

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
August 12, 1974 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Communication from Visitors
- D. Recommended Actions
 - 1. Approval of minutes as submitted
 - 2. Personnel matters
 - 3. Approval of Tentative Budget - 1974-75
 - 4. Approval of purchase of automobile
 - 5. Approval for repair of tennis courts
 - 6. Approval of agreement with Unit #5
 - 7. Approval for consignment sales by College Bookstore
 - 8. Approval of moving expenses for Dr. Williams
 - 9. Acceptance of donated equipment
 - 10. Other items
- E. Old Business
 - 1. Extension of Anixter Lease
 - 2. Rough draft - Utilization of college facilities
 - 3. Other items
- F. New Business
 - 1. Development of Building Trades Program
 - 2. Other items
- G. President's Report
 - 1. Petitions from Manlius & Oregon
 - 2. Enrollment by courses - Summer 1974
 - 3. ACCT 1974 Convention
 - 4. North Central Progress Report
 - 5. Pre-registration report - Fall 1974
 - 6. Other items

MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

August 12, 1974

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on August 12, 1974 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 8:02 p.m. and the following members answered roll call:

Arman Gaulrapp	Oscar Koenig
William Reigle	Robert Wolf
Ronald Coplan	

Absent: Peter Gray Henry Kobbeman
Greg Rehner

Minutes: It was moved and seconded that the Board approve the minutes of the July 22 meeting as presented. Motion voted and carried.

Personnel Matters:

Reading Center: It was moved and seconded that the Board approve the appointment of Charles Walrath as an Instructor (Step 1) in the Reading Center. In a roll call vote, all voted aye. Motion carried.

Business Dept: It was moved and seconded that the Board approve the appointment of Carl Gates as an Instructor (Step 9) in the Business Department. In a roll call vote, all voted aye. Motion carried.

Resignation: It was moved and seconded that the Board accept the resignation of Mohan Malhotra, electronics instructor, who has accepted a position in Europe. Motion voted and carried.

Public Services: Dr. Cole reported to the Board that Martin Cole had decided to reject the appointment offered him as Instructor in the college Criminal Justice program. He noted that Dr. Williams and Robert Crouse would continue the search for a qualified instructor for this position.

Tentative Budget: It was moved and seconded that the tentative budget for Junior College District #506, Counties of Lee, Whiteside, Ogle, Henry and Bureau, State of Illinois, for the year commencing July 1, 1974 and terminating June 30, 1975, (a copy of which is attached in

Tentative Budget:
(Continued)

accordance with the provisions of Section 17-1 of the school code) is tentatively approved and shall be made conveniently available to public information by placing copies thereof in the Sauk Valley College Business Office, Rural Route #1, Dixon, Illinois, and the residence of Arman Gaulrapp, Secretary, Route #1, Rock Falls, Illinois, 61071.

Be it further resolved that a Public Hearing on said budget be held at 8:00 p.m. on 23rd day of September, 1974, at Sauk Valley College, Rural Route #1, Dixon, Illinois, and that notice of availability for public inspection and of the time and place of said Public Hearing be given by publishing notice thereof, at least 30 days prior to the time of the hearing in the Dixon Evening Telegraph, Dixon, Illinois, and the Daily Gazette, Sterling, Illinois. In a roll call vote, all voted aye. Motion carried.

College
Automobile:

Discussion was held on the feasibility of purchasing a college automobile or reimbursing a set amount to the President for expenses incurred on college business. The Board requested the administration to pursue this matter further and bring back a recommendation at the next Board meeting.

Storm Damage:

Dean Edison reported to the Board on the storm damage incurred on June 20 at which time the college lost several trees, two light poles and a considerable amount of damage to the tennis court fences. Due to the need to immediately repair the tennis court fence, the Board requested Dean Edison secure bids for the necessary repairs and also work with the board attorney and the Illinois Building Authority to ascertain a specific definition as to insurance coverage maintained on our properties by the Illinois Building Authority.

Food Service
Agreement:

It was moved and seconded that the Board approve in principle the attached agreement with Sterling Unit District #5 in regard to food service until such time as the legal contract is available for approval. In a roll call vote, all voted aye. Motion carried.

Moving Expenses: It was moved and seconded that the Board approve the payment of an additional \$150 to Dr. Williams for his moving expenses. In a roll call vote, all voted aye. Motion carried.

Bookstore: Dean Edison presented a report on the SVC Bookstore operation which gave a complete financial picture of this project since its inception in 1967. It was also noted that the Bookstore would take used books on a consignment basis only for a trial period.

Acceptance of Gift: It was moved and seconded that the Board accept the gift of an EKG machine and a medical examining table from Dr. Dale F. Scott (deceased). Motion voted and carried.

Printing Bid: It was moved and seconded that the Board approve the only bid submitted for the printing and mailing of the 1974 Fall Community Service schedules at a cost not to exceed \$3,626.00. This bid was submitted by H.C. Johnson Press, Inc., of Rockford, Illinois. In a roll call vote, all voted aye. Motion carried.

Anixter Lease: It was reported to the Board that Anixter Communications System has exercised their option to extend their lease for an additional 12 months ending November 30, 1975. At this time this company has chosen not to lease the south end of the T-2 building.

Utilization of College Facilities: A further refinement of the policy revision concerning the utilization of college facilities was presented to the Board for study. This item will be discussed at the August 26 meeting.

Discussion items: Discussion was held on the request of Rock Valley College to offer a class in carpentry in our district. Dr. Cole reported that he had denied this request.

It was reported to the Board that the Illinois Community College Board had received petitions from Oregon Unit District #220 and Manlius District #305 requesting referendums to decide what community college district they will join.

President Cole's
Report:

Dr. Cole reported enrollment as 14,198 credit hours as compared to last year's figure of 12,911 credit hours at this time.

Dr. Cole presented enrollments (by courses) for summer 1974, a letter from the Superintendent of Public Instruction on the Gifted Children Program, a North Central Progress report, and a schedule for teacher orientation to be held August 23.

Executive Session:

At 9:05 p.m. it was moved and seconded that the Board adjourn to executive session to discuss negotiations. In a roll call vote, all voted aye. Motion carried.

Regular Session:

At 9:45 p.m. it was moved and seconded that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Adjournment:

Since there was no further business, it was moved and seconded that the Board adjourn. The next regular meeting will be August 26, 1974 at 8:00 p.m. in the Board Room. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Koenig, Reigle, Wolf and Coplan. Nays-0. Motion carried.

The meeting adjourned at 9:46 p.m.

Respectfully submitted:


Arman Gaulrapp, Secretary

August 6, 1974

TO: Board of Trustees
President Cole

FROM: Robert Edison, Dean of Business Services



RE: Tentative Budget for 1974-1975

In accordance with the previous request of the Board of Trustees I am enclosing herein the Tentative Budget for the 1974-75 fiscal year. In addition to the 1974-75 budgets I am enclosing a Summary Sheet on the Tentative Budget which starts at the basic document submitted to the Board of Trustees. I am also enclosing a Salary Summation Sheet as included in the Tentative Budget and as compared to the 1973-74 salaries, and I am including Budgetary Comparison Data in various classifications for the operating budget years of 1972-73, 1973-74, and the Tentative Budget for 1974-75.

I believe the Tentative Budget and these three additional data sheets should clarify the Educational and the Building Fund Budgets and should any person desire additional data I would be happy to furnish same on request.

It should be noted that I have inserted a contractual expenditure amount of \$55,000 to cover potential student enrollment from the Sterling School of Beauty Culture. I have also included \$60,000 in revenue as income from these students since none of these figures were initially included in the projected enrollment data. Since the estimated enrollment is tentative and since the income will not be derived as being specifically for cosmetology students but will materialize as income from student tuition, state aid and vocational education I felt it best to segregate these specific items at this time. Should enrollment materialize as hoped for the expenditure estimate will be relatively accurate but the school will receive more income than projected herein, thus making the variable income factor greater than budgeted at this time.

The remainder of the Tentative Budget is somewhat self-explanatory and involves the following budgets and/or specific funds:

- (1) SITE AND CONSTRUCTION FUND - Expenditures from this fund are made only by Board approval and I have inserted an amount of \$150,000 in various classifications only to protect the expenditure from these funds, if approved by the Board, and to avoid any possible need to hold a public hearing on a revised budget.
- (2) BOND AND INTEREST FUND #1 - Mandatory by legislation and involving only tax receipts versus bonded indebted obligations.

- (3) BOND AND INTEREST FUND #2 - Same as foregoing.
- (4) WORKING CASH FUND - Not expendable by nature and by legislation but to be used for interim financing.
- (5) BOOKSTORE BUDGET - Similar to past years and predicated upon estimated enrollment for sales and direct cost of operations. Also see special report on Bookstore operations.
- (6) RESTRICTED PURPOSES FUND - To finance student activities.
- (7) CHILD CENTER - Self-sustaining operation within data included and based on direct costs only.

RECOMMENDATION: Board approval of the following motion: It was moved and seconded the tentative budget for Junior College District #506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, for the year commencing July 1, 1974 and terminating June 30, 1975 (a copy of which is attached in accordance with the provisions of Sections 17-1 of the school code) is tentatively approved and shall be made conveniently available to public information by placing copies thereof in the Sauk Valley College Business Office, Rural Route #1, Dixon, Illinois, and the residence of Arman Gaulrapp, Secretary, Route #1, Rock Falls, Illinois, 61071.

RE:fsb

TENTATIVE BUDGET

	<u>Building and Educational Income</u>	<u>Building and Educational</u>	<u>Deficit</u>
Basic Document Previously Submitted	\$ 2,337,128	\$ 2,543,390	(\$ 206,262)
Add Income:			
Veterans Grant	940		
Other Federal Funds	1,000		
Public Services Income	4,500		
Cosmetology	60,000		
Salaries & Positive Variations		9,451	
Add Expenses:			
Community Education			
Contractual		1,000	
Public Service Supplies		500	
Public Service Contractual		500	
Veterans Grant: Contractual		(200)	
Supplies		(200)	
Travel		(700)	
Equipment		(300)	
Cosmetology Contractual		55,000	
Tennis Court Repairs		4,000	
	<u>\$ 2,403,568</u>	<u>\$ 2,612,441</u>	<u>(\$ 208,873)</u>

Basic Document had	Non Salary Costs	\$ 592,160
	Salary Costs	1,930,460
	Contingency	20,770
		<u>\$ 2,543,390</u>
Tentative Budget has	Non Salary Costs	\$ 651,760
	Salary Costs (Assumes \$75,000 transfer from Contingency)	1,939,911
	Contingency	20,770
		<u>\$ 2,612,441</u>

SALARY SUMMATION

1974-75 re. 1973-74

Item		Budgeted 1973-74		Total for 1974-75
Faculty Association	62	\$ 802,100	60	\$ 769,975*
Faculty Association - 12 extra		24,860		24,920
Para-Professional	1	4,660	2	9,320
Administrators	16	295,485	19	350,965
Clerical	29	179,035	28	184,806
Building	29	224,930	29	242,925
Sub-Total		1,531,070		1,582,911
Part-time and Overload		65,000		65,000
Summer Session		61,000		70,500
Public Services (PT)				3,500
Community Education		43,000		38,500
Sub-Total Excluding Work Study	137	1,700,070	138	1,760,411
Work Study Funds		70,250		104,500
GRAND TOTAL in 74-75 Tentative Budget		<u>\$1,770,320</u>		\$1,864,911
Estimated Cost for Salary Negotiations (In Contingency)				<u>75,000</u>
POTENTIAL SALARY COSTS FOR 1974-75				<u>\$1,939,911</u>

* Excludes 2 Leaves of Absence valued at \$24,950.

BUDGETARY COMPARISONS

	1972-73 Operating Budget	1973-74 Operating Budget	1974-75 Tentative Operating Budget
<u>COME</u>			
Local Government Sources	\$ 820,252	\$ 723,680	\$ 690,605
State Government Sources	707,668	816,147	950,480
Federal Government Sources	90,737	88,460	115,374
Student Tuition and Fees	444,470	512,600	558,709
Cosmetology Students	---	---	60,000
Interest and Investments	700	18,600	22,000
Other Revenue	13,750	16,100	6,400
TOTAL INCOME	<u>\$2,077,577</u>	<u>\$2,175,587</u>	<u>\$2,403,568</u>

EXPENDITURES

Instruction	\$ 972,787	\$1,120,532	\$1,265,083
Learning Resource Services	97,530	107,010	115,825
Student Services	205,835	225,683	251,483
Public Services (Communities)	-0-	-0-	4,500
Data Processing	95,000	98,055	104,812
Operation and Maintenance of Plant	488,545	492,415	507,440
President's Office	46,550	41,275	47,899
Business Office	102,515	107,705	116,375
Public Relations	39,045	45,075	49,829
General Institutional less Contingency	86,825	91,525	128,425
Contingency	40,000	20,770	20,770
TOTALS	<u>\$2,174,632</u>	<u>\$2,350,045</u>	<u>\$2,612,441 *</u>

Estimated Salary Increases spread to

Instruction (\$66,930) Student Services (\$5,550) and
Learning Resource Center (\$2,470)

4-23

LEE, WHITESIDE, OGLE, HENRY, BUREAU & CARROLL
COUNTY(IES)

SAUK VALLEY COLLEGE

DIST. NO. 506

Rural Route #1
Street Address

Dixon, Illinois
City

TENTATIVE BUDGET

JUNIOR COLLEGE DISTRICT ANNUAL BUDGET

July 1, 1974 - June 30, 1975

SAUK VALLEY COLLEGE

EDUCATIONAL FUND

PART I: ESTIMATED REVENUE 1974-75

100-000-400 EDUCATIONAL FUND

100-000-410 Local Governmental Sources \$ 554,084

100-000-411	Current Taxes - 1973 Levy (462M @ 12¢ @ 98 1/2%)	\$ 546,084
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100-000-414	Charge-Back Revenue	8,000
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100-000-420 State Governmental Sources 950,480

100-000-421 State Apportionment

100-000-421-01	Summer 1974 (3185 @ \$19.20)	61,152
100-000-421-02	Fall 1974 (19525 @ \$19.20)	374,880
100-000-421-03	Spring 1975 (19280 @ \$19.20)	370,176
100-000-421-04	IJCB Vocational Grant (10,100 @ \$5.80)	58,580
		864,788

100-000-422	Vocational Technical Education	82,500
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100-000-429	State Work Study	3,192
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100-000-430 Federal Governmental Sources 115,374

100-000-432	HEW Title II	5,000
100-000-433	Federal Work Study	82,934
100-000-434	Veterans -Cost of Instruction Program	11,440
100-000-438	Nursing Capitation Grant	15,000
100-000-439	Other Federal	1,000

100-000-440 Student Tuition and Fees 558,709

100-000-441-01	Summer 1974 (Summer Session '73 + 5%)	41,437
100-000-441-02	Fall 1974 (Fall '73 + 5%)	260,515
100-000-441-03	Spring 1975 (Spring '74 + 5%)	251,007
		552,959

100-000-441-06	Public Services Income	4,500
100-000-442-01	Graduation Fees	750
100-000-442-04	Transcript Fees	500

100-000-449 Cosmetology Students 60,000

100-000-470 Interest on Investments 20,000

100-000-499 Other Revenue 2,500

100-000-499-01 Data Processing Revenue 100

TOTAL EDUCATIONAL FUND REVENUE	\$ 2,261,247
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SAUK VALLEY COLLEGE

EDUCATIONAL FUND

PART II: ESTIMATED EXPENDITURES 1974-75

<u>110-000-000 INSTRUCTION</u>		<u>\$ 1,198,103</u>
<u>110-100-000 DIVISION OF BUSINESS</u>		\$ 94,845
110-100-513	- Salaries - Full Time	\$ 84,945
110-100-530	- Contractual Services	2,800
110-100-543	- General Materials & Supplies	5,500
110-100-550	- Conference & Meeting Expense	1,600
<u>110-200-000 DIVISION OF AGRICULTURE</u>		17,875
110-200-513	- Salaries - Full Time	14,725
110-200-530	- Contractual Services	200
110-200-543	- General Materials & Supplies	2,250
110-200-550	- Conference & Meeting Expense	700
<u>110-300-000 DIVISION OF INDUSTRIAL EDUCATION</u>		65,900
110-300-513	- Salaries - Full Time	59,800
110-300-530	- Contractual Services	600
110-300-543	- General Materials & Supplies	5,000
110-300-550	- Conference & Meeting Expense	500
<u>110-400-000 DIVISION OF SOCIAL SCIENCE</u>		103,557
110-400-513	- Salaries - Full Time	94,025
110-400-516	- Salaries - Office Staff	6,307
110-400-530	- Contractual Services	100
110-400-543	- General Materials & Supplies	2,250
110-400-550	- Conference & Meeting Expense	875
<u>110-418-000 LAW ENFORCEMENT AND FIRE SCIENCE</u>		29,040
110-418-513	- Slaries - Full Time	22,400
110-418-543	- General Materials & Supplies	5,940
110-418-550	- Conference & Meeting Expense	700

110-500-000 DIVISION OF HUMANITIES

\$ 188,371

110-500-513	- Salaries - Full Time	176,275
110-500-516	- Salaries - Office Staff	6,486
110-500-530	- Contractual Services - Humanities	100
110-500-543	- General Materials & Supplies - Humanities	1,355
110-500-550	- Conference & Meeting Expense - Humanities	875
110-511-530	- Contractual Services - Art	300
110-511-543	- General Materials & Supplies - Art	550
110-511-550	- Conference & Meeting Expense - Art	110
110-512-530	- Contractual Services - Music	700
110-512-543	- General Materials & Supplies - Music	1,400
110-512-550	- Conference & Meeting Expense - Music	220

110-515-000 DEVELOPMENTAL PROGRAM

3,705

110-515-530	- Contractual Services	150
110-515-543	- General Materials & Supplies	3,225
110-515-550	- Conference & Meeting Expense	330

110-600-000 DIVISION OF MATH-SCIENCE

120,450

110-600-513	- Salaries - Full Time	111,675
110-600-530	- Contractual Services	600
110-600-543	- General Materials & Supplies	7,300
110-600-550	- Conference & Meeting Expense	875

110-700-000 DIVISION OF HEALTH SCIENCES

159,980

110-700-513	- Salaries - Full Time	129,935
110-700-516	- Salaries - Office Staff	5,650
110-700-530	- Contractual Services	500
110-700-543	- General Materials & Supplies	5,815
110-700-544	- Nursing Capitation Grant	15,000
110-700-550	- Conference & Meeting Expense	3,080

110-715-000 DIVISION OF PHYSICAL EDUCATION

49,105

110-715-513	- Salaries - Full Time	46,525
110-715-543	- General Materials & Supplies	2,250
110-715-550	- Conference & Meeting Expense	330

110-725-000 COMMUNITY EDUCATION

68,640

110-725-511	- Community Education-Administration	17,940
110-725-514-01	- Instructional Salaries	35,000
110-725-514-02	- Community Services Coordinators	3,500
110-725-516	- Salaries - Office Staff	8,000
110-725-530	- Contractual Services	1,200
110-725-543	- General Materials & Supplies	1,500
110-725-550	- Conference & Meeting Expense	1,500

110-730-000 COSMETOLOGY

\$ 55,000

110-730-530	- Contractual Services	55,000
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110-800-000 INSTRUCTIONAL PROGRAM ADMINISTRATION

241,635

110-800-511	- Salaries - Administration	46,000
110-800-514-01	- Salaries - Instructional Part-time	65,000
110-800-514-02	- Salaries - Summer Session	70,500
110-800-516	- Salaries - Secretarial	26,295
110-800-518-01	- Student Employees - Federal	15,135
110-800-530-01	- Contractual Services - Administration (Arts & Sciences)	50
110-800-541-01	- General Materials & Supplies (Arts & Sciences)	400
110-800-550-01	- Conference & Meeting Expense (Arts & Sciences)	400
110-800-518-02	- Student Employees - Federal	5,780
110-800-530-02	- Contractual Services - Administration (Career Educ.)	100
110-800-541-02	- General Materials & Supplies (Career Educ.)	1,000
110-800-550-02	- Conference & Meeting Expense (Career Educ.)	750
110-800-530-03	- Contractual Services - WORKROOM	1,050
110-800-530-04	- Contractual Services - UNALLOCATED	1,925
110-800-542	- General Materials & Supplies - WORKROOM	1,000
110-800-543	- General Materials & Supplies - INSTITUTIONAL COMMITTEES	250
110-800-544	- Tuition Reimbursement	6,000

<u>120-000-000 LEARNING RESOURCE SERVICES</u>			<u>\$113,355</u>
120-000-512	- Salaries - Professional	47,675	
120-000-516	- Salaries - Secretarial	18,700	
120-000-518-01	- Salaries - Student Employees - Federal	8,150	
120-000-530	- Contractual Services	1,500	
120-000-544	- Materials & Library Supplies	10,000	
120-000-545	- Library Books	27,000	
120-000-550	- Conference & Meeting Expense	330	
<u>130-000-000 STUDENT SERVICES AND AIDS</u>			<u>\$245,933</u>
<u>131-000-000 Admissions and Records</u>			61,883
131-000-512	- Salaries - Professional	33,380	
131-000-516	- Salaries - Secretarial	22,603	
131-000-518-01	- Salaries - Student Employees - Federal	3,500	
131-000-541	- General Materials & Supplies	2,000	
131-000-550	- Conference & Meeting Expense	400	
<u>132-000-000 Counseling and Testing</u>			84,960
132-000-512	- Salaries - Professional	79,260	
132-000-516	- Salaries - Secretarial	5,700	
<u>133-000-541 Health Services - Materials & Supplies</u>			300
<u>134-000-000 Financial Aids</u>			23,450
134-000-512	- Salaries - Professional	18,050	
134-000-516	- Salaries - Secretarial	5,400	
<u>136-000-000 Veterans Grant Program</u>			11,400
136-000-512	- Salaries - Professional	10,000	
136-000-541	- General Materials & Supplies	700	
136-000-550	- Conference & Meeting Expense	700	
<u>138-000-000 Administration of Student Services & Aids</u>			63,940
138-000-511	- Salaries - Administration	22,500	
138-000-516	- Salaries - Secretarial	6,600	
138-000-518-01	- Salaries - Student Employees - Federal	20,215	
138-000-530	- Contractual Services	225	
138-000-541	- General Materials & Supplies	5,700	
138-000-544	- Recruitment at Fairs, etc.	2,150	
138-000-549	- Commencement	4,000	
138-000-550	- Conference & Meeting Expense	2,550	

140-000-000 PUBLIC SERVICES \$ 4,500

140-000-514-02	- Salaries	3,500
140-000-530	- Contractual Services	500
140-000-543	- General Materials & Supplies	500

150-000-000 DATA PROCESSING SERVICES 104,812

150-000-512	- Salaries - Professional	43,575
150-000-517	- Salaries - Non-academic	5,562
150-000-518-01	- Salaries - Student Employees - Federal	3,975
150-000-541	- General Materials & Office Supplies	3,300
150-000-550	- Conference & Meeting Expense	500
150-000-561	- Rental of NCR & IBM Equipment	47,900

170-000-000 OPERATION & MAINTENANCE OF PLANT 367,540

170-000-512	- Salaries - Professional	15,375
170-000-517	- Salaries - Services Staff	227,550
170-000-518-01	- Salaries - Student Employees - Federal	38,615
170-000-518-02	- Salaries - Student Employees - State	-0-
170-000-530	- Contractual Services	23,500
170-000-571	- Gas Utility	42,000
170-000-575	- Telephone	20,500

180-000-000 GENERAL ADMINISTRATION\$214,103181-000-000 President's Office

47,899

181-000-511	- Salaries - Administration	31,500
181-000-516	- Salaries - Secretarial	8,424
181-000-518-01	- Salaries - Student Employees - Federal (Research)	2,500
181-000-530	- Contractual Services	175
181-000-541	- General Materials & Supplies	1,500
181-000-550	- Conference & Meeting Expense	1,800
181-000-555	- Vehicle Expense (Torino)	1,000
181-000-556	- Special Affairs	1,000

182-000-000 Business Office

116,375

182-000-511	- Salaries - Administration	29,000
182-000-512	- Salaries - Professional	18,300
182-000-516	- Salaries - Secretarial	52,945
182-000-518-01	- Salaries - Student Employees - Federal	6,630
182-000-530	- Contractual Services	1,700
182-000-541	- General Materials & Supplies	6,025
182-000-550	- Conference & Meeting Expense	1,775

183-000-000 Community Relations

49,829

183-000-511	- Salaries - Administration	17,695
183-000-516	- Salaries - Secretarial	6,134
183-000-547	- General Materials & Advertising	25,500
183-000-550	- Conference & Meeting Expense	500

<u>190-000-000</u>	<u>GENERAL INSTITUTIONAL</u>		<u>\$ 224,195</u>
<u>191-000-000</u>	<u>Board of Trustees</u>		14,950
191-000-531	- Contractual - Auditing & Legal	12,000	
191-000-549	- Other General Supplies (Elections)	2,000	
191-000-550	- Conference & Meeting Expense	950	
<u>192-000-000</u>	<u>Institutional Expense</u>		45,175
192-000-521	- Group Medical & Life Ins.	23,000	
192-000-539	- UNALLOCATED Contractual Services	1,675	
192-000-543	- General Materials & Supplies - FACULTY ASSOCIATION	200	
192-000-544	- Postage	12,600	
192-000-546	- Publications & Dues	6,200	
192-000-547	- Advertising	500	
192-000-554	- Recruitment	1,000	
<u>192-000-560</u>	<u>Fixed Charges</u>		14,500
192-000-564	- Interest Expense	-0-	
192-000-565	- General Insurance	14,500	
<u>192-000-580</u>	<u>Capital Outlay</u>		31,300
192-000-585	- Equipment	31,300	
<u>192-000-593</u>	<u>Tuition Charge Back</u>		22,500
<u>192-000-600</u>	<u>Provision for Contingencies</u>		<u>95,770</u>
TOTAL BUDGET EDUCATIONAL FUND			<u>\$ 2,472,541</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 256,797
Revenue	\$ 2,261,247	
Less Expenditures	<u>- 2,472,541</u>	
Excess of Revenue over Expenditures		<u>(211,294)</u>
Estimated balance June 30, 1975		<u>\$ 45,503</u>

SAUK VALLEY COLLEGE
BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1974-75 .

200-000-400 BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources \$ 136,521

200-000-411 Current Taxes - 1973 Levy \$ 136,521
(462M @ 3¢ @ 98 1/2%)

200-000-470 Interest on Investments 2,000

200-000-499 Miscellaneous Revenue 3,800

TOTAL BUILDING AND MAINTENANCE FUND REVENUE \$ 142,321

SAUK VALLEY COLLEGE
BUILDING AND MAINTENANCE FUND

PART II: ESTIMATED EXPENDITURES 1974-75

200-000-000 BUILDING AND MAINTENANCE FUND

270-000-000 Operation and Maintenance of Plant \$ 49,000

270-000-544 - General Materials & Office Supplies 45,000

270-000-544-01 - Kitchen Supplies 3,000

270-000-550 - Conference & Meeting Expense 1,000

276-000-570 Plant Utilities 75,000

276-000-573 - Electricity 75,000

290-000-000 General Institutional

290-000-520 - Group Medical Insurance & Life 6,000

290-000-560 - Fixed Charges 1,500

290-000-561 - Rental 1,500

290-000-580 - Capital Outlay 8,400

290-000-587 - Additional Equipment - Services 8,400

290-000-600 - Provision for Contingencies -0-

TOTAL BUILDING AND MAINTENANCE FUND BUDGET \$ 139,900

PART III: BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 40,052
Revenue	\$ 142,321	
Less Expenditures	<u>- 139,900</u>	
Excess of Revenue over Expenditures		<u>2,421</u>
Estimated balance June 30, 1975		<u>\$ 42,473</u>

SAUK VALLEY COLLEGE

SITE AND CONSTRUCTION FUND

PART I: ESTIMATED REVENUE 1974-75

<u>Other Sources</u>			\$ 67,500
300-000-460	Facilities Revenue (net)	\$ 42,500	
300-000-470	Interest on Investments	25,000	
300-000-499	Other Revenue	-0-	
			<hr/>
TOTAL SITE AND CONSTRUCTION FUND REVENUE			<u>\$ 67,500</u>

PART II: ESTIMATED EXPENDITURES 1974-75

GENERAL INSTITUTIONAL

390-000-560	Fixed Charges		-0-
390-000-565	General Insurance	-0-	
390-000-580	Capital Outlay		\$ 150,000
390-000-582	Site Improvement	10,000	
390-000-582-01	Site Improvement-Holding Pond	75,000	
390-000-583	New Buildings & Additions	-0-	
390-000-584	Building Improvements	25,000	
390-000-585	Equipment - Office	10,000	
390-000-586	Equipment - Instructional	10,000	
390-000-587	Equipment - Service	10,000	
390-000-589	Other Capital Outlay	10,000	
			<hr/>
TOTAL SITE AND CONSTRUCTION EXPENDITURES			<u>\$ 150,000</u>

PART III. BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 613,589
Revenue	\$ 67,500	
Less Expenditures	<u>-150,000</u>	
Excess of Revenue over Expenditures		<u>(82,500)</u>
Estimated balance on hand June 30, 1975		<u>\$ 531,089</u>

SAUK VALLEY COLLEGE

BOND AND INTEREST FUND #1

PART I: ESTIMATED REVENUE 1974-75

<u>400-000-410</u>	<u>Local Governmental Sources</u>		<u>\$ 328,333</u>
400-000-411	Current Taxes - 1973 Levy (462M @ 7.215 @ 98 1/2%)	\$ 328,333	
<u>400-000-470</u>	<u>Other Sources</u>		<u>9,000</u>
400-000-470	Interest on Investments	9,000	
TOTAL BOND AND INTEREST FUND #1 REVENUE			<u><u>\$ 337,333</u></u>

PART II: ESTIMATED EXPENDITURES 1974-75

GENERAL INSTITUTIONAL

<u>490-000-560</u>	<u>Fixed Charges</u>		<u>\$ 324,500</u>
490-000-563	Debt Principal Retirement	\$ 225,000	
490-000-564	Interest	99,000	
490-000-569	Other Fixed Charges	500	
TOTAL BOND AND INTEREST FUND #1 EXPENDITURES			<u><u>\$ 324,500</u></u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 94,548
Revenue	\$ 337,333	
Less Expenditures	<u>-324,500</u>	
Excess of Revenue over Expenditures		<u>12,833</u>
Estimated balance on hand June 30, 1975		<u><u>\$ 107,381</u></u>

SAUK VALLEY COLLEGE

BOND AND INTEREST FUND #2

PART I: ESTIMATED REVENUE 1974-75

<u>400-000-410</u>	<u>Local Governmental Sources</u>		\$ 113,085
400-000-411	Current Taxes - 1973 Levy (462M @ 2.485 @ 98 1/2%)	113,085	
<u>400-000-470</u>	<u>Other Sources</u>		1,500
400-000-470	Interest on Investments	1,500	
			<hr/>
TOTAL BOND AND INTEREST FUND #2 REVENUE			<u>\$ 114,585</u>

PART II: ESTIMATED EXPENDITURES 1974-75

GENERAL INSTITUTIONAL

<u>490-000-560</u>	<u>Fixed Charges</u>		\$ 112,100
490-000-563	Debt Principal Retirement	95,000	
490-000-574	Interest	16,600	
490-000-569	Other Fixed Charges	500	
			<hr/>
TOTAL BOND AND INTEREST FUND #2 EXPENDITURES			<u>\$ 112,100</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 2,568
Revenue	\$ 114,585	
Less Expenditures	<u>-112,100</u>	
Excess of Revenue over Expenditures		<u>2,485</u>
Estimated balance on hand June 30, 1975		<u>\$ 5,053</u>

SAUK VALLEY COLLEGE

WORKING CASH FUND

PART I: ESTIMATED REVENUE 1974-75

790-000-470	Other Sources		\$ 4,000
790-000-470	Investment Income	4,000	
			<hr/>
TOTAL WORKING CASH FUND REVENUE			<u>\$ 4,000</u>

PART II: ESTIMATED EXPENDITURES 1974-75

PART III: BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 498,826
Revenue	\$ 4,000	
Less Expenditures	<u>-0-</u>	
Excess of Revenue over Expenditures		<u>4,000</u>
Estimated balance on hand June 30, 1975		<u>\$ 502,826</u>

SAUK VALLEY COLLEGE BOOKSTORE

Budget for 1974-75

PART I: REVENUE

SALES:

Textbooks	\$ 102,235	
Supplies	9,935	
Miscellaneous	7,540	
Paperbacks	2,175	
Sales Tax Collected	<u>5,485</u>	\$ 127,370

Less Cost of Sales:

Textbooks	\$ 81,790	
Supplies	6,955	
Miscellaneous	5,655	
Paperbacks	1,480	
Sales Tax Paid	<u>5,385</u>	<u>101,265</u>

ESTIMATED GROSS PROFIT \$ 26,105

PART II: EXPENDITURES

Salaries & Wages	\$ 12,125	
Employees Benefits	175	
Transportation	2,725	
Equipment	1,000	
Supplies	825	
Travel	450	
Telephone	250	
Dues & Subscriptions	200	
Auditing & Legal	200	
Other Expenses	<u>500</u>	
Total Expenditures		<u>18,450</u>

EXCESS REVENUE OVER EXPENDITURES \$ 7,655

PART III: Budget Summary

Fund Equity, July 1, 1974 \$ 59,967

Revenue	\$ 127,370
Less Expenditures	<u>-119,715</u>

Excess Revenue over Expenditures 7,655

Estimated Fund Equity, June 30, 1975 \$ 67,622

RESTRICTED PURPOSES FUND

PART I: ESTIMATED REVENUE

	<u>1973-74</u>	<u>1974-75</u>
#201 Comprehensive Fee Income	\$ 39,000	\$ 41,990
Fall 18,500 x \$1.00 18,500	Fall 19,525 x \$1.00 19,525	
17,500 x \$1.00 17,500	<u>19,280</u> x \$1.00 19,280	
Summer '74 3,000 x \$1.00 3,000	<u>Summer '75</u> 3,185 x \$1.00 3,185	
<u>Income from Admissions to Student Activities</u>	5,500	3,395
#202 Athletics 600		275
#203 Drama & Readers' Theatre 3,500		2,020
#204 Cultural Events 1,300		1,000
#205 Newspaper 100		100
	<u> </u>	<u> </u>
Total Estimated Revenue	<u>\$ 44,500</u>	<u>\$ 45,385</u>

RESTRICTED PURPOSES FUND

PART II: ESTIMATED EXPENDITURES

	<u>1973-74</u>	<u>1974-75</u>
#251-2-3-4-#268 Athletics	\$ 13,026	\$ 13,445
<u>Athletics</u>	11,120	10,790
Officials	1,305	1,305
Travel	5,300	5,435
Meals	2,100	2,055
Awards	905	830
Insurance	750	750
Banquet	250	--
Dues & Fees	510	415
<u>Rentals</u>	400	560
Golf	--	40
Pool	400	400
Tennis	--	120
<u>Supplies & Cleaning-Sports</u>	1,506	1,445
Basketball	345	200
Swimming	60	60
Baseball	486	435
Golf	75	75
Track	120	95
Tennis	150	305
Cross Country	95	100
Wrestling	175	175
<u>Miscellaneous</u>	--	650
Coaches Salaries		650
<u>#255 Men's Intramurals</u>	275	200
Awards, Officials, Scorebooks	275	200
<u>#256 Cheerleaders & Pom Pom Squad</u>	600	600
Jr.High Cheer- Leaders' Clinic	50	80
Travel-Meals	330	300
Home Games & Refreshments	20	20
Insurance	150	150
Uniforms	50	50
Miscellaneous	0	0

	<u>1973-74</u>	<u>1974-75</u>
<u>#257 Speech Activities & Readers' Theatre</u>	2,800	3,787
Readers' Theatre 350		400
Tournaments 2,450		3,387
<u>#258 Drama</u>	1,600	1,600
Royalties 300		300
Publicity 300		200
Sets & Costumes 1,000		1,100
<u>#259 Music</u>	2,200	2,600
Travel 700		950
Meals 1,100		1,250
Choir Robes 100		0
Cleaning & Misc. 0		100
Rental 100		0
Travel for		
Concerts 200		300
<u>#260 Student Activities - Cultural-Social</u>	11,999	9,803
Leadership 500		200
Fine Arts 1,500		1,500
Dances 750		600
Speakers 3,500		2,500
Pop.Entertain-		
ment 3,500		2,753
Wages 400		100
Rentals 50		
Films 1,000		1,500
Misc. 100		100
Publicity 149		100
Academic Recog. 200		50
Activities Recog. 350		400
<u>#261 Student Leadership Scholarships</u>	0	0
<u>#262 Student Newspaper</u>	3,000	2,500
<u>#263 Student Magazine</u>	2,500	2,700

#264 Associated Students' Board		2,675	2,125
Interclub Council			
Clubs	1,500		1,000
Interschool			
Relations	300		
Supplies	75		200
Publicity	75		50
Special Events	625		775
Pow Wow		500	
Christmas			
special		225	
Seminars		50	
Miscellaneous			
flowers, etc.	100		100
#265 Musical		2,000	2,000
Music rental			
& royalties	600		600
Travel	450		
Sets & Costumes	800		1,200
Publicity	150		200
#266 Women's Intercollegiate			
Activities		750	2,000
Tennis Host	50		205
Transportation		165	
Meals		40	
Volleyball Host	50		431
Transportation		265	
Meals		166	
Basketball	150		493
Transportation		325	
Meals		168	
Softball	200		
Orientation Tee	100		
Badminton			371
Transportation		205	
Meals		166	
Insurance	150		150
First Aid Supplies			150
After game refreshment			
Uniform & Equip. Replace-			
ment			110
Referees			90
Intramurals	50		
#267 Sauk Valley College Volunteers		75	25
Travel	50		
Workshops	25		25
Misc.	0		
#299 Non-budgeted Contingencies		1,000	2,000
Total Estimated Expenditures	\$ 44,500		\$ 45,385

PART III: BUDGET SUMMARY

Balance on hand July 1, 1974		\$ 21,073
Revenue	\$ 45,385	
Less Expenditures	<u>-45,385</u>	
Excess of Revenue over Expenditures		<u>-0-</u>
Estimated balance on hand June 30, 1975		<u>\$ 21,073</u>

SAUK VALLEY COLLEGE

CHILD CARE CENTER

1974-1975

PART I: ESTIMATED REVENUE

Fees	\$ 7,600.00
Insurance	<u>150.00</u>
TOTAL REVENUE	<u>\$ 7,750.00</u>

PART II: ESTIMATED EXPENDITURES

Salaries		
Director	\$ 3,000.00	
Assistants	<u>3,200.00</u>	\$ 6,200.00
Insurance		150.00
Supplies		400.00
Travel		100.00
Non-Budgeted Contingency		<u>900.00</u>
TOTAL EXPENDITURES		<u>\$ 7,750.00</u>

Note: In addition to the above, a child care center account is maintained which reflects a community contribution to the Center. This contribution has been designated to be used for supplies, equipment, and other non-salaried items. As of May 31, 1974, this account carried a balance of \$1,959.59.

August 5, 1974

MEMORANDUM

To: Robert Castendyck
BOARD OF TRUSTEES
President Cole

From: Robert Edison *Red*

RE: BOARD MEETING AUGUST 12, 1974

The attached document represents what I thought was the basic agreement at the meeting held with Mr. Cripe, Mr. Swanson, Mr. Coplan and myself.

In reviewing the document with Mr. Cripe after its submission it was indicated that Unit V did not agree with the stipulation contained in paragraph 4 of page 2. I discussed this disagreement with Mr. Coplan and it was thereafter agreed that the facilities were to be utilized only for the Unit V elementary schools and the Rock Falls elementary schools and if the program should be extended beyond these schools it would be subject to renegotiating the additional income to be paid to Sauk Valley College.

Mr. Cripe also indicated that you should prepare the Lease Agreement, possibly in cooperation with Mr. Ward, and the cost for such preparation is to be shared equally between Sauk Valley College and Unit V.

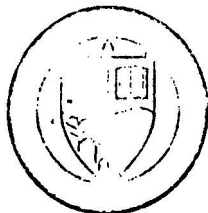
In composing the lease I would assume that all elements normal to a lease would be covered and with the following two specifics being requested by Mr. Cripe as far as renewal priority is concerned and by Mr. Edison insofar as a "hold harmless" insurance agreement is concerned.

- (1) Unit V seeks a renewal clause as a priority right of Unit V at the expiration of this year.
- (2) I feel that the lease should contain a "hold harmless" agreement insofar as Sauk Valley College is concerned.

Should you have additional questions please contact me at your convenience. I am also sending a copy of this document to the Sauk Valley College Trustees and am assuming that approval will be given August 12, 1974.

RE:fsb

Encl.



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

OFFICE OF BUSINESS SERVICES

July 29, 1974

Mr. Robert Cripe, Business Manager
COMMUNITY UNIT SCHOOL DISTRICT NO. 5

Dear Mr. Cripe:

It was my understanding as a result of the recent meeting with Mr. Swanson, Mr. Cripe, Mr. Coplan and Mr. Edison in attendance that the following concept represents the "Financial Arrangements for the Utilization of Sauk Valley College Kitchen Facilities by Unit District No. 5."

THIS AGREEMENT is in consideration for using approximately 5900 sq. ft. of kitchen facilities and other space at the basement level of the college building. It also anticipates the utilization for Sauk Valley College services of possibly the snack bar facilities on the first floor and the cafeteria facilities on the second floor. The basic agreement is presented as follows:

- . \$13,900 - Guaranteed payment from Unit 5, which
basically represents the rental of space,
the depreciation on kitchen equipment, the
rental from WAVC, and the reimbursement for
utility cost not related to the operational
kitchen equipment.
- ? - 50% of any receipts in excess of operating
costs.

Only the current equipment in the basement of Sauk Valley College is to be furnished as a part of this agreement and it is herein stipulated that Unit 5 will pay all maintenance and custodial services in reference to the rental of the kitchen area and the utilization of the equipment therein. Sauk Valley College will be responsible for any necessary replacement of wornout equipment but will have no responsibility for the purchase of any additional equipment.

The vending operation at Sauk Valley College has netted approximately \$8,000 per year. It is recognized that a cafeteria program might not be self-sustaining, but inasmuch as the sales and the costs must be governed as a protective element to our student body, it will be necessary for the

July 29, 1974

college to receive copies of detailed bid documents submitted by each vendor, with these documents to contain the detailed estimates for the food services to be provided Unit 5 as well as the services to be provided Sauk Valley College.

We had also agreed that the cost for separately metering the operational equipment would be equally divided between Unit 5 and Sauk Valley College with Unit 5 thereafter paying the utility costs for the operational equipment.

I have been and am now in the process of trying to obtain the services of Commonwealth Edison and the initial electrical contractor to review the potential for separately metering these facilities as well as an estimated cost to obtain this division. When contacts have been completed the potential and the estimated cost will be reviewed with Unit 5. Should such a division not appear feasible I assume that we would revert to the initial minimum guarantee for utilities of \$4200 per year with an additional amount to be added for meals served beyond 425,000 meals per year.

The rental agreement guaranteeing \$13,900 to Sauk Valley College has been based upon an estimated 425,000 meals to be furnished Unit 5. Should additional meals be furnished the college is to receive 1¢ per meal for meals furnished Unit District 5 that are in excess of 425,000 meals per year.

This lease agreement is to be reviewed at the end of each operating year in reference to the length and conditions of its agreement as well as specific costs and payments as related to the total food program.

Should you have any question concerning this write-up please contact me at your convenience.

Very truly yours,



Robert Edison
Dean of Business Services

RE:fsb

RECEIVED 11/16/74
RECEIVED AUG 6 1974



EXECUTIVE SECRETARY
Fred L. Wellman

DEPUTY SECRETARY FOR FINANCE
Howard D. Sims

ASSOCIATE SECRETARIES
Lawrence J. Auten
G. Robert Darnes
John L. Forbes
Richard L. Fox
James M. Howard
William G. Matlack
John J. Swalec, Jr.

STATE OF ILLINOIS

ILLINOIS COMMUNITY COLLEGE BOARD

544 ILES PARK PLACE
SPRINGFIELD, ILLINOIS 62718

PHONE (217) 782-2495

August 1, 1974

MEMBERS
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Merlin Karlock, Vice-Chairman
John Copley
Frank F. Fowle
Toussaint L. Hale, Jr.
Mrs. Carl H. Neyhart
James W. Sanders
Mrs. Andrew Scott
Richard P. Stone
Michael J. Bakalis

LEGAL COUNSEL
Donald Zeglis

Dr. George E. Cole, President
Sauk Valley College
R. R. 1
Dixon, Illinois 61021

Dear George:

Thank you for your letter of July 30 referring to earlier communications pertaining to the joint food service agreement between Sauk Valley College and the Sterling School District.

I have asked John Swalec to review this matter and to forward our response to you as soon as possible.

Needless to say, we are very much interested in this program and believe that it is an important step toward cooperation. In the meantime, I hope that you can proceed with your development of this proposal, but please contact John Swalec if any immediate action is needed since I will be on vacation until the end of August.

My best wishes.

Sincerely yours,

Fred L. Wellman

Fred L. Wellman
Executive Secretary *FLW*

FLW:cb
cc: John Swalec w/attachment
ICCB Staff "

Attachment: A copy of a letter from George Cole dated July 30, 1974.

4-5

August 5, 1974

TO: Board of Trustees
President Cole

FROM: Robert Edison *Bob*

RE: BOARD MEETING August 12, 1974

I am sure each of you is aware of the severity of the storm which occurred in this area on June 20, 1974. During this storm Sauk Valley College lost several trees, two light poles, and a considerable amount of damage to its tennis court fences.

Since the time of this storm I have had several discussions and a good deal of correspondence with representatives of the Illinois Building Authority, the College insurance consultant and the Board Attorney relative to damages caused by this storm.

Thus far I have been totally unsuccessful concerning the responsible party for the damages as well as obtaining some specific definition as to the insurance coverage maintained on our properties by the Illinois Building Authority with the volume of submissions for the Board being somewhat prohibitive at this time. I am continuing the discussion with the Illinois Building Authority and Mr. Castendyck, though I am not extremely optimistic with the results at this time. In the meantime it appears to me that our tennis courts should be repaired regardless of the results of the insurance coverage and I have included an amount of \$4000 in the Tentative Budget for this purpose.

I have obtained a quotation of \$3975 from MASTERCRAFT FENCE COMPANY, INC. of Davenport, Iowa, to restore the tennis courts to somewhat their original condition. There are few fence specialists with whom I am familiar and this company has done considerable work in this area for Northwestern Steel & Wire, The Sterling Park District, and Unit V, with the company enjoying an excellent reputation.

RECOMMENDATION: Board approval to contract for the repair of the tennis courts at a cost of \$3975. It should also be understood that this quotation represents the re-stretching of all wire with a gamble that some of this wire on the north end might create a problem and I am therefore seeking approval to extend this quotation to include some additional wire as replacement for the north end if an adequate job cannot be performed with the old wire.

Since it appears rather certain that the wind-breakers on the tennis court fences were largely responsible for this damage I would also assume that a decision should be reached as to whether or not the College should again utilize wind-breakers after repairs are completed.

RE:fsb

4-5a

CHAIRMAN

WILKIN B. SCHMICK

ILLINOIS BUILDING AUTHORITY • 135 S. LA SALLE ST., CHICAGO, ILL. 60603 • PHONE 346-1767

MEMBERS

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EXECUTIVE DIRECTOR

WILLIAM P. FORD

Mr. Robert D. Edison
Dean of Business Services
Sauk Valley College
R. R. 1
Dixon, Illinois 61021

August 5, 1974

Reid 8/7/74

RE: IBA Project No. #74-097
Sauk Valley College
Wind Damage - June 20, 1974

Dear Mr. Edison:

We have been advised by our carrier that none of the property damaged as a result of the June 20, 1974 windstorm are covered items under the provisions of our policy. Therefore, in accordance with my letter of June 27, 1974 the responsibility and costs for the necessary corrective work are the College's.

Very truly yours,

Edward J. Doyle
Edward J. Doyle
Assistant Controller

EJD:jj

cc: Jere R. Weber

TO: Board of Trustees
President Cole

August 7, 1974

FROM: Robert Edison

Bob

Based upon the foregoing which I still believe to be inequitable and unfair with the end result of the college possibly paying for damage due to the oversight and/or negligence of the Illinois Building Authority I would like to recommend that Mr. Castendyck proceed with the IBA as to the definition of what is insured and what is not insured under the Illinois Building Authority policy, and a continuation of the argument as to the basis for our properties not having been insured.

I would also recommend that Mr. Edison proceed, pending definition, to obtain valuations of our non-insured properties in order to obtain insurance on these properties through our other insurance carrier.

August 5, 1974

4-7

TO: Board of Trustees
President Cole

FROM: Robert Edison

Bob

RE: BOARD MEETING August 12, 1974

I am enclosing herein a statement of the bookstore operation for the year ended June 30, 1974 as well as a composite financial statement of the bookstore operation since its inception through June 30, 1974. In addition I am enclosing a copy of a rather poor bookstore questionnaire which we mailed to other community colleges in order to establish some guidelines for our future operation.

As a result of the enclosed three documents I would like to indicate that the records show that our bookstore operation is somewhat self-sustaining and that we will be able to pay the initial loan of \$25,000 within the next two fiscal years. Should the bookstore circumstances remain similar to its past operations I would probably recommend thereafter that the bookstore be assessed an annual rental fee within the capabilities of its financial structure. I would also like to point out that the questionnaire indicates that most Illinois junior college bookstores do handle used books but Question #9 also indicates that these stores are not all self-sustaining and that the operational cost is channeled through the Educational Fund.

During the past two years a Sauk Valley College club organization has handled used book sales for the student body during the first two weeks of registration. The student body, in conjunction with Student Services, seems to feel that the handling of used books would be beneficial insofar as student's costs are concerned.

RECOMMENDATION: Board approval for the Sauk Valley College Bookstore to enter into used book sales on a consignment basis only at the end of the Fall 1974 semester. This program would be initiated on a trial basis only, subject to the following limits:

- (1) The College Store will have no responsibility for the consigned books subsequent to a period lapse of three terms, with it being the option of the owners to obtain their consigned books at any time.
- (2) Consigned books are to be sold at either 75% of a new book cost, or a quoted price by the owner, with the College Bookstore retaining 20% of the selling price of each consigned book.
- (3) Discontinued textbooks will be sold on the same basis but undoubtedly would not be sold at 75% of a new book price.
- (4) Used book receipts will be mailed to the owner at the address indicated on the consignment form.

RE:fsb

SAUK VALLEY COLLEGE BOOKSTORE

Year Ended 6-30-74

following table indicates the basis and the percentages utilized for monthly reports in order to estimate the financial status of the bookstore during interim periods between actual physical inventories. The division and the estimates have been categorized into four classifications with estimated gross profit for each classification. The final lines represent the actual physical inventory on 6-30-74 and the variance between estimated bases and the actual inventory basis.

	Books		Misc.		<u>Total</u>
Actual Inventory					
6-30-73	21,545.18	6,608.97	4,186.64	1,945.43	34,286.22
Purchases	81,519.73	7,374.49	6,020.82	1,764.78	96,679.82
	103,064.91	13,983.46	10,207.46	3,710.21	130,966.04
Actual Estimated					
Cost of Sales		6,624.24	5,386.28	1,410.11	91,311.25
Actual Inventory					
6-30-74	25,174.29	7,359.22	4,821.18	2,300.10	39,654.79
Actual Inventory	23,595.33	7,715.33	4,942.33	2,080.60	38,333.59
Variance between					
Actual Inv. and					
Actual Inv.	1,578.96*	(356.11)	(121.15)	219.50	1,321.20*
Actual Cost of					
Sales	77,890.62	6,624.24	5,386.28	1,410.11	91,311.25
Actual % of Gross					
Profit	24.2%	62.8%	44.0%	39.1%	28.7%
Actual Gross					
Profit	18,849.53	4,160.02	2,369.96	551.35	26,206.33
Actual Cost of					
Sales	79,469.58	6,268.13	5,265.13	1,629.61	92,632.45
Actual % of					
Gross Profit	22.5%	51.0%	36.4%	27.3%	25.3%
Actual Gross					
Profit	17,893.69	3,195.07	1,916.57	444.08	23,449.41

Obsolete books deducted
from Inventory, \$948.12.

SAUK VALLEY COLLEGE BOOKSTORE

	Books		Misc.		Total
Inventory:	6-30-67				8,073.99
	6-30-68	12,255.62	1,823.18	2,632.39	17,102.69
	6-30-69	19,167.93	2,446.45	3,641.63	25,691.48
	6-30-70	22,497.14	2,859.12	3,672.97	29,786.65
	6-30-71	16,552.03	5,346.71	4,247.63	27,293.78
	6-30-72	16,071.91	5,263.16	4,256.18	26,817.82
	6-30-73	21,545.18	6,608.97	4,186.64	34,286.22
	6-30-74	23,595.33	7,715.33	4,942.33	38,333.59

% Cost of Goods Sold
To Sales:

6-30-69	79.9%	58.0%	75.9%	63.8%	77.5%
6-30-70	80.6%	74.3%	82.6%	70.4%	80.1%
6-30-71	80.5%*	68.7%	71.4%	66.2%	84.7%
6-30-72	80.3%	66.8%	77.2%	71.9%	78.5%
6-30-73	80.5%	61.4%	69.4%	71.9%	77.7%
6-30-74	81.6%*	66.2%	73.3%	78.6%	79.8%

% Gross Profit to
Cost of Sales:

6-30-68	25.0%	66.6%	53.8%	66.6%	30.2%
6-30-69	25.1%	72.4%	31.8%	56.9%	29.0%
6-30-70	24.1%	34.5%	21.1%	41.9%	24.9%
6-30-71	21.3%*	45.5%	44.0%	51.0%	24.9%
6-30-72	24.5%	49.6%	29.5%	39.2%	27.4%
6-30-73	24.2%	62.8%	44.0%	39.1%	28.7%
6-30-74	22.5%*	51.0%	36.4%	27.3%	25.3%

* Obsolete Books written off.

Total Sales:

1967-68	54,112.03	8,726.11			62,838.14
1968-69	58,675.07	6,378.39	5,800.65	755.35	71,609.46
1969-70	69,730.94	7,000.49	5,670.80	1,058.76	83,460.99
1970-71	73,670.70	8,034.03	6,959.24	1,725.08	90,389.05
1971-72	78,789.79	10,443.88	7,207.20	2,237.95	98,678.82
1972-73	85,106.96	9,860.85	7,415.87	2,554.20	104,937.88
1973-74	97,363.27	9,463.20	7,181.70	2,073.69	116,081.86

Gross Profit

Net Profit

6-30-68	17,368.70	9,362.37	8,006.33
6-30-69	19,642.59	12,974.83	6,667.76
6-30-70	20,715.00	12,900.41	7,814.59
6-30-71	18,098.43	11,104.62	6,993.81
6-30-72	21,307.88	11,523.54	9,784.34
6-30-73	23,573.33	12,616.21	10,959.12
6-30-74	23,677.49	14,887.59	8,789.90

BOOKSTORE QUESTIONNAIRE RESULTS

(19 out of 40 responses)

1. Does your store handle used textbooks?

18 - yes

1 - no

2. If not, who is responsible for used book buy-backs and sales?

1 - Sells to Follets

3. If so, what method is used (i.e. consignment, purchasing, etc)?

10 - Store buys from students

4 - Store buys from students and wholesalers

2 - No answer

1 - Purchase and consignment

1 - Wholesaler purchases for bookstore and himself.

4. If given the option, would you handle used books?

13 - Yes

5 - No answer

1 - Maybe

5. What are your total store sales?

5 - Less than \$100,000

5 - \$100,000 to \$200,000

4 - \$200,000 to \$300,000

1 - \$300,000 to \$400,000

3 - Over \$500,000

1 - No answer

6. What are your new textbook sales?

(Percentage of new book sales to total book sales)

Range 74.4% to 100%

Median 87.7%

Eight stores did not provide data

7. What are your used textbook sales?

(Percentage of used book sales to total book sales)

Range 0% to 25.6%

Median 12.1%

Eight stores did not provide data

8. How much extra help is needed to handle used books?

- 13 - No extra help
- 1 - One extra person
- 2 - Two extra persons
- 2 - Three extra persons
- 1 - N.A.

9. How is your store financed?

All respondents operate college-owned stores. Some stores indicated that they were self-sustaining (5); the remaining stores indicated that their operations were college financed (14)

10. Is your store a separate entity, with its own checking account and financial report?

- 4 - Yes
- 15 - No

11. If not, are the funds a part of the Educational Fund? auxiliary fund?

- 1 - Educational Fund
- 12 - Auxiliary Fund
- 1 - No answer

12. May we have a copy of your 1972-73 annual financial report?

- 8 - Yes
- 11 - No

SAUK VALLEY COLLEGE BOOKSTORE
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May 13, 1974