

**AGENDA**  
**SAUK VALLEY COLLEGE**  
**BOARD OF TRUSTEES MEETING**

Conference Room, Third Floor, 3L14 August 25, 1975 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. Approval of treasurer's report
  - 3. Approval of current bills for payment
  - 4. Approval of current payroll journal
  - 5. Personnel matters
  - 6. Approval of SVC RAMP Document
  - 7. Other items
- E. Old Business
  - 1. Report on Faculty Grievance #5
  - 2. Other items
- F. New Business
  - 1. Proposed policy for staff disciplinary action
  - 2. Other items
- G. President's Report
  - 1. Fall enrollment report
  - 2. Other items
- H. Time of next meeting
- I. Adjournment

8-20-75 bg

## MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

August 25, 1975

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on August 25, 1975 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 8:00 p.m. and the following members answered roll call: Arman Gaulrapp, William Judd, F. Ty Simmons, Ronald Coplan, Lorna Keefer, William Reigle, and Robert Wolf

Absent: Oscar Koenig

Approval of Minutes: It was moved and seconded that the minutes of the August 11 meeting be approved as presented. Motion voted and carried.

Treasurer's Report: It was moved and seconded that the Board approve the attached Treasurer's Report as presented. Motion voted and carried.

Arrival: Member Oscar Koenig arrived at 8:03 p.m.

Bills Payable: It was moved and seconded that the Board approve the attached bills in the following amounts:

Educational Fund	\$485,826.30
Building Fund	\$11,985.90
Site & Construction	\$71,096.00
Bond & Interest #2	\$6,400.00
Working Cash Fund	\$66,856.02

In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Judd, Reigle, Wolf, and Coplan. Nays-0. Motion carried.

Payroll: It was moved and seconded that the Board approve the payroll of July 15 in the amount of \$72,236.75, the payroll of July 31 in the amount of \$78,557.96, and the payroll of August 15 in the amount of \$83,819.89 as presented. In a roll call vote, all voted aye. Motion carried.

August 25, 1975 Page #2

Leave of Absence: It was moved and seconded that the Board extend the leave of absence for Ann Johnson to September of 1976 with the stipulation that she notify the college by May 30, 1976 of her intentions to return. Motion voted and carried.

Counselor: The Board was informed that Mr. Ken Preiser had rejected the contract offered him to accept a position at Waubonsee College.

It was then moved and seconded that the Board approve the appointment of Cynthia D'Andre as Counselor—Placement at the instructor level step III at a 12-month salary of \$13,230. In a roll call vote, all voted aye. Motion carried.

RAMP: It was moved and seconded that the Board approve the RAMP document as presented. Motion voted and carried.

Grievance #5: The Board was presented the attached letter to Mr. David Youker, President of the Faculty Association in regard to Grievance #5.

Football: Mr. William Reigle gave a status report on the football committee.

Policy on Staff Disciplinary Action: The attached policy for staff disciplinary action was presented to the Board for their study and possible action at the next meeting.

Enrollment: Dr. Cole presented the enrollment figures to date which showed an approximate increase of 40% over Fall of 1974. The figures as of August 25 showed heads at 2,583 and hours of 25,119, which is an increase of 807 students and 7,198 hours over last year's figures at this same time.

Adjournment: Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be September 8 at 8:00 p.m. in the Board Room. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 8:40 p.m.

Respectfully submitted:

Arman Gaulrapp, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE August 20, 1975

## MEMORANDUM

O: SVC Board of Trustees

*F-1*

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-1 - PROPOSED POLICY FOR STAFF  
DISCIPLINARY ACTION

At the present time the contract is very explicit on grounds for dismissal, but I have not been able to find a policy which deals with disciplinary action other than dismissals.

The attached is a working draft of a proposed policy for staff disciplinary action and is intended to supplement our current policy on grounds for and procedure for dismissal.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DRAFT

DRAFT

DRAFT

DATE Au gust 20

1975

MEMORANDUM

TO: SVC Board of Trustees

7-1

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-1 - PROPOSED POLICY FOR STAFF  
DISCIPLINARY ACTION

It is important that all staff members at Sauk Valley College conduct themselves in a manner which is not detrimental to the College.

When, in the opinion of the Board of Trustees or the Administration, a staff member of the College has demonstrated behavior which could be viewed as non-professional or is convicted of violating the criminal code, the following action may be taken:

- 1) The appropriate Dean will discuss the situation with the staff person and make a complete report along with recommendations to the President. Following this meeting, the staff person may file a written statement regarding the alleged non-professional behavior if he wishes.
- 2) After examining the reports, the President will meet with the Dean and staff person to review the facts and take appropriate action.
- 3) If the staff person feels he has been unjustly treated he may request and be granted a hearing before the Board of Trustees.

It is the intention of the Board of Trustees to expect a high standard of behavior from its college staff while at the same time assuring that all staff persons will be granted the rights of due process.

GEC/bg

BILLS PAYABLE

AUGUST 25, 1975

EDUCATIONAL FUND

SVC PAYROLL FUND	July 15 payroll	3,865	\$70,785.75
192-000-521 PRUDENTIAL INS. CO.	July premium	4,020	4,216.35
SVC PAYROLL FUND	July 31 Payroll	4,021	77,683.80
138-000-549 MILDRED COLE	LPN Graduation	4,022	193.25
110-100-530 A.B. DICK CO.	Service	4,023	705.60
195-000-562 I.B.M.	Equip. rental	4,024	369.90
110-800-530-03 MULTIGRAPHICS DIV.	Service	4,025	790.00
182-000-530 N.C.R.	Service-1272.50		
195-000-562 XX	Equip. rental-7308.00	4,026	8,580.50
110-100-530 STERLING BUS. MACHINES	Service-200.00		
110-800-530-01 X X X	X 80.50		
182-000-530 X X X	X 104.00	4,027	384.50
110-310-538 STERLING SCHOOL OF BEAUTY	Cosmetology	4,028	1,943.34
181-000-550 GEORGE E. COLE	Travel	4,029	84.51
SVC PAYROLL FUND	Aug. 15 payroll	4,030	82,619.19
192-000-521 PRUDENTIAL INS. CO.	August premium	4,031	4,178.63
			\$252,535.32

512543.00	AMERICAN LIBRARY COLOR SLIDE CO	SUPPLIES	4.032	41.25
000541.00	AMERICAN PERSONNEL & GUIDANCE ASSN	SUPPLIES	4.033	34.00
000544.00	AMSTERDAM PRINTING & LITHO	SUPPLIES	4.034	103.75
000541.00	THE ASTON GAZETTE	PUBL RELA	4.035	8.00
0 546.00	ASSN OF COMM COLL TRUSTEES	FEES	4.036	291.67
000544.02	A-V CENTER U OF IA	SUPPLIES	4.037	6.10
000544.02	BSC INC	SUPPLIES	4.038	559.60
000545.00	BAKER & TAYLOR CO	BOOKS	4.39	641.81
315550.00	JIM BARBER	TRAVEL 45.10	0	
313550.00	X X	31.15	4.040	76.25
000545.00	CHARLES A BENNETT CO	BOOKS	4.041	12.12
000545.00	BERGWALL PRODUCTIONS	BOOKS	4.042	5.00
000544.02	BLACKHAWK OFFICE SUPPLY	SUPPLIES	4.043	50.00
511543.00	DICK BLICK	SUPPLIES 122.30		
000544.02	X X	SUPPLIES 169.95	4.044	292.25
000585.00	BLUEBIRD MFG CO	EQUIPMENT	4.045	1,144.00
300543.00	BOGOTT INDUS SUPPLY	SUPPLIES	4.046	97.26
300543.00	J L BONNELL & SONS	SUPPLIES	4.47	27.06
000544.01	BRO DART	SUPPLIES	4.848	37.50
300543.00	TOM BRODERICK TRUCK SALES	SUPPLIES	4.049	25.00
000543.00	CRM BOOKS	SUPPLIES	4.050	35.00
312541.00	CAHNERS BOOKS	SUPPLIES	4.051	24.72
000543.00	CARDINAL AUTO PARTS	SUPPLIES	4.052	140.6
000543.00	CAROLINA BIO SUPPLY	SUPPLIES	4.053	106.17
000575.00	CENTRAL TELEPHONE CO	SERVICE	4.054	1,662.19
000573.00	COMMONWEALTH EDISON CO	SERVICE	4.055	8.75
000545.00	CONGRESSIONAL STAFF DIRECTORY	BOOKS	4.056	24.50

00541.00	CONSULTING PSYCHOLOGISTS PRESS	SUPPLIES	4.057	150.02
00547.00	COUNCIL FOR ADVANCEMENT & SUPPORT OF EDUC	FEES	4.058	175.00
00541.00	COURIER PRINTING & LITHO	SUPPLIES	4.059	5.75
00547.00	THE DAILY GAZETTE	ADS	4.060	20.50
00541.00	DATA DOCUMENTS	SUPPLIES	4.061	432.12
00544.02	DEMCO EDUC CORP	SUPPLIES	4.062	2
00543.00	DIXON GARAGE SUPPLY	SUPPLIES	4.063	64.37
00543.00	DOALL ROCKFORD CO	SUPPLIES	4.064	29.53
00545.00	DOUBLEDAY & CO	BOOKS	4.065	13.61
13543.00	DRAKE UNIVERSITY	SUPPLIES	4.066	4.00
00585.00	EASTMAN KODAK CO	EQUIPMENT	4.067	2992.45
00541.00	EMPLOYMENT TRAINING CORP	SUPPLIES	4.068	149.00
00543.00	FIELD & FURROW CLUB	SUPPLIES	4.069	6.00
00543.00	FISHER SCIENTIFIC CO	SUPPLIES	4.070	100.26
00531.00	DR THOMAS FLYNN	SERVICES	4.071	250.00
11550.00	ALICE FRIEDRICH	TRAVEL	4.072	11.25
00545.00	GALE RESEARCH CO	BOOKS	4.073	35.96
00550.00	RALPH GELANDER	TRAVEL	4.074	18.55
00547.00	GRAHAM PAPER CO	SUPPLIES	4.075	545.12
1250.00	MAX GUINNUP	TRAVEL	4.076	126.00
1650.00	RICHARD HOLTAM	TRAVEL	4.077	59.30
00541.00	HUMAN BEHAVIOR	SUPPLIES	4.078	14.00
00530.00	I B M	SERVICE 716.50		
0530.00	XX	XX 25.75		
00539.00	XX	XX 27.00	4.079	769.25
00562.00	I B M	EQUIP RENTAL	4.080	36.98
00544.00	INDIANA UNIVERSITY	SUPPLIES	4.081	7.08
00549.00	JOSTENS	DIPLOMAS	4.082	30.15
16543.00	LAFAYETTE INSTRUMENT CO	SUPPLIES	4.083	73.00
00544.01	LIBRARY OF CONGRESS	SUPPLIES	4.084	72.00
00544.01	MCGREGOR MAGAZINE AGCY	SUPPLIES	4.085	2.697.87
00542.00	MICKEYS LINEN SUPPLY	SUPPLIES	4.086	13.00
00530.00	MIDWEST VISUAL EQUIP	SERVICE 94.05		
00544.02	XX XX X	SUPPLIES 39.24	4.087	133.29
00530.02	MONROE	SERVICE	4.088	32.25
00562.00	N C R	EQUIP RENTAL	4.089	3.654.00
00541.00	NATL COMPUTER SYSTEMS	SUPPLIES	4.090	136.59
13543.00	N E A	SUPPLIES	4.091	8.51
00543.00	NAT	SUPPLIES	4.092	117.00
00545.00	NATE LEAVESTED NURSING BOARD	EBOOK	4.093	10.00
00546.00	NORTH-CENTRAL ASSN	DUES	4.094	625.00
00543.00	NORTHERN ILL UNIV	SUPPLIES	4.095	37.20
00585.00	OPTICAL SCANNING CORP	EQUIPMENT	4.096	9,675.00
00550.00	P S OSBORN	TRAVEL	4.097	46.35
00543.00	PARKE MAC TOOL SALES	SUPPLIES	4.098	15.30
00543.00	PARKLAND COLLEGE	TUITION	4.099	85.52

000.550.00	DUANE PAULSEN	TRAVEL	4.100	13.50
418.543.00	PORTERS CAMERA STORE	SUPPLIES	239.48	
000.544.02	X X X	X X 195.20	4.101	4.46
.812		SUBSCR		3 7.00
.800.542.00	RUBRASHERS SERVICES	SUPPLIES		41.63
.10.543.00	UNIV OF CALIF	SUPPLIES		91.00
.000.550.00	ELEANOR RIDENHOWER	TRAVEL	4.104	
.000.593.00	ROCK VALLEY COLLEGE	TUITION	4.105	6.75
.000.544.00	ROCKET TRAILER SALES	STUDENT RECRUITMENT	4.106	140.40
200.543.00	SARGENT WELCH SCI CO	SUPPLIES	4.107	9.00
100.543.00	SVC BOOKSTORE	40.98	4.108	.75
300.543.00	X X	21.30		
500.543.00	X X	1.25		
512.543.00	X X	6.25		
812.541.00	X X	1.47		
813.543.00	X X	14.33		
815.543.00	X X	8.19		
000.541.00	X X	.50		
000.541.00	X X	11.43		
000.541.00	X X	18.75		
000.541.00	X X	1.18		
000.541.00	X X	2.86	4.109	128.49
300.550.00	SYC BUILDING FUND	TRAVEL	4.110	4.08
000.550.00	MICHAEL SEQUIN	TRAVEL	4.111	2.50
000.550.00	SERVOMATION CORP	LUNCHEONS	4.112	45.00
000.547.0	B F SHAW PRINTING CO	ADS	4.113	12.60
000.543.00	SIEG CO	SUPPLIES	4.114	53.31
418.543.00	SIRCHIE FINGER PRINT LABS	SUPPLIES	4.115	377.80
300.543.00	SMITTY'S	SUPPLIES	4.116	69.50
800.542.00	GLENN SPUTTE	SUPPLIES	4.117	33.50
800.542.00	STERLING BUS MACHINES	SUPPLIES	18.44	
000.541.00	X X X	1.75		
000.541.00	X X X	32.43		
000.539.00	X X X	27.75	4.118	80.37
100.543.00	UNIVERSITY ASSOCIATES	SUPPLIES	4.119	27.98
500.543.00	UNIVERSITY OF ILL	SUPPLIES	4.120	
000.530.00	VISUALCRAFT	SERVICE	4.121	21.00
000.545.0	VOC EDUC PRODUCTIONS	BOOKS	4.122	16.45
000.531.00	WARD WARD CASTENDYCK---	SERVICES	4.123	
000.550.00	MACK WARREN	TRAVEL	4.124	19.88
300.430.0	WELDERS SUPPLY CO	SUPPLIES	4.125	7.15
000.575.0	WESTERN UNION	TELEGRAMS	4.126	6.50
812.550.00	RONALD WILLIAMS	TRAVEL	4.127	27.51
000.544.01	H W WILSON CO	SUPPLIES	4.128	191.00
000.544.03	XEROX CORP	SUPPLIES	4.129	178.20
000.544.01	XEROX UNIVERSITY MICROFILMS	SUPPLIES	4.130	135.53
300.543.00	SVC PETTY CASH	SUPPLIES	2.63	
000.543.00	X X X	1.00		
000.544.00	X X X	1.98		
000.550.00	SVC IMPREST FUND	2.45	4.131	8.06
		MISC EXPENSES	4.132	1,262.47
		TOTAL BILLS		33,290.98

Cks. #3865, 4020 - 4031  
 TOTAL EDUCATIONAL FUND FOR AUGUST

252,535.32  
 \$ 285,826.30

BUILDING FUND

2-000-521	PRUDENTIAL INS. CO.	July premium	3,755	\$ 897.32
1-000-530	HONEYWELL, INC.	Service	3,756	1,786.25
1-000-530	DAVID MAYES	Services	3,757	150.00
1-000-530	MONTGOMERY ELEVATOR CO.	Service	3,758	329.25
1-000-530	SIMPLEX TIME RECORDER CO.	Service	3,759	54.75
1-000-530	SINGER BUSINESS MACHINES	Service	3,760	103.00
2-000-521	PRUDENTIAL INS. CO.	August premium	3,761	<u>897.32</u>
				\$4,217.89

000544.00	AFFILIATED STEAM EQUIP	SUPPLIES	3.762	99.45
000544.00	CRESCENT ELECTRIC SUPPLY	SUPPLIES	3.763	63.53
000544.00	DAWSON NORMAN WATER TREATMENT	SUPPLIES	3.764	80.00
000550.00	LYLE DEXTER CO	TRAVEL	3.765	13.20
000544.00	DIXON GARAGE SUPPLY	SUPPLIES	3.766	9.78
000544.00	DIXON PAINT CO	SUPPLIES	3.767	21.51
000544.00	W W GBAINGERRING	SUPPLIES	3.768	24.33
000544.00	KRADLE LUM	SUPPLIES	3.769	35.82
000544.00	LEE FS INC	SUPPLIES	3.770	209.15
000544.00	MASSEYS ACE HARDWARE	SUPPLIES	3.771	5.4
000530.00	DAVID MAYES	SERVICES	3.772	150.00
000544.00	MELLOTT'S	SUPPLIES	3.773	9.10
000544.00	MICKEY'S LINEN SUPPLY	SUPPLIES	3.774	109.83
000530.00	MONTGOMERY ELEVATOR	SERVICE	3.775	329.25
000544.00	MOTT BROTHERS	SUPPLIES	3.776	15.60
000571.00	NORTHERN ILL GAS	SERVICE	3.777	<del>5,952.40</del>
000544.00	OLIN WATER SERVICE	SUPPLIES	3.778	37.45
000544.00	OLLAR HARDWARE CO	SUPPLIES	3.779	9.56
000544.00	P & W SUPPLY	SUPPLIES	3.780	19.18
000530.00	ROCK VALLEY DISPOSAL SERV	SERVICE	3.781	10.00
000544.00	ROCKET TRAILER SALES	SUPPLIES	3.782	3.9
000544.00	JOSEPH T RYERSON & SON	SUPPLIES	3.783	147.18
000544.00	SVC BOOKSTORE	SUPPLIES	3.784	.2
000544.00	SVC EDUC FUND	SUPPLIES	3.785	36.03
000544.00	SAUK VALLEY EQUIPMENT	SUPPLIES	3.786	257.07
000544.00	SERV A LITE PRODUCTS	SUPPLIES	3.787	20.96
000544.00	STEWART TRUCK & EQUIP	SUPPLIES	3.788	17.80
000544.00	VONACHEN INDUS SUPPLIES	SUPPLIES	3.789	37.86
000544.00	SVC PETTY CASH	SUPPLIES	3.790	.32
	SVC IMPREST FUND	MISC SUPPLIES	3.791	6.05
000-571	NORTHERN ILL. GAS	SERVICE	3,792	5,942.40
				7.76 8.01 T

Cks. #3755-3761

4,217.89

TOTAL BUILDING FUND FOR AUGUST

\$11,985.90

SITE AND CONSTRUCTION FUND

0-000-584-01	CENTRAL NATL. BANK OF STERLING	543	\$71,000.00
	Trust agreement-Holding Pond		
0-000-589	WARD, WARD CASTENDYCK----	544	<u>96.00</u>
	Services		
	TOTAL SITE & CONSTRUCTION FOR AUGUST		\$71,096.00

BOND & INTEREST #2

0-000-564	CENTRAL NATIONAL BANK	Interest	7	\$ 6,400.00
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WORKING CASH FUND

ROCK FALLS NATIONAL BANK	Cert. of Deposit	4	\$66,850.02
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## IMPREST

FUND						
110-500-543	John A. Walter, Sec.-ATTW	Subscription	2990	\$	3.00	
192-000-544	United Parcel Service	Postage	2991		2.84	
110-811-541	Council for Adv. of Small Colleges	Book	2992		8.95	
110-811-541	Amer. Assoc for Higher Ed.	Dues	29 3		25.00	
110-300-543	Charles Oster	Books	2994		6.90	
192-000-544	United Parcel Service	Postage	2995		2.00	
192-000-544	Postmaster	Postage	2996		25.00	
110-700-543	Amer. Soc. of Radiologic Tech.	Brochures	2997		2.50	
110-811-541	The Chronicle of Higher Ed.	Subscription	2998		20.00	
192-000-544	United Parcel Service	Postage	2999		2.00	
120-000-544-01	U. S. News & World Report	Subscription	3000		38.00	
191-000-550	William Judd	Travel	3001		93.7	
138-000-541	I.A.C.A.C.	Dues	3002		7.50	
138-000-541	Education Recaps	Subscription	3003		5.00	
270-000-544	Byron Weidman	Supplies	3004		6.05	
120-000-545	Mrs. Lawrence Schott	Book	3005		50.00	
192-000-544	United Parcel Service	Postage	3006		5.08	
192-000-544	Postmaster	Postage	3007		949.00	
138-000-544	Whiteside County Fair	Tickets	3008		16.00	
		TOTAL FOR REIMBURSEMENT			\$1,268.52	

EDUCATIONAL FUND	\$1,262.47
BUILDING FUND	6.05

Balance in fund - 1,755.48  
 Disbursements - 1,268.52  
 Total in fund - 3,024.00

TREASURER'S REPORT

July 31, 1975

EDING FUND

alance on Hand June 30, 1975	\$ 73,655.31
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ceipts:

Investments	59,205.00
Taxes	9,790.23
Interest on Investments	795.00
Misc. Revenue	278.34
Expenditure Credits	<u>1,323.14</u>
	<u>71,391.71</u>

al Available	\$ 145,047.02
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bursements:

Expenses for July	13,012.64
Investments	<u>59,432.62</u>
	<u>72,445.26</u>

alance on Hand July 31, 1975	\$ 72,601.76
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CATIONAL FUND

ice on Hand June 30, 1975	\$ 449,093.27
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ipts:

Taxes	39,161.07
Charge-Back Revenue	696.42
Federal Work Study	8,152.84
Transcript Fees	103.00
Other Revenue	180.66
Expenditure Credits	<u>6,621.45</u>
	<u>54,915.44</u>

al Available	\$ 504,008.71
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bursements:

Expenses for July	<u>176,936.68</u>
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ance on Hand July 31, 1975	<u>\$ 327,072.03</u>
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E AND CONSTRUCTION FUND - DIXON NATIONAL BANK

alance on Hand June 30, 1975	\$ 80,541.10
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ceipts:

Interest on Investments	709.23
Rental Income	5,531.67
Expenditure Credits	<u>1,421.09</u>
	<u>7,661.99</u>

al Available	\$ 88,203.09
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<u>bursements:</u> Expenses for July	<u>6,091.43</u>
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ance on Hand July 31, 1975	<u>\$ 82,111.66</u>
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**SAUK VALLEY COLLEGE**

APPROVED BY

Donald F. Coglan  
PRESIDENT

Arman Gaukroger  
SECRETARY

DATE \_\_\_\_\_

SITE AND CONSTRUCTION FUND - HARRIS TRUST

Balance on Hand June 30, 1975	\$ 6,811.09
<u>Receipts:</u>	-0-
<u>Disbursements:</u>	-0-
Balance on Hand July 31, 1975	\$ <u>6,811.09</u>

BOND AND INTEREST FUND #1

Balance on Hand June 30, 1975	\$ 238,703.33
<u>Receipts:</u>	Taxes <u>18,997.32</u>
total Available	\$ 257,700.65
<u>Disbursements:</u>	Investments <u>225,000.00</u>
Balance on Hand July 31, 1975	\$ <u>32,700.65</u>

BOND AND INTEREST FUND #2

Balance on Hand June 30, 1975	\$ 60,643.08
<u>Receipts:</u>	Taxes <u>6,783.67</u>
total Available	\$ 67,426.75
<u>Disbursements:</u>	Investments <u>48,800.00</u>
Balance on Hand July 31, 1975	\$ <u>18,626.75</u>

WORKING CASH FUND

Balance on Hand June 30, 1975	\$ 103,051.79
<u>Receipts:</u>	Investments <u>431,173.77</u> Int. on Invest. <u>1,976.21</u> <u>433,149.98</u>
total Available	\$ 536,201.77
<u>Disbursements:</u>	Investments <u>500,000.00</u>
Balance on Hand July 31, 1975	\$ <u>36,201.77</u>

FUNDS INVESTED

. Treas. Bills	Building	9-18-75	\$ 59,432.62
. Treas. Bills	S & C	9-18-75	74,290.77
ertificate of Deposit	B & I #1	11-20-75	30,000.00
ertificate of Deposit	S & C	8-2-75	312,509.36
e-Open Deposit	S & C	5-28-76	150,000.00
tificate of Deposit	B & I #1	11-20-75	225,000.00
. Treas. Bills	B & I #2	12-16-75	48,800.00
tificate of Deposit	Working Cash	10-21-75	100,000.00
tificate of Deposit	Working Cash	11-20-75	200,000.00
tificate of Deposit	Working Cash	1-19-76	<u>200,000.00</u>

TOTAL INVESTED

\$1,400,032.75

SAUK VALLEY COLLEGE

E.O.G. - WORK STUDY FUNDS

Period Ending 7-31-75

B A L A N C E S H E E T

<u>Cash (E.O.G. and Work Study)</u>	.....	\$ 40,899.79
<u>Work Study Awards Available from Fed. Gov. 1975-76</u>	.....	85,093.00
<u>Work Study Awards Capital 1975-76</u>	.....	\$ 85,093.00
<u>Work Study Awards Paid 1975-76</u>	.....	3,363.48
<u>E.O.G. Funds Receivable from Fed. Gov. 1975-76</u>	.....	63,615.00
<u>Initial Year E.O.G. Awards Capital 1975-76</u>	.....	27,970.00
<u>Initial Year E.O.G. Awards Paid 1975-76</u>	.....	-0-
<u>Renewal Year E.O.G. Awards Capital 1975-76</u>	.....	35,645.00
<u>Renewal Year E.O.G. Awards Paid 1975-76</u>	.....	-0-
<u>Basic E.O.G. Program Awards Receivable from Fed. Gov. 1975-76</u>	.....	-0-
<u>Basic E.O.G. Program Awards Capital 1975-76</u>	.....	-0-
<u>Basic E.O.G. Program Awards Paid 1975-76</u>	.....	188.00
<u>Work Study Awards Capital 1974-75</u>	.....	82,934.00
<u>Work Study Awards Paid 1974-75</u>	.....	82,934.00
<u>E.O.G. Funds Receivable from Fed. Gov. 1974-75</u>	.....	18,972.00
<u>Initial E.O.G. Awards Capital 1974-75</u>	.....	26,720.00
<u>Initial E.O.G. Awards Paid 1974-75</u>	.....	26,433.76
<u>Renewal E.O.G. Awards Capital 1974-75</u>	.....	19,500.00
<u>Renewal E.O.G. Awards Paid 1974-75</u>	.....	16,947.17
<u>Basic E.O.G. Program Awards Capital 1974-75</u>	.....	53,486.00
<u>Basic E.O.G. Program Awards Paid 1974-75</u>	.....	43,207.33
<u>Work Study Awards Available from Fed. Gov. 1973-74</u>	.....	30,450.00
<u>Work Study Awards Paid 1973-74</u>	.....	60,186.09
<u>Work Study Awards Capital 1973-74</u>	.....	70,950.00
<u>Initial Year E.O.G. Awards Capital 1973-74</u>	.....	31,978.00
<u>Initial Year E.O.G. Awards Paid 1973-74</u>	.....	31,813.02
<u>Basic E.O.G. Program Funds Available from Fed. Gov. 1973-74</u>	.....	1,810.00
<u>Basic E.O.G. Program Awards Capital 1973-74</u>	.....	5,560.00
<u>Basic E.O.G. Program Awards Paid 1973-74</u>	.....	5,560.00
<u>Work Study Awards Paid 1972-73</u>	.....	71,733.05
<u>Work Study Awards Capital 1972-73</u>	.....	79,440.00
<u>E.O.G. Funds Receivable from Fed. Gov. 1972-73</u>	.....	9,619.00
<u>Initial Year E.O.G. Awards Capital 1972-73</u>	.....	7,408.00
<u>Initial Year E.O.G. Awards Paid 1972-73</u>	.....	13,641.79
<u>Renewal Year E.O.G. Awards Capital 1972-73</u>	.....	32,400.00
<u>Renewal Year E.O.G. Awards Paid 1972-73</u>	.....	16,213.89
<u>Work Study Awards Capital 1971-72</u>	.....	76,312.04
<u>Work Study Awards Paid 1971-72</u>	.....	19,754.00
<u>Initial Year E.O.G. Awards Capital 1971-72</u>	.....	19,535.69
<u>Initial Year E.O.G. Awards Paid 1971-72</u>	.....	12,000.00
<u>Renewal Year E.O.G. Awards Capital 1971-72</u>	.....	12,000.00
<u>Renewal Year E.O.G. Awards Paid 1971-72</u>	.....	18,686.10
<u>Inactive Federal Grants</u>	.....	\$709,746.10
		\$709,746.10

## SAUK VALLEY COLLEGE

## STUDENT LOAN FUND

Period Ending 7-31-75

B A L A N C E S H E E T

**ASSETS:**

**LIABILITIES AND NET WORTH:**

Fund Equity . . . . . \$ 3,331.65 \$ 3,331.65

## PROFIT AND LOSS

**INCOME:**  **NONE**

**SAUK VALLEY COLLEGE BOOKSTORE**

Period Ending 7-31-75

**ASSETS:**

Cash in Bank . . . . .	\$ 6,768.65
Petty Cash . . . . .	<u>39,014.83</u>
Inventory 6-30-75 . . . . .	\$ 46,082.68

**LIABILITIES AND NET WORTH:**

Accounts Payable . . . . .	\$ 20,000.00
Fund Equity. . . . .	\$ 73,282.18
Net Loss . . . . .	<u>(-47,199.50)</u>
	26,082.68
	<u>\$ 46,082.68</u>

## PROFIT AND LOSS

**INCOME:**

Textbook Sales . . . . .	\$ 2,135.22
Supplies Sales . . . . .	413.88
Miscellaneous Sales . . . . .	481.51
Paperback Sales . . . . .	102.15
Used Book Sales . . . . .	434.37
Sales Tax Collected . . . . .	259.91
Over & Under . . . . .	<u>12.95</u>
	\$ 3,839.99

## EXPENSES:

Textbook Purchases . . . . .	\$44,075.33
Supplies Purchases . . . . .	4,130.59
Miscellaneous Purchases . . . . .	760.24
Paperback Purchases. . . . .	45.07
Used Book Purchases. . . . .	98.48
Sales Tax Paid . . . . .	-0-
Salaries & Wages . . . . .	711.10
Transportation Charges . . . . .	814.65
Supplies Expense . . . . .	82.44
Travel . . . . .	116.09
Telephone. . . . .	-0-
Dues . . . . .	10.00
Other Expenses . . . . .	<u>195.50</u>
	\$51,039.49

NET LOSS on a cash basis without regard to inventory  
or Accounts Payable . . . . .

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

July 31, 1975

ASSETS	REVOLVING AGENCY FUND LIABILITIES	TOTAL
Cash In Bank	\$138,026.22	
Accts. Rec.	147,476.00	
	Student Tuition	\$212,329.00
	Due Educational Fund	1,050.18
	Due Building Fund	543.34
	Due Student Loan	339.35
	Due Bookstore	313.65
	Tuition Refunds	(3,233.90)
		\$211,341.62
<u>RESTRICTED AGENCY FUND LIABILITIES</u>		
	Child Care Operations	\$ 1,511.24
	Parking	8 369.63
	Recreation Room Fund	1,054.56
	Student Locker Fund	61.40
	Land Lab.	3,774.84
	Community Services	3, 18.97
	Child Care Center	1,120.95
	EMTA Grant	(2,720.34)
	Photography Supplies	
	LFN Supplies	152.73
	The Fantastics	346.68
	HEW Nurses Grants	1,132.00
	Law Enforcement Grants	6,282.96
	Nursing Capitation Gt.	9,970.22
	Disadvantaged Grant	9 4 6
	ICCB Public Services	4,230.00
	CETA Public Services	(425.00)
	Library Book Funds	285.15
	Miscellaneous	144.00
		48,837.68
<u>FUND EQUITY</u>		
	July 1, 1975	\$25,804.62
	Excess of Expenditures over Revenue, as of July 1, 1975	(481.70)
		25,322.92
TOTAL ASSETS	\$285,502.22	
	TOTAL LIABILITIES & FUND EQUITY	\$285,502.22

RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & EXPENSE

July 31, 1975

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	
Athletic Income	
Drama Income	
Student Activity Income	
Student Newspaper Income	
Film Income	
Cash Over & Under	
Other Income/Student Activity Fund Only	
<b>TOTAL INCOME</b>	<b>-0-</b>

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense		\$406.70
Intramurals		
Cheerleaders & Pom Pom Expense		
Speech Activities/Reader's Theatre		
Drama Expense		75.00
Music Expense		
Student Activity Expense		
Student Newspaper Expense		
Student Magazine Expense		
Associated Student Board		
Musical		
Women's Intercollegiate Act.		
SVC Volunteers		
Contingencies/Non-Budgeted		
		<b>\$481.70</b>
<b>TOTAL EXPENSE</b>		<b>\$481.70</b>

Excess of Expenditures  
over Revenue, as of  
July 31, 1975

(\$481.70)

STUDENT ACTIVITYJuly 31, 1975

Balance On Hand, June 30, 1975	\$112,039.24
July Receipts	<u>56,981.65</u>
	169,020.89
Disbursements for July 1975	<u>30,994.67</u>
Balance July 31, 1975	<u>\$138,026.22</u>

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
10801	Nancy Lauts-#320 Tuition Refund, Dropped 3 sem. hrs. Summer	\$ 21.00	
10802	Donald Millard-#320 Tuition Refund, Dropped 3 sem. hrs. Summer	21.00	
10803	Vicki Lee Fountain-#360 Miscellaneous, Check for change	916.00	
10804	SVC Student Loan Fund-#318 Due Student Loan, Loans paid in June	605.16	
10805	Edgar R. Picken, M.D.-#337 EMTA, Instruction	30.00	
10806	John R. Erickson, M.D.-#337 EMTA, Instruction	30.00	
10807	Howard Christofersen, M.D.-#337 EMTA, Instruction	30.00	
10808	Roger C. Hills, M.D.-#337 EMTA, Instruction	30.00	
10809	John J. McDowell, M.D.-#337 EMTA, Instruction	45.00	
10810	John Hubbard, M.D.-#337 EMTA, Instruction	30.00	
10811	Dave Mandrigoc-#337 EMTA, Instruction	20.00	
10812	Carmelo V. Interone, M.D.-#337 EMTA, Instruction/Exam	67.50	
10813	Leonard J. Milcarek, M.D.-#337 EMTA, Instruction	30.00	
10814	Thomas J. McDonnell, M.D.-#337 EMTA, Instruction	45.00	
10815	Margaret M. Fitzgerald-#360 Miscellaneous, Check for change	1.00	
10816	VOID		
10817	VOID		
10818	Owens Sport Shop-#253 Athletic Exp/Hartje, Pitcher screen, Letter Jackets	174.90	
10819	SVC Building Fund-#334 Land Lab. \$21.03, Oil & Gas, #316 Due Building Fund, Trial Balance, 6/30/75 \$719.12	740.15	
10820	SVC Educational Fund-#315 Due Educational Fund, \$2,627.42, Trial Balance, 6/30/75, #302 Out-of-District Fees, \$696.42, Trial Balance, 6/30/75	3,323.84	
10821	SVC Payroll Fund-#337 EMTA \$913.50, #354 CETA \$212.50, Payroll for 7/15/75	1,126.00	
10822	Beth J. Nusbaum-#320 Tuition Refund, Dropped 4 sem. hrs. Summer	50.40	
10823	Jonnie Galasso-#353 ICCB Public Services, Art Workshop at Morrison Pleasantview Nursing Home	15.00	
10824	Sarah J. Buckley-#103 Accounts Receivable, ISSC Grant, Summer	98.00	
10825	Barbara Gillette-#320 Tuition Refund, Dropped 1 sem. hr. Summer	7.00	
10826	Paula K. Schroeder-#103 Accounts Receivable, ISSC Grant, Fall	30.00	
10827	Jerry Zigler-#338 Photography Supplies, Reimbursement to Mr. Zigler for payment to Logan Printing Co., Peoria, IL	0.59	
10828	Dramatists Play Service Inc.-#258 Drama Exp., Royalty fees, for "The Ringers of Eldritch"	75.00	

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
10829	Nancy R. Lauts	#320 Tuition Refund, Additional refund, Summer	\$ 10.50
10830	College Entrance Examination Board	-#360 Miscellaneous, CLEP tests	40.00
10831	College Entrance Examination Board	-#360 Miscellaneous, CLEP tests	40.00
10832	Sandra Karras	-#320 Tuition Refund, Dropped 2 sem. hrs. Fall	30.00
10833	Dennis W. McCarry	-#103 Accounts Receivable, Military Grant, Summer	42.00
10834	Arnold Butterbaugh	-#253 Athletic Exp/Hartje, Bus transportation to Canton for Sectional Baseball	150.00
10835	Owens Sport Shop	-#253 Athletic Exp/Hartje, Supplies/Baseball	81.80
10836	Joseph Bonnell	-#360 Miscellaneous, Check for change	170.40
10837	SVC Payroll Fund	-#334 Land Lab. \$275.56, #354 CETA \$212.50, Payroll for 7/31/75	488.06
10838	SVC Bookstore	-#103 Accounts Receivable, Loans to Other Funds	20,000.00
10839	Fred L. Boher	-#103 Accounts Receivable, Military Grant, Fall '74	42.00
10840	Robert Rainsberger	-#360 Miscellaneous, Check for change	775.00
10841	Debra Dillow	-#103 Accounts Receivable, Foundation Grant, Fall	125.00
10842	SVC Educational Fund	-#337 EMTA, Administrative Fees	133.34
10843	Weldon, Williams & Lick, Inc.	-#331 Parking, Stickers	552.83
10844	Jeani Frump	-#103 Accounts Receivable, ISSC Grant, Fall	15.00
10845	Thomas Gall	-#360 Miscellaneous, Check for change	595.00
10846	B. F. Shaw Printing Co.	-#352 Disadvantaged Grant, 640 issues of the Dixon Evening Telegraph/Ken Preiser	51.20

SAUK VALLEY COLLEGE

APPROVED BY

Donald F. Coplen

PRESIDENT

Erman Gaulrapp

SECRETARY

DATE