



**Sauk Valley
Community
College**

815 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

Office of the Secretary to the
SVCC Board of Trustees

February 13, 1997

PUBLIC NOTICE OF MEETING

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

WHO: Board of Trustees, District #506

WHEN: Friday, February 21, 1997

TIME: 12:00 Noon

WHERE: SVCC Board Room

TYPE: Open and Closed

PURPOSE: Annual Board Retreat

AGENDA: Discussion items only; no actions taken

A handwritten signature in cursive script that reads "Marilyn Vinson".

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

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES

BOARD RETREAT

SVCC Room 2K2

February 21, 1997 - Noon to 4 p.m.

(12:00 - Lunch; 12:30 - 4:00 - Meeting)

- 1. Organization Chart/Responsibilities (Dr. Kerber presentation)**
- 2. Banner Update (Dr. Gover presentation)**
- 3. Technology Fee Update (Attached)**
- 4. Insurance Reserve Bonds (Attached)**
- 5. Investment Policy (Attached)**
- 6. Self-Insurance Plan (Attached)**
- 7. Tuition Increase/Financial Projections (Attached)**
- 8. Athletic Tuition Waivers (Attached)**
- 9. T-1 Update (Ms. Bradley presentation)**
- 10. Parking (Attached)**
- 11. Early Retirement Policy Proposal (Attached)**

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February 21, 1997

The Board of Trustees of Sauk Valley Community College met in special session at 12:30 p.m. on Friday, February 21, 1997 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Densmore called the meeting to order at 12:30 p.m. and the following members answered roll call:

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

Absent: Thomas Jensen Carlos Garcia (late)

SVCC Staff: President Richard L. Behrendt
Vice President Jami Bradley
Vice President Phil Gover
Vice President Joan Kerber
Secretary to the Board Marilyn Vinson


Arrival: Student Trustee Garcia arrived at 1:00 p.m.

Discussions: The Board discussed the items listed on the attached agenda.

Adjournment: Since the scheduled business was completed, it was moved by Member Wolf and seconded by Member Groharing that the Board adjourn. The next regular meeting will be held on Monday, February 24, 1997 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

The Board adjourned at 3:45 p.m.

Respectfully submitted:



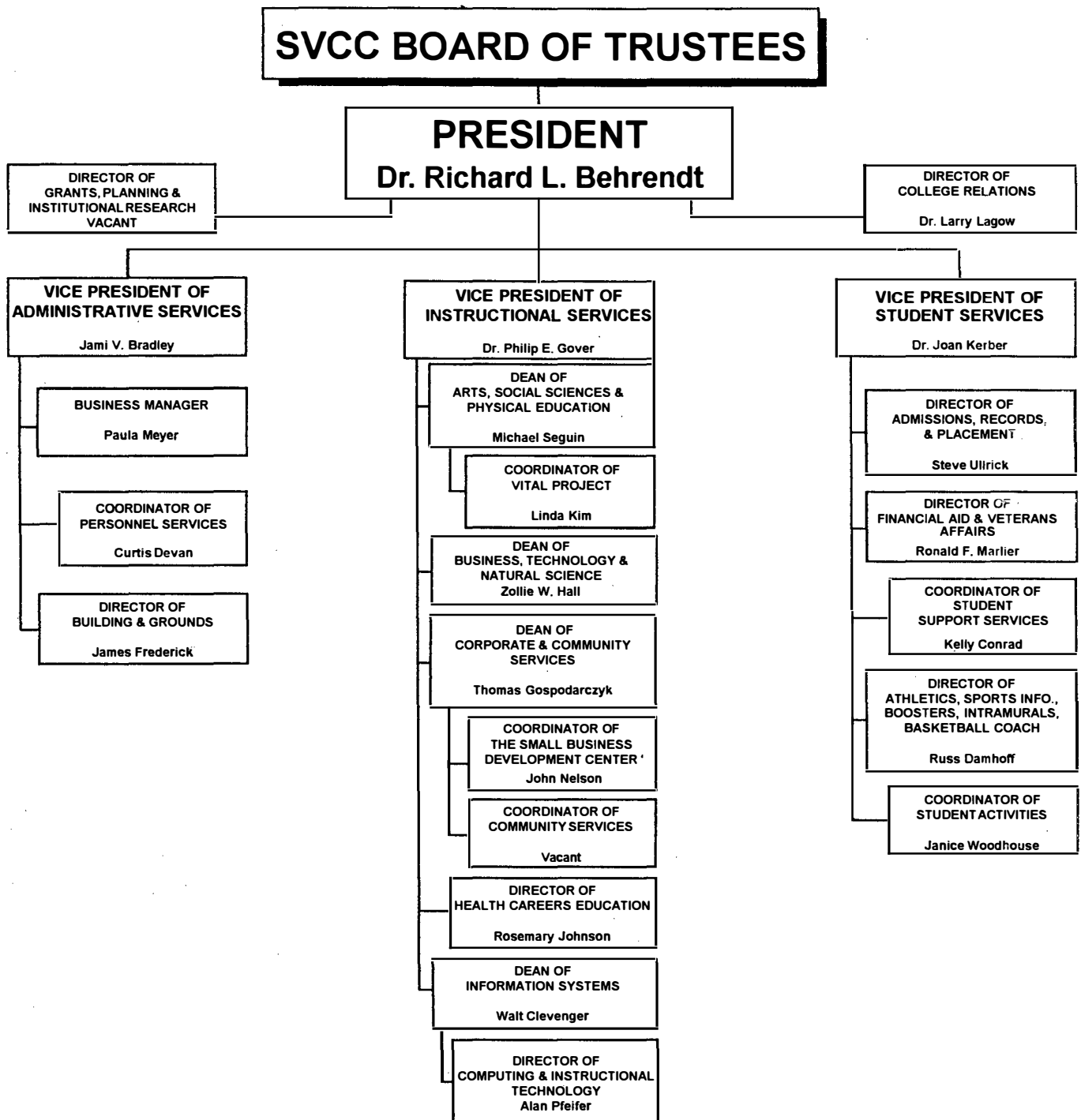
William Simpson, Secretary

SAUK VALLEY COMMUNITY COLLEGE

DIXON, ILLINOIS

Agenda Item #1

ADMINISTRATIVE ORGANIZATION



February 17, 1997

INSTRUCTIONAL SERVICES MEMORANDUM

Agenda Item #3

DATE: February 19, 1997

TO: Richard Behrendt

FROM: Phil Gover 

SUBJECT: Monies Allocated from Technology Fee

The \$2 Technology Fee per credit hour has generated \$89,000 for FY 97. As of this date, \$40,559 has been spent, \$4,125 has been allocated to be spent, and \$44,316 remains to be allocated at the Instructional Services Council meeting on March 19.

FY 97 Budget	\$89,000	Unallocated	Allocated	Spent
<hr/>				
Replaced 12 machines in the Write Place				\$27,862
The 12 replaced machines went to the Reading Center				
Replaced the server in the Write Place				9,105
One laser printer for Reading Center				1,798
Items for sampling in use with new spectrometers				1,794
Mathematics software			\$4,125	
Instructional Council will meet in March to allocated the remaining funds		\$44,316		
Totals		\$44,316	\$4,125	\$40,559



MEMORANDUM

To: Dr. Richard Behrendt

From: Jami V. Bradley

Date: February 6, 1997

Subject: Review of Insurance Reserve Fund Bonds

In August, the Board issued \$5 million in Insurance Reserve Fund Bonds for the Liability, Protection, and Settlement Fund (Tort Fund). Insurance Reserve Fund Bonds are nonreferendum bonds that provide the Tort Fund with an additional insurance "pool" for areas under-insured or excluded from coverage by the College's existing commercial package, and the "pool" earns interest income to pay tort costs.

An independent insurance consultant examined the College's insurance policies for potential liabilities and determined that \$5 million would provide a reasonable "pool" of additional coverage. The College intends that this "pool" will remain intact to provide coverage for catastrophic events such as discrimination claims or asbestos claims. (It cannot be spent on regular salaries or other Educational Fund expenses.)

Heather Anderson with ABN-AMRO Investment Services, Inc., invested the "pool," and it should earn approximately \$250,000 a year in interest to pay tort related costs (i.e., unemployment/workers compensation premiums, commercial premiums or deductibles, and portions of salaries designated as tort expenses.) The \$250,000 per year in income will allow the College to reduce its Tort Fund levy. In other words, the "pool" provides an alternative funding source to pay for tort expenses instead of property tax revenue.

The College repays principal and interest on the bonds from the Bond Issue Levy. The Insurance Reserve Fund Bonds were scheduled to be repaid over ten years, at interest only until after the final Protection, Health and Safety Bonds payment in November 1997, to try to reduce the effect on property taxes (although the 1996 rates were higher due to the timing of the bond issue and the two debt repayment schedules; the 1997 tax rates in the Bond Issue Fund and Tort Fund will decline due to reduced interest expenses and additional interest earnings from a full year of investing the "pool," thereby lowering the College's overall tax rate next year.)

Also, the threat of Tax Caps was a contributing factor to the decision to issue Insurance Reserve Fund Bonds. The Tax Caps will cap the total property taxes extended by the County Clerks to either the increase in EAV plus growth or 5%, whichever is lower.

In summary, issuing the Insurance Reserve Fund Bonds was a positive financial move for the College for the following reasons:

- They provide for a steady stream of interest revenue to pay for tort costs.
- They allow the College to reduce its tort levy.
- They provide additional insurance coverage for the College.

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**SAUK VALLEY
COMMUNITY
COLLEGE**

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

Agenda Item #5

MEMORANDUM

To: Richard L. Behrendt
From: Jami V. Bradley *JVB*
Date: February 17, 1997
Subject: **Investment Policy**

The purpose of this informational item is to obtain input from the Board regarding possible re-drafting of the Investment Policy. The primary reason for considering changes to the Policy is due to the type of investments required by the Insurance Reserve Fund Bonds.

Under the College's current Investment Policy the Treasurer does not have the authority to invest according to the arbitrage restrictions required by the Insurance Reserve Fund Bonds, thus requiring Board ratification of all transactions. In other words, a few times every year Board action will be required when investments in municipal bonds mature, and possibly for any subsequent reinvestment if required by arbitrage restrictions.

In researching Investment Policies, I surveyed policies of several other Community Colleges. The results were quite varied: some policies are restrictive and others allow investments according to the Illinois Public Community College Act. The only consistent trend is that many Colleges are investing in the Illinois School District Liquid Asset Fund Plus, a cash management service.

If the Board is favorable to re-drafting our Policy at this time, I would recommend that the Board also consider changes that would make the Policy less restrictive. I offer the following comments for your consideration:

- Approximately 40% of the College's operating revenue comes from outside the district
- An increasing number of the banks within our district are no longer locally owned
- During the past year, Certificates of Deposits yielding higher interest rates had to be avoided due to the current limitation that does not permit any single financial institution to hold more than 50% of the College's investments.

I consider myself a conservative investor and the security of the College's funds would remain as the highest priority (mortgage derivatives would not be considered.) For example, while searching for investments for the proceeds of the Insurance Reserve Fund Bonds, I instructed the

Investment Manager at ABN-AMRO to stay within the two highest ratings. The Illinois Public Community College Act allows for municipal bond investments within the four highest classifications established by a nationally recognized rating service.

In summary, I am seeking the Board's consideration for changes to the Investment Policy that will give the Treasurer the authority to invest in municipal bonds, to invest outside the district, and the ability to invest more than 50% per financial institution, if it is in the best interest of the College.

309.01 Investment Policy

Responsibility - The investment of College funds shall be the responsibility of the College Treasurer in accordance with this policy and with the laws of the State of Illinois. The report of the status of investments shall be presented to the Board of Trustees on a monthly basis.

Standards and Process - The primary concern for the investments for Sauk Valley Community College shall be the strength of the security for the investment. After the sufficiency of the security has been evaluated and deemed satisfactory, then the liquidity and the rate of return shall be considered.

Security - Investments will be limited to those permitted by law. All Certificates of Deposit in excess of \$100,000.00 and all Repurchase Agreements must be adequately collateralized. Collateral must be held by a third party. No one institution shall have more than 50% of the College's invested funds at any one time.

Only sound financial institutions within the Sauk Valley Community College District shall be used as a depository of investment funds. The institution must be federally insured.

Liquidity - Maturity should be staggered to assure the availability of cash when needed and to facilitate interfund borrowing.

Return - The College should maximize its investment return, subject to the foregoing restrictions.

Other Investments - Investments other than the foregoing may be made with only the specific authorization of the Board of Trustees of the College.

3/23/87

5/24/93

Sauk Valley Community College
Comparison of Self-Funded Health Insurance Plan
For the Six Years Ending June 30, 1998

Agenda Item #6

<u>Self-Funded Insurance Plan</u>	<u>Actual 11 mos. FY 93</u>	<u>Actual FY 94</u>	<u>Actual FY 95</u>	<u>Actual FY 96</u>	<u>Budget FY 97</u>	<u>Projected FY 97</u>	<u>Budget FY 98</u>
Revenues:							
Employer, Grants, Cobra, & Retirees	\$546,628.73	\$589,956.40	\$675,367.40	\$615,825.26	\$555,000.00	\$490,000.00	\$484,000.00
Employee Contributions	0.00	0.00	0.00	5,854.53	40,000.00	38,000.00	43,000.00
Investment income	0.00	0.00	0.00	14,790.06	15,000.00	16,000.00	17,000.00
Total	546,628.73	589,956.39	675,367.00	636,469.85	610,000.00	544,000.00	544,000.00
Expenditures:							
Claims	236,687.00	436,943.08	401,740.00	349,665.78	431,530.00	431,530.00	400,000.00
Specific Premium	59,898.06	90,042.00	94,564.00	95,987.50	90,812.00	89,000.00	75,000.00
Precertification	3,774.00	4,274.25	4,196.00	3,819.75	3,864.00	3,864.00	3,900.00
Cobra conversion	944.00	967.50	2,291.00	975.50	1,449.00	1,949.00	2,000.00
Administrative	18,068.00	20,008.25	18,384.00	21,002.00	20,854.00	20,854.00	22,000.00
Group Stop Loss	9,120.00	9,120.00	9,120.00	8,160.00	7,340.00	7,340.00	7,340.00
Life Insurance			19,047.00	20,082.91	19,651.00	19,651.00	20,700.00
Total	328,491.06	561,355.08	549,342.00	499,693.44	575,500.00	574,188.00	530,940.00
Revenues over expenditures	218,137.67	28,601.31	126,025.00	136,776.41	34,500.00	(30,188.00)	13,060.00
Beginning Fund Balance	0.00	218,137.67	246,738.98	372,763.98	509,540.39	544,040.39	513,852.39
Ending Fund Balance	<u>\$218,137.67</u>	<u>\$246,738.98</u>	<u>\$372,763.98</u>	<u>\$509,540.39</u>	<u>\$544,040.39</u>	<u>\$513,852.39</u>	<u>\$526,912.39</u>

Sauk Valley Community College
Summary of Employee Benefits Options

<u>Employee Benefit:</u>	<u>Projected Annual Cost/ (Savings)</u>
Physical Exam (100% reimbursement for up to \$250; this would replace the current wellness benefits covered under the plan at 80/20 after the deductible is met. The self-funded plan would benefit from projected long term savings.)	\$5,000.00
Prescription Card (The Committee is currently evaluating two cards with co-payments of \$8 generic/\$15 brand. The Committee is also investigating the advantages to joining a consortium for one of these two cards.)	(19,000.00)
Dental Insurance Employee portion Dependent portion - (assuming 25% co-payment)	25,000.00 12,750.00
Section 125 Section 125 (One-time set-up and documentation fee of \$500)	2,260.00

SAUK VALLEY COMMUNITY COLLEGE

MEMORANDUM

DATE: February 14, 1997

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley & Joan E. Kerber *JVB JEK*

SUBJECT: Review of Tuition & Fees

In the past year tuition increases at higher educational institutions have received a great deal of media attention. The most common quote has been that, "Tuition increases are at nearly triple the rate of inflation since 1985." At the last Board retreat in July 1996, the trustees requested informational items to help put Sauk Valley Community College's tuition history in perspective with other state wide institutions of higher education.

First was requested the tuition rates at Illinois public universities, especially those schools where our students transfer most frequently. Next, it was asked how SVCC's tuition **increases** compare to increases at other institutions of higher education and the rate of inflation.

To answer the first question, the rate of tuition and fees at universities is most comparable to our tuition and fees on a per credit hour basis. The majority of our students transfer to Northern Illinois University and Illinois State University. In FY96 the tuition and fees at NIU equated to \$135.00 per credit hour, ISU's equaled \$125.00 per credit hour, while SVCC's was \$41.00 per credit hour.

For additional information, the following table provides a complete listing of tuition and fees for Illinois public universities for the two years FY95 and FY96 along with the percent increase.

Tuition & Fees at Public Universities in Illinois

University	Tuition & Fees		Pct. Inc.	Room & Board		Pct. Inc
	FY95	FY96		FY95	FY96	
Chicago St.	\$2,338	\$2,420	3.5	\$4,990	\$5,140	3.0
Eastern IL	\$2,777	\$2,906	4.6	\$3,174	\$3,362	5.9
Governors St.	\$3,177	\$3,267	2.8	NA	NA	NA
Illinois St.	\$3,574	\$3,754	5.0	\$3,678	\$3,816	3.8
Northeastern IL	\$2,522	\$2,638	4.6	NA	NA	NA
Northern IL	\$3,926	\$4,048	3.1	\$3,446	\$3,600	4.5
S.IL - Carbondale	\$3,338	\$3,522	5.5	\$3,352	\$3,472	3.6
S.IL-Edwardsville	\$2,353	\$2,468	4.9	\$3,972	\$4,114	3.6
Unv. of IL - Chicago	\$3,980	\$4,188	5.2	\$5,188	\$5,394	4.0
Unv. of IL - Sprfld	\$2,905	\$2,950	1.5	NA	NA	
Unv. of IL - Urbana	\$3,986	\$4,140	3.9	\$4,408	\$4,560	3.4
Western IL	\$2,702	\$2,810	4.0	\$3,413	\$3,600	5.5
AVERAGE	\$3,132	\$3,259	4.1			

To address the second question of how SVCC's tuition increases compare to the increases at other institutions of higher education from the period of FY85 to FY96 the following information is provided.

- Illinois public university tuition and fees increased **128.3%** from FY85 to FY96 to an average of \$3,432 yearly.
- Illinois community college tuition and fees increased **80.7 %** from FY85 to FY96 to an average of \$1,323 yearly.
- Sauk Valley Community College tuition and fees increased **51.9%** from FY85 to FY96 to \$1,312 (32 credit hours @ \$41.)
- The Consumer Price Index increased by 41.6% during the eleven years from July 1, 1994 to June 30, 1996. Tuition and fees at state-run universities grew at three times the rate of inflation, community colleges' at twice the rate, and SVCC's tuition and fees at just over the rate of inflation.

Table 1
COMPARISON OF WEIGHTED AVERAGE TUITION AND FEES WITH ECONOMIC INDICATORS

Fiscal Year	Average Weighted Tuition and Fees (Resident Undergraduates)						Economic Indicators Percent Change			
	Public Universities		Community Colleges		Private Institutions		Higher Education Price Index	Consumer Price Index	Illinois Per Capita Disposable Income	General Funds Appropriations for Higher Education
	Tuition & Fees	Percent Change	Tuition & Fees	Percent Change	Tuition & Fees	Percent Change				
1985	\$ 1,503	—	\$ 732	—	\$ 5,748	—	—	—	—	—
1990	2,330	55.0 %	925	26.4 %	8,362	45.5 %	27.1 %	20.1 %	32.3 %	45.0 %
1991	2,410	3.4	954	3.1	9,110	8.9	5.3	5.4	4.3	1.8
1992	2,538	5.3	1,038	8.8	9,799	7.6	3.4	3.2	4.4	(0.8)
1993	2,901	14.3	1,108	6.7	10,499	7.1	3.1	3.1	4.6	(3.0)
1994	3,134	8.0	1,201	8.4	11,054	5.3	3.4	2.5	3.8	3.3
1995	3,303	5.4	1,259	4.8	11,467	3.7	2.9	3.0	4.3 *	6.3
1996	3,432	3.9	1,323	5.1	12,143	5.9	3.1 *	2.7 *	4.3 *	5.5
Percent Change										
FY 1985 – 96		128.3 %		80.7 %		111.3 %	56.4 %	46.1 %	70.1 %	64.6 %
FY 1990 – 96		47.3 %		43.0 %		45.2 %	23.0 %	21.6 %	28.6 %	13.5 %

*Forecast

Sources: Illinois Student Assistance Commission (ISAC) Data Books and staff estimates
Research Associates of Washington
Data Resources, Incorporated

SAUK VALLEY COMMUNITY COLLEGE

MEMORANDUM

DATE: February 14, 1997

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley *JVB*

SUBJECT: FY 97 Tuition & Fees

Listed below is a comparison of FY 97 tuition and fees charged by a peer group of eight community colleges. The peer group was determined by College's with similar headcount, credit hours and FTE's to that of SVCC.

COLLEGE	FTE	HEADCOUNT	CREDIT HOURS	TUITION & FEES
Danville	1,727	2,662	53,312	\$38.00
Highland	1,352	2,536	47,385	\$41.35
Kishwaukee	1,826	3,054	59,000	\$40.00
Richland	1,770	3,388	53,401	\$39.50
Sandburg	1,535	2,691	52,890	\$49.00
Sauk Valley	1,456	2,706	45,280	\$43.00
Spoon River	1,145	1,922	37,036	\$46.00
Wood	1,142	2,010	38,998	\$52.00
Average				\$43.60

Attached is ICCB's complete list of tuition and fees for FY 97 and FY 98.

TUITION AND FEE RATES
FISCAL YEARS 1997 - 1998
STATUS: February 5, 1997

	Fiscal Year 1997			Summer 1997		Fall 1997		Spring 1998		Projected Fiscal Year 1998		
	Tuition	Fees*	Total	Tuition	Fees*	Tuition	Fees*	Tuition	Fees*	Tuition	Fees*	Total
BELLEVILLE	42.50	0.00	42.50							42.50	0.00	42.50
BLACK HAWK	49.00	4.00	53.00							49.00	4.00	53.00
CHICAGO	41.50	1.67	43.17							41.50	1.67	43.17
DANVILLE	38.00	0.00	38.00							38.00	0.00	38.00
DUPAGE	38.32	5.18	43.50							38.32	5.18	43.50
ELGIN	40.00	0.00	40.00	2.00						42.00	0.00	42.00
HARPER	45.00	1.50	46.50							45.00	1.50	46.50
HEARTLAND	36.00	0.00	36.00	2.00						38.00	0.00	38.00
HIGHLAND	40.00	1.35	41.35							40.00	1.35	41.35
ILLINOIS CENTRAL	42.00	2.45	44.45							42.00	2.45	44.45
ILLINOIS EASTERN	31.00	0.00	31.00							31.00	0.00	31.00
ILLINOIS VALLEY	36.00	1.75	37.75							36.00	1.75	37.75
JOLIET	39.00	5.00	44.00							39.00	5.00	44.00
KANKAKEE	35.50	2.50	38.00							35.50	2.50	38.00
KASKASKIA	36.00	1.75	37.75							36.00	1.75	37.75
KISHWAUKEE	38.00	2.00	40.00							38.00	2.00	40.00
LAKE COUNTY	47.00	4.00	51.00							47.00	4.00	51.00
LAKE LAND	39.00	7.50	46.50							39.00	7.50	46.50
LEWIS & CLARK	37.00	3.00	40.00							37.00	3.00	40.00

*Standard fees paid by all students

TUITION AND FEE RATES (CONTINUED)
FISCAL YEARS 1995 - 1997
STATUS: February 5, 1997

	Fiscal Year 1997			Summer 1997		Fall 1997		Spring 1998		Projected Fiscal Year 1998		
	Tuition	Fees*	Total	Tuition	Fees*	Tuition	Fees*	Tuition	Fees*	Tuition	Fees*	Total
LINCOLN LAND	39.00	0.75	39.75							39.00	0.75	39.75
LOGAN	32.00	0.00	32.00							32.00	0.00	32.00
MC HENRY	39.00	0.47	39.47							39.00	0.47	39.47
METROPOLITAN	40.00	2.00	42.00							40.00	2.00	42.00
MORAIN VALLEY	42.00	5.00	47.00							42.00	5.00	47.00
MORTON	47.00	1.00	48.00							47.00	1.00	48.00
OAKTON	35.00	1.25	36.25							35.00	1.25	36.25
PARKLAND	42.00	3.00	45.00							42.00	3.00	45.00
PRAIRIE STATE	51.00	3.00	54.00							51.00	3.00	54.00
REND LAKE	34.00	0.00	34.00							34.00	0.00	34.00
RICHLAND	37.00	2.50	39.50							37.00	2.50	39.50
ROCK VALLEY	41.00	2.00	43.00							41.00	2.00	43.00
SANDBURG	44.00	5.00	49.00							44.00	5.00	49.00
SAUK VALLEY	43.00	0.00	43.00							43.00	0.00	43.00
SHAWNEE	30.00	1.25	31.25	3.00						33.00	1.25	34.25
SOUTH SUBURBAN	45.00	3.00	48.00							45.00	3.00	48.00
SOUTHEASTERN	30.00	0.00	30.00							30.00	0.00	30.00
SPOON RIVER	41.00	5.00	46.00							41.00	5.00	46.00
TRITON	43.00	1.50	44.50							43.00	1.50	44.50
WAUBONSEE	39.00	3.50	42.50							39.00	3.50	42.50
WOOD	49.00	3.00	52.00							49.00	3.00	52.00

*Standard fees paid by all students

\$ 42.00 AVG

SAUK VALLEY COMMUNITY COLLEGE
ACTUAL AND PROJECTED OPERATING FUNDS
FOR THE FIVE YEARS ENDING JUNE 30, 2000

	AUDITED FY 96	% CHG	APPROVED BUDGET FY97	PROJECTED FY97	% CHG	PROJECTED FY98	% CHG	PROJECTED FY99	% CHG	PROJECTED FY00
REVENUES:										
LOCAL	\$2,342,123	8.0%	2,501,900	2,528,500	8.2%	2,735,876	6.0%	2,900,029	4.5%	3,029,263
STATE	2,543,061	-2.0%	2,492,500	2,492,500	-3.8%	2,397,468	-3.5%	2,313,602	-1.4%	2,281,573
FEDERAL	28,673	-4.1%	27,500	27,500	0.0%	27,500	0.0%	27,500	0.0%	27,500
TUIT & FEES	1,814,209	10.4%	2,002,500	1,982,500	\$1	2,026,675	\$1	2,070,675	\$1	2,114,675
OTHER	174,739	-30.2%	122,000	121,000	0.0%	121,000	0.0%	121,000	0.0%	121,000
TOTAL REVENUE	6,902,805	3.5%	7,146,400	7,152,000	2.3%	7,308,519	1.7%	7,432,806	1.9%	7,574,011
EXPENDITURES BY OBJECT:										
SALARIES	4,882,068	4.6%	5,108,550	5,061,000	3.5%	5,235,599	3.5%	5,367,095	3.5%	5,503,194
EMP BENEFITS	545,820	-15.2%	462,660	462,000	-1.1%	457,660	0.0%	457,660	0.0%	457,660
CONTRACTUAL	233,318	-33.8%	154,450	145,000	2.0%	157,539	2.0%	160,690	2.0%	163,904
GEN MAT&SUP	557,189	14.4%	637,190	640,000	5.0%	669,050	2.0%	682,430	2.0%	696,079
CONF. & MEETING	119,439	19.9%	143,250	141,000	2.0%	146,115	2.0%	149,037	2.0%	152,018
FIXED CHARGES	4,279	178.1%	11,900	11,900	-20.5%	9,465	-28.5%	6,772	-42.2%	3,913
UTILITIES	312,942	-4.9%	297,700	290,000	-11.0%	265,000	2.0%	270,300	2.0%	275,706
CAPITAL	1,135,482	-88.6%	130,000	588,038	-9.4%	170,375	-20.2%	135,979	-16.4%	113,694
OTHER	43,936	418.9%	228,000	228,000	2.2%	233,016	2.2%	238,142	2.1%	243,143
CONTINGENCY		ERR	8,000							
TOTAL EXPEND.	7,834,473	-8.3%	7,181,700	7,566,938	2.3%	7,343,819	1.7%	7,468,106	1.9%	7,609,311
SURPLUS/(DEFICIT)	(931,668)		(35,300)	(414,938)		(35,300)		(35,300)		(35,300)
TRANSFERS NET	118,533	-70.2%	35,300	35,300	0.0%	35,300	0.0%	35,300	0.0%	35,300
SURPLUS/(DEFICIT)	(813,135)		0	(379,638)		0		(0)		0
PRIOR PERIOD ADJ.										
ACCUM SURPLUS	\$1,379,638		\$1,379,638	\$1,000,000		\$1,000,000		\$1,000,000		\$1,000,001

NOTE: THE BOARD APPROVED \$1.4 MILLION IN TECHNOLOGY EXPENDITURES TO BE PAID OUT OF OPERATING SURPLUS.
DURING FY 1996 TECHNOLOGY EXPENDITURES WERE APPROXIMATELY \$1 MILLION. THE REMAINING EXPENDITURE
WILL BE PAID OUT OF SURPLUS DURING FY97, LEAVING AN OPERATING SURPLUS OF \$1 MILLION.



MEMORANDUM

DATE: February 17, 1997

TO: Dr. Behrendt

FROM: Joan E. Kerber *J.E.K.*

SUBJECT: Title IX Scholarship Compliance

Title IX is a federal civil rights statute enacted in 1972 as part of the Education Amendments Act that prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. In September 1995, the U.S. Department of Education's Office for Civil Rights sent colleges "Clarification of Intercollegiate Athletics Policy Guidance: The Three-Part Test" and a guideline on how to interpret and enforce Title IX.

Our goal must be to provide opportunities for male and female students in numbers substantially proportionate to their respective enrollments. However, the law recognizes that Colleges must have an opportunity of time in order to meet that goal. Therefore, as long as a College continually strives to reach proportionate equity, they are consider to be in compliance.

Without going into great detail, Sauk Valley Community College thus far complies with Title IX regulations because of our history and continuing practice of program expansion for the underrepresented intercollegiate athletes. This is demonstrated through our program expansion in Cross Country, Softball, and increased budget commitments for females. In 1994-95, Sauk Valley Community College offered 5 men's programs (4 of which were active), and 3 women's programs. In 1995-96, we offered 5 men's programs (4 active) and 5 women's programs.

The College has been able to meet Title IX compliance partially due to the fact that during the two fiscal years of 1995 and 1996, we had private anonymous donations of \$42,500 to begin softball and cross country for women athletes. Since these donations were intended as start-up money only, they have ceased during FY97.

In order to continue to meet the Title IX regulations, the College needs to be committed to continuing the women's newly formed programs. We also need to continue to attempt to expand to proportionate enrollment figures, which for women runs approximately 55-59%, in athletic numbers, tuition waivers, and budget figures. It is with this goal in mind that a recommendation to increase the female tuition waivers by four is being made. Currently we have an equal figure of 40 tuition waivers allotted to both male and female athletes. Offering 44 female waivers would move us towards the 55% proportionate figure.

Therefore, we ask Board approval to increase the total number of athletic tuition waivers from 80 to 84, with an allocation of 40 for men and 44 for women.




**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley 

DATE: February 19, 1997

SUBJECT: Parking

Over the years we have had several discussions concerning who should be responsible for parking enforcement, the necessity of parking stickers, the overall procedures involved in upholding parking regulations, and how much to charge for parking stickers.

In 1992, the Administrative Services Department took over the responsibility for the parking regulations from Student Services. The issue of students parking incorrectly in the visitor lot was quickly identified as the largest problem and requiring the most administrative time. As a result, some changes were implemented during the summer of 1994. Visitor parking has continued to be the subject of parking problems, with many students not paying the \$1 for a parking sticker because they know they can park in the east lot (visitor overflow) for free. This has resulted in an enforcement problem.

Workstudies in the maintenance department patrol our parking lots, with some hours not being covered due to lack of workers. This has compounded the enforcement problem since many students park in the staff and visitor areas, without fear of being caught.

Another problem is the time and effort required to assemble and issue 4,000 parking stickers, vehicle registration cards and parking brochures, besides the time required to key the information into the computer. It is a great deal of effort that does not pay for itself. More specifically, revenues have been declining with costs averaging \$4,000 per year--excluding staff time(see attached analysis.)

We surveyed the parking regulations of 14 other Community Colleges in the state to determine how our regulations compare. A majority of Colleges surveyed indicated that parking was handled on their campuses by the Department of Public Safety. These Public Safety Departments have official officers that enabled them to be tied into the State of Illinois for license plate information. Only four of the institutions surveyed issued student stickers; two at no charge, one at \$4, and one at \$10.

Parking will be difficult to enforce without a Public Safety Office (which would require additional staff) that would connect Sauk to the State of Illinois for license plate information. This leaves us at a disadvantage to identify students who have not registered their vehicles with the College.

In summary, the problems with the parking procedures are:

- Unenforceable
- Costly
- Poor public relations with students and visitors
- Inefficient use of staff and administrative time

For these reasons it is my recommendation that we eliminate parking stickers for all students (not staff) to be effective for the Summer 1997 semester. Parking enforcement of the staff, handicapped, and visitor spaces would be continued.

**Sauk Valley Community College
Parking**

<u>Parking:</u>		<u>Actual FY 93</u>	<u>Actual FY 94</u>	<u>Actual FY 95</u>	<u>Actual FY 96</u>	<u>Projected FY 97</u>
Revenues		\$11,543	\$11,387	\$7,064	\$6,503	\$6,000
Expenditures		8,210	5,840	5,000	2,827	4,200
Rev over/(under) Exp		<u>\$3,332</u>	<u>\$5,547</u>	<u>\$2,064</u>	<u>\$3,676</u>	<u>\$1,800</u>
Fund Balance	\$12,012	\$15,345	\$20,892	\$22,956	\$26,631	\$28,431

EARLY RETIREMENT PROPOSAL

Attached is a copy of our current Early Retirement Policy. I would like Board discussion/reaction to the proposed addition which I have outlined below. This could be a “win-win” situation for both the retiree and the College.

The retiree's last four years of salary averaged is used as the base for determining the amount of retirement allowance provided by SURS. Our early retirement allowance payment cannot be added to their final salary because SURS states that it must be payment for services rendered to be included as part of their salary. If we offer retirees the option to provide additional services, we can add the early retirement payment to their salary for SURS retirement allowance determination. Further, if it is offered as an option, Dave Murray says it does not need to be collectively bargained. The College of Lake County currently has such a plan in place and, while they do indicate some problems, are basically supportive of it and are pleased that they are able to offer it.

PROPOSED

RETIREMENT SERVICE PLAN

The early retiree has the option to provide professional services to the College in addition to his/her regular assignment in areas that may include-- but are not limited to-- curriculum modification, design and program development; mentoring new full and part-time college faculty or staff; research and analysis, etc. The content and time parameters of such a plan shall be proposed and prepared by the eligible staff member and, if acceptable, approved by the appropriate supervisor(s), Vice President, and President.

In this way, the early retirement incentive outlined above may be used to augment the staff member's earnings payable over the time between notification of retirement and retirement.

425.01 Early Retirement

The College provides for an early retirement incentive program as follows:

Eligibility - This program shall be open to all full-time College employees a) who are at least fifty-five (55) years of age but who have not reached sixty (60) years of age, b) who have ten (10) or more years of service at Sauk Valley Community College, and c) who have been employed by the College on a full-time basis during each of the two (2) years preceding the date which their early retirement shall commence.

Application Procedures - A written request for "funded early retirement" must be submitted and received by the President of the College no later than January 1st of the year of intended retirement.

Provisions - A leave of absence will not be considered as years of service for the purpose of determining eligibility for early retirement.

In the event of death of the early retiree prior to the effective date of retirement, the College has no obligation to make any remuneration under this plan.

Incentive - The College will make a payment to the retiree calculated on the retiree's contractual salary as of the effective date of retirement, based upon the participant's age at retirement. The contribution percentage shall be calculated under the following provision:

A lump sum payment, based upon age and a percentage of retiree's base contractual salary, as listed below:

<u>Age</u>	<u>Percentage</u>
55	45%
56	40%
57	35%
58	30%
59	25%

Early Retirement (cont'd)

The lump sum payment will, at the retiree's option, be paid either as of the effective date of the retirement or as of January 31 following the effective date of retirement.

- 2 Base contractual salary is further defined:
for instructional staff - base remuneration for academic year.
for administration and support staff - computation for early retirement incentive is based upon fiscal year (12 month) contracts or other pro-rated contracts as appropriate.

An employee may not participate in the College's early retirement plan and also participate in any state early retirement incentive plan. If any state early retirement incentive plan is elected the College plan shall not be available. For the purpose of this paragraph, a state early retirement "incentive plan" is defined as any state retirement plan which requires the College to pay more dollar benefits on behalf of an individual employee than is required under the normal SURS early retirement plan without discount.

Grandfather Clause Any currently eligible employee shall remain eligible to participate in the College's early retirement plan under the terms of the previous early retirement policy until January 1, 1995 (for those retiring on June 30, 1995) despite the intended retiree's exceeding the 59 years of age limit prior to that date.

1/23/84
3/23/87
11/22/93