandment 1 - If you don't want it printed or broadcast, don't say it!
- mandment 2 - Say it in 30 seconds.
- mandment 3 - Don't make "smart aleck" statements.
- mandment 4 - Never say "No comment".
- mandment 5 - Never wear dark glasses during an interview.
- mandment 6 - Don't be misled by "Off the record".
- mandment 7 - Never give reporters your personal opinion.
- mandment 8 - Avoid being outwardly hostile to the media.
- mandment 9 - Always convey to the reporter that you are trying to help them.
- mandment 10 - Be organized; be in charge.
- mandment 11 - If you don't have a media relations policy, get one.
- mandment 12 - Avoid the appearance of cover up.
- mandment 13 - Always get your story out first.
  - mandums - A good statement in the original story is worth a half dozen letters to the editor later.  
Dribbling out information keeps an embarrassing story alive.
- mandment 14 - Record all sensitive media interviews.
  - mandums - Assume that all phone interviews are being taped.  
Remember you don't need to respond to all phone inquiries immediately, but you do need to respond!
- mandment 15 - Be leary of still photographers.
- mandment 16 - Be alert for the waiting tactic.
- endum - If you have said all you need to say - stop talking.

**27 Commandments of Good Media Relations, cont.**

**Commandment 17**      Be aware of newspaper deadlines.

**Addendum**      Deadlines sometimes assume more importance than the need for more information.

**Commandment 18**      Release bad news after the 6 p.m. news on Friday.

**Delusion 1:**      I am safe from big city reporters.

**Delusion 2:**      The out-of-town media will treat me just like the local media.

**Delusion 3:**      I can respond to the media in my own good time and in my own way.

**Delusion 4:**      I can wing it.

**Delusion 5:**      I can retreat into the security of silence.

**Commandment 19**      Don't let the media take over your building.

**Commandment 20**      Be prepared for a media blitz.

**Addendum**      Take care of the local media first.

**Commandment 21**      Never change the ground rules in the middle of the game.

**Commandment 22**      Don't assume the interview is over until the TV crew drives away or the reporter leaves.

**Commandment 23**      Maintain a good balance in your media relations account.

**Commandment 24**      Always be 100% right in a confrontation with the media.

**Commandment 25**      Don't fight with people who have ink delivered by the tank car.

**Commandment 26**      Never voluntarily submit to an interview with 20/20, 60 Minutes or Niteline.

**Addendum**      Under pressure the mouth speaks without the mind being engaged.

**Commandment 27**      Don't goof up on a slow news day.

Home phone numbers are not opportunities for abuse. If you are reached at home at an inconvenient time, propose a more appropriate time to return the reporter's call or arrange for the reporter to call back.

### **Quick Tips**

- \* Outline key points you want to make ahead of time and repeat them several times during the interview. Spontaneous answers can trap us.
- \* Avoid jargon. Instead, explain what you mean briefly and in simple language keeping in mind that reporters look for colorful, lively quotes.
- \* Be concise and careful not to confuse the interviewer with irrelevant information.
- \* Remember the "real" audience is the reporter's readers, listeners or viewers.
- \* If you don't know the answer to a question, say so. If you can get the answer, do so.
- \* Beware of hypothetical or "what if?" questions. Stick to what you know to be true.
- \* Prepare answers for the best and worst questions you might be asked.
- \* Remember that you are talking on behalf of the school district and your comments will reflect on the entire school. If you express personal attitudes to a reporter, identify them as such.
- \* Never trivialize an incident or become defensive. Keep in mind what the "victim" or family would say.

### **Tips for Television**

- \* Appearance is very important. Producers recommend wearing solid, dark, comfortable clothing. Avoid wild patterns and noisy, distracting jewelry.
- \* Look at the reporter, not the camera.
- \* Responses that are 10 to 15 second long have the best chance of being included in the final story.

## ROLES IN BOARD AND PRESIDENT TEAMWORK

The roles that we play as board members or administrators are a result of several forces working together. Some of these are:

- Legal Status--Junior college boards are established by the state legislature. State statutes spell out many areas of board powers, duties, and responsibilities.
- Tradition--Each community college district has come to expect certain things from its board and its members. For example, some communities may expect the board to involve it in many decisions; others may expect the board to make decisions without much community participation.
- Individual Expectations--Individual board members and administrators will have expectations for each other's performance and behavior. These are extremely important and should be discussed openly and often.
- Background, experience, and training--Acting as a board member may be a new and difficult experience for those who are used to individual action. Administrators bring to their jobs a view of their roles and responsibilities which has resulted from their training and other experiences.

### Four Board Functions

The board and president are team members in defining and carrying out four functions or board tasks. These include:

- Providing for a program of quality instruction for students;
- Providing for guidance and control of the college through planning, budgeting, and evaluating;
- Providing for effective two-way communication between and among members of the college community; and
- Providing for direction of the college through carefully developed written policies.

## Board and Presidents Roles

A board and president make different contributions in carrying out these four jobs. The contribution of each is critical to the overall effectiveness of school district performance. The board and president are interdependent - each depends upon the other to make a contribution to the job.

Policy: The board's base of operation. Effective boards operate from an individual issue or problem base. A policy is a broad guideline for action. It tells what the board wants to happen, and, in some cases, how much. Put another way, a policy is a decision which the board would make in the same way time after time.

Administration: The president's base of operation. The president (and other key administrators) provides internal leadership to the college. Administration, in part, involves translating board policy into action, and providing leadership so that board policy is carried out in the day-to-day operations of the college.

Board members and presidents who spend time on a regular basis discussing and clarifying roles are well on the way to developing an effective teamwork relationship.

## ASSUMPTIONS ABOUT SHARED DECISION MAKING

Assumption 1: Decision making is a process.

Assumption 2: People who are immediately affected by a decision should have input in making it.

Assumption 3: People in the organization are interested in being involved in the process which leads to a decision, even though they realize that they might not actually make it.

Assumption 4: Forms of decision making other than shared decision making may be appropriate, depending on the nature, timing, or crisis orientation of the situation.

Assumption 5: A critical element of shared decision making is the way in which information flows within the organization.

Assumption 6: The formal organizational structure can inhibit or enhance the flow of information.

Assumption 7: In order for an organization to fulfill its purpose of accomplishing defined objectives, decision-making responsibilities must be delegated so that certain decisions are assigned to or are made at different levels within the organization.

Assumption 8: The organizational structure for decision making must be understood and used appropriately.

Assumption 9: In order to function properly in a decision-making capacity, individuals need to possess certain skills.

Assumption 10: Possessing decision-making skills enables an individual to provide direction to the decision-making process.

Assumption 11: An awareness of personal leadership style is important to the application of decision-making skills.

Assumption 12: Consensus is a critical element of the shared, decision-making process.

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\*Adapted from "Some Working Assumptions About Shared Decision Making," Don Hafeman, et al, Wisconsin School News, May 1977.

## APPROACHES TO TEAM DECISION MAKING

### Introduction

Team decision making may take several forms, each of which require different board and president roles and different procedures. Four of these are discussed here.

### The Consensus Approach

Consensus decisions are those to which all team members can commit themselves. The decision may not be the first choice of all members, but at least they can agree to support it and not sabotage it.

Consensus decision making requires a great deal of discussion, in which team members attempt to influence one another. Members must also be open to being influenced by others if this approach is to be effective. The president helps develop and clarify alternatives in this approach.

### The Majority Vote Approach

This is the decision-making approach followed by most boards, and in general it is an efficient one for most routine decisions. It is probably less effective in controversial issues, where the team may be split and members' feelings are running strong. A majority vote during such times may result in permanent factions, since the minority may feel resentful and lack commitment to the decision. The president may be forthcoming with recommendations and advice on routine matters, but be more conservative in controversial areas.

### The Conflict or Confrontation Approach

This approach is more typical of divided or factioned boards and teams, where there is a struggle for power and dominance, or where a minority faction is attempting to call attention to its position. In such an approach, factions are likely to try to mobilize public opinion and/or enlist media attention to help pressure the other factions to accept a position in the issue. The president may play a very low-key role in this approach, for fear of destroying relationships with minority factions.

### The Pluralistic Approach

In this approach, team members treat each other as colleagues, each with his or her own point of view. Decisions are made only after a range of alternatives are considered, and each member has ample opportunity to have a say. Decisions are often made by majority rule; but majority/minority factions are not permanent ones - they change from issue to issue. The president, in this case, feels free to act as advisor to the board, and will likely be expected to provide several alternative recommendations.

# IV Decision-Making

## REACHING CONSENSUS: A DECISION-MAKING MODEL

*The skills in this section can be practiced in Workshop I, Setting Norms and Expectations for Board Members.*

Making correct decisions is a complex process which requires time, energy, and skill. This difficulty increases as more people become involved in the decision-making process. School board members must deal with complex problems that affect the welfare of their entire communities on a daily basis.

Groups made up of diverse persons with differing goals and purposes go about the decision-making process in different ways. Mature groups, those which are in the "Performing" stage of group development, make decisions by attempting to reach a consensus on an issue.

### What is Consensus?

Consensus means that all members of a group, including the leader, are willing to accept and support a decision. Although a decision may not be a board member's preferred option, he/she perceives it as the best option for the entire group at the time, and will be willing to accept it.

### How is Consensus Reached?

Consensus is reached when all members of a group, including the leader, are willing to support and accept a decision.

OVERHEAD-1

### Advantages of Consensus

Reaching a decision by consensus has many advantages:

- School boards can obtain more information about a subject than individuals, and can therefore make decisions that are better informed.

- Decisions made by consensus are more accurate than those made by a single individual.
- Individuals are more willing to support decisions that are made by consensus.
- Consensus decision-making enables a school board to explore disagreements rather than avoid them.
- Consensus decision-making enables all school board members to be heard.

### OVERHEAD-2

#### Guidelines For Reaching Consensus

- Avoid arguing for the sake of getting your own way. Find an appropriate way to present your view and influence your colleagues.
- Avoid changing your mind for the sole purpose of avoiding conflict. Differences of opinion need to be addressed and discussed.
- Avoid conflict reducing techniques such as voting or averaging. A 6-3 vote is not consensus.
- View differences of opinion as both natural and helpful.